

WOOLSTON MILLENNIUM **GARDEN**

**A section of Woolston Community Association
registered charity number 302000**

MANAGEMENT POLICY

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Introduction

The original idea to mark the millennium in Woolston in some way, came from a group of parishioners from St. Mark's church, in 1997.

This group expanded to include other interested parties and came under the auspices of Woolston Community Association (WCA) in December 1999, operating as a section under the terms of their constitution and benefiting from their charitable status.

The garden was conceived and designed in the period 2000 to 2001, with construction starting on site on 16th July 2001 and finishing on time for the official opening date of 19th April 2002.

The designer was Portsmouth artist Peter Codling, who engaged with the community for ideas and also acted as project manager for the construction period, reporting to the garden project committee.

Fuller details, meeting minutes, correspondence, contracts, funding applications and photographs are stored securely in Woolston Community Centre.

The names of the original garden project committee members and the many people and organisations who played a part in the realisation of the garden are recorded on plaques on the notice board.

The garden is owned, managed and maintained by WCA, on land leased from Southampton City Council.

The original garden project committee operated as a section of the community association and the present management committee and maintenance team continue in that role. All those participating should be subscribing members of WCA.

Full information can be found at www.woolstonmillenniumgarden.org

Garden Concept

The garden has been built to commemorate the Millennium and to acknowledge Woolston's proud history of involvement with the manufacture and development of world class aircraft and ships and at the same time to provide a unique facility for the benefit of the community.

It has been built for the benefit of the community and WCA hope that the garden will provide a place of interest, peace and pleasure to all who use it, for many years to come.
The garden is open to all and provides level access to all perimeters, to comply with DDA regulations.

The theme of the garden is "Flight and Float", reflecting Woolston's maritime and aviation heritage.

The raised garden finished with blue glass represents the sky, and is generally planted with pale foliage plants giving the appearance of clouds.

The grassed and planted area represents the earth and all that grows upon it. The rocks bordering the grass are river boulders.

The epoxy-resin 'gravel' area with the sea grasses and old dock wall stones (reputedly from Portsmouth dockyard) represents the sea.

The 10m high stainless steel and coloured glass feather sculpture is the focal point of the garden and its theme of "Flight and Float". It also represents peace and friendship and is three-dimensional so that it can be seen as a feather from any direction.

(contd)



Garden Concept (contd)

The stainless steel feather seats around the feather sculpture emphasise the theme of the garden.

The brick pathway is constructed in the shape of a three bladed feather propeller, with the rings in the middle representing an R.A.F. roundel. Many of the bricks bear inscriptions of family names, births, deaths, famous events, poetic and literary quotations and names of local businesses.

There is also a section with the names of local people who survived or were lost on R.M.S. Titanic.

The stainless steel chain link figures around the garden perimeter represent the people who used to queue here for the local Labour Exchange. Chains are also another link with ships and the sea.

The stainless steel wall at the back of the site is called the Triton wall and commemorates the revolutionary Triton ship designed and built by Vosper Thornycroft.

The wing shaped stainless steel wall behind the sky garden is called the Spitfire wall and commemorates the achievements of R.J. Mitchell, the Spitfire's designer, and Supermarine, the local company who built it.

Mission Statement

In accordance with the conditions of the planning permission, the terms of the lease and the terms of the contract with the garden designer, we are entrusted with the preservation of the original design concept and consequently the identity of the garden, and also of course, with the ongoing maintenance necessary to carry out that obligation.

There are many symbols and references in the garden to Woolston people and events, all of which go towards the object of providing a "snapshot of Woolston" at the end of the Millennium.

The policy is therefore not to fundamentally change or add to the content of the garden, for example by introducing extra named bricks as modern events unfold, or by erecting different sculptures that change the focus of the garden.

Lease

The lease with Southampton City Council covers the land on which the garden and its structures stand and the redundant space behind the Triton wall, between the back of the wall and the adjacent properties.

