
Roman Gardens, Castlefield, Manchester

Full Planning Application

Management and Maintenance Strategy

Prepared by Castlefield Forum
May 2016

Contents

1.0 Introduction

- 1.1 Objectives
- 1.2 Background

2.0 Management and Maintenance Arrangements

- 2.1 Introduction
- 2.2 Management Responsibility
- 2.3 Manchester City Council
- 2.4 Friends of Roman Gardens
- 2.5 Local Businesses
- 2.6 Planned Maintenance Activities

Appendices

- A** Friends Agreement with Manchester City Council

1 Introduction

1.1 Objectives

1.1.1 The objectives of the Management and Maintenance Strategy are:

- To ensure the successful planting operations, establishment and continued healthy growth through to maturity of the trees, shrubs and grass within the Roman Gardens;
- To ensure the continued health and vigour of the existing trees and retained elements; and
- To achieve a clean, tidy condition and appearance of all external areas, including the hard landscaped areas.

1.2 Background

Castlefield Forum

1.2.1 Castlefield Forum is a voluntary, community group established with the key aim of making Castlefield a better place for local residents, businesses, workers and visitors. Membership is open to anyone who lives, works or has an interest in Castlefield. Over 330 members receive regular email updates on Forum activities and projects and are invited to meetings and events.

1.2.2 Formally constituted in 2010, the Forum meets quarterly and meetings are open to all. An elected Committee meets every 6 weeks or so and feeds back to the wider Forum. The Committee has an Action Plan with wide-ranging aims, events and activities. A number of Action Groups deliver various elements of the Action Plan. They cover: Events, Marketing and Media, Neighbourhood Plan, Garden Maintenance, Roman Gardens, Friends of the Roman Gardens, Pioneer Quay, Plot G and Signage. Social media is also used as an important tool to engage with local residents and businesses with a well-used website, a Facebook site with nearly 450 members and over 2000 Twitter followers.

Community Activities in Castlefield

1.2.3 Having successfully bid for Neighbourhood Investment Funding (Formerly CASH grant funding) from Manchester City Council (MCC) over six successive years, the Forum has improved a neglected area of public realm known as The Granary Garden; designed and commissioned replacement and additional interpretation signage; designed and published a leaflet for visitors and improved our website www.ourcastlefield.co.uk.

1.2.4 Regular weeding and litter picking is undertaken whilst community bulb planting leads to some beautiful displays each spring. The Forum has taken part in the Royal Horticultural Society It's Your Neighbourhood, part of North West In Bloom, achieving Level 4 'Thriving' on one occasion and Level 5 'Outstanding' on four occasions.

1.2.5 MCC has provided the Forum with the use of a lock-up facility in the Arena where gardening equipment is stored.

1.2.6 In partnership with the former MCC Community Engagement Team, the Forum worked with volunteers during 2015 to build and plant grow-boxes of edible and complementary planting in a neglected canal-side area known as Pioneer Quay. The Forum has led a multi-agency group to obtain permission from land owners Transport for Greater Manchester (TfGM) for 'meanwhile use' of the site to create a pleasant area for residents and visitors until the long-term use of the site is decided.

1.2.7 A major long-term project for the Forum, working in partnership with BDP through Manchester Garden City, has been to redesign the Roman Gardens. The project plans to tie together the 2,000-year-old Roman heritage of the site with the modern day city, transforming the site into an inspiring new gateway to Castlefield. To ensure appropriate interpretation of the Roman and industrial heritage, the Forum has liaised closely with Greater Manchester Archaeological Advisory Service from the outset.

1.2.8 Working in conjunction with the local community, residents, businesses and stakeholders, an initial, illustrative project masterplan has been developed for the Roman Gardens site. The Forum has also undertaken a Crowdfunding campaign that raised £19,000 in less than 90 days from local businesses and individual residents to fund a robust planning application.

2 Management and Maintenance Arrangements

2.1 Introduction

- 2.1.1 The following section outlines the comprehensive management and maintenance arrangements for the site which have been agreed through pre-application discussions with Manchester City Council Planning and Regeneration Officers.

2.2 Management Responsibility

- 2.2.1 Management and maintenance responsibility for the site will be undertaken by the following organisations, further detail is provided below:

1. Manchester City Council
2. Friends of Roman Gardens
3. Local Businesses (coordinated by the Friends Group)

2.3 Manchester City Council

- 2.3.1 As the Roman Gardens are within the ownership of Manchester City Council, it is envisaged that the City Council as Local Authority will undertake the statutory maintenance duties required including:

- Sweeping of the hard surfaces and collection of litter;
- Emptying the public waste bins;
- Weed control on areas of hard surface;
- Cutting of the grassed areas;

2.4 Friends of Roman Gardens

- 2.4.1 In recognition of the importance of the Roman Gardens project, a Friends of the Roman Gardens Group has been established in consultation with MCC Delivery Team Lead Public Realm. Annual work plans for the MCC 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.

- 2.4.2 The initial Friends Group meeting was held in January 2016, when 18 local residents turned out to undertake gardening duties. Liaising closely with MCC Officers, appropriate seasonal activities for the Friends group were agreed. 32 members are now signed up to the Friends Group. The Friends agreement with MCC has now been signed and is appended to this document. The agreement details the annual work plans for the Friends Group and MCC and a regular programme of Friends activity days has been established.

- 2.4.3 The most recent Friends event was 16th April 2016 when 13 members got involved.

2.5 Local Businesses

- 2.5.1 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.
- 2.5.2 The first CSR event took place in February 2016 when 10 members of staff from Olliers Solicitors spent the afternoon, together with 4 Friends group members, 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.
- 2.5.3 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 are keen to do more in 2016. Auto Trader has 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.

2.6 Planned Maintenance Activities

2.6.1 A summary of seasonal activities is set out below:

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

2.6.2 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.

Appendix A Friends Agreement with Manchester City Council

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

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:

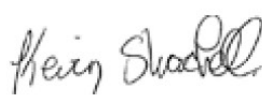
Name: Carol Middleton
Title: Chair of Castlefield Forum
Address: 319 Vicus, 73 Liverpool Road.
M3 4AQ
Phone: 07739668268
E-mail: carolmiddleton319@gmail.com

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: 