

## DUNDEE CITY COUNCIL

**REPORT TO:** Leisure, Arts and Communities Committee - 27 April 2009

**REPORT ON:** Completion of Baxter Park Restoration Plan

**REPORT BY:** Director of Leisure and Communities

**REPORT NO:** 390 - 2008

### 1.0 PURPOSE OF REPORT

1.1 The report fulfils a request by the Heritage Lottery Fund and informs the Committee of the completion of Baxter Park Restoration Project. It also seeks adoption of the Baxter Park Management Plan.

### 2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee notes the completion of the restoration of Baxter Park.

2.2 It is recommended that the Committee approves the adoption of the attached Management Plan for Baxter Park which takes into consideration the needs of the restored park.

### 3.0 FINANCIAL IMPLICATIONS

3.1 The total cost of the Baxter Park restoration project is £4,103,000 and has been funded as follows:

#### 2001/2009

Heritage Lottery	£3,252,000
Historic Scotland	£302,000
Leisure & Communities Dept.	<u>£549,000</u>
	£4,103,000

3.2 The project budget has now been completed. Reporting requirements for Historic Scotland and Heritage Lottery Fund have also been completed.

### 4.0 MAIN TEXT

4.1 The 6 year Baxter Park Restoration Plan was started in February 2002 and was formally completed on 31 July 2008.

4.2 It has involved the restoration of this historically significant park to its former glory as the only complete park in Scotland designed by Joseph Paxton.

4.3 During this period it has gained two national awards for the Park Centre and the Main Pavilion, a Scottish Award for Quality in Planning and a local Architectural award for the Main Pavilion.

4.4 During the restoration project HLF paid for 3 Urban Rangers. By re-profiling its staff resources the City Council have committed to maintaining 1 FTE Park Ranger and to seek external (Lottery) funding for additional play rangers. Over the next two years Fairer Scotland Funded Urban Rangers working across all eligible areas of Dundee will have their office base in Baxter Park Centre.

4.5 All the local councillors and residents involved in the project, including the Friends of Baxter Park and the Stobswell Forum are thanked for their support and assistance during the restoration project.

4.6 Attached is a copy of the proposed Management Plan for Baxter Park which the committee is asked to approve. This template will be utilised in the roll out of Management Plans for all the major parks in the city in association with implementation of their Master Plan.

The Management Plan is underpinned by a series of background files which are available for public inspection and which are held in the Leisure and Communities Department Headquarters at Central Library, Wellgate Centre, Dundee, DD1 1DB.

4.7 The proposed management plan is also being utilised to support a Green Flag application for Baxter Park.

## **5.0 POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

## **6.0 CONSULTATION**

6.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have been consulted on this report and are in agreement with its contents.

6.2 The Baxter Park Management Plan has been the subject of extensive consultation with Funders, The Friends Group, Stobswell Forum and local elected members.

## **7.0 BACKGROUND PAPERS**

None.

**STEWART MURDOCH  
DIRECTOR OF LEISURE AND COMMUNITIES  
28 FEBRUARY 2009**

# **Baxter Park Management Plan 2009-2034**

**A 25 year plan with annual updates and 5-yearly  
reviews**



Morgan Academy

**Bus numbers:**  
 Pitkerro Road  
 Towards city centre:  
 15, 17, 17A, 22, 37, 138  
 Away from city centre:  
 15, 17, 22, 36

# Baxter Park Plan



**Bus numbers:**  
 Arbroath Road  
 Towards city centre:  
 9, 9A, 11, 13, 28, 28A,  
 29, 39, 70, 73, 73A  
 Away from city centre:  
 10, 10A, 12, 13, 28, 29,  
 39, 70, 73, 73A

**We wish your visit to the park to be as enjoyable as possible.**  
 Further Information and park guidelines can be found at most entrances.

**Key**

- Entrance /Exit
- Bus Stop
- Toilets (restricted hours)
- Information

**For more information:**  
 Telephone: 01382 434000  
 or see:  
[www.dundee.gov.uk](http://www.dundee.gov.uk)  
 For more bus information see:  
[www.traveldundeinfo.com](http://www.traveldundeinfo.com)

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# **INTRODUCTION AND SITE DESCRIPTION**

## **1.0 Introduction - A People's Park**

This Management Plan is to ensure the long term sustainability of Baxter Park, furthering the vision of the Baxter family who gifted it to the city and Paxton who designed as a - *"A People's Park for the enjoyment and recreation of the inhabitants of Dundee"*.

The creation of a Friends of Baxter Park Group, along with partnerships with other community groups in the area, is to ensure that the park continues to meet the needs of the public who use it.

A Heritage Lottery Grant - Urban Parks Programme, of £3.5m was secured in February 2002 and a restoration programme undertaken completing in July 2008. The complete project budget was £4.2m

## **2.0 Site Description**

### **2.1 Location**

Baxter Park is located approximately 2.5 miles east of the City Centre in the Stobswell area of Dundee. The park is bounded by two main roads into the city, the Arbroath Road at the South and Pitkerro Road at the North of the park. It is set amongst two differing housing stock types. To the East of the park are quality detached and semi detached villas and to the West of the park, tenement properties.  
Grid Reference NO 415315  
Post Code DD4 7BF

### **2.2 Electoral Ward**

Dundee City Council - Maryfield Ward  
3 Elected members 2007-2011  
Councillor E Fordyce  
Councillor C Melville (2009)  
Councillor K Lyn

Scottish Parliament - Dundee East, MSP Shona Robison (SNP) 2007-2011  
Member of Parliament - Dundee East, MP Stewart Hosie (SNP) 2007-2011

### **2.3 Ownership**

The Baxter Park site is owned by Dundee City Council and is managed by the Parks, Sports and Leisure Service of the Leisure and Communities Department.

### **2.4 Planning Designations**

#### **2.4.1 Local Plan Designation**

Allocated under policy 66B "Protection of Other Open Space" in the adopted Dundee Local Plan Review 2005

#### **2.4.2 Listed Buildings**

Gates and Railings all Category "A" Listed.  
The central Italianate Sandstone Pavilion designed by George Stokes is "A" Listed.  
Lodge Category "C(s)" Listed  
Park Centre does not have any listings in its own right but has status under the Conservation Area designation

## **INTRODUCTION AND SITE DESCRIPTION**

### **2.4.3 Conservation Area**

Located within an Outstanding Conservation Area the park is also included in the Scottish Inventory of Historic Landscapes and Gardens. See Historic Scotland website for up to date information.

### **2.5 Leases and Agreements**

1. Former Tennis Pavilion - Web Project (CAIR Limited) - 7.11.2005 till 27.5.2009.
2. Baxter Park Private Bowling Club - this is a 25 year Lease. Due for renewal in 2011.
3. Cafe in Main Pavilion - 20 year lease. Rent review every 3 years. Awaiting new tenant.

At any time the Leases become due for renewal, the Leisure and Communities Department will be consulting on what their future is in relationship to the Park. The Friends Group will be included as part of this process.

Work on the contents of all leases and the conditions they impose on the leasee and the City Council has been compiled for future reference.

4. 25 year contract with Heritage Lottery Fund.

This imposes the following conditions:

- The property can only be used for approved purposes - being the use as a public park and public buildings.
  - The approved purposes shall be carried out in accordance with current best practice and to a qualitative standard appropriate to the Park and as a project of importance to the national heritage.
  - The City Council will allow HLF to have access to the property to monitor the approved usage.
  - The City Council will give due consideration to any recommendations from HLF.
  - The City Council will take appropriate steps to monitor its own success in fulfilling the approved purpose and using the property for the approved use.
  - The City Council will retain the Park in its ownership and will not sell or let any part of it without the prior approval of HLF.
  - The City Council will maintain the property in good repair and condition.
  - The City Council will insure the property.
  - The City Council will keep the park secure
- Copy of the HLF Contract is available with Legal Team in the City Council.

5. 21 year contract with Historic Scotland (relates to Main Pavilion and Boundary Walls and Fence

- Ownership - Historic Scotland must be notified immediately if the City Council intends to sell the property or lease the property for a period less than 21 years.
- Insurance - Adequate insurance must be kept in place
- Maintenance - the property must be maintained in a reasonable state of repair and no works which may affect the character of the building should be carried out without prior approval from Historic Scotland's Grants Branch. Every 5 years the building must be inspected by a registered architect or building surveyor and a copy of the inspection report submitted to Historic Scotland.
- Public access to the interior of the property must be allowed for a minimum of 25 days each year between the months of May and September, at least 10 of which will be at weekends and by reason of its use. These access arrangements must be publicised in local or national newspapers at least three times a year; through specialist historic buildings or tourist guides; and by written notification to the local tourist office and by posters or leaflets displayed in the property's locality.



## **INTRODUCTION AND SITE DESCRIPTION**

- Historic Scotland's representative will have right of access, on giving 48 hours notice, for the purpose of inspection of the state of repair and condition of the building.
- Publicity - The City Council gives permission to Scottish Ministers to publicise the property in any publication or on the website of Historic Scotland or Scottish Ministers. Also any press releases, statement or publicity issued by the City Council, as far as possible and reasonably, shall make mention of the award of grant from Historic Scotland.
- An annual return must be submitted to Historic Scotland giving information on access, publicity and where appropriate, opening arrangements including number of visitors to the property.  
Copy of the Historic Scotland Contract is available with Legal Team in the City Council.

