



Cabinet Member for Culture, Leisure, Sports and Parks

Time and Date

3.00 pm on Thursday, 25th February, 2016 – Please note time

Place

Diamond Room 1 - Council House

Public Business

1. **Apologies**

2. **Declarations of Interest**

3. **Minutes** (Pages 3 - 8)

(a) To agree the minutes of the Cabinet Member for Culture, Leisure, Sports and Parks meeting held on 21 January 2016.

(b) Matters arising

4. **A Vision for Allesley Park Walled Garden - Update** (Pages 9 - 46)

Report of the Executive Director of Place

5. **Annual Compliance Report - Regulatory & Investigatory Powers Act (RIPA)** (Pages 47 - 54)

Report of the Executive Director of Place

6. **Authority for Attendance at Conference** (Pages 55 - 58)

To give approval for the Lord Mayor, the Head of Libraries, Health and Information Services and an Officer from Democratic Services to attend the Kiel Week and International City Forum 2016 to be held in Kiel, Germany from 17 to 20 June 2016.

7. **Outstanding Issues Report** (Pages 59 - 62)

Report of the Executive Director of Place

8. **Any Other Business**

To consider any other items of business which the Cabinet Member decides to take as a matter of urgency because of the special circumstances involved.

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Wednesday, 17 February 2016

Note: The person to contact about the agenda and documents for this meeting is Usha Patel Tel: 024 7683 3198 Email: usha.patel@coventry.gov.uk

Membership: Councillor J Birdi (Shadow Cabinet Member) and A Khan (Cabinet Member)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting OR if you would like this information in another format or language please contact us.

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Coventry City Council
Minutes of the Meeting of Cabinet Member for Culture, Leisure, Sports and Parks
held at 9.30 am on Thursday, 21 January 2016

Present:

Members: Councillor A Khan (Chair)
Councillor J Birdi (Shadow Cabinet Member)

Other Members: Councillors N Akhtar, Ruane

Employees (by Directorate):

People: C Hickin, B Massey, M Metcalf, M McGinty, L Nagle

Resources: U Patel

In Attendance: K Blakeman (for item 29 below)
L Dawkin – UHCW NHS Trust (for item 29 below)
Rev C Hogger – St Anne & All Saints Church (for item 30 below)
J McAllister (for item 29 below)
D Powell – UHCW NHS Trust (for item 29 below)
Sgt. P Rafferty – West Midlands Police (for item 30 below)

Public Business

27. Declarations of Interest

There were no declarations of interest.

28. Minutes

The minutes of the Cabinet Member for Culture, Leisure, Sports and Parks meeting held on 10 December 2015 were signed as a true record. There were no matters arising.

29. Report in response to a petition regarding smoking in Hall Lane

The Cabinet Member considered a report of the Executive Director of Place which provided an update in response to a petition regarding smoking in Hall Lane.

The petition bearing 322 was submitted to the City Council on 7 July 2015 and outlined residents' concerns in relation to customers and employees from the University Hospital, Coventry and Warwickshire NHS Trust at Walsgrave, smoking in the street and generally causing a nuisance with noise and litter.

They requested that the Council make Hall Lane a smoke free street and that the Hospital take responsibility for the results of their no smoking policy.

The Cabinet Member for Policing and Equalities considered an initial report on 24 September 2015 and deferred any formal decision and gave the hospital an

opportunity to determine how they proposed to reduce or eliminate the adverse effect of smokers gathering in Hall Lane (Minute 15 refers). It was noted that the majority of smokers were hospital employees.

The Council could potentially introduce a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 to prohibit smoking in Hall Lane; contravening the PSPO would result in the issuing of a Fixed Penalty Notice (FPN) and prosecution in the event of non-payment, however, this was viewed as inappropriate for the following reasons:

- The area covered by the PSPO – for a PSPO to be effective, it would have to surround the hospital and be sufficiently large enough so as not to just displace the problem.
- Potential to criminalise local people – a PSPO is non-specific and would also apply to local residents and their visitors too. This means that residents (and their visitors) living within the designated area of the PSPO would be committing an offence if they were to smoke in the street.
- Unlikely to be popular – if a PSPO was to be introduced, an extensive consultation exercise would have to be undertaken and it is believed that a substantial number of local people would object and view this action as disproportionate.

The problems experienced by local residents in Hall Lane began when the hospital's smoking policy was changed to prohibit smoking on the entire site. As the majority of the problem resulted from hospital staff, it was considered that any potential long term solution lay with the hospital.

Councillor Ruane, a Henley Ward Councillor and the petition organiser attended the meeting and spoke in respect of their objections. Councillor Ruane expressed disappointment that no progress had been made in resolving the problem. He stated that the problem was envisaged even before the smoking ban was introduced when he met with the hospital in 2014 in an attempt to highlight the problem and hopefully get the hospital to put measures in place to avert the problem.

Furthermore, he requested that the hospital reconsider their no smoking policy so that staff and patients could smoke somewhere on site as the total ban had just displaced the problem onto residents. Consequently this had created an unfair burden on the City Council and public money was being spent on dealing with a problem created by the hospital.

The petition organiser attended the meeting and stated that the problem had continued through the winter months with no sign of easing. Staff had been spotted smoking behind the main gates on site and yet nothing appears to have been done. Residents believe that the area on site behind the hospital could be designated as a smoking area or have a shelter erected. It was generally felt that the hospital showed a lot of sympathy, but took no action.

Representatives from UHCW attended the meeting and reported that their smoking ban was working well however, once staff moved off site, they had no jurisdiction to discipline them. The hospital has a full time dedicated team who patrol the site and staff caught smoking were disciplined. The hospital stated that

creating a shelter on site would be in direct conflict with their policy and would be seen as encouraging staff to smoke. It was reported that a number of staff had been disciplined and figures would be provided to Councillor Ruane for information. The hospital submitted a letter in response to the Cabinet Member meeting held on 24 September 2015 which outlined measures implemented by the hospital. The representatives agreed to report the discussions of this meeting to their Executive Board.

RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:

- 1. Considered the response received from, University Hospital, Coventry & Warwickshire NHS Trust and requests that the petition be passed to them so that they might work with local residents to achieve a mutually convenient solution.**
- 2. Requests that Neighbourhood Enforcement Officers routinely patrol and enforce any littering caused by smokers specifically in Hall Lane.**

(Note: The original copy of the petition was handed to the hospital representatives at the meeting.)

30. Response to a petition regarding Anti-Social Behaviour in the Strathmore Avenue area

The Cabinet Member considered a report of the Executive Director of Place which responded to a petition regarding anti-social behaviour in the Strathmore Avenue area.

The petition bearing 86 signatures was presented to full Council by Councillor Naeem Akhtar on the 8 September 2015. The petition called for the City Council and West Midlands Police to take action against those causing anti-social behaviour in the area, particularly around the St. Anne and All Saints Church and in the alleyways behind Strathmore Avenue.

Petitioners reported that people regularly congregate behind the church and in the nearby alleyways during the evenings and sometimes until late at night causing anti-social behaviour and allegedly using drugs.

Councillor N Akhtar, a St Michael's Ward Councillor attended the meeting and spoke on behalf of the petitioners. He reported that most of the parking problems and anti-social behaviour had been dealt with. The petition organisers had submitted their apologies as they were unable to attend the meeting.

Reverend Hogger of St Anne and All Saints Church attended the meeting and stated that the parking problems were sometimes created by the church goers and that he had reminded them to park sensibly. He reported that the alleyway was a public right of way and in September 2015 needles had been found, but nothing since.

Sergeant Rafferty, West Midlands Police attended the meeting and reported that they had laid a speed trap and undertaken a leaflet drop. Over 250 cars went

through the speed trap and not a single car was found speeding. There had been no further police logs since 17 October 2015.

Officers requested that all incidents of anti-social behaviour, needles being found etc. needed to be reported as the data would enable hot spots to be monitored and the relevant agencies notified. Officers undertook to investigate the ownership/status of the alleyway behind the church.

RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks:

- 1. Notes and endorses the actions taken to date by officers of the City Council and West Midlands Police.**
- 2. Requests West Midlands Police to:**
 - Continue to dedicate patrols to the area, paying particular attention to the identified, street, alleyways and open space around St Annes & Al Saints Church.**
 - Exercise their powers to obtain identities and disperse individuals in groups that are likely to cause public nuisance and/or offending behaviour, ensuring individuals are challenged about their behaviour where appropriate, but also have the opportunity for treatment and support.**
- 3. Requests that officers case manage individuals through relevant forums and monitor behaviour and the effectiveness of interventions to support change as is appropriate.**
- 4. Encourage residents to participate in a Community Speedwatch operation.**
- 5. Encourage residents to set up Neighbourhood Watch Groups in the area.**

31. Community Grant Fund - 2015/16 Round Two Award Decisions

The Cabinet Member considered a report of the Executive Director of People which provided information on the Community Grant Fund – 2015/16 Round Two Award Decisions.

In Round One which closed on 30 May 2015, a total of £32,214 was awarded to 22 community and voluntary sector groups.

Round Two followed the same process as Round One with groups invited to apply for a maximum of £5000. The report provided information and recommendations on applications received during Round Two of the process for 2015/2016 which closed on 31 October 2015.

The Community Grant Fund has been a valuable resource for local community and voluntary sector groups and has supported the Council's Asset Based Working Strategy "Active Citizens, strong communities".

However, as part of the Connecting Communities Report to Cabinet on 26 November 2015, an allocating process was agreed for a one-off £500,000 Transition Fund to support delivery of the Connecting Communities approach as a whole; across its different phases. The Fund would support work with residents and communities in mitigating the impact of Council budget reductions and in developing new approaches to delivering support to communities within the City.

The Transition Fund would support community initiatives in a way that delivers savings designed to achieve the best value for money for Council taxpayers.

On this basis, on 5 January 2016, as part of a report on a series of changes to the grant payments that the Councils made to external organisations, the Council's Cabinet approved the reduction of the Community Grant Fund from £100,000 to £25,000 in 2016/17 with the remaining Grant Fund of £25,000 to be managed alongside and as part of the Transition Fund process outlined in the Connecting Communities Cabinet report.

The Community Grant Fund would reduce to nil thereafter. As a result the Community Grant Fund would cease to operate from 2016/17 onwards and this would be the last report specifically in relation to the Fund.

RESOLVED that the Cabinet Member for Culture, Leisure, Sports and Parks approves the payment of grants as recommended by the Officer Evaluation Panel as detailed in Table 1 of the report.

32. **Outstanding Issues Report**

The Cabinet Member noted a report of the Executive Director of Resources that identified those issues on which further reports had been requested and were outstanding so that progress would be monitored.

RESOLVED that item 2 headed "Public Space Protection Order (Coventry Dog Control) be deleted from the Outstanding Issues list as the matter will now be considered by Cabinet.

33. **Any Other Business**

There were no other items of public business.

(Meeting closed at 10.15 am)

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Cabinet Member for Culture, Leisure, Sports & Parks

25 February 2016

Name of Cabinet Member:

Cabinet Member for Culture, Leisure, Sports & Parks - Councillor A Khan

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

Whoberley

Title:

A Vision for Allesley Park Walled Garden - Update

Is this a key decision?

No

Executive Summary:

Allesley Hall Park is one of the Area Parks within the City, with a rich history and the Council is supported in its management and ongoing maintenance by very enthusiastic local people who are members of the Allesley Park Residents Association, Allesley Park Walled Garden Group and the Friends of Allesley Park.

