

**To: The Chairman and Members of the
Community and Environment Board
(Councillors Phillips, Ferro, Freer, Humphreys,
Lewis, B Moss, M Moss, Payne and Wykes).**

For the information of other Members of the Council

For general enquiries please contact Jenny Price,
Democratic Services Officer, on 01827 719450 or
via e-mail jennyprice@northwarks.gov.uk.

For enquiries about specific reports please contact
the officer named in the reports.

The agenda and reports are available in large print
and electronic accessible formats if requested.

COMMUNITY AND ENVIRONMENT BOARD AGENDA

22 October 2012

The Community and Environment Board will meet in The
Committee Room, The Council House, South Street,
Atherstone, Warwickshire on Monday 22 October 2012, at
6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on
official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary
Interests**

- 4 **Request for discussion of En Bloc items and approval of remaining En Bloc items.**
- 5 **Minutes of the Meeting of the Board held on 23 July 2012** - copy herewith, to be approved as a correct record and signed by the Chairman.

PART A – ITEMS FOR DISCUSSION AND DECISION

- 6 **Budgetary Control Report 2012/2013 Period Ended 30 September 2012 –** Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2012 to 30 September 2012. The 2012/2013 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nigel Lane (719371).

- 7 **Leisure and Community Development Division – Proposed 2013/14 Revenue Savings –** Report of the Assistant Director (Leisure and Community Development)

Summary

This report identifies potential areas for revenue budget savings within the Leisure and Community Development Division for inclusion in the 2013/14 revenue estimates.

The Contact Officer for this report is Simon Powell (719352).

- 8 **Leisure Facilities – 2013/14 Bank Holiday Closures** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report seeks the Board's approval for the Bank Holiday closure of leisure facilities during 2013/14.

The Contact Officer for this report is Peter Wheaton (719257).

- 9 **Atherstone Leisure Complex – Development of a Free Weights Facility -**
Report of the Assistant Director (Leisure and Community Development)

Summary

This report outlines a proposal to develop a Free Weights facility within Atherstone Leisure Complex and to relocate the current Easyline Studio into the adjacent Memorial Hall.

The Contact Officer for this report is Peter Wheaton (715257).

- 10 **Proposed Replacement of Indoor Leisure Facilities in Coleshill -** Report of the Assistant Director (Leisure and Community Development)

Summary

This report provides the Board with feedback on the progress of early discussions with representatives of The Coleshill School, further to The School having been identified as the preferred location for any future replacement of Coleshill Leisure Centre.

The Contact Officer for this report is Simon Powell (719352).

- 11 **Green Space Management Plans Progress Report –** Report of the Assistant Director (Leisure and Community Development).

Summary

This report informs Members of progress in respect of the preparation and implementation of management plans for key sites across the Borough, in accordance with the priorities identified in the North Warwickshire Green Space Strategy.

The Contact Officer for this report is Alethea Wilson (719212).

- 12 **Birch Coppice Section 106 Agreement – Proposed Use of Funding -**
Report of the Assistant Director (Leisure and Community Development)

Summary

This report seeks Members' approval for the proposed use of Birch Coppice Section 106 funding to advance priorities identified in the North Warwickshire Green Space Strategy.

The Contact Officer for this report is Alethea Wilson (719212).

PART B – ITEMS FOR EN BLOC DECISIONS (YELLOW PAPERS)

- 13 **Refuse and Recycling Services** – Report of the Assistant Director (Streetscape)

Summary

This report provides an update for Members on the work being undertaken in preparation for the implementation of the new Alternate Week Collection (AWC) Service in October 2013.

The Contact Officer for this report is Richard Dobbs (719440).

- 14 **Notes of the Recycling Task and Finish Group held on 19 July 2012**

Notes of the Recycling Task and Finish Communications Group held on 19 July 2012 to be received and noted.

- 15 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2012** - Report of the Chief Executive and the Deputy Chief Executive.

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2012.

The Contact Officer for this report is Robert Beggs (719238).

PART C – EXEMPT INFORMATION (GOLD PAPERS)

- 16 **Exclusion of the Public and Press**

Recommendation:

That under Section 110A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

- 17 **Birch Coppice Section 106 Agreement – Financial Implications of the Proposed Use of Funding** – Report of the Assistant Director (Leisure and Community Development)

The Contact Officer for this report is Alethea Wilson (719212).

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

23 July 2012

Present: Councillor Phillips in the Chair

Councillors Freer, Humphreys, Lewis, Moore, B Moss, Payne and Wykes.

Apologies for absence were received from Councillors Ferro (substitute Moore) and M Moss.

Councillors Fowler, Pickard and Sweet were also in attendance.

With the consent of the Chairman Councillor Fowler spoke on Minute No. 15 (Refuse and Recycling Services) and Minute No. 19 (Feasibility Study for the Replacement of Indoor Leisure Facilities in Coleshill).

11 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

12 **Minutes of the Meeting of the Board held on 28 May 2012**

The minutes of the meeting held on 28 May 2012, copies having been previously circulated were approved as a correct record and signed by the Chairman.

13 **Budgetary Control Report 2012/13 Period Ended 30 June 2012**

The Assistant Director (Finance and Human Resources) reported on the expenditure and income from 1 April 2012 to 30 June 2012.

Resolved:

That the report be noted.

14 **Queen's Diamond Jubilee Grant Schemes**

The Assistant Director (Leisure and Community Development) informed Members of the success of the Queen's Diamond Jubilee Grant Schemes and highlighted a number of lessons that could be learnt from the introduction and co-ordination of these initiatives.

Resolved:

That the content of the report be noted and that consideration be given to the issues raised therein should a further “one-off” grant scheme be introduced at any point in the future.

15 Refuse and Recycling Services

The Assistant Director (Streetscape) provided information for Members on the work being undertaken in preparation for the implementation of the new Alternate Week Collection (AWC) Service in October 2013.

Resolved:

- a That the work streams and projects groups identified in the report of the Assistant Director (Streetscape) be noted and that official Member representation on the project groups was not required;**
- b That the colour scheme for the third bin be a black body with a red lid; and**
- c That food waste collections included within the scheme, be noted.**

16 Consultations Relating to Health Issues

The Chief Executive made Members aware of three consultations relating to health issues and requested that he be authorised, in consultation with the Portfolio Holder and Shadow Portfolio Holder for Health Wellbeing and Leisure to respond to the consultations on behalf of the Council.

Resolved:

- a That the Chief Executive, in consultation with the Portfolio Holder and Shadow Portfolio Holder for Health, Wellbeing and Leisure, be authorised to respond to the consultations from**
 - (i) the Arden Cluster on Children’s Services at George Eliot Hospital; and**
 - (ii) the Shadow Warwickshire Health and Wellbeing Board on the draft Warwickshire Joint Health and Wellbeing Strategy; and to future consultations from Public Health Warwickshire; and**
- b That the response by the Chief Executive to the consultation from Public Health Warwickshire, be noted.**

17 Minutes of the Recycling Task and Finish Communications Group held on 29 June 2012

The minutes of the Recycling Task and Finish Communications Group held on 29 June 2012 were received and noted.

18 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

19 Feasibility Study for the Replacement of Indoor Leisure Facilities in Coleshill

The Assistant Director (Leisure and Community Development) provided the Board with feedback on the outcomes of the feasibility study for the replacement of indoor leisure facilities in Coleshill, which was recently undertaken by external consultants. The Coleshill School was identified as the preferred location for any future replacement of Coleshill Leisure Centre.

Resolved:

- a That, in noting the content and outcomes of the feasibility study for the replacement of indoor leisure facilities in the town, The Coleshill School be identified as the preferred location for any future replacement of Coleshill Leisure Centre;**
- b That Officers be instructed to enter into early negotiations with representatives of The Coleshill School in order to determine the viability of, and means by which, any such development could be undertaken, and to request that the outcome of those discussions be reported back to an early future meeting of the Board; and**
- c That the Assistant Director (Leisure and Community Development) be instructed to formally notify stakeholders and partner organisations of the Board's decisions made in respect of the feasibility study.**

H Phillips
Chairman

Agenda Item No 6

Community and Environment Board

22 October 2012

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2012/2013 Period Ended 30 September 2012

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2012 to 30 September 2012. The 2012/2013 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Executive Board

To approve a supplementary estimate of £40,000, to cover the additional costs on refuse collection and horticulture and the reduction in income from recycling and refuse.

2 Consultation

- 2.1 Councillors' Butcher, Moore and Smith have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

3 Introduction

- 3.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services. The figures contained within this report are calculated on this basis.

4 Overall Position

- 4.1 The actual expenditure for budgets reporting to this Board as at 30 September 2012 is £2,385,107 compared with a profiled budgetary position of £2,400,870; an under spend of £15,763 over the period. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

4.2 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison with actual figures. Reasons for the variations are given, where appropriate, in detail below.

4.3 **Leisure Centres**

4.3.1 There is an overall under spend across the Leisure Centres of £31,781 against the profiled budget. This is further detailed below.

4.3.2 Income across all centres is currently £19,940 above profile. This can be split further to identify that income at the Gyms is £3,220 higher than profiled, while income at the Centres is £16,720 ahead of profile; this large variance at the Centres can be attributed to better than expected use of Arley Leisure Centre and continued strong income performances from the swimming provision at Atherstone Leisure Complex.

4.3.3 Staffing expenditure has also shown a positive variance, with an under spend of £12,180 at the end of the period. A proportion of this is a consequence of the recent loss of two full time Pool Attendants who have yet to be replaced. £7,200 worth of the variance can be attributed to an under spend in expenditure on the Centre's Non Corporate Training which will be transfer back to the training reserve if not utilized by the end of the year.

4.4 **Public Health – Pollution Control**

4.4.1 There has been a continued growth in the sale of Export Health Certificates, with income exceeding the profile by £4,500. This has partly been offset by a decline in the number of Air Pollution Annual Charges received of £3,100. Additionally, Supplies & Services expenditure is £4,260 below profile at the end of the period, with expenditure on Professional Fees and Equipment the main areas of under spend.

4.5 **Domestic Refuse**

4.5.1 The Domestic Refuse budget has an over spend of £35,626 compared to the profiled position. This is due to increased expenditure on the Refuse DSO as a result of an increase in the level of deliveries. There are additional employee costs of £15,276 relating to bin deliveries and sickness cover, although some of these relate to the use of amenity cleaning and horticulture staff. There is an overspend on vehicle maintenance to date of £9,017, due to bin lift breakdowns and one of the older freighters requiring additional repairs. The income of £8,110 expected to date from Warwickshire County Council relating to the reimbursement for employee costs of the shuttle vehicle is no longer available. There is a lower level of income from Clinical Waste collections (loss of customers), Bulky collections and sales of bins and liners of £2,060.

4.6 Trade Refuse

4.6.1 There is currently an over spend of £8,982 on this budget, which is due to customer cancellations and downgrades to the service requirements at this point in the year.

4.7 Recycling

4.7.1 There is currently an over spend of £20,451 on the Recycling budget, which is due to expenditure on employees delivering replacement/additional bins and red boxes of £26,810. Some of these costs relate to the use of amenity cleaning and horticulture staff. There is an under spend of £5,110 on other supplies & services covering the Kerbside Recycling Contract, recycling supplies, advertising and publicity.

4.8 Amenity Cleaning

4.8.1 There is an under spend of £29,294 on this budget, as staff time of £21,791 has been used as indicated on Domestic Refuse and Recycling. There has also been an under spend on transport running costs of £2,591, lower levels of asbestos and tyre fly tipping removal of £2,165 and lower usage of refuse sacks and clothing budgets of £2,252.

4.9 Parks, Playing Fields and Pitches and Pavilions

4.9.1 There is currently an under spend of £10,871 on this budget, which is due to some employee time of £7,089 being used on Refuse and Recycling activities. There has also been an under spend on pitch renovation works of £10,129. These under spends have been partially offset by a higher than expected level of transport maintenance of £7,368.

5 Performance Indicators

5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix B.

5.2 In summary, the majority of the Performance Indicators are comparable with the profiled position. The Indicator for Green Waste collected is only to the end of July 2012, as more data is needed from Warwickshire County Council to be able to update it further.

6 Risks to the Budget

6.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- Reduction or cessation of grants expected for use in Community Development, although this has yet to materialise to date.

- Sustained economic downturn leading to reduced membership and usage at leisure facilities and reduced demand for cesspool emptying and trade refuse services.
- Maintenance issues on unadopted roads, for which there is minimal budget provision.
- Limited provision exists for dealing with contaminated land issues. If a significant item emerges, any shortfall will initially be funded from an earmarked reserve held for this service, then would need to come from General Fund balances.
- Further land drainage works that may be required, as there is no funding to cover these.

7 Easy Line Studio at Atherstone Leisure Complex

7.1 The table below shows the projected financial performance of the Easy Line Studio at Atherstone Leisure Complex relating to the 2012/13 financial year:

	Projected Budget 2012/13 £	Profile to end Sept 2012 £	Actual to end Sept 2012 £
Staff Expenditure	3,880	1,940	2,460
Equipment Payback	4,330	2,165	2,165
Contribution to Replacement Fund	2,000	1,000	1,000
Income	(18,200)	(6,310)	(8,491)
Final Out-turn in 2012/13	(7,990)	(647)	(2,866)

7.2 The table above shows that the Easy Line Studio is projected to make an encouraging profit over the year. This reflects changes made in the previous financial year to reduce the amount of staffing dedicated to the Studio and also the work undertaken by staff to effectively advertise and promote the facility. The current position is showing an improved position over the profile.

7.3 The Studio now has a stable and consistent customer base, with approximately 40 members signed up to the Studio DD package, plus an additional 25 members who have purchased the Studio DD 'Bolt On' package for their existing DD. The customers and their DD packages have benefitted from the addition of the new Vibra-Plates within the Easy Line Studio.

8 Estimated Out-turn

8.1 Members have requested that Budgetary Control reports provide details on the likely out-turn position for each of the services reporting to this Board. A variation to the approved budget is expected, and this is summarised in the paragraphs below.

8.2 Expected Income levels are down in the refuse and recycling areas. This is due to a slight fall in the levels of dry recycling being collected which has led to a reduction in recycling credit received, the downturn in the general economy giving rise to a drop in income as businesses reduce their trade

waste collections and budgetary pressures at Warwickshire County Council leading to a reduction in the financial support which the Borough Council had received in previous years. Warwickshire County Council had paid £16,000 per annum to help cover the cost of running domestic waste to Packington landfill site once Judkins and alternative sites had stopped accepting waste. In order to protect funding for the future support of North Warwickshire Borough Council's new refuse collection and recycling services, this budget has been cut. Once Lower House Farm opens next year, transport and tipping costs will be significantly reduced.

- 8.3 Transport costs have also been higher due to increased maintenance costs for the higher specification mowing equipment which was procured last year to improve the standard of grass cutting across the Borough. Two of the refuse collection vehicles are also nearing the end of their life and becoming more expensive to maintain, but are being kept in service until the new alternate weekly collection arrangements are introduced next year.
- 8.4 Finally, staffing costs have gone up due to higher than anticipated sickness levels and additional replacement bin deliveries leading to increased agency costs as well as a much greater reliance on overtime in order to cover the exceptionally high levels of garden waste which were collected during the summer months.
- 8.5 The anticipated out-turn for this Board for 2012/13 has increased to £5,330,150, as shown in the table below.

	£
Approved budget 2012/2013	5,290,150
Reduction in income on refuse and recycling	24,000
Increase expenditure on transport and staffing costs	16,000
Expected Out-turn 2012/13	5,330,150

- 8.5 The figures provided are based on information available at this time of the year and are the best available estimates for this Board. The expected increase in the Boards out-turn will require a supplementary estimate of £40,000 for 2012-13 financial year. Members will be updated in future reports of any further changes to the expected out turn.

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 The Council's budgeted contribution from General Fund balances for the 2012/13 financial year is £453,408. The supplementary estimate will increase this figure by £40,000. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

9.2 Environment and Sustainability Implications

9.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

North Warwickshire Borough Council
Community & Environment Board
Budgetary Control Report 2012/2013 as at 30 September 2012

Cost Centre	Description	Approved Budget 2012/2013	Profiled Budget September 2012	Actual September 2012	Variance	Comments
3072	Polesworth Sports Centre	158,700	63,763	64,791	1,028	See Comment 4.3
3073	Polesworth Hi-Tech	(29,040)	(15,164)	(14,489)	675	See Comment 4.3
3074	Arley Sports Centre	200,650	104,117	93,320	(10,797)	See Comment 4.3
3075	Coleshill Sports Centre	299,220	145,036	145,989	953	See Comment 4.3
3076	Coleshill Hi-Tech	(53,720)	(28,253)	(29,668)	(1,415)	See Comment 4.3
3077	Atherstone Leisure Complex	669,920	294,867	276,959	(17,908)	See Comment 4.3
3078	Atherstone Hi-Tech	(151,150)	(75,560)	(79,091)	(3,531)	See Comment 4.3
3082	Memorial Hall	120,560	59,464	56,808	(2,656)	See Comment 4.3
3083	Memorial Hall Bar	(2,840)	(993)	877	1,870	See Comment 4.3
4002/4/7	Miscellaneous Public Health Services	316,700	145,292	140,049	(5,243)	See Comment 4.4
4003/6	Miscellaneous Public Health Services	105,470	48,555	47,569	(986)	
5000	Refuse Domestic Waste	1,059,240	481,296	516,922	35,626	See Comment 4.5
5002	Refuse Trade Collection	(4,500)	(96,696)	(87,714)	8,982	See Comment 4.6
5003	Cesspool Emptying	(25,070)	(18,585)	(20,956)	(2,371)	
5004	Recycling	469,850	268,250	288,701	20,451	See Comment 4.7
5010	Amenity Cleaning	756,070	334,103	304,809	(29,294)	See Comment 4.8
5012	Rapid Response	30	(3,062)	(445)	2,617	
5013	Unadopted Roads	13,790	6,591	4,038	(2,553)	
5014	Drain Unblocking & Land Drainage	19,270	8,985	8,985	-	
5015	Street Furniture	15,500	7,599	6,995	(604)	
5016	Atherstone Market	8,340	5,555	5,485	(70)	
5019	Parks & Playing Fields	485,630	274,718	263,847	(10,871)	See Comment 4.9
5020	Play Areas	228,340	71,826	71,286	(540)	
5021	Public Health Act 1984 Burials	3,000	1,465	3,160	1,695	
5022	Sustainable Communities	2,790	-	4	4	
5023	Consultation	31,470	12,065	12,223	158	
5025	Corporate Policy	59,910	29,395	27,553	(1,842)	
5030	Rural Regeneration	17,080	5,391	5,296	(95)	
5034	Landscape	10,690	9,730	9,555	(175)	
5040	Marketing and Market Research	14,380	7,035	6,670	(365)	
5044	Support to Voluntary Organisations	109,640	49,131	49,143	12	
5051	Young People and Intergeneration	77,280	42,006	41,352	(654)	
5052	Community Development Environment	57,760	28,396	28,412	16	
5053	Social Inclusion and Art	21,100	10,550	10,550	-	
5054	Social Inclusion and Sport	62,760	31,361	30,978	(383)	
5055	Community Development Health Improvement	52,440	29,341	31,373	2,032	
5056	Community Development Safer Communities	87,710	43,836	45,844	2,008	
5058	Activities 4 U	2,690	5,290	3,800	(1,490)	
5059	Allotments & Biodiversity	8,310	4,155	4,155	-	
5064	QE School Artificial Grass Pitch	4,450	(151)	(830)	(679)	
5065	Carlyon Road Skate Park	-	-	632	632	
7700	Stronger & Safer Community Fund	-	-	-	-	
7860	Sports Club Development Officer Programme	5,020	9,815	9,815	-	
7880	Local Nature Reserves	710	355	355	-	
7890	LEADER - Baxterley Play Area	-	-	-	-	
	Total Expenditure	5,290,150	2,400,870	2,385,107	(15,763)	

