



Lichfield
District Council

Burntwood Park

Management & Maintenance Plan

From 2024 to 2029



Contents

SECTION 1.0	INTRODUCTION	6
SECTION 2.0	VISION STATEMENT	7
SECTION 3.0	SITE DESCRIPTION	8
3.1	Areas of the Park	8
3.2	Location Plan	10
3.3	Ordnance Survey National Grid Reference	10
3.4	Ward Information	11
3.5	Stakeholders	12
3.6	Ownership	12
3.7	Tenure/Leases/Agreements	13
SECTION 4.0	HISTORY AND TIMELINES	14
4.1	Chronology of the development of Burntwood Park	14
SECTION 5.0	ACCESS AND CIRCULATION	15
5.1	Opening Times	15
5.2	Car Parking	15
5.3	Public Transport / Access via Bike and Foot	15
5.4	Footpaths	15
5.5	Accessibility	15
SECTION 6.0	SERVICES & UTILITIES	16
SECTION 7.0	DESIGNATIONS	17
7.1	Forest of Mercia	17
7.2	Ecological Designations	17
7.2.1	Tree Preservation Orders	17
1.1.1	Forest of Mercia	17
7.3	Public Rights of Way	17
SECTION 8.0	LIVING LANDSCAPE	18
8.1	Ecology	18
8.1.1	iNaturalist	18
8.2	Trees and Woodlands	18
8.2.1	Woodland and Tiny Forest	18
8.2.2	Park Trees	18
8.3	Horticulture	19
SECTION 9.0	HARD LANDSCAPE	20
9.1	Furniture	20
9.1.1	Fencing and Perimeters	20
9.1.2	Benches, Bollards, and Bins	20
9.1.3	Interpretation and Signage	21
9.1.4	Street lighting and CCTV	22
9.2	Recreational Facilities	22
9.3	Play Area	22
9.4	Buildings and Structures	22
9.5	Maintenance Programme	23

9.5.1	Furniture Maintenance	23
9.5.2	Recreational Facilities Maintenance.....	23
9.5.3	Play Area Maintenance.....	23
SECTION 10.0	VISITOR AND COMMUNITY NEEDS.....	24
10.1	Friends of Burntwood Park	24
10.2	Local Demographics/Census	24
10.2.1	Social Progress Index	24
10.3	Visitor Surveys	24
10.3.1	User Surveys Results and Feedback	24
10.3.2	User and Non-User Survey Information.....	25
10.3.3	Previous Consultations.....	25
10.3.4	Visitor Numbers	25
SECTION 11.0	CRIME AND SAFETY	26
11.1	Crime Statistics	26
11.2	Incidents	26
11.3	Crime	26
11.3.1	Antisocial Behaviour	26
11.3.2	Arson	26
11.3.3	Dogs (Public Space Protection Order)	27
11.3.4	Drunk and Disorderly (PSPO)	27
11.3.5	Fly Posting.....	27
11.3.6	Drug Use	27
11.3.7	Fly Tipping.....	27
11.3.8	Graffiti	27
11.3.9	Vandalism	27
11.3.10	Violence	28
11.4	Contacting the Team/Complaints	28
11.4.1	Complaints	28
11.5	Conflicts of Use	29
11.6	Byelaws	29
SECTION 12	VOLUNTEERS.....	30
12.1	Countryside & Parks Conservation Group (CPCG)	30
12.2	Volunteer statistics across parks	30
SECTION 13.0	EVENTS PROGRAMME	32
13.1	Events and Festivals Policy	32
SECTION 4.0	EDUCATION	33
14.1	Key principles of Education within parks	33
SECTION 15.0	MARKETING	34
15.1	Marketing and Communications Plan	34
SECTION 16.0	MANAGEMENT	35
16.1	Staff Structure	35
16.1.1	Historic Parks Manager (HPM)	36
16.1.2	Community and Education Officer.....	36
16.1.3	Park Rangers.....	36
16.1.4	Community Gardeners.....	36
16.1.5	Park Attendants	36

16.1.6	Park Attendant Supervisor	36
16.1.7	Casual Attendants	36
16.1.8	Event Manager and Officer	37
16.1.9	Health and Wellbeing Activator – Health and Wellbeing Team.....	37
16.2	Working Hours	37
SECTION 17.0	GROUNDS MAINTENANCE.....	38
17.1	Pest Control	38
17.2	Grounds Maintenance Specification	38
17.3	Grounds Maintenance Responsibilities	39
17.4	Waste Removal	39
17.4.1	General Litter Removal	39
17.5	Dog Waste	40
17.6	Hazardous Material	40
17.7	Graffiti Removal	40
SECTION 18.0	FINANCES.....	41
18.1	Other Potential Funding Sources	41
18.2	Sports Charges	41
18.3	Licenses	41
SECTION 19.0	HEALTH AND SAFETY	42
19.1	Risk assessments	42
19.2	First Aid	42
19.3	Insurance	42
19.4	COSHH Assessments (Control of Substances Hazardous to Health)	43
19.5	Inspections	43
19.5.1	Tree Inspections	44
19.5.2	Play Area Inspections	44
19.5.3	General Site Inspections.....	44
19.5.4	Equipment inspections.....	45
19.6	Partnership Safety	45
19.7	Complying with Legislation	45
19.7.1	Freedom of information.....	45
19.7.2	Data Protection Act/GDPR.....	45
19.7.3	Fraud Prevention	45
19.7.4	Safeguarding Children and Adults at risk of abuse or neglect	45
19.7.5	Audit	46
SECTION 20.0	COUNCIL POLICIES	47
20.1	Health and Safety Policy	47
20.2	Personnel and Payroll Policies	47
20.3	Licensing Policy	47
20.4	Procurement Policy	47
SECTION 21.0	NATIONAL, REGIONAL AND LOCAL STRATEGIES	48
SECTION 22.0	TRAINING AND DEVELOPMENT	49
SECTION 23.0	SUSTAINABILITY	50
23.1	Peat Use	50
23.2	Chemical Use	50
23.3	Recycling	50
23.4	Energy Use	50

23.5	Water	50
SECTION 24.0	MANAGEMENT AIMS.....	51
24.1	Key Management Aims.	51
24.2	Green Flag status	51
REFERENCES.....		52
FIGURES	53	

APPENDICES (available seperately due to file size)

Appendix A - Burntwood Park Action Plan
 Appendix B - Marketing & Communications Plan
 Appendix C - Annual Events & Activities Programme
 Appendix D - Grounds Maintenance Code Details
 Appendix E – Budget Summary
 Appendix F –Site maintenance Schedule

SECTION 1.0 INTRODUCTION

This five-year plan has been prepared by the Historic Parks Manager and Parks Team, providing information to support the ongoing management and maintenance of Burntwood Park, in conjunction with Green Flag accreditation criteria. The Action Plan at **Appendix A** details a selection of targets, which will be monitored and reviewed by Parks Management, monitoring progress of the required outcomes for Green Flag standard.

The Management and Maintenance Plan provides a useful tool for effective management of the park by detailing key site information, along with creating a vision/direction with specific measurable aims and objectives. Ensuring the future care of the park is considered and planned for, including any improvements and restoration works. This plan also sets out management aims and procedures that will ensure the park continues to be managed to a high standard, the national standard for parks and open spaces.

This plan will be accessible to the Parks Team, stakeholders, the public, on the website, and in the Beacon Park office.

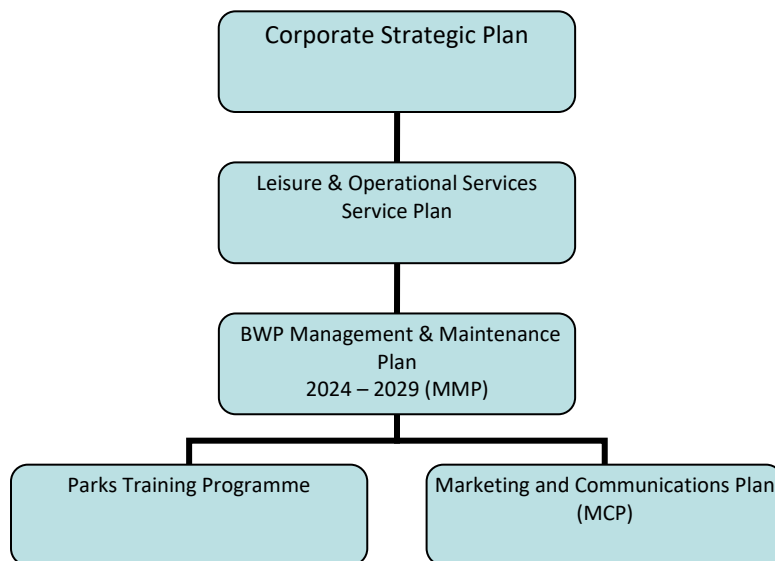


FIGURE 1: Documents that feed into the five-year Management and Maintenance Plan

SECTION 2.0 VISION STATEMENT

The district parks are all unique, valuable, and popular assets, enhancing the district's status as a pleasant place to live, work and visit, contributing to the regional and national importance as a cultural and historic destination.

This statement is to help illustrate a clear direction for the parks:

'To protect, enhance and interpret the area's compelling heritage; encourage greater use of the parks by residents and visitors in an environment which is delightful, accessible and safe; engage, entertain and educate people of all ages, abilities and backgrounds; and develop a treasure of public jewels of which the residents of Lichfield District are proud'

SECTION 3.0 SITE DESCRIPTION

Burntwood Park is set in the former mining town of Burntwood in Lichfield District. Covering an area of nearly 3 hectares of open space, trees, ornamental gardens, a play area and a sports area. Burntwood Park has several unique components that can be easily described for their use and functions, these are the ornamental gardens, picnic/woodland area, play area, football area, Tiny Forest and Peace Woodland.

3.1 Areas of the Park

Ornamental gardens - the more formal area of the park with the original main entry gates/pillars leading off Elder Lane. Although just off and overlooking the main road, this area is an attractive setting with breathtaking views, bedding displays, seating and a selection of mature trees.



Picnic/woodland area - between the ornamental gardens and play area is an open grassed area, popular for picnicking and events. Some of the trees in this area are part of the Peace Woodland project - a collaboration between the Parks Team, Lichfield Cathedral and many volunteer groups to commemorate the 100 anniversary of the end of World War I. The area also includes existing trees and popular picnic benches.



Play area and bike track – these are in the heart of the park and have been popular with local and not-so-local residents since the redevelopment of the play area in 2022.



Football Pitch and Tiny Forest – to the north of the park is an open space where the football pitch has been reintroduced. One of our super tiny, super powerful Tiny Forests is in this area too.