The strip of land behind the notice board, between the path edging and the shop wall (where the old notice board stood) has been ceded to the adjacent property owner, following a legal dispute.

The initial lease expired on 16th July 2016 and has been renewed for another 15 years, expiring on 15th July 2031

The garden is designated as a "community garden" under the terms of the lease and applies restrictions to activities which can take place there.

Consequently, prospective users must seek permission from the management committee prior to their event.

A notice regarding restrictions and the need to seek permission to put on events must be displayed in the notice board at all times.

(contd)



Lease (contd)

Here are some examples of restrictions that arise from the terms of the lease:-

Public liability insurance must be held independently.

No selling of goods or services.

No public collections.

No political rallies.

No distribution of leaflets or displaying of banners, unless the content has been approved by the garden committee.

The placing of spontaneous floral tributes in the garden is discouraged, as it alters the spirit and character of the garden and may affect some people's enjoyment of the garden.

Management Committee

All members of the management committee and maintenance team are volunteers and report on their activities to WCA at their General Committee meetings and at their Annual General meeting.

Officer posts are filled on an "acting" basis with no stated term and are elected or replaced by simple majority consent at a committee meeting.

Committee meetings are currently held on a Monday, starting at 7.30pm, in Woolston Community Centre, Church Road, Woolston. Minutes should be kept of all formal meetings.

The minimum number of meetings required to manage the garden is four per calendar year.

Committee meeting dates should be displayed in the notice board at all times.

See Appendix 1 for a list of current committee members.

Rooms at the community centre are used on an ad-hoc basis and no charge is currently payable, as we are part of the community association.

The management committee holds a dedicated bank account, through which all income and expenditure for the garden is accounted for. An annual contribution is made to the community association's overall accountancy charges.

Maintenance Team

All members of the maintenance team are volunteers.

Maintenance days are currently held on a Saturday, starting at 9.30am, in the garden.

The minimum number of days currently required to maintain the garden is twelve per calendar year i.e. meeting once a month.

Maintenance dates should be displayed in the notice board at all times.

See Appendix 1 for a list of current maintenance team members.

See Appendix 2 for the maintenance check list.

The Garden is also currently swept and tidied once a month between normal maintenance days by one maintenance team member on a rotating basis.

Friends of the Garden

A “Friends of Woolston Millennium Garden” scheme is in operation to provide the opportunity for members of the public to contribute to the maintenance of the garden, and to fund capital projects. This is normally achieved by annual standing order payments or by one off cash payments.

A notice inviting people to join the Friends should be displayed in the notice board at all times.

Contributors are invited to tick the gift aid option on the Friend’s application form, so tax can be claimed back from The Inland Revenue.

Friends’ data will be password protected and held securely by the Millennium Garden Committee Chair, Friends’ Secretary and Gift Aid Secretary. Friends’ data will not be shared with third parties.

See Appendix 1 for the current Chair, Friends Manager and Gift Aid secretary.

Notice Board Policy

Advertising is usually restricted to community-orientated events that take place locally, on a specific date, but acceptance of posters for ongoing non-commercial events is at the discretion of the notice board manager.

The maximum permissible size of posters is A4, with a maximum display time of two weeks.

An excess of long term advertising for ongoing activities and/or A3 or larger size posters will very quickly result in a cluttered notice board.

See Appendix 1 for the current Notice Board Manager.

Insurance

Public liability insurance for the garden is provided under the Community Risks Policy held with Zurich Insurance by WCA – Part E Public and Products Liability applies, with a limit of indemnity of £10,000,000.

Service bills

The water service is metered and charges are payable to Southern Water.

The electricity service is powered from the street lighting and no charges are payable.

See Appendix 2 for details of water and electricity services.

