

**To: The Chairman and Members of the
Community and Environment Board
(Councillors Phillips, L Dirveiks, Ferro, Fox,
Freer, Lewis, May, M Moss and Payne).**

For the information of other Members of the Council

For general enquiries please contact Jenny Price,
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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

26 March 2012

The Community and Environment Board will meet in The
Committee Room, The Council House, South Street,
Atherstone, Warwickshire on Monday 26 March 2012, at
6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on
official Council business.**
- 3 Declarations of Personal or Prejudicial Interests**
(Any personal interests arising from the
membership of Warwickshire County Council of
Councillors Fox and May and the various
Town/Parish Councils of Councillors Freer
(Atherstone), Lewis, M Moss, and Phillips
(Kingsbury), are deemed to be declared at this
meeting).

- 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 January 2012** - copy herewith, to be approved as a correct record and signed by the Chairman.
- 6 **The Health Reforms and Their Local Implications** – Presentation by Rachel Robinson NHS Warwickshire.

PART A – ITEMS FOR DISCUSSION AND DECISION

- 7 **Birch Coppice Allotments** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report seeks approval for action undertaken by the Assistant Director (Leisure and Community Development) in consultation with the Chairman and Vice-Chairman of the Board to provide financial assistance to the Birch Coppice Allotment Association.

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

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

Summary

This report informs Members of progress in respect of the preparation of management plans for key sites across the Borough, in accordance with the priorities identified in the North Warwickshire Green Space Strategy. The report also seeks approval to proceed to detailed design in respect of Abbey Green Park in Polesworth and the recreation grounds in Dordon, and to allocate funding from reserves for the preparation of a management plan for Bretts Hall Recreation Ground in Ansley Common.

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

- 9 **Review of Refuse and Recycling** – Report of the Assistant Director (Streetscape)

Summary

This report updates Members on the work of the Council's cross-party Recycling Task & Finish Group, summarises the options which the group is evaluating in relation to improving the Council's refuse and recycling services

and, in light of the evidence gathered to date, recommends that the Council develops its refuse and recycling services based on an alternate weekly collection system.

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

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

- 10 **North Warwickshire LEADER Programme – Progress Report** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report provides the Board with background information on the North Warwickshire LEADER programme and updates Members on the progress made to date.

The Contact Officer for this report is Jaki Douglas (719492).

- 11 **Play Provision in North Warwickshire** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report sets out progress in respect of the implementation of the Play Area Development Programme and also informs Members of the progress being made in the delivery of the North Warwickshire Play Strategy.

The Contact Officer for this report is Jaki Douglas (719492).

- 12 **Tree Management** – Report of the Assistant Director (Leisure and Community Development)

Summary

The report informs Members of progress made during 2011/12 with regard to the Authority's Tree Management Programme.

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

- 13 **Systems Thinking Review of Parks, Open Spaces and Grounds Maintenance Services** - Report of the Assistant Director (Leisure and Community Development) and the Assistant Director (Streetscape)

Summary

This report informs Members of the scope of the Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services and of the progress of the Review to date.

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

- 14 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2011** – Report of the Chief Executive and 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 December 2011.

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

- 15 **Minutes of the meetings of the Community Hubs Task and Finish Group held on 26 October 2011, 21 December 2011, 9 February 2012 and 5 March 2012 (copies herewith) to be received and noted.**

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

23 January 2012

Present: Councillor Phillips in the Chair

Councillors L Dirveiks, Ferro, Fox, Freer, Lewis, May, M Moss and Payne.

Councillors Fowler and Sweet were also in attendance. With the consent of the Chairman Councillor Fowler spoke on Minute No 32 (Future Indoor Leisure Provision in Coleshill).

24 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox and May and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), Freer (Atherstone), Lewis, M Moss and Phillips (Kingsbury), were deemed to be declared at the meeting.

25 **Minutes**

The minutes of the meeting held on 3 October 2011, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

26 **Presentation by Richard Dobbs - Assistant Director (Streetscape)**

The Assistant Director (Streetscape) gave a presentation on the work of his Division.

27 **Corporate Plan 2012-13**

The Board's approval was sought for the Corporate Plan Key Actions for which it was responsible and to agree the 2012-13 Service Plans for the Leisure and Community Development, Streetscape and Environmental Divisions.

Recommendation to the Executive Board:

- a **That those Corporate Plan Key Actions as set out in Appendix A to the report of the Chief Executive for which the Community and Environment Board was responsible be agreed; and**

Resolved:

- b That the Service Plans as set out in Appendix B to the report of the Chief Executive be approved.**

28 General Fund Fees and Charges 2012/2013

The Board was asked to consider the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

Resolved:

That the schedule of fees and charges for 2012/13, as set out in the report, be accepted.

29 General Fund Revenue Estimates 2012/13

The Deputy Chief Executive presented the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

Resolved:

- a That the revised budget for 2011/12 be accepted; and**

Recommendation to Executive Board:

- b That the Estimates of Expenditure for 2012/13, as submitted in the report of the Deputy Chief Executive, be included in the budget to be brought before the meeting of the Board on 6 February 2012.**

30 Capital Programme 2012/13 to 2014/15

The Assistant Director (Finance and Human Resources) detailed proposals for schemes to be included within the Council's capital programme over the next three years.

Resolved:

- a That the Board supports the scheme previously approved within the Council's three-year capital programme; and**
- b That the schemes which will not be included within the capital programme, be noted.**

31 Financial Assistance to Outside Organisations

The Assistant Director (Leisure and Community Development) detailed two requests for assistance through the provision of an annual grant; one from Warwickshire Community and Voluntary Action (WCAVA) for funding towards the final year of its three-year countywide agreement and the other from North Warwickshire Citizens Advice Bureau (NW CAB). The Board was also asked to consider the means by which the Authority could support the undertaking of community-based activities in celebration of the Queen's Diamond Jubilee.

Resolved:

- a That the progress made by WCAVA in its delivery of Volunteer and Third Sector Support Services (VATS Services) in Warwickshire, be noted and that funding for the final year of its three-year countywide contract, as identified in the main body of the report of the Assistant Director (Leisure and Community Development), be approved;**
- b That the draft 2012 Service Level Agreement be approved for further negotiation with NW CAB and that the proposed financial award for 2012/13 be approved and administered as indicated in the report of the Assistant Director (Leisure and Community Development), including the provision for the second instalment to be made subject to the prior agreement of the Chairman and Vice-Chairman of the Board; and**
- c That each Area Forum set aside a minimum of £1,000 from its 2012/13 allocation to support community groups that wish to celebrate the Queen's Diamond Jubilee; that Area Forums be granted discretion to allocate more than £1,000 for this purpose should they so wish and that any Diamond Jubilee grants be provided and administered as identified in the report of the Assistant Director (Leisure and Community Development).**

32 Future Indoor Leisure Provision in Coleshill

The Assistant Director (Leisure and Community Development) updated the Board on the condition of Coleshill Leisure Centre, outlined progress in respect of the work being undertaken to protect the future of indoor leisure provision in the town and sought guidance on which, if any, options should be advanced through detailed external appraisal, discussion with potential partners and consultation with the local community.

Resolved:

- a That site options 2 and 3 and build options B and D, as set out in the report of the Assistant Director (Leisure and Community Development) to protect the future of indoor leisure provision in Coleshill, be progressed through detailed external appraisal, further discussion with potential partners and renewed consultation with the local community, and that a subsequent further report be presented to the Board; and**

Recommendation to Executive Board:

- b That in order to fund the external appraisal of the options selected for investigation to protect the future of indoor leisure provision in Coleshill, a supplementary estimate of £15,000 be included in the budget to be brought before the meeting of the Board on 6 February 2012.**

33 Parks, Open Spaces and Horticultural Service and Grounds Maintenance Service Review

The Assistant Director (Leisure and Community Development) updated the Board with regard to the annual benchmarking exercise for parks, open spaces and horticultural services and advised on progress of the Grounds Maintenance Service Review, with particular reference to the grass cutting service provided on behalf of both this Authority and Warwickshire County Council.

Resolved:

- a That the performance of the Parks, Open Spaces and Horticultural Service, be noted;**
- b That the actions taken in respect of the first phase of implementation of the new Grounds Maintenance Specification, be noted; and**
- c That the Assistant Director (Leisure and Community Development) be authorised to enter into negotiations with Warwickshire County Council in respect of the grass cutting service currently provided to that authority and that the outcome of these negotiations be reported back to a future meeting of the Board.**

34 North Warwickshire Green Space Strategy Progress Report

The Assistant Director (Leisure and Community Development) informed the Board of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy and presented the supporting Action Plan for Year 5 of the Strategy for approval.

Proposals for partnership working in respect of Daw Mill Sports Ground in Hurley and Piccadilly Community Centre and Sports Field were presented for approval in principle.

Members were also informed of the opportunity to allocate Section 106 money to advance a number of projects that will contribute to delivery of priorities identified in the Green Space Strategy in the Birch Coppice area and approval was sought for a framework for delivery.

Resolved:

- a That progress in respect of the implementation of the North Warwickshire Green Space Strategy Action Plan, be noted;**
- b That in principle the proposed work with local sports clubs to advance improvements to the Daw Mill Sports Ground and to determine a preferred option for long term tenure of the site by one of the clubs for future consideration by the Board, be approved;**
- c That in principle the proposed work with Piccadilly Community Association to advance improvements to the Community Centre and Sports Field and to determine a preferred option for future tenure and management of the site for future consideration of the Board, be approved;**
- d That the framework for the proposed use of Section 106 money to advance projects that deliver priorities set out in the Green Space Strategy within the Birch Coppice area, be approved; and**
- e That the proposed use of money held in the Grounds Maintenance and Green Space Strategy reserve to fund the production of management plans for Kitwood Avenue and Long Street Recreation Grounds, Dordon, be approved.**

35 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2011**

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to September 2011.

Resolved:

That the report be noted.

H Phillips
Chairman

Agenda Item No 7

Community and Environment Board

26 March 2012

Report of the Assistant Director (Leisure and Community Development)

Birch Coppice Allotments

1 Summary

- 1.1 This report seeks approval for action undertaken by the Assistant Director (Leisure and Community Development) in consultation with the Chairman and Vice-Chairman of the Board to provide financial assistance to the Birch Coppice Allotment Association.

Recommendation to the Board

That the action taken by the Assistant Director (Leisure and Community Development) in consultation with the Chairman and Vice-Chairman of the Board to provide financial assistance to the Birch Coppice Allotment Association be approved.

2 Consultation

- 2.1 The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environmental and Resources matters together with Ward Members have all had the opportunity to comment on the content of this report.

3 Request for Financial Assistance

- 3.1 Birch Coppice Allotment Association is the tenant at the Authority's Birch Coppice allotment site in Dordon, which it leases on a self-management basis.
- 3.2 In January, the Allotment Association requested financial assistance for the purchase of materials to renew the boundary fencing and gates at the site. There were no labour costs involved in the proposed project as the members of the Association were to carry out the works themselves. The Association was keen to progress the undertaking as soon as possible in order to secure the site before the growing season, when it will necessarily be more occupied with cultivation of the land.
- 3.3 The award of such financial assistance is consistent with the provisions of the Authority's Allotments Policy Statement, approved by the Board at its meeting held in March 2010, which states that the Borough Council will:

“Provide direct funding to support improvements to the Borough Council’s established allotment sites, subject to Community and Environment Board approval, to confirmation of the availability of resources and to the priority need being established to fund projects to bring about the regeneration of underused sites or the establishment of new sites”.

- 3.4 There being no other immediate call upon the money available in the Allotment Improvements Reserve, officers recommended to the Chairman and Vice-Chairman of the Board that it would be appropriate to offer a grant of up to £5,000 to the Association. Officers also sought authority to make the offer to the Association ahead of this meeting of the Board in order to facilitate a timely commencement of the works. The Chairman and Vice-Chairman approved this course of action.
- 3.5 Members are asked to approve the action taken in consultation with the Chairman and Vice-Chairman to provide the requested financial assistance to the Association.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 £5,000 to assist with the cost of provision of new boundary fencing at the Birch Coppice Allotment site is available in the Allotment Improvements Reserve. A further £11,700 will remain to support other future projects.

4.2 Safer Communities Implications

- 4.2.1 Community engagement at allotment sites can contribute to a reduction in crime and anti-social behaviour, both directly by offering positive activities and indirectly by changing the perception of an area through good land management and an increased community presence.

4.3 Legal and Human Rights Implications

- 4.3.1 Improvements undertaken to new or existing allotment sites will be compliant with all relevant legislation.

4.4 Environment and Sustainability Implications

- 4.4.1 Engagement at allotments sites offers the opportunity for sustainable food production, composting of green waste and wildlife-friendly land management. As such, related activity affords opportunities for constructive and healthy activity within communities, an improvement of the local environment, enhanced social inclusion and heightened individual and collective quality of life.

4.5 Risk Management Implications

4.5.1 The risk management implications of the Allotments Development Programme have been addressed in previous reports to Board.

4.6 **Equalities Implications**

4.6.1 The equalities implications of the Allotments Development Programme have been addressed in previous reports to Board.

4.7 **Links to Council's Priorities**

4.7.1 The delivery of the Allotments Development Programme contributes directly to the corporate priorities in respect of:

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

4.7.2 Additionally, the delivery of the Allotments Development Programme contributes directly to the priorities of the North Warwickshire Sustainable Community Strategy to:

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

4.7.3 The Allotments Development Programme also directly delivers against priorities set out in the North Warwickshire Green Space Strategy and the Authority's Allotments Policy Statement.

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 (Allotments Development Programme)	8 March 2010

Agenda Item No 8

Community and Environment Board

26 March 2012

Report of the Assistant Director (Leisure and Community Development)

Green Space Management Plans

1 Summary

- 1.1 This report informs Members of progress in respect of the preparation of management plans for key sites across the Borough, in accordance with the priorities identified in the North Warwickshire Green Space Strategy. The report also seeks approval to proceed to detailed design in respect of Abbey Green Park in Polesworth and the recreation grounds in Dordon, and to allocate funding from reserves for the preparation of a management plan for Bretts Hall Recreation Ground in Ansley Common.

Recommendation to the Board

- a That progress in respect of the preparation of Green Space Management Plans be noted;
- b That the option to advance the preparation of detailed design proposals in respect of Abbey Green Park in Polesworth and Kitwood Avenue and Long Street Recreation Grounds in Dordon be approved; and
- c That the proposal to earmark funding in the Grounds Maintenance and Green Space Reserve for the preparation of a management plan for Bretts Hall Recreation Ground, Ansley Common, be approved.

2 Consultation

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environmental, Countryside and Heritage, Housing, Resources and Safer Communities matters have all had the opportunity to comment on the content of this report.

3 Introduction

- 3.1 Members will be aware, from the Green Space Strategy Progress Report presented to the Board at its last meeting, that Arthur Amos Associates has been appointed to assist the Authority with the preparation of management

plans for key sites across the Borough. The commission, which is for a three-year term, commenced in January 2012.

3.2 The sites that have been identified for early attention, and for which funding for the preparation of the plans has been earmarked in the Green Space Strategy and Grounds Maintenance Reserve, are:

- Alvecote Recreation Area (Parish Council)
- Coleshill, Cole End Park
- Dordon, Kitwood Avenue Recreation Ground
- Dordon, Long Street Recreation Ground
- Hurley Common, Daw Mill Sports Ground
- Old Arley Recreation Ground
- Polesworth, Abbey Green Park
- Warton Recreation Ground (Parish Council)

3.3 As previously agreed by the Board, the first of the plans to be progressed are those for Abbey Green Park in Polesworth and the two recreation grounds in Dordon. Further detail on progress in respect of these projects is set out in sections 4 and 5 below.

3.4 Members were previously apprised, in the Green Space Strategy Progress Reports presented to the Board in March 2011 and January 2012, of the intention to address the remaining sites listed above. A need has now been identified, as referred to by the Leader of the Council in his budget speech to Full Council in February 2012, to add Bretts Hall Recreation Ground in Ansley Common to this list. This is further discussed in section 6 below. A draft timetable for the progression of all of these projects will be agreed with the consultants within the next month and will be reported to an early future meeting of the Board.

4 **Abbey Green Park, Polesworth**

4.1 Work is progressing well in respect of the preparation of a management plan for Abbey Green Park. Consultations have been carried out with officers and Ward Members, with parish councillors and a range of local community groups. A summary of the consultation comments is attached at Appendix A. Further consultation is to be undertaken with groups that have not yet had a chance to respond and, in particular, with local children and young people.

4.2 A site evaluation plan, a summary of key issues document and a site improvement options plan have been completed, which will all be available to view at the meeting. A supporting summary of potential improvements is attached at Appendix B.

4.3 Outline cost estimates have also been prepared and are summarised at Appendix C. These are preliminary estimates that are intended only to give an indication of the scale of costs to be expected in respect of the improvement of the Park. As can be seen, the overall total cost for the implementation of landscape works is estimated to be around £323,000. Of

... this sum, an estimated £128,575 has already been earmarked in reserves, as detailed in Appendix D, leaving a potential requirement for a further £194,425 to be secured through external funding bids. At this stage the figures do not include any costs for refurbishment of the pavilion.

- 4.4 The consultation has confirmed the need not only to revitalise the fabric of the Park, but also to address safety concerns and to design out opportunities for anti-social and/or criminal behaviour. It is felt that changing the perception of the Park is the key to preventing much of the unacceptable behaviour that is known or believed to occur there. The options for improvement, therefore, include fencing and other barriers to unauthorised vehicular access, lighting and increasing visibility across the site, as well as refurbishing sports and recreation facilities, footpaths, site furniture and shrub planting and implementing the approved Local Nature Reserves project.
- 4.5 It is a consistent theme within the consultation that a renewed purpose needs to be found for the pavilion and that an appropriate refurbishment is undertaken. It is felt that this would give “heart” to the Park and that more frequent use of the building, both in the daytime and in the evening, would provide a degree of natural surveillance. Significant work needs to be carried out to determine a way forward in this respect.
- 4.6 Consideration of the future use of the pavilion will be informed by the choices made regarding the options set out for the various sports facilities, which in turn will be influenced by the provisions of the Playing Pitch Strategy and detailed discussions with local sports clubs. These discussions will now be taken forward by officers.
- 4.7 The next stage in advancing this project is the preparation of detailed design proposals in order to be able to identify possible sources of external funding and to inform the necessary bids. The Board’s approval is sought to proceed to this stage. It is anticipated that a further report on this project would then be presented to the Board at its meeting to be held in May 2012.

5 Long Street and Kitwood Avenue Recreation Grounds, Dordon

- 5.1 Work is well in hand to progress the two projects in Dordon. Consultation has been completed with Ward Members, officers and the Police and is due to take place imminently with local community groups. Site evaluation plans, summaries of key issues, site improvement options plans and preliminary cost estimates are in preparation and are expected to be available for presentation to Members at the meeting.
- 5.2 It is anticipated that, subject to the Board’s approval to proceed to the next stage of these projects, it should be possible to complete the detailed designs for presentation to Members in May 2012.