Original Budget **5,269,530**

- virement of Training 17,300
- virement of Staff recruitment 3,320

Approved Budget **5,290,150**

Key Performance Indicators for Budgets Reporting to the Community and Environment Board

Performance as at 30 September 2012

	Budgeted Performance	Profiled Budgeted Performance	Actual Performance to Date
Polesworth Sports Centre			
Cost Per Visit	£4.73	£4.18	£3.97
Income Per Visit	£2.88	£2.76	£2.58
Subsidy Per Visit	£1.85	£1.42	£1.40
Arley Sports Centre			
Cost Per Visit	£7.97	£8.25	£6.19
Income Per Visit	£2.56	£2.44	£2.20
Subsidy Per Visit	£5.41	£5.81	£3.98
Coleshill Leisure Centre			
Cost Per Visit	£5.97	£5.84	£4.40
Income Per Visit	£3.15	£3.09	£2.30
Subsidy Per Visit	£2.82	£2.74	£2.09
Atherstone Leisure Complex			
Cost Per Visit	£5.60	£5.21	£4.71
Income Per Visit	£2.65	£2.68	£2.63
Subsidy Per Visit	£2.95	£2.54	£2.08
Memorial Hall			
Cost Per Visit	£6.98	£6.79	£6.67
Income Per Visit	£2.12	£1.96	£1.90
Subsidy Per Visit	£4.86	£4.83	£4.77
Refuse Collection - Domestic			
Costs Per Household	£39.22	£17.89	£19.22
Max missed collections per 100,000 users	25	25	55
Expected customer satisfaction levels	94%	n/a	n/a
Refuse Collection - Trade			
Gross cost per bin collected	£387.96	£153.57	£139.33
Net cost per bin collected	-£7.44	-£193.39	-£192.34
Cespool Emptying			
Gross cost per emptying	£65.90	£63.25	£55.89
Net surplus per emptying	-£9.67	-£3.72	-£4.19
Recycling			
Cost per household	£17.40	£4.94	£5.13
Tonnes of recycle material collected - green waste	5,200	2,127	2,049
tonnes of recycled material collected - red box	3,200	1,600	1,584
% of waste recycled	33% +	30% +	42.2%
Amenity Cleaning			
Cleanliness NI 195 (Litter and Detritus)	6%	8%	N/A
Parks, Playing Fields & Open Spaces			
Number of Pitches	20	20	18
Number of Teams	19	19	23
Budgeted Income per Team	£586.32	£473.21	£392.17
Play Areas			
Cost of maintenance per play area	£4,876.90	£2,316.95	£2,443.42
No. of play areas meeting the safety, DDA and Play Value standard	25/31	25/31	25/31
QE Artificial Grass Pitch			
Number of Hirers (per quarter)	16	16	18
Weekly Usage	50.00%	50.00%	53.57%

Figures upto July

Figures upto July

Agenda Item No 7

Community and Environment Board

22 October 2012

**Report of the
Assistant Director
(Leisure and Community Development)**

**Leisure and Community
Development Division – Proposed
2013/14 Revenue Savings**

1 Summary

- 1.1 This report identifies potential areas for revenue budget savings within the Leisure and Community Development Division for inclusion in the 2013/14 revenue estimates.

Recommendation to the Executive Board

That the proposed budget savings within the Leisure and Community Development Division be included in the 2013/14 revenue estimates.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards and Members with responsibility for Health, Well-being and Leisure, Safer Communities and Young People, have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 The Financial Strategy for 2013 to 2017, agreed by the Executive Board at its meeting held in September 2012, required Assistant Directors to identify potential areas for revenue budget savings of £1.5 million over the next four years.
- 3.2 Each individual service within the Division has been carefully reviewed, as a consequence of which savings are proposed in a number of areas. These are detailed below. Within this difficult task, however, account has been taken of the desire previously expressed by Members to seek to avoid savings that will have an adverse impact in areas of frontline service provision.

4 Proposed Revenue Savings

- 4.1 Savings proposals have been identified in four Divisional service budgets.

Leisure Facilities

- 4.2 The Swimming Development Officer at Atherstone Leisure Complex has recently tendered her resignation. This post was already subject to review, one of the outcomes of which is that it is felt that the post can be deleted from the staff structure, with the duties being reassigned to the Assistant Manager at the Leisure Complex and through the provision of additional Swimming Teacher / Instructor hours. It is not considered that the programme of swimming lessons will be adversely affected by this proposal.

Saving: £14,600 Risk: Low

Landscape Management

- 4.3 It is proposed to reduce the level of provision for the use of contractors from the Professional Fees budget within the Parks and Playing Fields service by £4,200. A saving of £12,260 was also made within this budget in April 2011. The latest proposal will limit opportunities to carry out further significant improvements to the infrastructure of parks and open spaces, thereby delivering the priorities set out in the North Warwickshire Green Space Strategy, other than through the acquisition of external funding support.

Saving: £4,200 Risk: Medium

- 4.4 The Horticulture DSO budget of £447,130 is relatively large, as a consequence of which a saving of £10,000 is proposed. Nevertheless, any budget reduction will impact on the opportunity to substantially improve grounds maintenance standards, or raise levels of customer satisfaction, unless alternative sources of income for the service can be found.

Saving: £10,000 Risk: Medium

- 4.5 It is proposed to reduce the level of provision for the use of contractors within the Play Areas budget by £33,200 (to just over £19,000). Whilst the proposed level of saving appears to be significant, there have been underspends in this budget in recent years. Additionally, a fund for future play areas replacement has been established with annual contributions from the budget, which provides confidence that sufficient resources remain to replace the current stock of play spaces.

Saving: £33,200 Risk: Medium

- 4.6 The Authority's financial position is such that it is faced with difficult decisions, as a consequence of which the proposals, which are considered to be sustainable, are made for the Board's consideration.

5 Conclusion

- 5.1 The revenue budget savings identified for inclusion within the Leisure and Community Development Division's 2013/14 estimates can be summarised as follows:

Potential "Savings" Summary

Swimming Development Officer	14,600
Parks and Playing Fields – Use of Contractors	4,200
Horticulture DSO	10,000
Play Areas – Use of Contractors	33,200
Total	62,000

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The Council will need to find significant revenue savings of at least £1.5 million over the next four years. The savings proposed in this report will contribute to this requirement and are considered to be both deliverable and sustainable. If these proposals are not approved, savings will need to be found in other areas of activity, which may have a more significant impact on services.

6.2 Safer Communities Implications

- 6.2.1 Every effort has been made to avoid proposed savings that will adversely impact on the delivery of frontline services, which make a positive impact on levels of anti-social and/or criminal behaviour.

6.3 Environment and Sustainability Implications

- 6.3.1 Leisure and community development activity makes a positive contribution to the creation of sustainable communities, improves collective well-being and enhances the quality of life of local people.

6.4 Health, Well-being and Leisure Implications

- 6.4.1 As previously identified, every effort has been made to avoid proposed savings to frontline services, which have a positive impact on the health and well-being of individuals and communities by providing opportunities for formal and informal leisure activity.

6.5 Human Resources Implications

- 6.5.1 One of the identified proposals relates to the deletion of the Swimming Development Officer post from the staff structure at Atherstone Leisure Complex, with a number of the duties being reassigned to the Assistant

Manager. Whilst this proposal is believed to be sustainable, it will require formal negotiation with the Unions, the outcome of which will be reported to Members.

6.6 Risk Management Implications

6.6.1 An assessment of the risks associated with the identified proposals was an inherent feature of the corporate process through which savings options were highlighted and subsequently considered by Management Team. The relevant risk rating for each proposal is highlighted in the main body of the report.

6.7 Equalities Implications

6.7.1 The proposals contained in this report are not considered to have a more substantial impact on any one particular group within the community over another.

6.8 Links to Council's Priorities

6.8.1 The proposals contained in this report have direct links to the corporate priorities to:

- Public services
- The environment
- Crime and disorder
- Countryside and heritage
- Access to services
- Consultation and communication
- Health and well-being

6.8.2 Additionally, the areas of activity affected by the proposed savings contribute directly to the priorities of the Sustainable Community Strategy to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Simon Powell (719352).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Leisure and Community Development Division – Proposed 2013/14 Revenue Savings
Officer Responsible for assessment	Assistant Director (Leisure and Community Development)

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			N/A
Gender			N/A
Disabled people			N/A
Gay, Lesbian and Bisexual people			N/A
Older/Younger people			N/A
Religion and Beliefs			N/A
People having dependents caring responsibilities			N/A
People having an offending past			N/A
Transgender people			N/A

If you have answered **No** to any of the above please give your reasons below

This document needs no further action.

Agenda Item No 8

Community and Environment Board

22 October 2012

**Report of the
Assistant Director
(Leisure and Community Development)**

**Leisure Facilities – 2013/14 Bank
Holiday Closures**

1 Summary

- 1.1 This report seeks the Board's approval for the Bank Holiday closure of leisure facilities during 2013/14.

Recommendation to the Board

That the schedule of leisure facility closures, as set out in paragraph 4.1 of this report, be approved.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment Board and Members with responsibility for Health, Well-being and Leisure, Safer Communities and Young People, have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Background

- 3.1 Leisure facilities close for eight statutory and four extra statutory days each calendar year. In order to close when public demand and income levels are likely to be relatively low and, conversely, open when the demand for access is higher, it is suggested that the schedule of closures identified below is approved by the Board. In this regard, it is proposed that the extra statutory day in May be transferred to Tuesday 24 December 2013 and that the extra statutory day following the late summer Bank Holiday be taken on Tuesday 31 December 2013.
- 3.2 The proposed closure over the Christmas and New Year period allows for essential maintenance to be undertaken at a time when public demand for use is very low.

4 Proposed Leisure Facility Closure Schedule

4.1 The proposed 2013/14 leisure facility closure schedule is as follows:

1	Easter Monday	Monday 1 April 2013
2	May Day	Monday 6 May 2013
3	Spring Bank	Monday 27 May 2013
4	Late Summer	Monday 26 August 2013
5	Extra Statutory Day	Tuesday 24 December 2013
6	Christmas Day	Wednesday 25 December 2013
7	Boxing Day	Thursday 26 December 2013
8	Extra Statutory Day	Friday 27 December 2013
9	Extra Statutory Day	Monday 30 December 2013
10	Extra Statutory Day	Tuesday 31 December 2013
11	New Year's Day	Wednesday 1 January 2014

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Proposed budgetary provision for 2013/14 will provide for the extent of closure indicated in this report. The proposed schedule will also enable the facilities to minimise the impact of the closures and remain open during periods of higher customer demand.

5.2 Safer Communities Implications

5.2.1 The Authority's leisure facilities contribute to community safety by providing well-managed recreation services that afford opportunities for positive activity and, therefore, a creative alternative to potential criminal or anti-social behaviour.

5.3 Environment and Sustainability Implications

5.3.1 There is a judgement to be made on the balance between the likely low level of demand for the services on the proposed days of closure and the potential benefits for the health and well-being of a small number of customers who may wish to use the facilities on these days. If the facilities are open during peak periods of demand this will maximise the potential health benefits for customers.

5.4 Health, Well-being and Leisure Implications

5.4.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities by providing opportunities for formal and informal recreation and by contributing to an improved quality of life.

5.5 Human Resources Implications

5.5.1 None, other than the proposed closures will afford the opportunity to meet the leave entitlement of staff at times that are consistent with the priorities and objectives of the Borough Council.

5.6 Risk Management Implications

5.6.1 The risks associated with the proposed Bank Holiday closure of leisure facilities have previously been reported to the Board. Changes to facility opening hours impact upon levels of customer demand. This has, however, been considered within the context provided by the proposals contained in the report and the risk is felt to be minimal, given that the proposed closures are scheduled for the periods of lowest customer use.

5.7 Equalities Implications

5.7.1 Opening hours are monitored in relation to demand. It is not believed that these opening hours, or the proposed closures, disproportionately affect any particular groups or members of the community and it is not considered that the report proposals will adversely affect the Council's drive to ensure equalities in all aspects of service provision. An Equalities and Impact Needs Assessment associated with the proposed Bank Holiday closure of leisure facilities has previously been reported to Board. The Assessment has been reviewed and remains unchanged.

5.8 Links to Council's Priorities

5.8.1 The proposals contained in this report have direct links to the corporate priorities to:

- Public services
- Crime and disorder
- Access to services
- Consultation and communication
- Health and well-being

5.8.2 Additionally, the Borough Council's leisure facilities contribute directly to the priorities of the Sustainable Community Strategy to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Peter Wheaton (719257).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 9

Community and Environment Board

22 October 2012

**Report of the
Assistant Director
(Leisure and Community Development)**

**Atherstone Leisure Complex –
Development of a Free Weights
Facility**

1 Summary

- 1.1 This report outlines a proposal to develop a Free Weights facility within Atherstone Leisure Complex and to relocate the current Easyline Studio into the adjacent Memorial Hall.

Recommendation to the Board

That, on the basis of the financial and usage projections detailed in the report, the proposal to develop a Free Weights facility within Atherstone Leisure Complex and to relocate the Easyline Studio into the Memorial Hall be approved.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards, Members with responsibility for Health, Well-being and Leisure, Safer Communities and Young People and Ward Members have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Background

- 3.1 The Board will be aware of recent developments that have taken place to improve the quality of services provided within the fitness suites located in each of the Authority's leisure facilities. Most notably, these improvements have included the capital enhancement of the Lifetimes fitness suite and the subsequent development, in 2012, of the Easyline Studio at Atherstone Leisure Complex.
- 3.2 The Lifetimes fitness suite at the Leisure Complex includes an essential mix of resistance and cardio vascular equipment, as well as a small area dedicated to the provision of more traditional "free weights". Further to requests from customers, however, the size and range of provision within the free weights area has been increased (although it remains relatively small). Pleasingly,

this has led to an increase in use of the space by both existing and new customers. Indeed, participant numbers accessing the free weights area have almost doubled in recent months.

- 3.3 Nevertheless, there have been two adverse consequences of the initiative to improve the free weights area. Firstly, the increased space and equipment dedicated to this form of exercise has increased customer demand to a level that cannot be sustained at peak times. In turn, this has resulted in complaints from customers who wish to maximise their use of this specific fitness area. Secondly, and of equal concern, has been the impact on users of the resistance and cardio vascular equipment, who are increasingly voicing concerns relating to an incompatibility between the profile of users of the Lifetimes and free weights areas. In this respect, Members will be aware that the users of free weights are more disposed to “body building”, rather than the higher volume of customers using the fitness suites, who may consider that they have a more holistic approach to their health and well-being.

4 Proposed Service Development

- 4.1 In view of the concerns being raised by both sets of users, consideration was initially given to relocating the free weights area into a section of the small hall at Atherstone Memorial Hall. Subsequent consultation with users and both the Fitness Industry Association (FIA) and the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA), however, highlighted that there were operational risks associated with such a course of action, most particularly in respect of the lack of direct supervision of customers and the associated adverse health and safety implications. More specifically, to provide a level of staffing considered by both the FIA and the CIMSPA to be appropriate would render the business plan for a free weights facility located in the Memorial Hall unsustainable.
- 4.2 The aforementioned professional bodies, however, consider the operation of the Easyline Studio to be a lower risk activity that requires considerably less direct supervision. Subsequent to a risk assessment, therefore, it is proposed that the Easyline Studio be relocated to a dedicated section of the small hall at the Memorial Hall and that the space thus released (behind the reception area at the Swimming Pool) be modified to become a dedicated free weights facility. A functional free weights room in this location would benefit from an appropriate and sustainable level of supervision by staff within the Leisure Complex, thereby making the facility a viable proposition. Clearly it would be necessary to create a specific space for the Studio within the Memorial Hall, as a consequence of which, subject to Board approval, the small hall would be partitioned into two areas, one for the Studio and the other, larger space to accommodate existing users of the small hall. A review of the current programme has identified that there would be little, if any, impact on current users of either the main hall or the small hall at this venue. There appears to be little risk, therefore to current bookings at the Memorial Hall.
- 4.3 In acknowledging that this proposal has implications for other users of the Leisure Complex direct consultation has been undertaken with users of the

Lifetimes fitness suite, the current free weights area and the Easyline Studio. Users of the fitness suite were overwhelmingly in favour of the proposal, as it would remove the previously identified incompatibility of use problem and create more space for this group of people. Users of the free weights area were also in favour of the proposed move, as they would be provided with a space dedicated to their chosen form of activity. Perhaps more surprisingly, only one user of the Easyline Studio (out of 22 consulted) raised an objection to the proposal, citing that they would not wish to become so remote from the rest of the Leisure Complex. They did add, however, that they would continue to use the Studio even if it was located to the Memorial Hall.

- 4.4 Additionally, anecdotal evidence suggests that a dedicated free weights facility would enhance the appeal of the Leisure Complex to young people within the local community. To encourage increased levels of participation from within this target group would have positive implications for the attainment of priorities (health and well-being, safer communities, access to services, etc.) of both the Borough Council and the Community Partnership.

5 Conclusion

- 5.1 The financial implications of the proposal to develop a dedicated free weights facility in the space currently occupied by the Easyline Studio and to relocate this activity in the small hall at the Memorial Hall are addressed in section 6 below. Operationally, however, the proposal addresses the articulated needs of users within the Lifetimes fitness suite and the current free weights area, without there being any significant impact on users of the Easyline Studio or the Memorial Hall. Capital money is available to effect the identified changes, which also appear to be sustainable in respect of the revenue business plan. The proposal, however, is more about caring for the needs of existing customers than it is about generating significant levels of new use and income.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The capital costs associated with developing the proposed free weights facility within the Leisure Complex and of relocating the Easyline Studio into the Memorial Hall are detailed in Appendix A. The overall capital cost of the project is £25,000, which it is proposed be funded from the remainder of 2012/13 capital budget for Leisure Equipment (£14,880), the Equipment Replacement fund (£6,120) and through the use of Earmarked Reserves (£4,000). Minor additional works would be required to prepare the two areas in question and these would be undertaken by Facilities Management and funded through their existing budgets.

...

6.1.2 The projected revenue position for the free weights facility is shown below:

	Year 1	Year 2	Year 3	Year 4	Year 5
Staffing	5,330	5,330	5,330	5,330	5,330
Other Costs	1,180	1,180	1,180	1,180	1,180
Income	(6,570)	(7,300)	(8,110)	(8,110)	(8,110)
NET	(60)	(790)	(1,600)	(1,600)	(1,600)

Within the above calculations, income has been adjusted to allow for an initial build up of custom as the new facility becomes established and members become more aware of its existence. These income projections are based on anticipated demand for the free weights facility based on current usage and predicted further take up as a result of the existence of a dedicated area for the use of the equipment. These projections are also shown in Appendix A.

