Trinity Square Gardens
Management Plan
2016-2021
(2019-20)
Revised January 2019

London Borough of Tower Hamlets
Parks & Opens Spaces
Arts, Parks & Events Services
Children & Culture Directorate
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1 Introduction

1.1 Purpose of the Management Plan
Produced by the Council’s Parks Services and the Green Team, this is a five year management plan for Trinity Square Gardens, a popular open space in Tower Hamlets. It provides an account of its origins and development, its current recreational, educational, ecological and social qualities, present management, and opportunities for improvement.

The plan has been prepared to guide the future renewal and management of Poplar Recreation Ground. The local community have been instrumental in helping the Council manage and develop this green space, and this plan acknowledges their contribution and reflects their visions, so that it is their plan as much as the Council’s.

The plan aims to demonstrate:
- The history of the Park and how these features are maintained.
- How the Park is promoted to both a local and wider community
- How sustainable methods are introduced to manage the Park using a range of best horticultural practice.
- How the park provides a Safe, Healthy and secure environment that meets the needs of its users
- How the local community are consulted and engaged to work towards a similar vision.

1.2 Who is the plan for
The plan is for the practical use and reference of:
- Designers, managers, contractors and event organisers working on this site
- The CWGC, Corporation of London, voluntary bodies, the Local Area Partnership and other local people who use and enjoy the park.

1.3 Vision for Trinity Square Gardens
To provide beautiful Gardens where visitors can enjoy peace and quiet and appreciate the history of their surroundings and the views of the Tower of London

1.4 Objectives of the Park
1. Welcome people to park and help them enjoy their visit
2. Manage the park to achieve a high quality, safe environment that enhances character of the Gardens and its heritage assets.
3. Improve personal safety of park users and reduce fear of crime
4. Promote biodiversity, sustainable use and management of the site and resolve or minimise the issues and threats identified in this plan.
5. Improve the park’s facilities by taking advantage of any funding opportunities and enhance the landscape character of the park.
6. Promote the Gardens as a gateway to Tower Hamlets and raise awareness of the significance of the Gardens.

In detail these objectives mean we will:
- Maintain the peace, quiet and spiritual values of the Gardens for the enjoyment of present and future visitors. Enhance the essential simplicity of the Gardens and prevent and prevent the accumulation of visual clutter, such as unnecessary signs.
• Conserve the fine plane trees and replace them only at the end of their safe, useful life expectancy

• Maintain and enhance planting and grass areas, where possible to improve biodiversity

• Maintain the views of the Tower of London, the river and other fine local buildings from the Gardens, while seeking to minimise the impact of traffic on the gardens

• Maintain the historic form of the Gardens and respect the listed status of the war memorials, conservation area status of the Gardens, the Tower of London World Heritage Site and all other historic values

1.5 Objectives for 2019-20
The following objectives will be focused on for this year:

1. Enhance the biodiversity quality of the site, through modest means.
   Installation of bird boxes and bug hotels in appropriate locations on site.

2. Promote the history and heritage of the site, by way of interpretation panels and literature on the Council website.

3. Seek funding to carry out repairs on park furniture, and install cigarette bins around the park.

4. Enter for London in Bloom’s small park and for heritage category.

5. Assist with the Merchant Navy Association Annual Commemoration Service and Remembrance Day events in 2018.

Please see 13 for five year aspirational development plan.
2 Political and Strategic Context

2.1 Demography of the Borough
According to the Census ONS 2011 mid-year population projection, the borough's population was 304,900 in June 2017, with a projected rise to 364,500 by 2026. The 2016 figure is the first time the area's population has exceeded 300,000 since before the Second World War.

The borough’s population is projected to grow more than 2x as fast as London and 3x as fast as England between 2016 and 2026.

Tower Hamlets has seen drastic population change in recent decades, growing faster than any other local authority in the country. Over the last 30 years, the borough population more than doubled, rising from 144,800 in 1985 to 295,200 in 2015.1 This briefing will examine how the population is expected to change over the next ten years using population projections, primarily those produced by the Greater London Authority (GLA).

This briefing presents the Greater London Authority’s population projections for the borough and breakdowns by MSOA, age group and ethnic group. The projections expect Tower Hamlets to be the fastest growing borough in London over the next ten years, reaching a population of 364,500 in 2026.

The borough includes one of the highest Muslim populations in the country and has an established British Bangladeshi and Pakistani business and residential community.

2.2 Democracy
The council operates an elected Mayor and Cabinet form of executive decision-making, with an overview and scrutiny committee, a standards committee and various other decision-making and regulatory committees. As of 2017, the councilors are: 22 Labour, 9 Independent Group, 5 Conservative, 5 People's Alliance, 3 independent, 1 Liberal Democrat.

2.3 Council Departments
The council employs around 10,500 staff in six directorates around 4,800 of whom are based in schools. The corporate structure is designed to support the council’s objective of ensuring the provision of services that are responsive to the needs of individuals and communities and integrated at the point of delivery.

The council management structure consists of five directorates:
- **Governance** directorate comprises Democratic Services, Legal Services, including Electoral Services, Communications and the Strategy and Performance Team.
- **Resources** directorate comprises of the financial, human and ICT resources functions.
- **Place** directorate
- **Health, Adults and Community** directorate
- **Children’s Services** directorate is committed to further improving outcomes for children and young people.

The Parks and Open Spaces Team are a part of the Arts, Parks and Events Services who sit within the Children’s Service Directorate.
2.4 Open Space Strategy
The Tower Hamlets parks and open spaces strategy aims to ensure that the borough's parks and open spaces reflect the shared vision of the council and its partners: to improve the quality of life for everyone living and working in Tower Hamlets. Parks and open spaces are important elements of all the borough's community plan themes: living safely; living well; creating and sharing prosperity; learning achievement, leisure and excellent public services.

The strategy details how the council and its partners plan to achieve and maintain the highest quality parks and open spaces that are safe and accessible to all of the borough's residents and visitors. The strategy also focuses on sustainability. It outlines the council's plan to cater for the future needs of the community and the environment in the design and use of open spaces.

The strategy has been developed in consultation with local people, residents groups, community groups and public bodies with an interest in open space issues. Each year, the council carries out improvements to parks and open spaces, as identified in the open spaces strategy. This includes refurbishment to play areas, park furniture, planting and signage.


2.5 Community Plan
The Community Plan provides the Tower Hamlets Partnership’s long-term vision for the borough, articulating local aspirations, needs and priorities. It informs all other strategies and delivery plans of the partnership, including the council's Strategic Plan.

The plan was developed in consultation with local residents and service users, community and voluntary sector organisations, and a range of representative groups and forums, as well as members of the council. It outlines how the partnership will work together to improve the lives of all those who live and work in the borough, and continues the existing focus on tackling poverty and social exclusion in Tower Hamlets, though with a new emphasis on fairness, as suggested by our local Fairness Commission. It also continues to prioritise equality, cohesion and community leadership through the theme of “One Tower Hamlets”.

https://www.towerhamlets.gov.uk/lnnl/community_and_living/community_plan/tower_hamlets_plan.aspx
2.6 Organogram of Parks & Open Spaces Team
2.7 Parks Management summarised
The Trinity Square Gardens Management falls within the Tower Hamlets Directorate of Children’s Services, Division of Sports, Leisure and Culture, Arts, Parks and Events Section and is managed by the Tower Hamlets Parks Manager, and includes a number of officers and Park Rangers. This team works alongside the Victoria Park team which is under separate management.

The horticultural and grounds maintenance is carried out by The Green Team falling under the Tower Hamlets Place Directorate, Public Realm Division.
This has been subject to competitive tendering since the 1988 Local Government Act with contracted service providers delivering both horticultural maintenance and cleansing services. The Council has recently reviewed this arrangement and since 2013 the horticultural maintenance has been directly undertaken by the in-house team ‘LBTH Green Team’. Cleansing operations will be undertaken by the Council’s Cleansing contractor Veolia. This arrangement has been developed to ensure that high quality, efficient and effective services are delivered.

Council monitoring officers check standards of work such as grass cutting, weeding, pruning and litter picking, and any failure is brought to the attention of the relevant service provider to remedy. The monitoring officers also certify due payment to the contracted service provider and issue variation orders for additional work. All cleansing functions are monitored in line with NI 195 standards and horticultural activities or an A-C scale.
3 Fact Sheet

3.1 Site introduction and location
These Gardens are small, less than half a hectare, but are immensely popular in a city area with little public open space. They are well used by local office workers, visitors and tourists, especially in the spring and summer. They form a pleasant and peaceful oasis in the city.

The Gardens were laid out in the late 18th century on the part of Tower Hill that had been used for public executions from the late medieval period to the mid-18th century. The residents and occupants of Tower Hill successfully promoted a parliamentary bill in 1797 to enclose part of Tower Hill for these Gardens. In the early 20th century the care of the Gardens was passed to Stepney Metropolitan Borough Council and they became public open space.

The Gardens are the site for the Commonwealth memorials to the Merchant Marine war dead of both world wars and more recently The Falklands War. In addition it has good views of the Tower of London and the Thames. It has fine London Plane trees and offers its visitors peace and tranquillity and a chance for quiet contemplation.

The Borough has 138 public open spaces, three quarters of them of 1 hectare or less in size. On average there are only 1.2 hectares of open space per 1000 population, half the former National Playing Fields Association standard, although this part of the Borough has even less at an average of 0.5 ha. per 1000.

3.2 Name, Address & Location
Name: Trinity Square Gardens
Address: The post code of the nearest building (Trinity House) is EC3N 4DH. The Gardens itself is located south of the street Trinity Square and north of the popular road Tower Hill and is geographically located west of the borough.

The nearest railway station is the Tower Hill Underground Station located adjacent to the Gardens with a few metres separating the Gardens and the station’s entrance. The station is in zone one and is on the District and Circle line and serves routes from Upminster to Ealing Broadway and to Richmond on the District line and central stations around zone one and two on the circle line.

3.3 Physical & Geographical Details
3.3.1 Area of Site
The total area of Trinity Square Gardens is 1.030 acres and is the furthest green space located in the west of the borough (see Figure 1).
Figure 1. Map of Tower Hamlets illustrating location of Trinity Square Gardens
Figure 2. Aerial view of the Gardens

The light blue dot highlights the location for Trinity Square Gardens. The Gardens is just within the boundary of Tower Hamlets, with the City of London towards the left.
3.3.2  Grid Reference
The Ordnance Survey Grid Reference for the centre of Trinity Square Gardens is:
TQ 335807
X: 533512
Y: 180751
Latitude: 51.509918
Longitude: -0.077505112

3.3.3  Access
Access to Trinity Square Gardens is via five entrances (Figure 3). The only vehicle
entrance currently is through the north entrance off Trinity Square.
Vehicle access to the park is for Council Services and contractor staff; all other
vehicles are prohibited from entering without prior consent from the Council. This
relates mainly to contractor and delivery vehicles for the Gardens.

All entrances are accessible to the disabled, even given its gradients; it is traversable
by buggies or wheelchairs but also walking disabled. Access to the park is practical
from all sections and connects very well to the main amenities of the park. The
accesses are also very well lit and spacious.

Gates are opened each morning, seven days a week, and closed and locked at dusk
each evening. There is no authorised access to the park at night and before gates
are re-opened next morning. However, Tower Hamlets Emergency Control (who
provide out-of-hours support to council services) and Tower Hamlets Police have
keys to the gates for access afterhours.

Park gates are open by 7-8 am each morning. The gates close at dusk; official
closing times vary according to the time of the year, in that they close in the middle of
winter by 4 pm, and remain open until about 9.30 pm during high summer.
North entrance on Trinity Square. This also serves for vehicular access to the Gardens.

East entrance, adjacent to the Tower Hill Station

Western entrance on Trinity Square.

Two south entrances on Tower Hill.

Figure 3. Entrance points in Trinity Square Gardens
3.3.4 Land Tenure
Trinity Square Gardens is in the freehold of the London Borough of Tower Hamlets, and is managed by Arts, Parks and Events Services.

3.3.5 Public Rights of Way
No public rights of way are known to exist across the site; all paths are permissive.

3.3.6 Planning Authority
The London Borough of Tower Hamlets is the Local Planning Authority.

3.3.7 Electoral Information
Trinity Square Gardens is located in the St Katherine and Wapping ward (Figure4).
4 History and Current Status

4.1 History of Trinity Square Gardens
This part of the Thames basin was regularly occupied, although probably not settled, by prehistoric peoples making use of the river and riparian resources.

Trinity Square lies in the southeast corner of land defended by the walls of Roman Londinium. The area immediately inside such walls would have been kept clear of buildings and structures because they would have been vulnerable to artillery and fire during an attack. Evidence of various buildings has been found in and around the immediate area - tessellated pavements that were disturbed during the construction of the District and Circle lines in the late 19th century. All Hallows Church nearby contains an undisturbed Roman mosaic floor.

The Anglo-Saxons settled this part of the City in the 10th and 11th centuries. There is some evidence of Saxon sculpture from the rebuilding of the nearby All Hallows Church. Some fragments have been incorporated into the current structure. It seems likely that the Saxons maintained the Roman fortifications and re-cut the ditch outside the wall; Alfred the Great restored the walls in 896.

