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Monday, 18 June 2018

**Chairman: Councillor R Jackson
Vice-Chairman: Councillor N Mison**

Members of the Committee:

**Councillor M Cope
Councillor Mrs R Crowe
Councillor Mrs G Dawn
Councillor Mrs L Hurst
Councillor D Staples
Councillor Mrs L Tift
Councillor Mrs A Truswell
Councillor K Walker
Councillor T Wendels
Councillor Mrs Y Woodhead**

Substitute Members:

**Councillor I Brown
Councillor J Lee
Councillor P Peacock
Councillor D Thompson
Councillor I Walker**

MEETING: Leisure & Environment Committee

DATE: Tuesday, 26 June 2018 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark, Notts, NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Catharine Saxton on catharine.saxton@newark-sherwooddc.gov.uk.

AGENDA

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1. Declarations of Interest by Members and Officers and as to the Party Whip	
2. Declaration of any Intentions to Record the Meeting	
3. Minutes of Previous Meeting	3 - 6
4. A Presentation will be undertaken by the Clinical Commissioning Group	
Sally Dore – Head of Communications and Engagement will provide the presentation on behalf of Newark and Sherwood Clinical Commissioning Group (CCG)	
Part 1- Items for Decision	
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Part 2- Items for Information	
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12. Health and Wellbeing	
Verbal Update	
13. Work Programme	116 - 117
Confidential and Exempt Items	
14. Exclusion of the Press and Public	
To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 7 of part 1 of Schedule 12A of the Act.	
There are none.	

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in the Civic Suite, Castle House, Newark on Tuesday, 20 March 2018 at 6.00 pm.

PRESENT: Councillor R.J. Jackson (Chairman)

Councillors: M.G. Cope, P.C. Duncan, Mrs L. Hurst, J.D. Lee, N.B. Mison, D.B. Staples, Mrs A.A. Truswell and Mrs Y. Woodhead.

ALSO IN

ATTENDANCE: Councillors: K. Girling and I. Walker

45. APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Mrs L.M.J. Tift and K. Walker

46. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

There were none.

47. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

48. MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2018

Minute No. 39 – Waste Strategy Review, a Member commented that the resolution was incorrect and all existing households should have a large residual bin. The Chairman asked for clarification from the Clerk regarding the accuracy of the minute and subject to listening to the audio recording and confirmation to the next meeting of the Leisure & Environment Committee, the minutes be approved.

AGREED That, subject to Minute No. 39 being checked, the Minutes of the meeting held on 15 February 2018, be approved as a correct record and signed by the Chairman.

49. RELEASE OF HELIUM BALLOONS AND SKY LANTERNS

The Committee considered the report presented by the Business Manager – Environmental Health and Licensing which sought Members consideration of the findings regarding the impact of helium balloons and sky lanterns on the natural environment, public safety and animals in Newark and Sherwood and to further consider whether the release of Helium balloons and sky lanterns should be prohibited on Council land.

Members considered the report and a Member commented on the enforcement of the by-law and felt that a full consultation with the Town and Parish Councils and other Local Authorities would be the way forward.

The Business Manager – Environmental Health and Licensing confirmed that neighbouring authorities had been consulted regarding this and were also addressing the issues. Nottinghamshire County Council had imposed a similar by-law in 2017. It was also confirmed that the by-law would not include Newark and Sherwood Homes tenants. The enforcement would also take place through written conditions in the licence for permitted activity, should the applicant of the planned event breach those conditions a licence would not be granted for future events.

Members also suggested that Local Authorities should work with the Government to ban the sale of balloons and sky lanterns. Large venues should also be contacted to promote this, enclosing the RSPCA report. It was also felt that in controlling the release of balloons and sky lanterns, the sale of them should also be prohibited on Council owned land. A Member commented that education was the key to preventing the release of balloons and sky lanterns and that could be undertaken by educating children in schools. An article could also be included in the Council publication 'Voice'. A member also commented on the importance of being consistent with Nottinghamshire County Council and the by-law would provide the Council with legal liability protection.

AGREED (unanimously) that:

- (a) the information in the report be noted;
- (b) based on the evidence outlined in the report, the Committee considered that the Council should take steps to prevent the release of helium balloons and sky lanterns on land it owns and/or controls and also stop the selling of balloons and sky lanterns on Council owned land;
- (c) Officers contact all Town and Parish Councils in Newark and Sherwood to make them aware of the risks to the environment, public and animals from helium balloons and sky lanterns and ask them to consider if they wish to take steps to prohibit balloons or sky lanterns being released on land they own and/or control; and
- (d) Officers contact large venues in the district to make them aware of the risks to the environment, public and animals from helium balloons and sky lanterns and ask them to consider if they would prohibit balloons and sky lanterns being released on their land, a copy of the RSPCA report to be appended to the letter.

50. PUBLIC SPACE PROTECTION ORDERS FOR DOG CONTROL: ANTISOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

The Committee considered the report presented by the Business Manager – Environmental Health and Licensing, which provided the results of the public consultation carried out as part of the review of the effectiveness of the existing restrictions imposed under the existing Dog Control Orders, previously adopted in 2007 and sought approval from Council to introduce a revised scheme of Public Space Protection Orders for Dog Control under the provisions of the Antisocial Behaviour Crime and Policing Act 2014.

The report proposed at 5.3, that an exemption scheme be introduced. 'The introduction of a voluntary exemption scheme where a person with a disability or vulnerability could apply for a specific exemption. This would also apply to the owner of a dog that needed special care and attention. For example the owner of a blind dog might request that it stays with them on a lead in a play area, so that they can supervise it closely. Application for an exemption will be by completing a form to evidence that without an exemption a person would suffer an inequality of access to a place covered by a PSPO. Decisions will be made jointly by the equalities officer and the Environmental Health and Licensing Business Manager.'

Clarification was sought regarding whether all children's play areas were covered by the Dog Control Order. It was confirmed that unless the order was made by the Town and Parish Councils it was only a voluntary ban. All Town and Parish Councils needed to respond to the Council regarding this. A consultation had taken place with all Town and Parish Councils and they had been contacted in writing three times under the consultation process. The Councils Dog Warden had also made contact and spoken with the Town and Parish Councils that had not made contact.

A Member commented on an error on page 23 of the report and suggested that the comma be removed after Standish House as the order appeared to include Grange Road, Newark on Trent, rather than the named houses on Grange Road, Newark.

AGREED (with 8 votes for and 1 abstention) that:

- (a) the appropriate Public Space Protection Orders to the areas listed in Appendix 1 to the report, subject to the amendment to Grange Road, Newark;
- (b) an exemption scheme be introduced as set out in paragraph 5.3 of the report and as detailed above; and
- (c) the fixed Penalty Notice amount remain the same at a charge of £75.00 with a reduction to £40 if paid within 14 days.

51. UPDATE ON THE REVIEW OF LEISURE CENTRE PROVISION IN THE WEST

The Committee considered the report presented by the Business Manager - Housing & Safeguarding (and Project Manager) which informed Members of the progress being made in considering the options available for improving leisure centre provision in the west of the district and its connection with other strategic developments taking place in Ollerton & Boughton.

The Leader of the Council informed the Committee that these strategic projects should not be considered in isolation by the relevant committees, including the proposals for a new extra care facility in Ollerton, which will be presented to the Homes & Communities Committee. The two local Members were asked to encourage Ollerton & Boughton Town Council to have a single view regarding the One Public Estate proposals in order for the Council to work in partnership with the Town Council and progress the scheme.

The Chairman requested that an update report regarding the leisure project be submitted to the June meeting of the Committee in line with the timetable presented.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) an update report regarding the Review of Leisure Centre Provision in the West of the District be submitted to the June meeting of the Committee.

52. HEALTH AND WELLBEING

The Leisure & Environment Committee Vice-Chairman informed the Committee that he had recently attended a Health & Wellbeing Board meeting. The Board had undertaken a governance structure review and the Board will have less formal meetings and more workshops.

Pharmaceutical Needs had been raised at the Board meeting, indicating that there were no gaps in the district and that the district had plenty of pharmacies to meet local needs. A Member challenged that information and indicated that there were a couple of pharmacies that were performing badly in the district.

Better Care Fund Performance had been discussed at the Board meeting which indicated that the Social Care system which had previously been triggered as the problem with the delay in release of hospital beds had changed. Data had indicated that it was the process within the hospitals which were causing delays which included medication delays and waiting times for scans.

The Clinical Commissioning Group (CCG) had also recently established another group, a Patient and Public Engagement Committee. It was commented that the people being selected to undertake participation on such groups, like the Patient Participation Group appeared to be one sector of society, having medical needs and elderly. This had resulted in some non-attendance and also a view of one sector rather than the broader spectrum. It was commented that the aim of such groups was to achieve a view from the whole community and not just one area. It was suggested that the Council should have representatives attending these working groups and Committee's. The Business Manager - Housing & Safeguarding (who has taken on lead responsibility for Health & Wellbeing as part of the Council's transitional management arrangements) confirmed that this was an area that she would take on board. The Business Manager also confirmed that this was something she would discuss with the CCG. The Business Manager also confirmed that a Corporate Health & Wellbeing Group had been established to develop a local delivery framework to implement the Health & Wellbeing Strategy on the agreed 'place based' approach, align local activity and performance reporting with delivery of our healthiness ambitions in our strategic priorities. The Business Manager also confirmed the Council's Better Care Fund allocation had increased and the Council had influenced the project initiatives this would fund. The Business Manager confirmed that an update report regarding this would be submitted to the June meeting of the Committee.

The meeting closed at 7:05 pm.

Chairman

LEISURE AND ENVIRONMENT COMMITTEE

26 JUNE 2018

ACTIVE4TODAY – ANNUAL REPORT, 2017/18

1.0 Purpose of Report

1.1 This report is to update the Committee on the performance of Active4Today for the financial year ending 31 March 2018.

2.0 Background Information

2.1 Active4Today is the Council's wholly owned leisure company, which was created to provide leisure and sports development services on the Council's behalf. The Company has now completed its third year of trading and is obliged to report its annual performance to the Leisure and Environment Committee, which is responsible for setting the strategic direction of the Company.

2.2 The appendices to this covering report contain:

- The 2017/18 annual report provided by Active4Today
- Final Accounts outlining the period of trading by Active4Today (Appendix I)
- An overview of performance against the basket of indicators agreed by Leisure and Environment Committee (Appendix II).
- An overview of sports development activities (Appendix III)

3.0 Annual report

3.1 Members will see from the annual report that the Company has traded positively in 2017/18. Company turnover has increased by almost 10 per cent, buoyed, in particular, by growth in children's memberships of more than 12%. The adult and children's membership bases remain the best indicators of the underlying strength of the Company.

Overview of performance

3.2 Leisure and Environment Committee has overall responsibility for setting the strategic direction of the Company through the annual approval of the Active4Today business plan, which sets out the outcomes the Committee wishes the Company to work toward in return for a management fee. Performance is monitored through a framework agreed by Leisure and Environment Committee.

3.3 A summary of performance is contained in Appendix II. In addition to the children's membership base, adult memberships are slightly up year on year, whilst there has been considerable growth in leisure centre visits from the over 60s, with, what the Company believes is, a corresponding drop in the number of individuals referred to A4T from a health professional. The issues with ICT and reporting have been communicated previously to the Committee, whilst there has been a significant reduction year on year in the number of people from deprived areas taking part in Sports Development programmes as the grant funding for additional officers came to an end.

Overview of finance

- 3.4 During the period 1 April 2017 to 31 March 2018, the financial statements at Appendix I show that the Company recorded a net operating surplus of £178,553. At the end of the last financial year, 2016/17, the company made a provision in its accounts, totalling £116,000, for repairs that were planned to be undertaken in the 2017/18 year. These works were not undertaken by the company in the year because of the pending review of leisure facilities in the West of the District. The commitment of £116,000 has therefore been reversed in the income and expenditure account and forms part of the year end surplus of £178,553. The operating surplus represents further, strong financial performance from the Company in 17/18.
- 3.5 It should be noted that within the accounts the provision for pension deficit is shown for the first time as a net liability in the Balance sheet and is in accordance with generally accepted accounting treatment. The net liability has always existed, however as the company's accounts were not subject to audit in previous years, (as the company was treated as a "small company" for the purposes of filing requirements with Companies House), the liability was not provided for in the company's accounts and was, instead, disclosed as a note to the accounts. This year, the company, as a wholly owned subsidiary of the Council, has been required to have an audit and therefore has accounted for assets and liabilities of the pension fund on the face of the Balance Sheet. The value of the assets and liabilities will be re-valued every 3 years with the next review being in 2019.
- 3.6 The Company's earmarked usable reserves, as at 31 March 2018 stand at £377,677, as follows:

Repairs and Renewals Reserve	£100,000
Repairs and Renewals Development Reserve	£70,000
Contingency Reserve	£120,675
Total Usable Reserves	£377,677

The Company has agreed a maximum level of usable reserves of £750,000

4.0 Issues for Leisure and Environment Committee

Future funding

- 4.1 Members will recall that, at the February meeting of Leisure and Environment Committee, a decision was taken to pay over half of the identified £121,220 management fee for 2018/19 on April 1, 2018, with the remainder to be held in abeyance pending the financial performance of the Company through the year.
- 4.2 This decision would continue to look prudent at this time given the surplus position achieved at year-end, the significant reserves held by the Company and the fact that Leisure and Environment Committee approved price increases in junior memberships of up to £2 and the significant year on year growth that has been achieved in these memberships.
- 4.3 The company started trading on 1st June 2015 and has therefore completed its third complete year of trading. It continues to demonstrate strong operational and financial

resilience, and, therefore, now is an appropriate time to review and revise the management agreement between the Council and Active4Today. Officers of the Council have begun work on revising the agreement and have, accordingly, had discussions with the management of Active4Today. A report will be brought to a future meeting of the Committee setting out any significant changes.

Southwell Leisure Centre Trust

- 4.4 In addition to paying a management fee to Active4Today to operate leisure and sports development services, the Council also pays a cash sum to the Company to provide strategic management support to Southwell Leisure Centre Trust, as well as 'donating' a number of central services such as human resources and ICT.
- 4.5 The cash element the Council is due to pay Active4Today for providing strategic management support to the Trust in 2018/19 is £95,850. Members will see from Appendix II that Southwell has seen growth in both its adult and children's membership bases. The Council has opened a dialogue with the Trustees to seek a contribution towards the A4T costs and is awaiting a meeting with the Trustees in the near future to understand the contribution that will be made. In February, members took the decision to pay half of the management fee to A4T on April 1 with any remainder to be paid once agreement had been reached with the Trustees.

5.0 Equalities Implications

- 5.1 There are no new equalities implications arising from this report.

6.0 Impact on Budget/Policy Framework

- 6.1 There are no budget implications for the Council contained in the report. Any future proposals will be considered when presented to the Committee.

7.0 RECOMMENDATIONS that:

(a) the Committee note the positive performance of Active4Today in 2017/18

(b) the Committee note that the operating agreement between the Council and the Company is under review and any significant changes to the agreement will be brought to a future meeting of the Committee.

Reason for Recommendations

To ensure the Company is delivering the outcomes required by the Council in the most efficient and effective way.

Background Papers

For further information please contact Matthew Finch on Ext 5716.

Matthew Finch
Director - Customers

LEISURE AND ENVIRONMENT REPORT PERFORMANCE MANAGEMENT REPORT

27th JUNE 2018

1.0 REPORT PURPOSE

- 1.1 To provide the Leisure and Environment Committee with the 2017/2018 financial outturn position for the year.
- 1.2 To provide the Leisure and Environment Committee with the 2017/2018 final accounts for Active4Today Ltd (A4T)
- 1.3 To provide the Leisure and Environment Committee with the 2017/2018 performance outturn position for the year, which includes the sports development services overview.

2.0 BACKGROUND

- 2.1 On 1st June 2015, Active4Today commenced operations as a Local Authority Trading Company. The aim of the Company was to provide and deliver the indoor and outdoor leisure offer for the Council, whilst operating as an independent company, registered with Company's House. The Company has now traded for two full years and further 10 months, which was the first period, after the initial set-up of the Company.
- 2.2 The committee will be aware that during June 2017, the Company was predicting a shortfall in its budgets of £95K, as a result of commitments which the Company has now had to meet, which had not been identified when the budget for 2017/2018 was being developed. These increases were in; Utilities, Pensions and the Real Living Wage.
- 2.3 As was reported during the January 2018 meeting, the Company has worked extremely hard to mitigate this increase in expenditure and avoid having to request a management fee from the Council to support the leisure centre offer, over and above the fee which is provided to the Company, which support the sports development offer and the Southwell Leisure Centre Trust. Work has taken place in the following areas:
 - Re-programmed the leisure centres activities and timings
 - Re-scheduling staff to meet the new programme
 - Reduction in freelance staffing through increased training of internal staff
 - Changes to the delivery of swimming in Ollerton and the arrangement with South Forest
 - Increases in junior memberships through increasing opportunities and availability of classes for customers
 - Partnership working with Newark Academy and the receipt of an administrative fee from this organisation
 - Reductions in energy through good housekeeping
 - Reduced procurement on several items of goods through improved negotiations

- Savings on accrual adjustments which were brought forward from the year end as an estimate. However, when actual invoices were received, savings have been made, returning finance to A4T, which can be redirected to support the predicted shortfall
- 2.4 In addition to the areas of increased expenditure set out above, the Company has also had to deal with the closure of the Dukeries Academy, which the committee members will be aware closed on 3rd July 2017, resulting in all swimming usage by customers of Active4Today ceasing. Whilst this did not affect many adult swimmers, as the provision of the wetside facilities at the Dukeries Academy were poor and many adults chose to swim elsewhere, it did have a significant impact on junior swimmers and specifically swimming lessons, with over 350 children's swimming lessons being cancelled per week.
- 2.5 The implications for Active4Today however, was not just swimming in isolation, but the impact of the reduction of swimming lessons on the children's membership package. Memberships have been designed to provide children with multiple activity options, which provide excellent value for money for the parent, whilst improving income stability for the Company, through the improved retention of the customers. At the time the swimming programme was cancelled at the Dukeries Leisure Centre, the junior membership income contributed significantly to the Company's annual turnover.
- 2.6 In view of the potential financial impact on the Company, members will be aware that discussions immediately commenced with South Forest, as it was established that this may provide a suitable alternative for the Dukeries Leisure Centre customers, being only approximately 5 miles away from the current site and providing a better quality experience, compared to those which were provided by the Academy.
- 2.7 After several discussions with the owner of the facility Mr Roy Bowring, a 12 month service level agreement was developed, which would provide the Company with continuity for its customers and in turn a period of time suitable to establish if this offer could be developed further and to understand if it would provide sustainability for the Company. In addition, the offer had to provide South Forest with a level of finance which was worth disrupting part of their established business, as Active4Today required sole use of the facility at certain times. On 31st July 2017, only 4 weeks after the Dukeries pool was closed, swimming lessons commenced at South Forest.
- 2.8 As the move to South Forest took place the junior membership on 31st July 2017 stood at 468. By the end of the first month this had remained stable and actually grew by 2 net members to 470. This trend continued and by October 2017, the membership had grown again by a net 40 members taking the junior membership to 510. Currently the membership for juniors stands at 559 and continues to provide significant income stream for the Company, for the year 2018/2019.

- 2.9 This growth in junior memberships has been assisted by the improved facilities at the South Forest and an enhanced dryside offer at the Dukeries Leisure Centre, where increased provision in gymnastic and trampoline courses have taken place and have been well received by the customers.
- 2.10 In addition to the concerns of finance regarding the junior membership, there was a loss to the adult membership, due to the child or children undertaking activities across two sites, and the parent/guardian having limited time to train. Between the months of July and December the adult direct debit membership reduced by a net figure of 48. Although this figure remained above target on the performance data, this was only due to the Dukeries Leisure Centre, being ahead of its targeted figure at that time and able to absorb the impact. Whilst this amount was not a significant loss, the concern was that memberships would drop during the months of January and February 2018, which are traditionally a time where high sign ups take place and provide the platform for the year; these months would act as a barometer of how the adult membership was performing. Up to the end of March 2018 the adult memberships is 982, which is now below the target for the site and from July, is a net reduction of 51 adult members. That loss is equivalent to over £13.5K, if forecasted for the year and the position does not deteriorate any further.
- 2.11 Not only has the SLA provided A4T with the continuity of service and income which is associated with a membership of this size, it also secured employment for the coaches who work on the children's memberships. In addition, it has supported the work of the Council, with regards to its western options appraisal, which has investigated the provision of leisure facilities in the west of the district.