6.1.3 In addition to a small increase in the number of new members at the Leisure Complex, it is envisaged that casual use of the free weights facility will increase. As identified, however, the intention behind the proposal is to encourage the retention of existing members.

6.1.4 It is not anticipated that the proposed move of the Easyline Studio into the Memorial Hall will have a negative impact on either the use of this facility or upon bookings of the Hall itself. This is supported by anecdotal evidence obtained when consulting with current Easyline users about the potential relocation of the facility.

6.2 Safer Communities Implications

6.2.1 Appropriately timetabled and accessible leisure opportunities provide constructive alternatives to anti-social and/or criminal behaviour and thereby help to reduce the likelihood of disorder within the community.

6.3 Environment and Sustainability Implications

6.3.1 The development of the proposed Free Weights facility and the relocation of the Easyline Studio into the Memorial Hall would ensure the continued provision of opportunities for improved constructive leisure activity within community and enhance local cohesion, social inclusion and individual quality of life. It would also impact positively upon the creation of sustainable, healthy and safe communities.

6.4 Health, Well-being and Leisure Implications

6.4.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities by providing opportunities for formal and informal recreation and by contributing to an improved quality of life.

6.5 Human Resources Implications

6.5.1 The business plan associated with the proposal contained in this report includes provision for the employment of a part-time Instructor, which, subject to Board approval for the project, would be undertaken in accordance with the Authority's Recruitment and Selection Policy.

6.6 Risk Management Implications

6.6.1 A Risk Management assessment has been completed, a copy of which is attached to this report.

6.7 Equalities Implications

6.7.1 An Equality Impact and Needs Assessment has been undertaken and a copy of the duly completed pro-forma is attached to the report for the information of the Board.

6.8 Links to Council's Priorities

6.8.1 The proposal to develop a Free Weights facility and relocate the Easyline Studio into the Memorial Hall has direct and positive links to the corporate priorities in relation to:

- Public services
- Crime and disorder
- Access to services
- Consultation and communication
- Health and well-being

6.8.2 The proposal identified within the report has positive implications for the Sustainable Community Strategy priorities to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Peter Wheaton (715257).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	FIA	FIA Advice	July 2012
2	CIMSPA	CIMSPA Advice	July 2012
3	ALCM	Consultation Feedback	August 2012
4	ALCM	Risk Assessment	Sept 2012

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Free Weights Facility at Atherstone Leisure Complex
Officer responsible for assessment	Peter Wheaton

Does this policy/procedure /service have any differential impact on the following equality groups/people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			
Gender	x		Options exist to provide tailored sessions
Disabled people	x		Services could be developed to improve opportunities for people with a disability
Gay, lesbian and bisexual people			
Older/younger people	x		Positive opportunities exist to enhance provision for a wide range of people from within the local community, including older and young people
Religion and beliefs			
People having dependents caring responsibilities			
People having an offending past			
Transgender people			

AREA: WEIGHT TRAINING FACILITIES - Studio - (Mem Hall)

C3(1)

PERSONS AT RISK:

HAZARD	EFFECT	POSSIBLE CAUSE	ARRANGEMENTS TO EXAMINE	PSR	PLR	RRN	NOTES/FINDINGS
--------	--------	----------------	-------------------------	-----	-----	-----	----------------

1. Equipment fixed and free	1,3,9,11	Poor maintenance of equipment	Maintenance and overhaul programme. Frequency of inspections. Check skill of equipment inspector. Observe condition of equipment.	3	1	3	Daily checks prior to opening and weekly and monthly maintenance plan.
-----------------------------	----------	-------------------------------	---	---	---	---	--

2. Supervision of Users	1,2,3,7	Inadequate supervision	<p>Staff rota – staff qualifications/training. Control of access. Procedures. Staff training. Special needs groups. PAR Q procedures.</p>	3	2	6	<p>Studio not supervised constantly at any time, due to low level of use and low level of injury due to type of fixed equipment. Half hourly checks by staff from pool. CCTV in place, but monitored from back office at pool so cannot be constantly monitored. Emergency alarm in place which will alert pool staff by the poolwatch pager system. Good induction and par q procedures should screen out any high risk users and ensure that users know how to use the equipment. No GP or natal referral clients to use the studio due to level of risk they pose. Access controlled via main pool reception and token system for access control system on studio door. Notices in studio notifying users that there will not be a gym instructor present and giving instruction on do's and don'ts and what to do in an emergency.</p>

3. User Injury	1,3,9,11	Lack of user skill	Induction scheme. Qualifications of trainers/supervisors.	3	1	3	Thorough Induction scheme should ensure that users know how to use the equipment. Staff all qualified min level 2. Easy to use fixed machines.
		Inadequate signs for back-up guidance	Signs for all relevant pieces of equipment.	3	1	3	Signs showing how to use the machines to be placed by all machines for user guidance
		Use of facilities by children	Controls in place to reduce injury/misuse	3	1	3	Change studio rules so that users must be 16 years of age, or 14 and 15 if under the supervision of an adult member

4. Access	1,3,9,11	Unauthorised use	Admission system, security of room.	3	2	6	<p>Users must show a pass, and book in at main reception. They will then be given a token or similar to gain access to the studio. Users once inside could potentially open the door for other people to gain admittance which could be a problem.</p> <p>Mem hall foyer will have to be left open and all doors to main/ rest of small hall kept locked when not in use, although access to toilets and stairs cannot be closed off. Half hourly supervision by staff of mem hall site. Look at studio opening hours to limit unauthorised access to hall at peak times such as weekends and late evenings when higher risk of problems.</p>
			Security of the rest of mem hall	3	3	9	

5. Coached/ organised sessions	1,2,3,4	Quality of coaching and support arrangements	Qualifications of instructor, coach pupil ratio.	3	1	3	Coach will be min level 2 gym instructor qualified. Ratio no more than 8:1 for supervised classes when they are run
--------------------------------------	---------	---	--	---	---	---	---

AREA: WEIGHT TRAINING FACILITIES

C3(2)

HAZARD	EFFECT	POSSIBLE CAUSE	ARRANGEMENTS TO EXAMINE	PSR	PLR	RRN	NOTES/FINDINGS
6. Floor, wall, ceiling and lighting	1,2,3,4,7		As per sports hall and activity areas.	3	1	3	All checked daily before opening.
7. Physical environment	4	Overheating – air conditioning	Maintenance and inspection Water supply available.	3	1	3	Chilled water cooler available in main gym for customers to use. No air con or windows in studio, but high ceiling should help keep room cool. Portable air con units available. Will need to be monitored once open.
8. Noise		Exposure of staff/customers to excessive noise	Noise management checks. Duration of work rotas.	2	1	2	Staff check that music is not too loud, respond to customer comments.

9. Over-crowding		Overcrowding	Booking. Arrangements/access control.	3	1	3	Max number of 10 per 30 mins. Bookings administered through Flex. Half hourly supervisory checks by staff.
------------------	--	---------------------	--	----------	----------	----------	---

10. Emergency exits	Various	Blocked or poorly signed exits Push bars not working Poorly sited, insufficient	Clear access to exits - colour/illumination. Observe push bar condition. See Fire Safety section.	4/5	1	4/5	Checked daily prior to opening. Access controlled door will open automatically in the event of a fire. In event of a fire, fire alarm linked to Poolwatch pager to alert staff at pool site who will respond.
---------------------	----------------	--	--	------------	----------	------------	--

11. Electricity	5	Installation fault Equipment fault User error Trip hazard	See Electrical Safety section Cable management.	5	1	5	No cables on any gym machines. Air con/music machines if wired to be covered with cable covers where needed. Traffic lights system is electrical but will be installed by electrician and not operated by the public.
-----------------	----------	--	--	----------	----------	----------	--

RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
<p>None</p> <p>Signs for users on guidance when using machines</p> <p>Signs needed to inform users that there is not a gym instructor present.</p> <p>Add daily checks on to gym check sheet</p> <p>Half hourly check signing sheet needed and procedure to ensure vigilance in locking off unused areas of mem hall and checking for unauthorised access of those areas.</p> <p>Change procedures – no GP or natal referrals, and minimum age 16, unless 14 or 15 with an adult member supervising. Look at opening hours of studio to cut down chance of unauthorised access to mem hall at high risk times.</p>	<p>Prior to opening</p>	<p>CB</p> <p>CB</p> <p>CB</p> <p>CL</p> <p>CL</p>	

Signed: C Lodge **Date:** 9.10.12
Position: Manager

APPENDIX A - Financial Analysis of Free Weights Proposal For the Memorial Ha

SUMMARY

Total Capital Costs	£	
Free Weights		18,870
Move Studio		6,130
		25,000
Total Revenue Costs	£	
Staffing		5,332
Other costs		1,180
Income	-	8,110
		<i>N.B. Income when fully established (allow build up)</i>
NET	-	<u>1,597</u>

Capital Cost

Free Weights	£
Floor Covering	1,500
Equipment	16,470
Sundry Items	900
Total	18,870

Move Studio	£
Mirrors	300
Ariel & Brackets	370
TVs	500
CCTV	1,560
Access System	580
Painting	500
Equipment	1,000
Signage	800
Pool Watch Alarm	520
Total	6,130

Agenda Item No 10

Community and Environment Board

22 October 2012

**Report of the
Assistant Director
(Leisure and Community Development)**

**Proposed Replacement of
Indoor Leisure Facilities
in Coleshill**

1 Summary

- 1.1 This report provides the Board with feedback on the progress of early discussions with representatives of The Coleshill School, further to The School having been identified as the preferred location for any future replacement of Coleshill Leisure Centre.

Recommendation to the Board

- a That, in noting the progress of discussions to date, Officers be instructed to continue negotiations with representatives of The Coleshill School in order to reach an agreement in relation to the future provision, development and subsequent management of a new dual use leisure facility at The School; and,**
- b That the Solicitor to the Council be authorised to enter into a Memorandum of Understanding with The Coleshill School in relation to the proposed development of a new leisure facility at this location, subject to prior approval of its final content by the Chairman and Vice-Chairman of the Board, and that the Memorandum of Understanding be brought to a subsequent meeting of the Board for information.**

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards, Members with responsibility for Health, Well-being and Leisure, Safer Communities and Young People and Coleshill Ward Members have all had an opportunity to comment on the content of this report. Any comments received will be reported verbally to the Board.

3 Background

- 3.1 At its meeting held in July 2012, the Community and Environment Board, in noting the content and outcomes of the externally produced feasibility study for the replacement of indoor leisure facilities in the town, resolved that The Coleshill School be identified as the preferred location for any future replacement of Coleshill Leisure Centre. Subsequently, reports relating to the project management of the undertaking to replace Coleshill Leisure Centre have been considered by the Executive Board on 24 September 2012 and the Special Sub-Group on 9 October 2012. This process has resulted in Coventry City Council being appointed as Project Managers for the initial stage of the work (up to the granting of Planning Consent) and to responsibility for overseeing the project being delegated to the Special Sub-Group, in order to streamline the decision making process at key points in the work programme. It is not intended for this report to re-visit these matters or to again review the content of the feasibility study (a copy of which remains in both Group Rooms), which informed the decision to identify The School as the preferred location for any new leisure facility. Instead, it will provide the Board with summary feedback on the early discussions with representatives of The School, through which it is hoped that an agreement can be reached to develop new indoor leisure provision at this site.

4 Summary of Discussions with Representatives of The Coleshill School

- 4.1 Further to the Board's meeting held in July 2012, Officers have met with representatives of The Coleshill School on two occasions, on 21 August and again on 11 September 2012. It had been hoped for the first of these meetings to take place before 21 August, but these intentions were compromised by the school summer holidays.

- 4.2 The School has been represented at both meetings by the Head Teacher and its Business Director. At the first meeting, however, its representatives were also accompanied by consultants who are working with the School on a significant capital project funded through the Department for Education's Academies Capital Maintenance Fund.

4.3 Meeting Held on 21 August 2012

- 4.3.1 It had been intended for this meeting to begin to consider issues of fundamental significance relating to the potential development of a dual-use leisure facility at The School, including asset ownership, lease arrangements, the usage requirements of both parties, operational management and so on. Instead, however, and on the advice of The School's consultants, the meeting became focused on the potential availability of capital grant support through the Education Funding Agency (EFA) and the implications of such on the future management of any project. At that time, it was anticipated that the EFA would become open to grant applications from Academies from March 2013. In view of the potential implications for the Borough Council, it was

determined to return to these issues at the next meeting, which was held on 11 September 2012.

4.4 Meeting Held on 11 September 2012

4.4.1 Despite the advice received from The School's consultants on 21 August, it was at the meeting held on 11 September that more meaningful progress was made in relation to a potential development at this location. In this regard, the following broad principles were agreed:

- Legal Agreement: Both parties would constructively work towards the negotiation of a joint agreement that protected the interests of the Borough Council and The School
- Aims and Objectives: Both parties were committed to meeting the leisure-related and service access needs of the local community and students at The School
- Access: The School would require daytime, term-time access to the proposed sports hall and more limited access to any multi-purpose studio space and possibly also the squash courts. There would, however, be community access to any leisure facility throughout the hours of opening
- Ownership and Management: A future dual-use leisure facility would be owned by the Borough Council, which would also be responsible for its operational management
- Lease Requirements: It would be necessary for an "underlease" to be granted to the Borough Council (in conjunction with The School and Warwickshire County Council) in relation to the site of any future development
- Project Management: The Borough Council would be responsible for the procurement and project management of the development of the proposed leisure facility
- Safeguarding: Safeguarding the interests of children, young and all vulnerable people would be a core principle that underpinned the design, development and management of any future provision on The School site

4.5 At the meeting, however, The School confirmed its receipt of further advice from its consultants in respect of the process involved in bidding for a capital grant from the EFA. Whilst it was believed that the size of the EFA grant fund had increased and that approved projects would be given two years in which to deliver their schemes (as opposed to a previously stipulated 12 months), it was understood that the bidding process had been brought forward. The Borough Council was advised that EFA bids from Academies would now need to be made between October and the end of December 2012 and that in order to submit a bid, potential projects needed to be able to evidence the availability of project funding and the submission of any necessary application for Planning Consent. It is this timeline that has provided the framework for action recently considered by both the Executive Board (24 September) and the Special Sub-Group (9 October).

- 4.6 Further to the meeting held on 11 September, Officers have been advised that, on 17 September, Governors approved, in principle, the future development of a Borough Council owned dual use facility at The Coleshill School.
- 4.7 The next meeting with The School is scheduled to take place on 11 October, which, whilst in advance of this meeting of the Board, comes after the collation of the agenda. Officers, therefore, will provide the Board with a verbal update on further progress made with The School. At the meeting it is intended for the following matters to be discussed:
- Draft Memorandum of Understanding between the Borough Council and The School
 - Heads of Terms of a future legal agreement between the Borough Council and The School
 - Lease arrangements
 - School and community use of any new leisure facility
 - Capital and revenue financing of any future provision, including more details associated with a potential bid for EFA grant support
 - Safeguarding arrangements
 - Potential use of any new facilities by other schools
 - Proposed community information campaign
 - Contingency proposals in the event of an unsuccessful bid for EFA grant support
- 4.8 During all discussions with The School, Officers remain mindful that the feasibility study recommended that The Coleshill School be the preferred location for any future replacement of Coleshill Leisure Centre, subject to securing community access to parts of the facility for use during the daytime and to agreeing appropriate management arrangements to facilitate community use. In this regard, it is recognised that any facility on The School site must be as accessible as possible by the local community during school hours. This will require good design and compromise from all parties. Similarly, it is noted that the preferred option to develop a new facility at The School is based on assumptions about the availability of certain sources of capital funding, including from the EFA and Sport England, for which competition for grant support is extremely high. It is recognised by both parties that if bids for capital grant are unsuccessful, or only partially successful, the funding available for any project would be reduced accordingly. At this point, project partners, including the Borough Council, would need to review their options, including the potential need to reduce the size of any development to avoid additional borrowing costs.
- 4.9 Subject to Board approval, discussions will continue with representatives of The School with a view to securing the mutually agreed replacement of Coleshill Leisure Centre in the short-term, in part due to the poor condition of the existing facility and in part as a consequence of the potential availability of funding from the Borough Council, the EFA and Sport England. The target date for the opening of any new facility is currently Quarter 3, 2014, although this date is dependent upon the early negotiation of an agreed development

timetable with representatives of The Coleshill School, timely and successful applications for planning permission and external funding and a construction period of 12 months that coincides with the requirements of the School.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 There is no new financial implication arising specifically from this report. The financial and value for money implications relating to the possible development of a new leisure facility at The Coleshill School have been reported to this Board on 23 July 2012, the Executive Board on 24 September 2012 and the Special Sub-Group on 9 October 2012.

5.2 Safer Communities Implications

5.2.1 The provision of good quality leisure facilities and services has profound and positive implications for the development of safer communities and a reduction in the likelihood of criminal and/or anti-social behaviour.

5.3 Legal and Human Rights Implications

5.3.1 Any future replacement of Coleshill Leisure Centre will have direct and positive implications for the Council's ability to meet the requirements of Equalities and other legislation and on its determination to equitably enhance access to good quality services for the local community.

5.4 Environment and Sustainability Implications

5.4.1 Capital investment is required if the Council is to maintain and enhance the quality and consistency of its indoor leisure provision in Coleshill. The services provided through Coleshill Leisure Centre make a positive and lasting impact on individual and collective quality of life within the community.

5.5 Health, Well-being and Leisure Implications

5.5.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities through the provision of opportunities for formal and informal recreation and by contributing to an enhanced quality of life in the Borough.

5.6 Human Resources Implications

5.6.1 There is no immediate human resource implication arising directly from this report.

5.7 Risk Management Implications

5.7.1 The condition and potential future replacement of Coleshill Leisure Centre have been the subject of a detailed risk assessment, a copy of which was presented to the Board in July 2012.

5.8 Equalities Implications

5.8.1 Any scheme undertaken to replace Coleshill Leisure Centre would be designed to positively impact on the corporate priority to protect and provide easier access to Council services. An Equality and Impact Needs Assessment (EINA) has been carried out and this was presented to the Board in July 2012.

5.9 Links to Council's Priorities

5.9.1 An undertaking to replace Coleshill Leisure Centre would have positive and direct links to the following corporate priorities:

- Public services
- Crime and disorder
- Access to services
- Consultation and communication
- Health and well-being

5.9.2 The future replacement of Coleshill Leisure Centre with a new development at The Coleshill School would also have positive implications for the Sustainable Community Strategy priorities to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Simon Powell (719352).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 11

Community and Environment Board

22 October 2012

**Report of the
Assistant Director
(Leisure and Community Development)**

**Green Space Management Plans
Progress Report**

1 Summary

- 1.1 This report informs Members of progress in respect of the preparation and implementation of management plans for key sites across the Borough, in accordance with the priorities identified in the North Warwickshire Green Space Strategy.