APPENDIX 1 - PERSONNEL

Management Committee

Katie Atkins (Friends Manager. Secretary.) Tel: 023 8042 1788

Peter Cleverley (Treasurer) Tel: 023 8044 0242

Elizabeth Cleverley Tel: 023 8044 0242

Richard Cully Tel: 023 8044 2798

Gaynor Pullin (Chair) Tel: 023 8042 1694

Caroline Robins Tel: 023 8044 6687

Barry Wake Tel: 023 8043 2216

Maureen Wake (Notice Board Manager) Tel: 023 8043 2216

Secretarial assistance

Sue Robson (Gift Aid) Tel: 02381 785946

Maintenance team

Katie Atkins

Richard Cully

Mark Jerram

Gaynor Pullin

Caroline Robins

Sue Robson Tel: 028 81 785946

Barry Wake

Maureen Wake

Stainless steel welding

Barry Maidment Tel: 07775 876557

Maintenance Contractors (2015)

Grass cutting - Martin Dowding Tel: 023 8044 3887

Lightning conductor testing – A.L. Wallbridge (Jim or Lorraine) Tel: 01722 322750

Stainless steel cladding maintenance - ASM landscapes Tel: 01489896455

Electrical maintenance – Clive Angel Tel: 07740 868420.

APPENDIX 2 – MAINTENANCE CHECK LIST

Grassed area (Earth Garden)

The grass is monitored regularly by the grass cutting contractor and cut at appropriate times throughout the year.

See Appendix 1 for the current grass cutting contractor.

Hand trim long grass around river boulders as required (this grass is deliberately kept longer than the rest, in order not to expose the bases of the boulders).

A dressing of lawn feeder/weedkiller should be applied annually and bare areas re-seeded. Use shade tolerant seed varieties where necessary.

Monitor shrub planting regularly for dead or unwanted growth and remove as required.

Sweep away dropped pine needles from under the Umbrella Pine tree as required, as they can form a carpet that stifles grass growth.

Where a whole plant needs to be replaced, choose suitable specimens, taking into account the type of plant that it replaces and the planting scheme as a whole.

Plant bulbs for Spring flowers as required. Crocus bulbs in a blue and white colour scheme have been found to give the best effect.

Epoxy gravel area (Sea garden)

Remove weeds by hand and/or treat gravel with suitable weedkiller as required.

Sweep, scrub off stains and adhered material from gravel and wash down as required.

Monitor shrub planting regularly for dead or unwanted growth and remove as required.

Where a whole plant needs to be replaced, choose suitable specimens, taking into account the type of plant that it replaces and the planting scheme as a whole. To accord with the garden concept, plants in the sea garden should generally be hardy grasses or the like, to give the impression of a coastal environment.

Thin out and clear old growth from the Pampas grasses occasionally, to keep the plants in a healthy and neat condition.

APPENDIX 2 – MAINTENANCE CHECK LIST

Blue glass area (Sky garden)

Remove weeds by hand and/or treat glass chips with suitable weedkiller as required, sweep, scrub off stains and adhered material from glass chips and wash down as required.

Clear away accumulated pine needles from time to time.

Monitor shrub planting regularly for dead or unwanted growth and remove as required.

Where a whole plant needs to be replaced, choose suitable specimens, taking into account the type of plant that it replaces and the planting scheme as a whole. To accord with the garden concept, plants in the sky garden should have pale foliage to symbolise clouds.

The rendered wall can be redecorated with an application of masonry paint.

See Appendix 3 for masonry paint specification.

Clay brick paved area

Remove weeds by hand and/or treat paving with suitable weedkiller as required.

Sweep, scrub off stains and adhered material from paving and wash down as required.

Clean out joints with a suitable tool and brush in kiln dried sand to open joints.

Take up and relay bricks raised by root growth or depressed by sub-base sinking, adding or removing material as required.

Feather sculpture and plinth

Check for damaged epoxy resin infills to the feather vanes.

Small unobtrusive areas could possibly be repaired with an epoxy resin car repair kit, subject to trial.

