

Proposed BID – Baseline Services

Many thanks for helping to establish the baseline position for services in the proposed BID area. Businesses in the area will be voting on proposals to introduce a Business Improvement District in Hexham which will run for a five year term and it is vitally important that we establish what the starting position is to enable future monitoring of the impact of the BID's investment.

Please complete the following form for your service for the forthcoming financial year as completely as is reasonably possible.

Many thanks for your time.

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| Service Activity | Town Council |
| Directorate | N/A |
| Head of Service:- Name Email address Telephone number | Derick Tiffin clerk@hexhamtowncouncil.gov.uk 01434 609575 |
| Service Description (incl. area covered) | <p>Hexham Town Council comprises the first tier of local government, with 14 elected Councillors. The Town Clerk operates on a part-time basis, the Deputy Clerk on a fulltime basis and the Operations Manager (also fulltime) is supported by 3 fulltime staff and 2 apprentices. These staff are responsible for:</p> <p>The cemetery (including a woodland area) Allotments (Quatre Bras, Dene Park and Wydon Park) Council-funded play areas (Bell Terrace, Broadway, Dene Park, Priestlands Dene, The Sele, Tyne Green) Public seating (Market Place: 16, Fusiliers' Garden: 2, Fore Street: 8, Beaumont Street: 4, Corbridge Road: 4) Hexham in Bloom (grounds staff assist with labour and maintenance when possible) Liaison with Town Twinning Committee (and assistance financially where possible) Operating closely with Hexham Community Partnership to ensure high quality town events. This will on occasion require town council staff</p> |

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| | <p>labour.</p> <p>Grounds staff maintain HTC areas and also other areas in Hexham (flower tubs on Fore Street, flower display on a “post” feature sited east of the bus station on Priestpople, flower bed at Dene Park junction, flower bed at Leazes Lane junction, flower bed at West Point, flower beds and the area of Fuseliers' Garden, flower beds and the area of Cloister Garth, flower beds and the area of Prior Leischman's Garden (Hexham Abbey), flower tubs in Market Place, flower tubs on Beaumont Street (wishing well site), flower tubs at Fusilier Gate and Queens Hall, flower baskets on Beaumont Street lampposts, flower beds at Benson's Monument, daffodil plantings plus the planters affixed to Hexham welcome signs on approach roads into Hexham, grasscutting of various roadside verges in the west of town, barrier boxes on safety railings at various road junctions, three tiered planted and flower tub at Gilesgate/Haugh Lane junction, Prospect House planter and raised bed, 12 hanging baskets at Loosing Hill, flower bed at Benson's Gateway, tub opposite the 3 tiered planter at Gilesgate).</p> <p>Christmas lights: The Christmas tree lights in the Market Place which includes the donated tree and two other trees; wrapping and maintenance of the lights on the trees in the Sele and in the Abbey Park, (this year all converted to LEDs); erection and maintenance of lamp standard lights in Beaumont Street and the Market Place.</p> |
| <p>Specification Please Include:-</p> <p>When? How Often? Planned/responsive? Maintenance schedule? Renewal/replacement? Other?</p> | <p>Cemetery: average of two burials a week, grass cutting, maintain shrubs, bed maintenance, leaf clearance, snow clearance and salt paths.</p> <p>Allotments: grass and hedge cutting, maintain access and paths, refurbish spent allotments, maintain boundaries, repair water troughs (6 at Quatre Bras).</p> <p>Play Areas: daily inspection at the skatepark/Sele play area (weekly for the other play areas) and any repairs required, grass and hedge cutting, maintain shrubs, litterpick and empty bins, replace bark chips as and when required, remove/paint over graffiti.</p> <p>Bus shelters (7): inspected every fortnight, remove graffiti, maintain, repair/replace.</p> |
| Staff and equipment | <p>Clerk, Deputy Clerk, Operations Manager and 5 Grounds Staff (including 2 apprentices).</p> <p>Kubota STW40 Compact tractor, John Deere tractor, Great Dane Supersurfer, and portable tools.</p> |
| Performance Measures | <p>Performance is measured by the constant visual observations of the Councillors and Town Council staff. Any reduction in performance standards is rectified immediately.</p> |
| Budget 2015/2016 (Capital and revenue) | £284,500.00 |
| Ideas for BID activities (with costs) | <p>Financial support to extend Christmas lighting areas.</p> <p>Financial support to town events.</p> <p>Support for Hexham in Bloom via the provision of increased plant</p> |

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| | arrangements and maintenance. |
| Other comments | Hexham Town Council is a proactive Council that participates fully in partnership working. |
| Form completed by:- | |
| Name | Jane Kevan |
| Email address | deputyclerk@hexhamtowncouncil.gov.uk |
| Telephone number | 01434 609575 |

Please return to: matthew@reviveandthrive.co.uk

By: **31st August 2015**