The centres of both the Roman and Saxon cities were elsewhere. This area attracted William I and later castle builders as the site for the premier fortress of England. The site controlled access to the river and trade along it. William I constructed the Tower both as a fortress and as a symbol of authority, with each successive line of defence adding to this effect. For centuries, it demonstrated the king’s power and majesty to London.

![Figure 4: Anonymous plan of the Liberties, dated 1720, Guildhall Library, Corporation of London](image-url)
Tower Hill, and therefore what was to become Trinity Square, was part of the Tower Liberties. The ceremony of beating the bounds of the Liberties is still carried out every third year on Ascension Day. The Liberties provided a building-free buffer zone for the Tower, extending towards the City, defined by the distance an arrow could be fired from the Tower. The Liberties were a royal enclave independent of the City authorities and outside the City boundary. They provided the Tower with defensive protection and valuable dues. The Tower continued to use the Liberties to exert its authority against the City in land disputes until Victorian times. The charter that granted privileges to those who lived within the Liberties was abolished only in 1894.

The Liberties also helped define and protect the physical character of the Tower, enhancing the visual dominance and setting of the castle. The effect remains important today, although it has been somewhat diminished in the last two centuries.

The most spacious part of the Liberties lay north west of the Tower, which used it for public executions from 1381 to the late 18th century. For most of this period, the scaffold was erected for each execution and so its precise location varied. Buildings gradually encroached into the rest of the Liberties during the early post-medieval period, but the scaffold area was kept clear.

Figure 5: Plan of the Tower of London and Tower Hill, surveyed in 1597 but engraved in 1742 by Gascoyne and HaWARD, Guildhall Library, Corporation of London

Executions attracted vast crowds, particularly where the prisoners were well known or the executions controversial. Many were notorious and attracted illustrators to record the scenes. More than 125 prisoners were executed here including two Archbishops of Canterbury (Simon of Sudbury in 1381 and William Laud in 1645), St Thomas More in 1535, James, Duke of Monmouth in 1685, Lord Balmerino and the Earl of Kilmarnock in 1746. Those executed included 6 dukes, 10 earls, a marquis, a viscount, 15 barons, 33 knights, a bishop and a prior. There were state traitors,
martyrs, Lollards, Roman Catholics, Puritans, Royalists, Republicans, peasants, city apprentices, Jacobites, clergymen and ministers.

The rebel Jacobite leader, Simon Fraser, Lord Lovat was the last man to be executed by axe in England when he was beheaded here in 1747. Mounted troops held back the crowds but some 20 people were killed and a thousand injured when one of the spectators’ stands collapsed. The last execution here was in 1780, the last time the George public house, on the east side of what became the Square, had the “best seats”.

The form and maintenance of Great Tower Hill remained disorganised until the very end of the 18th century. In the 1680s, the Tower had taken over control of the south side of this area but the rest of the area, including what were to become the Gardens, remained an open space with haphazard tracks rather than defined roadways. It seems that the area was very rough since people still used it as a quarry and rubbish dump. Eventually the Tower postern was demolished and the area heavily developed in the late 17th to 19th centuries. The city wall to the east of Great Tower Hill continued to provide a useful boundary but the ditch was filled in during the 17th century.

Figure 6: Extract of Harrison’s New Plan of London, Westminster and Southwark 1777, when Tower Hill was still a disorganised, open area

By the close of the 18th century, the contrast between this dilapidated area and others around the Tower must have seemed very great. An elegant Circus, Crescent and Square had recently been built to the north of the Tower. Local aldermen, residents and occupants of Tower Hill therefore promoted a Parliamentary Bill for “Paving, Lighting, watching, cleaning, watering, improving and keeping in repair Great Tower Hill and for removing and preventing nuisances and annoyance”. This Act was passed in 1797. As well as the works to the highway, it included the enclosure and laying out of Trinity Square Gardens.
The Corporation of Trinity House led the works. Their surveyor, Samuel Wyatt, had just constructed their new building immediately to the north of the proposed Gardens in 1794. They also employed him to design the Gardens. His “estimate of expense of such improvement” was £2,300, plus £200 for obtaining the Act of Parliament. In fact, the promotion of the Act seems to have cost £267 10s 10d. ¹

The Act empowered the formation of the Tower Hill Trust to oversee the construction and management of Great Tower Hill and the Gardens. ² The Trust was entitled to levy a rate from all residents of the Square to pay for the works and their ongoing maintenance.

Works on the Gardens seem to have been completed in 1797 or 1798. They were laid out very simply in the form of an oval, and consisted of a central grassed area with small flowerbeds surrounded by a footpath, shrubbery and iron railings on stone plinths. The land to the south of the Gardens remained clear to the Tower and the river.

There is considerable evidence for the design of the Gardens. The Act required Samuel Wyatt to prepare four copies of the proposals for deposition in the archives of various interested parties, for example the Tower and Trinity House. It is possible that at least one still exists, at the City of London Record Office. That the drawing below represents how the site was laid out is corroborated by later illustrations that include the site and the early Ordnance Survey maps of the area (see figures 7 and 10). The actual nature of the original planting is unknown.

Figure 7: Anonymous, untitled and undated plan of Trinity Square Gardens, believed to be an original or early copy, Corporation of London Records Office

¹ It is not clear how much the Gardens actually cost to lay out. The Guildhall Library, City of London has an account, which appears to relate to the costs of laying out the Gardens but this is illegible.

² This Trust was wound up in 1997, at which point it handed on its interest in the Gardens to the Tower Hill Improvement Trust, which has now changed its name in turn to the Tower Hill Trust.
Some 19th century plans (for example, figure 8 below) show four symmetrically placed entrances. However, these plans do not seem likely to have been accurate, rather a representation of what was expected. Figure 6 above may have been an original copy of the plan prepared by Samuel Wyatt, or an early copy. That plan, and the earliest Ordnance Survey map, Figure 10, both show only 2 gates. These gates were on the north and west sides near the bulk of the residences and buildings. These buildings housed the Gardens’ users. It seems more likely that there were only these two gates until the 20th century. From the evidence of the remains of the original stone plinth, it also seems likely that these gates remain in their original positions.

In April 1798 the Trustees set out various Regulations for the Gardens. They amended them in July 1824. Those entitled to use the Gardens were the subscribers and inhabitants of Tower Hill, not the public. The Gardens were open from daylight in the morning to dusk in the evening. Keys were not to be transferred to others, the gardener was not to let in anyone for payment, no one was to lend keys or use the garden at improper hours, or to leave it unlocked. Male servants and female servants unless accompanied by children of the family to which she belonged, were not allowed in. There was a fine of two guineas for these offences. Other rules regulated behaviour in the Gardens. There were to be no dogs, no wearing of pattens (a kind of wooden overshoe), no walking on the borders and no breaking of, or damage to the trees or shrubs. There was a one guinea fine for each of these offences.
Figure 9: Extract of Horwood’s map of London, 4th edition, 1819, showing four gates

Figure 10: Anonymous view of Trinity House in 1821, showing decorous behaviour in the Gardens. The drawing may a symbolic, rather than an accurate, representation of the Gardens as the gates appears to be wrongly positioned, the path is very narrow and there are no plants.
By March 1828 behaviour must have deteriorated. The Chairman and Trustees ordered a copy of part of the Act to be delivered to every house within the limits of the Trust. It was to be “accompanied by the following intimation, viz. that it is the intention of the Trustees to enforce the Penalty to which Persons are liable, who shall offend in the manner therein specified”. Certain other kinds of activities were prohibited, including the beating of carpets.

During the 19th century, there were disputes about loans for the works and the levying of rates for their on-going maintenance. A new act, the Great Tower Hill Act of 1869, was passed. This clarified responsibilities for repairing the roads and for levying rates. The Metropolitan Management Act of 1885 gave the upkeep and management of Trinity Square Gardens to the Whitechapel District Board. The Tower Hill Trust formed an agreement with the Board’s successors, Stepney Metropolitan Borough Council, under the 1906 Public Open Spaces Act. The Borough maintained the Gardens for the enjoyment of the public.

Figure 11: extract of Ordnance Survey map of the area in 1873, before Byward Street was constructed. This map shows two gates and the clear oval form of the Gardens, which had not altered much. The site of the scaffold is shown.

There was little change to the design of the Gardens during the 19th century, as shown in the illustration above. However, the southern half of the Gardens were disturbed by the construction in 1882-84 of a cut and cover tunnel. The tunnel, now used by the District Underground Line, runs directly beneath the site, with a cover of only about 600 mm (two feet). The construction work extensively destroyed archaeological remains since the tunnels cut a swathe through the Gardens and the surrounding parts of Trinity Square and Tower Hill. It seems possible that the original
stone plinth around the south side of the Gardens was lost then or when Byward Street was constructed between 1883 and 1887. From detailed comparisons of maps of the late 19th century, it seems probable that the oval shape in the southwest was foreshortened to accommodate the new east west traffic, augmented by opening of Tower Bridge to traffic in 1895.

In the 20th century, the character of the Gardens changed radically. The insertion of the two dramatic war memorials in 1927 and 1955 changed the character of this small site forever. Both monuments were constructed on land acquired in perpetuity by Act of Parliament for the then Imperial, now Commonwealth, War Graves Commission. They both commemorate the men of the Merchant Navy and fishing fleets who died in the two world wars and who have no grave but the sea.

Sir Edwin Lutyens designed the first memorial to commemorate the men who gave their lives during the First World War between 1914 and 1918. It was begun in 1927 and was unveiled by Her Majesty Queen Mary in 1928. Lutyens was commissioned to face his memorial onto Tower Hill and the river, rather than with reference to the form of the Gardens. Lutyens original drawing of the World War 1 monument illustrates his intention to locate seats to the rear of the monument, where there were no name plaques, facing into the Gardens.

When the Second World War Memorial was added to the Gardens, Sir Edward Maufe was instructed to produce a design that related both to the WWI memorial and to the setting of Trinity House, not to the Gardens. He placed the sunken memorial on an axis with, and behind, the Lutyens’ memorial. The memorial commemorated men who lost their lives between 1939 and 1945. Her Majesty Queen Elizabeth II opened the memorial in 1955.

![Figure 12: Ordnance Survey map 1957, showing that the southeast corner of land had not yet been incorporated and that the perimeter path remained nearly intact, although the south side seems to have been shaved away.](image)

During the Second World War, the Gardens’ original railings were removed to assist the war effort. Many local buildings were lost in the Blitz. By 1957, the buildings between the former Postern Row and George Street were demolished to improve
traffic flow along that part of Tower Hill. At some point, around 1957, the Gardens’ railings were replaced. A part of the east side of Trinity Square was closed to traffic and a small portion of land incorporated into the Gardens as a play ground. A new entrance to the Gardens from the east side was formed around now. The Tower Hill Improvement Trust, a charity founded in 1938, probably paid for this. The Trust grew out of an earlier Fund, set up in 1933 by Sir Follett Holt with the Prince of Wales as Patron and Lord Wakefield as President. The Trust was to bring about improvements to the environment of Tower Hill and to increase the amount of public open space in the area.

By the 1970s the remaining small buildings east of the Gardens were demolished. During the 1960s or 1970s there were major road realignments north of the Tower, creating Lower Thames Street and altering flows in roads nearby. The east side of Trinity Square was closed to vehicles. These works and the consequent traffic had the effect of severing the Tower from part of its former setting. This effect also adversely altered the context and views from the Gardens.

Figure 13: Plan showing the proposals for the southeast corner, Stepney Metropolitan Borough 1957

The London Underground station was relocated to its present site from Byward Street in 1967. In 1988, London Underground rebuilt the ticket hall and reinstated Wakefield Gardens above the station, altering pedestrian flows through and around the Gardens.
The two memorials dominate the Gardens. They give a unique reflective character to the Gardens. The Memorials seem to cramp the path, the seating and the grass in the west side. By contrast, the east side is relatively open, green and spacious. It offers a pleasant contrast to the more built up west side. The insertion of the Memorials also means that it was impossible exactly to recreate the original oval form of the boundary of the Gardens.

The first world war memorial (Grade II listed) to the dead of the Merchant Navy and the fishing fleets has the form of a temple and consists of a vaulted corridor in Portland stone some 21 metres long, 7 metres wide and 7 to 10 metres high, open at either end. The names of the dead are arranged under the ships in which they were serving, inscribed on bronze panels covering the eight main masonry piers. In fact, it is not easy to see exactly what the memorial was aligned on, since it faces down the moat to the southwest part of the Tower’s curtain walls.

The Second World War Memorial to the Merchant Navy and Fishing Fleets (Grade II* listed) takes the form of a sunken garden with surrounding walls cased with bronze name plates, commemorating 23,857 war dead, under the names of their vessel. The sculpture is the work of Charles Wheeler. The garden is nearly two metres deep. Its walls rise only a metre above the level of Trinity Square Gardens to avoid blocking views across Tower Hill.
The War Graves Commission keeps the memorials in a good state of repair; horticultural maintenance is done by the LB Tower Hamlets and recharged to the CWGC. The memorials are regularly used for Remembrance Day and the Merchant Navy Association annual commemorative services.

At an unknown date after 1913 the current commemoration of the scaffold site was inserted. It is not known who designed this feature with its low bronze commemorative plaques, set in granite sets and surrounded by chains supported on low stone bollards. This commemoration is low key and frequently overlooked. The lists of those executed are not comprehensive.