In September 2014, the Cabinet Member for Culture, Leisure, Sports & Parks approved the adoption of a document entitled A Vision for Allesley Park Walled Garden as a framework for the future development of the Walled Garden and furthermore also approved that a grant could be sought from the Heritage Lottery Fund to implement the Vision.

This document provides an update on progress and changes to the original proposal following discussions with the Heritage Lottery Fund.

The park is under the control of the Parks Service within the Place Directorate.

Recommendations:

The Cabinet Member for Culture, Leisure, Sports & Parks is recommended to approve the submission of an external funding application to the Heritage Lottery Fund's 'Heritage Grants' scheme for c£480,000 to implement the Vision for the Walled Garden rather than an original proposal for submitting a bid to the HLF 'Parks for People' funding scheme.

List of Appendices included:

Appendix 1 – A Vision for Allesley Park Walled Garden

Appendix 2 – Allesley Park Walled Garden Cost Estimate

Other useful background papers:

Report to Cabinet Member for Culture, Leisure, Sports and Parks 09/09/14

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel, or other body?

No

Will this report go to Council?

No

1. Context (or background)

- 1.1 For several decades, residents and groups that use Allesley Park have taken a keen interest in the management of the park. This has led to the formation of two groups of volunteers who help in the maintenance and management of the park, namely the Friends of Allesley Park and the Allesley Park Walled Garden Group. Both groups have an interest in the Walled Garden and this has led to disputes in the past.
- 1.2 The City Council was keen to see a closer working relationship between the two groups and facilitated meetings of a Working Group comprising members of the two groups and the local Residents Association. The aim of the group was to agree a development plan for the Walled Garden.
- 1.3 The development plan was adopted by all the members of the Working Group in April 2014 under the title 'A Vision for Allesley Park Walled Garden' and accepted as a development plan for the Walled Garden by the Cabinet Member for Culture, Leisure, Sports and Parks in September 2014.
- 1.4 In September 2014, Cabinet Member approval was granted for a bid to be made to the Heritage Lottery Fund's (HLF) Parks for People funding scheme for c£480,000 with provisional approval of 10% match funding of £48,000 from the City Council to support the bid.
- 1.5 A bid was made to the HLF Parks for People scheme in February 2015, however this was subsequently withdrawn when it became apparent that a much larger bid had also been made to the same scheme by the City Council for the restoration of the London Road cemetery.
- 1.6 Discussions with the HLF suggest that the Parks for People funding scheme is aimed at public open space improvements on a much larger scale than those proposed for the Walled Garden. The HLF have recommended a different grant scheme which could be more suitable for this proposal: their 'Heritage Grant' funds projects costing over £100,000 and is less restrictive regarding what it will fund and the conditions under which the grant is awarded. Competition for funding is however more intense as a result.
- 1.7 The Heritage Grant scheme requires the same 10% match funding (5% of development costs and 5% delivery costs) as the Parks for People scheme however the Heritage Grant scheme allows volunteer time etc. to be used 'in kind' and has four application windows a year, each 3 months apart, allowing a bid or series of bids to be made as necessary. This could enable other related projects to be made as they come online.

The next three bid 'windows' are:

- 26 February 2016 for a decision in June 2016
- 24 May 2016 for a decision in September 2016
- 23 August 2016 for a decision in November 2016

2. Options considered and recommended proposal

- 2.1 Option 1: To leave the garden as it is and to choose not to seek external funding. The retention of the status quo risks the groups involved in the garden becoming demoralised and potentially disengaged with the park. Their contribution to the management and general upkeep of the park cannot be understated and their assistance in securing the Green Flag award for five years is vital. This option is not recommended.

Option 2: Seek external funding from the HLF 'Parks for People' scheme
The HLF recommend that a bid to their Parks for People scheme should be of significance, potentially of a million pounds or more. A bid of this size for Allesley Park would have to include the wider park and as such require much more comprehensive consultation than has been carried out for the Walled Garden proposal whilst the outcomes for such a project would be much more onerous. It would also require a much larger match funding commitment from the City Council. The challenges in delivering the elements with available resources render this proposal impractical. This option is not recommended

Option 3: Seek external funding from the HLF 'Heritage Grants' scheme
The Vision for the Walled Garden has been agreed by all parties as a workable management framework. By adopting the Vision, the groups have committed to work together in partnership with the City Council to deliver the actions outlined in the Vision including seeking external funding to deliver the new design proposal.

It is recommended that this option is approved so that external funding can be sought to make the Vision a reality and to strengthen relations with these important volunteer groups.

3. Results of consultation undertaken

Almost four years of consultation and discussion have been undertaken during the development of the Vision document. This consultation was led by the City Council and involved the Allesley Park Residents Association, the Friends of Allesley Park and the Allesley Park Walled Garden Group. The groups carried out consultation with the wider public through questionnaires, distributed within 0.5 miles of the park and via events where members of the public have had the opportunity to comment on the proposals.

The Vision document, as attached in Appendix 1, has been overwhelmingly agreed by all parties as a framework for the future development of the Walled Garden.

4. Timetable for implementing this decision

- 4.1 If approved, it is proposed to submit an external funding bid to the Heritage Lottery Fund when the next application "window" opens in February 2016.
- 4.2 Other elements within the Vision Document will be delivered as resources, both financial and personnel permit.

4.3 Heritage Lottery Fund/Project Timetable (indicative)

Date	Milestone
February 2016	First-round application to HLF
June 2016	Announcement from HLF on first-round application
July/Aug 2016 (Assuming success at first-round application)	To draft a further report to Cabinet Member outlining the project and finance support needed and to seek approval to enter into a contract with the Heritage Lottery Fund to accept their funding offer
September 2016 – August 2018 (if approved by Cabinet Member)	Development phase preparation
August 2018	Second-round application to HLF
December 2018	Announcement from HLF on second-round application
Early 2019 (Assuming success at Stage 2)	Tendering process: consultants, sub-consultants and contractors
Mid 2019	Work starts on site
Autumn 2020	Works completed and official opening of redesigned Walled Garden

5. Comments from Executive Director of Resources

5.1 Financial implications

The Vision Document proposes the redesign of the Walled Garden. The design includes a costed proposal (as attached in Appendix 2) for the works concerned which, it is proposed will be the subject of an external funding bid to the Heritage Lottery Fund of c£480,000.

If successful, the Council's "match" contribution will be 5% of development costs and a further 5% of the delivery costs totalling c£48,000, which will be the subject of a further report if the first-round application is successful.

It should be noted that at this stage there is no commitment being entered into by either the Council or the Heritage Lottery Fund. If successful, at the first-round stage a further report to fully cover all financial and administrative issues will be tabled at a future Cabinet Member meeting for consideration, as per the indicative project timetable at para 4.3 above.

It should also be considered however that if the proposal be later withdrawn this may jeopardise future Lottery bids made by the City Council.

At this time it is intended that the match funding indicated above could be funded from a combination of parks revenue and possibly s106 contributions and probably spent across two financial years.

5.2 Legal implications

If the bid is successful, it is anticipated that the Council will be required to enter into a grant funding agreement with Heritage Lottery. Additional agreements between the Council and may prove necessary to enter into further agreements with the Friends of Allesley Park and

the Allesley Park Walled Garden Group depending on any conditions arising from the Heritage Lottery Funding.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

This work demonstrates the Council's ongoing commitment to support residents to help improve their local environment.

6.2 How is risk being managed?

Via the normal Council practices and procedures for such projects

6.3 What is the impact on the organisation?

The Vision Document provides an agreed and supported focus for the development of an important historical element within a local park. Its implementation will have a positive impact for both the council and local people.

6.4 Equalities / EIA Implications for (or impact on) the environment

The improvements proposed have been supported by the Residents Association, Friends Group, Walled Garden Group and other local people following three years of meetings and discussions. The representatives of the groups are a mix of different genders and issues concerning people with disabilities have been considered at each stage of the Vision's development.

6.5 Implications for (or impact on) the environment

The ecological content of the Walled Garden will be improved by planting of more diverse species including plants of historical and ecological interest, native wildflowers and unusual local variants of more common species (such as varieties of rare Warwickshire / Coventry apple trees, traditional English herbs and food-plants including those used in the 1700s etc.). This will help boost the biodiversity of the park and the city as a whole. The new garden will be used to educate visitors, both formally through school visits and through classes in horticulture for adults, stimulating further interest in the environment. The proposal includes interpretation both in the garden and in the wider park; this will reference the park's rich heritage, which dates back to Norman times. All these elements will help stimulate interest in the Garden and the park, encouraging more visitors who will be able to learn more about the park and the local environment as a whole.

6.6 Implications for partner organisations?

The Vision document is the result of working closely with the Residents Association, Friends Group and Walled Garden Group. Its successful implementation will bring about strongly positive links with these volunteer groups and help stimulate greater interest with all park users.

Report author(s):

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Directorate: Place

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Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Andrew Walster	AD – Streetscene and Greenspace	Place	10 th Feb 2016	
Jas Bilen	HR Manager	Resources		
Suzanne Bennett	Governance Services Officer	Resources	8/2/16	8/2/16
Names of approvers for submission: (officers and members)				
Finance: Cath Crosby	Finance Manager	Resources	8 th Feb 2016	10 th Feb 2016
Legal: Helen Lynch	Legal Manager	Resources	8 th Feb 2016	10 th Feb 2016
Director: Martin Yardley	Director – Place Directorate	Place	12 th Feb 2016	12 th Feb 2016
Councillor Abdul Khan	Cabinet Member (Energy & Environment)		8 th Feb 2016	8 th Feb 2016

This report is published on the Council's website:
www.coventry.gov.uk/meetings

Appendices

1: Allesley Park Walled Garden – A Vision for the Future

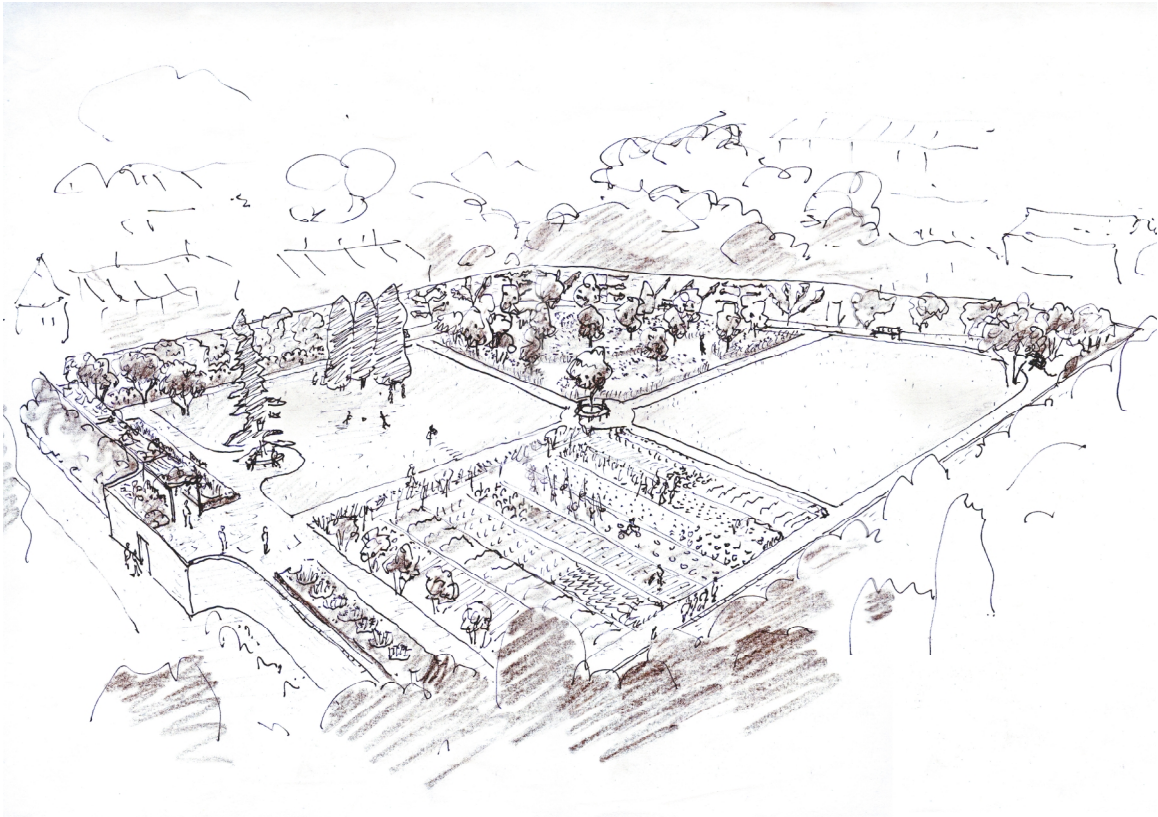
2: Allesley Park Walled Garden Cost Estimate

