

Beacon Park Management & Maintenance Plan From 2025 to 2029

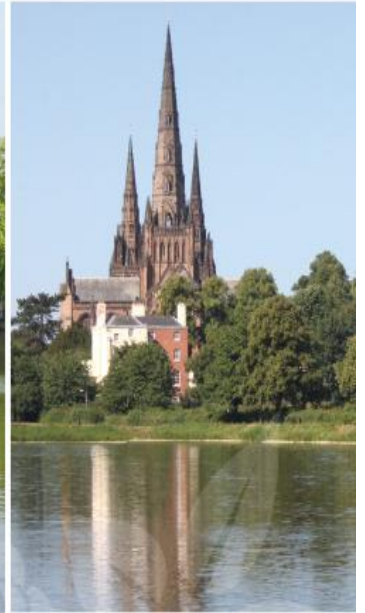


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APPENDICES (available seperately due to file size)

- Appendix A - Beacon Park Action Plan
- Appendix B - Marketing & Communications Plan
- Appendix C - Annual Events 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 Beacon Park, from 2025 until 2029. The Action Plan at **Appendix A** details a selection of targets, which will be monitored and reviewed by Parks Management, looking progress on the required outcomes.

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. It will ensure 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 general public on request, and in the Beacon Park office.

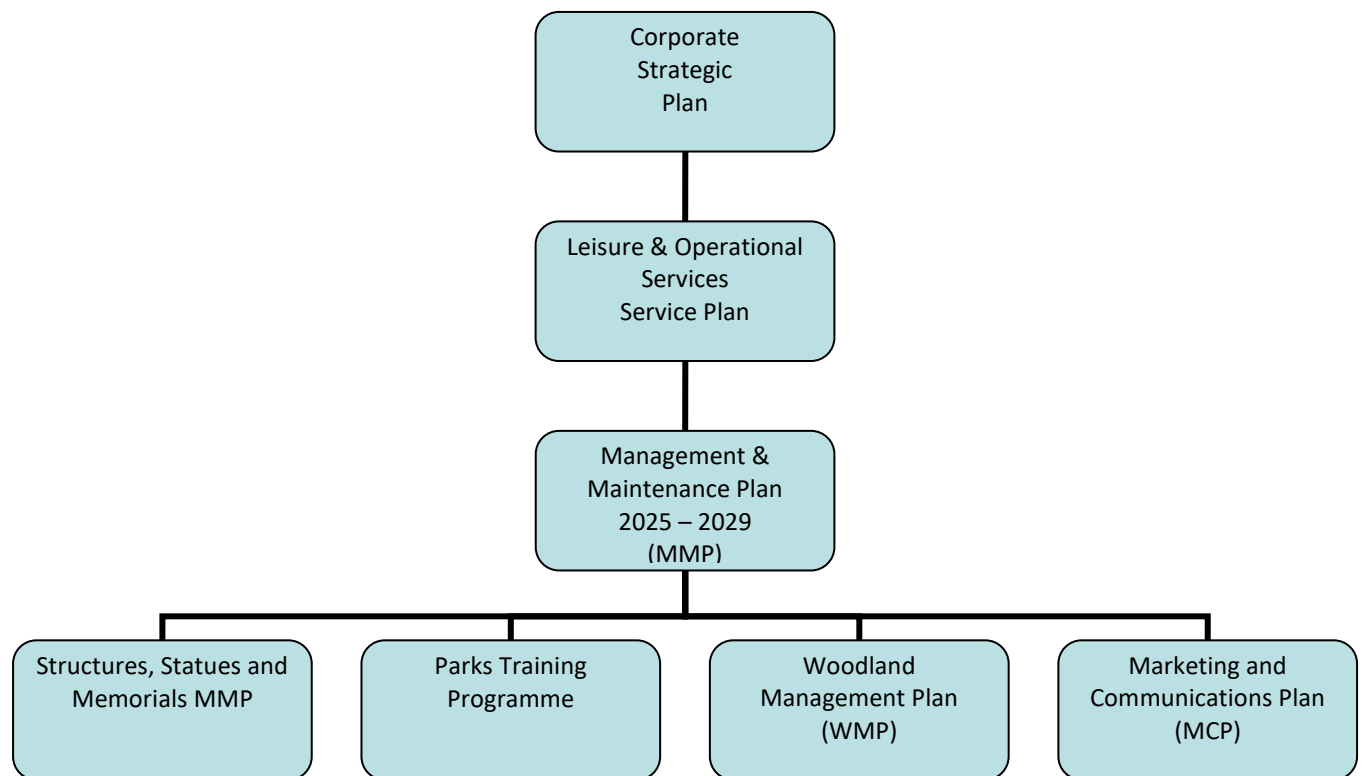


FIGURE 1: Documents that feed into the five-year Management and Maintenance Plan

SECTION 2.0 VISION STATEMENT

This Lichfield City historic park is a unique, valuable, and popular asset, enhancing the City's status as a pleasant place to live, visit and contribute to the City's regional and national importance as a cultural and historic destination.

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

'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 public jewel of which the residents of Lichfield District are proud'

SECTION 3.0 SITE DESCRIPTION

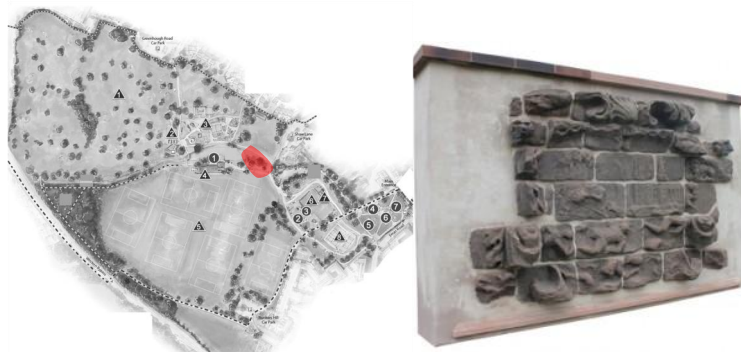
Beacon Park is set in the heart of Lichfield, Staffordshire. Covering an area of approximately 25.75 hectares of woodland, water features, ornamental gardens, herbaceous borders, play areas, sporting, and educational facilities. Beacon Park has several unique components that can be easily described for their use and functions, these are Museum Gardens, Herbaceous Gardens, Tennis and Bowls area, Pitches and Event areas, Skatepark, Play Area, Pool and Brook, Woodland, Golf Course, Peace Woodland, Community Garden and Compound area.

3.1 Areas of the Park

Museum Gardens is a formal area of the Park with classic Victorian features. The main entrance into Beacon Park leads into Museum Gardens, just off Bird Street and a short walk from the city centre. The area is an attractive peaceful setting with bedding displays surrounding a central fountain and several listed monuments; Captain Smith of the Titanic, Edward VII and Erasmus Darwin statues, plus the Chancellor Law Victorian fountain. With Victorian style benches sponsored in memory of loved ones, amidst these beautiful gardens. With a historic avenue of lime trees, this has been mirrored with ongoing planting of lime trees to the east of this area. Also benefitting from Museum Gardens is Lichfield Registry Office, based in the old Free Library, utilising the gardens regularly for wedding photography. A cycle path runs through the main wide avenue. A small kiosk in this area is leased as part of the onsite catering tenancy. In 2013 a fernery was created in Museum Gardens with the support of the Friends Group, followed by a stumpery in 2017. [More recently the rock pool has been refurbished and awaiting some new residents.](#)



Herbaceous Gardens adjoins Museum Gardens and the sporting areas. The Herbaceous Garden is a tranquil spot, which is perfect for the popular memorial location with benches, trees, shrubs, and roses some of which have been donated as memorials for loved ones, who loved this Park. Amid a variety of foliage, home to another of the Park's monuments is Martyrs Plaque.

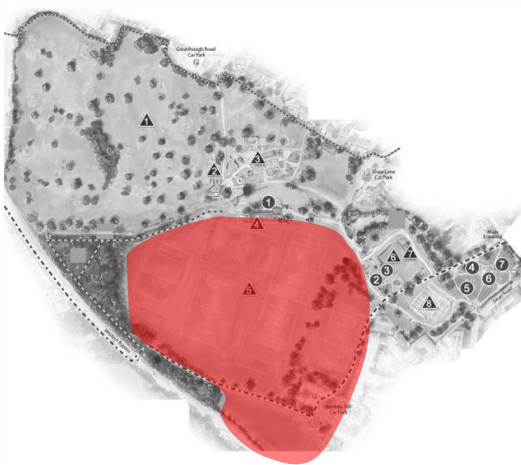


Tennis and Bowls area houses; four hard surface tennis courts, leased and operated by [Beacon Park Tennis](#), a local charity established to provide a sustainable tennis facility for the local community. Accessible to all, in addition to the school bookings, there are coaching sessions throughout the year, including the award-winning Tennis for Free scheme.

Two crown bowling greens, managed and maintained by [Beacon Park Bowling Green Maintenance Company](#), formed with committee members from both onsite bowling clubs. The Discovery Hub is located alongside the bowling greens, equipped and available for dual use for events by the Parks Teams, Community and Education Officer, the bowlers and for general hire. The Sustrans cycle route runs through the heart of this area.



Football Pitches and Event Area formerly known as part of the Pleasure Grounds, is beyond the Herbaceous Gardens, to the west is a large dual purpose grassed area. Football pitches are marked out between September and March for a variety of age groups, housing both fixed and temporary goals. A cricket pitch is also located in this area for all to use. This area is also used as an event space, accommodating a range of events from small teddy bear picnics to large scale public events. Beacon Park's popular Skatepark is merged into the landscape on Bunkers Hill, with popular features including a bowl, ramps, and street style features. Also in this area is Swinfen Broun Pavilion, providing changing facilities and offices, plus a memorial monument to Colonel Swinfen Broun. The Sustrans cycle route runs alongside the pitches and across Bunkers Hill area towards Christ Church entrance/exit.



The Play Area is another part of the original Pleasure Grounds, a large and popular play area housing an array of play facilities for all ages. Seasonal facilities are provided here, including donkey rides, mini cars, pedalos and inflatables. The Bistro sits alongside the play area, providing refreshments throughout the year. The main reception for the Park, the Ranger Station is adjoined to the Bistro, vending golf and crazy golf, in addition to being a main point of contact for the public. The Heart of England Way runs along the top perimeter of this area. Further features have been added to the area including a table tennis table, boules area, wheelchair swing and round-about. A recycled tree from the park has been carved into a throne and is centrepiece to toddler maze.



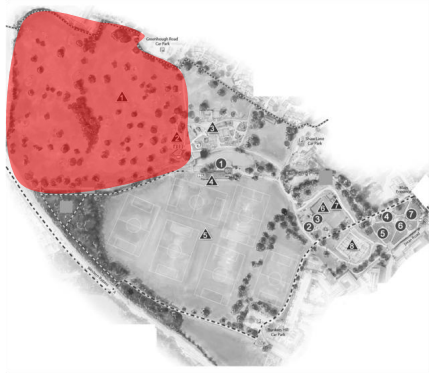
Pool and Brook - flowing through the heart of Beacon Park. Pedalos are available on the pool, launching from the jetty during weekends and school holidays between March and September. A pond dipping platform is available upstream between the golf course and woodland. The pool is a popular training location for the fire service.



Woodland a large perimeter area to the west of the Park, with a variety of species. Complete with outdoor classroom, willow tunnel and pond dipping area and woodland walk. This area has its own management plan.



Golf Course – the 18-hole, municipal golf course on the north-west of Beacon Park, which incorporates disc and footgolf, along with a crazy golf course, **will be receiving enhancements in 2025, following the Boosting Beacon campaign.** The golf course is being reduced to a 9 hole course, with chipping and teeing greens, a new Padle Tennis court facility being built and the creation of a Mini Nature Reserve. The crazy golf course is also being refurbished with a new adventure golf course in 2025. The Heart of England Way follows the edge of the golf course.



The Peace Woodland, tucked away in the north corner of the golf course. Originally part of Beacon School. The Parks Team along with the Friends Group created a wildflower meadow in 2014, with a field of Flanders poppies in memory of WWI. Subsequently the Parks Team worked alongside Lichfield Cathedral and a partnership of various volunteer groups to create a Peace Woodland. A permanent living artwork created by the Cathedral's artist-in-residence Peter Walker. At the heart of the Peace Woodland is a bronze plaque, with names dedicated to peace and permanently engraved, marking 100 years since the end of World War One. Whereas the meadow area continues to naturally grow within the trees.



The Community Garden set alongside the bowling greens, Beacon Park is proud to benefit from this educational area. Complete with demonstration/teaching table, seating, raised beds, potting tables and a cedar wood greenhouse.



The Compound Area not available for public access. Stored in this area is the grounds maintenance machinery, waste/recycle bins, storage of fencing general delivery point, plus the Parks Team stores and workshop and catering storage.



3.2 Location Plan

The Park is immediately adjacent to the city centre and forms part of a linear Park, which includes Stowe Pool and Fields to the east (Figure 2).

3.3 Ordnance Survey National Grid Reference

Beacon Park

SK 109 097

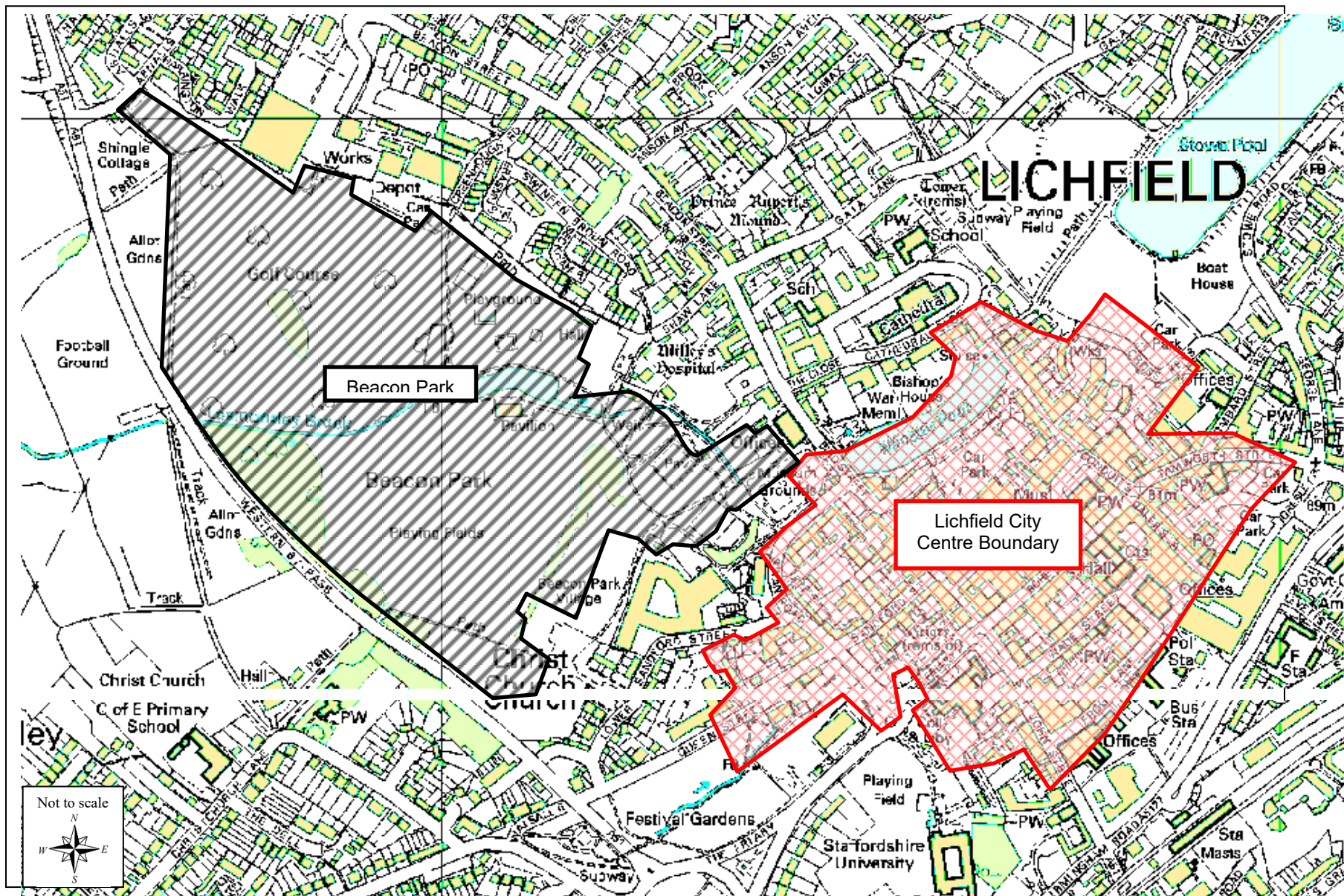


Figure 2: Linear Park Map

3.4 Ward Information

Beacon Park sits within Leomansley Ward.

