

2020 - 2030



Memorial Park Management Plan

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Luton

A. Foreword

Luton's greenspaces contribute to delivering our 2020-2040 vision for the town - to achieve a healthy, fair and sustainable town, where everyone can thrive and no-one has to live in poverty.

Luton 2020-2040 is a town-wide vision built around a single-unifying mission for everyone in Luton – to ensure that everyone in our town has the opportunity to thrive and no-one has to live in poverty. Poverty and inequality are at the heart of some of the most significant challenges in Luton.

The value of greenspace has been reinforced during the coronavirus pandemic with Luton's parks, children's play and countryside areas seeing a huge increase in use.

We know that well maintained parks attract people, business and investment to the town. They are socially inclusive spaces providing free access to opportunities for recreation, mental relaxation and just maintaining our health and well-being through being in the great outdoors.

Our greenspaces also contribute to the climate change agenda providing eco-system services to benefit the community. These range from large expanses of grassland that accommodate surface water run-off to trees and shrubs that capture carbon and remove pollutants from the air that we breathe.

The Stockwood Park landscape, its history and veteran trees provide a true sense of place to the local community and provides a place where friends and families can meet with the space required to take exercise in a natural setting while easily observing social distancing.

This management plan, produced with the help of our partners and the local community sets out the current vision for the park and includes information about the local context, history and make-up of the park. In pursuit of excellence, the Luton Parks and Countryside Service manage the park to meet standards set out in the Green Flag Award's Raising the Standard Manual - the nationally recognised quality indicator for parks and green space.

All this is why, as a council, we are committed to protecting and improving our high quality greenspaces.

I would like to thank everyone who has taken the time to contribute to consultations and park user surveys which have informed this management plan for Stockwood Park.

I hope that you continue to enjoy the park and all that it has to offer.

Mark Fowler
Chief Executive, Luton Council



B. Background



Memorial Park serves the community of Luton and in particular, residents of the Farley Ward. It is situated in the south of the town and the facilities provided within Memorial Park compliment those of Stockwood Park; the largest of Luton's District Parks which is situated nearby.

Memorial Park is a designated Neighbourhood Park and in 2010, was included within the Built Environment Conservation Area along with the local list both of which give the park a higher level of protection under Planning law.

Neighbourhood Parks accommodate some or all of the following:

- Provide relief from the built environment for residents
- Offer a range of facilities (passive or reactive recreation) in relation to demographic and cultural characteristics of the neighbourhood
- Equipped with play provision
- Serve as a social and recreational focus point to local residents
- Access to a managed natural environment

In order to fully accommodate all of the requirements listed above, neighbourhood parks should ideally be a minimum of 2 hectares in size. Memorial Park is 4.34, one of Luton's largest Neighbourhood Parks. In order to preserve the character and heritage value of this site, careful management of conflicting uses is required. This ensures an appropriate balance of provision for the local community whilst protecting heritage features within the park.

Memorial Park also comes under the category of Parks and Gardens due to its horticultural areas and significant landscaping of Victorian style. With Stockwood Park being close by, there is no longer a need for sports such as golf, horse riding and rugby within this park as it can all be accessed there which in turn has lessened the need to provide organised robust games provision.

Some of the recreational features of the park include a Bowling Green and tennis courts, along with heritage features such as herbaceous borders which provide a different experience to other Luton Neighbourhood and District parks.

The friends of Memorial Park and Kidney Wood contribute to safety and security issues as they devised a car park gate-locking scheme. This is managed on a rota whereby the gates are locked at dusk and since this was introduced, there has been a significant decrease in anti-social behaviour.

C. The Purpose of the Plan

Luton Borough Council's Parks and Countryside Service has prepared this plan to:-

- ✓ Ensure that a co-ordinated approach is taken to the development and management of Memorial Park in line with emerging needs.
- ✓ Identify and address who is responsible for certain aspects of management.
- ✓ Identify, discuss and resolve issues relating to park infrastructure, park users and available resources.
- ✓ To ensure future development of the park preserves the heritage value and meets with the needs of the local community.
- ✓ Provide a benchmark against which delivery and performance of the identified objectives can be measured.
- ✓ To promote the application of the Green Flag standards across the borough and therefore raising the standards overall.
- ✓ To increase the number of green spaces suitable for a Green Flag Award application.
- ✓ Meets the requirements of a wide audience including the Friends Group, Parks maintenance teams, LBC Planners and Neighbourhood Services Officers, local residents and Green Flag Judges.

This Management and Development Plan has been written as a 'working document' that brings together all the information relating to Memorial Park for use by those involved in its management. It is written in a manner to allow access for both the expert and non-expert and will be revised on an annual basis and the Management Plan will be subject to a re-write in 2023. It includes information about the history, nature and make-up of the park, standards of maintenance to be achieved and future development issues.

Luton Borough Council's Parks and Countryside Service is responsible for the management and maintenance of the park. The service is committed to achieving the Green Flag Standard as laid out in the Raising the Standard manual.

The Parks Management Team, Parks Officers and Chargehands have all received training in the Green Flag criteria similar to that provided to Green Flag Judges to ensure that they are familiar with the standards required.

D. History of the Site

Sir Julius Wernher purchased the Luton Hoo estate and the Manor of Luton from Madame de Falbe around 1903. Sir Julius carried out substantial renovation works to the manor and greatly improved the grounds. Sir Julius died in 1912 and the estate passed to Lady Ludlow.

Lady Ludlow presented the park to the people of Luton on 12th June 1920 in memory of her son, Alex Piggott Werner who was killed in action during the first World War (1916). Lady Ludlow unveiled the war memorial to her son which is located in a central position in the park at a ceremony on 10th December 1922 and the site was officially named Luton Hoo Memorial Park.



Council records state that the area was purchased under the Statutory Powers of the Public Health Acts. The description provided in the Deeds is 15 Cutenhoe Road - Land at r/o (Memorial Park) Park Land.

