
Roman Gardens, Castlefield, Manchester

Full Planning Application

Statement of Community Involvement

Prepared by BDP
on behalf of
Castlefield Forum

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1.0 Introduction

1.1 Context

- 1.1.1 This Statement of Community Involvement (SCI), prepared by BDP supports (and is part of) a Full Planning Application, which requests planning permission to be granted by Manchester City Council (MCC) for public realm improvements, landscaping and heritage improvement works to the Roman Gardens located in the Castlefield area of Manchester City Centre.
- 1.1.2 The application is being submitted to Manchester City Council by BDP on behalf of the Castlefield Forum.

1.2 Consultation and the Planning System

The Importance of Consultation

- 1.2.1 Paragraph 155 of the National Planning Policy Framework (NPPF) points out that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. The benefits of effective engagement include:
- Strengthening the evidence base for planning decisions;
 - Commitment to the future development of the area;
 - Promoting regeneration and investment and their benefits;
 - Fostering ownership and strengthening delivery through partnership working;
 - Greater public ownership resulting from the ability to influence the decision making process;
 - Greater potential for effective and efficient use of resources;
 - Helps to identify problems early on, allowing matters to be put right at an early stage before they escalate and result in lengthy inquiries.
- 1.2.2 The last benefit listed is particularly important for major planning applications and relates to the concept of 'front loading'. 'Front loading' simply means involving communities and stakeholders at an early stage to achieve consensus on essential issues and help resolve potential conflicts and problems that could result in obstacles to a positive planning decision. Where consensus is difficult to achieve, front loading allows the maximum opportunity for an understanding of the conflicting positions and subsequent negotiation allowing for issues to be clearly understood by the time planning applications are submitted.
- 1.2.3 If a planning application is of a significant scale it is likely to require wider consultation than just the immediate environs of the application site. Consultation at pre-application stage is advisable in this context. Pre-application discussions should involve a partnership approach whereby authorities, applicants and interested groups work together.
- 1.2.4 This approach has significant benefits:
- Better quality applications, which are straightforward and can be processed quickly;
 - Means of resolving problems, thereby avoiding possible public objections at a later stage;
 - Overcome perceived 'closed doors' approach;
 - Savings in time and resources by avoiding the need to revise proposals at an advanced stage; and
 - More responsive delivery and decisions by local planning authorities.
- 1.2.5 The National Planning Practice Guidance at paragraph 002 states that pre-application engagement is a collaborative process between a prospective applicant and other parties which may include:
- the local planning authority
 - statutory and non-statutory consultees
 - elected members
 - local people
- 1.2.6 It is recognised that the parties involved at the pre-application stage will vary on a case by case basis, and the level of engagement needs to be proportionate to the nature and scale of a proposed development.

- 1.2.7 Paragraph 009 states that Pre-application engagement with the community is encouraged where it will add value to the process and the outcome
- 1.2.8 The National Planning Policy Framework is clear that statutory consultees have an important role to play at the pre-application stage. The NPPG expands on this by stating at paragraph 008 that in order for their role to be effective and positive, statutory consultees will need to take an early, pro-active approach and provide advice in a timely manner.
- 1.2.9 Where different statutory consultees share an interest in a particular development, they are encouraged to engage with each other at an early stage and be pro-active in seeking to resolve any issues together.

Specific Consultation Requirements for Manchester City Council

- 1.2.10 The Statement of Community Involvement was adopted by Manchester City Council in January 2007.
- 1.2.11 Major development is defined as having a floorspace of 1,000sqm or above or concerning the development of a site of 0.5 hectare or more.

The SCI confirms that when a planning application is submitted, it should be accompanied by a record of the consultation that took place. All responses from the community and other stakeholders to the developer's consultation must be forwarded to the Council when the planning application is submitted so it can be seen how the developer incorporated people's comments into their final proposal and for the Council to consider.

1.3 Structure of Statement of Community Involvement

- 1.3.1 The purpose of this report is to provide a chronological summary of all the consultation activity that has underpinned and influenced this planning application. It should be noted that the consultation referred to within this report relates specifically to the scheme which is the subject of this current detailed planning application.
- 1.3.2 Section 2 provides details of the pre-application meetings that were held with the local planning authority and summarises the key issues discussed.
- 1.3.3 Section 3 focuses on the engagement that has been undertaken with the statutory stakeholders.
- 1.3.4 Section 4 provides details of the public consultation events.
- 1.3.5 Section 5 summarises the results of the feedback forms that were returned during the consultation period.
- 1.3.6 Section 6 provides details of the Crowd Funding application that was submitted to gain the funding necessary to take the masterplan through to planning.
- 1.3.7 Section 7 provides information on the Friends of the Roman Gardens Group.
- 1.3.8 Section 8 provides an overall conclusion.

2.0 Pre-Application Discussions

2.1 Introduction

- 2.1.1 As the National Planning Policy Framework (NPPF) states, early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.
- 2.1.2 As recognised in Manchester City Council's SCI, pre-application discussions with the Local Planning Authority are recommended to reduce any potential problems and to ensure that applications are submitted with all the necessary information enabling them to be dealt with in a more effective and efficient manner.
- 2.1.3 A series of pre-application discussions with Manchester City Council have taken place on the following dates. Further information on the issues discussed and the representation at these meetings is provided in subsequent paragraphs.
- 17th April 2012 (notes were taken by Castlefield Forum and Manchester City Council)
 - 28th June 2013 (notes were taken by Castlefield Forum and Manchester City Council); and
 - 8th September 2015

2.2 Initial Pre-Application Meeting

- 2.2.1 The first meeting was held on 17th April 2012 with Manchester City Council at Manchester Town Hall. This meeting was attended by representatives from Manchester City Council including the Regeneration Officer, Neighbourhood Delivery Officer, representative from Corporate Property, Planning Officer and representatives from the Castlefield Forum.
- 2.2.2 The purpose of this initial meeting was to provide officers with a background to the project. This focused explaining how the project got started, the involvement of CityCo, BDP and Manchester Garden City, the preparation of the first draft Masterplan and the involvement of the Greater Manchester Archaeological Advisory Service.
- 2.2.3 A positive response to the draft proposals was received and officers identified a number of issues to resolve / consider ahead of any formal planning application. The key points discussed included:
- The car parking area on Stone Street is subject to a joint venture between MCC & NCP and NCP have a lease to operate. Permission therefore needs to be sought for the reconfiguration of the parking area, as NCP's lease extends for a number of years.
 - The highway closure on Stone Street will require approval.
 - A form of agreement for operation of the garden, possibly as a Community Garden, would be required, clearly setting out responsibilities, rights and obligations.
 - Any change of use to any parts of the gardens e.g. extending the pub drinking areas will require a management strategy to demonstrate that it was workable.
 - Further consideration to be given to proposed external materials – decking and Corten both present issues in terms of future maintenance.
 - Any application would need to be supported by a lighting plan.
 - The use of stepped areas of grass to be reconsidered, as likely to present maintenance issues.
 - The garden needs to be designed to be accessible for all and compliant with requirements of the Disability Discrimination Act (DDA) and Manchester's Design for Access 2 standard (DFA2).
 - Measures should be considered to reduce opportunities for anti-social behaviour e.g. selection of public realm furniture and materials.
 - An audit of the existing trees will need to take place and if any trees are proposed for removal, permission would need to be sought given the area's conservation area status.
 - External materials should be labelled on any plans submitted.
 - Any planning application needs to clearly set out the business case for the redevelopment of the gardens. This should cover the aims and objectives of the Castlefield Forum i.e. maximising usability, promoting natural surveillance, links with Manchester Museum of Science and Industry (MOSI).