Recommendation to the Board

- a That Members note and comment upon progress in respect of the preparation of Green Space Management Plans;**
- b That the proposal to proceed to tender on the projects in Polesworth and Dordon be approved;**
- c That the objectives and short and medium-term actions in respect of Bretts Hall Recreation Ground, Ansley Common, as set out in Appendix A to the report, be approved; and**
- d That the proposals in respect of tree management at Cole End Park in Coleshill, as set out in Appendix C to the report, be approved.**

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards, Members with responsibility for Safer Communities, Young People and Health, Well-being and Leisure, together with appropriate Ward Members, have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 Progress in respect of the preparation of Green Space Management Plans (which are being advanced with the assistance of the Authority's landscape consultants, Arthur Amos Associates) was previously reported to the Board at

its meeting held in March 2012. This report advises Members of progress since then.

4 Abbey Green Park, Polesworth

- 4.1 Members will recall that good progress had been made in respect of the preparation of a management plan for Abbey Green Park, but that consultation needed to be undertaken with a number of local groups additional to those engaged in the process prior to March 2012. A consultation session was subsequently held with young people at Polesworth School and officers have discussed the initial proposals with Polesworth Swifts Football Club and the local bowls clubs.
- 4.2 As a consequence of these discussions a number of revisions have been made to the proposals plan (which will be tabled at the meeting). In brief, the revisions principally comprise a rearrangement of the existing teen facilities to accommodate additional skate equipment and a change of approach with regard to sports pitch provision, as set out in paragraphs 4.3 and 4.4 below. It is intended, however, to retain the “public park” character of the site, rather than develop it as a sports ground.
- 4.3 The discussions with Polesworth Swifts have indicated that, whilst the site cannot accommodate all of its requirements, the club would be interested in making Abbey Green Park its base and using it for mini-soccer, subject to the pavilion being made available for use. The plan, therefore, has been amended to show three junior pitches, instead of the previously proposed small adult pitch and Multi-Use Games Area. The Swifts would also be interested in using the current tennis courts, if they were upgraded, for training. Options are now being considered for optimising the use of the courts for both tennis and football, with a view to them becoming a managed, income-generating, facility.
- 4.4 In the short-term, it is intended to retain the full-size football pitch, to ensure that there is an adequate supply in the Borough, pending further work in respect of the implementation of the Playing Pitch Strategy. It is proposed to remove the currently unused junior pitch. Proposals to install drainage to pitches will not be advanced for the time being, but can be revisited in the future if it is found to be necessary for the mini-soccer pitches and / or if there is a decision to retain the adult pitch in the longer-term.
- 4.5 Officers are taking forward further discussions with the football and bowls clubs in respect of possible future uses for the pavilion. It is hoped that the clubs may come together to form an organisation that could manage the pavilion, the bowling green and the tennis courts/training area. It is certain that the building would require renovation to bring it back into use, for which funding has not yet been identified. As previously reported, however, it is felt that having the pavilion in use will be intrinsic to the successful regeneration of the Park and that appropriate options in this regard should continue to be explored. Discussions with the clubs are at an early stage. Should any firm

proposals be developed these will be brought to a future meeting of the Board for consideration.

- 4.6 The outline cost estimates for the project have been revised and are summarised in a report elsewhere on this agenda, together with a funding proposal. The estimates are intended only to give an indication of the scale of costs to be expected, but it should be noted that on current projections there would be a funding shortfall and that the figures do not include any costs for the renovation of the pavilion.
- 4.7 Work is in hand to finalise the detailed proposals to the stage whereby a tendering process for the works can be undertaken. As is referred to in the related report on this agenda, it is suggested that the best way forward is to undertake a tendering process with a view to ascertaining actual, rather than estimated, costs. In order to remain within budget, the proposed skate provision will be included as a provisional item to be implemented only if funds allow.
- 4.8 Whilst preparing the management plan the opportunity has been taken to undertake a full tree survey of the site. This is being used to inform the preparation of a schedule of treeworks that need to be undertaken in the near future. As the Park lies within the Polesworth Conservation Area, a report will be taken to the Planning and Development Board on this matter and referred to this Board in due course.

5 Long Street and Kitwood Avenue Recreation Grounds, Dordon

- 5.1 Members will recall that, at its meeting held in March 2012, the Board considered an outline option identified by the external landscape architects to develop housing on part of the recreation ground at Kitwood Avenue, whilst retaining an open space and play area at its centre.
- 5.2 Two consultation events, run jointly by the Housing and Leisure and Community Development Divisions, were held in June 2012 to gauge local opinion. The outline schemes for Kitwood Avenue and Long Street Recreation Grounds were presented together to give a rounded view of the options for the provision for recreation in Dordon. There were 60 responses to the consultation, as well as contributions from 13 young people. The proposals for the refurbishment of Long Street Recreation Ground were well-supported. Members will be aware that a decision was subsequently taken not to proceed with any housing development at Kitwood Avenue in the foreseeable future and that there is a preference instead for improving the Recreation Ground.
- 5.3 The outline cost estimates for both projects are summarised in a report elsewhere on this agenda, together with a funding proposal. Again, the estimates are intended only to give an indication of the scale of costs to be expected, but it should be noted that on current projections there would be a funding shortfall.

5.4 It is now intended to prepare detailed proposals for the two recreation grounds in Dordon to the stage where a tendering process can be undertaken. Again it is suggested that the best way forward is to undertake a tendering process with a view to ascertaining actual, rather than estimated, costs. In order to remain within budget, the proposed Multi-Use Games Area at Long Street Recreation Ground will be included as a provisional item, to be implemented only if funds allow.

6 **Bretts Hall Recreation Ground, Ansley Common**

6.1 Arthur Amos Associates have now been briefed by officers concerning issues at and around Bretts Hall Recreation Ground in Ansley Common. They have undertaken initial site visits and consultation with Ward Members, as well as with the police.

6.2 This site has been, and continues to be, subject to sensitive issues that require careful consideration, as a consequence of which a different approach has been taken in establishing a way forward. A site evaluation report (see Appendix A), providing an overview of the issues, has been produced in conjunction with the usual site evaluation plan, which will be tabled at the meeting.

6.3 In addition to the need to develop the Recreation Ground as a more attractive facility for the local community, there is a known need, supported by local demand, for more adequate play provision in Ansley Common. Members will be aware that limited provision was made for teenagers on the site in 2005 during the first phase of the Play Area Development Programme, but that junior/toddler equipment was not installed at this time as it was felt that the anti-social behaviour experienced on the site rendered it unsuitable for use by younger children. It was hoped that such equipment could be installed at a future date if the inappropriate activity on the site had ceased to be a problem. As can be seen from the evaluation report this is not yet the case.

6.4 Officers have considered whether junior/toddler play provision could be made at an alternative and more appropriate location but have been unable to identify any such potential site. It seems, therefore, that future successful outdoor recreation and play provision in Ansley Common is dependent on changing the perceived character and reputation of the Recreation Ground at Bretts Hall. With this in mind, and in acknowledging that any physical changes to the site can only act as a catalyst for social and cultural change, the report suggests a phased approach to site improvements.

6.5 In the short-term, the works would comprise:

- removing the skate half-pipe from the site
- relocating the kickwall further into the site and potentially installing new swings
- removing the existing swings and hardstanding
- vegetation management to improve sightlines

- 6.6 Consultation has been undertaken within the local community at Bretts Hall and the majority of responses are in favour of these actions.
- 6.7 The medium-term priority would then be to keep the area well-maintained and to monitor on-site behaviour. An infra-red CCTV camera has now been installed to facilitate monitoring and it is hoped that this in itself will act as a deterrent to anti-social behaviour. The long-term objective, if these measures are successful, would be to install additional play provision catering for all age groups and to introduce informal seating around the perimeter of the site to encourage walks around the field.
- 6.8 If the Board is minded to approve this course of action, it is suggested that the skate half-pipe should be offered to Ansley Parish Council for reinstallation at its recreation ground in Ansley. This would ensure that the facility continued to be available for use within the same parish. It is not anticipated that any payment would be sought for the equipment, but the means by which to fund the considerable cost of its relocation has yet to be identified.
- 6.9 One of the issues perceived to be a problem in the area is a lack of parking space for residents. The evaluation plan shows an area of informal green space within the housing estate that has the potential to be reconfigured to provide up to 14 parking spaces. Consultation with residents indicates a high level of support for this proposal and the Assistant Director (Housing) has said that she would like to take this proposal forward if funding can be secured.
- 6.10 Members need to be aware that no money has been set aside yet for the implementation of any works at Bretts Hall and that most of the proposals for the Recreation Ground, therefore, will be aspirational until a means of funding them has been identified. It is expected, however, that the vegetation management can be implemented in the winter of 2012, funded from the revenue budget. It is proposed thereafter that, if the identified wider course of action is approved, more detailed plans and cost estimates should be prepared in order to ascertain the level of funding that may be required.

7 Old Arley Recreation Ground

- 7.1 The Authority's landscape architect consultants have been briefed concerning issues at Old Arley Recreation Ground and have undertaken initial site visits and consultation with Ward Members. Preparation of outline proposals is now in hand and these will be reported to the Board in due course.
- 7.2 Again, Members need to be aware that no money has been set aside for the implementation of a project on this site.

8 Daw Mill Sports Ground, Hurley Common

- 8.1 Further to consultation with Hurley Kings Junior Football Club, site evaluation and outline proposal plans and an initial cost estimate have been completed for Daw Mill Sports Ground in Hurley Common and preparation of detailed

... proposals is in hand. The initial cost estimate is attached at Appendix B (the plans will be tabled at the meeting).

8.2 Although this project is relatively straightforward, the estimated cost of the need to improve the quality of the site (£172,700) is significant, even allowing for the fact that of this sum, £80,000 would be to fund an aspiration to provide an all weather pitch. The Authority currently has £10,185 towards this project earmarked in the Grounds Maintenance and Green Space Reserve. Clearly, if the project is to go ahead in its entirety, there is a need to secure considerable additional resources.

8.3 Hurley Kings Junior Football Club has expressed an interest in sub-leasing this site for self management, provided that the identified improvements can be implemented. Officers have been in contact with the Authority's landlord, CISWO (Coal Industry Social Welfare Organisation), and have ascertained that there is a mechanism by which this can be effected and that CISWO has no objection, in principle, to the proposals.

8.4 Work is continuing with the Football Club to prioritise items for implementation, identify potential sources of external funding and to progress an agreement in respect of future management of the site. A further report on a proposed way forward will be brought to the Board for approval in due course.

9 Alvecote Recreation Area (Parish Council)

9.1 Arthur Amos Associates have met representatives of the Parish Council, visited the site and drawn up site evaluation and draft proposals plans, which the Parish Council has approved. Further work is in hand to develop the proposals in order to then undertake consultation within the local community. As this is a very small settlement, it is hoped that such consultation can be completed relatively quickly to enable detailed proposals and cost estimates to be finalised in the next few months.

9.2 It is expected that the Parish Council, with assistance from Officers, will then be in a position to seek external funding to implement the project.

10 Cole End Park, Coleshill

10.1 The landscape consultants have been briefed by Officers concerning issues at Cole End Park in Coleshill, have undertaken site visits, consulted with Ward Members and prepared site evaluation and proposals plans. Work is in hand to prepare initial cost estimates. Wider consultation has yet to be undertaken within the local community.

10.2 One of the key issues to be considered at this site is tree management. In December 2010/January 2011, prior to his departure from the Authority, the Landscape Officer (Trees) surveyed the Park and prepared a schedule of works that has not yet been implemented. In view of the time that has elapsed since that survey was undertaken, and the likelihood that many of the

trees will have declined further in the interim, it is felt that it is now incumbent upon the Authority to put necessary works in hand. Assistance, therefore, has been sought from the County Council's Forestry Service to review and revise the survey and to carry out any immediate works where trees are deemed to be dead, dying or dangerous. A revised schedule has been prepared, which comprises felling three trees, pollarding 21 and remedial works to a further 32.

10.3 As the Park is within the Coleshill Conservation Area, a report has been submitted to the Planning and Development Board, in accordance with the adopted Tree Management Briefing Note, detailing these proposed works and asking for any concerns to be referred to this Board for consideration. A copy of the report, including the schedule of works, is attached at Appendix C. Any comments received from the Planning and Development Board will be reported verbally at the meeting.

...

10.4 As the scale of the proposed tree works will have a significant local impact, it is important that the management plan sets out proposals for replacement planting. The outline proposals plan (which will be tabled at the meeting) shows both the intended treeworks and proposed planting works in mitigation.

10.5 The proposals for the Park also take account of the requirements of the approved Local Nature Reserves project, which seek to establish a Reserve on an area to the south of the river. A further report in respect of trees in this area, which have been excluded from the current proposals, will be taken to the Planning and Development Board in November, subsequent to which any comments received will be referred to this Board in due course.

10.6 It is expected that both phases of the proposed treeworks can be funded from the Parks, Playing Fields and Open Spaces revenue budget. Whether this budget will also be able to fund the replacement planting in the current financial year will depend on the level of those costs, which have yet to be determined. If so, it is hoped that planting will commence in the autumn/winter of 2012. If not, then the planting will be taken forward in the following year.

10.7 There is funding available for other works at this site through the Local Nature Reserves project, but, as yet, no other money has been set aside for the implementation of any other proposals for the Park. Options for funding, therefore, will have to be explored before any substantial works are undertaken.

11 Report Implications

11.1 Finance and Value for Money Implications

11.1.1 Funding for the preparation of each of the management plans is available in the Grounds Maintenance and Green Space Strategy reserve.

11.1.2 The financial implications of the proposed projects in Polesworth and Dordon are set out in a separate report on this agenda. Officers have, as yet, been

unable to identify any other sources of external funding for which these projects would be eligible. Efforts are being made, however, to determine whether or not elements of the plan identified for implementation at Abbey Green Park may qualify for financial support through Sport England.

11.1.3 Projects to implement the proposals set out in the management plans for Bretts Hall, Ansley Common, Old Arley Recreation Ground and Daw Mill Sports Ground in Hurley Common will not go ahead until the means by which they can be funded have been identified.

11.1.4 Implementation of proposals for the site at Alvecote will be dependent on external funding being secured by Shuttington and Alvecote Parish Council.

11.1.5 Tree management and replanting works at Cole End Park, Coleshill, will be advanced with funding from the Parks, Playing Fields and Open Spaces revenue budget, whilst work to develop the Local Nature Reserve will be funded through the budget for that project. Any other proposals that arise within the management plan will not be implemented until the necessary means for funding them have been identified.

11.2 Safer Communities Implications

11.2.1 Projects advanced through the Green Space Strategy contribute to community safety by providing well-managed recreation areas that afford opportunities for positive activity.

11.3 Legal and Human Rights Implications

11.3.1 Projects advanced through the Green Space Strategy are compliant with all relevant legislation.

11.4 Environment and Sustainability Implications

11.4.1 Delivery of priorities identified in the Green Space Strategy contributes directly to environmental improvements, enhancement of biodiversity and mitigation of the effects of climate change. It also helps to build sustainable communities.

11.5 Health, Well-being and Leisure Implications

11.5.1 Delivery of projects identified in the Green Space Strategy has a positive impact on the health and well-being of individuals and communities by providing opportunities for formal and informal outdoor recreation and by contributing to an improved quality of life.

11.6 Risk Management Implications

11.6.1 The risk management implications of each project will be assessed when detailed proposals are finalised and will be reported to future meetings of the Board.

11.7 Equalities Implications

11.7.1 The potential equalities implications of each project will be assessed when detailed proposals are prepared and will be reported to future meetings of the Board. It is intrinsic to the design briefs that sites should be as inclusive and accessible as is reasonably practicable.

11.8 Links to Council's Priorities

11.8.1 Projects advanced through the North Warwickshire Green Space Strategy have direct and positive links to the corporate priorities in respect of:

- Public services
- Local employment
- Environment
- Crime and disorder
- Countryside and heritage
- Access to services
- Consultation and communication
- Health and well-being

11.8.2 Projects advanced through the North Warwickshire Green Space Strategy also contribute directly to the following priorities of the Sustainable Community Strategy:

- Raising aspirations, educational attainment and skills
- Developing healthier communities
- Improving access to services

11.8.3 The preparation of management plans for specific sites directly delivers against the priorities set out in the North Warwickshire Green Space Strategy and contributes to the delivery of priorities identified in the North Warwickshire Playing Pitch Strategy.

The Contact Officer for this report is Alethea Wilson (719212).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	March 2011
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	January 2012
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Green Space Management Plans) Report)	March 2012
4	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Birch Coppice Section 106 Agreements - Proposed Use of Funding)	October 2012
5	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Birch Coppice Section 106 Agreements – Financial Implications of the Proposed Use of Funding)	October 2012



North Warwickshire
Borough Council

Brett's Hall Estate Recreation Ground

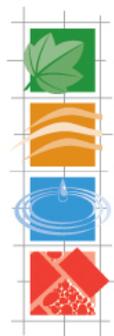
Site Evaluation and Recommendations

Michael Podmore

Rev A
16.8.12

arthur amos associates landscape architecture

Pool House, Elgar Business Centre, Hallow, Worcester WR2 6NJ
tel: 01905 640166 fax: 01905 640477 email: arthur.amos@arthuramos.co.uk



CONTENTS PAGE

Paragraph	Topic	Page
1.0	Introduction	1
1.1	Purpose of Report	1
1.2	Site Context	1
1.3	Recent History	5
2.0	Anti-social behaviour issues surrounding the site and usage	7
2.1	Anti-social behaviour issues	7
2.2	Current usage	8
2.3.	Observed behavioural trends	9
3.0	Conclusions	9
3.1	Current configuration of the site	9
4.0	Recommendations	11
4.1	Short term work objectives	11
4.2	Short term actions	11
4.3	Medium term actions	12
4.4	Long term works objectives and actions	12

APPENDICES LIST

Appendix 1: Parking provision / Parking issues

Written by: Michael Podmore CMLI	Checked by: Dave Pugh CMLI	Date: 6.6.2.12
2 nd Draft	MP	25.7.12
MP	Issued to NWBC as draft	Rev A 20.8.12

Rev A include comments from Ellen Beaty – Warwickshire Police

1.0 Introduction

1.1 Purpose of report

1.1.1 Arthur Amos Associates have been appointed by North Warwickshire Borough Council to survey and evaluate a number of recreation grounds and play areas, with a view to identifying potential improvements and opportunities to better serve the communities that they are within.

1.1.2 The evaluation typically involves a visual survey, briefing by Council officers and consultation with interested parties such as Ward councillors, Parish Councillors, residents, Police, key stakeholders, etc.

1.1.3 This report is concerned with one of the sites referred to above, The Brett's Hall Estate recreation ground. Situated adjacent to Bretts Hall Estate, Ansley Common, Nuneaton, CV10 0PQ.

1.1.4 The report seeks to detail the ways in which the site is currently used, recommend ways in which the site might be reconfigured to better serve the community and actions that could be included in future action plans for the site.

1.1.5 This report has been informed by:

- a briefing from Council officers (16.5.12)
- a site evaluation carried out by the author (1.6.12)
- a meeting between the author and WPC Ellen Beaty, Beat Manager (27.7.12)
- a meeting with Councillors Fox and Barber (who in turn have had discussions with Bretts Hall residents) (1.6.12)

1.2 Site Context

1.2.1 The site is positioned to the south of allotments backing on to residences along the B4114 Ansley Common and to the south-west of the Bretts Hall Estate.