6 Bretts Hall Recreation Ground, Ansley Common

- 6.1 The Borough Council holds a 125 year lease from CISWO (the Coal Industry Social Welfare Organisation) on the Recreation Ground at Bretts Hall Estate in Ansley Common. The lease commenced in March 1997. The Green Space Strategy identifies preparation of a management plan for the site, in conjunction with an improvement plan for the adjacent allotments site, as a priority.
- 6.2 The site provides a significant area of open space for informal recreation, together with some modest play provision for teenagers, which was installed in 2005/06 in the first phase of the Play Area Development Programme. At that time, the decision was taken that junior / toddler play equipment would not be installed until concerns about anti-social behaviour in the area, and the consequent implications for the safety of younger children, had been allayed.
- 6.3 Unfortunately alleged anti-social behaviour continues to be a concern in the area, as a consequence of which it has still not been possible to address the need for junior / toddler play provision. A multi-agency approach, advanced through the Community Safety Partnership, is being taken to tackle some of the issues, the first step being the proposed installation of an infra-red CCTV camera at the entrance to the site. It is intended that this will be in place in time to monitor the site over the spring and summer period.
- 6.4 It is felt that an holistic approach, taking into account all of the local concerns, is needed in order to make a real and lasting impact at this site. It is, therefore, proposed to earmark £5,000 in the Grounds Maintenance and Green Space Strategy reserve to fund the preparation of this management plan, with the intention that a further report on the project will be brought to the Board in October 2012. The Board's approval is sought for the proposed use of the reserve.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 There is no new financial implication arising directly from this report. Funding for the preparation of each of the management plans is available in the Grounds Maintenance and Green Space Strategy reserve.
- 7.1.2 The earmarked funding for implementation of landscape works at Abbey Green Park in Polesworth, as set out in Appendix D, has previously been approved by the Board and will be used to support bids for external financial support for the project.

7.2 Safer Communities Implications

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

7.3 Legal and Human Rights Implications

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

7.4 Environment and Sustainability Implications

7.4.1 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.

7.5 Risk Management Implications

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

7.6 Equalities Implications

7.6.1 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.

7.7 Links to Council's Priorities

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

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

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

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

7.7.3 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

Arthur Amos Associates



SUMMARY OF CONSULTATION COMMENTS

Received during February 2012 concerning the concerns, aspirations and issues relating to Abbey Green Park, Polesworth

Arthur Amos Associates, commissioned by NWBC has consulted with the following individuals and groups with views concerning current issues around the park as well as their comments and aspirations for the future development of the site.

ME – Mark English	Architectural Liaison Officer
PCPP – PC Paul Painter	Community Beat manager
MS - Councillor Michael Stanley	Polesworth East
YS - Councillor Yvette Stanley	Polesworth East
AS - Councillor Alison Stanley	Polesworth West
DB - Councillor Dave Butcher	Polesworth West
DP - David parsons	Polesworth Parish Council
RM - Richard Meredith	Polesworth Parish Council
DT – Darryl Taylor	Hambreys Fishing Tackle
ML - Mark Lawley	Bulls Head FC (formally Royal Oak FC)
RM - Rob Moore	Polesworth Parish Council
JS - John Smitten	Polesworth Parish Council
NWBC	Combined comments from NWBC officers (25 January)
RA –	Residents Association
RC - Robert Critchley Chairman	2050 Group
AB - Angela Baines	2050 Group
KB - Kevin Blount	2050 Group
YO –	Sample Teens on site 28.2.12
MC - Mike Chapman	Bowling Association

JE - John Ellis	Bowling Association
SM - Sue Mear	Bowling Association
AB - Alan Bradnock	Bowling Association
CD - Charlie Dekin	Bowling Association
SC - Sue Collins	Polesworth Society
FP - Father Philip	Polesworth Abbey

The following summarises the comments made by the consultees:

Item	Comments	Originator
1	<p>Vehicle permeability – Cars and motor bikes are brought on to site from any one of a number of access points. Significant damage is done to the grassed areas but more importantly there is risk of injury to genuine users of the park. Known access points are from the main car park adjacent to recycling centre, along desire lines through shrub beds, along the side of the pavilion and along the sides of the tennis courts.</p> <p>Pedestrian permeability – Police attempting to apprehend individuals suspected of ASB are often thwarted by the numerous escape routes provided by the pedestrian permeability.</p>	ME, PCPP
2	<p>Access road to East of pavilion car park needs to be gated / secured To avoid unauthorised vehicles accessing the grassed areas of park</p>	ME, PCPP
3	<p>The main car park adjacent to motor dealership is a regular area where young people with cars meet at night. This in its self is not a problem as it is easily accessed and is visible. However the positioning of the recycling centre causes some issues. Items are pulled out of the recycling units and have been set fire to in the past.</p>	ME, PCPP
4	<p>Residents of the flats are loath to use the car park in front of them because it has no lighting, is obscured from view by planting, has a poor surface and is deemed to be unsafe. Instead the residents park their cars along the road causing obstruction to legitimate vehicles and pedestrian use of the footpath.</p>	ME, PCPP
5	<p>The Pavilion its current state and with lack of use it is a target for vandalism. Main issue is its lack of use and difficulty in keeping it under observation.</p> <p>Residents often report youths being heard around the pavilion but due to poor lighting they cannot be seen. They often climb on to the roof and hide in the 'shed' on the roof.</p> <p>An ideal use would be to open up the pavilion in the evening to be used by local youth – If they were inside they would not be causing perceived problems outside. However it is recognised that it would need someone or a number of people committed to facilitating the opening, monitoring and closing of the premises from within the community.</p> <p>Any future use needs to consider a lighting strategy as poor lighting makes areas around the pavilion ideal for ant-social activity and If retained the Pavilion needs to be included in a CCTV surveillance strategy.</p>	ME, PCPP
6	<p>Shrubs and hedges around the amenity areas are used to hide drugs</p>	ME, PCPP

	<p>and alcohol and obscure views of inappropriate behaviour.</p> <p>Recommendations are that shrubs should be maintained at below one metre and trees should be maintained with a clear stem up to 1.6 metre.</p> <p>Many of the hedges in strategic positions are permeable from an access point of view but are high from an observation point of view. PP suggested that if possible some of the hedges could be laid as they had done in other parts of the village. This has the benefits of strengthening the hedge making it difficult to get through / over and brings the hedge back in to management.</p>	
7	<p>The main football pitch in the centre of the park often gets damaged by unofficial vehicle access.</p> <p>If the main pitch was removed it would still be beneficial to have a goal (perhaps with reinforced ground) close to the older youths activity area as there is a need for a kick about area.</p>	ME, PCPP
8	<p>The bowling green requires an alternative approach to security than it currently enjoys. ME considers that all shrubs around the sides of the green facing the pavilion should either be removed or maintained at a low level. It might be appropriate to keep the shrubs around the back of the green at a higher level. The green should be fenced with a robust fence which is difficult to climb but which allows clear views in to the green. MP suggested that palisade fencing sent the wrong message and would have an adverse visual impact on the site but that perhaps bow top metal fence might provide a barrier which is difficult to climb but which is visually permeable. The fence could be high to the North and East but should be lower to the South and West. Look to make it inviting to use. The green needs gates which would make access with a bike difficult.</p>	ME, PCPP
9	<p>Derelict basketball court would be a good place for a new junior football pitch.</p>	ME, PCPP
10	<p>The lighting posts for the tennis courts could potential be a good position for CCTV camera with views over the bowling green, tennis courts, pavilion, substation and access road.</p>	ME, PCPP
11	<p>The play areas were reasonably well positioned but the shelter on the older children's area was too small which encourages them to use the canopy along the pavilion. However its position keeps them away from residential areas, is easily policed but provides some privacy for the user which is viewed as a good thing. Note that in general the younger users (under 16) rarely cause any problems and whilst in groups they intimidate some of the community by their presence they rarely get involved with criminality. This is more the domain of elder members of the community.</p> <p>The play area for younger children is perhaps not in the best position but is not a real problem. If there were better lighting and beneficial overlooking / surveillance it would be better.</p>	ME, PCPP
12	<p>There is inadequate provision of dog mess bins or rubbish bins.</p> <p>Seating could be better positioned. So as to move potential gathering points away from sensitive areas.</p>	ME, PCPP
13	<p>Formalised links from the canal and opening up of views into the park from the canal could be beneficial in increasing greater usage and</p>	ME, PCPP

	better surveillance however measures would be required to impede vehicular access from the towpath in to the park. This might be achieved by installing gates / restrictions at either end of the towpath where it abuts the park.	
14	Residents of Abbey Green Court experiencing hard time due to drug dealing and other ASB. They hear groups of youth but cannot see them which give them cause to worry. Cars parked on road because they cannot see the car park and worry about safety of cars. Lighting although improved is still poor.	ME, PCPP
15	Lack of careful maintenance has lead to a gradual decline in the condition of the park and therefore its amenity value (over 30 years). The area adjacent to the bridge of particular concern regarding how untidy it looks. Now filled with reeds this area, originally associated with the mill was open water. Memories of boats on the river around the bridge but uncertain as to doing what. Councillors would like to see the area returned to open water but are aware that this would be expensive. Would like to see the channels also cleared out and the edge of the river 'tidied up'.	MS, YS, AS, DB, DP
16	By increasing the parks legibility the community would feel more attached to the park than perhaps they do at present. The central open space is poorly drained and cuts up badly due to football matches and following floods / heavy rain. This has always been the case and probably stems from the methods of reinstatement following open cast mining.	MS, YS, AS, DB, DP
17	The perimeter needs to be protected against unauthorised access by vehicles, in particular from the car park adjacent to the motor dealership. Concern about the lack of lighting around the parking areas and the pavilion. It does not feel safe when coming out of the pavilion at night. The bowling green was seen as a particular area of concern requiring security fencing and limited access. Concern for the security of the residents of the flats – probable improvements include improved lighting, greater shrub management to create better views into park, CCTV.	MS, YS, AS, DB, DP
18	The Pavilion needs to be found a regular use for or removed although preferred to find it a good use. Scouts no longer an option as they have found new accommodation. Council setting up 'Hubs' for local interface via computers with Borough Council – would this be suitable for Pavilion – would find day time use. Not averse to the idea of youth club type of arrangement but noted that most youth clubs close (9.00 ish) at the point where they want	MS, YS, AS, DB, DP

	<p>some where to be (9.00-12.00 ish). Additionally would need someone or a group to take it on from the community.</p> <p>Main issue with the pavilion was surveillance / lighting.</p>	
19	<p>The Abbey is intending to develop the riverside as a wildlife area and that it would make sense to link the park nature area with the Abbey via a bridge which would help establish a circular walk.</p>	MS, YS, AS, DB, DP
20	<p>Derelict basketball court could be removed and junior football pitch establishing in its place thereby grouping the sports facilities in one area.</p> <p>Likewise no objection to removing the football pitch from the centre area, recognising that there was probably adequate provision in the location.</p> <p>Regrettable that the main area no longer used as a cricket pitch but that there is probably no real requirement.</p> <p>It's hoped that the bowling green could be renovated to a point where with support from the Council, the local emerging Bowls club could manage the day to day upkeep themselves. There is much interest in the Bowling Green and it has the potential to form a bridge between the older and young generations.</p> <p>The drainage on the main football pitch in the centre area is poor (apparently the pitch behind bowling green is not much better). Drainage improvements should be considered for inclusion in the improvements.</p>	MS, YS, AS, DB, DP
21	<p>The play areas are viewed positively and the need for a kick about area should the main pitch be removed endorsed.</p> <p>The play areas were in reasonable position and were well used. No significant change required.</p>	MS, YS, AS, DB, DP
22	<p>Good idea to Link Canal and Park and to formalise routes off the canal into the park.</p>	MS, YS, AS, DB, DP
23	<p>It was thought that as more people use the park, more frequently the environment would become less attractive to anyone with anti-social intent.</p>	MS, YS, AS, DB, DP
24	<p>River used extensively in the summer by children</p>	DT
25	<p>Over last 10-20 years the river through the park has declined, becoming shallower, narrower and contains more debris and weed. Channels that used to be used by very young children to fish in safely have all silted up and are full of weeds.</p>	DT
26	<p>The last few summers have seen the river at very low levels</p>	DT
27	<p>There are a few constructed fishing pegs but these are in poor condition</p>	DT
28	<p>The club plays around 15 to 20 games a year on the park depending on how successful they are in competitions and how many twilight friendly matches they have. They have around 10 league matches a season.</p> <p>In addition to matches the club also trains on the park one night a week.</p>	ML
29	<p>The club last used the Pavilion changing rooms 3 years ago and currently have to get changed in the open air outside of the flats</p>	ML

	which they realise is inappropriate given the average age of the residents.	
30	<p>The major issue is that even after a short fall of rain the pitch becomes too waterlogged and is unplayable leading to the fixture being cancelled.</p> <p>The secondary issue is other than the pitches there is not really anywhere to train – they would rather not use the pitches as they get too cut up, particularly when it's wet.</p>	ML
31	<p>The club has in the past used the smaller adult pitch but this also suffers from water logging and flooding but in addition suffers from Moles.</p> <p>Anecdotally it is understood that the pitches were reinforced with a plastic sheet which causes much of the water logging.</p> <p>LA's note: This reinforcement might be part of pitch construction but might also be part of a capping layer required to seal in contaminated material as part of the open mine reinstatement. In which case improving the infiltration rates of the pitch might be a lost cause. Do accurate records of reinstatement exist?</p> <p>Lack of lighting is an issue when training at night in the winter (most of the season).</p>	ML
32	<p>The Swifts FC does not use Abbey Green Park and have not done so since he had been Chairman.</p> <p>The club is growing rapidly and could do with more pitches to play on so would like to be able to play at the park, particularly as it's a Polesworth team and they would prefer to play in Polesworth. In particular they need a ¾ size pitch for 9 v 9 (under 11's).</p> <p>The reason they do not use the park is because it is considered to be too soft to be safe for children to play on, particularly after rain.</p>	RM
33	<p>The club is lacking a headquarters and would be interested in using the pavilion if it were put back in to use.</p> <p>Some of the teams do not play leagues as such but participate in tournaments which are hosted by the participating teams in turn. Because the Swifts have no changing facilities / toilets on the grounds that they play on. Abbey green park with refurbished changing rooms etc and pitches in good condition could be ideal. Currently the club has to host at schools out of the village.</p> <p>Cost of pitches to play on is always an issue. Currently Swifts use the community pitches which they pay for but the money goes back into the community / facilities so is easier to raise compared to raising money that would go out of the area.</p>	RM
34	<p>Swifts FC are aware of the potential in the tennis courts particularly if they were surfaced with an all weather surface. Currently the club pays to use the all weather pitch at Woodhouse for training but would prefer to be keeping the money they pay out in the Village.</p> <p>If the tennis courts were suitably surfaced it could become a source of revenue which to some extent would self fund its self. (A view also expressed by Adult football club).</p>	RM

	<p>The latest all weather surfaces are very expensive but some of the older technology could be much more cost effective.</p> <p>The lack of lighting would preclude winter time evening training sessions.</p>	
35	<p>The Swifts involve lots of people from the village and the club is growing. There is potential that it could be a significant user of the park if the facilities were in order, i.e. the drainage and playing surface was improved, the Pavilion was put back in to service, there was a lit area that the club could train on after dark, preferably with an all weather surface.</p>	RM
36	<p>Football pitches need drainage works if they are to be seriously used to play on. In particular concern that the junior pitch was unsafe for children to use after only a small amount of rain.</p> <p>If Swifts were to play at Abbey Green Park the changing rooms in the pavilion would need to be reinstated.</p> <p>a junior pitch on the site of the derelict basketball court might be a good opportunity if the area could be better drained.</p>	JS
37	<p>The river channels could be reinstated as they added a lot to the character and general appearance of the park.</p> <p>The island formed by the channels could be where the arisings are put to save the cost of taking them off site.</p> <p>Arisings might also be used for mounding elsewhere on site to provide impromptu viewing areas.</p>	JS
38	<p>The site entrance needs improvement because as it stands it detracts from the park.</p>	JS
39	<p>The biggest single improvement would be to clear out the water channels, the basin adjacent to the bridge and the area to the east of the site where the river was diverted to during open cast coal mining.</p> <p>There are issues about removing arisings off site; they would be better used to amend existing levels where ponding / drainage is an issue.</p>	RM
40	<p>Condition of pavilion is a wasted opportunity and part of a downward spiral where as it could be part of a virtual circle.</p> <p>The area around the Pavilion needs CCTV, ideally monitored.</p> <p>For CCTV to be effective there would also need to be more lighting.</p> <p>The Pavilion could be a part time youth centre – better to have the local youth inside rather than hanging about outside. If this were to happen it would need commitment of adults from the community.</p>	RM
41	<p>Tennis courts are underutilised – needs a club to keep the courts maintained</p>	RM
41	<p>Bowling Green is well used but clubs have concerns over damage to green from vandalism</p>	RM
42	<p>There needs to be an emphasis on the entrances into the park to improve its identity and perception of worth.</p>	NWBC
43	<p>Vehicles accessing the park illegally are an issue and proposals need to address the issue.</p>	NWBC
44	<p>Prohibited horse ridding is also an issue which may not easily be</p>	NWBC

	stopped by physical measures but signage / restrictions should also be considered.	
45	Enhancement of main car park likely to be well received as it would be a visual sign of something positive being done.	NWBC
46	<p>In very poor condition with little finance available to fund refurbishment.</p> <p>Pavilion requires refurbishment or removal.</p> <p>In its current state and with lack of use it is a target for vandalism.</p> <p>The pavilion has architecture of some merit and with the potential to be reconfigured internally. Future really rests on what uses it could be put to – what does the community require?</p> <p>Any future use needs to consider a lighting strategy as poor lighting makes areas around the pavilion ideal for ant-social activity.</p>	NWBC
47	<p>Might be preferable to move adult football pitch from centre of park to area adjacent tennis courts in order to group sports facilities in one area.</p> <p>Most football demand would be for mini-soccer pitches for junior clubs</p> <p>A synthetic surface would be ideal but costly. Perhaps establishing a min-soccer centre for the area. – Could bring in revenue.</p> <p>No call for a cricket pitch (original purpose)</p> <p>Skateboarding very popular and well used when temporary installations installed. Consider more facilities.</p>	NWBC
48	<p>Residents of Abbey Green Court prefer to park on road because they can see their cars. As far as Abbey Green Court residents are aware the car park is a general one and not particularly for residents. Also possible that some residents are too lazy to walk as far as the car park.</p> <p>There are some garages but not enough for all car owners.</p> <p>There is concern over people bringing cars on to the park.</p>	RA
49	<p>The community room in the Pavilion is for senior residents of Abbey Green Court (over 60's and over 55's with a disability have a key) and not for general use.</p> <p>The room has at times been used for meetings but these have ceased because the heating timer is unreliable.</p> <p>There is a second room associated with sports / recreation provision but this is reported as in poor condition, it would be good to see it used regularly.</p> <p>Public toilets now closed. Really important for the park that they are reopened.</p> <p>The park gets very busy over the summer – opportunity to run a cafe from the pavilion – with increased sports use could be viable all year. Could be offered as a franchise.</p>	RA
50	Play area for toddlers is great but too close to older children's play	RA

