

CABINET
27 MARCH 2018

***PART 1 – PUBLIC DOCUMENT**

AGENDA ITEM No.

13

TITLE OF REPORT: GREEN SPACE MANAGEMENT STRATEGY

REPORT OF THE HEAD OF LEISURE AND ENVIRONMENTAL SERVICES

EXECUTIVE MEMBER: COUNCILLOR JANE GRAY

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

1. EXECUTIVE SUMMARY

On the 24th January 2017 Cabinet resolved that, prior to removing facilities identified in the Green Space Management Strategy (GSMS), the Council shall allow up to 1 March 2018 for interested parties to put forward sustainable proposals that would fund both the capital and revenue requirements to safely continue to provide such facilities.

This report updates Cabinet on the proactive approach adopted in identifying and assisting interested parties to take on the management and maintenance of the thirteen small play areas listed for removal of formal play equipment and the four football pavilions identified for closure as per the GSMS. The aim is to continue to meet the needs of the local community.

A proposal to manage three play areas has been received from Great Ashby Community Council. Possible solutions at nil cost to the Council have been found for an additional four play areas. It is proposed that the remaining six will have equipment removed and landscaped back to green space.

With regards to pavilions, Templars Football Club has provided an initial business case to refurbish and manage Bakers Close pavilion, Baldock. The business case needs further officer evaluation to determine if it is sustainable.

No business cases have been received for the remaining three pavilions and it is proposed that these are demolished and returned to green space.

2. RECOMMENDATIONS

- 2.1 A three month period of time is given for the evaluation of the business case submitted by Templars Football Club for the football changing pavilion at Bakers Close, Baldock.
- 2.2 That subject to the sustainability of the business case the decision to enter into a lease with Templars Football Club or to demolish the building be delegated to the Head of Finance, Performance & Asset Management and the Head of Leisure & Environmental Services.
- 2.3 The football changing rooms at St. Johns Road, Cadwell Lane and Walsworth Common, Hitchin be demolished and returned to green space.

- 2.4 That the Council enter into a contract with Great Ashby Community Council for them to fund the maintenance and replacement of equipment for the play areas at Chilterns, Cleveland Way and Merrick Close, Gt. Ashby.
- 2.5 The Council continues to maintain the play equipment at Rosehill, Hitchin up to April 2022 or an earlier date if a new play area is provided in the locality by an independent provider at nil cost to the Council. The existing Rosehill play area will then be decommissioned.
- 2.6 For Betjeman Road and Farrier Court play areas Royston, the Council allow a period of time of up to three months for confirmation of funding sources from third parties.
- 2.7 That the equipment be removed from play areas at Ivel Road Baldock, Dacre Road and Symonds Rd, Hitchin, Linnet Close, Jackmans Recreation Ground and Oaktree Close, Letchworth. Sites to be landscaped as green space and where appropriate include elements of natural play such as grass mounds, logs and benches.
- 2.8 The play area at Fairfield Crescent, Great Ashby will no longer be considered and managed as a formal play area. The existing facilities will be monitored and managed as part of the overall green space.

3. REASONS FOR RECOMMENDATIONS

To enable the retention of the green space within the budgets available to the Council.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 To increase capital expenditure by up to £150,000 pa to retain and continue to directly maintain and invest in all NHDC's 47 equipped play areas.
- 4.2 To provide capital investment in the region of £350,000 in total to refurbish four football changing pavilions.
- 4.3 Not to make the estimated revenue savings of £28,000 pa by retaining all NHDC's 47 equipped play areas.
- 4.4 Not to make the estimated revenue saving of £7,900 pa by retaining all NHDC's football changing pavilions.
- 4.5 In order to ensure the GSMS meets the requirements of the Council's Medium Term Financial Strategy (MTFS) the alternative options listed above were rejected as per the Cabinet meeting of the 24th January 2017.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1 The GSMS as adopted by Cabinet in January 2017 underwent a period of consultation. This included three focus groups and wide publicity in the local press.
- 5.2 The communication plan at Appendix A details the agreed consultation process between January 2017 – March 2018. This included update reports to Overview and Scrutiny, reports to Area Committees, press releases and contact with local football leagues and clubs and community groups such as Parent Teacher Associations.

6. FORWARD PLAN

- 6.1 This report contains a recommendation on a key decision that was first notified to the public in the Forward Plan on the 1st January 2018.

7. BACKGROUND

- 7.1 In January 2016 a Project Board was formed to review the GSMS. In November 2016 the findings of the Project Board were reported to Cabinet and resulted in the adoption of a new GSMS for the period 2017 – 2021 that protected green space and complied with the Council's MTFS.

- 7.2 This report has been written to seek Cabinet's approval for the implementation of actions for play areas and football changing pavilions as detailed in the Council's adopted GSMS.

- 7.3 The most relevant decision relating to this report is Cabinet's resolution 8.3 of the 24th January 2017:

'That it be noted that, prior to removing facilities identified in the Strategy, the Council shall allow up to 1 March 2018 for interested parties to put forward sustainable proposals that would fund both the capital and revenue requirements to safely continue to provide such facilities, and that a proactive approach be adopted in seeking community groups to take on facilities, including advertising that support would be offered to guide groups through the process, particularly through use of social media'

- 7.4 Appendix B lists other relevant committee discussions or decisions relevant to this report.

8. RELEVANT CONSIDERATIONS

8.1 Pavilions

- 8.1.1 As per the agreed actions in 7.3 above and the Council's adopted GSMS 2017-2021 pavilions identified as being beyond economic repair were closed (Bakers Close, Baldock, St. Johns Road, Cadwell Lane and Walsworth Common, Hitchin). Prior to removing pavilions there is a period of time until 1st March 2018 for interested parties to put forward sustainable proposals.

- 8.1.2 Officers have been very proactive in contacting and assisting interested parties take on the responsibility of pavilions. 8.3.1 provides a summary of actions taken and Appendix D provides full details.

- 8.1.3 The Sunday Football League made a formal complaint relating to the Council's proposed closure of pavilions to the Local Government Ombudsman. The Ombudsman found no fault with the Council and endorsed our method of consultation with the use of focus groups.

8.2 Play Areas

- 8.2.1 As per the agreed actions in the Council's adopted GSMS 2017-2021, Local neighbourhood play areas identified as lower usage had until 1st March 2018 for interested parties to put forward sustainable proposals (13 sites).

8.2.2 Officers have been very proactive in reaching out to a wide range of community groups, contacting over 130 individual groups. Officers have also been looking at alternative ways to retain play equipment at nil cost to the Council. Information signs have been placed at each of the thirteen affected play areas and a play area guide shown at Appendix C has been produced to assist community groups. Appendix D provides a time line of all the actions taken since November 2016. The table at 8.3.2 provides a summary of these actions.