3.0 CURRENT SITUATION

- 3.1 During February 2018, contact with South Forest took place with the aim of trying to extend the current SLA for a longer term e.g. 2 years plus. However, South Forest took the opportunity to give notice to A4T, to cease the current SLA as of May 2018. This disappointing decision made by South Forest came as a surprise and an emergency meeting was called with the owner, in a bid to try and reverse this decision. Following a meeting however, on 4th April between the owner of South Forest, Councillor Roger Jackson, Matthew Finch and the Managing Director (MD) of A4T, the decision was reaffirmed; with the final day of operation being 23rd May 2018.
- 3.2 In view of this decision, work has taken place by A4T, to investigate additional swimming provision at another location, which would be acceptable for customers within the west of the district e.g. suitable travel time, fit for purpose facility and acceptable times. As a result, an agreement was entered into with the Wellow House School (WHS) and swimming lessons commence at this site on Monday 21st May 2018.

- 3.3 Currently the arrangement with WHS has been entered into on a service level agreement basis, with A4T hiring the pool, Monday to Friday from 16:30 – 18:30 each evening to operate structured lessons and Saturday mornings 08:30 – 12:30. This arrangement will run from 21st May 2018 until 30th September 2018 (inclusive).
- 3.4 During this period A4T can assess the utilisation and feedback from its customers and both organisations can review the arrangements, to see if they are working correctly for each party. As part of this trial process, A4T have invested in some minor works to the pool store areas, to provide a temporary changing area for its customers.
- 3.5 In addition to A4T assessing the viability of moving to WHS, a further reason for the interim agreement being entered into, is due to the current uncertainty with regards to the Council's 'Options Appraisal' work, which has recently been undertaken in the west of the district. Through discussion with the Council, they have confirmed that a report on the findings will be presented to the Council very shortly, discussing the western side of the district and it will be this which will need to be taken into account, as part of the negotiations regarding a further extension to the SLA agreement past September 2018. Depending on the decision taken by the Council, this will impact on the length of time A4T will need to operate at the Wellow School site.
- 3.6 In the event this trial period is successful and A4T continue to operate at the WHS from October 2018, the provision of a more permanent changing facility would be required in order the facility was able to meet the expectations of the customer and provide the quality of experience, associated with customers of A4T.
- 3.7 This permanent arrangement would hopefully seek to develop the current unfinished changing rooms at the facility, which would mean these can be utilised by customers of A4T and the children at the school. In addition, A4T would undertake works to provide heating, ventilation and dehumidification within the pool, in order this would provide the correct environment for the users and in turn safeguard the fabric of the WHS asset.
- 3.8 This work would require significant capital expenditure and if it was to go ahead, early discussion with the Council would be necessary, to fully understand the strategic direction of the Council and in turn discuss the best way to finance and undertake any identified works.

4.0 FINANCIAL OUTTURN 2017/2018

- 4.1 During 2017/2018, A4T have been providing the Leisure and Environment Committee with regular financial and performance reports and below is the final outturn position of the Company for 2017/2018, in line with previous reports.

4.2 Highlighted areas from 2017-2018 Outturn:

4.2.1 Salaries budgets

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
£1,873,320	£1,877,830	£1,915,594	£42,274 (+)

The in-year overspend from the original budget of £42K is mainly due to the pensions 3-year actuarial re-evaluation which took place in 2016/2017 and was not expected when the budgets were prepared. The 3 year revaluation included an additional in-year lump sum payment of £32K to be made to The Local Government Pension Scheme. Although not budgeted for in the 2017/2018 original budget, provision was made from the 2016/2017 in year surplus to cover this cost. Other areas to note concerning salaries which have impacted on the expenditure budgets are; the reduction in payroll costs due to the introduction of a new in-house timesheet process, which has leaned the rotas and shift patterns across all sites; the removal of wetside leisure attendants at Dukeries Leisure Centre as part of the move to South Forest; the yearend audit fee, which is now included in the revised figures and outturn costs; the percentage increases in the living wage and the increases in the pension's percentage. These areas as identified above have been contained within the overspend of £42K.

4.2.2 Premises budgets

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
£363,220	£437,154	£352,453	£10,767 (-)

The original budget includes a provision of £100k for the repairs and renewals fund, which supports the Company's contractual requirement to fully repair and maintain the facilities. This amount will be moved into reserves on the balance sheet in the repairs and renewals reserve fund from the in-year surplus as previously reported. In addition to the information above there has been an additional in-year spend on repairs and maintenance of £44K. Additional budget for electricity £14K has been required in year. Other additional premise/repair costs of £29K for various schemes are included in this variance.

4.2.3 Supplies and Services budgets

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
£681,337	£842,531	£730,804	£49,467 (+)

This budget area contains various spend codes; however, the main areas of change and variance to original budget are increases in irrecoverable VAT costs of £54K (as expenditure increases during the year the irrecoverable VAT charge increases in proportion to spending

activity, as there is limited VAT benefit to be recovered on the expenditure). Other variances include equipment purchases of £61K (including technology items, tablets and screens, computer hardware, a bouncy castle, trampolines, gymnastics equipment, seating and re-upholstery), advertising of £12K and professional services £18K. These are offset by underspends on contractual services and the previous year-end accrual provision from 2016/2017 not required.

4.2.4 Income

Original Budget £	Full Year Revised Budget £	Actual £	Variance to Original Budget £
(-) £2,917,877	(-) £3,157,515	(-) £3,201,090	£283,213 (-)

The Company has performed well once again with income generation resulting in a large increase over the original budget. The main areas where income has increased are; adult direct debit memberships £81K, children’s direct debit memberships £109K, dryside and fitness suite (pay and play) £23K and other income £19K. Areas where income has not performed as well as expected are; wetside income is down £33K, however, this is due to the conversion to the children’s wetside membership in figure, which is significantly above its budgeted figure. Sports Development income has been supported by a receipt in advance from 2016/2017, to pay for the proportion of ‘changing places’ £12K. Finance drawn down from NSDC appertaining to repairs and renewals work in year is £27K.

5.0 FINAL ACCOUNTS

5.1 Attached at Appendix I is the 2017/2018 final accounts for the Company and provides the Leisure and Environment Committee with the information of how the finance has been apportioned throughout the period, 1st April 2017 to 31st March 2018.

5.2 Highlighted areas taken from the 2017/2018 Final Accounts:

5.2.1 During the year, Members will note that there has been a change of Directors within the Company, with Andrew Muter stepping down as a Director of A4T, due to him resigning from Newark and Sherwood District Council, to take up his new position. This provided the opportunity to bring new Directors onto the Board to replace both Andrew Muter and also, David Dickinson, who had resigned during 2016; however the position was not filled.

5.2.2 As a result of the above, Kirsty Cole and Sanjiv Kohli joined the Board of Directors of A4T and were appointed in January 2018.

- **Turnover** – This has increased from 2016/2017 by £275K. This is explained above within 4.2.4 and is a reflection of the increase in income gained from the adult and children’s memberships

- **Current assets (debtors)** – This includes the treasury management finance, which is held by the Council on behalf of A4T and invested by the Council’s Finance Business Unit.
- **Reserves** – This has been explained in paragraph 5.4.1 below
- **Employees** – This has reduced in year due to changes in staffing at the time of running the report. This currently stands at 59 full time equivalents, which represents 257 various posts
- **Staff costs** – This has increased from 2016/2017 by £178K. This is due to the issues which have been highlighted in paragraph 4.2.1 above with regards to the pension increases and the real living wage. In addition, there has been a change in legislation over freelance contractors, with many freelance providers now being employed as A4T employees
- **Freelance instructors** – This has decreased from 2016/2017 by £51K, as set out above
- **Contractual services** – This has increased from 2016/2017 by £37K. This is due to the additional new contracts associated with the operation of the NSFC (year 2 of the operation) and the change in accounting for the ICT system support for the front of house membership system
- **Light and heat** – This has increased from 2016/2017 by £34K. As reported previously, there has been an average increase of 24% in utilities, however, due to efficiencies made by the Company, there has been a saving on predicted expenditure of approximately £4K
- **Hire of facilities** – This has decreased from 2016/2017 by £9K. This is due to the move from the Dukeries Academy to the South Forest facility
- **Commitments reversal** – £116K. See paragraph 5.3
- **Repairs, renewals and maintenance** – This has decreased from 2016/2017 by £138K. See paragraph 5.3
- **Insurance** – This has increased from 2016/2017 by £11K. This is due to the profiling of the policy over the years 2015/2016 and 2016/2017, however, there has been a real price increase in the policy of £3K
- **Equipment and badges** – This has increased from 2016/2017 by £28K. This is due to the increase in children’s memberships and also an investment into providing portfolios for children, to enhance the quality of the service
- **Printing, postage and stationary** – This has increased from 2016/2017 by £19K. This is due to a low spend in 2016/2017, with the 2017/2018 year being on its expected budget
- **Audit fees** – This is set out in paragraph 5.5 below
- **Professional fees** – This has increased from 2016/2017 by £13K. This is due to the apprenticeship levy, which is applied to the Company due to legislative changes in training policy
- **Licenses** – This decreased from 2016/2017 by £15K. £13K of this has moved to contractual services as set out above
- **Sundry expenses** – This has increased from 2016/2017 by £16K. £12K of this was paid back to the DC for the contribution to the ‘Changing Places’ facility at NSFC

5.3 Commitment reversal and repairs, renewals and maintenance of 2016/2017 - £116K

5.3.1 In the 2016/2017 accounts provision was made, as a liability, for commitments for work to be carried out by contractors in 2017-2018 (£170K). Due to changes in circumstances some of this work identified was not carried out in year and therefore the unrequired balance of this commitment has been noted in this year's accounts (-£87K). In addition, estimated accruals for 2016/2017 which were not required, have also been accounted for in this way (-£29K). The total of these adjustments is -£116K.

5.4 Surplus in year

5.4.1 At 31st March 2018 the surplus for the year is £179K. This is made up of £100K Repairs and Renewals (a ring-fenced amount), £87K from 2016-2017 accrual balances unused (from 2016-2017 for repairs and renewals commitments) and an in-year deficit for 2017-2018 of £8K. In addition to the above however, A4T have been advised that the Pension Liability of £2,889,000 should also be accounted for within the company's accounts and has therefore been treated as a liability on the balance sheet; this creates a deficit reserve of £2,511,323. The reserves held by the company as at 31st March 2018 are £378K, and it is proposed that they are divided up as follows;

- R&R reserve = £187,002
- R&R Development Reserve = £70,000
- Contingency = £120,675
- **Reserves held by A4T Ltd as at 31st March 2018 = £377,677**
- Unusable Pension Reserve = -£2,889,000
- **Net Reserve = -£2,511,323**
-

5.5 Audit Process:

5.5.1 As part of the agreement during 2017/2018, Active4Today have procured the services of Wrightvigar to undertake an audit of the A4T accounts before being provided to the Council, for incorporation into the Consolidated Group Accounts for the organisation. This will continue to be an annual process going forward from this year. A meeting was convened with WrightVigar on 22 February 2018, where it was agreed that the following would take place.

- External audit on 2017/2018 final accounts
- Preparation of a report providing assurance on the balances at 31 March 2017
- External audit on 2018/2019 final accounts
- External audit on 2019/2020 final accounts

5.5.2 This is in line with the Council's request regarding an external audit of the Company's accounts as a result of the consolidation into the Council's accounts. Provision has been made within the in-year budget to meet the 2017/2018 commitment and future year's audits will be factored into the budgets at preparation time.

5.5.3 The committee will note on page 5 of appendix I, the independent audit conclusion has been provided by Wrightvigar, which states the accounts:

- give a true and fair view of the state of the company's affairs as at 31 March 2018
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

6.0 FINANCIAL DEVELOPMENTS IN 2017/2018

6.1 The committee will be aware that as one of the main drivers for the Company has been financial sustainability and considerable amount of work has taken place in this area since the Company was developed. The Company's financial team has brought in house many of the financial processes which used to be provided through the Council. Set out below are further areas of financial development which are taking place to the end of the 2017/2018 financial year and progressing into the 2018/2019 financial year:

- A new online membership payment system is being considered with an implementation date during summer 2018. This new process would allow prospective members to pay on line, removing a potential barrier to entry.
- A trial system is currently being developed to move all clubs and organisations to monthly direct debit payments in a bid to try and reduce invoices and in turn delays in payment from those organisations. This will assist with budgeting and provide more certainty throughout the year.

7.0 CAR PARK DEVELOPMENT

7.1 As the Committee will be aware the Council is extending the car park at the Newark Sports and Fitness Centre (NSFC), which is set to commence during summer 2018. This will provide an additional 54 spaces to the existing car parking and it is hoped this will support current and future utilisation of the facility and the site overall, as the centre continues to be very popular with Newark residents.

7.2 Through discussions with the Council, it is expected the development will cost in the region of £200K and will be managed through the Council's asset management business unit. The development will assist with membership growth at the site and as a result, the Council have approached Active4Today to support the capital project.

7.3 During their Board meeting in April 2018, the Board agreed that it would support the development of the additional 54 spaces at the NSFC and contribute up to the value of £100,000 towards the total cost. Currently discussion is taking place with Officers at the Council to establish the best way to attribute this finance and once the most appropriate options has been agreed with both organisations, this will be reported to the relevant bodies.

8.0 PERFORMANCE REPORT 1ST APRIL 2017 TO 31ST MARCH 2018

8.1 Active4Today has monitored the performance of the Company against the agreed performance framework established when the Company was formed in 2015. Attached at appendix II is the suite of key indicators for 2017/2018. In addition, the main highlights have been extrapolated from this performance framework and are set out in the report below.

8.2 The Company has continued to create and offer a wide range of activities for all groups and has worked closely with community groups to introduce more people to physical activity at the leisure centres and in community settings. More details of these activities are included at Appendix III, within the Sports Development report.

8.3 Highlighted Performance between 1st April 2017 – 31st March 2018:

- The total number of direct debit memberships across the business has risen by 4.5% in comparison to March 2017. This increase has been experienced mostly within the junior memberships and across all three sites.
- The total number of adult memberships has seen a marginal increase over the year, from 6,192 in March 2017 to 6,276 at 31st March 2018. This lower than expected increase has been affected by the reduction in membership at the Dukeries Leisure Centre, as set out in paragraph 2.10, impacting on the overall adult membership base.
- The total increase in junior members across all sites compared to March 2017 is 307 members.
- More specifically, junior membership at the Dukeries LC has increased by 92 in the year from 467 to 559. This is despite the change to swimming provision, with the move to South Forest and the current uncertainty with a third change for customers, now being experienced within one year. This current junior membership figure at Dukeries Leisure Centre is the highest the junior membership figure has been, since it was launched several years ago.

- The junior membership at NSFC has grown from 2,480 in March 2017 to 2,787 in March 2018. This is due to a considerable increase in the capacity of gymnastics sessions, which has been delivered by recruiting a new team of coaches, who have been able to develop the performance pathway, linking into local and county competitions.
- In addition, the continuous programme of recruiting and training swimming instructors has enabled the Company to increase its capacity of swimming lessons.
- Membership attrition across all sites stands at 3.79% for the adult membership and 2.89% for juniors at March 2018. This is a positive position for memberships and demonstrations improved retention work. The calculation of this KPI has been modified to reflect the changes in the membership base, i.e. cancellations/sales; as previously it was reporting the positive/negative percentage movement within the live membership base, on a month to month performance basis.
- Although there has been a change in how the figures are calculated, industry feedback identifies that this performance in the retention of memberships is regarded as excellent. This is an area of work which has been focused on by the Company and assists the customer journey; it has been supported by new software systems, as well as refresher customer service training provided throughout the year.
- The number of Active Card holders is expected to reduce due to the implementation of the General Data Protection Regulations (GDPR) on 25th May. This will be due to the introduction of the 'Right to be forgotten' rule. Until this is fully implemented, the exact impact is unknown. Although this indicator demonstrates the take up of both the direct debit membership and 'pay and play' cards, it is proposed that this indicator is removed from the performance framework.
- The number of referrals received from health professionals has reduced in comparison to March 2017. Up to 31st March 2018, the number of referrals received for all sites (including SLCT) was 304, compared to 461 the previous year. As stated within the period 11 report, this may be due to the way customers are now accessing classes. There has been an increase in the number of activities available for this target group and they are now accessing lower level intensity classes as part of the normal programme, without requiring a referral from a health professional. Notwithstanding the above, work with GPs remains a priority and the GP referral scheme will continue to operate going forward.
- In addition to the above, there has been an increase in the rate of attendance following the initial referral. In March 2017, there were 289 sign ups (conversions)

from 461 referrals (63%). Up to March 2018, there were 253 sign ups (conversions) from 304 referrals (83%). Whilst the referrals are down as stated above, the conversion rate from being referred to then positively engaging in activity has increased as a percentage. This is a positive statistic and confirms the success of the process, once the referrals attend the leisure centres for their initial consultation.

- The number of user visits across all sites is 1,028,623, compared to 1,274,605 in March 2017. After further investigation, it has been established that this reduction is down to two main areas. The first is the change in the way data is recorded. Previously, children attending a structured activity e.g. swimming lessons would have a ratio of 2:1. This meaning, they are escorted to site by two adults. As a result of a change in software, the opportunity rose to address this calculation, as it was unrealistic. Any child now attending a structured activity is calculated as 1:1. In addition to this change, it was established that the school swimming programme operated by Nottinghamshire County Council, has been providing average number of attendees per session and not actuals. This has now been addressed to reflect actual participant numbers. The final issue which has affected the usage figures has been ICT issues experienced in the sites. This has been in the form of speed and connectivity, of the access systems. As a result of these issues customers have been bypassing the kiosk and gate access systems, which have resulted in no customer data being recorded. This has been discussed with ICT and a number of actions are currently being investigated, which should improve the efficiency of the system.
- The number of user visits across all sites for people over 60 has increased. This can be attributed to the work of all areas including the programming team, sports development team and ongoing customer engagement. Capacity has been increased, as well as developing a wider range of activities that will attract this target age group. This has provided more access during the daytime as well as partnership working with other organisations, which have introduced activity at a low level, which has improved long term participation.
- The number of user visits on sports development programmes in deprived areas has reduced due to the end of a project in late 2017. This is highlighted in appendix III, with these activities becoming sustainable in community settings. The sports development team is continuing to work specifically in these areas in addition to Clipstone and Bilsthorpe to develop a series of activities to increase participation to 1 x 30 minute activity session per week.
- The partnerships with Newark Academy and Bishop Alexander have further developed to secure more availability for local clubs and groups to access valuable and high quality community facilities.

- The agreement with Bishop Alexander has enabled their floodlit 3G artificial turf pitch to be available for local junior football training. This was established during January 2018 and the Company in partnership with the school are beginning to increase regular weekly club activity.
- The partnership with Newark Academy was established in September 2017 and has increased usage for the Academy from 18.5 hours per week, to 70 hours per week across a variety of bookable areas; these include sports hall, activity and fitness studios, MUGA, theatre, classrooms and outside grass pitches.
- During summer 2017 a new weight loss class was introduced into the main activity programme of classes; 'Change your Weigh'. This involves a weekly session monitoring a range of personal data i.e. weight, inch loss, body fat percentage as well as a 'motivational talk' covering topics around activity levels, nutrition, fat, sugar, water etc. The sessions started during January 2018 at Newark and have been well attended with over 50 customers registered on the class. This class will now be introduced to Dukeries and Blidworth during September 2018.
- Active4Today has recognised the requirements of ensuring staff are adequately trained and has delivered updates in safeguarding children and vulnerable adults to all staff that undertake activities involving those groups. This has also included a full audit to ensure all staff in positions where an enhanced DBS is required, is valid and up to date.
- Website usage and hits for the Company continue to prove that the website is a well-used resource for existing and potential customers, providing information in an accessible format 24/7. Although slightly lower compared to last year, (659,000 compared to 746,000) this includes the comparison to 2016, which includes an extremely high volume of hits for April and May 2016, when NSFC was opened. In addition, the website is currently under review in order that the content remains relevant and the navigation is easy to use.
- The trend of using digital media in marketing terms is increasing and A4T has undertaken a pilot with a marketing agency in February 2018. This was run solely through Facebook to attract new customers to try an activity before signing up to a membership. In total the campaign generated 200 new leads however the 'reach' and 'impressions' data that is available through this type of campaign provided a great return. The definition of 'impressions' is the number of times a post is displayed on a persons' News Feed, with the 'reach' being defined as the number of people who received an impression. In total, the campaign realised 120,750 impressions and 38,685 reach which covered all sites. As a result of this feedback, A4T will continue to try this form of advertising throughout 2018/2019 with various campaigns.