There is evidence from the date of a construction drawing that the lost boundary railings were replaced with good quality mild steel railings around 1957. The plinth seems to be original for about a third of its length, on the north side. Elsewhere, the plinth has been altered. In the southeast corner, this is poor quality concrete but either side of this is reasonably good quality construction.

Originally the perimeter footpath within the Gardens would probably have been laid in a hoggin (a naturally self-binding gravel) type of material.

There is no clear documentary evidence of exactly what planting was proposed. The putative original plan shows what might be small trees, possibly conifers amongst the shrubs. None of the early 19th century illustrations of local scenes show any trees in the gardens.

By the late 19th century, illustrations of the north side of the Gardens include large trees and shrubberies. Some of the plane trees on the north and west side of the gardens have now grown very large. These may be 150 years old and are possibly original. They are very beautiful in their own right, although they require regular maintenance. They contribute greatly to the urban scene of both the Gardens and Trinity Square. If these are original, they are probably much bigger now than intended. However, the design context of the Gardens has also changed out of all recognition following the clearance of the small-scale buildings around the Square and the construction of large office buildings (for example, the Port of London Authority building).

In the extreme South-East corner of Trinity Square Gardens is the more recent memorial dedicated to members of the Royal Fleet Auxiliary and Merchant Seamen who lost their lives in the Falklands Campaign in 1981. The memorial was commissioned by the Merchant Navy Association and is maintained by the Commonwealth War Graves Commission like the other memorials at Tower Hill.

The memorial was designed by Gordon Newton of War Memorial Limited. The theme of the memorial was very appropriately chosen to be "Time and Distance" which is represented by a sundial whose base is a compass rose with a bronze anchor and chain forming the gnomon. The compass points were manufactured from polished black granite and the base is made of Portland stone with bronze panels containing the names of the Merchant Navy and RFA casualties and their ships.
Figure 15: The memorial was dedicated on Merchant Navy Day 4 September 2005 by the First Sea Lord, Admiral Sir Alan West GCB DSC ADC

4.2 Significance of the Gardens
The site is significant to Tower Hamlets, London as a whole and indeed to Britain, the Commonwealth and the world. The gardens:
- Sit at the edge of a World Heritage Site, overlooking one of the best known tourist sites in the world, at the hub of the ancient city of London.
- Form the nearest public Gardens to the Tower of London.
- Make a peaceful oasis within the busy city surroundings and are used by thousands of people daily in summer.
- Contain two listed structures, powerful monuments to the merchant navy victims of both world wars. The Lutyens’ WW1 memorial is listed grade II and the Maufe’ WW2 memorial is listed grade II*.
- Are surrounded by important listed buildings and lie within a Conservation Area.
- Contain the commemorative site of the public scaffold on which scores of people were executed. This is the most historically infamous, but least known feature of the Gardens.

4.3 Archaeological heritage
The Square lies in an area of considerable archaeological importance for most periods of the capital city’s historical development - that is to say Roman, later Saxon, medieval, post medieval and modern periods. This area is important because it lay next to the main trading port and eastern defences of the Roman and medieval city, and it lies outside the north west corner of the Tower of London. The Tower was of course a major influence on the medieval development of London. Much of this archaeology remains essentially undisturbed on the north and west side of the Gardens, although the digging of the cut and cover tunnel in the late 19th century destroyed a great deal of evidence.
4.4 Historical significance of the site
This part of the medieval and early modern period city was also very important in historical terms. Many well-known historical figures lived on Tower Hill and its immediate surroundings, notably Dick Whittington and Samuel Pepys.

This part of Tower Hill, as the nearest large space to the Tower, was used for public executions for four centuries. More than 125 notable people were executed here. Many of the executions were notorious and the scene of large public gatherings. The site of the scaffold was noted on early maps and is now commemorated within the Gardens.

This part of the City has been long associated with the Merchant and Royal Navy. Samuel Pepys lived and worked in the locality (the former Navy Office occupied the site of 10 Trinity Square) and wrote many references to it in his diary. He watched the Great Fire in 1666 from the tower of All Hallows. Admiral Sir William Penn organised the demolition of neighbouring buildings to save the church. His son, William Penn, who founded Pennsylvania, was born here in 1644. The Corporation of Trinity House, which governs lighthouses, navigational aids and the provision of pilots, was given its first charter under Henry VIII in the early 16th century. The Elder Brethren moved into their elegant new building in Trinity Square in 1793. They continue their interest in the Gardens to this day.

The Gardens themselves are historically important, as they seem to be one of the few garden squares created by an Act of Parliament from open, Crown land. It is not known whether this was a unique procedure for the enclosure and creation of gardens. It was certainly unusual. Elsewhere in London, owners of large estates (families, churches, universities, city guilds and other institutions) carved the new squares and streets out of fields. They created garden squares as part of the fashion for European town planning ideas to give shape and focus to their new urban forms. The Gardens are likely to be the oldest design Gardens or open space in Tower Hamlets.

4.4.1 Social significance
Tower Hill was used for political meetings from the earliest of days. Mass meetings were held there during the great dockers strike of 1889. It has also been used as a Speakers’ Corner. The Gardens have partly taken on this anti-establishment past since they were sometimes used as an assembly point for demonstrations during the 1970’s and 1980’s.

The Garden’s most obvious significance today is as a place to reflect on the impact of war and to commemorate the sacrifice of those who died for the nation and the empire. The memorials are powerful, with an almost tangible atmosphere unique in this part of London.

However, the Gardens are probably important to most people as a green and tranquil oasis, a respite from the hurly burly of the Tower and the City. Even the briefest of visits provides an interlude of peace.

4.4.2 Architectural heritage
The wealth of local listings and designations around the site demonstrates its importance architecturally as the setting for some of Britain’s most significant buildings. The Gardens also contain two important war memorials. The Lutyens’ WWI memorial is listed grade II and the Maufe WWII is listed Grade II*. The Square and the Gardens were also the focus of late 18th and 19th century urban design improvements. The means by which the Gardens came about (enclosed by Act of
Parliament from Crown land that had been left open and neglected) were unusual and are significant for that.

One of Samuel Wyatt’s design problems here was the creation of a coherent urban garden within an oddly shaped and incomplete square, fully open on the south side. While the oval form may have been an obvious design solution, it was a successful one. It was a very significant feature on plans and maps right through to the middle of the 20th century when the road network came to dominate the locality. Partly thanks to their oval form, the Gardens have maintained an air of design coherence to this day. This is despite the 20th century additions of two very dominant and powerful monuments in a small space, the changes to the boundary and the surroundings of the site.

4.5 Scenic and visual significance
The Gardens are visually significant within their context - a busy and highly developed city centre. They form a rare green break in the local built environment. Thus, the eye tends to rest on them and within them in preference to many of the other features of the surroundings. For regular visitors, the contrast to the built world is highly important, as the site offers a visual and psychological respite even from such very notable buildings as the Tower.

The Gardens have a distinct scenic quality that is rare within the locality. Their traditional form and content - a grass sward, surrounding footpath, shrubbery and railings all following the basic oval form – create this. While there are different features within the Gardens, they are small enough to share this single, coherent scenic quality. This quality contrasts with the drifting spatial characteristics of the unbounded green open spaces to the east. These are very unattractive and relatively underused at least in part because of their lack of form and visual containment.

The mature trees on the north and west side add immeasurably to the scenic quality, providing immense stature, shade, a sense of longevity and natural form all too unusual nearby. They are by far the most dominant feature of the Gardens when viewed from a distance.

The war memorials add a man-made sculptural quality to the Gardens in which the stone and bronze materials and solid monumental forms dominate. These exude a sense of peace and enduring calm despite their tragic purpose. The Lutyens memorial has a significant impact on views of the Gardens from Tower Hill, where its temple-like form bounds the Gardens, contrasting with the more ordinary park railings.

The Tower of course dominates views from the Gardens. The slight slope across the land enhances these views, although they are somewhat screened, especially in summer, by trees growing in the Tower’s Moat Gardens. There are also important views of All Hallows Church, Tower Hill, and more distant views and glimpses of Tower Bridge, St Katharine’s Dock and the Royal Mint. Much closer at hand, there are views of various listed buildings and features surrounding the Gardens on the north side, again screened by the Garden’s large plane trees.

4.6 Restoration works
The oval form, which is the strongest element remaining from the original design, survived for about two thirds of its original length. It seems to have been distorted in the south west part of the site. The restoration works reinstated an oval path on the
south west side to complete the form, although it was not possible to restore it on the original line.

A small corner of land was added onto the south east of the site in the late 1950s. At the time, there was still a large local population living nearby, with few facilities for their children, and this corner of the site was turned into a play area. This addition, while made for humane reasons, has detracted from the strength of the original design and destroyed part of its coherence. At some later stage, this area was redesigned as fragmented seating area. This has been redesigned again so that it looks out over the main Gardens, linked by a simple York stone path.

Parts of the original hard features of the Gardens, the encircling stone plinth and the footpath, have survived, principally around the north and west sides. The footpath material has changed to gravel dressed black top, to be flexible over the roots of the large trees but to give the appearance of the original material and to be sympathetic to the planting.

The original railings and gates were removed, probably for the second world war effort. They were replaced in the late 1950s with reasonably good quality railings, although made in mild steel rather than cast iron. It seems likely that two of the original gate positions exist today, those facing onto Trinity Square. These may have been the only gates originally, despite the map evidence of the early 19th century that there were four, symmetrically positioned gates.

The site of the scaffold is commemorated in an understated feature, with bronze plaques of names of some of those executed here. While the list is incomplete, and many visitors do not understand the significance of those executed here, the monument does mark the site of the scaffold. It is probably too low key for its historical significance and the war memorials overwhelm it.

Very little, if any, of the original planting survives. It seems likely that the largest plane trees are at least 150 years old and may be original. One seasonal flower-bed has been positioned at the east end of the long axis of the oval to recreate the original plan and to prevent short-cutting across the grass from this busy entrance. Shrub planting runs round about two thirds of the Gardens. This may be of the same nature, but not the same plants or the same species, as the original shrubbery apparently indicated on the drawing. The plane trees now cast a dense shade over parts of the Gardens. This would have been unknown in the early days of the Gardens.

We have planted a yew hedge on the south side of the Gardens that is intended to be grown up to about 2 metres tall, about 300 mm above the railings. This is to reduce the impact of traffic on the gardens by eliminating the disruptive movement of at least the smaller trucks and cars. We intend that the yew hedge will be trimmed to a castellated form. We have not been able to plant trees on this south side above the District Line tunnel. Unfortunately the yew has suffered from a Phytophthora infection which has killed part of the hedge. These sections have been replaced and are being monitored at present as yew is our preferred planting for this section. Testing has been done to identify the strain of Phytophthora advice is being taken on remedying the problem. We are also assessing the soil at this location. Subject to funding we hope to carry out further planting during 2012 to fill the gaps.

In 1997, the Tower Hill Trust placed a simple but effective stone plaque to commemorate its winding up and the two hundredth birthday of the Gardens. This plaque also credits Samuel Wyatt as the designer of the Gardens.
The following characteristics are considered to be crucial to the landscape character of the site:

- Green, oasis quality and simple design
- Oval form with main component elements reflecting this - railings, path, shrubbery, grass
- Trees, especially the large plane trees
- Monuments to the Merchant Navy War Dead of World Wars I and II.

The national significance of the site continues to grow and be updated. In September 2005 the Merchant Navy Association dedicated a memorial to its war dead from the Falklands War of 1982. The First Sea Lord, Admiral Sir Alan West, dedicated this on 4th September, at the Association’s annual service on Merchant Navy Day (see figure 15).

The Tower Hill Trust installed a plaque to acknowledge the donors to the restoration scheme, which was unveiled by the Duke of Gloucester on 2nd December 2005.

Given the site’s protected status, there are no particular threats to these aspects of the Gardens at present. These characteristics would be threatened if inappropriate landscape design proposals were made. The production and distribution of this document will establish the framework for appropriate design work for the future.

4.7 Users of Trinity Square Gardens
London Underground Ltd has about 12 million passengers getting off at Tower Hill station every year. Many of these people will visit Trinity Square Gardens, some as regular commuters, some as tourists. Other local stations are Fenchurch Street main line and Tower Hill Docklands Light Railway stations, both less than 5 minutes’ walk. There is considerable interchange between the stations.

Based on a UK Tourist Board’s visitor survey, there were 2,551,459 paying visitors to the Tower in 1998. It is estimated that around twice as many, perhaps 25,000 visitors per day visit Tower Hill, the Wharf and surrounding areas, without paying to go in. This equates to around 5 to 6 million people a year. Perhaps one in 20, about 250,000, of these visitors go into Trinity Square Gardens.

4.8 Key Features of Trinity Square Gardens
The area of the park is utilised and serves well for heritage, history, community and conservation which helps attract and retain users. The prolific features within the Gardens are its historical and heritage landmarks, in particular it war memorials.

4.9 Facilities and site description
The park has plentiful facilities and amenities which can be enjoyed and appreciated by its visitors.