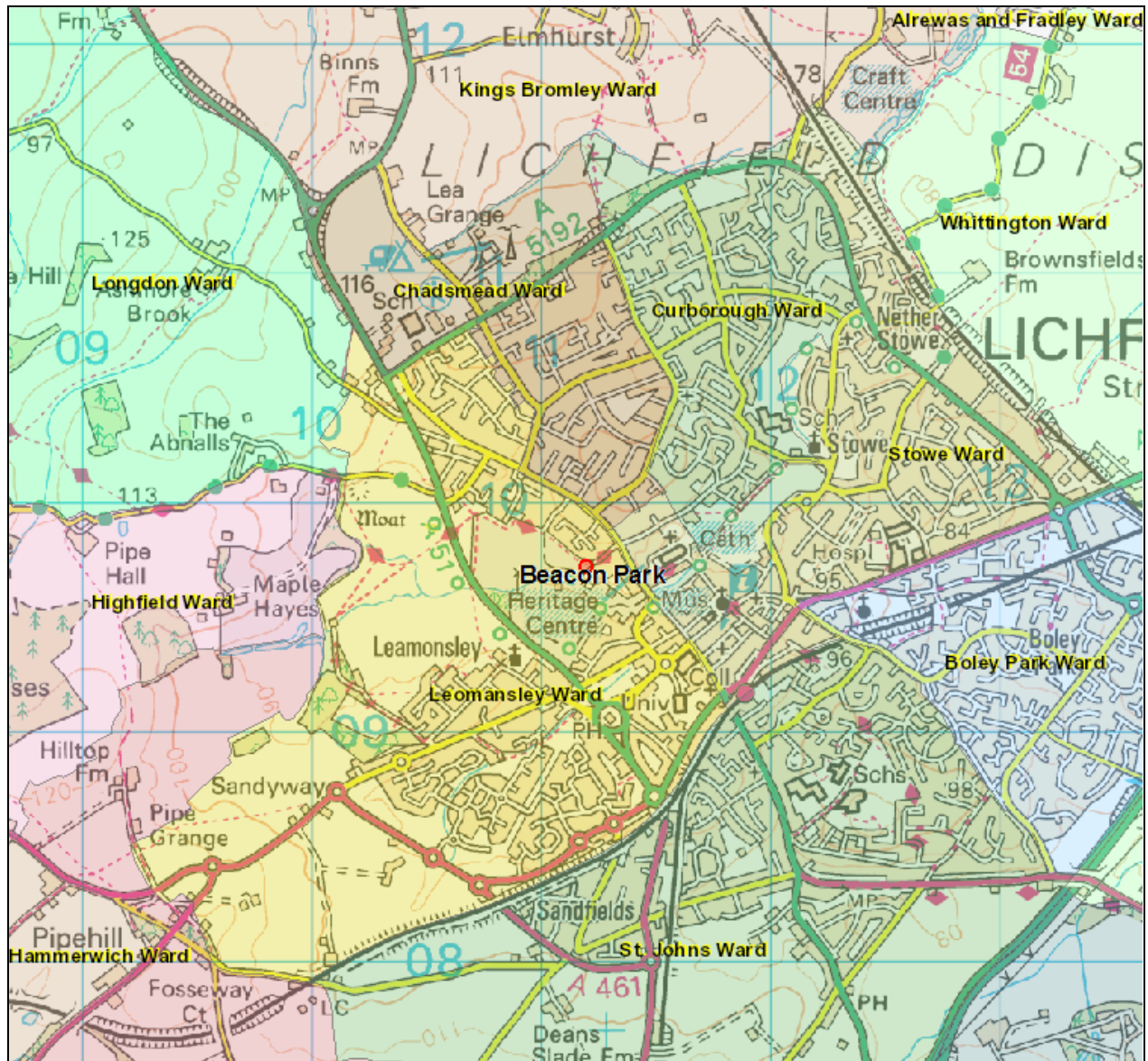


FIGURE 3: Ward Map

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

Beacon Park is owned by Lichfield District Council.

3.7 Tenure/Leases/Rents/Agreements

- Agreement 651: a 21-year lease to the First Lichfield Scouts for approximately 500m² of land on the boundary adjacent to Shaw Lane car Park.
- Annual agreement allowing Donkeys Rides and Boating on the Park (subsequently folding since covid)
- Annual agreement allowing Mini Cars and Inflatable Slide/Trampolines.
- 15-year lease for Cafe and Kiosk to Chandler Group to operate catering facilities on site.
- Agreement 64: Lichfield District Council and Lichfield Crown Green Bowling Club. Use of the Discovery Hub (Bowls and Education Pavilion).
- Agreement 64: Lichfield District Council and Lichfield Museum Bowling Club. Use of the Discovery Hub (Bowls and Education Pavilion).
- Agreement to be established with Environment Agency for access to the brook and weir for maintenance purposes.
- Reference LDC 277 - Seasonal Concession agreement 2023-25 (3-year provision).
- Reference LDC 031 - Tree Inspector 2023-25
- Reference LDC 311 - Bank of tree surgeons 2023-25
- Reference LDC-293 - Proms Food and Fun Zone concession holder 2023-25
- Reference LDC-292 - Proms Stage, Sound and Lighting provider 2023-25

3.8 Achievements and Awards

Lichfield District Council has proudly received various awards and recognition over the years, including FA Groundsman of the Year awards, Green Flag and Bees' Needs Award, and a Bali Award for Restoration and Regeneration.

Between 2018 and 2023 it was decided not to apply for the Green Flag award, with the council having a number of monitoring and auditing systems in place, along with a very passionate community, which regularly feedback to the council and its members. This resulted in resources from the period being utilised directly in the park, i.e., funding the installation of a donated wheelchair swing, footpath improvement etc. The park was successful in achieving Green Flag status again in 2024, reaching the 10 top in the People's Choice award.

Prior to Covid the council worked in partnership with 'Blooming Lichfield', in the Britain in Bloom scheme. Proudly appearing in the BBC documentary Britain in Bloom on the 4th of April 2019. Showcasing voluntary community involvement as well as the high standards of Beacon Park. [BBC Two - Britain in Bloom, Series 2, Episode 9](#).

In 2013 Beacon Park was proud to welcome **HRH Princess Royal**, where Princess Anne re-dedicated her Great Grandfathers statue and went on a tour of the park following the HLF restoration project.

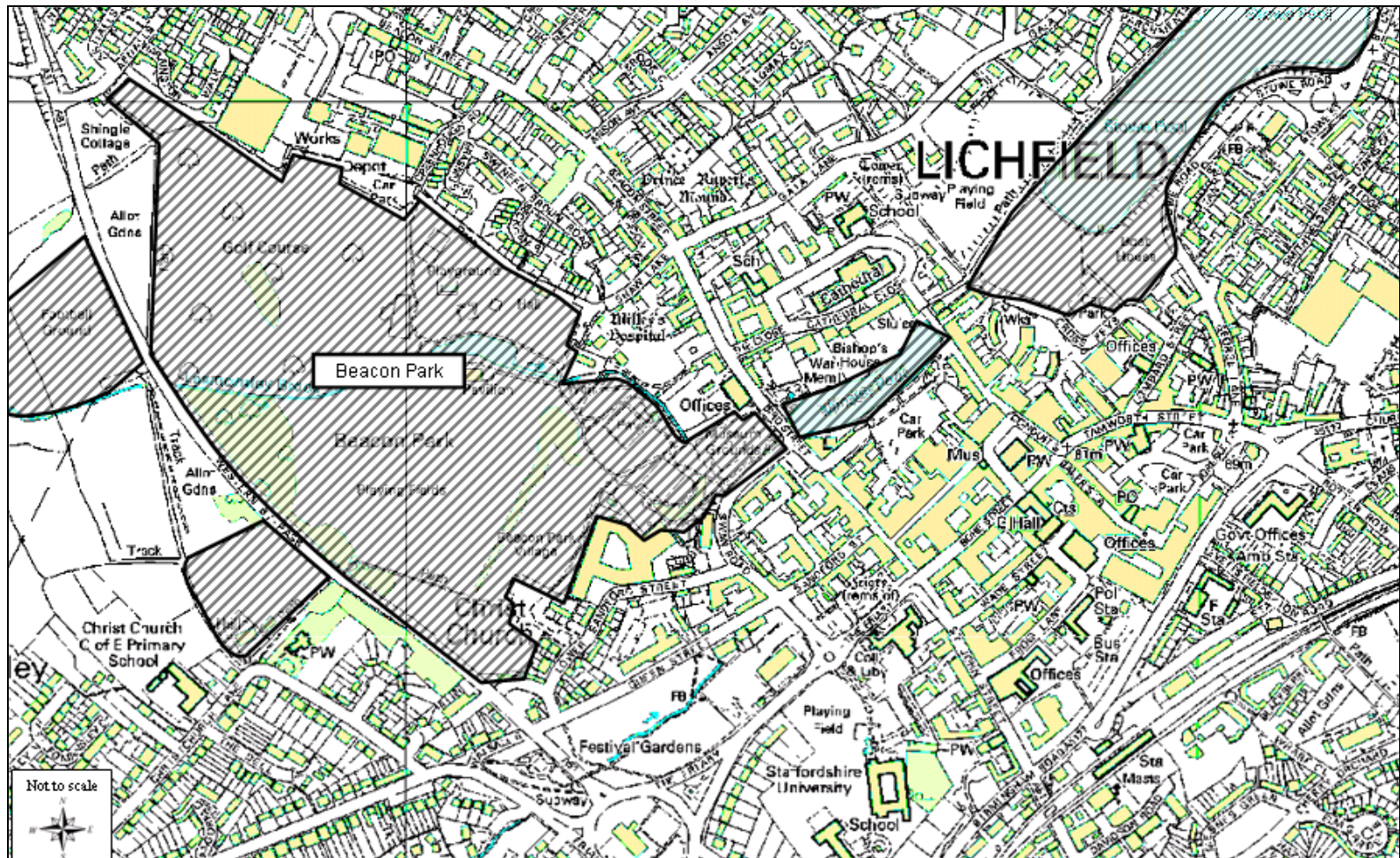


FIGURE 5: Lichfield District Council Land Ownership

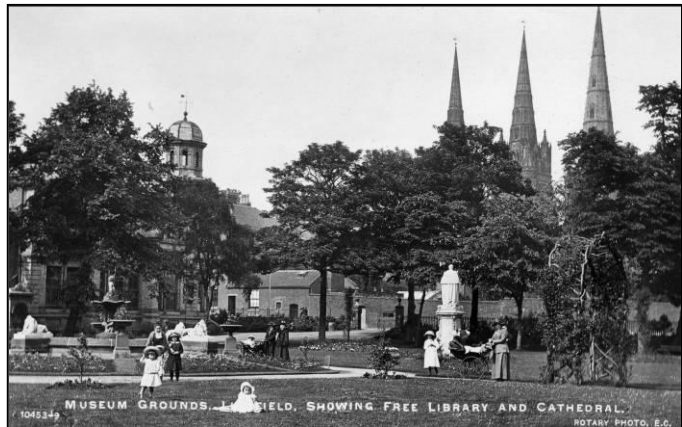
SECTION 4.0 HISTORY AND TIMELINES

Lichfield has a rich and varied history, developed as an important ecclesiastical centre and trade route. Some of its more famous residents include Dr Samuel Johnson the lexicographer and critic; David Garrick the actor; Erasmus Darwin the doctor, scientist and grandfather to Charles Darwin, and the poetess Anna Seward.

The Park has evolved alongside the city and form an important historic feature. A large proportion of the Park stands on reclaimed 'Moggs', a traditional Lichfield term for boggy land. The successive dredging of Minster Pool, opposite Museum Gardens, during the 18th and 19th centuries deposited material on what is now the Museum Gardens, eventually creating usable land from what was originally covered by Minster Pool.

Museum Gardens, Beacon Park was opened in 1859 by the Corporation, having been developed with funding from the Conduit Lands Trust. The Gardens complemented the opening of the adjacent free library for the people of Lichfield.

The Museum Gardens developed throughout the late 19th Century, as funds permitted, with the addition of new elements such as the fountain in 1871, several prominent statues including Captain Smith, Edward VII, (and more recently Erasmus Darwin, in December 2012). The Recreation Grounds were added to the land assemblage in 1891.



Beacon Park was originally agricultural pastureland prior to becoming the Parkland to Beacon House in the 19th century. In 1943, Colonel Swinfen Broun gifted 11.5 acres of the Parkland to the city of Lichfield.

After the Second World War the football pitches and golf course were created, along with other improvement works to the Park such as the play area. Beacon House was demolished in the 1960's.

In 2008 Lichfield District Council, along with Lichfield City Council, were successful in a Heritage Lottery Fund application to deliver a £3.9 million project jointly to return the Parks to their former glory, in Beacon Park, Remembrance Gardens, Minster Pool and Walk. Beacon Park received refurbishments to the fountain, statues, bowling green and gardens, new buildings, play area and woodland works.

4.1 Chronology of the development of Beacon Park

Beacon Park	
John Speeds plan of Lichfield shows the area of Beacon Park as pasture and Beacon House as tree lined streets.	1610
Beacon House constructed by George Hand.	c.1800
House described as a most excellent square white mansion.	1812
Beacon House sold to Richard Hinckley who extended the grounds, adding two wings to the house and making extensive improvements to the landscape.	1826
Turnpike Road to the south falls into disuse and is incorporated into the estate.	c.1830's
Christ Church built as focal point and family memorial.	1847
Second lake constructed.	c.1850
Beacon House sold to S L Seckham.	1880
Beacon House ceases to be a private residence.	1914
House sold to the War Department.	1922
Used by Royal Army Services Corps.	WWII
Colonel Swinfen Broun gives 11.5 acres of the Parkland to the City.	1943
Beacon Place purchased by City Council	1959
Western bypass constructed	1960
Council extends Park by land purchase, funded from the Swinfen Bequest	1960's
Beacon Place demolished.	1964
Trees planted and pavilion built. Screen woodland planting added along Western bypass.	1972
Golf course constructed.	1973
Playground constructed.	Late 20 th century
Heritage Lottery Funded improvement/refurbishment to the Park	2008
Further Improvements to Play Area	2011
Erasmus Darwin Statue installed	2012
Extension of the Park, following land transfer from Developers	7.9.12
Creation of the Fernery, Museum Gardens	2013
Construction of skatepark	April 2014
Foot and DiscGolf installed	2017
Creation of the Stumpery, Museum Gardens	2017

Creation of Peace Woodland	2019
Additional play equipment installed	2019
Tennis Charity court refurbishment	2020
New footpath installation improving accessibility	2021/22
Site security enhanced, continuing to provide good access	2022
Autism Communication Board installed in children's play area	2023
New junior multi-unit installed	2024
Solar powered bird feeder installed	2024

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 11 entrances into Beacon Park.