Photo1. Aerial view of site

- 1.2.2 To the south-west and east of the site is arable farm land. For the most part the site is mowed field grass sloping upwards towards the south.
- 1.2.3 The site is contained within fences or fences with hedgerow. The hedgerow is well established and no doubt contributes to habitat and biodiversity.
- 1.2.4 The main pedestrian access to the site is in the north-east corner, firstly through a wooden fence with gate leading from the Bretts Hall Estate and then through a bowtop fence and gate. Adjacent to the pedestrian entrances are locked gates for maintenance vehicular access.



Photo2. Access to site from NE

- 1.2.5 A secondary pedestrian entrance is sited around 30m from the north-west corner and restricts motor bike access by means of a motorbike inhibitor gate.



Photo3. Access to site from NW

- 1.2.6 In recent times there was a third access through the allotments and northern boundary hedge. Recently the Allotments have been fenced and this route blocked off.
- 1.2.7 Once in the site the only exit / access to the south is through a pedestrian gate in the south-west corner leading on to a footpath.
- 1.2.8 In the north-east corner of the site is a play area designed for early to mid teens. There is a tarmac area around 20m x 20m and a short path leading to a secondary tarmac area around 5m x 9m The former containing a skate board half pipe and a kickwall / hang out shelter combination and the latter a four swing frame but with only two swings in operation.



Photo 4. Play area, NE corner of site

- 1.2.9 To the west of the surfaced play areas is a memorial tree surrounded with protective fencing.



Photo 5. Memorial tree

- 1.2.10 Along the northern boundary to the west of the play area is an area of planted trees with a dense understorey of native shrubs and self set saplings. Amongst the trees in this area some have reached early mature size and at least one oak which would predate the others is reaching middle maturity.
- 1.2.11 Other trees along the northern boundary associated with the hedgerow line have reached a significant size (between the allotments and the play area). There is sign of relatively recent tree works intended to raise the crowns. The Hedgerow in this area may also have received some management in recent times but the effect of this is now being lost.
- 1.2.12 A football goal mouth and a level area stands testimony to the site of a football pitch in the north-west corner, although the pitch is no longer used.



Photo 6. View along Western boundary from South

- 1.2.13 The main area of the grounds is laid to grass which is maintained short and is in good condition.



Photo 7. View from NE to South

1.3 Recent history

- 1.3.1 The site is licensed as a recreation ground by the Council from the Coal Industry Social Welfare Organisation (CISWO) and has been since 1979 . It is maintained by the Council.
- 1.3.2 There has been a play area on the site for around 22 years and it has been in its current layout since 2005.
- 1.3.3 In 1995 the play area was the scene of a murder which has had a lasting effect on the community and their attitude towards the recreation ground. Following the murder some play equipment was removed and a memorial tree planted in its place.
- 1.3.4 In recent years the play area has been renovated with the installation of a half pipe and a kickwall / hangout shelter combination.
- 1.3.5 The site backs on to allotments which act as a buffer between the recreation ground and residential properties. The allotments have historically been the subject of vandalism accessed in part from the recreation ground. Recently the allotments have been fenced with a wire mesh security fence. The fence appears to have improved the situation with increased take up of allotments but anecdotally there is still hesitancy to take on the allotments adjacent to the play area.

- 1.3.6 In response to complaints concerning anti-social behaviour the Council has recently installed a post to take a security camera which would cover the main pedestrian access, the play area and the northern boundary.
- 1.3.7 There is no parking associated with the recreation ground. Vehicles are known to park along the track which runs behind 67 to 76 Bretts Hall Estate (unknown ownership) or along the access route between 66 and 67 Bretts Hall Estate (Council ownership). There are calls to provide parking provision for residents and legitimate users of the recreation grounds.

DRAFT

2.0 Anti-social behaviour issues surrounding the site and current usage

2.1 Anti-social behaviour issues

2.1.1 The recreation ground has had a history of anti-social behaviour issues which cause distress to the neighbouring residents and concern to the community at large.

2.1.2 **Youth** - In an evening youths are reported to gather around the play area, predominantly Fridays and Saturdays but not exclusively so. On isolated occasions numbers have been reported at up to around sixty plus however this was probably an exception as it seems that of recent times maximum numbers are probably closer to 40. The youths are not exclusively from Ansley Common / Bretts Hall Estate but also come from adjacent villages. It is believed that they typically attend the same school as locals and that Bretts Hall Estate is a convenient half way meeting point. Some locals consider that the site has a reputation as a place to meet so is likely to attract some youths from farther afield.

2.1.3 Youth activities reported to cause concern to the community include:

- Noise – sometimes till 4.00am.
- Climbing on to the half pipe and looking into the adjacent houses.
- Fighting – some blood has been found on the play area surfaces following an active night.
- Drunkenness – anecdotally adults have been reported as delivering cases of beer for the youth's consumption.
- Verbal abuse to casual site users.
- Defecating behind the bushes near the entrance (screened from the play area but in full view of the residences).
- Litter left after an evening's activity.

2.1.4 **Sex** - It is reported, but is not necessarily substantiated that the copse of trees adjacent to the allotments has been a venue for sexual activity. It is not clear if the men or women belong to the local community or travel from outside. Concern is that if this happens on a regular enough bases the site will build a reputation.

2.1.5 Mostly the reported sexual activity is carried out within the group of trees along the northern boundary partially screened by the related understorey.

- 2.1.6 There has been a complaint from a dog walker of being verbally abused by people having sex in this area as he passed by. Regardless of whether the participants had made some attempt not to be seen this type of act in this situation is likely to cause offence and is inappropriate on a site provided for children to play on.
- 2.1.7 There have been reports of used condoms being left around the treed area which, in addition to being unsightly, create a potential health risk.
- 2.1.8 Because of the sites history in terms of it being a murder site associated with a sexual attack local residents are concerned that the sites association and reputation with sexual activity will lead to a repeat incident. Although the likelihood is low there is a perceived risk which creates negative connotations about the site.
- 2.1.8 **Drugs** – It's reported that drug taking takes place within the trees along the northern boundary with needles being left in the understorey creating a negative view of the site and creating a health risk.
- 2.2 Current Usage**
- 2.2.1 The site is used by dog walkers on route to the wider countryside. Most probably use the secondary pedestrian entrance rather than walk through the play area.
- 2.2.2 The football pitch is no longer in use. There is no evidence on the ground that the football goal posts are used for casual play.
- 2.2.3 Anecdotally the half pipe is not often used for its primary purpose. Local parents are not keen on their children using the play area because of its reputation and association with anti-social behaviour. There is also very limited play provision.
- 2.2.4 The half pipe is mostly used as a centre piece for the gathering of youths. It provides platforms to sit and stand on.
- 2.2.5 The kick wall gets little use for its primary purpose as local children tend not to use it.

2.2.6 The hang out shelter is used by post school age men in the day (observed by author) as a place to meet / sit. This in its self is not anti-social or causing trouble however it would be intimidating to younger children wishing to use the play equipment or for adults wishing to walk around the grounds who have to walk past the shelter to gain access to the site.

2.2.7 There is no play provision for younger children or toddlers on the site. With the current usage profile the site would not be suitable

2.3. **Observed behavioural trends**

3.3.1 This report author visited site early morning on two occasions during July 2012. On both occasions apart from a small amount of litter, typical for this type of recreation ground, there was no sign of anything untoward.

3.3.2 The Police report having very few call outs to the site in the last six months and consider behaviour on the site to have improved.

3.3.3 The Police have left ASB reporting forms with all of the residents that live around the site which can be filled in anonymously. To date they have not received any returns. It is undetermined whether this is because residents have report fatigue and are choosing to ignore any issues or if genuinely the behaviour trend is improving.

3.0 **Conclusions**

3.1 **Current configuration of the site**

3.1.1 In general terms and in accordance with current thinking, the play area is positioned too close to the Bretts Hall Estate houses. Whilst no doubt it is positioned to take advantage of beneficial overlooking, given the reported current profile of use and misuse it is likely to continue to cause concern to residents. The noise generated will continue to disturb residents and the fear of what might be going on unseen so close to the houses is worrying to residents.

- 3.1.2 The recreation ground access route passes too close to the hangout shelter. The route through the play area is likely to be intimidating to normal users when groups of youths are using the play area.
- 3.1.3 The half pipe is not regularly used for its primary purpose in the evenings. Its position provides views into resident's houses which intrude on their privacy. The half pipe is reportedly the physical focus of attraction during the gatherings of youths.
- 3.1.4 The group of trees and understorey along the northern boundary on one hand screen the grounds from the allotments and houses but as a focal point for anti-social acts has the potential to cause more problems than it solves.
- 3.1.5 The site is reputed to have a reputation which attracts people from outside of the community. Further work would be required to establish if this reputation is real or apocryphal. In view of the feelings held by the community about the site it is likely that a long term rebranding exercise will be required if the site is to be returned to its intended purpose and for it to be a place that the community can be comfortable with.
- 3.1.6 Rebranding is likely to take a number of years and will require actions from different quarters:
- Reconfiguration of the site
 - Continued levels of Police enforcement
 - Community enforcement / involvement / ownership
- 3.1.7 Changes required to be brought about to the site are primarily social and cultural. If this were not the case the current configuration of the site would be acceptable. Any physical changes to the site can only act as a catalyst for change; they will not on their own bring about change.
- 3.1.8 Given the aspirations for the site and the nature of the changes required, the changes will need to be made over the long term and could best be accommodated by a series of changes with each being embedded before the next is implemented.
- 3.1.9 The long term success of site improvements will depend on the long term commitment to the site and the implementation of a long term management plan.

4.0 Recommendations

4.1 Short term works objectives

- 4.1.1 Make the site less usable for the activity that currently takes place by removing the congregation point for youth gatherings and removal of hard surface by the entrance to the site.
- 4.1.2 Open up the site so that there are clear lines of site across all aspects – remove places to hide. Make the threat of security camera more onerous.
- 4.1.3 Break the cycle of current use and thereby diminish its reputation.

4.2 Short term actions

- 4.2.1 Remove the Half pipe from the site (Would be a useful contribution to other sites within the borough).
- 4.2.2 Remove tarmac area, swings and kickwall / hangout shelter combination from its current position. Turf the area.
- 4.2.3 Reinstall kickwall and hard surface around 85m south of its current position. Do not reinstall hangout shelter. Consider installing new swings in the same area (over grass).
- 4.2.4 Remove all understorey selected larger trees and small self set saplings from the area of trees along the Northern boundary.
- 4.2.5 Crown raise selected larger trees to be retained to a minimum of 2.2m ground to canopy.
- 4.2.6 Manage / reduce the hedge along the Northern Boundary to be no higher than 1.2m

4.2.7 Continue regular inspections of site by Police. The reputation of Police presence reinforced by presence of security camera should help to reduce the current issues and reinforce other improvement initiatives.

4.3 Medium Term actions

4.3.1 If cycle of anti-social behaviour is broken keep site well maintained, particularly northern boundary hedge and trees understorey.

4.3.2 Monitor behaviour on site

4.4 Long term works objectives and actions

4.4.1 Long term objectives should be to establish two areas of play within the site that would accommodate different age groups. The site will only be suitable for younger children if the actions above have been successful. If actions have been successful consideration should be given to the following:

4.4.2 Install further activity items aimed at older children in the area of the kick wall.

4.4.3 Introduce play for younger children close to the pedestrian entrance to the site (north-east corner) where it will be monitored by the security camera.

4.4.4 Introduce informal seating around the periphery of the site to encourage circular walks around the field. Without the threat of anti-social behaviour it might be more attractive to older residents. Informal seating might take the form of tree trunks or boulders. The seating might also be used by local youths for meeting / hanging out but it should be spaced and scaled so as not to facilitate more than 4/5 at a time.

4.4.5 Introduce small group of trees to south west corner of site to compensate for loss of trees required along northern boundary.

4.4.6 Produce a management plan that includes prescribed maximum hedgerow heights, minimum clear stem heights for trees.

- 4.4.7 Through residents association enlist volunteers to act as 'wardens' for the site who would act in the same way as neighbourhood watch, that is report unusual cars parked, report damage, etc.

DRAFT

APPENDIX 1 Parking provision / Parking issues

- 1.1 There is no parking associated with the recreation ground. Vehicles are known to park along the track which runs behind 67 to 76 Bretts Hall Estate (unknown ownership) or along the access route between 66 and 67 Bretts Hall Estate (Council ownership). Parking on these tracks has caused access problems for legitimate users.
- 1.2 Generally and regardless of the issues above there are calls to provide parking provision for residents and legitimate users of the recreation grounds.
- 1.3 Ideally a traffic order will be raised to prohibit parking on the two tracks which will alleviate access issues, however there is a need to provide alternative parking for legitimate users and residents.
- 1.4 Potentially there is space to provide a row of around 14 spaces in the grassed area opposite 71 to 76 Bretts Hall Estate. (See photo A.1. below).



Photo A.1.

Appendix C: Daw Mill Sports Ground Outline Cost Estimates

Initial Site Clearance, Removals and Preparatory Works	13,000.00
Surfaces	29,750.00
Fencing, Gates and Barriers	30,550.00
Furniture	5,800.00
Boundary Planting	5,400.00
Pitch Improvements	8,200.00
All Weather Pitch	80,000.00
Bowling Green Sub Total	172,700.00

Agenda Item No 6**Planning and Development Board****15 October 2012**

**Report of the
Assistant Director
(Leisure and Community Development)**

**Works to Trees in a Conservation
Area – Cole End Park Phase 1**

1 Summary

- 1.1 This report advises the Board of proposals for works to trees in Cole End Park in Coleshill, which is within a conservation area.

<p>Recommendation to the Board</p> <p>That the Board notes the proposed works to be undertaken to trees in Cole End Park, Coleshill, and indicates whether it has any concerns that it wishes to be referred to the Community and Environment Board for further consideration.</p>
--

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment Board and appropriate Ward Members, have all had the opportunity to comment on the content of this report.
- 2.2 Coleshill Town Council and Coleshill Civic Society have also been consulted regarding the proposed works, in accordance with the consultation procedure set out in the adopted Tree Management Briefing Note, approved by Community and Environment Board at its meeting held in March 2011.
- 2.3 Feedback from the consultation is set out in Appendix A. Any further comments received will be reported verbally at the meeting.

3 Works Required to Trees in Cole End Park, Coleshill

- 3.1 Works to trees in a Conservation Area ordinarily require the submission of a S211 Notice to the Local Planning Authority in order to determine the need or otherwise for a Tree Preservation Order (TPO). Local authority work to its own trees is exempt from this procedure. In accordance with the consultation procedures set out in the adopted Tree Management Briefing Note, however, this report informs Members of proposed works to trees in Cole End Park in Coleshill, which is within the Authority's ownership.
- 3.2 A schedule of works has been prepared following an inspection of all of the trees in the Park to assess their condition in terms of both tree health and public safety. The works have been deemed necessary to ensure that the

... Authority upholds its Duty of Care in respect of tree management. The schedule is attached at Appendix B and the location of the trees is shown on the draft site proposals plan at Appendix C. It is intended that the works will be carried out in the autumn / winter of 2012.

3.3 The proposals comprise mainly remedial works to 32 trees, such as removing deadwood or tidying storm damage, but it is also proposed to fell three trees and to pollard a further 21. The latter are all crack willows (*Salix fragilis*) for which pollarding is a traditional form of management. The aim is to retain the willows as characteristic features of the riverside landscape whilst reducing the risk of harm occurring through their structural failure, which is a significant risk when, as in this case, the trees are mature.

3.4 Clearly works on this scale are going to have a considerable impact requiring some mitigation. The Authority's landscape consultants, Arthur Amos Associates, are in the process of preparing a management plan for the whole of the Park, which includes proposals for planting 34 standard trees. The proposed planting locations are shown on the plan at Appendix C and a planting schedule is attached at Appendix D. It is intended that the trees will be planted by spring 2014, subject to the availability of funding in the revenue budget.

3.5 This is the first, most extensive, phase of works being considered for the Park. An area to the south of the river and west of the conduit has been excluded from the proposals for the time being as it forms a key part of the proposed Local Nature Reserve. Tree works are expected to be necessary in this area, but will be considered in detail as plans for the development of the Nature Reserve, which are currently at a very early stage, are progressed. A further report will be brought to the Board in due course in relation to this issue.

3.6 The Board is asked to indicate whether it has any concerns or comments relating to the tree works detailed above that it wishes to be referred to the Community and Environment Board for consideration.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The work identified in this report and the appended schedule will be funded through the existing tree management budget.

4.2 Safer Communities Implications

4.2.1 Well managed trees are less likely to present a hazard to persons or property.

4.3 Legal and Human Rights Implications

4.3.1 The Authority has a Duty of Care in respect of the management and maintenance of its land and trees. The act of a tree or part thereof causing injury to a person or persons is likely to give rise to litigation, either as a claim in negligence or under the Occupiers liability Acts 1957 and 1984.

4.4 Environment and Sustainability Implications

4.4.1 Well-managed and maintained trees make a positive contribution to the environment and to creating sustainable communities within which a good quality of life is enjoyed by local residents.

4.5 Health, Well-being and Leisure Implications

4.5.1 Well-managed parks and recreation areas provide opportunities for formal and informal recreation and leisure activities that have a positive impact on physical and mental health and well-being.

4.6 Human Resources Implications

4.6.1 None.

4.7 Risk Management Implications

4.7.1 The schedule of works to be carried out in Cole End Park, Coleshill, has been prepared in response to the findings of a risk-based inspection process that identifies the risks associated with a failure to undertake the recommended works. It is this process that has identified the need for the highlighted works to be undertaken.

4.7.2 The Tree Management Briefing Note, approved by the Community and Environment Board in March 2011, sets out the Authority's approach to managing any potential risks arising from the trees in its care. The operational risks of the tree management programme are assessed in accordance with corporate risk management procedures.

4.8 Equalities Implications

4.8.1 There are no differential equality-related impacts on particular groups or individuals within the community arising from this report.

4.9 Links to Council's Priorities

4.9.1 An efficient and effective tree management process contributes directly to the corporate priorities in respect of:

- Public services and council tax
- Environment
- Countryside and heritage
- Access to services
- Health and well-being

4.9.2 An efficient and effective tree management process has positive links to the priorities of the North Warwickshire Sustainable Community Strategy to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

4.9.3 Implementation of an effective tree management programme also delivers against priorities set out in the North Warwickshire Green Space Strategy.

The Contact Officer for this report is Alethea Wilson (719212).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Tree Management)	21 March 2011

**Coleshill Cole End Park Treeworks Schedule
2012-2013**

Tag No.	Species	Estimated Height (m)	Avg Canopy Radius (m)	Estimated Stem Diam (mm)	Age Class	Physiological Condition	Structural Condition	Comments and Additional Notes	Management Recommendations
1155	Lombardy poplar Populus nigra 'Italica'	-	-	-	-	-	-	Tree has been previously felled and only decaying stump now remains.	Grind away stump.
1156	Damson Prunus intersititia	6 - 10	6 - 10	150 155 220	Mat	Fair	Fair	Multi-stemmed & with tight basal forks. Lower branches previously removed.	Remove stubs back to correct pruning points.
1157	Sycamore Acer pseudoplatanus	11 - 15	6 - 10	Up to 315	Mid	Fair	Fair	Multi-stemmed. Lower branches previously removed. Large diameter deadwood associated with the canopy.	Remove all canopy deadwood.
1159	Sycamore Acer pseudoplatanus	11 - 15	11 - 15	Up to 320	Mid	Fair	Fair	Multi-stemmed. Branches extending towards adjacent building have been shortened & left as stubs. Fused stems on southern side of group have the potential to fail at fork.	Sever band of ivy.
1160	Broad leaved lime variety Tilia platyphyllos var.	6 - 10	1 - 5	120	Mid	Good	Good	Forks into a co-dominant stem at 3m. Canopy encroaching onto residential property to the east.	Reduce canopy on eastern side to give 2m clearance of property.
1168	Ash Fraxinus excelsior	6 - 10	6 - 10	740	Mat	Fair	Fair	Specimen has been heavily pollarded to 5m. Previously twin-stemmed with the other stem & the east side having failed in the distant past. Storm damage in upper crown. Dense ivy associated with base, trunk and canopy.	Sever band of ivy.
1169	Ash Fraxinus excelsior	6 - 10	6 - 10	260 @ 1m	Mid	Fair	Fair	Trunk forks into 3 no. stems at 1.2m. This limits the trees' long-term potential. Dense ivy associated with base, trunk and canopy.	Sever band of ivy.