Amenities on site:
- Picnic area
- War Memorials
- Visibility of tombstone, and historic monuments, murals and tombs
- Ornamental Flower Beds
- Perennial Planting
- Benches, bins, and display boards
- Welcome signs
• 1x flagpole for Green Flag, and 1x flag pole for Commonwealth War Graves Commission
• Footpath network
• 5 entrances, including 1 gated vehicular entrance
• Trees include predominantly London Plain
5 A Welcoming Place

A welcoming place is somewhere that all the community feels able to access and enjoy the amenities and facilities.

5.1 Objectives
To be welcoming the following objectives have been developed for the Gardens:

- **It will be managed to ensure a healthy, safe and secure place for all members of the community.**
- **The park will provide a welcoming and inviting place to visit with the key principle of something for everyone actively promoted.**
- **Effective and uniformed information and signage to actively encourage users into the park.**
- **Increase resources where possible during periods of increased footfall.**

5.2 Accessibility and Disability Discrimination Act 1995
There are no problems for people with mobility problems such as gate widths and changes in level. As this was a key principle in the recent restoration works. The new signs were designed to assist people with visual impairments or reading problems.

While it is not possible for people in wheelchairs to access the sunken gardens of the World War II memorial, the Commonwealth War Graves Commission has improved access to both memorials during 2005. It is not possible to install ramps into the World War II memorial as there is too little space to accommodate them. The Commission installed beautifully detailed bronze handrails to the steps and altered the stone plinths of the World War I memorial to enable access by wheelchairs.

5.3 Vehicular access and parking
This is very difficult as the site lies within the Congestion Charge area of London and parking is strictly controlled in this part of the Borough and the neighbouring City. There must be no access for vehicles, skips or other heavy plant across the area above the District Line Tunnel. Vehicular access to the site itself is minimised to prevent wear to lawns and footpaths and for the safety of park users.

5.4 Signs
These were designed to make people feel welcome and to give useful information without overwhelming them. They were designed to assist people with visual impairments or reading problems, such as people who do not read English, and help identify the site as a Tower Hamlets park as many people assume it is managed by the Corporation of the City of London.

5.5 A visible presence
The Park has the benefit of regular visits and inspections by a range of council officers and service providers. Both the Grounds Maintenance team and Cleansing service provider regularly visit the Park along with Officers from both the Clean and Green and Arts Parks and Event section. This is in addition to regular patrols from both local Safer Neighbourhood Teams and Tower Hamlets Enforcement officers. All council officers and staff are uniformed and easily identifiable which creates a feeling of security within the Park.
Birds eye view of the gardens take from the west
6 A Healthy, Safe and Secure Place

A healthy, safe and secure place is one that promotes healthy living and exercise. It is a place where everyone may feel safe and secure.

6.1 Objectives
To be a healthy, safe and secure place, the following are applied at Trinity Square Gardens:

- It will be managed to ensure the personal safety and wellbeing of all park users is given the highest priority.
- It will be promoted as a place for physical activity, (soft recreational activities) as well as promoting mental wellbeing and social confidence.

6.2 Risk Reduction and Management
Towers Hamlets Parks Team, Green Team staff and users of the Park play a key role in the management and reduction of risk. Prior to the commencement of all maintenance activities the Green Team carry out site specific risk assessments and undertake visual playground inspections. All maintenance staff are equipped with a smartphone device making real time reported of hazards faster and more effective. Tower Hamlets Ranger Service, Enforcement Teams and officers from both Arts Parks and Events section and Clean and Green section play a key role in monitoring and recording inspection data to ensure risk to both staff and members of the public is reduced. In addition to this the park has been equipped with QR readers which allow residents and visitors to the park to report hazards or any other issues directly to the maintenance teams using a smartphone device.

Tower Hamlets Council has also launched an application Find it Fix it Love it (FIFILI) which allows residents to report any issues within the borough or promote something they like. A photograph can be taken and sent directly to the correct department which enables faster and more effective response times.

Find it Fix it Love it
FIFILi the Swiss army knife of applications for Tower Hamlets residents and visitors alike. See something in the Borough you love and think everyone should know about? Come across something that needs fixing and want someone to do something about it?

Download FIFILi at;
6.3 Tower Hamlets Police and Community Safety
The policing of park comes under the authority of the Tower Hamlets Metropolitan Police Service. As well as officers attending parks in response to emergencies or special operations, a local policing initiative is in place within London to increase safety and perceptions of the public realm, including parks, known as ‘Safer Neighbourhoods’, based around electoral wards with officers having local knowledge. The park comes under the area patrolled by the local ‘Safer Neighbourhoods Team’ of Tower Hamlets Police who are based within close vicinity of the park.

Working alongside the Police is ‘Safer Community’, a division of the council tasked with delivering the Tower Hamlets Safer Communities Strategy to reduce crime, improve quality of life and help to make the borough a safer place. The Safer Neighbourhoods Team, the Council’s Parks Team and Safer Communities share intelligence and information not just on antisocial issues but also on more positive ones and support each other to help ‘design out crime’ or respond quickly to vandalism or damage. There is also a dedicated Tower Hamlets Enforcement Team which patrol parks in the borough in a programmed basis who carry out the necessary measures in making sure the park is safe.

6.4 Tower Hamlets Parks & Open Spaces Byelaws
Trinity Square Gardens is covered by a set of ‘local laws’ specific to Tower Hamlets Council’s parks and open spaces, which are known as the ‘Tower Hamlets Parks and Open Spaces Byelaws’. Byelaws are designed to encourage, regulate and manage the proper use of the all Parks and Open Spaces. The park is also covered by other laws not mentioned in the Byelaws. This includes drinking alcohol, dog control and graffiti; there are other powers available to the council and Police to take action or deal with offences, including being drunk, disorderly or aggressive. The Byelaws can be enforced by any officer of the council, including the Tower Hamlets Enforcement Officers, and the Police. The first objective is to inform and educate, so that an offence is not committed or not repeated.

The new Byelaws came into force on 2013 and replace an older set of byelaws which dated back to 1932. The new Byelaws reflect the different ways open spaces are now used, and are easier for people to understand and the council to enforce. The Byelaws covered aspects such as Open Fires, Cycling, and the protection of wildlife.


6.5 Dog Control
The Parks Byelaws do not mention dogs as they are supplemental to existing law.

Under the Dogs (Fouling of Land) Act 1996 LBTH Animal Wardens, Tower Hamlets Enforcement Officers and The Police have powers to fine any persons allowing a dog under their control to foul and not dispose of the waste within any of the borough’s public open spaces.

The Clean Neighbourhoods and Environment Act 2005 replaces powers made under the Dogs (Fouling of Land) Act and allows councils to introduce Dog Control Orders. Whilst covering fouling by dogs these orders can also cover dog-related offences such as not exercising dogs within play areas and ornamental gardens, keeping dogs on leads within recognised locations and setting a limit as to the number of dogs any person is permitted to exercise within any given park and open space.
7 Well Maintained and Clean

A well maintained and clean place is one where the highest standards of both horticultural and general maintenance are implemented.

7.1 Objectives
To be a well maintained and clean public space, the following objectives have been developed for Trinity Square Gardens:

- **Ensure all infrastructures including building are maintained to the highest standard.**
- **To address all litter issues in the most effective, quick and responsive way.**
- **Ensure grounds maintenance is managed in the most effective way.**
- **Ensure all recreation and play areas are inspected and cleaned on a daily basis.**

7.2 Grounds Maintenance
This had previously been subject to competitive tendering since the 1988 Local Government Act with contracted service providers delivering both horticultural maintenance and cleansing services. The Council has recently reviewed this arrangement and since 2013 the horticultural maintenance has been directly undertaken by a new in-house team ‘Green Team’. Cleansing operations are undertaken by the Council’s Cleansing contractor Veolia. This arrangement has been developed to ensure that high quality, efficient and effective services are delivered.

Council monitoring officers check standards of work such as grass cutting, weeding, pruning and litter picking and any failure is brought to the attention of the relevant service provider to remedy. The monitoring officers also certify due payment to the contracted service provider and issue variation orders for additional work. All cleansing functions are monitored in line with NI 195 standards and horticultural activities or an A-C scale.

7.3 Litter clearance
The Borough’s parks are all designated at Grade A under the Environmental Protection Act 1990. This means that the contractor must maintain a 24-hour response time to remove particular problems such as fly tipping, and the site is cleaned daily. In addition Green Team Officers undertake regular checks and any failure is brought to the attention of the relevant service provider to remedy. The Borough’s parks generally score above the designated grade, indeed within the acceptable limit for Grade B sites. The definition of Grade A is “predominantly free of litter or refuse except for small items”. The Borough’s parks cleansing contractor, Veolia Environmental Services Ltd. picks litter from the grass and shrub beds and empties the litter-bins on a daily basis and sweep the paths. The collection of leaves in the autumn has been retained as an in-house activity to support the development of on-site composting opportunities.

The Borough’s grass sports pitches and green flag sites (grass and paved areas) are cleaned of dog faeces once a week, with dog bins emptied daily.

7.4 Repairs and graffiti removal
Reactive maintenance works are carried out as and when necessary (making use of measured term contracts where feasible) to make good any health and safety problems on the site. Priority 1 repairs (urgent hazards) are carried out within 24
hours, down to Priority 3 repairs which can take up to one month. Offensive graffiti are treated as Priority 1 repairs and are removed directly by the Veolia staff (Graffiti Team) if possible or reported for urgent removal by contractors. Any reactive maintenance is reported to a range of specialist contractors who respond according to agreed response times. These are, depending on critical impact on the safe and effective working of the park and the protection of the staff and public, immediately, same working day, within 24 hours, within 48 hours or as planned work for longer time periods.  

This site however, suffers relatively little vandalism or graffiti, although these are monitored and put right as soon as possible. As paragraph 3.2.3 above, the CWGC cleans graffiti from its memorials.  

Any building and structural defects found by any member of the public can also be reported Parks Team via its Customer Call Centre on 020 7364 5000, or by email to parks@towerhamlets.gov.uk.  

7.5 Cleanliness  
The site is extremely popular for users from local businesses and tourists, with footfall increasing substantially during the spring and summer period. As a result, litter picking and litter collection by the Council’s contracted provider Veolia is increased during these busy periods.  

7.6 Park lighting and CCTV  
The Borough’s Street Environment Dept and the Safer Communities Services manage the lighting and CCTV across a number of parks sites. However, Trinity Square Gardens do not have any CCTV, as the geographical location, and the site being locked during dusk does not make the site as susceptible to ASB, vandalism or general crime.  

7.7 Financial Allocation  
The London Borough of Tower Hamlets is responsible for just over 125 parks and green spaces. Trinity Square Gardens covers a measured total of 4.409 acres. In Financial Year 2018-19, Tower Hamlets Council overall budget was £1’318’000 allocated for grounds maintenance, staffing, consumable costs and the cleansing contract with Veolia. This budget is managed by the Council’s in-house Green Team.  

There is no single budget for any site in the Borough. An individual park budget has to be constructed by summing the contract costs for all the different work types, adding allowances for repairs and tree work, management and parks patrol costs.  

7.8 War memorials  
The Commonwealth War Graves Commission owns and is responsible for the management of these memorials. However, the London Borough of Tower Hamlets undertakes the routine horticultural maintenance for the CWGC and the Tower Hamlets Council’s contractor, Fountains Plc, deals with the litter clearance in the memorials. The CWGC is responsible for cleaning the memorials (this takes place every few years) and removing graffiti.  

The Commonwealth War Graves Commission last cleaned the memorials and replaced planting in 2004. The turf between the memorials and in the sunken WW2 memorial was renewed again in late October 2004. They used “Crown III” rubber-crumb reinforced turf to help the grass sustain wear. This has tended to perform a bit better than the ordinary turf.
7.9 **Range Specification**

Range specifications in the park include:

- All grass maintenance (mowing, feeding, spiking, differentially applied according to regime requirements) and, by instruction, repair and renewal of grass areas;
- Planting and maintenance of young trees (to establishment), shrub beds, rose garden, herbaceous borders, spring and summer bedding;
- Litter clearance, including during park events;
- Path sweeping;
- Leaf clearance;
- Daily area inspections (daily tick sheets, reported weekly);
- Salting/gritting and special duties in icy weather;
- Landscape works (to instruction);
A Sustainable Park

A sustainable park is one where all attention is given to green principles, using recycled materials, ensuring that biodiversity is enhanced and protected.

8.1 Objectives
To be a sustainable place, the following objectives have been developed for Trinity Square Gardens:

- **To improve the environmental sustainability within all Parks and Open spaces**
- **Increase the use of sustainable materials within the Park.**
- **To extend the Service's corporate volunteer programme for the site to help maintain horticultural standards.**

8.2 Quality Audit – Green Flag Awards
The park is regularly monitored by the Council's Officers from Green Team, Parks Team, and other Council teams such as the Tower Hamlets Enforcement Officers.

Under the latest Service re-structure the park service was amalgamated with the Arts and Events Service to become the Council’s new Arts, Parks and Events Service. Under this new restructure officers from the Arts and Events team also monitor and inspect the park during events and also while hosting activities.

Overall quality of the park is monitored through the annual Green Flag Awards scheme. The Green Flag Awards scheme is a national standard for parks and green spaces and provides a benchmark against which excellence and provision of high quality landscapes are measured. The annual awards play an important role in ensuring the continuing quality of the parks, provision for community and visitors, developing the environment standards.