5.2 Car Parking

There are three car Parks located on the periphery of Beacon Park. Bunkers Hill car Park, off Lower Sandford Street, Shaw Lane and Greenhough car Parks, all of which are pay and display car Parks, managed by the council's Car Park Section.

Disabled Parking bays are available in all these car Parks.

5.3 Coach Parking

There is a coach drop off point on Bird Street directly in front of the Museum Gardens, Beacon Park.

5.4 Public Transport / Access via Bike and Foot

The nearest Railway Station is Lichfield City Station (approximately 5 minutes' walk).

There are bus stops on both sides of Bird Street immediately outside the Museum Gardens, plus various stops on Swan Road, Beacon Street and Stafford Road, all within easy walking distance of the various entry points into Beacon Park. The Parks are served by buses from Lichfield, Rugeley, Stafford and the North Lichfield local bus service. The bus station is approximately a five-minute walk from the Park.

Sustrans National Cycle Network Route 54 runs through Beacon Park, which follows the main avenue through Museum Gardens and exits the Park via the main entrance adjacent to the Registry Office (the old Free Library). Cycling is allowed within the Park, in contrast to the historic byelaw, which is now used to control inappropriate cycling. Sustran volunteers monitor the route replacing g signs and clearing points where needed. The parks team are signed up to work closely with the organisation in the area. Cycle racks are installed on site at Greenhough Road and Bunkers Hill entrances encouraging visitors to travel by bike, securing at the entrances to allow a relaxed and healthy day out.

5.5 Footpaths

Most pathways through the Park are relatively wide, in good condition and accessible for wheelchairs and push chairs.

A historic footpath was recreated, from the Seckham Road steps, past the play area, joining into the existing pathway along the pool. Furthermore, a pathway running parallel to the Leomansley Brook, through the woodland looping round to connect with the footpath/cycle route from Christchurch Lane and around the golf course.

There is a pedestrian crossing on Swan Road, leading from the City Centre to the Bird Street entrances, within the remit of Staffordshire County Council, Highways Department. This is a busy road and at times crossing can be difficult. This needs to be addressed by Staffordshire County Council to allow safer access

between Beacon Park and the City Centre. The Parks Team endeavour to ensure issues including suggestions are forwarded to SCC without fail regarding this crossing.

Several vehicle barriers have been replaced to address access issues in Beacon Park. Further alterations and improvements are to be addressed as identified and resources available, considering the balance between public accessibility and restricting unauthorised vehicle entry

5.6 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 in a park environment. A summary of accessible information is available on the website, with a more detailed report available, if needed.

Beacon Park was included in a council wide 'AccessAble' survey, (in 2020, whereas external assessors surveyed the park and uploaded the data to their website at [Beacon Park | AccessAble](#))



Seating is located at regular intervals across the park., with newer installations having hardstanding for wheelchairs to sit alongside.

Most of the park can be accessed on easy to very moderate slopped tarmac footpaths except for the boundary trail around the golf course and the woodland walk. Each car park serving Beacon Park has blue badge parking spaces.

The Park benefits from disabled toilet with a portable hoist along with accessible changing facilities in the newer changing rooms.

For the less-abled children there is also a disability round-about and a wheelchair swing.

SECTION 6.0 SERVICES & UTILITIES

There are several services running under and across the Park, servicing the buildings and structures. With several underground water supply tunnels, culverts, and additional services both in use and redundant.

Service provision (water supply and sewerage, electric, telephone and internet supply) has been reviewed to ensure that charges are in line with use, and to establish where reductions can be justified both for sustainability and cost.

Electricity smart meters have been installed at a selection of points; taking accurate meter readings, directly connected to the supplier, ensuring up-to-date and accurate meter readings are processed promptly.

The Corporate Landlord Team are reviewing carbon reduction opportunities across the council, including parks i.e., improved/efficient hand dryers and water saving devices.

The Park now benefits direct connection with the council internet network and Teams phone system, resulting in valued savings and eliminating various weak broadband points/charges across the park, and speedier internet connections.

SECTION 7.0 DESIGNATIONS

7.1 Conservation Area

Museum Gardens and part of the recreation grounds fall within the designated Lichfield City Centre Conservation Area.

7.2 Register of Historic Parks and Gardens

The Park was Grade II listed on the 3 September 1998, on the English Heritage Register of Historic Parks and Gardens. English Heritage, as part of the Cathedral Close and Linear Parks (entry number 1001399).

7.3 Listed Status

There are various monuments and historic features within the park which have listed status. See below:

<i>Museum Gardens, Beacon Park</i>		
II	Edward VII Statue	Stone statue by Robert Bridgeman; 1908.
II	Fountain	Ornate ashlar and iron fountain presented by Chancellor Law, a city notable, in 1871.
II	EJ Smith Statue	Bronze statue by Lady Kathleen Scott; 1914. Captain E J Smith who went down with his ship, the Titanic in 1912. He was born in Staffordshire.
II	Balustrade to Museum Gardens	Around 45m length of stone balustrading along the east side of Museum gardens. Built in the 1850's.
Unlisted	Public Conveniences. 1930	Mock Tudor Toilets of 1930; recently restored. Said to incorporate parts of the demolished Friary Building.

7.4 Ecological Designations

7.4.1 Tree Preservation Orders

There are no designated Tree Preservation Orders on any of the Park trees, however, the trees in Museum Gardens are afforded protection under Conservation Area legislation. All works to trees will be undertaken in consultation with the District Council's Arboricultural Officers.

7.4.2 SSSI (Site of Special Scientific Interest)

Beacon Park is not classified as a SSSI, although Leomansley Brook in Beacon Park feeds downstream to SSSI Stowe Pool (not covered by this Management and Maintenance Plan), which is designated for native, white-clawed crayfish. Therefore, it is essential to protect the outflowing watercourse.

7.4.3 Sites of Biological Importance

Neighbouring Pipe Green, immediately to the west of the A51 bypass along the boundary of Beacon Park is a Registered Common and an area of unimproved pasture where the springs emerge feeding Leomansley Brook.

7.5 Public Rights of Way

The Heart of England Way, which travels along the perimeter of Beacon Park, provides 100 miles of green route, linking the Cannock Chase Area of Outstanding Natural Beauty in Staffordshire, with the Cotswold Area of Outstanding Natural Beauty in Gloucestershire. It is imperative that this route remains passable.

Although not classified as a public right of way, National Cycle Route No. 54 runs through Beacon Park, along the Recreation Grounds, tennis and bowls area and Museum Gardens, and then on through Bird Street car Park, and then runs alongside Stowe Pool. Monitored by Sustrans Cycle Rangers and Volunteers, Beacon Park is responsible for any signage on site.

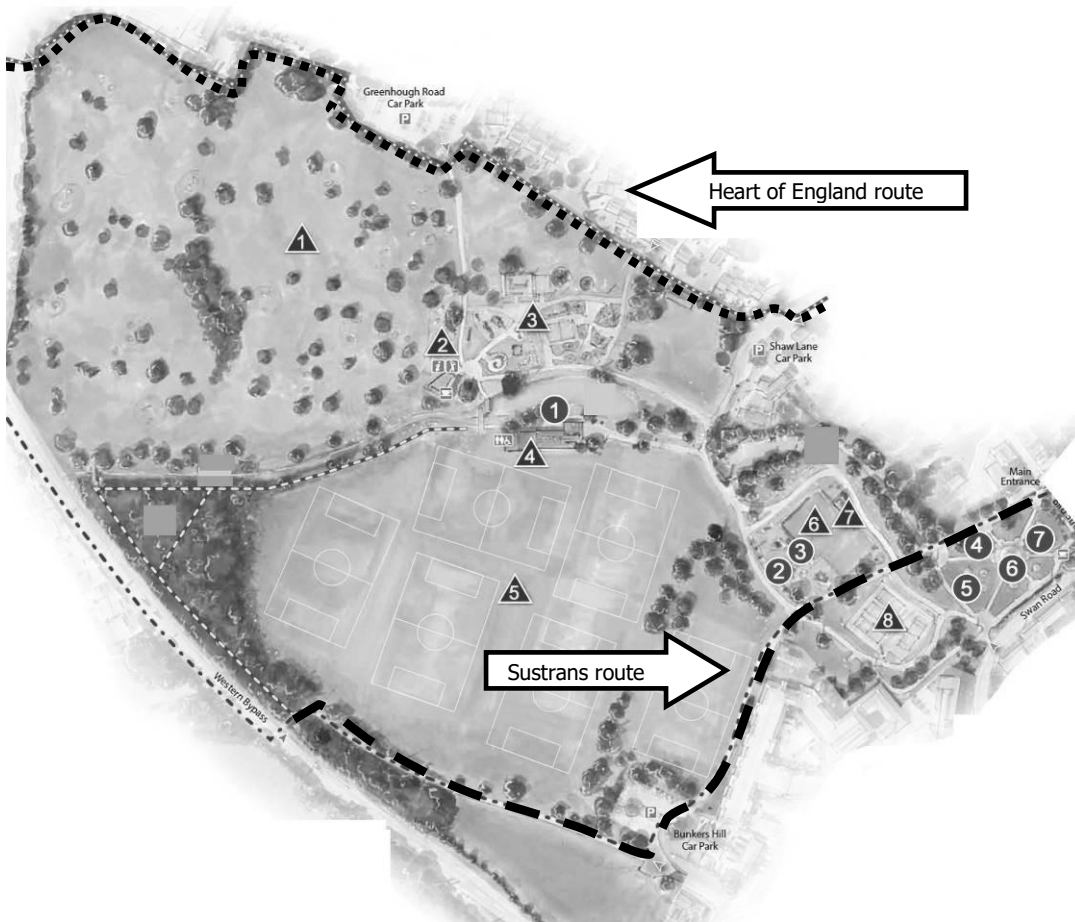


Figure 6 – Public Rights of Way

7.6 Other Designations

7.6.1 Green Belt

Beacon Park sits within the Green Belt which controls urban growth, maintaining the area for outdoor leisure.

7.6.2 Forest of Mercia

Beacon Park is included within the Forest of Mercia Community Forests in England.

7.7 Topography

The topography of the area is gently undulating, with the Leomansley Brook being one of the lowest lies of land through the centre of Lichfield, feeding Mister Pool and subsequently Stowe Pool. There are no significant hills in Lichfield, and therefore no long views of the park except from the Cathedral Close which lies at a slightly higher elevation than the surrounding ground, and across the Leomansley Brook in Beacon Park looking to the northeast and southwest.

SECTION 8.0 LIVING LANDSCAPE

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

8.1 Ecology

A survey identified areas of dense scrub, scattered scrub, ornamental shrubbery, scattered trees, hedges, tall ruderals (plant species first to colonise disturbed land), improved grassland, open water, and broadleaved plantation.

Both the range of habitats and the predominantly urban setting of the park create an important area for wildlife. All the habitats recorded are of relatively recent origin and contain plants of common and widespread occurrence. The area is of value to wildlife as the range of habitats is within relatively proximity to each other, (permanent grassland next to hedges and woodland; grassland and tall herbs next to water).

Various projects have been delivered as part of CPCG (Countryside & Parks Conservation Group), Community and Education Officer and volunteers to enhance the habitat quality for wildlife.

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>

Currently, around 40 different people have recorded approximately 130 species in Beacon Park:

https://www.inaturalist.org/observations?nelat=52.687394237332434&nelng=-1.8315321016787034&place_id=any&subview=map&swlat=52.68092401163924&swlng=-1.8447014062558664

We hope to further encourage our staff, volunteers, and visitors to utilise the app to record wildlife, help nature and science and to (hopefully) learn something new.

8.2 Evidence of protected species

8.2.1 Bats

The Park has several mature trees that are suitable for bat roosts. There are potential roosts within the Pavilion in Beacon Park. A total of five species of bat have been recorded within 1 km of the park:

- Pipistrelles (Nathusius and soprano)
- Noctules
- Leisler's
- Daubenton's
- Brown long-eared bats

8.2.2 Water Voles

Although there are historic records of water voles along the Leomansley Brook in Beacon Park, no sightings have been made since 2001. It is thought that the original population was split and slowly declined because of the development of the A51 Bypass. Although the habitat has the potential of supporting water voles, re-colonisation is unlikely due to the high level of disturbance to the Pool and Brook. The potential for this area as a habitat for water voles should always be considered in any works that occur on site.

8.2.3 White-clawed crayfish

White-clawed crayfish have been recorded upstream at Pipe Green nature area, within Leomansley Brook, Beacon Pool and downstream in Stowe Pool.

The banks of Beacon Park were re-in forced with revetments and wildflower seeded coir matting to reduce the erosion and under cutting.

A full survey for white-clawed crayfish downstream in Stowe Pool was completed by Natural England in late summer 2008, and subsequently 2012, in which the report confirmed the presence of non-native Signal Crayfish. Any works in Beacon Park watercourse is taken place on the assumption that white-clawed crayfish are still present in the park and downstream.

8.2.4 Birds

The habitat in Beacon Park is ideal for native bird species, especially songbirds. There have been regular observances of Robin, Chaffinch, Blue Tit and Great Tit, along with Pied Wagtails, Tree Creepers and Long Tailed Tits. Beacon Pool provides an ideal resting place for waterfowl with observations made of Coot, Moorhen, Heron, and Pochard.

Within the Park the following species have been recorded: Snipe, Lapwing, Tawny Owl, Yellowhammer, Reed Bunting, Linnet, Spotted Flycatcher, Song Thrush and Skylark.



8.2.5 Reptiles

No reptiles have been recorded in the park, although Staffordshire Wildlife Trust have previously suggested that the Park provides ideal habitat for reptiles.

The areas with most potential for reptiles include the two stands of trees on the golf course: the area bordering the Leomansley Brook upstream of Beacon Pool and the edge of the main woodland. The habitat may be suitable for grass snakes and slow worms, being rough, stream-side grassland.

8.2.6 Amphibians

There are some ideal habitats for amphibians along the margins of the Leomansley Brook. There is the opportunity to create small pools within the woodland area to support amphibians.

8.3 Trees and Woodlands

8.3.1 Woodlands

Beacon Parks original significant area of woodland comprising 1.9 hectares, bordered by the golf course, football pitches and the A51. Previously farmland, the area was planted with 456 trees in 1971, and subsequently extended in 1993. Containing a mix of native and non-native species. The area is effectively several small plantations creating pockets of single species. A Woodland Management Plan sits alongside the Management and Maintenance Plan to provide a comprehensive plan for management of the woodlands and trees on site. The main objectives arising from the Woodland Management Plan is to promote the development of native broadleaved woodland by introducing a cycle of woodland management, and a process of thinning and removal of non-native species, increasing visual diversity within the main woodland. A Forestry Commission grant for Woodland Improvements funded selective felling and replanting with native species. There is a programme of volunteer works on specific projects within the woodland.