3.2 Location Plan

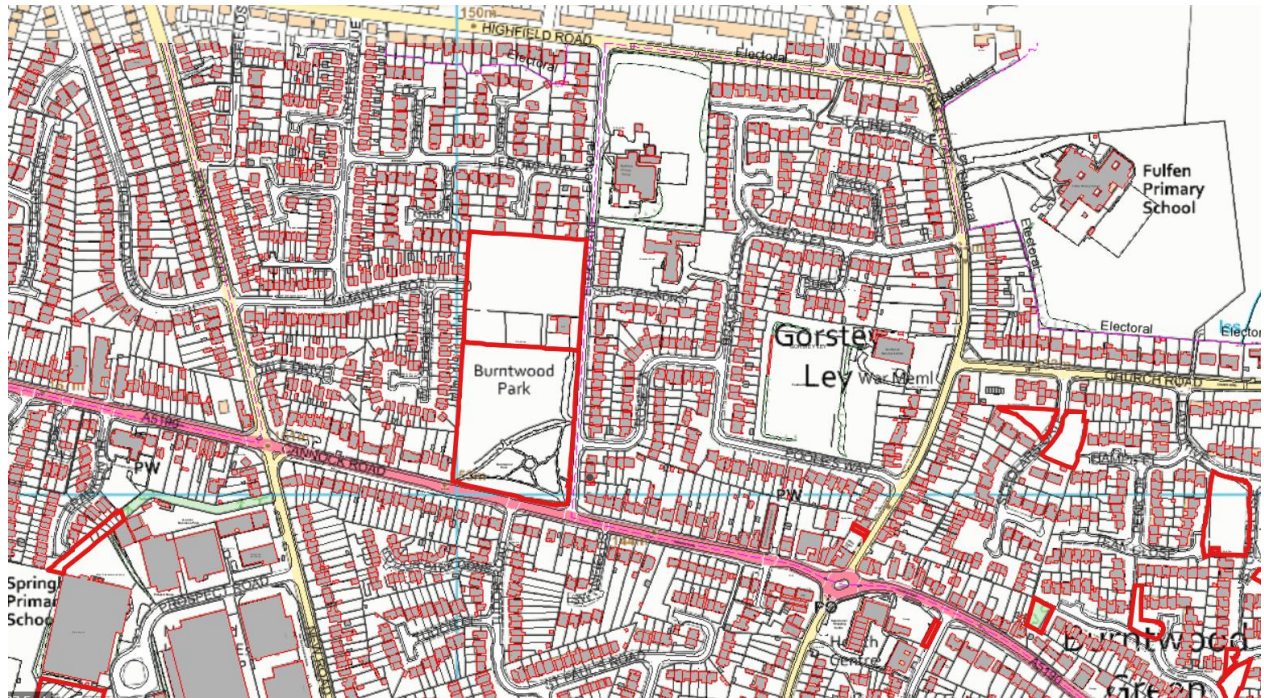


FIGURE 2: Location Plan

3.3 Ordnance Survey National Grid Reference

Burntwood Park Unique licence number 100017765

3.4 Ward Information

Burntwood Park sits within Summerfield and All Saints ward, bordering the Highfield ward of Burntwood

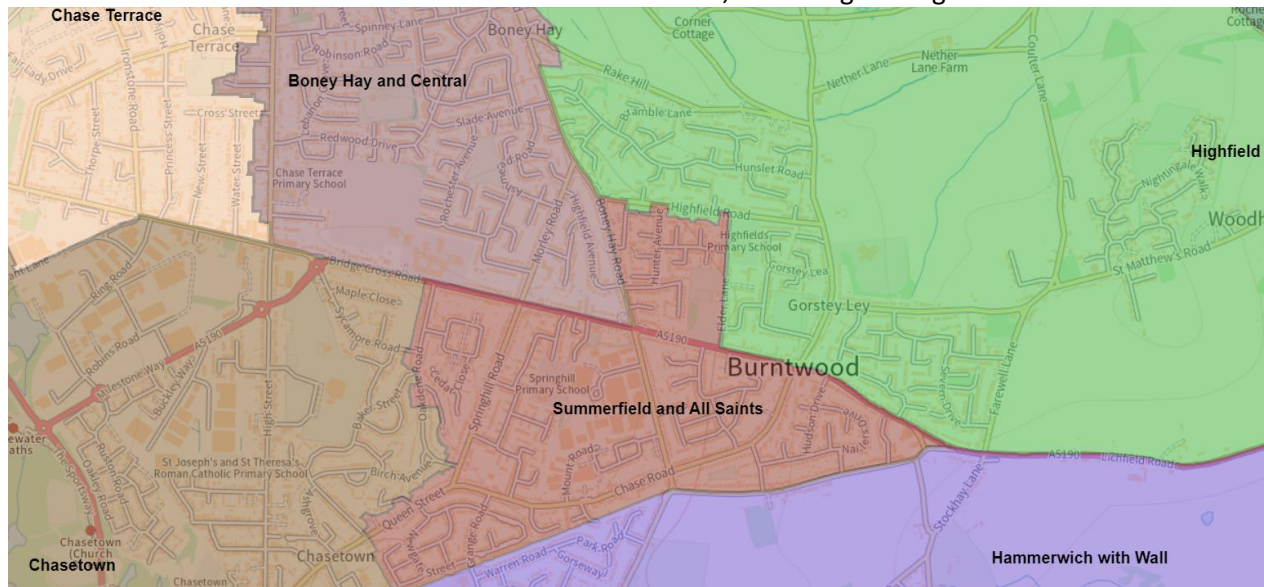


FIGURE 3: Ward Map

3.5 Stakeholders

Stakeholders play a key role with the management of the park. It is vital all stakeholders are considered and consulted when necessary. Activities or events within the park could affect or have an impact upon stakeholders. The following diagram is not exhaustive.

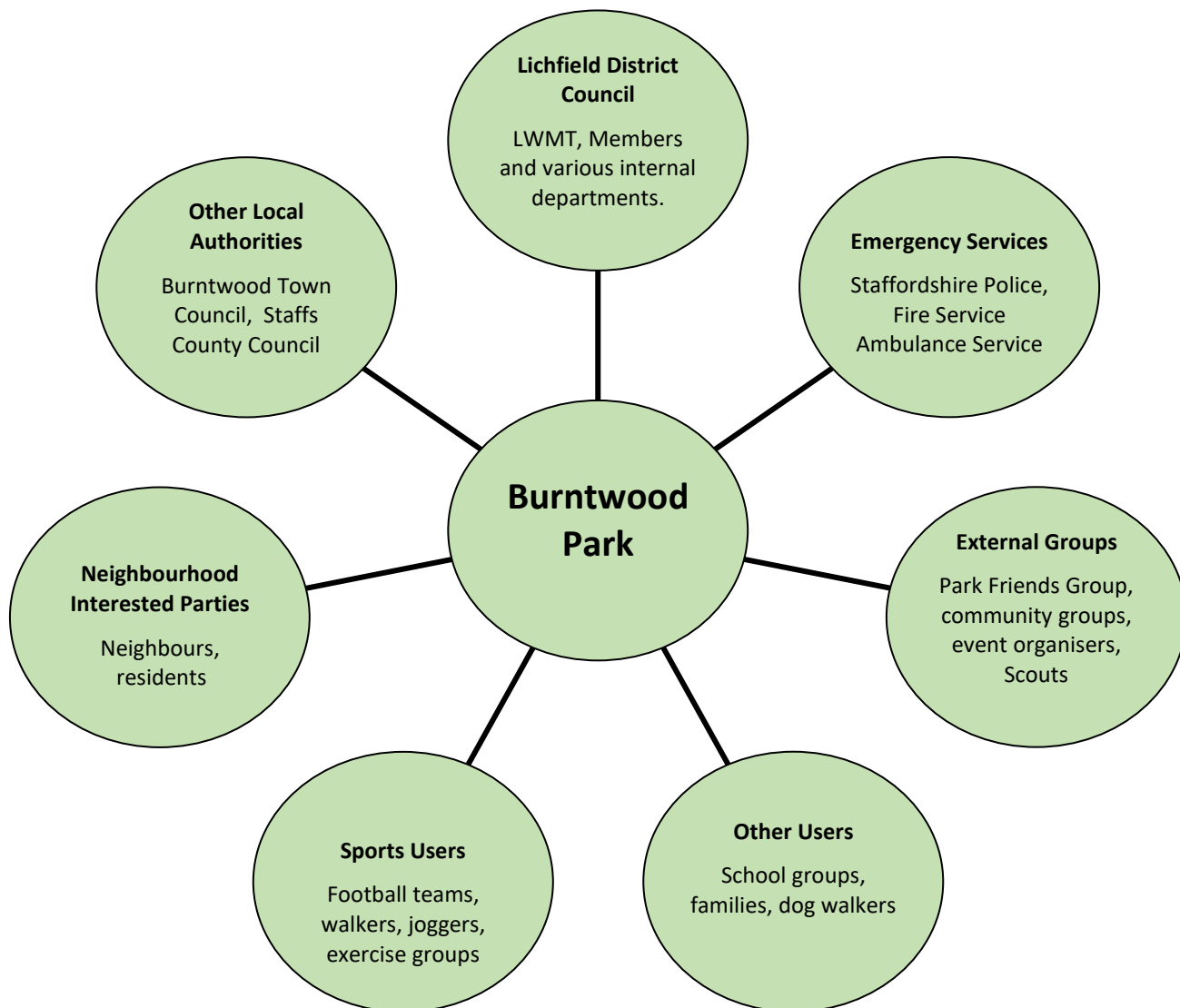


FIGURE 4: Stakeholder diagram

3.6 Ownership

Burntwood Park is owned by Lichfield District Council.

3.7 Tenure/Leases/Agreements

Scout Association lease dated 2022 for Scout Hut and area with break clauses in 2031 and 2036.

Reference LDC 031 - Tree Inspector 2023-25 **[AP] 2026 re-source**

Reference LDC 311 - Bank of tree surgeons 2023-25 **[AP] 2026 re-source**

Tiny Forest agreement dated 11 November 2021, initiation period until 10/12/24, 10 retention period **[AP]**

SECTION 4.0 HISTORY AND TIMELINES

A former mining town, Burntwood expanded in the nineteenth century around the coal mining industry, forming part of Lichfield District. Burntwood park was opened in 1931 at a time when many houses were being built between the two World Wars.

Developing this management plan for the Green Flag application has highlighted the limited information held on Burntwood Park, hence being a key item within the Action Plan **[AP]**



4.1 Chronology of the development of Burntwood Park

Burntwood Park	
Officially opened	1931
Changed ownership from Burntwood Town Council to Lichfield District Council, along with the Leisure Centre and all other parks in Burntwood.	October 1996
Peace Woodland	2019
Tiny Forest	2022
Cannock Road fence replaced	2022
New play area and bike track installed	2022
Zip wire installed	2023
Car park extended	Sept 2024
Fence erected by football area	Sept 2024
Benches and bins re-located in football pitch area	Nov 2024
Noticeboards/interpretation installed	Feb 2025
Achieved Green Flag accreditation	June 2025
New path installed alongside football pitch	Sept 2025
Refurbished footpaths in ornamental garden area.	December 2025

SECTION 5.0 ACCESS AND CIRCULATION

5.1 Opening Times

The park is open 24 hours a day, 365 days a year; being accessible from various points around the perimeter, there are a total of 7 entrances into Burntwood Park.

5.2 Car Parking

The car park has recently been extended to relieve visitor parking on the residential streets.