2.3 Second Pre-Application Meeting

- 2.3.1 The second pre-application meeting was held at the Roman Gardens on 28th June 2013. This meeting was at the request of Manchester City Council's Planning Officer following the informal submission of the Roman Gardens Masterplan, Lighting Plan, Business Case and Consultation Framework to the Planning Department on 11th April 2013. The meeting involved Manchester City Council Planning Officer, together with representatives from BDP and the Castlefield Forum.
- 2.3.2 The meeting focused on providing the city council with an update on work which had been undertaken since the first pre-application meeting in April 2012, this included modification of the draft masterplan and initial costing of the development proposals.
- 2.3.3 The key issues discussed in relation to the revised masterplan included:
- Need to ensure ease of maintenance. The design should promote simplicity and low-maintenance not only in planting, but in all design aspects including lighting.
 - Support for the plan has been received from The National Trust, who have also committed to providing volunteers to help with future maintenance of the gardens.
 - The design should minimise opportunities for crime, anti-social behaviour, litter and rough sleeping. A Crime Impact Statement would need to support any future planning application.
 - The closure of Stone Street and the introduction of the raised table pedestrian crossing over Liverpool Road would need to be agreed with MCC highways.
 - Extension of the Oxnoble seating area would need planning permission, a Management Strategy and police approval.
 - Railings need to be retained in some areas (e.g. alongside the Stone Street car park and to prevent people falling into the Roman 'ditches') but were unnecessary in other places (e.g. along the Liverpool Road edge of the park).
 - Cycle stands should be incorporated into the gardens.
 - Whilst seating and street furniture would need to be fixed to the ground, there needs to be a degree of flexibility so that on occasions it can be moved to create an event space.
 - The gardens should be designed to be DDA compliant and taken account of MCC guidance DFA 2.
- 2.3.4 After discussion of all the above issues, the planning officer confirmed that the council would be happy to approve the masterplan as a valid consultation document.

2.4 Final Pre-Application Meeting

- 2.4.1 The final pre-application meeting was held at the Roman Gardens on 8th September 2015 and involved a Planning Officer from Manchester City Council, together with representatives from BDP and the Castlefield Forum.
- 2.4.2 This meeting was used to confirm the scope of the planning application and address any issues likely to affect the masterplan that may need resolving prior to a formal planning submission. A range of issues were addressed including:
- Landownership
 - Management and maintenance arrangements for the gardens
 - Landscape design
 - Public realm
 - Choice of materials
 - Lighting
 - Access and parking
- 2.4.3 The meeting was also used to discuss the extent of planning deliverables required to support the planning application.

3.0 Stakeholder Consultation

3.1 Introduction

- 3.1.1 This section of the report summarises the feedback in terms of the engagement with statutory stakeholders during the pre-application stage.
- 3.1.2 A number of individuals, businesses and organisations were identified as stakeholders. These were divided into first tier and second tier stakeholders by the Castlefield Forum.

First Tier Stakeholders

- 3.1.3 These were considered to be individuals / organisations directly affected by the proposals due to land ownership, the need for obtaining their permission, or their proximity to the Roman Gardens. This group of people included:
- Manchester City Council
 - Planning Department
 - City Centre Neighbourhood Delivery Team
 - City Centre Regeneration
 - Corporate Property
 - Highways
 - Greater Manchester Archaeological Advisory Service
 - The Oxnoble Public House
 - The White Lion Public House
 - MOSI
 - Ellis Brigham
 - Olliers Solicitors
 - Residents: Stone Street / Collier Street / WestPoint

Second Tier Stakeholders

- 3.1.4 These were individuals / organisations who had an interest in the proposals, but would be less directly affected. These organisations included:
- Castlefield Forum
 - Castlefield Estates
 - National Trust
 - Visit Manchester
 - Manchester City Council Events Unit
 - Historic England
 - Hilton Hotel (Beetham Tower)
 - Liverpool Road businesses
 - Other nearby businesses
 - Castlefield Residents
 - Local Ward Councillors

3.2 Statutory Consultees

Manchester City Council Licensing Unit and Corporate Property

- 3.2.1 On 14th April 2015, following discussions with a representative from the council's licensing unit, representatives from the Castlefield Forum met at the Roman Gardens with a representative from the council's corporate property team regarding the re-design of the White Lion drinking area.
- 3.2.2 The representative from Corporate Property advised that whilst the council would have no objection in principle to the new area being on their land, the proposal would need to robustly justify this element of the scheme, which would take up some of the existing public realm.

Manchester City Council City Centre Neighbourhood Delivery Team

- 3.2.3 A meeting was held on site on 7th October 2015 with representatives from the council's Neighbourhood Delivery Team and representatives from the Castlefield Forum. The council confirmed that the local team who look after Castlefield had been very positive about the Forum's involvements in the area, but felt there were a few management issues which required clarification since Biffa had taken on the street cleaning and refuse contracts.
- 3.2.4 The concept of setting up a Friends of Roman Gardens group was discussed and the council were supportive about joint working. This would be the first 'Friends of' in an area of public realm, rather than one of the formal parks. It was suggested that a written agreement about roles and responsibilities would help to help clarify things. This would list the regular activities undertaken by the council and the areas that the Forum could take care of.
- 3.2.5 The Forum also confirmed to the council that they had received offers of volunteers from various companies and were hoping to be in a position to co-ordinate regular gardening / clear-up days at the gardens.

Manchester City Council Highways

- 3.2.6 A meeting was held between Manchester City Council Highways and SKTP (the Castlefield Forum's transport advisors) on 17th November 2015. The main points raised were;
- MCC would not wish to see a Stopping Up Order progressed, but felt that a Traffic Regulation Order would be preferable. This would restrict vehicular movement but allow a pedestrian route to be maintained from Stone Street out on to Liverpool Road. A turning head for cars would need to be accommodated, but it wouldn't need to account for refuse or other servicing vehicles. The application would have a 6 month timescale.
 - MCC Highways were against the introduction of any raised tables or traffic calming measures along Liverpool Road.