The Peace Woodland was created in 2019 in partnership with Lichfield Cathedral. Whereas a range of native species were transplanted from other sites across the district, which were due to be cleared from other woodlands.

8.3.2 Park Trees

Many of the trees on the main area of Beacon Park are of similar age. A large amount of tree planting was completed in 2012, followed by ongoing replacement planting. Longer term replanting will continue to take place as part of the tree management programme.

There are two prominent lime avenues within the park, Museum Gardens, and along the stream course through the Recreation Grounds. Additionally, there is an avenue of varied species running through the Football Pitches/Event area. A schedule for replacement planting with new trees needs to be established to ensure these historic avenues are not lost.

Trees are inspected by Lantra qualified parks staff after extreme weather events, and before large public gatherings in Beacon 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. Any issues are followed up with the assistance of the council's arboricultural officers if needed.

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).

8.3.3 Park Fernery and Stumpery

Created by volunteers in 2013 the fernery in the Victorian Museum gardens provides a point of interest for park users alongside the accessible footpath. A stumpery was subsequently created in 2017, utilising stumps from fallen/gelled trees on site.

8.4 Horticulture

Summer and autumn bedding displays are planted in Museum Gardens. The summer bedding is planted from the first week in June, and the autumn bedding by the second week of October.

There are several shrub borders and beds throughout the park. Two significant features within Beacon Park are the herbaceous borders - providing interest all year round and a large rhododendron bed that provides an attractive display in the spring.

The horticulture schedule is recorded in section 17.2, identifying the areas the Community Gardeners and valued volunteers deliver. More details on the horticultural practices are detailed in Appendix D.

A horticultural training area (Community Garden) is available alongside the compound. With a working greenhouse, accessible raised beds, composting areas, water butts, a demonstration table and workshop area.

A wildflower survey that was completed in 2013, is available on the website at [Beacon Park wildlife – Lichfield Historic Parks](#).

8.5 Geology

The solid geology of the area comprises Bunter Sandstones of the Permo-Triassic period. This is overlain by a drift deposit of the post glacial First Terrace. The Park is covered by broad bands of alluvium deposited by the River Trent and its tributaries.

Museum Gardens was historically boggy areas (locally known as moggs) making many areas of the Parks susceptible to subsidence.

8.6 Archaeology

A desk-based archaeology study was undertaken in 2005 and indicated there was little potential for archaeological remains throughout the park.

Historically Museum Gardens was transformed by successive deposits of silt dredged from Minster Pool. Although this will have protected any artefacts, it is unlikely that there is any significant underlying archaeology in this area.

A few artefacts have been found in the park, including a prehistoric flint arrowhead found in 1955. There are several earthworks in Beacon Park referenced in the Robinson Penn Conservation Management Plan (1999) which suggests that any groundwork to these earthworks should be monitored by archaeologists.

A series of finds have been discovered by metal detector enthusiasts, supervised by works contractors as part of the HLF restoration works and subsequent ground works. Items are to be logged and recorded as part of the

8.7 Open Water and Reservoirs

Leomansley Brook flows from Beacon Park Pool, under Museum Gardens and into Minster Pool, which in turn feeds Stowe Pool. The water level of Stowe Pool must be regulated in accordance with Natural England guidelines due to its status as a Site of Special Scientific Interest.

The Environment Agency monitors the water levels along the water course at key points; the weir in the Beacon Park compound and in the boat shed at Stowe Pool. The level of Stowe Pool is regulated by the Environment Agency by adding water from a bore hole located on the A51 pitches and the Hanch Tunnel, to the rear of the Discovery Hub at the time of low water in Stowe, as per SSSI and crayfish protection. Therefore, it is imperative the watercourse always remains clear and free flowing. Any interruptions or alterations to the flow of the brooks or pools must be reported to the Environment Agency.

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 Parks:




Furniture - Fencing / Walls / Barriers	
Museum Gardens	Main entrance gates Secondary entrance gates York stone balustrade wall Brick retaining wall between gates Boundary fence along patio area of kiosk Fencing to pond area Fencing to culvert Fencing along Swan Road Bollards
Herbaceous Gardens	Perimeter climbing trellis
Bowls and Tennis Area	Boundary fencing and hedgerow surrounding the bowling greens Stone retaining walls alongside tennis courts Fencing along Swan Road Swan Road barrier Bollard Fencing and gates at gabion wall on the Discovery Hub
Football Pitches/Event Area	Bunkers Hill Barriers – fencing around car Park;
Play Area	Fencing surrounding seasonal concession area and sand pit. Fencing surround Junior play area. Bollards, Greenhough Road Gate and bollard Shaw Lane
Golf Course	Low level fencing surrounds the crazy golf area Bollards preventing vehicle access onto grass verges.
The Peace Woodland	Hedge lines, incorporating original fence line.
The Community Garden	Boundary security fence and gates Greenhouse retaining wall

9.1.2 Benches, Bollards and Bins

A design style has been created to ensure long term continuity and clearly specifies the type of furniture for each location. A programme of recent and future street furniture to be of natural products, where possible, to reduce high maintenance/painting on site and enhance natural aging to aesthetically please, blending the furniture as part of the Parks fabric.

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	
<p>Museum Gardens, Herbaceous Gardens, Tennis and bowls area.</p> 	<p>Sherwood Cast Iron litter bins, colour BS4800- 12B29, with white highlighting to bands and text 'litter'. Galvanised steel liner. Supplier Malcolm Lane & Son Ltd,</p> <p>Multi Slatted steel bench in Lichfield Green BS-12B29 (supplier Taylormade Castings in Stoke).</p> <p>Cast Iron Dog bin – Lichfield Green BS-12B29 – David Ogilvie Engineering, Kilmarnock.</p> <p>Broxap Cast Iron Bollards, in Lichfield Green BS-12B29 - confirmation of brand/style to be confirmed.</p>
<p>Skatepark/Bunkers Hill, Football Pitches/Event Area</p> 	<p>Furnitube Ltd, Cheshunt hardwood bench, with and without back rests.</p> <p>Wooden bins originally installed in the skatepark, replaced with steel bins, following vandalism. David Ogilvie (Colour BS4800-12B029. Greenan with lid.</p> <p>Steel green picnic bench, supplier Taylormade Castings.</p> <p>LBS 112 Square Hardwood Litter Bin from Woodscape</p> <p>Cast iron dog waste bin in green BS-12B29 (supplied by David Ogilvie Engineering, Kilmarnock).</p>
<p>Play Area, Pool and Brook area.</p> 	<p>Furnitube Ltd, Cheshunt hardwood bench, with and without back rests.</p> <p>Furnitube Ltd, Cheshunt hardwood picnic benches.</p> <p>Steel green picnic bench, supplier Taylormade Castings.</p> <p>LBS 112 Square Hardwood Litter Bin from Woodscape</p> <p>Cast iron dog waste bin in green BS-12B29 (supplied by David Ogilvie Engineering, Kilmarnock).</p>

	<p>2013 update - fold down wooden bollards removed due to not being effective and failure. New telescopic bollards installed Ferrocast RT-SU5.</p> <p>2015 update – a throne carved from a felled tree within the park was carved by the tree surgeon and now installed in the heart of the maze (image to follow).</p>
<p>Woodland Golf Course and Peace Woodland</p> 	<p>Cast iron dog waste bin in green BS-12B29 (supplied by David Ogilvie Engineering, Kilmarnock).</p>
<p>The Community Garden</p> 	<p>Furnitube Ltd, Cheshunt hardwood bench, without back rests Selection of composting bins and water butts.</p>

9.1.3 Interpretation and Signage

Interpretation panels, notice boards and signposts are consistent throughout the Park, displaying clear and current information. All notice boards and signs are identified on the maintenance schedule.

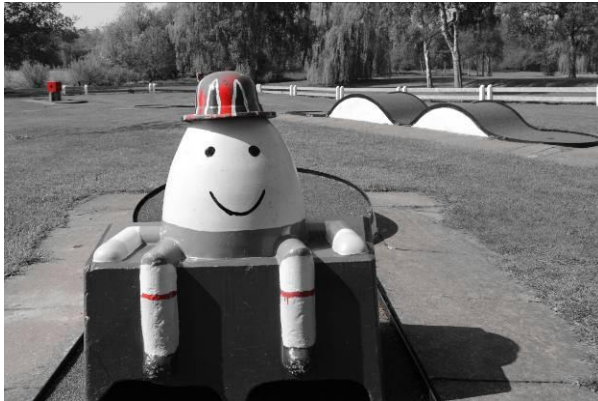


Furniture – interpretation and signage	
<p>Museum Gardens</p>	<p>Large interpretation sign with notice board section, cast iron, black Brass effect 'Welcome to Beacon Park, Signage at the main entrance and secondary Bird Street entrances.</p> <p>Various cast iron finger posts on site.</p> <p>Various signs for the Sustrans Cycle route.</p> <p>Captain Smith Statue interpretation signage.</p>

Furniture – interpretation and signage	
	HLF signage on kiosk, detailing funding project.
Herbaceous Gardens	Martyrs Plaque information panel installed early 2013.
Tennis and Bowls Area	HLF signage on Discovery Hub, detailing funding project. Cast iron finger posts. Vehicle entry signage at Swan Road entrance. Welcome to 'Discovery Hub' signs.
Community Garden area	Welcome to Community Garden signs
Football Pitches/Event Area	Cast Iron interpretation signage and notice board at Bunkers Hill car Park entry point HLF signage on the pavilion/changing rooms/toilets, detailing funding project. Interpretation on Swinfen Broun Memorial. Various cast iron finger posts Cnl Swinfen Broun Memorial information panel (pavilion wall)
Play Area	Cast iron interpretation signage at Greenhough Road entry point along with notice board. Cast iron interpretation signage at Shaw Lane entry point along with notice board. Play area information sign, junior play zone. Communication board in junior play area
Pool and Brook Area	Hardwood pond dipping information signage.
Woodland	Hardwood Woodland welcome signage. Hardwood activity woodland identification board. Hardwood double notice board at Christchurch entrance.
Golf Course	Interpretation detailing the opening of the golf course. Boules 'How to Play' instructions. Advice notice, advising not to exercise dogs on golf course and to pay at the Ranger Station.
Vehicle entry points; Bunkers Hill, Shaw Lane, & Greenhough Road	Welcome signs are installed promoting what's on site etc.
Skatepark	Two area information signs.
Peace Woodland	Leaf way finders

9.2 Recreational Facilities

Beacon Park has areas for passive recreation, relaxing, sitting, picnicking, and enjoying fresh air, along with areas for walking and cycling. Along with several sporting facilities available.



Recreational Facilities - Sports and Recreation	
Bowls and Tennis Area	2 Crown Bowling Greens 4 Hard surface tennis courts
Football Pitches/Event Area	Adapted to meet the needs of the clubs, 2023/24 season 1 Adult 11v11 football pitches 6 Junior pitches, varying from 7v7 to small 11v11 1 Cricket pitch
Play Area	1 Basketball court Beach
Pool and Brook Area	Boating Lake and jetty
Golf Course Area	18 Hole par 3 golf course, incorporating foot and disc golf since 2017. Crazy golf course Boul's area Outdoor table tennis table
Bunkers Hill	Full skatepark with bowls, ramps, steps, grind rails and street fixtures.



Recreational Facilities - Facilities	
Museum Gardens	1 Unisex WC 1 Changing Places accessible facility <i>All of which are under the remit of the City Centre Public Toilets</i>
Bowls and Tennis Area	1 Female disability friendly WC 1 Male disability friendly WC
Football Pitches/Event Area	1 disabled changing room with facilities and shower areas.

Recreational Facilities - Facilities	
	4 female WC's 2 male WC's and 2 urinals 1 x disabled toilet with disability hoist, incorporating baby changing 8 wc's in the changing rooms are also available for events, if needed 1 staff WC location at the Parks Team Office
Play Area	Lakeside Bistro with public toilets
Community Garden	1 Disability friendly toilet

9.3 Play Area

Beacon Park has a popular play area that is extremely well used. Distinct play zones are available, being a visually attractive area, incorporating landscaping for natural and inclusive play, catering all ages.

Play Area - Equipment
Junior Play area
Santa Maria play ship with slide, climbing and balancing points and role play. Kompan train and carriage Two double cradle swings Rockers Rocking horse Natural play area, with serpent design rocks within sand pit, landscaped grassed area, and maze. Enclosed grassy shaded areas for natural play and picnicking etc. Raised planters incorporating sensory planting. Disability round-about Toddler slide Wheelchair swing Junior multi-unit
Open Zone Play Area
Circular Swing Unit Five Ways Swing Three Bay Swing Unit Stand up See-Saw Pendulum See-Saw Space Climbing Net Tower Slide Poppit Rocker Balance Course Basket Swing Climbing Log 10+ Skate Grassed grandstand seating area. Massey Ferguson refurbished tractor Whirlwind
Central Seating area
In addition to various seating on site, there is a central area with picnic benches ideal for families. A raised gabion seating area also acts as a seating area for older children, slightly away from play

equipment, but facilitating a much-needed focus for teenagers and older children.

A beach area is also available with mechanical diggers, encouraging natural play and creating opportunities including Sandcastle competitions and treasure hunts.

The play area is visually checked daily by Parks Team, as part of their general duties. 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 Park has several buildings and structures on site, which are inspected, monitored, and maintained by either the Corporate Landlord or Parks Team. A Statues, Structures & Monuments Maintenance Plan has been compiled to ensure correct inspection and maintenance methods used, along with logging any works.

Museum Gardens
Fountain
The Grade II listed fountain was presented by the diocesan Chancellor J.T. Law and unveiled in 1871. The fountain is surrounded by four lions donated by Sir Richard Cooper, a city alderman in the 1880's. The fountain was restored as part of the HLF restoration project.
Commander E J Smith – Captain of the Titanic
Sculpted by Lady Kathleen Scott and unveiled in 1914 the bronze statue was erected in Beacon Park as Lichfield is the centre of the diocese.
Stone statue of Edward VII
Carved by local stonemason Robert Bridgeman the statue was unveiled in 1908. During the HLF restoration works the statue was professionally cleaned, and underwent minor restoration and preservation works.
Erasmus Darwin Statue
Most recent addition to Museum Gardens, this copper statue was unveiled in 2012. The plinth was later clad in brass following the winter weather. Artist Peter Walker requests growth to remain covering the plinth, growing up the statue to represent Erasmus Darwins links to horticulture.
Bird Street Toilets and Catering Kiosk
Half of this mock Tudor building is occupied by the Bird Street public toilets. The other half has been refurbished and leased as a catering establishment with seating area. The Corporate Landlord Team manage and maintain the external section of the building.
Electricity Sub Station
Located on Swan Road the back of this unattractive brick faces into the Museum Gardens. An interpretation board has been installed to reduce the visual appearance.

Tennis and Bowls Area
Discovery Hub
This building, which was funded as part of the HLF restoration works, doubles up as a bowls pavilion and educational facility.
Shaft 20 - Hanch Tunnel
Owned by South Staffordshire Water Ltd, this brick building sits on the northern side of Leomansley Brook to the rear of the Discovery Hub on land owned by the Angel Croft Development. There is an agreement with the Environment Agency to use the tunnel to regulate the levels of Stowe Pool if water levels fall too low, to protect the white-clawed crayfish (SSSI).
The Parks Team do not have any management responsibilities for this water outlet.
The Cottage
Built in the 1990's to replace the previous Park Keepers property. The Cottage is now a private residence.
Deep Storm Drain Structure
Owned and maintained by Severn Trent Water this structure is a brick construction with an additional safety fence. Infrequent access required by Severn Trent Water.

