

**To: The Deputy Leader and Members of the
Community and Environment Board
(Councillors Phillips, Barber, Ferro, Fowler,
Freer, Humphreys, Lewis, B Moss and M
Moss).**

For the information of other Members of the Council

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

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

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

COMMUNITY AND ENVIRONMENT BOARD AGENDA

21 October 2013

Prior to the commencement of business there will be a
presentation on the work of North Warwickshire CAVA at
6.00 pm.

The Community and Environment Board will meet in The
Committee Room, The Council House, South Street,
Atherstone, Warwickshire on Monday 21 October 2013,
at 6.30pm.

AGENDA

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

- 4 **Request for discussion of En Bloc items and approval of remaining En Bloc items.**

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact Jenny Price on 01827 719450 or email democraticservices@northwarks.gov.uk

PART A – ITEMS FOR DISCUSSION AND DECISION

- 6 **Minutes of the Meetings of the Board held on 22 July and 3 September 2013** – copies herewith, to be approved as a correct record and signed by the Chairman.

- 7 **Budgetary Control Report 2013/2014 Period Ended 30 September 2013** – Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2013 to 30 September 2013. The 2013/2014 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

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

- 8 **Kerbside Recycling Service Update**

The Assistant Director (Streetscape) will provide a verbal update on the first day of the implementation of the new kerbside recycling service.

- 9 **Proposed Sale of Informal Open Space at Sycamore Crescent, New Arley** – Report of the Assistant Director (Leisure and Community Development)

Summary

The report sets out a proposal for the sale to Arley Parish Council of an area of informal open space at Sycamore Crescent in New Arley.

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

- 10 **North Warwickshire Green Space Strategy Progress Report** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report informs Members of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy. Corresponding actions are being advanced through Year 6 of the Strategy's supporting Action Plan.

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

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

Summary

This report updates the Board on progress in respect of the proposed development of new indoor leisure facilities in Coleshill.

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

- 12 **Polesworth Sports Centre – Extension to Fitness Suite** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report identifies a proposal to extend the fitness suite at Polesworth Sports Centre through a conversion of one of the facility's two squash courts. Subject to Board approval, these changes will enable the Sports Centre to respond more effectively to customer-led service demand.

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

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

- 13 **Minutes of the BOB Hub Task and Finish Group held on 5 August 2013.** (copies herewith) to be received and noted.

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

22 July 2013

Present: Councillor Phillips in the Chair

Councillors Ferro, Fowler, Freer, Humphreys, Lewis, B Moss, M Moss and Smith.

An apology for absence was received from Councillor Barber (substitute Councillor Smith).

14 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

15 **Minutes of the Meeting of the Board held on 18 March and 21 May 2013**

The minutes of the meetings held on 18 March and 21 May 2013, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

16 **Implementation of Green Space Management Plans and the Green Space Improvements Programme**

The Assistant Director (Leisure and Community Development) informed Members of progress in respect of the implementation of Green Space Management Plans and other improvement works at a number of sites across the Borough.

The Board's approval was sought to enter into a Tenancy at Will with Hurley Kings Football Club in relation to Hurley Daw Mill Sports Ground and to advance discussions with Atherstone Rugby Club in respect of long-term management options at Royal Meadow Drive Recreation Ground, Atherstone.

Resolved:

- a **That the progress in respect of the implementation of Green Space Management Plans and other improvement works identified in the report of the Assistant Director (Leisure and Community Development), be noted;**
- b **That, subject to the agreement of the terms by the Chairman and Vice-Chairman of the Board, a Tenancy at Will for a maximum period of 12 months with Hurley**

Kings Football Club in relation to its use of Hurley Daw Mill Sports Ground, be approved;

- c That the principle of the Borough Council entering into a long-term management agreement with a local sports club in respect of Royal Meadow Drive Recreation Ground in Atherstone, be approved; and**
- d That officers be authorised to continue discussions with Atherstone Rugby Club in respect of long-term management options for Royal Meadow Drive Recreation Ground, Atherstone, and that the outcome of those discussions be reported to a future meeting of the Board.**

17 Proposed Replacement of Indoor Leisure Facilities in Coleshill

The Assistant Director (Leisure and Community Development) updated the Board on progress in respect of the proposed development of new indoor leisure facilities at The Coleshill School.

Resolved:

- a That progress made in respect of the proposed development of new indoor leisure facilities at The Coleshill School, be noted;**
- b That, subject to prior approval of their final content by the Chairman and Vice-Chairman of the Board, the Solicitor to the Council be authorised to enter into an underlease with The Coleshill School and that the Assistant Director (Leisure and Community Development) be authorised to sign the proposed User Agreement; and that both documents be brought to a subsequent meeting of the Board for information.**

18 Budgetary Control Report 2013/2014 Period Ended 30 June 2013

The Assistant Director (Finance and Human Resources) reported on expenditure and income for the period from 1 April 2013 to 30 June 2013.

Resolved:

That the report be noted.

H Phillips
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

3 September 2013

Present: Councillor Phillips in the Chair

Councillors Ferro, Fowler, Freer, Humphreys, Lewis, B Moss and M Moss.

An apology for absence was received from Councillor Barber.

19 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

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

The Assistant Director (Leisure and Community Development) updated the Board on progress in respect of the proposed development of new indoor leisure facilities in Coleshill.

Resolved:

That the report be noted.

21 **Kerbside Recycling**

The Assistant Director (Streetscape) summarised the progress to date of the work undertaken to facilitate the return of the kerbside recycling contract to an in-house service and updated Members regarding subsequent amendments to key policies.

Resolved:

- a That the work undertaken and the progress achieved so far, pursuant of the changes to the kerbside recycling service be noted; and**
- b That the wording of the new refuse collection policies set out in Appendix A of the report of the Assistant Director (Streetscape), be agreed.**

22 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2013

The Board were informed of progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2013.

Resolved:

That the report be noted.

23 Exclusion of the Public and Press

Resolved:

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

24 Carriageway Sweeping and Weekend Cleaning Contract

Members were advised of the proposal to bring the Mechanical Sweeping and Weekend Cleaning service back in-house when the current contract with Enterprise comes to an end in December 2013.

Resolved:

- a That the carriageway sweeping and weekend cleaning service be undertaken in-house from 1 December 2013;**
- b That the use of the Chief Executive's urgent business powers to amend the capital programme in order that suitable plant can be ordered for delivery in time for commencement of the new service, be endorsed; and**

Recommendation to Executive Board:

- c That the Capital Programme 2013/14 be amended to include the associated increase for purchase of suitable plant to undertake in-house carriageway sweeping service.**

H Phillips
Chairman

Agenda Item No 7

Community and Environment Board

21 October 2013

Report of the Assistant Director (Finance and Human Resources)

**Budgetary Control Report
2013/2014 Period Ended
30 September 2013**

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2013 to 30 September 2013. The 2013/2014 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Executive Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Consultation

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

3 Introduction

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

4 Overall Position

- 4.1 The actual expenditure for budgets reporting to this Board as at 30 September 2013 is £2,393,327 compared with a profiled budgetary position of £2,410,268; an under spend of £16,941 over the period. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

...

- 4.2 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison

with actual figures. Reasons for the variations are given, where appropriate, in detail below.

4.3 Leisure Centres

4.3.1 There is an overall over spend across the Leisure Centres of £10,390 against the profiled budget. This is further detailed below.

4.3.2 Income across all centres is currently £23,970 below profile, of this £23,490 can be attributed to the centre activities. A sustained fall in demand to book the Memorial Hall (and related bar income) alongside a struggling class program has seen income fall £12,710 behind the profiled position. Of the remaining variance, Coleshill is £8,020 behind profile (mainly due to a lower level of businesses, clubs and schools purchasing Sports Hall hires), Polesworth is £2,480 down and Arley £1,180 down, however Atherstone is £900 ahead of profile.

4.3.3 The remaining £480 relates to below profile income across the fitness suites where the strong financial performance of Atherstone Leisure Complex (£10,640 better than profile) is helping to support Polesworth and Coleshill, where income has fallen below profile by £5,070 and £6,050 respectively.

