

**BRIDGE END GARDENS WORKING PARTY held at 4.30pm on 6 MARCH 2000 at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN**

Present:- Councillor D J Morson - Chairman.  
Councillors Mrs D Cornell, R C Dean, M A Hibbs and D M Miller.

Also present:- Mr M D White (Clerk to Saffron Walden Town Council).

Officers in attendance:- J Bosworth, Miss S Chapman, D Demery,  
M T Purkiss and B Smeeden.

**I. MINUTES**

The Minutes of the meeting held on 10 January 2000 were approved as a correct record and signed by the Chairman.

**I. BUSINESS ARISING**

**(i) Minute BEG11(iii) - Restoration and Management Plan**

The Property Services Manager reported that the inspection and survey of the culvert had now been carried out. Whilst some expenditure would be required to put the culvert in good repair and to maintain it in the future, the level of repair and maintenance required was not as substantial as had been envisaged originally. He estimated that sums would be required of £15,000 to undertake the backlog of repairs and £3,500 for other work which would prevent further blockages. He suggested that on-going maintenance would be required to keep the culvert in reasonable order and a sum of approximately £5,000 would be appropriate for this. The potential of obtaining some funding from the Environment Agency was noted. All noted that the level of repairs was significantly less than anticipated and that there was no evidence of collapse. This was a considerable relief.

The Accountant circulated a paper setting out the tax advantages to companies of making charitable donations towards the Bridge End Gardens project.

**(ii) Minute BEG12 - Heritage Lottery Fund Bid**

The Chairman stated that he was pleased that the Council had now agreed to the base funding for this project and that a Heritage Lottery Fund bid could now be advanced once Officers had undertaken further preparatory work.

**(iii) Minute BEG13 - Potential Grant Sources**

In addition to potential grant sources already identified, the Head of Local Plan and Conservation reported that, since the last meeting, contact had been made with the Brussels office and one of the local MEPs. The nature of this potential grant source would be explored further.

**(iv) Minute BEG15 - Maze Security Fencing**

The Property Services Manager reported that some work had already been initiated with the blacksmith for the manufacturer of appropriate heritage fencing. Whilst Members agreed that heritage fencing must be used where historically appropriate and in sensitive locations, it was considered that appropriate chainlink fencing could be provided at some boundary locations. This would enable the Maze to be made secure quickly and such fencing would be inconspicuous once existing vegetation obscured it. Mr White, the Town Clerk, confirmed that this solution was acceptable to the Town Council who were also funding it, such funding being available within the current year's budget.

RECOMMENDED that a scheme be implemented as soon as possible as set out above.

**I. BUDGET PROVISION 2000/01**

It was noted that the District Council had now made budgetary provision for the following items in the 2000/01 estimates:-

Partnership funding - £25,000.

Taskforce/gardener - £8,570 + £5,000 for environmental taskforce.

Viewing platform at the maze - £4,600.

It was also noted that a further £1,542 was available from subscriptions and donations from the public towards the viewing platform.

The Town Council had made budgetary provision for £25,000.

#### **I. GARDENER/SUPERVISOR - JOB DESCRIPTION**

The Working Party considered a draft job description for the post of Environmental Taskforce Supervisor and Gardener. The Working Party felt that the proposed job title and job description should be amended in order to place greater emphasis on the role as a gardener. Members felt that it was important that the post holder should take ownership and a pride in the garden.

The Head of Local Plan and Conservation stated that it was important that an appointment was made as soon as possible, rather than from 1 October, as had originally been suggested. The post could be funded from existing budgets with £8,570 being available for the half year appointment of a gardener and £5,000 towards the environmental taskforce. Any shortfall would be funded from additional income which the Council would receive from the placement of the taskforce participants.