Herbaceous Gardens
Martyrs' Plaque
This 18 th century plaque depicts the original Seal of the City, initially located on the front of the 18 th century Guildhall. Suffered environmental damage in its previous location under trees hidden within bedding. The remnants of the plaque, which was buried in Museum Gardens, has been re-located into the herbaceous gardens in a more prominent location, reducing the potential environmental damage to the plaque. Complete with an interpretation panel.

Pitches and Event Area
Swinfen Broun Pavilion
Built in 1980 overlooking the lake. A section of the pavilion underwent alterations in 2006 to accommodate office space which is now home to Mens Shed charity, welcoming men to tackle life after retirement, reducing isolation and loneliness. About Men's Shed Lichfield (simdif.com) .
The pavilion also provides a management office and rest area for the Parks Team. The original building provides valuable storage space in what was originally the public WC's and changing block
The pavilion was extended to incorporate male, female, baby changing and disabled WC's, together with a secure storage area for the Parks Team, a Parks Team office with kitchen and eating area plus a staff toilet. In addition, four changing rooms with two toilets per changing room and disabled facilities have been created.
Swinfen Broun Monument
This monument was erected to commemorate the donation of 11.5 acres of land which forms part of Beacon Park for the benefit of the people of Lichfield. This monument was due to be moved, however, due to potential issues to the monument itself and the weight it was decided to remain alongside the

pavilion, with enhancement to the area and additional signage which was completed in 2016.
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Play Area
Ranger Station
The main reception for the Park. The ranger station is the key point for visitor enquiries and assistance, vending golf and other facilities. Also used to store the crazy golf equipment.
Lakeside Bistro
A café facility is leased to a private catering provider. The leaseholder is responsible for the interior of the building, decking area and patio, as part of the lease.
Scout Hut
Built in the 1950's this brick built hall is well used by local Scout groups. The Scouts have completed various improvements to both the interior and exterior of the building, with the recent additional of an accessible emergency exit.
Electricity Substation
Electricity brick-built construction, which also houses connections to the golf irrigation system.
Mini Car Garages
Brick built small garages with concrete construction roof, secure storage for the mini cars/seasonal equipment.

Pool and Brook
Boardwalk Bridge
Wooden construction boardwalk bridge with resting point, prime views of the cathedral over the pool.
Concrete Bridge
Concrete constructed bridge with metal railings. Listed on the Parks Team regime for inspection and maintenance works.
Weir
Weir installed by the Environment Agency in 2008, with measuring boards to regulate water levels for possible downstream issues at Stowe Pool and for the protection of white-clawed crayfish.
Water Inlet
Seven Trent Water, surface water from underneath the golf course into the brook, the grid preventing public access.

Woodland
Bridge
Small wooden bridge with steel railings, alongside the A51.

Community Garden
Cabin
The 20ft steel container has been refurbished as an office/rest area for the Community Gardeners, plus used as valuable secure storage for the Parks Team.
Disabled toilet

A disabled toilet is available in the Community Garden area. A steel container construction.
Greenhouse
A 50ft Cedar wood greenhouse for use by the Community Gardeners and for educational purposes.
Compound Area
20ft Container
A 20ft steel container has been partially refurbished as storeroom and workshop for the Parks Team.
20ft Catering Container
Storage 20ft steel container for the leaseholder of the catering establishments, to reduce delivery vehicles across site.
Various Containers
Grounds Maintenance department house various containers within the compound area, for the storage of tools and equipment.
Brick Shed
Small single brick built shed housing various items for Grounds Maintenance. Electricity supply to various containers with landlord meters and Community Garden, also housing the water inlet for the Community Garden.
Wooden Shed
A wooden shed alongside the golf course irrigation tank, houses the controls to regulate the watering system.

9.5 Building Services/Alarms

9.5.1 Security Alarms

The Beacon Park Pavilion and Ranger Station are monitored by zoned alarm systems linked to the alarm provider. The Discovery Hub and Community Garden Cabin are also alarmed; however, they are not linked to a monitoring station due to the lack of phone lines.

The intruder alarm for the pavilion extension, is linked to existing building/alarm system. The two 'pitch side' changing rooms have the option of being independently alarmed for easier event management.

The sublet area of the pavilion and upstairs offices are alarmed separately.

All intruder alarms are monitored and maintained by Focus Security. A trigger of the intruder alarms is connected to the alarm monitoring station, which results in a call out to the nominated member of staff on call out duty.

9.5.2 Fire Alarms

The fire alarms fitted in Swinfen Broun Pavilion and the Ranger Station are monitored and linked to the fire brigade, however the system in the Discovery Hub does not have a telephone link.

Fire alarm tests are completed weekly by the Parks Team as per the fire risk assessment. The six monthly and annual servicing is completed by Focus Security and Surveillance.

A trigger of the fire alarm results in a call out to the Fire Service and an automatic call to the nominated call out/key holder on duty.

All activations, including false alarms for intruder and fire, are to be notified to the Parks and Open Spaces Supervisor along with recording on Accidents and Incident forms.

The fire alarm system within the Lakeside Bistro and Kiosk are the responsibility of the leaseholder.

9.5.3 Emergency Lighting

Emergency lighting installed within Swinfen Broun Pavilion, the Ranger Station and Discovery Hub, are tested weekly along with the fire alarm tests by the Parks Team, all further monitoring and maintenance is carried out by the alarm provider.

The emergency lighting within the Lakeside Bistro is the responsibility of the leaseholder.

9.5.4 Fire Extinguishers

All fire extinguishers and blankets are checked monthly by the Parks Team. Servicing for all extinguishers is carried out annually.

9.5.5 CCTV

The Parks and Open Spaces do not have any CCTV within their remit.

9.6 Maintenance Programme

Various Operating and Maintenance manuals have been compiled for the Park; the key information is extracted as working documents for the Parks Team to deliver.

9.6.1 Furniture Maintenance

A selection of benches and bins of natural products are on site, to reduce high maintenance/painting on site, these are checked, washed down, and sanded if graffiti is present. Checked for warping and vandalism, wood filler used as necessary.

The steel benches, interpretation boards and finger posts are checked and repainted as and when deemed necessary. The Parks Team carry out repairs, if possible, or use a regular contractor, should an item found to be defective.

The lampposts are all checked by Eon on a regular basis, via Lichfield District Council Grounds Maintenance Street Lighting section. The lampposts are also inspected and repainted as necessary.

All park furniture, fixtures and equipment is 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 19.6.3

9.6.2 Recreational Facilities Maintenance

The **tennis** area has been transferred to a community group who have successfully raised funds to refurbish the courts. As part of the transfer the group have taken on the responsibility of maintaining the courts.

The **football pitches** are litter picked daily; any broken glass is removed immediately. Rabbit holes filled as soon as possible; football referees check the pitches in readiness for game play. The goal posts are checked and repairs carried out if needed. Spare goal post parts are available in the compound area.

The **golf course** flags are checked daily and replaced, if needed from the stores on site. Grounds Maintenance Department ensures the cups within the holes are satisfactory and replace, if needed. The irrigation system is maintained by a specialist company, should a fault be identified this is reported to the Grounds Maintenance Supervisor to resolve. Pest control has been required on occasions of increased pest activity on the golf course, again if identified this is reported to the Historic Parks Manager to progress.

Rabbit fencing has been installed around the **bowling green** areas to prevent damage. This is checked and repaired/replaced by the Parks Team. Beacon Park Bowling Green Maintenance Company are responsible for the bowling green irrigation system and playing surface.

9.6.3 Play Area Maintenance

As detailed within section 9.3 and 19.6.2 all play equipment within the Park is detailed within the maintenance programme. Any defects or vandalism identified is made safe or taken out of service until it is made safe. The footpaths are inspected in accordance with the risk matrix and repairs carried out in order of priority and availability of spares.

9.6.4 Building and Structure Maintenance

The council has established a Corporate Landlord Division to oversee all council buildings, dealing with the alarm systems, water checks, electrical/fire safety, and structural repairs, whereas all defects identified by the Parks Team are reported for repair. Routine operational works are completed by the Park staff i.e., gutter clearance, cleaning, and water flushes.

Specialist contractors are instructed where necessary, to complete works on the statues and monuments, as detailed within the Operations and Maintenance manual, with basic cleaning and inspections completed by the Parks Team.

The fountain is checked by the Parks Team daily, carrying out basic cleaning and maintenance, as detailed within the programme. The fountain is commissioned and decommissioned each season by a specialist contractor. Should the fountain be vandalised with foaming products, it must be completely emptied of water, avoiding the flower beds and refilled with fresh water.

All portable appliances are tested every other year (as agreed with the councils H & S Officers). All building main electrical circuits are tested on a 5 yearly basis by the Corporate Landlord Team. Both are recorded in the annual maintenance programme within **Appendix F**.

Asbestos Surveys are carried out as a corporate approach, by the council's Asset Group. Surveys completed in 2004, 2007 and 2009 found evidence of asbestos in the old bowling pavilion and crazy golf course (both now removed from site), within the roof (verge boards) of the original pavilion and Bird Street toilet block/café. Traces of asbestos were also found in the floor tiles in the original Swinfen Broun Pavilion areas.

SECTION 10.0 VISITOR AND COMMUNITY NEEDS

A visitor survey is available in print format or online within the Feedback section of the website [Give us your views – Lichfield Historic Parks](#). Based on key areas from the original Greenstat surveys, we look at, frequency of visits, average stay, travel method, reason for visit, rating of the design & appearance, maintenance of the park, accessibility, and facilities, along with identity and overall satisfaction ratings. Surveys are available onsite and promoted at events with the help of the Friends Group.



There was historically 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 has developed links with the local community and schools and created a hub of educational and training resources.

The Marketing & Communication Plan focuses on key areas for income generation along with ways of enticing new visitors to the Park.

10.1 Friends of Lichfield Historic Parks

The Friends of Lichfield Historic Parks was set up in 2008, by Lichfield District Council, for residents and people who had a keen interest in Beacon Park, the Garden of Remembrance, Minster Pool and Walk along with Stowe Pool. Devoted to the Parks, acknowledging the wonderful green assets in the centre of Lichfield, wishing them to be places enjoyed and valued by people of all backgrounds, ages, abilities, and interests. The friend's group have continued independently from the council, although in close partnership.

The aims of the Friends Group are to be the main forum for consultation between Lichfield District Council and users, volunteers, friends, and residents, through which all these can be involved in decisions made about the Parks.

To suggest, be aware of and support (or, where necessary, oppose) ideas for the continued maintenance and future development of the Parks in an environmentally favourable way, to protect, conserve and enhance the Parks as places of recreation, freedom, and enjoyment for the long-term benefit of all sections of the local community.

As volunteers to contribute ideas and assist with promoting the Parks and the running of events.

The Friends of Lichfield Historic Parks meet regularly with council officers to discuss the maintenance and development of the Parks and to hear about forthcoming events and projects.

The Friends Group have since developed a Facebook page in order to share information at www.facebook.com/FoLHP, which currently have 1,775 followers.

The Friends Group, along with members of the bowling clubs, were offered the opportunity to gain some lifesaving defibrillator training.

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 has then been used to identify barriers and strategies to attract these sectors of the community.

The population of Lichfield District is forecast to increase by 5%, to 107,400 by 2024 (LDC Strategic plan 2016-20).

10.2.1 Social-Economic

According to customer profiling (Mosaic 2014) many households in Lichfield District were categorised as 'Prestige Positions' although there are some pockets of deprivation. Chadsmead Ward continues to be classed as a deprived area, but also one of the wards with the highest number of under 5's (*according to SCC Early Years District Profile 2018*), this is one of the closest Lichfield Wards, just to the north of Beacon Park.

The **ethnic** make-up of Lichfield District differs significantly from the regional and national compositions, with people of White British origin accounting for the larger proportion than any other ethnic group. The next largest ethnic group are those classing themselves as White Irish/other which 2.1% of the population with the remaining 3.3% classing themselves as mixed (1.01%), Asian or Asian British (1.7%), Black or Black British (0.5%).

The largest population growth by **age** has been seen in the over 65 years of age group and it is expected to continue in coming years. In 2001 15.5% of residents were aged 65 or over, by 2016 this had increased to 23%. The percentage of residents aged 65 to 74 increased from 8.6% to 11.9%. In addition to this those aged over 75 is set to increase 62% by 2024. There has also been a percentage reduction in those below the age of 65. Under 16's reduced from 19.5% to 17.5%.

There is a similar split between **males** and **females** overall, but slightly higher numbers of females particularly in middle and older age groups. There are more males up to the age of 15.

Over 18% of people living in the district have long-term **health** problems or disabilities. The majority of disability claimants are less than 25 years old (23.3% of all claimants).

Most of the population are Christian (68.8%) whilst 23% of the district responded as not having a religion, Hindu, Muslim, or Sikh all being represented within the district.

10.2.2 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](#). A useful tool for developing the subsequent Management Plan.

10.3 Visitor Surveys

Visitor surveys also capture usage, user satisfaction and concerns. We aim to achieve a minimum 100 surveys each year to gather this data, using self-managed Snap software. Surveys are completed on-line, on-site or with the option of postal surveys.

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 have continued to obtain data to evaluate the visitor's overall satisfaction level. 2023 and 2024 surveys reported 100% of users being 'overall satisfied' with an average 68% completely satisfied, 32% satisfied, 0% dissatisfied and 0% completely dissatisfied

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 has been collated historically to gain user satisfaction, patterns of use and why people don't use the Park, via consultations both inside and outside the Park, using questionnaires. Which was a very useful tool in providing a picture of users from; Use by disabled visitors is on a par with Parks in England; attracting a high proportion of people who live outside the District; Users of the Park tend to be very frequent visitors, even during winter; Visitors are more likely to use their cars to visit the Park; there's no one reason dominating visits to the Park.

10.3.3 Previous Consultations

Several methods are used to consult with residents and Park users including.

- Written surveys
- Web based surveys
- Approaching local groups and schools
- Presentations and on-site displays
- Friends of Lichfield Historic Parks and other users' groups
- Setting up project steering groups, inviting various stakeholders and representatives.
- Consultation with various other organisations.
- Press releases.

10.3.4 Visitor Numbers

Due to the number of entrances and free access to the park it is difficult to identify an accurate figure of visitors. Based on rough calculations, Beacon Park has been estimated to annually receive.

- 4,270 visitors to the golf course
- 9,817 visitors to the crazy golf course
- 2,122 tennis sessions, including Tennis for Free group sessions
- 1,456 netball sessions
- Between 16,000 and 22,000 to the paid seasonal franchises
- Around 17,000 visits for football matches
- Approximately 5,000 for bowls matches
- Between 60,000 and 70,000 visitors to the larger events on the Park.

The Ranger Stations 'Scuba' till system, allows the ability to collect user information.

We also have access to data and visitor reports using Huq data analysis. [Footfall Data - Instant Place Monitoring Insights | Huq](#), which will be explored further in the subsequent Management Plan.

SECTION 11.0 CRIME AND SAFETY

Beacon Park has a relatively low level of crime, with occasional reports of vandalism, anti-social behaviour and complaints which are continually monitored. Working closely with the Police and the councils Community Safety Team, the parks contribute towards various projects focusing on reducing crime and improve collusion 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.

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 miss, 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. - Although the 'Police.uk' shows a steady increase in incidents reported it is believed this is due to actively promoting reporting issues.

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 H & S database, taking further action as necessary, as per the Councils Health and Safety Policy.