5.3 Public Transport / Access via Bike and Foot

Burntwood Park is a community park in the heart of a residential area, where many park users arrive on foot. There is a bus stop alongside the ornamental gardens on Cannock Road.

5.4 Footpaths

Most pathways through the park are relatively wide, in good condition and accessible for wheelchairs and pushchairs.

5.5 Accessibility

Accessibility is an important factor within parks, considering all users with a wide range of disabilities who wish to take advantage of the health benefits of a park environment.

Seating is located at regular intervals across the park, with new installations going forwards to have additional space for wheelchairs to go alongside for inclusivity.

Most of the park can be accessed on easy to moderate slopped tarmac footpaths.

SECTION 6.0 SERVICES & UTILITIES

There is no streetlighting within the park and we are not aware of any services running under or across the park. However, there is evidence of manholes to the historic park keeper's cottage and toilet block, along with the lease holder Scout Hut having utilities.

SECTION 7.0 DESIGNATIONS

7.1 Forest of Mercia

Burntwood Park sits on the verge of the Forest of Mercia, contributing to a green gateway.

7.2 Ecological Designations

7.2.1 Tree Preservation Orders

There are no designated Tree Preservation Orders on any of the park trees. All works to trees will be undertaken in line with the Parks and Open Spaces Tree Procedure.

1.1.1 Forest of Mercia

Burntwood Park is included within England Community Forest, Forest of Mercia region.

7.3 Public Rights of Way

A public right of way leads from Cannock Road directly north through the park towards the Elder Lane entrance.

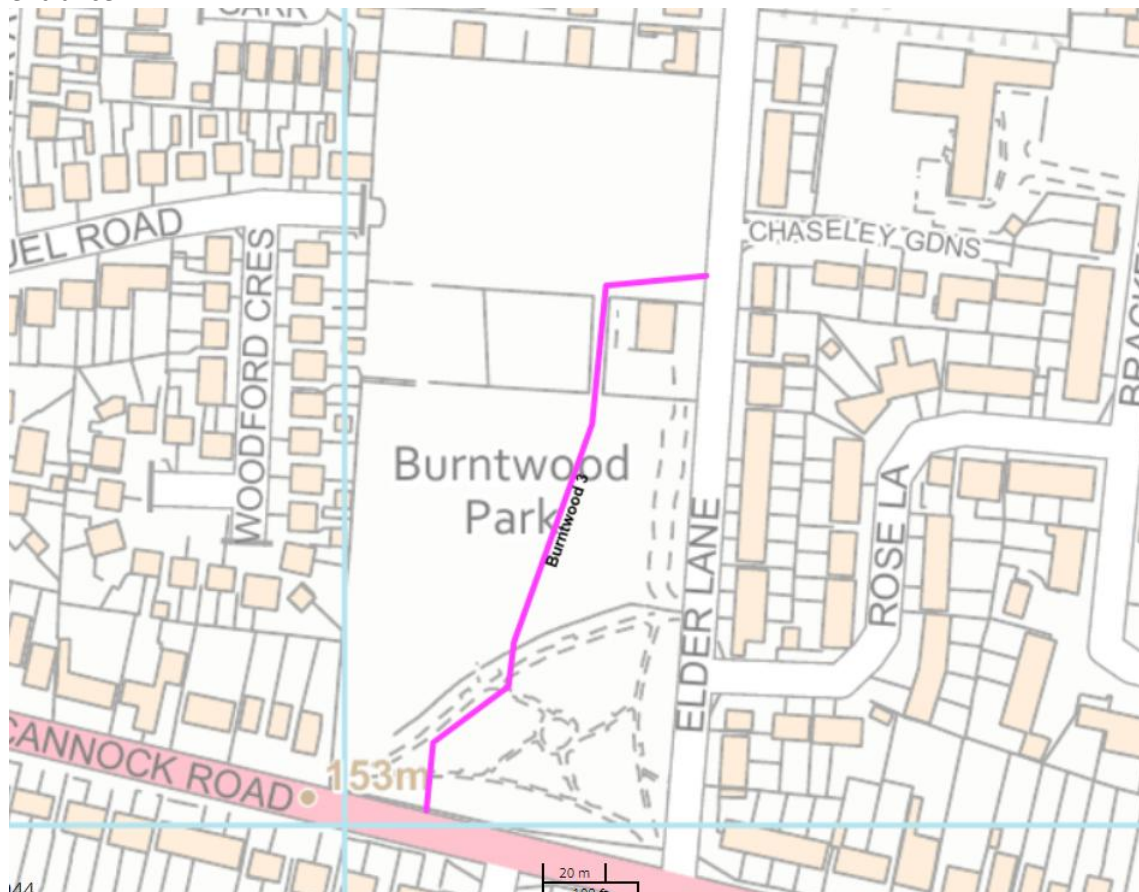


FIGURE 5: Burntwood Park, Public Right of Way

SECTION 8.0 LIVING LANDSCAPE

The following chapter comprises the 'green' aspects of the park, detailing the general ecology and green landscape.

8.1 Ecology

Having a variety of trees, hedges and limited biodiversity areas, the Ecology Team completed an interim survey on the site in 2025 to identify a baseline and make suggestions for improvements which have been recorded in the Action Plan. Being a residential park setting this creates an important area for wildlife. It is anticipated the habitats recorded in future surveys will be of relatively recent origin and contain plants of common and widespread occurrence.

8.1.1 iNaturalist

iNaturalist is an app used by millions of scientists and naturalists across the world. The app enables people to record, share and verify photographs of plants and animals thus creating research-quality data which is available to view via their website: <https://www.inaturalist.org>

We are encouraging park users to register and record findings in Burntwood Park.

8.2 Trees and Woodlands

8.2.1 Woodland and Tiny Forest

Burntwood Park has several mature trees, along with the more recently planted Peace Woodland coppice area and Tiny Forest. Containing a mix of native species.

The super tiny, super powerful, Miyawaki method Tiny Forest was created in 2022 in conjunction with Severn Trent Water and Earthwatch, leaving a lasting environmental legacy of the Birmingham 2022 Commonwealth Games. This Tiny Forest represents Jamaica and is named after their national bird, the swallow-tail hummingbird.

8.2.2 Park Trees

Many of the trees on the main area of Burntwood Park are of similar age. The original tree planting was completed as part of the opening of the park in 1931. Longer term replanting will continue to take place as part of the tree management programme.

Trees are inspected by Lantra qualified parks staff after extreme weather events, and before large public gatherings in Burntwood Park. In addition, all trees are inspected on a scheduled basis, as detailed within the council's Tree Procedure by external arboricultural inspectors, allowing the trees to be inspected in and out of leaf.

Tree data is held on a tree software system called 'Arbortrack', utilising tablets for mobile working, to track and detail surveys for each individual tree. This system records the information, generating reports for forthcoming inspections and works.

An approved Tree Management Procedure has been implemented and is available to all on the council's website at [Trees and hedges in our parks and open spaces \(lichfielddc.gov.uk\)](https://www.lichfielddc.gov.uk/trees-and-hedges-in-our-parks-and-open-spaces).

8.3 Horticulture

Summer and autumn bedding displays are planted in the ornamental garden. The summer bedding is planted from the first week in June, and the autumn bedding by the second week of October. All plants from a peat free source.

A herbaceous boarder was created in 2025 in the ornamental area, which is to be enlarged gradually, adding further perennials to create an ongoing feature supported by the Friends of Burntwood Park, under the supervision of the parks Community Gardeners.

A sensory bed and a variety of bulb planting is also scheduled for 2026.

The horticulture schedule is recorded in section 17.2, identifying the areas of work. More details on the horticultural practices are detailed in Appendix D.

SECTION 9.0 HARD LANDSCAPE

This section covers all the physical structures and landscaping within the site.

9.1 Furniture

9.1.1 Fencing and Perimeters




There is a range of fencing designs throughout the park:

Furniture - Fencing / Walls / Barriers	
Ornamental garden	Main entrance gates Side entrance gate off Elder Lane Two entry gates off Cannock Road Boundary fence along Cannock Road
Picnic/woodland area	Hedgerow along Elder Lane Vehicle entry gate to access Scout Hut and car park.
Bike track and play area	Boundary fencing and hedgerow Play area fencing
Football pitch and Tiny Forest area	Vehicle entry and pedestrian gate off Elder Lane Recreation fence fitted to reduce balls over the boundary hedge. Residential brick walls to the north of the park. Hedgerows

9.1.2 Benches, Bollards, and Bins




A sponsorship scheme is available to purchase a plaque to place on benches and contribute to the maintenance and future replacement of the bench. This will help to control memorial plaques and help towards future maintenance of the benches.

Furniture – Benches / bollards / bins	
Ornamental garden	Steel litter bins, dog bins and benches 
Picnic/woodland area	Steel picnic benches and bins 

Bike track and play area 	Recycled material benches and steel bins 
Football pitches/event area 	Steel benches, litter and dog bins. Bollards at the pedestrian entrance off Emanuel Road.

9.1.3 Interpretation and Signage

Site notice boards are on display off Cannock Road and Elder Lane (pitch entrance). Along with various information signs. Display noticeboards are to be installed as detailed in the Action Plan **[AP]**

Furniture – interpretation and signage	
Ornamental garden 	<p>Large notice board displayed on Cannock Road</p> <p>Welcome to Burntwood Park sign to be installed on original pillars [AP]</p>  <p>Notice board – displaying safety signs and various posters, on Elder Lane main entrance and off Cannock Road.</p> <p>PHOTO TO BE ADDED</p>
Picnic/woodland area 	None
Bike track and play area 	<p>Welcome to play area sign, detailing location and dogs excluded.</p> <div>   </div> <p>Communication board</p> <p>Two tactile play panels</p>

Furniture – interpretation and signage	
Football pitches/event area	<p>Large notice board displayed like Cannock Road sign on Elder Lane.</p> <p>Park closure/gate locking information signs.</p> <p>3rd site noticeboard displaying safety details and various posters.</p>

9.1.4 Street lighting and CCTV

There are currently no utilities to provide street lighting or CCTV provision within the park.

9.2 Recreational Facilities

Burntwood Park has areas for passive recreation, relaxing, sitting, picnicking and enjoying fresh air.

Recreational Facilities - Sports and Recreation	
Ornamental garden	Seating, hard standing pathways
Picnic/woodland area	Picnic tables
Bike track and play area	Bike track, leisure mini football pitch and seating
Football pitches/event area	Football pitch and seating

9.3 Play Area

Burntwood Park has a popular play area that is well used.

Play Area - Equipment
<p>Installed in 2022:</p> <p>Butterfly climbing unit.</p> <p>Pendulum swing</p> <p>Rocker</p> <p>4x bay swing, (2x flat seats, 2x cradle seats)</p> <p>Mini climber unit</p> <p>Sand play unit</p> <p>Spinning bowls</p> <p>Retained existing junior bank slide</p> <p>Timber stand up see-saw</p> <p>Talk tubes</p> <p>Subsequently added a zip line in early 2023 parallel with the hedge.</p>

The play area is visually checked by Street Scene when litter picking/emptying bins. Fixtures and fittings are checked according to manufacturers' guidelines on weekly and three-monthly basis, by RoSPA Basic Play Equipment trained staff. The play equipment is also inspected each year by an approved external inspector to BS EN 1176 and 1177.