1171	Ash Fraxinus excelsior	11 - 16	11 - 16	210 240	Mid	Fair	Fair	Twin-stemmed at 1.2m. Minor damage in upper crown, otherwise reasonable. Large diameter deadwood associated with the canopy.	Remove large diameter deadwood.
1173 (Not tagged)	Ash Fraxinus excelsior	11 - 16	11 - 16	300 300 (E)	Mat	Fair	Fair	Twin-stemmed at base. Growing at the foot of the riverbank. Deadwood in upper crown. Storm damage and failed branches associated with the canopy.	Remove deadwood and failed branches within the canopy.
1175	Crack willow Salix fragilis	11 - 16	11 - 16	1170	O/Mat	Poor	Poor	Previously pollarded at 3m & regenerating. Extensive basal decay & decay associated with old pollard points. Repollard back to 3m pollard points & monitor every 2yrs	Repollard to 3m.
1176	Crack willow Salix fragilis	11 - 16	6 - 10	740	O/Mat	Poor	Poor	Previously twin-stemmed & stem on riverside has failed historically & a large cavity has developed. Previously pollarded at 7m with regrowth now splitting out. Repollard back to previous pollard points & monitor every 2yrs.	Repollard back to previous pollard points and clear stem.
1179	Cotoneaster variety	1 - 5	1 - 5	165 @ 1m	Mat	Dead	Poor	Dead specimen located adjacently to footpath.	Fell to ground level.
1186	Crack willow Salix fragilis	11 - 15	11 - 15	690 @ 0.5m	Mat	Fair	Poor	Stem bifurcates at 1m. Decaying pruning wound at 1m south side. Crown extends almost exclusively north over river. Reduce crown back to 8 - 10m height & maintain at that size	Reduce back to previous pollard heads.
1187	Crack willow Salix fragilis	16 - 20	11 - 15	480	Mat	Fair	Poor	Limb on north side at 1m has been removed but stub remains. Stem bifurcates at 2m. Due to maturity & size, crown can be liable to collapse with this species. Reduce crown back to 8 - 10m height & maintain at that size	Reduce back to previous pollard heads.

1188	Crack willow <i>Salix fragilis</i>	16 - 20	11 - 15	395 570	Mat	Fair	Poor	Trunk bifurcates at 1m. Decayed, partly occluded wound on south side at 1.5m. Tree has a wide, spreading crown. Due to maturity, size & species size crown can be liable to collapse. Reduce crown back to 8 - 10m height & maintain at that size	Reduce back to previous pollard heads.
1189	Crack willow <i>Salix fragilis</i>	16 - 20	11 - 15	310 360 510	Mat	Fair	Poor	Multi-stemmed above 2m. Tree has a wide, spreading crown. Due to maturity, size & species crown can be liable to collapse. Reduce crown back to 8 - 10m height & maintain at that size	Reduce back to previous pollard heads.
1190	Crack willow <i>Salix fragilis</i>	16 - 20	11 - 15	355 650	Mat	Fair	Poor	Crown leans mainly northwards towards river. Due to maturity, size & species crown can be liable to collapse. Hoof fungus associated with the south western stem at 5m. Remove heavy lowest limb over river. Reduce crown back to 8 - 10m height & maintain at that size.	Reduce back to previous pollard heads.
1193	Crack willow <i>Salix fragilis</i>	6 - 10	6 - 10	1800 (E)	O/Mat	Poor	Poor	Massive trunk that is extensively decayed with 50% of stem having already failed. Previously pollarded at 2.5m with a recent failure at pollard head level. Repollard to original pollard point at 2.5m	Sever and remove ivy. Repollard back to previous pollard heads.
1196	Crack willow <i>Salix fragilis</i>	16 - 20	6 - 10	370 510	Mat	Fair	Poor	Codominant stems form from 0m. Base, trunk and canopy are heavily clad in ivy restricting a detailed assessment. Canopy previously pollarded at 7m with significant regeneration. Decay associated with the pollard heads. Large branch failure specifically on northern side. Limited structural life remaining.	Repollard at 3m
1197	<i>Crack willow</i> <i>Salix fragilis</i>	11 - 15	6 - 10	580 800 (E)	Mat	Fair	Poor	Multi-stemmed specimen from 0m. North stem exhibits significant decay. Canopy forms from previous pollard points at 3m. Evident basal decay. Base and trunk are	Repollard at 3m

								heavily clad in ivy.	
1197a	Crack willow <i>Salix fragilis</i>	11 - 15	6 - 10	-	Mat	Fair	Poor	Multi-stemmed specimen located north of desire line. Previously pollarded at 2.5m.	Repollard at 2.5m
1199	Crack willow <i>Salix fragilis</i>	11 - 15	11 - 15	Up to 400	Mat	Poor	Poor	Multi-stemmed clump. 1 no. stem is ivy clad. Basal cavity indicates tree is liable to structural collapse. Coppice back to ground level & allow new shoots to regenerate	Coppice back to ground level & allow new shoots to regenerate
1201	Crack willow <i>Salix fragilis</i>	16 - 20	6 - 10	570	Mat	Fair	Fair	Occluding basal wound east side. Large diameter deadwood associated with the canopy. Trunk bifurcates at 2.2m. Previous branch failure associated with the canopy.	Remove large diameter deadwood and previously failed branches.
1202	Crack willow <i>Salix fragilis</i>	16 - 20	6 - 10	600	Mat	Fair	Fair	Codominant stems form from 2.2m. Canopy is suppressed by adjacent trees and is dominant to the to the west for which it has a leaning tendency towards. Large diameter deadwood on western side of canopy at 5m.	Remove large diameter deadwood.
1203	Crack willow <i>Salix fragilis</i>	16 -20	11 - 15	920	O/Mat	Fair	Poor	Located adjacently to private rear garden. Large bulging at 0m suggesting underlying decay. Structural canopy forms from 4.5m. Canopy previously heavily pollarded however has extensive regrowth. Large previous branch failure associated with the canopy and decay associated with the pollard heads. Leaning tendency to the south east and bark peeling/buckling on the compression side. Tree has limited structural life remaining.	Fell to ground level, grind stump and replant. CHANGE TO POLLARD AT 6M TO RETAIN SCREEN
1205	Crack willow <i>Salix fragilis</i>	16 - 20	6 - 10	610	Mat	Fair	Fair	Tall specimen with an almost occluded basal bark wound on northwest side. Heavy limb extends north-east. Due to species & maturity tree is liable to structural failure. Desicated decay fungi at ground level which requires positive identification in autumn. Canopy has previously been pollarded.	Repollard to below previous pollard points.

1206	Crack willow Salix fragilis	16 - 20	6 - 10	780	Mat	Fair	Fair	Leans southwards towards adjacent gardens from 0m. Pruning wound on north side at 1.2m. Codominant stems form from 2m. Previous branch failure associated with the canopy. Previously crown lifted. Due to species & maturity, tree is liable to structural failure.	Repollard to below previous pollard points.
1207	Crack willow Salix fragilis	16 - 20	6 - 10	940 @ 0.5m	Mat	Fair	Poor	Trunk trifurcates at 1.2m to form structural canopy with a dominant tendency to the west. Numerous large occluding wounds associated with the trunk. Hoof fungus associated with the western at 4 - 5m.	Repollard to below previous pollard points.
1209	Ash Fraxinus excelsior	11 - 15	11 - 15	360	Mid	Fair		Adjacent tree has previously been felled leaving this tree with asymmetric canopy. Large diameter deadwood associated with the canopy. Previous branch failure associated with the canopy. Canopy is dominant to the west.	Remove deadwood and failed branches within the canopy.
1210	Crack willow Salix fragilis	6 - 10	1 - 5	580 770	Mat	Fair	Poor	Multi-stemmed specimen which has previously been coppiced.	Re-coppice to previous pruning points.
1211	Crack willow Salix fragilis	11 - 15	6 - 10	770	O/Mat	Fair	Poor	Honey fungus rhizomorphs associated with the base and trunk. Codominant stems form from 2m. Previously pollarded at 5m which some branch failure now associated with the regenerated canopy.	Repollard to 5m.
1222	Crack willow Salix fragilis	16 - 20	6 - 10	545	Mat	Fair	Fair	Crown asymmetry to west. Previously crown lifted. Branch failure associated with previous reduction points.	Reduce back to previous pollard heads.
1223	Crack willow Salix fragilis	16 - 20	6 - 10	660	Mat	Fair	Fair	Occluding basal cavity. Heavy limb extends west at 5m. Trunk bifurcates at 4m.	Reduce back to previous pollard heads.
1238	Myrobalan plum Prunus cerasifera	11 - 15	6 - 10	450	Mat	Fair	Fair	Tight forking habit & dense crowded crown, typical of species. Dense epicormic growth associated with the canopy.	Remove basal epicormic growth.

1243	Weeping willow Salix alba 'Tristis'	11 - 15	6 - 10	590	Mat	Fair	Fair	Partially occluded wounds up to 2m from previous crown lifting. Crown extends east over footbridge. Minor dead wood. Monitor every 2yrs with longer term aspiration to remove.	Reduce eastern side of canopy by 25% over foot bridge. Remove all canopy deadwood.
1244	Weeping willow Salix alba 'Tristis'	11 - 15	6 - 10	430	Mat	Fair	Fair	Crown asymmetry over footbridge. Cavities appear to be developing at sites of former limb removal. Large diameter deadwood associated with the canopy. Canopy is encroaching onto adjacent footpath and street light. Monitor every 2yrs with longer term aspiration to remove.	Reduce eastern side of canopy by 25% over foot bridge. Remove all canopy deadwood. Lift canopy to 3m over footpath and create 1m radial clearance of street light.
1248	Crack willow Salix fragilis	16 - 20	11 - 15	Up to 600	Mat	Fair	Fair	Multi-stemmed, leggy tree (5 no. stems) extending mainly eastwards. Hoof fungus emerging at 5m on north-eastern stem extending over T1243. Reduce stem with hoof fungus back to 4m (both stems). The lowest southern branch is in water.	Remove failed bough
1249	Crack willow Salix fragilis	16 - 20	11 - 15	Up to 450	Mat	Fair	Fair	Multi-stemmed (6 no. stems) extending mainly south & west. Minor dieback & storm damage. Decay fungi which appears to be hoof fungus is associated with the north western stem at 9m.	Remove smallest middle stem
1251	Weeping willow Salix alba 'Tristis'	11 - 15	6 - 10	500	Mat	Fair	Fair	Trunk bifurcates at 2m. 2 no. limbs extending west have previously been shortened. Branch failure at 4m on western side.	Remove suspended branch within canopy.
1255	Weeping willow Salix alba 'Tristis'	16 - 20	11 - 15	490	Mat	Fair	Fair	Previously crown lifted up to 5m. Break-out wound on southern limb of upper crown. Storm damage in upper crown. Bark damage associated with the roots.	Tidy storm damage
1260	Weeping willow Salix alba 'Tristis'	11 - 15	6 - 10	200 320	Mat	Fair	Fair	Twin-stemmed at 1.3m. Decay in northern stem - trunk has hollowed out & is a potential nest/roost site. Dead wood throughout remaining crown. Previous branch failure associated with the	Tidy storm damage and clear fallen bough

								canopy.	
1263	Crack willow Salix fragilis	16 - 20	6 - 10	600	Mat	Fair	Fair	Storm damage in upper crown, otherwise reasonable. Large diameter deadwood associated with the canopy.	Pollard to 6m
1264	Crack willow Salix fragilis	16 - 20	6 - 10	650	Mat	Fair	Fair	Bark loss associated with the lowest limb to the east. Storm damage in upper crown, otherwise reasonable. Large diameter deadwood and previous branch failure associated with the canopy.	Pollard to 6m
1265	Crack willow Salix fragilis	16 - 20	11 - 15	410	Mat	Poor	Poor	Dead wood & damage in upper crown. Decay funig which appears to be hoof fungus is associated with the northern stem at 7m. Specimen has a limited useful life remaining.	Pollard to 6m
1266	Crack willow Salix fragilis	1 - 5	1 - 5	490	Mat	Dead	Poor	Hoof fungus emerging on southern stem at 2-4m. Liable to structural failure. Previously pollarded at 4m. Specimen is now dead.	Fell
1267	Crack willow Salix fragilis	16 - 20	11 - 15	550	Mat	Poor	Poor	Stem trifurcates at 2m. Previously crown lifted. Large diameter deadwood & storm damage in upper crown.	Remove all deadwood associated with the canopy.
1272	Weeping willow Salix alba 'Tristis'	11 - 15	11 - 15	420	Mat	Poor	Poor	50% of crown recently shed in storm:- hanging limb remains resting in crown. Hazard beam associated with the canopy at 5.5m on eastern side.	Tidy storm damage
1277	Crack willow Salix fragilis	21 - 25	6 - 10	310 420 @ 0.8m	Mat	Poor	Poor	Twin-stemmed & with a wide, spreading crown. Basal decay to buttress root on west side of eastern stem. Due to species & maturity tree is liable to limb failure.	Fell, grind stump and replant as tree has a limited strucutral life remaining.

1278	Crack willow <i>Salix fragilis</i>	16 - 20	11 - 15	Up to 430	Mat	Fair	Fair	Multi-stemmed (6 no. stems) with a wide, spreading crown. Decay associated with old stem removal. Due to species & maturity tree is liable to limb failure.	Fell one stem that runs through canopy of tree 1277
1293	Tree of heaven <i>Ailanthus altissima</i>	11 - 15	6 - 10	360	Mat	Fair	Fair	Minor dead wood & small stubs in crown. Rubbing branches south side of crown. Large diameter deadwood associated with the canopy.	Remove all deadwood associated with the canopy.
1296	Sycamore <i>Acer pseudoplatanus</i>	16 - 20	11 - 15	620 @0.9m	Mat	Fair	Fair	Basal cavity west side. Basal growth. Bifurcates at 1.3m. Dead wood in upper crown. Large diameter deadwood associated with the canopy.	Remove all deadwood associated with the canopy.
1298	Sycamore <i>Acer pseudoplatanus</i>	11 - 15	11 - 15	460	Mat	Fair	Fair	Trunk bifurcates at 2.5m. With a low domed, crown containing dead wood. Large diameter deadwood and squirrel damage associated with the canopy.	Remove all deadwood and damaged branches associated with the canopy.
1318	Crack willow <i>Salix fragilis</i>	21 - 25	11 - 15	780 @ 0.9m	Mat	Poor	Poor	Twin-stemmed at 1m. 1 no. further stem previously removed. Previous branch failures & break-out wounds throughout crown. Liable to structural failure in its current form. Large limb failure associated with the canopy. Specimen has limited structural life remaining.	Tidy storm damage
1334	London plane <i>Platanus x hispanica</i>	11 - 15	6 - 10	400	Mid	Good	Good	Crown extends mainly northwards & lower branches are obscuring road sign. Remove secondary growth to provide better viewing of road sign	Lift canopy to 6m over adjacent road sign.
1349	Corsican pine <i>Pinus nigra maritima</i>	11 - 15	6 - 10	Up to 370 (E)	Mid	Poor	Poor	Triple-stemmed from 1m. Of poor overall form & low potential. Specimen is heavily clad in ivy restricting a detailed assessment.	Sever and remove ivy. Reinspect.
1390	Hybrid black poplar <i>Populus x euramericana</i> 'Serotina'	21 - 25	16 - 20	1050 @ 0.9m	Mat	Fair	Fair	Trunk bifurcates at 1.5m & tree has a heavy limb structure. Apparent bark popping at codominant stem union. 1 no. stub from storm damage at 6m. Crown extends over road. Canopy is heavily limbed. Large	Lift to 5m

								deadwood and previous branch failure associated with the canopy.	
1396	Norway maple Acer platanoides	11 - 15	11 - 15	Up to 410	Mat	Fair	Fair	Multi-stemmed & with a wide, spreading crown. Limbs extend over adjacent garage roofs. Specimen is heavily clad in ivy.	Sever ivy

Works to Trees in a Conservation Area – Cole End Park Phase 1

Appendix D: Planting Schedule

Key	Quantity	Name		Form	Girth (cm)	Overall Height (cm)
CPS	2	<i>Crataegus laevigata</i> "Paul's Scarlet"	Ornamental hawthorn	Extra heavy standard	14 -16	400 – 450
Mt	2	<i>Malus tschonoskii</i>	Ornamental crab apple	Extra heavy standard	14 -16	400 – 450
Pa	5	<i>Prunus avium</i>	Wild cherry	Extra heavy standard	14 -16	400 – 450
PU	3	<i>Prunus</i> "Umineko"	Ornamental cherry	Extra heavy standard	14 -16	400 – 450
Qr	4	<i>Quercus robur</i>	Oak	Extra heavy standard	14 -16	400 – 450
Sa	10	<i>Salix alba</i>	White willow	Extra heavy standard	14 -16	400 – 450
SCR	2	<i>Sorbus aucuparia</i> "Cardinal Royal"	Ornamental rowan	Extra heavy standard	14 -16	400 – 450
Tc	6	<i>Tilia cordata</i>	Small-leafed lime	Extra heavy standard	14 -16	400 – 450

Agenda Item No 12

Community and Environment Board

22 October 2012

**Report of
Assistant Director
(Leisure and Community Development)**

**Birch Coppice Section 106
Agreement – Proposed Use of
Funding**

1 **Summary**

- 1.1 This report seeks Members' approval for the proposed use of Birch Coppice Section 106 funding to advance priorities identified in the North Warwickshire Green Space Strategy.

Recommendation to the Board

- a That the proposals for the use of Birch Coppice Section 106 funding, as set out in the report, be approved; and**
- b That IM Properties, as a party to the Section 106 agreements, be formally consulted on the proposals identified in the report.**

2 **Consultation**

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards and Members with responsibility for Safer Communities, Young People and Health, Well-being and Leisure, together with appropriate Ward Members, have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 **Introduction**

- 3.1 Members will be aware that through the planning process Section 106 funding was secured on the first phase of development at Birch Coppice and that an additional amount was secured when the P and O Rail Freight development took place in open countryside to the south of the mound. The first Section 106 agreement was signed in October 2000 and secured £75,000, whilst the second, agreed in December 2004, provided a further £330,000. Interest has accrued on these funds to the value of £69,292. The total fund available to support environmental improvement works, therefore, stands at £474,292.