The process for Green Flag Judging involves an in depth review of Park Management Plans prior to a site visit. Each visit is written up into a summary and includes an overall score for the park out of a total 100. General comments relating to each assessment criteria are included highlighting any particular issues as well as acknowledging where positive management action, projects or initiatives have occurred.

Parks are assessed against the following criteria:

- A Welcoming Place
- Health, Safety and Security
- Maintenance of Equipment, Buildings and Landscape
- Litter Cleanliness and Vandalism
- Environmental Sustainability
- Conservation Heritage and Nature
- Community Involvement
- Marketing

The most recent Green Flag judging assessment was undertaken in the summer of 2015, with the borough receiving a record 9 Green Flags, and an additional 3 flags directly managed with Council’s Service Level Agreements.

8.3 Sustainability in Parks and Open Spaces
Tower Hamlets Council is committed to improving sustainability in all of its parks and open spaces - not just financial and economic sustainability but also environmental. This commitment includes the park as demonstrated by a number of practical actions.
8.4 Carbon Management Plan
Government estimates from 2006 indicated that some 2,348,000 tonnes of CO2 were emitted in Tower Hamlets - just over 11 tonnes per head - the second highest emitting borough in London. Most of this (65%) comes from the commercial and industrial sector, with 18% from housing and 17% from transport. Targets have been set to reduce these CO2 emissions. To achieve these targets all sectors of the community have a part to play by reducing consumption of gas, electricity, petrol and diesel.

The Council began working with the Carbon Trust in June 2008 in Phase 6 of the Local Authority Carbon Management (LACM) Programme. The primary focus of the work is to reduce emissions under the control of the local authority such as buildings, vehicle fleets, street lighting and landfill sites but takes into account the work of our third sector partners and contractors such as Veolia. One of the outputs of the Programme was the production of a Carbon Management Plan. This was adopted by Cabinet on 8th April 2009. Parks and Open Spaces have active fed into this plan and have identified savings to be made from improvements to park buildings reductions in contractors mileage and investment in new, more efficient vehicles and plant. 1 building has already had improvements made and funding is being sought for the remaining two.


8.5 Tree Strategy
All our trees within the park are surveyed on a regular basis and the information recorded digitally on the Borough’s geographic information system, using “Ezytreev” software 24 559 trees (including small ones and some large shrubs such as holly and yew specimens) are recorded for the borough. The system holds detailed information on individual trees, their condition, and maintenance history. The survey information is regularly updated. Surveyors undertake risk assessments and provide individual recommendations for any works needed and the frequency of re-inspection.

Trees are also inspected for any necessary works by borough arboriculture officers on a regular basis and when required (e.g. following storms). Tree works are carried out as and when necessary using the measured term contract for tree works to maintain their health, safety or good form or in response to justified complaints.
8.6 Green Procurement

Procurement is one of the 5 key areas being examined through the emerging Borough Environmental Strategy. In the interim the purchase and use of materials and supplies from endangered resources, such as peat and peat-based composts, endangered hard wood and tropical species of timber, rocks from Pennine limestone pavements, bulbs and seeds taken from the wild, or products comprising such items are banned. All timbers are to be supplied from sustainable sources and are to accord with the Forest Stewardship Council’s guidelines.

Tower Hamlets was recognised as a Fair Trade borough by the Fairtrade Foundation (see www.fairtrade.org.uk) in 2006 and won a London-wide award* by achieving the following targets:

- The Council must pass a resolution supporting Fairtrade, and serve Fairtrade coffee and tea at its meetings and in offices and canteens,
- A range of Fairtrade products must be readily available in the area’s shops and served in local cafés and catering establishments,
- Fairtrade products must be used by a number of local work places (estate agents, hairdressers etc) and community organisations (churches, schools etc),
- The council must attract popular support for the campaign,
- A local Fairtrade steering group must be convened to ensure continued commitment to Fairtrade Town status.

In January 2013 the Council adopted a set of procurement imperatives designed to support, amongst other things, local purchasing and procurement.
8.7 Recycling of green waste and other waste
Where possible, fallen or felled timber is left on the ground to increase biodiversity. However when tree works are carried out woodchip/timber are also recycled back into the park with some timber transported to nearby parks to be used as compost or mulch.

The Parks Team aims to develop a number of small scale compost facilities within its parks with the intention to recycle 30-40% of our green waste within a few years. Relatively few parks are suitable for such facilities as three quarters of our sites are less than one hectare in size. A leaf composting trial has established in Victoria Park, followed by a recent site in Bartlett Park. Green waste is currently separated and taken to the local waste transfer station where it is recycled for use elsewhere.100% of all Green waste is recycled. In addition 100% of leaf collected within autumn is shredded and returned to parks throughout Tower Hamlets.

The supply of seasonal bedding plants requires that we collect and recycle plant pots and trays after each use. Where possible we ensure that plants are grown in peat-free compost (with the exception of a tiny percentage of feature plants that will not tolerate peat-free composts) and this monitored through site visits to the provider nursery and at the time of delivery.

8.8 Pesticides and Fertilisers
The Parks and Open Spaces Service is moving away from chemicals where possible, replacing their use with cultural and manual methods.

- No blanket application of any Herbicide or Pesticide is used within any Parks and Open Spaces or play grounds, on either hard surfaces or on planted areas, except for persistent weeds such as Japanese Knotweed which is chemically treated with a contact herbicide (Glyphosate) at least twice in a season.
- Brown tail moth infestations are pruned out and the arising’s disposed of. It is many years since the Borough permitted the use of organophosphate pesticides.
- Rats and other pests are monitored and outbreaks controlled only as and when necessary.

Tower Hamlets promotes the use of sustainable methods of weed suppression. The primary method of weed suppression is mulching utilizing leaf mulch recycled from the previous season’s leaf fall.

8.9 Water Conservation
Although there is no direct access to water from any buildings water needs to be used in the Park given a number of features that require watering. However, the annual water bill is not excessive relative to its area, as a number of actions are undertaken to help to minimise water use and wastage.

The use of mulching and compost on trees and shrubs helps minimise water use. New trees also have mulching or matting around bases, and only watered when necessary. Wherever possible, trees planted in the park are also low water demand, and combined with proper mulching and aftercare reduces the amount of watering they require to establish.

8.10 Building Management
Presently there are no buildings on site, other than the war memorials.
8.11 Energy efficiency and pollution control
The Borough’s Transport Service Unit reviews developments in fuel efficiency and alternative fuel sources for three objectives:
- benefits to air quality
- sustainability of energy source
- cost benefits

Our current policy is to operate vehicles that at least comply with the Mayor of London's Low Emission Zone proposals in the most cost effective manner. All the Council's vehicles used by the Parks Service comply with this policy; the latest ranger vehicles exceed these standards. We have trialled electric vehicles as demonstrators in the past but they did not provide our overall service requirements.

We, with other local authorities, have investigated the use of bio-fuels but unfortunately there is not yet substantive information to make an informed commercial (as well as ethical and environmental) decision on overall viability. As we would have to invest in new infrastructure for bio-diesel, we have decided to wait until more definitive information is available. Most diesel fuels bought from garages now contain up to 5% bio-diesel already. Serious doubts are being raised as to the overall sustainability of bio-diesel fuels given rising world populations and the likelihood that climate change will reduce the total area of land available for growing food crop.

We have also investigated the use of recycled, cleaned, cooking oil but this has been found to be too expensive an operation for our partners to continue. Our Transport Services Section therefore recommends remaining with competitively priced, modern diesel engine technology which is still the most efficient engine for fuel consumption at present.

The Council encourages public transport use by staff and within the recent years we have seen an increase in this. It has reduced the numbers of staff driving to work and around the borough for work to cut energy consumption, emissions and our carbon footprint.
We have undertaken basic energy assessments of parks’ satellite buildings with the largest energy bills. The assessment provided options that vary from “no cost” to “low cost” and upwards. We are undertaking a rolling programme to implement the low cost options to improve the energy and water efficiency of these buildings. This programme includes:

(1) Energy awareness training for staff
(2) Loft insulation
(3) Draught proofing of offices and buildings
(4) Water butts
(5) PIR lighting sensors where the performance benefits would be worthwhile (depends on scale of daily usage).
9 Conservation and Heritage

Protecting conservation and heritage means ensuring that both the natural and historical assets of the Park are valued and enhanced, that information is provided to the public about the biology, biodiversity and history of the site.

9.1 Objectives
To be a conservation and heritage flagship, the following objectives will apply at Trinity Square Gardens:

- The heritage of the Gardens will be promoted and maintained to ensure that the Heritage of park is fully appreciated.
- To support and develop initiatives in line with Local Biodiversity Action Plan.

9.2 LBTH Local Biodiversity Action Plan 2014-2019
Tower Hamlets is a densely built-up inner London borough. It nevertheless supports a surprising diversity of wild plants and animals in a range of habitats. These include protected species such as bats and the Black Redstart, and a number of rare invertebrates associated with Brownfield land, such as the Brown-banded Carder Bee and Streaked Bombardier Beetle.

A Local Biodiversity Action Plan (LBAP) has been produced by the Tower Hamlets biodiversity partnership, known as Tower Habitats. This includes Tower Hamlets Council, Tower Hamlets Homes, social housing providers, local and London wide voluntary and community groups, businesses and local residents. All of these groups and individuals will be involved in implementation of the LBAP.

The plan identifies priority habitats and species in Tower Hamlets, and sets objectives and, where appropriate, targets for what needs to be done to ensure their conservation. This will inform the implementation of projects and actions by partner organisations. It also provides guidance to developers on the kinds of biodiversity enhancements expected in new developments. The LBAP does not include detailed actions. These will be developed throughout the five-year duration of the LBAP, and will be entered and reported on in the Biodiversity Action Reporting System (BARS)1, a national database set up by the Joint Nature Conservation Committee to monitor biodiversity action across the UK.

https://www.towerhabitats.org/your-habitats/the-local-biodiversity-action-plan/

Due to the formality and setting of the site it is difficult to contribute towards the LBAP, however modest steps will be taken by installing bug hotels, and bird boxes within the site in summer 2017.

9.3 Cultural heritage
We understand the cultural heritage of the site very well. We are committed, through this plan and by the terms of the Heritage Lottery Fund grant, to maintaining the significance of the site. We will achieve this by avoiding actions that would adversely affect the cultural heritage and by delivering actions that would promote it. Much of this management plan and the action plan is expressly directed at this aim.

9.4 Existing wildlife value
The site has some value for wildlife, such as insects and blackbirds, although the site is not managed primarily for this purpose.
9.5 Enhancing the wildlife value of Trinity Square Gardens
As and when plants are replaced we will try to use native or wildlife-friendly plants. This includes the use of single flowered varieties rather than doubles which insects do not like. We have had a local ecologist carry out a habitat survey and provide recommendations on how we could enhance biodiversity here during 2007 (See Appendix D.1). Some of the suggestions are not in keeping with the site however we plan to enrich the grasslands and are considering replacing the bedding with a bed of herbaceous perennials which will be consulted upon with the Tower Hill Trust and the City Corporation. We will also consider the ideas in the light of overall parks’ priorities for biodiversity.

10 Community Involvement
Community involvement means offering opportunities for local residents to engage in activities, decision making and learning through the Park.

10.1 Objectives
The following objectives have been identified to ensure the Park meets the needs of its users and the local community:

- The Parks Team actively involves its users, organisations and groups.
- To work in partnership with the local organisations and groups to ensure the park is maximised, in relation to its usage and also input and development.

10.2 Consultation and involvement with partners
The location of the Gardens predominantly serves a business and tourist area, and is somewhat distant from the local residential population. Due to the large use of the gardens by tourists and local workers, we feel that community events generally are not necessary and fit for the gardens given its profile. For this reason we have not been able to establish a friends group.

10.3 Events
The main events in these Gardens are the two national, annual services of remembrance. The Merchant Navy Association has been organising an annual service and wreath laying on the first Sunday of September for about 8 years. Both the numbers attending and the complexity of the event have grown over this time. The Worshipful Company of Mariners organises the annual service of remembrance and wreath laying on Remembrance Sunday in November each year.
Merchant Navy Association Annual Commemoration Service, 2017
10.4 Affiliated group with the Gardens
Given the profile and location of the Gardens the only affiliated groups are the following:

10.4.1 Tower Hill Trust (THT)
However, we have worked with this local voluntary group, which is a trust set up in the 1930s to provide and improve parks and open spaces in the vicinity of the Tower. They grant aided and raised money to match that put up by the Heritage Lottery Fund. We retain their support as a body to represent users by involving them in the management monitoring and review processes. They remain proud of this project.

10.4.2 Merchant Navy Association (MNA)
We have an ongoing relationship with this voluntary group, which arranges the September commemoration service on the first Sunday in September, as part of the Merchant Navy Day events. We liaise with them in their arrangements for this service and other matters. We have also worked with them on the installation of war memorial to commemorate the Falklands War Merchant Navy dead.

10.4.3 Commonwealth War Graves Commission (CWGC)
We have an arrangement with the CWGC to manage and maintain the areas within the war memorials, including horticultural maintenance for which the CWGC is recharged. They maintain the structures themselves by carrying out cleaning, cleaning graffiti, pigeon proofing, etc. They also undertake new horticultural investment works from time to time.
11 Marketing and Publicity

The importance of marketing and publicity is to support the other themes, to help make people feel welcome, to promote community involvement, to promote sustainability, and to encourage exercise and healthy living.

