# Delapre Park Management Committee Action Plan 2016/17

## Chair:
Alan Clark

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:
- 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:
- 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: December 2016

### Attendees:
Geoff Watts, Max Lang, Vikki Pearson, Alan Earle, Alan Clarke, Dee Whitehouse, Cllr Julie Davenport, Cllr Tim Hadland, Peter Hackett, Adrian Bell, Vikki Rockall, Cllr Vicky Culbard, Mike Ingram,

David Linley, Craig Egdell, Cllr Mike Hallam, Darowen Jones, Rachel Boyd, Jean Hawkins

### Apologies:

- Wood and metal fences on driveway damaged
  - Fences to be repaired
  - Park Ranger / J & S Potter
  - ASAP
  - Park Ranger
  - Ongoing fence repair continues. Pony Club enquired whether there is any funding for extra fencing on the Pony Paddock - two large pieces are missing, which could cause a safety issue as the area is used by young members who may not be in full control of the Pony. Park Ranger has reported this to the Property helpdesk and therefore does not require funding. Fencing will be repaired. Advised everyone to remain vigilant for intruders. Fences on Driveway still an issue. Direct Services Manager will look into this with Heritage Team. Furrows also an issue. This will impact aspects of the overspill of parking. Driveway - potential man hole problem. More people using the driveway, which may make condition worse. The fencing is being worked on. The wood for the paddocks has been delivered, repair work will now commence. Sign has been removed from the passing bay (to be replaced, but request for this to be incorporated into the signage that R Boyd is looking at). Still an issue - repaired pot holes, but fencing is still an issue. DAPT volunteers continue to support, currently repairing the paddock.

- State of access route to Model Engineers site
  - Investigate issue and find solution.
  - Park Ranger / Direct Services
  - Ongoing
  - Direct Services Manager, Heritage Team Leader, Park Ranger
  - Investigations continue - appears to be a drainage issue. No update. J Jennings, P Hackett, and R Boyd to meet on site, R Boyd to liaise with D Jones re: possibility of long term plan, to make a circular route - R Boyd suggested there may be an opportunity to access HLF funding. Short-term however there is still a solution needed, to be looked at during the site meeting. Mark J and Peter H have priced up the work, to resurface. It is on the programme to do, once the work to the Abbey has been completed.

- Work to London Rd Gatehouse
  - Secure lodge and look into ideas for future usage.
  - Asset management / Regeneration
  - Ongoing
  - Regeneration
  - Lodge has been secured and cleared out. Surveyor is going to look at initial conversion potential, what is required and the costs. Subject to repeated damage. Asset management open to ideas for future usage. Working group to be set up to explore the use, current proposal to look at a shared space between the Park Ranger and Police. Discussions are ongoing. Surveys commenced week beginning 31st August. The outer building will be secured, however no work will be done in the short-term to the interior of the building. R Boyd suggested there will be opportunities in the future to look at external funding. R Boyd, J Jennings and D Jones all to meet in the next 2 weeks. Planning application has been submitted. External works will be completed, replacement of lead etc, to make the building secure and weather tight, to bring the building back into use, would cost £150,000. This is not in the budget at the moment. However, options will continue to be explored re: its use. Darowen J to speak to Assets re: getting the guttering cleaned.

### Updated text is in red
### Path alongside lake - health and safety hazard
- Member of Angling club has fallen on the path alongside the lake and broken his ribs due to stumps left on pathway. Hazard to be looked into and addressed.
- Direct Services / Park Ranger
- Direct Services Manager looking into issue. Future of path was discussed, including removing the leaf mulch down to gravel. Safety and accessibility should be ensured. Park Ranger has removed the hazards caused by the removal of shrubs along the track. However, there are many natural hazards, such as roots from trees/bushes and small potholes that we can't do anything about. Informed Angling Club of update. But the club would like the path to be closed altogether and would like to know of any objections to do this. Rangers have taken them down to ground level. Fishing club have asked for a row of bushes to be put in. PMC happy for them to be put in, would just liked to be consulted on the type of bush.
- ASAP Direct Services / Park Ranger

### Addressing issues with car parking
- Address current issues regarding parking on the islands, which is impacting the health of trees. Also, need to start planning for the long term when more cars will be coming to Abbey. DAPT and Regeneration will do a full consultation on any future arrangements.
- PMC / DAPT / Regeneration
- To be discussed in more detail in the future. Car parking issue was looked at. There will be a wider review to look into the purpose that it was going to serve. It may also need to accommodate coaches. R Boyd, reminded PMC that DAPT currently have an application registered for a new car park within the park adjacent to the Abbey. R Boyd will send through the application number, for PMC members to have a look at the details contained within the planning document. No further update.
- PMC / DAPT / Regeneration

### Improvements to paths working with Nene water
- Regeneration / DAPT / PMC
- HLF bid has been made and will go into the first round. Deadline is end of October. Update to be given. Update needed by D Jones. Project Manager appointed, to approve HLF bid submission. Slow progress, but full submission will be brought to the PMC prior to submission in October 2016. Application wasn't successful, Cllr Hadland suggest the project ideas remain and other sources of funding explored.