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**ALLESLEY PARK WALLED GARDEN
A VISION FOR THE FUTURE**

Prepared for the Allesley Park Walled Garden Steering Group
by David Lambert of The Parks Agency
and James Fox of Todd Longstaffe Gowan Landscape Design

April 2014



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Introduction

The walled garden is part of Allesley Park, bequeathed to Coventry City Council in 1937. Although maintenance is principally the Council's responsibility, since 2000 a quarter of the walled garden has been managed under license by the Allesley Park Walled Garden Group. In 2009 the Friends of Allesley Park began to support the Council in the maintenance of the rest of the garden. In 2011 an Allesley Park Walled Garden Steering Group was formed, comprising the Council, the Walled Garden Group, the Friends of Allesley Park and the Allesley Park Residents' Association, to act as a forum for discussions on the future management of the garden. In 2012, a community consultation was commissioned by the Council on behalf of the Steering Group, seeking views on how the public wished to see the garden develop. A report on the consultation was published in May 2012.

As a result of that report, the present document was commissioned by the Council on behalf of the Steering Group, to provide an agreed vision for the garden's future, on the basis of which external funding for the garden could be sought. In principle, the Steering Group agrees that the vision should:

- Conserve the garden's historic significance
- Provide a coherent overall design for the garden
- Improve the horticultural quality and amenity value of the garden
- Accommodate the varied uses which have developed since it has been publicly accessible

At the heart of this vision is a new design for the garden, intended to embody those principles, implementation of which will be taken forward by the Council.

Context

Physical location and conditions

The garden lies within the boundary of Allesley Park, a public open space in the western outskirts of Coventry, managed by the City Council. It is some fifty metres south-west of Allesley Hall, which since 1990 has been managed as a nursing home. To the south it adjoins the northern edge of the Allesley Park housing estate, laid out in the late nineteen-fifties, while to the north is open parkland.

The garden has an area of 0.553 hectares. It has a roughly rhomboidal form, which is unusual, and lies on a north-facing slope. The soil is sandier than the heavy clay soils on the high ground and south-facing slopes of Allesley Park. There are a number of springs along the edge of the clay cap, one of which, Castle Well, just south of the garden historically provided water to Allesley Hall and Hall Farm. A well was sunk in the garden to provide a source for the intensive requirements of the garden.

History

The history of the garden has been extensively researched by Dr David Sheppard, and this summary draws largely on his publications and on communications during the drafting.¹

The walled garden was constructed in 1783-86 as part of the private estate of John Neale, Lord of the Manor of Allesley and High Sherriff of Warwickshire. This centred on Allesley Hall, a three-storey, nine-bay house with a classical pediment dating from c1702-14.² A pencil annotation to a 1770 estate map of Allesley Park suggests that the form of the garden derives simply from a rectangle extended south-westward along a former field boundary.³ The garden was first recorded on the Ordnance Survey Drawing in 1814, which shows a north-south axial path together with a path running from a central point on that axis to the east wall.⁴ The paths were probably terminated by doors in the garden walls. The walls' construction includes arches below ground level designed to allow trees planted beside them to flourish, and the OSD shows a row of seven trees along the west wall.⁵

Neale died in 1793 and after the death of his widow in 1805 the house and immediate grounds were leased to a succession of tenants throughout the nineteenth century, with the wider farmland being let separately. From 1812 until the mid-1840s the hall and its gardens were leased to James Beck, a Coventry banker, who appears to have taken considerable interest in the walled garden: permission to build a hot house or green house was included in his agreement. A list of fruit trees planted in the garden in 1842 may or may not date from Beck's tenure but is an important document in its history.

For much of the second half of the nineteenth century the house was run as a school, Allesley Park College. In 1881, the farm buildings to the south of the garden were built, replacing earlier agricultural buildings which had stood east of the walled garden. The 1888 Ordnance Survey, published the year the school vacated the property, records

paths round the edge of the garden as well as cross paths; a scattering of fruit trees; and a complex of buildings inside the main north entrance, including a glasshouse, probably the vinery/peach-house in the north-west corner, and a gardener's store in the south-west. The same layout is shown on the sale plan of 1897. The sale catalogue referred to 'the exceptionally fine kitchen garden', and lists three succession houses, a greenhouse, vinery, stove house and four forcing pits or cold frames.

The school's departure heralded a period of short-term tenants and vacant periods, which the 1897 sale seems not to have affected. The house stayed empty for much of the first decade of the twentieth century until in 1909/10 the estate was bought by William Iliffe, founder of the *Coventry Evening Telegraph*.

Iliffe commissioned the present Arts and Crafts-style house, which may incorporate elements of the early eighteenth-century house. It was used as a convalescent home during the First World War, and Iliffe died in 1917. After the war the house was used by his son Edward and his wife. Photographs from 1926 record a thriving kitchen garden when the staff comprised a head-gardener, three full-time gardeners and a gardeners' boy.⁶ In 1927, Iliffe, who had become an MP, moved away and let the house and gardens to Dr John Orton, under whose tenancy the gardens continued to thrive.⁷

In 1937, Edward, now Baron, Iliffe severed his ties with Allesley and bequeathed the house and grounds to the City Council. After the Second World War, the buildings and grounds were occupied by Coventry's Parks Department. A further bequest of forty-six acres of park and farmland was made by Iliffe's son, the 2nd Baron, in 1965.⁸ After a period of declining use by the Council, a lease on the house was sold in 1988 to a private developer, who extended the building and converted it to a nursing home.⁹

The Council initially used the walled garden as a nursery but in 1962 remodelled the garden as a public amenity; the nursery beds were cleared away, the derelict nineteenth-century glasshouses and cold frames were removed along with the gardener's store in the south-west corner; the well was cleaned out and capped, the ground was ploughed and levelled, and the garden was laid to grass with herbaceous borders.¹⁰ Early photographs show spectacular formal beds, prior to the planting and growth of the specimen conifers which now dominate the garden.¹¹ An axial north-south path was laid out but realigned slightly from the original, and terminating at a new circular, central bed.¹² For a long time, the garden was maintained to a high standard and many residents have vivid memories of it dating from that time.

However, after the Council moved out, maintenance declined and by the end of the nineteen-nineties the garden was in poor condition. At this point the Allesley Park Walled Garden Group was born, with the aim of restoring it as a working kitchen garden. The Group produced an ambitious proposal and applied to the Council for a licence to manage the garden. In the event, the licence was granted for only a quarter of the garden and over the past decade, this has become a busy, productive and useful garden in its own right.

Maintenance of the other three quarters of the garden continues to be the responsibility of the Council, but since 2009 the Friends of Allesley Park have taken an increasing role in the garden's planting and maintenance.¹³

Present character and appearance

The principal entrance is the north gateway, rebuilt in 1993 with a new ornamental ironwork gate. A second gateway with a wooden door survives at the western end of the north wall, while a third at the eastern end was demolished to create a vehicular entrance in the Council period. In the south wall, a central gateway which connected to the farm yard was bricked up in the 1990s but its outline is still visible on the outside. The gate in the east wall leading into the Dovecotes housing development is modern, dating from the 1990s; there was probably a gate roughly in this location at the time of the 1814 OSD; there appears to have been a gate further north which connected to the Hall Farm, shown on the 1888 OS.

The walls are built of hand-made bricks, laid both in English and in brick-and-a-half Flemish bond, with fine lime mortar joints. There are buttresses to the outside of the south, east and north walls, and the inside of the west wall, and the walls are finished with a coping of sandstone slabs. The build-out to create an ornamental entrance in the centre of the north wall is thought to date from the 1830s and is first recorded on the 1838 tithe map.¹⁴ The north end of the east wall, and the east end of the north wall are lower than the other walls, allowing views into and out of the garden. Poor quality repairs to the coping and top courses of the wall using a cement mortar were made in the early 1990s. Outside the south wall, the ground level has been built up by 500mm, thought to date from the use of this area as a Council depot.¹⁵

In the south-west corner where the gardener's store was demolished in 1962, the wall has been rebuilt in modern brickwork following the footprint of the store. At the far western end of the north wall, a cut line in the brickwork shows the profile of the lean-to glasshouse shown on the late C19 plans.

There are signs that heating pipes used to run through the north wall into the garden, from a boiler house attached to the outside of the wall.¹⁶

Over the last ten years, much of the ivy which covered the walls in 2000 has been removed. An area of ivy on the south wall has recently been cut at the roots but currently remains attached to the wall.

The present paths date from the 1962 re-modelling of the garden. The paths recorded on the 1888 OS were largely buried during the period of nursery use in the twentieth century, but appear to remain largely intact. Resistivity surveys carried out by Coventry and District Archaeological Society in the summer of 2013 show the extent to which the Victorian path layout survives and its slightly different alignment from the present.¹⁷ The main path has been aligned on the central circular feature rather than as previously running parallel to the east wall (the east and west walls are not parallel but converge towards the south); the central feature is further south than the original crossing point. The east-west path along the north border is an overlay on part of the original wider path along this side of the garden.¹⁸

While the north-west quarter is under intensive horticultural management for food production and educational purposes, the other three quarters are managed for informal public amenity. Almost all the historic plant material appears to have been stripped out in 1962,¹⁹ and the form of the central circular bed and wall borders derive from that re-modelling. The herbaceous bed, known as the Master's Border, maintained as part of the north-west quarter, is in a similar but not identical location to one of the two borders flanking the main path laid out in 1962. The large herbaceous island bed in the north-east quarter was not part of the 1962 layout but was introduced later.

The garden is dominated by the specimen conifers planted some time after the 1962 garden was laid out: it is notable that they are not shown in photographs dated 1963, when the garden was clearly intended as a floral showpiece.

The well which was dug out and capped in 1962 has been repaired and capped again in the last ten years, and the Council is currently arranging for the installation of a pump. A hydrant survives buried close to the Wellingtonia, presumably introduced by the Council when the garden was used as a nursery; however the residential development of the Dovecotes in the 1990s resulted in the supply to this point being cut.

Issues

This section discusses the issues highlighted in the 2012 community consultation report and discussed as part of the 2013 design development with the Steering Group.

Walls

The walls were surveyed and repaired by the Council following advice from English Heritage in 2011-12. Coventry CC's Building Control team will carry out a further inspection and advise on any further work required prior to implementation of the garden design. Thereafter, as part of the garden's regular maintenance, the Council will carry out a thorough inspection every five years and carry out the necessary repairs.

