

Victoria Park Management Committee Action Plan 2015/16

Chair:	Julie Holt	The Action Plan is a live document that is recorded on an Excel spreadsheet. This allows for new actions/tasks to be added during the lifetime of the document. Completed actions/tasks are removed and added to the Completed Actions Tab. The spreadsheet is up dated and owned by the Partnership and Communities Team.
Outcomes identified within the Corporate Plan:	<ul style="list-style-type: none"> • Empowered local communities with a greater capacity to become involved in community life • Promote integration and cohesion • Appropriate support provided to those in most need • Services are fair, accessible and responsive to individual needs residents and customers feel informed and engaged in service quality and design • Future developments informed by the views of local people • Delivery of events to celebrate and enjoy the Town's heritage and culture 	
Objectives:	<ul style="list-style-type: none"> • To produce, maintain and oversee the implementation of a Park Management Plan • To encourage active participation of the local community and park users, in discussions of issues and dissemination of information relating to the park • To provide an active line of communication for all groups and individuals with an interest in the wellbeing and future enhancement of the park and to deal with issues of mutual interest to all Park users • To develop strategies for the local management of the Park and to integrate the work of volunteers alongside others in undertaking practical work in the park • To identify and pursue sources of funding for works identified 	

Document Updated: 05/10/2015 Updated text is in red

Description of Issue(s)	Proposed Action	Resources	Target Date	Owner(s)	Progress	Status
Floodlights for MUGA	Source funding for this, including capital purchase and ongoing revenue for electricity costs	Friends / Partnerships & Communities Team	Summer 2016	Community Development Officer (NBC)	Part of community consultation has taken place. Meeting with supplier booked for quotation for works and advice regarding light spill. Friends to liaise with users of the MUGA to get evidence of need for lights, and to find out how many young people use the MUGA weekly.	
Safety issues around changing room block	Install light on side of building to improve visibility	Friends / Partnerships & Communities Team	Nov-15	Community Development Officer (NBC)	Issue with changing rooms block. No lighting - look to install safety light. NBC would not be able to cover the electricity costs of an additional light, therefore the friends would need to cover the cost of the ongoing electricity supply. PMC discussed the installation of a solar light instead, as could not commit to paying for electricity costs. Community Development Officer (NBC) has contacted a supplier and the Police Crime Prevention Design Advisor for advice. The PMC asked about the rationale behind leaving on the lights in the changing rooms, and also the utilisation of the building in the future. Community Development Officer (NBC) to investigate internally.	
Damaged / faulty fitness equipment in park	Fitness equipment needs to be repaired and made safe	Direct Services	ASAP	Park Ranger	Equipment installed by CASPAR and agreed NBC would maintain. Park Ranger to look at equipment. Park Ranger advised that most equipment had been repaired, but that there were ongoing issues with some items. Friends of Victoria Park advised to keep reporting and broken equipment through the contact centre. Friends of Victoria Park to compile list of broken equipment, to be sent through to Park Ranger, Direct Services Manager and Enterprise Contract Manager.	
Flowers and plants for park	PMC to agree with friends the types of plants / flowers to be planted, and location of planters.	Friends of Victoria Park	Spring 2016	FOVP	Funding has been acquired by Friends of Victoria Park from Cllr Ashraf's Community Fund. Friends advised that ongoing maintenance would need to be covered by the Friends. Direct Services Manager has planters available which can be used in Victoria Park. Friends to liaise with DS Manager regarding costs of transportation and location. Planters would need to be installed on the park and not on the highway.	
Clearance of the brook	Find out who can clear the brook, and where responsibility lies.	Park Ranger	ASAP	Park Ranger	Updated at last meeting that brook had been cleared. Friends questioned whether this has taken place. Park Ranger to look into this and liaise with Environment Agency.	
Maintenance of football pitches and issues with litter	Investigate which teams are playing on pitches to address litter issue.	Kevin Skerry / Friends	Ongoing	Park Ranger / Friends	Friends to call Park Ranger at weekends when littering is taking place by football teams, in order to take photographic evidence. Friends to withdraw from litter picking after matches to ensure evidence can be captured. At end of last season, no improvements had been seen, and no response was received from FA regarding complaints made by the Friends. Leisure Trust or FA to be invited to meetings. No update as currently no football taking place. Friends raised concerns about the maintenance of the ground on football pitches, and the marking out of pitches when games are not planned. Community Development Officer (NBC) has been advised that Enterprise generally only mark out pitches that are going to be booked. There are no savings to be had if they were instructed not to mark the pitch out, as NBC have a fixed priced contract and stopping the lining would not produce any cashable savings.	

Flytipping and litter	Improve information about tipping litter in park, and increase amount of litter picking that takes place	Friends / Park Ranger	Ongoing	Friends / Park Ranger	Littering in the park has improved over the summer, with litter picking being done twice a week by Enterprise. Friends of Victoria Park to be proactive about reporting overflowing bins to NBC. Review if signage should be made in other languages about litter and rubbish. Community Development Officer (NBC) has liaised with Enterprise, who advised that they do not supply information in other languages. Community Development Officer (NBC) to pass details of Double H Residents Association to FoVP - Double H have had a number of documents translated into other languages to overcome issues around litter and rubbish - may be able to advise Friends of VP about costs and practicalities.	
Consumption of alcohol and anti social behaviour on park	Issues with alcohol and ASB should be proactively reported to the Police via 101 in a non emergency. Look into how often the Police patrol the park during the summer months.	Friends / Alice Morgan	Ongoing	Friends / Community Development Officer (NBC)	Community development officer to invite local PCSOs to next meeting.	