- Web bookings for classes continue to be consistent, with the expected seasonal trends experienced throughout the year. The bookings peaked in January 2018, with the average monthly booking exceeding 4000 users.
- The delivery of the school holiday activities has improved in the latter half of the year through the partnership developed at Newark Academy. The move to a full day activity has proved successful in terms of an improved structured programme, increased variety of sports offered and a better quality of provision. In addition, this format has enabled external partners to become involved in the provision of holiday activities, which has included 'Bikeability' delivered by Via.

9.0 EQUALITY & DIVERSITY IMPLICATIONS

- 9.1 There are no equality or diversity issues. All information will continue to be available in a number of formats in line with access requirements and those set out in the equalities and diversity policy.

For further information please contact Andy Carolan – Managing Director via email on andy.carolan@active4today.co.uk

**ACTIVE4TODAY LIMITED
DIRECTORS' REPORT AND
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

COMPANY LIMITED BY GUARANTEE

Tom Geraghty & Associates

Chartered Accountants and Business Advisors

38 North Gate
Newark-on-Trent
Nottinghamshire
NG24 1EZ

Active4Today Limited
Directors' Report and Audited Financial Statements
For The Year Ended 31 March 2018

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**Active4Today Limited
Company Information
For The Year Ended 31 March 2018**

Directors	Mr Roger Blaney Mr Andrew Carolan Ms Kirsty Cole Mr Sanjiv Kohli Mr David Lloyd Ms Abbie Truswell
Company Number	09477018
Registered Office	Newark Sports and Fitness Centre Bowbridge Road Newark Nottinghamshire NG24 4DH
Accountants	Tom Geraghty & Associates Chartered Accountants and Business Advisors 38 North Gate Newark-on-Trent Nottinghamshire NG24 1EZ
Auditors	Wright Vigar Ltd Chartered Accountants and Business Advisors 15 Newland Lincoln Lincolnshire LN1 1XG

Active4Today Limited
Company No. 09477018
Directors' Report For The Year Ended 31 March 2018

The directors present their report and the financial statements for the year ended 31 March 2018.

Active4Today Ltd was launched on 1st June 2015, as an independent company registered with Companies House, with Newark and Sherwood District Council being the single shareholder.

Active4Today Limited and its business consists of three leisure centres, a sports development section and a headquarters, which collects and manages the finance of the business, including the in-house direct debit finance, associated with their popular membership schemes. In addition to these services, Active4Today Ltd provides administrative and management support to the Southwell Leisure Centre Trust and operates additional wetside and dryside provision out of South Forest Complex, Newark Academy and Bishop Alexander LEAD Academy, through service level agreements.

The aim of the business is to focus on 3 distinct areas:

- Healthy and active lifestyles
- Accessible facilities
- Financial viability

To the end of 2017/2018 the Company played host to 1,028,623 visitors, using its facilities and sports development service. In addition, it has a direct debit membership of 9,063 members, which consist of both adult and juniors.

The company's unique selling point (USP) is that of a fully accessible service, which is family friendly and offers a wide range of activities to attract users from all age groups and all socio-economic backgrounds. The work of the company, although complimentary, is split into three areas. These are:

- Leisure facilities
- Outreach work
- Club development

The year to 31st March 2018 was the second full trading year by the company which started trading in June 2015. The surplus in year continues to represent a realistic commercial outcome for the business and it's not for profit status.

Throughout 2017/2018, as with previous years, substantial repairs and renewals to the facilities have taken place, in order to ensure these facilities remain in very good condition, which meet the customer expectation. This is in line with the Company's contractual arrangements with the Council and the requirements to ensure the facilities remain in a condition which is 'fit for purpose' and reflects the Council's and Company's commitment to providing a quality experience, for its customers.

Reserves for the Company remain in a good position and the Company continues to make provision to these annually, to achieve its desired position and one which supports the Company's financial sustainability.

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who held office during the year were as follows:

Mr Roger Blaney	
Mr Andrew Carolan	
Ms Kirsty Cole	Appointed 18/01/2018
Mr Sanjiv Kohli	Appointed 18/01/2018
Mr David Lloyd	
Mr Andrew Muter	Resigned 18/01/2018
Ms Abbie Truswell	

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

Mr Andrew Carolan

Date

**Active4Today Limited
Accountant's Report
For The Year Ended 31 March 2018**

In accordance with our engagement letter and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 March 2018 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Date

Tom Geraghty & Associates
Chartered Accountants and Business Advisors
38 North Gate
Newark-on-Trent
Nottinghamshire
NG24 1EZ

Active4Today Limited
Report of the Independent Auditors to the Members of Active4Today Limited
For The Year Ended 31 March 2018

Opinion

We have audited the financial statements of Active4Today Limited (the 'company') for the year ended 31 March 2018 which comprise the Income Statement, Balance Sheet, Statement of Changes in Equity and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2018;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Other Matter

The comparative amounts in respect of the year ended 31 March 2017 were not audited.

James Sewell BA (Hons) FCA CTA (Senior Statutory Auditor)
for and on behalf of Wright Vigar Limited
Statutory Auditor, Chartered Accountant and Business Advisers
15 Newland
Lincoln
LN1 1XG

DATE

Active4Today Limited
Income and Expenditure Account
For The Year Ended 31 March 2018

	Notes	2018 £	2017 £
TURNOVER		2,836,896	2,562,117
Administrative expenses		(2,809,407)	(2,782,374)
Other operating income		323,106	371,422
OPERATING SURPLUS		350,595	151,165
Income from other current asset investments		2,022	1,746
Irrecoverable VAT		(173,681)	(142,508)
SURPLUS BEFORE TAXATION		178,936	10,403
Corporation tax payable		(384)	(357)
SURPLUS AFTER TAXATION		178,552	10,046

The notes on pages 8 to 10 form part of these financial statements.

Active4Today Limited
Balance Sheet
As at 31 March 2018

	Notes	2018 £	2018 £	2017 £	2017 £
CURRENT ASSETS					
Stocks	3	3,034		3,877	
Debtors	4	695,740		714,429	
Cash at bank and in hand		76,970		10,293	
Pension assets	6	2,463,000		2,144,000	
		3,238,744		2,872,599	
Creditors: Amounts Falling Due Within One Year	5	(398,067)		(529,476)	
TOTAL ASSETS LESS CURRENT LIABILITIES			2,840,677		2,343,123
NET ASSETS EXCLUDING PENSION LIABILITY			2,840,677		2,343,123
Pension liability	6		(5,352,000)		(4,949,000)
NET LIABILITIES INCLUDING PENSION LIABILITY			(2,511,323)		(2,605,877)
RESERVES:					
Reserves:		Brought forward	Movement	Balance as at 31 March 2018	Balance as at 31 March 2017
Contingency reserve		96,864	23,811	120,675	96,864
Repair reserve		-	187,002	187,002	-
Development reserve		70,000	-	70,000	70,000
Other reserve		32,259	(32,259)	-	32,259
Pension deficit		(2,805,000)	(84,000)	(2,889,000)	(2,805,000)
TOTAL RESERVES		(2,605,877)	94,554	(2,511,323)	(2,605,877)

For the year ending 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have opted for the company to have an audit.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board

Mr Andrew Carolan
Date

**Active4Today Limited
Balance Sheet (continued)
As at 31 March 2018**

The notes on pages 8 to 10 form part of these financial statements.

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

1.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

1.3. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

1.4. Taxation

Income tax expense represents the sum of the tax currently payable.

1.5. Management fee

Management fees are recognised in the Income and Expenditure account in an appropriate manner that matches them with the expenditure towards which they are intended to contribute.

Fees for immediate financial support or to cover costs already incurred are recognised immediately in the Income and Expenditure account. Fees towards general activities of the entity over a specific period are recognised in the Income and Expenditure account over that period.

Fees towards fixed assets are recognised over the expected useful lives of the related assets and are treated as deferred income and released to the Income and Expenditure account over the useful life of the asset concerned.

All fees in the Income and Expenditure account are recognised when all conditions for receipt have been complied with.

Active4Today Limited
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2018

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows

	2018	2017
Administrative and leisure staff	59	63
	59	63

3. Stocks

	2018	2017
	£	£
Goods for resale	3,034	3,880
	3,034	3,880

4. Debtors

	2018	2017
	£	£
Due within one year		
Prepayments and accrued income	8,951	6,792
Other debtors	20,839	16,687
Due from NSDC	665,950	690,950
	695,740	714,429

5. Creditors: Amounts Falling Due Within One Year

	2018	2017
	£	£
Corporation tax	384	357
Other creditors	386,427	523,119
Commitments in year	5,256	-
Accruals and deferred income	6,000	6,000
	398,067	529,476

Active4Today Limited
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2018

6. Pension Commitments

The company operates a defined benefit pension scheme through Nottinghamshire County Council. At 1 June 2015, all employees engaged by the company were transferred from Newark and Sherwood District Council to the company.

Barnett Waddingham have provided valuations of the fund and its liabilities at 31 March 2016, 31 March 2017 and 31 March 2018. These showed that the pension benefits were underfunded by £1,055,000 at 31 March 2016, £2,805,000 at 31 March 2017 and £2,889,000 at 31 March 2018.

During the year scheduled contributions totaling £32,259 were made into the fund by the company.

Pension fund deficit

Year	2018	2017	2016
	£	£	£
Balance as at 31 March	2,889,000	2,805,000	1,055,000
Movement in Year	(84,000)	(1,750,000)	N/A

7. Related Party Transactions

The company is limited by guarantee and the only shareholder is Newark and Sherwood District Council.

During the year, a management fee of £212,097 was received. £117,417 was the management fee paid by Newark and Sherwood District Council for delivery of Sports Development for 2017/18 and £94,680 was the management fee paid by Newark and Sherwood District Council relating to the Service Level Agreement for Southwell Leisure Centre for 2017/18.

External Funding of £82,040 has been received in year. This funding was received by NSDC prior to the establishment of A4T in 2015 for sports development projects and programme delivery from various organisations including Sport England, NCC, Sport Nottinghamshire for project delivery. At the time of transfer across to A4T on 1st June 2015, it was agreed that these funds would be ring fenced and held by NSDC to ensure the original project awarded was delivered.

These funds have subsequently been drawn down by A4T from NSDC on a quarterly basis based on the original project budgets.

As at 31st March 2018 the company had a deposit of £665,950 with Newark and Sherwood District Council. This deposit earned a total of £2,022 interest during the year. Additionally, the company owed a total of £63,795 to Newark and Sherwood District Council at 31st March 2018. This liability is included in creditors.

8. Receipts in Advance

Various receipts accounted for in 2016-17 for Sports Development programmes continue to be drawn-down and the balance of £61K remains as a receipt in advance on the balance sheet and will continue to be used in conjunction with planned Sports Development Programmes in the year ahead.

9. Financial commitments

Contracts with suppliers to the value of £5,256.45 have been committed for equipment and services due to be delivered during 2018.

10. Ultimate Controlling Party

The company's ultimate controlling party is Newark and Sherwood District Council.

11. General Information

Active4Today Limited is a private company, limited by guarantee, incorporated in England & Wales, registered number 09477018. The registered office is Newark Sports and Fitness Centre, Bowbridge Road, Newark, Nottinghamshire, NG24 4DH.

Active4Today Limited
Trading Income and Expenditure Account
For The Year Ended 31 March 2018

	2018	2018	2017	2017
	£	£	£	£
TURNOVER				
Activo		1,795,869		1,592,519
Xperience		635,527		550,518
Wetside		206,264		229,512
Dryside		176,129		170,657
Other income		23,107		18,911
		2,836,896		2,562,117
 Administrative Expenses				
Staff costs	1,809,782		1,632,183	
Contractual services	89,116		51,776	
Freelance instructors	99,716		150,269	
Travel and subsistence expenses	398		102	
NSDC support charges	175,666		174,443	
Light and heat	196,204		161,957	
Water rates	33,155		21,924	
Cleaning	11,224		11,831	
Hire of facilities	17,581		26,376	
Pool chemicals	7,004		5,586	
Clothing and uniform	13,044		4,681	
Commitments - reversal of 2017 provision	(116,430)		-	
Repairs, renewals and maintenance	123,094		260,871	
Insurance	45,299		33,958	
Equipment and badges	146,073		117,864	
Printing, postage and stationery	32,429		13,660	
Parish councils and voluntary bodies	10,380		15,433	
Advertising and marketing costs	35,227		41,351	
Telecommunications	2,950		2,986	
Audit fees	8,000		-	
Accountancy fees	4,400		4,000	
Professional fees	16,829		3,667	
Licenses	17,767		33,484	
Bank charges	8,121		7,303	
Sundry expenses	22,378		6,669	
		(2,809,407)		(2,782,374)

...CONTINUED

Active4Today Limited
Trading Income and Expenditure Account (continued)
For The Year Ended 31 March 2018

CONTINUED...

	2018	2018	2017	2017
	£	£	£	£
Other Operating Income				
Management fee – Sports Development	117,417		193,630	
Management fee - Southwell Leisure Centre	94,680		93,530	
External funding - Sports Development	82,040		78,895	
Repayment of R&R costs – drawn down from NSDC	27,580		-	
Vending Commission	3,187		4,882	
Equipment sales	(1,798)		485	
	<hr/>		<hr/>	
		323,106		371,422
OPERATING SURPLUS		<hr/> 350,595		<hr/> 151,165
Interest from other current asset investments - unlisted	2,022		1,746	
	<hr/>		<hr/>	
		2,022		1,746
IRRECOVERABLE VAT				
Irrecoverable VAT	173,681		142,508	
	<hr/>		<hr/>	
		(173,681)		(142,508)
SURPLUS BEFORE TAXATION		<hr/> 178,936		<hr/> 10,403
Tax on Profit				
Corporation tax charge	384		357	
	<hr/>		<hr/>	
		(384)		(357)
SURPLUS AFTER TAXATION		<hr/> 178,552		<hr/> 10,046

Active4Today Performance Indicators (incl SLCT) 01 April 16 - 31 March 17 Compared to 01 April 17 - 31 March 18	ACTIVE4TODAY ONLY			SLCT ONLY			TOTAL			Total Commentary
	Mar-17	Mar-18	Growth (+) Decline (-)	Mar-17	Mar-18	Growth (+) Decline (-)	Mar-17	Mar-18	Growth (+) Decline (-)	
No. of User Visits	1,274,605	1,028,623	-19.30%	383,244	344,121	-10.21%	1,657,849	1,372,744	-17.20%	Revised data capturing of parent assist users with children, now reduced 1:1 rather than 2:1, this has impacted on the number of users however is much more realistic according to latest industry trends and recommendations. In addition, ICT issues have caused user visits to be missed due to system failures. Customers not swiping in on their visit has also had an impact which has therefore not registered their visit. In addition, we have received the updated school swimming timetable from Nottinghamshire County Council which has been substantially consolidated and reduced from 16/17 to 17/18. This in turn has provided more capacity for daytime swimming and increased capacity for pre school lessons, over 50's and laned swimming sessions.
No. of Leisure Centre user visits (Card Holders) - Female	330,741	284,177	-14.08%	122,048	121,491	-0.46%	452,789	405,668	-10.41%	Decline in usage as outlined above, however anecdotally, the sites are busy, the data is not being captured due to ICT issues. Membership base is growing therefore the data user visits do not correlate.
No. of Leisure Centre user visits - Aged Over 60	64,681	88,542	+36.89%	31,327	36,618	+16.89%	96,008	125,160	+30.36%	Steady increase of over 60 participation is due to continuous programme reviews, marketing and profile in the community to demonstrate the activities facilities on offer. AS well as new developments of classes targeting this age group.
No. of Leisure Centre user visits - Children (under 16)	219,752	193,312	-12.03%	91,678	101,602	+10.82%	311,430	294,914	-5.30%	A4T has experienced a slight decrease due to changes in the ICT systems used across the sites as well as an updated school swimming timetable from Nottinghamshire County Council. This has meant that the sessions are consolidated and reduced number of schools participating in the school swimming service. In addition, after some investigation, the 16/17 figures for parent/assist had been inputted into junior participation at the 2:1 ratio. This was subsequently amended in 17/18 so now reflects true participation of under 16's. Membership levels have increased with more course places created to increase capacity to meet the growing demand. New software packages have been introduced in 2017 to enable instructors to monitor progress of children's courses as well as providing an online portal for parents/guardians to login and see their achievements within the set criteria. This is a stand alone system. SLCT were delayed in introducing the new software therefore their under 16 data has not experienced a decrease.
Live Leisure Centre Membership base (adults)	6,192	6,276	+1.36%	2,091	2,253	+7.75%	8,283	8,529	+2.97%	Increases across all sites in the adult membership demonstrating the ongoing marketing, retention and promotional campaigns to not only attract new customers but also retain existing. A series of retention related improvements have been introduced throughout the year which has improved retention rates across the sites.
Live Leisure Centre Membership base (children)	2,480	2,787	+12.38%	1,317	1,349	+2.43%	3,797	4,136	+8.93%	Large scale developments have taken place in the last year in A4T sites, despite the uncertainty in swimming provision in the west. provision was secured elsewhere to maintain membership levels. A new coaching team introduced at NSFC has improved quality and capacity of gymnastics and trampolining sessions.
No. of Leisure Centre user visits - Deprived areas	Figures not available split per company						40,837	35,142	-13.95%	Slight change in participation however work in planned to increase this through targeted work in Clipstone, Ollerton, Bilsthorpe and Newark.
No. of individuals referred to Active4Today from a health professional - Attended Session	248	203	-18.15%	41	50	+21.95%	289	253	-12.46%	Slight decrease in the number of referrals received has led to a reduction in the number of 'sign up' attendances to their first session. In addition, it's worth noting that the number of user visits for over 60's has increased through traditional marketing and referrals from healthcare professionals has not been required. Traditionally the majority of referrals have been from this age group. The total number of referrals received was 304 therefore showing a conversion rate to attending the first session being 83%.
No. of user visits on Sports Development programmes in deprived areas	Figures not available split per company						7,887	4,376	-44.52%	This programme has now ended due to the external funding. The sports development team has made many of the activities introduced through this external funding fully sustainable in community settings, including A4T sites. This user data will now transfer into the total user visits for the sites through the individuals becoming Active Card holders or members. The sports development team will continue to work in specific areas including Ollerton, Bilsthorpe, Clipstone, Blidworth and Newark to increase participation levels and ultimately into sustainable sports settings. New sessions established will be captured in this PI, but then ongoing participation following the initial start up period with SD delivery will also transfer to the usage for the Company.

Summary of the annual Sports Development operations and delivery between 1st April 2017 and 31st March 2018**Sports Awards**

Active4Today Sports Development ran the annual District wide Sports Awards for the eleventh year during 2017 on behalf of the District Council, in partnership with Radio Newark. With over 40 nominations, the winners were selected by a panel consisting of a wide variety of councillors, teachers, coaches and journalists. The awards were a huge success once again and were received very well by all those involved in showcasing sport, within the district of Newark and Sherwood.

The awards were presented in the first week in December. Presentations were held at a variety of venues live on Radio Newark, with Councillors Jackson, Tift and Mison in attendance to award the prizes and certificates.

Tour of Britain

The Sports Development team were involved in the planning and delivery of Stage 4 of the OVO Tour of Britain during September 2017. The event provided an opportunity to promote and raise the profile of cycling across the district. Staff were involved in recruiting and briefing the volunteer marshals both for the Newark section and liaised with parish councils to support the communities, ensuring the remote parts of the route were safe and decorated with bunting and yellow bikes! The sports development staff were also involved in the co-ordination of groups, the erection of safety barriers and the liaison with the public in key of the course.

In addition to the main event, Active4Today worked together with key partners including local clubs and British Cycling, to deliver a series of 15 events whereby around 300 riders took part in the Newark and Sherwood Festival of Cycling. Events ranged from mountain bike trails to road based, beginner sessions to competitive races. These took place across the district and it is hoped that this will become an annual festival which will continue to raise the profile of cycling and wider sport in Newark and Sherwood.

Sports Forums

Newark and Sherwood Sports Council, Southwell Sports Forum and Ollerton and Boughton Sports Forum continue to have an active voice within their respective communities. Meetings, focussed around key themes such as facilities, volunteer recruitment and funding has been arranged, with local clubs attending.

