

# Small Scale Parks Projects

A QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS THAT WOULD LIKE TO LEAD ON SMALL/MEDIUM SCALE PROJECTS IN PARKS AND GREEN SPACES

## Volunteering, (litter/scrub clearance & planting)



Step 1: Click on this [link](#) or search "volunteering in Bristol City Council parks" You will be connected to your Parks Area Coordinator and Volunteer Coordinator

Step 2: We will arrange to meet you onsite and discuss your ideas.

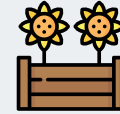
Step 3: Our Volunteer Coordinator will arrange relevant training.

Step 4: We will connect you with the Parks Forum and Your Park Bristol and Bath for support and networking. You will have an ongoing relationship with your Parks Area Coordinator.



*Its important that you are working alongside others in your community. If you haven't already done so we will encourage you to build a local network*

## New Features i.e., raised beds, Gardening projects, wildflower meadows.



Step 1. Click on / visit the link below.

Step 2. You will have space to tell us about your plans.

Step 2. A Parks Area Coordinator will inspect the site.

Step 3. Specification, design and materials recommendations are agreed.

Step 4. You and your group will now need to fundraise to cover all costs.

Step 5. Installation

## Maintenance: Potholes in Gravel, small fence and gate repairs, drainage, birds and bat boxes.



Step 1. Click on / visit the link below

Step 2. A parks officer will visit the site

Step 3. If we can carry out the work, we will refer to our "fix it" team.

All requests go through this webform where they will be directed to the right team



[www.bristol.gov.uk/museums-parks-sports-culture/suggest-an-improvement-to-a-park-or-green-space](http://www.bristol.gov.uk/museums-parks-sports-culture/suggest-an-improvement-to-a-park-or-green-space)

# Community Events in Bristol Parks

QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS WHO WANT TO RUN A PUBLIC EVENT IN A PARK

## Make a plan and do your research



Before you apply to host an event, you will need to read our online [Guide for events organisers](#). This will help you to plan and manage your event to the expected standards of Bristol Council.

Write down your plan with as much detail as possible, you can use our existing templates for your event management plan if needed.

## Contact us



Email an overview or presentation of your event to:

[site.permissions@bristol.gov.uk](mailto:site.permissions@bristol.gov.uk)  
the permissions team will then review your idea.

*You may be asked to fill in our expression of interest (EOI) form with further information*



*If your event is identified as "non-event" due to size and activities etc, you will be referred to your parks area Coordinator*

They will arrange to meet you on site to discuss health and safety.

Your parks area coordinator may need to provide you with some forms to take away and complete.

## Apply



If we agree to your proposal we will ask you to apply through Event App

It is important that you give yourself plenty of time to go through the application process and apply for the correct licenses. A full list of these documents and the different types of event licenses is available on our website

[www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event](http://www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event)

## Consultation



Your documents and application may be sent to our Safety Advisory Group for Events (SAGE) for consultation. You may be asked to attend a SAGE meeting if the Safety Advisory Group requires.

*This whole process can take up to 12 weeks and large-scale events may take up to 12 months to be approved.*



All of the above links, advice and contacts are available on our events page [www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event](http://www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event)

# Street Trees and Tree Sponsorship

(LARGER SPECIMEN, MEMORIAL AND CELEBRATION TREES)  
QUICK GUIDE FOR COMMUNITIES AND CORPORATE SPONSORS

## Contact us



Visit Trees for Streets

<https://sponsor.treesforstreets.org/provider/bristol-city-council>

Bristol City Council have partnered with Trees for Streets to make it easier for residents, organisations and businesses to sponsor tree planting across the city.

## Choose a location



You will be asked if you would like your tree to be planted in one of our pre-approved locations or to request a location of your choice.

Our tree officers will visit the site to see if it suitable for your tree.

## Cost Options



There are two cost options for tree sponsorship. The most popular option will include watering and maintenance. It will cost you less money to plant your tree if you can commit to doing this yourself.

*Young trees are extremely thirsty and will need a lot of care in the first two years. We will only offer option 2 if you live very close to your tree.*

## Tree planting



Once the species and planting site has been agreed the tree will be planted during the tree planting season.

*Tree planting season is November to March*



Preference will be given to tree planting on grass verges and pre-approved sites



If your tree is in a pre-approved location, we will process your application immediately and commit to planting during the next season. If you have requested a location this may take longer.