If extensive damage has occurred, it may be necessary to contact the original designer for replacement infills.

Remove any graffiti marks on the stainless steel feather, using graffiti wipes and wash down as required. See 'Notice board' below for treatment of rust spots.

See Appendix 3 for graffiti wipe specification.

Anti – pigeon spikes are fitted to the top of the feather to eliminate fouling of the plinth.

Sweep, scrub off stains and adhered material from the plinth and wash down as required.

The plinth surfaces can be redecorated with an application of masonry paint

See Appendix 3 for masonry paint specification.

APPENDIX 2 – MAINTENANCE CHECK LIST

Feather seats

Remove any graffiti marks on the stainless steel rod structure of the seats, using graffiti wipes and wash down as required. See 'Notice board' below for treatment of rust spots.

See Appendix 3 for graffiti wipe specification.

Chain link figures

Monitor figures for broken welds and report to committee. Strap up loose parts to prevent further damage and accidents, pending repair by the welder. See 'Notice board' below for treatment of rust spots.

See Appendix 1 for current welder.

Stainless steel walls

Monitor walls for loose or missing rivets and replace as required with a suitable stainless steel fixing that closely matches the others. For major repairs contact the fixings maintenance contractor listed. Remove any graffiti marks on the stainless steel walls, using graffiti wipes and wash down as required.

See 'Notice board' below for treatment of rust spots.

See Appendix 1 for fixings maintenance contractor.

See Appendix 3 for graffiti wipe specification

The walls were coated with an anti-graffiti wax in 2002. The Spitfire wall opposite the car park was re-coated in 2010. The Triton wall was not re-coated at that time, due to the difficulty presented by the mature planting.

Re-coating should be considered at five to eight year intervals, depending on wear and tear.

See Appendix 3 for anti-graffiti wax coating specification.

Notice board

Spray, wipe and polish blue notice board frames with a proprietary non-abrasive window cleaning product. Acrylic panes should only be cleaned with mild soapy water and a micro-cloth.

Spray, wipe and polish stainless steel backing wall and plaques with a proprietary stainless steel cleaning product and buff with a cotton cloth. Baby oil has been found to give a better result. Do not use abrasive cleaning products, bleach or wire wool or similar textured pads. Always work with the vertical grain of the brushed finish.

If rust spots appear, clean off with a paste of sodium bicarbonate and water using a soft cloth, rinse well and then apply cleaning product as above. Spots are due to microscopic impurities in the steel, which break down the Chromium Oxide "invisible" patina on the surface of the steel. The oxide patina regenerates naturally.

At each maintenance day, check frame locks and lubricate with WD 40 or similar as required.

The keys to the frame locks are kept by the current notice board manager

See Appendix 1 for current notice board manager



APPENDIX 2 – MAINTENANCE CHECK LIST

Electrical service

The original underground lighting units have been abandoned and disconnected, as water invasion problems proved to be insurmountable. The original wiring has been replaced throughout and an additional circuit has been installed to serve the two conifer trees in the Sky garden. All electrical fittings and junctions throughout have been replaced to ensure that everything is waterproof.

The electrical feeder pillar is located in the footpath behind the Spitfire wall and contains a 13 amp power point for garden use and maintenance. The pillar cover can be opened with a standard utility key.

There is another 13 amp power socket in the small control cabinet attached to the Triton wall, behind the Umbrella Pine tree. There are also two digital timer switches in this cabinet, one for a future canopy light in the Umbrella Pine tree and one for the feature wall lights. The cabinet has a screwed-on front panel, which can be opened with a cross head screwdriver.

The Christmas lights in the Conifer tree nearest The Colonnade are now served by a dedicated junction box and a control cabinet fitted to the tree trunk at low level. The other tree also has a junction box fitted for future use. The cabinet contains a digital timer (which operates both trees) and has a screwed-on front panel, which can be opened with a single slot screwdriver.

