
Date: 18th December 2014

Subject: Parks and Countryside Area Delegation Information for West Outer

1 Purpose

1.1 This document illustrates information relating to the West Outer area in support of proposals to delegate the development and horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space to Community Committees. It is proposed that this information will be used as the basis of discussion at environment sub-groups in order to recommend decisions on future priorities.

2 Background

2.1 The Parks and Countryside service provide annual reports to Community Committees highlighting issues relating to the community green space function, focussed around community parks. In future it is proposed that the following is further delegated to Community Committees and reviewed annually:

- To include the horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space as part of the area delegation
- To delegate investment decisions on these sites to help achieve and sustain Leeds Quality Park standard
- To delegate resource priorities for these sites using the parks asset register to determine resource requirements and the impact of any proposed changes

2.2 Further information on these proposals is now set out in the following sections:

- Scope of delegation
- Delegation of investment decisions
- Delegation of resource priorities

3 Scope of delegation

3.1 The current scope relates specifically to community parks; additional sites would include recreation grounds, local green space, nature conservation sites, cemeteries and closed churchyards. Parks and Countryside are also responsible for the maintenance of roundabouts included in scope, many of which have sponsored floral features in support of the 'In Bloom' initiative. This secures an income each year which in turn enables roundabouts to be enhanced with bedding and other landscape features as well as administering the scheme.

4 Area Profile of the Service

4.1 The following table summarises community green space assets managed by Parks and Countryside in the West Outer Community Committee. It is worth noting that the number of playing pitches refers to those pitches formally marked out, and there may be potential for more provision depending on demand:

Asset	Quantity
Community parks	9
Playing Pitches:	
Football	19
Rugby	2
Bowling greens	8
Playgrounds	16
Multi-use games areas	3
Skate parks	2

4.2 Community Parks

4.2.1 The community parks in the West Outer area are as follows:

- Calverley Park (Victoria Park)
- Farnley Hall Park
- Hainsworth Park
- New Farnley Park
- New Wortley Rec. Ground
- Pudsey Park (Green Flag)
- Tyersal Park
- Western Flatts Cliff Park
- Westroyd Park

4.3 Sports Pitches

4.3.1 Parks and Countryside provide annual pitch hire for sports teams. The table below shows the number of teams with current bookings playing on pitches in the area: *(note this excludes clubs who have a long term lease in place)*

Age Group	No of Teams
Open Age	16
Juniors	22

4.3.2 The current position on the quality of these sites is examined later in this report as is the investment need to attain or sustain the Leeds Quality Park standard.

4.4 Functions not included in scope

- 4.4.1 Many of the service functions within Parks and Countryside are based centrally, or at major parks and therefore cannot be considered at an area dimension. These include the nursery, allotments, bereavement services, forestry, transport and engineering along with technical and administrative functions.
- 4.4.2 Horticultural maintenance of major city parks would not be included namely at Roundhay, Temple Newsam, Lotherton, Kirkstall Abbey, Middleton Park, Otley Chevin Forest Park and Golden Acre. In addition gardens in the city centre management area would not be included along with golf courses and the 3 crematoria sites in the city.
- 4.4.3 It is important to note that there is a £3.2 million income target each year for parks development of which around £1 million labour is offset against capital, mainly through landscaping undertaken during the autumn and winter period. In practice this means staff who undertake maintenance tasks during the summer supplement 'extra work' teams in winter to undertake parks development. The work itself can take place anywhere across the city depending on where capital schemes are being delivered, so it is very difficult to determine how this could be apportioned or delegated at an area level other than on an arbitrary basis. For this reason parks development work has been excluded from the scope of delegation.

