

# BINGLEY TOWN COUNCIL

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## RISK AND RESOURCE ASSESSMENT FORM

Please use this form when submitting a motion, or proposal, to a meeting of the council, or a committee. Please identify any costs, resources or risks associated with the motion or proposal, and provide as much information as possible.

1) Name of councillor	<b>Philippa Gibbons</b>
2) Date submitted	11 January 2023
3) Please advise which meeting you wish this to be considered at  (motions received after a deadline may not be accepted)	The January Full Council meeting
4) Please provide information on the motion/proposal you are submitting.	<p>This is an updated R&amp;R following progress with the project (original R&amp;R August 2021).</p> <p>Project aims to provide Waymarking to direct visitors to 5-Rise Locks. It consists of 2 elements,</p> <ol style="list-style-type: none"> <li>1. Street waymarking for pedestrians</li> <li>2. Brown tourist signs for drivers directing them from the Bypass to the main town centre car park.</li> </ol> <p>The elements will be delivered independently.</p>
5) Are you including any supporting information?  Please state what information is included with your submission	No
6) What resources would be needed?	<p>The brown tourist signs will be provided and installed by Bradford Council, and will be a combination of new signs, moving of existing signs, and covering over of inaccurate information on other signs. Bradford have provided a cost of £850 for this.</p> <p>The final form of the pavement waymarkers has yet to be determined. The initial proposal for spray painted stencils is to be revisited and Bradford City of Culture team to be approached to see if funding can be obtained for a more lasting solution.</p>

	<p>Separately Canal and Rivers Trust were investigating a better painted waymarking solution.</p> <p>CRT had agreed to fund the creation of the stencil and initial application of the pavement waymarks, if this is the route chosen. Subsequent maintenance/reapplication will need to be arranged and funded by Bingley Town Council.</p>				
<p>7) How much do you anticipate the scheme would cost?</p> <p>Which budget heading do you think any costs would come from?</p>	<p>Circa £2000.</p> <p>The Regeneration &amp; Tourism budget.</p>				
<p>8) How does the scheme meet the town council's current priorities?</p>	<p>We have set the following priorities as a Council (from a report by Cllr Dawson dated January 2020). I can find no other document on our website. The priorities in this document are unnumbered.</p> <p>17) Providing new signs to the Five Rise Locks and canal</p>				
<p>9) Please estimate how much time would be required by staff at each stage</p> <p>(Include as much information as possible)</p>	<p>If spraypaint remains the pavement solution then it is proposed that there is an annual audit of the state of the waymarkers in spring, and then reapplication of paint as required.</p> <p>Audit should take no more than 30mins.</p> <p>Reapplication of any waymarkers would need to be done by volunteers.</p> <p>The other possible solutions would be more robust and not require staff time. Repairs/repainting would have to be contracted to others.</p>				
<p>10) Have you identified any potential risks to the council?</p> <p>(Please refer to the council's Risk Assessment Policy and Financial Risk Assessment Policy)</p> <p>If yes, how could these be mitigated?</p>	<p>Yes.</p> <ul style="list-style-type: none"> <li>a) The waymarkers could be defaced/subject to graffiti meaning they have to be replaced more often than anticipated.</li> <li>b) The waymarkers could lead to additional graffiti on the pavement, leading to additional cleaning costs for BMDC.</li> <li>c) There is a theft or damage risk but this is insured under the Council's Insurance Policy. Our Insurance policy has the following clause:</li> </ul> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">All Risks on your portable equipment anywhere in the EU</td> <td style="width: 25%;">£5,000 for Business Equipment</td> <td style="width: 25%;">Can extend to worldwide</td> <td style="width: 25%;">Theft from a vehicle unless the vehicle is securely locked Theft from your own premises not involving entry or exit by forcible and violent means</td> </tr> </table>	All Risks on your portable equipment anywhere in the EU	£5,000 for Business Equipment	Can extend to worldwide	Theft from a vehicle unless the vehicle is securely locked Theft from your own premises not involving entry or exit by forcible and violent means
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<p>11) Have you considered the public sector equality duty? (Please refer to the council's Equality Policy)</p> <p>Would your proposal meet the duty?</p>	<p>Yes. The waymarkers are a visual medium only, and although they are intended to be high contrast could be of limited help to visually impaired people. Given the positioning of the waymarkers in the street scene, no alternative</p> <p>Should the raised paint option be chosen for its longevity, it could cause issues, trip hazard etc, for visually impaired and/or infirm people.</p> <p>Yes, there are no issues.</p>
<p>12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?</p>	<p>Signs will direct people from the train station, promoting this as a form of travel for visiting Bingley and its attractions, including 5-Rise Locks.</p> <p>Signage in the main street car park will direct drivers towards the Locks, encouraging visiting this major attraction.</p> <p>Spray paint should be CFC free</p>