Greater Manchester Archaeological Advisory Service

- 3.2.7 Consultation, including a site visit, was undertaken with the Heritage Management Director from Greater Manchester's Archaeological Advisory Service on 21st June 2011.
- 3.2.8 The masterplan was regarded as being positive for the area, but it was felt the following issues still needed to be addressed:
- There is no mention of the existing information boards which should be preserved *in situ*.
 - There should be a commitment to maintain the fabric of the Roman fort walls and gatehouse and bring the guard room back into use (as an educational or exhibition space).
 - Landscaping affecting current ground levels may impact on archaeological remains. Roman archaeology can be found at shallow depths. There should be an archaeological evaluation to test the potential impact of ground works on archaeology so that an informed mitigation strategy can be devised. This should be informed by an archaeological desk based assessment.
 - An area of the gardens between the North Gate ditches and the Vicus buildings has never been investigated archaeologically. There is potential for a community archaeology dig here which would also look at archaeology of the workers housing as well as potential Roman.
 - There should be a discussion/vision for the gardens and Roman features displayed on the western defences.
- 3.2.9 Further meetings were undertaken with the Heritage Management Director from Greater Manchester's Archaeological Advisory Service on 22nd May 2014, 17th December 2015 and 6th April 2016 and an ongoing dialogue was maintained as the masterplan developed. This informed many features of the layout, including: the Roman Road alignment; the use of Roman inspired planting; the incorporation of Roman artefacts into the site; and, the information included within the time-line feature.
- 3.2.10 The meetings with the Heritage Management Director also included a review of the landscape masterplan in relation to the 'Zones of Archaeological Potential'. It was noted that there is potential for archaeological heritage assets to be impacted by works in the Roman Gardens, and that an appropriate level of archaeological recording should first be undertaken. As a result, an archaeological mitigation strategy was written by BDP, in collaboration with the Heritage Management Director and with reference

to the, Roman Gardens Archaeological Desk Based Assessment. This strategy sets out the general methodologies and standards which will be employed in the undertaking of archaeological fieldwork, and will be submitted as part of the planning application under separate cover.

3.3 Consultation with Neighbouring Businesses

Questionnaires

3.3.1 In consulting with neighbouring businesses in the area, the Forum used a feedback form (Appendix B) to record any responses. Individuals were asked to rate the following aspects of the masterplan, using a scoring system of 1-5 (whereby 1 was rated bad and 5 excellent).

- New east-west route (re-opening and connecting Stone Street to Bridgewater Street)
- Introduction of landscaped play areas
- Planting scheme, including new raised, accessible beds and proposed location/retention of trees
- Roman timeline
- Extra outdoor seating for eating and drinking
- Performance area
- Sustainable urban drainage scheme (e.g. rain garden)
- Removal of fencing on Liverpool Road
- Removal of fencing on Collier Street
- Removal of fencing on Beaufort Street
- Stone Street road closure and reinstatement of cobbles
- Improved pedestrian crossing points and traffic calming measures on Liverpool Road
- The night-time lighting scheme
- Retaining key Roman features such as the Gatehouse, footings of buildings and the line of the Roman road

3.3.2 The results of this consultation are discussed within section 5 of this report.

Individual Meetings

3.3.3 One-to-one meetings were held with the following adjoining landowners/occupiers;

a. The Oxnohle Public House

3.3.4 The comments expressed by a representative of the Oxnohle Public House included:
'I think that the scheme could certainly attract new visitors to this area and make it an attractive, casual area in the busy city centre, great for families'.

b. The White Lion Public House

3.3.5 The comments expressed by the White Lion Landlord included:
'Generally happy with the proposals to improve the gardens. Concerns over loss of the outside drinking area – the Pub owners Enterprise Inns also expressed concerns about the potential impact on the outside drinking area'.

c. Museum of Science and Industry (MOSI)

3.3.6 The comments expressed by MOSI included:
'The Roman Gardens Project represents an opportunity to reflect the history of site whilst improving the overall quality of green space in the city. It will add a lovely feature to this quarter of the city and improve the appeal of Liverpool Road'.

d. Ellis Brigham

3.3.7 The comments expressed by a representative of Ellis Brigham included:
'Only concern we have is a business concern at missing trade due to the closure of the one end of Stone Street. In the meeting with the forum members, some sort of signage on both Stone Street and the Bridgewater Street entrance to the Gardens was suggested as a possible compromise. Overall the plans look magnificent'.

e. Manchester Property Group

- 3.3.8 The comments expressed by a representative of the Manchester Property Group included:
'Install double yellow lines along Liverpool Road'.

f. Ward Councillors

- 3.3.9 City centre ward councillors regularly attend Forum meetings and so were kept continuously informed of progress on the masterplan.
- 3.3.10 The Chair and Secretary of the Forum met with all three ward councillors in July 2014. All were very positive about the masterplan and felt it would provide a substantial improvement for the area, and raised no specific concerns. The proposed traffic calming measures were considered a good idea, but the detailed design would need further consideration to minimise levels of noise.
- 3.3.11 The positive comments expressed in writing by one of the local Councillors included:
'All aspects of the scheme look truly excellent. I'm especially keen to see the raised community beds / allotments/boxes and a more sustainable approach to developing public space (materials that allow rainwater drainage, recyclable materials used etc)'.

4.0 Public Consultation

4.1 Introduction

- 4.1.1 A total of two consultation events were held on Tuesday 15th July 2014 between 6pm and 7pm and on Saturday 19th July 2014 from 11am to 1pm, where members of the public were invited to drop in. The Tuesday event was held at Dukes 92, Castle Street, Castlefield and the Saturday event at The Wharf pub on Slate Wharf, Castlefield.

4.2 Event Publicity

- 4.2.1 In order to ensure that the events would be well attended the following publicity was undertaken:
- Mailshot to registered members (392)
 - Twitter (1924 followers)
 - Facebook (381 followers)
- 4.2.2 Details of the event were also placed on to the Castlefield Forum's website <http://ourcastlefield.co.uk/> (Appendix A).

4.3 The Events

- 4.3.1 In total two events were held on the following dates:
- Tuesday 15th July 2014 between 6pm and 7pm at Dukes 92, Castle Street, Castlefield
 - Saturday 19th July 2014 from 11am to 1pm at the Wharf pub on Slate Wharf, Castlefield.
- 4.3.2 The events took the form of drop in sessions staffed by Forum members to ensure there were people on hand to respond to any specific queries raised by the local resident and business community of Castlefield.
- 4.3.3 Once individuals had been given the opportunity to ask any specific questions concerning the scheme, they were also asked to complete a feedback form (Appendix B). This was the same feedback form used to consult with the stakeholders (see paragraph 3.3.1).
- 4.3.4 In terms of attendance, 10 people were recorded as attending the Tuesday event and a further 2 people on the Saturday.

5.0 Consultation Feedback

5.1 Introduction

5.1.1 As a result of the two public consultation events and the stakeholder consultation, a total of 23 feedback forms were completed and returned.