### **2.6 Awards**

1. Civic Building of the Year -Small Project Category from Society of Chief Architects of Local Authorities. - 2006
2. Scottish Design Awards - Main Pavilion was on shortlist. - 2006
3. Dundee Institute of Architects Awards. Commendation in category for Best Commercial Building Conservation for Main Pavilion. - 2007
4. Green Apple National Award for sustainable use of a Heritage Building. - 2007
5. Scottish Award for Quality in Planning - for the restoration of Baxter Park for Outstanding performance and quality in Development.- 2008  
Award Certificates are displayed in the Park Centre
- 6 Nancy Ovens Trust Awards in the 'Best Promotion of Outdoor Play Facilities' category

### **2.7 Historic Context**

Baxter Park, was designed by Sir Joseph Paxton (renowned gardener and landscape designer of his time, who worked for William Spencer the sixth Duke of Devonshire and designed Crystal Palace) and donated to the citizens of Dundee by Sir David Baxter and his two sisters Mary Ann and Eleanor, with a trust fund for running and upkeep, managed by a group of trustees. It was constructed over two areas of ground, the lower park being a field and the upper, a disused quarry which was filled in for use as part of the construction. Officially opened on 9 September 1864 Baxter Park offered a green space to the public in the form of promenades, elaborately planted vistas and a large recreation ground. Over time, as public demand has changed, recreational facilities have been added and changed including additions of bowling, cricket, putting and tennis grounds, the building of pavilions to house different sports, a bandstand and greenhouses, and additional walk ways, all of which have kept Baxter Park as a vibrant social area and a hub of the local community.

As the park has evolved, so has its management. Originally overseen by the Trustees of Baxter Park, it was passed on to the City Corporation in 1903 where it has since remained, the Corporation becoming the District Council and then the present City Council. Through this period both the Dell in 1956 and South Lodge in 1958 were lost, but the park has thrived in recent years with the implementation of Baxter Park Restoration Plan. Through the introduction and continued application of this scheme, Baxter Park has seen great improvement and has been restored to a safe and active community green space, with great reduction in vandalism, drug abuse and antisocial behaviour. With the restoration and upgrading of the Central Sandstone Pavilion, space has been created for a café and a beautiful setting for functions and events as well as civil weddings. The creation of the Park Centre has given the local community a space for local events and activities, and has provided a base for supervisory staff such as the Urban Rangers and Community Wardens within the park.

# **INTRODUCTION AND SITE DESCRIPTION**

Copies of the Historic Landscape Analysis by Fiona Jamieson and the Conservation Report by Simpson and Brown are available from Parks Operations Manager

## **2.8 Social Context**

To look at Baxter Park in a social context, other than recognising its landscape significance and quality, one should look at the influence it has had on the local community. Baxter Park has been the centre of many events, including celebrations of Queen Victoria's Jubilee, Brass Band Competitions, Motor Gymkhanas and the annual Firework & Bonfire night regularly attended by 15,000 people. In more recent years, under the guidance of Baxter Park Urban Rangers and the Friends of Baxter Park, there has been a five year events package developed with which they have engaged with the community to promote public ownership of the park. Recent activities which have been created for the community include events such as Kids Club, DAFT music sessions and Celebration in the Park. Baxter Park has remained as a socially popular green space, as important now as when it was the only properly constructed and designated park in the city.

## **2.9 Policy Context**

### **2.9.1 Corporate Strategies**

**Public Open Space Strategy.** - Dundee has updated its Public Open Space Strategy through participation of a diverse group of stakeholders. The task was completed in August 2008. The Strategy will ensure a more holistic approach to the management of green spaces across the City and promote links to community involvement, physical activity, wellbeing and community learning and development. The new strategy is being informed by a GIS audit of the entire City's green spaces in line with parameters identified nationally by the Scottish Government. This will be utilised in the rolling out of Parks Management Plans across the city.

**Environment Strategy.** - Dundee Partnership for the Environment, a theme group of Dundee Partnership Community Planning, has produced an Environment Strategy for the City. It has sections on Natural Environments, Climate Change, Built Environment and Education and Environmental Responsibilities. These will have an impact on all Parks and Open Space in the City including Baxter Park. Its other sections of Energy, Transport, Waste and Pollution will have secondary impacts. Once the desired actions by the Leisure and Communities Department are clarified this will be built into all Parks Management Plans. This will take into consideration the Open Space Strategy and Tayside Biodiversity Action Plan.

**Outdoor Access Strategy.** - Dundee's Outdoor Access Strategy 2005 - 2010 sets out a vision for outdoor access in Dundee. The strategy assists in fulfilling the City Council's requirements under the Land Reform (Scotland) Act 2003 and aims to provide access for all people despite age or ability through the implementation of projects and awareness raising through activities and promotion. Its principles have been built into the access policies of the park and reflected in this Management Plan.

**Tayside Biodiversity Action Plan.** - The Plan covers Dundee, Angus, Perth & Kinross. As with all other public bodies, Dundee City Council has a duty under the Nature Conservation (Scotland) Act 2004 to "further biodiversity" This is being taken into consideration in the management of the Park.

### **2.9.2 Local Policy/Reports**

Parks and Public Open Space make a major contribution to the quality of life within Dundee. As well as contributing to the biodiversity of the urban environment and the

## **INTRODUCTION AND SITE DESCRIPTION**

economic viability of the city by helping to attract inward investment from businesses and tourism in its contributing to the creation of a high quality urban setting, they also contribute to the civic pride of the city and its surrounding neighbourhood. This is reflected in the number and diverse city plans it is incorporated into.

- Dundee City Council Plan 2007-2011
- Dundee Local Plan 2006-2010
- Dundee's Public Open Space Strategy 2008-2011
- Dundee's Pitch Strategy 2004 - (presently being updated)
- Dundee Sustainability Plan 2006-2008
- Dundee City Council's Departmental Service Plans
- Dundee Partnership
  - Environment Strategy 2008
  - Single Outcome Agreement 2009
- Dundee's Cultural Strategy (presently being updated)
- Dundee Local Community Plans / Local Community Learning and Development Action Plan/ Local Community Environment Plans
- Dundee's Outdoor Access Strategy 2005-2010
- Dundee's Core Paths Plan 2008

### **2.9.3 Departmental Strategies**

**Parks Master Plans.** - The Leisure and Communities Department has developed a series of master plans covering the major parks of the city to guide the way in which they are developed and managed.

- Baxter Park
- Dudhope Park
- Dawson Park
- Broughty Ferry Esplanade
- Balgay Park
- Caird Park
- Camperdown Country Park

**Leisure and Communities Department's Service Plan.** - The Leisure and Communities Department, Service Plan 2007-2011 includes a section devoted to the Leisure, Parks and Sport Service area. It has identified its purpose as having a major impact on individual health and wellbeing by influencing the quality of the green environment and the promotion of a sporting, leisure and social opportunity for the entire city.

**Parks Events Strategy.** - The departmental strategy that is currently being prepared identifies opportunities that can improve on the co-ordination, promotion and accessibility of events and festivals in Dundee for 2008 and beyond in which Baxter Park is included.

- Ensuring events with which the Leisure and Communities Department is associated are clearly identified and promoted.
- Improving promotion and assisting with audience development.
- Providing a mechanism for improving the quality of event marketing and, where possible, integrating event promotion.
- Keeping under review the department's strategy for the support and promotion of festivals and events.

The emphasis and efforts focus on improving programming, seeking greater integration, looking carefully at audience development through better networking and creating a year of events which are co-ordinated and which maximise synergy and integration from the public.

**Parks Management Rules.** - These have been updated to take account of changes to the Scottish Outdoor Access legislation.

## **INTRODUCTION AND SITE DESCRIPTION**

### **2.9.4 Committee Reports**

These are available on the City Council's Intranet Site and copies are located with Parks Operations Manager.

## Management Statements of Intent

### 3.0 Management Statements of Intent

Baxter Park is owned and managed by the City Council on behalf of the people of Dundee. This will continue into the foreseeable future. It was given to the City by the Trustees of the original beneficiaries and the City Council will continue to own and manage it. The local community, during the period of restoration, has increased its involvement in the process of management and maintenance. The Friends of Baxter Park and the local Stobswell Forum have both become part of planning for the park and specifically in reference to its future development

The City Council's strategic management objectives in relation to parks are as stated in the Leisure & Communities Department's Service Plan 2007-2011.

- To continually and actively engage with stakeholders, and involve the public in the management and development of parks, sport and leisure services.

*Council Plan Reference: Health & Care, Building Stronger Communities.*

- To manage and develop quality leisure services to encourage usage and healthy activity; make a major contribution to the health and wellbeing of our citizens; and contribute to the success of the city's economy.

*Council Plan Reference: Health & Care, Work and Enterprise, Building Stronger Communities.*

This will be manifested in the attempt to gain a Green Flag Award for the Park

The management and maintenance of Baxter Park has been developed during the process of the 5 year restoration. Management of the park is now undertaken by the Leisure and Communities Department's Parks Operations Section and this covers all the buildings, perimeter walls/railings, historic landscape and leisure facilities allowing co-ordination of the varying needs of each facility.

The following is a description of the present situation (2009) for reference. The series of management statements are used to establish the Action Plan at **8.0**

### 3.1 Management Structure

The management of the park is undertaken by the Leisure and Communities Department of Dundee City Council (in consultation with the Friends Group.) The day to day operations are managed by an Assistant Park Manager and/or one of three Duty Officers.

**1. The Assistant Park Manager is responsible for the standard of service delivery in the park and instructs, as required, the appropriate work to be undertaken by departmental and city council staff.**

**2. The Duty Officer is responsible for the management of all aspects of horticultural practice, including soft and hard landscapes and leisure management and ensures that the required standard of service, supervision and planning of works is met.**

The park has a wide range of people who help contribute to its maintenance as listed below:

- Duty Officer, Parks and Outdoor Leisure
- Duty Officer, Leisure and Mobile
- Forestry Officer, Land Services
- Building Inspector, Central Property Unit, Economic Development Department
- Events Officer, Leisure and Communities Department

## **Management Statements of Intent**

The Parks Management Rules are the legal basis under which the park is managed and visitors must abide. These were updated in April 2008 to bring them into line with the Land Reform (Scotland) Act 2003 and Scottish Outdoor Access Code by Committee approval.

**3. The enforcement of the Parks Management Rules is the responsibility of the Assistant Parks Manager and Duty Officer along with authorised operating staff.**

### **3.2 Staffing in the Park**

#### **3.2.1 Urban Rangers**

During the Baxter Park Refurbishment Project Urban Rangers were based permanently in the Park. On site there was a Senior Urban Ranger with two Assistant Urban Rangers. A Seasonal Urban Ranger was brought in from May to September each year. The Urban Rangers were line - managed by the Senior Countryside Ranger. The HLF funding for the Urban Rangers finished at the end of October 2007. The City Council has obtained Fairer Scotland funding to provide Urban Rangers in the City. They will be based in Baxter Park and provide coverage for the areas of Ardler and Whitfield as well as providing a presence in Baxter Park. An application to the Big Lottery for play rangers has also been completed.