Active4Today worked alongside other local authorities, namely Bassetlaw, Mansfield and Ashfield, to coordinate a North Nottinghamshire coach education programme. Sports clubs require multiple, trained volunteers in safeguarding and first aid to maintain basic standards of quality across all sports within the community. This collaborative approach to training across borders, is a result of the excellent relationships developed by the sports development team and the trust that has been built up within the other LAs. Central venues, shared costs and improved advertising

through social media and digital technology, has assisted in making these sessions more cost effective and improved attendance significantly.

Workforce Pathway

The newly developed workforce pathway has been extremely successful for Active4Today with the VISPA and work experience programmes providing excellent introductions to the sports and leisure industry.

There have been 57 new volunteers recruited during the year, with 31 volunteers currently active in a placement. This has been further strengthened by partnerships developed with Magnus Academy, Dukeries Academy and Newark Academy, with A4T supporting the delivery of a Sports Leaders UK Level 1 qualification in the Autumn Term at Newark Academy, all demonstrating the commitment to training and employment.

Sports Grant Aid Scheme

The Council's sports grant aid scheme, administered by A4T, has continued to be popular with clubs in supporting their projects and these have included contributions towards open days, events, equipment and developing participation. In total, 9 applications were received, 7 were awarded a grant, with the total amount awarded being £8,307 towards a special project. There were 37 applications for up to 50% towards the cost of a coaching/officials' course, totalling £3,005 and 7 talented individuals representing at the required level were awarded a free access pass to the leisure centres for 1 year.

The grants panel meet 3 times per annum, with a final panel included in March if required. The Panel includes the Chair of the Leisure and Environment Committee, Councillor Roger Jackson, Vice Chair, Councillor Neill Mison and a representative from the opposition, Councillor Linda Tift. In addition, Councillor David Staples has attended as an observer. Officers from A4T and the Council present the applications and their recommendations based on the criteria in place. Grant information is provided to all clubs, individuals and organisations on the A4T and Council websites and officers meet regularly with clubs and forums to share successes and develop new applications, to increase the chance of an award.

Inclusion

Active4Today received over £10,000 external funding for delivery of sporting activities from other partners. One project included the delivery of activities in both curriculum time and after school to use sport as a vehicle to improve behaviour and attendance from Nottinghamshire County Council School Behaviour and Attendance Partnership. Schools have identified children who would most benefit from engagement in a 6 week programme to help those children who are on the brink of juvenile crime, anti-social behaviour and are generally finding school challenging. The concept is to encourage leadership skills, team work and other benefits sport brings including improving their mental health also.

A record number of disabled adults attended the Annual Disability Sports Day on Tuesday 29th August 2017. Activities on offer were archery, badminton, table tennis, circus skills and our traditional races and welly wanging. This is a fantastic event which builds on the existing activities provided on a weekly basis by A4T for these groups. It is also a social occasion for adults within day services and residential homes to meet friends old and new.

The organisation and delivery of the Annual Boccia Schools League came to a close during May 2017, with Coddington C of E Primary being crowned the winner. This league gives children with a disability both physical and learning, the opportunity to represent their school in sport which hugely boosts their confidence. This is a great example of providing an inclusive sporting activity in a primary school setting, which has been a role which the sports development team have supported for several years.

Throughout the year, there has been a series of in house training sessions for all staff within A4T covering basic disability awareness, dementia friends, the use of specialist equipment i.e. hoists and breast feeding friendly with support from District Council officers.

SAFE Project

The 3 year Sport England project SAFE (Sporting Activity for Everyone) ended on 31st December 2017 and provided activities in Blidworth, Boughton, Newark, and Ollerton. Throughout the 3 years there have been various sessions organised within Newark and Sherwood. A number of these sessions have continued beyond the project but participants have all been encouraged to take part in the existing leisure centre programmes. Over the 3 years there have been partnerships established with a variety of community groups and organisations to engage people in sport and physical activity, with the aim of changing their attitudes and behaviours around exercise behaviours, introducing physical activity, both in leisure centres and community settings, as well as in their home.

Exercise Development

Chair based exercise classes across the district and based both in community settings and at leisure centres, have been introduced throughout the year and have been well received, having a huge impact physically and mentally for local residents. The classes provide safe and effective gentle exercise for over 300 people per month. These classes are a great way to get adults exercising without the fear of falling as well as improved mobility function, strength training and social inclusion. The aim is to inspire exercise for everyone, those who may encounter barriers to traditional exercise methods or typical fitness environments or are have been inactive.

The chair based exercise classes delivered throughout the district are a great opportunity for both older people and those who may suffer from the any other medical condition which may limit them in some way. The classes are a great way to help improve balance, co-ordination, muscular strength and flexibility and the team have been working in the community to promote the physical benefits of these classes which now run at Dukeries, Newark and Blidworth. Not only for those who would benefit from gentle exercise, these sessions are a social activity and offer the perfect setting to meet new people and make new friends. The success of these classes has now ensured these are self-sustaining and will continue indefinitely.

Falls Prevention

The sports development team has been working closely with NCC Public Health colleagues to support the Falls Prevention pathway for older people. Training has been provided with two staff now trained to deliver 'Otago' a recognised and accredited course for fitness professionals enabling them to deliver an activity that will bridge the gap between low level chair based exercise and higher intensity aerobic activities. These sessions, co-ordinated by Everyone Health, have

begun across the County as part of a targeted referral pathway, with A4T being heavily involved to ensure N&S residents have the opportunity to take part.

GP Referrals

Active4Today has continued to develop further links with new GP surgeries and physiotherapists both at the hospitals and within the community. The current GP referral programme has been expanded to take in selected surgeries in both Mansfield and Nottingham. Referrals have also been received from Everyone Health who refers clients to each of the districts leisure centres and Southwell Leisure Centre. Everyone Health also hold their weight management sessions at the district's facilities, encouraging customers through the door, with the aim of building their confidence in using a leisure centre regularly.

There were 304 referrals received for all sites including Southwell Leisure Centre Trust with 253 joining the 12 week subsidised membership scheme.

There has been an increase in members attending the Cardiac Rehab classes across all sites, with referrals now being received from GP's as well as the Specialist Cardiac nurses at Kings Mill and Newark Hospitals.

The Strokeability sessions have been further developed with additional staff being training to deliver classes during the year. Classes now run at Dukeries, Blidworth and Newark, working in partnership with Nottinghamshire County Council who has funded the equipment and training. Individuals who are recovering from a stroke and other neurological conditions are supported with the opportunity to exercise and include refreshments after the sessions, enabling them to share their experiences with each other.

Additional Projects with Partners

The leisure centres are fast becoming a venue for other agencies to deliver their services out of, working together to offer the initial intervention from a health professional and then the continuation of physical activity within the fitness suites. A Chronic Back Pain group and Diabetes Awareness groups use the studio at Newark on a weekly basis, as well as a Smokefree Life worker attending all sites, supporting people to stop smoking. Everyone Health, the Nottinghamshire wide weight management scheme has continued to use Newark and started an additional session in March 2018 at the Dukeries Leisure Centre.

There have been a number of healthy lifestyles events held within schools, emphasising the importance of sport, physical activity and nutrition and the positive effects it can have on body and mind. The team have delivered fun activities demonstrating the link between physical activity and good mental health in children and young people, signposting them to the activities available in clubs, community settings and the leisure centres.

A community based class was established in Bilsthorpe with free transport provided from a local coach company, therefore giving those without transport the opportunity to attend and engage in physical activity. This session although started following funding received, is now fully financially sustainable with an external instructor delivery the activity.

LEISURE & ENVIRONMENT COMMITTEE

26 JUNE 2018

REVIEW OF LEISURE CENTRE PROVISION

1.0 Purpose of Report

1.1 To inform Committee Members of the progress made in considering the options available for improving and sustaining leisure centre provision in Sherwood. Members are asked to consider the contents of this report and the advice provided by the Councils Section 151 Officer in order to reach a decision on whether to progress this project, at this point in time. In addition, a recommendation is made to purchase land under delegated powers to enable opportunities for a leisure hub light model to be explored in the future.

2.0 Background Information

2.1 Newark and Sherwood District Council has made significant changes over recent years to the scope of its leisure centre services and in terms of how they are delivered.

2.2 The Council created a wholly-owned leisure company, Active4Today, in 2015, to deliver its leisure centre operations at the Grove Leisure Centre in Newark, Blidworth Community Leisure Centre and the Dukeries Leisure Centre in Ollerton. The Company also provides strategic management services to support the delivery of the Southwell Leisure Centre Trust.

2.3 In 2016, the Council opened the Newark Sports and Fitness Centre (NSFC) to replace the Grove, in recognition of the fact that the Grove was passed its useful life and was unable due to its limited size to cope with demand from customers. The changes have delivered significant savings, reducing the cost of the services from £1,271,365 in 2011/12 to £117,000 in 2017/18 – a reduction of 91%. The number of people partaking in physical activity has also improved. In terms of adults, the number of members was 2,562 in January 2016 and with the opening of NSFC in April 2016, the membership base increased to 4,302 in December 2017.

2.4 Officers were therefore tasked with undertaking a review of the options available to improve and sustain leisure centre provision in Sherwood.

3.0 Project Objectives

3.1 The aims of this review are aligned to those used when appraising options for leisure centre provision in Newark which led to the development of the NSFC:

- To undertake an options appraisal of leisure centre facilities in Sherwood, with the aim of increasing regular participation in exercise and provide encouragement for sporting participation
- Support the achievement of better health and wellbeing outcomes for the community, particularly but not exclusively in helping to tackle increasing levels of obesity
- Support recovery from illnesses and conditions which are life-threatening or are likely to reduce longevity, by providing appropriate opportunities to incorporate exercise in the recovery programmes

- Help overcome barriers to accessing leisure opportunities by providing welcoming, affordable and varied activities and facilities
- Further reduce the revenue costs of leisure, recognising the non-statutory nature of the service and the financial challenges that the Council continues to operate within.

4.0 Options

4.1 The options appraisal and market analysis (completed in February 2018) are attached at Appendix A & B. They take into consideration the wider strategic developments and master planning taking place in Ollerton and Boughton to address a range of needs. A separate report was considered by Members of this Committee on 20 March 2018, which provided an overview of these strategic projects.

The three options considered in the options appraisal attached are:

- **Option 1:** Stay the same - continue with fragmented offer in sherwood. This option has no financial implications and does not deliver the project objectives.
- **Option 2:** New Leisure Centre provision on land immediately in front of the Dukeries. The estimated total cost of building a new Leisure Centre is just over £13m. This is not considered to be affordable and does not provide the best value for money solution for the community.
- **Option 3:** Dukeries improvement scheme and pool hall new build, at an estimated cost of £7.9m.

5.0 Proposals

5.1 As concluded in the attached options appraisal, it is proposed that a detailed business case be developed for **Option 3: Dukeries improvement scheme and pool hall new build** to be brought back to Members, which will include detailed cost plans and architect drawings to RIBA stage D. Option 3 was considered to be the best of the three options as it would make best use of an existing asset owned by the Council providing fit for purpose dry side facilities, address circulation and car parking issues whilst also providing a new pool hall, with new fun elements and a soft play area for children.

5.2 Positive meetings have been held with partners who have an interest in the site; Notts County Council, the Dukeries Academy and Notts Fire and Rescue. All partners are supportive with what the Council would be looking to achieve through the proposed Option 3 and wider vision for improving outdoor sport and leisure facilities on the land in front of the Dukeries - to increase opportunities for engagement in physical activity, delivering associated health benefits.

5.3 Indeed, Notts County Council has agreed to transfer the land required to develop out Option 3 to the Council at nil cost and have provided a valuation for the Council to purchase the freehold of the additional large piece of land at 100k, subject to member/committee and secretary of state (see map in the Options Appraisal Appendices).

5.4 Given the scope for improving outdoor sport and leisure facilities and the additional benefits purchasing this land would bring to the Ollerton and Boughton Neighbourhood Study in progressing their preferred option (details of which are to be presented in a report to the Economic Regeneration Committee on 20 June 2018), it is recommended that this

land be purchased by the Council. This would provide some additional control over the development of the site in the future and a feasibility study could be carried out at a future point in time, to bring back to Members.

- 5.5. There is already a school, leisure centre, youth centre and multi-use games area on site. The development of outdoor facilities, such as green gyms for example, could compliment local provision and offer further opportunities to provide outreach work, particular to the two adjacent communities in need of such provision. This could be similar to the model being developed in Newark. Members will be aware that Newark has indoor facilities being provided by A4T at NSFC and outdoor facilities being provided by the YMCA.

6.0 Financial Appraisal

- 6.1 This project and initial feasibility costs of £60,000 were included within the Council’s revised Medium Term Financial Strategy, approved by Policy and Finance Committee on 29 June 2017, and has been included in the Council’s approved Capital Programme.
- 6.2 The cost of taking Option 3 onto the next phase is estimated to be around £250,000, which is included within the financial appraisal below:

Option 3: Dukeries Improvements scheme and pool hall new build

Capital Costs	
Construction costs	£5,715,461
Fee’s (including project management, design and planning fees, building condition, ecology/topographical surveys)	£805,740
Fixtures, Fittings and Equipment	£381,500
Project Contingency	£ 1,004,430
Total	£7,907,131
Costs incurred to date for feasibility (including cost of consultants and surveys)	£60,000
Demolition costs – Dukeries site	Nil
Land Purchase – gifted	Nil
Total	£7,967,131
NET Revenue	
Projected Growth – per annum	£74,570

- 6.3 The financial appraisal includes a large contingency provision due to the risks associated with opening up an existing building, which we would look to mitigate against through building conditions surveys etc. The Council’s capital programme is funded through a mixture of reserves and capital receipts supplemented by additional borrowing, if required.

- 6.4 In addition, the projected revenue growth forecasted by Active4Today on Option 3 if realised, would result in a £74,570 per annum increase in revenue income - to be recovered from a reduction in the management fee payable to Active4Today. In isolation, this is a low return on investment in financial terms and would not be realised for a couple of years. However, if this Option was taken forward to delivery it would contribute towards delivering a number of wider social, health and wellbeing benefits for residents, in line with the projects aims and wider master planning of the area.
- 6.5 It should be noted that Option 3 is also considerably cheaper than the new build option (Option 2) costing an additional £5m, which could be invested more prudently in line with the Council's Investment Strategy to generate a greater return on investment.

7.0 Equalities Implications

- 7.1 Equalities implications will be considered as part of further modelling and development of a detailed business case.

8.0 Section 151 Officer Financial Comments

- 8.1 As advised earlier in the report, the initial cost of £60,000 for carrying out the feasibility study was budgeted for and this amount has been expended to budget.
- 8.2 The cost of the next stage of developing a detailed business case for the proposed Option 3 is estimated at £250,000. This amount is programmed to be funded by transfer from the Council's Change Management Reserve to Capital Reserve and applied to this project.
- 8.3 The cost of delivering Option 3, as set out in the table in 6.2 above, is £7,967,131. The return from this investment by way of increase in income is £74,570, or less than 1%. Therefore, purely on an "invest to earn" basis (as set out in the Council's Commercialisation and Investment Plans) the project is not considered viable.
- 8.4 Prudential borrowing is not a funding option as the increased returns cannot service the debt.
- 8.5 The only funding route, therefore, would be to use the Council's capital and revenue reserves. At the date of writing this report, the Council's Useable Capital Reserves are £620,000 and the Council's Change Management Reserve, which has been established to fund service initiatives and capital schemes that generate a return of at least 6% (reference, the Council's Investment Plan) is £9.1m.
- 8.6 The total cost of delivering the enhancement to the current leisure centre and building a pool, i.e. Option 3, could, therefore, as a stand-alone project, if supported by Members, be funded from the Capital Receipts Reserve and the Change Management Reserve. This would, however, almost completely deplete the Council's combined reserves. This would not only severely limit the delivery of other projects but also mean a significant departure from the Council's approved Medium Term Financial Plan, Commercial Strategy and Investment Plan together with the business case for setting up the Council's development company; all of which plan for financial sustainability and independence by the year 2020/21. This, therefore, is not an option that the Council's s151 Officer can recommend.

8.7 Members could make the decision, instead to re-visit the development proposals as set out in Option 3, after delivery of the housing between the two communities of Ollerton and Boughton. The increase in New Homes Bonus, increase in Council Tax base and potential s106 could then be taken into consideration in putting together a possible funding package.

8.8 Again, Members could decide to support, in principle, the development of a “sports hub light” model, as set out in this report. Therefore, it is important to secure the purchase of the land from Nottinghamshire County Council as this will also facilitate the delivery of additional housing units and meet the requirements of the Neighbourhood Study and green open space. The **confirmed** value of this land purchase of £70,000 can be funded (assuming that Members will not support moving to a detailed business case for Option 3) from the £250,000 that has already been set aside from the Change Management Reserve to fund the detailed business case for Option 3. The purchase of the land at £70,000 is therefore considered to be a far more financially sustainable approach than spending £250,000 on a detailed business case, at this point in time.

9.0 **RECOMMENDATIONS that:**

- (a) the Committee considers the contents of the report and comments from the Council’s Section 151 Officer in order to reach a decision on whether Option 3 should be progressed at this time, incurring further costs to the Council of £250,000.
- (b) *depending on the decision reached on above;* recommend Policy and Finance Committee to approve appropriate land transactions with Nottinghamshire County Council and the Dukeries Academy under delegated powers to the Director – Customers, to support the development of sports hub light model linked to the Ollerton and Boughton Neighbourhood Study.

Background Papers

Nil

For further information please contact Leanne Monger, Business Manager – Housing and Safeguarding (Project Manager) on extension 5545 or Matthew Finch, Director – Customers (Project Director) on extension 5716.

Matthew Finch
Director – Customers

Options Appraisal – Leisure Centre Provision

February 2018

1.0 Purpose of report

This report examines the options available for leisure centre facilities in the West of Newark and Sherwood.

The report looks at the facilities in the West of the District compared to the facilities elsewhere in Newark and Sherwood, in terms of their location and the facilities mix at our leisure centre sites.

Further, as part of a the attached market analysis it looks at population masses in the West of the District and locations which have the largest number of potential customers within a 20-minute drive time (after which it has been shown that customers are not likely to travel to use a facility). It goes on to look at local population factors which influence a preferred location of leisure facilities, such as health indicators, sport England profiles and considers the wider strategic developments taking place in the West of the District.

A summary of the options and their feasibility are considered in this report as it is anticipated that a full business case will be developed for the preferred option identified in the conclusion – subject to approval by Members.

2.0 Background

A review of leisure centre facilities in the west was included within the Council’s revised Medium Term Financial Strategy, approved by Policy and Finance Committee on 29 June 2017.

A cross Council and Company Project Team was established in December 2017 led by Matthew Finch (Project Director) and Leanne Monger (Project Manager / member of the Council’s Commercials Project Development Team) and Andy Carolan from Active4Today (Senior User). The Council also engaged suitably qualified and experienced project managers Turner & Townsend Project Management Ltd through a competitive tender exercise to help deliver, in the first instance, a feasibility study into the options discussed in this report for delivering leisure centre facilities in the West.

The agreed aims of the project are to:

- Undertake an options appraisal of leisure centre facilities in the West of the District, with the aim of increasing regular participation in exercise and provide encouragement for sporting participation
- Support the achievement of better health and wellbeing outcomes for the community, particularly but not exclusively in helping to tackle increasing levels of obesity
- Support recovery from illnesses and conditions which are life-threatening or are likely to reduce longevity, by providing appropriate opportunities to incorporate exercise in the recovery programmes
- Help overcome barriers to accessing leisure opportunities by providing welcoming, affordable and varied activities and facilities
- Further reduce the revenue costs of leisure, recognising the non-statutory nature of the service and the financial challenges that the Council continues to operate within.
- Deliverables are items directly tied into the objectives and the scope of the project.

3.0 Current provision in Newark and Sherwood

Newark and Sherwood covers a large geographical area, representing one-third of Nottinghamshire. The population of Newark and Sherwood is 119,600 (LG Inform Plus) with the largest settlement in the West being in Ollerton and Boughton (10, 292).