	<p>area. The younger child play area is in the best place, consideration should be given to moving the teen play area.</p> <p>There is no play provision for 12-15's</p> <p>Climbing stone is rarely used.</p> <p>No real problems with young children, 10-14 sometimes noisy but OK, 15 and over can be problematic – more threatening in big groups.</p> <p>A teen shelter positioned away from the current play area was thought to be a good idea. They need somewhere to go where they are not being overlooked all the time. Would give them a focal point away from sensitive areas. They already congregate over the river side of the park, why not there?</p> <p>The older children need more play options – Big kids swings? Why not a MUGA on the site of the derelict basketball court. Away from houses but easily accessible.</p> <p>The children get bored, in the summer there can be 50-100 children on the park at any one time.</p> <p>The whole route through the park up to the South west corner needs lighting.</p> <p>The small football pitch in front of the pavilion may not be officially used but is popular for informal games by children.</p>	
51	There are a shortage of allotments – could the area around the disused basket ball court be used for allotments	RA
52	Clean out the channels around the mill race and drainage channels along the river to connect into the 'Arm'. This is felt by most people to be the area of highest priority for improvement action; it is the open space at the heart of the community, and visible to all who pass through Polesworth.	RC, AB, KB
53	Drain the fields to bring the football pitches into better use.	RC, AB, KB
54	Stop unauthorised vehicular access on to the park.	RC, AB, KB
55	The changing rooms in the Pavilion need to be reinstated.	RC, AB, KB
56	If the pitches, changing rooms and toilets were in good condition at least 2 of the Swift FC teams would play regularly on the park (they do not play there at present).	RC, AB, KB
57	The site needs interpretation signage showing links, trails, features, history and what's there. Needs directing from the canal to the park and onwards to the village centre and Abbey.	RC, AB, KB
58	The gateway needs improving – not a good look.	RC, AB, KB
59	It was confirmed that the Scouts had considered the park for their new site and it would be desirable to have them based in the centre but that parents had been reluctant because they felt they did not want their children mixing with undesirable elements that they believe are to be found in the park. The Scouts are moving to Pooley heritage centre.	RC, AB, KB
60	The Park needs to be integrated with other initiatives, e.g. the improvements at the Abbey.	RC, AB, KB
61	The park should be at the hub of the village.	RC, AB, KB
62	It would be good if a bridge across to the Abbey was installed to	RC, AB, KB

	create circular walks.	
63	Heritage Trail: Signage and information boards are needed. Link to poetry trail and Arden Heritage Trail and other Heritage projects.	RC, AB, KB
64	Re-design Abbey Green Park and the pavilion with consideration to flooding. Residents would like it to be drained so it could be used more. Location issues need to be worked through, how it fits into the overall park area.	RC, AB, KB
65	The Swifts football team needs changing rooms and loos.	RC, AB, KB
66	Would appreciate a bigger shelter. The existing one is too small and when it rains the shelter offers little cover.	YO
67	Half pipe is really good but once you have used it several hundred times you need something else. More ramps or a BMX type track would be great. A skate park like the one at Tamworth would be great	YO
68	The lighting on the play area is very poor. It needs sufficient lighting to be able to use area after dark. It is still used but it's too dark to do anything so it is boring.	YO
69	The 'Youth Bus' is appreciated (comes to the park occasionally).	YO
70	Would be good to be able to get in to the pavilion to sit inside rather than always having to sit outdoors.	YO
71	'The Council' has been told before what is wanted but nothing seems to happen.	YO
72	The kick about area of the Teen area is well used particularly the goals. The basketball net is not often used.	YO
73	Would really like a MUGA with lighting and proper games surfaces.	YO
74	It's great when the council bring the temporary ramps.	YO
75	The Bowling green has suffered continual damage from inappropriate use including bikes on the green. There is evidence of recent bike tyre marks.	MC, JE, SM, AB, CD
76	The Bowling Association is emphatic that it wants high fences and locked gates on the basis that they are happy to take maintenance in to their own hands but not if there is the constant threat of their efforts being trashed as a part of inappropriate activities by others.	MC, JE, SM, AB, CD
77	The Bowling Association would like Palisade fencing all around despite it being unsightly.	MC, JE, SM, AB, CD
78	The existing chain link fence around the bowling green is missing in many places and does not provide any protection.	MC, JE, SM, AB, CD
79	The Bowling Association wants the green gates locked when not in use.	MC, JE, SM, AB, CD
80	If the council would remove the overgrown shrubs and cultivate the soil in the planting bed around the green (inside of the fence) the Association would be prepared to plant it back up themselves. Probably roses.	MC, JE, SM, AB, CD
81	The Bowling Association would like the trees closest to the green removed so that their roots could do no further damage to the green. Also much of the understorey could be removed so as to maintain views into the green.	MC, JE, SM, AB, CD
82	The Bowling Association wishes the two Hornbeams (west side) to be kept but is not fussed about any of the others.	MC, JE, SM, AB, CD
83	The shrub planting to the west side of the bowling green is in good order and looks good in the summer but it does block views into the green when viewed from the park. Consider selectively removing some areas so that views in are opened up. This will improve security.	MC, JE, SM, AB, CD
84	Two of the benches have been badly vandalised. One was repaired	MC, JE, SM,

	but immediately destroyed. No point in further refurbishment without security.	AB, CD
85	The green is used most evenings during the summer April –September as well as weekends. There is ad hoc usage during the day. 4 teams, Hundreds of league players from around the county, not just Polesworth players. In excess of 50 matches a year.	MC, JE, SM, AB, CD
86	There is a stop cock by the tennis courts but the Bowling clubs are not allowed to use it for the green because it might be dangerous to run a pipe across a pedestrian route. It is requested that a spur be run off the existing main so that they can when necessary water the green. Last year grass did not grow for over six weeks and became very difficult to play on.	MC, JE, SM, AB, CD
87	The reopening of the public toilets is key to the future use of the green, particularly so when there are visiting clubs. An arrangement has been made to use the community room toilets this coming season but this is only a stop gap measure.	MC, JE, SM, AB, CD
88	There is a room on the NE corner of the pavilion which in an ideal world the Bowling Association would take over as a place to make tea / have notice boards etc.	MC, JE, SM, AB, CD
89	It was suggested that the fencing could extend up to the pavilion and the Eastern end could be part of the Bowling Association responsibility (includes room for keeping mowing equipment).	MC, JE, SM, AB, CD
90	The Bowling green construction is basically sound apart from tree root incursion and when grass is in good condition is one of the best in the county. It is in very poor surface condition with worm casts, moss and physical damage from inappropriate use. Probably too late now to make significant improvements for the coming season but major work required as soon as season ends. Again not much point till security sorted out.	MC, JE, SM, AB, CD
91	Could the area, previously hard standing be reinstated so that there was somewhere to store sand and soil, dry out grass cuttings for future use as mulch and to park some cars on during matches as there are never enough parking spaces. This area of hard standing should be included within security fence.	MC, JE, SM, AB, CD
92	The green is the only one in the league without shelter. Ideally there would be four, one on each side. They could be of simple design but should be metal not wood – bit like a bus shelter and could be positioned over central benches. They would need to be far enough away from the fence so that they did not resent a way in.	MC, JE, SM, AB, CD
93	There needs to be lighting around the back of the pavilion up to the green entrance, preferably along the whole length of the route through the park.	MC, JE, SM, AB, CD
94	There are areas of Abbey Green Park in addition to the new nature area which could lend themselves to the new thinking about Wild flower strips/meadows for insects etc instead of close mowing.	
95	Mill stream bed and banks need some care and a possible management plan. Once a pleasant back water and was the Polesworth Society Village Nature Trail in 1993. <i>‘Nearby flood channels (now referred to as the Mill Stream) are covered with lesser Celandines in March. Fish are often seen in the shallow waters lined with Reed Mace, Flowering Rush and Burr Reed.’</i> It has become an eye sore at an important gateway to village. Flow of water is now so restricted by silt, vegetation etc The water can	SC

	become very unpleasant. I suspect it would now be extremely difficult to spot the small fish from the footbridge nor would one want to linger too long to watch the dragonflies	
96	Abbey Green Centre - Purpose/ Use needs clarification? Community Building /restricted use or open to all?	SC
97	If Abbey Green is to be used for sports changing rooms and toilets need refurbishing.	SC
98	Toilets were originally open to members of the public.	SC
99	Are football pitches fit for purpose?	SC
100	Wish list: Re instatement of a footbridge to east of Church linking Park to new churchyard or adjacent land.	SC
101	Pavilion obtrusive, suggested screening planting in park.	FP
102	There is opportunity for bridge across river to link Abbey Green Park and Polesworth Abbey and wider river corridor.	FP
103	Nature enhancement proposals for Abbey Green Park sympathetic and complimentary to those being undertaken by the Abbey	FP
104	It would be good if there could be a circular walk linking the Abbey and the Park	FP

There are other bodies that would probably wish to contribute as follows:

Environment Agency – EA have been contacted but have not been able to meet in the timescales required. Their main concerns are that there should be no reduction in the flood plain and no construction in the flood plain. They are ambivalent about the channels and mill race being cleared of reeds providing it is done so as not to pollute the river.

Warwickshire Fire and Rescue

Anker Valley Canoe Club

Polesworth Community Association

Arthur Amos Associates

SUMMARY OF POTENTIAL IMPROVEMENTS

TO ABBEY GREEN PARK

Based on consultations during February 2012



Revision A; 29.2.2012

Refer to Arthur Amos Associates plan 931-03 for location

	Bowling Green
1	Remove tree / grind out stump (roots interfering with bowling green)
2	Remove chain link fence, replace with railings or security fence. 1.8m high. Include lockable gates
3	Remove over mature amenity planting (selectively) plant up border with new robust planting (up to 600mm high)
4	Manage shrubs to be below 800mm high or consider selective removal. Crown raise trees to 1.8m
5	Remove understorey, crown raise standard trees to 1.8m
6	Remove or renovate existing seating, replace with new benches if removed
7	Remove weeds / invasive shrubs. Reinstate hard standing and soil / sand storage bins. Include area within 1.8m railings or security fence.
8	Install simple shelters / seating bars for spectators (no walls) x 4.
9	Thin out or remove shrubs to create uninterrupted views in to bowling green
	Basket ball Court
10	Remove derelict court, reinstate surface to provide space for mini-soccer U9/U10 football pitch. May require installation of drainage layers to ensure a durable/ sustainable surface. Minimum size 50 x 30 yds (45.75 x 27.45 m) Alternatively Replace with suitable MUGA (would need lighting)
	Football pitch (small adult)
11	Reduce pitch size to suit U11 / U12. Maximum 90 x 55 yds (82 x 50.77m). (Current size 92 x 54 m) Install pitch drainage system. Would require site investigation to ascertain underground conditions.
	Tennis Court
12	<u>Option 1:</u> Leave it as it is <u>Option 2:</u> Mark out a 5-a-side football pitch and reinforce the tennis court markings. Provide 2 x 5 side goals. Install boards to fence (1.2m high) <u>Option 3:</u> Convert surface to an all weather pitch surface and establish as a 5-a-side facility. Service spot lighting – ‘Pay as you play’? perhaps with coded / timed switch payable for in advance (over ride in pavilion)
	Canal Towpath
13	Create gateway off canal towpath and formalise desire line. Anti-bike barriers required. Formalise path with tree planting
14	Install H gates along towpath to prohibit motor bikes but allow disabled access (subject to agreement by British Waterways) (self binding gravel or tarmac)

15	Formalise desire line to create secondary access to park from canal (self binding gravel or tarmac)
16	Create path to link canal with park 'promenade' walk (self binding gravel or tarmac)
	Nature loop
17	Formalise existing desire line through trees with self-binding gravel path – link up with off-park riverside path and possible future bridge linking park with Abbey grounds
18	Phased removal of over mature poplars. Replant native trees along eastern boundary to provide next generation of tree planting
19	Install benches at positions providing views of Abbey site
	River Diversion remnant / Nature area boundary
20	In co-operation with Warwickshire Wildlife Trust clear river arm (remnant of river diversion) of silt and reeds. Non herbaceous arisings to be used for profiling / mounding elsewhere on site.
21	In co-operation with Warwickshire Wildlife Trust plant trees to reinforce circular walk and edge of 'nature area' and to provide a new generation of trees to replace mature Poplars
	Main pitches
22 / 23	<u>Option 1:</u> Rework pitches to improve drainage and playability <u>Option 2:</u> Remove pitches – re-site Bulls Head FC. (Community pitches?) Designate area as general ball games and events space (Will still require improved drainage) Both options would require ground condition survey before extent of works required could be ascertained. Note: 23 not used by Swifts FC as too dangerous
	Pavilion
24	<u>Option 1:</u> Demolish - Maybe make space for public toilets <u>Option 2:</u> Refurbish and establish regular usage including opening up public toilets. Possible usage – NWBC local hub during daytime - Headquarters for Swifts FC - Youth club / hangout in evenings - Coffee shop in day – offer franchise to existing cafe in Polesworth? See also 25 & 26 regarding lighting and CCTV
25	Extend lighting to include junior play area, Pavilion, bowling green and tennis courts and Abbey Green Court car park through to South East corner.
26	Monitored CCTV mounted to view pavilion and bowling green
	Footways
27	Remove failed footpath, reinstate grass
28	Formalise desire line to link Grendon Rd to circular walk
	Abbey Green Court car park and adjacent area
29	Crown raise trees to provide clearer views through to Abbey Green Court car park
30	Close off route to park through car park to ease fear of anti social behaviour in car park and encourage residents to use facility (supported by 25)
31	Resurface car park
32	Establish trees to break up view of car sales across the park
	Site entrance / arrival
33	Potential site for arisings from excavations
34	New tarmac path to link entrance to circular walk
35	Remove failing path, restore to grass
36	Install vehicle gate, railings and restricted pedestrian entrance to divide car park and park and prohibit unauthorised vehicular access
37	Define boundary of park with trees

38	Park gateway / metalwork / opportunity for art work
	Channels / water ways / Nature area
39	Clear out channels to former layout – mostly silt and reeds – propose excavations dried on site, sifted and soil element used for mounding on site with herbaceous element removed from site – carry out in co-operation with Warwickshire Wildlife Trust
40	Potential site for soil arisings
41	New tarmac path required to complete an amenity loop (creates a small nature area loop)
42	'Tidy' river bank to reinstate fishing pegs plus one disabled access peg
43	Benches with views to Abbey grounds
44	Single span bridge to link Abbey Green Park with Abbey grounds to create larger circular walk. (Probably financially unfeasible now but improvements could facilitate it for the future)
	Teen Play area
45	Re-site teen play provision to current site of derelict basketball court. Would require lighting. Could be incorporated with MUGA.

Green Space Management Plans

Appendix C: Polesworth Abbey Green Park Outline Cost Estimates

Bowling Green

Initial Site Clearance, Removals and Preparatory Works	9,450.00
Surfaces	3,340.00
Fencing, Gates and Barriers	14,600.00
Furniture	10,000.00
Amenity / Ornamental Planting	4,650.00
Bowling Green Sub Total	42,040.00

Local Nature Reserve

Initial Site Clearance, Removals and Preparatory Works	30,200.00
Surfaces	12,605.00
Furniture	9,500.00
Native Planting	5,500.00
Local Nature Reserve Sub Total	57,805.00

Amenity Open Space

Initial Site Clearance, Removals and Preparatory Works	12,634.00
Surfaces	51,045.00
Fencing, Gates and Barriers	16,535.00
Lighting	14,000.00
Amenity / Ornamental Planting	13,750.00
Native Planting	2,360.00
Amenity Open Space Sub Total	110,324.00

Sports and Recreation Facilities

Multi-Use Games Area	100,000.00
Drainage to Existing Pitches	7,000.00
Teen Shelter	6,000.00
Sports and Recreation Facilities Sub Total	113,000.00

GRAND TOTAL 323,169.00

Appendix D: Polesworth Abbey Green Park Earmarked Reserves

Birch Coppice Section 106 Reserve	100,000.00
Grounds Maintenance and Green Space Strategy Reserve	15,000.00
Local Nature Reserves Project	13,575.00
TOTAL	128,575.00

Agenda Item No 9

Community and Environment Board

26 March 2012

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

**Review of Refuse & Recycling
Services**

1 Summary

- 1.1 This report updates Members on the work of the Council's cross-party Recycling Task & Finish Group, summarises the options which the group is evaluating in relation to improving the Council's refuse and recycling services and, in light of the evidence gathered to date, recommends that the Council develops its refuse and recycling services based on an alternate weekly collection system.

Recommendations to the Board

- a That Members note the work undertaken to date by the Recycling Task & Finish Group;**
- b That officers continue to evaluate the viability and deliverability of working in partnership with neighbouring authorities as well as retaining an exclusively in-house service, and;**
- c That a revised refuse and recycling collection service be developed based on an alternate weekly collection system for implementation by October 2013 at the latest.**

2 Consultation

- 2.1. The Environment Portfolio Holder and the Shadow Environment Portfolio Holder have been sent an advance copy of this report for comment, as have the members of the Recycling Task & Finish Group.

3 Background

- 3.1 The Recycling Task & Finish Group held its first meeting on 16 November 2011 at which an initial options appraisal document was presented for discussion. The document summarised the current service, set out the options for change, summarised ongoing work in the area of refuse & recycling and estimated the savings or costs associated with each of the main options. It also highlighted the other factors around staffing, infrastructure and

external stakeholders which the group would also have to take into consideration when assessing the various options.

3.2 The options set out in the briefing note are summarised below:

i. **Retain current service**

This may still achieve savings dependent on the detail of the fund recently announced by DCLG to encourage local authorities to retain weekly refuse collections. However, details are patchy and early evidence suggests that any funding would fall short of the savings arising from moving to alternate weekly collections. In order to significantly increase recycling, extra funds would need to be invested in that service, particularly if it is to be simplified and more integrated into other parts of the refuse service. There would, however, be little effect on staff.

Savings unlikely to be significant.

ii. **Service Transfer**

The whole refuse and recycling service could be operated through a partnership with a neighbouring authority such as Tamworth & Lichfield to be run under the umbrella of their AWC service. Savings may be significant due to the transfer of all services along with a proportion of management and central support services. There could be potential sovereignty issues and the impact on staff is unclear, but it has been demonstrated to work successfully.

Savings could be up to £300,000 per annum, though difficult to quantify with any certainty at this stage.

iii. **Cross Border Co-operation**

NWBC could align its services with Nuneaton & Bedworth Borough Council and operate a joint refuse collection service across the two district areas. The potential exists to increase efficiency through shared routing and would provide economies of scale across a larger area with greater shared resources. NBBC currently use the same kerbside contractor, Palm and this could be advantageous, however, there are potential procurement issues as NWBC could not simply extend the current contract for a further five years. There may be a significant impact on NWBC staff and NWBC's service would have to mirror that of NBBC's. There may also be a significant impact on the Council's in-house vehicle workshop and the knock-on effects to other services would have to be considered. Co-operation could be limited, however, to ancillary services such as clinical and bulky waste collections, recycling banks, isolated properties etc. rather than full integration as this would also realise financial benefits.

Savings are likely to be less than other AWC options, but could be significant dependant on level of cooperation and integration – up to £150,000+ per annum.

iv. **In-house provision**

The Council could choose to move to AWC without entering into partnership arrangements with other organisations. The AWC system could operate alongside the existing kerbside contract, or that could be brought back in-house on its expiry in October 2013. Whether the kerbside service is externalised or not, it could and should be simplified by moving to a three bin or dual stream system (or similar). The impact on staffing levels may depend on the kerbside recycling collection arrangements (i.e. in-house or externalised), as will the level of savings.

Savings likely to be between £200,000 and £300,000+ per annum.

v. **Split-bodied Vehicles**

Some authorities retain weekly refuse collections but also collect recycling on a weekly basis. Greater levels of recycling are encouraged through the use of smaller bins (2/3 current size or less) with larger bins used for recyclables and garden waste. Savings are likely to be less and recycling rates lower than with AWC. WCC may not be prepared to provide capital assistance for a continued weekly refuse service, but the impact on NWBC staff would be reduced.

Savings likely to be minimal.

- 3.3 The Group agreed to explore options ii, iii and iv in greater detail and asked officers to report back on the proposal that DCLG would make a £250M fund available to local authorities to support the retention of, or reversion to, a weekly refuse collection service.

4. **Work Undertaken to Date**

- 4.1 Officers have met with their counterparts from both Nuneaton & Bedworth, Tamworth and Lichfield prior to visits by the Task & Finish Group on 1 and 24 February respectively. Nuneaton and Tamworth operate similar services in that both are based on a three bin system with recyclables and green waste collected on the same day one week while residual waste is taken the following week. The main variation is in the collection of recyclables. Where Tamworth and Lichfield collect all recyclable waste commingled in one wheeled bin, Nuneaton & Bedworth's residents are provided with a caddy which fits inside the wheeled bin and which allows paper and cardboard to be kept separate from other recyclable waste. Tamworth and Lichfield's services are all in-house while Nuneaton & Bedworth employ a private contractor to provide the kerbside recycling service.