8.3 Summary of Actions Taken

8.3.1 Pavilions

Date	Action
Nov 2016	Received expression of interest from local group to refurbish Bakers Close pavilion as a social club. Later withdrawn.
Feb 2017	Current users of football pavilions contacted seeking expressions of interest for asset transfer.
Feb 2017	Received expression of interested from local group for use of Bakers Close pavilion as a base for beer festival. Later withdrawn.
Feb 2017	Contacted Hertfordshire Football Association for interest in asset transfer of pavilions. They had no interest in pavilions for single pitch sites.
Feb 2017	Met with Hitchin Sunday Football League to discuss their proposals for pavilions.
Feb 2017	Produced detailed information sheet for maintenance and repairs required for pavilions. Sent to all interested parties.
Feb 2017	Expression of interest received for Hitchin pavilions from Hitchin Town Youth FC. Later withdrawn.
April 2017	Formal complaint received from Sunday Football League re closure of pavilions.
May 2017	Received expression of interest from St. Johns FC to take on St. Johns pavilion. Later withdrawn
June 2017	Received expression of interest from Albion FC to take on Cadwell pavilion. Later withdrawn.
Aug 2017	Private company expressed interest in Bakers Close pavilion as fitness centre. Later withdrawn.
Sept 2017	Local Government Ombudsman response to a complaint from Sunday Football League found no fault with Council and endorsed use of focus groups.
Nov 2017	Met with Sunday football league. They were working on a business case to take on St. Johns & Cadwell pavilions. Later withdrawn.
Dec 2017	Met with Templars FC who expressed interest in Bakers Close Pavilion.
Jan 2018	Approached by Hitchin Lacrosse team re possibility of them taking on St. Johns & Cadewll pavilions. Later withdrawn.
Feb 2018	Reminder email sent to interested parties re needs to submit business case by 1 st March 2018.
Feb 2018	Received business case from Templars FC for Bakers Close pavilion.

8.3.2 Play Areas

Date	Action
Jan 2017	Article in local paper requesting asset transfer of play areas.
Feb 2017	Contacted 38 residents who expressed an interest in play areas seeking expressions of interest for asset transfer.
Feb 2017	Contacted 46 PTA's and 85 community groups seeking expressions of interest for asset transfer.
Feb 2017	Play area information sheet produced and on web site
Feb 2017	Contacted Royston Town Council and North Herts Homes seeking interest in asset transfer. No interest.
Feb 2017	Met with Gt. Ashby Council re options for play area.
Feb 2017	Tweeted offer of support for community groups.
Mar 2017	Articles in local papers requesting community groups to run play areas.
Mar 2017	Contacted Town Centre managers for possible funding for play areas. No interest.
Mar 2017	New sponsorship page produced and on web site.
Mar 2017	Met with planning to discuss future options for new play areas.
Apr 2017	Signs erected in 13 play areas seeking community management.
May 2017	Met with resident who expressed interest in taking on Jackmans Recreation Ground play area. Later withdrawn.
May 2017	Petition received to save Rosehill play area and reported to Cabinet.
Sept 2017	Gt. Ashby Community Council agreed to take on 3 play areas and funding new equipment for those listed as minimal investment.
Oct 2017	Contacted Hitchin Members with proposal for Rosehill play area.
Nov 2017	Articles in local papers requesting community groups to run play areas.
Jan 2018	Produced template for business case to take on play areas and sent to interested parties.
Feb 2018	Reminder email sent to interested parties re needs to submit business case by 1st March 2018.
Mar 2018	Received business case from two local district Councillors who are working with a third party for the continued funding of Betjeman Road and Farrier Court play areas Royston

8.4 Progress Made

8.4.1 Pavilions

There has been interest in the pavilions from nine different community groups and the Council has tried to support these groups. One has come forward with a business case to take on Bakers Close pavilion in Baldock. There have been no business cases submitted for the other pavilions. Table 8.4.3.1 provides full details.

- 8.4.1.1 Templars Football Club are long standing users of the Bakers Close site and have submitted the business case which is currently being evaluated by officers. In summary they intend to invest £88,500 to bring the building back into use. They intend to use the pavilion as a sporting base for their club. They also plan to make the changing facilities

and club house available to other sporting clubs. To generate income they intend to operate a bar and host a range of entertainment including discos and live bands.

8.4.2 Play Areas

Interest was received from three different groups for the management of play areas and two have submitted business cases to provide funding for five play areas. Of the thirteen play areas listed for potential decommissioning sustainable solutions have been found for seven sites to continue to maintain them as play areas in the short to medium term. There were no business cases put forward for the remaining six sites. Full details of proposals are shown in the table at 8.4.3.2

8.4.3 The tables below identify progress made on site by site basis and contains officer recommendations for each site.

8.4.3.1 Pavilions

Site	Progress	Officer Recommendations
Bakers Close Pavilion, Baldock	Four community groups expressed an interest in taking on the pavilion. Templars Football Club submitted the business case which is currently being evaluated by officers.	To allow three months to evaluate the business case. If found to be sustainable lease the building to Templars Football Club. If found not to be sustainable demolish the building.
St. Johns changing rooms, Hitchin	Four community groups expressed an interest in the pavilion. However no business cases provided.	To remove the pavilion and reinstate to green space.
Cadwell Lane changing rooms, Hitchin	Four community groups expressed an interest in the pavilion. However no business cases provided.	To remove the pavilion and reinstate to green space.
Walsworth changing rooms, Hitchin	No expressions of interest received for existing building. Aiming to secure section 106 money for new build in 2020/21.	To remove the pavilion and reinstate to green space.

8.4.3.2 Play Areas

Site	Progress	Officer Recommendations
Generic	Seeking sponsorship of some of our larger play area sites, which may generate additional income. No offers yet received.	Continue to promote opportunities for sponsorship.
Betjeman Road, Royston	No interest from Royston Town Council. Business case received from two local District Councillors who are working with an external agency for continued funding of NHDC's grounds contractor to maintain the play area.	Allow a period of time of up to three months for confirmation of funding sources from third parties.

Site	Progress	Officer Recommendations
Farrier Court, Royston	No interest from Royston Town Council. Business case received from two local District Councillors who are working with an external agency for continued funding of NHDC's grounds contractor to maintain the play area.	Allow a period of time of up to three months for confirmation of funding sources from third parties.
Ivel Road, Baldock	No expressions of interest received.	Remove formal play equipment and return to green space.
Dacre Road, Hitchin	No expressions of interest received.	Remove formal play equipment and return to green space.
Rosehill, Hitchin	Lots of community support to retain play area. Officers have potentially found a long term sustainable solution to retain a children's play area for the residents of Rosehill.	The Council continues to maintain the play equipment at Rosehill, Hitchin up to April 2022 or an earlier date if a new play area is provided in the locality by an independent provider at nil cost to the Council. The existing Rosehill play area will then be decommissioned.
Symonds Rd, Hitchin	No expressions of interest received.	Remove formal play equipment and return to green space.
Jackmans Recreation Ground, Letchworth	Expression of interest received from community group to fund play area. Later withdrawn with no business case provided.	Remove formal play equipment and return to green space.
Linnet Close, Letchworth	Some community support to retain play area. No offers of funding.	Remove formal play equipment and return to green space.
Oaktree Close, Letchworth	No expressions of interest received.	Remove formal play equipment and return to green space.
Chilterns, Gt. Ashby	Gt. Ashby Community Council have agreed to take on responsibility of play area. They intend to continue to use NHDC's grounds contractor to maintain the play area.	Enter into a contract with Great Ashby Community Council to fund play area.
Cleveland Way, Gt. Ashby	Gt. Ashby Community Council have agreed to take on responsibility of play area. They intend to continue to use NHDC's grounds contractor to maintain the play area.	Enter into a contract with Great Ashby Community Council to fund play area.
Fairfield Crescent, Gt. Ashby	Play area reclassified as not having formal play equipment. Therefore not requiring daily inspections or other play area maintenance expenses.	Continue to maintain as green space.