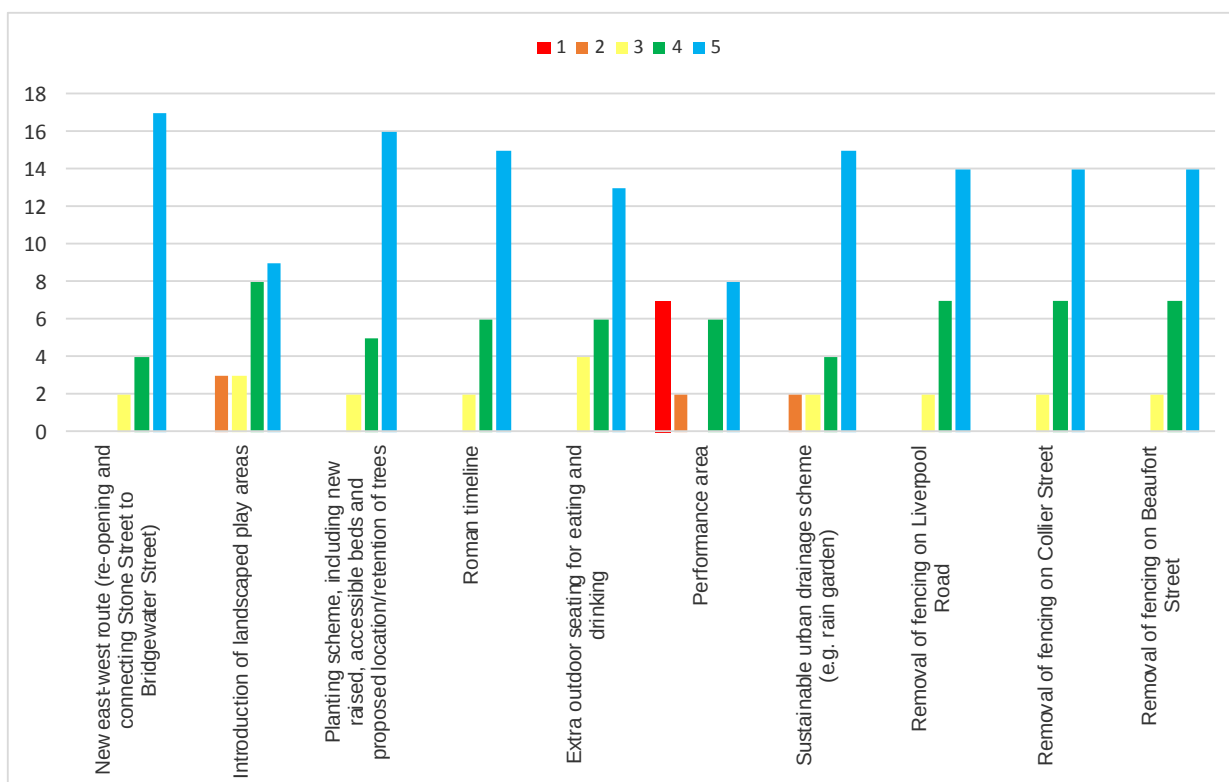
5.2 Analysis of Feedback

5.2.1 The results of the exercise asking individuals to rate different elements of the masterplan is provided in Table 5.1 and shown graphically in Figure 5.1.

Table 5.1: Results of Consultation Feedback

Masterplan Components	Rating (1=bad and 5 =excellent)				
	1	2	3	4	5
New east-west route (re-opening and connecting Stone Street to Bridgewater Street)	0	0	2	4	17
Introduction of landscaped play areas	0	3	3	8	9
Planting scheme, including new raised, accessible beds and proposed location/retention of trees	0	0	2	5	16
Roman timeline	0	0	2	6	15
Extra outdoor seating for eating and drinking	0	0	4	6	13
Performance area	7	2	0	6	8
Sustainable urban drainage scheme (e.g. rain garden)	0	2	2	4	15
Removal of fencing on Liverpool Road	0	0	2	7	14
Removal of fencing on Collier Street	0	0	2	7	14
Removal of fencing on Beaufort Street	0	0	2	7	14

Figure 5.1: Results of Consultation Feedback



5.2.2 As figure 5.1 confirms nearly all of the elements proposed within the scheme were supported by the respondents.

5.2.3 The components of the masterplan which were least favourable included:

- The performance area
- Introduction of landscaped play area
- Sustainable urban drainage scheme (e.g. rain garden)
- Extra outdoor seating for eating and drinking

5.2.4 Other comments expressed in relation to the masterplan proposals are detailed below and have been taken into consideration by the design team and the Forum as the masterplan design has evolved.

Accessibility

- New east-west route: Applaud the concept of increasing legibility and increasing available routes. Creation of this new route creates a node where east-west crosses existing north-south, there is an opportunity to create a central feature here even in a minimalist form. The approach could consider increasing awareness of possible routes connecting to nearby places of interest, key information about site and some natural observation opportunity.
- Like the better access and connections across to the tram stop.

Heritage

- Roman timeline – I really like the approach to provide the information at ground level to remove the need for multiple signs and increase the engaging nature of following the history around the site. Only point here is whether (potentially at the entrance) a summary sign briefing on the roman history would be useful on an access to all basis for those who may struggle to read information from ground level.
- What are the plans for the Roman Fort? Is access still to be made on to the wall?

Public Realm

- Extra outdoor seating – Brilliant concept, especially if finished benches replicate those outlined in the masterplan.
- Cobbles – A great decision and will do brilliantly for bringing life back into the area, furthermore will act as an advertisement for the value of the area and what is adjacent.
- Due to the relatively out of the way location for the Roman Gardens, directional signage to make those aware especially coming down from Castlefield metrolink stop and the proximity of the MOSI, would increase footfall.
- In Toronto a system of a locked, bookable BBQ stand is implemented in one of their city gardens. I do not know the cities approach to this here but it would create a really unique opportunity and a family setting which can be safely secured.
- Question the need for the performance area when others exist in area e.g. Basin.
- Please keep the sheep!
- Like the idea of landscaped areas (not specifically as children play areas...)
- Introduce dog-waste bins?
- There is no need for a performance area when the arena is right around the corner (and underused).

Lighting

- Night-Time lighting scheme – Range of lighting being used which is a big positive and will provide a strong ambiance across the site and fundamentally ensure safety. My only area of comment relates to the new east-west route which from the lighting image appears to only have 'uplighting to wall'. This area is removing some of the grassed area so the fruit trees planned for the new social areas is a great addition and much needed however it could be an area of safety concern, maybe some spotlighting in the trees could be used to offset.
- On the route through the fort what lighting will be undertaken?