4.2 Tamworth and Lichfield and Nuneaton & Bedworth also differed in their operational approach. While Nuneaton & Bedworth had retained the standard working day and five day working week, Tamworth and Lichfield's crews worked a 9¼ hour day and a four day week. The service, however, operated on a five day per week basis with staff able to work on their 'day off'. This reduced reliance on agency cover, provided greater flexibility and resilience and increased capacity within the working day. This, allied to a comprehensive 'in cab' communication and monitoring system delivered a very effective, efficient and reliable service and officers are keen to explore what impact similar arrangements would have on North Warwickshire's refuse and recycling services.

5. **DCLG £250M fund to Support Weekly Refuse Collections**

5.1 At its meeting on 1 March, 2012, the Recycling Task & Finish Group considered a briefing note on the £250M scheme set up by the Department for Communities and Local Government to support the retention or reintroduction of weekly refuse collection services by local authorities.

5.2 The report concluded that given that funding was unlikely to be granted given the eligibility criteria and, furthermore was likely to increase revenue costs in the longer term, impact heavily on measures to achieve savings, lose capital funding and not increase recycling rates significantly. It was, therefore, recommended that the Council did not submit a bid to the fund. The Chairman of the group supported the recommendation and no objection was received from any member of the group. A copy of the briefing note is attached at Appendix A.

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5.3 This effectively means that the only options remaining to the Council which would reduce costs and increase recycling are based around alternate weekly collections. This report recommends, therefore, that any new refuse and recycling service is developed and implemented on that basis. As the systems already in place in neighbouring authorities and across the country have demonstrated, this would still mean that all residents would continue to receive a weekly collection service, with different waste collected every other week.

6 **Further Steps**

6.1 An officer working group has been established to evaluate the potential cost/benefit of the remaining options. Officers have sought and received further financial details from both Tamworth and Lichfield and Nuneaton & Bedworth. Once a clearer financial picture has emerged, a further report will be brought back to this Board to enable a final decision on the preferred option to be taken.

6.2 Officers have continued to work closely with colleagues from Warwickshire County Council who have offered support in terms of officer time and capital resources should North Warwickshire Borough Council move to an alternate weekly collection service. In addition, new facilities at Lower House Farm will

make it easier for NWBC to bulk up commingled recyclables in the future. Similar bulking and processing arrangements will allow food waste to be collected within either the black bin or the green bin in future, ensuring that such waste can be collected weekly under any revised collection system. Officers at both NWBC and WCC are also investigating the likely income levels from dry recyclables which will assist in assessing the costs of the various options.

- 6.3 One area requiring further investigation is the kerbside collection of recyclables. That service is currently provided by Palm whose contract expires in October 2013 and cannot be extended. They have already indicated that a move to a three bin system would bring their costs down further, but the potential costs and benefits of a contracted-out service against in-house provision will have to be explored in greater detail.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 Although it is not possible to quantify exactly at this stage, a move to alternate weekly collections is likely to deliver a significant financial benefit to the Council.

7.2 Environment and Sustainability Implications

- 7.2.1 A move to alternate weekly collections is likely to significantly increase the Council's recycling performance.

7.3 Human Resources Implications

- 7.3.1 Any major change to the refuse and recycling collection service has the potential to impact on staff, and those potential impacts are currently being evaluated for each of the potential options and will be set out in greater detail when the final options are set out for determination by the Board at a later date.

7.4 Links to Council's Priorities

- 7.4.1 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

Task & Finish Group 1st March, 2012

Briefing Note – DCLG £250M fund to Support Weekly Refuse Collections

Background

Eric Pickles, Secretary of State for Communities & Local Government announced on 29th September, 2011 that the Government would make £250M available to local authorities to enable them to revert to or retain weekly waste collections. Officers agreed to report back to members on the details of the scheme once they had been released. Details of the scheme were published by DCLG on 3rd February, 2012.

The Scheme

Full details of the scheme are posted on DCLG's website at:

<http://www.communities.gov.uk/documents/localgovernment/pdf/2081256.pdf>

In addition, the LGA produced an on the day briefing which can be read here:

http://www.local.gov.uk/c/document_library/get_file?uuid=b09d01bd-522e-48db-bca4-c91e70d5352a&groupId=10727

Summary of Proposals

Support available

The scheme will provide support for three options as follows:

- a. Introduce, **retain** or reinstate a weekly collection of residual¹ household waste. In addition, these collections must be supplemented by a separate recyclables collection at least once a fortnight; or
- b. Propose improvements to an existing waste service which is already centred around a weekly residual collection, for example by improving environmental performance, increasing the affordability or sustainability of that service; or
- c. Add a weekly food waste (or organic waste) service to an existing fortnightly collection of residual household waste, where an authority can credibly demonstrate that this represents the preference of local people.

Funding

£50 million is available in 2012/13 and £100 million in 2013/14 and £100 million in 2014/15.

There is no threshold or cap on the amount of funding an authority can bid for and local authorities may bid for a lump sum or to spread the bid over the three years of the scheme.

Grant payments will not be ring-fenced.

Any local authority in England can lead a bid – whether they are a collection or disposal authority. Each bid can be for funding for an individual local authority, a group of authorities, or a consortium that includes businesses/third parties.

Only local authorities that operate a weekly or have already implemented a fortnightly residual collection can bid. Those local authorities that are in the process of moving to fortnightly residual collection will not be able to bid.

Minimum five year commitment

The Scheme will award funding to local authorities that commit to weekly collections for (a minimum of) five years from 2012/13 (or the first year of the bid). It should be noted that funding will only be made available for a maximum of three years.

Bidding Timetable:

- Non-binding Expression of Interest – to be received no later than 16 March 2012
- Outline bid – to be received no later than 11 May 2012.
- Final bid – to be received no later than 17 August 2012.

Implications for NWBC

The emphasis is on retaining a weekly collection service or moving from fortnightly back to weekly collections for those authorities which have already made the switch. In the case of this Council, a bid for, say, a weekly food waste scheme to accompany a fortnightly refuse collection service is unlikely to be approved.

Any bids would have to demonstrate that the Council would fund enhancements to its recycling service while retaining a weekly refuse collection service for a minimum of five years. Given that NWBC already provides a comprehensive kerbside recycling service that recycles approximately 36% per annum, it is difficult to envisage any affordable and sustainable service enhancement which would meet the scheme's requirements. A move to, say, a weekly recycling service could cost between £100,000 and £200,000 extra per annum which the authority would have to fund after three years even if all the initial costs were met from the DCLG scheme's budget.

In addition, the Council would not realise the savings from moving to an alternate weekly collections service, which are estimated at £250,000 per annum and would, in all likelihood, see WCC withdraw its capital funding commitment of £325,000 for new bins which have been pledged to the authority to facilitate a move to alternate weekly collections.

The impact on recycling rates also has to be considered. Even with a weekly kerbside recycling service, NBBC's recycling rate was only just above 30%. Those councils within Warwickshire which have moved to alternate weekly schemes have seen their rates rise to between 45% and nearly 60%, with an average rate in excess of 50% likely to become the norm. High recycling rates across Warwickshire are essential if the County Council is to meet its landfill diversion targets and avoid fines running into £00,000s.

Summary & Recommendation

Given that any funding (in the unlikely event any is granted given the eligibility criteria) is likely to increase revenue costs in the longer term, impact heavily on measures to achieve savings, lose capital funding and not increase recycling rates significantly, **it is recommended that the Council does not submit a bid to this fund.**

Agenda Item No 10

Community and Environment Board

26 March 2012

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

**North Warwickshire LEADER
Programme – Progress Report**

1 Summary

- 1.1 This report provides the Board with background information on the North Warwickshire LEADER programme and updates Members on the progress made to date.

Recommendation to the Board

That the Board notes the progress being made in respect of the delivery of the North Warwickshire LEADER programme.

2 Consultation

- 2.1 The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environment, Countryside and Heritage, Resources and Safer Communities matters have all had an opportunity to comment on the content of this report.

3 Background

- 3.1 The Authority's successful application to the then Regional Development Agency, Advantage West Midlands (AWM), for a maximum sum of £1,038,000 of LEADER support resulted in a funding agreement being signed between AWM and the Borough Council (as the "Accountable Body") on the 28 October 2009. At its meeting held in June 2011, the Board was provided with the full background details of the North Warwickshire LEADER Programme, the over-arching theme of which is "to nurture a better connected and better serviced rural North Warwickshire". The corresponding overall project objectives are to:

- Improve ease of access to community services for individuals, communities and businesses in rural North Warwickshire, specifically targeting those groups with most barriers to face through isolation and deprivation

- Develop a more inclusive and sustainable community transportation and communications network within, between and beyond settlements in the area

3.2 Activities that are funded through the programme must comply with the LEADER strategy and help to deliver a range of agreed outputs. Funding decisions are made by the Local Action Group (LAG), which comprises partners drawn from the statutory, voluntary, community and private sectors. The non-statutory representatives must have at least 50% of the voting places on the LAG. DEFRA (and formerly AWM until 01 July 2011) has the casting vote (power of veto) on all funding decisions.

3.3 In June 2011 Members were also provided with an update on the projects that had been supported to that point, together with a financial position statement. Due to the Comprehensive Spending Review, the overall budget for the Rural Development Programme for England (RDPE), which includes LEADER funding, was cut and all LEADER programmes have received significant reductions in their original budgets. The NW LEADER programme is now worth a maximum of £711,207, of which up to 20% can be used towards administering the scheme (currently this is estimated to be just over 14% in North Warwickshire). Although there has been a major cut in funding to the North Warwickshire LEADER programme, significant achievements have been realised within the local community.

4 Achievements to Date - Projects

4.1 To receive LEADER funding an applicant has to secure approval through a two stage process, an initial Expression of Interest (EOI) and through a Full Application. To date, the LAG, through its Executive Group, has approved 18 projects to the value of just over £551,000. Five projects, all for village hall improvements, have been completed as detailed below:

Project Title	Project Detail	Actual Spend
NW03 - Church Hall Refurbishment (Dordon)	Project to upgrade/modernise toilet facilities and installation of modern energy efficient windows.	£30,722.00
NW04 - Maxstoke Village Hall	Replace asbestos roof with modern cladding and insulation barrier.	£22,590.00
NW07 - Village Hall Rescue (Hurley)	Improvements to toilet facilities and reception area.	£48,805.98
NW10- Hartshill Community Centre	Project to install a new floor in Hartshill Community Centre.	£23,634.00
NW21- Parish Pathways	Improvements to a room in Baddesley Ensor Village Hall to provide computer/internet access.	£4,375.00

4.2 Currently, seven projects are active and these are detailed in the table below:

Project Title	Project Detail	Approved Grant
NW12- Rural Youth Worker	Youth project operating in the villages of Hurley, Piccadilly and Wood End (delivered by WCAVA-NW).	£90,000.00
NW15- Astley Castle Heritage Trails	Improvements to footpaths and the installation of interpretation boards around Astley Castle.	£14,544.14
NW22- Mancetter Youth Futures	Youth project operating in Mancetter (delivered by Warwickshire Association of Youth Clubs).	£49,166.82
NW24- The Parish Pathways Project	Recruitment of a development worker to create a community hub at Baddesley Ensor Village Hall.	£29,938.20
NW26- Access to DACs	Domestic Abuse Counselling Service operating across North Warwickshire.	£45,632.00
NW28- Accessing Community Transport	Community Transport Consultation project delivered by Beeline Community Transport.	£9,248.00
NW31- Boudica's Last Battle	The creation of a visitor trail to highlight Mancetter's Roman history and possible connection with Boudica's last battle against the Romans.	£12,000.00

4.3 A further six projects have been approved but remain to be formally contracted. These include:

Project Title	Project Detail	Approved Grant
NW09- Hartshill Pavilion	The development of a new sports pavilion at Snow Hill Recreation Ground in Hartshill.	£45,000.00
NW29- Community House Development	Project to install new toilets and kitchen in Community House, Atherstone.	£5,000.00
NW30- The Old Barn Centre, Old Arley	Improvements to the heating and electricity system within the building.	£6,000.00
NW34- Shustoke Community Hub	To move a kitchen area and install a village shop in Shustoke Village Hall.	£30,000.00
NW36 – Water Orton Community Hub	To adapt the centrally located library into a venue suitable to support a wide range of service and activities (Community Hub).	£48,000.00
NW40- Baxterley Play Area	To install a new play area in Baxterley.	£36,345.00

5. Current Funding Position

5.1 The LEADER programme operates until December 2013, although projects are required to conclude by the end of June 2013. The total sum that remains to be allocated is just under £58,500. It should be noted, however, that there are several projects that have been through the EOI stage and are due to submit their Full Applications in the near future. The total value of these EOIs comes to just under £97,604. It is acknowledged that some of the applicants may not go on to submit Full Applications and, therefore, that funding may still be available for projects that meet the relevant criteria.

6 Report Implications

6.1 Finance and Value for Money Implications

6.1.1 Participation in the LEADER programme will secure up to £711,207 of European grant funding into the Borough. The Authority will incur indirect expenditure through acting as the “Accountable Body” for the programme and through providing officer time and resource to support and help develop local initiatives.

6.2 Safer Communities Implications

6.2.1 There is no direct implication arising from this report, although LEADER funding will be used for environmental improvements and to enhance access to services. Visual improvements help to reduce the fear of crime, which is relatively high in North Warwickshire, whilst improving access to services may help to reduce anti-social and nuisance behaviour through the increased provision of positive diversionary activity. Some of the funding allocations will contribute directly to Safer Communities for example the youth related projects and the Domestic Abuse Counselling Services.

6.3 Environment and Sustainability Implications

6.3.1 The LEADER programme aims to improve the built and natural environment and increase the sustainability of rural communities.

6.4 Risk Management Implications

6.4.1 The LAG and Accountable Body are required to maintain and review a risk log, which is included as Annex 11 in the Local Development Strategy.

6.5 Equalities Implications

6.5.1 A summary Equality Impact Needs Assessment has previously been undertaken and reported to Board.

6.6 Links to Council’s Priorities

6.6.1 The LEADER programme financially supports projects that have direct links to the following corporate priorities:

- Public Services and Council Tax
- Local Employment
- Environment
- Crime and Disorder
- Countryside and Heritage
- Access to Services
- Consultation and Communication
- Health and Well-being

6.6.2 Additionally, all of the projects funded by the LEADER programme positively impact upon at least one of the priorities of the Sustainable Community Strategy, which are to:

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

The Contact Officer for this report is Jaki Douglas (719492).

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)	Community and Environment Board Report	June 2011

Agenda Item No 11

Community and Environment Board

26 March 2012

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

**Play Provision in North
Warwickshire**

1 Summary

- 1.1 This report sets out progress in respect of the implementation of the Play Area Development Programme and also informs Members of the progress being made in the delivery of the North Warwickshire Play Strategy.

Recommendation to the Board

- a That progress in respect of the delivery of the North Warwickshire Play Strategy be noted and approved; and**
- b That progress in respect of implementation of the Play Area Development Programme be noted and approved.**

2 Consultation

- 2.1. The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environmental, Resources and Safer Communities matters have all had the opportunity to comment on the content of this report.

3 Introduction

- 3.1 This report brings together two aspects of the Authority's work in respect of play provision in the Borough; the delivery of the North Warwickshire Play Strategy (2007/12) and the implementation of the Play Area Development Programme, which have previously been reported separately to the Board.
- 3.2 A progress report in respect of delivery of the North Warwickshire Play Strategy was presented to the Board at its meeting held in March 2011. Further progress is set out in section 4 below.
- 3.3 A progress report in respect of the second phase of the Play Area Development Programme was presented to the Board at its meeting held in October 2011. The latest position in respect of the Development Programme is summarised in the Action Plan attached at Appendix A. The Action Plan provides for the development of play facilities in the Borough within the

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context provided by the North Warwickshire Green Space Strategy (2008/18) and the North Warwickshire Play Strategy, which together provide the framework guiding work in this area of activity. This report provides a brief update with regard to delivery of the relevant priorities of the Green Space Strategy and then concentrates more fully on progress in respect of Phase 2 of the Programme, as well as identifying issues for future action.

4 North Warwickshire Play Strategy

4.1 The North Warwickshire Play Strategy was formally adopted by the Council in January 2007, initially for a five year period. As reported to the Board at its meeting held in January 2012, in the Progress Report on Achievement of Corporate Plan and Performance Indicator Targets, a review of the Strategy has been undertaken, as a consequence of which its provisions are still considered to be relevant. Accordingly, the Action Plan will be rolled forward for a further 12 months with effect from April 2012. It will, however, be reviewed again in the coming year to ensure its continued relevance and its compatibility with the provisions of the North Warwickshire Green Space Strategy, which is itself due for an interim review.

4.2 The Community Development Officer (Young People and Inter-generation) leads play discussions at the local Area Extended Services Partners meetings and is working closely with the Community Hubs project to ensure effective delivery of play provision, that meets identified needs, during school holidays.

4.3 A number of successful free family events were held during the summer aimed at encouraging play and increasing the use of Borough Council recreation grounds. A Love Parks event was hosted at Abbey Green Park, Polesworth, with over 1000 people in attendance and more than 10 partner organisations supporting the project. Other events took place at:

- Snowhill Recreation Ground, Hartshill (40 attendees)
- Royal Meadow Drive Recreation Ground, Atherstone (40 attendees)
- Wood End Recreation Ground (149 attendees)
- Brook Walk Recreation Ground, Mancetter (30 attendees)
- Kitwood Avenue Recreation Ground, Dordon (60 attendees)

5 Delivery of the Strategic Priorities of the North Warwickshire Green Space Strategy

5.1 Within the Green Space Strategy there are three strategic priorities in respect of Children and Young people. They are:

- SP013 – Develop a Play Area Business Plan to enable us to ensure that all of our built play facilities offer good play value, meet current safety standards, are accessible, are secured by design and support the objectives of the North Warwickshire Play Strategy

- SP014 – Support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working
 - SP015 – Explore opportunities to include natural, wildplay areas when developing individual site management plans
- 5.2 In respect of SP013, as reported to the Board at its meeting held in January 2012 in both the Green Space Strategy Progress report and the Progress Report on Achievement of Corporate Plan and Performance Indicator Targets, development of a Business Plan has had to be deferred due to capacity constraints. It is, however, hoped that this can be brought forward in the Action Plan later in 2012/13.
- 5.3 With regard to SP014, work with Parish Councils to provide improved facilities in Fillongley and Alvecote is discussed in sections 6 and 7 below. Additionally, as approved by the Board at its meeting held in October 2011, Town and Parish Councils have now been offered an improved play area inspection service. Two Parish Councils (Austrey and Middleton) have taken up this service from February this year and a further seven (Ansley, Atherstone, Fillongley, Kingsbury, Nether Whitacre, Polesworth and Shustoke) will be taking it up in the new financial year. Hartshill Parish Council has availed itself of this service for some time already. A number of Parish Councils have also expressed interest in attending a future play safety training event, which will be arranged within the next few months.
- 5.4 In respect of SP015, “wild play” activities are a key element of the Local Nature Reserves Project. Sessions are currently being delivered by Warwickshire Wildlife Trust in Kingsbury and Arley and are planned to take place as the project is rolled out in Polesworth and Coleshill in 2012/13. The natural play theme will be further developed through the broader management plans proposed for a number of recreation sites in the Borough, as referred to elsewhere on this agenda.