4.3.4 The below profiled income performance is partially off-set by an under spend across the centres of £5,430 on Premises related expenditure and a further under spend of £15,080 on Supplies & Services and £110 of other minor movements. However, employee expenditure is £7,040 ahead of profile, due to employees joining the superannuation pension scheme at the various centres.

4.4 Public Health – Pollution Control

4.4.1 The main reasons for the variance relate to additional income generated through further sales of Export Health Certificates (£3,420 ahead of profile) and further unanticipated legal income (£1,180 ahead of profile), coupled with a general underspend on Supplies & Services of £4,900.

4.5 Domestic Refuse

4.5.1 The Domestic Refuse budget has an over spend of £17,255 compared to the profiled position. This relates to increased vehicle maintenance costs of £11,380 and increased employee costs of £5,875.

4.6 Cesspool Emptying

4.6.1 There is an under spend of £9,150 on the Cesspool Emptying budget as the disposal of cesspool waste has been lower than expected as a result of the drier weather.

4.7 Recycling

4.7.1 Of the total under spend of £14,611 on the Recycling budget, £25,000 relates to a grant which has been received from Warwickshire County Council for the promotion of the new Refuse & Recycling service which will be spent prior to the service going live in October 2013. The remaining overspend of £10,390 relates to the use of additional Agency Staff expenditure and increased maintenance costs of Recycling vehicles.

4.8 Amenity Cleaning

4.8.1 Amenity Cleaning has an under spend of £12,321 against the profiled position. The main reasons are due to an under spend of £9,450 on Employee Expenditure as a result of not covering holiday and sickness absences. There is also a further under spend of £3,560 on the road sweeping contract against the profiled position.

4.9 Carlyon Road Skate Park

4.9.1 The main variations relate to a short fall in income of £5,650 and some reduced expenditure. The down turn in income is in part due to a perception from customers that the skate facility is not 'challenging' enough and the availability of nearby alternatives. This short fall is partially off-set by an under spend on employee expenditure of £2,690 as a decline in custom has meant that the facility has not required the budgeted level of staffing.

5 Performance Indicators

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

5.2 In summary, the majority of the Performance Indicators are comparable with the profiled position. Unfortunately, some Performance Indicators for Refuse Collection and Recycling were not available.

5.3 The performance indicator for Trade refuse is showing that more containers are being collected but income per bin has reduced. This is due to some customers downsizing the containers used.

5.4 The performance indicator for income from football pitch hiring is showing that more teams are using the pitches. However as discounts on hire charges are being given in exchange for teams marking the pitches out for themselves, the average income per team has reduced..

6 Risks to the Budget

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

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

7 Easy Line Studio at Atherstone Leisure Complex

7.1 The table below shows the projected financial performance of the Easy Line Studio at Atherstone Leisure Complex relating to the 2013/14 financial year:

	Original Budget 2013/14 £	Profile to end Sept 2013 £	Actual to end Sept 2013 £
Staff Expenditure	3,710	1,860	1,860
Equipment Payback	4,330	2,160	2,160
Contribution to Replacement Fund	2,000	1,000	1,000
Income	(13,890)	(7,080)	(3,540)
Net Expenditure	(3,850)	(2,060)	1,480

7.2 The table shows that the Studio is presently running at a small loss, which is a consequence of the loss of DD members. It is believed that this down-turn in memberships is a result of Studio users gaining more confidence with their health and fitness and moving on to use the equipment in the main fitness suite. Currently, there are 11 Studio DD members and an additional 10 DD members who have purchased the Ultimate + 'bolt-on' package.

7.3 It is worth noting that the facility generated a profit of £3,910 in the 2012/13 financial year and also that 2013/14 will be the final year in which the studio is required to meet the equipment payback to the Invest to Save Fund, which will improve the revenue position of the facility in future years.

8 Estimated Out-turn

- 8.1 Members have requested that Budgetary Control reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2013/14 is £5,127,210 as detailed in the table below:-

	£
Approved budget 2013/14	5,099,860
Reduction in income across Leisure centres	25,000
Refuse collection – vehicle maintenance (engine/ gearbox replacements)	11,500
Saving on Cesspool disposal charges	(9,150)
Expected Out-turn 2013-14	5,127,210

- 8.2 The figures provided are based on information available at this time of the year and are the best available estimates for this Board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 The Council's budgeted contribution from General Fund balances for the 2013/14 financial year is £458,400. As can be seen above, an increase in the net expenditure of around £27,350 is expected to date from the services within this Board. Income and Expenditure will continue to be closely managed and any further issues that arise will be reported to this Board for comment.

9.2 Environment and Sustainability Implications

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

**North Warwickshire Borough Council
Community & Environment Board
Budgetary Control Report 2013/2014 as at 30 September 2013**

Cost Centre	Description	Approved Budget 2013/2014	Profiled Budget September 2013	Actual September 2013	Variance	Comments
3072	Polesworth Sports Centre	156,200	60,476	62,629	2,153	See Comment 4.3
3073	Polesworth Hi-Tech	(30,130)	(16,522)	(8,882)	7,640	See Comment 4.3
3074	Arley Sports Centre	187,990	97,993	99,625	1,632	See Comment 4.3
3075	Coleshill Sports Centre	309,600	151,107	154,850	3,743	See Comment 4.3
3076	Coleshill Hi-Tech	(57,100)	(29,754)	(26,243)	3,511	See Comment 4.3
3077	Atherstone Leisure Complex	630,620	298,433	295,647	(2,786)	See Comment 4.3
3078	Atherstone Hi-Tech	(150,450)	(77,349)	(88,547)	(11,198)	See Comment 4.3
3082	Memorial Hall	113,440	55,707	58,604	2,897	See Comment 4.3
3083	Memorial Hall Bar	(2,240)	(2,067)	731	2,798	See Comment 4.3
4002/4/7	Miscellaneous Public Health Services	312,680	143,788	134,763	(9,025)	See Comment 4.4
4003/6	Miscellaneous Public Health Services	103,710	47,547	47,585	39	
5000	Refuse Domestic Waste	995,070	523,719	540,974	17,255	See Comment 4.5
5002	Refuse Trade Collection	(3,900)	(101,529)	(103,694)	(2,165)	
5003	Cesspool Emptying	(29,070)	(19,781)	(28,932)	(9,151)	See Comment 4.6
5004	Recycling	468,520	225,341	210,730	(14,611)	See Comment 4.7
5010	Amenity Cleaning	700,260	321,484	309,163	(12,321)	See Comment 4.8
5013	Unadopted Roads	15,650	8,182	5,590	(2,592)	
5014	Drain Unblocking & Land Drainage	18,990	8,844	8,844	0	
5015	Street Furniture	9,410	4,600	4,562	(38)	
5016	Atherstone Market	8,360	5,590	5,566	(24)	
5019	Parks & Playing Fields	522,310	316,590	317,795	1,205	
5020	Play Areas	207,370	80,830	78,684	(2,146)	
5021	Public Health Act 1984 Burials	3,080	1,503	1,551	48	
5022	Sustainable Communities	2,870	-	106	106	
5023	Consultation	19,000	5,823	5,997	174	
5025	Corporate Policy	42,700	12,288	12,362	74	
5030	Rural Regeneration	34,640	14,751	14,436	(315)	
5034	Landscape	10,780	9,819	9,554	(265)	
5040	Marketing and Market Research	14,650	7,170	4,189	(2,981)	
5044	Support to Voluntary Organisations	113,020	29,465	29,466	1	
5051	Young People and Intergeneration	79,780	39,351	40,718	1,367	
5052	Community Development Environment	64,740	31,886	31,754	(132)	
5054	Social Inclusion and Sport	69,000	33,415	33,251	(164)	
5055	Community Development Health Improvement	56,100	35,511	36,809	1,298	
5056	Community Development Safer Communities	88,880	36,641	36,760	119	
5058	Activities 4 U	2,890	2,050	2,050	(0)	
5059	Allotments & Biodiversity	9,550	4,940	4,940	(0)	
5064	QE School Artificial Grass Pitch	-	436	3,310	2,875	
5065	Carlyon Road Skate Park	80	2,280	6,319	4,039	See Comment 4.9
7700	Stronger & Safer Community Fund	-	-	-	-	
7880	Local Nature Reserves	1,190	39,710	39,710	-	
	Total Expenditure	5,100,240	2,410,268	2,393,327	(16,941)	