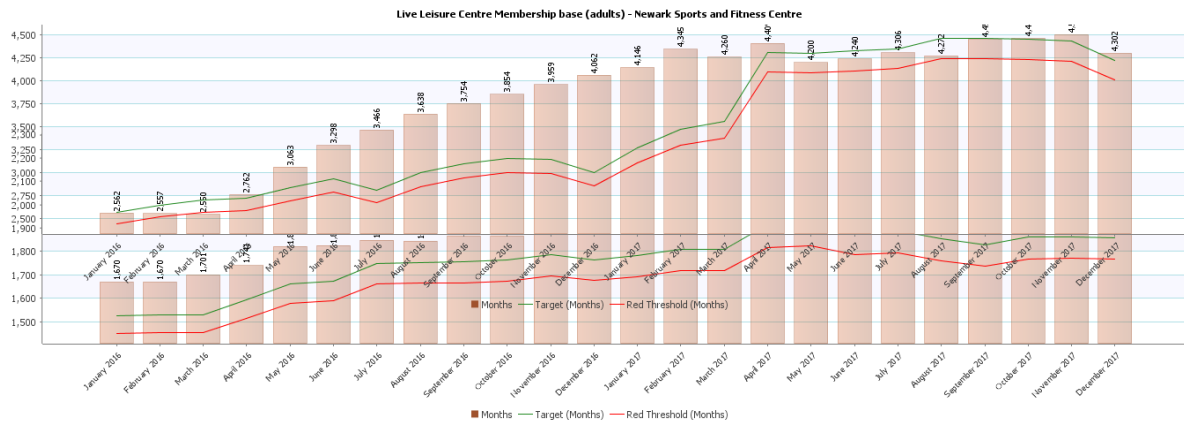
3.1 Newark

The Newark Sports and Fitness Centre (NSFC) opened in 2016 at a cost of £9.4-million. The Centre comprises a full facilities mix of wet and dry-side activities, including a six-lane 25 metre pool, a 20 metre learner pool, four court sports hall, 850 sq metre fitness suite, two dance studios and two squash courts.

In addition, the Council is facilitating exciting plans from the YMCA to deliver a range of outdoor sporting activities on land next to the NSFC, which will create an integrated indoor and outdoor sporting hub on a single site in the town.

The membership base has seen huge growth since the opening of NSFC and closure of the former Nottinghamshire Council owned facility, Grove Leisure Centre. This has been achieved through a number of projects and developments which have been implemented, including regular reviews of programmes, club bookings, pay and play activities, technology, capacity, workforce planning, staff training and introducing new activities.

In terms of adults, the number of members was 2,562 in January 2016, with the opening of NSFC in April 2016; the membership base has increased to 4,302 in December 2017.



In terms of the children’s offer, there has also been a steady increase in the membership base following the opening of the new facility.

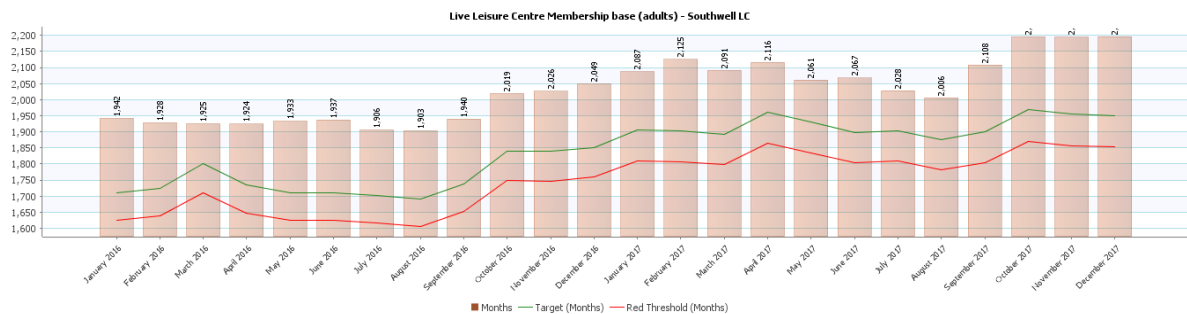
There are many other activities on offer for both adults and children in the Newark area and this includes participation within voluntary run sports clubs, other fitness and leisure providers, personal training academies, a cinema and the soon to be provided, outdoor sporting hub, which will be located on the site adjacent to the NSFC and offer an extensive range of outdoor sporting provision. The major strength of NSFC, is the combined wet side and dry side provision and the breadth of sporting activities on offer for all ages within the family, which is not offered or provided by other operator within the town.

Both children and adult membership bases appear to be at a plateauing now, following the exponential growth which was experienced within the first 12 months of operation at the NSFC. Currently there is very little movement month on month, however, it is anticipated 2018 data will start to see the seasonal trends of participation in the industry.

3.2 Southwell

Within Southwell, the leisure centre is run by a board of Trustees with support from Active4Today and Newark and Sherwood District Council. The leisure centre comprises of a full facilities mix of wet and dry-side facilities, including a 25 metre pool, a learner pool, four court indoor sports hall, fitness suite, dance studios and squash courts; the centre also has a 5-a-side, 3G multi-use games area (MUGA) adjacent to the leisure centre. The centre began its life in 1965 as a swimming pool only and over the years has seen substantial investment from both the Trustees and the Council, culminating in the impressive facility which exists today. Since 2004, approximately £2m capital investment has been made into this facility.

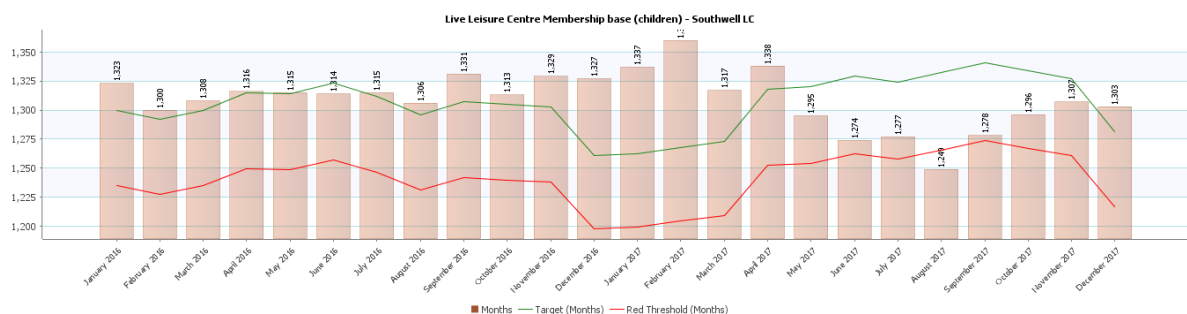
The centre receives services from A4T to support both the adult and children’s membership base. Although a separate Charitable Trust, the offer to the customer in terms of direct debit memberships is the same as the offer within the NSDC owned/A4T operated sites, allowing customers to have one membership, which allows access to all of the four sites.



The adult membership base at Southwell has seen some growth in the last 24 months as demonstrated in the graph. Memberships rose from 1,942 members in January 2016, rising to 2,196 members in December 2017. The large investment which was made to the fitness equipment of over £200,000 has contributed to the membership increase, which has been seen in the latter months of 2016.

A number of other refurbishments have been completed in 2016/2017, which has included the squash courts and wet side family changing rooms.

The children’s membership has remained quite stable over the past 24 months, with peaks and troughs taking place during the traditional seasonal variances. Currently the membership stands above the predicted target (green line); however, membership has seen a net reduction of 20 members throughout the last 12 months period, from 1,323 members in December 2016 to 1,303 members at December 2017.



3.3 Provision in the West

The situation in the West of the District is more complex and currently fragmented. Until recently, the Council was able to offer customers in Ollerton a full facilities mix in the same location, as it does in Newark and supports in Southwell. However, our leisure facilities in the West are now split over three sites:

3.3.1 Ollerton

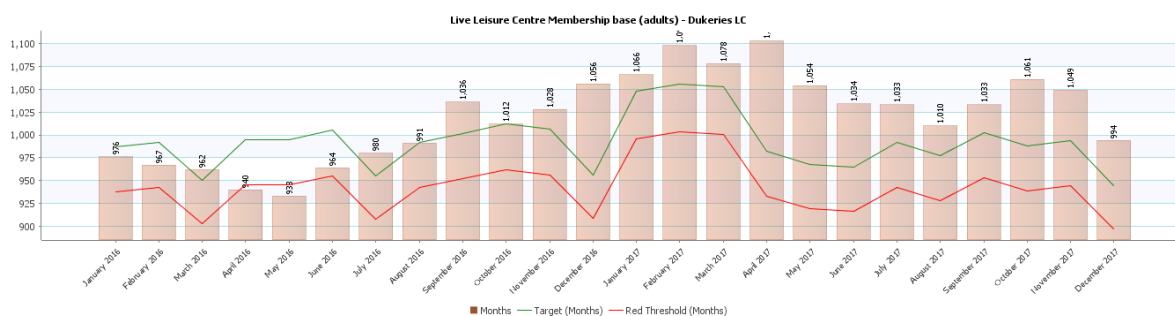
The Dukeries Leisure Centre comprises of a four court sports hall, fitness suite, dance studios, a squash court and, until recently, had a pool (hired through an arrangement with the neighbouring Dukeries Academy to enable members to participate in swimming).

The leisure centre, which was refurbished within the mid 1980's, has seen a steady and continuous investment into its repairs and renewals since this time, ensuring the fabric of the building remains in very good condition and the offer to the customer is of a very good standard. Recently investment into the facility has included; fitness suite refurbishment, office refurbishments and main hall refurbishment, to the value of approximately £100,000. In practice, the arrangement with the Academy over the pool hire was never completely ideal. The pool facility was very old (circa late 1960s) and lacked from adequate investment, resulting in a pool hall which did not provide a good environment for customers and was not accessible to all customers within the community. In addition, the pool was only available to customers outside of school hours and, because it sat in the physical footprint of the school, gave rise to security concerns and meant that customers who wished to use the gym before going for a swim, would have to change in the dry-side changing, move to the wet-side changing and change again before being able to swim.

In July 2017, this arrangement came to an end when the Trust which runs the Academy gave the Council limited notice that it would be closing the pool indefinitely.

Since that time, Active4Today have entered into an arrangement with the privately run South Forest Leisure Centre in Edwinstowe to hire its pool to be able to continue all swimming-based memberships and avoid a potential loss in members and revenue which could pass back to the Council by way of a request for an additional management fee.

The adult membership base at Dukeries began to experience a steady increase following investment in the fitness suite and the introduction of new equipment in June 2016, along with the other sites and the opening of NSFC. Since this point, the membership base has also achieved the budgeted target number to ensure income levels are maintained. In July 2017 the adult membership began to suffer slightly, which it is thought could be attributed to the closure of the Dukeries Academy pool.

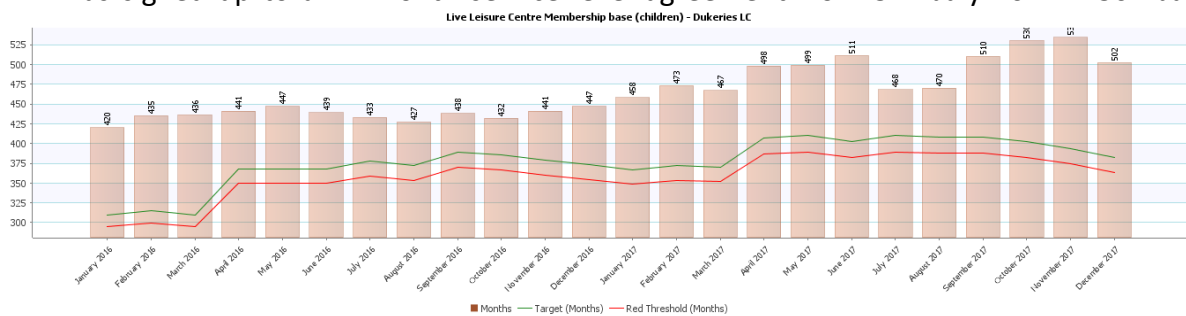


In comparison, the children’s membership saw a slight decline during July 2017 due to the closure of the academy pool; however, with some partnership working, and improvements made to the activity offer, the confidence of members is beginning to return and numbers are beginning to stabilise and slightly increase. In terms of the overall net effect, membership at the Dukeries is not experiencing growth like the other centres.

3.3.2 Edwinstowe

The South Forest complex, built late 1990 is owned privately and operates as a private business. The building is currently used as a community leisure centre with a freeform swimming pool, small gym, function rooms and restaurant.

A4T has signed up to a 12 month service level agreement from 31st July 2017 – 30th July



2018 with South Forest complex, based on the existing swimming lesson programme covering a set number of hours per week at key times. In addition, an agreement was reached to allow access for adult members to laned swimming on set days. This was accommodated for a set annual fee.

The current usage of South Forest is for approximately 400 children’s swimming lessons however as there is no front of house system in place there linked to membership base, we are unable to obtain usage data of swimming participation outside of lessons.

Feedback received since the relocation in the Summer, has been positive. A4T senior Management have worked with South Forest staff to improve cleanliness, viewing, shared equipment and marketing of the site, which has proved beneficial as anecdotally South Forest has seen an increase in secondary spend (catering/refreshments).

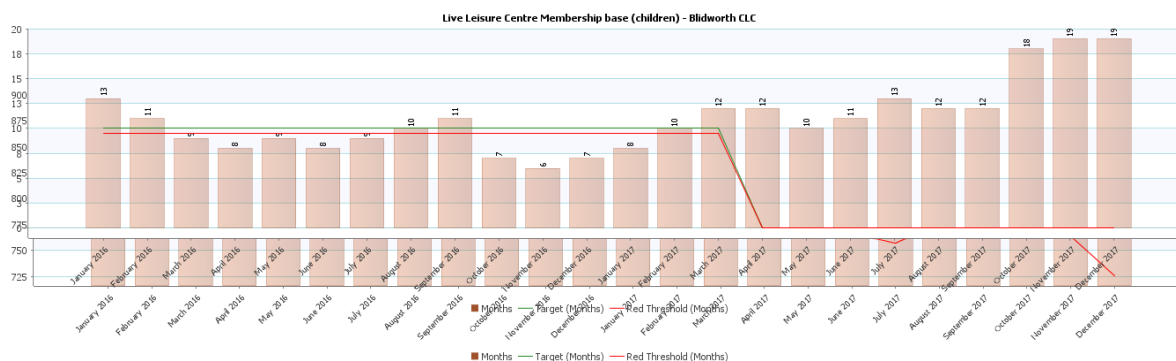
3.3.3 Blidworth

Within the West, the Council also provides Blidworth Leisure Centre. This centre is dry-side only facility, comprising a fitness suite and dance studios. The centre, which was originally a community centre was refurbished during 2008 to a value of approximately £900,000 and opened in January 2009, following the withdrawal from the Nottinghamshire County Council owned, Rainworth Leisure Centre.

With almost 900 members, it is the smallest of the Council-owned, A4T operated leisure centres within the District.

The offer at Blidworth targets the adult market with a ‘health club’ atmosphere, with very few junior or teenage users on a membership, as a result of the limited activities which take place at the facility. The current membership base in December 2017 was 858, experiencing seasonal peaks and dips from January 2016 where it was 817.

The junior usage at Blidworth is very low, with membership currently at 19 in December 2017. The membership data is monitored but it was agreed early in 2017 that no targets would be set for the forthcoming year.



4.0 Options Appraisal

The Project Team believe there are three broad options to appraise and have explored the feasibility of and potential for taking forward to delivery:

- **Option 1:** Stay the same and do nothing.
- **Option 2:** Provide a new Leisure Centre – on the land immediately in front of Dukeries site
- **Option 3:** Dukeries improvement scheme and pool hall new build

Each of these options will now be considered separately.

Some high level considerations were given to the potential opportunities offered through the partnership with South Forest. However, as evidenced in the market analysis, Edwinstowe is not considered to be the appropriate ‘place’ for investing in the development of Council owned leisure centre facilities given the needs identified. It is therefore proposed that the Council and A4T should continue to look at positive ways to work in partnership with South Forest separately to this project.

4.1 Option 1: Stay the Same.

This option would effectively mean that the current fragmented offer across the three sites at the Dukeries Ollerton, South Forest, Edwinstowe and Blidworth would remain the same

and that there would be no capital or revenue investment in leisure facilities in the West of the District.

SWOT Analysis

<p>Strengths</p> <p>Requires no capital investment No significant revenue loss Maintains current offer</p>	<p>Weaknesses</p> <p>Fragmented offer unequal to other facilities in the district No growth in membership and revenue Does not adequately address demand for swimming (market appraisal) Doesn't achieve project aims</p>
<p>Opportunities</p> <p>To increase sports development offer (requires additional revenue)</p>	<p>Threats</p> <p>Decline of membership/revenue Not tackling wider health objectives South Forest lease uncertainty</p>

Under this option, maintaining the current offer would mean that future revenue growth and improved social, health and wellbeing outcomes for residents would be uncertain. This option would not respond to the concerns coming out of the Ollerton and Boughton Study and wider master planning of the area, discussed in the market analysis.

4.2 Option 2: New Leisure Centre Provision

Turner & Townsend Project Management Ltd have provided project management support to understand the feasibility and cost of building a new leisure centre on land immediately in front of the current centre. The brief provided to Turner and Townsend included a centre which would comprise of a pool hall for a 25-metre pool, fitness suite, fitness studio, wet and dry change, spectator area, ancillary areas (office, meeting rooms), reception, plant room and circulation.

SWOT Analysis

<p>Strengths</p> <p>Provides a 'beacon' in the west of the district Likely to increase membership and subsequent revenue income Lift the community Address project aims Replacement of mixed use facility Supported by partners – NCC, the Academy, Notts Fire and Rescue</p>	<p>Weaknesses</p> <p>Requires significant capital investment Increased revenue (increased maintenance) Demolition of Dukeries asset</p>
<p>Opportunities</p>	<p>Threats</p>

<p>Greater awareness and pull for communities to engage in leisure opportunities Replicate the success of NSFC Compliments wider strategic developments taking place in the West of the District. Outdoor gym/sporting opportunities Re-invigorate Youth Centre Closer leisure facilities for academy pupils – especially for swimming lessons.</p>	<p>Potential loss and re-provision of car parking or sports pitches Possible land issues – County Council land on 125yr lease to the academy</p>
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Whilst this option would provide a ‘beacon in the west’, boost memberships and revenue growth, it would require significant capital which is considered unaffordable and demolition of the existing Dukeries site – which is a fit for purpose dry-side facility. There may also be challenges with land acquisition and conversations with Sport England would need to be progressed sensitively as they would be statutory consultee’s on any proposals.

Financial Appraisal - Option 1: New Leisure Centre

Capital Costs	
Construction costs	£10,137,365
Fee’s (including project management, design and planning fees)	£877,011
Fixtures, Fittings and Equipment	£545,000
Project Contingency	£ 1,165,938
Total	£12,725,314
Costs incurred to date for feasibility (including cost of consultants and surveys)	£60,000
Demolition costs – Dukeries site	£200,000
Land Purchase	£100,000
Total	13,085,314

Revenue	
Projected Growth – per annum	£120,649

4.3 Option 3: Dukeries improvement scheme and pool hall new build

Turner & Townsend Project Management Ltd also provided project management support to understand the feasibility of building a new pool hall and new central entrance onto the current facility. This would again be a 25-metre pool, potentially with a movable floor, and with changing facilities included. The most obvious space for such a facility would be on the current car park and consultants were also tasked with addressing, depending on the siting of the proposed pool hall, scope to look at an entrance which is more central and has a better spatial relationship to the facilities within the leisure centre and the new pool hall.

SWOT Analysis

<p>Strengths</p> <p>Provides a ‘beacon’ pool facility in the west of the district Likely to increase participation, membership and subsequent revenue income Lift the community Address project aims Replacement of mixed use facility Investment in existing asset Removes cost as a barrier – with increased costs incurred for members travelling to South Forest. Supported by partners – NCC, the Academy, Notts Fire and Rescue</p>	<p>Weaknesses</p> <p>Requires Capital Investment</p>
<p>Opportunities</p> <p>Greater awareness and pull for communities to engage in leisure opportunities Replicate the success of NSFC Compliments wider strategic developments taking place in the West of the District. Free from previous joint use restraints. Outdoor gym opportunities Re-invigorate Youth Centre Closer leisure facilities for academy pupils – especially for swimming lessons.</p>	<p>Threats</p> <p>Possible land issues – County Council land on 125yr lease to the academy</p>

This option is considered to have the same strengths and opportunities as the new leisure centre option but at a cost that is a more proportionate amount of capital funding. The proposed improvements would also make best use of an existing asset owned by the Council providing excellent dry side facilities; address circulation and car parking issues whilst also providing a new pool hall, with new fun elements and a soft play/party area for

children. Under this option it is also proposed that the facility at Blidworth remains as it is meeting a need in that community and is self-financing.