5 Delegation of investment decisions

- 5.1 The Parks and Green Space Strategy approved at Executive Board in February 2009 sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020.
- 5.2 The Leeds Quality Parks scheme is based on the national Green Flag Award which has been developed around the following key criteria as follows;
- **A welcoming place** - how to create a sense that people are positively welcomed in the park
 - **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
 - **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
 - **Sustainability** - how a park can be managed in environmentally sensitive ways
 - **Conservation & heritage** - the value of conservation & care of historical heritage
 - **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
 - **Marketing** - methods of promoting a park successfully
- 5.3 The Parks and Countryside service reports annual performance under the Leeds Quality Parks scheme based on *'the percentage of Parks and Countryside community parks which meet the Green Flag standard'*.

5.4 The indicator includes an assessment of each community park which has particular relevance to Community Committee engagement. The scheme is known as the Leeds Quality Park (LQP) standard. The following table provides a current profile of these assessments for the West Outer Community Committee. An average score of 7 for each criterion will allow the park to achieve a pass. To illustrate each park's strengths and weaknesses, scores below 7 have been shaded to indicate where improvements are needed.

Site	Year Assessed	Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Calverley Park (Victoria Park)	2014	8.3	8.6	8.0	7.4	7.0	8.0	6.0	Y
Farnley Hall Park	2014	8.0	7.6	7.5	7.4	7.3	7.0	7.0	Y
Hainsworth Park	2014	5.8	7.4	7.0	7.4	5.3	5.5	2.0	N
New Farnley Park	2014	8.0	8.4	8.3	7.6	7.0	8.0	7.3	Y
New Wortley Rec. Ground	2014	5.3	6.6	6.5	6.8	5.3	5.5	4.3	N
Pudsey Park (Green Flag)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y
Tyersal Park	2014	5.8	6.0	5.8	6.8	5.7	6.5	5.0	N
Western Flatts Cliff Park	2014	7.8	7.2	7.5	6.8	6.3	6.5	5.7	Y
Westroyd Park	2014	8.0	8.4	8.3	7.4	7.7	6.0	7.0	Y

5.5 In 2014 all community parks were reassessed, and from the results above there are 6 parks that reach the standard. The following table summarises the overall performance.

Community Committee	Number of Community Parks	Achieve LQP Standard 2014/15	Percentage
West Outer	9	6	67%

5.6 Improvements that took place during 2014 are as follows:

- Brookfield Recreation Ground – Planting of trees, creation of wildflower meadow, installation of two war memorials
- Calverley Park – Extension of existing ball court tarmac pad and installation of goal end
- New Wortley Recreation Ground – Completion of ongoing improvements
- Queens Park – Refurbishment of playground and installation of a new MUGA.

5.7 The following table provides a perspective on the minimum level of investment required to achieve the LQP standard for the three remaining parks. It also includes the level of reinvestment required across all the community parks in order to sustain the LQP pass up to 2020.

Site Name	Cost to Achieve LQP (excluding fixed play) £	Reinvestment (excluding fixed play) £
Hainsworth Park	5,000	
New Wortley Rec. Ground	74,660	
Tyersal Park	198,000	
Total to achieve LQP	277,660	
Average annual reinvestment		10,548
Total reinvestment to 2020		94,930
Overall Total Investment to 2020	£372,590	

5.8 Reinvestment levels are estimated according to the expected lifespan of equipment and infrastructure as set out below:

Description	Timescale for Recurring Investment
Signage and interpretation	5 years
Fixed play (including MUGA's/skate parks)	10 years
Bins and benches	15 years
Paths and infrastructure	25 years
Landscaping	25 years

5.9 Planned improvements during 2015 are as follows:

- Pudsey Park – Entrance improvements
- Western Flatts – MUGA repairs
- Sparrow Park – Exterior wall repairs, tree works, new path, planting works

5.10 In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skate parks are slightly cheaper on average at about £90k each. The table below shows the capital investment required on an ongoing basis to fund the Community Committees existing fixed play sites:

Fixed Play Type	No.	Total Replacement Cost £'s	Required Average Annual Spend £'s
Play Areas	16	1,152,000	192,000
Multi Use games Areas	3	162,000	27,000
Skate Parks	2	108,000	18,000
Totals		1,422,000	237,000

5.11 Capital investment funding

5.11.1 In order to achieve the target for all community parks to reach Leeds Quality Park standard, it is necessary to identify capital investment for those community parks that do not currently reach the standard. It is also important that some allowance is given to sustain parks at the Leeds Quality Standard for those that have already met this target.

