

Morpeth Town Council Baseline Services

Service Activity	Play facilities
Portfolio holder?	
Key contact:-	
Name	Tracey Bell
Email address	tracey.bell@morpeth-tc.gov.uk
Telephone number	01670 514314
Service Description (incl. area covered)	<p>Provision of a range of play facilities for children and young people:</p> <p>The BMX track is located on Morpeth Common. Access can be gained from Craik Park Car Park. The Town Council provides and maintains this popular facility and it is used by many BMX enthusiasts – both young and old!</p> <p>The paddling pool, playgrounds and parks of Morpeth are enjoyed by many residents and visitors especially when the sunshine makes an appearance. The paddling pool in Carlisle Park is open from the last Bank Holiday in May and closes in early September.</p> <p>The paddling pool and adjacent play areas located within Carlisle Park are a free facility provided by the Council.</p> <p>A new galleon climbing frame has been installed, which includes triangular lookout towers, scramble nets, a slide, playhouse, bridge, ramp climber, mast steering wheel</p>

	<p>and play panels offers great play value and scope for hours of role play fun.</p> <p>A new inclusive roundabout has also been installed. The paddling pool has undergone a makeover with the removal of the tiles from around the edge and the installation of a new wetpour surface and the renovation and painting of the surface.</p> <p>Play areas can also be found at Stobhill, Montrose Garden, Stobhill Manor, Church Walk and Boundary Drive.</p>
<p>Specification Please Include:-</p> <p>When? How Often? Planned/responsive?</p>	<p>Play equipment is inspected daily (what frequency?)</p> <p>Repairs are carried out as necessary subject to a risk based approach. This includes removing or making safe the equipment</p>
<p>Maintenance schedule? Renewal/replacement? Other?</p>	<p>The council is currently refurbishing and replacing old equipment as part of its medium term budget process.</p>
<p>Staff and equipment</p>	<p>The Council has a dedicated NEAT team who are responsible for inspections</p>
<p>Outcomes and Performance Measures</p>	<p>Repairs are carried out on a risk base.</p>

Budget 2017 / 2018 (Capital and revenue)	
Ideas for BID activities (with costs)	BID could run events in Carlisle Park to complement the activities funded and provided by the Town Council
Other comments	
Form completed by:-	
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Service Activity	Public conveniences
Portfolio holder?	
Key contact:-	
Name	Tracey Bell
Email address	tracey.bell@morpeth-tc.gov.uk
Telephone number	01670 514314
Service Description (incl. area covered)	<p>Public Conveniences</p> <p>Public toilets are always a high priority for the town and they are the first port of call for visitors, shoppers and locals. The Council continues to sponsor a Local Loo Scheme where local shops, cafes and pubs offer their toilets free of charge. The Town Council is responsible for the provision of three public toilets in the Town:-</p>
Specification Please Include:-	<ul style="list-style-type: none"> • Bus Station Public Conveniences - Toilet attendant services are provided every day of the year except for Christmas Day, Boxing Day and New Year's Day. (Open from 8am till 6pm 9.30am till 3pm on Sunday and bank Holidays • Carlisle Park Public Conveniences - This facility has, in the past, been a target for vandals but the introduction of an attendant has proved to be an effective deterrent. These toilets are open from 1st April to 31st October. (Open from 8am to 6pm Monday to Saturday 10am till 5pm on Sunday and bank Holiday) • Terrace Car Park Conveniences -These toilets are available throughout the year the same as the Bus station. The toilets have been improved and now provide a disabled toilet and baby change facility. (Open from 8am to 5.30pm

When? How Often? Planned/responsive?	Toilets are inspected regularly throughout opening hours
Maintenance schedule? Renewal/replacement? Other?	None of the building belong to MTC we run the service so no capital spend planned?
Staff and equipment	Toilets are inspected regularly throughout opening hours
Outcomes and Performance Measures	Toilets are inspected regularly throughout opening hours
Budget 2017 / 2018 (Capital and revenue)	
Ideas for BID activities (with costs)	n/a
Other comments	
Form completed by:-	
Name	Tracey Bell
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Service Activity	Allotments
Portfolio holder?	
Key contact:- Name Email address Telephone number	Tracey Bell tracey.bell@morpeth-tc.gov.uk 01670 514314
Service Description (incl. area covered)	<p>Morpeth Town Council owns the allotment land at East Greens, Middle Greens, Allery Banks and Tommy's Field. The day to day management of the allotments are undertaken by the Middle Greens and Tommy's Field Allotment Associations.</p> <p>The Town Council declared both sites as "Statutory" allotments which will ultimately give both sites protection from land developers in the future.</p> <p>In January 2017 the Town Council successfully took over the ownership and management of the following allotment sites from ISOS housing:</p> <ul style="list-style-type: none"> • Duncan Gardens • Abbots Way • Wellwood Gardens • St Mary's Field
Specification Please Include:-	Allotments ran directly by MTC are inspected regularly – those ran by independent associations are inspected by MTC bi annually