Original Budget **5,099,860**

- virement of CS ACE Recharge 380

Approved Budget **5,100,240**

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

Performance as at 30 September 2013

	Budgeted Performance	Profiled Budgeted Performance	Actual Performance to Date	
Polesworth Sports Centre				
Cost Per Visit	£4.25	£3.69	£4.30	
Income Per Visit	£2.59	£2.55	£2.69	
Subsidy Per Visit	£1.66	£1.13	£1.62	
Arley Sports Centre				
Cost Per Visit	£5.75	£5.78	£5.66	
Income Per Visit	£1.97	£1.89	£1.78	
Subsidy Per Visit	£3.78	£3.89	£3.87	
Coleshill Leisure Centre				
Cost Per Visit	£4.62	£4.55	£4.91	
Income Per Visit	£2.36	£2.38	£2.31	
Subsidy Per Visit	£2.27	£2.17	£2.60	
Atherstone Leisure Complex				
Cost Per Visit	£4.82	£5.78	£4.60	
Income Per Visit	£2.88	£3.07	£2.57	
Subsidy Per Visit	£2.94	£2.70	£2.03	
Memorial Hall				
Cost Per Visit	£6.76	£6.91	£6.30	
Income Per Visit	£2.09	£2.43	£1.36	
Subsidy Per Visit	£4.67	£4.49	£4.94	
Refuse Collection - Domestic				
No of Households	25,749	25,749	25,798	
Costs Per Household	£38.64	£18.65	£19.11	
Max missed collections per 100,000 users	25			Not available
Refuse Collection - Trade				
No of Trade Bins	441	441	501	
Gross cost per bin collected	£445.01	£165.62	£133.07	
Net cost per bin collected	-£8.84	-£230.22	-£206.97	
Cespool Emptying				
Gross cost per emptying	£66.18	£91.40	£71.53	
Net surplus per emptying	-£11.87	-£23.69	-£41.51	
Recycling				
Cost per household	£17.35	£8.35	£7.80	
Tonnes of recycle material collected - green waste	5,200	1,300	1,898	April to June
tonnes of recycled material collected - red box	3,200	1,600	1,473	April to Sept
% of waste recycled	33% +			Not available
Parks, Playing Fields & Open Spaces				
Number of Pitches	24	18	18	
Number of Teams	17	17	23	
Budgeted Income per Team	£546.47	£546.47	£465.87	
Play Areas				
No. of play areas meeting the safety, DDA and Play Value standard	28/31	28/31	28/31	
QE Artificial Grass Pitch				
Weekly Usage	50%	70%	78%	

Agenda Item No 9

Community and Environment Board

21 October 2013

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

**Proposed Sale of Informal Open
Space at Sycamore Crescent,
New Arley**

1 Summary

- 1.1 The report sets out a proposal for the sale to Arley Parish Council of an area of informal open space at Sycamore Crescent in New Arley.

Recommendation to the Board

- a That the Resources Board be asked to consider the sale to Arley Parish Council of the informal open space at Sycamore Crescent in New Arley; and**
- b That the Resources Board be invited to consider a request from this Board that the capital receipt arising from the proposed disposal of this land be directed towards enhancements of open space elsewhere in New Arley in line with the priorities of the Green Space Strategy.**

2 Consultation

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

3 Report

- 3.1 The Borough Council has received representation from Arley Parish Council on a number of occasions that the Authority should apply for Village Green status for the green space in its ownership at Sycamore Crescent in New Arley. The Parish Council expressed concern that the land may be subject to development and that its registration as a Village Green would afford protection from any such development.
- 3.2 Although Village Green status would afford the open space considerable protection, it could also restrict the Authority's management of the site (for example, it would not be able to fence the area should it wish to do so for any

reason in the future). The Assistant Chief Executive and Solicitor to the Council has also advised that seeking registration is a time consuming and costly process and that the Authority must ensure that its resources are appropriately targeted towards high priority areas of activity, a point that was recently emphasised during the recent Peer Review process.

...
3.3 In responses to the Parish Council it has been stated that the land in question (shown on the plan attached at Appendix A) forms part of the green space portfolio within the remit of the Leisure and Community Development Division and is designated as informal open space in the Authority's Open Spaces, Sports and Recreation Study (PPG17). The Parish Council has also been informed that the Authority has no intention of changing the status of this site in any way.

3.4 Further, the advice has been conveyed to the Parish Council that the National Planning Policy Framework (NPPF) re-iterates the important contribution that open space can make to the health and well-being of communities, that it states that planning policies should be based on robust and up-to-date assessments of the needs and opportunities for provision and that existing open space should not be built upon unless:

- an assessment has been undertaken that has clearly shown the open space to be surplus to requirements; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- the development is for alternative sports and recreation provision, the need for which clearly outweighs the loss.

3.5 This advice gives further weight to the Authority's stated position in relation to the land at Sycamore Crescent and, given the known undersupply of open space in the area, reinforces the view that it would be difficult to justify any development on this site. The Parish Council was accordingly advised that the Authority was of the opinion that there is no reason to register the land as a Village Green.

3.6 Despite these assurances the Parish Council continues to be concerned about the future status of the land in question. It is, therefore, proposed that, subject to the agreement of the Community and Environment and Resources Boards, the Parish Council be invited to consider purchasing the land from the Borough Council in order that it could be assured of its future. The Authority's Valuer has advised that a purchase price of £1,000 would be appropriate and that any sale should be subject to covenants restricting the use of the land to open space for informal recreation purposes only. All future maintenance of the site, and meeting the costs thereof, would become the responsibility of the Parish Council. Should the Parish Council not wish to pursue this option the land would remain in the ownership of the Borough Council. There is no intention to offer it for sale to any other party.

3.7 It is further proposed that if the Parish Council would like to take up the identified offer, any capital receipt arising from the disposal of this land be directed towards enhancements of open space elsewhere in New Arley in order to advance the priorities identified in the Green Space Strategy.

3.8 The Parish Council has indicated that it is interested in this proposal. It is, therefore, recommended that the Resources Board be asked to consider the sale of the land to Arley Parish Council and the direction of the capital receipt as match funding towards improvements to open space in New Arley.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 Should the proposed sale proceed there would be a capital receipt of £1000, which it is proposed would be offered as match funding towards improvements to green space in New Arley.

4.1.2 Should the land be sold there would be a minor saving to the Authority on revenue costs in respect of grass cutting, which would be directed towards other works in the grounds maintenance schedule. Any future costs in respect of tree management on the land would be avoided.

4.2 Legal and Human Rights Implications

4.2.1 Ownership of the asset and liability for its maintenance would pass to the Parish Council if it is determined to advance the proposed sale.

4.3 Environment and Sustainability Implications

4.3.1 Under the proposals the land would continue to be managed as open space, thereby making a positive contribution to the local environment.

4.4 Health, Well-being and Leisure Implications

4.4.1 Under the proposals the land would continue to provide a space for informal recreation, thereby contributing to the health and well-being of the local community.

4.6 Risk Management Implications

4.6.1 There would be a slight reduction in risk to the Authority in that it would no longer be liable in respect of its duty of care to maintain the land in a fit and proper condition. This liability would pass to the Parish Council.

4.7 Links to Council's Priorities

4.7.1 The proposal is in accordance with the corporate priorities in respect of:

- Environment
- Health and well-being

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
None			

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Agenda Item No 10

Community and Environment Board

21 October 2013

Report of the Assistant Director (Leisure and Community Development)

North Warwickshire Green Space Strategy Progress Report

1 Summary

- 1.1 This report informs Members of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy. Corresponding actions are being advanced through Year 6 of the Strategy's supporting Action Plan.

Recommendation to the Board

That progress in respect of the implementation of the provisions of Year 6 of the North Warwickshire Green Space Strategy Action Plan be noted.