The poor quality bricklaying and pointing in the Council's repairs to the upper courses in the early 1990s should be undone; it is unsightly but it will also sooner or later cause damage to the bricks and to the rest of the wall. Cement mortar is not porous, which means that moisture is forced into the bricks, which will deteriorate as the moisture freezes. In addition it does not move thermally at the same rate as the soft bricks and mortar elsewhere in the wall, so sooner or later it will either damage the edges of the bricks or develop cracks which will allow damp to penetrate the structure.

Ivy is no longer a significant presence on the garden walls, having been largely cleared over the last ten years, as is appropriate given the intensive horticultural management of the garden. English Heritage advises that cutting at the base of the stems encourages rooting into the wall, and that where ivy has been cut, it should be removed as a matter of urgency to prevent such adventitious roots damaging the brickwork.²⁰ As a management aim, the walls should be kept ivy-free to allow for wall-planting.

Ivy can be retained on outside walls for its habitat value; where it is not rooted in the walls, it has benefits in terms of insulation and protection from aerial pollution. But if retained, it should be regularly inspected for any rooting into the walls and where this is becoming established, it should be carefully removed.

Trees

After the walled garden was remodelled as an ornamental garden by the Council in 1962, a number of specimen conifer trees were planted. Three were removed to make way for the Walled Garden Group project in the north-west quarter around 2000. The now dominant Wellingtonia in the north-east quarter is the main survivor from this planting. In design terms, this tree in particular unbalances the garden and is historically an inappropriate specimen in this location. However, it is admired by many of the garden's users, so the Steering Group has agreed that for the time being the tree should remain *in situ* but that its future should be reviewed every five years. If the Group agrees that it has become either unsafe or simply too large, then it should be removed and not replaced. If its removal can be offset by planting a similar tree elsewhere in the park, that would be welcome.

The group of three smaller cypress also in the north-east quarter will become increasingly intrusive as the trees grow taller. The Steering Group recognises however that it is much enjoyed by children as an informal play feature and on that basis contributes positively to the enjoyment of the space. It too should be regularly monitored and as and when it is found to be unsafe, or when it is felt to have outgrown the site, it should be removed. The Group has agreed to the felling of the golden Lawson Cypress in the south-east quarter to make way for the community orchard in the new design.

Numerically, the removal of all these exotic conifers will be more than offset by the proposed planting of local varieties of fruit trees in the community orchard.

Water

The lack of a water supply is a major issue for volunteers. The Walled Garden Group, responsible for the north-west quarter, currently draws water from a standpipe located in the grounds of Allesley Hall which is then carried to the garden in 25-litre containers, a distance of some 100m metres. The well has recently been repaired and the Council is currently arranging for the installation of a pump. The new building is designed to harvest rainwater in water butts.

Accommodation

The Steering Group recognises the need to improve provision for the Walled Garden Group; at the same time, it recognises that need has to be balanced with the needs of other users, and also the planning constraints on any new building in this location.

During its long history, the garden has included a variety of buildings erected for horticultural use; apart from the gardeners' store in the south-west corner, the 1897 sale catalogue refers to three succession houses, a green house, potting house, vinery, and a stove house all within the garden. A boiler house used to stand against the outside of the north wall, close to the current entrance. This could offer a model for additional accommodation associated with developing the garden's educational and training potential; currently however, it is felt that its location outside the locked gates of the garden would make a building here too vulnerable.

The Steering Group agrees that in principle, a building of an appropriate design quality and of a similar size to the vinery in the north-west corner, no larger than its historic footprint, would be acceptable to provide shelter for the Garden Group's volunteers and small visiting groups.

Educational potential

There is no doubt of the educational value of the food-growing project in the walled garden, nor that there is demand for such educational provision in the city. Expansion of the Allesley project is held back by a lack of classroom, WC and kitchen facilities.²¹ The development of such on-site facilities is however constrained by planning issues given its location within a historic structure, and its shared use.

The adjacent community centre could potentially help in unlocking that potential. Most community-gardening schemes in Coventry, supported by the Big Dig and Grow Organic, are associated with a community centre.²² A physical link through the south wall would be necessary, and this would need to be complemented at a management level. There are significant potential benefits to both sides: to the Walled Garden Group in fulfilling their passionate belief in the educational message they wish to convey; to the Community Centre in developing further links with the City's educational programmes. There are financial benefits too.

While there are practical and organisational hurdles to overcome, the Steering Group endorses in principle the idea of seeking to develop links between the Community Centre and the Walled Garden Group. For that reason, the design indicates the potential physical link between the two.

The planting plan is designed to include plants which have distinctive stories to tell about different parts of the world, plant collection and the uses and associations of different plants. Examples of this kind of interpretation are included in the appendix.

Play

Although the garden is primarily enjoyed by older people, children also make up a significant part of its demographic. It has no formal play provision, but anecdotal evidence suggests that the garden is enjoyed by parents with small children, and the group of three cypress is particularly valued as a camp or den. Once the trees are agreed to have outgrown their location and are removed, some replacement informal play provision should be considered in this quarter. Given provision elsewhere in the park of a children's play area and a climbing net for older children, no formal play facilities are required in the garden.

The management of the community orchard includes long grass with mown paths. This will afford a contrast to the mown lawns which children will enjoy. Fruit-picking will add another dimension to children's enjoyment of the garden.

The south-west quarter will be simplified by the removal of the small group of mixed birch, cherry and willow, allowing the space to function better as an events area but also as an area for informal activities for children. The garden's highest point is in the south-west quarter, and it commands attractive views not only of the garden but over the wall to the hall and to the wider landscape. This would not be an appropriate location for any permanent play equipment.

Events and activities

The garden is used for a range of formal and informal activities and events. The Walled Garden Group runs a summer programme which this year for example includes the monthly markets, three holiday activities for schoolchildren and families, two days of activities for Heritage Weekend and a team building day for young people in September. The WGG has also run three mornings for schools.

The Friends have also organised planting sessions for school groups in the garden, while the Residents Association has regular contact with the heads and deputy heads of the local schools, and organises school planting sessions in the wider park.

The design increases the capacity of the garden to accommodate events: with the removal of the self-sown birch and willow, the south-west quarter will afford a larger area of open lawn for stalls, marquees, gazebos etc.

Management

This vision document has been prepared with the Allesley Park Walled Garden Steering Group. The Council values the work of the Steering Group and is keen that this group should continue to function with a remit to:

- Oversee implementation of the design
- Develop the garden's potential for volunteering and training
- Act as a forum for discussion between the garden's stakeholders.

We have stressed the flexibility of the design; that requires an ongoing steering group to decide how to manage changes as the need or opportunity arises.

At present, the Walled Garden Group manages its quarter under license from the Council. Maintenance of the remainder of the garden is by the City Council 'in cooperation' with the Residents Association and Friends 'should they wish to be involved,' and in cooperation with the Walled Garden Group 'in recognising the organic nature of the activities and any other relevant issues.'²³

The Steering Group has been told that the Council intends to equalise the arrangements for the Friends and the Walled Garden Group, and to make its requirements as land-owner less onerous. However, there is no intention on the Council's part to seek asset-transfer of the park or walled garden, and for the foreseeable future the Council will remain the land-owner with overall responsibility for management and maintenance.

At present, the Steering Group comprises representatives of the Council, the Friends, the Community Centre, and the Walled Garden Group. There is scope for it to be augmented by additional stakeholders depending on the development of the garden, subject to agreement by all parties.

Design development

Summary of design development

Our approach has been based on an assessment of the garden's historic development and significance. We have concluded that the garden, as is so often the case, is the product of a process of sequential changes, which have taken place over the past two hundred years. As a result, what we see now is a layered landscape, made up of elements from throughout the garden's history.

The present landscape is much cherished by all its users and so our design proposal is deliberately light-touch. It is an additional layer which conserves the historic fabric of the garden walls and reinforces the underlying structure of the space.

Further to our first site inspection, it seemed that the garden lacked a coherent structure. The traditional cruciform and circuit paths arrangement recorded in 1897 had been replaced with a much feebler single path from north entrance to central round-point, and with a single path along the north wall. When this was complemented by a spectacular array of flower beds, as it was in 1962, the feebleness of this design was less apparent, but with those now grassed over, it is a significant weakness.

The weakness of the structure is not helped by the now over-large specimen conifers which unbalance the garden, nor by the contrast between the north-west quarter's intensive horticulture and the rest of the garden.

For that reason we are proposing the simple solution of reinstating a strong path structure, re-establishing the cruciform and the circuit paths. Precise details of the alignments will depend on archaeological investigations to ascertain the form of the paths recorded on the 1888 Ordnance Survey. A strong simple structure will provide a framework within which those unbalanced elements are mitigated.

Details of the design have been subject to discussion by the Steering Group, and the present proposal has been refined over a number of months in the light of those discussions.

While at present, the maintenance resource provided by volunteers and the Council is strong, it may not always be so; Council resources in the future are especially uncertain; but on the other hand, new, unforeseen opportunities will arise. Based on the coherence of the historic structure, the new design affords a flexible framework, within which new elements can be considered when the need or opportunity arises.

The core of this document is not policies or principles but instead a design. The design embodies the vision of the garden's future. It is rooted in the 2012 consultation and the Steering Group deliberations of 2013, and takes forward the idea of a space shared and used for a number of different purposes.

Notes on individual elements of the masterplan

The design proposes a change to the present path layout which was introduced by the Council when they took over converted the garden from a nursery to a flower garden in 1962. It is proposed that the original nineteenth-century layout of cruciform paths is reinstated. The design derives from resistivity surveys carried out by Coventry and Area District Archaeological Society, and field investigation and analysis by Dr David Sheppard of the Friends, to whom we are very grateful. His findings on the precise alignment and dimensions have been directly translated into the masterplan.

The introduction of a new east-west axial path restores the original design; the traditional quartering of the space also embodies and facilitates the sharing of the space between those whose principal interest is practical horticulture and food-growing; and those whose principal interest is quiet enjoyment and ornamental planting. The design is intended to encourage the strong element of volunteering by the community, which is a unique characteristic of the garden's management.

The north-west quarter is occupied by the kitchen garden area. The design rationalises the location of composting, and introduces sustainable water-harvesting in the form of rainwater from the roof of the new building, as well as the new pump for the old well. The new alignment of the cross path results in a slight extension of the kitchen garden area southwards. The masterplan shows the historic footprint of the vinery, where, in principle, it has been agreed that a new building can be accommodated. The steering group considered a number of sketch designs and the iterative process will continue. The new building will improve provision for enjoyment and interpretation of the garden in the form of sustainably designed covered space which will provide shelter for gardeners or for small visiting groups.

The north-east quarter remains an ornamental area, dominated by the retained mature specimen conifers. Its amenity value is enhanced by the new wisteria pergola along the north wall, and as in all quarters by a new perimeter walk and new planting along the walls. The mix of plants here as elsewhere is intended to afford educational opportunities in terms of the stories of the plants, which will combine ornamental climbing shrubs and wall fruit. The group of three cypress is retained as a valued play feature.

The provision of raised beds for disabled volunteers was discussed by the Steering Group, but it was agreed that at present neither the Friends nor the Walled Garden Group could take on their maintenance.

The south-east quarter is a new community orchard. The enhancement of the food-growing and educational roles of the walled garden is achieved in a way which should also appeal to those seeking more passive enjoyment of the space.

The south-west quarter is turned into a simpler open space; by clearing away the small trees which occupy the centre of the space, it is made into a flexible area for events and informal recreation. The removal of the trees also allows the viewpoint from the south-

west corner of the garden, the highest point in the garden, to be improved. The design also shows, in indicative form only, the location for a potential new opening in the garden wall which would afford a direct physical link to the community centre, as discussed below.