This option also provides an opportunity to achieve a wider vision for improving outdoor sporting and leisure facilities. Conversations with partners suggest there may be scope to consider further opportunities presented by the MUGA, Youth Centre and Green Gyms to deliver wider health benefits.

Financial Appraisal - Option 2: Dukeries Improvements scheme and pool hall new build

Capital Costs	
Construction costs	£5,715,461
Fee's (including project management, design and planning fees, building condition, ecology/topographical surveys)	£805,740
Fixtures, Fittings and Equipment	£381,500
Project Contingency	£ 1,004,430
Total	£7,907,131
Costs incurred to date for feasibility (including cost of consultants and surveys)	£60,000
Demolition costs – Dukeries site	Nil
Land Purchase – gifted	Nil
Total	£7,967,131

Revenue	
Projected Growth – per annum	£74,570

5.0 Conclusion and preferred option

Given that the market analysis concludes that:

- Ollerton & Boughton is the most suitable location for a leisure facility as it has the highest population mass, largest growth, highest indices of deprivation and lower life expectancy; and
- further determines that this leisure facility should remain at the current Dukeries Leisure Centre site, with swimming provision re-provided addressing concerns arising

from the Ollerton and Boughton study, making the case for a full facilities mix (of dryside and wetside facilities) under one roof.

It is concluded that **Option 3: Dukeries improvement scheme and pool hall new build** would address the findings in the market analysis and meet the aims of this review project set out in paragraph 2. Additionally conversations to develop a wider vision for improving outdoor sporting and leisure facilities could be progressed, complementing the master planning of the area.

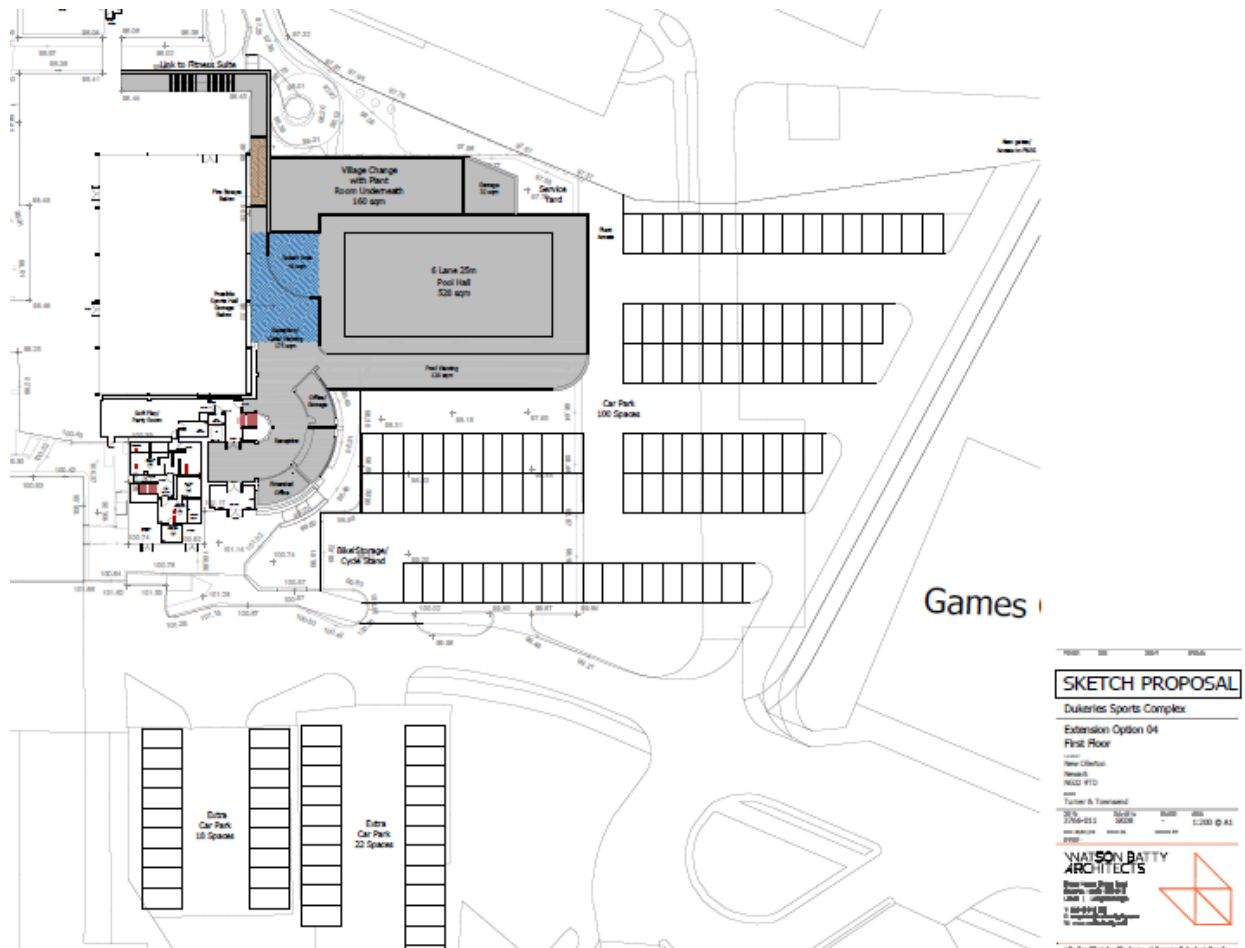
This option is also considered financially more proportionate to the new build option and would be making best use of an existing asset owned by the Council providing fit for purpose dry side facilities, address circulation and car parking issues whilst also providing a new pool hall, with new fun elements and a soft play area for children.

It should be noted that Option 3 is also considerably cheaper than the new build option (Option 2) costing an additional £5m, which could be invested more prudently in line with the Council's Commercial Strategy to generate a greater return on investment.

It is therefore recommended by the project team that a detailed business case be developed for Option 3: Dukeries improvement scheme and pool hall new build to be brought back to Members in Spring/Summer 2018, which will include detailed cost plans and architect drawings to RIBA stage D. If Members decided to take this option forward to delivery, practical completion is expected to be Spring/Summer 2020.

A feasibility layout drawing and map identifying the small piece of land the County Council has agreed to transfer to the Council at nil cost (subject to member and secretary of state approval) are provided as appendices.

Option 3 – Dukeries Improvement and pool hall new build - feasibility layout drawing.



Proposed land transaction/acquisition



Appendix B

Leisure Centre Provision in the West

'Desktop' Market Analysis

February 2018



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Introduction

This desk top market analysis supports the options appraisal of leisure centre facilities in the western areas of Newark and Sherwood. It considers population masses in the west of the district and identifies locations which have the largest number of potential customers within a 20-minute drive time (after which it has been shown that customers are not likely to travel to use a facility). The market analysis then reviews local population factors which influence a preferred location of leisure facilities, such as health indicators, Sport England profiles and considers the wider strategic developments and master planning taking place in the west of the district.

The west of the district comprises of seven wards (Bilsthorpe; Boughton; Edwinstowe and Clipstone; Farnsfield; Ollerton; Rainworth North and Rufford; and Rainworth South and Blidworth) and borders Ashfield; Bassetlaw and Mansfield. The western wards include several mining towns, villages and large areas of woodland, which form part of Sherwood Forest.

Population

The population of Newark and Sherwood is 119,600 (LG Inform Plus, 2015), with the areas in the west of the district accounting for 34% of the total population (approx. 40,862). The top five populous centres in the west are:

- Ollerton and Boughton: 10,292
- Rainworth: 6,674
- Edwinstowe: 5,207
- Clipstone: 4,674
- Blidworth: 4,473

Source: Population by Parish, LG Inform Plus, 2015

The population figures calculated by parish highlight that Ollerton and Boughton has the highest population mass in the west of the district. The population projection contained in the Boundary Review in 2012 indicates that the electorate is likely to increase by 6% by 2021 in the west of the district. It should be noted that this projection discounts residents who have not registered to vote, not entitled to vote, or are not of voting age. However, it does give an indication of the level of population growth in the area and provides a conservative estimate for the population of approximately 42,000 in the west of the district by 2021.

Housing Growth

The Council's Allocations & Development Management Development Plan Document (A&DM DPD) adopted in 2013 sets out allocations of land for new housing, employment and other development. In the west of the district, significant housing growth has been directed to this area:-

- Ollerton & Boughton is defined as a service centre and the Core Strategy directs 8% of the district's housing growth to this area. This equates to a need to provide 1133 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 487 new dwellings in Ollerton & Boughton.
- Clipstone is defined as a service centre and the Core Strategy directs 6% of the district's housing growth to this area. This equates to a need to provide 850 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 104 new dwellings in Clipstone.
- Rainworth is defined as a Service Centre and directs 3% of the district's housing growth to this area. This equates to a need to provide 425 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 247 new dwellings in Rainworth.
- Blidworth is defined as principal village and the Core Strategy directs 2.5% of the district's housing growth to this area. This equates to a need to provide 354 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 299 new dwellings in Blidworth.
- Edwinstowe was defined as a principle village in the Core Strategy which directs 2% of the district's housing growth to this area. This equates to a need to provide 283 dwellings in this settlement between 2006 and 2026. There is a residual requirement for the A&DM DPD to identify sites that are capable of delivering 121 new dwellings in Edwinstowe. In July 2017, Edwinstowe was redefined as a Service Centre, due to developments and growth due to take place in Thoresby.
- Farnsfield is defined as principal village and the Core Strategy directs 1% of the district's housing growth to this area. This equates to a need to provide 142 dwellings in this settlement between 2006 and 2026. There is however a residual requirement for the A&DM DPD to identify sites that are capable of delivering 105 new dwellings in Farnsfield.

The A&DM DPD has directed the largest proportion of housing growth in the western wards to the area of Ollerton and Boughton and this doesn't not include windfall sites. Ollerton & Boughton acts as a service centre to a large local population, both in the town and the surrounding area. Over the plan period it is anticipated that the town will see the provision of new housing, employment and associated facilities that will help regenerate the area and reinforce its role as the main centre within the area.

Health

In comparison to the national average, life expectancy in the west of the district is significantly lower compared to other areas in the district. In Ollerton specifically, life expectancy is 80.9 years for females and 77.6 years for males compared with 88.2 years for females in Muskham and 84.6 years in Sutton on Trent for males (LG Inform Plus, 2015).

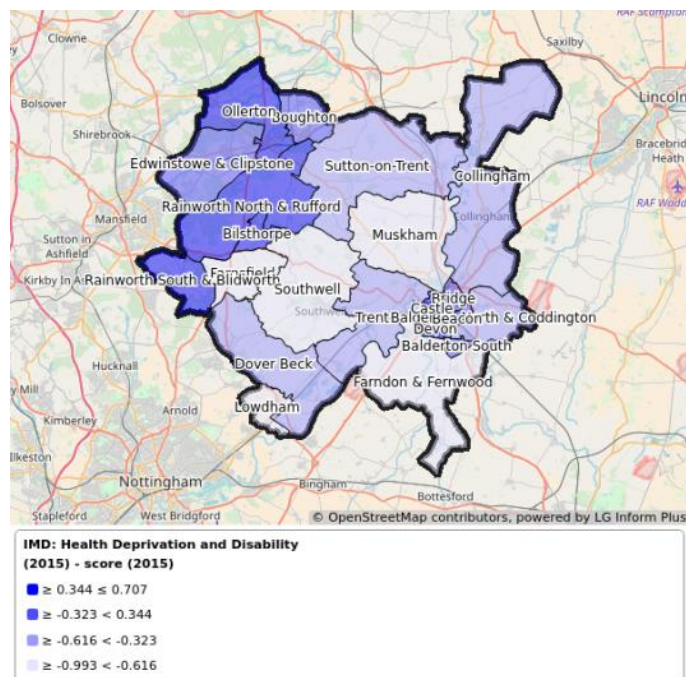
Approximately 20% of the population in the district lives with a long-term illness (e.g. diabetes). This is higher than the England average (18%) and is strongly correlated with the old mining communities in the north-west of the area. Rainworth South and Blidworth has the highest % of the population living with a long term illness or disability (27%), followed by Ollerton (25.9%), (LG Inform Plus, 2011).

Excessive weight in Adults indicates that 66.7% of Adults in the district were obese in 2015/16 compared to the national average of 61.3% nationally and 63.7% in the East Midlands (Public Health England, 2018). However in children, obesity rates are higher than the national average. 19.7 % of year 6 children (10 to 11 year olds) were classified as obese in Ollerton (LG Inform Plus, 2011) which is higher than the national average of 19%.

Deprivation

The district has 6 wards that rank the highest score for Indices of Multiple deprivation (IMD) Health deprivation and disability. Four are located in the west of the district:

- Ollerton 0.707
- Rainworth South & Blidworth 0.691
- Bilsthorpe 0.656
- Rainworth North & Rufford 0.344



Source: Indices of multiple deprivation, LG Inform Plus, 2015

Ollerton is ranking as the highest area for health deprivation and disability in the west with Rainworth South & Blidworth ranking second. Boughton; Edwinstowe & Clipstone and Farnsfield rank lower in the indices of multiple deprivation (IMD) Health deprivation and Disability.

The Nottinghamshire Joint Strategic Needs Assessment (JSNA): Child Poverty 2016 undertaken by Nottinghamshire County Council identifies 8 wards in Newark and Sherwood that are identified as target wards where child poverty levels exceed the national figure of 18%. In the west of the district, there are 4 areas that exceed this target for areas with high levels of child poverty:

- Boughton 31.0%
- Blidworth 23.5%
- Ollerton 20.9%
- Clipstone 20.2%

Edwinstowe, Rainworth and Farnsfield are areas that have lower levels of child poverty. In addition, the JSNA further identifies areas where over 30% of children live in poverty as hotspots, in the west of the district, Boughton Ward is identified as a hotspot (31%).

Transport and Connectivity

There are reasonable bus services throughout the West of the district, however for small villages buses tend to be infrequent. Most of the services are hourly and origins/destinations are the main towns of Newark, Mansfield, Retford and Nottingham, with the majority of services passing through Ollerton. Public transport from the North to the South of the western wards is difficult and would normally require two journeys, going via Southwell or Mansfield. There are no Motorways within the area; however there are three primary A roads which pass through the western wards:

- A614 travelling North to South
- A616 travelling East to west in the North
- A617 travelling East to west in the South of the area



Drive and Walk Times

Sport England recommends that a 20 minute drive time is the maximum time that individuals would be willing to spend travelling to access leisure facilities. The tables and maps below indicate the population and number of household’s within a 20 minute drive time and 8 minute walk time of the three leisure centres in the west where currently Council leisure facilities are provided (Dukeries Leisure Centre – dryside only; South Forest Leisure Complex – privately owned leisure complex where Active4Today has provided wetside provision since July 2016; Blidworth Leisure Centre– dryside only).

It is important to note that when reviewing this data, the population and households figures only include areas within the district, it does not include household or population data for areas that border the district, for example in Ollerton and Boughton, larger urban areas of Worksop and Retford would fall within a 20 minute drive time.

Dukeries Leisure Centre

Distance	Population	Households
8 minute walk time	3,621	1,417
20 minute drive time	46,715	19,182



Source: LG Inform Plus; Population (2015); Households (2011)

The current location of the Dukeries Leisure Centre indicates that all of the wards in the west and part of Sutton on Trent are within a 20 minute drive time. It also includes the largest population within an 8 minute walk time, which is important to help tackle

engagement of communities in need. It also encompasses approx. 47,000 of the population and approx. 19,000 households.

South Forest Leisure Complex (where wetside provision is currently provided)

Distance	Population	Households
8 minute walk time	973	442
20 minute drive time	40,862	16,758



Source: LG Inform Plus; Population (2015); Households (2011)

The location of South Forest Leisure Centre covers all of the wards in the west of the district but encompasses far fewer population and households particularly within walking distance. This is considered a barrier for some households who would not have access to transport and would benefit from a leisure centre within walking distance.

Blidworth Leisure Centre

Distance	Population	Households
8 minute walk time	1,303	525
20 minute drive time	32,069	12,821

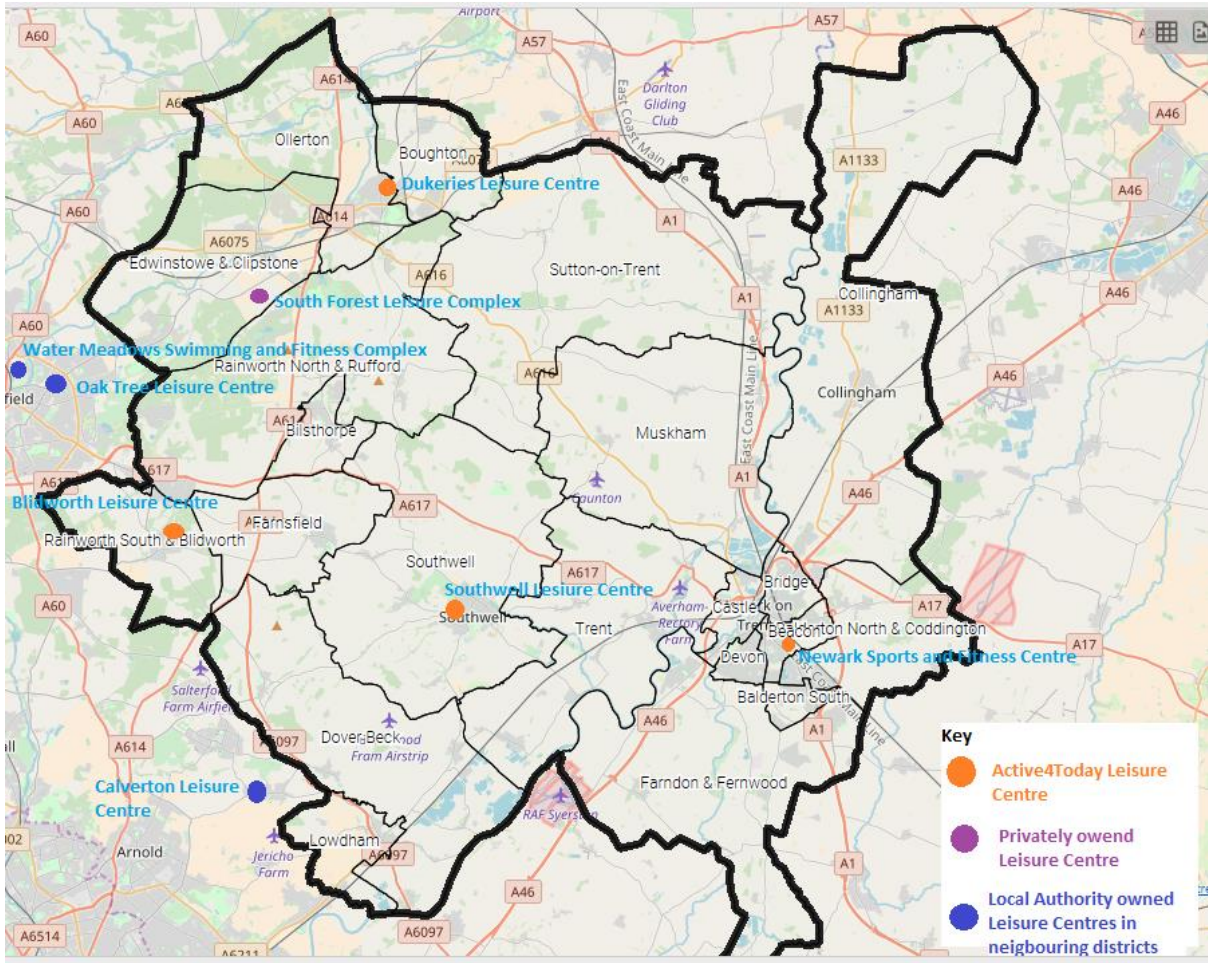


Source: LG Inform Plus; Population (2015); Households (2011)

The current location of Blidworth Leisure Centre does not cover the entire west of the district but it does include Dover Beck and Lowdham towards the South of the district. Blidworth Leisure Centre has the potential to reach approx. 32,000 of the population and approx. 13,000 households.

The tables and maps above indicate that the location of the Dukeries Leisure Centre in Ollerton and Boughton encompasses the largest population and number of households within an 8 minute walk time and a 20 minute drive time and therefore can reach the largest volume of residents for participation in sport and leisure. Whilst South Forest Leisure Complex also includes all of the western wards with a 20 minute drive time, it reaches slightly less households and population than the current Dukeries site.

There are also leisure facilities in neighbouring districts that would fall within a 20 minute drive time, where residents in our district could travel to. The nearest leisure facilities in the west of the district are indicated on the map below including leisure facilities in neighbouring districts.