2 Consultation

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

3 Introduction

- 3.1 The North Warwickshire Green Space Strategy (2008 to 2018) was formally adopted by the Executive Board at its meeting held on 8 December 2008. At that meeting, the Board also considered the supporting Action and Funding Plan, which it approved in principle, pending the need to consider each phase of the Plan within the context provided by the Council's overall capital and revenue requirements.
- 3.2 The Action Plan, which is rolled forward annually, directs the work of the Landscape Management Section within the Leisure and Community Development Division but depends, for its successful delivery, on extensive partnership working both within and outwith the Authority.
- 3.3 Progress in respect of the implementation of the Action Plan has previously been reported to the Board on an annual basis, most recently at its meeting

held in March 2013. Progress specifically in respect of the implementation of Green Space Management Plans and the Green Space Improvements Programme, which fall within the framework of the Strategy, has subsequently been reported to the Board in May and July 2013. Given that delivery of the Strategy is a corporate priority it is felt that an interim report advising Members of specific areas of progress since those reports were tabled would be timely. A summary of overall performance to date is attached at Appendix A.

- 3.4 The Green Space Strategy sets out a number of policy and service priorities, a set of area-based priorities and policies in respect of resources and monitoring and development. Progress in respect of a number of these areas of activity is set out in sections 4 to 6 below.

4 Service Priorities

4.1 Safety and Security

- 4.1.1 Resources in 2013/14 are primarily being directed towards the implementation of Green Space Management Plans, which will realise significant improvements to a number of sites, as set out in section 5 below. More modest improvements have, however, been put in hand at Piccadilly Sports Field with the installation of boundary fencing, gates and dual litter/dog waste bins. It is also planned to replace a section of fencing next to the play area once ownership of an adjacent footpath has been clarified.

4.2 Biodiversity and Climate Change – Local Nature Reserves

- 4.2.1 Members will be aware that the Local Natures Reserves Project (the Wild:LIFE Project) received £230,000 of funding in October 2010 from the Access to Nature Programme. The programme is run by Natural England and financed through the Big Lottery Fund. The Wild:LIFE project aims to create four Local Nature Reserves that provide valuable wildlife habitats and which are used, managed and valued by the community. The funding is for a three-year programme that is now drawing to a close.
- 4.2.2 Management plans for Dafferns Wood and Kingsbury Meadow are now in place and access and habitat improvement works have been successfully implemented. Both sites have been formally declared as Local Nature Reserves, the first such designations in North Warwickshire. A Friends Group for Dafferns Wood has been formally constituted and will be active in the future use and management of the site.
- 4.2.3 Work is well underway to implement access improvements in the proposed nature reserve at Cole End Park in Coleshill and a very successful arts project run at The Coleshill School has resulted in the creation of an attractive sculpted entrance feature for the site. A number of students achieved the Arts Award through working on this project. Work is also well in hand, through the main landscape works contract (5.1 below), to restore the watercourses that will form the core of the nature reserve at Abbey Green Park in Polesworth.

- 4.2.4 Management plans specific to the nature reserves at Cole End Park and Abbey Green Park are in preparation and it is hoped that these sites will be formally designated as Local Nature Reserves by the end of the year. It is also hoped that further work will be made possible at Cole End Park through the Tame Valley Wetlands Landscape Partnership, which is supporting a proposal for reprofiling the river bank. Such works would enhance the riverside habitat, thus complementing the management of the nature reserve.
- 4.2.5 Progress to establish Friends Groups for both Cole End Park and Abbey Green Park is slow, with only small numbers of people attending meetings or volunteering for activities and there has been very little interest in forming a group at Kingsbury Meadow. Celebratory events held at Cole End Park and Kingsbury, however, were very well attended, as have been events, such as bat walks, run by Warwickshire Wildlife Trust. The promotion of friends groups is very new to the Borough, with the group at Dafferns Wood being the first to be established in respect of any of the Authority's green spaces. Clearly more work needs to be done in this regard, but it is hoped that with encouragement and support groups will be established in the future.
- 4.2.6 At its meeting held in March 2013 the Board approved, in principle, a proposal to work with Warwickshire Wildlife Trust to establish an ongoing partnership for the management of Local Nature Reserves. A partnership agreement is now in preparation and will be presented for approval at a future meeting of the Board.
- 4.2.7 A full post-project evaluation of the Wild:LIFE Project is also in preparation and the final report will be presented to Members at a future meeting of the Board.

4.3 Outdoor Sports – Hurley Daw Mill Sports Ground

- 4.3.1 At its meeting held in July 2013, the Board approved a proposal to enter into a Tenancy at Will with Hurley Kings Football Club in relation to its use of Daw Mill Sports Ground, subject to the agreement of the terms by the Chairman and Vice-Chairman of the Board. Those terms have now been agreed and the Tenancy at Will ratified.
- 4.3.2 The agreement stipulates that by 15 October 2013 the Club must submit a Development Plan and a Business Plan (including proposals in respect of ground improvements) for endorsement by 15 November 2013 by both the Borough Council and the Birmingham County Football Association. Terms for the long-term sub-lease of the ground are then to be agreed by the Club by 31 March 2014, with a view to these terms being brought to the Board for approval in May 2014.
- 4.3.3 Under the terms of the Tenancy at Will, the Club has free use of the pitches in the 2013/14 football season in return for carrying out the required line marking. Should the Club fail to honour any of the terms of the agreement the pitch hire fees would become payable.

4.4 Children and Young People

- 4.4.1 Installation of play and skate equipment and a multi-use games area proposed for Long Street Recreation Ground in Dordon as part of the wider Management Plan for the site (5.1 below) has now been completed and, judging from informal feedback, has been very well-received by the local community.

5 **Area-Based Priorities**

5.1 Polesworth and Dordon Area

- 5.1.1 Implementation of the landscape works at Long Street Recreation Ground in Dordon commenced at the beginning of June and, with the exception of the required planting, is now substantially complete. The contractors were able to move onto site at Abbey Green Park in Polesworth at the end of July, sooner than anticipated, and are making good progress with both the channel clearance and the wider landscape works. Both schemes are due to be completed with tree and shrub planting in early November.

5.2 Newton Regis and Warton Area

- 5.2.1 Detailed proposals for Alvecote Recreation Area, including much-needed new play provision, have now been submitted to, and approved by, Shuttington Parish Council. The Parish Council will now be assisted to progress an application for external funding in order to take the project forward.

5.3 Baddesley and Grendon Area

- 5.3.1 Members will be aware that officers are working with Baddesley Ensor Parish Council to implement improvements at the recreation ground in Speedwell Lane, which it is anticipated will be completed by the end of the year. Quotations have been received for the installation of floodlights to the artificial grass pitch and the necessary planning application has been submitted. Preparation of proposals in respect of landscape works are well in hand and will be submitted to the Parish Council by mid-October.
- 5.3.2 Work has now also started in respect of the preparation of proposals to improve the grounds at Baddesley Ensor Church and Community Hall, which will be further progressed in the next few months.

6 **Resources, Monitoring and Development**

- 6.1 The Green Space Strategy Action Plan includes sections setting out a suite of performance indicators against which progress in delivering the priorities set out in the Strategy is measured. The list of indicators is necessarily long, reflecting the complexity of issues being addressed through the Strategy. Both the Strategy and the supporting Action Plan are dynamic, evolving documents through which to advance the sustainable provision of green space into the future. As such, they are under constant review and revision and should never

be considered as “finished”. Whilst some actions are discrete and can be completed, others will always be on-going undertakings. Performance, therefore, is measured by both the percentage of actions completed and of those in progress.

- 6.2 At the end of Year 5 of implementation of the Action Plan, 25% of the actions had been completed and work was in progress on a further 9%. Performance fell short of the targets for the year of 37% and 8%, but still represented a positive level of achievement, given the extent of resources and capacity available to the Borough Council.
- 6.3 It was anticipated that the temporary appointment to the post of Landscape Officer would have a positive effect on delivery in 2013/14, which, together with Birch Coppice Section 106 funding being made available, is proving to be the case. As can be seen from the figures in Appendix A, 30% of actions had been completed by the end of September 2013 and 7% were in progress.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 There are no new financial implications arising out of this report in respect of delivery of the Green Space Strategy Action Plan, as this is being advanced within the context provided by approved capital and revenue budgets and through approved earmarked reserves and external grant aid.