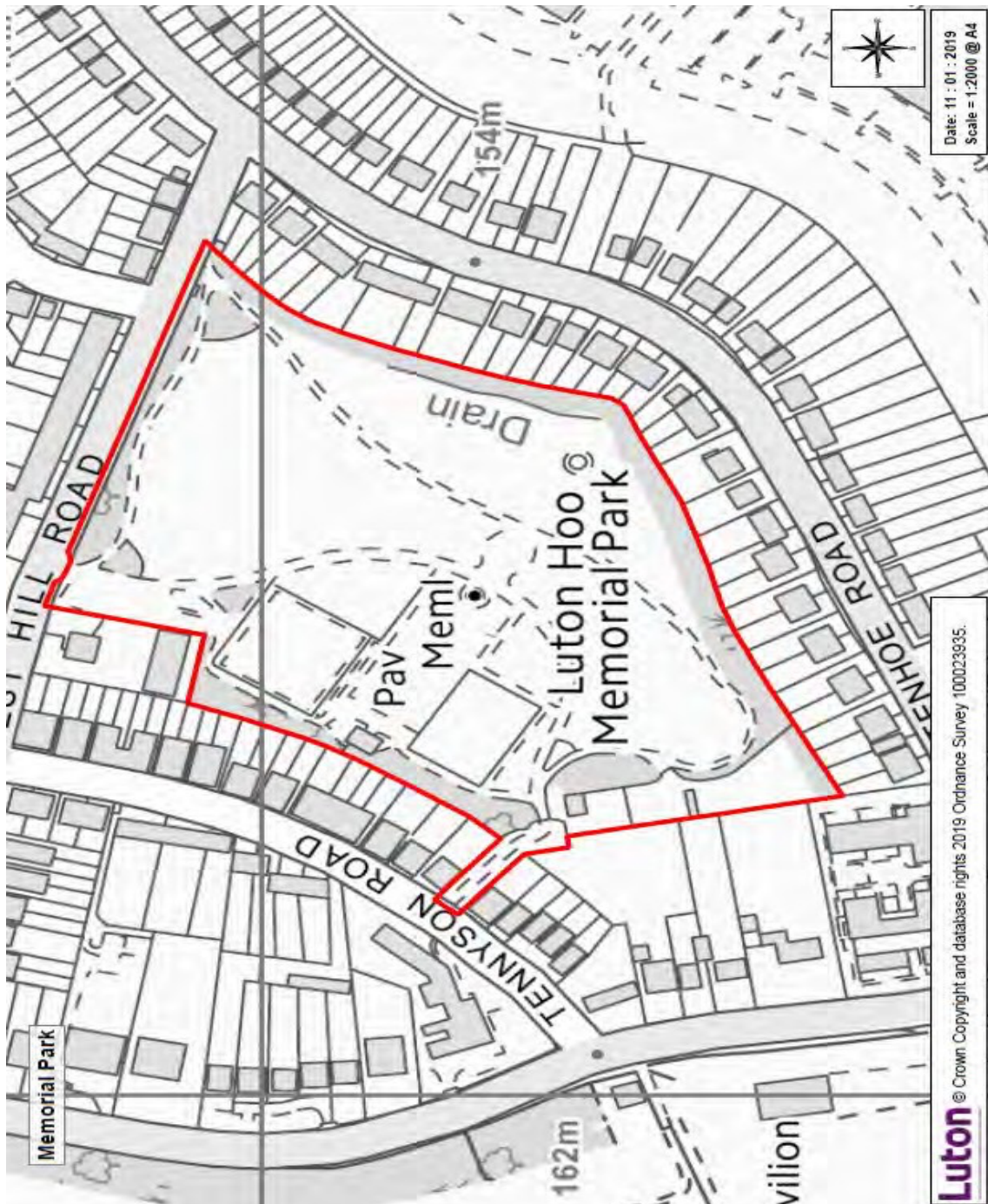
Council minutes from 1922 and 1923 provide information that helps to paint a picture of the park environment at that time. These suggest that the original park benefited from a range of facilities, considered at the time to improve public health including a bandstand, tearoom, glasshouses, a shelter and public toilets.

Other interesting snippets from the Council records help to complete a picture of activity at the park during this period, for example

- On 17th October 1922 S. Burr, gardener at Wardown Park was placed in charge of Luton Hoo Memorial Park at the recommendation of the Parks Superintendent.
- Luton Corporation constructed the Southern and Northern entrances to the park from Tennyson Road in 1923 at a cost of £830
- Park security in 1923 was provided through a Park Constable employed at the site and Messrs. Dudley and Johnston Ltd were invited to sell refreshments in the Memorial Park until 23rd June 1923.
- In the same year the "serials" Costume Concert Party were permitted to give concerts at The Memorial Park bandstand, which is described as a teak structure constructed by A. Cole Ltd at a cost of £899.

Regular park users who can remember the park from their youth suggest that other features included a pitch and putt, an ornamental rockery and a reflective garden area and promenade adjacent to the Memorial.

It is interesting that today after many years of decline when many of these types of facilities and features have been lost; there is much support to return them to Britain's Parks. It is widely acknowledged that good quality parks and public places are central to the issues such as health, employment and economic prosperity.



E. Site Location

Directions to the Site from M1

Leave the M1 at Junction 10. At the first roundabout after leaving the motorway, take the first exit into London Road.

Continue along London Road with Stockwood Park Golf Course on your left. Take the second right after the traffic lights into West Hill Road. The car park is on your right just past the water tower.

F. Vision Statement

Memorial Park should provide a high quality, well maintained and safe open space which provides the facilities required of a Neighbourhood Park while keeping and restoring as far as possible the original park design which is set in the Parks and Gardens style.

The vision is of a park with high levels of community involvement through an active friends of the park group. A park is highly regarded by the local community who recognise the benefits of the park in providing space for a range of healthy pursuits and appreciate the contribution of the park to local heritage.

Future development of Memorial Park should seek to restore elements of the park, ensure good spatial quality and design and improve on-site information, taking into consideration the heritage nature of this site.

The site should be developed to encourage use for a range of healthy pursuits and to provide enjoyment for local people and visitors of all ages and abilities.

The vision includes the provision of a high quality play experience for a range of age groups, which should not extend to more than 10% of the total area in order to preserve the spatial quality and cultural heritage of the park.

G. Brief to the Management of the Park

The Parks and Countryside Service which is part of Luton Borough Council's Inclusive Economy Directorate manage and maintain parks, open spaces and outdoor sports provision in Luton.

We maintain all of our parks and opens spaces to the standards laid out in the Green Space Quality Manual provided by the London Benchmarking Group to which we subscribe (A copy of this can be provided upon request).

The manual is a guidance document to assist with the setting, maintaining and improving quality standards across our parks and although it is not a technical manual, it is aimed at using common sense principles.

Memorial Park bowling green is made wheelchair accessible

In April 2005 work commenced to make access improvements to the bowling green. This has involved some tricky and innovative solutions to the borough engineers to ensure that ramps and access improvements meet legal requirements without disrupting the surface of the bowling green or the requirements for play.

This makes Memorial Park one of the first outdoor bowling greens in the country to be fully accessible to wheelchairs.

The site has a fully accessible toilet facility which is opened when the green is in use however parking space is limited therefore please contact Parks Sports on 01582 546735 for full information on how to make use of this facility.

Close type required

Club News

For information about how to join Luton Wheel Bowling Club please contact:

Mr Bennett
Luton Wheel Bowling Club
Telephone 01582 546735

Forthcoming Events

Take a stroll in the park with Luton's Community Walkers. Last year Luton Borough Council received funding from the Office of the Deputy Prime Minister to provide Community Walkers to patrol a number of Luton's parks. The walkers have been well received by local people with a number of letters sent to the Parks Manager in support of the scheme.