6 Play Area Development Programme - Phase 2

- 6.1 Fillongley Parish Council has now completed the installation of the new play area at its recreation ground. This project was funded through a grant from WREN and supported by a contribution from the Borough Council’s Green Space Strategy Fund.
- 6.2 The last scheme to be progressed in Phase 2 of the Play Area Development Programme is that proposed for Baxterley Recreation Ground. The design, specification and costings for this project were completed in October 2011, with a view to submitting a funding bid to Veolia Environmental Trust. After an assessment of the likelihood of success of such a bid, however, and following submission of a successful expression of interest in November 2011, a full application was subsequently submitted instead to the North Warwickshire LEADER Programme. This bid was approved at the beginning of March 2012.

- 6.3 The projected costs of the scheme total £50,945. Members will recall that Baxterley Parish Council had offered a £5,500 contribution towards this project. Following extensive discussions with regard to its expectations in respect of the design of the facility, particularly the type of safety surfacing proposed for the scheme, the Parish Council raised its initial offer to £7,300. This was to be matched by the Borough Council, leaving £36,345 to be found from external funding. The bid to LEADER was submitted on this basis. Unfortunately, the Parish Council has subsequently contacted officers to inform them that it has changed its mind with respect to its own priorities and, therefore, has withdrawn its offer of funding support.
- 6.4 At the time of the Board's meeting held in October 2011, the likely total cost of the scheme had not been determined but the Board approved a recommendation to the Executive Board that, if necessary, a reserve of £10,500 from the 2011/12 revenue budget should be established for the project. This sum would have covered the £7,300 to be found from the Authority's own funds, leaving a contingency sum of £3,200 in hand. In view of the withdrawal of Parish Council funding the whole of this sum will now be put towards the project costs. There will, however, still be a shortfall, which will necessitate minor modification of the design in order not to exceed the available funding.

7 Play Area Development Programme - Future Projects

- 7.1 On completion of the Baxterley project, the Authority will have been able to renew 14 of its own junior/ toddler play areas and to add four teen, four kick-about and two multi-use games areas to its portfolio of play provision, since commencement of the Play Area Development programme in 2005/06. This will leave five sites (two in Atherstone and one each in Dordon, Grendon and Coleshill) still to be addressed, together with an outstanding need to consider junior / toddler provision in Ansley Common.
- 7.2 As reported elsewhere on this agenda, work is already in hand to prepare a management plan for Long Street Recreation Ground in Dordon, through which a way forward with regard to renewing play provision will be determined. It is anticipated, therefore, that this will be the next of the Authority's sites to be addressed. Progress in this respect will be reported to the Board in due course.
- 7.3 Similarly, it is intended that the preparation of a management plan for Bretts Hall Recreation Ground will provide the context to inform future play provision in Ansley Common.
- 7.4 Members will be aware that Atherstone Town Council has elected not to take over responsibility for the play areas in Minions Close and Warwick Drive. A way forward for renewing these facilities, together with those at Brendan Close in Coleshill and Boot Hill in Grendon, will need to be determined in the context of the development of the Play Area Business Plan.

- 7.5 As reported to the Board in January 2012, within the Green Space Strategy Progress Report, some funding has been allocated in the revenue budget to assist Shuttington Parish Council to renew its play area in Alvecote. It is anticipated that work to progress this project, which will be facilitated by the Authority's landscape consultants, will commence within the next few months.
- 7.6 There are a number of other Town and Parish Council play facilities identified for improvement in the Green Space Strategy. Determining a way forward in respect of these areas will be a key task in the preparation of the Play Area Business Plan.

8 Report Implications

8.1 Finance and Value for Money Implications

- 8.1.1 The cost of the project at Baxterley will be met by LEADER Programme funding of £36,345 and £10,500 from the 2011/12 revenue budget. The specification for the scheme will be amended to take account of the withdrawal of Parish Council funding.
- 8.1.2 A future growth bid will be made to make provision for on-going maintenance and future replacement costs at Baxterley in line with the principle that has previously been established within the context of the Play Area Development Programme and as recommended by the Board at its meeting held in January 2011. This would amount to £5,500 per annum from 2013/14 onwards. It is acknowledged that this bid will need to be considered within the context provided by the Authority's overall revenue position at the time of the request. Should the bid not be approved then any future maintenance would need to be funded from within existing budgetary provision, which could impact on the Council's ability to appropriately maintain its existing play areas. It would also mean that there would be no provision for the replacement of the equipment at the end of its useful life. Future replacement, therefore, would depend on the finances available to the Authority at that time.
- 8.1.3 A sum of £55,000 has provisionally been allocated from the Birch Coppice Section 106 reserve to fund improvements at Long Street Recreation Ground in Dordon, but it is likely that external match funding will also be required to fully implement the provision of the associated management plan.
- 8.1.4 The financial implications of any future play provision in Ansley Common will be considered during the preparation of the whole site management plan and will be reported to a future meeting of this Board.
- 8.1.5 Consideration of the financial implications of future play provision at Warwick Drive and Minions Close in Atherstone and in Grendon and Coleshill will be intrinsic to the preparation of the Play Area Business Plan and will be reported to a future meeting of the Board.
- 8.1.6 £6,500 has been allocated in the revenue budget to assist in the development of Shuttington Parish Council's play area in Alvecote.

8.2 Safer Communities Implications

8.2.1 Appropriately designed and located play facilities for children and young people provide constructive alternatives to anti-social and/or criminal behaviour. Improving the quality and accessibility of play areas also helps to reduce the likelihood of disorder within the community.

8.3 Legal and Human Rights Implications

8.3.1 Newly installed play areas comply with the requirements of all appropriate legislation and with recommended European safety standards.

8.4 Environment and Sustainability Implications

8.4.1 The provision of opportunities for constructive activity within communities enhances local cohesion, social inclusion and individual and collective quality of life. It has a positive impact on the creation of sustainable communities, within which people feel safe, healthy and valued.

8.5 Risk Management Implications

8.5.1 The risk management implications of the North Warwickshire Play Strategy and the Play Area Development Programme have been addressed in previous reports to Board.

8.6 Equalities Implications

8.6.1 The equalities implications of the North Warwickshire Play Strategy and the Play Area Development Programme have been addressed in previous reports to Board.

8.7 Links to Council's Priorities

8.7.1 The delivery of the North Warwickshire Play Strategy and the implementation of the Play Area Development Programme contribute directly to the corporate priorities in respect of:

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

8.7.2 Additionally, the delivery of the North Warwickshire Play Strategy and the implementation of the Play Area Development Programme contribute directly to the priorities of the North Warwickshire Sustainable Community Strategy to:

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

8.7.3 The Play Area Development Programme also directly delivers against related priorities set out in the North Warwickshire Green Space Strategy and the North Warwickshire Play 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 (Play Area Development Programme)	March 2010
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme – Evaluation of Phase One)	June 2010
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme)	October 2010
4	Assistant Director (Leisure and Community Development)	Report to Scrutiny Board (Play Area Development Programme – Evaluation of Phase One)	December 2010
5	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme)	January 2011
6	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Play Strategy)	March 2011
7	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme)	October 2011
8	Assistant Director (Leisure	Report to Community	October 2011

	and Community Development)	and Environment Board (Play Safety Service to Parish Councils)	
9	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	January 2012
10	Chief Executive and Deputy Chief Executive	Report to Community and Environment Board (Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2011)	January 2012

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
DELIVERY AGAINST THE STRATEGIC PRIORITIES OF THE NORTH WARWICKSHIRE GREEN SPACE STRATEGY					
In accordance with key priority SP013 of the North Warwickshire Green Space Strategy ensure all Borough Council play facilities offer good play value, meet current safety standards, are accessible, are secured by design and support the objectives of the North Warwickshire Play Strategy	Develop a Play Area Business Plan to determine the action to be taken at those Borough Council play areas still awaiting improvement	March 2012	Staff time	LM	Deferred to 2012/13.
	Establish a play area replacement fund to replace equipment at Borough Council sites in the long-term	On-going	Revenue budget - £3000 per play area per annum	LM / AD(L&CD)	Fund established for twelve sites – no additional allocation for 2010-2011 Playbuilder sites.
	Ensure all Borough Council play areas are subject to routine inspection and maintenance and to annual independent inspections	On-going	Staff time, revenue budget	LM	Staff training and inspection and maintenance schedules in place Annual independent inspections completed June 2011 Inspection and maintenance system to be reviewed to ensure robustness.

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
DELIVERY AGAINST THE STRATEGIC PRIORITIES OF THE NORTH WARWICKSHIRE GREEN SPACE STRATEGY <i>continued.....</i>					
In accordance with key priority SP014 of the North Warwickshire Green Space Strategy support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working	Where appropriate include other providers' sites in the Play Area Development Programme	Ongoing	Staff time External funding Revenue budget	LM	Parish Council sites at Hartshill, Baddesley Ensor, Kingsbury and Fillongley included in the programme. Project at Alvecote to be progressed in 2012/13.
	Facilitate events for other providers to raise awareness of current thinking on the provision of outdoor play opportunities	Ongoing	Staff time Revenue funding	PDM / LM	Events held in March and November 2010 and September 2011.
	Develop and implement a more supportive play area inspection service for parish councils	April 2012	Staff time Potential increase in revenue income	LM	Proposals approved by C. & E. Board October 2011. 9 parish councils signed up to the new service.

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 1 SCHEMES					All Complete
Piccadilly Recreation Ground Provision of replacement junior / toddler facilities & new teen facilities					
Coleshill Cole End Park / Coleshill Memorial Park Provision of replacement junior / toddler facilities / teen kickabout					
Austrey Hollybank Provision of replacement junior / toddler facilities					
Polesworth Abbey Green Park Provision of replacement junior / toddler facilities & new teen facilities					
Ansley Common Bretts Hall Phase 1 Provision of new teen facilities					
Corley Church Lane Provision of extra equipment to increase play value for juniors / toddlers					
Hurley Brick Kiln Lane Provision of replacement junior / toddler facilities & new teen facilities					
Wood End Johnson Street Provision of replacement junior / toddler facilities & new teen facilities					
Water Orton George Road Provision of fencing and extension to hard surface					
Hartshill Snowhill Recreation Ground (Parish Council) Provision of junior / toddler & teen facilities					
Hartshill Grange Road Recreation Ground and Moorwood Estate Removal of existing equipment					
Mancetter Recreation Ground Provision of replacement junior / toddler facilities & new teen facilities					
Dordon Kitwood Avenue Recreation Ground Provision of additional junior / toddler facilities					
Atherstone Royal Meadow Drive Provision of family play facility					
Atherstone St George's Road Removal of inappropriately sited play facility					

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES					All complete
Kingsbury Church Lane Recreation Ground (Parish Council) Provision of junior /toddler facilities					
Ridge Lane Recreation Ground Provision of junior /toddler facilities					
Baddesley Ensor Recreation Ground (Parish Council)					
Old Arley Recreation Ground Provision of replacement junior / toddler facilities & new teen facilities					
Kingsbury Sycamore Road Recreation Ground Provision of replacement junior / toddler facilities & new teen facility					
Fillongley Church Lane Recreation Ground (Parish Council) Provision of junior /toddler facilities					
Polesworth Sunset Close Removal of redundant equipment and reinstatement of open space					

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES <i>continued</i>					
Baxterley Recreation Ground					
Provision of replacement junior / toddler facilities & new teen facilities	Secure appropriate lease agreement from Merevale Estate	April 2011	Staff time Annual rent payment from revenue budget	LM	Lease secured.
	Community based consultation	Summer 2011	Staff time	PDM	Completed
	Preparation of design, specification and costings	Summer 2011	Staff time	Wicksteed / LM	Completed
	Consultation with Parish Council and Merevale Estate	Summer 2011	Staff time	LM	Completed
	Submission of external funding bid	October 2011	Staff time	LM	Completed
	Exchange of contract with funding body	Spring 2012	Staff time	LM	Subject to bid outcome
	Letting of contract with supplier	Spring 2012	Staff time	LM	ditto
	Removal of old equipment and installation of new facilities on site	Spring / Summer 2012	External funding (£45-50K) Revenue budget (£10.5K)	Wicksteed / LM	ditto
	Opening event	Summer 2012	Staff time	PDM	ditto

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
FUTURE SCHEMES					
Ansley Common Bretts Hall Phase 2					
Provision of further play facilities in conjunction with improvements to the recreation ground and adjacent allotment site	Determine a way forward in the context of an overall site development and management plan		Staff time / consultancy support	LM	Deferred for consideration in the context of an holistic site development and management plan, to be advanced in 2012/2013
Atherstone Minions Close					
Provision of replacement junior / toddler facilities	Determine a way forward in the context of an overall Play Area Business Plan		Staff time	LM	Deferred pending preparation of Business Plan
Atherstone Warwick Drive					
Provision of replacement junior / toddler facilities	Determine a way forward in the context of an overall Play Area Business Plan		Staff time	LM	Deferred pending preparation of Business Plan

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
FUTURE SCHEMES <i>continued</i>					
Dordon Long Street Recreation Ground					
Renewal of junior / toddler facilities and provision of teen facilities	Determine a way forward in the context of an overall site development and management plan	March 2012	Staff time / Consultancy support	LM	To be considered in the context of an holistic site development and management plan currently being advanced.
Alvecote Recreation Area (Parish Council)					
Renewal of junior / toddler facilities	Determine a way forward in the context of an overall site development and management plan	Summer 2012	Staff time / Consultancy support	LM	To be considered in the context of an holistic site development and management plan to be advanced.- in 2012/2013.

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PROJECT MANAGEMENT					
Ensure effective delivery of and accountability for the Play Area Development Programme	Carry out post project evaluation of the delivery of Play Area Development Programme Phase 1 Schemes	April 2010	Staff time	AD (L&CD) / LM / PDM	Final evaluation report approved by Scrutiny Board in December 2010
	Hold regular progress meetings	On-going	Staff time	LM / PDM	On-going
	Monitor revenue budget	On-going	Staff time	LM	Monthly finance reports in place
	Monitor capital budget	On-going	Staff time	LM	Monthly finance reports in place
	Report to Members	Ongoing	Staff time	AD(L&CD) / LM	Report to be presented to C. & E. Board in March 2012

AD (L&CD) – Assistant Director (Leisure & Community Development Division) LM – Landscape Manager PDM – Partnership & Development Manager

Agenda Item No 12

Community and Environment Board

26 March 2012

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

Tree Management

1 Summary

- 1.1 The report informs Members of progress made during 2011/12 with regard to the Authority's Tree Management Programme.

Recommendation to the Board

That progress made during 2011/12 in respect of the implementation of the Tree Management Programme be noted.

2 Consultation

- 2.1 Members with responsibility for Environmental, Countryside and Heritage, Housing, Resources and Safer Communities matters have all had the opportunity to comment on the content of this report.

3 Tree Management Programme

- 3.1 Progress in respect of the Tree Management Programme was last reported to the Board in March 2011. This report sets out progress since then.
- 3.2 Members will recall that recruitment to the position of Landscape Officer (Trees) had been successfully completed in October 2009, as a consequence of which the Authority was able to undertake proactive inspections, in addition to reactive tree work. Unfortunately, the postholder left the Authority in April 2011 and the post has remained vacant since that date.
- 3.3 As a result of the vacancy, the proactive tree inspection programme has had to be suspended, although a reduced programme of reactive work has continued with the help of Warwickshire County Council's Arboricultural Officer. More than 70 inspections have been completed, with works carried out to 40 trees. Of these, 11 were felled, eight as the trees were dead, dying or dangerous and three to abate a nuisance to adjoining properties.
- 3.4 Members were advised last year that it would be necessary to carry out extensive tree works in Cole End Park in Coleshill and that this would be a sensitive issue requiring careful consultation. It is intended that a detailed report on this matter will be brought to the next meeting of the Board.

4 Tree Management Advice

- 4.1 As previously reported, whilst the primary function of the Landscape Officer (Trees) is to manage the Authority's stock of trees in parks and open spaces, the post also advises Development Control on tree related planning matters and, on occasion, the Housing Division in respect of trees in the gardens of tenanted properties. Whilst advice has still been available to the Housing Division through the agreement with the County Council, it has not been possible to provide a service to Development Control, which has had to make separate arrangements.

5 Landscape Officer (Trees) Post

- 5.1 The potential for the development of a permanent shared service with the County Council has been explored, but the cost of doing so is considered to be prohibitive. The level of funding currently available for the post would cover the provision of a reactive service by the County Council, but would not provide for the proactive inspection programme. It is the proactive programme that is the key to effective tree management and to reducing the number of reactive visits that need to be undertaken.
- 5.2 The Green Space Strategy identifies that there is sufficient tree-related work within the Authority's areas of responsibility to merit a full-time post, or other equivalent cover. Whilst the position remains part-time, therefore, it will always be difficult to make good progress in this important area of activity. As a consequence, it has been decided to give further consideration to this matter during the Systems Thinking Review of parks, open spaces and grounds maintenance services, within which a more holistic view of capacity considerations, and potential solutions, will become apparent. Discussions will also take place with the Assistant Director (Housing) and the Head of Development Control to explore options for ensuring that the needs of the Authority as a whole are addressed.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 Tree management is funded from within the existing parks and playing fields budget. There are no additional financial implications arising specifically from this report.

6.2 Safer Communities Implications

- 6.2.1 An efficient tree management process ensures that trees are managed effectively and so are less likely to present a hazard to persons or property.

6.3 Legal and Human Rights Implications

6.3.1 The Authority has a Duty of Care in respect of the management of trees on its land. The act of a tree or part of a tree causing injury to 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. The Tree Management Briefing Note approved by the Board in March 2010 sets out the approach taken by the Authority to mitigate against the risk of any such claim arising.

6.4 Environment and Sustainability Implications

6.4.1 Well-managed 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.

6.5 Risk Management Implications

6.5.1 The Tree Management Briefing Note approved by the Board in March 2010 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 the Authority's risk management procedures.

6.6 Equalities Implications

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

6.7 Links to Council's Priorities

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

- Public services and Council Tax
- Environment
- Crime and disorder
- Countryside and heritage
- Housing
- Access to services
- Health and well-being

6.7.2 An efficient and effective tree management process has positive links to the priorities of the North Warwickshire Sustainable Community Strategy (2009 to 2026) to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities

- Improve access to services

6.7.3 Implementation of the Tree Management Programme also delivers against priorities set out in the North Warwickshire Green Space Strategy (2008 to 2018).

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	8 March 2010
2	Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development)	Report to Planning and Development Board	16 August 2010
3	Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development)	Report to Planning and Development Board	13 September 2010
4	Assistant Director (Leisure and Community Development)	Report to Planning and Development Board	17 January 2011
5	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	21 March 2011

Agenda Item No 13

Community and Environment Board

26 March 2012

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

**Systems Thinking Review of
Parks, Open Spaces and Grounds
Maintenance Services**

1 Summary

- 1.1 This report informs Members of the scope of the Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services and of the progress of the Review to date.

Recommendation to the Board

That the Board notes the scope and progress of the current Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services.

2 Consultation

- 2.1. The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environmental, Countryside and Heritage, Housing, Resources and Safer Communities matters have all had the opportunity to comment on the content of this report.

3 Introduction

- 3.1 At its meeting held in January 2012 the Board was advised of the intention to carry out a Systems Thinking Review of the Grounds Maintenance service in order to ensure that both the service and its support systems are customer focused, efficient and cost-effective. Members will recall that this had been identified as the best way forward in order to bring about change in a service area where both frontline and back office processes had become ingrained over many years. The incentive to effect such change has arisen from two directions. Firstly, and as identified in the Green Space Strategy, the need to optimise the use of the resources available to the service, and to build capacity, in order to be able to fully implement the new Grounds Maintenance Specification and to drive up the standard of the Authority's parks and open spaces provision. Secondly, in view of prevailing pressures on the Council's revenue budget, the need to investigate the potential to realise a financial saving within the service.