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

7.6 Equalities Implications

- 7.6.1 The provisions of the Green Space Strategy are targeted at reducing inequalities in access to good quality green space provision. The equalities

implications of all projects advanced through the Strategy are considered as part of the project management process.

7.7 Links to Council's Priorities

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

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	March 2013
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Implementation of Green Space Management Plans Progress Report)	May 2013
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Implementation of Green Space Management Plans and the Green Space Improvements Programme)	July 2013

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2013/2014	Progress @ 30/09/2013	In Progress Target 2013/2014	Progress @ 30/09/2013	Traffic Light
<u>Policy / Resources / Monitoring and Development Priorities</u>									
GSS PI 01	Four-year Action and Funding Plan adopted by the Council	PP2/RP1	December 2008	1	1	1	-	-	complete
GSS PI 02	Four-year Action and Funding Plan reviewed and rolled forward	MP1/MP4	Annual	9	6	5		1	green
GSS PI 03	Divisional and Corporate Plans informed by the Green Space Strategy	MP4	Annual	9	6	5		1	green
GSS PI 04	Performance targets set out and reported against	MP2	Annual	9	5	4		1	green
GSS PI 05	Customer satisfaction survey carried out and reported to Board	MP2	Annual	9	4	3			amber
GSS PI 06	Progress in delivery of the Green Space Strategy reported to Board	MP3	Annual	9	6	6			green
GSS PI 07	Open Spaces Supplementary Planning Document adopted by Council	PP1/RP3	September 2011	1			1		red
GSS PI 08	Protocol established to ensure compliance with OSSR Study and Green Space Strategy in the Planning process	PP1	September 2011	1			1		red
GSS PI 09	Briefings held to ensure compliance with OSSR Study and Green Space Strategy in the Planning process	PP1	Annual from September 2011	7			1		red
GSS PI 10	Protocol established to ensure compliance with OSSR Study and Green Space Strategy in any review of land holdings and any proposals for adoption or disposal	PP3	October 2011	1	1				red
GSS PI 11	Briefings held to ensure compliance with OSSR Study and Green Space Strategy in any review of land holdings and any proposals for adoption or disposal	PP3	Annual from October 2011	7	1				red
GSS PI 12	Landscape Officer post established	RP2	March 2018	1	1	1			amber
GSS PI 13	Interim review of PPG17 Study and Green Space Strategy completed	MP5	December 2013	1	1				green
GSS PI 14	Full review of PPG17 Study and Green Space Strategy completed	MP5	December 2018	1					

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2013/2014	Progress @ 30/09/2013	In Progress Target 2013/2014	Progress @ 30/09/2013	Traffic Light
<u>Service Priorities</u>									
GSS PI 15	Initial benchmarking of parks and open spaces service	SP1/RP2	November 2008	1	1	1	-	-	complete
GSS PI 16	Annual benchmarking of parks and open spaces service completed and reported to Board	SP1/RP2	Annual	9	4	3			amber
GSS PI 17	Grounds maintenance base data verified	SP1	July 2010	1	1	1	-	-	complete
GSS PI 18	Revised grounds maintenance specification prepared and approved by Board	SP1	January 2011	1	1	1	-	-	complete
GSS PI 19	Budget profiles for the grounds maintenance service revised	SP1	March 2012	1	1				amber
GSS PI 20	Value for money review of parks and open spaces service completed and reported to Board	SP1	March 2012	1	1				amber
GSS PI 21	Service Level Agreements in place between Grounds Maintenance Service and internal clients	SP1	March 2012	4	4				amber
GSS PI 22	Review and revision of Internal Grounds Maintenance Service arrangements completed	SP1	Annual from January 2013	5					
GSS PI 23	Revised Service Level Agreements with external clients in place	SP1 / RP2	March 2012	20	20				amber
GSS PI 24	Review and revision of Grounds Maintenance Service arrangements with external clients completed	SP1 / RP2	Annual from January 2013	5					
GSS PI 25	Annual Green Space Improvements Programme prepared and reviewed	SP4	Annual	10	6	6	1		green
GSS PI 26	Green Space Improvements Programme implemented	SP4	Annual	10	6	5		1	green
GSS PI 27	Tree Management Policy adopted by Council	SP5 / SP19	March 2012	1			1		red
GSS PI 28	Officer capacity increased to one FTE to support implementation of the Tree Management Policy	SP5	March 2012	1	1				red
GSS PI 29	Six sites designated as Local Nature Reserves	SP6	March 2018	6	4	2		2	green
GSS PI 30	Budget to support biodiversity established	SP6	Annual	9	3	3			red
GSS PI 31	Local communities enabled to participate in the development of Local Nature Reserves	SP6	March 2018	6	2	1	2	2	amber
GSS PI 32	Community Green Spaces Development Fund established and promoted	SP10 / SP8	Annual	9	1	1			red
GSS PI 33	Consultation completed with schools and other providers to inform the preparation of a Playing Pitch Strategy	SP11	May 2010	1	1	1	-	-	complete
GSS PI 34	Playing Pitch Strategy adopted by Council	SP12	October 2010	1	1	1	-	-	complete

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2013/2014	Progress @ 30/09/2013	In Progress Target 2013/2014	Progress @ 30/09/2013	Traffic Light
GSS PI 35	Play Area Business Plan adopted by Council	SP13	March 2012	1	1				amber
GSS PI 36	Play Area revenue budget reviewed to ensure appropriate allocation of resources in the context of the Play Area Business Plan	SP13	March 2012	1	1				amber
GSS PI 37	Appropriate investment made into the Play Area Replacement Fund	SP13	Annual	10	6	5			green
GSS PI 38	Community Play Area Development Fund established and promoted	SP14	Annual	9					red
GSS PI 39	Friends groups established as a key action of the development of site management plans	SP16	March 2018	2	1		1		amber
GSS PI 40	Friends groups established as a key action of the development of Local Nature Reserves	SP16	March 2018	6	2	1	2	2	amber
GSS PI 41	North Warwickshire Allotments Federation established	SP17	March 2009	1	1	1	-	-	complete
GSS PI 42	North Warwickshire Allotments Federation supported to implement small-scale projects	SP17	Annual	10	6	6			green
GSS PI 43	Allotment Associations established	SP18	March 2018	2	2	2	-	-	complete
GSS PI 44	Allotment sites established and in use	SP18	March 2018	2	2	2	-	-	complete
GSS PI 45	Allotments Policy Statement adopted by Council	SP18	March 2010	1	1	1	-	-	complete
GSS PI 46	Parks and open spaces promoted in publicity and on the website	SP19	Annual	10	3				amber
<u>Area Priorities</u>									
GSS PI 47	Areas where informal open space has been developed for alternative green space uses	AP5/AP35/AP 39	March 2018	3					
GSS PI 48	Areas where open space has been released for development to secure funds to develop existing green spaces	AP11/AP26/A P40/AP55	March 2018	4	2	3			green
GSS PI 49	Areas with long-term provision of specific open space needs secured	AP42/AP50	March 2018	2			1	1	amber
GSS PI 50	Areas protected from the loss of publicly accessible open space	AP12	March 2018	1	1				green
GSS PI 51	Areas with resources specifically targeted to improve the quality of green spaces	AP18/AP41	March 2018	2	2	1			green

