



Saxilby with Ingleby Parish Council

Non-confidential

Westcroft Update

To provide an update on Westcroft Greenspace project including agreeing actions and inviting cllrs to sit on the group

Report to: Committee 25-05

Report by: Clerk

Power/duty which decision falls under:

- Duty to conserve and enhance biodiversity, Environment Act 2021 s102
- Power to manage open space, Open Spaces Act 1906 s9-10

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Protect and enhance our green spaces and street scene
- Preserve and enhance heritage assets, environmental assets and wildlife
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement
- To recognise the climate and biodiversity emergency and consider as the basis of all decision and policy making

Public Sector Equality Duty

Consider how policies/decisions affect those protected under the Equality Act)

The project has no anticipated negative impact on those with protected characteristics. Accessibility and inclusivity will be considered during consultation and equipment selection.

Duty to conserve and enhance biodiversity

Consider how the policy/decision will contribute to conserving or enhancing biodiversity

The planned biodiversity assessment will inform decisions to enhance local biodiversity in accordance with the Environment Act 2021

Consideration on carbon reduction:

The project promotes sustainable land use. Use of local suppliers and natural/recycled materials will be encouraged where feasible to reduce carbon impact.

Consideration of risk management in relation to the proposal¹

It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas (SLCC AN241)[Tick]

- ✓Decision making
- ✓Finances
- ✓Property
- ✓Staff
- ✓Events

- ✓Legal
- Inspections – indirectly
- ✓Written/verbal communication
- ✓Insurance

Does the report consider any new activity? If ‘Yes’, has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?
(Financial Regulation 17b)

This proposal does not introduce a new activity requiring a formal risk assessment under Financial Regulation 17b.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

REPORT

Purpose of the report

To provide an update on the Westcroft Greenspace project, agree forthcoming actions, and invite councillors to join the Task and Finish Group.

Background

Westcroft Green Space is a council owned green space with trees, shrubs, grassed areas, pathways, and a set of football goals for recreation. It is popular with local residents, particularly dog walkers.

Recent work by the grounds team has included hedge replanting, installation of protective wire fencing, and tree management aligned with the annual tree inspection. Additional tree work is planned for autumn, outside of the nesting season and after the peak grounds maintenance period.

Further improvements are planned and include installing play/fitness equipment and bio-diversity enhancements.

To this end, an application was made to West Lindsey District Council (WLDC) for a NDP Grant for:

1. A biodiversity assessment, and enhancement plan
2. A public consultation on proposed play/fitness equipment by a consultancy

Planning and Development November 2024:

P24/216 18. WLDC meeting regarding the Neighbourhood Development Fund and agree actions in relation to the item

Having been proposed (Cllr Saunders) and seconded (Cllr J Willox) it was RESOLVED to: Recommend to full council to consider agreeing for a grant application to progress for a new play area for Westcroft Green.

Full Council February 2025:

FC25/037 11. Agree to apply to WLDC Neighbourhood Development Fund to fund a diversity baseline study and fund public consultation regarding Westcroft Green Space:

- a. Having been proposed (Cllr Saunders) and seconded (Cllr Bridge), it was RESOLVED to: Apply to WLDC Neighbourhood Development Fund to fund a diversity baseline study.
- b. Having been proposed (Cllr J Willox) and seconded (Cllr Hughes), it was RESOLVED to: Apply to WLDC Neighbourhood Development Fund to fund a consultant to undertake public consultation on Westcroft Green Space play/fitness equipment.

Maintain and improve community facilities and amenities objective

FC25/038 12. Delegate the Westcroft Green play/fitness project to the planning and development committee

Having been proposed (Cllr J Willox) and seconded (Cllr Hughes), it was RESOLVED to: Delegate the Westcroft Green play/fitness project to the planning and development committee, requesting a Task and Finish group is set-up to include all cllrs interested and to develop a SMART project plan.

I. Biodiversity:

The bio-diversity study is due May/June (when growing season is in progress to aid identification of species) to be followed up with an accompanying report.


2. Westcroft play/fitness/recreation project
















The council was awarded £4,161 from WLDC's NDP grant scheme to support the biodiversity consultancy and public consultation. Quotes have been obtained for the work to be carried out, which have been shared with committee and will be reviewed in June.

The council currently has £10,923 of Ring-fenced Funds (RFF) for Westcroft developments, which could be sufficient to install a modest outdoor wooden fitness trail circuit model, suitable across ages.

Further funding may be pursued, but limited officer capacity may delay the process. TFG members could be delegated tasks related to funding applications, with oversight from the committee.

Examples of trail equipment (exc. Installation) from online playgrounds:



 <p>Net Climb Outdoor Fitness Station In Laminated Safalog With Exercise Instruction Sign</p> <p>Price : £1,668.00 inc. vat £1,390.00 exc. vat</p>	 <p>Triple Balance Beam Outdoor Fitness Station In Laminated Safalog With Exercise Instruction Sign</p> <p>Price : £1,512.00 inc. vat £1,260.00 exc. vat</p>	 <p>Stride Jump Outdoor Fitness Station In Laminated Safalog With Exercise Instruction Sign</p> <p>Price : £1,740.00 inc. vat £1,450.00 exc. vat</p>	 <p>Ladder Net Climb Outdoor Fitness Station In Laminated Safalog With Exercise Instruction Sign</p> <p>Price : £2,472.00 inc. vat £2,060.00 exc. vat</p>	 <p>Traversing Wall Outdoor Fitness Station In Laminated Safalog With Exercise Instruction Sign</p> <p>Price : £1,716.00 inc. vat £1,430.00 exc. vat</p>
 <p>Compact Group Fitness Trail Station</p> <p>Price : £2,352.00 inc. vat £1,960.00 exc. vat</p>	 <p>Swinging Steps Fitness Trail Station</p> <p>Price : £1,668.00 inc. vat £1,390.00 exc. vat</p>	 <p>Tyre Step Fitness Trail Station</p> <p>Price : £1,308.00 inc. vat £1,090.00 exc. vat</p>	 <p>Adjustable Hurdles Fitness Trail Station</p> <p>Price : £2,484.00 inc. vat £2,070.00 exc. vat</p>	 <p>Platform Sit Up Fitness Trail Station</p> <p>Price : £2,124.00 inc. vat £1,770.00 exc. vat</p>
 <p>Over and Under Hurdle Fitness Trail Station</p> <p>Price : £3,456.00 inc. vat £2,880.00 exc. vat</p>	 <p>Bench Sit Up Fitness Trail Station</p> <p>Price : £1,920.00 inc. vat £1,600.00 exc. vat</p>	 <p>Group Sit Up Fitness Trail Station</p> <p>Price : £1,908.00 inc. vat £1,600.00 exc. vat</p>	 <p>Seesaw Balance Fitness Trail Station</p> <p>Price : £1,044.00 inc. vat £880.00 exc. vat</p>	 <p>2.4 M Balance Beam Fitness Trail Station</p> <p>Price : £564.00 inc. vat £480.00 exc. vat</p>

Governance and Next Steps

Council has agreed the project will be managed by a committee-led Task and Finish Group (TFG). Draft Terms of Reference will be reviewed and approved by committee in June before the group convenes.

Membership: The group is open to councillors and members of the public. Initial invitations have been sent to all councillors; once governance is in place, recruitment will be opened to the wider public.

a. Draft Terms of Reference - Westcroft Greenspace Task and Finish Group

1. Purpose

The Westcroft Greenspace Task and Finish Group (TFG) is established by the Planning and Development Committee to support the delivery of the Westcroft Greenspace Project. This includes gathering information, developing proposals, engaging stakeholders, and assisting with consultation activities to enhance biodiversity, recreation, and community use of the site.

The TFG will act in an advisory capacity only and has no decision-making or financial authority. All recommendations and proposals must be submitted to the Planning and Development Committee for approval.

2. Terms of Reference

The purpose of the Task and Finish Group (TFG) is to support the development and delivery of the Westcroft Greenspace Project. The TFG will operate under the following terms:

- Support the development and implementation of the Westcroft Greenspace Project by 31 March 2026.
- Develop a vision and project plan for the area, for approval by the Planning and Development Committee.
- Progress the project in line with the approved project plan, supporting timely and effective delivery.
- Ensure that project proposals are informed by community consultation and reflect the views and needs of local residents.
- Ensure that project proposals align with council objectives, including those related to recreation (play and fitness) and biodiversity.
- Identify external funding opportunities and draft funding bids for approval by the parent committee or full council prior to submission.
- Provide regular updates to the Planning and Development Committee on progress, challenges, and key milestones.
- Support fundraising activities for the project, working in collaboration with the committee and the community.
- Ensure that all members of the group are aware of and work within relevant council policies and procedures, including the Code of Conduct, Civility and Respect Pledge, and Media Policy, where applicable.

- The group will be dissolved upon completion of the project.
- Any remaining funds will be managed in accordance with the conditions of grant funders and in the best interests of the parish.

3. Membership

- Membership is open to Parish Councillors and members of the public with relevant interest or expertise.
- All councillor members must be appointed by the Planning and Development Committee.
- Public members must express interest and be confirmed by the TFG.
- A chair will be appointed from the TFG's councillor members at the first meeting.
- Administration officers may attend meetings to provide support and guidance with council policy and procedure.

4. Meetings and Reporting

The TFG will meet as required to fulfil its purpose and will agree its meeting schedule at the first meeting.

The TFG will report regularly to the Planning and Development Committee, with recommendations presented for consideration and approval.

5. Authority and Limitations

The TFG does not have delegated authority to make decisions or commit any council resources.

It may prepare documents, and draft proposals, but all financial decisions, public communications, consultation activities, and project commitments require formal committee approval.

All correspondence or communication on behalf of the group must be agreed by the Planning and Development Committee and issued by the administration team.

6. Duration

The group is a Task and Finish body and will cease once the project delivery is complete or upon resolution of the Planning and Development Committee.

7. Conduct

All members of the Task and Finish Group are expected to act in accordance with the Council's relevant policies and procedures, including but not limited to:

- The Parish Council's Code of Conduct
- The Civility and Respect Pledge
- The Media and Communications Policy

Members must behave respectfully towards others, uphold the values of public service, and contribute constructively to the work of the group.

Failure to adhere to these policies may result in removal from the Task and Finish Group, at the discretion of the council.

Conflicts of interest must be declared at the start of each meeting.

8. Data Protection and Confidentiality

All members must abide by data protection principles and treat information appropriately, in accordance with council policies.

RECOMMENDATION(S):

That Committee notes the report and

1. Agree any councillors who want to sit on the Westcroft Green Task and Finish Group
2. Agree first TFG meeting for Wednesday 25 June 2025 and agree for comms to promote
3. For the clerk to bring to committee the above June actions:
 - a. Consider Westcroft project consultant quotes and agree/recommend to full council for agreement
 - b. Consider and agree Westcroft Project Consultation Brief including timelines
 - c. Consider and agree Westcroft Greenspace Task and Finish Group Terms of Reference