Site	Progress	Officer Recommendations
Merrick Close, Gt. Ashby	Gt. Ashby Community Council have agreed to take on responsibility of play area. They intend to continue to use NHDC's grounds contractor to maintain the play area.	Enter into a contract with Great Ashby Community Council to fund play area.

9. LEGAL IMPLICATIONS

- 9.1 Within Cabinet's terms of reference are "to prepare and agree to implement policies and strategies other than those reserved to Council" and "to approve those major service developments or reductions which also constitute Key Decisions." The Green Space Management Strategy falls within Cabinet's remit and this project has been noted on the Council's Forward Plan as a key decision.
- 9.2 The Council provides parks, recreation grounds and open spaces under its discretionary powers.
- 9.3 Where the Council proposes that play areas or pavilions may be 'adopted' by a third party, this would be achieved by granting that party a long lease which would include an obligation on the Tenant to maintain the play equipment and/or building.
- 9.4 Legal Services are currently developing a contract Great Ashby Community Council to fund the maintenance and replacement equipment for 3 play areas in Great Ashby.
- 9.5 If approved by Cabinet Legal services will produce a lease for Bakers Close pavilion, Baldock.

10. FINANCIAL IMPLICATIONS

- 10.1 With the proposal that 13 small play areas will no longer be funded by NHDC (either as a result of external funding or equipment removal) there will, subject to negotiations with the Grounds Maintenance contractor, be revenue savings.
- 10.2 The proposals for asset transfer / demolition of pavilions will also facilitate the achievement of revenue savings.
- 10.3 The GSMS Capital investment programme includes the £310k cost to decommission pavilions and equipped play areas. These costs could be funded by capital receipts under the Capital Receipts Direction.
- 10.4 The proposals for the management and development of Green Space as detailed in the GSMS conform to the requirements of the Council's current MTFS in relation to capital and revenue investment.

10.5 Summary of potential revenue savings:

Item	Est. revenue saving pa	Year	Comments
Close 4 pavilions identified as beyond economic repair	*£7,900	2017/18	If not transferred to a third party would require £120k to demolish and return 4 pavilions to green space.
Transfer to third party or remove equipment from 13 play areas	**£26,400 **£2,200	2018/19 2022/23	If not transferred to a third party would require £130k to demolish and return to green space.
Total est. revenue savings	£36,500		

* Based on 2015/16 actuals

** Subject to contractual negotiations

11. RISK IMPLICATIONS

- 11.1 If a strategic approach is not adopted to reduce expenditure on green space there will be insufficient funds to maintain the current infrastructure and this will lead to a gradual decline in the entire green space infrastructure.
- 11.2 Those areas which are well used and valued by the community will be the first to wear out and require decommissioning, while other areas that are little used and have limited value will survive and continue to command ongoing revenue expenditure for maintenance despite their lower community value and use.
- 11.3 Where equipment is installed in parks and open spaces, it is important it is regularly inspected and maintained to prevent any injuries to users. NHDC should ensure appropriate procedures are in place prior to transferring play areas.
- 11.4 The risks associated with green space sustainability were reviewed in 2017 and updated on the Council's performance and risk management software.
- 11.5 Effective communication will help to mitigate any reputational risks associated with the Council's recommended approach.
- 11.6 Risk of ensuring closed pavilions are still monitored prior to demolition.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 An impact assessment of the Green Space Strategy 2017–2021 was included in the January 2017 report to Cabinet and is shown at Appendix E.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and “go local” policy do not apply to this report.

14. HUMAN RESOURCE IMPLICATIONS

None contained within this report.

15. APPENDICES

Appendix A: Communication plan

Appendix B: Relevant committee discussions or decisions

Appendix C: Play Area guide

Appendix D: Time line of actions

Appendix E: Impact assessment

16. CONTACT OFFICERS

16.1 Steve Geach, Parks & Countryside Development Manager
steve.geach@north-herts.gov.uk ext 4553

Vaughan Watson, Head of Leisure & Environmental Services
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17. BACKGROUND PAPERS

Green Space Management Strategy 2017-2021.

Appendix A:

**COMMUNICATION PLAN
OUTLINE TIMELINE FOR COMMUNICATIONS – GSMS**

Timing	Action	Who is responsible?	Complete
Jan 2017	Article in local press seeking interested parties for asset transfer	Comms	Yes
Feb	Contact residents who expressed an interest in play areas	SG	Yes
Feb	Contact local football clubs advising of closure of pavilions and seeking interest in asset transfer	SG	Yes
Feb	Contact Herts FA seeking interest in asset transfer	SG	Yes
Monthly	Inform Chairman of Overview and Scrutiny Committee	SG	ongoing
Feb	Meet with Gt. Ashby Community Council re asset transfer of play areas	SG	Yes
Feb	Meet with Sunday Football League seeking interest in asset transfer	SG	Yes
Feb	Contact PTA's of all Schools in District seeking interest in asset transfer	SG	Yes
Feb	Produce information pack/toolkit for asset transfer of play areas	SG	Yes
Feb	Publish information pack/toolkit on a web page on NHDC website	SG	Yes
Feb	Contact community groups who may have an interest in asset transfer	SG	Yes
Feb	Press release	Comms	Yes

Timing	Action	Who is responsible?	Complete
Feb	Social media	Comms	Yes
March/April	Erect notices in play areas seeking interest in asset transfer	SG	Yes
April	Contact local companies for sponsorship of play areas	SG	Yes
June	Article in Summer Outlook seeking interest in asset transfer	Comms	Yes
June/July	Social media	Comms	Yes
July	Progress report to Overview & Scrutiny	SG	Yes
Oct/Nov	Press release – last chance	Comms	Yes
Oct/Nov	Social media – last chance	Comms	Yes
Oct/Nov	Briefing note for Area Committees	SG	Yes
March 2018	Progress report to Overview & Scrutiny	SG	
March	Report to Cabinet on any completed or proposed asset transfers	SG	
April	Erect removal of equipment notices at play areas not transferred explaining what will happen to the site	SG	
April/May	Remove equipment and landscape sites not transferred	SG	
March/April	Article in Spring Outlook promoting importance of green space	Comms	