# Large Projects and Play Facilities in Parks

QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS THAT WOULD LIKE TO LEAD ON THE DEVELOPMENT OF LARGE-SCALE PROJECTS/PLAYPARKS

## Contact us with your plan



Contact our Landscape Works and Play Manager (LW&P) [landscapes@bristol.gov.uk](mailto:landscapes@bristol.gov.uk) they will send you guidance and invite you to attend a one-to-one conversation. You will be given contacts for your local Councillor and information on funding opportunities.

*If your project is straightforward / small-scale, we may be able to deal with it internally*

## Consultation



You will be connected to your local councillors and/or community partners to consult with the local community.

We need to understand whether other people in the neighbourhood agree with and support your plans.

*Steps 1 & 2 will take approximately 1 year.*

## Apply for funding



SLarge projects are usually funded by either Community Infrastructure Levy (CIL) or other parks and recreation funders (P&RF)

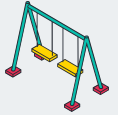
CIL: (LW&P) Manager will work with your group and local Councillors to apply for CIL funding.

The CIL process will take around 1 year

P&RF: Your group will lead on the funding application with LW&P support. If successful.

*There are usually 3 P&RF funding rounds every year.*


## Delivery



Once funding is secured the money will be received by and managed by either BCC or a registered Community Partner.

An appointed Officer will work with your group to finalise your design and confirm the delivery date.

*The delivery stage will take around 1 year*

 If you would like to report an issue with play equipment you need to let us know here: [bristol.gov.uk/museums-parks-sports-culture/report-problem-in-park](https://bristol.gov.uk/museums-parks-sports-culture/report-problem-in-park)

# Large Scale Tree Planting Projects

QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS THAT HAVE IDENTIFIED A PARK OR GREEN SPACE FOR TREE PLANTING.

## Contact us



Once you have identified a green space for your tree planting project contact [onetreeperchild@bristol.gov.uk](mailto:onetreeperchild@bristol.gov.uk)

It's really helpful to have a map of the site so we can see where you would like the trees to be planted.


*The best time to contact the One Tree Per Child Team is between April-September. (Ahead of the busy planting season)*

## We will meet with you



Our Tree Officers will contact you to discuss your idea.

Note: We will need to carry out some checks to find out who owns and manages the land, and if there are any existing plans that need to be considered.

 Not all sites are suitable for tree planting projects, our tree officers will assess this during their visit.

## Local Consultation



We will need to consult with the community living near the space. We will send letters to local residents and put-up posters in the park as well as inviting comments on our website.

*This process will take around 3 weeks*

## Tree Planting



If the public consultation is successful, then the trees are planted by volunteer groups during the tree planting season.

*Tree planting season is November to March.*

New volunteers are always welcome, we will run the planting event and invite communities to help plant the trees.



**It will take around 3 months to process your application so make sure you leave plenty of time in the run up to tree planting season.**

# Community Asset Transfer (CAT)

QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS THAT WOULD LIKE TO MANAGE A COMMUNITY FACILITY



Usually, Bristol City Council (BCC) will invite expressions of interests (EOI) on available assets but sometimes communities will approach BCC about a council owned asset.

## Find an asset



All available assets are published on a prospectus on our [website](#) and promoted through local Councilors, Voscur and social media.

Applicants have 6-8 weeks to complete and submit the first stage of the EOI to [community.buildings@bristol.gov.uk](mailto:community.buildings@bristol.gov.uk)

Your EOI will be shared with the relevant departments as well as our CAT decision making board.

## Shortlisting



If your expression of interest meets the basic criteria, we will shortlist against other EOI's (if there are any)

If you are the preferred applicant, you will be invited to make a full business case.

Your business case will then be evaluated and taken to our CAT group for review.

*CAT groups can only grant leases of up to 35 years, anything over this needs to go through cabinet.*

*CAT groups can only grant leases up to the value of 500k, anything over this needs to go through cabinet.*

## Additional Information



You may need to prepare evidence to show that you are "pre-visible" compliant.

Pre-Visible is a set of standards developed by Community Matters and uses a checklist of 30 criteria to assess well-managed charitable organisations.  
[www.visiblecommunities.org.uk](http://www.visiblecommunities.org.uk)

## Agreements and handover



Heads of Terms and service level agreement (SLA) will be sent for comment and applicant will be asked to seek legal advice.

Our solicitor will draft a lease, this will then be sent along with the SLA to be signed.

*Heads of terms - a summary of the details included in a lease.*

*SLA's are valid for 5 years and will renew automatically if the tenants service remains the same.*

Handover: utilities checked, and keys handed to tenant



Please note this is for guidance only and not a legal document.

Please refer to [www.bristol.gov.uk/cat](http://www.bristol.gov.uk/cat) for further information