5.11.2 Section 106 (S106) is the main source of capital funding and in most cases these sums have to be spent in the area in which the development took place. Funding includes allocations on a range of improvements including community parks, fixed play, playing pitches and other areas of green space. The following table reflects the position as at October 2014 (it should be noted that the allocation of S106 is dynamic and can vary from month to month as match funded schemes are developed):

Community Committee	S106 Available to Spend as at October 2014 £
West Outer	486,849

5.11.3 Performance against the LQP standard is largely determined by the level of capital investment available to provide improvements for parks infrastructure. Investment is mainly reliant on S106 funding, although there are other grant funding sources particularly Green Leeds and in relation to playing pitches, the Football Foundation. There are often constraints associated with these funding sources either in terms of what the capital funds can be spent on, or geographic e.g. in the vicinity of where the development occurred in relation to S106.

5.11.4 After 2015, it will not be possible to secure off site S106 developer contributions for green space improvements. This will be replaced by the Community Infrastructure Levy (CIL). The process for allocation of CIL funding will be in line with agreed policy.

5.11.5 It is proposed that relevant Parks and Countryside officers discuss priorities on investment decisions at each environment sub-group from which recommendations for decision would be taken by the Community Committee.

5.11.6 In summary, it is proposed that Community Committees would determine on an annual basis the priorities for the allocation of investment funds available for the relevant parks and green space in their area.

6 Delegation of resource priorities

6.1 The Council continues to face serious budget pressures and has experienced cash funding cuts from central government in addition to internal budget pressures that the council faces. This has also impacted on the Parks and Countryside service, with a £2.7 million budget reduction between 2010/11 and 2014/15 which equates to a reduction of 23% with further reductions required in 2015/16 and 2016/17.

6.2 In meeting these challenging budget targets the service has already undertaken a number of steps, including reducing the number of managers and back office staff as well as price increases, notably for bereavement services and allotment provision. Outdoor bowls has also been reviewed working with representatives from the relevant associations resulting in revised season ticket arrangements that commenced in 2014. In addition, Executive Board recently approved converting Middleton Golf Course to parkland and to work with Gotts Park Golf Club to transfer the management of the course. The service has also sought to be

enterprising and innovative including Tropical World refurbishments, sponsorship, concessions, nursery trading and increasing the level of volunteers.

- 6.3 It is also important to note that over 50 gardeners have left the service over recent years who in the interim were replaced by 40 seasonal gardeners over the summer period. However, since April 2014 existing permanent staff have commenced working 41 hours a week in summer and 33 hours on average in winter. This has enabled front line jobs to be protected and allows an 11% increase in productivity with an estimated net saving of £140k due to a reduction in the number of seasonal staff employed. It has also enabled the service to implement a second year apprenticeship programme in 2014 with 6 horticultural apprentices, in addition to 11 recruited in 2013.
- 6.4 Staff are multi-skilled and deployed throughout the city as and when seasonal pressures demand. All staff within Parks and Countryside who are Craft Gardener level or above, have been, or will be trained to a National Vocational Qualification Level 2 or equivalent in horticulture, with some staff trained to foundation degree level.
- 6.5 The approach that is proposed is therefore to utilise the parks asset register to determine resource requirements, and to use this data to assess and align Community Committee priorities. The parks asset register is a database of features that require horticultural maintenance on an annual basis. All these features are represented on an electronic mapping system linked to the database. This includes grass, shrub and rose beds, flower beds, hedges, fixed play areas, and sports pitches. From these quantities it is possible to determine the estimated resource requirement to conduct routine maintenance, and therefore the impact of alternative maintenance regimes and the impact of changing priorities.
- 6.6 The following asset profile uses the site typology (e.g. community park, cemetery, recreation ground, local green space, urban woodland) to represent staff resources required and the direct hours available to carry out this work. The Community Committee would be made aware of any implications that would arise from prioritisation decisions whether financial or operational. An illustration of this approach for the West Outer area is shown on the next page:

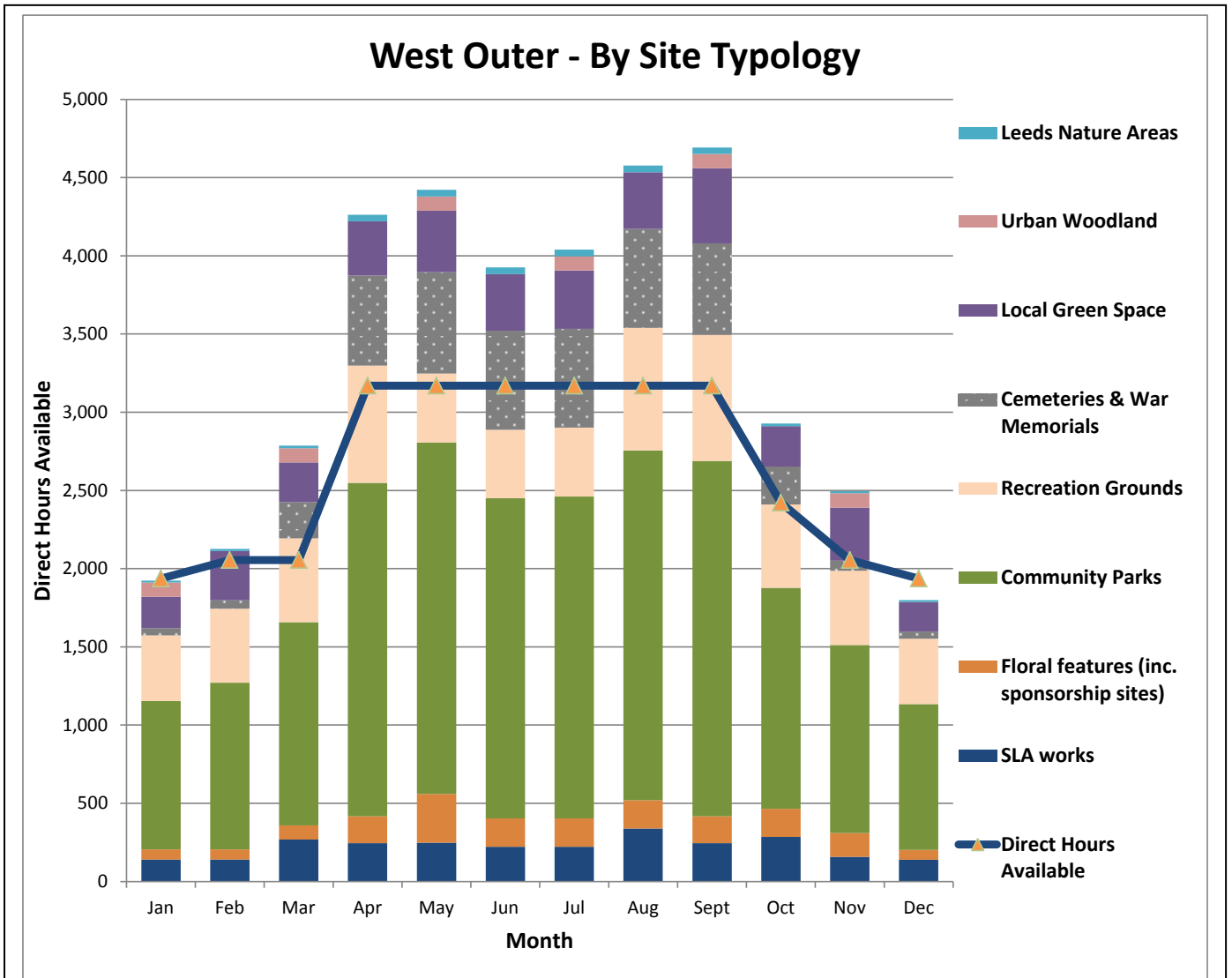


Figure 1: Asset profile by site typology

6.7 The table below demonstrates the amount of direct hours required to maintain all assets encompassed within the scope of this delegation, versus the direct hours currently available that are deployed within this Community Committee:

	Direct Hours Required	Direct Hours Available
Summer	25,933	19,020
Winter	14,061	12,461
Total	39,994	31,481

6.8 From this information it can be noted that the actual staff resource available in terms of direct hours is insufficient to meet the required standards as set out in the asset register. The site typology list is in the current order of priorities (with SLA works the highest priority), which reflects that decision to withdraw from undertaking maintenance duties in urban woodland areas and natural areas, with the primary focus on community parks, recreation areas, cemeteries and local green space.

6.9 The following asset profile diagram provides a perspective on the workload for routine horticultural works. It also demonstrates direct hours available to carry out these tasks taking account of the planned implementation of seasonal working hours and allowing for staff focussing on parks development work in winter.