The council are now seeking funding to extend the service to cover Memorial Park.

We would like to invite you to come and meet our Community Walkers to discuss this role and take an accompanied stroll around the park on Wednesday 15 June (weather permitting). If the weather is unsuitable a reserve date has been set for the following week, Wednesday 22 June.

For further information please contact Bill Copley, Parks and Countryside Officer, telephone 01582 546734.

Congratulations to our person of the year!

Regular visitors to the park may recognise Janice who looks after the bowling green, however they may not realise just what a talented person Janice is. Janice is the only student EVER to be awarded the Principal Award at Oxford's College where she has studied and achieved BVO qualifications in Sports and Management. The Principal Award is normally awarded to employees or organisations.

Do you agree with the Vision for Memorial Park?

Vision Statement

Memorial Park should provide a high quality and well maintained open space which provides the facilities required of a Neighbourhood Park, while keeping and restoring as far as possible the original park design which is set in the Parks and Gardens style.

The vision is of a Park with high levels of community involvement through an active friends of the park or specific park user group. A Park highly regarded by the local community who recognise the benefits of the park in providing space for a range of healthy pursuits and appreciate the contribution of the Park to local heritage.

Future development of Memorial Park should ensure good spatial quality and design taking into consideration the heritage nature of the site. The site should be developed to encourage use for a range of healthy pursuits and to provide enjoyment for local people and visitors of all ages and abilities. The vision includes the provision of a high quality play experience for a range of age groups, which should not extend to more than 10% of the total area in order to preserve the spatial quality and cultural heritage of the Park.

☐ Yes I agree with the Vision
☐ No I do not agree with the Vision
If you do not agree please state why:

Please fill in the above form and return it to:
Luton Council
Development and Business Parks
One, Central Square
Environment and Regeneration
Luton Park Office

If you need this in large print, on tape or in
other special format call 01582 546735

ENVIRONMENT & REGENERATION

creating a sustainable future

H. Mission Statement for the Parks and Countryside Service

The Parks and Countryside Service is committed to creating and maintaining a safe, healthy and clean environment within the parks, facilities and open space provision in Luton and to improving both the quality of the environment, the recreational amenities and the enhancement of the lives of those who live and work within the borough.

The service seeks to ensure that all its activities have regard and are referenced to Luton Borough Council's Corporate Objectives and Vision.

The aims of the Parks and Countryside Service are to:

- Plan, develop and promote a diverse and balanced leisure use, achieving the maximum benefit for all parks and open space users.
 - Conserve and enhance the natural environment and ecological balance in parks taking into account the sustainable needs of the environment and wider community.
 - Provide excellent and best value services to all customers.
 - Increase, broaden and encourage community involvement and participation in the planning and managing of parks facilities, increasing significantly public awareness of the value of parks.
 - Understand and response to issues of public safety and community concern that relate to parks.
 - Maximise support for park development and maintenance through external funding opportunities.
- Provide adequate levels and distribution of parks and open spaces.

I. Aims and Purposes of the Site

Memorial Park provides the local community with an area of aesthetically pleasing open space which offers free access to opportunities for pursuit of a range of outdoor leisure and social activities. It provides a place for local people of all ages and levels of ability to meet, walk, sit, play, enjoy attractive landscaping and experience the natural environment.

The strategic plan for provision identifies that Memorial Park should offer the following range of quality open space facilities to local households within a 300 metre radius:

Large open area of grassland to accommodate informal recreation:

Children's play area

Bowling Green

Quality seasonal floral displays or landscaping Teenage provision

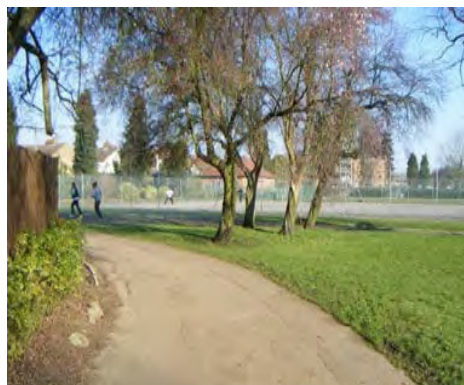
Quiet areas for contemplation Seating

Circulation path Natural

area

Car parking facilities

9



It is acknowledged that unlike other neighbourhood parks, the heritage and educational value of this site has the potential to attract visitors from further afield than the local catchment area and therefore accessibility and on-site interpretation is of the utmost importance.

1.0 A WELCOMING PLACE

Luton Borough Council takes pride in their parks and open spaces and strives to ensure Memorial Park is a welcoming place for local people and visitors to the town. The park offers the opportunity to host large events throughout the year.

1.1 Welcome

Analysis of the Park Users online survey reports that 97% of the people that use the site visit it more than once a week and 3% visit the park 2 or 3 times a year. This suggests that the site is perceived to be a welcoming place. The survey also indicates that people are encouraged to return on a regular basis.

1.2 Good and Safe Access

The User Survey also shows that 14% of visitors to Memorial Park find it easy to get around and 80% found the park very easy to get around. There were no negative comments about the park.

Sustrans is a UK charity which assists in helping people choose a healthier lifestyle and co-ordinate Luton health walks which occasionally run from the town centre and through Memorial Park. Memorial Park was chosen as part of their route due to its ease of access and walking route.

1.3 Graffiti Removal

As part of our aim to make the borough safe, green and clean, we are committed to removing graffiti as soon as practicable. If the graffiti is of a racist or offensive nature, this is removed within 24 hours of it being reported. If it is too large for our Playground Technicians, the Central Street Cleansing Team removes it.

Graffiti is removed without the use of chemicals to minimise impact on the environment.

1.4 Signage

Interpretation and directional signage are inspected periodically as part of our infrastructure remit to keep it clean and legible. The noticeboard in Memorial Park is kept up-to-date by the Friends of the Park as well as the Parks and Countryside Service.

1.5 Pathways

Pathways are inspected on an annual basis and a programme of maintenance is created to ensure repairs to defects are carried out.

1.6 Equal Access for All

An access audit undertaken by the borough engineers and the Bushmead Disabled Bowling Association identified the green as one of two facilities in the borough, which could provide a suitable venue for disabled bowling. Works were undertaken to make the green and surrounding park more accessible and funding of £38,000 was achieved from the council's capital scheme to fund the project.

The park is now identified as a priority to ensuring site in providing accessible outdoor bowling facilities in Luton and the resident club are taking on additional responsibilities in relation to the pavilion building.

2.0 HEALTHY, SAFE AND SECURE

Health and safety is a high priority to ensuring that all visitors to our parks feel safe and secure when using our facilities.