Appendix B: Relevant Committee discussions or decisions

Committee	Date	Minute	Actions
Cabinet	22/11/16	88: Review of Green Space Management Strategy	That the findings of the Green Space Project Board be noted, and based on their recommendations, the production of a draft new Green Space Management Strategy for the period 2017–2021, which aligns with the principles of the Council’s Medium Term Financial Strategy, be agreed.
Overview and Scrutiny	17/01/17	85: Review of Green Space Management Strategy	That the Parks and Countryside Manager be requested to provide Cabinet, at the meeting to be held on 24 January 2017, with details of the demographics of the focus groups.
Cabinet	24/01/17	102: Review of Green Space Management Strategy	That the draft new Green Space Management Strategy (GSMS) 2017 – 2021, as attached at Appendix A to the report, be formally adopted. Prior to removing facilities identified in the Strategy, the Council shall allow up to 1 March 2018 for interested parties to put forward sustainable proposals that would fund both the capital and revenue requirements to safely continue to provide such facilities.
Overview and Scrutiny	15/02/17	92: Call-In of Decisions Made by Cabinet on 24 January 2017 – Review of Green Space Management Strategy	That the decisions made by Cabinet on 24 January 2017 regarding the Review of the Green Space Management Strategy not be referred back to Cabinet. Progress report be provided to Overview and Scrutiny in July 2017 and March 2018.
Overview and Scrutiny	18/07/17	28: Information Note – Green Space Strategy	That the Parks and Countryside Development Manager be requested to bring a further update regarding progress made in respect of play areas to the meeting of this Committee due to be held on 20 March 2018.
Southern Rural Area	30/11/17	49: Information Note – Green Space Management Strategy	Members were supportive of the strategy, which would result in non-parished areas paying for the upkeep of play areas in the same way as Parishes do. They commented that funding was available from other organisations such as BIFFA and Section 106 funding.
Baldock and District Area	04/12/17	40: Green Space Management Strategy – Progress: Information Note	That the Parks and Countryside Manager be requested to write to Committee Members with further details on progress in respect of the Business Case for Bakers Road pavilion and any expressions of interest by community groups to take over the Ivel Road play area. (Information provided)
Hitchin Area	05/12/17	55: Information Note – Green Space	That the Parks and Countryside Development Manager be requested to investigate and take forward the ideas and suggestions made at the meeting held on 5 September 2017 (Minute 35

Committee	Date	Minute	Actions
		Management Strategy	refers) and that of the relevant Cabinet meeting. (Information provided to show that ideas had been taken forward)
Letchworth Area	06/12/17	35: Information Note – Green Space Management Strategy	Noted update report
Overview and Scrutiny	20/03/18	Verbal update to be given at Cabinet meeting on the 27/03/18.	

Managing a play area

In order to ensure continued investment in its major play areas, the Council is looking for interested parties to put forward viable proposals that would fund both the maintenance and as required the replacement of the equipment for some small play areas.

These play areas include:

Dacre Road, Rosehill and Symons Rd play areas in Hitchin;

Jackmans Recreation Ground, Linnet Close and Oaktree Close play areas in Letchworth;

Ivel Road play area in Baldock;

Betjeman Road & Farriar Court play areas in Royston; and

Chilterns, Cleveland Way, Fairfield Crescent and Merrick Close play areas in Gt. Ashby

Firstly, if not already established you will need to form a legally recognised body such as a registered Friends of Group or Residents Association. Our Community Development team will be happy to assist you in this. Please contact our Community Manager, Stuart Izzard on 01462 474854 or email stuart.izzard@north-herts.gov.uk.

What we will do

The Council will transfer the play area to the group in the form of a 25 year lease. The lease will be legally binding and it is recommended that you obtain your own legal advice to ensure you are happy with it. The lease will stipulate what the Council expects from you and what you can expect from the Council.

The Council will continue to maintain the grass and any trees or shrubs that may be present along with litter picking the area and emptying the bins.

What you will do

In summary you will become responsible for the regular inspection and maintenance of the play area including the equipment, safety surfacing, litter bins, seat, fencing etc. You will also be responsible for the replacement of equipment as and when required.

You will need to take out your own public liability insurance. This [charity insurance page](#) provides useful information on insurance and other information of interest to community groups.

Inspections and risk assessments

The play area must remain open for general public use and the Council expects you to maintain it in a safe and clean condition for use.

Currently the Council inspects its play areas on a daily basis and you may wish to contact our grounds maintenance contractor for a quote to do this on your behalf. Our contractor can be contacted via andrew.mills@north-herts.gov.uk. We have found that these recorded daily inspections pay dividends in defending insurance claims. If you wish to do the inspections yourself The Royal Society for the Prevention of Accidents (RoSPA) can arrange suitable training. RoSPA can be contacted at enquiries@rospa.com.

Each year you will be required to undertake an independent risk assessment of the play area and send a copy to the Council. The Council will expect you to undertake any remedial work highlighted in the report. If any highlighted work identified as a risk to users is not undertaken, the Council may have no option but to remove the item of equipment; if there are regular failures, the Council will need to consider whether to terminate the lease.

The Council has negotiated a reduced rate with a specialist playground inspection company for these annual inspections and you may wish to take advantage of this service. The current charge is £50.00. If you prefer to make your own arrangements RoSAP will be able to provide a suitable list of companies.

Considerations when taking on a play area

The check list below is not exhaustive but identifies some of things that you will need to consider prior to taking on a play area:

Becoming qualified to undertake play area inspections.	Retaining records of safety inspections.
Routine maintenance of the equipment such as replacement swing seats and chains.	Arranging public liability insurance.
How to respond to public / media enquiries	Training for routine maintenance for example how to safely replace a swing seat.
Who will paint the equipment	Arranging annual risk assessment
What to do if you find hazardous waste such as needles from drug users.	What contact number to have displayed at the play area in case of emergencies or complaints.
How to quickly make safe a dangerous item of play equipment.	How to clean noxious substances from play equipment e.g. dog mess, sick etc.

Further help and information

This may all sound rather daunting but it is important to realise upfront what is involved in managing a play area. This information may help prevent future unexpected surprises.

If you google ‘Community Playgrounds’ you will see that a number of Councils have adopted a similar approach. You will also be able to contact a number of community groups that already manage play areas.

There are also a number of playground companies that will be able to offer help and guidance especial on funding opportunities for community playgrounds. Below is a brochure from Wicksteed Playgrounds that you may find of use.

If you wish to proceed with taking on the responsibility of your local play area, please contact Steve Geach, Parks & Countryside Development Manager, steve.geach@north-herts.gov.uk, or call 01462 474553.

Attachment

Size

[Wicksteed Playgrounds Funding Brochure](#)

1.02 MB

Appendix D: Time Line of Actions

Time line for asset transfer of pavilions and play areas

VW: Vaughan Watson, Head Leisure & Environmental Services NHDC

SG: Steve Geach, Parks & Countryside Development Manager NHDC

AM: Andrew Mills, Service Manager Grounds Maintenance NHDC

JS: Joanna Softly, Communications Manager NHDC

MS: Marie Searle, Property Solicitor NHDC

TR: Tom Rea, Hitchin Planning Officer NHDC

DH: David Hill Strategic Planning and Enterprise Officer NHDC

SI Community Development Manager NHDC

CM: Clair Morgan Community Development Officer NHDC

LD: Les Davison Health & Safety Officer NHDC

FT: Fiona Timms, HCC insurance officer

DC: David Charlton, Senior Estates Surveyor

AL: XXXXX Hitchin Sunday Football League

GL: XXXXXX Hitchin Sunday Football League

JDS: XXXXXX Hitchin Town Youth

JOC: John O'Conner Grounds Maintenance Ltd

Date	Person	Action
22 nd November 2016	VW	A Mr XXXX contacted the Council with a request to use Bakers Close pavilion as a XXXX club.
30 th November 2016	VW / AM / SG	Showed Mr XXXX around Bakers Close Pavilion. He agreed to produce a business case.
22 nd December 2016	VW	Invited to meet with the Sunday Football League to discuss future of pavilions.
17 th January 2017	SG	Followed up invite for meeting with Sunday Football League.
17 th January 2017	AL	Advised he was ill but would come back us to arrange a meeting.
25 th January 2017	Mercury Paper	Article in paper requesting interested parties in running play areas to contact NHDC.
26 th January 2017	AM	Emailed GT. Ashby Community Council with list of dates to meet to discuss play areas.
30 th January 2017	SG	Draft reply to residents produced sent to Cllr Gray for approval