9.4 Buildings and Structures

The only building on site is the leased Scout Hut. The original pillars and entrance gates remain in place.

Scout Hut

The original timber scout hut was demolished, repositioned, and built by the Scout Group. The council Property Team oversee the lease to this area.
Pillars and Main Entrance Gate
Opened in 1931, the original brick pillars and gates remain in place on Elder Lane

9.5 Maintenance Programme

9.5.1 Furniture Maintenance

The steel benches and noticeboards are checked and repainted as and when deemed necessary. The Parks Team carry out repairs, if possible, or use an established contractor should an item found to be defective.

All park furniture, fixtures and equipment are inspected and recorded as part of the site inspection programme with the frequencies depending on the popularity of the area and risk. Details included within Section 19.5.3.

9.5.2 Recreational Facilities Maintenance

The **football pitch** is litter picked weekdays; any broken glass is removed immediately. Rabbit holes filled as soon as possible; football referees check the pitch in readiness for game play. The goal posts are checked, and repairs carried out if needed.

9.5.3 Play Area Maintenance

As detailed within section 9.3 and 19.5.2 all play equipment within the park is detailed within the maintenance programme. Any defects or vandalism identified are made safe or taken out of service until made safe. The footpaths are inspected in accordance with the risk matrix and repairs carried out in order of priority and availability of spares.

SECTION 10.0 VISITOR AND COMMUNITY NEEDS

The visitor survey is available online, where we look at: frequency of visits, average stay, travel method, reason for visit, rating of the design and appearance, maintenance of the park, accessibility, and facilities, along with identity and overall satisfaction ratings.

There is minimal use of the park by community groups and schools. With occasional visits from groups and societies for events. Therefore, the Community and Education Officer is developing links with the local community and schools, creating educational and training resources as appropriate.

The Marketing & Communication Plan originally focused on key areas for income generation, however, as part of the Green Flag accreditation this has been developed to also consider ways of enticing new visitors to the park and boost awareness of the accreditation.

10.1 Friends of Burntwood Park

Developing a Friends Group has been beneficial to Burntwood Park, encouraging volunteers to get involved, contribute ideas, and help with delivering events and activities. The Friends Group is currently chaired by the Park Manager and consists of over 50 members on the distribution list. A range of days, times and locations have been trialled to gain the best attendee levels. The Friends Group links onto a newly developed Facebook page 'Friends of Parks in Burntwood' and provide vital consultation support.

10.2 Local Demographics/Census

It is important to know the local demographics of the catchment area of the park. This is then linked with the information about park users to identify if there are any missing audiences. This can then be used to identify barriers and strategies to attract these sectors of the community.

10.2.1 Social Progress Index

Lichfield was the first District Council in the UK to build a Ward Level Social Progress Index. The Social Progress Index draws together a wide range of datasets from different sources to better understand wellbeing across the district.

The Index has been developed in partnership with Social Progress Imperative, a global organisation whose mission is to use data to influence policies and investments to better serve all of humanity. The Index is made up of three dimensions – Basic Human Needs, Foundations of Wellbeing, and Opportunity. Within each dimension there are several different indicators grouped into topics. A suite of interactive dashboards have been created to allow anyone to explore and interrogate the data. The Index is updated on an annual basis, to include the latest data available. As well as providing an up-to-date view, this will also allow us to track and understand trends over time. [Social Progress Index Lichfield | Tableau Public](#). This is therefore a very useful tool for developing the subsequent Management Plan.

10.3 Visitor Surveys

Visitor surveys also capture usage, user satisfaction and concerns.

10.3.1 User Surveys Results and Feedback

The results from the completed surveys are recorded and reviewed by Parks Management, taking action where necessary, using suggestions and feedback as part of developing the park further.

Over the years the team will continue to obtain data to evaluate visitors' overall satisfaction levels.

The Action Plan identifies the need to promote further feedback on and off-site, along with collating the usable data.

10.3.2 User and Non-User Survey Information

Information is being collated to gain user satisfaction, patterns of use and why people do not use the park, via consultations both inside and outside the park, using questionnaires.

10.3.3 Previous Consultations

Several methods are used to consult with residents and park users including:

- Approaching local groups and schools
- Presentations and on-site displays
- Setting up project steering groups, inviting various stakeholders and representatives.
- Consultation with various other organisations and authorities.
- Press releases.

10.3.4 Visitor Numbers

Visitor numbers and data analysis reports are collated by Huq Industries, [Footfall Data - Instant Place Monitoring Insights | Huq](#).

SECTION 11.0 CRIME AND SAFETY

Burntwood Park has a relatively low level of crime, with occasional reports of vandalism, anti-social behaviour. Working closely with the police and the council's Community Safety Team, the parks contribute towards various projects focusing on reducing crime and improve in communication within the district.

The main focus for the park is to encourage incident reporting to the police as it occurs, reducing the level of anti-social behaviour and disturbances.

No CCTV or street lighting is installed in Burntwood Park.

11.1 Crime Statistics

The 'Police.UK' website records incidents reported, detailing the location, the type of crime and outcome statistics.

Information is also collated within the park with Accident and Incident reporting, which records; accidents, incidents and near misses, including vandalism; and violence (verbal or physical) towards employees.

11.2 Incidents

Users, neighbours, and staff are encouraged to report incidents to the police. The police 101 telephone number is published on notice boards on site along with the QR code for online reporting.

All incidents witnessed by the Parks Team are reported to the police, recorded on Accident and Incident forms, shared with management, and logged on a Health & Safety database, taking further action as necessary, as per the council's Health and Safety Policy.

11.3 Crime

The crime figures for Burntwood Park are considered low by the police.

Working closely with the Community Safety Team and the local policing unit patrolling the area and attending routine team meetings.

11.3.1 Antisocial Behaviour

The most reported incidents within the park are 'rowdy and inconsiderate behaviour'. These incidents mainly occur between 2pm and 4pm on weekdays and 6pm and midnight on weekends. Should the Parks Team identify, or be informed of, this kind of behaviour whilst on site, the situation is assessed and, if appropriate, suitably challenged to resolve. Alternatively, the police are notified accordingly. Additionally, dogs not being under control is also listed as an anti-social behaviour.

11.3.2 Arson

There have been very few reports of arson over the years, with small bin fires and attempts to set fire to trees, benches and play equipment. If required the fire brigade attend site to assist, and low-key arson attempts are recorded, rectified, and used to analyse trends along with the police and fire service. The Parks Team work in partnership with the fire brigade to promote fire safety during the summer period, including restricting BBQs to prevent grass fires.

11.3.3 Dogs (Public Space Protection Order)

Well behaved dogs are very much welcomed within this popular family park, with a dog exclusion zone in place for the play area, which is signed accordingly. Working closely with the council's Environmental Health Department and police, if necessary, any issues of dogs being out of control or fouling are reported and owners are challenged appropriately in accordance with the Dangerous Dogs Act 1991 and the Public Space Protection Order (PSPO), in connection with fouling on public land. The Parks Team have received Assertiveness Training, and Canine Behaviour Awareness Training to be able to identify problems, giving the team the skills and more confidence in dealing with issues.

11.3.4 Drunk and Disorderly (PSPO)

The original 'Drinking in a Public Places' (DPP) order covering parks has since expired and has been replaced with 'Public Space Protection Orders'. There are no plans to introduce PSPO's in the council's parks in relation to drinking, at the moment, there is no evidence of current problems and no requests/evidence from the police. The key period in the year for drinking is the summer months. The team engages with potential group drinkers reminding them that they are in a family environment, using a positive approach. The team also notify the police of any potential underage drinking.

11.3.5 Fly Posting

No fly posting is permitted within the park what-so-ever. Currently, any fly posting without contact details is removed immediately. Alternatively, if the party concerned are identifiable, they are contacted and instructed to remove the unauthorised advertising/notice within 48 hours to avoid further action.

11.3.6 Drug Use

Drug use is evident within the park on a very occasional basis, with hypodermic needles and drug taking equipment being discovered. All staff are trained to deal with the disposal of such items, with the police being notified accordingly. Furthermore, the police carry out patrols and operations in or near to the park. Should evidence of drug dealing on site ever be identified, the police are notified immediately.

11.3.7 Fly Tipping

Any reports of fly tipped waste is investigated with the support of the Environmental Health Team, prosecuting whenever possible. The higher risk areas for fly tipping are the perimeter of the car park where members of the public are encouraged to report witnessing these crimes confidentially.

11.3.8 Graffiti

The common form of graffiti within the park is small opportunist graffiti. Graffiti crime, in particular 'tags' and extremist symbols are reported to the police and removed accordingly (see section 17.7 for further details relating to graffiti).

11.3.9 Vandalism

Vandalism/criminal damage predominately occurs during the late evening/nighttime in the warmer months. All vandalism is reported to the police and repairs, requiring additional funding, are highlighted within the budgets accordingly. Dependant on the item and repair costs, the potential for claiming on the council's insurance policy is possible.

11.3.10 Violence

Low level violence occurs in the park occasionally being witnessed, usually due to small groups of young adults. Other violence witnessed is reported to the emergency services immediately. If a staff member is at risk, they are trained to walk away and report.

11.4 Contacting the Team/Complaints

There are various methods of contacting the team.



Face to face with a member of staff onsite.



Phones are manned 7 days a week and connection to out of hours 01543 308867



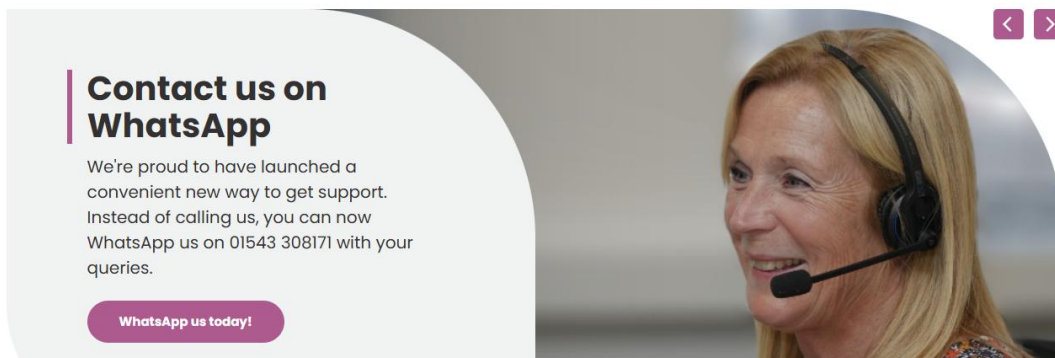
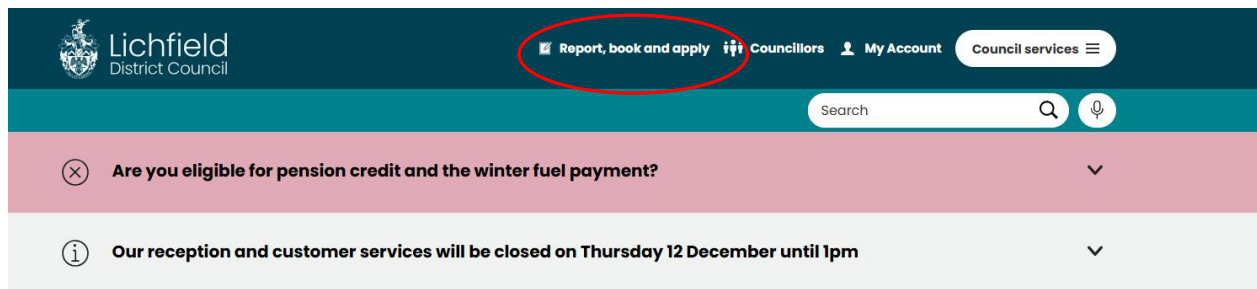
Email parks@lichfielddc.gov.uk



Online reporting at www.lichfieldddc.gov.uk. This logs cases on a system called Jadu, accessible to the council to update and review.