**4. The City Council is actively seeking further funding for the Urban Rangers.**

#### **3.2.2 Gardeners/Park Rangers**

The Gardeners are presently based half a mile away at Eastern Cemetery. They will be based in the Park when the accommodation is available. There is also a proposal to provide a Parks Centre Attendant on a seasonal basis to oversee access by the public to the Centre and the toilets.

**5. Two gardeners will be based in the park at any one time and one Park Ranger will maintain all shrub and tree areas. A Seasonal Attendant will be based in the Park Centre when funding becomes available.**

**6. Accommodation to be renovated in the park in 2009/10 so the staff can have a more permanent presence.**

#### **3.2.3 Training of Staff**

To progress training requirements an annual meeting is to be held between employees and their line manager to:

- Review the year's progress against objectives and targets
- Set new objectives and targets for the coming year
- Review any training and development that has taken place in previous year
- Identify any training and development needs for the next year

**7. Training information will be utilised by the Parks Management to determine the skills required for maintaining the Park, and what training should be recommended for staff.**

**8. "The Management and Maintenance of Historic Parks, Gardens and Landscapes", the English Heritage Handbook, edited by Jo Watkins and Tom Wright, will be utilised to inform the maintenance regime in the park.**

### **3.3 Other Council Department Services in the Park**

Various works required within the park will be carried out by other Council Departments and outside agencies.

**9. Works by other departments will be authorised by the Duty Officers.**

**10. Maintenance of the buildings will be mainly undertaken by Dundee Contract Services and carried out through the Council's Corporate Property Unit and the GVA system. This will cover all repairs, glazing, electrical, painting, drainage, etc.**

## **Management Statements of Intent**

See 4.2 for schedules

**11. A Service Level Agreement with Dundee Contract Services, will be utilised for the supply of bedding plants, tree inspections and shrubs as well as repairs to playground equipment.**

**12. Council's Waste Management Department will empty the Dog bins within the park and undertake street cleaning of the paths as required.**

### **3.4 Partnership / Community Involvement**

Dundee City Council prides itself on working with Community Groups. In the case of Baxter Park this involves the Friends of Baxter Park and the Stobswell Forum.

#### **3.4.1 Friends of Baxter Park**

The community group was formed, with support of the Baxter Park Urban Rangers, during the restoration project, and is a constituted group with charitable status. It has a committee and Chair who is the main point of reference for the liaison with the City Council. The group meets in the Park Centre and has its own space within the Park Centre. It can be contacted at the Centre or via the Chair.

Irene Shearer is the current Chair in 2009.

The group issues regular newsletters and is actively involved in putting on events in the park and the Park Centre.

The Friends are currently involved in two practical projects, the refurbishment of the wetland area and the creation of wildflower areas on Daisy Hill. The development of both these areas will create diverse habitats attracting associated fauna to it and the park. It will also serve as a "living lab" for use in education of children and adults to the importance of biodiversity.

The projects offer the community a series of hands-on group activities to develop the sites (at least 2 per season, or as required), such as clearing and pruning, planting of trees, shrubs, bulbs and community-grown plug plants, creating access paths and boundary management (e.g. via planting, creative willow weaving, etc), installing bird boxes, and regular general site management. Promotional events are held during the life of the projects and the potential for information and education with local schools will be developed.

The activities of the Friends of Group and any other volunteer group in the park will act in conformity with the recommendations of the conservation plan for designed landscape.

**13. The Friends of Group will continue to be involved in the management of the park and in the development of new elements through regular meetings with the Park Management Team.**

**14. In order to take forward projects within the park there is financial support until 2010 from a range of services including the Big Lottery Breathing Places, Tayside Biodiversity Fund, and through the Urban Rangers, Fairer Scotland funding.**

#### **3.4.2 Stobswell Forum**

Dundee City Council has a decentralisation strategy which encourages the development of neighbourhood representative organisation. The Stobswell Forum was one of the first organisations formed under this strategy. Members of the Stobswell Forum have always shown a keen interest in the park and supported its restoration. They organise the Celebration in the Park event each year in the summer. They are supported by the local Community Officer and have regular meetings where

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updates on the Park are given. The Chair of the Organisation acts as the contact point for the City Council.

Carol Bailey is the current Chair in 2009.

The Forum can be contacted via the Chair, the community officer or at the Boomerang Hall in Stobswell.

### **3.4.3 Public Consultation**

User surveys are utilised to gauge the views of users of the Park to enable management to direct resources to areas of concern. Surveys that were carried out at the beginning of the restoration project in 2004 contributed directly to the type of service that the Urban Rangers developed for the Park users. Survey forms are available in the Main Pavilion and Park Centre as well as at the bowling green. Visitors may use the cards and post them in the boxes provided. These are emptied on a monthly basis and passed to the Quality Officer to create a report for the Management to action.

**15. User surveys and questionnaires as well as complaint forms will continue to be used on a regular basis to allow changing needs and concerns to be identified.**

## **3.5 Public Access**

### **3.5.1 Appropriate Use for the Place.**

Baxter Park functions first and foremost as a public open space for the adjacent community. This is what it was originally provided for and it continues to function on that basis. Historical interest due to its restoration has now given it a city-wide status but the vast majority of its usage is for local residents to enjoy public open space.

Resolving the conflict between modern uses and heritage has been part of the restoration plan. Where conflict has arisen, detailed discussions have been undertaken with interested parties and after explanation of its heritage value and significance, these conflicts have always been resolved.

**16. The City Council will continue to resolve the conflicts of 21st Century usage and expectations of a Historic Park by discussions with all interested parties.**

### **3.5.2 Access Statement**

To assist in the design stages of the parks restoration project, a Baxter Park Access Statement was prepared that outlined the Council's commitment of equality, inclusion and accessibility in the delivery of its services to members of the public. This underlying philosophy was carried through the design stage of the park and incorporated into the Materials Palette for the park.

This will be reviewed annually and will take into account any changes in legislation or best practice.

**17. The philosophy of the Access Statement is to be continued in the management, and any future development, in the park**

### **3.5.3 Path network**

There is a good path network allowing access to all of the main buildings and features of the park. A candidate Core Path has been designated through the park, linking into the citywide network of signposted and promoted paths for walking, cycling and other forms of non-motorised access. The Core Path Plan has been agreed by Dundee City Council January 2009. This requires that the associated gate access points are always open to the pedestrian.

**18. The Core Path designation has been built into the management of the park.**

Other pathways not upgraded during the restoration period are to be improved and repaired in the future to enable a collace covering to match those paths upgraded as part of the restoration. This will be included in future capital plans.



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**19. The City Council will develop an action plan to upgrade the remaining pathways and all parks improvements through capital funding.**

The Restoration Plan introduced traffic management in to the park for the first time.

**20. Traffic management in the park will be actively undertaken with enforcement of speed restrictions by Parks Managers and the introduction of bollards where required to prevent access of unsuitable vehicles.**

Copies of the Survey of Paths 2007 and the Access, Path and Park Users Report are with the Parks Operations Manager.

### **3.5.4 Public Access to the Park**

To ensure the park is welcoming, the gates will remain open on the Arbroath Road entrance for pedestrians. The bollard prevents cars getting access to the park.

The park has sizeable railings and gates around its perimeter adjacent to public roads or stone walls on its perimeter adjacent to private gardens. These could allow the park to be closed off to the public. Dundee City Council, in its initial bid to the Heritage Lottery Fund, considered the proposal to close the park at night to the public. Consultation over the period of the restoration project, with other sections of the City Council, the Police and the local community as well as local politicians, resulted in divided opinion. Certain people, and organisations such as the local Police, feel very strongly that the park should be left open, the reason being that people will still be able to gain access and if anti-social behaviour or criminal behaviour is being undertaken in the park, it will make it much harder for the Police to gain access and control it. The opposite view was held by many members of the local community who felt that securing the park against public access during the night hours would have a beneficial effect. There is also a group of local community dog walkers who are very against closure as many walk their dogs during the night hours.

The North Lodge residents have right of access to their private property and an agreement was reached with them in 2008 that the north gate would be half locked to prevent vehicle access but half would remain open for pedestrian access.

Establishment of the Core Paths in the park (see 3.5.3) require pedestrian access to be kept open on the associated gate access points.

**21. The open public access will continue at present but will be monitored.**

### **3.5.5 Building Access/Management**

Access to the various buildings is managed in different ways.

**The Main Pavilion** has a cafe in its west wing providing public usage when manned by the lease-holder. The central area and the east wing are opened for public usage when there is a function, wedding, activity or exhibition.

Restricted winter usage was agreed during the restoration phase because of the risk of condensation to the glass screen and because the heating and ventilation system could not cope with the load. This was to create a project cost saving as well as preserving the integrity of the stonework. The central part of the pavilion was not originally designed to be enclosed.

**22. Public bookings of the Main Pavilion should be managed through the departmental booking system.**

**23. Booking of the Main Pavilion in winter will be restricted to compensate for condensation on the glass and the ability of the heating and ventilation system to cope.**

Documentation and information for weddings in the main are available on-line from the City Council and on request in a paper format from the Leisure & Communities Department.

**The Park Centre** is opened to the public when staffed by either the Urban Ranger or a Leisure Attendant or if there is a booking. It is not open to the public when officers

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are not there or there is no booking. Its exhibition/activity area is managed by a departmental booking system. The building is purposely designed with the roof having an overhang to the main structure underneath it, which allows the public to shelter should they so require or view any exhibitions through the glass.

**24. Public bookings of the Park Centre should be managed through the departmental booking system**

The **Tennis Pavilion** in the south of the park is leased to a private organisation that provides counselling for young people. They have one night a week as an open session but the rest is controlled access.