Four new feature lighting units have been fitted to the Triton wall. The wiring for these units is encased in plastic conduit and is buried underground at the foot of the wall. Remote controls for the feature lights are held by Barry Wake. To turn off all electrical circuits, there is a small yellow bodied fuse box in the feeder pillar. Release the orange bar by undoing the top screw with a cross-headed screwdriver and remove the top half of the fuse box. All electricity circuits will then be isolated.

See Appendix 1 for current electrical maintenance contractor.

The lightning conductor installation to the feather sculpture should be tested at ten year intervals, or as recommended by the electrical contractor (last tested in May 2010).

See Appendix 1 for current electrical conductor testing contractor.

Christmas Lights

The Christmas lights on the conifer tree nearest the Colonnade in the Sky garden were erected and are maintained by Communicare, a local charity.

The Christmas lights on the other (left hand) conifer tree in the Sky garden are owned and were erected by Southampton City Council on 30 November 2018. It is understood that we have a 5 year maintenance contract with SCC.

APPENDIX 2 – MAINTENANCE CHECK LIST

Water service

The water service is contained in a stainless steel anti-pollution stand pipe, located at the back of the Earth garden.

See Appendix 3 for standpipe specification.

The padlock keys to the stopcock and tap compartments are kept by Barry Wake. There is also a spare key in the larger lockable cabinet attached to the Triton wall. This cabinet also contains a length of hose and spray attachment for use when the grass needs attention in high summer.

The main hose reel is kept by the current secretary of the committee.
See Appendix 1 for current secretary of the committee.

Redundant space

The space behind the Triton wall, between the back of the wall and the adjacent properties, is part of the land leased from Southampton City Council and can be accessed via the side gate next to the shop.

The padlock key is held by Barry Wake.

Inspect the space at least once a year and cut back wild plants and weeds and clear away all arisings and any dumped debris as required.

APPENDIX 3 – SPECIALIST PRODUCTS

Masonry paint for rendered wall

Dulux Weathershield smooth masonry paint;
Martian Skies 1 (91BB07263 6V4)
Martian Skies 2(87BB14430 6V4).

Stock held by Barry Wake.

Masonry paint for feather plinth

Dulux Weathershield smooth masonry paint;
RAL5015
RAL6018
RAL 6024

Stock held by Barry Wake.

Graffiti wipes for stainless steel surfaces

Gripes graffiti wipes, obtainable from NDRC Group Ltd. Municipal House, 4 Telford Road, Wimborne, Dorset, BH21 7QL. Tel: 01202 870306.

Stock held by Barry Wake.

Anti-graffiti coating for stainless steel walls

Nordic anti-graffiti coating, obtainable from Nordic Pioneer Ltd. Unit 2, 110 Eastmount Road, Darlington, Co Durham, DL1 1LE. Tel: 01325 464 880.
Local contact Michael Gardner Tel: 07792 783270 e-mail: michael@nordicgraffiti.com

No stock held.

Water main anti-pollution stand pipe

Edwards Standpipe Model ED2012 with bib tap for hose connection, obtainable from Edwards Engineering Ltd. Medley Park, Craven Arms, Shropshire, SY7 9LL. Tel: 01584 861 223.

Current unit installed by M.D.S. Water Services, 32 Armada Close, Rownhams, Southampton SO16 8JY. Tel: 023 8073 3588.

Blue powder coated notice board frames

Stock Displays Ltd. 1 Delta Court, Sky Business Park, Doncaster DN9 3GN. Tel: 01302 802255
Units purchased on 14th September 2012. Invoice No. 10821.

Stainless steel notice board cladding and blue powder coated backing panel

Kempsafe Ltd. Quayside Road, Bitterne Manor, Southampton SO18 1BZ. Tel: 023 8022 7582

Polished stainless steel plaques

Spectrum Signs, 43 Salem Street, Shirley, Southampton SO15 5QE. Tel: 023 8077 2264