Contact via WhatsApp at 01543 308171, where the digital assistant may answer queries initially.



11.4.1 Complaints

In line with council procedure, the complaints system is to ensure concerns are noted and acted upon, helping to highlight recurrent problems and issues, as well as managing the expectations of complainants.

The first stage is to clearly identify if the issue is relating to the council, others, or is a request for changes to the services provided.

Complaints against the council - The council holds a corporate software recording system to register all compliments and complaints. Operated in accordance with the council's Equalities Policy. Initially, complaints are dealt with informally by the line manager to resolve the issue, however, should a resolution not be found the details are then forwarded to a senior manager for investigation. Should the customer still not be satisfied with the outcome, the Chief Executive will proceed with the issue and possibly establish a complaints panel to consider the complaint.

On the completion of each stage feedback is welcomed giving customers the opportunity to either express their satisfaction with the outcome, or request the complaint be moved to the next stage of the complaints procedure.

All the information provided by customers during the process is treated confidential, protected under the Data Protection Act and GDPR 2018.

Complaints against others – the Parks Team endeavour to resolve disputes on site, however, if the complaint is a criminal matter the police are contacted without fail.

Request for service changes – Service users are encouraged to provide feedback making suggestion of altered services, which is reviewed by the Park Manager.

11.5 Conflicts of Use

An assessment of the main conflicts of use has been taken from previous visitor surveys. This list was collated from interviews with the park staff and anecdotal evidence highlighting:

- Older people and teenagers
- Teenagers and young children
- Conflict on play areas
- Cyclists and pedestrians
- Ecology / safety
- Safety / aesthetics
- Grounds maintenance standards and costs
- Sports and passive recreation
- Dog walkers / children's play area

11.6 Byelaws

There are no byelaws covering parks in Burntwood. The majority of historic park byelaws crossover with criminal law and can therefore be dealt with appropriately by the police, as needed. A safety sign along with contact details are available in the noticeboard.

SECTION 12 VOLUNTEERS

Volunteer vision statement:

“Helping local people to enjoy and learn by taking positive action for the Parks’ environment, wildlife, heritage, and communities. Making sure volunteers have the chance to enjoy and learn in a safe and rewarding environment”.

During 2018 and 2019 Parks worked in partnership with Lichfield Cathedral to create two Peace Woodlands, one in Beacon Park and one in Burntwood Park. Volunteers from various groups were involved, including our Countryside and Parks Conservation Group (CPCG) volunteers who bring a wealth of experience as over 10 years as a group (see below information in 12.1 regarding CPCG volunteers).

We run two annual thank you events where all volunteers are invited to enjoy a few hours of games, quizzes, and refreshments, which provides an excellent opportunity for the volunteers to network and showcase their projects.

The Parks Team work with many other groups including, residents’ associations, Friends of groups, the Canal Trust, Mens Shed, Transition Lichfield, Litter Legends, and local charities.

We collate volunteer data, demonstrating the valuable asset to both the volunteers and the parks.

12.1 Countryside & Parks Conservation Group (CPCG)

The Countryside & Parks Conservation Group has been running for over 10 years. The group formed in February 2011 bringing together like-minded enthusiastic individuals from across the district to deliver a range of conservation tasks. A logo was developed, a uniform designed, and a mailing list compiled. The group initially met once a month across a variety of parks and open spaces then during 2014 moved to two events a month. The group now regularly completes about 25 work parties a year.



We have a diverse mix of local volunteers, some retired, some working. Depending on the seasons the group might be found planting and laying hedges, clearing scrub, managing reedbeds, coppicing a woodland or sowing wildflowers. CPCG events have enabled features such as wildlife ponds, bug hotels, and loggeries to be introduced in parks. With over 100 people on the mailing list, the group continues to provide strong community involvement in our parks.

One of the many benefits of the group is the connection it provides to our wider community. Over the past ten years we have developed ever stronger partnerships with The Lichfield & Hatherton Canal Trust, Burton Conservation Trust, Staffordshire Wildlife Trust, Lichfield Cathedral, and various friends’ groups, residents’ associations, corporate groups, the NHS and many more.

The parks team have assisted a group of CPCG volunteers with training, whereas volunteers are now able to use a range of power tools and provide emergency first aid.

12.2 Volunteer statistics across parks

Volunteer support for parks just keeps going from strength to strength.

Year	Number of Volunteers	Contributing Volunteer Hours
2010	68	193
2011	61	446

2012	171	841
2013	440	2,477
2014	90	1,073
2015	118	1,894
2016	68	3,200
2017	68	4,111
2018	90	4,800
2019	155	4,483
2020	20	364 up to March (Remainder of the year cancelled due to Covid)
2021		Covid impact
2022	148	4,751
2023	158	6,054
2024	166	7,375
2025	tbc	tbc

SECTION 13.0 EVENTS PROGRAMME

Burntwood Park hosts annual 'Play in Parks' community days, attracting hundreds of people each year.

These events are organised by the local Burntwood Town Council and are important for the park and local community providing free opportunities to local families during the school holidays for several years.



The Community and Education Officer, along with the Event Officers, produce an annual events programme for various parks across the district, aiming to:

- Create a conduit for volunteers to participate in parks.
- Increase existing user numbers and attracting new audiences to the park.
- Provide a range of activities considering the benefits of health and wellbeing,
- Reducing the cost of parks by increasing income and encouraging 3rd party events that suit the local economy.

Due to the number, scale, and fluidity of event bookings within Parks, separate events summary is detailed within **Appendix C**.

13.1 Events and Festivals Policy

In 2021 the parks department were involved in the council developing an Events and Festivals Policy to facilitate the continued delivery of high-quality events and festivals in the district with clear guidelines on the council's needs. Event organisers go through a series of stages to meet the council's expectations.

A new LDC Events Manager was appointed in 2023 to deliver the policy across the district.



SECTION 4.0 EDUCATION

The council's Community and Education Officer, based within the Parks Team delivers an array of educational activities based around the environment and historical themes, along with working towards elements of the council's health and wellbeing strategy.

14.1 Key principles of Education within parks

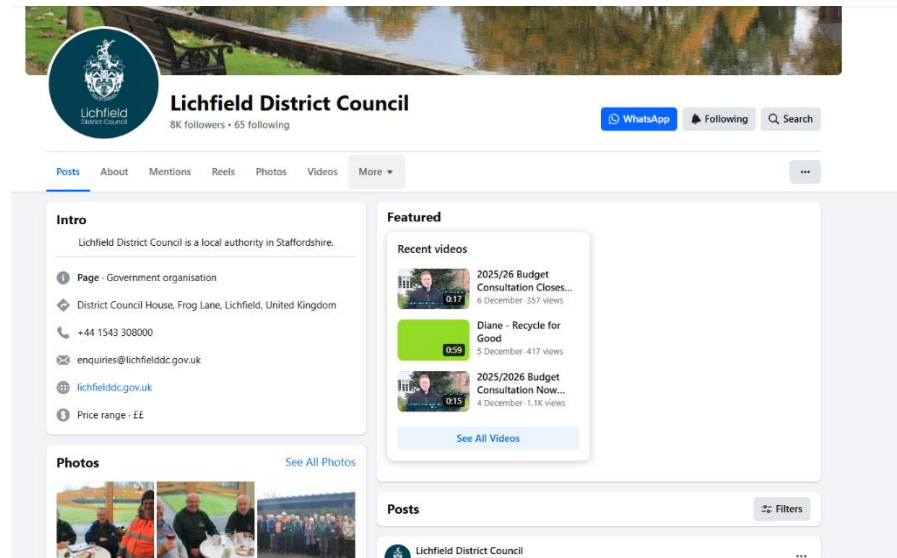
The overall aim is to increase the use of the park for formal and informal education purposes including schools, scout and guide groups, volunteers, work experience and lifelong learning. Core education activities are developed which are appealing to schools, but also provide activities that are attractive to harder to reach groups. The unique selling points in parks are biodiversity and outdoor space.

SECTION 15.0 MARKETING

There is a joint approach to marketing within Lichfield District Council, whereas Parks work in partnership with the Communications Team to develop and coordinate marketing materials.

The Communications Team also assist with the development of the webpages [Parks in Burntwood – Burntwood Park \(lichfielddc.gov.uk\)](#).

We have access to social media offerings on the council Facebook, X, Instagram and Youtube channels.



15.1 Marketing and Communications Plan

Parks are incorporated within the council wide 'Marketing and Communications Plan for the District', highlighting areas for improvement to both increase visitor numbers, potential revenue, increasing awareness of the parks and improving the visitor experience.

SECTION 16.0 MANAGEMENT

Burntwood Park is owned and managed by Lichfield District Council, within the Resident and Business Directorate. The Parks Team contributes towards the Directorate Service Plan, with various actions outlined feeding into the council's yearly action plan and financial forecast.

The parks department also cover various other parks in the district within the Parks Management remit, consisting of parkland, cemeteries, country parks, reservoirs, play areas, woodland, sports, and amenity areas.

16.1 Staff Structure

The Parks Team have been flexible over the years, being adaptable to suit the needs of the council and the service users, from adjustment to roles to revised shift patterns.