11.1 Objectives
To promote, publicise and market to the right audience, the following objectives have been devised for the Trinity Square Gardens:

- **Ensure that relevant information and interpretative materials appropriate to the site and its character are produced and distributed.**
- **Activities and volunteer programme to be promoted to ensure all users and stakeholders have the opportunity to be involved in the park.**

11.2 Press coverage
The Borough’s website includes several PR pieces. These can be found at [http://www.towerhamlets.gov.uk/](http://www.towerhamlets.gov.uk/), and more details about the park can be found on the following at:

The Commonwealth War Graves Commission publishes details on the Tower Hill memorials and those who are commemorated here. The information about Tower Hill can be found in the Publications section of their web site [http://www.cwgc.org/](http://www.cwgc.org/)

11.3 Interpretation Signs
There are various historical interpretation signs within the park which have proved beneficial to visitors and schools groups. These had been installed to help promote the history of the gardens. There are also plaques on key featured areas within the gardens also which useful literature.

11.4 Direction signs
We will liaise with the Historic Royal Palaces, City of London and our Borough brand manager to erect some direction signs to this site and to make sure it is properly recognised as a gateway to Tower Hamlets. There is limited direction signage of the park within the vicinity, however the Council endeavours to create signage when funding allows within nearby parks to promote the site.

11.5 Entrance Signs
The entrance signs are designed to encourage people to see how they can link up their visits with other local green spaces. The Council’s Development and Renewal department and the Primary Care Trust have worked on plans for a ‘local green grid’ which involves linking up green and blue spaces via green ‘corridors’. (Further information on the Green Grid can be found here [http://www.towerhamlets.gov.uk/Documents/Planning-and-building-control/Strategic-Planning/Local-Plan/Evidence-base/THGG-Final-Strategy-100511.pdf](http://www.towerhamlets.gov.uk/Documents/Planning-and-building-control/Strategic-Planning/Local-Plan/Evidence-base/THGG-Final-Strategy-100511.pdf)

As well as greening the route direction and interpretation signs would help people realise the potential for really long-distance walks and cycle rides as these spaces link Greenwich to the docks, the Grand Union Canal, Mile End Park, the Hertford Union Canal, Lee Valley Regional Park to Bishop’s Stortford and so on, including the Queen Elizabeth Olympic Park.

11.6 Publicity in Literature
Newspaper articles in the local, national and trade press maintain interest in the evolving park project. They cover the various aspects of the park, encouraging the reader to see the
park offering a variety of opportunities to the casual park visitor. The consistent message to the reader is that the park can offer something for everyone and will reward a longer visit.

12 Implementation of Management Plan
This management plan is a vehicle for planning and monitoring how to deliver the aims and objectives of the park.

12.1 Objectives
To ensure it is well managed, the following objectives exist for Trinity Square Gardens:

- Manage to Green Flag Award standard
- Work on feedback and recommendations highlighted by the Green Flag judges

The management of Park utilises the key criteria set out by Green Flag award to ensure effective management within its Parks and Open Spaces. This plan looks at each criterion and sets out what is done and the key aspirations of the park. The management plan must be compatible with priorities set out by the London Borough of Tower Hamlets, as well the Service Plan for LBTH Parks and Open Spaces, the LBTH Community Plan, and the LBTH Safer Community Strategy.

The Management Plan is an evolving document reviewed annually; the current document generates a five year aspirational plan (13). This lists targets and milestones.

12.2 Monitoring and reviewing the plan
The frequency of monitoring varies according to activity - it is daily, weekly, or less often, depending on the issue or the activity. General progress on the Plan will be monitored monthly. The Tower Hill Trust has agreed to carry out an annual site review in early summer.

A formal review of the progress of the Plan is undertaken annually flowing from the monitoring process. The Tower Hill Trust, the Commonwealth War Graves Commission and the Corporation of London will be consulted to contribute to this review. This ensures that the right standards are being met, ensuring independent oversight and builds support for the management plan.

12.3 Service Standards
In terms of service priorities, LBTH Parks and Open Spaces:

a) Strives to make all parks and open spaces within Tower Hamlets places where people feel safe, secure, and that visiting such green spaces is an enjoyable experience.

b) Recognises the importance of parks and green spaces as major community assets.

c) Fully recognises the importance and benefits of parks and open spaces as places for recreation, leisure and play for all communities within Tower Hamlets.

d) Recognises the importance of the borough’s parks and open spaces and ensures that all of our wide ranging communities and partners have equal opportunities to use them.

e) Encourages the historical heritage of many of Tower Hamlets parks and open spaces and works closely with colleagues and partners alike to protect such cultural assets.

f) Manages and maintains the borough’s parks and open spaces on behalf of the communities we serve.
12.4 Design principles for Trinity Square Gardens

The key landscape design aims are:

- Retain the open, green aspect of the park
- Ensure regular maintenance and cleansing of the memorial features
- Enhance the public’s feelings of security
- Enhance nature conservation and biodiversity
- Enhance and manage boundary and other planting
- Provide public art features that increase the visual interest and identity of the site and involve the users and community
- Enhance the attractiveness of the park
- Establish a positive site identity that is clear from within and outside the park

All design for the park will be practical and appropriate for its purpose. It should reflect contemporary and reasonably foreseeable needs. It will be sympathetic to the local environment, and will, over time, seek to lift the quality of the environment locally with appropriate innovations. Layout and detailed design will address issues of security and fear of crime and seek not to create areas in which crime might take place or in which particular groups could develop dominance of particular facilities. The largest feasible areas of grass should be retained and design should avoid breaking them up into small areas divided by paths.

While the Gardens have historic and landscape value in their own right, they also have value from their close relationship to the Tower World Heritage Site status protects the Tower. The nation has accepted its obligation under the UNESCO World Heritage Convention to protect, conserve, present and transmit to future generations the outstanding universal cultural values of the Tower of London. This obligation includes the historic environs of the Tower, of which the Gardens form an important part.

Pavings have been designed not to dominate the landscape, which will remain substantially green in contrast to the surrounding environment. We have used York stone to match that of the Commonwealth War Graves Commission’s pavings and gravel-dressed bitumen macadam to be flexible over tree roots and sympathetic in appearance to the original paving material (hogging or gravel). The main paths were aligned to recreate the historic oval plan of the Gardens, to reflect the routes people want to take and to enable people to make an easy relaxed circuit of the Gardens.

Recent funding opportunities from section 106 has allowed for paving expansion over what was for a long time poor quality grass area damaged due to heavy footfall. This is located north west of the gardens allowing for visitors to appreciate the World War 1 memorial with a top-down view.

Signage incorporates the Borough’s current Visual Identity Guidelines while respecting the historic character of the site. Signs are clear for those with sight and language problems, replacing as many words as possible with graphic symbols.

Planting design, including choice of species, will take maintenance into account and seek not to increase the burden of costs overall. It shall comprise mostly native species and those that appeal to wildlife (including those providing winter nectar, berries and shelter). Some planting will be provided with more obvious ornamental and / or cultural appeal. The intention shall be to create as interesting and attractive an environment as feasible and to provide habitats for wildlife.

Site furniture will be appropriate to the historic landscape character of the site, and meet the needs of all users of the site including people with mobility problems. Seats will be selected
to be comfortable for prolonged periods. New seats have been installed through our the perimeter of the park in line with the existing seats and have been funded by section 106 monies. The new seats are in line with current style of seating.

All materials shall have a low lifetime environmental impact and shall be specified in accordance with the sustainable purchasing policies within this document. Site furniture and railings shall be of classic, contemporary design (i.e. not Victorian or Edwardian) and be made of galvanised mild steel painted black.

Signage will be appropriate to the historic landscape character of the site. It shall incorporate the Borough’s current Visual Identity Guidelines, identify who manages the site, give a contact telephone number, and provide guidance on facilities to found in the park and on behaviour to be expected. Signs must welcome visitors to the Park and avoid lists of dos and don’ts. Signs will be clear for those with sight and language problems, replacing as many words as possible with graphic symbols.

12.5 Current management
The recent restructure of the Public Realm unit separated the strategic and operational functions of the former Arts, Parks and Events. Policy, strategic and developmental functions for parks are now contained within the Strategic Development of Arts, Parks and Events Services, whereas Public Realm’s, Clean and Green Team are responsible for operational management and maintenance, reducing costs, for example through economies of scale from combining inspectorate functions.

From April 2013 a final restructure was implemented which saw the Parks and Open Space Service amalgamating with the Arts and Events Services to form what is now called Arts, Parks and Events Services (APE). The responsibility of Parks section and Public Realms Clean and Green Team will remain the same, with an input from the Arts and Events section to support with monitoring and implementing of the parks based events and the general policies.

12.6 Implementing the Management Plan
The lead officer responsible for implementing the Plan is the Head of Arts, Parks and Events, although on this site there are other partners working to deliver aspects of the work.

The Head of Service must ensure the following:

- Preparation and co-ordination of future annual work programmes and necessary budgets.
- Development of monitoring procedures.
- Mechanisms for reviewing and developing the management plan.
- Co-ordination of new initiatives and developments identified in the plan.
<table>
<thead>
<tr>
<th>No</th>
<th>Action</th>
<th>Responsible lead</th>
<th>Feedback/Issues</th>
<th>Notes / dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review of all parks signage to a standardised format across the borough. Install addition interpretation signs on site through S106 funding.</td>
<td>Parks Officers</td>
<td>All borough wide parks signage have been reviewed during the Summer 2018. Will seek to replace only signs in bad condition across borough.</td>
<td>Seek to implement by summer 2020.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the Gardens annually for the London in Bloom’s heritage award and small park award.</td>
<td>Parks Officers</td>
<td>To be entered annually.</td>
<td>The park retained a Silver Gilt in 2018 for both categories.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the Gardens annually for the Green Flag awards.</td>
<td>Parks Officers</td>
<td>A newly developed management plan for 2016-2021 will be revised each year.</td>
<td>Retained GF status for 2018. Will work on recommendations provided by judge.</td>
</tr>
<tr>
<td>4</td>
<td>Additional planting in suitable areas with spring bulbs, wildflowers, and herbaceous perennials where appropriate</td>
<td>Green Team / Parks Officers</td>
<td>The Green Team’s annual summer planting have been confirmed for the site.</td>
<td>KW and Green Team to agree on a yearly basis. Summer planting to take place between May – July 2019.</td>
</tr>
<tr>
<td>5</td>
<td>Continue to support the CWGC each year for the Remembrance Sunday events.</td>
<td>Parks Officers and Green Team</td>
<td>Each year the parks and green team work together wo ensure the area is prepared, cleaned and safe for the event to take place. Rangers and Green Team office also are present on the event to ensure smooth running.</td>
<td>Continue to work with the Green Team, Veolia, and partners to assist in the delivery of both events annually.</td>
</tr>
<tr>
<td>6</td>
<td>Review of existing Bio Diversity value and make plans to enhancement</td>
<td>Bio Diversity Officer / Parks Officers / Green Team</td>
<td>Spring 2017</td>
<td>Installation of bug hotels and bird boxes by July 2017. This could not be carried out however reprogrammed implement for summer 2019.</td>
</tr>
<tr>
<td>7</td>
<td>Work with the CWGC to establish a user group for site.</td>
<td>Parks Officers</td>
<td>Due to the nature of site and location this has been difficult.</td>
<td>The Council will continue to work with CWGC to bring users and neighbouring business on board.</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>Description</td>
<td></td>
<td></td>
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<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------</td>
<td></td>
<td></td>
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<tr>
<td>HRP</td>
<td>Historic Royal Palaces (Tower of London)</td>
<td></td>
<td></td>
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<tr>
<td>EH</td>
<td>English Heritage</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CoL</td>
<td>Corporation of the City of London</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CWGC</td>
<td>Commonwealth War Graves Commission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LBTH</td>
<td>London Borough of Tower Hamlets Parks and Open Spaces Service</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Orn Team</td>
<td>LBTH Ornamental Gardening Team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L/scape team</td>
<td>LBTH Landscape team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EHO</td>
<td>LBTH Environmental Health Officers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterer’s</td>
<td>ISS Waterer’s – term contractors to the Corporation of the City of London</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>THT</td>
<td>Tower Hill Trust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MNA</td>
<td>Merchant Navy Association</td>
<td></td>
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</tr>
</tbody>
</table>
14 The Way Forward

14.1 Vision for Trinity Square Gardens
We will renew and conserve Gardens, creating an attractive, well used open space with a sense of place to suit the needs of the whole local community. We will manage the site to conserve and sustain the heritage, architectural, wildlife, and community significance of the site.

14.2 Parks and Open Spaces Service Mission Statement
We will strive to create good quality parks that:

- are accessible to everyone
- provide a range of opportunities for soft recreation, entertainment and relaxation
- have a diverse, attractive and interesting landscape and ecology

14.3 Best Value Themes
We will deliver the five themes of the Parks and Play Service Best Value Review within Trinity Square Gardens:

Aesthetics: Providing attractive and interesting green spaces through excellent design, planting and maintenance. Tackling those elements that detract from people’s aesthetic enjoyment of parks including litter, graffiti, and the manifestations of vandalism and dilapidation.