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2013/2014	Progress @ 30/09/2013	In Progress Target 2013/2014	Progress @ 30/09/2013	Traffic Light
GSS PI 52	Areas with improved access to rights of way, green spaces and the countryside	AP16/AP17/A P24/AP32	March 2018	4	1	1		1	green
GSS PI 53	Costed management plans prepared for Borough Council recreation sites	AP1/AP22/AP 27/AP36/AP3 8	March 2018	5	6	2		4	green
GSS PI 54	Management plans being implemented at Borough Council recreation sites	AP1/AP22/AP 27/AP36/AP3 8	March 2018	5	4	2	2	1	green
GSS PI 55	Parish councils and other providers supported to prepare management plans for recreation sites	AP2/AP6/AP1 3/AP14AP15/	March 2018	14	2	2			amber
GSS PI 56	Management plans being implemented at parish council and other providers' recreation sites	AP2/AP6/AP1 3/AP14AP15/	March 2018	14	1	1	1	1	amber
GSS PI 57	A formal destination park developed	AP29	March 2018	1					red
GSS PI 58	Existing Borough Council play facilities renewed	AP19/AP31/A	March 2018	8	5	5			green
GSS PI 59	Parish Councils supported to improve existing play	AP7/AP13/AP	March 2018	9	4	3		1	amber
GSS PI 60	Areas with new sites identified and developed for play	AP3/AP8/AP1	March 2018	5					amber
GSS PI 61	Areas with parish councils and other providers meeting demand for more community access to sports pitches	AP9	March 2018	1			1		
GSS PI 62	Areas with schools meeting demand for more community access to sports pitches	AP4/AP21/AP 33	March 2018	3	1	1	1		amber
GSS PI 63	A sports hub developed	AP30	March 2018	1					red
GSS PI 64	Provision of a Synthetic Turf Pitch supported	AP34	March 2018	1	1	1			complete
				306	146	91	16	20	
				Progress	48%	30%	5%	7%	

Agenda Item No 11

Community and Environment Board

21 October 2013

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

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

1 Summary

- 1.1 This report updates the Board on progress in respect of the proposed development of new indoor leisure facilities in Coleshill.

Recommendation to the Board

That the Board notes and comments upon the progress being made in respect of the proposed development of new indoor leisure facilities at The Coleshill School.

2 Consultation

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

3 Background

- 3.1 Members are aware that, at its meeting held in July 2012, the Community and Environment Board resolved that The Coleshill School be the preferred site for any future replacement of Coleshill Leisure Centre. Subsequently, regular reports have been presented to both the Special Sub-Group and the Community and Environment Board in order to keep Members informed of progress in respect of the proposed development.
- 3.2 This progress has included the signing of a Memorandum of Understanding with The School, the preparation of a draft underlease, user agreement and two licences through which the facility will be developed and subsequently managed, the adoption of a shared design option, the appointment of project managers, a design and build construction company and a CDM Co-ordinator through to the end of the project, progression into the pre-construction phase of the EMPA Intermediate Projects Framework and inclusion of the project within the approved capital programme in the sum of £4.426 million.

4 Update on Progress

- 4.1 The Board is aware that the grant application to the Education Funding Agency (EFA), made in the sum of £1,461,366, was approved on appeal in June 2013 and that the bid to Sport England's Inspired Facilities Fund for a financial award of £150,000 was unsuccessful. Subsequently, the National Governing Body of Sport (NGB) for Squash and Racketball has made an "in principle" award of £25,000 to the project. Whilst this does not bridge the gap caused by the unsuccessful bid to Sport England, it does provide a valuable contribution to the project and helps to ensure the provision of squash courts within the overall scheme design.
- 4.2 The loss of up to £150,000 available to support the scheme led to an inevitable "value engineering" process. Upon the instruction of the Borough Council, this process focused on the need to limit the impact on those areas of the facility that will support direct service provision. To date, other than the omission of the proposed moveable wall in the squash courts, there has been no such impact. As the Board is aware, however, there has been a need to reduce the size of the building footprint, most notably by reducing the extent of changing accommodation principally dedicated to use by The School and to introduce an alternative drainage proposal into the scheme.
- 4.3 Both of these changes require planning consent, in respect of which the relevant applications have been made and will be considered by the Planning and Development Board at its meeting to be held on 14 October 2013. The Environment Agency quickly confirmed that it had no objection to the proposed new drainage scheme. Sport England, however, initially indicated that it had concerns about the proposal. Detailed discussions with and within the design team, however, resulted in a design amendment that alleviated Sport England's concern. The design team is now in discussion with building control officers, including in respect of the proposed demolition of buildings on The School site, in order to ensure appropriate support for the design proposals.
- 4.4 As the Board is aware, the project has entered a "design freeze" stage, which has enabled Wates Construction to prepare and put out to tender the various work packages that will enable the detailed target cost for the scheme to be established. The potential suppliers list and procurement schedule have been discussed and agreed with the Borough Council and The School. It is currently projected that the target cost will be submitted to the Authority on 28 October, with a view to the main contract commencing on 4 November. The contract completion date remains as 24 October 2014, a date that meets a condition of the EFA funding award. In the meantime, the work associated with The School's heating and mechanical plant, which was the subject of the approved enabling works package, has been undertaken successfully. As Members are aware, the cost of the enabling works, including the detailed design and target cost activity, is £148,294. Wates Construction's element of this sum totals £115,294, with the remaining £33,000 being funded at risk by the EFA. As previously reported to, and agreed by, the Special Sub-Group,

any costs incurred prior to securing the required S77 permission from the Secretary of State are being expended “at risk” of the project not proceeding through to completion.

- 4.5 Members will be aware that Warwickshire County Council made the required S77 application on 15 July and also that subsequent to submission of the application it became apparent that this process must include a County Council-led six week period of consultation specifically related to the proposed removal of the three redundant tennis courts, four weeks of which must be undertaken in school term-time. This period of consultation, which concluded on 2 October 2013, yielded no formal responses and this information was duly conveyed to the Department for Education (DfE) in readiness for consideration by its Playing Fields Panel on 8 October. In preparation for the Panel meeting, Officers have had to respond to a number of questions from DfE officials, principally relating to the use to be made of the proposed new facilities by schools in Coleshill. At the time of writing this report, the outcome of the S77 application is not known, although it is hoped that it will be possible to update the Board verbally at its meeting.
- 4.6 Given that Wates Construction has estimated that the project will take a minimum of 46 weeks to reach the point of practical completion, it is imperative that construction work starts on site on 4 November 2013. This work can only be undertaken subject to receipt of a satisfactory outcome of the S77 process and further to completion of all the necessary legal requirements. In this regard, work is being progressed in respect of the further development of the draft underlease and user agreement. It is hoped to be able to circulate draft copies of both documents at the meeting.
- 4.7 Whilst the underlease and user agreement are close to the point of completion, two fundamental points of principle remain subject to detailed negotiation between the legal representatives of the Borough Council and The School. As currently drafted, the underlease contains a provision requiring the Authority to assume sole responsibility to maintain a fully functioning leisure facility on the site for the duration of the agreement. Given that the expected life of the facility would be less than the term of the underlease this has implications for the future replacement of the building and the associated cost thereof. In view of the fact that significant elements of the development are being provided for either the sole or principal use of The School it is considered that this clause is both unreasonable and unacceptable.
- 4.8 Of equal significance is the currently drafted clause that requires the Borough Council to “yield up” the facility at the end of the underlease term. In effect, this would mean handing ownership of the building over to The School. This, too, is considered to be unacceptable, although The School’s solicitor has responded positively to this concern by suggesting the inclusion of an option to renew the underlease at the end of its proposed 50 year term. Negotiations are continuing, however, in respect of both matters.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Any further delay in the implementation of the project timetable could result in an inability to meet the conditions of the EFA grant and, therefore, the possible loss of more than £1.4 million of financial assistance for the project.

5.1.2 To date, a total of £96,270 has been spent on “at risk” items to move the project through to the stage of seeking Planning Consent (Gateway 3), approval for which was granted by the Executive Board on 24 September 2012. Further to this, there is the potential for additional “at risk” expenditure of £115,294, which relates to Wates Construction’s design fees and target cost work.

5.2 Safer Communities Implications

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

5.3 Legal and Human Rights Implications

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

5.4 Environment and Sustainability Implications

5.4.1 The proposed investment of resources is required if the Council is to maintain and enhance the quality, consistency and sustainability of its indoor leisure provision in Coleshill. The services provided through the proposed new leisure facility will make a positive and lasting impact on individual and collective quality of life within North Warwickshire.

5.5 Health, Well-being and Leisure Implications

5.5.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities through the provision of opportunities for formal and informal recreation and by contributing to an enhanced quality of life in the Borough. The proposed project is also compliant with, and helps to deliver against, the priorities identified in the Warwickshire Health and Well-being Strategy and the supporting Joint Strategic Needs Assessment.