Source: LG Inform Plus

As the map above indicates, Rainworth South and Blidworth; Rainworth North and Rufford and parts of Edwinstowe and Clipstone have local authority owned leisure centres within a 20 minute drive time that are located in neighbouring districts. It is also important to note that there a number of private providers offering leisure facilities in the west and in neighbouring towns.

Sport England Market Segmentation

Sport England (2014) identifies 19 ‘sporting’ market segments which includes profile types and their sporting habits. The most common profiles pertinent to the west of the district are typically for individuals aged between 16-64. The most popular participating sport which appears in the majority of the sport profiles is swimming which is indicated in the table below.

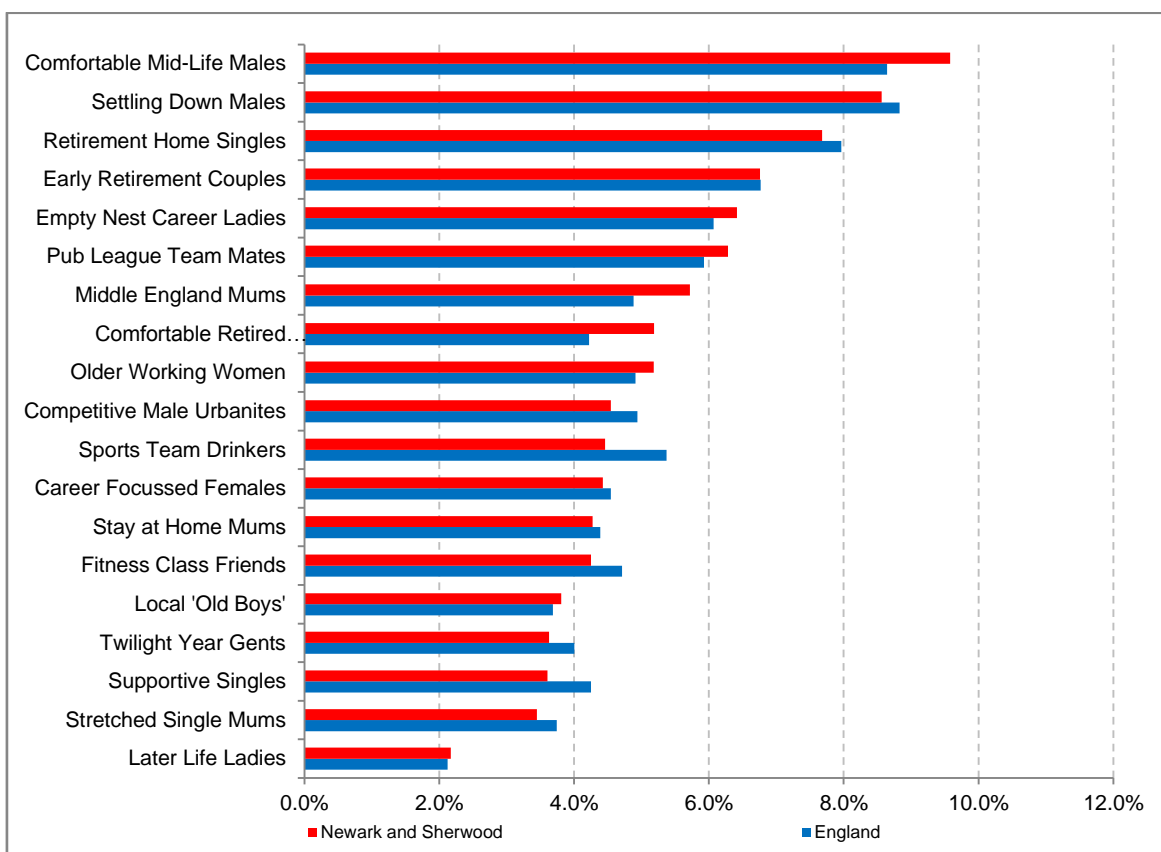
Name	Title	Description	Top three participating sports nationally
Ben	Competitive Male Urbanites	Male (aged 18-25), recent graduates, with a ‘work-hard, play-hard’ attitude. Most sporty of 19 segments.	Football (33%) Keep fit/gym (24%) Cycling (18%)
Jamie	Sports Team	Young blokes (aged 18-25) enjoying	Football (28%)

	Drinkers	football, pints and pool.	Keep fit/gym (22%) Athletics (12%)
Chloe	Fitness Class Friends	Young (aged 18-25) image-conscious females keeping fit and trim.	Keep fit/gym (28%) Swimming (24%) Athletics (14%)
Leanne	Supportive Singles	Young (aged 18-25) busy mums and their supportive college mates. Least active segment of her age group.	Keep fit/gym (23%) Swimming (18%) Athletics (9%)
Helena	Career Focused Females	Single professional women, enjoying life in the fast lane (aged 26-45).	Keep fit/gym (26%) Swimming (23%) Cycling (11%)
Tim	Settling Down Males	Sporty male professionals (aged 26-45), buying a house and settling down with partner.	Cycling (21%) Keep fit/gym (20%) Swimming (15%)
Alison	Stay at Home Mums	Mums with a comfortable, but busy, lifestyle (aged 36-45).	Keep fit/gym (27%) Swimming (25%) Cycling (12%)
Jackie	Middle England Mums	Mums (aged 36-45) juggling work, family and finance.	Keep fit/gym (27%) Swimming (20%) Cycling (9%)
Kev	Pub League Team Mates	Blokes (aged 36-45) who enjoy pub league games and watching live sport.	Keep fit/gym (14%) Football (12%) Cycling (11%)
Paula	Stretched Single Mums	Single mum (aged 26-45) with financial pressures, childcare issues and little time for pleasure.	Keep fit/gym (18%) Swimming (17%) Cycling (5%)
Philip	Comfortable Mid-Life Males	Mid-life professional (aged 46-55), sporty males with older children and more time for themselves.	Cycling (16%) Keep fit/gym (15%) Swimming (12%)
Elaine	Empty Nest Career Ladies	Mid-life professionals who have more time for themselves since their children left home (aged 46-55).	Keep fit/gym (21%) Swimming (18%) Cycling (7%)
Roger & Joy	Early Retirement Couples	Free-time couples nearing the end of their careers (aged 56-65).	Keep fit/gym (13%) Swimming (13%) Cycling (8%)
Brenda	Older Working Women	Middle aged ladies (aged 46-65), working to make ends meet.	Keep fit/gym (15%) Swimming (13%) Cycling (4%)
Terry	Local 'Old Boys'	Generally inactive older men (aged 56-65), low income and little provision for retirement.	Keep fit/gym (8%) Swimming (6%) Cycling (5%)
Norma	Later Life Ladies	Older ladies (aged 56-65), recently retired, with a basic income to enjoy their lifestyles.	Keep fit/gym (12%) Swimming (10%) Cycling (2%)
Ralph & Phyllis	Comfortable Retired	Retired couples (aged 66+), enjoying active and comfortable lifestyles.	Keep fit/gym (10%) Swimming (9%)

	Couples		Golf (7%)
Frank	Twilight Year Gents	Retired men (aged 66+) with some pension provision and limited sporting opportunities.	Golf (7%) Keep fit/gym (6%) Bowls (6%)
Elsie & Arnold	Retirement Home Singles	Retired singles or widowers (aged 66+), predominantly female, living in sheltered accommodation.	Keep fit/gym (10%) Swimming (7%) Bowls (3%)

Source: Market Segmentation, Sport England, 2014

The dominant market segments in Newark & Sherwood are identified in the bar chart below. Comfortable Mid-Life Males; Settling down males and Retirement Home Singles are the dominant profiles for the district. In addition, the dominant market segments nationally are also displayed as a means of comparison. For example, the segmentation profile for Newark & Sherwood indicates 'comfortable mid-life males' to be the largest segment of the adult population at 9.6%, compared to a national average of 8.6%.



Source: Dominant Market Segments (Sport England, 2014).

The three dominant profiles for the district indicate a range of top three nationally participating sports including swimming and keep fit/gym as popular sporting activities throughout all three profiles. Therefore, when considering leisure centre provision in the west, it would be sensible to have at least one centre that offered a full facility mix with both wetside and dryside provision.

Name	Title	Description	Top three participating sports nationally
Philip	Comfortable Mid-Life Males	Mid-life professional (aged 46-55), sporty males with older children and more time for themselves.	Cycling (16%) Keep fit/gym (15%) Swimming (12%)
Tim	Settling Down Males	Sporty male professionals (aged 26-45), buying a house and settling down with partner.	Cycling (21%) Keep fit/gym (20%) Swimming (15%)
Elsie & Arnold	Retirement Home Singles	Retired singles or widowers (aged 66+), predominantly female, living in sheltered accommodation.	Keep fit/gym (10%) Swimming (7%) Bowls (3%)

Strategic Developments

There are number of strategic developments progressing in the west of the district which are contributing to the development of the western wards. In particular, due to the needs of the area, Ollerton and Boughton has necessitated the need to progress a number of these strategic developments.

Ollerton and Boughton Neighbourhood Study

A comprehensive assessment of the Ollerton and Boughton area is currently being undertaken through a neighbourhood study. The neighbourhood study focuses on the socio-economic ('People') characteristics, the built environment ('Place') and the opportunities and challenges these bring. The intention is to create a locally driven document that provides all local stakeholders with a strategic and long-term plan to guide future decision making and investment requirements for this area.

'Planning for Real', who have undertaken the 'People' element of the neighbourhood study have prepared a draft People report which identified that the Dukeries Leisure Centre was under utilised from the surrounding housing estates and that the loss of the swimming pool from this site was a concern. Residents surveyed as part of the neighbourhood study expressed disappointment at the closure of the Swimming Pool and loss of swimming lessons for their children which meant travelling some distance and joining waiting lists. The draft People report suggests a long term high priority for the need for a new swimming pool at the Dukeries Leisure Centre.

The 'Place' element of the Ollerton and Boughton Neighbourhood study has been undertaken by urban designers URBED and surveyors AspinalVerdi who are considering options for a new housing development between the Hallam Road and Retford Road Estates. The draft report is attached as an **Appendix** and will be taken forward through a number of workshops.

One Public Estate (OPE)

The One Public Estate (OPE) programme is an established national programme delivered in partnership by the Cabinet Office Government Property Unit (GPU) and the Local Government Association (LGA). It provides practical and technical support and funding to councils to deliver ambitious property-focused programmes in collaboration with central government and other public sector partners. In the district, Ollerton and Boughton has secured funding from the OPE programme and work is underway to establish a unique public services 'hub' at the centre of the community, aims to improve health deprivation and will include co-location with the CCG. ARCADIS, the consultants are currently undertaking a feasibility study.

Community Sporting Infrastructure Improvements

The District Council have been working with Ollerton and Boughton Town Council to consolidate the sporting infrastructure at the Walesby Lane site and linking this to the Open Space proposals at Petersmith Drive. This will create a larger more flexible outdoor sporting space to increase opportunity for physical activity and associated health benefits. The District Council has been working with the Football Association and Football Foundation to secure monies for facility improvements and s106 monies has also been attributed to this project.

Other Strategic Drivers

Getting Active Together Nottinghamshire Strategy

Active Notts (formerly Sport Nottinghamshire) has been leading on the development of a Nottinghamshire and Nottingham City Physical Activity and Sport Strategy: - Getting Active Together Nottinghamshire. The strategy will be finalised in early 2018 following consultation on the final draft document. The strategy vision and priorities have been developed with a range of partners across the public, private, community and voluntary sector. The final draft vision for the strategy is:

“to make physical activity the norm for the people who live and work in our communities by ensuring everyone can easily take part, volunteer and engage in sport and activity as part of their everyday life”.

To achieve this vision, the draft strategy sets out the need to change the culture and system that exists for physical activity based on insight into the barriers and motivations of people that are the least active in our communities.

It is intended to refresh the Council’s Sports and Recreational Facilities Improvement Plan 2014-2017 and Sport and Physical Activity Development Plan 201-017, once the Nottinghamshire wide strategy has been finalised, linking into the Councils Strategic priorities.

Strategic Priorities

The Council has four Strategic Priorities for 2016-2020, and one of the priorities focuses on Healthiness. The Healthiness strategic priority defines the Council’s commitment to encourage and support wellbeing and healthier lifestyles of the communities within Newark and Sherwood. The two ambitions for this priority are:-

1. Increase participation in leisure and wellbeing activities in the district
2. Support health promotion and illness prevention activities in Newark and Sherwood

Conclusion

This market analysis draws conclusions throughout, around the future location of a leisure centre and the provision of this facility in the west of the district. When considering the location of a leisure facility, this market analysis determines that the most appropriate place would be in Ollerton and Boughton. Ollerton and Boughton has the highest population mass in the west, the largest housing growth (in the west), directed to this area, and has a number of strategic development progressing. Ollerton in particular, has the highest child obesity levels, highest indices of deprivation and a significantly lower life expectancy when compared with other parts of the district and nationally. The drive times data suggests that the highest proportion of the population and largest number of households that would have access to a reasonable drive time and walk time would be from the current Dukeries site in Ollerton and Boughton. Taking into account the map of the district and leisure facilities currently located within our district or neighbouring areas within a 20 minute drive time, Ollerton and Boughton would be the area that should retain a leisure facility in the vicinity, as there is currently not a nearby local authority owned facility in the vicinity.

When reviewing provision of leisure facilities in the west, this market analysis determines that a facility offering wetside provision is vital. As indicated by the Sport England market segmentation earlier in this analysis, swimming is one of the most popular activities for the sport profiles in the district. Currently, there is not a council owned leisure facility that offers swimming, therefore it would be important to provide wetside from a facility offering a full facility mix (dryside and wetside). The Ollerton and Boughton neighbourhood study determines that swimming provision should be re-provided at the current Dukeries site as it is a concern for local residents.

In conclusion, Ollerton and Bougton is the most suitable location for a leisure facility and this leisure provision should include a site with a full facility mix (dryside and wetside). Taking into account, the drive times which have been drawn from the current Dukeries site, which indicates the largest population mass would be from this current location and the comments from residents in the recent neighbourhood study, it would be sensible to determine that the leisure facility should remain at the current Dukeries Leisure Centre and that better use be made of this Council asset with the re-provision of swimming facilities with a fun element to help tackle engagement with communities.

Appendix Place Report – Ollerton & Boughton Neighbourhood Study



Place Report -
Ollerton and Boughto

LEISURE & ENVIRONMENT COMMITTEE
26 JUNE 2018

GARDEN WASTE – POSITION PAPER

1.0 Purpose of Report

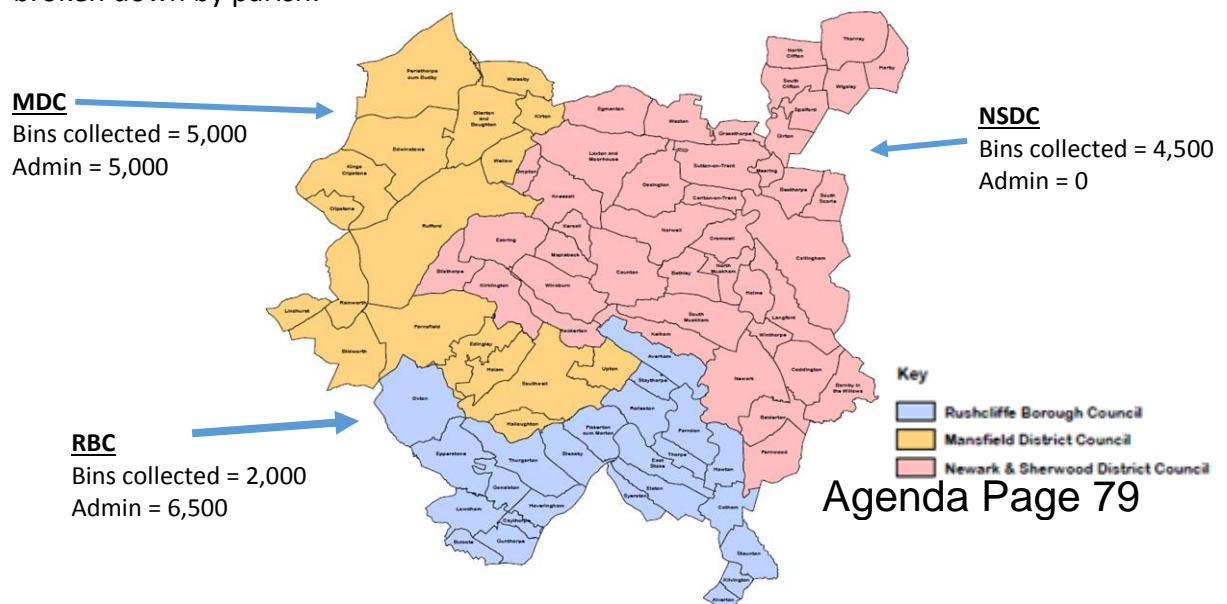
1.1 Members have requested a review of garden waste provision within the district. The proposals below are for early consideration to determine which options members would want to pursue. This would enable officer resource to be directed towards providing full business case information including financial modelling only for options members would consider.

2.0 Background Information

2.1 The current ‘as is’ arrangement is delivered in partnership with Rushcliffe Borough Council (RBC) and Mansfield District Council (MDC) and has been operating since 2014. A Memorandum of Understanding has been signed by the three local authorities to deliver the service across the district. The garden waste service currently has 11,500 garden waste customers and operates a mixed delivery approach within the district (see image below).

MDC	RBC	NSDC
<ul style="list-style-type: none"> • 5,000 bins collected • Administration for the 5,000 is provided by MDC • Customer expected to contact MDC customer services to register for service or report missed bin 	<ul style="list-style-type: none"> • 2,000 bins collected • Administration provided by RBC for 6,500 and includes the 4,500 collected by NSDC • Customer expected to contact RBC customer services to register for service or report missed bin 	<ul style="list-style-type: none"> • 4,500 bins collected • Administration for the 4,500 is provided by RBC • Customer expected to contact RBC customer services to register for service or report missed bin

The map below illustrates the garden waste service provision delivered in the district broken down by parish.



2.2 The cost of the garden waste collection for customers is now harmonised and all customers pay the same regardless of where they live within the district and which local authority collects their garden waste.

2.3 Given the rural nature of the district, the current arrangements provide an effective service with both MDC and RBC collecting in areas in close proximity to them by utilising their capacity. The 4,500 bins collected by NSDC provides an overall income of £4k per annum.

3.0 Proposals

3.1 An early proposal to improve customer experience and create additional income

When the garden waste service commenced in 2014, an arrangement was reached whereby RBC provided the administration for the 4,500 bins collected by NSDC. The service has now matured and NSDC can accommodate this within its current Customer Services team. This would mean that the current £6.80 paid to RBC per customer for administration would no longer be required. This administrative service could be provided by NSDC at no additional revenue cost.

There would be a small one off cost for the expansion of the current customer records management system (CRM) to accommodate the service. Moving to this option would result in an additional £30k income per annum as well as an improved customer experience.

A move towards unifying the administration of garden refuse with the collection authority would provide an enhanced customer experience by ensuring each customer has their waste collected by the same authority who provides their administration and information for the service.

However, it should be noted that if this option is pursued, RBC may decide that it needs to review the 2,000 bins that are both collected and administered within the Newark and Sherwood district. This is discussed further in 3.5.

3.2 Wider Considerations and risks

3.3 Members may wish to explore bringing all of the garden waste service within the district back in house. However, there are a number of implications that should be understood prior to officers working up a full and robust business case to detail this option. It should also be recognised that the continued 'as is' service provision may not be possible longer term.

3.4 NSDC bins currently collected and administered by MDC

There are approximately 5,000 bins collected and administered by MDC within Newark and Sherwood district. A memorandum of understanding has been signed for the next 12 months for the provision of this service, however, MDC have indicated that they may wish to alter or withdraw from this service in the future.

If MDC choose that they no longer wish to provide this service, members need to consider what provision, if any, they would consider appropriate. Should members wish NSDC to provide this service this could be accommodated.

Members should note that it would require significant capital investment in acquiring additional vehicles and ongoing revenue obligations in additional staffing resource. This option would need considerable more work to put definitive detail on both capital and revenue costs along with projection of ongoing cost vs income.

However, high level consideration indicates this option would result in revenue costs in excess of income. There would also be TUPE implications (and any associated pension strain) and further costs associated with bin ownership/transfer.