11.3 Crime

The crime figures for Beacon Park are considered extremely low by the police, although similarly to the incident reporting it is felt that a trend of increased violence and anti-social behaviour crimes are largely believed to be due to more confidence and awareness and understanding of reporting incidents.

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 commonly reported incidents within the Park being 'rowdy and inconsiderate behaviour'. These incidents mainly occur between 2pm and 4pm 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, in an attempt to resolve. Alternatively, the Police are notified accordingly. Also, listed as anti-social behaviour is dogs not being under control.

11.3.2 Arson

There have been several reports of arson over the years, with small fires in the woodland area, bins 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 (PSPO)

Well behaved dogs are very much welcomed within this popular family Park, with a dog exclusion zone in place for the junior 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, in connection with fouling on public land. The Parks Team have received Assertiveness Training, and Canine Behaviour Awareness Training in order 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' order covering Beacon Park has since expired. Replacing DPP's with 'Public Space Protection Orders'. There are no plans to introduce a PSPO in Beacon Park in relation to drinking, at the moment as 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 liaise with potential group drinkers reminding of being in a family environment, using a positive approach. Along with notifying 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 discovered is removed immediately if no contact details are available. 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 is the perimeter of the car parks, 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. However, evidence of larger scale aerosols has been witnessed in the past. Graffiti crime is 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, linked to groups drinking within the Park. 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; members of the Team judge the situation and try to calm matters to resolve the situation. 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.



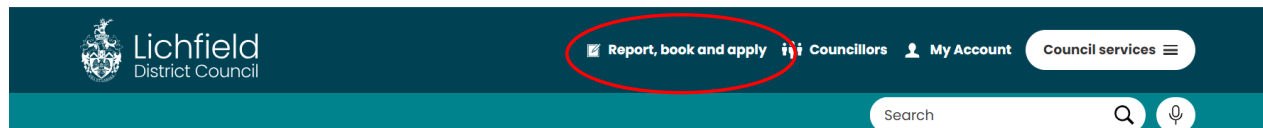
Phones are manned 7 days a week and connection to out of hours.01543 308867



Email parks@lichfielddc.gpv.uk



Online reporting at [Lichfield District Council - Homepage](#) This logs cases on a system called Jadu, accessible to the council to update and review.



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 in an attempt 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 of 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 complaint's procedure.

All the information provided by customers during the process is treated confidential, protected under the Data Protection Act 1998 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
- Beacon Park Village residents and trees
- Cars and people
- Sports and passive recreation
- Dog walkers / children's play area / golfers
- Drinking in Public Place Order / Licensed events

11.6 Byelaws

Beacon Park is covered by several byelaws. These were last amended in 1971. The main drawbacks are currently a prohibition on cycling in the Park, a lack of byelaws against public fires, metal detecting and drones.

A summary of the byelaws is listed (legal definitions can only be determined by the full byelaws):

- No climbing permitted on fences, barriers, railing and posts
- No removal or displacement of any furniture on site.
- No livestock or beast of burden to be brought on site without prior agreement.
- No vehicles on site including cars, bicycles, and motorcycles, except when previously agreed
- No wilful damage to the Park or anything within the Park
- No removal of plants or other material from site
- No bathing in, wading or washing in the waterways or intentional polluting of water
- No disturbance or endangerment of wildlife.
- All dogs must be under proper control and not disturb waterfowl
- No games or sports other than in designated areas and ensure these don't interfere with others enjoyment of the Park.

- Not to play sports on ground if unsuitable and will cause damage.
- Not to erect any structure in the Park.
- No items to be sold on site without agreement of the Council

There is currently a penalty fine of £100 following conviction. The Parks Team do not have the ability to enforce the bylaws. Many offences cross over with criminal law and would therefore be dealt with appropriately. A summary of the Park byelaws is available for public information on on-site notice boards.

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”

Groups from Trinity Specialist College, Sutton Coldfield attend twice a week, in addition a selection of pupils from Queen’s Croft school High School. The hours volunteered by the students go towards their Duke of Edinburgh award and helps students learn the skills for the workplace. The students have a range of special educational needs and work through various tasks such as leaf collection, weeding, planting and litter picking.

During 2018 and 2019 Parks worked in partnership with Lichfield Cathedral to create a very popular Peace Woodland. Nearly all our volunteers from various groups were involved.

We have regular joint conservation events with local group Burton Conservation Volunteers who bring a wealth of experience including 25 years as a group.

CPCG- please see below information in 12.1 regarding CPCG volunteers.

We run an annual thank you event that invites all volunteers to come and enjoy a few hours of games, quizzes, and refreshments, which provides an excellent opportunity for the volunteers to network and showcasing their projects.

There are many other groups we work with including, residents’ associations, Friends of group, the Canal Trust, Mens Shed, Transition Lichfield, Litter Legends and Local charities.

We collate volunteer data, demonstrating the valuable asset to 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 a wildlife pond, a bug hotel, loggery and a pond dipping platform at Beacon Park. With over 100 people on the mailing list and over 400 hours of volunteering completed over the past year, 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 now able to use a range of power tools and provide emergency first aid.

12.2 Volunteer Statistics

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	344	7,552

SECTION 13.0 EVENTS PROGRAMME

Beacon Park hosts several large events throughout the year, attracting over 60,000 people each year. The majority of these events are run by external groups, with the council facilitating and assisting to varying degrees. These include Cars in the Park and the historic Lichfield Bower. Lichfield Proms in Beacon Park is organised and managed by various officers from Lichfield District Council. Proms is a large high-profile event attracting an audience of up to 15,000, providing a free classical music concert and fireworks finale, free of charge. Fuse Festival is a weekend of music and craft for all the family organised by a local charitable organisation.



These events are important for the Park and provide tourism income to the City and a boost to the local economy. Attracting thousands of visitors from around the country, giving Parks the opportunity to promote further events and activities.

Many of the events have been running for several years, however, it is vital that the Event Officers ensure the stringent checks are in place and the roles of the parks staff are clearly defined.

A careful balance between the number of events and the impact on the Park is required. There is currently a condensed period of events through the summer months and the provision of any additional large events would be considered taking into wear and tear on the park. .

The Community and Education Officer, along with the Event Officers produce an annual events programme, 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.

A regular series of smaller events has been introduced, which have proved to be very successful.

Due to the number, scale, and fluidity of event bookings within Beacon Park a 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 14.0 EDUCATION

The councils Community and Education Officer, based within the Parks Team delivers an array of educational areas based around the environment and historical themes, along with working towards elements of the council's health and wellbeing strategy. A range of educational tools have been developed to assist with self-led/home schooled education to bespoke educational themes to suit schools/Ofsted structure, where possible.

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. Covering schools, volunteers, work experience and lifelong learning. Developing core education activities which are appealing to schools, but also provide activities that are attractive to harder to reach groups. A unique selling point is the Park itself, its history, biodiversity, and outdoor space.

In order to increase the number of schools visiting the historic Parks for formal education purposes, the Community and Education Officer has developed and will continue to progress.

- ✓ a school booking system
- ✓ a dedicated school information leaflet
- ✓ promotes the service the Parks have to offer through a variety of media
- ✓ developed several school packs linking into the national curriculum at various key stages.

SECTION 15.0 MARKETING

Lichfield District attracts 2.65 million visitors each year, with sightseeing being one of the most common reasons for visiting. The Park is seen as a visitor attraction, highly listed as one of the reasons to visit Lichfield.

There is a joint approach to marketing within Lichfield District Council, wherein Parks and Operational Services work in partnership with the Tourism Team to develop and coordinate marketing material produced within the city. This includes the councils in-house Communications Team which offers graphic design and PR.

The Communications Team also assists with the development of a dedicated website www.lichfieldhistoricparks.co.uk. Keeping the site up to date for existing and potential visitors to the Park.

Leaflets of guided walks (available to download or as a hard copy) and podcasts of the guided walks have been produced to provide accessible information about the Park. Available on the web at [Audio tour – Lichfield Historic Parks](#)

We have access to social media offerings on the council Facebook, X, Instagram and Youtube channels, along with partnerships with VisitLichfield and the FoLHP Facebook page.



15.1 Marketing and Communications Plan

A 'Marketing and Communications Plan' has been produced to highlight areas for improvement to both increase visitors and revenue for the Parks. This has led to several marketing strategies, such as 'Rapid Round Golf' to increase income, whilst increasing awareness of the Park and improving the visitor experience.

This has also led to a second tier of leaflets being highlighted to provide information for visitors, including the following:

- 📄 Memorial items within parks
- 📄 Hire of the Park for events
- 📄 Parties
- 📄 Schools' parties / education visits
- 📄 Schools' sports and activities booking
- 📄 Sports information – Football / Bowls / Golf / Tennis
- 📄 Friends of Lichfield Parks Project
- 📄 Volunteering Opportunities in parks

SECTION 16.0 MANAGEMENT

Beacon Park is owned and managed by Lichfield District Council, within the Operations, Regulation and Enforcement Directorate. The Parks Team contributes towards the Directorate Service Plan, with various actions outlined feeding into the Councils yearly action plan and financial forecast.

The parks department also cover various other parks in the district within the Parks Management remit, in addition to Beacon Park, which consists of approximately 1,500 acres 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.

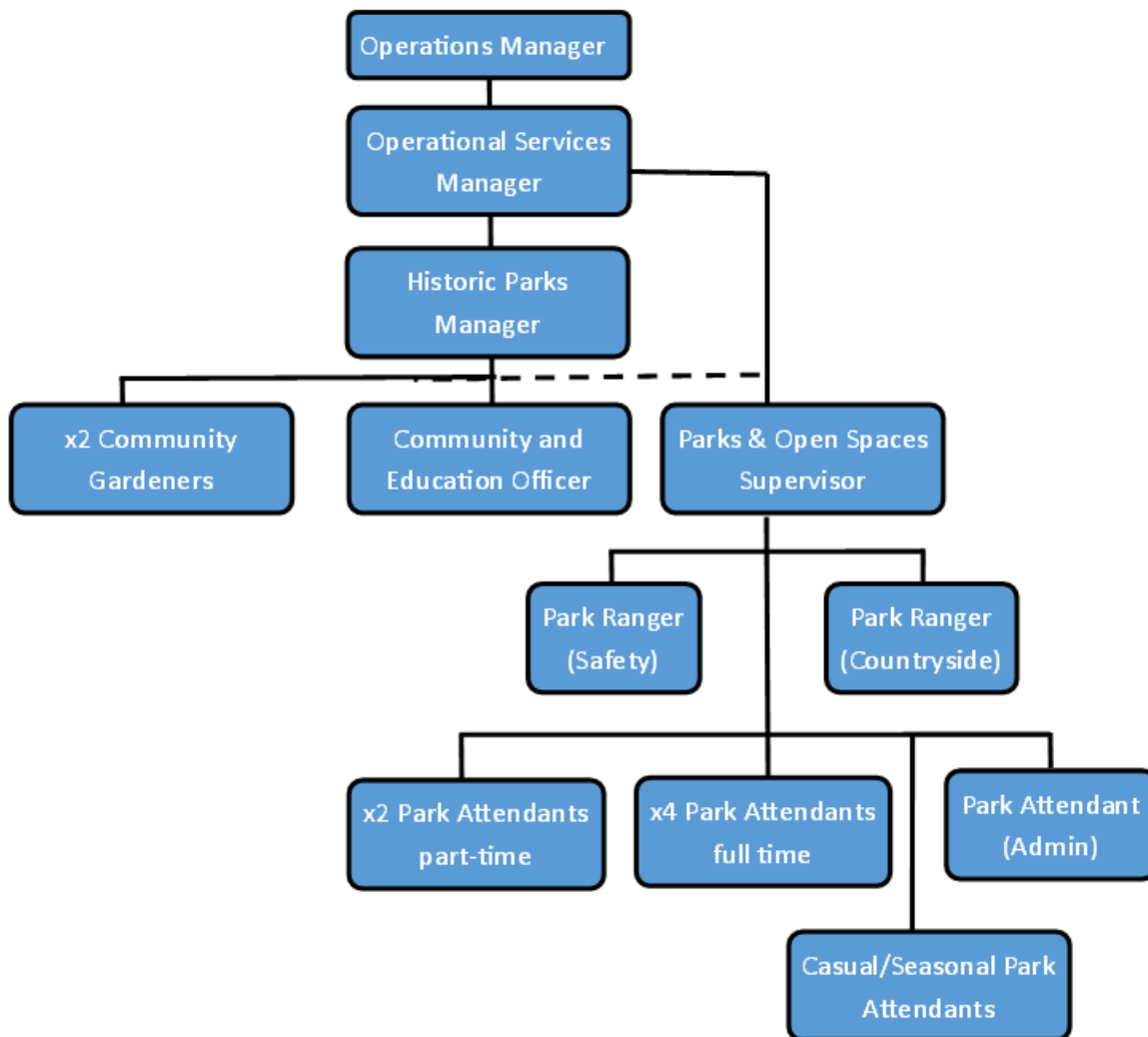


FIGURE 7: Current structure for the Parks Section Nov 2024

16.1.1 Historic Parks Manager

Beacon Park is managed by the Historic Parks Manager, who directly manages the Team, ensuring this Management and Maintenance Plan is followed and updated, along with various council policies and procedures, whilst also covering other parks in the ownership of Lichfield District Council.

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 three 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
- Park Ranger (Events and Marketing) assists the Events Officer and administrative elements within parks.

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, to undertake horticultural works within the ornamental garden 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

Beacon Park historically employs several casual staff over the summer months and occasionally through the winter, assisting with the cleanliness of the Parks, cashier duties 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 Events Officer – Communications Team

Responsible for overseeing and developing the events portfolio, income generation and the Marketing & Communication Plan.