3.2 The first agreement was to enable the Council to carry out landscaping works within a defined geographical area (shown in the plan attached at Appendix A). The second was to enable the Council to carry out landscaping and environmental improvement works, also within a defined geographical area (shown in Appendix B). The second agreement also carried a condition that the money must be used by December 2019.

3.3 It had been thought that the funding could be used to help private landowners undertake planting schemes within the relevant geographical areas. Given that such schemes have not been forthcoming, however, consideration has been given to whether the funding could be used instead to implement projects that advance priorities identified in the North Warwickshire Green Space Strategy to the benefit of communities within the designated Section 106 areas.

3.4 The Board, at its meeting held in January 2012, approved a framework for the proposed use of £200,000 from the overall fund. The proposals now set out below are for the use of the full sum of £474,292.

4 Proposed Funding for the Implementation of Green Space Management or Improvement Plans

4.1 Members will be aware, as reported elsewhere on this agenda, that management plans are in the process of being developed for Abbey Green Park in Polesworth and the recreation grounds at Kitwood Avenue and Long Street in Dordon. Cost estimates for the implementation of these management plans and a suggested funding strategy are set out in a separate, confidential report on this agenda. The identified costs are only intended to be estimates and will be subject to revision as project proposals are refined and opened to tendering processes.

4.2 The funding strategy is advanced on the basis that whilst all of these sites fall within the area eligible for funding through the second, larger of the Section 106 agreements, the site at Kitwood Avenue is the only one eligible for funding through the first agreement. Thus it is suggested that the landscape works at Kitwood Avenue should be financed from the first Section 106 fund, whilst contributions from the second Section 106 agreement should be used towards improvements at Long Street Recreation Ground and Abbey Green Park.

4.3 Members will be aware that the Council's external landscape architects had given initial and very general consideration to possible housing development on part of the site at Kitwood Avenue, which could potentially have raised a capital receipt that, if allocated to these projects, could have resulted in them being fully funded. Given that this option is not being considered for implementation, and taking into account the sum previously provisionally allocated to more minor landscape improvement works (see section 5 below), this leaves a projected shortfall in funding for the Long Street, Dordon, and Abbey Green Park projects. It is suggested that the best way forward at this stage is to fully develop the proposed schemes and to put them out to a

tender process in order to ascertain actual, rather than estimated, costs. In order to remain within budget certain items, such as the multi-use games area proposed for Long Street and the skate provision proposed for Abbey Green Park, would be included as provisional items, to be implemented only if funds allow.

- 4.4 Opportunities for using the funding are more limited in the case of the first agreement, where the Parish Council's recreation ground in Baddesley Ensor is the only other green space lying within the eligible area. It is, therefore, suggested that the remainder of this funding be allocated to this site and that officers work with the Parish Council and Ward Members to develop and implement an appropriate improvement scheme.

5 Proposed Funding for the Implementation of Minor Landscape or Environmental Improvement Schemes

- 5.1 At its meeting held in January 2012, the Board approved a provisional sum from the second Section 106 agreement, towards minor landscape works at its recreation grounds in Piccadilly, Grendon and Wood End. The most pressing of these is Piccadilly and work is now in hand, in consultation with the Community Association, to progress a scheme that will achieve significant improvements to the site in terms of both amenity value and security.
- 5.2 Ward Members for Baddesley and Grendon have requested that consideration be given to funding an environmental improvement scheme at the Church and Community Hall in Baddesley Ensor, which falls within the geographical area of the second Section 106 agreement, but not within that of the first. A site visit has confirmed that the grounds around the Hall stand in considerable need of improvement and that a scheme implemented here would be of more significance in the local community than the more minor works proposed for the recreation grounds in Grendon and Wood End. It is, therefore, proposed that an appropriate improvement scheme be developed and implemented at this site in preference to works at Grendon and Wood End, but that these sites should be prioritised for advancement through the revenue budget in future years.

6 Finalising Funding Allocations

- 6.1 Clearly as projects are developed and put out to tender firmer costs will be established. It is proposed, therefore, that the suggested allocations set out in the funding strategy should form a "working budget" that would allow some fluidity between projects and that would be monitored and refined as work progresses. Members would then be advised of progress and any proposed amendments to the allocations, in reports to future meetings of the Board.

7 Consultation with IM Properties

- 7.1 If the Board is minded to approve the proposed use of the Birch Coppice Section 106 monies, as set out above, it is proposed that IM Properties, as a

party to the agreements, should be formally consulted in order to seek consensus on this approach.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 The financial implications in respect of the proposed use of Birch Coppice Section 106 funding are set out in a separate report to the Board, as this sets out confidential financial information.

8.2 Safer Communities Implications

8.2.1 Projects advanced through the Green Space Strategy contribute to community safety by providing well-managed recreation areas that afford opportunities for positive activity.

8.3 Legal and Human Rights Implications

8.3.1 Projects advanced through the Green Space Strategy are compliant with all relevant legislation.

8.3.2 IM Properties, as a party to the Section 106 agreements, does not need to approve the proposals, but it is felt they should be consulted in an effort to seek consensus on the use of the monies.

8.4 Environment and Sustainability Implications

8.4.1 Delivery of projects identified in the Green Space Strategy contributes directly to environmental improvements, enhancement of biodiversity and mitigation of the effects of climate change. It also helps to build sustainable communities.

8.5 Health, Well-being and Leisure Implications

8.5.1 Delivery of projects identified in the Green Space Strategy has a positive impact on the health and well-being of individuals and communities by providing opportunities for formal and informal outdoor recreation and by contributing to an improved quality of life.

8.6 Risk Management Implications

8.6.1 The risks associated with this report have already been identified within the context of the corporate risk management process. The risk implications of all projects advanced through the Green Space strategy are considered as part of the project management process.

8.7 Equalities Implications

8.7.1 The provisions of the Green Space Strategy are targeted at reducing inequalities in access to good quality green space provision. The equalities implications of all projects advanced through the Strategy are considered as part of the project management process.

8.8 Links to Council's Priorities

8.8.1 The North Warwickshire Green Space Strategy has direct and positive links to the corporate priorities in respect of:

- Public services
- Local employment
- Environment
- Crime and disorder
- Countryside and heritage
- Access to services
- Consultation and communication
- Health and well-being

8.8.2 The North Warwickshire Green Space Strategy contributes directly to the following priorities of the Sustainable Community Strategy:

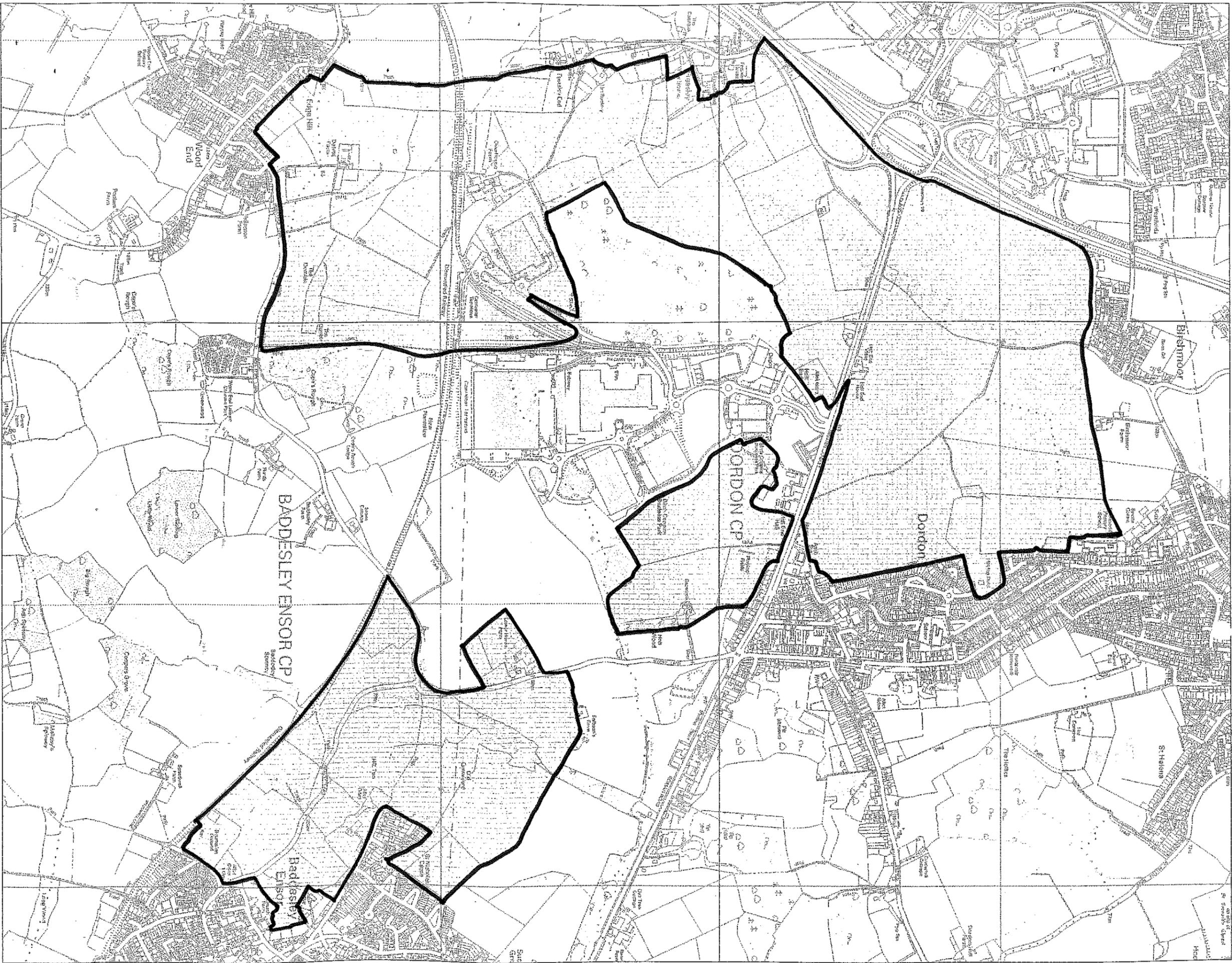
- Raising aspirations, educational attainment and skills
- Developing healthier communities
- Improving access to services

The Contact Officer for this report is Alethea Wilson (719212).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	23 January 2012



No further copies may be made

SECTION 106 (1)



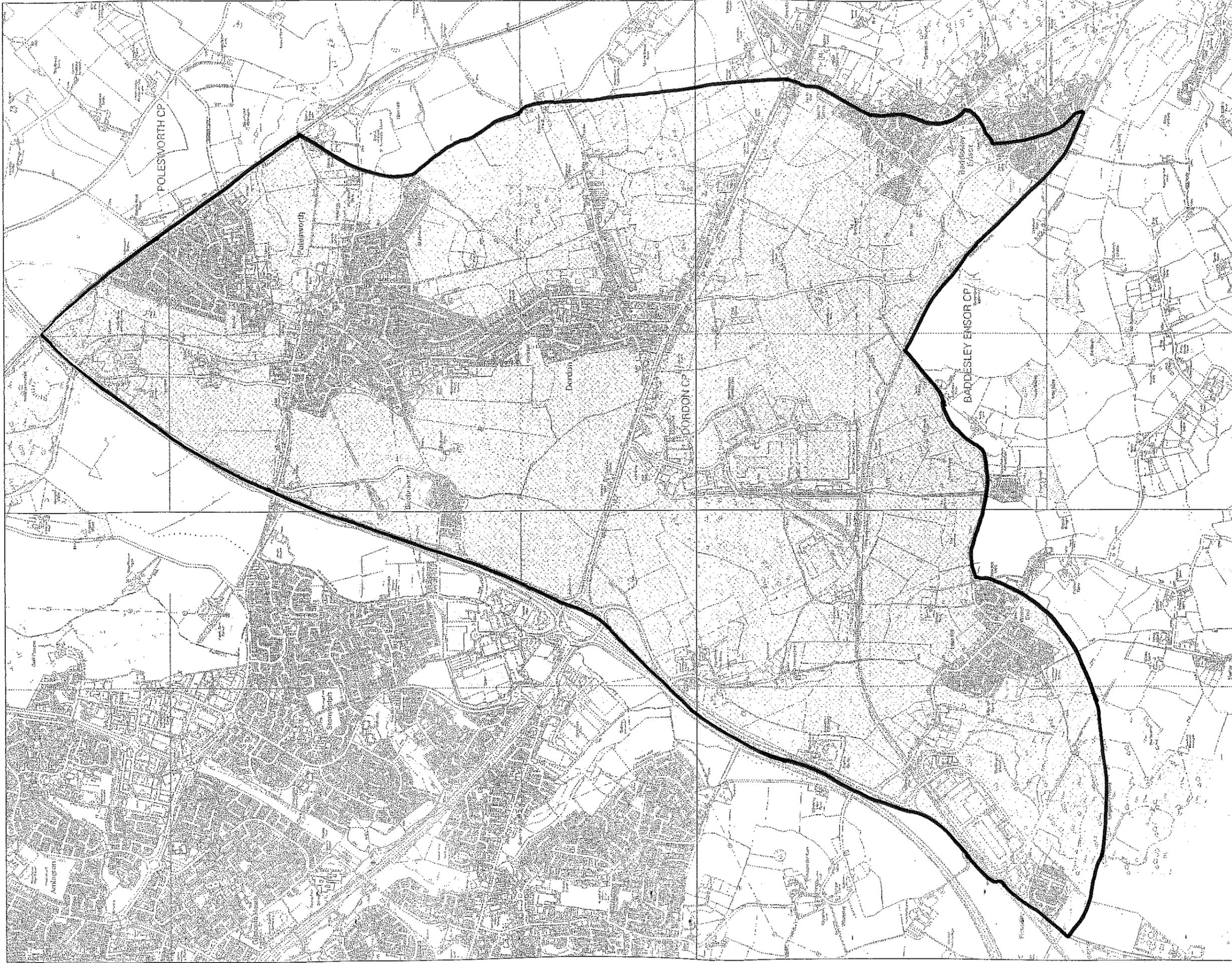
North Warwickshire Borough Council

OS Licence No: 100017910



Date:02:08:11

Scale: 1:?



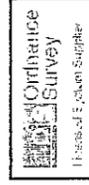
SECTION 106 (2)

No further copies may be made

Date: 02/08/11

Scale: 1:?

**North Warwickshire
Borough Council**



Agenda Item No 13

Community and Environment Board

22 October 2012

Report of the Assistant Director (Streetscape)

Refuse & Recycling Services

1 Summary

- 1.1 This report provides an update for Members on the work being undertaken in preparation for the implementation of the new Alternate Week Collection (AWC) Service in October 2013.

Recommendations to the Board

- a That Members note the work being undertaken; and
- b That Members note the Revised Waste Framework Directive.

2 Consultation

- 2.1 The Members of the Recycling Task and Finish Group have been sent an advance copy of this report for comment.

3 Background

- 3.1 A report to the Community and Environment board on 23 July 2012 (attached in Appendix A.) provided information on the work being undertaken in preparation for the implementation of the new alternate week collection (AWC) service across the Borough in October 2013.

4 Revised Waste Framework Directive

- 4.1 A judicial review is currently underway with regard to new European Legislation and the classification of co-mingled materials, the outcome of which could lead to an obligation for Local Authorities to introduce separate collections for paper, glass, metal and plastic.
- 4.2 Guidance from both the European Commission and DEFRA states that co-mingled collections are acceptable. However, the judicial review will determine if authorities employing such a system may be open to legal challenge.

- 4.3 The timescales for the outcome of the judicial review are unknown but it is unlikely that the impact of the legislation will be known prior to or during the process of procuring the new service.
- 4.4 With this in mind the communication of the “one bin” recycling service has been scaled back to ensure that the Council is not subject to any future legal challenge for implementing a system which does not comply with the legislation.
- 4.5 The procurement process and contract specification will concentrate on securing the most technically, environmentally and economically practicable (TEEP) service for the authority.

5 **Waste Resource Action Programme (WRAP)**

- 5.1 The provision of advisory support to be provided by WRAP to assist in implementing the new service has now been confirmed and signed off.
- 5.2 The support and guidance to be provided by WRAP includes:
- Tender specification
 - Evaluation criteria
 - Material markets
 - Communications
- 5.3 WRAP will run workshops and provide training and data to ensure that we have the skills and information required to procure and implement an effective and compliant service.
- 5.4 Their knowledge of current markets and processes will also assist us in preparing an in house bid alongside the tender process.

6 **Project Groups**

6.1 Communication Group

- 6.1.1 Due to the issues highlighted in 4 the Communication of the new service has been scaled back to be less specific about how the service will be delivered.
- 6.1.2 The online consultation is continuing seeking feedback from residents about the current recycling service and any improvements that they would like to see in place for the new service.
- 6.1.3 These comments and suggestions will be used to help develop policies and procedures from October 2013.
- 6.1.4 Once the tender process is complete and the method of service delivery is confirmed the Communication group will be responsible for compiling and promoting all aspects of the service in the run up to and the introduction of the changes.

6.2 Procurement Group

- 6.2.1 Procurement procedures and documents are starting to be collated.
- 6.2.2 Procurement Group members will be attending a workshop in October being run by WRAP to discuss and finalise procurement documents to enable the tender to be sent out by early November.
- 6.2.3 WRAP will employ a consultant to provide professional advice on the procurement process and help us to ensure that our tender complies with the Revised Waste Framework Directive and other relevant legislation.

6.3 Operational Group

- 6.3.1 Work has commenced on developing routes for the new service utilising route optimisation software.
- 6.3.2 Operational staff have been briefed on the work being undertaken and advised that they will form a crucial role in ensuring that the new routes and systems are implemented efficiently and smoothly.

7 **Food Waste**

- 7.1 Information about the food waste collection service which will be implemented alongside the new recycling service is available on the website with frequently asked questions.
- 7.2 Kitchen caddies which can be used to store food waste in the kitchen prior to being placed in the green waste bin for collection have been purchased at no cost to the Council using funding from Warwickshire County Council.

8 **Risk Factors**

- 8.1 With the current recycling contract coming to an end in October 2013 with no option to extend it is imperative that the new scheme is implemented on time.

9 **Report Implications**

9.1 **Finance and Value for Money Implications**

- 9.1.1 The implementation of the new service is expected to deliver a financial benefit to the Council.

9.2 **Environment and Sustainability Implications**

- 9.2.1 A move to alternate weekly collections in line with an improved recycling service is expected to significantly increase the Council's recycling performance.

9.3 Human Resources Implications

9.3.1 There are no Human Resource implications associated with the report.

9.4 Equality Implications

9.4.1 An Equality Impact Assessment of any proposed change to the Refuse and Recycling service will be undertaken to assess if there are any potential adverse impacts.

9.4 Links to Council's Priorities

9.4.1 This links directly to the Council's priority of "Improving Recycling" as well as contributing to the aim of "Protecting public services for local people whilst maintaining a balanced budget and keeping Council Tax increases lower than inflation."

The Contact Officer for this report is Richard Dobbs (719440).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 8

**Community and Environment
Board**

23 July 2012

**Report of the
Assistant Director (Streetscape)**

Refuse and Recycling Services

1 Summary

- 1.1 This report provides information for Members on the work being undertaken in preparation for the implementation of the new Alternate Week Collection (AWC) Service in October 2013.