Planting proposals have been developed in liaison with the Steering Group. The selection of fruit trees for both the walls and the orchard quarter takes into account suitability for this location and heritage: The orchard trees are mainly chosen on the basis of local knowledge provided by Dr David Sheppard, of the steering group, as growing well in the area. The nuts are chosen to complement those grown in the kitchen garden already (these are planted slightly more densely). The espalier fruit trees have been chosen taking into account the selected fruit trees for the orchard quarter. These are pollinators to the orchard trees chosen from the list of fruit trees planted in Allesley Hall gardens in 1842, and provided by Keith Draper, of the steering group. In some cases we were not able to find an espalier pollinator for its orchard counterpart from the 1842 list. In these cases we chose another espalier fruit from the period that we knew to be available and robust. Thus the old will help pollinate the new and vice versa. The old will be confined to the walls, and the new to the meadow.

The choice of other plants has been considered similarly, with a view to both horticultural and amenity value - colour, scent, variety - and with a view to their role in educational activities in the garden. We append some notes on the plants which could contribute to their presentation and interpretation.

The design thus formalises a harmonious balance between the two main uses of the space. It also builds in flexibility, as circumstances and resources inevitably change.

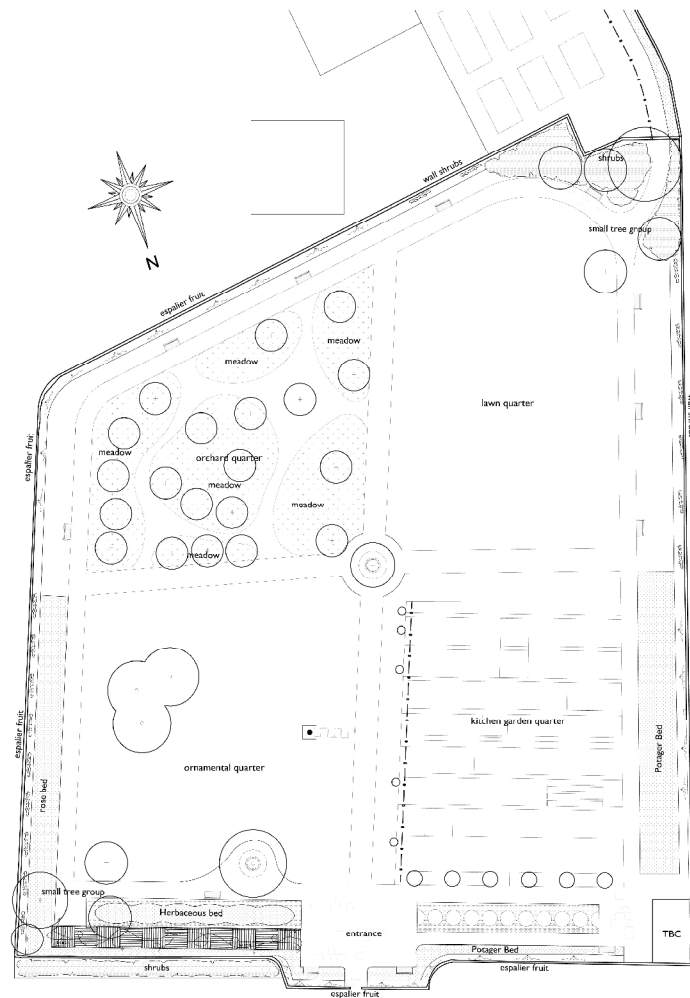
Implementation

The Council intends to implement the vision in phases. An initial £30,000 is to be sought from external funders within six months of agreement of this document.

While the capital works are an important part of the vision, equally important is the work of the Steering Group in coordinating and developing the garden's activities. This includes volunteering, education and training, interpretation, the building of partnerships with other agencies and stakeholders and the establishment of a coordinated regime for management and maintenance. This is likely to be a key criterion for successful bids to funding agencies.

Management and Maintenance

Maintenance proposals relate to the areas indicated on the plan below:



Kitchen Garden Quarter: To remain the preserve of the walled garden group. This includes the proposed potager beds to the North and West sides of the garden and the espalier fruit trees planted on the North and west walls of the Kitchen Garden Quarter. A list of proposed plants for the potager beds has been supplied, and it is assumed that the APWGG may pick and choose from this list with the changing of the seasons, and the annual rotation of plants. Simple maintenance operations will include occasional splitting of herbaceous plants, harvesting of fully grown vegetables, removal of vegetables grown to seed, replacement of harvested vegetables with “fast fillers” as appropriate, seasonal removal of dead growth, weekly weeding of the bed during the summer, annual dig over and replacement of organic matter (compost) to achieve 10% organic matter content (dug in to 20cm depth), application of organic fertilizer such as liquid or powdered seaweed annually.

Lawn Quarter: To be maintained by council contractors. The lawn itself, and also the narrow lawns that lie between the paths and the beds to be maintained as follows: Annual rake out of thatch in spring. Annual aeration in spring. Lawn to be maintained at approximately 6cm height with a weekly cut during the growing season (March to October) except in time of drought. Allow for four further light cuts during the winter months. All arisings to be removed from site and composted. Wall shrubs: Tie in new growth in late spring and late summer. Pruning should take place from year two onwards as follows: Those shrubs that flower on the previous year's growth should be pruned after flowering and where flowering occurs on the current year's growth prune in late winter or spring. Prune back overlong shoots and cut back dead shoots, shorten sideshoots to within two to four buds of the permanent framework of branches, remove shoots growing towards the wall. After pruning mulch and feed.

Orchard Quarter: To be maintained by council contractors. The meadow area to be stripped and re-seeded. Thereafter: Meadow cut back to 5cm height four times during the first growing season (March to October) and all arisings left to lie for seven days then removed. Years two to five. In May and August hand weed for invasive species such as dock, thistle, nettle. In August, first cut to 7.5cm, all arisings left to lie for seven days then removed, then sow yellow rattle seed to suppress grass growth. August through to October, biweekly cuts to 5cm, remove all arisings.

Nut trees are to be pruned during the winter. Branches cut back to the base to achieve 15 branches from the base to 2m height. Cut branches may be offered for use in the kitchen garden or removed from site and chipped.

Fruit trees are to be pruned during the winter. Up to twenty percent of wood should be removed annually, selecting entire branches for removal where a branch is diseased, damaged, weak and/or unproductive, crossing, congested, or growing back towards the centre of the tree. Prunings removed from site. Fruit to be harvested when ripe and not left on the tree to rot, nor allowed to rot on the ground. Replace mulch mats to base of trees annually for first three years and weed as appropriate.

Espalier fruit. Allow the top three buds to grow out in spring, train the top one vertically up a cane, the others two to canes at 45 degrees to the main stem. In November, lower them carefully until they are horizontal, tying them in with soft twine. Cut back the vertical stem to within 45cm (18in) or the lower arms, leaving two buds to form the next horizontal layer and the top bud to form the new leader. If growth is weak, prune back the horizontal branches by one-third to downward facing buds. The following year train the second tier in the same way as the first. Cut back competing growths on the main stem and sideshoots from the horizontal arms back to three leaves above the basal cluster.

Repeat the process until the trees have produced their final tier and grown horizontally to fill their allotted space. Then allow two shoots to grow, tie them to the top wire and cut them back to within 2.5cm (1in) of their base the following winter. Remove all blossom in spring from years one through to three. Replace mulch mats to base of trees annually for first three years and weed as appropriate.

Ornamental quarter: To be maintained by the Friends.

Wall shrubs and climbers: Tie in new growth in late spring and late summer. Pruning should take place from year two onwards as follows: Those shrubs that flower on the previous year's growth should be pruned after flowering and where flowering occurs on the current year's growth prune in late winter or spring. Prune back overlong shoots and cut back dead shoots, shorten sideshoots to within two to four buds of the permanent framework of branches, remove shoots growing towards the wall. After pruning mulch and feed.

Rose Bed: Prune rose in early spring starting from the base upwards. Prune to open the centre of the plant using 45 degree cuts 1cm above the bud eye. Remove all dead or dying or diseased wood, remove any twiggy branches and remaining foliage. Cut back suckers below the graft. Water with a deep soak twice a week during the summer for first year, once a week thereafter. Deadhead as necessary. Check for weeds fortnightly during the summer. Dress bed with 40mm manure every spring. In so far as the kitchen garden is organic an organic fertilizer is recommended: Bakker's Organic fertilizer, to be applied three times per year.

Rose bed underplanting: Weed by hand weekly during the summer. Replacement planting annually in October. Cut back to 12cm from ground level annually in late October.

Herbaceous bed: Weed weekly throughout the summer and water as necessary according to weather conditions, delivering water to base of plant and allowing deep soak. Deadhead as necessary during the summer. Weed weekly during the spring and summer. Use canes and offcuts from the nuttery to support taller plants as necessary. Leave dead stems in over the winter for structure, Cut back in early March, break up and hoe soil, and divide plants as necessary. Top up with organic matter (compost) to achieve 10% organic matter content (dug in to 20cm depth), application of organic fertilizer such as liquid or powdered seaweed annually. Replant as necessary in April.

Lawn: To be maintained by council contractors. The lawn itself, and also the narrow lawns that lie between the paths and the beds to be maintained as follows: Annual rake out of thatch. Annual aeration. Lawn to be maintained at approximately 6cm height with a weekly cut during the growing season (March to October) except in time of drought. Allow for four further light cuts during the winter months. All arisings to be removed from site and composted. Buxus hedge, prune in May and October.

Wisteria: To be maintained by council contractors. Prune twice a year, in January and in August, cutting back new shoots to two or three buds. Tie in new growth in late spring and late summer. Water weekly during periods of drought delivering water to roots for deep soak.