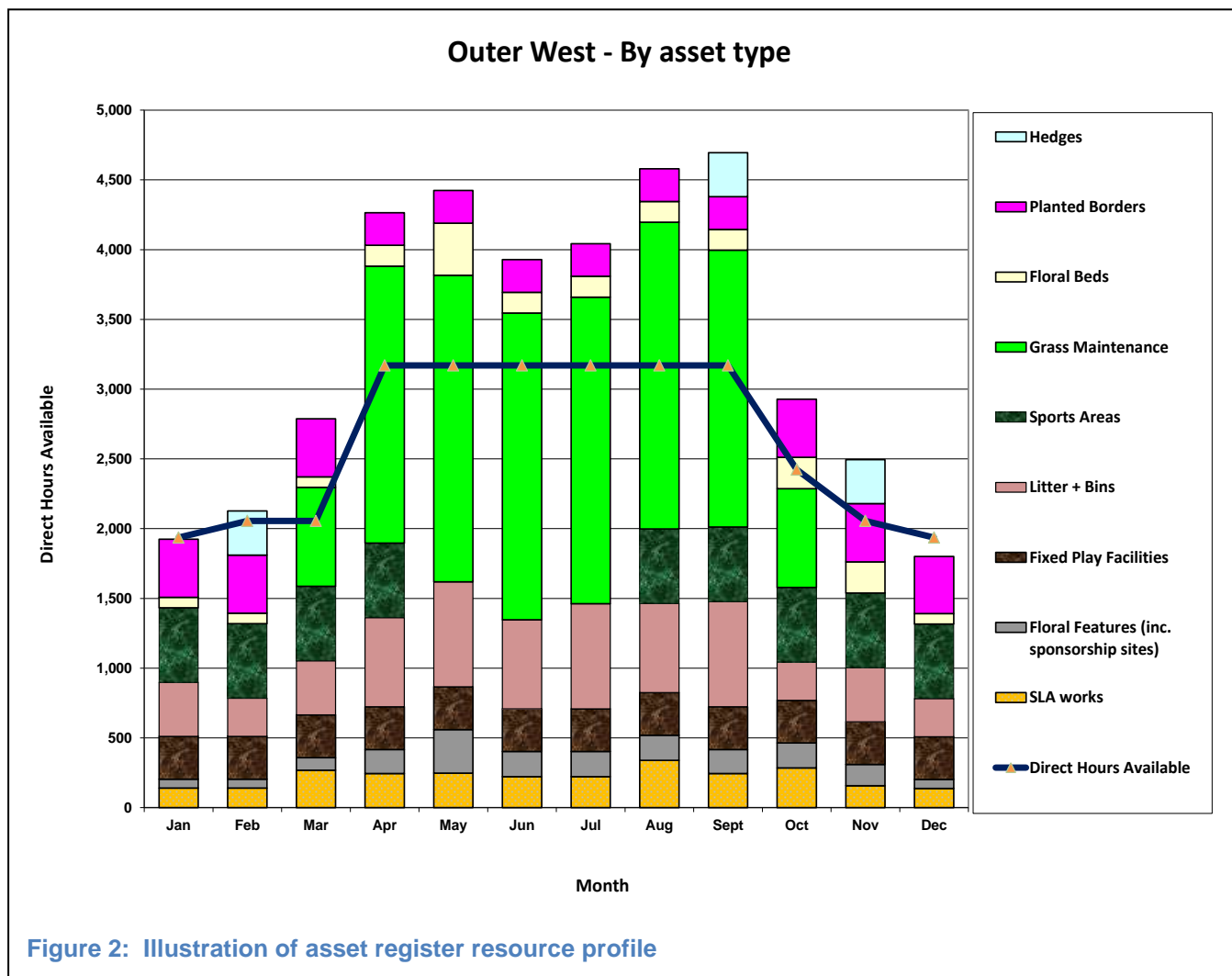


Figure 2: Illustration of asset register resource profile

6.10 It would be possible to use the asset register to model options for Community Committees to determine resource priorities. If for example a Community Committee wished to undertake litter picking in an area of woodland, then the resource requirement could be calculated in order to determine the impact that this would potentially have on other managed assets or sites. Clearly, unless additional resources were provided, it would be necessary to identify a corresponding reduction in resource requirement for another managed feature.

6.11 For example, when comparing a hectare of woodland to a hectare of a typical community park, the following direct hours would be necessary to carry out horticultural maintenance activities:

Typology	Typical Direct Hours Per Annum For 1 Hectare
Community Park	356.7
Woodland	10.2

6.12 Community Committees may wish to consider adopting relaxed mowing where this is appropriate. For illustration, the following table provides a comparison in direct hours for managing amenity grass (typically cut 14 times) compared to managed grassland (cut once a year).

Typology	Typical Direct Hours Per Annum For 1 Hectare
Amenity Grass	37.3
Managed grassland	5.2

6.13 It is proposed that relevant Parks and Countryside officers discuss resource priorities with each environment sub-group from which recommendations for decision would be taken by the Community Committee.

6.14 In summary, it is proposed that Community Committees would determine resource priorities on an annual basis using the asset register as the basis of allocation.

6.15 Site based gardeners

6.15.1 As indicated, staffing budgets are managed and allocated on a city-wide basis by the Parks and Countryside service. There are however 39 full-time equivalent staff who are site based for the majority of time, of which 6 are funded by Community Committees.

6.15.2 In the Community Committee area there are 5 site based gardeners based at New Farnley Recreation Ground, Stanningley Park, Farnley Hall Park, New Wortley Recreation Ground, Pudsey Park & Calverley Park. A number of Community Committees provide additional funding for gardeners to increase site based presence at parks in the area. The site based gardeners increase working relationships with users, local residents and community groups. These site based staff further increase users satisfaction and support the aspiration to increase volunteer groups working within parks. There is currently 1 site based gardener funded by the West Outer Community Committee, based at New Farnley Recreation Ground & Stanningley Park

7 Events & Volunteering

7.1 Staff are also responsible for supervising volunteers and work placements (around 27,500 volunteer days each year across the city), as well as supervising the safe running of over 720 events each year in liaison with event organisers.