Council staff working in parks and green spaces are clearly identifiable by their council uniform. This helps with the perception of safety and security.

An employee of the Luton Cultural Trust is a resident at the lodge house carries out daily surveillance duties. This and the gate locking in the evening by Friends of the Park provides a measure of security and a visible presence in the park

The majority of people currently feel safe when using the park as reflected in our online Park Users survey.

2.1 Child Protection

Luton Borough Council has a safeguarding policy and training programme that all staff are encouraged to attend.



All personnel likely to come into contact with children or vulnerable adults are DBS checked and a copy of their certificate is held on their personnel file.

For this group of employees safeguarding training is mandatory.

2.2 Protection Against Unauthorised Encampments

There is a height restriction barrier at the entrances to the park on West Hill Road and Tennyson Road to protect the park from unauthorised access.

Local residents of the park (also members of the Friends of Memorial Park) close the barrier at dusk each evening. If contractors wish to gain access to carry out work, they have to obtain barrier key(s) from the Parks and Countryside Service prior to their attendance.

In addition to this, there is also a concrete block at the entrances to deter any further groups illegally gaining access to the park.

2.3 Health & Safety Policies

Luton Borough Council takes a proactive and comprehensive approach to the management of health and safety in parks including:-

- Every employee reads and signs the Council's Health and Safety Policy.
- Training needs are identified via Personal Performance Assessments (Appraisal) and training implemented.
- Employees undergo health checks including hand and arm vibration assessments and hearing tests.
- A Lone Working policy is in place to protect employees

2.4 Legislative Issues

The Parks and Countryside Service must take account of the requirement to ensure that a number of statutory duties are undertaken:-

- **The councils duty to ensure Health and Safety in relation to Parks and Open Spaces**
This includes tree inspections, play site inspections, inspection of grounds within the Parks responsibility.
- **The council as a principal litter authority has a statutory duty to undertake cleansing activities under Section 89 of the Environmental Protection Act 1990.**

In addition there is a requirement to comply with the following LEGISLATIVE ISSUES:

- COSHH (Control of Substances Hazardous to Health)
- Pesticide Legislation
- Planning Policy Guidance 17
- New European Playground Standards (BS EN 1176, BS EN 1177)
- Reduction in Green Waste Targets
- Disability Discrimination Act (DDA)
- Race Relations Amendments Act

2.5 Appropriate Provision of Quality Facilities and Activities

Our playgrounds are inspected according to Playground Standards, maintenance and health and safety, carry out regular play area inspections which are recorded on our Down To Earth Play database which holds a record of all play equipment, specifications records of damaged/broken equipment and surfacing.

All issues raised are recorded on the council's reporting system (APP also known as Flare) and the issues are assigned to the relevant officer for a response where the area is then either repaired or the area is made safe.

Community led events are encouraged and supported with the risk Assessment procedures required.

2.6 Safe Equipment and Facilities

Play area inspections are carried out quarterly by our Playground Technicians who inspect each piece of equipment for remedial works as required.

All of our play equipment meets the European Standard for play equipment (EN1176) and our play area surfaces meet the European Standard for play surfacing (EN1177).

Members of the public can report issues with play and other equipment by contacting our Customer Services department on 01582 546000, via our mobile app at <https://m.luton.gov.uk/Page/Show/Environment/Pages/Report-a-street-care-or-cleaning-problem.aspx> or twitter at @lutonboroughcouncil.

Regular inspections are carried out of the parks buildings. Inspections include repair issues, tests for Legionella and checking fire alarms.

2.7 Community & Personal Security

Parks and Countryside Service staff provide an important visible presence on site and carrying out their maintenance work.

In addition to this, Luton Borough Council have local Police Safer Neighbourhood Teams and a Neighbourhood Enforcement Team who have community safety accredited powers (the first in Bedfordshire).

Their role is to ensure residents and visitors respect the local environment including our parks and open spaces and provide additional support in areas where anti-social behaviour has been identified.

2.7.1 Local Problems

Although the park has a good level of natural surveillance, a number of local problems continue to affect the way in which the park is managed. A number of the park trees were vandalised by local youths, a situation which has reduced with the assistance of the local community police, Neighbourhood Enforcement Team and officers from the Parks and Countryside Service.

The local Dog Wardens offer assistance, providing an education and enforcement role in relation to dog fouling and the need to keep dogs under control. If there is an increase in dog fouling, the Dog Wardens increase their levels of visits to the park.



2.8 Control of Dogs/Dog Fouling

The Parks and Countryside Service has a dedicated litter crew who are also responsible for emptying dog waste bins. This task is carried out on a weekly basis and at the weekends during the summer months.



Park users are made aware of the fines for allowing their dog to foul and are increasingly proactive in terms of using the dog bins that are site. The council's Enforcement Officers utilise the Keep Britain Tidy campaign materials to reduce the number of incidents.

3.0 WELL MAINTAINED AND CLEAN

As a service we take pride in our parks and green spaces and therefore like to ensure they are well maintained and clean at all times.

Evidence from the Park User Survey has shown that 81% of the people that visit the site find the standard of cleanliness fair or above and comments received include "The park keepers do an amazing job, beautiful and peaceful park" and "The park is one of the best in the town".

3.1 Litter and Waste Management

Luton Borough Council has a Waste Management Strategy (2016-2026) which is adhered to by the Parks and Countryside Service. During the summer months, the Parks and Countryside Service has a dedicated litter team who empty park bins including at weekends.

Luton Borough Council is committed to recycling 100% of its green waste and are making efforts to reduce waste and energy consumption with the introduction of an on-site composting facility and water butts at the park.

3.2 Horticultural Maintenance

Maintenance standards are carried out in accordance with the Green Space Quality manual (2024) published by the London Parks Benchmarking Group.

Results from the online survey show that visitors perceive the maintenance of flowers and shrubs to be of a good standard.

The hedgerow survey found in the appendices identifies and maps hedgerows and relics of original hedgerows. These are protected by the Parks and Countryside Service maintenance teams.

3.3 Arboricultural Maintenance

The Parks and Countryside Service are responsible for the management and maintenance of the council's tree stock. The strategic approach to tree management is currently subject of review. It is policy that **all** trees on council owned property are deemed to be protected. The council's Arboricultural Officer only recommends removal where there is a health and safety concern.

The service utilises a computerised tree management system (Arbortrack) to assist in the management of the town's tree stock. The system is linked to a Graphical Information System (GIS). Tree inspections are recorded on site via hand held tablets.

The Parks and Countryside Service are currently working closely with Treework Environmental to review the Luton Tree Strategy in order to align more closely with the Environment/Climate Change Strategy. A draft of this strategy is now complete.