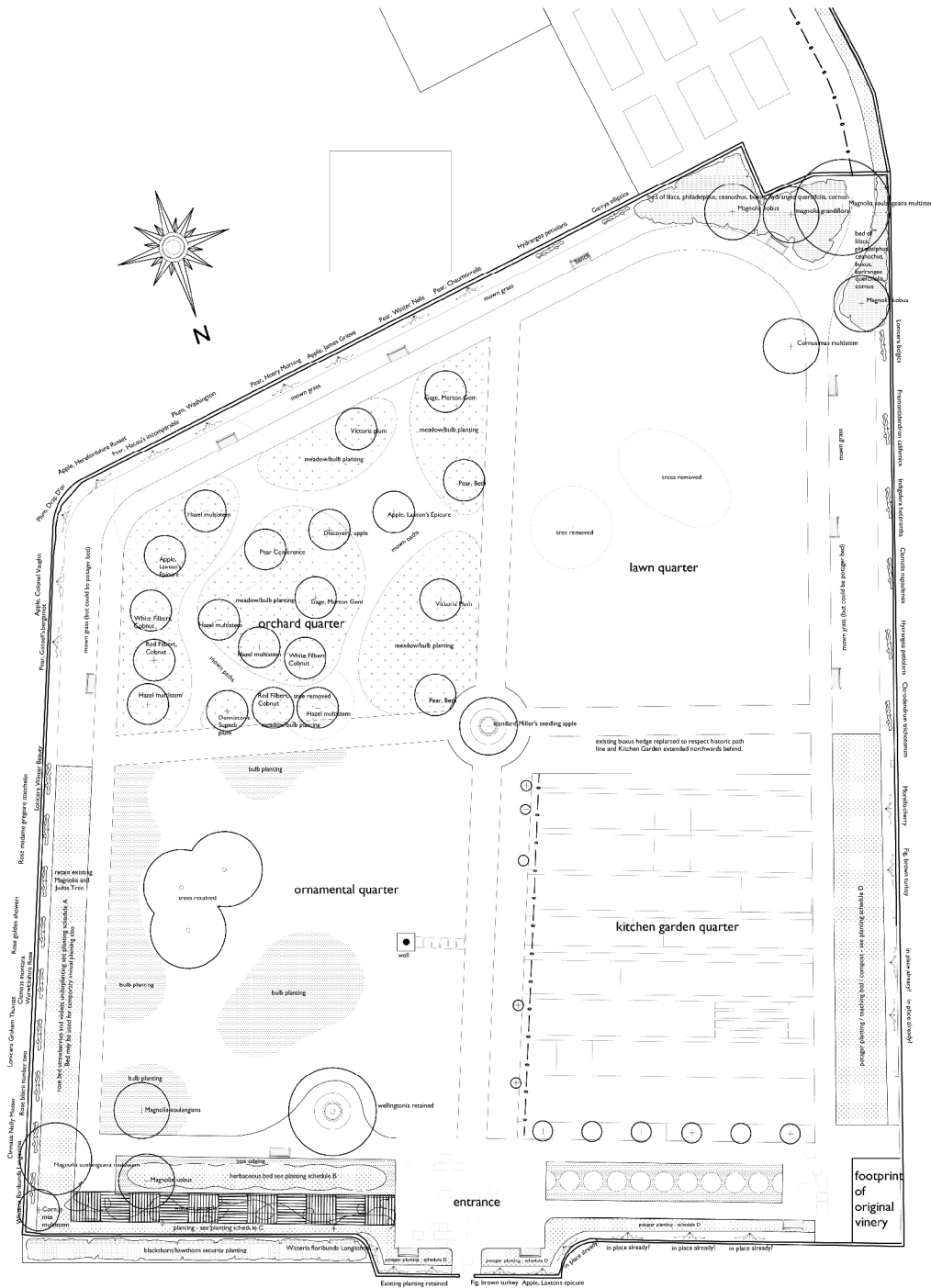
Shrub beds and small trees: To be maintained by council contractors. Years one and two, water as necessary during the summer months to root of shrubs allowing deep soak. Annually, formative pruning in January and February removing dead wood, diseased and crossing limbs at their base, then remove all arisings from site and chip. Annually, top up mulch layer to maintain 150mm depth. Hand weed once a month from March through to October.

Paths: To be maintained by council contractors. Once a year in April, drive fork through gravel where puddles are seen to be forming, fill potholes and ruts with new self binding

gravel and roll in, topdress with bramshall gravel where paths have formed a hardpan.
Once every five years, check for rot in timber edges and replace as necessary.

Planting:

The planting schedule refers to the drawing below which is also to be found at A3 in the supporting drawings. Trees and shrubs are named on the plan.



planting plan - No Scale, Please also refer to planting schedule included in vision document.

Rose Bed - Schedule A

Roses (excluding climbers - these labeled on the plan)
Mme Alfred Carriere
Mme Gregoire Staechelin
Rosa Bleu Magenta
Rosa californica plena
Rosa Felicite et Perpetue
Rosa Francois Juranville
Rosa Frau Dagmar Hartopp
Rosa glauca
Rosa Golden Wings
Rosa Gruss an Aachen
Rosa Heritage
Rosa pimpinellifolia
Rosa primula
Rosa Reine des Violettes
Rosa rubrifolia
Rosa rubiginosa
Rosa St Ethelburga
Rosa 'Swany'
Rosa 'Snow Carpet'
Rosa 'Partridge'
Rosa 'Macrantha Raubritter'
Underplanting
Salvia turkestanica
Geranium 'Patricia'
Geranium 'Kashmir purple'
Geranium 'Gravetye'
Nepeta 'Kit Cat'
Nepeta 'Walker's Low'
Violets
Strawberries

Ornamental bed - Schedule B

Buxus sempervirens Herrenhausen
Acanthus spinosa
Foeniculum purpureum
Eryngium giganteum 'Miss Wilmott's Ghost'
Phlomis russeliana
Phlomis italica
Verbascum cotswold queen
Verbascum helen johnson
Romneya coulteri
scutellaria amoena
Nepeta 'Six Hills Giant'
Stachys byzantina
Monarda fistulosa
Ratibida colnaris pulcherrima
Echinops ritro
Cynara cardunculus
Asphodeline lutea
Gaura Lindheimeri
Perovskia 'Blue Spire'

Euphorbia characias 'John Tomlinson'
Veronicastrum virginicum
Rose 'Golden Wings
Rosemarinus

Bed Below Pergola - Schedule C

Buxus sempervirens Herrenhausen
Erigeron karvinskianus
Centranthus alba
Cosmos

Potager Bed - Schedule D

Herbs
Basil
Borage
Catnip
Chervil
Chives
Coriander
Fennel
French taragon
Lemon Grass
Marjoram
Mint
Mizuna Early
Nasturtium
Oregano
Parsley flat-leaved
Parsley Green Velvey
Rosemary
Sage
Thymus serpyllum
Thymus vulgaris
Climbers/trailers
Dwarf trailing nasturtium
Sweet pea Spencer Variety
Flowers
Agastache Blue Fortune
Anemone hupehensis Hadspen Abundance
Aruncus kneiffii
Aster frikartii Monch
Cephalaria gigantea
Chrysanthemum frutescens
Chrysanthemum Clara Curtis
Cornflowers
Dahlias (large semi-cactus, pompom and decorative - no yellow)
Delphinium astolat
Eremurus Cleopatra
Erysimum Bowles Mauve
Foeniculum vulgare Giant Bronze
Gypsophila Bristol Fairy
Gypsophila paniculata
Iris germanica Betty Simon

Iris germanica Buckwheat
Iris germanica Dutch Chocolate
Iris germanica Rosalie Figge
Iris germanica Stellar Lights
Lilium candidum
Echium pininana
Lily of the valley
Limonium platyphyllum
Nepeta Six Hills Giant
Paeonia Duchess of Somerset
Paeonia Fugue
Paeonia General Wolfe
Paeonia Solange
Paeonia La Lorraine
Penstemmon digitalis
Penstemmon Sour Grapes
Phlomis fruticosa
Rosa Graham Thomas
Rosa Brother Cadfael
Rosa Mary Rose
Rosa James Galway
Salvia sylvestris Caradonna
Shasta daisy
Teucrium chamaedrys
Thalictrum aculegifolium
Verbascum chaixii Album
Verbascum phoeniceum 'Violetta'
Zinnia (white and pink)

Vegetables

Asparagus Gijnlim
Aubergine Black Prince
Beebalm
Beets
Broccoli
Broccoli Purple Sprouting
Brussels sprouts Rubine
Cabbage Red Dutch
Cabbage Savoy Julius
Cabbage Wintessa
Carrots
Cauliflower Limelight
Cavalo nero (Palm tree cabbage)
Celery
Constanza French Bean
Corn Miracle
Courgette Burpee Golden
Courgette Burpee Golden
Cucumber Telegraph Improved
Endive Snowflake
French Bean
Globe artichoke
Horseradish
Jerusalem artichoke

Leeks Alita
Lettuce Frisee de Beauregard
Lettuce Little Gem
Lettuce Lollo Rosso
Lettuce Royal Oak
Lettuce Salad Bowl
Oakleaf lettuce
Onion Mercato
Onion Rosso di Firenze
Peas
Peppers Ace
Peppers Golden Bell
Potatoe Pink Fur Apple
Pumpkin
Radish French Breakfast
Radish Pontvil
Rhubarb
Rhubarb Brown's Crimson
Rhubarb Chard
Romaine lettuce
Royal Burgundy French Bean
Scallion White Knight
Scarlet runner bean
Shallot
Spanish onion
Spinach
Squash Golden Hubbard
Squash Turk's Turban
Sunflower
Tomato
Edging plants
Chervil
Lavandula angustifolia
Hyssop
Santolina neapolitana Edward Bowles
Viola cornuta
Dianthus carthusianorum
Dianthus Devon Glow
Fruit
Raspberry Polka
Raspberry Malling Jewel
Blackberry Apache

Appendix

Notes on planting

We have proposed a range of plants, chosen to provide colour, scent and variety in the garden. They have been selected not only for their good habits and suitability to the garden's conditions, but also for their interesting backgrounds, and the stories which can be told about them. We attach some notes on their history and associations which might be used to inform educational visits.

Magnolia soulangeana was cultivated by Etienne Soulange-Bodin, a horticulturalist who, as a soldier in Napoleon's armies, travelled Europe and is reported to have said: "The Germans have encamped in my gardens. I have encamped in the gardens of the Germans." He was also said to have commented on the wars, "It had doubtless been better for both parties to have stayed at home and planted their cabbages." In 1814, after Napoleon's defeat, he retreated to his villa at Fromont on the Seine, where he established a nursery and a horticultural school. Here he collected and cultivated the latest exotic imports, amongst them the Yulan magnolia introduced to Europe in 1780 by Sir Joseph Banks. By 1827 he had produced the hybrid to which his name was given; it was much admired and was painted by the famous flower artist, Pierre-Joseph Redouté. In the same year his entire stock was bought by a London nursery firm for 500 guineas, after which it rapidly became a much-prized plant in the gardens of the wealthy.

Wisteria floribunda longissima Wisteria or 'Wistaria' is viewed as a pest in some countries, for its vigour and ability to overpower and kill trees on which it climbs. It is native in the United States, Japan and China, and was named by the English botanist Thomas Nuttall after Dr Caspar Wistar an American physician. *W. floribunda* was brought back from Japan in the early nineteenth century. The most common form, *W. sinensis*, which grows on the north wall of the garden, was brought back from China to Britain in 1816. A specimen said to date from then is still growing on the wall of the old head brewer's cottage at Fullers brewery in London.

Clematis tangutica is a hybrid from one of over four hundred wild varieties of native clematis including our own Old Man's Beard. It is a member of the *Ranunculaceae* (buttercup) family and the word Clematis stems from the Greek word for 'vine'. It became a highly popular garden plant in the nineteenth century; the leading nursery, Jackmans, held a list at one time of 343 varieties. These varieties however proved susceptible to wilt and it is only since the second world war that propagation and hybridization has recovered.

Sambucus nigra, or Elderflower. This native plant has many mythological and traditional associations and has long been used in herbal medicine. In pre-Christian times it was associated with female deities, and were planted near houses where it was thought to protect against lightning. There has long been a superstition against cutting them down, but with the coming of Christianity its role in medicine led to associations with witchcraft and it was said to have been the tree from which Judas hung himself. However, these later associations never quite eclipsed older beliefs in its power to ward

off evil spirits. Its medicinal virtues were widely known: a herbal of 1644 was entirely dedicated to its uses. The flowers, berries, root and bark were all thought of as remedies for various ailments, although today only the flowers are still used in herbal medicine. Now, it is best known for the delicious champagne which can be made by steeping its flowers, and the wine which can be made from its berries.

Solanum crispum is a South American vine, brought back to England around the end of the eighteenth century, and depicted in William Curtis's *Botanical Magazine* in 1796. It is related to the Deadly Nightshade and the potato, and is sometimes called the Chilean potato vine or Chilean nightshade. It is included in a list of tender plants growing in the walled garden of the Horticultural Society (later Royal Horticultural Society) at Chiswick in 1835.