### Litter/flytipping issue, Ransome Road - back through Charter Wood
- Park Ranger
- J Stuart to meet with Alan, site visit to establish the problem and who’s land it is (may be responsibility of NCC). Feedback received from Asset Management includes:
  1. The Homes and Communities Agency installed some grilles which the Environment Agency require them to remove.
  2. General litter and rubbish clearance should be the responsibility of Amey and I will follow this up.
  3. We recently carried out some maintenance on the Mencap wall which involved erecting scaffolding in the brook. We will be removing the scaffolding and the associated bricks that are left in the brook.
  4. The gas cylinders, etc., came from the garage business(es) in Ransome Road. The Environment Agency has taken this up with them and required them to remove the cylinders, Alan E/ Dee W to establish whether they are still there. If they are, they will let Vicki R know and Vicki R will follow up.
  5. The Environment Agency have plans to dredge sections of the brook in due course. Alan E in contact with the Environment Agency, who have plans to walk along and remove the rubbish, Alan E is having an ongoing dialogue.
- PMC

### Eleanor Cross
- NCC
- Vicki R suggested that whilst Amey ad removed a few of the weeds on the edge. NCC are responsible for the maintenance of the Cross and the requirements to remove the higher weeds has been passed on to them by Mick T, NBC Contracts Manager. Max to report street lighting through Street Doctor. Vicki R to again clarify who is responsible for the maintenance of the cross as there was some discussion and disagreement about ownership.

### Toilets
- Vicki R to speak to Darowen J as Project Manager, since DAPT have handed the keys back, the toilets aren't being locked of an evening, ASB issues occurring as a result. Suggestion that the Gardener may be in a position to open and unlock them, as a short term measure, before DAPT take over.
- PMC

### Investigate the Water Courses
- Cllr Alan Bottwood and Cllr Hallam to look at the possibility of investigating the water courses across the Park. Alan E, Alan C, Dee W, Adrian B and Max all volunteered to support with this exercise, look at bringing a proposal back to the next meeting.
- PMC

### Motorcycle nuisance
- CP and SB
- Officers trained to deal with the issues. There has been a re jig of PCSOs and they can be moved from East Hunsbury and Wootton. People can ring police to report any suspicious behaviour in the car park in evenings. Issues become greater in the Spring - look at incorporating motorcycle nuisance into the communications strategy. Agreed, this wasn't currently an issue, to monitor.
### Projects within the Park

| Additional work from the tree survey | Survey trees in woodland and Rookery to document their condition. | Tree Group | Ongoing | Tree Group | Tree survey in the Rookery is continuing, and more information will be shared as it develops. A guest to the committee raised that work is being completed by FODA volunteers without authorisation or risk assessments. Issue - Japanese Knotweed. Oversight of volunteer work will be covered in parks protocol below. The tree group meets every Saturday. A Clarke has collated all the information, the next step is to make the information available to the public. A lot of information has been collated for the trees in the Park. There was an offer from DAPT (who are currently working on their own website) to host the information, so all visitors will be able to view the information. Cllr Bottwood explained this wasn’t a tree survey to establish the condition of trees, this is something NBC are looking at for next year, should funding be available. Group concerned that there has been no progress with this action. It is thought that the project may have been paid for by Cllr Glynane’s County Council pot. Vicki R to explore further. Alan C explained over 800 trees surveyed, taking a long time to input data and build website. Offer still remains from DAPT to utilise their website. |

### Strategies for park

| Signage strategy, including possible display units | Establish working group to progress. Agree standard with DAPT | Regeneration / DAPT / PMC | Ongoing | DAPT | Designers are working on signage for within the Abbey and external signs. A concept design will be created and brought along to a future meeting for agreement with the PMC, in order to agree a holistic approach. It was agreed that no more signage would be installed until a holistic approach is developed and agreed. Too early at this stage. Will revisit in March 2016 at the earliest. Rachel B and Darowen J, to meet to discuss signage. Possibility of a cabinet display. Peter H to also be involved in the discussions, as there is signage that must go up around the lake (very specific in what it must look like) and can’t be delayed. Vicki P send through to Vicki R designs that were submitted as part of the planning process, which has been approved. Vicki R to share with the PMC for info. |
| Litter strategy | Develop a litter strategy including an education campaign, provision of adequate bins, organised litter clearance programme, and appropriate signage. | PMC | Ongoing | Park Ranger | Two large litter bins installed at Eagle Drive end of park - one in car park and one outside boat house. Regular community clear ups had been arranged by Park Ranger - new Park Ranger to pick this up. On issue of signage, PMC discussed signage that states "Please take litter home with you". It was agreed that this needs to feed into the parks and signage strategies. There has been a decrease in litter. Max said that it would be a good idea to have an enclosed litter collection area. Have also been approached by Tesco. Direct Services Manager has emailed Enterprise and will chase. Litter to also be included in the communications plan to be developed across the Parks. Northampton Borough Council are supporting the Clean for the Queen campaign being run countywide over the weekend of 4-6th March 2016. For more information and to know how you can get involved, please email ehealth@northampton.gov.uk. Alan Earle, identified a list of bins, dog bins and seats that need to be repaired. Vicki R to send list through to Peter H. Amey will replace and repair broken bins. In addition Peter H has purchased 2 litter bins. PMC unsure of exact locations. Dee W to take to the residents associations to get their views. Agreed the two locations for the bins would be on the lakes and Off Randsome Road. |

### Communications

| Love My Parks Week - July | include Dogs Day | Look at promoting the leaflet that has been produced at an event, during Love My Parks Week in July 2017. Could look at tying this in with micro-chipping for dogs and general awareness around dog-fouling. To be added as an Agenda item for the next meeting. |
| Dangers of swimming in the lake, including issues with Blue/Green algae | Awareness day or education programme highlighting the dangers of the lake. | TBC | TBC | TBC | Would like more publicity making it clear to people about the dangers of swimming in the lake. Could have an education programme or an awareness day? PMC support the idea of an awareness day, to be re-looked at in the Spring. Check that signage is adequate re: swimmers in the lake. Peter H to forward details of the Park Ranger to the water ski club. Peter H to get the Park Ranger to check the current situation with the blue/green algae and also the suggested oil that may be in the water. Ensure there is adequate signage at the lake and the surrounding area. |