Recommendations to the Board

- a That Members note the work streams and project groups identified and confirm requirements for attendance on these groups;**
- b That Members agree the colour scheme for the third bin; and**
- c That Members note the confirmation of food waste collections to be included within the scheme.**

2 Consultation

- 2.1. The Members of the Recycling Task and Finish Group have been sent an advance copy of this report for comment.

3 Background

- 3.1 A report to the Community and Environment Board on 28 May 2012 provided clarification on the options available for the implementation of an alternate week collection (AWC) service across the Borough from October 2013.

4. AWC Implementation Project Groups

- 4.1 Work has been undertaken to identify the key projects and work streams that need to be completed to ensure the successful implementation of the new waste collection services following the end of the kerbside recycling contract on 18 October 2013.
- 4.2 The three main work streams that have been identified are shown below with details of the work that needs be undertaken within each. A chart detailing the

work and indicative timescales for each group has been placed in Member Group Rooms for information.

5 **Communication Group**

5.1 The communication group has been set up with representatives from within different areas of the Council that have the breadth of experience and skills to ensure that all elements of the scheme are communicated effectively, utilising both internal and external communication methods.

5.2 A member of the graphics team from Nuneaton and Bedworth Borough Council also sits on the group providing additional design assistance. This work is being undertaken free of charge.

5.3 Areas of work to be considered by the group include:-

- Initial consultation
- Website design and updating
- Scheme identity and branding
- Leaflets
- Media
- Trial families
- North Talk articles / Recycling special
- Borough wide drop in sessions
- Vehicle Livery
- Service calendars
- Training

6 **Procurement Group**

6.1 A group will be set up to ensure that all services and equipment required for the new service are procured effectively and efficiently within the relevant legislation.

6.2 Areas of work to be considered by the group include:-

- Tender process for new recycling collection contract
- Procurement of waste containers
- Distribution

7 **Operational Group**

7.1 This group will be set up with suitably qualified representatives including those involved in the current waste collection service to ensure that whichever option is agreed for the collection of recyclable materials all services are implemented smoothly.

7.2 Areas of work to be considered by the group include:-

- Routing for new service
- Distribution (alongside the Procurement Group)
- Operational staff consultation and training
- Policy development (based on comments from web site survey) including:
 - Additional waste
 - Unauthorised waste
 - Additional bins
 - Stolen / missing / damaged bins
 - Limited storage space
 - Assisted collections
 - Collection points

7.3 This group will also be responsible for collating an in house bid to ensure that the final method of service delivery is the most economically viable option.

7.4 Clarification is required as to whether Members would feel it useful to be represented on any of the proposed project groups.

7.5 The groups will meet separately to progress their projects and will report back to the Task and Finish Group and the Community and Environment Board regularly on progress and decisions that need to be made. This said each group's work will impact on the others and they will need to work closely together to ensure that timescales are met.

7.6 Each group will require financial and legal representation and advice as appropriate throughout the project.

7.7 A successful application was made to WRAP (Waste Resource Action Programme) for assistance and advice in delivering the new service. Their experience and knowledge of similar projects will help to ensure that the most effective systems and methodology are utilised by the project groups.

8 **Scheme Identity and Branding**

8.1 In order to begin communicating the service changes effectively the scheme will require its own recognisable identity or brand that will be used on all subsequent communication material.

8.2 Until the final decision is made as to how the service will be delivered it is not possible to give comprehensive detail on how the scheme will work in practice, once implemented. Early communication will therefore be based around the known elements:-

- An alternate week collection service
- A one bin system for collection of recyclable materials

- 8.3 In order to design branding around these known factors it is only necessary at this point to confirm the colour of the recycling bin. All other details can be added in future communications and documents once confirmed.
- 8.4 To increase efficiency across services and keep costs down it is proposed that the body of the recycling bin be black with a different coloured lid.
- 8.5 Three of the five authorities within Warwickshire that have similar systems in place have a blue lid on their recycling bins along with neighbouring authorities, Coventry City Council, Tamworth and Lichfield Borough Councils. A blue lid may therefore be deemed as consistent and recognisable. Alternatively a red lid may be seen as a natural replacement to the current red box scheme.
- 8.6 Possible issues to consider when deciding which colour lid to choose include:-
- Recycled materials content – Red plastic has a higher content of virgin material compared to “standard” colours such as grey, green and blue which are primarily made from recycled materials.
 - Cost – The colour of the lid is unlikely to affect the cost of the initial procurement of bins (26,000). Non standard colour lids may however be more expensive when purchasing smaller numbers of bins or replacement lids for repairs in the future.

9 Food Waste

- 9.1 One concern often raised when considering an AWC collection service is the prolonged storage of food waste creating odours and attracting vermin.
- 9.2 Warwickshire County Council (WCC) has confirmed that facilities for the processing of food waste collected within the green bin will be in place in time for the start of the AWC service.
- 9.3 WCC has also confirmed funding available for the purchase of kitchen caddies to enable residents to separate and store food waste prior to disposal.
- 9.4 Residents will therefore be able to continue to dispose of food waste weekly by utilising the black bin on one week and the green bin on the alternate should they wish.

10 Risk Factors

- 10.1 With the current recycling contract coming to an end in October 2013 with no option to extend it is imperative that the work streams are completed and the new scheme is implemented on time.

11 Report Implications

11.1 Finance and Value for Money Implications

11.1.1 The implementation of the new service is expected to deliver a financial benefit to the Council.

11.2 Environment and Sustainability Implications

11.2.1 A move to alternate weekly collections is expected to significantly increase the Council’s recycling performance.

11.2.2 An alternate weekly collection will reduce the carbon emissions associated with the service and therefore the Councils overall carbon footprint.

11.3 Human Resources Implications

11.3.1 There are no Human Resource implications associated with the report.

11.4 Links to Council’s Priorities

11.4.1 This links directly to the Council’s priority of “Improving Recycling” as well as contributing to the aim of “Protecting public services for local people whilst maintaining a balanced budget and keeping Council Tax increases lower than inflation.”

The Contact Officer for this report is Sarah Elliott (719261).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Recycling Task & Finish Group Meeting

10am, 19 July 2012

Minutes

Present: Olivia Davies, Councillor Martin Davis, Richard Dobbs, Sarah Elliott, Councillor David Humphreys, Councillor Ann Lewis, Councillor Brian Moss, Councillor Hayden Phillips (Chair), Councillor Les Smith, Councillor Mick Stanley, Councillor Ray Sweet.

Apologies: Zoe Davies, Councillor Peter Fowler, Councillor Colin Hayfield

- SE and OD presented an update to the group regarding service planning, project groups suggested, design and consultation feedback.
- The group viewed an example of a leaflet designed by NBBC for the new service. NBBC will design the new service branding free of charge in return for the support they received for their new website.
- A bid to WRAP (Waste Resources Action Programme, government funded) has been successful and WRAP will be providing advice for the new service.
- The group viewed a kitchen caddy for use by residents to store food waste in the kitchen before taking to the green bin.
- Concerns were expressed over the compostable bag liners and their associated cost. SE explained that it is anticipated that each household will receive a roll of liners with their caddy. After these are used the resident can purchase more, use newspaper or not line the caddy at all.
- Compostable liners can be purchased from supermarkets however it is often cheaper to buy these through local shops in conjunction with the Council and/or a charity. Members suggested making it clear in communications where residents would be able to purchase compostable liners, alternatives and that plastic bags will not be suitable.
- RD mentioned to the group that the garden waste service would likely remain fortnightly over the winter months once food waste is included.
- Kitchen caddies will have minimal printing to allow them to be used in NBBC and NWBC if required.
- The wheeled bin for recycling will have minimal or no printing on the bin body to allow for the black bin bodies to be shared between refuse and recycling. Printing will be on the bin lid. It is anticipated that in the future all bin bodies could be black with different coloured lids depending on service.

Actions:

- SE to leave copies of the new service Gantt chart in members rooms.
- OD to create chart to display online survey feedback grouped by topic (e.g. food waste, storage space) to use when planning policies.

Date for next meeting:

- To be arranged following next C&E board meeting and initial meeting of each project group.

Agenda Item No 15

Community and Environment Board

22 October 2012

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2012

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2012.

Recommendation to the Board

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Background

- 3.1 This report shows the first quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2012/13. This is the first report showing the progress achieved so far during 2012/13.

4 Progress achieved during 2012/13

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to June 2012/13 for the Community and Environment Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target currently not being achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

5 Performance Indicators

- 5.1 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2012/13.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 70% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	18	100%
Amber	0	0%
Red	0	0%
Total	18	100%

Performance Indicators

Status	Number	Percentage
Green	7	70%
Amber	0	0%
Red	3	30%
Total	10	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

- 8.1.1 There are a number of Safer Communities related actions highlighted in the report including the provision of diversionary activities, leisure provision, play strategy and green space strategy.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report which contribute towards improving the environment and sustainability including the carbon management plan, green space strategy and refuse and recycling.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equalities

8.5.1 There are a number of equality related actions and indicators highlighted in the report including developing access to community services, tackling health inequalities and inter generational work.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of environment, recycling, access to services, health and well being, public services and Council Tax and local employment.

The Contact Officer for this report is Robert Beggs (719238).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

NWCP Community & Environment Board 12/13						
	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 015 11/12	To ensure the successful delivery of the European and Central Government funded LEADER programme, in partnership with WCAVA and the North Warwickshire Local Action Group and to report on progress by March 2013	Access to Services	Powell, Simon	All LEADER funding has now been committed. A small number of minor capital schemes (currently at Expression of Interest stage) are to be encouraged to submit full applications in case of any underspend within approved projects. The part-time LEADER Monitoring Officer position is currently being advertised externally, to ensure compliance to the end of the programme.	 Green	
NWCP 016 11/12	To continue to raise aspirations, attainment and skill levels through recognised vocational qualifications, volunteering and targeted activities and help members of the community to achieve local and national accreditations and to report on progress by March 2013	Local Employment	Powell, Simon	A successful bid for Sustainable Community Strategy funding will be used to deliver a Borough-wide careers event for all North Warwickshire secondary schools on 24 and 25 September. The event will provide pupils with the opportunity to explore career options, meet higher education providers and investigate apprenticeships and vocational courses. Over the summer, the Borough Council will be awarding "Children's University" certificates to children and young people completing at least one hour of positive educational activity (e.g. cooking / craft sessions).	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 017 11/12	To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan and to report annually in March on progress	Environment	Maxey, Steve	<p>The Council has a draft Carbon Management Plan which will be reported to Members for approval when finalised. The Plan identifies a number of opportunities for the Council to reduce its spending on energy and its carbon emissions.</p> <p>Opportunities arising out of the urgent repair works to the Council Offices will also be considered as part of that project.</p>	 Green	
NWCP 018 11/12	To maintain the current high levels of street cleanliness to not less than 95%, targeting resources and working in partnership, where appropriate, to ensure that standards remain as consistently high as possible throughout the Borough	Environment	Dobbs, Richard	The latest survey will be finished during November/December. The last full survey at the end of March gave a litter cleanliness score of 95%	 Green	
NWCP 019 11/12	The Council will continue to promote waste minimisation and increased recycling, as well as raising awareness of the problems of litter, fly-tipping and dog fouling using suitable enforcement measures, where appropriate	Environment	Dobbs, Richard	The Council's Recycling Officer and Community Development Officer (Environment) continue to promote a range of environmental initiatives around waste, cleansing and other issues using a variety of methods across a range of media	 Green	
NWCP 020 11/12	To implement the approved outcomes of the Grounds Maintenance Service Review, thereby improving service delivery and operational efficiency and thereafter review and report on the impact of any new approaches to service delivery by March 2013	Environment	Powell, Simon	As reported to Board, a Systems Thinking Review of the Grounds Maintenance Service (within the context of the overall Streetscape service) is in progress and related new / revised processes are being piloted accordingly.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 021 11/12	To work with partners to improve recycling rates to not less than 36% and to report on ways to further improve recycling and increase the efficiency of the service by April 2012	Recycling	Dobbs, Richard	Reports on a new recycling service to be introduced in October 2013 have been considered by C&E Board and officers are preparing to go out to tender in November for a new kerbside recycling contract	 Green	
NWCP 022 11/12	To implement phase 5 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks, where appropriate	Health & Well-being	Powell, Simon	Phase 5 of the Green Space Strategy Action and Funding Plan is being implemented and good progress is being made on the development of Management Plans for: Abbey Green Park, Polesworth Kitwood Avenue and Long Street Recreation Grounds, Dordon Daw Mill Sports Ground, Hurley Cole End Park, Coleshill Old Arley Recreation Ground Bretts Hall Recreation Ground, Ansley Common Alvecote Recreation Area	 Green	
NWCP 023 11/12	To complete the first year actions arising out of the Local Nature Reserve Project and begin to implement the year two actions. This will include completion of improvement works at Kingsbury Linear Park and Dafferns Wood, New Arley, production of a Management Plan for each site and their designation as Local nature Reserves, as well as the commencement of work at Abbey Green Park, Polesworth, and Cole End Park in Coleshill	Health & Well-being	Powell, Simon	Wild Play and youth activities have been completed at Kingsbury Linear Park and Dafferns Wood in New Arley. Delivery of approved improvement work at both sites is also progressing through The Conservation Trust. LEADER funding has been secured for works at Kingsbury and a successful community clean-up day has been held at Dafferns Wood.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 024 11/12	In conjunction with potential key partners, continue to investigate and commence implementation of the long-term future of Coleshill Leisure Centre	Health & Well-being	Powell, Simon	A Feasibility Study for the replacement of indoor leisure facilities in Coleshill has been completed by external consultants, the outcomes from which were reported to Board on 23 July 2012. All potential project partners have been actively engaged in this process.	 Green	
NWCP 025 11/12	To continue to work with partners to implement the North Warwickshire Playing Pitch Strategy in accordance with its supporting Action Plan	Health & Well-being	Powell, Simon	A new pitch management and booking system has been introduced for the 2012/13 season, which will generate efficiencies in the way sports pitches are prepared. Discussions are also taking place with local sports clubs about potential alternative arrangements for managing five areas of green space across the Borough (Ansley Hall, Atherstone, Hurley Daw Mill, Polesworth and Ridge Lane).	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 028 11/12	To continue to co-ordinate the sustainable development of Wellness Matters, including its further expansion into targeted outreach communities and through the promotion of healthy lifestyles, healthy eating programmes and exercise referral schemes	Health & Well-being	Powell, Simon	A successful funding bid to the Warwickshire North Clinical Commissioning Group has enabled the development of a further Wellness Matters project. The One Stop Health Shop, based at Atherstone Memorial Hall, aims to encourage residents to make positive changes to their lifestyle through "drop-in" activity sessions. Funding will allow the project to run until January 2013, with the aim being to secure additional financial support to develop the project both in Atherstone and other areas throughout the Borough. The GP Referral Scheme continues to operate successfully, with over 90 referrals being recorded in the first six months of operation.	 Green	
NWCP 029 11/12	To continue to ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to continue to implement the provisions of the Child Protection Policy, to deliver the actions identified in the Council's Section 11 Audit Action Plan and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community	Health & Well-being	Powell, Simon	Council officers continue to provide in-house WSCB Level 1 Accredited Training to relevant staff. Two sessions have been delivered so far in 2012/13. Two more are planned. The Authority is also progressing the delivery of actions identified in its Section 11 Action Plan.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 030 11/12	To continue to provide positive interventions to address anti-social and nuisance behaviour, including through targeted activities (eg Call4Sport, Activities4U, etc	Crime and Disorder	Powell, Simon	Activities4U continues to be delivered across the Borough at hotspot locations. Work has been maintained in Water Orton, where a range of community projects will be delivered in August. The now annual 5-a-side Borough-wide football tournament was delivered in June, with nine teams taking part. A group of currently problematic teenagers from Atherstone also attended the event, engaged appropriately and plans are in place to organise a series of events in line with their request for regular activities. The indoor skate park in Atherstone opened at Easter and has over 120 members. Current opening times are Thursday and Friday evenings. A wide variety of topics have been discussed with the young people, including health, food (including what and how much they eat), smoking, drugs, the local bank robbery, self-esteem, their futures, volunteering opportunities and their involvement in the development of the skate park.	 Green	
NWCP 055 11/12	To report on progress on the project to improve access to services through Community Hubs by June 2012	Access to Services	Trahern, Bob	Minutes of the monthly Task and Finish groups are reported to the Community and Environment Board each cycle. 5 hubs are currently live and it is planned that 5 more will be live by the end of September	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 068	To encourage and support communities to identify, report and take action on public realm concerns. This work will include school-based activities and support for at least four local "clean up" initiatives	Environment	Powell, Simon	To date, two events have been supported through the loan of litter picking equipment. The New Arley Community Clean up event was held as part of the Local Nature Reserves Project and Outwoods School has been supported in the delivery of a litter picking project.	 Green	
NWCP 069	To review and improve the manner in which the Council consults and engages with and secures the involvement of children, young people and their families within the development, management and delivery of services by December 2012	Health & Well-being	Powell, Simon	To improve engagement with young people, the June 2012 meeting of Area Forum East was held during the day at Queen Elizabeth School and Sports College. A special pre-meeting was held with young people to obtain their detailed views about priorities that had been identified through local youth elections. The event was successful, potential actions have been identified and partner agencies are now considering the next steps with regard to undertaking similar events in other Area Forum localities.	 Green	
NWCP 073	In conjunction with key partners, to raise levels of physical activity within the community, in particular for children and young people (both in schools and during school holidays) and as a means by which to tackle rising levels of obesity within the Borough	Health & Well-being	Powell, Simon	After-school sports sessions continue to be promoted across the Borough. Two events were delivered at local secondary schools as part of National School Sports Week and staff also supported the sub-regional School Games held at Warwick University. Hurley Community Games took place on 24 June and showcased local sports opportunities. Walking, seated exercise and Wii groups continue to receive support across North Warwickshire.	 Green	

NWPI Community & Environment Board 12/13								
Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	78	 Red		The shortfall is due to one Officer having a long spell off following an operation and another being heavily involved in an investigation on behalf of HR
NWLPI 157	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises	Env Health (C, L & HP)	Health and Well-being	100	72	 Red		The shortfall is due to one officer having a long spell off work following an operation and another being heavily involved in an investigation on behalf of HR
NWLPI 158	To respond to all complaints and requests for service within three working days	Env Health (C, L & HP)	Public Services and Council Tax	99	99	 Green		
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.85	1.79	 Green		
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.45	2.45	 Green		
NWLPI 092	Customer satisfaction with Community Development activities	Partnership & Development	Health and Well-being	95	100	 Green		Sessions where satisfaction with the service has been measured have resulted in 100% satisfaction levels being achieved, confirming the sessions as being "Good".
NWLPI 094	Percentage of successful funding applications	Partnership & Development	Health and Well-being	90	100	 Green		
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	25	55.3	 Red		This is around 0.05% of all refuse collections
@NW: NI19 2	The percentage of household waste arisings which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion.	Refuse & Recycling	Recycling	36%	42.24%	 Green		Figure is only available for the year up to July. High volumes of garden waste will continue to drive up the recycling rate although other kerbside weights have fallen slightly

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
@NW:NI19 5a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	5%	5%	 Green		Latest results from March Survey. Current survey due to be completed by Nov/Dec 2012