Planting

- Turf inside two south vicus – Is there the opportunity to wildflower plant this area bringing biodiversity and visual interest to the former roman vicus.
- Grow boxes – A brilliant addition. I have recently been in Toronto, Canada where similar items are being implemented. Due to small size of box and likelihood for sharing the use with best vegetables to be small (tomatoes, sweet pea and herbs) the site would lend itself to supporting picnicking utilizing the seating.
- Biodiversity – The planting schedule is fantastic in support of wildlife and will hopefully bring some new life into the area.
- Would insect hotels / bug areas be a possible addition which could be used as an education area for children visiting the site, including rock gardens especially considering the proximity to the MOSI.

Drainage

- SUDs – Rain garden is a great addition, however Manchester does not have many places where it can attenuate any surface water and there are noted improvements through having water features on several levels (including biodiversity, heat reduction, flooding etc). Since, opportunities for SUDS in the city centre are so few and far between this is a unique chance to increase their use. The site has had issues of drainage previously so a targeted approach to include a specific area for some swale or retention pond (bearing depth in mind for safety reasons) could enhance the overall site.
- How is the current dip, which frequently pools, being addressed?

5.2.5 Whilst individuals were unanimously in support of the proposals, a few concerns were raised for the masterplan to consider. These included:

- Need to ensure extra outdoor seating does not become additional seating for the PH due to their location, a challenge you have tried to address through fencing but something to still be aware of.
- More noise from enlarged Oxnoble beer garden for Westpoint residents and question how noisy a cobbled road would be for bedrooms above it.
- Signs against BBQs? Damaging to lawns.
- Closing Stone Street would cause chaos for traffic coming in. There's nowhere to turn around, people would constantly be 3 point turning or having to reverse all the way back around.
- The landscaped play areas would lose all the flat open grass areas that are used substantially by the public for sunbathing, picnics etc, and the ditches provide a lot of play areas for the kids already.
- Another beer garden is not needed considering there is already one at the White Lion which is already very noisy.

6.0 Crowdfunding Application

- 6.1.1 Whilst the Castlefield Forum received considerable in-kind support to prepare the initial masterplan, a stage was reached where it became necessary to commission further professional technical support to prepare the scheme for a planning application. This included commissioning an Archaeological Assessment, Topographical Survey, Crime Impact Statement, Transport Consultants, Landscape Architect services, Town Planning services, Lighting Design services and Cost Consultants. It was at this stage that the Forum began to explore different ways to raise the required funds.
- 6.1.2 At the same time the Forum was invited to participate in a new venture, Manchester Crowdfunding Pilot, supported by the City Council and the We Love Manchester charity. The invitation was at the instigation of the Council's Chief Executive. The pilot was launched at a showcase event in February 2015 enabling community groups, such as the Castlefield Forum to showcase their projects to potential investors.
- 6.1.3 In order to make a credible presentation at the showcase event, the Forum needed to recruit a reasonable number of founder members who were willing to pledge a sum of money to kick-start the Crowdfunding Campaign. An initial message to Forum members raised £400 in the first week. Following this initial interest and with the support of a Crowdfunding consultant, commissioned by the Council, the Forum embarked on its Crowdfunding campaign. With 90 days to reach the target of £19,000, the Forum set about promoting the campaign and contacting local residents and businesses to encourage them to pledge funds.
- 6.1.4 The campaign included a social media campaign using the Forum website, Twitter and Facebook; direct contact with the Forum database; posters and flyers in local bars and restaurants; personal visits to local businesses; stalls at the Castlefield Market in Upper Campfield Market Hall and at the Castlefield Food Festival in May 2015 and a successful campaign to obtain press coverage. In 80 days the target was reached with 129 individual pledges being made ranging from £5 to £5000 (Appendix C). This was generated by 113 residents and 16 businesses who were incredibly supportive of the plans for the Roman Gardens.
- 6.1.5 A notice thanking all contributors has been designed and is in manufacture. This will be displayed in the notice board in the Roman Gardens. The text is appended to this document (Appendix E).

7.0 Friends of the Roman Gardens Group

- 7.1.1 In recognition of the importance of the Roman Gardens project, a Friends of the Roman Gardens Group was established in consultation with MCC Delivery Team Lead Public Realm. Annual work plans for the council and the Friends Group have been agreed. Building on the interest generated during the Crowdfunding campaign, the Friends Group was promoted widely in Castlefield through direct mailing, flyers and social media.
- 7.1.2 The initial Friends meeting was held in January 2016, when 18 local residents turned out to undertake gardening duties. Liaising closely with council officers, appropriate seasonal activities for the Friends Group were agreed, as listed in Table 7.1.

Table 7.1: Seasonal activities to be undertaken by the Friends Group

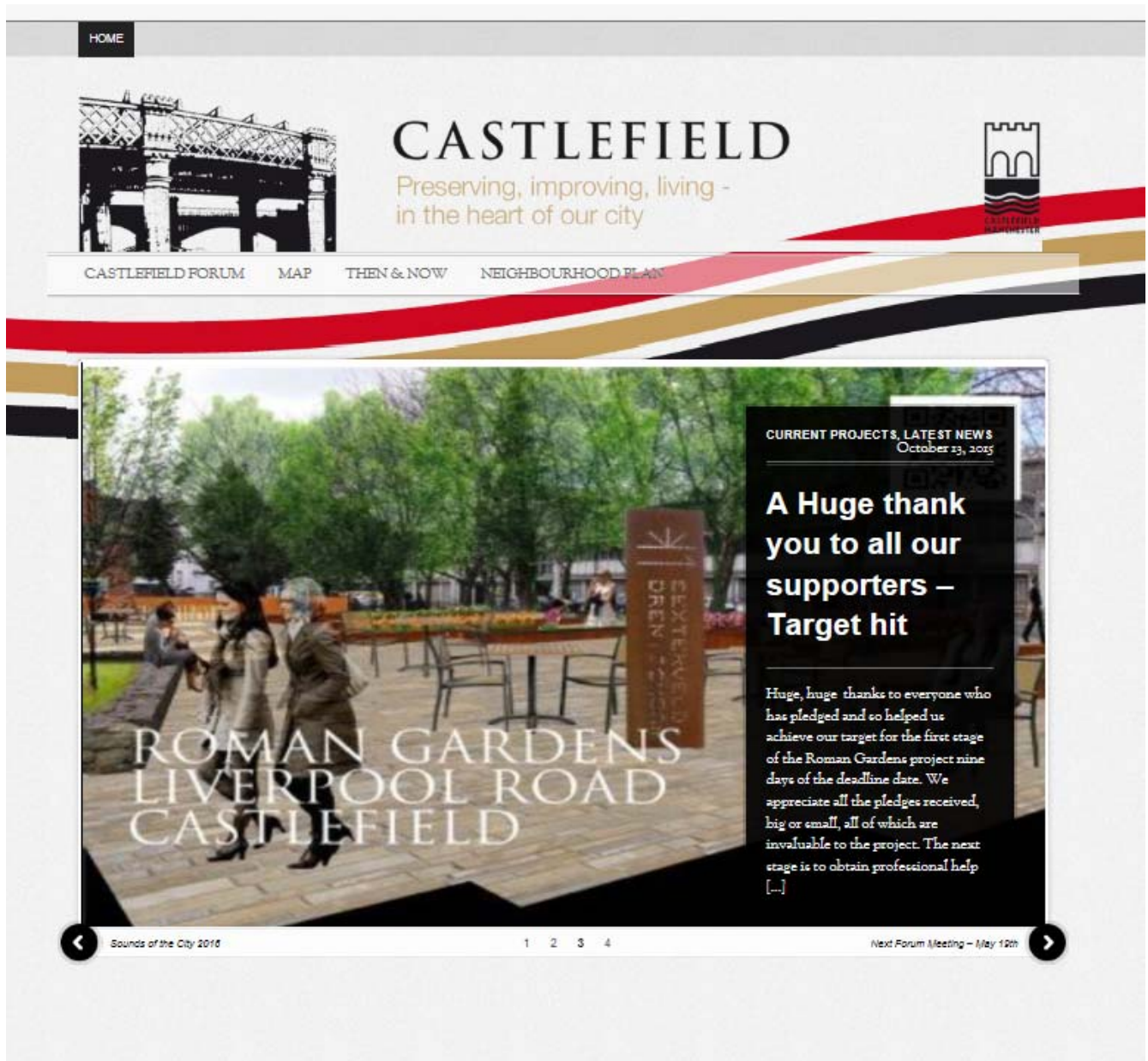
Season	Maintenance Activities
Winter	▪ Litter picking ▪ Path sweeping and leaf clearing ▪ Half mooning grassed plots ▪ Path weeding if required ▪ Shrub pruning
Spring and Summer	▪ Deep clean shrub beds of litter and hoe ▪ Half mooning ▪ Possible herb box maintenance including watering (when/ if installed) ▪ Litter picking ▪ Path sweeping and weeding
Autumn	▪ Leaf clearing ▪ Bulb planting ▪ Half mooning ▪ Deep clean shrub beds