- 3.2 Systems Thinking is a method of improving service delivery by understanding and challenging existing procedures, promoting common sense thinking and eliminating waste. It is important to gain an accurate, evidence-based, picture of the service under review and to understand the system as a whole in order to be able to introduce more efficient and cost effective ways of working that deliver against both implicit and explicit customer needs.

4 Scope and Progress of the Review

- 4.1 The Systems Thinking Review of the Grounds Maintenance service commenced in early February 2012 with the establishment of a Review Group, comprising officers and staff from the Leisure and Community Development and Streetscape Divisions, Information Services and the Financial Accountancy team.
- 4.2 Whilst the initial intent was that this should be a review specific to the Grounds Maintenance service, it quickly became apparent that this function could not be considered in isolation and that other functions within the Streetscape Division (primarily, but not solely, that of Street Cleaning) should be considered at the same time. Although nominally two workforces, the Grounds Maintenance and Street Cleaning teams lie within the same immediate line management structure, cover the same geographical area of work and have inter-related responsibilities. For the purposes of the Review, therefore, it was logical to consider them effectively as one resource. Potential efficiencies are already becoming apparent by taking this approach.
- 4.3 The Review Group has been scrutinising the full extent of the Grounds Maintenance and Street Cleaning operations, including observation in the field, ranging from the receipt and processing of customer enquiries and the methods used to apportion and issue work, through the operations on the ground to the recording of completed work, the time taken and the mileage covered. Given the timing of the Review, this process has necessarily only encompassed winter season works in the Grounds Maintenance service. The Group will also be observing grass cutting operations when these come into effect.
- 4.4 The working processes in place in the Grounds Maintenance service were originally designed to respond to the exigencies of Compulsory Competitive Tendering (CCT) and have remained largely unchanged since its introduction in 1989/90. Operations are still very much task and time driven, as was expected under the original bonus payment scheme brought in at that time, despite its demise in 1999/2000. It is now commonly understood in the sector that CCT generally led to a decline in maintenance standards, as local authorities responded to a drive for "low cost" rather than "good quality". The lack of sufficient good quality green space is borne out in North Warwickshire through the findings of the Open Spaces, Sports and Recreation Study (PPG17 Audit) and is an issue that the Green Space Strategy seeks to address.

- 4.5 The Review Group has thus identified a need to change current processes in order for the service to be able to meet the priorities and requirements set out in both the Green Space Strategy and the Grounds Maintenance Specification. It has been agreed that the focus should be on ensuring that land is kept clean, tidy and fit for purpose. This is also in accord with the move towards the preparation of management plans for key sites (as discussed elsewhere on this agenda).

5 Next Steps

- 5.1 Once the scrutiny of current systems is complete, the Review Group will move into the “redesign” phase, whereby new methods of working and more streamlined administrative processes will be developed. It is likely that these changes will then be introduced for a trial (experimental) period to assess whether they are effective and will have beneficial outcomes or whether further redesign needs to take place before the changes are embedded. In this regard, a progress report in respect of the outcome of the redesign and experimental phases will be brought to an early future meeting of the Board.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 Any resource implications arising from the Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services will be addressed in a future report to this Board.

6.2 Safer Communities Implications

- 6.2.1 The provision of well managed, good quality parks and open spaces has positive implications for the corporate objective to reduce crime, the fear of crime and anti-social behaviour.

6.3 Environment and Sustainability Implications

- 6.3.1 Delivery of service improvements through implementation of the Systems Thinking Review will have positive implications for the protection and improvement of the environment and the future sustainable development of the Borough.

6.4 Human Resources Implications

- 6.4.1 Any staffing implications arising from the Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services will be addressed in a future report to relevant Boards.

6.5 Risk Management Implications

6.5.1 Any risk management implications arising from the Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services will be addressed in a future report to the Board.

6.6 Equalities Implications

6.6.1 Any equalities implications arising from the Systems Thinking Review of the Parks, Open Spaces and Grounds Maintenance services will be addressed in a future report to the Board.

6.7 Links to Council's Priorities

6.7.1 Implementation of the approved outcomes of the Grounds Maintenance Service Review, of which Systems Thinking is a part, makes a direct contribution towards delivering the corporate priorities in respect of:

- public services and Council Tax
- local employment
- environment
- crime and disorder
- countryside and rural heritage
- housing
- access to services
- consultation and communication
- health and well-being

6.7.2 The outcomes of the Review will also have positive and direct 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

6.7.3 Implementation of the Grounds Maintenance Service Review directly delivers the key priority of the North Warwickshire Green Space Strategy to:

- Review current grounds maintenance arrangements to ensure coherent and appropriate work programming and adequate allocation of resources

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	March 2009
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	June 2010
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	January 2011
4	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	January 2012

Agenda Item No 14

Community and Environment Board

26 March 2012

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2011

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 December 2011.

Recommendation to the Board

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

2 Consultation

- 2.1 The Chair, Vice Chair and Opposition Spokesperson for Environment, Councillors Lewis, May and Phillips have been sent a copy of this report and any comments received will be reported to the Board.

3 Background

- 3.1 This report shows the third quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2011/12. This is the third report showing the progress achieved so far during 2011/12.

4 Progress achieved during 2011/12

- 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 December 2011/12 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. Triangle

Amber – target currently behind schedule and requires remedial action to be achieved. Circle

Green – target currently on schedule to be achieved. Star

- 4.3 Members should note that the performance updates and reports have been prepared using a Performance Plus performance management system. The Council has obtained access to the system via an agreement with Warwickshire County Council. In terms of the Council's performance management framework the access to the system has been set up based upon our existing approach. The system calculates the traffic light indicator status for the performance indicators based upon the performance achieved compared to the target.
- 4.4 The performance plus system uses the red, amber and green status indicators and shows these using a red triangle, orange circle and green star as shown above at paragraph 4.2. The direction of travel indicators are calculated by comparing the level of performance achieved and the change in performance, if any, from the previous quarter. An upward arrow is an improving position and a downward arrow is a worsening position. A level arrow is indicating a consistent level of performance.

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 2011/12. The appendices show the indicators to be reported to the Board quarterly.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 89% of the Corporate Plan targets and 50% 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	17	89%
Amber	2	11%
Red	0	0
Total	19	100%

Performance Indicators

Status	Number	Percentage
Green	4	50%
Amber	1	12.5%
Red	3	37.5%
Total	8	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.

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, housing, 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 11/12							
	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 015 11/12	To report on the review of LEADER funding by May 2011, including identifying potential schemes for applications for funding in the light of revisions to criteria	Access to Services	Powell, Simon	31/03/2012	Upon conclusion of the review a report was presented to, and approved by, the C&E Board in June 2011. An update on progress was also emailed to all Members in the same month and again in September 2011. Schemes are still being advanced in line with the Local Development Strategy and projected spend profiles.		
NWCP 016 11/12	To continue to raise aspirations, skill levels and attainment 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 2012	Local Employment	Powell, Simon	31/03/2012	The Borough Council continues to accredit sessions, where applicable, through the Children's University. This has included Cook and Taste sessions, including for families. Local Playground Leadership qualifications have been delivered to over 60 young people and more are planned in Q4. Local people have also secured ASDAN qualifications through activity undertaken within the context provided by the Local Nature Reserves project.		
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	31/03/2012	The Council is part of the West Midlands Carbon Management Programme which gives the Council access to specialist consultants and advice on sources of funding. A draft Plan has been produced and will be reported to Members shortly. Part of the accommodation project will involve looking at what energy efficiency measures can be introduced. A long term aim is to have green energy production at our buildings.		

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 018 11/12	To maintain the current high levels of street cleanliness to not less than 94%, targeting resources and working in partnership, where appropriate, to ensure that standards remain as consistently high as possible throughout the Borough	Environment	Dobbs, Richard	31/03/2012	No survey work undertaken in the period. 300 LEQS surveys covering the previous eight months are expected to be completed by March 2012		
NWCP 019 11/12	To continue to work with Warwickshire County Council and other agencies to support and deliver activities that promote waste minimisation, recycling, litter awareness and reduce fly-tipping and dog fouling, including through education work in eight schools, support for the national eco-schools programme and targeted enforcement	Environment	Powell, Simon	31/03/2012	Activities to promote waste minimisation and recycling continue. Education of primary, infant and secondary school pupils about recycling and food waste have taken place within seven schools through assemblies, after-school activity and cooking sessions and through a stall at Make a Difference Day. Promotion of Christmas tree recycling was delivered through the website, a bin hanger, vehicle signage, parish council newsletters and a North Talk article. Two litter pick events have taken place at Wood End (via the Three Villages Youth Project) and at Kingsbury (with young people from the secondary school and via the Local Nature Reserves Project).		
NWCP 020 11/12	To commence the implementation of the new Grounds Maintenance specification by April 2011 to ensure that the Borough's open spaces are efficiently and effectively maintained to as high a standard as possible with the resources available	Environment	Powell, Simon	31/03/2012	Implementation of the new Grounds Maintenance Specification commenced in April 2011. As agreed by the C&E Board, this process will be phased and began with revised grass cutting arrangements, which have been well received in the local community.		

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 021 11/12	To work with partners to improve recycling rates across the Borough to not less than 36% (targeting poorer performing areas as necessary) while increasing the efficiency and cost-effectiveness of the Council's refuse collection service and to report on proposals to achieve this by September 2011 on initial outline proposals to further improve on this performance	Recycling	Dobbs, Richard	31/03/2012	Recycling performance is increased and initiatives with schools recycling are be introduced together with WCC.	★	➡
NWCP 022 11/12	To implement phase 4 of the North Warwickshire Green Space Strategy in accordance with the revised Action and Funding Plan and within the context provided by the required Management Plans, to review the condition of our Recreation Grounds and Public Parks to ensure that they are fit for purpose and meet community need	Health & Well-being	Powell, Simon	31/03/2012	Actions are being progressed within the context provided by the approved Action and Funding Plan and available resources.	★	➡
NWCP 023 11/12	To implement the first year actions arising out of the Local Nature Reserve Project, including assisting with the recruitment of staff at Warwickshire Wildlife Trust and Groundwork West Midlands and delivering the activities and improvement work at Dafferns Wood, New Arley, and Kingsbury Linear Park	Health & Well-being	Powell, Simon	31/03/2012	Regular Wild Play and community events have taken place at both Kingsbury Linear Park and Dafferns Wood, New Arley. These have included a mini wood fair, tree planting by local schools and events linked to the BBC Live and Deadly TV series. Youth work continues at both sites and has included young people clearing litter and cutting back undergrowth at the Linear Park site and making bird boxes. An access audit report has been prepared and consultation on related matters and habitat improvement work is underway via monthly community meetings.	★	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 024 11/12	Within the context provided by the evolving "Health, Well-being and Leisure Strategy" to determine by March 2013 and commence implementation of the agreed approach to the future provision, management and operation of the Council's leisure facilities, having particular regard to the short and long-term future of Coleshill Leisure Centre	Health & Well-being	Powell, Simon	31/03/2012	A report on the future provision, management and operation of the Council's leisure facilities has been presented to leading Members. A report has also been prepared for the C&E Board relating to the short and long-term future of Coleshill Leisure Centre.	★	➡
NWCP 025 11/12	To work with partners to implement the North Warwickshire Playing Pitch Strategy in accordance with its supporting Action Plan	Health & Well-being	Powell, Simon	31/03/2012	In accordance with the Action Plan, work is being undertaken with partners in respect of the implementation of the Playing Pitch Strategy, including (but not exclusively) within Hartshill, Hurley and Piccadilly.	★	➡
NWCP 026 11/12	To review by September 2011 and revise, as necessary, the provisions and co-ordination of the NW Play Strategy and, thereafter, implement the Strategy's associated Action Plan accordingly	Health & Well-being	Powell, Simon	31/03/2012	A review of the Play Strategy has been undertaken, as a consequence of which its provisions are still considered to be relevant. Accordingly the Action Plan will be rolled forward for a further 12 months with effect from April 2012.	★	➡
NWCP 027 11/12	To prepare a Play Area Business Plan by March 2012 to inform the implementation of a third phase of the Play Area Development Programme to ensure that all Borough Council facilities offer good play value, are accessible, secured by design and support the objectives of the NW Play Strategy	Health & Well-being	Powell, Simon	31/03/2012	Resource constraints have determined the need to defer the preparation of the proposed Play Area Business Plan for 12 months (to March 2013). In the meantime, progress continues to be made in respect of the improvement of local play spaces, including within Baxterley, Fillongley and Kingsbury.	●	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 028 11/12	In conjunction with NHS Warwickshire, to continue to co-ordinate the sustainable development of Wellness Matters, including its expansion into targeted outreach communities and the promotion of healthy lifestyles, healthy eating and NHS Warwickshire's Stop Smoking Service and to report on progress annually in March	Health & Well-being	Powell, Simon	31/03/2012	Wellness Matters initiatives continue to develop and expand within targeted communities. Work continues to progress in tackling the issue of childhood obesity through ongoing Cook and Taste and healthy eating sessions, family days and supporting health projects within schools. A Wellness Matters communication plan is currently being developed as a priority within the SCS.		
NWCP 029 11/12	To continue to ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the WSCB, including the need to continue to implement the provisions of the Council's Child Protection Policy and to undertake a Section 11 self-assessment audit in line with WSCB requirements by May 2011	Health & Well-being	Powell, Simon	31/03/2012	The Section 11 Audit was completed and an Action Plan developed. The Action Plan has been approved by Management Team and WSCB and its provisions are being advanced. WSCB accredited Level 1 Child Protection training continues to be delivered to relevant Council staff - six sessions are planned for 2012 (including two shortened courses for Streetscape staff). A meeting has been held with Cllr D Ferro in respect of his role as the Council's Children and Safeguarding Champion.		

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 030 11/12	To continue to develop and deliver targeted positive interventions, community safety projects and constructive leisure opportunities (eg Call4Sport, Activities4U, etc) to provide diversionary activities, reduce instances of anti-social behaviour and meet the wider needs and aspirations of young people, inter-generational work and wider community development activity, as detailed in the Leisure & Community Development Division's Service Plan	Crime and Disorder	Powell, Simon	31/03/2012	<p>Activities4U continues to deliver diversionary activities in the evenings across the Borough. A new session has been developed in Water Orton due to the identification of a new need. Graffiti art sessions have been delivered in Baddesley Ensor to address the offensive graffiti that had appeared at the POD and the pavilion. These events have been very successful. A graffiti art and DJ workshop has been delivered in New Arley, with 14 young people participating in related activities. An alcohol awareness session was delivered to Year 9 students at Coleshill school, where the day provided an opportunity to discuss a wide range of related topics. The event was a helpful benchmark for the students before Solomon delivers its awareness theatre workshop later in the year.</p>	★	➡
NWCP 052 11/12	To review the impact of newly introduced mowing equipment on the standard of grass cutting achieved across the Borough and subsequently assess whether potential cost and viability of collecting grass cuttings should be explored	Environment	Powell, Simon	31/03/2012	<p>An initial review of the revised grass cutting equipment and associated arrangements has been undertaken, further to which it has been determined that standards of grass cutting have improved and been well received by the local community. Subsequent to discussion with leading Members, it is not currently intended to further explore the cost and viability of collecting grass cuttings.</p>	★	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 055 11/12	To report on proposals for improving access to services through Community Hubs	Access to Services	Trahern, Bob	31/03/2012	<p>A Report was agreed at Community & Environment Board on 3 October 2011 and a cross party 5 member task and finish group has been established to oversee any agreed implementation programme which has met twice. The Council continue to work alongside colleagues from Warks CAVA and other partners to build on the initial 18 expression of interests received to determine how we are best supporting parish councils and other community groups set up and run a community hub. The outcomes of the County Council consultation exercise concerning libraries is now complete and it is hoped that facilities can be developed in the 11 locations over the next 21 months who continue to work with us in identifying locations, volunteers and providing interest to enable an awards for all to be made in March 2012. Meetings have continued with all members on 7 November to update on progress around the hub agenda and for parish and other interested parties on 8 November 2011 and 9 January 2012. It is hoped that the first three hubs will go live by March 20</p>	★	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 057 11/12	To continue to provide leisure support to the provision of activities for young people in both schools and during holidays, including reviewing the potential to provide free swimming in school holidays	Health & Well-being	Powell, Simon	31/03/2012	Free after-school sessions continue to be delivered to schools that have signed up to the School Sports Partnership. 1400+ children in seven schools participated in the change4Life challenge project run in partnership with the Northern Warwickshire School Sports Partnership. The project reinforced the link between healthy eating and physical activity. The SCDO, working in partnership with Atherstone Adders Hockey Club, delivered six weeks of coaching for Year 5 and 6 pupils and subsequently organised the Borough's first schools' hockey tournament at the Artificial Grass Pitch at QE School and Sports College.	★	➔

NWPI Community & Environment Board								
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	76			Improvement slowed due to the Christmas break but extra resource will be devoted to the task to ensure it reaches 100% by year end.
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	77			Progress slowed due to the Christmas break but extra resource will be devoted to the task to ensure it reaches 100% by year end,
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	20	31			The figure shows a slight increase quarter on quarter and the overall performance is not on target, however, we cannot positively identify what level there is of incorrect report.
@NW:NI192	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	33	35.05			The performance has decreased from the previous periods but this was expected (see previous period comment). The performance is still on track to achieve the end of year target.
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	N/A	N/A	-	-	No new survey data available. Surveys currently in progress.
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.9	1.94			Performance, which remains close to target, has been affected by certain works and payments incurred within the quarter.
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.36	2.53			
NWLPI 092	Customer satisfaction with Community Development activities	Partnership & Development	Health and Well-being	90	98.15			
NWLPI 094	Percentage of successful funding applications	Partnership & Development	Health and Well-being	80	98.6			

Community and Environment Board

26 March 2012

**Minutes of Community Hubs Task and Finish Group Meeting
26 October 2011 at 2pm
NWBC, The Council House, South Street, Atherstone**

Action

1. Present

Cllr. Anne Lewis	AL	Member for Hurley & Wood End	
Cllr. Karen Barber	KB	Member for Arley & Whitaker	
Cllr. Brian Moss	BM	Member for Kingsbury	
Martin Gibbins	MG	Warwickshire County Council	WCC
David Hurst	DH	Warwickshire County Council	WCC
Rod Parker	RP	Development Worker	WCAVA
Jo Gordon	JG	LEADER Funding	WCAVA
Bob Trahern	BT	Lead for Community Hubs	NWBC
Nigel Bates	NB	IT Support Manager	NWBC
Julie Taylor	JT	Policy Support Manager	NWBC
Sally Roberts	SR	Financial Inclusion Manager	NWBC
Margaret Harris	MH	Community Hubs	NWBC
Christina Fortune	CF	Community Hubs	NWBC

Apologies

Cllr. Colin Hayfield			
Davina Key		Development Worker	WCAVA

2. Terms of Reference

- 2.1 The Task and Finish Group have been given delegated authority on the Community Hubs project at the meeting on 3rd October 2011, however this is still to be ratified by the full Council.
- 2.2 Julie Taylor requested that there should be a reference to the North Warwickshire Community Partnership within the terms of reference. Martin Gibbins suggested 'Work with partners to complement the development of the BOB Stops'. BT
- 2.3 The Members will have responsibility to remote the BOB Stops amongst the other Members, and to help to identify suitable locations within their communities and suggest suitable volunteers. AL/BM/KB

3. Frequently Asked Questions

- 3.1 Reference was made to the Frequently Asked Questions document. A query was raised about what volunteers would

get out of supporting the BOB Stops. The Volunteer Centre have said that the BOB Stops offer a wide range of volunteering opportunities that are different from many of the positions currently available, and this would help to attract new volunteers.