RECOMMENDED that the draft job description, as amended, be approved and that the job be advertised and an appointment be made as soon as possible in the financial year 2000/01 for an initial period of 12 months. *(Subsequent to the meeting, the job description has been further amended to incorporate references to safety matters and is set out as an Appendix to these Minutes).*

#### **I. APPLICATIONS FOR EXTERNAL FUNDING - PROGRESS REPORT**

The Landscape Officer had carried out some preliminary work and indicated that some work identified in the consultant's report could be undertaken for a significantly smaller total cost than the consultant had originally estimated. This arose in part because of the much reduced cost of the culvert and assumed that officers would provide technical advice and manage the contracts as opposed to employing a consultant and that there would be continued involvement of the taskforce. The Landscape Officer would prepare a detailed report for the next meeting identifying a schedule of re-costed work that would form the basis of the bid for external funding.

Mr White also agreed to contact officers at Bad Wildungen to seek their support for European funding for the Gardens.

#### **I. OFFER FROM FRIENDS OF BRIDGE END GARDENS**

The Landscape Officer reported that the Friends of Bridge End Gardens had made an offer to fund the replanting of the pond in the Dutch Garden. It was hoped that work would start at the end of the month.

#### **I. PROPOSED BY-LAWS**

The Committee and PR Manager circulated copies of the Home Office Model By-Laws which might be appropriate in controlling the use of Bridge End Gardens. He reported that in the past the making and confirmation of by-laws had often been a long and protracted process. However, a fast-track scheme was now in operation for by-laws which exactly followed the Home Office model. He asked that Members consider the draft by-laws prior to the next meeting and a decision could be made at that time on whether the model by-laws were appropriate.

#### **I. SAFFRON WALDEN TOWN COUNCIL**

The Chairman thanked Mr White for attending the meeting and, on behalf of the Working Party, expressed his gratitude for the involvement of the Town Council in this project and for the funding which it had provided.

**I. NEXT MEETING**

It was agreed that the next meeting would be held at 4.30 pm on Tuesday 2 May 2000.

The meeting ended at 5.35 pm.

## M E M O R A N D U M

## UTTLESFORD DISTRICT COUNCIL

## JOB DESCRIPTION

Designation: GARDENER/ENVIRONMENTAL Post Number: \*  
TASK FORCE SUPERVISOR

Business Centre: POLICY & CONSERVATION Section: \*  
Reporting to: LANDSCAPE OFFICER Located: BRIDGE END  
GARDENS

Responsible for: ENVIRONMENTAL TASK FORCE PARTICIPANTS

## OVERALL PURPOSE OF JOB

1 To supervise and assist Environmental Task Force participants and any other placements including Community Service placements in carrying out general gardening duties and minor repair works at Bridge End Gardens and other environmental improvement projects in the District as and when required.

## KEY RESPONSIBILITIES

- 1 To supervise the Environmental Task Force in undertaking gardening duties at Bridge End Gardens, Saffron Walden and other sites.
- 2 Undertake new Environmental Task Force participants induction programme and prepare, manage and review participants individual training and personal development plan and maintain records of attendance and progress.
- 3 Carry out regular Health and Safety Risk Assessment reviews and be responsible for the care and maintenance of tools, equipment, employees and the public.
- 4 Ensure competence of trainees in the use of tools and equipment.
- 5 Ensure all participants/trainees wear protective clothing where appropriate.
- 6 Ensure all trainees work in accordance with Health and Safety instructions/guidance.
- 7 To undertake any other duties which may reasonably be within the competence of the post holder or the scope of the post.

### PERSON SPECIFICATION/SELECTION CRITERIA

The following person specification lists the criteria that have been agreed for the person we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application, therefore, if you can provide information on the application form of your experience and ability to meet the criteria** either through your previous employment, social activities or in the home.

- 1 Experience in supervising/motivating young, unemployed persons is essential.
- 2 Horticultural/landscaping experience would be desirable. Training to obtain a suitable horticultural qualification will be considered.
- 3 Ability to implement Landscape Officers gardening instructions and to be self motivated and develop own initiatives in relation to other tasks.
- 4 Trained and experienced in use and maintenance of appropriate tools and equipment and associated health and safety legislation.
- 5 Full, current driving licence.