- 7.1.3 This work is undertaken with guidance from MCC to enhance the resources available. This will be achieved through ongoing meetings and discussions between the two parties and work schedules agreed to include Management Control as the Gardens evolve with the possibility of working towards Green Pennant status.
- 7.1.4 To supplement the work of residents within the Friends Group, a number of local businesses have offered to become involved through their Corporate Social Responsibility (CSR) schemes, with staff volunteering to support the project. These activities have been programmed into the annual work plan.
- 7.1.5 The first CSR event took place in February 2016 when 10 members of staff from Olliers Solicitors spent the afternoon, together with four members of the Friends Group carrying out garden maintenance activities proposed by MCC Officers. Management and staff have already offered to return for a second CSR event later in the year.
- 7.1.6 During 2015 staff from locally based business Chadwick Knott and also from local Marks & Spencer stores, carried out gardening work in Castlefield under their CSR schemes and have expressed an interest in this continuing in 2016. Auto Trader has also recently relocated to Manchester and have committed to including Castlefield as a location for their employees to undertake volunteering duties. These will all be programmed into the Friends group future activities.
- 7.1.7 A total of 32 members are now signed up to the Friends Group. The Friends Agreement with the council which details the annual work plans for the Friends Group and the council has now been signed (Appendix D). A regular programme of Friends activity days has also been established.
- 7.1.8 The most recent Friends event was held on 16th April 2016, which involved a total of 13 members.

8.0 Conclusion

- 8.1.1 The NPPF paragraph 66 identifies that applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. The development of the masterplan for the Roman Gardens has followed an iterative process informed by pre-application discussions with Manchester City Council, Greater Manchester's Archaeological Advisory Service, stakeholder engagement, public consultation and the principles of good inclusive design. These responses have all been important in shaping and influencing the final scheme that forms of basis of this detailed planning application.
- 8.1.2 In conclusion, communication and engagement throughout the planning process is critical, and this document has demonstrated that the applicant has embraced this comprehensively through pre-application discussions with the Local Planning Authority and engagement with key stakeholders and the local community, which has helped to influence and shape the overall proposals which form the basis of this planning application.

Appendices





CASTLEFIELD

Preserving, Improving, Living –
in the heart of our city



Roman Gardens Consultation – Feedback Form

Your name _____

Date _____

Address _____

Company (if applicable) _____

Please rate the masterplan in the following areas, **where 1 is bad and 5 is excellent:**

	1	2	3	4	5
New east-west route (re-opening and connecting Stone Street to Bridgewater Street)					
Introduction of landscaped play areas					
Planting scheme, including new raised, accessible beds and proposed location/retention of trees					
Roman timeline					
Extra outdoor seating for eating and drinking					
Performance area					
Sustainable urban drainage scheme (e.g. rain garden)					
Removal of fencing on Liverpool Road					
Removal of fencing on Collier Street					
Removal of fencing on Beaufort Street					

	1	2	3	4	5
Stone Street road closure and reinstatement of cobbles					
Improved pedestrian crossing points and traffic calming measures on Liverpool Road					
The night-time lighting scheme					
Retaining key Roman features such as the Gatehouse, footings of buildings and the line of the Roman road					
Please use this box to provide any general comments on the scheme or if you feel we have missed anything.					

Overall, would you be happy for the Castlefield Forum to proceed with working up the Masterplan into more detail? (Please circle your answer below)

Yes	No	Not sure	Other (please state)

Please provide us with your email address* if you would like to be contacted by us with feedback from the consultation/if you'd like us to keep in touch with progress/if you'd like to get involved (delete as appropriate)

Thank you for your feedback,

Castlefield Forum working with Manchester Garden City

(*we won't pass your details on)

Appendix C Crowdfunding Campaign



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Roman Gardens, Castlefield

By [Castlefield Forum](#)  [Manchester](#)  [Delivery stage](#)



[Share this project](#)

 [Like](#) [0](#)  [Comment](#) [14](#)  [Follow](#) [51](#)

Welcome to the future, two thousand years ago. You're standing right in the heart of Roman Manchester, just outside the North Gate. But wait...

Castlefield Forum

[About me](#)

[@OurCastlefield](#)



[Idea](#) [Gallery](#) [Costs](#) [Backers](#)

About

...today, it's spring 2015, and no emends for your General. Instead, you're checking your smartphone as you sit in the sun. It's your lunchbreak and soon you soon have to return to work.

Come into our gardens: Castlefield would like to meet you.

[+ More](#)

Location



[+ More](#)

Journey

[Follow this project](#) for updates to your inbox



Roman Gardens, Castlefield hit its fundraising target! 10 months ago
Brilliant news, thanks everyone!