The park currently comprises of trees varying in age between young to mature but it is recommended that work to develop a bold structure of mixed age trees be undertaken including the removal of trees that have been planted which will undermine the spatial quality of the site. A number of false acacias have been removed from the avenue in 2015 and the service is discussing how to fund replacements with the Friends of the Park.

A copy of the tree report taken from Arbortrack can be found in the appendices.

3.4 Building and Infrastructure Maintenance

3.4.1 Building Maintenance - Council buildings in Parks are managed via the council's Property and Construction department and is the responsibility of the Parks and Countryside Service in-house team to ensure they are clean and well maintained.

Regular checks are carried out to ensure buildings are safe and secure and carries out regular testing of the water, heaters and other elements of the maintenance check.

3.4.2 Infrastructure Maintenance – All play areas are regularly checked by our Playground Technicians as outlined above (2.1 Appropriate Provision of Quality Facilities and Activities). These inspections allow the Parks and Countryside Service to provide a continued high standard of safety and cleanliness as well as extending the life expectancy of the equipment.

A full and up to date list of play equipment and specifications is held by the Parks and Countryside Service Playground Technicians who undertake regular inspections in line with the Play Area Inspection procedure laid out in the Parks and Countryside Service Quality Management System. A copy of the inspection sheet is shown over the page.



Existing facilities and equipment at Memorial Park include:-

- Circulation Path (Tarmac)
- Gates (Custom Designed)
- Lodge house (LISTED)
- War Memorial (Granite)
- Fencing (Various)
- Seating
- Bowling Green
- Bowls Pavilion
- Tennis Courts
- General Park Areas
- Car Parking (Including disabled parking bays) (Tarmac)
- Community garden
- Potting shed/mess room

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The Play Inspection sheet below is part of the audited ISO9001-2018 Quality Management System and provides the asset list of play equipment

INSPECTION/ACTION SHEET FOR PLAY SITES LUTON BOROUGH COUNCIL		DATE TIME INSPECTOR SITE No: 12. Memorial Park	
PLAY COMPONENT & SAFETY SURFACE	SAFE & SECURE	FAULT	IMMEDIATE ACTION TAKEN
1. Approach to Site			
2. Signs			
3. Gates			
4. Fencing			
5. Bins			
6. Seats			
7. Surfacing Tarmac			
8. Wet Pour			
9. Swings (1 x Bay) (2 x Flat)			
10. Swings (1 Bay) (2 x Cradle)			
11. Basket Swing Buddy Nest			
12. Module – Junior Hagen Grace			
12A. Attached Slide			
13. Module – Toddler Steel Builder			
13A. Attached Slide			
14. See-Saw Pondo			
15. Spring Rockers (x3) a) Cray Nellie b) Ziggy c) Gorilla			
16. Spinner/Steps Dance Circuit			

17. Roundabout Pedal Roundabout			
18. Roundabout Teacup Twister			
19. Mobilius			
20. Toadstool Table			
21.			
22.			
23.			
24.			
25.			

Sheet Checked

Date:

ITEM	RECTIFICATION	WORK COMPLETED	DATE	NOTES

VANDALISM
COST

ITEM	Additional Comments

A full list of specifications for equipment to aid the Play Area Maintenance Team is held electronically in the DTE Play Management System.

All of the above equipment meets the EN 1176 standard and are installed on coloured wet pour which meets the EN 1177 standard.

3.5 Equipment Maintenance

Well maintained equipment is critical to the health and safety of our operatives, users of the park.

- All staff are appropriately trained in the use and maintenance of equipment.
- Risk assessments are in place for all equipment and are updated where required. These are accessible to all personnel and held in the head office.
- Machinery is only operated by trained staff.
- All staff wear the appropriate uniform and personal protective equipment whilst at work.
- Vehicles and machinery are maintained to a high standard by our Fleet Department in order to prevent inefficient running and potential leaks of harmful substances
- Fuel and other materials are secured and stored in agreed storage containers/areas.

4.0 ENVIRONMENTAL MANAGEMENT

4.1 Managing Environmental Impact

The Parks and Countryside Service has regard to the council's Corporate Policy, their Environmental Strategy and to a number of other key documents including:-

- Bedfordshire and Luton Biodiversity Action Plan (BAP)
www.bedscape.org.uk/BRMC/newsite/index.php?c=bedslife_bap

The Parks and Countryside Service continues to work to meet the requirements of these key documents by minimising the impact of the service on the environment. Where possible, parks vehicle use low sulphur diesel products which have reduced levels of particulates. The service now uses battery powered machinery where practicable.

4.2 Chemical Use

The Parks and Countryside Service no longer uses herbicides and pesticides in the general park maintenance regime and where chemical application is required it is done so in strict accordance with the manufacturer's recommendations.

An agronomist report undertaken to further reduce the use of chemicals on the bowling green resulted in the removal of a thick hedge around the green to enable air flow across the playing surface to improve the sward.

4.3 Peat Use

The Parks and Countryside Service avoids using peat or products containing peat wherever possible.

5.0 BIODIVERSITY, LANDSCAPE AND HERITAGE



Photograph copyrighted to the Francis Frith Collection

These photographs show the Lodge within Memorial Park and its landscape in 1924 (left) and in 2017 (right). The Lodge has retained its original characteristics and heritage value and the park is now protected by a Built Environment Conservation Area designation..



Photograph provided by Geograph.org.uk.

5.1 Management of Natural Features, Wild Fauna and Flora

5.1.1 Wildlife

The park supports a wealth of knowledge with sighting reports to include:-

- Foxes
- Bats
- Blue Tits
- Great Tits
- Coal Tits
- Chaffinch
- Robins
- Long tailed tits
- Owls
- A Sparrow Hawk
- Woodpecker
- Green Woodpecker
- Pigeons
- Doves

A wildlife/bird study prepared by the late Alex Hines is included in the appendices.

Bird boxes and bat boxes constructed by local children have been installed at various locations around the park to encourage birds and bats to nest and roost. These were surveyed last year.

5.2 Conservation of Landscape Features



Memorial Park, original part of the Luton Hoo Estate is located in the Luton South Conservation Area (designated in 2010). This designation helps to preserve the heritage, landscape and architecture.

As a result new developments around the boundary of the park and to the Bailey Hill Water Tower (Grade II listed building) is in keeping with the historic environment.

5.2.1 Centenary Fields Programme

In 2014 Fields in Trust launches the Centenary Fields Programme enabling local authorities and other landowners to protect valuable green space with links to World War I with a new higher level of planning designation.

5.3 Conservation of Buildings and Structures

5.3.1 War Memorial

The war memorial structure is made from granite stone and set in a lawned area, edged with granite kerbings in the centre of the park.