7.2 Events

7.2.1 The bookings and licensing team provides assistance in helping community and other groups organise events with particular emphasis on ensuring legal and safety requirements are met but do not deter groups and organisations from organising activities. The table in Appendix 10.1 shows a list of the 54 events held in the West Outer area in 2014 to date.

7.3 Ranger led Events & Activities

7.3.1 Parks & Countryside’s ranger team organises a range of events and activities across Leeds.

Site	Event	Total Attendees
Pudsey Park Visitor Centre	Bird Box Making Workshop	12
Pudsey Park Visitor Centre	Bird Box Making Workshop	45
Pudsey Park Visitor Centre	Bird Box Making	43
Pudsey Park Visitor Centre	Bird Box Making	60
Pudsey Park Visitor Centre	Fintastic Fish - World Fish Migraton day	35
Pudsey Park Visitor Centre	Fintastic Fish - World Fish Migraton day	35
Pudsey Park Visitor Centre	National Insect Week	25
Pudsey Park Visitor Centre	Dragonfly and Moth Workshop	230
Pudsey Park Visitor Centre	Dragonfly and Moth Workshop	200
Pudsey Park Visitor Centre	Tansy Beetle-tastic!	140
Pudsey Park Visitor Centre	Tansy Beetle-tastic!	140
Pudsey Park Visitor Centre	Harvest Time Mice	48
Pudsey Park Visitor Centre	Spooky Spider Making	100
	TOTAL	1,113

7.4 Volunteering

7.4.1 The service continues to focus on increasing the number of volunteers and groups working in the area to achieve the following:

- To increase corporate volunteering working in partnership with Business in the Community and Leeds Ahead
- Continue to improve involvement with the many “in bloom” groups in Leeds.
- It is an ambition to have a volunteer group for every community park where there is a site based gardener.

7.4.2 It is estimated that volunteers across all groups contribute around 817 days of voluntary work in the West Outer area over a 12 month period. The tables below provide details of volunteering in the area since January 2014.

7.4.3 Voluntary work supervised by Parks and Countryside staff

Site	Task	Estimated Volunteer Days
Cragside Recreation Ground	Painting	10
Nan Whin's Wood	Bench installation, cutback along bridleway, redundant fence removal	12
New Wortley Cemetery	Grave levelling	22
New Wortley Cemetery	Grave levelling	6
Post Hill	Meadow management	4

Site	Task	Estimated Volunteer Days
Post Hill	Meadow Management scrub bash	15
Post Hill	Pond management	17
Post Hill	Scrub on meadows, deepening pond	20
Pudsey Cemetary	Tidying up graves	13
Pudsey Disused Railway Track	Vegetation cutback	14
Upper Moor Quarry	Footpath improvement	14
Western Flatts Park	Painting	15
Woodhall Lake	Bench installation, opened up vistas across lake, litter pick	15
	Total	177

7.4.4 It is worth noting that the number of playing pitches refers to those pitches formally marked out, and there may be potential for more provision depending on demand:

Site	School	Subject	Total Attendees
Pudsey Park Visitor Centre	Bolton Royd School, Pudsey	Centre Tour & Habitats	34
Pudsey Park Visitor Centre	Bolton Royd School, Pudsey	Centre Tour & Habitats	34
		TOTAL	68

7.4.5 Existing in bloom groups

In Bloom Group	Number of Volunteers	Number of volunteer days
Calverley	15	280
New Farnley	5	120
Pudsey	12	240
	TOTAL	640

8 Conclusion

- 8.1 In summary it is proposed that the horticultural maintenance of cemeteries, recreation grounds, natural areas and local green space is included as part of the area delegation, in addition to community parks. Investment decisions on community parks, recreation grounds, natural areas and local green space to help achieve and sustain Leeds Quality Park standard will be delegated to Community Committees. Furthermore, resource priorities for each Community Committee will be delegated using the parks asset register to determine resource requirements and the impact of any proposed changes. The environment sub-group would discuss priorities with Parks and Countryside officers in order to determine recommendations for decision by each Community Committee. Priorities would be determined from April of each year and reviewed once in order to plan any changes for the following year.