Roman Gardens, Castlefield started fundraising! 1 year ago



Roman Gardens, Castlefield verified by Locality. 1 year ago



Roman Gardens, Castlefield launched! 1 year ago

Appendix D

Friends of Roman Gardens Agreement

FRIENDS GROUP AGREEMENT

A Friends Group Agreement:

- Is used with non-profit organisations that are established primarily to assist or benefit a specific park or an area of the public realm.
- Helps to provide the framework for the timing and scope of projects and routine operations That are carried out by Manchester City Council [MCC] and the Friends Group.

Annual Work Plans:

- Identify specific projects and programs of work that MCC and the Friends Group agree to undertake in a specific year;
- Specify the respective roles of MCC staff and the Friends Group in delivery of these identified projects and operations.

Friends Group Agreement

There is a long and valuable tradition whereby MCC and friends and volunteer groups have played a critical role in the success of Manchester's Parks and Public Realm and it is a key aim of the Growth & Neighbourhoods Activation Strategy to establish, support and strengthen these relationships.

This document is intended to provide an agreed framework for work carried out by MCC and The Friends of The Roman Gardens in order to encourage innovation and creativity and to avoid duplication and misunderstanding in order to achieve mutual goals.

This Friends Group Agreement is between Manchester City Council and The Friends of The Roman Gardens

Background

Roman Gardens - Liverpool Road Manchester City Centre - Friends of the Roman Gardens

Castlefield Forum was established in 2009 as a result of residents, tenants and local businesses in the area wishing to develop community involvement to improve the quality of the environment, increase footfall and tourism and develop and enhance the historic nature of this Conservation area.

As a result a number of projects including planting schemes and environmental improvements funded by Cash Grant awards have been undertaken over a number of years some of which have been completed whilst others are still ongoing.

The most ambitious project is the proposed to transform the Roman Gardens situated on Liverpool Road opposite MOSI. The Forum along with Manchester Garden City and consultants BDP have been working to establish this area as the 'Gateway' to Castlefield by developing an established green open space into a much improved area for the benefit of residents and visitors alike.

To this end it is proposed to establish through the Forum a 'Friends of the Roman Gardens ' (FOTRG) group to work alongside the Manchester City Council on a regular planned basis.

FOTRG will recruit members to undertake general maintenance works for example litter picking, leaf clearance, bulb planting and this will include working with teams of volunteers from various backgrounds. Examples to date include local residents, M&S, Olliers Solicitors, students from Manchester University and the Prince's Trust. Current recruitment has resulted in 21 volunteer sign ups.

Responsibilities of the Parties:

Subject to the terms and conditions set out in this Agreement:

1. Promote this relationship as a way of accomplishing mutual goals pursuant to this Agreement, and recognising the partnership as a way of leveraging scarce resources so that, together, more is accomplished than either party could do on its own.
2. Increase productivity and collective competency by building on successes and expanding capacities for future achievement.
3. Commit energy, people and resources to goals of mutual interest, as identified in the Annual Work Plan.
4. Expedite decisions and agreements considered vital to the parties' mutual goals and to this Agreement.
5. Review proposed donations of funds and in-kind goods and services that are intended to be provided to the gardens to ensure that they meet needs, requirements and specifications.

Responsibilities of Local Authority:

1. Work with Friends Group to encourage community engagement in shared stewardship by the local community.
2. Publicly recognise Friends Group as an official support organisation.

3. Support Friends Group in its growth, viability and public impact by identifying projects and programs that will showcase the value of the Friends Group and donor investments in the national parks.
4. Meet with the Friends Group to discuss the requirements and policies that relate to the work of the partnership.

Responsibilities of Friends Group:

1. Support the aims of MCC.
2. Establish and maintain a collaborative relationship with MCC with the goal of accomplishing projects and encouraging volunteer contributions.
3. Conform to standards of best practice and ethics common to all nonprofit organizations, as well as applicable local and government laws and regulations.
4. Ensure that fundraising costs for Identified Projects do not exceed the amount of funds.

Annual Work Plans:

1. Grounds Maintenance Schedule Manchester City Council

7. Ground Maintenance Schedule Manchester City Council							
SITE	TYPE	AREA_M2	PERIM	WARD	Operations	Timing	Frequency
Castlefield Roman Gardens	Foot Path & Structures	1,358	579	City Centre	HARD SURFACE - SWEEP & COLLECT LITTER	All Year Round	As Required
					HARD SURFACE - [WEED CONTROL]	March - Oct	Every 12 Weeks
	Grass	2,251	1184		GENERAL AMENITY GRASS - CUTTING	March - Oct	Every 14-16 Days
	Grass Slopes & Banks	499	364		GENERAL AMENITY GRASS - EDGE OFF [WEED CONTROL]	March - Oct	Every 12 Weeks
					SHRUB - [WEED CONTROL]	March - Oct	Every 12 Weeks
	Shrubs	542	281		SHRUB - PRUNE	Oct - Feb	Every 3 Years
					SHRUB - COLLECT LITTER	All Year Round	Regularly

2. Friends of the Gardens Work Programme

Each year MCC and the Friends Group shall jointly develop an Annual Work Plan that:

- Identifies the projects and programs that the parties agree to undertake in a specific year;
- Specifies the respective roles of the MCC and the Friends Group in carrying out the Identified projects and programs

The following programmes are proposed on the basis that the Friends will meet every 2 months. This may be supplemented with other volunteer involvement to be planned.

Winter

Litter picking and path sweeping, leaf clearing, half mooning grassed plots and path weeding if required, shrub pruning.

Spring & Summer

Deep clean shrub beds of litter and hoe, half mooning, possible herb box maintenance including watering (when/ if installed), litter picking and path sweeping, path weeding

Autumn

Leaf clearing, bulb planting, half mooning, deep clean shrub beds

This work will be undertaken with guidance from the Authority to enhance the resources available. This will be achieved through ongoing meetings and discussions between the two parties and work schedules agreed to include Management Control as the Gardens evolve with the possibility of working towards Green Pennant status.

As the Friends Group will work within the existing Castlefield Forum constitution any applications for grants/funding would be through the Forum which already has banking and accounting procedures in place.

Termination

1. Each party may terminate this Agreement for any reason by giving advance written Notice of Termination for Convenience. Termination shall be effective 60 calendar days from the date of receipt of the Notice, or upon the termination date specific in the Notice, whichever is later.
2. Unless expressly provided for in this Agreement or related agreements, neither party shall be liable for any costs, damages, or other claims that result directly or indirectly from termination of this Agreement. All other rights and claims of the parties shall be preserved.

3. Upon the termination of this Agreement or cessation of the operations of the Friends Group for any reason, any funds held and all in-kind contributions for use consistent with the purposes for which the donations were made should be returned to the funding organisation.

Insurance

The Friends Group should, in keeping with best practices and acquire appropriate personnel and public liability insurance.

Financial Matters

Friends Group shall maintain proper accounting records under a system of accounts and financial controls that is consistent with Generally Accepted Accounting Principles.

