

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: November 2016

Updated text is in red

Present: Julie Holt (Chair), Tony Barratt, Cllr Rufia Ashraf, PCSO Lee Shelton, Alice Morgan (NBC)

Apologies: Cllr Alan Bottwood, Peter Hackett (Direct Services Manager)

Description of Issue(s)	Proposed Action	Resources	Target Date	Owner(s)	Progress	Status
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. Cllr Bottwood advised that an inspection by Enterprise needs to be arranged through Direct Services Manager - also to include children's equipment. Question raised - how regularly is equipment maintained? Julie (Friends) provided a report on the equipment - much of which broken but not dangerous. Report written up and circulated by Alice. Friends to look into funding opportunities. ACTION: JHayter to enquire with Wicksteed for costs of all repairs	
Damaged / faulty childrens play equipment in park	Play equipment needs to be repaired and made safe	Direct Services	ASAP	Direct Services	Enterprise employ a company called RSS to carry out monthly inspections in Northampton. Cllr Ashraf raised concerns again re the safety of the matting - requested to be invited to the next inspection by RSS to share her concerns. S106 funding has been secured by Direct Services Manager - repairs to childrens play equipment, plus additional items. Friends have been consulted on their choice of equipment. Awaiting the tender process.	
Leaves in the MUGA	Requires regular clearance to keep safe	Enterprise	Ongoing	AM	Alice to find out when and how often the clearance of the MUGA is scheduled in. MUGA is cleared when requested - there is not a set schedule. Friends advised to keep reporting through when it is an issue. Tarratt to forward reference number through to JHayter to chase.	
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. Cllr Bottwood advised that St James is on the route for East Midlands in Bloom, and would be good for the Friends to be involved. Two planters committed for Victoria Park. Contractors have been requested to move the planters to the location, awaiting finalised date.	

Clearance of the brook	Find out who can clear the brook, and where responsibility lies.	Park Ranger	Ongoing	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. Some has been cleared, but is an ongoing issue. If there is a blockage, is the responsibility of the EA to clear. AM to invite Environment Agency to the next meeting. Update: EA have responsibility for clearing the brook if there is a blockage that may lead to flooding for local people. Otherwise, it is the responsibility of the land owner. The EA maintain the brook twice a year - June and September, for grass cutting and work to ensure the channel is kept clear, to avoid flooding. Alice has been advised that this is the responsibility of Enterprise - Enterprise have been asked to have a look at the brook to schedule into their works. Look into the possibility of signage next to the brook to try and deter people. ACTION: JHayter and AMorgan to chase as nothing has happened. ACTION: JHayter to look into possible signage options - Please dont feed the ducks & please dont dump rubbish in the brook.	
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. . Significant improvement has been seen with flytipping, but there still remains some problems with bags of rubbish and litter. Questions raised about when bin emptying should be happening, not emptied on a Monday? No set days - output contract - twice a week. Should not be overflowing - if so needs to be communicated to the contract manager.	
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)	PCSO update - Reports of ASB on the park are still low. Discarded alcohol is being found on the park but no complaints are being received. Amount of alcohol related ASB has reduced. People need to keep reporting any ASB through to the Police, using 999 in an emergency, or 101 in a non-emergency.	
Communications and campaigns	Develop resource to advise and educate regarding fines for littering and dog fouling	Partnerships and Communities Team / PMC Chairs Forum	Ongoing	PMC Chair / Community Development Officer / Park Ranger	Flyer is now ready for circulation - Friends have copies to use, and there are copies in the noticeboards. Cllr Bottwood advised that Victoria Park has been agreed as a pilot park for a dog fouling campaign. PMC were in favour of this - to be progressed with the new park ranger. The project also links with the next stage of Cllr Ashraf's project with the local school. Look into dog fouling campaign in Spring 2017.	
Football pitches - damaged	Ensure football pitches are safe for use	Enterprise/ Direct Services	Ongoing	Park Ranger	Friends reported that there is a hole in one of the football pitches, near the half way mark. This has been reported through to NBC. Jhayter to check and chase up.	

Completed Actions/Tasks

Description of Issue(s)	Proposed Action	Resources	Target Date	Owner(s)	Progress
Cut back shrubs and bushes	Possibility of payback cutting back shrubs. Find out where responsibility lies for bushes, and	Payback / Direct Services	ASAP	Kevin Skerry	Shrubs and bushes by old bakery have now been removed, and payback have completed additional works in the park.
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. Crime Prevention Design Advisor advised that these paths are not lit, as they are not overlooked by housing or roads, and therefore the Police would not advise the public to use these routes. Park users are advised to use the lit paths, as these are deemed safer. The issue of lighting being left on in the changing rooms has also been resolved.
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.

Suggestions for future works

Description of Issue(s)	Proposed Action	Resources	Target Date	Owner(s)	Progress
Wildflower meadow	Look into possibility of creating wild Flower Meadow. Costs and practicalities to	Park Ranger / FOVP	To be Agreed	Park Ranger	Liaise with park ranger leading on wild flower meadows for advice. Park Ranger has met with an organisation called Buglife for their input into creating a wild flower meadow in the Park. Park Ranger has had no reply from Buglife since meeting. Suggestion by PHackett to look to plant wildflowers next to railings, rather than a 'meadow'? tO be considered in the future.
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 communtiy 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. Alice has recieved quote - around £15,500 for capital costs. Estimated figure of £250 running costs, plus costs for maintenance. Alice to continue to seek approval at NBC for floodlights, and to scope what funding pots available and the added benefit that flood lights would have. Alice has started to build a picture of groups using the MUGA - response recieved from Northampton Leisure Trust. Friends gorup to add to this. Alice has drafted a scoping letter from the Friends - to be circulated and posted. Consultation exercise by the Friends - Spencer Bridge and Muscott Street. Around a 50/50 split for and against the proposal. Friends advised the MUGA is being used by Challenger Sports on a Friday night. AMorgan to progress a funding application, and enquire internally re. planning permission.