9 Next Steps

- 9.1 Members are requested to provide feedback on the proposed information provided by January 30th and agree the methodology.
- 9.2 To note that subject to Executive Board approval it is anticipated that these arrangements will commence in April 2015 using the current priorities as a baseline.

10 Appendix

10.1 Appendix 1 - Events Information – 2014

Month	Date	Location	Event
Feb	12th & 13th	New Wortley Rec	(10th - 14th) Santa Films LTD
Feb	20th	New Wortley Rec	Filming - Mallinson TV
Feb	22nd	Butt Lane	Farnley Falcons
Feb	24th	New Wortley Rec	(22nd - 24th) Santa Films Ltd
Feb	28th & 1st	New Wortley Rec	(27th - 3rd) Santa Films Ltd
Mar	3rd	New Wortley Rec	Santa Films Ltd
Apr	15th	Farnley Hall Park	Mini Breeze
May	16th - 18th	Queens Park	(13th - 19th) Funfair (Eddy)
May	17th	Queens Park	Pudsey Carnival
Jun	15th	Pudsey Park	Summer Bands
Jun	15th	Westroyd Park	Summer Bands
Jun	17th	Woodhall Lake	Forest School
Jun	1st	Calverley Park	Summer Bands
Jun	1st	Farnley Hall Park	Summer Bands
Jun	22nd	Pudsey Park	Summer Bands
Jun	22nd	Western Flatts	Summer Bands
Jun	22nd	Pudsey Park	Pudsey Pacers
Jun	24th	Woodhall Lake	Forest School
Jun	28th	Calverley Park	Calverley Parkside School Carnival
Jun	29th	Calverley Park	Summer Bands
Jun	30th	Woodhall Lake	Forest School
Jun	8th	New Wortley Rec	Summer Bands
Jun	8th	Pudsey Park	Summer Bands
Jul	11th	Post Hill	Pudsey Pacers
Jul	13th	Farnley Hall Park	Summer Bands
Jul	13th	Pudsey Park	Summer Bands
Jul	15th	Woodhall Lake	Forest School
Jul	20th	New Wortley Rec	Summer Bands
Jul	20th	Westroyd Park	Summer Bands
Jul	22nd	Woodhall Lake	Forest School
Jul	27th	Pudsey Park	Summer Bands
Jul	6th	New Farnley Rec	Summer Bands
Jul	6th	Calverley Park	Summer Bands
Jul	6th	Pudsey Park	Summer Bands
Jul	8th	Woodhall Lake	Forest School
Aug	10th	New Farnley Rec	Summer Bands
Aug	10th	Westroyd Park	Summer Bands
Aug	11th	Farnley Hall Park	Farnley Cluster fun day
Aug	15th	New Farnley Rec	Youth Service Activity Sesions

Month	Date	Location	Event
Aug	16th	Carverley	Calverley Carnival
Aug	17th	Pudsey Park	Summer Bands
Aug	19th	Farnley Hall Park	Mini Breeze
Aug	20th	Hainsworth Park	Mini Breeze
Aug	22nd	New Farnley Rec	Youth Service Activity Sesions
Aug	24th	Pudsey Park	Summer Bands
Aug	29th	New Farnley Rec	Youth Service Activity Sesions
Aug	31st	Pudsey Park	Summer Bands
Aug	3rd	Calverley Park	Summer Bands
Aug	3rd	Western Flatts	Summer Bands
Aug	3rd	Farnley Hall Park	Puppy in the Park
Aug	8th	New Farnley Rec	Youth Service Activity Sesions
Sept	27th	Pudsey Park	Endermol Filming - Bodyshockers
Nov	29th	Pudsey Park	The Oak Church Fun Day
Nov	7th	Pudsey Park	Children in Need
		TOTAL	54