**25. Tennis Pavilion to continue to be leased by the Web Project as a Youth drop in centre.**

The **North Lodge** has been sold under right to buy legislation and is private and therefore there is no public access to the house or garden grounds.

The **South Bowling Green Pavilions** are open to the public from 8am till 9pm, April to September each year and provide Public Toilets.

**26. The South Bowling Greens should continue to be open to the public during the same hours as at present.**

**Toilets** ( one male and one female ) are provided on an unmanned basis at the South Bowling Green's Pavilion - see above. . The Park Centre toilets are unisex and one is adapted but they are not open to the public unless the Park Centre itself has an event etc. on or the staff are in attendance. Improvements on availability are planned for 2009. The Main Pavilion has male, female and adapted toilets for use by those using the Pavilion. The Pavilion Cafe has an adapted unisex toilet for the patrons of the Cafe.

The disused toilet block at the north end is due to be demolished in 2009 and is awaiting a demolition warrant.

**27. The Parks Operations Section will prepare a report on toilet provision, Management and Operating procedures and seek agreement for action which will lead to a rationalisation of provision and facility management with the aim of providing an improved targeted customer service.**

**28. The Leisure and Communities Department will undertake an Access Audit to determine if all the features in the restored park are accessible and any feedback from customers noted.**

### **3.6 Sporting Facilities**

#### **3.6.1 South Bowling Greens**

The public bowling greens in the south of the park comprise two operating greens and one green that is not used and left rough surrounded by a high hedge with 2 pavilions. Members of the public can turn up, pay and play. Bowls are also available for hire.

The proposal is to remove the unused green and consider the operations of the other two greens presently being played upon. There has been a reduction in usage figures over the past few years. This would allow for the removal of a large proportion of the hedge and the utilisation of one of the pavilions for storage.

A Bowling Green Review will be submitted to Committee in the near future.

**28. The Bowling greens should continue to be booked through the department's booking system and open to public access.**

**29. Consideration, in the future, should be given to removing the unused Bowling Green should agreement be reached.**

#### **3.6.2 North Bowling Greens**

There is one Bowling Green to the North of the Park leased on a long term basis to the Baxter Park Bowling Club. A private organisation with its own membership, it is maintained and managed by an elected committee. Access is restricted for vehicles

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to the clubhouse and the adjacent gate is kept half closed, allowing pedestrian access but not vehicular. The officials of the private bowling club have keys to allow access through the adjacent gates for disabled users or delivery vehicles only. Consultation with the City Council is via regular meetings with the Assistant Parks Manager.

**30. Northern Bowling Green should remain as private leased ground.**

### **3.6.3 Tennis Courts**

There are three courts available all year round based on a tar macadam surface and there is no cost to participants who wish to play. They have open access all year.

**31. Tennis Courts should remain open to the public free of charge.**

**32. Existing Tennis courts should be considered for conversion into a Multi Use Games Area. The Department is to seek external funding for this proposal.**

## **3.7 Events**

### **3.7.1 Fireworks**

The park hosts one of Dundee City Council's two Annual Fireworks Displays on 5 November with a 25 minute Musical Fireworks Extravaganza, Bonfire, Road Show, Entertainment and Refreshments. There are regular attendances of 15,000 at this free event. The purpose is to encourage people to attend the Council's display rather than have their own fireworks or bonfire, thus preventing damage to properties and personal injury. The park is restored to its usual condition after the Bonfire and fireworks have taken place.

**33. Firework Displays should continue in Baxter Park.**

### **3.7.2 Community Events and Activities**

The 'Friends of Baxter Park' Group, in Partnership with Dundee City Council and other local groups, promotes and supports regular community events in the park. These include a new Spring Community Celebration and additional events to promote, celebrate or physically engage the community with current projects in the park.

The Stobswell Forum promotes the annual Celebration in the Park.

**34. Friends of Baxter Park and community groups should be encouraged to continue to undertake events and activities in the park.**

### **3.7.3 Schools Events**

Morgan Academy has its annual cross country event in the park.

Gleblands Primary School has its annual Sports Day in the Park.

**35. Local Schools should be supported and encouraged to undertake events in the park.**

### **3.7.4 Environment Arts Events**

Community consultation, events and projects are supported by an Environment Arts presence, working in partnership with the park restoration since 2003. The Community Regeneration Fund currently supports an 'Environment Artist' 3-year project, with Fairer Scotland funding confirmed for 3 further years to 31.3.11.

The Environment Artist provides input to events, plus project development and piloting, and attracts contributions from partners and other sources, to allow a wide range of activities. This provides an ongoing creative and environmental engagement with park users and potential users. It will allow people to be involved in the Park in the future and now underpins several 'added value' community projects.

**36. The department will actively support the application of external funding bids beyond March 2011 to continue the Environment Arts presence in the Park.**

### **3.7.5 Music Events**

The Leisure and Communities Department's Events Officer organises annual Band Concerts in the Amphitheatre. These include Brass Bands, Instrumental Bands and

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local bands performing during the summer season. These events are sensitive to weather but free and regularly attended by 100-150 people per performance.

**37. The Events Officer will continue to develop and manage the annual programme of band concerts in the park.**

### 3.9 Future Works

The park is now a conservation area so the introduction of radically new features, alterations or developments is exceedingly unlikely. There are proposals by the City Council to take forward future phases of minor restoration to complete the renaissance of the park, but there is no wish to undertake any radical new features, major alterations or developments.

Any future works will be controlled by both Listed Building Consent and Conservation Area status. The City Council would be required to apply for Planning Consent and Listed Building Consent for any structural works in association with buildings, perimeter walls, railings, structures etc. This would also be true of any future landscape alterations.

The Conservation plans are regarded as dynamic documents subject to review and change arising from any new information coming to light. The Parks Operations Manager will be the holder of the documents and any additional information. It will be reviewed bi-annually and kept with the Management Plans by the Parks Operations Manager.

Future works will be approached as an extension of the restoration plan. A working group of operational staff, landscape architects, architects, engineers, quantity surveyors, etc., along with senior management of the Leisure and Communities Department would be set up and would take forward any development, based on a feasibility study from either a historical landscape consultant or in-house landscape architect. Consideration will be given as to what is appropriate for a 21st Century Park and a heritage landscape, to see if conflicts can be resolved and a decision made on the most appropriate way forward. A heritage impact assessment will be carried out for any capital or new works of intervention. Landscape Works will take into consideration the Historical Landscape Report by Fiona Jamieson and any works to the Main Pavilion will take into consideration the Conservation report by Simpson and Brown.

**38. The City Council will take forward any future works in the spirit of the Restoration Plan considering the Historic significance of the Park and within the Conservation Area status.**



Site of Dell.  
Historic OS: 1919 - 1939

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### 3.9.1 The Dell

A report from Christopher Dingwall, Historic Landscape Consultant was provided on 20 October 2006 regarding The Rockery Dell.

(Copies of the Rockery Dell Report are lodged with the Parks Operations Manager).

The findings from this report were as follows:

#### **Summary Description**

"Close study of the written cartographic and pictorial evidence for The Rockery Dell makes it clear that the feature was formed by a combination of artificial rock work and part of the western face of the former Gallow Hill Quarry which was included within the original park boundary."

#### **Conclusion**

"The Rockery Dell is unlikely to be in a condition which, if uncovered by removal of the infill, would allow it to be re-instated and re-opened as a feature of the park in the near future, without major capital investment, whether to reinstate lost or damaged features, or to stabilise the exposed rock face. The ease (or otherwise) of excavation will be effected by the nature of the material used to infill the Dell. Furthermore, any excavation is likely to involve the disturbance of tree roots which have developed during the 50 years since the Dell was infilled, with a consequent impact on the health and stability of trees which are growing in or near the Dell, most notably the large weeping ash adjacent to the east wall, and some of the mature trees growing on the large mound. Accordingly, a full excavation and restoration of the Rockery Dell is not recommended at this time."

#### **Recommendations**

Christopher Dingwall's report made six recommendations:

- a) "That a borehole investigation of The Rockery Dell be undertaken with a view to revealing its original profile and depth, and the nature of the material used for infilling in 1956."  
**39. The borehole investigation will be programmed into the Park's Action Plan to be completed by 2011 should external funding be sourced and will be considered as part of the interpretation of The Rockery Dell.**
- b) "That a clearance of existing shrubs and undergrowth and removal of accumulated leaf litter and soil be undertaken on the two mounds with a view to exposing and assessing the nature, extent and condition of surviving rockwork and features which were not buried by the infilling of The Rockery Dell in 1956."  
**40. Clearance of shrubs and undergrowth will be taken forward by the Parks Operations Staff 2009/2010.**
- c) "That consideration be given to a renewal of the planting on and around the two mounds, and surviving rockwork, in a style more appropriate to that of the original Rockery Dell."  
**41. The planting on the Rockery Dell mounds will be programmed into the Park's Action Plan to be completed by 2011 by the Parks Operations Staff utilising Edward Kemp's recommendation in his book "How to Lay out a Garden 1858" page 279-280.**
- d) "Depending on the findings of (b) and the decision reached on (c) consideration be given to the best means of presenting the story of The Rockery Dell to visitors as part of the wider interpretation of Baxter Park and its history."  
**42. The story of the Rockery Dell will be taken forward as part of the interpretation of the park.**
- e) "That consideration be given to The Friends of Baxter Park being given partial responsibility for the management of any new planting."

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**43. The Friends of Baxter Park are presently developing the wetland area and depending how effective these projects are, they will be required to take on responsibility for The Rockery Dell in the next phase of development.**

- f) "That, in connection with the above, the Council's intentions regarding The Rockery Dell be published in such a way as to try and locate images and/or obtain memories of the Dell."

**44. The search for images will be taken forward as part of the publicity around the completion of the restoration plan and specifically in regard to the ongoing work of the Friends of Baxter Park.**

The report on The Rockery Dell continues to say that any intervention agreed upon should be non-destructive and reversible, leaving the option open for the Council to reconsider the possibility of a full excavation and restoration of The Rockery Dell at some time in the future.