Date	Person	Action
30 th January 2017	SG	Emailed Legal and Community Development to meet to discuss asset transfer.
31 st January 2017	AM	Instructed JOC to contact all football clubs with covering letter about asset transfer of pavilions.
1 st February 2017	JOC	Confirmed letters sent to ten football clubs asking for expressions of interest for asset transfer.
2 nd February 2017	SG	Contacted Cllr Henry for a list of Gt. Ashby schools
2 nd February 2017	SG	Contacted 38 residents who expressed an interest in play areas asking for expressions of interest for asset transfer.
2 nd February 2017	SG	Contacted 44 PTA's asking for expressions of interest for asset transfer of play areas.
2 nd February 2017	VW	Received expression of interest from XXXX to use Bakers Close pavilion as a venue for Baldock beer festival and to make changing rooms available for footballers.
2 nd February 2017	SG / AM	Met with Mr XXXXX on site. He agreed to submit a business case.
3 rd February 2017	SG / AM	Met with Legal and Community development to discuss options for asset transfer of play areas. It was agreed a lease would be required.
10 th February 2017	SG	Produced draft information pack for community groups taking on play areas.
13 th February 2017	SG	Contacted Herts FA to see if they were interested in asset transfer of pavilions.
13 th February 2017	SG	Arranged a meeting with Sunday Football League on Monday 20 th February to discuss asset transfer of pavilions.
15 th February 2017	SG	Contacted Community Development for list of community groups who may be interested in asset transfer.
15 th February 2017	VW/SG	Presented information to Overview & Scrutiny call-in for Green Space strategy. Agreement reached to proceed with no referral back to Cabinet or Council.
15 th February 2017	SG	Emailed DC & MS draft heads of terms for play areas lease.
16 th February 2017	SG	Contacted 2 PTA's in Gt. Ashby asking for expressions of interest for asset transfer of play areas.
16 th February 2017	SG	Emailed 67 community groups/ resident associations seeking interest in asset transfer of play areas.
17 th February 2017	SG	Contacted Royston Town Council seeking interest in asset transfer of play areas.
17 th February 2017	SG	Contacted North Hertfordshire Homes seeking interest in asset transfer of play areas.
17 th February 2017	SG	Wrote to 18 community groups seeking interest in asset transfer of play areas.

Date	Person	Action
20 th February 2017	SG	Emailed AM re possible sponsorship of larger play areas.
20 th February 2017	SG	Emailed DC & MS draft heads of terms for pavilion leases.
20 th February 2017	SG	Sent draft play area notice to JS for approval.
20 th February 2017	SG/VW	Met with AL to discuss Sunday Football League taking on pavilions. SG to provide information on current cost. AL to produce business case
20 th February 2017	SG	Phone call from Hitchin Town Youth FC expressing interest in pavilions. They intend to email though questions.
21 st February 2017	SG	Emailed JS for information on expanding opportunities for sponsorship.
21 st February 2017	SG	Emailed JS with updated design for play area poster. JS approved poster.
21 st February 2017	SG	Emailed AL running costs of pavilions and work required to bring them up to standard.
21 st February 2017	SG	Sent adopted GSMS to print room for final grammar corrections prior to publishing on Web.
21 st February 2017	JS	Produced communication plan.
21 st February 2017	SG	Emailed Cllr Gray and Cllr Henry, copy of communication plan, information pack and funding brochure.
21 st February 2017	JS	Looking into routes for advertising for expanding sponsorship opportunities.
21 nd February 2017	GL	Replied to SG email thanking for financial information which the Hitchin Sunday Football League will consider.
22 nd February 2017	JS	Drafted press release for play areas, Cllr Gray approved.
22 nd February 2017	SG	Play area information sheet live on NHDC web site
22 nd February 2017	JDS	Emailed for more information on asset transfer of pavilions to Hitchin Town Youth.
22 nd February 2017	AM	AM received business plan from Mr XXXX to use Bakers Close pavilion as a XXXXXX club.
23 rd February 2017	MS	Finalised generic lease for pavilions
23 rd February 2017	SG	Emailed JDS at Hitchin Town Youth details on pavilions.
23 rd February 2017	SG	Emailed Cllr Gray & Henry link to NHDC's web information on managing play areas.
23 rd February 2017	JS	JS met with Comet paper to discuss play area press release.
23 rd February 2017	SG/AM	Met with Gt. Ashby Community Council re future of play areas.
24 th February 2017	AM	Emailed Mr XXXX for more information on plans for pavilion at Bakers Close.
24 th February 2017	AM	Received email from XXXXX of Baldock Beer festival. Will not be using site this year
24 th February 2017	JS	Tweeted offer of support to community groups wishing to take on play areas.

Date	Person	Action
27 th February 2017	JS	Responded to 7 year old child on Face book who didn't want Rosehill play area to close.
27 th February 2017	VW/SG	Met with Cllr Hill & Cllr Hunter to discuss Royston play areas.
27 th February 2017	AM	Emailed Cllr Hill & Cllr Hunter maintenance costs.
27 th February 2017	FT	Emailed Cllr Hill & Cllr Hunter details on play area insurance.
2 nd March 2017	Comet paper	Article requesting community groups to run play areas.
2 nd March 2017	Royston Crow	Article requesting community groups to run play areas.
8 th March 2017	Comet online	Article about Rosehill play area. Council requesting community support.
10 th March 2017	SG	Ordered signs to be erected in play areas requesting community groups to run play areas.
13 th March 2017	SG	Emailed Hitchin, Letchworth & Royston Town Centre Mangers seeking funding for play areas.
24 th March 2017	SG	Sponsorship page put on web site.
24 th March 2017	SG	Contacted Planning to see if proposed Highover Farm development could provide a play area for Rosehill estate.
27 th March 2017	TR	Planning emailed confirming that potentially a development at Highover Farm could provide a new play provision for Rosehill at nil cost to the Council.
5 th April 2017	SG	Emailed David Hill, Business development officer link to sponsorship web page to circulate to businesses.
5 th April 2017	SG	Emailed Town Centre Mangers link to sponsorship web page to circulate to businesses.
6 th April 2017	DH	David Hill, Business development officer will publicise sponsorship to businesses he has in contacts list and include in a business newsletter.
10 th April 2017	SG	Requested AM to place order with JOC to erect play area signs at the 13 sites.
13 th April 2017	SG	Follow up email to Sunday Football League to see if they had any proposals for pavilions.
13 th April 2017	SG	Follow up email to Hitchin Town Youth to see if they had any proposals for pavilions.
13 th April 2017	SG	Suggested AM contact XXXXX for update on his plans for Bakers Close pavilion. AM agreed.
21 st April 2017	JOC	Signs erected in 13 play areas seeking community management of play areas.
24 th April 2017	N/A	Royston Town Council discussed play areas and resolved not to take on play areas.
24 th April 2017	SG	Emailed Gt. Ashby Community Council for update on them taking on play areas.