When? How Often? Planned/responsive?	
Maintenance schedule? Renewal/replacement? Other?	No planned maintenance
Staff and equipment	Staff carryout regular inspections
Outcomes and Performance Measures	Reletting of allotments Staff carryout regular inspections and address any issues highlighted such as unattended plots
Budget 2017 / 2018 (Capital and revenue)	
Ideas for BID activities (with costs)	n/a
Other comments	
Form completed by:-	
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Service Activity	Environmental activities- NEAT Team
Portfolio holder?	
Key contact:-	
Name	Tracey Bell
Email address	tracey.bell@morpeth-tc.gov.uk
Telephone number	01670 514314
Service Description (incl. area covered)	<p>Morpeth NEAT</p> <p>The Council employ a specialist NEAT Team who carry out a wide variety of environmental and other maintenance duties, including grounds maintenance service at regular intervals throughout the year.</p> <p>Mow grass within boundaries of Carlisle Park, Church Walk and Stobhillgate play areas (16 times during the growing season);</p> <ul style="list-style-type: none"> • Maintain riverside walk through strimming and edging (every 2 months); • Cut hedges around Carlisle Park paddling pool and play area(2 times a year); • Application of herbicide to remove weeds and moss from all play areas (2 times a year); • Cut hedges at skate park (2 times a year);

- Maintain fencing and pathways at all play areas (as required).

The Morpeth NEAT team also carry out any other additional maintenance/repairs as and when required such as:

- Play areas maintenance/repairs highlighted from Insurance and ROSPA reports;
- Cut hedges at Middle Greens allotments and across the town on Council land;
- Clear vacant allotment sites;
- Installation of litter bins;
- Maintenance at the Cenotaph;
- Repair and paint walls where necessary;
- General maintenance/repairs at Community centres;
- Regular allotment site maintenance
- Installation of seats;
- General maintenance/repairs at toilet blocks;
- Graffiti removal;
- Cleaning all street furniture;
- Preparation of In Bloom judging route i.e. weeding, removal of rubbish etc.

The team also carries out regular inspections of the river to ensure there are no issues which could cause a potential problem this is done in partnership with the Environment Agency and other relevant organisations.

Dog and Litter bins

There are 49 dog bins and over 160 litter bins throughout the town, supplied, installed and maintained on behalf of the Town Council.

Additional 'one off ' projects are carried out as requested.

Specification Please Include:- When? How Often? Planned/responsive?	Playgrounds are inspected daily All other activities are on a rolling programme
Maintenance schedule? Renewal/replacement? Other?	
Staff and equipment	How many in NEAT Team 3
Outcomes and Performance Measures	
Budget 2017 / 2018 (Capital and revenue)	
Ideas for BID activities (with costs)	Could BID contribute to costs/jointly brand and include pavement cleansing?
Other comments	
Form completed by:- Name Email address	Tracey Bell tracey.bell@morpeth-tc.gov.uk

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Service Activity	Street furniture and facilities
Portfolio holder?	
Key contact:-	
Name	Tracey Bell
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Telephone number	01670 514314
Service Description (incl. area covered)	<p><u>Bus Shelters</u> The Town Council maintains a large number of shelters throughout the Town all providing seats and clear visibility panels for the benefit of bus passengers. Any damage or graffiti should be reported to the Town Council.</p> <p><u>Notice Boards</u> The Council has invested in replacing two noticeboards which were beyond repair and installed a further three throughout the town. Both the Town Council and community groups use the boards to publish details of future activities happening throughout the Town. The Town Council also provides directional signage by way of attractive finger posts. Following an audit conducted by GMDT to ascertain the amount of information and interpretation boards which are installed across the town and their current state of repair, the Town Council have agreed to take over the maintenance and repair of over</p>

	<p>120 signs.</p> <p>Seats The Town Council continues to provide and maintain 130 seats in the town. Dedicated seats have been purchased and installed at various locations in the town, at the request of local residents. We have replaced traditional wooden seats with recycled plastic seats at a number of locations within the town.</p>
Specification Please Include:- When? How Often? Planned/responsive?	<p>Inspections are carried out on a rolling programme</p>
Maintenance schedule? Renewal/replacement? Other?	
Staff and equipment	
Outcomes and Performance Measures	
Budget 2017 / 2018 (Capital and revenue)	
Ideas for BID activities (with costs)	<p>Could BID and Town Council fund the provision of wayfinding Totems and sell advertising space?</p>

Other comments	
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Service Activity	Events
Portfolio holder?	
Key contact:-	
Name	Tracey Bell
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Telephone number	01670 514314
Service Description (incl. area covered)	<p><u>Remembrance Day Parade & Services</u></p> <p>Morpeth Town Council organises the Town's Remembrance Sunday Parade. This poignant and respectful parade and service at the Cenotaph is well attended and means a great deal to the people of Morpeth.</p> <p>A service is also held on 11th November outside of the Town Hall, to observe the 2 minutes silence.</p> <p><u>Morpeth Christmas Lights Switch On</u></p>