**45. Any intervention of the Rockery Dell will be non-destructive and reversible and the information provided in the Dell report including all the maps, drawings, etc will be on file should this be considered a project in the future.**

### **3.9.2 Surrounding Roads and Area**

Dundee City Council's Planning and Transportation Department have been requested to consider upgrades on surrounding roads and pavements. This has been included in their list of work to be undertaken and will be undertaken once they have reached a priority stage. They have been asked to decide the treatment to be used on the surfacing taking into consideration the conservation area and the restoration plan especially around the entrances. Details will be agreed when the work is programmed.

**46. Surrounding roads and pavements will be upgraded by Planning and Transport Department once they are prioritised.**

### **3.9.3 CCTV Main Pavilion**

The City Council is corporately investigating the operational considerations to install a CCTV monitoring system in the Main Pavilion in an effort to reduce the potential of vandalism and criminal damage. This will in no way effect the integrity of the Main Pavilion and the Heritage Lottery Fund and Historic Scotland will be consulted if any apparatus is attached to the building.

**47. CCTV monitoring to be installed to Main Pavilion once feasibility is assessed in 2009.**

### **3.9.4 Underground Bins**

During the period of the Baxter Park Restoration Plan discussions took place regarding Waste Collection and the most appropriate methods to be adopted in the Park. A proposal was considered, designed and costed for Underground Bins at an appropriate cost of £36K (2006). There would have been 3 in number and would have included recycling as well as purely waste removal in the Park. They would have been located next to the central western entrance at Baxter Park Terrace/Park Terrace and would have removed the requirement for the Parks Operations to visit the park to remove rubbish. By being underground they would not have been visually intrusive and would have been an asset to Environmental Health. Discussions took place with Waste Management around the type of Bins to be used so they would match their removal vehicles. Funding from the Restoration Plan was not available for this proposal and Waste Management did not have a suitable removal vehicle at the time.

**48. Underground Bins will be considered if funding did become available and Waste Management obtained a removal vehicle for the bins. Discussions would be undertaken with Planning due to the Conservation Area status.**

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### **3.9.5 Drainage**

A detailed survey of the drainage system has already been undertaken to ascertain which way the current sewage system ran and what condition the pipes were in so improvements could be undertaken. Works were subsequently completed. The survey will continue to determine the way in which the surface water run-off drains are connected to the main sewage line.

**49. The Drainage Survey will be continued and subsequent work undertaken in the next three years.**

### **3.9.6 Baxter Statue Main Pavilion**

A report was undertaken by Christopher Dingwall about the Statue of Baxter in the Main Pavilion. This report will be referred to when carrying out conservation work to the statue and will also include the potential for replacing the missing plinth.

**50. Future conservation work to the Baxter Statue and replacement of the plinth will be built into future capital funding applications.**

Copies of the Baxter Statue report by Christopher Dingwall are lodged with the Parks Operations Manager.

## **3.10 Interpretation, Communication and Marketing Plan**

A draft interpretation plan has been drawn up that will also be used to market the park. An annual marketing plan will be produced along with a statement of intent.

**3.10.1** An A3, 3-fold leaflet using the Baxter Park map as a centrepiece and expanding to hold more information of the site has been created, focusing on the buildings of importance within the park, the Dell and Paxton. This has been distributed locally and via the Department's leaflet distribution contractor, throughout Tayside

**3.10.2** Companion leaflets will be produced. A collection on different topics including one specialising on the Dell and one as an expansion of the City Council's Leaflet on Trees in the City, focusing solely on Baxter Park will be produced by the Leisure & Communities Department's Marketing & Design Team as part of a set of leaflets for the Department.

**3.10.3** An information catalogue in the form similar to the Health Walks card folder will be produced. It will be in a format between that of companion leaflet(s) and the booklet.

**3.10.4** Redevelopment of the Baxter Park website. This website will have information from all the other sections in a printable format for larger text etc. It will include the Baxter Park map. This will be undertaken by the Community Information Team.

**3.10.5** All events in the park including Band Concerts and Sports Development programmes are to continue to be promoted by posters in parks notice board and on the corporate events website events listing page. Information will be made available to Community Newsletters as requested by departmental Community Officers. Direct mail distribution systems are also to be used as appropriate by the Department's Marketing Team.

**3.10.6** Information Boards in the Park are to be updated weekly.

**3.10.7** The Friends of Baxter Park will continue to publicise their events through their own network, parks and community notice boards and the use of the local radio community information bulletins

**3.10.8** Further photographic and informative displays are to be created for the display system in the main pavilion.

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- 3.10.10** The Park has recently achieved Visit Scotlands' Visitor Attraction, Three Stars grading scheme in recognition of "A Very Good Standard of Facilities and Services".
- 3.10.11** Postcards will be created from images of Baxter Park e.g. as created for the Baxter Park Mosaic.
- 3.10.12** External funding will be sought for a tapestry on the Main Pavilion's internal walls by the Head of Business Development & Support Services in 2009.
- 3.10.13** Ongoing development of Communities Interpretation projects for Baxter Park, through creative arts, be it written, drawn, photographed etc as inspired by Baxter Park. These could then be used as displays within the park.
- 3.10.14** Continuation of the DVD project that has already been started by the Dundee City Council Architectural Services. It presently covers the growth of the park from pre-project to the re-opening by the Queen in 2007.
- 3.10.15** A borehole is to be drilled into the Rockery Dell with a view to revealing the original profile, depth and the nature of the material used for infilling in 1956 to provide information for panels to be installed in the area where the Dell used to be.
- 51. The City Council will implement the Interpretation and Communication Plan from its own resources over the next two years.**



## **Maintenance**

### **4.0 Maintenance Schedules**

#### **4.1 Grounds Maintenance Plan**

##### **4.1.1 Annual Maintenance Plan**

Landscape Maintenance is undertaken by the Parks Operational Section of the Leisure and Communities Department. This has been changed and adapted as the park has been gradually restored. This will continue in the future to conserve the restoration of the heritage environment

The grounds maintenance is based on an Annual Maintenance Plan whereby all work is programmed for the following year. The only time there is a deviation from the Annual Maintenance Plan is when weather dictates what can be carried out.

The future maintenance of the shrub beds will be undertaken to prevent the formation of dark corners and keep views clear so the visiting public feel safe and secure. Replacement of plants will be undertaken timeously and in accordance with the Restoration Plan's landscape pallet.

The Annual Maintenance Plan will be reviewed and updated annually by the Parks Operations Manager.

##### **4.1.2 Early action**

Litter Management in Baxter Park is governed by the Environmental Protection Act 1990 (EPA) which makes "Duty Bodies" responsible for keeping their land clear of litter and refuse.

Under EPA's Code of Practice on Litter and Refuse (Scotland) 2006, Baxter Park is allocated within land use category Zone 2. Dundee City Council ensures that the site adheres to Grade A - no litter or refuse and if the Park falls below Grade A the site is returned to that standard within a set time.

The Rapid Response Team provides a quick response to complaints about issues, such as litter, dog fouling, graffiti and weeds which could affect public open space areas and detract from people's enjoyment of the local environment.

Early action is to be taken to remove graffiti with removal kits or painted out, broken glass and evidence of drug taking to ensure a safe and secure environment. Any damage to structural planting, street furniture, lighting etc. arising from vandalism will be acted upon immediately.

Daily Inspections are to be carried out by either the park ranger or the gardeners as they carry out their duties. The park ranger will litter pick the complete park as their first daily duty with emphasis on checking the play areas as well as checking for any vandalism that may have happened. The gardeners will check out areas as they prepare to carry out the grounds maintenance. Dog waste bins are emptied on a daily basis by the Waste Management Department and dog wardens monitor the park during events.

##### **4.1.3 Tree Maintenance**

A 125 year Tree Maintenance plan has been established in association with the City Council's Forestry Officer.

The Tree Maintenance Plan will be reviewed and updated annually by the Parks Operations Manager.

## Maintenance

### 4.1.4 Snagging List

A snagging list of outstanding items was produced in September 2007 when the majority of the Restoration Project was complete. This will be actioned under the maintenance schedules to be completed by end of 2009/2010.

## 4.2 Maintenance of Buildings & Structures

### 4.2.1 Corporate Health and Safety Inspections

All buildings and structures within the park, under the control of the Council, will be subject to the City Council's Corporate Health & Safety Inspections. These cover 54 points to date and are undertaken on a city wide basis by The Corporate Property Unit (CPU) based in the Council's Economic Development Department. A detailed list applicable for each building in the park has been developed and is in the process of being updated.

Copies of the City Council's Health & Safety Plans are available on its web page.

### 4.2.2 Building and Structures Maintenance Schedules

#### GATES & RAILINGS

ACTION	TIMESCALE	RESPONSIBILITY	NOTIONAL BUDGET (2008)
Inspect Gates, Railings and Gate Piers for Damage and Repair	Monthly	Park Duty Officer	£500 Annual
Inspect Stonework & Mortar Joints to Walls & Gate Pier for Deterioration	Annual	Corporate Property Unit (CPU)	£500
Inspect Paintwork to Gates and Railings for Local Breakdown and Spot Repairs	Annual	CPU	£400
Re-coat Paintwork to Gates and Railings	5 Year Cycle	CPU	£20K

#### PARK CENTRE

Inspect Door Ironmongery and Sanitary Ware and Repair/Replace	Annual	CPU	£500
Inspect Paint Finishes to Doors, Plasterboard & External Wood Purlins and Recoat	5 Year Cycle	CPU	£4K
Paint finish to Structural Steel and Recoat	20 Year Cycle	CPU	£5K
Aluminium Roof Finish Renew Standing Seam Roof	30 Year Cycle	CPU	£50K
Glazed Walls- Inspect Ad-Hoc for Damage	Annual	CPU	£1K
Renew Silicon Seal to Glazing	10 Years	CPU	£10K