In 2017, a successful application was made to the War Memorials Trust for funding where the Parks and Countryside Service received £2,700 towards the restoration of the war memorial. Luton Borough Council's Parks and Countryside Service was awarded the maximum funding of 75% towards the costs.



The contractor, Independent Memorial Inspection (IMI) was commissioned to carry out the works. On 6th November 2017 work which included cleaning of the structure with Super-Heated Water Treatment System (DOFF Style), the surface of the cenotaph, plinth, steps and wreath as well as removing organic growth, moss and detritus was carried out. The inscription on the front of the structure which had been barely visible and difficult to read was also repainted.

The works were carried out as advised by the War Memorials Trust without the use of chemicals. The structure is listed on War Memorials Online (reference WMO202308).

In September 2020, following the nomination by the War Memorial Trust it was agreed by Historic England that this would now be a Grade II Listed monument. The group were also responsible for the funding of a duplicate bronze mould of the swag at the time of the memorial's restoration in 2017.

6.0 COMMUNITY INVOLVEMENT AND LEVELS OF USE

Luton Borough Council is committed to involving the local community and providing opportunities for local people to participate and feed into the management decision making process.

The Parks and Countryside Service also has an online customer perception survey which informs management. This information is invaluable to the service as it provides feedback in relation to the needs of the community.

The friends of Memorial Park and Kidney Wood have been a great asset, contributing to the management planning process, helping to review management plans, secure funding to resolve local problems, develop new projects and run community events.

Other opportunities include:



Members of the public are provided with opportunities to provide feedback about the council's services through council meetings held each quarter



You Say, Your Way initiative which is part of the council's community governance project and provides funding to local groups to deliver on local priorities



The area is used by local schools for their sports day events.



Memorial Park was identified as the local park most suited to provide a fully accessible outdoor bowling facility in Luton. The Bushmead Disabled Bowling Association and the Disability Access Advisory Forum achieved £38,000 from the capital programme to carry out improvement works.



Luton Hoo Memorial Park has a dedicated Facebook page where members of the public are encouraged to share their comments and photographs. One user of the park posted a picture overlooking the park with the comment "I love working from home"



6.2 Community Projects

The Parks and Countryside Service encourages (community) projects within the park and is committed to building relationship with local groups and voluntary sector organisations.

6.2.1 National Lottery Heritage Fund

Memorial Park offers an ideal space and location for community projects. Projects at the park have included Health and Well-Being project funded by the National Lottery Heritage Fund which was used to carry out restoration of the parks herbaceous borders

- Learning how to use historical research methods
- Working together as a team
- Record their progress through photography
- Learned how to promote and present their findings
- Organised a launch event
- The ability to achieve a NOCN Level 1 Award in Horticulture
- Gain a good knowledge of the park and its heritage



6.2.3 Groundwork Luton & Bedfordshire – Greenskills Project

The Green Skills project was delivered by Groundwork Luton and Bedfordshire. The course commenced on 26th June 2017 for six weeks.

The project was open to 19-65 years old who are unemployed and trying to return to the workplace within the landscaping or construction industries whilst making landscape improvements and allowing the students to work towards a CSCS card or Level 1 City & Guilds qualification.

The work carried out to extend the community garden at Memorial Park included:-

- Installation of raised planting beds
- Installation of water butt

The photographs below show the transformation at the end of the project



Community garden before
Greenskills project – June 2017



Community garden after Greenskills project –
July 2017

6.2.4 Community Food Hub

An innovative arrangement with Groundwork Luton and Bedfordshire to deliver a community food hub in the park includes an agreement which delivers community activities in the park such as horticultural work, planting out and activities focused around healthy lifestyles.

This project is designed to help families within the community learn new skills and meet new people whilst keeping active outdoors. Once the produce has been harvested, it will be donated to a local crisis service. Groundwork now operate weekly activities in the spring and summer for the community from this garden area.

7.0 MARKETING AND COMMUNICATION

The Parks and Countryside Service employs a market-driven approach to marketing. In order to find out what customers want from their local park. The council provides a range of online community channels that enables people to interact with each other and share information about events within the park, their experiences and provide feedback.

In addition, the Friends of the park update the noticeboard provided in the park.

Reports show that parks with Green Flag Awards in Luton achieve significantly higher satisfaction ratings than other local parks and green spaces and therefore the service use the Green Flag criteria as a quality control management tool.

Appropriate Information Channels

7.1 Luton Borough Council provides a range of appropriate information channels that can be accessed by the public. These include:-

- Luton Borough Council webpage (www.luton.gov.uk)
- Facebook (www.facebook.com/lutoncouncil/)
- X (@lutoncouncil) or (<https://twitter.com/lutoncouncil>)
- Flickr (www.flickr.com/photos/lutonboroughcouncil/)
- You Tube (www.youtube.com/user/lutonboroughcouncil)
- Instagram (www.instagram.com/lutoncouncil/)

Each of the above sites are closely monitored by our Marketing and Communications team to ensure they are used appropriately and remove any contributions that break the rules or guidelines of the relevant community.

7.2 Events and Special Events

Local groups are encouraged to hold events at Memorial Park. Organisations wishing to use the park as a venue are supported to provide the required documents (i.e. insurance/risk assessments). The Bowling Club are active and host various open days throughout the year in the bowling pavilion.

8.0 MANAGEMENT

The Luton Local Plan 2011-2031 highlights the importance of green spaces as well as setting appropriate standards of provisions to meet community needs.

The Parks and Countryside Service uses the Green Flag criteria along with customer feedback to inform the management planning process for the future improvement and development of the park.

Staffing Structure

- 8.1 The Parks and Countryside Service benefits from a dedicated team of grounds maintenance staff trained to carry out maintenance tasks required within the park. The Parks Staffing Structure can be found in the appendices.

Quality and Performance

8.2



The Parks and Countryside Service operates a quality management system (ISO 9001-2015) and benchmark with other local authorities through the APSE (Association of Public Service Excellence) Performance Network.

The service is developing management and development plans for all of Luton's district and neighbourhood parks. The plan will set out the vision and purpose of each park and include an improvement action plan.

At an operational level, regular inspections are undertaken by the Parks and Countryside Service Area Supervisors who take action to resolve any maintenance issues and resolve problems.

8.3 Training & Qualifications

The Parks and Countryside Service is committed to ensuring their employees are competent in undertaking a range of horticultural, arboricultural, conservation and grounds maintenance to meet the needs of the service. The service currently has 1 apprentice.

8.4 Financial Management

Procurement is monitored as part of the quality management system and a team monitor all spend above £5000. Orders are raised on the central system called Authority Financials Purchasing (AFP). This allows the service to monitor and track expenditure. Any orders above the £5000 threshold have to be raised via our in-house Procurement Team following a stringent process in line with the UK law by the Public Contracts Regulations 2015.