- 3.2 Hurley had raised concerns via Rod Parker (WCAVA) that they felt that the role was too demanding for volunteers, as they would need an extensive knowledge base to give support, advice and information. Bob Trahern confirmed that volunteers would not be expected to give advice and information, as this is not the aim of the BOB Stops. Volunteers would primarily ensure security of the equipment and limit opportunities for abuse. Volunteers may also signpost to partner organisations and help people with basic queries on the use of the equipment.
- 3.3 It was commented that members of the community may have an expectation that there would be someone available at the BOB Stops to provide advice and this expectation would need to be managed.

4. Access to Services

- 4.1 A pack of information was provided at the meeting for reference, this includes the Broadplaces report from Shropshire County Council and the Board Report of the 3rd October 2011.
- 4.2 Access to Services meeting on 6th June 2011, agreed the formation of the Task and Finish Group for the Community Hubs project.
- 4.3 The current B.O.B service requires an ongoing funding commitment of £25,000 per year. Funding has been approved to continue funding for the B.O.B service for a further 12 months until March 2013. This has been helpful to develop access to services into all areas of North Warwickshire, as there have not been any area offices within North Warwickshire for a long time.
- 4.4 There will be issues around providing the infrastructure, there may be funding available from Digital by Default to help support the infrastructure costs to provide face to face contact within the localities. It is important that the project provides information to enable communities to decide how they want to support the agenda. The BOB Stops should be possible to run at little or no cost to the council, as they are owned by the communities for the benefit of the communities.
- 4.5 if the BOB Stops are successful, they may eventually replace the B.O.B Service in some areas. The reduction in transport has increased the isolation of communities, and the B.O.B service may be able to reach the more remote areas of the Borough.
- 4.6 David Hurst is to look into the possible provision of electronic touch screen kiosks, there are technology issues between the County Council and Borough Council that need to be resolved.

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5.0 **Benefit Reform**

- 5.1 The Agenda for the Benefit Reform proposals are reliant on people being able to access the internet. Within North Warwickshire, figures from the Warwickshire Observatory indicates that 50% of properties have access to the internet. However the Broadband speed is an issue in many areas. 20% of the population never use the internet. People pay more because they do not have the opportunity to make the savings available by accessing the internet, such as online shopping services and comparison sites.

6. **Libraries**

- 6.1 The BOB Stops will build on the success of the BOB Service brand.
- 6.2 There are opportunities to co-locate staff in the libraries. The benefit of the BOB Service brand is that it is not directly associated with the Council's services and people can obtain advice and information on a variety of different issues with the support of partner organisations. The Warwickshire Direct brand is more associated with the Council services and is not as well trusted by the communities.
- 6.3 The location of BOB Stops within libraries has issues with accessible hours, as the libraries where they have been retained following the library consultations will mainly be on reduced hours. The internet may not be available when people need to use it. Polesworth library is to retain 27 hours, Atherstone library will reduce from 52 hours to 35 hours. The hours have also been reduced at Coleshill. The future of Kingsbury library is still in discussion.
- 6.4 There will be changes in the way that libraries are managed, as several libraries will be run by the communities.

7. **BOB Stops Concept**

- 7.1 The BOB Stops will be locations within the local community where people can access the internet and mail.
- 7.2 In strategic locations and where the communities want it, there will be video links and direct dial telephone services available to provide direct contact with the Council House in Atherstone. There is a minimum Broadband speed required to effectively operate the video links, and this will have an impact on the potential locations of the BOB Stops.
- 7.3 There are also issues around the availability of staff at the Council House to be able to respond to the requests from the video links. For the service to be effective it is essential that demand does not exceed the ability to supply as this would damage the perception of the service.
- 7.4 The Borough Council is not in a position to sink much money into the development of the BOB Stops, however, the Council can provide support in the form of expertise and this will include remote assistance for IT support with a 2 day response time for remote support and 5 day response time for physical support being considered. It is believed that the two

Warwickshire Direct hubs that are located in Stratford District Council have in-house support.

- 7.5 It is planned that the initial 2 or 3 BOB Stops will be established by the end of March 2012. The remaining BOB Stops will be developed over the following 12 to 18 months. The roll out is expected to follow the roll out programme for BT Infinity. There are limitations on the availability of staff within the Council House to be able to support the requests for the video links. Eventually it is hoped that each of the customer service desks will have a webcam, and there will be webcams in other departments such as benefits and revenues, planning and housing. There is a possibility that this would also be extended to partners such as Citizens Advice Bureau or Age UK. It may also be possible to have links to Warwickshire County Council and Town or Parish Councils in some locations. It will be possible to have face to face communication in locations where there are video links, the customers will simply need to pick up the phone to make contact with the Council. High quality scanners will enable documents to be sent quickly at the press of a button, to ease communication.
- 7.6 There have been difficulties with the project as a result of misinformation. It is therefore important that the Councillors understand the BOB Stop concept to help to dispel the misinformation. A meeting has been arranged with Councillors on 7th November and a separate meeting has been arranged on the 8th November to inform the Town and Parish Councillors and partner organisations about the progress of the BOB Stops.

8. **Costs**

- 8.1 The biggest outlay is the capital costs of the equipment for the BOB Stops. There are several sources of funding available for this.
- 8.2 A 'shopping list' of equipment with approximate costs of equipment has been prepared, it is up to communities to decide what equipment they need. Assistance will be provided to apply for funding if required. Seven funding streams have been identified in partnership with Warwickshire CAVA, these include LEADER, Coalboard Regeneration Trust, BIG Lottery Community Development Fund and Awards for All and the Big Society.
- Martin Gibbins was asked to confirm what BIG Society funding had been approved in the North Warwickshire area.
- 8.3 The ongoing costs associated with the BOB Stop will need to be met by the communities. It is hoped that the Town and Parish Councils will pick up the costs through the precepts. Calculations have been prepared for each community in North Warwickshire based on Band D properties to determine the approximate costs per household on the precepts.
- 8.4 The ongoing costs of the BOB Stops will be the cost of a telephone line and internet service. This is estimated to be £1200 per annum. However, the costs for each community will

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vary depending on what facilities already exist in the proposed location of the BOB Stop. For example, a BOB Stop located in a school or library may already have access to Broadband and telephone lines and there may not be an additional cost associated with the running of the service.

- 8.5 There is no limit on the number of BOB Stops that are established, provided that they are needed and are sustainable. Some political issues were highlighted between particular communities that would suggest that two BOB Stops may be needed in relatively close proximity.

9. **Progress**

- 9.1 Eighteen expressions of interest have been received from the communities. A Borough Map has been prepared showing locations where expressions of interest have been received. Further work needs to be done within the communities to ensure that the people in the area will support a BOB Stop in that area (blue).

Locations that have been identified as potential ICT hubs where there is access to the internet, and may also have a direct dial telephone link to the Council House (red).

Strategic locations in larger communities where there are permanent staff employed are proposed to have video links, however, this is subject to the availability of a suitable broadband speed and the support from the local community (yellow).

9.2 **Specific Locations**

No expression of interest has yet been received from Dordon. This is possibly because there are no active community groups in Dordon, although a group was formed as part of the library consultation, and the library group may be interested in the BOB Stop. There may also be an assumption in Dordon that the costs will be met by the Section 106 agreement money from Birch Coppice.

Most of the community libraries have expressed an interest, although they are at various stages of development and not yet ready to be developed to host the BOB Stops.

Piccadilly, Corley Moor and Curdsworth may be at risk of losing the mobile library service placing these communities at greater risk of isolation.

Baddesley Ensor is very keen to become a strategic BOB Stop, however this is limited by the availability of Broadband speed in the area. There has been significant funding obtained to support a BOB Stop in Baddesley Ensor.

Polesworth library is a suitable location and already has a number of computers and access to Broadband. The cost of setting up a BOB Stop in Polesworth would be minimal, but the suitability of times that the library is available needs to be considered. Access to Council Services would only be available during Council office hours.

It is understood that that New Arley is looking into increasing their Broadband speed at St Michael's Church. The B.O.B

service has been particularly successful in this area, and there are existing computers available.

Shustoke has expressed an interest in the BOB Stops, but wishes to undertake a survey of the local community before making a commitment. The timescales are to be after the completion of the Community Shop. The village hall or the Community Shop will be possible values. The contact for Shustoke is Councillor Fox.

Water Orton are looking to use their library, and they have applied for £24,000 from LEADER, however there are issues around the confirmation of the length of the lease.

An expression of interest has also been received from Birchmoor Heath.

There are 19 Community Rooms across the Borough that could host additional hubs. As these are only accessible to the immediate residents on the estates where the Community Rooms are located.

Where there is a separate access, many of the schools in the Borough have indicated that they would be interested in opening up their IT Suites for the use of the community.

Questions were raised about whether the B.O.B service could be a mobile service within the isolated communities, however there are difficulties in providing the technology with a mobile service, as many of the isolated villages in North Warwickshire have little or no mobile internet coverage.

BT Infinity is used to identify current Broadband speeds in each area.

10. Questionnaire

10.1 The questionnaire has been developed in consultation with WCAVA, the Volunteer Centre and Adult and Community learning. The questionnaire includes questions associated with the Volunteer Centre's Helping Hands Project. This data will also help to assess what the BOB Stops need to consider to enable and encourage volunteers to support the BOB Stops and also to enable people to use the facilities. There needs to be a hook that will encourage people to use it. The BOB Stops will need additional Community facilities and services that people will want to use, suggestions include use of Nintendo Wii, homework clubs, genealogy and internet shopping.

10.2 The questionnaire is intended to be completed with the support of the community hosts and is not intended to be sent door to door. This will ensure that the questionnaires are correctly completed and returned and that people will be able to ask questions and obtain further information.

11. Promotion

11.1 The success of the project will be largely dependent on favourable feedback by word of mouth, it is therefore important that the initial BOB Stops have the best chance of success. These will be run as pilots and will provide the opportunity to learn from the development of projects in these locations.

- 11.2 The consistent branding of the BOB Stops will enable the Council to assist with promotional materials that can be made available.
- 11.3 There are promotional opportunities via the Town and Parish Council websites. The use of email for distribution of information will have extensive savings. A database of email addresses will significantly improve communications and reduce costs of printing and postage for many organisations across North Warwickshire.

12. Programme

- 12.1 Julie Taylor said that their needs to be a commitment from the Town and Parish Councils and brought online, with a timeline developed to enable the development of support and infrastructure. JT/CF
- 12.2 A draft skeleton bid is to be prepared for 'Awards for All' by 28th November 2011.
- 12.3 There is a visit to the Broadplaces projects in Shropshire on the 3rd November that is to be attended by officers only. Sally Roberts, Maggie Harris and Christina Fortune will attend. A further visit is to be arranged at a future date for Councillors. SR/MH/CF
- 12.4 There is a visit to the Warwickshire Direct project at Southam Library planned for 16th November. Councillors will be invited to attend together with staff. All

13. Future Meetings

23 November 2011	10am - 12pm	Training Room
21 December 2011	1pm – 3pm	Committee Room

**Minutes of Community Hubs Task and Finish Group Meeting
21 December 2011 at 2pm
NWBC, The Council House, South Street, Atherstone**

1. Present

Cllr. Anne Lewis	AL	Member for Hurley & Wood End	
Cllr. Brian Moss	BM	Member for Kingsbury	
Cllr. Hayden Phillips	CH	Member for Hurley & Wood End	
Cllr. Anne Forwood	AF	Member for North Atherstone	
Martin Gibbins	MG	Warwickshire County Council	WCC
Rod Parker	RP	Community Development Worker	WCAVA
Bob Trahern	BT	Lead for Community Hubs	NWBC
Gary Hancock	GH	Information Services Manager	NWBC
Nigel Bates	NB	IT Support Manager	NWBC
Julie Taylor	JT	Policy Support Manager	NWBC
Sally Roberts	SR	Financial Inclusion Manager	NWBC
Margaret Harris	MH	Community Hubs	NWBC
Christina Fortune	CF	Community Hubs	NWBC

Apologies

Davina Key	DK	Locality Manager	WCAVA
Cllr. Karen Barber	KB	Member for Arley & Whitaker	
David Hurst	DH	Warwickshire County Council	WCC
Jo Gordon	JG	LEADER Funding	WCAVA

2. Minutes of Last Meeting – circulated to Task and Finish Group

3. Matters Arising

Action

- Terms of reference completed
- Sixteen volunteer opportunities identified
- Bob Trahern is meeting with the County Council later to discuss the use of the County Broadband for the new Hubs. **BT**
- Dedicated staff for the Video conferencing could be a problem
- Big Society – Martin to circulate Appendix three – Assessment of Applications & Recommendations **MG**
- Libraries Directly funded

4. Expressions of Interest update – site by site update

A copy of the position statement was handed out.

Polesworth

Action

Polesworth will be a strategic hub in one of the new Warwickshire Direct Hubs with the same branding as the One Stop Shops.

The county need to make a decision on charging for the computers and

broadband etc. Bob Traherne is to speak to Kushal Birla at the County Council. BT
The new opening times for the Direct Hubs should be publicised in the New Year. The community would prefer the new direct Hub to be open three days per week (Tuesday, Thursday and Friday), which would include evening opening. However, the video conferencing will only be available when NWBC is open.

Gary asked about an area for privacy for the video conferencing in the Library. The visit to Pontesbury Library, Shropshire was discussed. There was just a screen set up around the video conferencing equipment.

Anne asked whether the Library assistants had been asked if they needed training. The perception is that the library assistants will only have to provide minimum onsite assistance.

A suggestion was made that one major bid be made to the Lottery for scanners and cameras etc. for the video conferencing for all of the locations to be set up with this equipment.

Coleshill

Like Polesworth, Coleshill will be a strategic hub in one of the new Warwickshire Direct Hubs with the same branding as the one stop shops. The Coleshill Library will be open six days a week in the future for a limited number of hours. It currently only opens three days a week.

The possibility of using the town hall or school for a second ICT Hub, which would be open in the evenings was discussed. Councillor Ferro is keen for the school to open up its facilities to the community. Concerns were expressed over the cost to schools for opening in the evenings e.g. extra costs for the caretaker opening up the premises etc. It would be possible for the school to bid for Awards For All funding for the hub as it would be open outside school hours for non-curricular activities. Brian Moss said that schools were enthusiastic about having community libraries on their premises until problems with CRB checks arose.

Sally will contact schools in North Warwickshire after Christmas to find out what SR
interest there is from schools for opening in the evenings and hosting ICT Hubs.

Bob Traherne to contact Cllr Ferro BT

The town hall could pick up the costs of a second ICT Hub.

Anne Forwood urged the group to keep all options open.

A concern was raised that the setting of computers at schools could prevent adults from accessing certain sites such as job sites.

Ansley

See the position statement for details. Sally will contact Jane Sands in the New SR
Year and also visit the Social Club to discuss the potential use for an ICT Hub.

Atherstone

See the position statement for details. There is adequate cover for services in Atherstone at present.

Hartshill

There is a possibility that Hartshill could be an ICT Hub from April. We are waiting for the Hartshill committee to decide whether they will be able to host a video conference hub as well. There is also the question as to whether the County Council will pay for the broadband connection. MH

The option of asking for volunteers via the school children in Hartshill was considered.

Sally explained the Master Class that the NWBC would like to run for volunteers

Gary expressed concerns regards the safety of laptop computers in church halls. In Shropshire laptop computers were stored in a laptop safe in the church hall when not being used. The video conference computer will be locked all the time.

It will be up to each community whether they have laptops or personal computers.

Newton Regis

Stan Orton is keen to have an ICT Hub. The Broadband speed in this area is 7.5 mbps. Sally will arrange a meeting with Katie Brazier (not Brainie). SR

Hurley

Jenny from Hurley would like the opportunity to have an ICT hub in the future. At the moment there is too much work and a lack of new volunteers.

Kingsbury

The decision on the Library is to be ratified. There is an ongoing discussion on the possibility of a mobile library.

The community volunteers are overloaded with work. Therefore, the possibility of using the school as an ICT Hub is to be investigated. Councillor Moss is the governor at Kingsbury School and has agreed to meet with Simon Cotton (headmaster) alongside Bob Traherne and Sally Roberts to discuss the ICT Hub. BT
SR
BM

Piccadilly/Wood End

Hayden Phillips is the only volunteer at Wood End.

Piccadilly would like two laptops for older people to use. However, concern was raised regards security and there is no telephone line. It would cost £99 for a closed BT line to be installed.

Angela Coates is having personal computers installed in community rooms. A discussion regards opening up community rooms to the public took place. Bob will contact Angela regards talking with local tenants groups to see if this is possible. Alexander Court opens up to the local community. The police use the community room in Kingsbury. BT

Austrey

No interest.

New Arley

St Michael's Community Centre is very keen to discuss hosting an ICT Hub. At present the broadband speed is too low for video conferencing, but once this has been improved an area would be available for this. Councillor Karen Barber has pushed up the Agenda for Broadband improvement in New Arley. The Centre is hoping to have a loft conversion and would like to be included in the Awards For All bids to future proof their equipment. Sally and Maggie are meeting with Reverend Peter Allan in the New Year. They have already had a meeting with Gerry Kopenhagen. There may need to be two hubs in Arley as St Michael's serves New Arley. The possibility of a hub opening in new Arley for three days and then two days in Old Arley was discussed.

SR
MH

Water Orton

Sally and Christina are to set up a meeting with Councillor Holland, Councillor Payne (not Sweet) and Wendy Rees? (Parish Councillor?) For Leader Funding the community hub requires a 10 year lease. However, the County Council will only give the new centres a 5 year lease on a peppercorn rate and then the next 5 year lease is negotiable. The centre is bidding for £40 0000 for an extension, including toilets and a kitchen. The building needs to be sustainable. The community Centre are willing to work alongside the school, which has a good computer suite. We need to find out what equipment and broadband the community centre will be left with for the community library.

SR
CF

Baddesley Ensor

The position statement gives brief details regards Baddesley becoming a pilot for broadband through Vodafone. There is a need for Baddesley to communicate with NWBC. The centre will have a community library.

BT
SR

Shustoke

The following email was received from Shustoke on 21 December 2011:-

"Yes Shustoke PC are still interested, we are presently seeking funds for a shop in the village hall where the Hub will be set up.

Cllr Mrs C Fox is waiting on an application for funding, if and when the application is completed we will contact you.

Regards John Poole clerk."

Mancetter

Funding not an issue, but a suitable location needs to be found. We are waiting for confirmation of a meeting date with Clive Andrews. We are also making arrangements to have a meeting with the Children's Centre to aid in recruiting new volunteers from mothers and assisting them to upgrade their own skills.

SR
MH
CF

Astley, Middleton and Fillongley

The following email was received from Fillongley on 21 December, 2011

"Fillongley Parish Council are supportive of this concept however are unable to progress it further at the Village Hall as there is no phone line and no-one on site unless for a specific group. I wish you well with the project." Fillongley

could become a Hub at a later date.

Dordon

Rod reported that Davina had met with Dordon Community Group at the Roman Road Reading Rooms (the name they are giving to their new Community Library, which opens 1 April, 2012). They are inheriting the equipment from the County Council. Dordon do not want to rebrand as a BOB Hub. The Dance group will be renting part of the building, so making the building sustainable. Dordon believe that the County council will be paying for the broadband and telephone line. This could be a video conference centre as the broadband speed is very good – 40 mbps.

