

**Community Park Forum information - March 2010 to April 2011**  
**Annual agreement for each Community Park Group**

**Proposal:**

To put in place an annual agreements between the Community Park Group and Bristol Parks department, that enable both sides to explicitly commit to providing activities, funding and support that will directly or indirectly benefit a particular green space(s). Benefits may be from site improvements or activities that take place there.

Agreements should act annually from March to April (could be longer if moving to a longer term budget planning) and would ideally be drawn up before the start of the new financial year so that budgets can be planned accordingly.

Agreements will involve Community Park Officers (CPO) and other park officers e.g. Area Parks Managers, Projects Manager, Play and Youth Officer, Natural Environment team and any other relevant agencies.

Park Keepers will work closely with Community Park Groups and attend meetings Dates to be notified in advance to ensure Park keeper or CPO can attend (if required)

**Advantages:**

1. Helps the planning of improvements over time.
2. Planned work diarised and offer fair and reasonable support to groups (work/life balance)
3. Firmer basis for committing Bristol Parks resources - esp. re support for core costs.
4. Enables a commitment from community groups and Neighbourhood Partnerships to actively support parks and provide essential feedback.
5. Providing support to the right groups and being more consistent across the city.
6. Ability to monitor benefits and costs of the presence of a community group for a green space and the effects on CPO's time.
7. Enables a demonstration of the benefits of community park groups to local communities and may act to encourage membership.
8. Increased input from Park Groups towards Area Green Space Plans and the Greens Space Strategy.
9. Park Groups have the opportunity to be the driving force of the Parks vehicle.

**What will be included in the Annual Plan:**

Contract specifications: This will be include below is an example of Central and South Contract

1. Grass cutting frequency shall be 19 times throughout the year (subject to growing season).
2. Weeding of borders shall be 14 times per year with privet hedges being cut 3 times a year.
3. Hard surface sweeping shall be carried out every ten days
4. Litter/dog bins shall be checked throughout the week, with no bin exceeding three quarters capacity.

Capital and Revenue spend agreed in advance,

Changes that reflect ad hoc work once agreed. (e.g. H&S issue arising)

Response times:

1. we will answer all telephone calls within 15 seconds during opening hours
2. We will respond to all telephone enquiries and correspondence (letter, faxes and e-mails) within 12 working days.

Access to our services:

1. Our offices are open Monday to Thursday 8.30am-5pm and on Friday 8.30am-4.30pm.
2. We will make information available in large print, in other languages, braille or on tape on request.
3. Each year we will produce **Park Life**, a news and events guide for parks in Bristol. This will be available at council reception points, libraries and on our website.

**Next steps:**

1. Identify one or two groups in each CPO area to work up draft content and scope that can be shared across the groups.
2. Agree 12 month trial with groups
3. Draw up an agreement for each group
4. Review in Q3 2010/11

**Your views:**

We welcome your views. They can help us to improve our services and shape the future plans. If you would like to comment on our services, please use our Fair Comment Forms - available at Council Reception points across the city or on-line: [www.bristol-city.gov.uk](http://www.bristol-city.gov.uk).

**Where to find us and who's in charge:**

Our Service Manager is: Robert Thurston, Parks Service Manager

Our contact details are  
Bristol Parks  
Culture and Leisure Services  
Colston 33  
Colston Avenue  
Bristol BS1 4UA

Telephone: 0117 9223719  
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E-mail: [bristolparks@bristol-city.gov.uk](mailto:bristolparks@bristol-city.gov.uk)

Emergencies outside of normal working hours: 0117 9222050

Further details of the services we provide and information on parks and green spaces can be found on our website: [www.bristol-city.gov.uk/parks](http://www.bristol-city.gov.uk/parks)