9.0 Improving the Park

The Continuous Improvement Action Plan includes targets to increase natural elements within Memorial Park at a level appropriate to the 'parks and garden' nature of the site and to ensure a balance of provision which meets the needs of all users. Action taken to date includes the gapping up of hedges, introduction of additional hedging which when established will provide extra thick cover for nesting birds, additional bulb planting and areas identified for a more relaxed mowing regime.

The service actively seeks funding to deliver the park Action Plan.

Where possible, we encourage customers to contact the Friends Group so they can become actively involved in obtaining funding for projects identified.

The council has devised an application which anyone can download to their mobile phone/tablet which enables them to report issues directly to the correct department so that they can be dealt with in a timely manner (Love Clean Streets). From this, the Parks and Countryside Service can obtain information about all issues relating to Memorial Park.

The Parks and Countryside Service has been successful in securing funding from the council to make improvements including an upgrade of the children's play facility (£80K) and implement some of the actions identified in the continuous improvement action plan for the park such as signage, pathways and access improvements (£40K).

10.0 Linked Policies and Strategies

The future management and development of Memorial Park has to be considered within the context of the current policies and strategies. These include:-

- Luton Local Plan 2011-2031
- Luton Tree Policy and Management Strategy 2021 -2030
- Luton Investment Framework 2015-2035
- Luton Borough Council Corporate Plan 2021-2023
- Luton Green Infrastructure Plan
- Green Space Strategy Review (2014)
- Luton Rights of Way Improvement Plan 2016-2031
- Equal Opportunities Policy and Strategy (Luton Borough Council)
- Luton Strategic Vision for Sport & Physical Activity
- Playing Pitch Strategy for Luton Borough Council 2014-2021
- Environment/Climate Change Strategy

MEMORIAL PARK MANAGEMENT PLAN

APPENDIX 1

Continuous Improvement Action Plan

Memorial Park Continuous Improvement Action Plan 2024-2034

✓ = Achieved • = Planned

Action ID	PRIORITIES 2019/2029	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Who	Notes
1. A Welcoming Place														
		24	25	26	27	28	29	30	31	32	33	34		
1.1	Repair noticeboard	✓											Horticultural Coordinator	Completed
1.2	Repaint noticeboard, play area, height barrier and posts on entry			•	•								Operations Manager	Planned
1.3	Install new bowling club signage		✓										Bowling Club	Completed
2. Healthy, Safe & Secure														
		24	25	26	27	28	29	30	31	32	33	34		
2.1	Work with local residents to keep gates closed overnight	✓	✓	•	•	•	•	•	•	•	•	•	Parks Operations Manager, local residents	Ongoing
2.2	Refurbish lodge and find a new tenant	✓											Parks staff	Completed
3. Well Maintained and Clean														
		24	25	26	27	28	29	30	31	32	33	34		
3.1	Replace herbaceous border with grass and naturalized bulbs and one circular herbaceous border at Tennyson Rd entrance		✓										Parks Team led by Head Park Keeper	Completed
3.2	Cut laurel hedge around bowling green to 3ft to allow greater visibility and airflow across the green		✓										Parks Team led by Head Park Keeper	Completed
3.3	Cut laurel hedge around boundary to 6ft		✓										Parks Team led by Head Park Keeper	Completed

3.4	Install dog waste signage in response to residents' complaints		✓											Operations Manager	Completed
3.5	Replace bins across park			•										Operations Manager	Planned
4. Environmental Management															
		24	25	26	27	28	29	30	31	32	33	34			
4.1	Install a compost toilet in the community garden	✓												Operations Manager / Groundwork	Completed - £2500
4.2	Add laurel to gaps in hedge along western edge			•										Head Park Keeper	Planned
5. Biodiversity, Heritage and Landscape															
		24	25	26	27	28	29	30	31	32	33	34			
5.1	War memorial restored and listed on the War Memorial Trust site													Project Officer	Completed
5.2	Mowing regime changed to allow for 'rewilding' area of longer grass on the Eastern edge	✓												Senior Ecology and Landscape Officer, Head Park-Keeper	Completed
5.3	Sow yellow rattle into long grass area to help increase species diversity	✓												Senior Ecology and Landscape Officer / Head Park-Keeper	Completed – need to monitor
6. Community Involvement															
		24	25	26	27	28	29	30	31	32	33	34			
6.1	Upgrade tennis courts	✓												Operations Manager	Completed
6.2	Groundwork to offer weekly gardening sessions at the Food Hub.		✓											Groundwork	Ongoing
6.3	Update bowls pavilion licence			•										Operations Manager	Planned
7. Marketing and Communication															
		24	25	26	27	28	29	30	31	32	33	34			

7.1	Use the digital newsletter to promote Groundwork's community garden activities and Parks User Survey	✓	✓	✓	•	•	•	•	•	•	•	•	Horticultural Coordinator	Ongoing
8. Management														
		24	25	26	27	28	29	30	31	32	33	34		
8.1	Application for Green Flag assessment	✓	✓	✓	•	•	•	•	•	•	•	•	Horticultural Coordinator	Ongoing
8.2	Update Continuous Improvement Action Plan	✓	✓	✓	•	•	•	•	•	•	•	•	Horticultural Coordinator	Ongoing
8.3	5-year review of Management Plan		✓					•					Operations Manager and Horticultural Coordinator	Completed
8.4	Create specialist 'Parks Team' to prioritise management of Green Flag Parks	✓											Greenspace Manager & Operations Manager	Completed