Date	Person	Action
24 th April 2017	SG	Reply from Gt. Ashby Community Council they are consulting on taking on some, all or none of the play areas. Results due in July 2017.
25 th April 2017	SG	Emailed planning about possible retention or new play area near Betjeman Rd play area funded by new development.
25 th April 2017	SG	Received email from a Mr XXX expressing interest in taking on Jackmans Rec play area
25 th April 2017	SG	Received Stage 1 complaint from Sunday Football League re closure of pavilons.
26 th April 2017	SG	Provided pre application advice to planning for new play area at Highover farm development that could serve existing Rose Hill residents.
27 th April 2017	SG	Responded to Stage 1 complaint from Sunday Football League.
27 th April 2017	SG	Spoke to Mr XXXXI and provided info on play area costs for Jackmans Rec.
27 th April 2017	SG	Contacted Stuart Izzard to set up meeting with Mr XXX to assist him form a community group for Jackmans play area.
4 th May 2017	SG	Sunday Football League make stage 2 complaint re closure of pavilons.
5 th May 2017	SG /AM /CM	Met with Mr XXXX. He is very interested in retaining Jackmans Playing Fields play and has a history of fund raising. AM to provide details of previous running cost. CM to provide details of local contacts.
8 th May 2017	SG	Met with Cllr Needham to explain proposal for Rosehill.
12 th May 2017	VW	Responded to Sunday Football League stage 2 complaint re closure of pavilions.
26 th May 2017	SG	Received expression of interest from St. Johns FC to take on St. John's pavilion.
30 th May 2017	SG	Provided St. John's FC costings of St. John's pavilion.
30 th May 2017	SG	Cllr Gray informed she had received a petition to save Rose hill play area. Sent to Committee Section.
June 2017		Summer outlook published with article on community
5 th June 2017	SG	Letter received objecting to the removal of play equipment from Rosehill play area
7 th June 2017	SG	Sent draft reply re Rosehill letter to Cllr Gray for approval
7 th June 2017	SG	Expression of interest received from Albion football club to retain Cadwell Lane Pavilion
7 th June 2017	SG	Provided Albion football club costings of Cadwell pavilion
7 th June 2017	SG/AM/CM	Mr XXXX emailed with positive proposals to take on responsibility of Jackmans Creamery play area. Arranged to meet on site 14/06/17.
13 th June 2017	VW	Received email from XXXX not happy with stage 2 response to his complaint re closure

Date	Person	Action
		of pavilions. Intend to complain to Ombudsman.
14 th June 2017	SG/AM/ CM	Met with Mr XXX He intends to form a community group and seek a 3 year sponsorship deal from local businesses for Jackmans play area.
15 th June 2017	SG	Provided Stuart Izzard contact details of groups expressing an interest in taking on pavilions. Stuart can assist with business case.
16 th June 2017	SI	Emailed Albion football club set up a meeting 19 th June 2017 on site to discuss business case.
19 th June 2017	SI	Albion FC failed to turn up for meeting.
20 th June 2017	SG	Emailed Cllr Hill & Hunter for update on their proposals for Royston play areas.
22 nd June 2017	SG	Received phone call from XXXX at St. John's FC advising me they were progressing with their business case.
22 nd June 2017	SG	Emailed Stuart Izzard to see if he could help support St John's FC.
22 nd June 2017	SG	Received email from local resident wanting to build a house on Dacre Road Play Area. Advised it was not for sale as a building plot.
23 rd June 2017	SG	Emailed Property Services to see if they could offer St. John's FC advice on maintenance of pavilions.
23 rd June 2017	SG	Emailed David Charlton re drafting a lease for St. John's pavilion.
23 rd June 2017	SG	Received email from Cllr Elizabeth Dennis requesting maintenance cost and capital spend for each play area over the past 5 years
26 th June 2017	SG	Emailed finance requesting spend on play areas.
26 th June 2017	SG	AM to provide Cllr Hill & Cllr Hunter details of maintenance cost for Betjeman & Farrier Court play areas.
26 th June 2017	SG	Emailed Cllr Elizabeth Dennis 5 year capital cost of play areas.
26 th June 2017	AM	Emailed Cllr Elizabeth Dennis 10 year revenue cost of play areas.
14 th July 2017	VW	Received email request for Baldock Town Youth FC to take on Bakers Close pavilion.
18 th July 2017	SG	Emailed Baldock Town Youth Stuart Izzards details to help them establish a business case.
18 th July 2017	SG	Presented update report to Overview & Scrutiny.
19 th July 2017	SG	Contacted St. John's FC to arrange to met to discuss their progress with taking on St. John's pavilion. Arranged to meet on Friday 21 st July.
19 th July 2017	SG	Emailed XXXXX for an update on his proposals for Bakers Close Pavilion.

Date	Person	Action
19 th July 2017	SG	Received email from XXXXX saying he thought the Council wasn't interested in his proposal.
20 th July 2017	SG	Replied to XXXXX saying AM was awaiting additional information from him.
20 th July 2017	AM	Emailed XXXXX explaining he needed a more detailed business case where the Council did not have to provide funding.
21 st July 2017	SG	Met with St. John's FC on site. They are not sure if they will have a football club next season but still keen to take on pavilion.
24 th July 2017	SG	Emailed St. John's FC additional information on current electrical checks for St. John's pavilion.
24 th July 2017	SG	Emailed Gt. Ashby Council for update on play area consultation.
25 th July 2017	VW	XXXXX provided a presentation to Cabinet on the petition of 450 local resident objecting the potential closure of Rosehill Play area.
27 th July 2017	SG	Received reply from Gt. Ashby Council will be discussing results of survey in Sept and get back to us.
31 st July 2017	SG	Agreed to set up meeting with Cllr Gray & Cllr Henry once results of Gt. Ashby were known.
14 th Aug 2017	SG	Received email from XXXXX wanting to use Bakers Close pavilion for fitness and rehabilitation classes.
23 rd Aug 2017	SG	Met with Cllr Martin Stears-Handsomb, Cllr Simon Harwood, Andrew Mills, Vaughan Watson and Cllr Gray to discuss options for Hitchin play areas.
23 rd Aug 2017	AM	Set up meeting with XXXXX to view Bakers Close pavilion
25 th Aug 2017	AM	Met with XXXXX to view Bakers close pavilion. XXXX to produce business case.
4 th Sept 2017	AM	Received email from XXXXX requesting details on planning status of Bakers Close Pavilion.
6 th Sept 2017	AM	Provide XXXXX contact in planning.
11 th Sept 2017	SI	Received email from The Albion FC. They are no longer interested in taking on Cadwell pavilion.
21 st Sept 2017	SG	Received email from GT. Ashby Council. They will take on 3 play areas scheduled for closure and fund replacement equipment at 4 retained sites listed as limited investment.
21 st Sept 2017	SG	Received draft Ombudsman response re Sunday football league. Ombudsman found no fault with the Council and endorsed the approach we had taken.
4 th Oct 2017	SG	Contacted Hitchin Councillors with proposal for Rosehill play area.
16 th Oct 2017	SG	Emailed St. John's FC for update on business