Accessibility: Promoting awareness, equalities, and a customer focus. Improving physical access to and within parks. Challenging negative perceptions and working to ensure the parks are safe and enjoyable to use.

Opportunity: Promoting and developing the range of opportunities that everyone can enjoy in parks. Encouraging community interest, involvement and ownership in the Borough’s public green spaces and the activities that take place in them.

Ecology: Promoting and encouraging sustainable management and a more diverse environment. Developing capacity to recycle green waste, reduce emissions and to support an increasing variety of flora and fauna.

Quality: Managing services to targets set within a performance and quality regime.
15 Appendices

Appendix A, Land Ownership

The land that makes up the site is in the ownership of the Tower Hamlets Council (LBTH) and entirety is managed and maintained by the London Borough of Tower Hamlets, Parks Services and Green Team.

There are no concessions or leases to commercial operations.

Appendix B, Corporate Policies and Strategies

B.1 Tower Hamlets Vision and Community Plan

The Community Plan provides the Tower Hamlets Partnership’s long-term vision for the borough, articulating local aspirations, needs and priorities. It informs all other strategies and delivery plans of the partnership, including the council’s Strategic Plan.

The plan was developed in consultation with local residents and service users, community and voluntary sector organisations, and a range of representative groups and forums, as well as members of the council. It outlines how the partnership will work together to improve the lives of all those who live and work in the borough, and continues the existing focus on tackling poverty and social exclusion in Tower Hamlets, though with a new emphasis on fairness, as suggested by our local Fairness Commission. It also continues to prioritise equality, cohesion and community leadership through the theme of “One Tower Hamlets”.

The Community Plan also incorporates a new set of high level and cross-cutting priorities, which will galvanise and motivate partners to focus their efforts jointly on some of our biggest challenges, with the aim of making a real difference in these areas over the lifetime of the plan. However, it will evolve as the partnership, chaired by the new mayor of Tower Hamlets, develops its plans to achieve its vision for the borough, and reviews other key partnership strategies.

We are in the process of developing plans to implement the new cross-cutting priorities agreed by partners, and these will be published once complete. In the meantime, work to deliver our existing commitments will continue through our Community Plan Delivery Groups.

View the Community Plan in full:
https://www.towerhamlets.gov.uk/lgnl/community_and_living/community_plan/tower_hamlets_plan.aspx
B.2  Public consultation
The Borough follows a policy of active consultation and involvement with the community. Its aims and objectives reflect this and details are therefore subject to change. The Borough is developing ward based structures and Neighbourhood Agreements to increase the participation of the local community in local issues and developments.

From market research and consultation exercises, it is clear that local people are most concerned about basic issues such as dog mess, security, park keeping and cleanliness; a large majority of people think that well-maintained parks promote social responsibility, increased use and reduced vandalism.

B.3  Best Value Review:
The Best Value review of the former Horticulture Services Division was adopted by Cabinet in June 2003. The review findings have been embedded in the Open Space Strategy and the restructure of the Parks Service.

B.4  Open Space Strategy
The Tower Hamlets parks and open spaces strategy aims to ensure that the borough's parks and open spaces reflect the shared vision of the council and its partners: to improve the quality of life for everyone living and working in Tower Hamlets. Parks and open spaces are important elements of all the borough's community plan themes: living safely; living well; creating and sharing prosperity; learning achievement, leisure and excellent public services.

The strategy details how the council and its partners plan to achieve and maintain the highest quality parks and open spaces that are safe and accessible to all of the borough's residents and visitors. The strategy also focuses on sustainability. It outlines the council's plan to cater for the future needs of the community and the environment in the design and use of open spaces.

The strategy has been developed in consultation with local people, residents groups, community groups and public bodies with an interest in open space issues.

Each year, the council carries out improvements to parks and open spaces, as identified in the open spaces strategy. This includes refurbishment to play areas, park furniture, planting and signage.

https://www.towerhamlets.gov.uk/lgnl/community_and_living/community_plan/strategic_plan.aspx

B.5  Planning policies
The primary land use reference documents for Tower Hamlets are the Local Development Framework Core Strategy which was adopted as the council's statutory development plan in September 2010 and the associated Development Planning Documents. These are strategic documents that establish the land use and planning framework for the borough. Together with the Mayor's Plan for London they are the primary reference for all planning decisions.

The Local Development Framework defines the land use at Weavers Fields as public open space. This protects it from development.

Tower Habitats is a group of voluntary sector bodies and Council officers co-operating to prepare and deliver the Biodiversity Action Plan for Tower Hamlets. The Plan was adopted on 24 March 2004 and refreshed in 2014, following consultation. The Parks, Squares and Burial Grounds Habitat Action Plan contains detailed actions and targets to increase the area and value for wildlife of the various types of park in the Borough. For the current plan, see

https://www.towerhabitats.org/your-habitats/the-local-biodiversity-action-plan/

B.7 Health and Safety

The London Borough of Tower Hamlets Corporate Health and Safety Policies apply in all parks. The policies are available on request.

The Borough is committed to promoting the Health, Safety and Welfare of all employees and of the public who come into contact with its premises and services. It is the policy of the Directorate to develop a positive Health and Safety culture throughout the organisation because we believe that good safety is good business. This Health and Safety Policy intends to set the ground rules through which continuous improvement of the standards of Health, Safety and Welfare of all employees and clients can be achieved. The safety policies are in accordance with section 2(3) of the Health and Safety at Work etc. Act 1974 and are revised on a regular basis. Their implementation is checked regularly by the Directorate’s H&S officer.

Risk assessments have been carried out for parks’ workers, with an emphasis on those staff who face the most regular risks. Risk control measures are in place and are reviewed in the light of changing practice.

All Council staff have induction and basic H&S training. Risk assessments are done and staff must meet the resulting codes of practice. All cleansing staff have manual handling training. Staff have additional training in accordance with their duties and the tools / machinery they are required to use, such as first aid, chainsaw, RoSPA playground checking training and so on.

B.8 Complaints procedure

Tower Hamlets has a three-stage complaints procedure. Stage 1 tries to resolve problems informally face to face and stage 2 is formal (with complaints received in writing or by phone in one of 8 languages or by minicom). Complaints are acknowledged, investigated and responded to in 20 working days. The complainant then has the right of appeal to the chief executive (20 days). If the matter is still not resolved, the individual can thereafter take the matter up with the Local Government Ombudsman to ensure the Council has acted fairly and in accordance with its agreed procedures. See:


In addition, officers must respond to enquiries made by councillors or MPs within 10 working days. These are rigorously monitored.

B.9 Equalities

Equalities issues are taken seriously in an area with a high proportion of minority ethnic group residents and the department has a number of initiatives to foster good race relations. All sports clubs that make sports pitch bookings are required to sign and adhere to the Borough’s Anti-Racism in Sport Charter. The department encourages events that celebrate ethnic diversity and racial harmony.
B.10  Park bye-laws
Tower Hamlets Council's existing byelaws date back to the 1930s, which means many of them are now out of date and do not apply to all parks and open spaces. The council is proposing new byelaws for the borough to help manage all of its open spaces more effectively, ensuring all residents and visitors are equally able to enjoy and make use of them.

The council’s byelaws are based on Model Byelaws published by the Department for Communities and Local Government (DCLG), and they have been given provisional approval by DCLG.

Byelaws are local laws designed to address potential problems in a way that complements rather than duplicates existing legislation. Some problem behaviours are not covered by the new byelaws, for example dog fouling. This is because there is significant primary legislation which enables enforcement in these areas.


B.11  Use of pesticides
The Parks and Open Spaces Service is moving away from chemicals where possible, replacing their use with cultural and manual methods.

- No blanket application of any Herbicide or Pesticide is used within any Parks and Open Spaces or play grounds, on either hard surfaces or on planted areas, except for persistent weeds such as Japanese Knotweed which is chemically treated with a contact herbicide (Glyphosate) at least twice in a season.

- Brown tail moth infestations are pruned out and the arising’s disposed of. It is many years since the Borough permitted the use of organophosphate pesticides.

- Rats and other pests are monitored and outbreaks controlled only as and when necessary.

Tower Hamlets promotes the use of sustainable methods of weed suppression. The primary method of weed suppression is mulching utilizing leaf mulch recycled from the previous season’s leaf fall.

B.12  Corporate Environment Strategy
The council seeks to efficiently undertake its duties with the minimum of environmental impact. The strategy was adopted by Cabinet on 6th June 2007. http://www.towerhamlets.gov.uk/lgsl/451-500/495_environmental_strategy.aspx This deals with the Borough’s direct environmental impacts as a council. It identifies the initiatives which need to be undertaken in order minimise our impact on the environment and what outcomes we can expect to achieve as a result. It covers the following key issues:  

- Transport
- Energy management
- Water management
- Waste management
- Procurement

The Environmental Service will abide by this strategy, its priorities and action plan once adopted. We expect to need to make many changes in both thinking and practice, both ourselves and with our contractors and third sector partners.

B.13  Veolia Environmental Services (UK)PLC Environmental Policy
B.14 Strategic Plan

The Strategic Plan is a central part of the Council’s Performance Management and Accountability Framework and is the main strategic business planning document of the Council. It sets out the corporate priorities and outcomes, the high level activities that will be undertaken to deliver the outcomes, as well as the measures that will help us determine whether we are achieving the outcomes.

The plan covers a three year rolling period and contains an annually updated delivery plan. It is arranged around three priority areas and a set of corporate outcomes which have been refined to reflect the manifesto priorities of the administrations.

The plan is a key link in the ‘Golden Thread’ and used to inform directorate, service and team planning. It also sets out how the Council will deliver the objective and priorities set out in the new Tower Hamlets Plan developed by the Tower Hamlets Strategic Partnership.

Full strategic plan: https://www.towerhamlets.gov.uk/lgnl/community_and_living/community_plan/strategic_plan.aspx
## Appendix C.1 Green Team Monitoring Sheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Park name</th>
<th>Officer</th>
<th>FC</th>
<th>Feature details</th>
<th>Lap</th>
<th>Ward</th>
<th>Horticultural Grading</th>
<th>Grading</th>
<th>Description</th>
<th>Reinspect ed</th>
<th>Date sent to contractor</th>
<th>Contractors</th>
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<tbody>
<tr>
<td>21/01/19</td>
<td>Trinity Square Gardens</td>
<td>Matthew Twohig</td>
<td>EL3G</td>
<td>Remove Litter Daily &amp; On Holidays</td>
<td>4</td>
<td>St Katherines and Wapping</td>
<td>Grade</td>
<td>B</td>
<td>tbc</td>
<td>tbc</td>
<td>V.E.S.</td>
<td></td>
</tr>
<tr>
<td>21/01/19</td>
<td>Trinity Square Gardens</td>
<td>Matthew Twohig</td>
<td>LB01</td>
<td>Empty Bins Daily Including Holidays</td>
<td>4</td>
<td>St Katherines and Wapping</td>
<td>Grade</td>
<td>A</td>
<td></td>
<td>V.E.S.</td>
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<tr>
<td>21/01/19</td>
<td>Trinity Square Gardens</td>
<td>Matthew Twohig</td>
<td>SP02</td>
<td>Sweep Twice Each Week</td>
<td>4</td>
<td>St Katherines and Wapping</td>
<td>Grade</td>
<td>C</td>
<td>Needs manual sweep around furniture</td>
<td>V.E.S.</td>
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<tr>
<td>21/01/19</td>
<td>Trinity Square Gardens</td>
<td>Matthew Twohig</td>
<td>DBR1</td>
<td>Collect &amp; Remove Animal Faeces</td>
<td>4</td>
<td>St Katherines and Wapping</td>
<td>Grade</td>
<td>B</td>
<td></td>
<td>V.E.S.</td>
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<tr>
<td>21/01/19</td>
<td>Trinity Square Gardens</td>
<td>Matthew Twohig</td>
<td>GCA0</td>
<td>Cut Grass - Amenity</td>
<td>4</td>
<td>St Katherines and Wapping</td>
<td>Grade</td>
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<td>Green Team</td>
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<td>21/01/19</td>
<td>Trinity Square Gardens</td>
<td>Matthew Twohig</td>
<td>SHA1</td>
<td>Cultivated Shrub Maintenance</td>
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<td>FB14</td>
<td>Maintain Spring Bedding</td>
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<td>Weed Treatment Programme</td>
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<td>Green Team</td>
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<td>Risk Assessment</td>
<td>Date Assessed /</td>
<td>Date due for next</td>
<td>Reviewed /</td>
<td>Notes</td>
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<tr>
<td>Collecting, handling, transporting and disposal of syringes and other drug user waste</td>
<td>April 2018</td>
<td>April 2019</td>
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<td>Fertiliser application</td>
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<td>April 2019</td>
<td>reviewed by MT and GC</td>
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<td>Flower and Shrub bed maintenance</td>
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<td>April 2019</td>
<td>reviewed by MT and GC</td>
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<tr>
<td>Generic assessment on the effects of terrain and weather</td>
<td>April 2018</td>
<td>April 2019</td>
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<tr>
<td>Litter picking</td>
<td>April 2018</td>
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<tr>
<td>Lone working</td>
<td>April 2018</td>
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<tr>
<td>Maintenance of machinery and fitters activities</td>
<td>April 2018</td>
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<tr>
<td>Manual Handling</td>
<td>April 2018</td>
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<tr>
<td>Manual handling and stacking of produce / arisings</td>
<td>April 2018</td>
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<tr>
<td>Mobile work equipment, cutting grass and vegetation</td>
<td>April 2018</td>
<td>April 2019</td>
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<tr>
<td>Operations adjacent to the highway</td>
<td>April 2018</td>
<td>April 2019</td>
<td>reviewed by KMT</td>
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<td>Pesticide application</td>
<td>April 2018</td>
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<td>Planting</td>
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<td>Safe use of hand tools</td>
<td>April 2018</td>
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<tr>
<td>Shrub and Tree Pruning</td>
<td>April 2018</td>
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<tr>
<td>Unloading machinery</td>
<td>April 2018</td>
<td>April 2019</td>
<td>reviewed by MT and GC</td>
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<tr>
<td>Use of clearing saws, brush cutters and trimmers</td>
<td>April 2018</td>
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<td>Use of commercial and non-commercial vehicles</td>
<td>April 2018</td>
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<td>Use of display screen equipment, including lap tops in any workplace</td>
<td>April 2018</td>
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<td>Use of hand held hedge cutters</td>
<td>April 2018</td>
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<td>Use of high pruners</td>
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<td>Use of ladders</td>
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<td>Use of leaf vacuums</td>
<td>April 2018</td>
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<td>Risk Assessment</td>
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<td>Use of pedestrian mowers</td>
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<td>Use of rotovators, cultivators, scarifiers and rollers</td>
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<td>Use of temporary work access platforms and staging</td>
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<td>Use of trailers</td>
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<td>Violence to staff</td>
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<tr>
<td>Weeding, cleaning and hand held cutting</td>
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<td>Working at heights</td>
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<td>Working in Offices</td>
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</tbody>
</table>