5.6 Human Resources Implications

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

5.7 Risk Management Implications

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

5.7.2 The risks associated with incurring expenditure in advance of receipt of notification of the outcome of the S77 application were presented to, and considered by, the Special Sub-Group at its meeting held in August 2013.

5.8 Equalities Implications

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

5.9 Links to Council's Priorities

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

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

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

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

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

Agenda Item No 12

Community and Environment Board

21 October 2013

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

**Polesworth Sports Centre –
Extension to Fitness Suite**

1 Summary

- 1.1 This report identifies a proposal to extend the fitness suite at Polesworth Sports Centre through a conversion of one of the facility's two squash courts. Subject to Board approval, these changes will enable the Sports Centre to respond more effectively to customer-led service demand.

Recommendation to the Board

That the proposal to extend the fitness suite and free weights area at Polesworth Sports Centre, through a conversion of one of the facility's squash courts, be approved.

2 Consultation

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

3 Background

- 3.1 Polesworth Sports Centre is a dual use facility that is located to the rear of The Polesworth School. It comprises a four-court sports hall, two squash courts and a fitness suite. The squash courts and fitness suite are available for public use throughout the hours of opening, whilst the sports hall is used by The School during the day (Monday to Friday) within term times and becomes available for community use during the evenings, at weekends and during school holidays.
- 3.2 Nationally and locally, participation in squash has seen a steady decline in recent years. This trend is evident at Polesworth, where squash-related income has declined by 10.5% since 2008/09, despite the endeavours of Centre-based staff to encourage use through the promotion of leagues, matches and competitions. Currently, the two courts are operating at less than 50% capacity and the court located adjacent to the fitness suite is in

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need of significant refurbishment if it is to continue to be available for public use. The cost of this refurbishment has been estimated at between £6,000 and £8,000. Further, the floor of the court will also require remedial attention in the near future. In contrast, and in response to customer demand, the fitness suite was refurbished in 2010, subsequent to which levels of use increased (by 26% between 2009/10 and 2010/11. Recently, however, attendances within the fitness suite have also started to decline (visits to date in the current financial year are 15% lower than in the corresponding period in 2012/13), for which two reasons have become apparent. Firstly, the competition from low cost neighbouring facilities, particularly within Tamworth, has grown considerably in recent years, whilst secondly, customers have become frustrated at the relatively small size of the fitness suite at Polesworth Sports Centre.

4 Proposed Extension of the Fitness Suite

- 4.1 Given the declining base of squash customers, the opportunity exists to extend the fitness suite into the adjacent court in need of refurbishment and instead develop it into a predominantly free weights area. The space thus released in the fitness suite by relocating the current free weights area could then accommodate more cardio-vascular equipment, which is the subject of frequent requests from fitness suite users. This proposal affords an opportunity to make better use of an increasingly under utilised area and instead extend the scope of the busiest element of the service portfolio, thereby enhancing opportunity provision in direct response to customer demand.
- 4.2 To convert the squash court in the manner proposed would require the creation of a walk through in the wall adjoining the two service areas. The associated business plan, which has been approved by Management Team, has identified the need for an investment of £25,000, which would be financed through the Council's Invest to Save Fund. This sum comprises £11,000 for building and associated works and £14,000 for additional free weights, cardio vascular equipment and wall mirrors. In addition to the creation of the walk through, the building work would include boarding up the squash court door, filling in the viewing balcony with safety glass, painting all internal walls, the provision of a suspended ceiling, minor electrical work and potential floor leveling. Subject to Board approval, the works, which would require a part closure of both service areas, could be undertaken in the historically quieter months of November and December, with the extended fitness suite then becoming available for community use during the busy post-Christmas / New Year period. In this way, the proposed improvements could be introduced with the least possible disruption to service users.
- 4.3 The proposed extension to the fitness suite has clearly paid regard to both the current trend relating to participation in squash and also to the demands of fitness suite service users. It is inevitable, however, that there will be an adverse reaction from a number of squash players. It is estimated that income from squash will also decline, by just over £5,000 a year. The business plan projection, however, identifies an increase in income of almost

£13,000 per annum from the extended fitness suite. Even with the need to repay the capital allocation from the Invest to Save Fund (£5,000 a year over five years) the proposal reduces the operational deficit by almost £3,000 per annum, with this figure increasing to £8,000 a year at the end of the five year repayment period.

- 4.4 Despite the anticipated adverse reaction from a relatively small number of squash players, the Centre Manager is confident that the remaining court will be able to accommodate the majority of demand and that regular bookings and the existing squash “ladders” can be maintained. In any event, subject to the proposal being approved by Members, the changes will be carefully explained to Centre users and rigorous marketing of the complete range of services available to the community will be undertaken in order to maximise both attendances and income.

5 Conclusion

- 5.1 The proposal to extend the fitness suite at Polesworth Sports Centre is intended to both enhance use of the facility and reduce its operational subsidy. Due consideration has been given to trends in participation, both nationally and locally, and to expressed customer demand. Particular regard has been given to the need to enhance access to services, to develop healthier communities and to increase the customer base at the Sports Centre whilst also reducing its budget deficit. The extended fitness suite would provide a larger, multi-functional healthy workout experience that would both complement and enhance the existing service offering. Evidence suggests that custom is beginning to be lost to low cost competition and it is hoped that the proposed extension will reverse this trend. It is further anticipated that the free weights area, an expected part of any modern fitness facility, will also appeal to more young people, including from the adjacent Polesworth School.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 As identified in the main body of the report, Management Team has approved an Invest to Save application of £25,000 to fund the capital work required to extend the fitness suite in the manner proposed. Annual repayments of £5,000 will be made to the Fund through the additional income projected to be generated subsequent to implementation of the proposed extension.
- 6.1.2 In addition to the repayment of the Invest to Save sum, an allowance has been made to account for the anticipated loss of squash-related income as a result of the removal of one of the two courts. This loss has been estimated at £5,000 per annum.
- 6.1.3 Additional income raised through the proposed extension of the fitness suite has been estimated at £12,980 per annum. Anecdotal data from the free weights facility and fitness suite at Atherstone Leisure Complex suggests that

there is sufficient demand for these facilities to generate the required level of income.

6.1.4 The table below summarises the financial implications of the proposal over the five year payback period. Thereafter, the overall financial position of the service would be expected to improve still further.

Year	1	2	3	4	5
Capital Repayment	5,000	5,000	5,000	5,000	5,000
Lost Squash Inc.	5,100	5,100	5,100	5,100	5,100
EXPENDITURE	10,100	10,100	10,100	10,100	10,100
Income	(12,980)	(12,980)	(12,980)	(12,980)	(12,980)
NET EXPENDITURE	(2,880)	(2,880)	(2,880)	(2,880)	(2,880)

6.2 Safer Communities Implications

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

6.3 Environment and Sustainability Implications

6.3.1 The work of the Leisure and Community Development Division is focused on enhancing social inclusion, building local capacity and sustainability and on enhancing the quality of life of individuals and communities.

6.4 Health, Well-being and Leisure Implications

6.4.1 The work of the Leisure and Community Development Division, including that undertaken within the Authority's leisure facilities, is specifically targeted at, and has a positive impact upon, the health and well-being of individuals and communities through the provision of opportunities for constructive engagement in formal and informal leisure and recreational activity and by contributing to an improved quality of life.

6.4.2 Further, the proposals contained in the report are compliant with, and seek to have a positive influence upon, the Warwickshire Joint Health and Well-being Strategy and its under-pinning Joint Strategic Needs Assessment.

6.5 Risk Management Implications

6.5.1 Failure to ensure provision of sufficient appropriate leisure and recreation facilities and services to meet the identified needs of local communities in North Warwickshire has been identified as a risk through the corporate operational risk management process, with a medium risk rating score of 12. Managers are required to manage high and medium risks down to a lower score. The successful implementation of the proposed project to extend the fitness suite at Polesworth Sports Centre will contribute towards reducing this risk.

6.5.2 A risk assessment specifically in respect of management of the proposed project is attached to the report.

6.6 **Equalities Implications**

6.6.1 An Equalities and Impact Needs Assessment is attached to the report. The services provided through the Leisure and Community Development Division, including within its leisure facilities, are focused on reducing inequalities in access to good quality opportunity provision.