Date	Person	Action
		case.
16 th Oct 2017	SG	Emailed XXXXX for update on his proposals for Jackmans play area.
16 th Oct 2017	AM	Met with Gt. Ashby Council to firm up proposals for transfer of play areas.
17 th Oct 2017	SG	Received email from XXXXX. He has found 2 other residents to form community group for Jackmans Rec play area.
8 th Nov 2017	SG/AM	Met with Sunday football league. They informed us that St. Johns FC were no longer interested in taking on St. Johns pavilion. However the Sunday League were working on a business case to take on St. Johns & Cadwell pavilions.
9 th Nov 2017	SG	Emailed St. Johns FC to confirm that they no longer were able to take on pavilion. They confirmed this was correct.
17 th Nov 2017	SG	NHDC Tweet for community groups to take on play areas
20 th Nov 2017	SG	On-line Comet article for community groups to take on play areas
21 st Nov 2017	SG	Received email from Sunday Football League saying they had an interested party to take on Bakers Close Pavilion and requested details.
21 st Nov 2017	SG	Provided Sunday League with requested details and asked what the intended use of the pavilion was.
23 rd Nov 2017	SG	Comet article in paper for community groups to take on play areas
5 th Dec 2017	SG	As requested emailed Baldock Cllrs with further updates on Bakers Close pavilion and Pryor Way play area.
5 th Dec 2017	SG	Received email from Committee services advising progress for Farrier Court play area should be identical to that for the Betjeman Road play area.
5 th Dec 2017	SG	Emailed XXX at Amber Health to see if there was any update on his proposals for Bakers Close Pavilion.
5 th Dec 2017	SG	Emailed XXX to see if still interested in Bakers Close pavilion.
5 th Dec 2017	SG	Emailed Sunday League asking for update on his proposals for Bakers Close pavilion.
5 th Dec 2017	AL	Replied to email saying he would contact them for an update.
5 th Dec 2017	SG	Emailed Baldock Town Youth for any update on their proposals for Bakers Close Pavilion.
8 th Dec 2017	SG	Received email from XXXX of Baldock Town Youth asking to meet to discuss Bakers Close pavilion some time next week.
11 th Dec 2017	SG	Replied to XXX with a suggested date for a meeting.

Date	Person	Action
11 th Dec 2017	SG	Received email from XXXX at Baldock Town Youth saying can't make a meeting this week.
11 th Dec 2017	SG	Phone call from XXX at Baldock Templars FC who was contacted by Sunday League, wanting to arrange meeting to look inside Bakers Close Pavilion. Arranged for Mon 18 th Dec.
11 th Dec 2017	SG	Emailed Sunday League inviting them to meeting with Baldock Templars.
11 th Dec 2017	SG	Sent updated time line to Cllr Gray & Cllr Henry
11 th Dec 2017	SG	Received email from XXXX at Amber Health he hasn't made any progress with business case.
12 th Dec 2017	SG	Emailed Baldock Town Youth with dates next week for a meeting.
12 th Dec 2017	SG	Received email from Baldock Town Youth saying they may be able to meet next week. I emailed back saying let me know and I'll book a meeting room.
14 th Dec 2017	SG	As no reply from Baldock Town Youth did a follow up email to see if they were able to meet with us re Bakers Close pavilion.
14 th Dec 2017	SG	Emailed Cllr Hill to set up meeting with Vaughan and Cllr Gray to discuss Royston play areas.
14 th Dec 2017	SG	At Cllr Henry's request produced redacted timeline to be sent to members of OS
15 th Dec 2017	SG	Received reply from Baldock Town Youth they can meet us on Wed 20 th Dec to discuss Bakers Close pavilion.
18 th Dec 2017	SG/AM	Met with XXX of Baldock Templars FC to show him around Bakers Close Pavilion. He gave us a very draft proposal for the building.
20 th Dec 2017	SG/AM	Met with XXXX of Baldock Town Youth to hear his proposals for Bakers Close pavilion. Would like to demolish and rebuild on existing foundations but have no money.
8 th Jan 2018	SG	Emailed XXXX for update on his proposals for Jackmans Play area.
10 th Jan 2018	SG/AM	Phone call from XXXX of Baldock Templars FC wanting a second visit to Bakers Close Pavilion.
10 th Jan 2018	SG	Emailed Property Services for them to contact XXXX to arrange a visit to Bakers Close.
10 th Jan 2018	LD	NHDC's Health & Safety Officer advised no one enters Bakers Close Pavilion until a structural engineers report is undertaken on the safety of the building.
10 th Jan 2018	SG	Instructed Property Services to undertake a structural survey of Bakers Close Pavilion.

Date	Person	Action
10 th Jan 2018	SG	Emailed XXXX at Templar FC to advise it was not currently possible to enter Bakers Close pavilion due to health and safety concerns.
10 th Jan 2018	SG	Follow up email to Cllr Hill to arrange a meeting with Vaughan and Cllr Gray. Asked for update on her proposals.
10 th Jan 2018	SG	Received email from Property Services advising there was no point in appointing a structural engineer for Bakers Clos. It was obvious the building was dangerous and would cost money to make safe.
10 th Jan 2018	SG	Received 2013 condition survey of Bakers Close pavilion and forwarded this to XXXX at Templars FC.
11 th Jan 2018	SG	Meeting arranged for Cllr Hill and Hunter to discuss play areas with Cllr Gray on Monday 15 th Jan.
11 th Jan 2018	SG	Follow up email to XXX at Sunday football league seeking update on their proposals for ST. John's and Cadwell pavilions.
11 th Jan 2018	AM	Approached by Hitchin Lacrosse team re possibility of them taking on pavilions. Due to meet on the 19 th Jan.
17 th Jan 2018	SG	Emailed Cllr Hunter & Hill template for business case to maintain Betjeman & Farrier Court play areas.
18 th Jan 2018	SG	Emailed Jackmans resident template for business case to maintain Jackmans Playing Field play area.
18 th Jan 2018	SG	Emailed Cllr Hunter & Hill contact details for costing of play ground repairs.
19 th Jan 2018	SG/AM	Met with Hitchin Lacrosse team at St. John's Rec. They are not interested but want Swinburne.
19 th Jan 2018	SG	Jackmans resident emailed saying he would phone on Monday to discuss his proposals for Jackmans play area. (No phone call)
30 th Jan 2018	SG	Received phone call from XXXXX at the Sunday Football League saying it was ridiculous that Templars FC were not allowed second access to Bakers Close pavilion for safety reasons and called our Health & Safety officer a jobs worth.
31 st Jan 2018	SG	Spoke to Nafees in property services who confirmed he was not happy for people to enter Bakers Close pavilion and even if the Council got an indemnity from Templars FC to enter the building the Council could still be liable if there was an accident.