## Maintenance

<b>MAIN PAVILION</b>			
Inspect Slatework and Repair if Required	Annual	CPU	£200
Inspect Leadwork	Annual	CPU	£400
Renew Slatework	100 Years	CPU	£15K
Renew Leadwork	100 Years	CPU	£75K
Renew Sacrificial Lead Flashings	25 Years	CPU	£5K
Check Gutter and Clean Out	Autumn & Spring Annually	CPU	£2K
Inspect Stonework and Mortar Joints and Carry out Repair	Annual	CPU	£1K
Inspect Cast Iron Rain Water Goods and Replace Broken if Required	Annual	CPU	£500
Renew Cast Iron Rainwater Goods	50 Years	CPU	£10K
Inspect and Test Mansafe Installation	Annual	CPU	£500
Inspect and Test Access Ladders	Annual	CPU	£100
Inspect and Make Good Local Painterwork Breakdown and Spot Repair	Annual	CPU	£400
Repaint External Painterwork Including Urns to Stairwell	5 Years	CPU	£10K
Internal Painterwork Recoat	5 Years	CPU	£20K
Ironmongery & Sanitary Ware Inspect and Repair/Replace	Annually	CPU	£1K
Glazing Sealant Renew	10 Years	CPU	£5K
Glazed Walls Inspect Ad-Hoc for Damage	Annual	CPU	£1K
Sand and Revarnish Oak Floor	5 year Cycle	CPU	£4K

## Maintenance

### TENNIS PAVILION

<b>ACTION</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY</b>	<b>BUDGET</b>
Inspect Roof Tiles/Felt Roof Repair if Required	Annual	CPU	£200
Renew Roof Tiles	50 Years	CPU	£12,000
Renew Felt Roof	15 Years	CPU	£3,000
Check Gutters and Clean Out	Autumn and Spring Annually	CPU	£300
Inspect Cast Iron Rainwater Goods and Replace Broken if Required	Annual	CPU	£200
Inspect and Make Good Local Painter Work Break Down and Sport Repair	Annual	CPU	£200
Repaint External Painter Work	5 Years	CPU	£1,500
Internal Painter Work Recoat	5 Years	CPU	£3,000
Ironmongery & Sanitary Ware Inspect and Repair/Remove	Annual	CPU	£500
Replace Floor Coverings	10 Years	CPU	£5,000

A building inspection report must be sent to Historic Scotland every five years.

The maintenance schedule for electrical and mechanical maintenance not covered by the Corporate Health and Safety Contracts is being developed at the present time and will be incorporated into the maintenance schedules when complete.

The Duty Officers for the Park are the designated Building Manager and take the responsibility for their maintenance and Health and Safety issues.

Portable Appliance Testing (PAT) is undertaken on a corporate basis. The department has an annual programme managed by the CPU. Building Managers (Duty Officers) take responsibility to check it has been completed and certificates available.

Light bulbs in the Main Pavilion will be replaced as soon as possible to maintain the integrity of the architectural design.

If any metal such as lead is stolen it will be replaced under an insurance claim.

Future maintenance will be undertaken to ensure the integrity with which the buildings were originally designed and restored. Each building in the department has a Building Information File which contains all relevant documentation and certification on surveys, building inspections, Fire Safety Regulations and Corporate Health and Safety Inspections etc. A copy of the maintenance schedules in this Management Plan will be included in the Building Information Files and copies given to the Central Property Unit. This Building Information File will also contain manuals of the products that were used in the restoration project.

## **Maintenance**

**52. The Management Plan and the Building Information File will be utilised together to co-ordinate the conservation and maintenance of the buildings with the architectural integrity of their design and restoration.**

All documentation and certificates for each building are held in their individual Building Information Files.

### **Cleaning Schedule**

Buildings will be cleaned on a daily basis to include hoovering, washing and toilet cleaning when they are being opened and used.

### **Energy Monitoring.**

This is undertaken on a departmental basis. A representative of the Parks Section is on the Corporate Energy Monitoring Group and receives monthly updates on each building's energy consumption and associated costs. This is then considered if there are any anomalies that can be looked into or suggestions made for energy conservation. Corporate budgets are available for capital projects to save energy.

## **4.3 Playground.**

The maintenance regime is to conform to EN 1176-7:2008

1. **Daily - Maintenance 1**, to be carried out by the Park Attendant. To include litter picking and visual inspection to identify any obvious hazards from vandalism, use or weather conditions. Any faults or vandalism to be reported to the Duty Officer.
2. **Bi Monthly - Maintenance 2**, to be carried out by Dundee Contract Services Playground Squad. To include visual inspection of all nuts and bolts and any moving parts with any faults replaced plus greasing as required undertaken by the Play Grounds Officer.
3. **Annually - Maintenance 3**, to be carried out by Dundee Contract Services Playground Squad. To establish overall level of safety of equipment, foundations and surfaces. This to include checking of every nut and bolt, greasing of all moving parts and x ray inspection of all metal parts for metal fatigue. A report should be forwarded to the Parks Operations Manager.
4. **Duty Officers** to inspect playground maintenance and repairs and carry out an annual review of each playground.
5. **Duty Officers** to update checklists, inspection sheets, inventories etc.
6. **Duty Officers** to have bi - annual refresher training on playground inspections to update on any changes to legislation or procedures.
7. **Any repairs** to playground to be carried out by Dundee Contract Services Playground Squad in receipt of a one-off order.

## **4.4 Street Furniture**

The maintenance of the street furniture is to be undertaken by Parks Operations. This is included in the Ground Maintenance plan.

## **4.5 Health and Safety**

The Leisure and Communities Department has a Health & Safety Policy. This is supported by a Health & Safety Committee and a Health & Safety Officer who fulfils the Health & Safety annual action plan. These are updated on an annual basis.

## **Sustainability**

### **5.0 Sustainability Policy**

The Council recognises the environmental impact it has as an organisation and therefore aims to prioritise its services and activities in a sustainable manner, which delivers best value and, as far as possible, mitigates any adverse impacts on the environment, having regard to social and economic considerations

The Department will take account of the City Council's Sustainability Policy and within the park environment put the policy into practice in a number of different ways.

#### **5.1 Energy and Water**

This is to be monitored and reported on a monthly basis. Checks are to be made in the case of abnormally high usage and proposals taken forward to reduce.

#### **5.2 Purchasing and Procurement**

The Department will follow the Council's Policy in promoting the use of recycled and recyclable materials and will encourage contractors to improve their environmental performances in association with Baxter Park.

#### **5.3 Transport and Travel**

Baxter Park is well serviced by local and regional buses with stops adjacent to the park. Bus timetables and electronic real-time information is available in the bus shelter outside the park which can also be obtained on mobile phones. This will be included in all marketing material. The greater use of cycles and walking to and from the park are to be encouraged with the development of the city cycle network radiating out from the city centre and circumnavigated by the Green Circular cycle path. Parks Operations Managers will review and monitor the use of petrol and diesel fuels on site to identify areas that can be better managed without the need for fuel driven machinery.

#### **5.4 Built Environment**

As many sustainable building practices were built into the conservation of the existing buildings as could be, within the confines of their historical nature. The new build used as many sustainable practices and materials as were practical. Any future development will continue to utilise these practices in their designs.

#### **5.5 Open Space and Woodlands**

Dundee's open spaces make an important contribution to a wide variety of social, environmental and economic issues. Through the delivery of an Open Space Strategy, the City takes a holistic approach to linking the Urban Environment and the health and prosperity of its citizens within the Open Space Strategy. Baxter Park plays an important role as one of the major city parks and will continue in the future to provide open space to the surrounding community for many different uses.

## **Sustainability**

### **5.6 Natural Heritage**

The Department is committed to supporting the work of the Tayside Biodiversity Strategy and, in particular, the Urban Sub-group. Principles of Biodiversity are built into the Grounds Maintenance Plan. The Department will continue to support the Friends of Baxter Park to develop Daisy Hill as a wild flower meadow area.

Targets for the coming two years are to increase habitats for insects, bats and birds, and to participate in a national moth survey which will identify species present in the area of the park.

### **5.7 Waste Management**

Following consideration of the various actions by the Parks Operations Managers the most practical method of dealing with Green Waste is to remove it off - site to help produce "Discovery" compost. 95% of horticultural waste from grounds maintenance will be recycled. A review of current waste recycling in an effort to reduce cafe waste, plastic and metal waste should be undertaken.

### **5.8 Minimising and Remediation of Pollution**

Baxter Park will be maintained with the minimum use of pesticides and where unavoidable deploy chemicals that will have the lowest impact and toxicity on the environment e.g. bio-degradable chemicals. Peat usage has ceased and the Council's own 'Discovery Compost' used to replace it. Where practical planting brought in will not contain peat. Shrub prunings and leaf litter is spread across the shrub beds where appropriate.

## **Finance**

### **6.0 Financial Management**

#### **6.1 Revenue**

Baxter Park is financially managed as part of the Parks Operation's Revenue Budget. This £4.4 million annual budget is divided into 3 areas. Baxter Park falls under central area which has an annual budget of £905,000. The City Council system of revenue budgetary control does not break this down further into individual parks, giving flexibility to be able to increase maintenance funding when required.

The City Council has a very rigorous financial control process in place. Monthly financial monitoring meetings are undertaken with the departmental financial officers and the Parks Operational Manager. The allocation of funds to Baxter Park for maintenance has been gradually increasing over the last 5 years as the restoration plan has developed.

**53. The allocation of revenue budgets for Baxter Park will continue into the future.**

#### **6.2 Capital**

Capital available for Baxter Park comes from the City Council under a 5 year rolling programme of capital allocation. Applications have to be made 3 years in advance for specific projects and are allocated from a central Council budget allocation. This approximately stands at £1 million for the Leisure and Communities Department in 2009/2010. It is likely that this tight capital financial situation will continue for the foreseeable future.

**54. Capital funding will be made available as finances in the City Council allow**



## Monitoring and Review

### 7.0 Monitoring & Review

Progress, performance and standards are monitored and reviewed through:

#### 7.1 Meetings:

Regular meetings are to be held to manage and evaluate the work in the Park. These include:

**Friends of the Parks Meetings:** A monthly liaison meeting to be held with the Parks Operations Manager or representative and representatives of the Friends Group.