6.7 **Links to Council's Priorities**

6.7.1 The proposal identified within this report will have direct and positive links to the corporate priorities in respect of:

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

6.7.2 Implementation of the proposed development of the fitness suite at Polesworth Sports Centre will also contribute directly to the following priorities of the Sustainable Community Strategy:

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

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

Equality Impact Assessment Summary Sheet

Please complete the following table, summarised from the Equality Impact Assessment Form. This should be completed and attached to relevant Board reports.

Name of Policy / Procedure / Service:	Polesworth Sports Centre - Extension to Fitness Suite
Officer Responsible for Assessment:	Leisure Facilities Manager

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

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

Equality Group	Positive Impact	Negative Impact	Reasons / Comments
Racial	x		
Gender	x		
Disabled People	x		
Gay, Lesbian and Bisexual People	x		
Older / Younger People	x		
Religion and Beliefs	x		
People Having Dependents with Caring Responsibilities	x		
People Having an Offending Past	x		
Transgender People	x		

Risk Management Form

**NORTH WARWICKSHIRE
BOROUGH COUNCIL**

Leisure and Community Development Division

Polesworth Sports Centre

Risk Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Project management of the extension to the fitness suite at Polesworth Sports Centre	Avoidable costs Injury to public /staff Court action Loss of reputation Customer dissatisfaction Poor performance reports	5	2	10	Leisure Facilities Manager	Procurement in compliance with contract standing orders and financial regulations Funding plan in place supported by robust financial projections Health and safety management in accordance with contract management procedures Implementation of the associated communications plan	2	2	4
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating

Completed By: Alethea Wilson

Date: 04 October 2013

Minutes for B.O.B. Task and Finish meeting 5th August 2013, NWBC Offices, Atherstone – 10:00 – 12:00

Present: Cllr Anne Lewis (AL) Chair, Bob Trahern (BT), Cllr Hayden Phillips (HP), Adam Farrell (AF). Sally Roberts (SR), Nigel Bates (NB), Carol Musgrave (CM), Jayney Faulknall-Mills (JFM), and Cllr Karen Barber (KB).

1. **Welcome**
2. **Apologies:** Davina Key (DK) and Julie Taylor (JT)
3. **Previous minutes:** 16th May, 2013 – No matters arising

AP No	Action	Responsible	Date for Completion
	<p>Volunteer Centre – Commission and Extension of Contract</p> <p>BT updated the meeting as to how CF's role would be continued. A discussion had been sought with members as to whether commissioning the role would prove more beneficial than recruiting a new member of staff. These discussions had led to the Volunteer Centre being approached to see whether they would be interested and capable in being commissioned to undertake the role. It was thought that with the previous LEADER funded role working with B.O.B Hub volunteers, that it was a suitable and sensible route forward to ensure the B.O.B Hubs were supported.</p> <p>IRRV Recognition and Planned Visits</p> <p>BT explained that NWBC had been shortlisted for two awards, one for Excellence in Social Exclusion and the other for Excellence in Innovation. The latter being for the B.O.B Hub Project, a visit to Hartshill Hub was planned for August 6th with presentations taking place beforehand at the Council offices.</p> <p>B.O.B Hubs Update</p> <p>Baddesley Ensor Baddesley was continuing to offer a range of activities including the B.O.B Hub. It was however</p>		

noted that the phone had been reported as not working although upon later investigation it was a simple fact of it not being picked up quickly enough by the partner agency. It was agreed that all agencies involved in the project were under pressure and it was not possible to guarantee call answering times. Baddesley has a number of volunteers working on a number of projects, many as a result of the partnership with the food bank.

Hartshill

Hartshill is continuing to offer a professional service through its library and B.O.B Hub and has a dedicated team of volunteers. The Volunteer Centre has been working with the centre to open a Community Café which in its first few weeks has proved successful.

New Arley

A meeting with Gerry, Adam, Sally and a member of the Management Committee had taken place regarding clarity of the support given to the B.O.B Hub by NWBC and VCNW. It was hoped that all partners were now on the same page. It was from this meeting that the need for a written document clarifying the position of all partners would be needed. On the whole Arley is a highly successful, well attended and well run B.O.B Hub. There are a number of activities that take place at the centre, including a Community Café supported by the food bank.

Coleshill Town Hall

The Hub continues to be successful with a good team of volunteers. Footfall is a problem although new marketing material has been organised and the team of volunteers plan to promote the venue around the town.

Mancetter

Footfall remains an issue at the Hub although a dedicated volunteer remains present. It is hoped that we can develop an action plan at smaller hubs like Mancetter to increase footfall.

Shustoke

Although primarily a shop, the hub has now been moved to the main hall. Cllr Fox is enthusiastic and open days have proven to be successful with lots of positive comments.

Ansley Common

Adam has met with Jane Sands and they have agreed an 8 week timetable to cover hub opening hours with different times in August and September to judge footfall. A new leaflet will be delivered by the Parish Council to Ansley Common.

Water Orton

The Hub is located in the extremely popular library. It has proved to be a great success although footfall for the actual hub has been hard to judge. Opening times are limited and more weekday access would be beneficial to access services.

Birchmoor

David Harris continues to be enthusiastic about the project and now has two volunteers who join him on a Tuesday morning along with Cllr Dave Butcher. Footfall is slow but marketing is constantly undertaken by David. The Hub has hosted Anti-HS2 events and was featured on national news.

Coleshill Library

The library has been extremely positive about the B.O.B Hub and there is no negative feedback to report.

Polesworth Library

As above but it has been commented that many people come in on late openings and Saturday mornings to use the Hub when it is not open. It was suggested that librarians are shown the self-referral form on NWBC's website so members of the public can self-refer when the Hub is not available.

Dordon

Dordon has not yet officially launched but one volunteer has been found for two of the three sessions. WCC support has not come to fruition because of lone worker issues. Olwyn Reid is running a job club from Dordon on a Wednesday morning. A launch date needs to be agreed.

Kingsbury

There is currently no B.O.B Hub in Kingsbury although possibilities may arise to locate a Hub in a private enterprise.

<p>Wood End The broadband line has not yet been installed despite many attempts by B.T and their contractors. Cllr Phillips would update Sally and Adam when the broadband line was finally installed.</p> <p>Changes to Video Conferencing NB updated the meeting as to the change in software for the VC units. Skype was the new provider and so far everything was running smoothly. All VC units could be operated remotely. CM enquired as to whether the CAB could access the software direct from their office and NB stated that it was not impossible but would require some planning.</p> <p>Citizens Advice Update CM updated the meeting about CAB's successful funding bid for just over £250,000. In part this would train up e-volunteers who would be based in hubs offering advice and support to clients. The CAB did not have the resources to support regular sessions in hubs at the moment but e-volunteers could provide the link between the hubs and the CAB, offering advice in local communities.</p> <p>Automated benefit application progress BT made the meeting aware of the Borough Council's aim to move away from paper forms to online forms within a year. A new smart form was being developed for benefit applications and was in the testing stage. Originally the new smart forms will be new applications but change of circumstances forms would go online within a few months.</p> <p>Volunteer Centre Awards Event AF explained about the recognition volunteers from B.O.B Hubs received at the Volunteer Centre Awards Event where the Mayor of North Warwickshire presented awards to groups and individuals to thank them for the work they are doing in their communities.</p> <p>Volunteers update AF explained a detailed partnership agreement and guidebook was being produced to set out clearly the role and responsibilities of Hubs, volunteers and NWBC/CNW. It was hoped this</p>		
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<p>guidance would remove any confusion. A training programme would be put place and it was hoped that an agreement would be signed by all volunteers to clarify the position on giving advice and signposting.</p> <p>Food bank update SR updated the meeting as to the work being carried out by the food bank. Nearly 190 food bags have been given out since the project started. The partnership with Ocado is proving highly successful; they are still throwing away 11.5 tons of food each week and have offered cooled food to NWBC. It was hoped that a possible expansion of the 2nd Chance partnership could see the project move into Nuneaton and Bedworth Borough. The possibility of transport for the food was also discussed.</p> <p>Date and time of next meeting – 17th October 2013 10AM</p>		
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