The above is a list an overall list of risk assessment reviewed by Green Team Management and Supervisors for Green Team gardeners. Individual risk assessments are assessed by management for staff and collectively reviewed.
**Appendix C.2  Green Team Risk Assessment Form Sample 1**

**Activity/Task:** Lone Working  
**Carried out:** April 2018  
**To be reviewed:** April 2019

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Risk Rating (High, Med, Low)</th>
<th>Controls</th>
</tr>
</thead>
</table>
| Trip or fall due to uneven terrain               | Medium                       | • Visually assess terrain and decide if it safe for you to walk on.  
• Report any dangerous paths or surfaces to administrator/supervisor.  
• If terrain is judged to be dangerous find an alternate route.  
• HSE guide preventing slips and falls code ref INDG 225. |
| Injury caused by collision with vehicle/road infrastructure | Medium | • Follow the Highway Code  
• Possess clean driving licence. To be inspected by a supervisor every 6 months  
• Possess Council driving licence.  
• Ensure vehicle is road worthy by making a visual check.  
• Hse Driving at work code ref INDG 382. |
| Verbal assault from public or contractors        | Medium                       | • Follow Council Codes of Practice.  
• Follow Council Policy Statements.  
• Carry Council issued mobile phone at all times when on duty. Do not use the phone whilst driving.  
• Assess situation and do not approach a situation you judge to be dangerous. Move away and when at a safe distance and/or hidden from view phone the compound or colleagues to report the situation.  
• Inform police as appropriate |
| Accident due to inclement weather                | Medium                       | • Wear Council issued coat in cold/wet weather.  
• PPE regs code ref INDG 174  
• Steel toecap boots or shoes must be worn at all times. |
| Accident whilst lone working                     | Medium                       | • Report in at the start and end of shift  
• Let colleagues know your whereabouts  
• Hse working alone code ref INDG 73. |
| Physical Assault from public or contractors      | Low                          | As above                                                                                                                                 |
| Personal stress                                  | Low                          | • Talk to Supervisor.  
• Ring confidential help line on 0800 716619 for support |
| Accusation of inappropriate behavior             | Low                          | • Behave appropriately and respectfully with all members of the public.  
• Do not isolate oneself with children unless in emergency.  
• Carry/wear identification at all times. |

**People at risk:**  
Employees  
Non employees
## SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk

1) **Before Starting Work:**

Ensure your mobile phone is charged and that you have it with you

2) **Safe Working:**

- Report any damaged or faulty equipment or PPE
- Report any incidents involving aggressive customers to your supervisor or a colleague.
- Report any incidents involving park users to your supervisor or a colleague

3) **Upon Completion:**

Report any problems to callout officer or supervisor

### Overall Task Residual Risk (High, Med or Low) After Implementing Control Measures

**Low**

**Are the Risks Adequately Controlled:** Yes / No

(If No This Activity **Must Not** Take Place)

**Assessor Name:** Matthew Twohig

**Signature:** Date: April 2018

**Date Communicated to Staff:**

---

## RISK ASSESSMENT REVIEW

<table>
<thead>
<tr>
<th>Are Employees Complying:</th>
<th>Yes / No</th>
<th>Staff to attend Dealing with aggressive behaviour course.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Have Any New Hazards Been Identified:</strong></td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td><strong>Are the Risks Adequately Controlled:</strong></td>
<td>Yes / No</td>
<td>If No This Activity <strong>Must Not</strong> Take Place.</td>
</tr>
</tbody>
</table>

**REVIEWED BY:**

**Signature:**

**Date:**

**Date Communicated to Staff (if findings different):**

---
### Appendix C.6  Green Team Risk Assessment Form Sample 2

**Activity/Task:** Shrub and tree pruning  
**Carried out:** April 2018  
**To be reviewed:** April 2019

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Risk Rating (High, Med, Low)</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips and trips on uneven surfaces</td>
<td>Medium</td>
<td>Store tools and equipment safely whilst working.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forewarn any colleagues or public in the work area of the hazard.</td>
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<tr>
<td></td>
<td></td>
<td>Assess work area prior to commencing to identify any potential slip or trip hazards.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cordon off work area during work.</td>
</tr>
<tr>
<td>Muscular skeletal strain due to bending and lifting</td>
<td>Medium</td>
<td>All staff to complete manual handling training and attend refreshers every 5 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assess load before attempting to lift.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If needed then call for assistance. Report any objects not able to</td>
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<tr>
<td></td>
<td></td>
<td>safely lift to supervisor for specialist removal.</td>
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<tr>
<td></td>
<td></td>
<td>Use safe lifting and moving techniques. If you aren’t sure what these</td>
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<td></td>
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<td>are then ask a supervisor to show you.</td>
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<td></td>
<td></td>
<td>If loading rubbish sacks ensure that they are not filled to a level</td>
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<tr>
<td></td>
<td></td>
<td>where they become to heavy to lift comfortably. Gloves and steel toe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>capped footwear must be worn.</td>
</tr>
<tr>
<td>Cuts from misuse of sharp tools</td>
<td>Medium</td>
<td>Wear work gloves.</td>
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<tr>
<td></td>
<td></td>
<td>Use tools safely, as shown by supervisor or during health and safety</td>
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<tr>
<td></td>
<td></td>
<td>talk</td>
</tr>
<tr>
<td>Cuts from sharps</td>
<td>Low</td>
<td>Assess work area prior to commencing to identify any sharps. Be alert</td>
</tr>
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<td></td>
<td></td>
<td>whilst working</td>
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<td></td>
<td></td>
<td>Wear work gloves.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dispose of all sharps and glass safely.</td>
</tr>
<tr>
<td>Injury from falling branches etc</td>
<td>Low</td>
<td>If cutting a branch that is above head height ensure you have adequately</td>
</tr>
<tr>
<td></td>
<td></td>
<td>secured it so it does not fall on your or any passers-by.</td>
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<tr>
<td>Skin irritation from plant sap</td>
<td>Low</td>
<td>Notify supervisor if you have any known allergies to substances you may</td>
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<td></td>
<td>be exposed to. Wash skin if any itching starts to occur and seek</td>
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<td>advice from first aider.</td>
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<td></td>
<td></td>
<td>Wear work gloves or vinyl gloves as appropriate.</td>
</tr>
<tr>
<td>Cuts and grazes from sharp edges of plants or glass</td>
<td>Low</td>
<td>Inspect area prior to starting work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wear work gloves.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Handle any sharp objects carefully</td>
</tr>
</tbody>
</table>

**People at risk:**  
Tick appropriate box(s)  
- Employees  
- Non employees

### SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk

1) **Before Starting Work:**  
   - Wear steel toe capped boots and work gloves  
   - Check all tools to ensure they are safe. Seek guidance from supervisor if unsure

2) **Safe Working:**  
   - Be aware of who is working or walking near you and of any risk you pose to them  
   - Use tools as shown  
   - Store tools safely whilst working
3) Upon Completion:
Inform supervisor of any problems
Clean tools and tidy them away

**Overall Task Residual Risk** (High, Med or Low) After Implementing Control Measures
Low

**Are the Risks Adequately Controlled**
Yes

(If No This Activity Must Not Take Place)

Assessor Name: Matthew Twohig
Signature: Date: April 2018

**Date Communicated to Staff:**

<table>
<thead>
<tr>
<th><strong>RISK ASSESSMENT REVIEW</strong></th>
<th><strong>ADDITIONAL CONTROL MEASURES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are Employees Complying:</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Have Any New Hazards Been Identified:</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Are the Risks Adequately Controlled:</td>
<td>Yes / No</td>
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<tr>
<td>If No This Activity Must Not Take Place.</td>
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<tr>
<td>REVIEWED BY:</td>
<td>Signature:</td>
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<tr>
<td>Date:</td>
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<tr>
<td>Date Communicated to Staff (if findings different):</td>
<td></td>
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Appendix D, Contract Improvement & Default Notice Guidelines

**Contract Improvement Notices - Guidelines:**
Prior to issuing an Improvement Notice the following criteria must be met.
- The contractor must be provided with enough information for them to be able to identify the location and features which have not been completed to the appropriate specification.
- A GIS site plan should be provided to identify problem areas particularly on large sites if this is requested by the contractor.
- A digital photograph should be taken of the relevant feature and a copy supplied to the contractor if so requested.
- The contractor must be given reasonable time to complete the task / tasks indicated on the Improvement Notice.
- Once an Improvement Notice is issued joint site visits should be carried out if this requested by the contractor in order to clarify any areas of uncertainty.

All Improvement Notices need to be followed up with the appropriate inspections and a second digital photograph should be taken if works have not been completed to the appropriate specification.

NB: It is very important that there is no confusion at this stage which the contractor can use to nullify a default notice if one needs to be issued at a later date.

**Contract Default Notices:**
Where the contractor has failed to carry out the tasks identified on the Improvement Notice the following information will need to be provided to the Area Parks Manager prior to any Default being issued.
- Confirmation of the following:
  - The site and task is a contract item which should have been carried out at the time the Improvement Notice was issued.
  - The site and task is on the appropriate Improvement Notice.
  - The day and time of re-inspection is consistent with the date and time on the Improvement Notice.
  - The timescale for compliance was sufficient to enable the contractor to meet their obligations under the contract.
  - The contractor received the rectification notice and has signed accordingly.
  - The contractor has not requested and been granted an extension to complete the work due to inclement weather or some other reason.

A photograph is to be taken of the failed feature and filed for later reference.
The contractor should be informed of any defaults notices that are being issued no later than 12.00 noon on the day following inspection.

N.B.Time extensions should not be given unless part of the work has been carried out on any particular feature.
Time extensions should not be given unless the request for such an extension is receive prior to the re-inspection date.

The Area Parks Manager will need to sign the Default Notice and ensure the contractor is provided with the relevant paperwork and signs for each notice in the box provided on the form. In the absence of an Area Parks Manger the Default Notice will be signed by the Parks Contracts & Infrastructure Manager.
Appendix E  Aerial Photos and Photo Library

E1  Location Plan

[Diagram of location plan]
Trinity Square Gardens, just within the border of Tower Hamlets. The north west peninsula shaded in white is the Corporation of London.
E3 Close up drawing of the Gardens illustrating Memorials
E4 Aerial view of the gardens circa August 2003, following restoration works
E5 Trinity Square Gardens Restoration Plan Drawing
Aerial view of the surrounding area of the Garden. Just by the right is the Tower Hill Station and south is the Tower of London.
E7 Surrounding road links

Surrounding areas of the Gardens illustrating some of the main roads and closest station
Port of London Authority Building

Falklands Mural dedicated those who died during the Falklands War
The two pictures below are taken inside the memorial to merchant seamen killed in the First World War, located at Trinity Square Gardens, Tower Hill, London. In the distance is All Hallows-by-the-Tower.
Memorial for the 1914-18 War. South end of Trinity Square gardens, overlooking the Tower and the Thames. 1921-25. Portland stone with bronze plaques and decorative features Bronze work by William Reid Dick (Ward-Jackson).
Summer bedding in the gardens
Square marks the location at which many of the execution of prisoners held at the Tower of London took place.
Former Port of London Authority building and is a grade II listed building.
The Mercantile Marine Memorial for the 1939-45, often referred to as the Merchant Navy Memorial
Contact Details

For further queries relating to the management plan please contact the author:

Mohammed Raja  
Parks Development Officer (Community)

Arts, Parks & Events Services
Parks & Open Spaces
6th Floor Mulberry Town Hall
5 Clove Crescent
London E14 2BG

Tel: 020 7364 6108
mohammed.raja@towerhamlets.gov.uk
www.towerhamlets.gov.uk