**Baxter Park Operations Meeting:**

1 The Parks Operations Manager, the Duty Officers, Assistant Parks Manager and Baxter Park staff to meet annually to undertake

- Seasonal and long term planning.
- Discussions on community involvement/Friends of Group.
- Events programme.
- Training & development required for staff.
- Management plan - action plan. Its achievements and subsequent updates/amendments required for next year.
- Access Audit
- Access Statement

2 **On site Meetings:** Assistant Parks Manager should have monthly meetings on site with all staff to assess progress and revise Management Plan or maintenance schedule accordingly.

3 **Development Interview of Staff:** Duty Officers will undertake annual Development Interviews with all staff in the Park.

4 **SLA with DCS:** An Annual meeting should be undertaken by Assistant Parks Manager with DCS to review Service Level Agreement and revise as required.

5 **Bookings:** Monthly meetings with Booking Staff will be held to confirm effectiveness of booking procedure and discuss any difficulties.

6 **Financial Monitoring:** Monthly meetings with Finance Officer will be held to monitor expenditure against budget.

**55. The Parks Management will have regular meetings to update the management arrangements as required and revise the action plan accordingly.**

#### 7.2 Annual Park Maintenance Plan

This plan outlines the maintenance tasks carried out in the Park. It is to be reviewed annually by the Assistant Parks Manager, Duty Officers, on - site gardeners and park ranger.

#### 7.3 On Site Monitoring

The Park Ranger will check the park on a daily basis for litter collection, vandalism, etc. The Parks Attendant will open the toilets and remove any litter. They will also complete toilet daily check sheets. These check sheets are to be passed to their chargehand/duty officer for monitoring along with a repair report for any work that they can't deal with. The Duty Officer will visit the park daily to monitor progress, discuss any issues and ensure the gardeners and park attendant have the materials and equipment they require. They will also check that any repairs are carried out satisfactorily.

## **Monitoring and Review**

The work of the other Parks Operations employees who assist with the park on a as required basis, will be controlled and monitored through work schedules which are issued fortnightly in accordance with the Annual Maintenance Plan.

### **7.4 Customer Feedback**

This is to be obtained by a variety of methods.

- The gardeners and park attendant receive a lot of comments from visitors while they are working in the park. Any concerns are to be discussed with the Duty Officer.
- Customer survey cards to be made available on site. These are to be regularly reviewed by the Gardeners, Parks Attendants and Duty Officer so any issues identified can be dealt with quickly.
- The cards are to be sent to the Quality Officer to include in the Parks Operations customer satisfaction performance indicator data.

### **7.5 External Verification**

The Parks Service has been certified and registered as meeting the requirements of the ISO 9001:2000 standard since 1995. The Park was last visited by the external auditor on the 16th June 2008.

### **7.6 Green Flag Award**

The Leisure and Communities Department has acted as a pilot for the Green Flag Award in Scotland. Baxter Park has not yet been successful but the department will continue to make the recommended improvements and resubmit. This will then be used as a year on year benchmark against quality improvements.

## 8.0 Action Plan Baxter Park 2009

Section	No	Item	Action	Who	When
<b>Management Structure</b>	1	The Assistant Park Manager is to be responsible for the standard of service delivery in the park and is to instruct, as required, the appropriate work to be undertaken by departmental and city council staff.	1.Attend regular management meetings with staff. 2.Regularly visit to assess standards. 3.React to any customer complaints.	<b>Assistant Park Manager</b>	<b>Annually and Monthly</b>
	2	The Duty Officer is to be responsible for the management of all aspects of horticultural practice, including soft and hard landscapes and leisure management and to ensure that the required standard of service, supervision and planning of works is met.	1.Attend regular supervision meetings with staff in the park 2.Visit each day to allocate tasks and check on work. 3.React to staff issues and on site problems.	<b>Duty Officer</b>	<b>Daily</b>
	3	The enforcement of the Parks Management Rules is to be the responsibility of the Assistant Parks Manager and Duty Officer along with authorised operating staff.	1.Check while visiting the park that management rules are being adhered to. 2.React to issues raised by staff or visitors.	<b>Assistant Parks Manager/Duty Officer</b>	<b>All visits to park</b>
<b>Staffing in the Park</b>	4	The City Council is to actively seek further funding for the Urban Rangers.	Head of Parks, Sport & Leisure Service to seek funding for Urban Ranger.	<b>Head of Parks, Sport &amp; Leisure</b>	<b>Ongoing</b>
	5	Two gardeners to be based in the park at any	1.Gardeners to follow	<b>Gardeners</b>	<b>Daily</b>

	one time and one park ranger to maintain all shrub and tree areas. A Seasonal Attendant will be based in the Park Centre when funding becomes available.	Maintenance Plan as directed by Duty Officer. 2. Park Ranger to follow work scheduling. 3. Seasonal Attendant to provide access to Centre	<b>Park Ranger</b>	<b>Daily</b>
<b>6</b>	Accommodation to be renovated in the park in 2009/10 so the Staff can have a more permanent presence in the park.	Accommodation upgrade of South Bowling Green Pavilion to be undertaken as part of Winter Works programme if bowling green removal politically accepted.	<b>Parks Operations Manager</b>	<b>2009/10</b>
<b>7</b>	Training information to be utilised by the Parks Management to determine the skills required for maintaining the Park, whether it be new machinery or chemicals and what training is recommended for staff.	Development Interviews to be undertaken with all gardeners and Park Ranger. Information fed back to Assistant Parks Manager for action.	<b>Duty Officer</b>  <b>Assistant Parks Manager</b>	<b>Annually</b>  <b>Annually</b>
<b>8</b>	"The Management and Maintenance of Historic Parks, Gardens and Landscapes", the English Heritage Handbook, edited by Jo Watkins and Tom Wright, is to be utilised to inform the maintenance regime in the park.	Book to be established as reference point for maintenance upgrades and any updates incorporated.	<b>Parks Operations Manager &amp; Assistant Parks Manager</b>	<b>Ongoing</b>
<b>9</b>	Works by other departments to be authorised by the Duty officers.	Duty Officers to order and check work progress.	<b>Duty Officers</b>	<b>Weekly</b>
<b>10</b>	Maintenance of the buildings to be mainly	Maintenance of buildings to be	<b>Assistant Parks</b>	<b>Monthly</b>

**Other Council  
Department Services in  
the Park**

		undertaken by Dundee Contract Services and carried out through the Council's Corporate Property Unit and the GVA System. This to cover all repairs, glazing, electrical, painting, drainage, etc.	assessed on an ongoing basis with monthly checks that work has been done.	<b>Manager</b>	
	<b>11</b>	A Service Level Agreement with Dundee Contract Services to be utilised for the supply of bedding plants, tree inspections and shrubs as well as repairs to playground equipment.	Annual meeting to determine supply of bedding plants. Bi - annual meetings to assess tree inspection work and playground.	<b>Assistant Parks Manager</b>	<b>Annually</b> <b>Bi Annually</b>
	<b>12</b>	Council's Waste Management Department to empty the Dog bins within the park and undertake street cleaning of the paths as requested	1. Dog bins to be emptied daily. 2. Any Dog Fouling reduction initiatives to be publicised. 3. Dog collection bags to be provided in the park. 4. Staff trained to deal with dog fouling issues and the public.	<b>Duty Officer</b>	<b>Daily</b>
<b>Partnership/Community Involvement</b>	<b>13</b>	The Friends of Group are to continue to be involved in the management of the park and development of new elements through regular meetings with the Park Management Team.	1. Parks Operation Manager to attend, on a monthly basis, Friends of Group meetings. 2. Parks Operations Manager to support the group to undertake further projects in the future. 3. Parks Operations Manager to work with the group to develop expectations of involvement in the future of the Park.	<b>Parks Operation Manager</b> <b>Friends of Group</b>	<b>Monthly and Ongoing</b>

	14	External funding has been received from the Big Lottery Breathing Places by the Friends of Group to take forward community projects in the park.	Friends of Group to be supported by City Council Officers in external funding submissions.	<b>Friends of Group</b>	<b>Financial support until 2010</b>
	15	User surveys and questionnaires as well as complaint forms will continue to be used on a regular basis to allow changing needs and concerns to be identified.	1.Duty Officers and Parks staff to collect questionnaires and complaint forms and pass to Quality Officer. 2.Assistant Parks Manager to read questionnaires and complaint forms and action accordingly.	<b>Duty Officer &amp; Assistant Parks Manager</b>	<b>Weekly</b>
<b>Public Access</b>	16	The City Council will continue to resolve the conflicts of 21st Century usage and expectations of a historic park by discussions with all interested parties.	As future projects are established a team will be set up to take forward.	<b>Parks Operation Manager</b>	<b>As and when required</b>
	17	The philosophy of the Access Statement is to be continued in the management, and any future development, in the park.	The Access Statement to be read and utilised by any Project Team. To be updated annually to take into account any changes in legislation or best practice.	<b>Parks Operation Manager</b>	<b>Annually</b>
	18	The Core Path designation has been built into the management of the park.	Core Path designation to be incorporated into any future marketing, Access Statements, leaflets, web page and interpretation material on site.	<b>Parks Operation Manager</b>	<b>2009/10..</b>

