

SAFFRON WALDEN TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

BASELINE SERVICES STATEMENT

BASELINE ACTIVITY FOR:	Assets – Jubilee Gardens, street furniture, bus shelters and planters
EXISTING SERVICE PROVIDER:	Saffron Walden Town Council
RESPONSIBLE OFFICER:	Lisa Courtney
JOB TITLE OF RESPONSIBLE OFFICER:	Town Clerk
DATE COMPLETED:	10 th May 2018

Summary of service provided:	Assets owned and managed by Saffron Walden Town Council include: <ol style="list-style-type: none"> 1. Jubilee Gardens and Bandstand 2. Street Furniture 3. Bus Shelters 4. Planters
Associated services provided:	
Extent of BID geography covered:	All listed assets are situated within the Saffron Walden BID area.
Service specification:	<ol style="list-style-type: none"> 1. Jubilee Gardens and Bandstand This is a public open space, free to use by the public and kept as a dog free area. The newly refurbished bandstand and chair store are located within the Gardens. The bandstand with / without the 100 chairs is available for private hire at an hourly charge. The Town Council manage the space, and maintain it including grass cutting. The grass is cut according to need and weather and the Town Council endeavours to cut this at least once a fortnight although this may increase at times of need. The Town Council carries out routine maintenance and repairs to the gardens, bandstand and chair storage areas as necessary and as appropriate. This may include general repairs and painting. A major refurbishment of the bandstand was carried out summer 2017 and it is not anticipated that any further significant refurbishment would be required for several years. 2. Street Furniture Approximately 12 benches are located within the BID area. These are maintained by the Town Council. Approximately 12 litter bins in the BID area.

	<p>There is a schedule of emptying for the bins and this is variable depending on the season and weather. The emptying of bins is partly carried out in partnership with UDC.</p> <p>3. Bus Shelters Currently the Town Council own two bus shelters in the BID area. Currently there is a programme to replace the bus shelters. The replacement bus shelters are then the responsibility of Essex Highways.</p> <p>4. Planters There are 10 planters in the BID area. These are all watered and tended as appropriate throughout the year.</p>
To No. staff required to deliver the service:	Variable – average of 1 per week
Equipment required to deliver the service:	<p>Litter pickers Waste carriers licence Mower Tools and equipment as necessary to carry out repairs</p>
Performance measures:	The gardens are inspected on a daily / weekly basis
Non-compliance – mitigation procedure:	Remedial action is taken as and when any issues or problems occur according to the delegated authority of staff – matters as appropriate may be raised further with committee/council
Current costs of service provided within the BID area:	Approx. £20,000 pa based on 1 employee per week
Statement completed by:	Lisa Courtney, Town Clerk, Saffron Walden Town Council
Contact details:	townclerk@saffronwalden.gov.uk 01799 516501