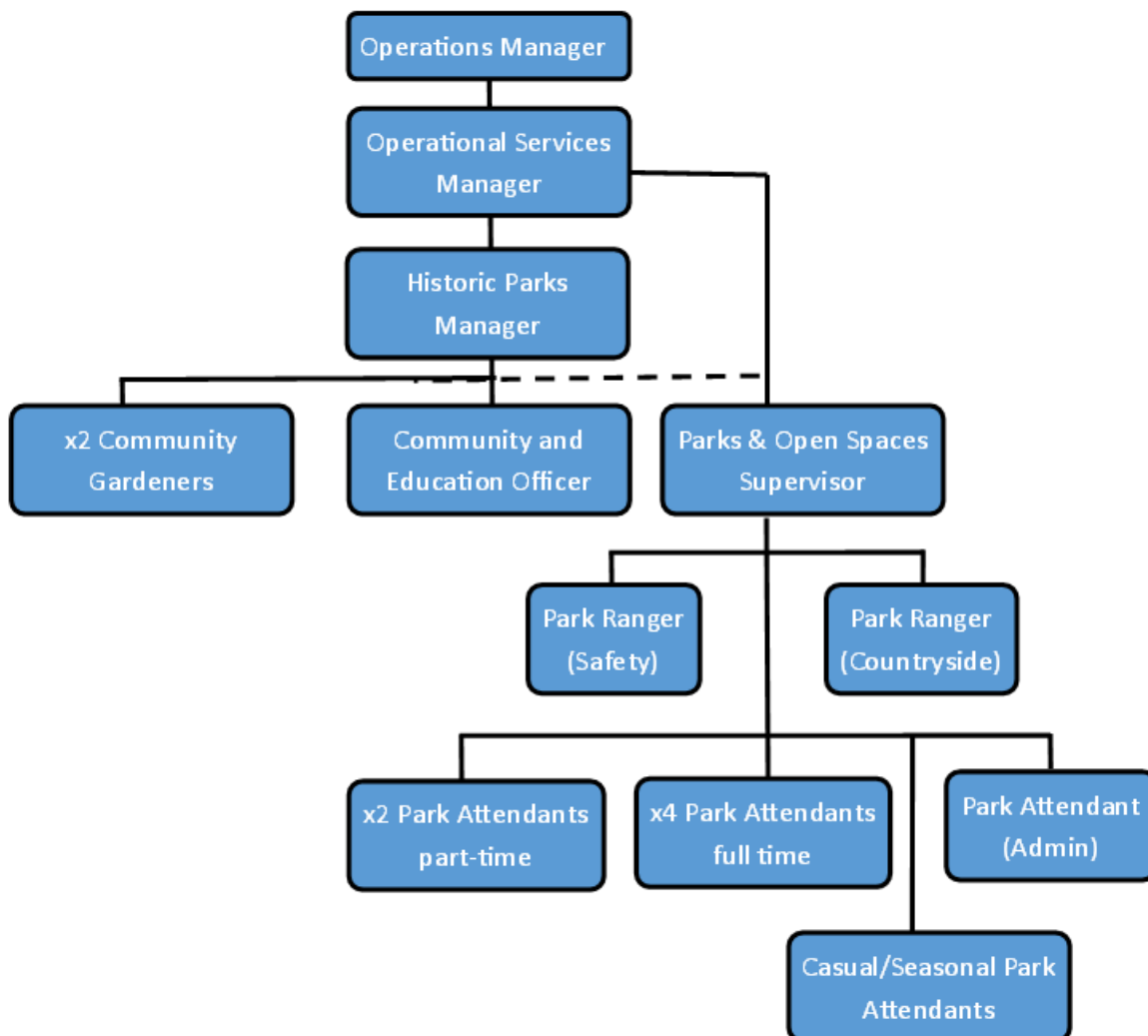


FIGURE 6: Staffing structure

16.1.1 Historic Parks Manager (HPM)

Burntwood Park is managed by the Historic Parks Manager (HMP), who directly manages the department, ensuring site Management and Maintenance Plans are followed and updated, along with various council policies and procedures.

16.1.2 Community and Education Officer

The Community Education Officer leads on developing, delivering, and promoting the educational element and community involvement within parks.

16.1.3 Park Rangers

There are two specialist park rangers responsible for more detailed areas within parks, requiring in-depth knowledge, skills, and experience. These Rangers also assist the Park Attendants and Parks and Open Spaces Supervisor, however, each Ranger posts has individual roles and responsibilities.

- Park Ranger (Safety) - covers trees, play equipment and general park safety.
- Park Ranger (Countryside) - deals with the woodland management and countryside regime.

The Rangers and Supervisor also work the same shift pattern as the Attendants, ensuring safety, promote site presence, ensuring visitor satisfaction and reducing lone working.

16.1.4 Community Gardeners

Two Community Gardeners are employed on a full-time basis based in Beacon Park, undertaking horticultural works within ornamental areas, community involvement/engagement, and run the horticultural area.

16.1.5 Park Attendants

The attendants' core duties include providing a high profile, welcoming presence in all parks, through visible site presence and supervision. Supporting community events and carrying out general park-keeping duties. In addition, the attendants are required to assist with the delivery of the parks maintenance and management systems.

16.1.6 Park Attendant Supervisor

The Park Attendant Supervisor covers the duties of the attendants, plus the day-to-day supervision, assisting and distributing key tasks, in addition to supervising the Park Rangers, sharing duties at times of absence and peak periods.

16.1.7 Casual Attendants

Casual employees are recruited to support the team over the summer months and occasionally through the winter, assisting with the cleanliness of the parks, and event marshalling.

Regardless of the temporary nature of the post, the casual staff also forms part of the public face of the park, a staff notice board and regular memos and briefings keep the casual attendants informed of issues and council policy and expectations.

16.1.8 Event Manager and Officer

Responsible for overseeing and developing the events portfolio, income generation and the Marketing & Communication Plan the Event Manager and Event Officer are based with the Communications Team.

16.1.9 Health and Wellbeing Activator – Health and Wellbeing Team

A Health and Wellbeing Activator role, based within the Wellbeing Team, promotes healthier lifestyles in parks and other areas in the district.

16.2 Working Hours

The team cover the parks during the core hours of 08:00 to 20:00 in the summer and 08:00 to 16.52/17.22 in the winter. Working annualised hours, the full-time staff work 45 hours per week for 26 weeks and 29 hours for the remaining 26 weeks.

SECTION 17.0 GROUNDS MAINTENANCE

Landscape works are undertaken by the council's Grounds Maintenance (GM) Team (the direct section within the council) delivering an agreed specification. Grounds Maintenance works and frequencies are monitored and adjusted as needed, in accordance with seasonal needs by the GM Supervisor and the HPM.

17.1 Pest Control

The site experiences very occasional pest issues, including wasp nests. Working alongside the council's Environmental Health Team and various contractors, methods of removal are put into place, if necessary.

17.2 Grounds Maintenance Specification

The table below shows the ground maintenance works on site, which is available in an annual format followed by both the GM and Parks Teams.

Service Area Key					
GM = Grounds Maintenance Team. Parks = Park Rangers/Attendants. SS = Street Scene					
Area	Code	Item	Description	Annual Frequency	Service Area
Ornamental area	A3	Grass	Cut Grass, full area	16	GM
	A10	Street furniture	Strimming around obstacles	16	GM
	A9a	Grass	Edge beds (hand shears)	8	GM
	A9b	Grass	Mechanical, ornamental area paths	1	GM
	B1	Litter	Litter collection	260	SS
	B3	Dog Waste Bins	Check and Empty if required	52	SS
	B4	Litterbins	Check and Empty if required	156	SS
	C1	Flower beds	Prep - rotavate	1	GM
	C2	Flower beds	Apply fertiliser and dig in	1	GM
	C3	Flower beds	Plant spring/autumn ornamental plants	2	GM
	C5	Flower beds	Remove "spent" plants/clear beds	2	GM
	C6	Flower beds	Autumn bulb planting	1	GM
	C7	Flower beds	Water flower beds	5	GM
	E1	Hedgerows	Cut hedgerows	1	GM
	E2	Hedgerows	Cut ornamental hedges	2	GM
	M1a	Main entrance gate	Repaint gate every 5 years	0.2	Parks
	D2a	Moss control	De-moss pathways	1	Parks
	M1a	Sweeping	Pedestrian sweep pathways	1	Parks
	M1a	Benches	Paint benches 5 yearly, or as needed.	0.2	Parks
Picnic area	A3	Grass	Cut Grass, full area	16	GM
	A10	Street furniture	Strimming around obstacles	16	GM
	B1	Litter	Litter collection	260	SS
	B3	Dog Waste Bins	Check and Empty if required	52	SS
	B4	Litterbins	Check and Empty if required	156	SS
	E1	Hedgerows	Cut hedgerows	1	GM
	M1a	Benches	Paint benches 5 yearly, or as needed.	0.2	Parks
Play area and	A3	Grass	Cut Grass, full area	16	GM

Service Area Key					
GM = Grounds Maintenance Team. Parks = Park Rangers/Attendants. SS = Street Scene					
Area	Code	Item	Description	Annual Frequency	Service Area
bike track	A10	Street furniture	Strimming around obstacles	16	GM
	B1	Litter	Litter collection	260	SS
	B3	Dog Waste Bins	Check and Empty if required	52	SS
	B4	Litterbins	Check and Empty if required	156	SS
	E1	Hedgerows	Cut hedgerows	1	GM
	H1c	Safety surface	Rake sand	52	SS
	H1d/e	Safety surface	Top up sand	1	Parks
	G7a	Leisure goals	Repaint 5 yearly, or as needed	0.2	Parks
Football pitch area	A3	Grass	Cut Grass, full area	16	GM
	A10	Street furniture	Strimming around obstacles	16	GM
	B1	Litter	Litter collection	260	SS
	B3	Dog Waste Bins	Check and Empty if required	52	SS
	B4	Litterbins	Check and Empty if required	156	SS
	E1	Hedgerows	Cut hedgerows	1	GM
	M1a	Benches	Paint benches 5 yearly, or as needed.	0.2	Parks
	G1,2,3	Football pitch	Spike, roll, and harrowing pitch	20	GM
	G4	Football pitch	Apply approved sand top dressing	2	GM
	G5	Football pitch	Mark pitches weekly (Sept to May)	40	GM
	G5a	Football pitch	Initial seasonal mark out pitches	1	GM
	G6	Football pitch	Fertiliser and reseed	1	GM
	G6a	Football pitch	Level, fertilize & seed goal mouths.	1	GM
	G7	Football pitch	Assemble/disassemble & repaint goals	1	GM
	G8	Football pitch	Spring and Autumn feeding	2	GM

Further details relating to the above codes are attached at **Appendix D**.

17.3 Grounds Maintenance Responsibilities

Grounds Maintenance Department complete various works, working closely with the Parks Team to carry out several items identified above, ensuring all areas/items are addressed.

The Historic Parks Manager has a close partnership with the Grounds Maintenance Supervisor ensuring issues are addressed promptly. Along with working together to forward plan maintenance requirements.

17.4 Waste Removal

Waste removed from site is taken to Energy Recovery Facility (ERF) generating energy from waste [Energy Recovery Facility in Staffordshire | Veolia Staffordshire](#)

17.4.1 General Litter Removal

Litter bins are emptied 5 times a week, and the site litter picked daily (Monday to Friday).

17.5 Dog Waste

Dog waste bins are currently emptied weekly by Street Scene. All dog waste is disposed of via the street cleansing skip.

The park is covered by a PSPO for dog control, which was updated in 2024, excluding dogs from within fenced play areas and dog fouling. Patrols are programmed by the Environmental Health Team whenever and wherever deemed necessary to challenge fouling.

17.6 Hazardous Material

Hazardous material such as broken glass and needles are removed immediately by trained members of staff. Fly tipping is assessed and removed by the Parks or Street Scene Team or an external firm, if identified as asbestos. In all cases an Accident and Incident form is completed and recorded in order to identify trends and reported to the relevant authorities where necessary.