16.1.9 Health and Wellbeing Activator – Health and Wellbeing Team

A Health and Wellbeing Activator role, based within the Wellbeing Team, promoting 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

Grounds maintenance matters are undertaken by the councils Grounds Maintenance Team (the direct labour section within the District Council) delivering an agreed specification, with various items retained by the Parks Team to complete. 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 the occasional bouts of pest issues, including rats, wasps, moles, and rabbits. Working alongside the Council's Environmental Health Team and various contractors, methods of removal, are put into place, when 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. Parks (CG) = Community Gardeners in Parks Team					
Area	Code	Item	Description	Annual Frequency	Service Area
Pool and Brook Area	A3	Grass	Cut Grass, leave 0.5m around pool edge	16	GM
	A10	Strimming	Strimming around obstacles	16	GM
	A10a	Strimming Linear	0.5 Strip around pool. July - Oct	2	GM
	B1	Litter	Litter collection	362	Parks
	B6	Litter - Sluice x4	Clear sluice of litter and debris	260	Parks
	B3	Dog Waste Bins	Check and Empty if required	104	Parks
	B4	Litterbins	Check and Empty if required	362	Parks
	M2	Pool	Clear floating litter from pool	6	Parks
		Life rings	Check and secure/replace, as needed	365	Parks
	D1	Shrub Beds	Shrub Maintenance	1 (tbc)	Parks
	D2	Shrub Beds	Hoeing	8 (tbc)	Parks
	D3	Shrub Beds	Pruning Formal	2 (tbc)	Parks
	A10a	Streamside vegetation	Strim streamside vegetation 1/3 annually	1	Parks
	M2	Repaint Fingerpost every 5 years, pr as needed		0.2	Parks
	M2	Repaint Lamppost every 5 years, or as needed		0.2	Parks
	M1a	Repaint railings / bridge every 5 years, or as needed		0.2	Parks
	M2	Dredge Pool / Brook approx. every 20yrs, or as needed		0.1	Parks
	M1a	Sweep surface of new bridge, weed removal		52	Parks
Museum Gardens	A6	Grass	Cut and collect	32	Parks (CG)
	A9	Grass Edging	Edge beds	12	Parks (CG)
	A9a	Grass Edging	Edge footpaths by Hand	4	Parks (CG)
	B1	Litter	Litter collection	260	Parks
	B3	Dog Waste Bins	Check and Empty if required	104	Parks
	B4	Litter bin	Check and Empty if required	260	Parks
	B5	Leaves	Removal of Leaves	3	Parks (CG)
	C1	Flower, Prep	Rotavate (609m2)	1	Parks (CG)
	C2	Flower, Manure	Add Manure (609m2)	1	Parks (CG)

Service Area Key GM = Grounds Maintenance Team. Parks = Park Rangers/Attendants. Parks (CG) = Community Gardeners in Parks Team					
Area	Code	Item	Description	Annual Frequency	Service Area
	C3	Flower, Planting	Spring and Summer Bedding (609m2)	2	Parks (CG)
	C3a	Flower, Planting	Spring and Summer Bedding (609m2)	2	Parks (CG)
	C4	Flower, Bed Maint	Hoe and Weed (609m2)	10	Parks (CG)
	C5	Flower, Removal	Plant Removal (609m2)	2	Parks (CG)
	C6	Bulb Planting	Planting (609m2)	1	Parks (CG)
	C6a	Bulb Planting	Planting (609m2)	1	Parks (CG)
	C7a	Flower, Watering	Water Beds (609m2)	20	Parks (CG)
	D1	Shrub	Fork Maintenance	1	Parks (CG)
	D2	Shrub	Hoeing	8	Parks (CG)
	D3	Shrub	Formal Pruning	2	Parks (CG)
	E2	Hedges 30 & 80 x 2	Cut Hedges	2	Parks (CG)
	K1	Epicormic removal	Lime Trees in museum Gardens	2	Parks (CG)
	M2	Repaint Fingerpost every 5 years, or as needed		0.2	Parks
	M2	Repaint Lamppost every 5 years, or as needed		0.2	Parks
	M1a	Repaint Bollards every 5 years, or as needed		0.2	Parks
	M1	Fountain - Inspect, Clean daily, or as needed		362	Parks
	M3	Fountain - Open up / Close		2	Parks
	M1a	Annual Inspection, Clean and Repairs to Fountain		1	Parks
	M1a	Annual Inspection, Clean to Statues, or as needed		1	Parks
	M1a	Re-wax / treat Statues every 5 years, or as needed		0.2	Parks
	M2	Paint Railings every 5 years around Kiosk patio area		0.2	Parks
	M2	Paint main and secondary gates every 5 year, or as needed		0.2	Parks
	M1a	Paint benches every 5 years, or as needed		0.2	Parks
	M1a	Clean Paving/Patio area by catering kiosk annually		1	Parks
	TBC	Maintenance of Paths		2	Parks
	M1a	Planting Troughs on wall (Bird Street)		2	Parks (CG)
	M1a	Watering Troughs on wall (Bird Street)		50	Parks (CG)
	M1a	Maintenance / stain wooden fence side of main drive		0.2	Parks
Tennis and Rock Pool Area (Museum Gardens)	A3	Grass	General Cutting	16	Parks (CG)
	A6	Grass	Cut and collect	32	Parks (CG)
	A9	Grass	Edge beds	12	Parks (CG)
	B1	Litter	Litter collection	260	Parks
	B4	Litter Bins	Check and Empty if required	260	Parks
	B3	Dog Waste Bin	Check and Empty if required	104	Parks
	B5	Leaves	Removal of Leaves	3	Parks (CG)
	M1a	Tennis Court	Sweep Area	2	Parks
	B8	Litter	Remove litter/weed @ tennis courts	12	Parks (CG)
	C1	Flower beds	Preparation (197m2)	1	Parks (CG)
	C2	Flower beds	Manure (197m2)	1	Parks (CG)
	C3	Flower, Planting	Planting (197m2)	2	Parks (CG)
	C3a	Flower, Planting	Planting (197m2)	2	Parks (CG)
	C4	Flower beds	Maintenance (197m2)	10	Parks (CG)
	C5	Flower beds	Ripping out (197m2)	2	Parks (CG)
	C6	Bulb Planting	Planting (197m2)	1	Parks (CG)

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Area	Code	Item	Description	Annual Frequency	Service Area
	C6a	Bulb Planting	Planting (197m2)	1	Parks (CG)
	C7a	Flower beds	Watering (197m2)	20	Parks (CG)
	M1a	Pool	Clean out pool, cut back vegetation / general plant maintenance	3	Parks (CG)
	D1	Shrubs	Fork Maintenance	1	Parks (CG)
	D2	Shrubs	Hoeing	8	Parks (CG)
	D3	Shrubs	Pruning Formal	2	Parks (CG)
	E2	Hedges	Cut hedges	2	Parks (CG)
	D2a	Weed Control	Paved area by pool	3	Parks (CG)
	M2	Repaint Fingerpost every 5 years, or as needed		0.2	Parks
	M2	Repaint Lamppost every 5 years, or as needed		0.2	Parks
	M1a	Paint benches every 5 years, or as needed		0.2	Parks
	M1a	Paint Railings every 5 years, or as needed		0.2	Parks
Bowling Greens & Surrounding Areas	A4	Grass	Cut Greens	84	Ext BPBGMC
	A6	Grass	Cut and Collect amenity areas	32	Parks (CG)
	A10b	Grass	Strim streamside vegetation, below hedges and around obstacles	16	Parks (CG)
	A9	Grass	Edge beds	12	Parks (CG)
	A9b	Grass Edging	Edge footpaths	8	Parks (CG)
	B1	Litter	Litter collection	260	Parks
	B4	Litter Bins	Check and Empty if required	260	Parks
	B5	Leaves	Removal of Leaves	3	Parks (CG)
	B6	Sluice	Clear Sluice	260	Parks
	B8	Litter / Weeds	Remove litter and Weeds from bowling grips	36	Ext BPBGMC
	D1	Shrubs	Fork Maintenance	1	Parks (CG)
	D1	Shrubs	Fork Maint - Herbaceous gardens	1	Parks (CG)
	D2	Shrubs	Hoeing	8	Parks (CG)
	D2	Shrubs	Hoeing Herbaceous gardens	8	Parks (CG)
	D3	Herbaceous	Formal Pruning	2	Parks (CG)
	D3	Shrubs	Formal Pruning	2	Parks (CG)
	D4	Rose wall	Tie back	4	Parks (CG)
	E2	Hedge	Cut Hedge around the Bowling Green	2	Parks (CG)
	F1	Green x 2	Deep Scarify	1	Ext BPBGMC
	F1	Green x 2	Light Scarify	7	Ext BPBGMC
	F2	Green x 2	Aeration, Fine Tines	11	Ext BPBGMC
	F2	Green x 2	Solidtine	0.5	Ext BPBGMC
	F2a	Green x 2	Hollowtine	0.5	Ext BPBGMC
	F3	Green x 2	Brushing	104	Ext BPBGMC
	F4	Green, x 2	Apply Top dress—Solid	0.5	Ext BPBGMC
	F4	Green, x 2	Apply Top dress—Hollow	0.5	Ext BPBGMC
	F4a	Green x 2	Top dress—Hollow / Solid Crown 1, 1346m2 + Crown 2 910m2 = {2256m2}	1	Ext BPBGMC
	F6	Green x 2	Renovate / Seeding	1	Ext BPBGMC

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Area	Code	Item	Description	Annual Frequency	Service Area
	F7	Green x 2	Feeding	2	Ext BPBGMC
	F8	Green x 2	Fungicide / worm treat	3	Ext BPBGMC
	F8	Greens x 2	Pest control	1	Ext BPBGMC
	F8	Greens x 2	Selective weed treatment	2	Ext BPBGMC
	F8	Greens x 2	Moss treatment	1	Ext BPBGMC
	H3	Weed Control	Slabs by Discovery Hub	3	Parks
	M1	Stream	Clearing stream bed	3	Parks
	M2	Repaint Fingerpost every 5 years, or as needed		0.2	Parks
	M2	Repaint Lamppost every 5 years, or as needed		0.2	Parks
	M1a	Repaint Culvert fence and Bollard every 5 years, or as needed		0.2	Parks
	M1a	Paint benches every 5 years, or as needed		0.2	Parks
	M2	Irrigation System	Start-up / Close-down / Annual Maintenance	1	Ext BPBGMC
Community Garden	E1	Hedge	annual cut (inaccessible areas for tractor driven hedge cutter)	1	Parks (CG)
Football Pitches & Event Area	A1	Grass	Football pitch mowing	16	GM
	A3	Grass	General mowing of amenity grass average 16 cuts	16	GM
	A10	Strimming	Strim round obstacles	12	GM
	B1	Litter	Litter collection	260	Parks
	B4	Litter bins	Check and Empty if required	104	Parks
	B3	Dog bins	Check and Empty if required	104	Parks
	B5	Leaves -removed from grassed area	Leaves collected and removed twice per year during October and November	3	GM
	D1	Shrubs	Fork maintain, Rhododendron area	1	Parks (CG)
	D2	Shrubs	Hoeing Rhododendron area	4	Parks (CG)
	D3	Shrubs	Pruning Formal Rhododendron area	1	Parks (CG)
	D2a	Shrubs	Weed control Shrub bed, Car Park	2	Parks
	D2b	Shrubs	Woodchip top up bed by car Park	1	Parks
	D3a	Shrubs	Pruning Shaping bed by Car Park	1	Parks
	E1	Hedges	Top and sides to be cut back between November and March	1	GM
	G1,2,3	Football pitches	Spiking, Rolling, and Harrowing of 6 no. Football pitches	20	GM
	G4	Football pitches	Apply Top dressing with approved sand 20 tonnes per pitch Sept onwards.	2	GM
	G4a	Football pitches	Top dress with approved sand 20 tonnes per pitch September onwards.	2	GM
	G5	Football - Mark	Mark 6. no Pitches once per week through football season (Sept to May)	40	GM
	G5a	Pitch Initial Mark	Initial mark out of 6. no football pitches	1	GM
	G6	Football pitches	Fertiliser and Reseed	1	GM
	G6l	Football pitches	Fertiliser and Reseed (rate per pitch)	1	GM
	G6a	Goal mouth renovation	Cultivate / Level, fertilize and seed goal mouths.	1	GM

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Area	Code	Item	Description	Annual Frequency	Service Area
	G7	Goal Posts	Erect, Remove and Paint football posts	1	GM
	G8	Feeding	Spring and Autumn feeding	2	GM
	H2	Ash/Gravel Surfaces	Chemical control of Hoggin Paths	1	GM
	M2	Repaint Fingerpost every 5 years, or as needed		0.2	Parks
	M2	Repaint Lamppost every 5 years, or as needed		0.2	Parks
	M1a	Repaint Railings every 5 years, or as needed		0.2	Parks
	M1a	Repaint barriers every 5 years, or as needed		0.2	Parks
	M1a	Empty silt trap		1	Parks
Woodland	A3	Grass	General mowing along footpaths	16	GM
	A7	Grass	Conservation cut woodland edge	8	Parks
	A10a	Strimming	Cut nettles along pathway	16	Parks
	B1	Litter	Litter collection	52	Parks
	B3	Dog Bins	Check and Empty if required	104	Parks
	E1	Hedges,	Top/sides cut back between Nov & Mar	1	GM
	M1a	Painting Bridge every 5 years		0.2	Parks
Bunkers Hill (Football Pitches and Event Area)	A3	Grass	General mowing of amenity grass	16	GM
	B1	Litter	Remove all litter from site	104	Parks
	E1	Hedges	Cut Hedges	1	GM
	M1a	Repaint fence and barriers every 5 years, or as needed		0.2	Parks
Golf Course	A3	Grass	General mowing of amenity grass	32	GM
	A3	Grass	General grass cut – Peace Woodland	32	GM
	A2	Grass	Fairway cut	32	GM
	A4	Grass	Greens, Crazy Golf	84	GM
	A7	Grass	Conservation cut	1	GM
	A9	Grass Edging -	Manually edge bunkers	12	Parks
	B1	Litter	Litter collection	52	Parks
	B1	Litter pick edges of golf course	Deep litter pick into hedges etc	2	Parks
	B3	Dog Bins	Check and Empty if required	104	Parks
	B4	Litter Bins	Check and Empty if required	362	Parks
	D	Shrubs	Hand pull weed shrub beds	3	Parks
	D2b	Shrubs	Woodchip top up	1	Parks
	D3a	Shrubs	Pruning, Shaping	2	Parks
	F1	Greens	Scarify (Deep Scarify) 3752m2	1	GM
	F1	Greens	Scarify (Light Scarify) 3752m2	7	GM
	F2	Greens	Aeration, Fine Tines 3752m2	11	GM
	F2	Greens	Solid tine 3752m2	0.5	GM
	F2a	Greens	Aeration hollow time 3752m2	0.5	GM
	F3	Greens	Brushing 3752m2	156	GM
	F4	Greens	Top dressing (Labour and vehicles) 3752m2	1	GM
	F4a	Greens	Top dressing (materials) 3752m2	1	GM
	F6	Greens	Renovate, seed, 3752m2	1	GM
	F7	Greens	Feeding / Fertilizer 3752m2	2	GM

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Area	Code	Item	Description	Annual Frequency	Service Area
	F8	Greens	Essential spraying, Moss x2, Pest x1, Fungicide / worm x3, Selective x2	6	GM
	F10	Greens	Hole relocation	26	GM
	F11	Greens	Golf Bunker & Boules Maintenance, Raking	260	Parks
	F11a	Greens	Golf Bunker Top up Labour	1	Parks
	F11b	Greens	Golf Bunker Top up Materials	1	GM
	H3	Weed Control	Weed pulling, around crazy golf	2	Parks
	M1	Tees	Clean - sweep off	1	Parks
	M1	Tees	Clean - re-paint	1	Parks
	A10a	Streamside vegetation	One third cut	1	Parks
	M1a	Irrigation System	Start-up / Close down / Annual Maintenance	1	Parks
	M1a	Paint concrete posts & brickwork around crazy golf, every 5 years		0.2	Parks
Play Area	A3	Grass	General open spaces average 16 cuts	16	GM
	A6	Grass	Cut and collect, inside play area	32	GM
	A9b	Grass	Edge pathways	4	GM
	A10	Grass	Strimming objects	16	GM
	A10a	Grass	Strim round play equipment, as needed	16	GM
	B1	Litter	Litter collection	362	Parks
	B3	Dog bins	Check and Empty if required	104	Parks
	B4	Bins	Check and Empty if required	362	Parks
		Life rings	Checked re-secured/replaced if needed	36	
	B5	Leaves	Remove from grass area Oct / Nov	3	GM
	D1	Shrub	Fork Maintenance	1	Parks
	D2	Shrub	Hoeing	8	Parks
	D3	Shrub	Formal Pruning	2	Parks
	E1	Hedge	Cut Hedges (Around Shaw Lane Car Park)	1	GM
	H1	Safety Bark	Rake 103m2	26	Parks
	H1a	Safety Bark	Aeration 103m2	26	Parks
	H1b	Safety Bark	Top up (Labour) 103m2	1	Parks
	H1bb	Safety Bark	Top up (Materials) 103m2	1	Parks
	H1c	Safety Sand	Rake (inc previous bark areas)	52	Parks
	H1d	Safety Sand	Top up (Labour) (inc previous bark areas) Approx 526m2	1	Parks
	H1e	Safety Sand	Top up (Approx 526m2)	1	Parks
	H	Ash Surfaces	Strim/hand pull weed encroachment	2	GM
	H6	Sand Pit & Beach	Rake	52	Parks
	H6a	Sand Pit & Beach	Top up, Sand (Approx 230m2)	1	Parks
	H6b	Sand Pit & Beach	Top up, Sand (Approx 230m2)	1	Parks
	M2	Repaint Lamppost every 5 years		0.2	Parks
	M1a	Re-stain fences every 5 years		0.2	Parks

Service Area Key					
GM = Grounds Maintenance Team. Parks = Park Rangers/Attendants. Parks (CG) = Community Gardeners in Parks Team					
Area	Code	Item	Description	Annual Frequency	Service Area
	M1a	Repaint Shaw Lane gate every 5 years, or as needed		0.2	Parks
	M1a	Repaint Benches every 5 years, or as needed		0.2	Parks
	M5	Tree Works	Lift Trees to 3m	1	Parks
	M5	Tree Works	Remove Basal Growth	1	Parks
Roadway / Pathways	A9b	Grass Edging	Mechanical edging	1	GM
	B7	Road Sweeping	Mechanical Road Sweeping	52	GM
	M1a	Gritting	Gritting, as required weather dependant	TBC	Parks

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 a number of items identified above, ensuring all areas/items are addressed.