Date	Person	Action
31 st Jan 2018	SG	Received phone call from Jackmans resident who apologised he had not progressed his plans for Jackmans playing fields play area. Explained that we needed business case by 1 st March 2018.
1 st Feb 2018	SG	Emailed Baldock Cllrs with an update on Bakers Close Pavilion & problems with access.
2 nd Feb 2018	SG	Provided Baldock Cllr's additional information as to why we could not enter Bakers Close pavilion.
2 nd Feb 2018	IC	Ian Couper spoke to SG and confirmed he wouldn't be happy with his staff entering Bakers Close Pavilion.
5 th Feb 2018	SG	Emailed Cllr Gray & Henry copy of time line.
12 th Feb 2018	SG	Received phone call from XXXX at Templars FC. He will provide a business case for Bakers Close by end of week.
13 th Feb 2018	SG	Received phone call from XXXX at Sunday football league still annoyed that NHDC would not allow Templars FC access into Bakers close Pavilion and NHDC were allowing this and other buildings to be destroyed whilst happy to fund a new bridge onto Walsworth Common.
13 th Feb 2018	SG	Received phone call from XXX of Sunday Football League apologising to me for previous call. I agreed to send him time line relating to Templars FC proposals for Bakers Close.
14 th Feb 2018	SG	Emailed Cllr Hill & Hunter to remind them deadline for submission of business cases for Royston play areas was 1 st March 2018.
14 th Feb 2018	SG	Emailed Jackmans resident to remind him deadline for submission of business case for Jackmans play areas was 1st March 2018.
14 th Feb 2018	SG	Emailed XXXX at Templars FC to remind him deadline for submission of business case for Bakers Close pavilion was the 1 st March 2018.
14 th Feb 2018	SG	Emailed XXXX at Sunday football league to remind him deadline for submission of business cases for St. John's and Cadwell Lane pavilions was the 1st March 2018.
14 th Feb 2018	SG	Emailed Baldock Town Youth to remind them deadline for submission of business case for Bakers Close pavilion was the 1st March 2018.
14 th Feb 2018	SG	Received email from XXX at Templars FC thanking me for all my help and confirming he would send a business case.
26 th Feb 2018	SG	Emailed Jackmans resident to remind him deadline for submission of business case for Jackmans play areas was 1st March 2018.

Date	Person	Action
26th Feb 2016	SG	Emailed Cllr Hill & Hunter to remind them deadline for submission of business cases for Royston play areas was 1st March 2018.
26th Feb 2016	SG	Emailed XXXX at Templars FC to remind him deadline for submission of business case for Bakers Close pavilion was the 1st March 2018.
26th Feb 2016	SG	Emailed XXX at Sunday football league to remind him deadline for submission of business cases for St. John's and Cadwell Lane pavilions was the 1st March 2018.
26th Feb 2016	SG	Emailed Baldock Town Youth to remind them deadline for submission of business case for Bakers Close pavilion was the 1st March 2018.
26 th Feb 2018	SG	Received email from XXX at Templars FC. Aim to submit business case for bakers Close this Wed.
27 th Feb 2018	SG	Received email from Jackmans resident. He has not been able to raise funds for Jackmans play area.
27 th Feb 2018	SG	Received email from XXX at Templars FC. Will drop off business case for Bakers Close in Council reception.
28 th Feb 2018	SG	Received email from Cllr Hill requesting how much it would cost NHDC to maintain Betjeman play area for another year. I resent her a copy of Junes email which detailed cost.
28 th Feb 2018	SG	Received a request from Cllr Hill to meet with Cllr Gray and I to discuss Royston Play areas.
28 th Feb 2018	SG	Received business case for Bakers Close from XXX at Templars FC.
28 th Feb 2018	SG	Emailed XXX at Templars FC asking how he was funding start up cost.
28 th Feb 2018	SG	Received email from XXX at Templars FC confirming he had the funds in the bank.
28 th Feb 2018	SG	Asked Finance and Property Services to work with Templars Football Club to ensure business case was sustainable.
1 st Mar 2018	SG	Met with XXXX and XXX who provided a business case to provide funding for Betjeman Road and Farrier Court play areas Royston.
2 nd Mar 2018	SG	Emailed XXX from Templars Fc advising him that Finance and Property Services were evaluating his business case.

Appendix E: Impact Assessment

1. Name of activity:	Green Space Management Strategy 2017- 2021			
2. Main purpose of activity:	To ensure the Council is best able to maintain sustainable green space to meet community needs, within available funding			
3. List the information, data or evidence used in this assessment:	Review of Green Space Management Strategy & Grounds Maintenance Contract Project board reports 1 – 7. Medium Term Financial Strategy 2016 – 2021, Cabinet Report 22nd November. Green Space Citizen Panel Focus Groups			
4. Assessment				
Characteristics	Neutral (x)	Negative (x)	Positive (x)	
				Negative
				Positive The retention of all green space sites with limited investment ensures access to green space and the associated benefits is maintained.
				Negative
				Positive The proposal to provide a new football changing pavilion at Walsworth Common, Hitchin will mean the Council will have two fully DDA compliant football pavilions.
				Negative
				Positive
				Negative
				Positive

A person of a particular sex, male or female, including issues around pregnancy and maternity	<input type="checkbox"/>	X	X	Negative
				If play areas do not transfer to third parties there would be the potential loss of equipment from up to 13 play areas.
				Positive
				If 13 play areas are transferred to third parties they would be managed at a more local level meeting the needs of local communities.
				Negative
				Positive
				Negative
				Young People:- If play areas do not transfer to third parties there would be the potential loss of equipment from up to 13 play areas.
				Positive
				Young People:- If 13 play areas are transferred to third parties they would be managed at a more local level meeting the needs of local communities. Teenagers / Adults:- The proposal to provide a new football changing pavilion at Walsworth Common, Hitchin will mean the Council will have two fully DDA compliant football pavilions.
				Negative
				Positive
5 Results				
	Yes	No		
Were positive impacts identified?	X	<input type="checkbox"/>		With reduced funding the Green Space Strategy 2017 - 2021 best enables the Council to meet community needs for the retention of Green space and associated infrastructure most valued by our communities.

Are some people benefiting more than others? If so explain who and why.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Were negative impacts identified (what actions were taken)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NHDC's Community Development Team will work with local communities to help establish 'Friends of Local Play Area' groups.

6. Consultation, decisions and actions

If High or very high range results were identified who was consulted and what recommendations were given?

Opinion Research Services (ORS) was commissioned to undertake three focus groups (one in Hitchin, one in Letchworth and one in Royston) with members of NHDC's Citizens' Panel to discuss the Green Space Management Strategy Review. The groups included a total of 29 people: they were recruited by ORS through its social research call centre, with quota controls to ensure a relatively proportional representation of different demographic and socio-economic groups.

Describe the decision on this activity

Where financially viable the recommendations of the Focus groups have been incorporated into the Green Space Strategy.

List all actions identified to address/mitigate negative impact or promote positively

Action	Responsible person	Completion due date
Revised the current Green Space management Strategy to include a sustainable investment programme for green space for the period 2017 - 2021. Although negative impacts had been identified by the proposed closure of the pavilions, officers carried out extensive consultation and exploratory meetings but no community groups were identified as able to take on the running of the pavilions.	Stephen Geach	Jan 2017

When, how and by whom will these actions be monitored?

Annual review of Strategy by Head of Leisure and Environment

7. Signatures

Assessor

Name: **Stephen Geach**

Signature** Stephen Geach

Validated by

Name: **Reuben Ayavoo**

Signature** Reuben Ayavoo