Key Officials and Notices

Each party shall designate one or more key personnel to be responsible for coordination and communication between Friends Group and the City Council in connection with the activities to be performed. Upon written notice to the other party, either party may designate an alternate to act in the place of the designated Key Official, or designate a new Key Official.

For MCC Public Realm:

Name: Barry Noble
Title: Technical Delivery Lead
Address: Hooper St Depot
Phone: 0161 908 5735
E-mail: k.shackell@manchester.gov.uk

Name: Kevin Shackell
Title: Grounds Technical Team Lead
Address: Hooper St Depot
Phone: 07951910395
E-mail: k.shackell@manchester.gov.uk

For Friends group:

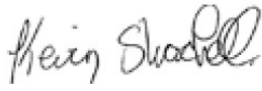
Name: Carol Middleton
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M3 4AQ
Phone: 07739668268
E-mail: carolmiddleton319@gmail.com

Name: Christina Mullen
Title: Member of Castlefield Forum
Address: 35 Cumberland Road, M33 3QT
Phone: 0161 969 4881
E-mail: tinaandjim@hotmail.co.uk

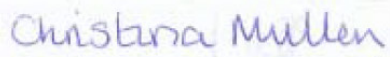
1. All activities pursuant to or in association with this Agreement shall be conducted without discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex, as well as in compliance with the requirements of any applicable laws, regulations, or policies prohibiting such discrimination.
2. This Agreement and performance is subject to all applicable laws, regulations and government policies, whether now in force or hereafter enacted or promulgated. Nothing in this Agreement shall be construed as in any way impairing the authority to supervise, regulate, and administer its property under applicable laws, regulations, and management plans or policies as they may be modified from time-to-time.
3. The Friends Group shall not publicise or circulate any materials (including advertisements, solicitations, brochures, press releases, speeches, pictures, movies, articles, manuscripts, or other publications) suggesting, expressly or implicitly, that Manchester City Council or any of its employees endorses any business, brands, goods or services.
4. This Agreement may be extended, renewed, supplemented or amended only when agreed to in writing by all parties.
5. Neither party may assign any of its rights or obligations under this Agreement without the prior written consent of the other party.
6. The Friends Group is not an agent or representative of Manchester City Council nor will Friends Group represent itself as such to third parties. MCC employees are not agents of Friends Group and will not represent themselves as such to third parties. Nothing in this Agreement shall at any time be construed so as to create the relationship of employer and employee.
7. Unless expressly stated herein, nothing in this Agreement is intended to grant any legally enforceable rights or provide any benefits to any third party.
8. The headings of the Articles in this Agreement are inserted only as a matter of convenience and shall in no way be construed to define or limit the scope or intent, or affect the meaning or interpretation, of this Agreement.
9. The parties agree that in the event of a dispute between them, the City Council and the Friends Group shall promptly use their best efforts to resolve the dispute in an informal fashion through communication and consultation, or other forms of non-binding alternative dispute resolution that are mutually acceptable to the parties.

Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date the last signature is affixed.

Manchester City Council		
Name: Barry Noble	Date: 4th April 2016	Signed: 
Name: Kevin Shackell	Date: 4th April 2016	Signed: 

Friends of the Roman Gardens

Friends of the Roman Gardens		
Name: Carol Middleton	Date: 4th April 2016	Signed: 
Name: Christina Mullen	Date: 4th April 2016	Signed: 

Appendix E

Notice thanking contributors to the Crowdfunding Campaign



CASTLEFIELD

Preserving, Improving, Living –
in the heart of our city



MANY THANKS TO EVERYONE WHO PLEDGED FUNDS TO OUR CROWDFUNDING CAMPAIGN
TO BRING NEW LIFE INTO THESE ROMAN GARDENS AND SO HELPED US ACHIEVE OUR TARGET FOR THE
FIRST STAGE OF THE PROJECT WHICH IS TO OBTAIN PLANNING PERMISSION FOR OUR MASTERPLAN.
OUR THANKS GO TO THE FOLLOWING INDIVIDUALS AND BUSINESSES:

Vox Andersen • Lisa Ashurst • Dr Pete Atkinson • Lauren & Trevor Bailes • Sandra Berns • Lee Bevan • John Birkhead • Phil Bonner • James Bowers & Stuart McGill • Sarah Brearley
Tom Brothwell • Jill Burdett • Jonny C • Paul Cannon • Cristiano Cardarelli • Marilyn Carroll • Tom Cartledge • Helen Cavanagh • David Christie • Ian Christie • Charlotte Clemo
Mark Crossfield • Niraj Dattani • Matthew Dixon • David Farrell • Jamie Ferguson • Alex Flahive • Jack Fisher • Emma Foster • Tom Francis • Stephen Freeman • Ed Fulker • Mariag Gonzalez
Chris Gray • Sarah Green • Giles Grover • Laura Hackett • Gemma Hall & David McBride • Tony Hill • Robin Heywood • Beth Hopper • Ian Hoenly • Gary Hough • Mark Hubbard
Rox Hughes • Jan Hutchings • Toni Infante • Michael Ingall • Peggy Kynaston • Michelle Isme • Matt Kramer • Alex King • Stephen Lake & Amanda Jones • Therese Larson • David Livesey
Kwong Lee • Vincent Lee • Steven Lindsay • Diane Lewis • Oliver Longhead • James McCaffrey • Vicky McCarrick • Callum McCaul • Calum McGowan • Iain McGowan • Stephen McGuire
Susan Manson • Sara Martin • Carol Middleton • Karl Millburn & Paul Dillon • Andy Moss • Andrew Moerland • Tina Mullen • Rachel Muters • May Ling Nutman • Andy Parkinson
David Payne • Cllr Kevin Peel • Katie Prior & Rob Mathison • Norman Redhead • Catherine Roberts • Alan Rooney • Alison Ross • Liz Rowley • Jeremy Shine • Mark Slattery • Colin, Naomi,
Anyia & Petra Smith • Graham Smith • Paul Smith • Rachel Southern-Holland • Jane Speller • Sam Stafford • Carol Standfield • Anne Strachan • Alexandra Taylor • Johan Van der Merwe
Claire Venables • Pal Vik • Pauline Walford & Les Millward • Emma Warren • Simon Watts • Ann & Colin Webb • John Wildman • Gail Willock • Darrell Wilson • Rob Young • Anonymous x6

AUTO TRADER • ALLIED LONDON • BARCA BAR • BDP • CASTLEFIELD ESTATES (DUKES 92) • DIMITRIS • DYER ENVIRONMENTAL CONTROLS
INSTITUTO CERVANTES • MANCHESTER CITY COUNCIL • MANCHESTER CONFIDENTIAL • MANCHESTER RESIDENTIAL MANAGEMENT
MAKEMCR • OLLIERS • RENDALL & RITNER REGIONAL • SCANLANS PROPERTY MANAGEMENT • URBANBUBBLE



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