17.7 Graffiti Removal

It is aimed to remove all graffiti when discovered. If the area is too large to remove by the Parks Team, the Street Scene department are able to attend to larger issues. Any offensive graffiti which is too big to be removed immediately is covered or painted over in the interim. All graffiti is logged as an incident, in accordance with the council's Accident and Incident reporting procedure, along with reporting to police reporting any potential tags.

SECTION 18.0 FINANCES

Supported by the sections Business Advisor/Accountant, the revenue budget for the management and maintenance of the park is managed by the Operational Services Manager and Historic Parks Manager.

A budget summary is attached within **Appendix E**.

18.1 Other Potential Funding Sources

Central funds	For unexpected high-cost items
External funding (Local grants)	Local Parish Council grants and CIL
External funding (National and Regional grants)	Forestry Commission English Heritage Aggregates Levy Landfill Tax
Revenue from activities	Football pitch hire
Sponsorship	Flowerbeds Specific events Benches Bins Trees and shrubs
Hiring the Park for more activities	Events – Park Hire
Leases	Scout Hut

18.2 Sports Charges

The pitch and land hire fees are determined each year by the Corporate Director, as part of the directorate annual fees and charges review.

18.3 Licenses

Burntwood Park does not hold a Premises License, therefore all land hirers are to ensure the required Premises or TEN is applied for, along with any PRS and PPL requirements.

SECTION 19.0 HEALTH AND SAFETY

Public safety on Lichfield District Council owned land is managed by the Historic Parks Manager, in conjunction with the council's Health and Safety Manager, Environmental Health Officer, Insurance Officer and Operational Services Manager.

19.1 Risk assessments

Burntwood Park is inspected by the Parks Team. The play area is checked weekly.

Full role and site-specific risk assessments have been compiled and updated on an annual basis unless risks identified in the interim.

The Community and Education Officer completes risk assessments for activities and events, in line with the Events Programme.

Method statements, risk assessments and public liability insurance details are requested from all contractors who work on site. The officer responsible for co-coordinating the works ensures the details are strictly followed; a contractor permit document is issued, to ensure the safety of the public, staff, and contractors.

Risk assessments, insurance and other relevant documents are compulsory for all public and private events taking place in the park. Regular meetings with Event Officers and event organisers take place involving the council's Health & Safety and Environmental Health Managers for large scale public events.

19.2 First Aid

First aid to the public is not obligatory within public parks; however, all members of the Parks Team have received either First Aid at Work or Emergency First Aid training and will always assist anyone if needed. A First Aid at Work qualified member of the team is always on duty to help colleagues on site. A few members of staff have also received further training in Paediatric and Mental Health First Aid.



The nearest defibrillator is just along Cannock Road at Burntwood Methodist Church, Cannock Road, Burntwood, WS7 0BJ. Obtaining a defib for Burntwood Park has been identified in the Action Plan.

In 2023 various staff members of staff received bleed kit training in conjunction with the Knife Angel statue being displayed in Lichfield.

19.3 Insurance

The district council's insurance is a combined policy covering Public and Employers' Liability, Buildings, Contents and Vehicles along with professional indemnity to carry out play inspections for others. The district council has a dedicated Insurance Officer who deals with all enquires relating to insurance cover and claims.

Details of new equipment and facilities are provided for the relevant insurance cover to be established.

In addition, any disposed of assets are notified to remove them from the insurance register.

The Insurance Officer assists with the approval of events organisers and contractor policies.

Professional indemnity cover is also in place where staff attend various parish councils and other organisations to assist with play inspections.

19.4 COSHH Assessments (Control of Substances Hazardous to Health)

Under the Health and Safety Policy, the council is required to examine the workplace to ensure that neither the employer, employees nor any other person (whether at work or not) are exposed to any substance that may be hazardous to their health arising from any of the practices carried out or any substances used.

To do this an assessment of the risks to health must be made and include the following information:

- i. The nature of the risk - whether it is a substance or something that evolves from a practice that is carried out.
- ii. The product and its active ingredients.
- iii. The safe use of the substances.
- iv. First aid procedures.
- v. Emergency procedures.
- vi. Safe disposal.

During the examination of the workplace, the council must determine whether employees are exposed to hazardous substances and if their health is affected. If it is, then the health of the employees will be monitored and recorded.

The COSHH assessment will be:-

- i. permanently recorded.
- ii. revised whenever there are any changes.
- iii. brought to the attention of all employees.

COSHH procedures have been reviewed to ensure that new products are reviewed under COSHH guidelines and details sent to appropriate officers. This has included ensuring correct storage and labelling of all substances, including cleaning chemicals, ensuring all staff have access to COSHH sheets, and are aware of how to use the chemicals.

When such substances are used by contractors, they are required to also comply with COSHH legislation.

19.5 Inspections

Park staff regularly inspect areas within the park, as part of their day-to-day activities, reporting issues to the Parks and Open Spaces Supervisor. High risk issues are sectioned off, where applicable, and immediate rectification completed. All medium and low risk faults are recorded for the Parks Team to rectify accordingly.

19.5.1 Tree Inspections

A survey of the district council owned tree stock included cataloguing all stock and its health etc. A software system, Arbortrack, is used to plot each tree and to individually record issues and inspection details.

All trees are inspected by a qualified external arboricultural officer on a frequent basis to ensure all seasons are covered, as per the council's tree procedure. Should any concerns be raised within this period re-inspections will be scheduled sooner. In the interim the parks staff, whom are Lantra qualified, attend to trees which are reported to be or identified with issues. The district council's Arboricultural Officers or external experts will then be consulted, if needed.

A procedure for dealing with emergency tree work is in place where the Historic Parks Manager is informed immediately; arboricultural advice sought and approved tree surgeons to attend. All tree incidents are subsequently reported on the council's Accident and Incident forms and followed up by the Health and Safety Team if necessary.

19.5.2 Play Area Inspections

Staff are qualified to RPII Play Inspector Operational level, whereas a robust play inspection software system is used to record inspections, maintenance works and the annual inspection. These records are reviewed and processed by the Safety Ranger and Park Supervisor on completion to action.

A weekly inspection of the play equipment is undertaken by the trained Parks Team personnel, following the RPII criteria along with manufacturers' recommendations.

The play areas are also inspected annually, by an external approved inspector. All equipment is photographed, and any defects are recorded. From 2019 the annual inspections have also been recorded on the software system.

Routine quarterly inspections and maintenance of all play equipment is completed by trained staff, in accordance with the manufacturer's guidelines.

A small selection of common replacement parts is available on site. For specialist larger items details are listed in the play equipment folders to ease ordering.

When vandalism occurs, the equipment is made safe for immediate use as appropriate. Otherwise, any unsafe item is removed from service until replacement parts are available.

19.5.3 General Site Inspections

Site inspections are carried out and recorded; quarterly, bi-annually, or annually, depending on the use of area, popularity, and seasonal demands (detailed within Beacon Parks Site Assessment file within the Team Office). Site inspections are carried out by the Parks Team reviewing and actioning any works within the area including walls, fences, gates, bollards, barriers, footpaths, benches, signage etc. Aiming to include all cyclic site inspections on the site inspection software.

19.5.4 Equipment inspections

All equipment is checked by the appropriate agent. Following a comprehensive inventory on the park, a full list of inspections are undertaken as detailed within the work programme - **Appendix F**.

19.6 Partnership Safety

The Parks Team work closely with several agencies promoting safer parks and educating the public including:

- Fire safety including BBQ's and smoking during dry weather.
- Working with the police educating health implications from drinking alcohol during the hot weather.

19.7 Complying with Legislation

19.7.1 Freedom of information

Lichfield District Council has a Freedom of Information Policy (FOI), whereas a nominated officer covering Parks, Grounds Maintenance and Streetscene processes requests. All employees receive training on Freedom of Information.

It is important, with additional events and volunteers along with the increased use of the website as a tool, that FOI is considered, and all staff given the appropriate training.

19.7.2 Data Protection Act/GDPR

This act is designed to cover all; collected, stored, processed, and distributed personal data. The council has appropriate policies, procedures, and security measures in place to ensure compliance with requirements and staff should ensure they are aware of and follow.

19.7.3 Fraud Prevention

The authority has a duty to protect public funds it administers; therefore, any information provided may be used to prevent and detect fraud. Also, information may be shared with other bodies responsible for auditing or administering public funds for these purposes. This information is detailed on any forms requested personal information.

19.7.4 Safeguarding Children and Adults at risk of abuse or neglect

Lichfield District Council has a duty of care for Children and Adults at Risk of Abuse or Neglect, ensuring that they are protected and kept safe from harm, during activities connected with the council, following the [council's policy](#).

The Parks Team have undertaken Safeguarding Children and Adults at Risk of Abuse or Neglect training, with enhanced sessions on Child Sexual Exploitation.

All agencies and individuals organising activities on Burntwood Park are asked to sign up to the council's safeguarding policy. In addition, organisations dealing with child activities are requested to submit their child protection policies.

Staff training requirements regarding safeguarding has been reviewed, in accordance with the roles and responsibilities in parks, whereas it was confirmed DBS clearance is not required for the Parks Team, except for the Community and Education Officer due to the nature of the role.

In 2023 staff attended a Dementia UK Masterclass, with a view to improve awareness and assistance in the park and improving events.



19.7.5 Audit

All departments within Lichfield District Council are regularly audited by both internal and external auditors.

SECTION 20.0 COUNCIL POLICIES

A Parks Tree Procedure has been developed and available on the website. Policies and strategies from other departments within the council will also be drawn upon to aid the management of the park.

20.1 Health and Safety Policy

Available on Lichfield District Council intranet and hard copy format, the main objective of this policy is to ensure compliance with the Health and Safety at Work Act 1974, including:

- Recognising the development of positive safety, being supportive of health and safety, ensuring adequate control of risks are in place.
- Ensuring a systematic approach to identify risks and allocate resources to control them.
- Recognise and evaluate hazards within the council's full range of activities and provide information to be followed as standard safe systems of work.
- Supporting employees to enable them to fulfil their roles and responsibilities effectively through effective health and safety training, supervision, instruction, and guidance.
- Minimise financial losses which arise from avoidable unplanned events.
- Support quality initiatives aimed at continuous improvements.

20.2 Personnel and Payroll Policies

Various policies are available on the intranet, covering human resources issues and general employment law, including:

- Fraud and corruption issues
- Equal opportunities
- Code of conduct
- Disciplinary policy
- Grievance Policy
- Managing relationships at work
- Performance Management
- Attendance Management & sickness policy

20.3 Licensing Policy

Providing a unified system for regulating 'licensable activities' i.e., the sale and supply of alcohol, and the provision of entertainment, plays, music, and hot food.

20.4 Procurement Policy

The Procurement Section within the council provides advice, to ensure compliance with the 'Contract Procedure Rules'. Further advice and guidance is also available on the council's internal website for officers for purchasing.