Passiflora caerulea is a Passion Flower, and its name derives from descriptions of its flowers by Spanish priests in South America in the seventeenth century, who interpreted it with an elaborate symbolism. Calling it "La Flor de las cinco Llagas" or the 'The Flower With The Five Wounds,' it was thought to embody the suffering or Passion of Christ. The five petals and five sepals are the ten disciples excluding Judas and Peter; the filaments of the corona symbolise the crown of thorns; the five stamens match the five sacred wounds and the three stigma the nails. The Aztecs and Incas grew it for its fruit as a semi-domesticated crop. Herbalists value it for its mildly sedative effects, using above ground parts in fresh and dried form

Thunbergia grandiflora comes from the Indian sub-continent and was named after Carl Peter Thunberg (1743-1828), a pupil of the great Swedish botanist Linnaeus. In 1820 Edwards' *Botanical Register* noted that a specimen of this 'newly introduced, handsome-flowered climber' had flowered in Mr Herbert's 'hothouse at Spofforth the summer before last for the first time we believe in this country.' A Doctor Roxburgh is quoted as saying it is 'Found among bushes &c. in wild uncultivated spots near Calcutta; where it flowers in the rainy season.' Common names include Bengal clockvine, Bengal trumpet and blue skyflower. Although valued as a garden plant in the UK, it is considered a serious pest in Australia for its ability to self-sow and smother native plants in the wet tropics.

Ceanothus concha Ceanothus is Latin for "thistle," and the plant belongs to a large genus of North American native shrubs in the buckthorn family *Rhamnaceae*. The fresh or dried flowers were lathered into a soap by Californian Indians and used for washing. It was thought to have medicinal properties and to relieve skin complaints such as rashes and exzema. Its natural habitat is the dry sunny uplands of the Rocky Mountains from British Columbia to Colorado. Ceanothus was first collected by a Russian in 1816, and then in 1837 the Royal Horticultural Society received seeds of *C.thyrsiflorus* in 1837, when it became the first Californian plant introduced into European gardens. It was influential in the RHS decision to send the great plant collector David Douglas, then a young man, to the West Coast in search of 'any interesting plants or seeds.' He brought back some 240 species, including several Ceanothus and the famous Douglas Fir, which

was first planted in Britain in 1827.

Fremontodendron californica Also known as California Flannelbush, this is one of two known species of shrubs native to the south western United States and northwest Mexico. It was named after John Charles Frémont an explorer, military leader and a politician, who collected it in 1846. Frémont had an extraordinary life, first as an explorer of the American west in the 1840s, then as a soldier when he took control of California in 1846, then as a speculator during the Gold Rush, after which he became one of California's first two senators. He passed an edict freeing the slaves in his district and later became a close ally of Ulysses S Grant during the Civil War. Despite various financial misadventures, he became Governor of Arizona from 1878 to 1881 but after his retirement died destitute in New York in 1890.

Garrya elliptica also known as the 'Silk Tassel Bush', is native to the woodland areas of coastal western USA, Central America and the West Indies. It was introduced into Britain by David Douglas who named it after his friend Nicholas Garry, Secretary of the Hudson's Bay Company who helped Douglas in his explorations of the Pacific North-West in the 1820s. '*Elliptica*' means elliptic, referring to the shape of the leaves.

Hydrangea petiolaris Hydrangeas are among the oldest fossil plants, the earliest, found in North-Western America date from 40-65 million years old, long before humans arrived. The Chinese and Japanese cultivated them thousands of years ago, while native Americans valued their roots for medicinal purposes. The first American *Hydrangea Arborescens* was introduced to Britain by the plant collector Peter Collinson, in about 1736. The first Japanese variety was brought to Britain by Sir Joseph Banks 1788, but *H.petiolaris*, which also comes from Japan, was introduced to Europe by the botanist, Philippe Franz von Siebold, who was expelled from Japan in 1829 for alleged spying. The Hydrangea was a great success and plant collectors continued to visit China and Japan and discovered many more species which have become much-loved garden plants.

Clerodendrum trichotomum was named by Linnaeus in 1753, from two Greek words, kleros meaning 'chance' and 'dendron 'tree', referring to plant collectors' uncertainty over its supposed medicinal value. A native to India and the Far East, it is also known as the harlequin glorybower, after its spectacular colours, the glory tree and in America as the peanut butter tree, the last name deriving from the smell of its leaves when bruised. The name derives from the three lobes of some juvenile leaves. It was first introduced to Europe around 1800. It has edible leaves, the wood was traditionally used for clogs, and the berries for dye. It has been used medicinally to lower blood pressure and in Japan supposedly grubs in the trunk were toasted and given to children to calm them down.

¹ Allesley Park Walled Garden Group, *A Proposal for the Restoration of the Walled Garden in Allesley Park*, 2000; Allesley Park Walled Garden: *Past, Present and Future*, 2002; David Sheppard, *The Origin and Evolution of Allesley Park Walled Garden*, 2013.

² Illustrated in John Britton et al., *The Beauties of Great Britain*, vol.xv, 1814, p.67.

³ Sheppard, 2013, p.1.

⁴ Sheppard, 2013, p.7. For an online image of the OSD, see

<http://www.bl.uk/onlinegallery/onlineex/ordsurvdraw/b/zoomify82521.html>.

⁵ Arched foundations are a recognised feature in kitchen garden walls. They were first proposed by Thomas Hitt in his *A Treatise of Fruit-trees* in 1757, who stipulated a arches springing from pillars at 15' intervals, with each tree planted at the centre of each arch, and the top of the arch being just level with the surface of the border (Susan Campbell, *Charleston Kidding: a history of kitchen gardening*, London, 1996, p.71)

⁶ 'Allesley Hall in 1927,' *FoAP Newsletter*, 5, November 2011.

⁷ A memoir of this period by Eric Camwell is included in Allesley Hall in 1927 in the *FoAP Newsletter* 5, November 2011.

⁸ <http://www.allesleyparkwalledgarden.org/history-of-allesley-hall.htm>.

⁹ Coventry City Council, Historic Environment Record, ref MCT14355

¹⁰ Bill Johnson, 'Memories of Allesley Park in 1962,' *FoAP, Newsletter*, 6, December 2012.

¹¹ Jim Dunn, 1963, in *FoAP Newsletter* 5, November 2011 shows three photographs from the 1960s; three photographs from the 1970s are reproduced in Sheppard, 2013, p.18.

¹² Sheppard, 2013, p.16.

¹³ *FoAP, Newsletter* 5, November 2011.

¹⁴ Sheppard, 2013, p.10.

¹⁵ Allesley Park Walled Garden Group, *Proposal*, 2000.

¹⁶ Allesley Park Walled Garden Group, *Proposal*, 2000.

¹⁷ Email from David Sheppard to Steering Group, 29 July 2013.

¹⁸ Allesley Park Walled Garden Group, *Proposal*, 2000.

¹⁹ Sheppard, 2013, p.16.

²⁰ English Heritage *Ivy on Walls*, research paper 2010, pp.35 and 40 (<http://www.english-heritage.org.uk/publications/ivy-on-walls>).

²¹ Conversation with Jo Sutch, *Garden Organic*, 14.6.13.

²² Conversation with Jo Sutch, *Garden Organic*, 14.6.13.

²³ Coventry City Council Scrutiny Committee, 4 February 2009.

Allesley Park Walled Garden
Cost Estimate

item	quantity	unit	rate	total
Self binding gravel inc footings	800	m2	50	£40,000
Timber edging	856	lm	30	£25,680
Paving	200	m2	180	£36,000
Drainage	1	item	5000	£5,000
Pergola	55	lm	500	£27,500
Benches (standard)	13	item	1000	£13,000
Round benches	2	item	2000	£4,000
Potager planting and herbaceous inc. soil prep	800	m2	40	£32,000
Shrub planting inc. soil prep	60	item	30	£1,800
Fruit tree planting inc. soil prep	65	item	40	£2,600
Meadow improvement plugs/bulbs inc. soil prep	350	m2	18	£6,300
Large multistems inc. soil prep	5	item	1000	£5,000
Pump inc installation	1	item	2000	£2,000
Tree works	1	item	6000	£6,000
Shelter	1	item	40000	£40,000
Restoration of walls (option)	1	item	140000	£140,000
New gates	2	item	2000	£4,000
New gate formed in existing wall	1	item	4000	£2,000
Demolition/site clearance	1	item	4000	£2,000
subtotal				£394,880
Fees related to project				£50,000
Preliminaries @ 4%				£15,795
Contingency @5%				£19,744
Total Excluding VAT				£480,419

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Audit and Procurement Committee

15 February 2016

Cabinet Member for Culture, Leisure, Sports and Parks

25 February 2016

Name of Cabinet Member:

Cabinet Member for Culture, Leisure, Sports and Parks – Councillor A Khan

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

None

Title:

Annual Compliance Report - Regulatory & Investigatory Powers Act (RIPA)

Is this a key decision?

No

Executive Summary:

The Regulation of Investigatory Powers Act 2000 (RIPA) Part 1 covers the acquisition and interception of communications data, and Part 2 covers covert surveillance and property interference. Each part of the Act is regulated by separate commissioners.

The Council's use of RIPA is to support its core functions for the purpose of prevention and detection of crime where an offence may be punishable by a custodial sentence of 6 months or more, or are related to the underage sale of alcohol and tobacco. We determine this by reference to the legislation covering the surveillance e.g. The Trade Marks Act relates to counterfeit goods and has a penalty of up to 10 years imprisonment. The three types of technique available to local authorities are: the acquisition and disclosure of communications data (such as telephone billing information or subscriber details); directed surveillance (covert surveillance of individuals in public places); and covert human intelligence sources ("CHIS") (such as the deployment of undercover officers).

The Act sets out a compliance structure within which Coventry City Council can request judicial approval to use directed surveillance techniques or acquire communications data in order to support core function activities (e.g. typically those undertaken by Trading Standards, Environment Health and Benefits). The information obtained as a result of such operations can later be relied upon in court proceedings providing RIPA is complied

with.

The Home Office Code for Covert Surveillance Property Interference recommends that elected members, whilst not involved in making decisions or specific authorisations for the local authority to use its powers under Part II of the Act, should review the Council's use of the legislation and provide approval to its policies for same. The Council adopted this approach for oversight of the authority's use of Part I of the Act.

There has been no material change in the legislation since the September 2014 report.

Recommendations:

The Audit and Procurement Committee are requested to:

1. Consider and note the Council's use and compliance with RIPA.
2. Forward any comments and/or recommendations to the Cabinet Member for Culture, Leisure, Sports and Parks

The Cabinet Member for Culture, Leisure, Sports and Parks is requested to:

1. Consider any comments and recommendations provided by the Audit & Procurement Committee.
2. Approve the report as a formal record of the Council's use and compliance with RIPA.

List of Appendices included:

Nil

Other useful background papers:

Nil

Other useful background information:

Nil

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

Yes – Audit and Procurement Committee – 15 February 2016

Will this report go to Council?

No

Report title: **Annual Compliance Report - Regulatory & Investigatory Powers Act (RIPA) 2000**

1. Context (or background)

- 1.1 Part I of RIPA, Acquisition of Communications Data, is regulated by the Interception of Communications Commissioner's Office (IOCCO). Part II of RIPA, Covert Surveillance & Property, is regulated by the Office of Surveillance Commissioners (OSC). The Council is required to submit an annual statement to each Commissioner on the number of applications granted.
- 1.2 Each Commissioner has the authority to undertake an inspection of the Council's records, policies and procedures in order to enable public authorities to improve their understanding and conduct of RIPA activities.
- 1.3 The 2013 OSC and 2014 IOCCO inspections did not raise any significant concerns.
- 1.4 Chapter 2 of Part 2 of The Protection of Freedoms Act 2012 (PFA) amended RIPA in so much that local authorities need to obtain magistrate's approval prior to using any one of the three covert investigatory techniques available to them under RIPA, namely: directed surveillance, the deployment of a covert human intelligence source (CHIS) and accessing communications data. Approval is also required if an authorisation to use such techniques needs to be renewed. In each case, the role of the magistrate is to ensure that the correct procedures have been followed and the appropriate factors have been taken into account. All applications and authorisations detailed in this report were approved by the magistrates.