19	The City Council will develop an action plan to upgrade the remaining pathway and all parks improvements through capital funding.	50 metres of path upgrade to be undertaken annually with submissions for capital funding on a 3 yearly basis.	<b>Parks Operation Manager</b>	<b>Annually</b>
20	Traffic management in the park will be actively undertaken with enforcement of speed restrictions by Parks Managers and the introduction of bollards where required to prevent access of unsuitable vehicles.	Ongoing review will be taken by all Parks staff of the traffic management and appropriate action undertaken when required.	<b>Parks Operations Manager</b>	<b>Ongoing</b>
21	The open public access will continue at present (March 2009) but will be monitored and if desirable overnight closure will be considered.	Discussion will be undertaken with the Convener of Leisure, Arts and Communities to determine what is desired and actioned accordingly	<b>Head of Parks, Sport and Leisure</b>	<b>2009/10</b>
22	Public bookings of the Main Pavilion will be managed through the departmental booking system.	Monthly liaison meetings to be undertaken with Booking section to confirm letting procedure is working effectively.	<b>Assistant Parks Manager</b>	<b>Monthly</b>
23	Booking of the Main Pavilion in Winter will be restricted to compensate for condensation on the glass and the ability of the heating and ventilation system to cope.	A winter booking for the Main Pavilion to be discussed between the booking team and the Assistant Parks Manger before it is confirmed. A temperature of between 5° - 10°C will be maintained within	<b>Assistant Parks Manager</b>	<b>Monthly</b>

		the building to avoid the risk of damage to the building when not being used.		<b>Ongoing</b>
<b>24</b>	Public bookings of the Park Centre will be managed through the departmental booking system.	Monthly liaison meetings to be undertaken with Booking section to confirm letting procedure is working effectively.	<b>Assistant Parks Manager</b>	<b>Monthly</b>
<b>25</b>	Tennis Pavilion will continue to be leased by the Web Project as a Youth Drop In Centre.	Lease agreement to continue.	<b>Head of Business Development and Support Services</b>	<b>5 years</b>
<b>26</b>	The South Bowling Greens will continue to be open to the public during the same hours as at present.	The Park Ranger will open the South Bowling Green Pavilions at 8am and close at 9pm April to September.	<b>Park Ranger</b>	<b>Daily</b>
<b>27</b>	The Leisure & Communities Department will undertake an Access Audit to determine if all the features in the restored park are accessible and any feedback from customers noted.	Access Audit to be undertaken as part of the Departmental process.	<b>Parks Operations Manager</b>	<b>Annually</b>
<b>27</b>	The Parks Operations Section will prepare a report on toilet provision, Management and Operating procedures and seek agreement for actions which will lead to a rationalisation of provision and facility management with the aim of providing an improved targeted customer service.	Report to be drafted	<b>Parks Operations Manager</b>	<b>2009/10</b>



**Sporting Facilities**

28	The bowling greens are to continue to be booked through the department's booking system and open to public access.	Monthly liaison meetings to be undertaken with Booking Team to confirm letting procedure is working effectively.	<b>Assistant Parks Manager</b>	<b>Monthly</b>
29	Consideration, in the future, to be given to removing the unused bowling green should agreement be reached.	1. Discussions to continue with politicians as to the desirability of removing permanently two of the Southern Bowling Greens. 2. If agreed, to go to Committee for approval and subsequently the hedge to be removed and area grassed over to match in with the surrounding Park.	<b>Head of Parks, Sport and Leisure</b>	<b>2009/10</b>
30	Northern bowling green to remain as private leased ground.	Lease agreement to continue.	<b>Head of Business Development and Support</b>	<b>5 years</b>
		Regular meetings	<b>Assistant Parks Manager</b>	<b>Quarterly</b>
31	Tennis courts to remain open to the public free of charge.	Maintenance of the Tennis Courts built into the grounds maintenance plan.	<b>Parks Operations Manager</b>	<b>Ongoing</b>
32	Existing tennis courts to be considered for conversion into a multi - use games area. Department to seek external funding for this proposal.	Discussion to be undertaken with potential external funders. Planning permission to be obtained if project is going ahead.	<b>Head of Parks, Sport and Leisure Services</b>	<b>2009/10</b>

**Events**

<b>33</b>	Firework displays to continue in Baxter Park	Organisation of the Firework Display to be managed under Events Corporate Guidance including Risk management.	<b>Parks Operations Manager</b>	<b>Annually</b>
		Restoration of the Park after the event	<b>Assistant Parks Manager</b>	<b>Annually</b>
<b>34</b>	Friends of Baxter Park and community groups to be encouraged to continue to undertake events and activities in the park	Assistance that can be provided to the Friends of Group, to be discussed at the monthly liaison.	<b>Assistant Parks Manager</b>	<b>Annual programme to be prepared</b>
<b>35</b>	Local Schools to be supported and encouraged to undertake events in the park.	Liaison with the two local schools to continue to support their sports activities in the park. Events Corporate Guidance to be used.	<b>Assistant Park Manager</b>	<b>Annual programme to be prepared</b>
<b>36</b>	The department will actively support the application of external funding bids beyond March 2011 to continue the Environment Arts presence in the park.	Fairer Scotland and Breathing Places funding currently in place.	<b>Environment Development Manager</b>	<b>Initially 2009/2010 and then ongoing</b>
<b>37</b>	The Events Officer will continue to develop and manage band concerts in the park.	Events officer to be assisted with the operational requirements in the Park.	<b>Events Officer</b>	<b>Annually</b>

**Future Works**

<b>38</b>	The City Council will take forward any future works in the spirit of the Restoration Plan considering the Historic significance of the Park and within the Conservation Area status.	As future projects are established a team will be set up to take forward and the Council Conservation Officer included.	<b>Parks Operation Manager</b>	<b>As and when required</b>
		The Conservation Plan will be bi-annually reviewed.	<b>Parks Operation Manager</b>	<b>Bi-annually</b>
<b>39</b>	The borehole investigation will be programmed into the Park's Action Plan should external funding be sourced to be completed by 2011 and will be considered as part of the interpretation of The Rockery Dell.	Capital bid application to be submitted.	<b>Parks Operation Manager</b>	<b>Completed by 2011</b>
<b>40</b>	Clearance of the shrubs and undergrowth to be taken forward by the Parks Operations Staff during the maintenance programme in 2009/10.	Work programme to be drawn up.	<b>Assistant Parks Manager</b>	<b>2009/10</b>
<b>41</b>	The planting on the Rockery Dell Mounds will be programmed into the Park's Action Plan to be completed by 2011 the Parks Operations Staff utilising Edward Kemp's recommendation in his book "How to Layout a Garden 1858" page 279-280.	Planting plan to be drawn up in discussion with Landscape Architects	<b>Assistant Parks Manager</b>	<b>Completed by 2011</b>
<b>42</b>	The story of the Rockery Dell will be taken forward as part of the interpretation of the park.	Interpretation board produced.	<b>Assistant Parks Manager/Environment Development Manager</b>	<b>2009/10</b>

43	The Friends of Baxter Park are presently developing the wetland area and depending how effective these projects are, they will be required to take on responsibility for The Rockery Dell in the next phase of the development.	1. Continued liaison with the Friends of Group. 2. Native species to be encouraged in the Friends of group's maintenance of the Wetlands area.	<b>Parks Operations Manager</b>	<b>2009/10</b>
44	The search for images will be taken forward as part of the publicity around the completion of the restoration plan and specifically in regard to the ongoing work of the Friends of Baxter Park.	Press release on completion of the restoration project to include request for images to build up archive.	<b>Head of Business Development and Support Services</b>	<b>2009/10</b>
45	Any intervention of the Rockery Dell will be non-destructive and reversible and the information provided in the Dell Report including all the maps, drawings, etc will be on file should this be considered a suitable project in the future.	To be considered in any project and archived in Management Plan File.	<b>Parks Operations Manager</b>	<b>Ongoing</b>
46	Surrounding roads and pavements to be upgraded by Planning & Transportation Department once they are prioritised.	Planning and Transportation Department to be contacted on an annual basis for progress and the treatment to be used.	<b>Parks Operations Manager</b>	<b>Annually</b>
47	CCTV monitoring to be installed to Main Pavilion once feasibility is assessed. in 2009	CPU to provide estimate of the cost and potential design solutions.	<b>Head of Business Development and Support Services</b>	<b>2009/10</b>
48	Underground bins will be considered if funding does become available and Waste Management obtained a removal vehicle for the bins. Discussions would be undertaken with Planning due to the Conservation Area status.	Discussions to continue with Waste Management Department.	<b>Parks Operations Manager</b>	<b>Annually</b>

	49	Drainage Survey will be continued and subsequent work undertaken in the next 3 years.	Works order to be placed with City Engineers to undertake the survey and DCS to clear out the drains as required.	<b>Parks Operations Manager</b>	<b>2009/10 to 2011/2012</b>
	50	Future conservation work to the Baxter Statue and replacement of the plinth will be built into capital funding applications.	Parks Operations Manager with advice from the Conservation Officer to submit capital application for future restoration work and plinth replacement.	<b>Parks Operations Manager</b>	<b>2009/10</b>
<b>Interpretation, Communication &amp; Marketing Plan</b>	51	The City Council will implement the Interpretation and Communication Plan from its own resources over the next two years.	15 point plan to be implemented between Parks operations and Environment Development. Managers to meet to discuss.	<b>Environment Development Manager/Parks Operations Manager</b>	<b>2009/10 2010/11</b>
<b>Maintenance Schedules</b>	52	The Management Plan and the Building Information File will be utilised together to co-ordinate the conservation and maintenance of the buildings with the architectural integrity of their design and restoration.	<ol style="list-style-type: none"> <li>1. Parks Operation Manager will take the responsibility to make sure any future works to the buildings will be taken with their integrity in mind.</li> <li>2. Building Information File to be updated with maintenance schedules.</li> <li>3. Architects to provide manuals of restoration materials for Building Information File.</li> <li>4. Maintenance schedules for the buildings passed to CPU.</li> <li>5. Five year building inspection sent to Historic Scotland</li> </ol>	<b>Parks Operations Manager</b>  <b>Parks Operations Manager</b>  <b>City Architects</b>  <b>Head of Business Development and Support Services</b>  <b>Parks Operations Manager</b>	<b>2009/10</b>  <b>2009/10</b>  <b>2009/10</b>  <b>5 yearly</b>

<b>Financial Management</b>	<b>53</b>	The allocation of revenue budgets for Baxter Park will continue into the future.	Financial Monitoring Meetings.	<b>Parks Operations Manager.</b>	<b>Monthly</b>
	<b>54</b>	Capital funding will be made available as finances in the City Council allow.	Applications made to 5 year rolling capital programme	<b>Head of Parks, Sport and Leisure/Parks Operations Manager</b>	<b>Annual submissions</b>
<b>Monitoring and Review</b>	<b>55</b>	The Parks Management will have regular meetings to update the management arrangements as required and revise the action plan accordingly	Meeting schedule established	<b>Parks Operations Manager</b>	<b>Regularly</b>