The Procurement Team assist with the contract finder portal, recent tenders include seeking seasonal concession holders, tree inspectors, tree surgeons and event suppliers, all of which include environmental impact on the park and potential social impact opportunities.

SECTION 21.0 NATIONAL, REGIONAL AND LOCAL STRATEGIES

National, regional, and local legislation impacts on this Management and Maintenance Plan. Looking at parks playing a large part towards building sustainable communities, enhancing people's quality of life in towns and cities, and contributing to the cleaner, safer, greener agenda.

SECTION 22.0 TRAINING AND DEVELOPMENT

A comprehensive Training Plan is in place for the parks, which identifies training and development of staff and volunteers.

Training needs are identified as part of individual and team discussions, in addition to the new annual Objectives and Key results (OKR's) replacing the original PDR programme. The OKR's focus on 4 ambitious objectives alongside a set of key results for each grade.

- **Our finances** – Deliver best value for the people of Lichfield District, whilst living within our means
- **Our people** – Be the local employer of choice with high levels of staff satisfaction.
- **Our community** – Working together to make Lichfield district a stronger, more prosperous, active, and green place.
- **Our organisation** – Be the very best district council in the UK.

It is important that any training received is used and shared. By developing a 'cascade' system, allowing individuals to undergo training and then pass the information onto their colleagues on a one-to-one basis or in team meetings etc.

Lichfield District Council has a partnership with Staffordshire County Council with an online e-training programme.

SECTION 23.0 SUSTAINABILITY

There are other possible improvements in relation to the sustainability of the park, aiming to provide the opportunity to set a best practice example and constantly look for ways to reduce waste. This is a joint approach with the Grounds Maintenance Department, who are keen to discuss developing their sustainable practices, and to work with the park to look at options and joint projects.

23.1 Peat Use

The Parks Team bulk buy seasonal bedding plants along with Grounds Maintenance Department obtaining good value. Grown in Levington Professional peat free, bark-based compost.

We continue to ensure all additional shrub and tree purchases are from peat free sources also.

23.2 Chemical Use

All non-essential chemicals have been withdrawn from use on site. This included a change to spraying practice to hand pulling and hoeing.

In reducing pesticides across all parks, we pledge to;

- Avoid the use of chemical products unless no effective alternative method is available.
- Prioritise horticultural methods for weed control, such as mechanical techniques or hand-weeding, wherever possible.
- Ensure contractors understand and follow this approach.
- When pesticide use is unavoidable, use only products listed in the GB Pesticide Approvals Register and comply with the Plant Protection Products (Sustainable Use) Regulations 2012.
- Follow COSHH requirements and the Code of Practice for Plant Protection Products for safe handling, storage, application, equipment cleaning and disposal.
- Encourage developers to design open spaces that minimise the need for chemical treatments.
- Monitor the market for new products and opportunities to further reduce pesticide use.

23.3 Recycling

Recycling is always a priority in parks and ventures are always considered and delivered where appropriate, e.g. building bird boxes from recycled pallets and re-using play equipment.

Events are encouraged to recycle; the Lichfield District Council Waste Team can provide recycling wheelie bins.

23.4 Energy Use

The open space has no utility supplies on site.

23.5 Water

The open space has no water supply within the park.

SECTION 24.0 MANAGEMENT AIMS

The Management Aims incorporate areas of the council's **Strategic Plan** and **Directorate/Department Service Plan** creating a focused approach.

24.1 Key Management Aims.

- 1.0 Update Management Plan, as needed.
- 2.0 Monitor and update H & S procedures.
- 3.0 Manage financial budgets.
- 4.0 Assist Property & CLL to manage leases & agreements on site.
- 5.0 Facilitate Training Plan.
- 6.0 Seek opportunities for digital developments.
- 7.0 Manage accessibility on site.
- 8.0 Register and record site furniture details.
- 9.0 Manage site inspection records.
- 10.0 Energy and service provision on the park.
- 11.0 Seek further opportunities of sustainability.
- 12.0 Manage Woodland Management Plan.
- 13.0 Develop tree programme on site including tree software.
- 14.0 Continue to review Grounds Maintenance specification on site.
- 15.0 Work in Partnership with the Biodiversity Team to enhance Biodiversity on site.
- 16.0 Community engagement and involvement in parks.
- 17.0 Work with fellow officers to manage Marketing and Communication on site.
- 18.0 Work with fellow officers to ensure delivery of a varied events programme.
- 19.0 Identify opportunities to further enhance leisure facilities and opportunities on site.
- 20.0 Continue to promote community safety.

24.2 Green Flag status

Aiming to achieve Green Flag status to national recognised standard and serve as a link to other parks and open spaces around the country sharing ideas and resources. The award looks at:

Green Flag Award Criteria
A Welcoming Place
Healthy, Safe and Secure
Well Maintained and Clean
Environmental Management
Biodiversity, Landscape and Heritage
Community Involvement
Marketing and Communication
Management

REFERENCES

- Marketing and Communications Plan, Lichfield District Council, Parks (annual)
- Operational Services Service Plan
- Protecting children and vulnerable adult's executive summary

FIGURES

- Figure 1 : MMP Document Structure
- Figure 2 : Location Plan
- Figure 3 : Ward Map
- Figure 4 : Stakeholder Diagram
- Figure 5 : Public Rights of Way
- Figure 6 : Staffing Structure

Burntwood Park MMP 2024-29 Action Plan

Appendix A



Management/Green Flag Aim	Outcome	2024	2025	2026	2027	2028
1.0 A Welcoming Place (welcome, good & safe access, signage, equal access for all)						
Site signage	Review suite of signs, update/replace as necessary	✓	✓			
Elder Lane main entrance gate	Expose, restore, enhance main entrance pillars and gate (new sign)		✓			
Elder Lane formal entrance	To install dropped kerb		SCC contacted			
Site noticeboards	Install notice/display boards		✓			
To install pathways	Install path from Emmanuel Road to Elder Lane	instructed	✓			
Bike racks	Review possibility to fit bike rack to encourage cycling to the park		Pending/demand?			
Accessible data	Site to be surveyed to identify areas for improvement and share data		Property			
Highway signposting	Review need for signposting from highway		N/A GF confirmed			
Improve planting	To enhance ornamental planting area		✓			
Introduce herbaceous & shrub areas	To introduce a variety of planting schemes		✓			
Pathways	To seek quotes/finance to replace tarmac pathways with edging		✓			
2.0 Heathy, Safe and Secure (app prov quality facilities & activities, safe equipment & facilities, personal security, control of dogs/fouling)						
Events	Engage with event organisers to clarify needs.	✓				
Healthy Activities	H&W and CEO <i>to deliver activities</i>	✓	✓			
First Aid	Source Defib for site		Elec/heat needed			
Seating	Identify areas needed and re-locate	✓	✓			
Football	Recreate football pitch & introduce academy	✓	✓			
Tiny Forest	Address issues (Earthwatch suggest remove fence)	✓				
Police/Community Safety	Invite to team meetings if required		✓			
Signage	Safety posters in notice boards to encourage community reporting		✓			
Dog control/fouling	Awareness and signage on site		✓			
Dog control/fouling	Enforcement Officers to engage/attend		✓			
3.0 Well Maintained and Clean (Litter & Waste Man, Hort and Arb maint, building/infrastructure maint, equip maint)						
Health & Safety	Site safety signs on display	✓	✓			
Tree Procedure	To update/review Procedure & webpages		✓			
Tree works	Inspections works and re planting in place	✓	✓			
Main entrance pillars	Exposed and restored		✓			
Street Scene review	Catch up with attendant findings/patterns		✓			
Review provision for recycling	Recycle bins / public signage		✓			
Love Parks Week	Partnership with Burntwood litter Hero's campaign		Pending			

Burntwood Park MMP 2024-29 Action Plan

Appendix A

Composting	Identify composting on site opportunities		Pending			
Community support	Community engagement, volunteer support		✓			
Community Gardeners	Create CG event to engage volunteers (Neaten & Natter)		✓			
Tiny Forest	Obtain Plan from STW/Earthwatch and planned maint.					
Tiny Forest	Engage with Tree Keepers	✓	✓			

4.0 Environmental Management (Env impact, minimise waste, chemical use, peat use, climate change adaption)						
Peat use	To ensure seasonal bedding supplier continues to use peat free compost	✓	✓			
Waste	Introduce recycling on site		Above			
Event Environmental Impact	Work with council Events Manager on reducing env. impact of events		✓			
Carbon Reduction	To be part of the councils Carbon Reduction programme	✓	✓			
Event Waste	To work with council Events Manager on increasing recycling at events	✓	✓			
Peat use	To ingrain 'peat free' parks including events, new plants/trees	✓	✓			
Policies	Identify council 'environmental policy'		✓			
Vehicles attending site	Street Scene 'zero emissions vehicle'	✓	✓			
Environmental methods	Review GM methods		✓			
Chemicals	Ensure continue with no chemicals		✓			
Climate consideration	Rain, drought, winds, heat,		✓			
Chemicals	Develop Reducing Pesticides in Parks strategy		✓			

5.0 Biodiversity, Landscape & Heritage (natural features, wild fauna & flora, landscpe features, buildings & structures)						
Biodiversity	Habitat/biodiversity survey	✓	✓			
Biodiversity	Complete habitat recommendations from survey					
iNaturalist	Link survey to webpage, showing sightings and encourage others- to use.		✓			
iNaturalist	Training and posters		✓			
Tiny Forest	Capture data to share on website		✓			
Heritage	Research history of site to develop information on site and webpage		Pending			
Tree network	Create biodiversity treelines	✓	✓			
Biodiversity	Volunteer bulb and meadow flower planting		Pending		+	

6.0 Community Involvement (manage and develop comm involvement, aproprate provision for the community)						
Create a Park Friends Group	Reach out and engage interest, promote forging a group.	✓	✓			
Community Engagement	Burntwood Litter Heros	✓	✓			
Community Engagement	Burntwood Scout Group	✓	✓			

Burntwood Park MMP 2024-29 Action Plan

Appendix A

Community Gardening	Engage interested parties in helping enhance gardens		✓			
Events	Urge volunteers to assist with events and activities					
Surveys	Promote site surveys on site, seeking ideas.		✓			

7.0 Marketing and Communication (Marketing & promo, approp channels, approp educ. & interpretational info)						
Events & Marketing Plan	Ensure Parks highlighted within marketing strategy	✓	✓			
Marketing	Develop marketing material with Comms.	✓	✓			
Social media	Share social media posts	✓	✓			
Hug	Review data, looking at trends / review success		✓			
Educational	Tiny Forest events		✓			
Website	Review and update webpages		✓			
Educational	Link to volunteers and history groups					
Educational	Community Gardener event - grow your own					

8.0 Management						
Management Plan 2024-29	Develop MMP and ongoing updates	✓	✓			
Green Flag	Make application and update documents accordingly	✓	✓			
Member support	Member awareness/support for Action Plan	✓				
Finance	Identify funding streams for enhancements		✓			
Procurement	To refresh Tree Inspection contract.					
Procurement	To refresh Tree Surgeon contract.					
Agreements	Review Tiny Forest agreement					