	<p>The Town Council continues to be the main sponsor of the Christmas Lights, Morpeth Chamber of Trade supply the Christmas tree. The town council pay for Northumberland County Council to carry-out the works to erect and dismantle the lights and carry-out the many thousands of bulb checks. The traditional switch-on of the town's Christmas lights takes place in November.</p>
<p>Specification Please Include:-</p> <p>When? How Often? Planned/responsive?</p>	
<p>Maintenance schedule? Renewal/replacement? Other?</p>	
<p>Staff and equipment</p>	
<p>Outcomes and Performance Measures</p>	
<p>Budget 2017 / 2018 (Capital and revenue)</p>	
<p>Ideas for BID activities (with costs)</p>	<p>The BID could support a broader programme of events to enhance the Christmas activities and atmosphere. Ideas include Christmas markets and ice rinks</p>
<p>Other comments</p>	

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Service Activity	Town and Community Assets
Portfolio holder?	
Key contact:-	
Name	Tracey Bell
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Telephone number	01670 514314
Service Description (incl. area covered)	<p><u>Morpeth Town Hall</u></p> <p>Morpeth Town Hall is the Northumberland County Council Grade II listed Civic building located in the centre of Morpeth and is managed by Morpeth Town Council. Morpeth Town Council has day to day responsibility for administering the fabric of the building and any Community functions held in the building.</p> <p>The venue is used for Weddings, Citizenship Ceremonies, Civic and community events and is available for hire to local organisations and the general public. It is a focal point for the annual Morpeth Gathering, Morpeth Fair Day, Christmas lights switch on, Mistletoe Fair, Remembrance Sunday and Meet the Mayor event.</p> <p>The Town Hall is home to Morpeth's civic treasures which are located within the Mayor's Parlour and the Council Chamber. The Council is proud to own some fine antique items and paintings connected with the Town's history. These include the solid silver Mace (symbol of the Mayor's authority) from 1605, still used in the annual Mayor making and the oldest working mace in the country, and of course a 1551 first edition of William Turner's Herbal.</p> <p><u>Community Centres - Storey Park and St James Centre</u></p>

	<p>Both Community Centres are managed by Morpeth Town Council. They have recently undergone a number of premises improvements to make the venues more energy efficient and pleasant for all the centre users.</p> <p>St James Community Centre has been newly decorated throughout giving it a clean and fresh look and the wooden floor has been stripped back and resealed. The exterior has also been improved with the courtyard being cleared and new signage added.</p>
<p>Specification</p> <p>Please Include:-</p> <p>When? How Often? Planned/responsive?</p>	<p>All buildings are cleaned daily and regularly checked to ensure they remain in good condition</p>
<p>Maintenance schedule? Renewal/replacement? Other?</p>	
<p>Staff and equipment</p>	
<p>Outcomes and Performance Measures</p>	<p>Community Centres are available between 9am and 10pm daily Town hall is available between 9am and midnight Monday to Saturday.</p>
<p>Budget 2017 / 2018 (Capital and revenue)</p>	

Ideas for BID activities (with costs)	The BID could assist the Town Council to promote the facilities and could use the Town Hall and St James Community Centre (which are both within the proposed BID boundary) for BID organised/promoted events
Other comments	
Form completed by:-	
Name	Tracey Bell
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Service Activity	Bloom and floral decorations
Portfolio holder?	
Key contact:- Name Email address Telephone number	Tracey Bell tracey.bell@morpeth-tc.gov.uk 01670 514314
Service Description (incl. area covered)	<p>The Town Council is the primary sponsor and organiser of Morpeth's entry in the Northumbria and Britain in Bloom competitions. Working closely with partners Morpeth and District Chamber of Trade, Sanderson Arcade, Heighley Gate Garden Centre, Northumberland County Council and many voluntary organisations and individuals, we have become a formidable challenge regionally and nationally. As always, the quantity and quality of planters, hanging baskets and extended sustainable planting ensure the town is beautiful from early spring to late autumn, and our continued commitment to Climate Change remains as dedicated as ever.</p> <p>The beautiful floral decorations are the result of a lot of hard work and on-going maintenance of caring for the plants throughout the season. The In Bloom competitions are a major feature and magnet for the many visitors who make their way to the town each year. From the numerous expressions of pleasure from visitors and residents about how exceptionally beautiful town Morpeth is, it is one of the Town's best investments and a key footfall driver.</p>

Specification Please Include:- When? How Often?	To continue to be Gold standard
Planned/responsive? Maintenance schedule? Renewal/replacement? Other?	Any planned capital spend?
Staff and equipment	
Outcomes and Performance Measures	Win locally/nationally???
Budget 2017 / 2018 (Capital and revenue)	
Ideas for BID activities (with costs)	The BID could remove the burden on businesses by ensuring that all floral decorations are funded by the BID and improve the range of displays by attracting voluntary contributions
Other comments	
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