2. Options considered and recommended proposal

- 2.1 The Audit and Procurement Committee is recommended to consider and note the Annual Compliance Report, which sets out how the Council has used its powers during the reporting periods of the individual Commissioners and that there have been no further changes in the legislation that would require the Council's policy to be amended. In addition, the Committee is recommended to forward any comments or recommendations to the Cabinet Member for Culture, Leisure, Sports and Parks.
- 2.2 The Cabinet Member for Culture, Leisure, Sports and Parks is recommended to consider any comments or recommendations from the Audit and Procurement Committee, approve the report as a formal record of the Council's use and compliance with RIPA and note that the existing policy remains fit for purpose.
- 2.3 Use of Covert Surveillance or Covert Human Intelligence Sources

For the Period 1 April 2014 – 31 March 2015 – As reported to the OSC in April 2015

No. of Directed Surveillance Applications Rejected	0
No. of Directed Surveillance Applications Granted	6

No. of Authorisations Presented to Magistrates	6
No. of Authorisations Granted by Magistrates	6
No. of Authorisations Rejected by Magistrates	0
No. of Directed Surveillance Operations Remaining Extant	3

- All of the requests covered core functions permitted by the Act and were for the purpose of preventing and detecting crime.
- There were no reported instances of the Council having misused its powers under the Act.

2.4 Use of Acquisition & Disclosure of Communications Data

For the Period 1 January 2014 – 31 December 2014 – As reported to the IOCCO in January 2015.

No. of Notices Requiring Disclosure of Communications Data	0
No. of Authorisations to Acquire Communications Data	7
No. of Applications Submitted to a Designated Person for communications data which were rejected	0
No. of Authorisations and Notices processed by NAFN	7

- All of the requests covered core functions permitted by the Act and were for the purpose of preventing and detecting crime.
- There were no reported instances of the Council having misused its powers under the Act.

For the Period 1 January 2015 – 31 December 2015

No applications for the disclosure of communications data was made during the period 1 January 2015 – 31 December 2015.

2.5 RIPA Training

While no training was provided in 2015, a RIPA awareness session was held in June 2014. Elected members, magistrate's personnel and Council Officers from core function departments, HR, Legal and those who play a key role in implementing and/or managing CCTV systems were invited.

There is no requirement to provide training on an annual basis.

3. Results of consultation undertaken

3.1 Not applicable

4. Timetable for implementing this decision

4.1 Upon approval of the report, statistical information relating to the authority's use of RIPA will be published to the Council's Internet page in order to support its commitment to the openness and transparency agenda.

5. Comments from Executive, Resources

5.1 **Financial implications** – The Council has budget provision to cover the cost of the training, which is delivered by an external trainer who specialises in RIPA legislation. There are no other direct financial implications arising from this report.

5.2 **Legal implications** – There are no new changes to the RIPA provisions introduced by The Protection of Freedoms Act 2012 and The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2012, which amended the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010, SI 2010/521.

Consideration and endorsement by Members ensures that appropriate scrutiny is in place. Consideration of RIPA activity as recommended by the OSC guidance ensures that such activity is subject to appropriate scrutiny and control.

6. Other implications

While the changes in law introduced an additional step into the process, given the Council's low use of its powers under RIPA, it has not resulted in any significant delays for planned operations. Routine patrols, observation at trouble 'hot spots', immediate response to events and overt use of CCTV do not require RIPA authorisation.

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

As and when judicial approval is sought to use these powers, it will help support the Council's core aims by preventing and detecting crime associated with enforcement activities such as: investigations relating to counterfeiting and fraudulent trading activity, or underage sales of alcohol or tobacco.

6.2 How is risk being managed?

The requirement for the Council to seek judicial approval for any proposed use of its powers under the Regulation of Investigatory Powers Act 2000, as amended by the Protection of Freedoms Act 2012, reduces the risk of the Council using such powers inappropriately or unlawfully. This will help ensure any evidence gained from such use will be admissible in a court of law.

6.3 What is the impact on the organisation?

There is no additional impact on the Council.

6.4 Equalities / EIA

When submitting a request for authorisation to use RIPA, or the use of a Covert Human Intelligence Source, consideration is given to any impact on equalities.

6.5 Implications for (or impact on) the environment?

There are no implications on the environment.

6.6 Implications for partner organisations?

There are no implications on partner organisations.

Report author(s):

Name and job title: Allan Harwood, Trading Standards Business Compliance Manager

Directorate: Place

Tel and email contact: 024 7683 1885 alan.harwood@coventry.gov.uk

Enquiries should be directed to the above.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
C Knight	Assistant Director Planning, Transport and Highways	Place Directorate	27/01/16	28/01/16
T Miller	Head of Planning and Regulation	Place Directorate	27/01/16	29/01/16
C Hickin	Head of Environmental Services	Place Directorate	27/01/16	28/01/16
Sue Gilbert	Information Governance Officer	Resource Directorate	27/01/16	27/01/16
Lara Knight	Governance Services Co-ordinator	Resource Directorate	27/01/16	27/01/16
Names of approvers for				

submission: (officers and members)				
Finance: Graham Clark	Lead Accountant (Business Partnering)	Resources Directorate	27/01/16	28/01/16
Legal: H Lynch	Services Manager (Place & Regulatory)	Resources Directorate	27/01/16	1/02/16
Director: M Yardley	Executive Director	Place Directorate	1/02/16	2/02/16
Members: Councillor A Khan	Councillor	Coventry City Council		

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CONFERENCES/SEMINARS

AUTHORITY FOR ATTENDANCE

THIS FORM TO BE USED FOR COUNCILLORS (FOR ATTENDANCE BOTH IN AND OUTSIDE THE U.K.) AND FOR EMPLOYEES (OUTSIDE THE U.K. ONLY OR, IF ACCOMPANYING A COUNCILLOR, INSIDE THE UK)

1. Title of Conference	Kiel Week and International City Forum 2016
2. Organising Body	Kiel City Council
3. Location	Kiel, Germany
4. Date(s)	17 – 20 June 2016
5. Councillor(s) recommended to attend	The Lord Mayor (Elect), Councillor Lindsley Harvard, will be attending, but Authority for Attendance is not required as within the European Union.
6. Employee(s) recommended to attend	Peter Barnett Head of Library, Health and Information Services An officer from Democratic Services, Resources Directorate Authority for Attendance is required to accompany the Lord Mayor.
7. Cost per person, including travel, etc (Note: If total cost is less than £100.00, formal Cabinet/Cabinet Member approval is not required).	Flights only (inc. baggage and seat reservations) £190 per person The City of Kiel covers the cost of accommodation, meals and internal transfers for the group. £50 Travel insurance for the Group £200 subsistence for the group for incidental expenditure.
8. Is participation at this event as part of a group	Yes
9. If so, how many people IN TOTAL will be attending the event as part of that group	Number: 3
10. Is there anyone travelling with the Member, officer or group in relation to whom any of the costs of travel, accommodation or any other expense will be paid for by a Member or officer. If "YES" please state number.	N/a

11. Source of Funding (FIS Code) 10582	Lord Mayor's Hospitality Budget for Lord Mayor and 2 Officers.
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	<p>Coventry, being a twin city of Kiel since 1947, has received its annual invitation for the Lord Mayor to attend Kieler Woche (Kiel Week) and the International City Forum. This year's topic is entitled "Strategies for integrating migrants and refugees in the community".</p> <p>Peter Barnett, Head of Libraries, Health and Information Services will deliver the presentation. He will have the opportunity to network with delegates from other European cities to better understand how they integrate their migrants and refugees in to their communities.</p> <p>The visit will help to maintain the close relationship with the city administration of Kiel which continues to be very active.</p> <p>Other events include the city being represented at the Official Opening Ceremony of Kieler Woche alongside Kiel's other twin and sister cities.</p> <p>At the time of the visit the Lord Mayor's Administrator will also be based in Kiel as part of a 2 week internship opportunity from 12th - 25th June 2016.</p> <p>During the visit discussions will be commencing on the programme of events to mark the 70th anniversary of the Coventry/Kiel twinning links in 2017.</p> <p>Completed By/Signed: Jane Barlow Date: 26th January 2016</p>
13. Is this conference part of an overall project involving further visits in the future?	YES
14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee (a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?	YES/NO YES/NO
(b) Will Councillor attendance affect the	YES/NO

<p>decision-making processes of the Council?</p> <p>(c) Is attendance recommended?</p>	<p>YES/NO</p> <p>Signed: Date:</p>
<p>15. Cabinet Member's recommendation</p>	<p>YES/NO</p> <p>Signed:  Date: 27/10/16</p>
<p>16. Leader's recommendation</p>	<p>YES/NO</p> <p>Signed:  Date:</p>
<p>17. Person responsible for booking conference following approval of attendance</p>	<p>Name: Jane Barlow, Principal Private Secretary to the Lord Mayoralty</p> <p>Resources Directorate</p> <p>Telephone No: (024) 7683 3047</p>

<p>Decision</p> <p>APPROVED / NOT APPROVED</p>	<p>Cabinet Member/Cabinet</p> <p>Date:</p>
--	--

Notification to:	<u>YES/NO</u>	<u>DATE</u>
(a) Officer responsible for booking conference		
(b) Councillor attending		
(c) Member of Management Board		
(d) Members' Services		
(e) Committee Officer		

Date report back obtained	
---------------------------	--

Date of meeting of Scrutiny to receive report back	
--	--

Cabinet Member for Culture, Leisure, Sports and Parks

25 February 2016

Name of Cabinet Member:

Cabinet Member for Culture, Leisure, Sports and Parks – Councillor A Khan

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues Report

Is this a key decision?

No

Executive Summary:

In May 2004 the City Council adopted an Outstanding Minutes System, linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member for Culture, Leisure, Sports and Parks so he is aware of them and can monitor progress.

Recommendations:

The Cabinet Member for Culture, Leisure, Sports and Parks is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of Outstanding Issues.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report author(s): Usha Patel

Name and job title: Governance Services Officer

Directorate: Resources

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Other members	Not applicable			
Names of approvers: (officers and members)				
Finance: Name	Not applicable			
Legal: Name	Not applicable			

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	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
1	Withdrawal of Council Services from Spencer Park Petition - Request that the Council keep the Pavilion open for at least part of each week in the 2015 season and to re-open the tennis courts and the flat green: Progress report on this work be submitted to a future meeting of the Cabinet Member (minute 3/15 refers)	No date specified	Andrew Walster Assistant Director for Streetscene and Greenspace Place Directorate		
2	Progress report on the Hillfields Community Safety Action Plan Further report on progress of recommendations made at meeting held on 23 July 2015 (CM (PE) 23 July 15 (min 7))	21 January 2016 25 February 2016	Executive Director of Place Bev Massey/Liam Nagle		Officers to brief the St Michael's Ward Councillors on a monthly basis
3*	Place Directorate Enforcement Policy Report on outcome of consultation CM(CLSP) 12 November 2015 (Minute 16)	21 January 2016 25 February 2016	Executive Director of Place Craig Hickin		

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