Dordon Contact – Amanda - tel no:- 01827 737899

Birchmoor Heath

Maggie is waiting for David Harris to confirm a meeting date to discuss the ICT Hub and funding. The broadband speed in this area is very good – 31mbps. A question was raised as to whether Polesworth would pick up the bill. There are lots of new houses in Birchmoor Heath.

MH
CF

5. Proposed School Request

Sally asked for permission to email schools and this was agreed.

SR

6. Model Hub Proposal

The IT department has suggested using the Old Bank House as a training/testing room. This would only incur a small cost as the equipment could be reused. Funds could be provided by the accommodation review budget as the building could then be used while the Council House is being updated. Anne Forwood asked that this be kept basic. The councillors agreed that the cost of £1 500 could be found from the under spend of the NWBC budget. Gary asked questions regards how far we lock down the computers installed into the different locations. Different locations will have different risks. The County Council Lines will be controlled by the County Council. Four personal computers could be set up with four different lock downs in the training rooms. The four computers in reception of NWBC are set up the same as those in the libraries. The libraries have paid thousands of pounds for security.

GH
NB

Martin asked the question “What does the user want the computer for?” the reply was for anything that they could do at home – not just council sites. NWBC is only supporting the Hubs.

AL
BM
CH
AF

The County Computers are very strict i.e. they disallow inappropriate words, which can often lead to children not being able to complete their homework research. The communities will be responsible for their own computers.

The use of Wi-Fi, so that the public can use their own equipment was discussed. Nigel said that the router could be locked down to family access.

Anne asked if a pop-up disclaimer could be displayed on the screens. If using wireless then the onus falls back on the user of their own equipment. There need to be some protocols.

7. Future Meetings and Venues

Action

It was agreed to have Bi-monthly meetings in the future. It was hoped to have the next meeting at the end of February after the Awards for All bids have been sent off and the training room in Old Bank House has been set up.

Bob is to approach Hayden Phillips regards the Leader Group funding. **BT**

8. Any Other Business

Gary asked about the contribution we were hoping to obtain from Stratford Council. Maggie has emailed Stratford Council, but has had no reply. When we visited Stratford they mentioned selling their information on the video conference set up to us. Bob Traherne is to approach Kushal Birla to find out the situation. Apparently there are commercial products available to purchase.

BT

BOB Hub Task and Finish Group Meeting

NWBC: Committee room

Thursday 9th February 2012 (10am -12.30pm)

MINUTES

1. **Attendees:** Cllr Anne Lewis, Cllr Ann Forward, Cllr. Hayden Phillips, Bob Trahern, John Crossling, Robert Beggs, Gary Hancock, Nigel Bates, Sally Roberts, Maggie Harris, Christina Fortune
2. **Apologies:** Cllr. Karen Barber, Rod Parker, Davina Key, Jo Gordon, Julie Taylor, David Hurst, Martin Gibbins, Cllr. Brian Moss, Cllr. Colin Hayfield
3. **Previous Minutes:** 21 December 2011
The previous minutes were accepted as a true record.
4. **Matters Arising**
 - 4.1 Martin Gibbins had forwarded details of BIG Society awards from Warwickshire County Council. Where funding has been awarded to the BOB Hub project locations this has generally been to support community libraries.
 - 4.2 John Crossling outlined the One Front Door Project and the data that had been extracted for each of the BOB Hub locations. In most cases there had been expressions of interest received from locations where the One Front Door project had predicted a need for Hubs, with one or two exceptions that could be explained as a result of external distortions. The One Front Door project indicated a need for a Hub in Ridge Lane, but no expression of interest had been received and the B.O.B Service was not successful in the Ridge Lane area. Expressions of interest have not been received from Old Arley or Ansley, due to the unavailability of a suitable venue. There are therefore no proposals to support a BOB Hub in these locations at this stage. John Crossling is developing maps extracting demographic data for each of the BOB Hub locations to help inform and support funding applications.
 - 4.3 Dordon may be eligible for Section 106 funding, this is to be considered by Julie Taylor and Robert Beggs. A suitable location has not been identified.
Kingsbury would like a BOB Hub but the volunteers at the Methodist Church are already over-stretched and do not have the capacity to develop the BOB Hub.
There were discussions about the possibility of a Hub at the Ansley Village Hall or Community Rooms in Ansley Common, but there has been no expression of interest received.

- 4.4 There have been discussions with Angela Coates with regard to the possible use of Community Rooms as Hubs and tenants are to be asked whether they will allow the individual Community Rooms to be opened up to the local community and not just council tenants.
- 4.3 There was a discussion regarding the closure of Kingsbury library that will be replaced with a mobile library service. John Crossing outlined County council proposals for a new fleet of mobile services with larger vehicles that will be part library and part one-stop shop, however the larger vehicles will have limited access to the more remote areas due to difficulties with the size of the vehicle and the accessibility of the roads. The mobile fleet is to be reviewed to see how it works in North Warwickshire. There have been a lot of lessons learned from the development of the B.O.B Service.

5. Site Updates

- 5.1 **Polesworth:** The BOB Hubs based at Polesworth are to be located in the County Council Library. There is a review of staff roles in County libraries that may be complete by June 2012. Library staff are also processing some police reporting and information. Locations need to be identified in the library where the Hub will be located. Discussions are on-going with regard to costs. Officers from Stratford District Council will provide cost advice and will need to be paid for their time by NWBC. Video conferencing in the libraries may also involve telemedicine as the NHS are keen to be involved, this would increase the need for privacy.
- 5.2 **Coleshill:** The BOB Hubs based at Coleshill are to be located in the County Council Library. The library is to be open 6 days per week although some of these are half days. The police are also looking for accommodation within the library. There may be accommodation available at the Social Services premises in Coleshill. Coleshill Town Council is also keen to host a Hub and Coleshill primary and secondary schools are also interested in opening facilities up to the community to provide Hubs.
- 5.3 **Water Orton:** The Hub is to be located in the library building that is due to become a community library in 13 April. It is unclear at Water Orton whether the County Council Broadband service will be available to support the Hub. Gary Hancock has been in contact with County Library service for details of the migration of the county library systems to the community libraries. More computers are needed and a free telephone to call the Council House. There are around 80 volunteers at the Community Library. Carl Lewis at Water Orton School is also very interested in providing a Hub and will be able to offer availability at evenings and weekends. There is a separate entrance to the school for access to the computer suite and there are strong community links. The school will look at extra curricula funding, but this can take 6 months to get a decision.

- 5.4 **Kingsbury:** The discussions with Kingsbury Methodist Church as a host have been hindered by the limited resources available, as the number of volunteers and the availability of the accommodation are already stretched. There is a meeting still to be arranged with Simon Cotton to discuss any option with the school. The sports and social club in Kingsbury has a car park and is another possible location. A firm venue for any other option also needs to be identified. Robert Beggs mentioned that he had highlighted the Housing Community Centre in Peartree Avenue but this will already have desk top computers for council clients. Robert also mentioned the Youth Centre building which a trust owns and needs to find funding for the on-going operation of the building. Kingsbury needs to be considered once firm details have been identified.
- 5.5 **Hartshill:** The community building at Hartshill is now completed. The volunteers are currently over-stretched due to the number of projects that are happening. The room where the library was previously located will be converted into a computer suite and community café. There are two possible locations identified for the video conferencing. Potentially 500 households in Hartshill would benefit but due to the proximity of the boundary with Nuneaton there would be additional beneficiaries in Nuneaton Borough. Consider offering telephone contact direct to NWBC and Nuneaton and Bedworth Borough Council. These issues regarding boundaries will need to be resolved. Hartshill has already accessed a significant number of funding sources and is therefore able to consider funding streams that need monitoring, however available funding streams are becoming limited due to the significant amount of funding already successfully obtained.
- 5.6 **New Arley:** There are new volunteers identified in New Arley via the questionnaires, particularly through Sure Start. Capital works needed to make the first floor store room accessible for business centre use with a new staircase, external door and roof windows may be available from the Rural Growth Network if the bid is successful. This work may alternatively be funded through Awards for All or a combination of smaller grants. Funding is also needed to support a youth leader to continue to support an ongoing youth club that is well used in the community. New Arley has already accessed a significant number of funding sources and is therefore able to consider funding streams that need monitoring, however available funding streams are becoming limited due to the significant amount of funding already successfully obtained.
- 5.7 **Baddesley Ensor:** The Hub at Baddesley Ensor is already up and running and providing a service to the community using computers released from County. Baddesley Ensor has already accessed a significant number of funding sources and is therefore able to consider funding streams that need monitoring, however available

funding streams are becoming limited due to the significant amount of funding already successfully obtained. There is a paid development worker employed at the Hub. Baddesley Ensor is now looking at expanding their Hub to work with Community Development with the fruit and vegetable scheme, and some healthy eating and family cooking programmes. Jobcentre Plus are keen to set up a Work Club at Baddesley Ensor. There is a volunteer who is developing a rural film club. The community library is based at the Hub, but broadband is very limited, to the extent that the library has to be run as a paper based system. Baddesley Ensor are hoping to pilot a Vodaphone broadband service using 4G. The BD UK bid would aim to provide a minimum of 2 megabytes broadband speed in all areas by 2015. Jobcentre Plus, Community Development and NHS are keen to be involved in the BOB Hubs. Work programmes can be established at the hubs working with Jobcentre Plus. Baddesley Ensor is likely to be a pilot for these.

5.8 **Mancetter:** There were some difficulties in Mancetter due to there being 3 distinct groups that wanted to host a Hub. Following a meeting it was agreed that the Mancetter Hub would be based at the Bracebridge Room at St Peter's Church, as there is already a youth facility with 4 computers that will form the basis of the Hub. Additional laptops would enable a portable service to be delivered into the Memorial Hall to support lone parents and older people. There are a significant number of volunteers available.

5.9 **Birchmoor:** Birchmoor may be eligible for Section 106 funding, this is to be considered by Julie Taylor and Robert Beggs. St John's Mission Hall at Birchmoor is very keen to host a BOB Hub. There is possible funding available through the Area Forum. The group has not previously accessed funding streams but this a small group who will struggle to meet monitoring criteria required by larger funding providers.

5.10 **Woodend:** There was a brief discussion about the possible provision of a Hub at Woodend Village Hall. However, there is an issue regarding the availability of volunteers. There is possibility that Woodend would be able to host a Hub in 6 months. There is also a possibility of a Hub in the Woodlands Community Room subject to tenant agreement.

6. **ICT Set Up**

6.1 The equipment will be set up as a demonstration Hub in the Training Room at the Council House during the week commencing 13th February 2012 although the internet connection will take a little longer, and should be running by 23rd February.

6.2 The demonstration Hub will comprise of a 15" laptop, a 17" laptop, two desk tops with a programmable telephone and video link. The computers will have Open Office software and Gmail which is being tested by the county as an alternative to Microsoft using the

Cloud. The cost to the hub is £30 per account per year. The demonstration Hub will enable the challenges to be identified and addressed, including who will answer calls from the Hub.

7. Funding Requests

7.1 There are issues about obtaining funding for many of the Hubs as many of the Hubs have already accessed significant funding and therefore have limited funding streams available. The smaller Hubs have not accessed funding streams but do not have the skills to undertake the necessary monitoring and returns required for the grant.

7.2 Finance has been identified within the Council reserves with £10,000 being allocated to the Community Hubs project, and a further £10,000 from local strategic hubs, SES Priority Funding, less the £1500 already spent on the demonstration Hub in the Training Room at the Council House. This equipment will be redeployed into the community when the challenges have been addressed. There is therefore £18,500 available.

7.3 There is approximately £11,000 of reserves from Community Strategy Funding. It may be reasonable to identify specific locations that will find it difficult to access funding streams. In theory the priorities should be to reduce isolation, but realistically the priorities will be the locations where a Hub can be quickly and easily established and the volunteers and venue have been identified.

7.4 There is a further £50,000 underspend from Access to Employment that is proposed to be put forward as part of the £197,000 needed in match funding for the BD UK bid for broadband.

7.5 Having discussed the needs at each of the Hubs, it was **agreed** by all Councillors present that the £18,500 from the Community Hubs project and strategic hubs reserves should be used to fund the 'Option A' requirements for the following Hubs: Polesworth, Coleshill, Water Orton, Hartshill, New Arley, Baddesley Ensor, Mancetter and Birchmoor. Kingsbury will be considered further when a host and venue have been identified.

7.6 Wherever possible the funding should be used as match funding as part of a bid for a larger project to fund the additional equipment needed for the 'Option B' requirements.

8. Any Other Business

No other business was discussed.

9. Date and time of next meeting

2pm – pm on Monday 5th March 2012.

10. Close

BOB Hub Task and Finish Group Meeting

NWBC: Committee room

Thursday 5th March 2012 (2pm- 3.30pm)

MINUTES

1. **Attendees:** Cllr Ann Lewis, Cllr Anne Forwood, Cllr. Hayden Phillips, Bob Trahern, Gary Hancock, Julie Taylor, Davina Key, Cllr. Karen Barber, Sally Roberts, Maggie Harris, Christina Fortune
2. **Apologies:** Jo Gordon, Cllr. Brian Moss, Cllr. Colin Hayfield, John Crossling, Robert Beggs, Nigel Bates
3. **Previous Minutes:** 9 February 2012
The previous minutes were accepted as a true record with amendments to spellings to names of Cllr Ann Lewis and Cllr. Anne Forwood.
4. **Matters Arising**
 - 4.1 Julie Taylor is to encourage Dordon to submit an expression of interest for a BOB Hub and this is to be supported by Section 106 funding. Davina Key will follow this up.
 - 4.2 An expression of interest for Ansley Common was received and Angela Coates is following up the potential provision of a BOB Hub at the Community Room in Ansley Common along with some other areas too. This will be in addition to the eight computers located in Community Hubs across the Borough, and a further four possible areas. These are funded by the Housing Revenue Account (HRA), and are therefore subject to tenant agreement to the BOB Hubs in Community Rooms being opened up to the wider community.
5. **Site Updates**
 - 5.1 **Baddesley Ensor:** Bob Trahern and Christina Fortune attended a meeting with Geoff Taylor, Lorna Fergusson, Cllr. John Moore, Lynda Ward (Jobcentre Plus, Atherstone and Bedworth) Angie Bryan and Kim Pratt from Age UK on 1st March 2012. Kay Aldersley already runs two Work Clubs in North Warwickshire that are successful, and it is hoped that she would assist Baddesley Ensor and other suitable locations to establish Work Clubs. Davina Key will talk to Kay Aldersley about funding for Work Clubs. Job Centre Plus indicated that there could be around £5000 available to fund a Work Club to be spent by the end of March. This may be used to fund the Work Club for Baddesley Ensor, to purchase the Option A equipment thereby releasing the funding back into the Council to support other BOB Hubs in the next tranche.

- 5.2 **Coleshill:** Warwickshire County Council are keen to charge the Borough Council for the presence of the Hubs in their libraries in Coleshill and Polesworth. This is being negotiated by Bob Trahern. Coleshill Town Council is also keen to host a Hub, it is requested that savings from other locations be used to fund the Hub in Coleshill Town Hall. This was agreed in principle. Coleshill primary and secondary schools are also interested in opening facilities up to the community to provide Hubs.
- 5.3 **Kingsbury:** Bob Trahern and Sally Roberts have arranged a meeting with Simon Cotton at Kingsbury School and are hopeful that a Hub can be established at the school if accessibility issues can be resolved. There was a brief discussion regarding the issue of some people being reluctant to attend a Hub located at the school.
- 5.4 **Mancetter:** Sally Roberts and Maggie Harris had a meeting with Tony Tooby, Lois Hamson, Clive Andrews and Joanne Thomas from Mancetter Sure Start. The agreement to go ahead and purchase has been signed for Mancetter. The group at St Peter's church are very enthusiastic. Maggie Harris and Nigel Bates also completed an IT equipment visit to establish the equipment required. We are now ready to order a telephone line and the laptop computers and safe that they have asked for.
- 5.5 **Birchmoor:** The agreement to go ahead and purchase has been shown to David Harris and Father Philip by Maggie Harris and Christina Fortune. David Harris will be showing the agreement to the Birchmoor Community association and it will hopefully be signed soon. The group at St John's Mission Hall are very keen for this project to go ahead. There are issues with disabled access at Birchmoor.

Meetings have been arranged with Hartshill on 7 March and Water Orton on 13 March to obtain their agreement to purchase equipment and proceed with setting up the BOB hubs. We are waiting for New Arley to confirm a meeting date.

Sally Roberts informed the group that she has been talking to Angela Coates about the potential of setting up video conferencing at the community rooms in Fillongley, Kingsbury, Polesworth and Coleshill. Angela is currently undertaking some work around this and will update us on progress.

Bob Trahern said that if a hub was set up at Kingsbury school then there should be no costs as we would use the school equipment.

- 5.6 **Disabled Access:** Since the Hubs will encourage use of computers by older people who are more likely to have physical and sensory disabilities it is important that the Hubs include provisions for accessible workstations. There is a package of accessible equipment available for a cost of £140. However these items should be

purchasable at a lower cost if bought individually. Cllr. Anne Forwood suggested discussing the provisions for blind computer users with a neighbour of hers who regularly uses a computer. Cllr. Forwood to forward contact details to Christina Fortune.

6. ICT Set Up

6.1 The equipment has been set up as a demonstration Hub in the Training Room at the Council. Those attending the meeting together with leader-Cllr. Mick Stanley saw a demonstration of the Video equipment in use in the training room.

6.2 The demonstration Hub comprises of a 15 inch laptop, a 17 inch laptop, one desk top computer with a programmable telephone and video link and a scanner. The computers have Open Office software.

7. Accessible Use Policy

7.1 The proposed draft for the Accessible Use Policy was reviewed. It was agreed that the policy should be divided into essential do's and don'ts i.e. rules and a separate schedule of guidance and recommendations.

8. Top 10 Numbers for Programmable Phones

8.1 The proposed list of numbers was considered, there were also suggestions that Doorway, NHS, CSWP and Police should be added to the list, however, this would mean that others need to be omitted. A longer list should be prepared and the Hubs can decide which 10 numbers they want to be programmed.

9. Branding and Launch Events

9.1 Apart from the County Libraries, the Hubs have agreed to be branded as BOB Hubs. Discussion took place around whether the Borough Council logo should be added, and a simple single sign design for all of the Hub locations.

Maggie Harris has produced an article to promote the new BOB Hub at St Peter's Church Mancetter as requested by Tony Tooby and this will be going in the church and village magazine, Mancetter Matters, April 2012 issue.

Baddesley Ensor will launch in 2nd-3rd week in May depending on the availability of the new Mayor when she is appointed, as she will launch the Hub. It was agreed that the Mayor should be booked to launch all of the Hubs if possible and a Councillor should be available at each launch event.

10. Programme of Events

- 10.1 Lynda Ward suggested a programme of events for the Work Clubs that worked successfully in Rugby. Details of these have been emailed to Bob Trahern and Christina Fortune. The programme should be rolled out through all BOB Hubs.

Work is to be undertaken with other partners to establish a rolling programme of events across the BOB Hubs.

A schedule of work has been produced for setting up the ICT Hubs. This includes the ordering of equipment, volunteer training, the set up and installation of the IT Equipment and possible launch dates. A printed copy was given to each attendee.

11. Member Champion

- 11.1 It was agreed that Cllr Ann Lewis would act as a Member Champion as Chair of the Task and Finish Group. The Task and Finish Group will have an ongoing remit for the project as the group has been essential to the progress of the Hubs. Bob Trahern is to write a brief summary to be reported to the Main Board of Councillors.

12. Any Other Business

- 12.1 No other business was discussed.

13. Date and time of next meeting

- 13.1 2pm – 4pm on Monday 2nd April 2012.
(To include a sign off on the branding for the BOB Hubs.)

14. Close 3.30pm