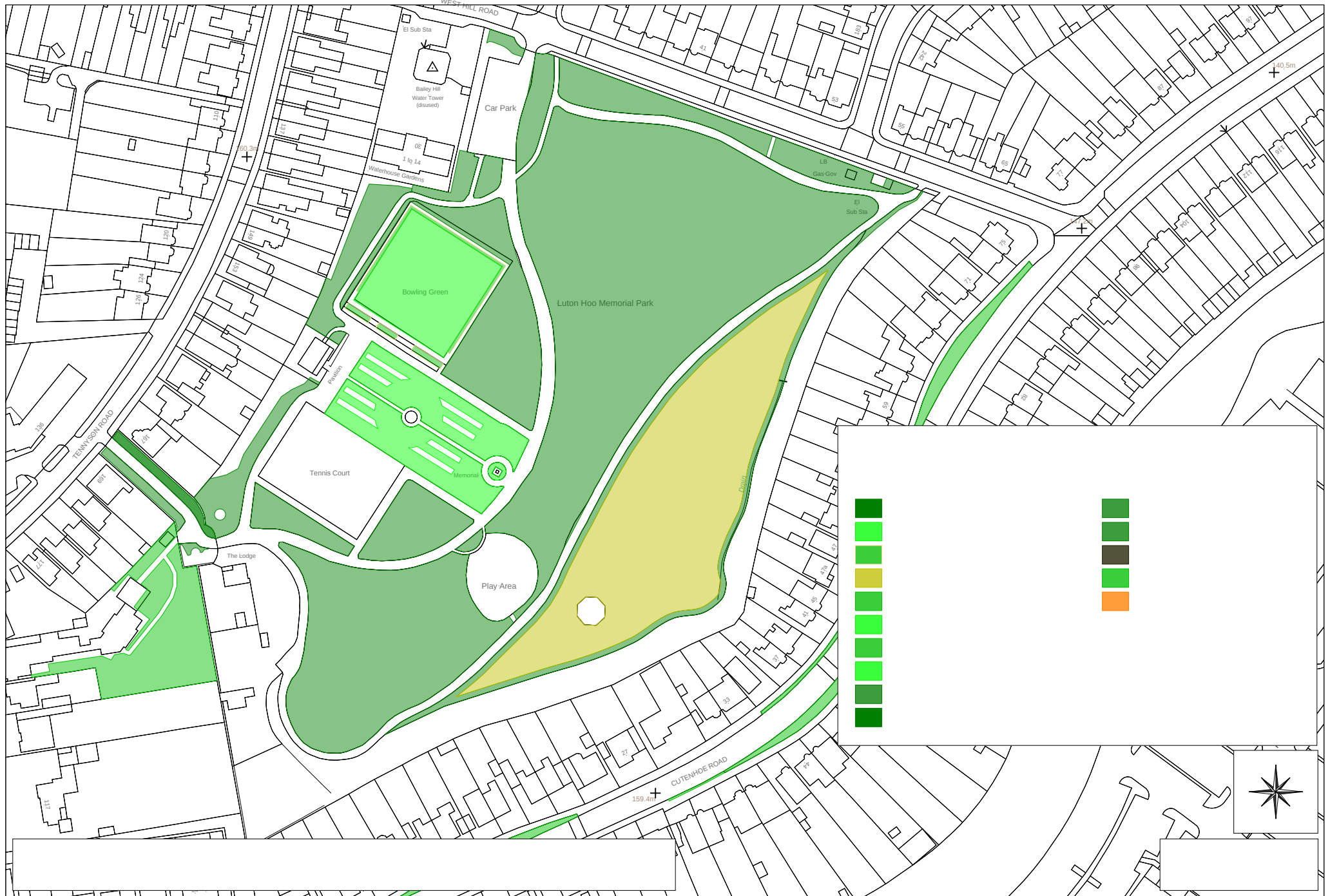
MEMORIAL PARK MANAGEMENT PLAN

APPENDIX 2

Memorial Park Site Plan

Memorial Park Site Plan with Assets

MEMORIAL PARK



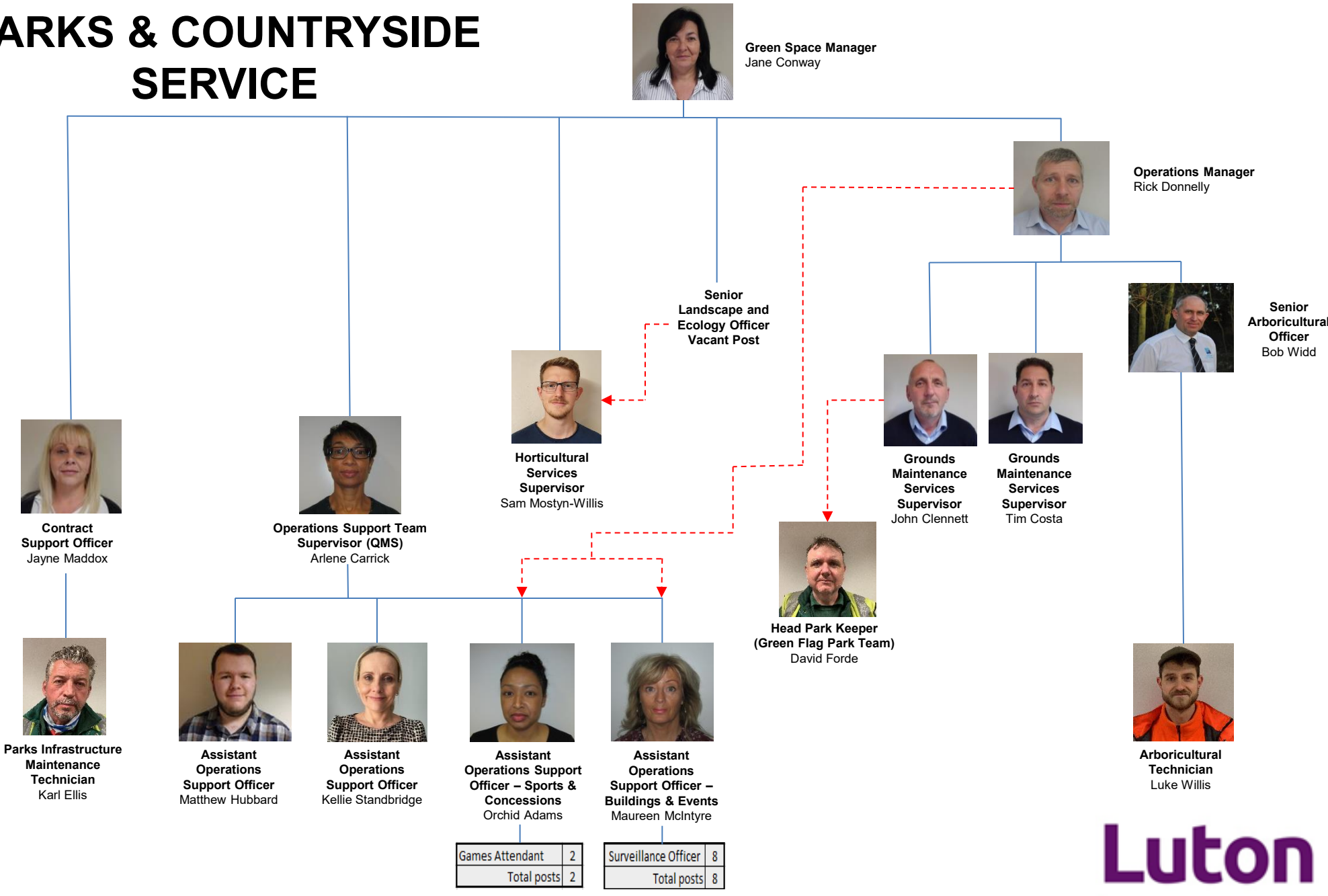


MEMORIAL PARK MANAGEMENT PLAN

APPENDIX 3

Luton's Parks and Countryside Organisational Structure

PARKS & COUNTRYSIDE SERVICE



2020 - 2030



Memorial Park Management Plan

luton.gov.uk

Luton