The Community Gardeners are employed directly on a full-time basis by the Parks Section. The Community Gardeners are responsible for the care and maintenance of the Community Garden area, assist with groundworks in the Park, along with a strong community focus.

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

With the exception of the large scale composting bays, waste is currently removed from site via.

- LDC Recycling Team – Mainly office recycling, linked to the household recycling scheme
- Skip hire company – taken to Energy Recovery Facility (ERF) generating energy from waste
[Energy Recovery Facility in Staffordshire | Veolia Staffordshire](#)
- Metal waste is taken to a recycling centre in exchange for credits against skip hire.

17.4.1 General Litter Removal

Litter bins are emptied daily, and the site litter picked, and all waste transferred to the compound area each morning.

17.5 Dog Waste

Dog waste bins are currently emptied three times per week by the Park staff; however, this system is flexible in order to meet demand. All dog waste is disposed of via the park skip.

The park is covered by a PSPO for dog control. Patrols are programmed by the EH 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 Team, Operational Services or an external waste disposal firm, if identified as asbestos. In all cases an Accident and Incident form is completed and recorded in order to identify trends and reporting 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 staff, 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 councils 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 i.e., reservoir works
External funding (Local grants)	Swinfen Broun Trust Conduit Lands Trust Rotary Club Listed Buildings Grant Local Parish Council grants and CIL
External funding (National and Regional grants)	Forestry Commission English Heritage Aggregates Levy Landfill Tax
Revenue from activities	Golf, mini cars, boats, bouncy castle, donkey rides, tennis, crazy golf, bowls/football pitches and various trails
Sponsorship	Flowerbeds Specific events Benches Bins Historic structures Trees and shrubs
Hiring the Park for more activities	Events – Park Hire Wedding photos Children’s Parties Team building days Conferences.
Leases	Pavilion Offices Scout Hut Café Kiosk

18.2 Sports Charges

The prices of ‘pay to play’ and seasonal charges are determined each year by the Corporate Director.

18.3 License Fees

Beacon Park holds a Premises License which permits regulated 'licensable activities' to take place on site, including the provision of entertainment, plays and music for public events.

Beacon Park does not hold a Television Licence.

PRS and PPL licences are purchased directly by the organisation booking and organising public events when the need arises.

Beacon Park also holds a licenced radio communication system which is due for renewal 5 yearly, which is recorded in **Appendix F**.

SECTION 19.0 HEALTH AND SAFETY

Public safety on the 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

Beacon Park is inspected by the Parks Team. The play area is checked weekly, with life rings, sluices and water bodies checked daily.

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 councils 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 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. Staff have also received further training in Paediatrics and Mental Health.



The First Aid Provision is checked and restocked monthly by the Parks Team.

Beacon Park has two defibrillators; one located in the team office, which is accessible for staff, and one implemented by the bowling club on the exterior of the Discovery Hub, both of which are registered with the ambulance service. Training is provided for all staff, and various stakeholders within the park, including Friends Group and members of the bowling clubs.

In 2023 various staff members received stab training in conjunction with the Knife Angel statue being displayed in Lichfield, following this stab kits are now also available in Beacon Park.

19.3 Lost Children

There are occasions when children become separated from the parents within the Park, the Team will assist in a search. The child always takes priority and, if not found within 10 minutes, the Police are notified. Staff will always be accompanied by either another member of staff or adult in searching for the child. Should the child have been separated from their parents/guardian, again a member of staff

will be accompanied by a colleague or adult, in assessing the situation and assist with a search. Assistance for back up and the onsite Team are notified of the situation on each occasion. Further procedures are put into place for specialist events as part of the event/activity risk assessment.

19.4 Insurance

The District Councils 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.

19.5 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.

19.6 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.

19.6.1 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.

A Woodland Management Plan is in place which sits alongside this Management and Maintenance Plan to provide a more comprehensive long-term plan for the management of the woodland.

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 councils Accident and Incident forms and followed up by H&S if necessary.

19.6.2 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, in September, 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 of 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.

19.6.3 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.

19.6.4 Water Inspections

All showers and hot water equipment within the Parks facilities are inspected and tested as part of Corporate Landlord Division.

19.6.5 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**.

19.7 Partnership Safety

The Parks Team work closely with several agencies promoting safer Parks and educating the public. Assisting the Fire Brigade with training exercises by utilising Beacon Park pool. Also, the police have utilised buildings for dog training exercises in the past.

- Fire and water safety support during the hot summer months including BBQ's, bathing in open water, and smoking during dry weather.
- Water safety/frozen water guidance and support during the winter period.
- Fire Service training on deploying water saving devices.
- Working with the Police educating health implications from drinking alcohol during the hot weather.
- Carrying out ice patrols, along with the Police and Fire Bridge

19.8 Complying with Legislation

19.8.1 Freedom of information

The 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.

19.8.2 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.

19.8.3 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

19.8.4 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 [Councils policy](#).

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

All agencies and individuals organising activities on Beacon 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, with the exception of 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.



19.8.5 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 objectives of this policy is 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 Councils 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, 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 values, alongside a 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 joint partnership with Staffordshire County Council with an online e-training programme.

SECTION 23.0 SUSTAINABILITY

A pump is fitted to extract water from Leomansley brook for the irrigation on the golf course, programmed to ensure extractions rates comply with Environment Agency legislation.

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 and energy use. 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.

Green fingered events also use peat free compost.

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

All domestic recyclable waste from the offices i.e., paper, cardboard, plastic, cans, and glass is recycled and collected by Lichfield District Council recycling waste Team monthly. The Parks staff segregate recyclable and general waste, creating a recycling hub in the compound, recycle bins are then emptied as part of the household waste collections. A recycling point, housing standard wheelie bins has been installed in the play area.

Recycling is always a priority in Parks and ventures are always considered and delivered where appropriate, i.e., a bird box event made from old, recycled pallets, play equipment made from old park machinery (tractor) and fallen trees, old bark safer surfacing from the play area used on woodland

footpaths. Various events held organised by the Community Education Officer also use recycled items including bottle tops, milk bottles, egg boxes and even old safety boots for bird boxes.

Water butts are located in the Community Garden, which also act as educational tools.

A large-scale composting area is available at Bunkers Hill for all green waste on site, including ornamental and sports grass cuttings, leaf fall and small brash. Larger brash is chipped and re-used on site within the woodland areas etc.

All public events are encouraged to recycle; the Lichfield District Council waste team provide recycling wheelie bins.

Waste metal is taken to a local recycling centre in exchange for credit for skip hire.

23.4 Energy Use

The utility bills are paid via a central payment system, benefitting from Staffordshire County Council tariffs. All utility readings are processed through an energy auditing agency website and smart meters. The parks team read and submit readings for the few without smart meters, ensuring accurate bills and avoiding estimates. There is a continued emphasis on reducing energy and wastage on site.

Timed lighting has been installed where practical within the new sections of the buildings whereby the lighting switches off automatically when no movement is sensed. Plus, energy efficient lighting has been installed within the new buildings and continue to be installed when/where possible, as part of the maintenance programme within pre-2011 buildings.

A solar sensor has been fitted to control the street lighting in areas controlled/linked to the parks service, resulting in eliminating the need to manually adjust with the time and potentially reduce electricity costs.

23.5 Water

The golf course is watered using an automatic watering system located in the compound area. Watering occurs at night to reduce evaporation. A pump has been installed to fill the golf irrigation tank which is set up to extract no more than twenty cubic metres from the Brook, being exempt from obtaining an Environment Agency license. Grounds Maintenance utilise this area are also keen to develop sustainable practices in the Park.

The bowling greens have the benefit of an automatic watering system, set up for during the night, which again reduces evaporation, plus possible misuse and tampering during the day.

Water butts collect rainwater from the greenhouse roof in the Community Garden.

The fountain in Museum Gardens is fitted with an auto top up, sensing low water levels it purely extracts the minimum needed from the mains water supply, but during heavy rainfall this is not required.

The park has several external water points for events/park use, with adapted fittings approved by the water board. There's several urinals, toilets, and showers on site, some of which have water saving devices fitted.

The Corporate Landlord Section are developing further carbon reduction improvements i.e., upgrading taps etc.

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 Channel Shift.
- 7.0 Manage accessibility on site.
- 8.0 Register and record site furniture details.
- 9.0 Manage Statues, Structures & Memorials MMP.
- 10.0 Manage site inspection records.
- 11.0 Energy and service provision on the park.
- 12.0 Seek further opportunities of sustainability.
- 13.0 Manage Woodland Management Plan.
- 14.0 Develop tree programme on site including tree software.
- 15.0 Continue to review Grounds Maintenance specification on site.
- 16.0 Work in Partnership with the Biodiversity Team to enhance Biodiversity on site.
- 17.0 Community engagement and involvement in parks.
- 18.0 Work with fellow Officers to manage Marketing and Communication on site.
- 19.0 Work with fellow Officers to ensure delivery of a varied events programme.
- 20.0 Identify opportunities to further enhance leisure facilities and opportunities on site.
- 21.0 Continue to promote community safety.

24.2 Green Flag status

Aiming to achieve Green Flag status again, Beacon Park first achieved the standard 2011 until 2017, as part of the Heritage Lottery Funding. Re-applying from 2024 to this day, to re-promote the 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)
- Byelaws
- Operational Services Service Plan
- Protecting children and vulnerable adult's executive summary

FIGURES

- Figure 1 : MMP Document Structure
- Figure 2 : Linear Park Map
- Figure 3 : Ward Map
- Figure 4 : Stakeholder Diagram
- Figure 5 : LDC Land Ownership
- Figure 6 : Public Rights of Way
- Figure 7 : Revised Staffing Structure

Appendix A - Beacon Park Action Plan

Management / Green Flag Aim	Outcome	2025	2026	2027	2028	2029
1.0 A Welcoming Place						
AccessAble data	Site to be re-surveyed by AccessAble and included on national website					
Equal access	Promote online bookings/reporting	✓				
Peace Woodland route	Appropriate signage to woodland	✓				
Golf course boundary path	Continue to improved access/accessible footpath	✓				
Site signage	Review suite of signs - still fit for purpose, appropriate & necessary					
2.0 Heathy, Safe and Secure						
Benches	To enhance wheelchair provision alongside new benches	✓				
Healthy Activities	H&W to deliver various Park activities I,e, Tai , Chi, Boxing, Archery	✓				
Contractors	Ensure contractors on site maintain standards, issuing permits	✓				
Healthy Activities	Installation of Padle Courts	⇒				
Healthy Activities	Refurbished crazy golf	⇒				
Healthy Activities	Accessible bouncer for all	⇒				
Healthy Activities	Shaded/sheltered area installed	⇒				
3.0 Well Maintained and Clean						
Health & Safety	Signs, posters and staff noticeboard up-to-date	✓				
Tree Procedure	To update Procedure & webpage following initial survey	✓				
Swinfen Broun Memorial	Friends Group members kindly maintaining memorial area	✓				
Leomansley Stream	Env Project to replant reeds to filter storm water entering pool	✓				
External Tree Inspections	To procure external inspector in line with Procurement Procedures					
External Tree Surgeons	Procure team of external tree contractors in line with Procurement					
Health & Safety	Updated Council H&S policy shared /on display	✓				
Tree planting	To review tree stock and plan re planting	✓				

Buildings	Corporate Landlord to attend to pavilion maintenance items	✓				
4.0 Environmental Management						
Peat use	To ensure seasonal bedding supplier uses peat free compost	✓				
Tenders	Environmental impact inclusion within tenders	✓				
Carbon Reduction	To be part of the councils Carbon Reduction programme	✓				
Waste Minimisation	Introduce/enhance office/in-house recycling	✓				
Carbon Reduction	Taps and hand dryers - Corporate Landlord Division	LWMTS				
Peat use	To ingrain 'peat free' including events, new plants/trees	✓				
Chemical Use	Continue with chemical free site	✓				
Chemical Use	Develop Reducing Pesticides in Parks strategy	✓				
Waste	Improve recycle opportunities	✓				
Bio-security	Develop a bio-security strategy		✓			
5.0 Biodiversity, Landscape & Heritage						
Biodiversity	Create wildlife hibernacula's in Community Garden area					
Biodiversity	Strengthen eroded poolside with new coir rolls					
Inaturalist	Link survey to webpage, show sightings & encourage others to use.	✓				
Heritage	Form History Club/Group	⇒				
Site findings	Log/record findings, add to website	RP				
Tree planting programme	Draft tree replacement scheme	✓				
Biodiversity Offsetting	Collate corporate opportunities	LWMTS				
Horticulture	Enhance stumpery and fernery	✓				
Biodiversity	Create Mini Nature Reserve.	LWMTS				
Biodiversity	Monitor, survey and record biodiversity findings	LWMTS				
Heritage	Apply for Green Flag Heritage award	✓				

6.0 Community Involvement						
Friends Group	Facilitate/attend meetings	✓				
Friends Group	Park/event involvement	✓				
Community Group	Assist Litter Legends to facilitate open days, when required	✓				
Visitor Surveys	Promote surveys wider to achieve more data, including non-users	LWMTS				
Community Garden area	Create Community space for wellbeing opportunities	✓				
Community Garden area	Create opportunity for Food Partnership involvement	✓				
Garden Tourism	Install larger plant labels					
Garden Tourism	To create gardener walk and talk event	✓				
7.0 Marketing and Communication						
Marketing	Develop updated Events & Marketing plan	Comms				
Social media	Share social media posts	✓				
Huq	Review data, looking at trends to develop E&M Plan	✓				
Marketing and Promotion	Working with Visitor Economy Network link campaigns with parks	✓				
8.0 Management						
Management Plan 2025-29	Update MMP as needed	✓				
Green Flag	Make application and update documents accordingly	✓				
Council Policies	Review policies covering parks, include in MMP	✓				
Management Plan	Ensure RA and OP covered in more detail in new MMP	✓				
Green Flag	Engage team with Green Flag awareness/presentation	✓				
Procurement	To renew Tree Inspection contract					
Procurement	To renew Tree Surgeon contract.					
procurement	To renew seasonal concession - water activities					
Procurement	To refresh seasonal concessions - dry side					
Green Flag	Review judges feedback for improvements	✓				