3.5 NSDC bins currently collected and administered by RBC

These are approximately 2,000 bins which are both collected and administered by RBC within Newark and Sherwood district. A memorandum of understanding has been signed for the next 12 months, should members approve the move of bringing the administration back in house detailed in 3.1 above, it should be noted that this could trigger a review by RBC and may result in them wishing to withdraw from the current collection arrangement.

If RBC choose that they no longer wish to provide the collection service, members need to consider what provision, if any they would consider appropriate. Should members wish NSDC to provide this service this could be accommodated.

Members should note that it would require capital investment in acquiring additional vehicles and ongoing revenue obligations in additional staffing resource. This option would need considerable more work to put definitive detail on both capital and revenue costs along with projection of ongoing cost vs income.

However, high level consideration indicates this option would result in revenue costs in excess of income. There would also be TUPE implications (and any associated pension strain) and further costs along with details of associated with bin ownership/transfer.

- 3.6 Members could decide to proactively bring all garden waste service in house. However, members should be aware to do this, it is likely to incur a significant cost. Costs would be based upon and estimated 3 additional vehicles and the resource to operate the vehicles. Early indications are that these costs would be in excess of any income received from customers paying for the garden waste service.
- 3.7 Members may not wish to incur this cost in proactively bringing the service in house but as detailed in 3.4 and 3.5 above there is a risk that either one or both RBC and MDC choose to no longer provide the service in which case members might wish to determine in this instance they would reactively bring the garden waste service in house.
- 3.8 Members could choose to continue with the provision as long as RBC and MDC wish to provide it and then cease the service rather than incur significant costs of bringing the service back in house.

4.0 Equalities Implications

4.1 There is no equality implications within this report, an equalities check list has been completed. A full EQIA will be completed as part of the business case for any options brought forward.

5.0 Impact on Budget/Policy Framework

5.1 There are no budget/policy implications in relation to this report. It is acknowledged that the next stage of the process in reviewing the garden waste service could have financial and policy implications and these will be considered in detail.

6.0 Recommendations that:

- (a) the Committee approve the proposal in 3.1 of this report and agree to transfer the administration back to an in house provision and for officers to give the associated notice required as part of the MOU;
- (b) the Committee consider if they would like officers to explore the full costs of proactively bringing all services in house on the current assumption that this could lead to a net revenue cost, or;
- (c) the Committee consider that should circumstances arise where either one or both Mansfield District Council and Rushcliffe Borough Council no longer wish to provide the service, then the garden waste service cease to be provided in that area(s) rather than incur a potential net cost to provide in house.

Reason for Recommendation(s)

To ensure that the work of officers in pursuing options is focused on options that members would consider appropriate.

Background Papers

Nil

For further information please contact Deborah Johnson Ext 5800

Matthew Finch
Director - Customers

LEISURE & ENVIRONMENT COMMITTEE

26 JUNE 2018

RECYCLING CONTAMINATION REDUCTION – MEMORANDUM OF UNDERSTANDING

1.0 Purpose of Report

1.1 To provide members with an overview of the Memorandum of Understanding proposed by the contamination working group and its planned implementation throughout the district.

2.0 Background Information

2.1 As members of the committee will be aware there has been an existing waste management partnership between Newark and Sherwood District Council, district and borough partners, Nottinghamshire County Council and their contractor Veolia since 2012.

2.2 Under the 2012 document it was agreed that the partners would exercise their waste management responsibilities jointly in order to:

- develop and implement sustainable waste management policies and practices to achieve best value for the people of Nottinghamshire and Nottingham City
- Establish a mutually beneficial framework for changes and development of waste collection and disposal services
- Minimise waste generation in Nottinghamshire and Nottingham City and manage waste in accordance with the waste hierarchy
- Maximise recycling and recovery levels from waste in order to meet or exceed European Union in United Kingdom targets as far as possible consistent with each party's capacity to fund those processes
- Maximise value and performance from waste management contracts to the mutual benefit of the parties involved and the people Nottinghamshire and Nottingham City

2.3 The disposal contract between Nottinghamshire County Council and Veolia is based on a specific set of materials which are delivered either directly to Veolia's Materials Recovery Facility (MRF) or moved there via a series of transfer stations which act as hubs for bulking up the material for transport.

2.4 The output quality of the material is vastly improved by the quality of the input i.e. if the correct materials are placed in the recycling bins presented for collection then the MRF is capable of separating the materials into individual streams (Paper, plastic etc.). If the recycling bins have items in them that cannot be recycled then they are difficult to separate and can contaminate the end product.

3.0 What is the problem?

3.1 The permitted contamination rate for materials entering the MRF is 5%. Across Nottinghamshire County we have seen contamination rates slowly rise in all council

areas. When the contract first started back in 2006 contamination rates were routinely below the 5% threshold; by 2017 the county average figures reached 13%.

3.2 Contamination is classed as any material that the MRF is not designed to process. This is due to the technical operation of the machinery and the problems that some materials can cause when mixed in with the ‘target’ materials. Information provided by Veolia illustrates the problem; Figure 1 illustrates the average contamination rate from April – December 2017 and Figure 2 provides a district breakdown.

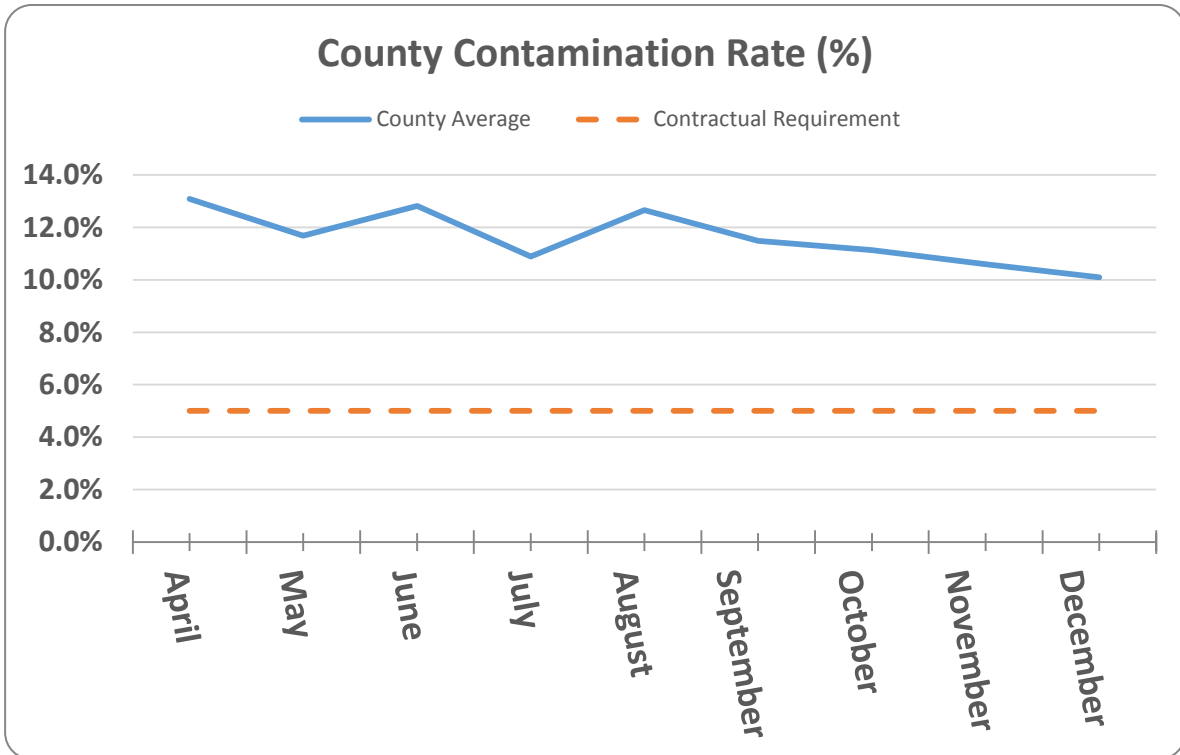


Figure 1

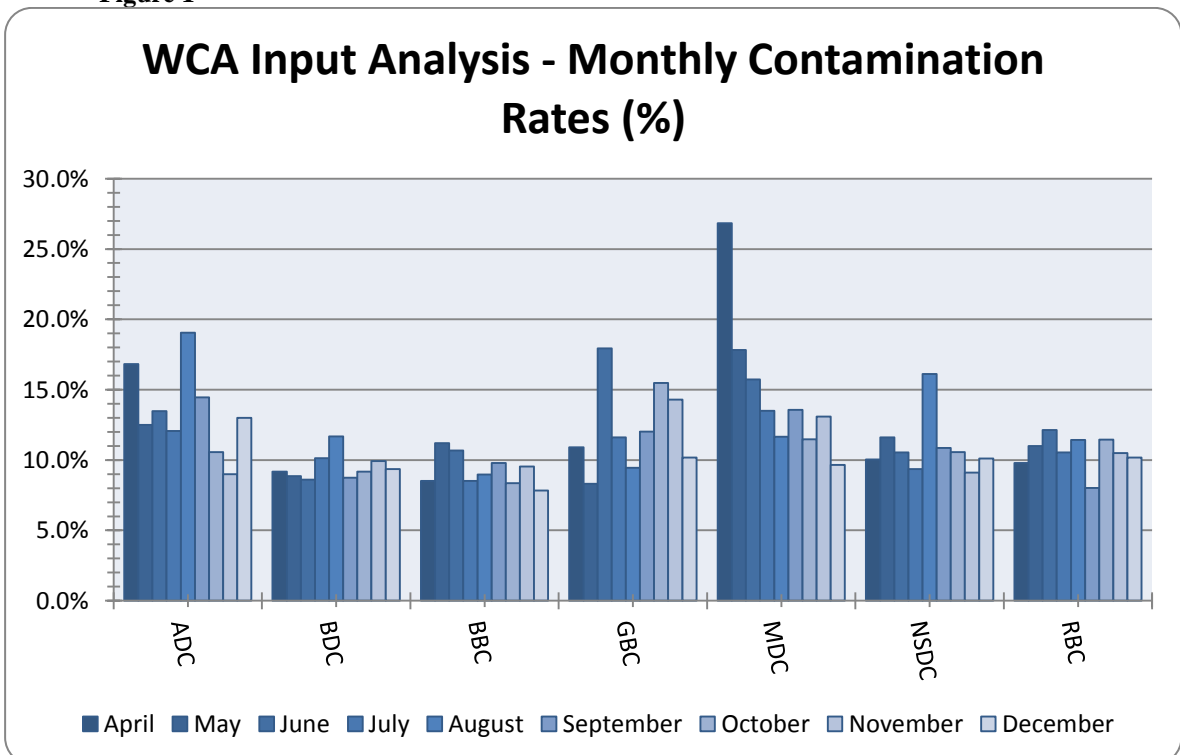


Figure 2

4.0 Refusals vs understanding

- 4.1 There is a distinction to be drawn between residents who refuse to recycle and those who endeavour to do their best but are often confused by what can and cannot be recycled. Veolia worked closely with two of the authorities experiencing the highest levels of contamination (Ashfield and Mansfield) and acted with officers and residents to work on key strategies for reducing contamination. The work they conducted has been fed back into a working group with the aim of rolling out improvements county wide.
- 4.2 Veolia has provided photographic evidence of the range of contamination issues they have identified. Food waste, glass, textiles and sanitary products are particularly problematic when they enter the MRF as they spread through the material streams and can contaminate entire loads. Shattered glass can cause particular problems for waste paper streams due to the damage it can cause in the paper milling process and sanitary and rotting food waste could ultimately end up in plastic or paper waste streams which are later intended for food use.





5.0 **Tackling the problem**

- 5.1 As a result of the rise in contamination Veolia have now begun to reject entire loads of recycling in an effort to try and improve the quality of materials. This will have an impact on recycling rates across the county.
- 5.2 In order to keep the number of rejected loads to a minimum a contamination working group was established to examine the issue and to offer solutions that can be implemented county wide.
- 5.3 The contamination working group has compiled a memorandum of understanding to provide the framework for future actions on contamination reduction and associated actions such as enforcement. Over time this should help reduce discrepancy across the county.
- 5.4 In addition to the memorandum of understanding Veolia has, with the assistance of the working group, created a suite of artwork which can be used by authorities to help tackle contamination and provide residents county-wide with accurate and easy to understand recycling information.
- 5.5 The Memorandum of understanding sets minimal obligations on each council but establishes a framework and agreed protocols that each individual council will work towards and implement as they see fit. These protocols are broadly in line with existing working practices for Newark and Sherwood.

6.0 **Implementation**

6.1 **Internal Training**

As part of our efforts to reduce contamination the waste management team will be performing some internal refresher training. Initially this will be focused within the business unit but we hope to expand this to include other interested teams such as communications and customer services.

We will be working with Veolia who have offered access to their training materials to devise the best plan. A 'drop in session' for people working in Castle House is also being considered.

Veolia have also offered further MRF tours for interested councillors and colleagues.

6.2 **Procedural changes**

The Memorandum of understanding will also lead to some procedural changes enabling us to shift our focus to serial offenders. The CRM system will be amended to ensure that all properties that contaminate their bin on more than one occasion receive a visit from an inspector. 'First time' transgressors will be sent recycling information and a covering letter offering to empty their contaminated bin alongside their residual waste collection. This will then provide them with a one off 'clean slate'.

6.3 **Communications**

As soon as the artwork is finalised the council will begin some social media promotion around the issues to help raise the recycling agenda.

A direct mail drop to every household with a recycling bin in the district (52,500 properties) is proposed containing:

- Two-sided recycling information card
- Are you bin smart sticker suitable for fixing to a recycling bin
- Covering letter from the Chairman of Leisure and Environment

7.0 **Future work**

7.1 A number of future work items are being considered by the contamination working group. These include a county wide recycling 'app' and a county wide website for residents who wish to know more about recycling.

7.2 Newark and Sherwood District council has been a long term supported of the county wide Schools Waste Action Club (SWAC). This team is provided by Nottinghamshire County Council supported by Veolia and conduct school visits around the county. We will continue to work with them and highlight areas of high contamination so that they can target local schools.

7.3 If funding for the support materials is approved all new and replacement recycling bins within the district will be issued with recycling information.

8.0 Budget implications

8.1 Signing of the Memorandum of understanding – No budget implications

- District Mail drop - £ 22,305.00
- Support materials (for new properties and contamination tags) - £6981.00

Combining printing costs will bring this to **£28,301.00**

- New contaminated bin tags - **£1,232.00**

Total: £29,533.00

8.2 If the recommendations are approved, then the cost of the proposals will be funded from in-year underspends.

9.0 Equalities Implications

9.1 The issue of issuing this material in accessible formats and alternative languages will be raised with the Contamination working group.

10.0 RECOMMENDATIONS that:

- (a) the Memorandum of understanding be approved;
- (b) the Committee approve funding for the district wide mail drop and the new suite of support materials.

Reason for Recommendation(s)

**To assist residents in understanding what can and can't go in their recycling bin.
To work with our county partners to improve the quality of recycling across the district.**

Background Papers

Artwork provided by Veolia and Nottinghamshire County Council
Memorandum of Understanding – Dry recyclables collections

For further information please contact Matt Adey on Ext 5253

Matthew Finch
Director - Customers



We have been unable to empty your recycling bin today because it contains items that we cannot recycle.
If collected it would mean our entire truck full of recyclables would be contaminated and have to go to waste, which we cannot do.

Only the following can go in your recycling bin:



Paper



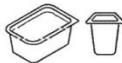
Card



Cans & tins



Plastic bottles



Yoghurt pots and margarine tubs

Please contact us on the details below for further assistance.

Are you Bin smart?



Right Waste



Right Bin



Bin Smart

Only these can go into your Recycling Bin. Please remember your recyclable material should be clean, dry, empty and loose. Please **do not** put your recyclable items in plastic carrier bags.



Paper

- ✓ Newspapers
- ✓ Envelopes
- ✓ Magazines and catalogues
- ✓ Junk mail



Cardboard

- ✓ Cereal boxes
- ✓ Egg boxes
- ✓ Cardboard tubes



Tins and cans

- ✓ Food tins
- ✓ Drinks cans
- ✓ Aerosol cans



Plastics

- ✓ Drinks bottles (e.g. pop, squash, milk*)
- ✓ Shower gel and shampoo bottles*
- ✓ Cleaning product bottles*
- ✓ Yoghurt pots*
- ✓ Margarine tubs*



*Please take your lids off and put them in your general waste bin.



If in doubt - leave it out.





15%

of recyclable items in your general waste bin could be recycled.

Remember recycling is easy and not as time consuming as you may think. Just follow the simple guidelines on this leaflet and help protect and sustain the environment.

Top recycling tips

Take all **lids off** plastic bottles



Wash any food from items you put into your bin e.g. rinse out your food tins and milk bottles



Don't put recyclable items in plastic bags



Try separating your recycling and rubbish in the bathroom to make it easier when you take items out to the bins



Thank you for recycling

www.recyclefornottinghamshire.co.uk

Memorandum of Understanding

Between the following partners:-

Ashfield District Council
Bassetlaw District Council
Broxtowe Borough Council
Gedling Borough Council
Mansfield District Council
Newark & Sherwood District Council
Rushcliffe Borough Council
Nottinghamshire County Council
Veolia ES Nottinghamshire Ltd

This Memorandum of Understanding (MOU) is supplementary to the Nottinghamshire Waste Partnership Agreement and sets out the terms and understanding between all the above named partners to improve the quality of the co-mingled dry recyclables collected by the seven Waste Collection Authorities in Nottinghamshire.

Background

The Nottinghamshire PFI contract delivered a bespoke materials recovery facility in 2009 for Nottinghamshire County Council. This facility is designed to sort the following materials from kerbside collections:-

- Household newspaper and magazines
- Cardboard
- Plastic bottles, margarine tubs and yoghurt pots
- Food and drink cans and aerosols

The facility was designed to accept a waste stream that met the facility process requirements and was to contain less than 5% by weight of contaminants.

Since 2009 contamination levels have increased consistently each year reaching an average level of 12% in the most recent contract year to date.

Purpose

This MOU is a demonstration of commitment from all partners to deliver a single agreed protocol for the management of contaminated kerbside collections by all the Waste Collection Authorities in Nottinghamshire.

This protocol will be consistently applied by all Waste Collection Authorities and will be supported by all Officers and Elected Members.

The above goal will be accomplished by undertaking the following activities:

- A Contamination working group consisting of at least one representative from each partner authority will meet regularly and endeavour to implement an acceptable protocol for all Waste Collection Authorities.
- The contamination working group will meet monthly; Veolia will host the monthly meetings.
- The Waste Collection Authorities will take ownership of the localised implementation of the protocol.
- The Waste Collection Authorities will offer education to their residents and will endeavour to ensure that non-recyclable materials are not placed in the recycling bin.
- The Waste Collection Authorities will endeavour to educate their residents to transfer target recyclable materials from the residual waste container into the recycling container.
- Veolia will provide a suite of templates for communications materials (e.g. bin stickers, leaflet and bin tags) which may be utilised and distributed by the Waste Collection Authorities to ensure a consistent message to all residents within Nottinghamshire.

Reporting

A quarterly progress report will be presented to Joint Waste Management Committee and Joint Officer Board by the waste contamination working group.

Duration and Termination

The duration and termination arrangements for this supplementary MoU are as detailed in the Nottinghamshire Waste Partnership Agreement dated 17th April 2012

Countywide protocol

- Recycling bins will be checked by the collection crews before being emptied.
- Collection crews will not accept recycling side waste in bags.
- Collection crews will endeavour to reject any bins containing more than 5% contamination
- Contaminated bins will not be collected but will be tagged to identify that the bin does not contain only target recyclables. The tag will also show the relevant Waste Collection Authority contact details.
- Collection crews and/or residents will report contaminated bins so that the Waste Collection Authorities can engage and provide the 'Recycle for Nottinghamshire guide' which explains clearly the target recyclables which should be placed in the recycling bin.
- Waste Collection Authorities will permit one 'fresh start' collection which will be collected as residual waste.
- If a second contamination event occurs within a reasonable time frame the Waste Collection Authority will engage with the resident and endeavour to visit the property with a view to understanding the reason why a second contamination event has occurred. If a visit is not possible the Waste Collection Authority will utilise alternative methods to interact with the resident.
- Following this interaction a decision will be made on whether the recycling collection service should be withdrawn.
- If appropriate a section 46 notice will be issued to the resident.
- Veolia will continue with the programme of random sampling of loads - if contamination above 5% is found crews will be required to stay while the sampling takes place and the rejection procedure within the PFI Contract will then be followed.

LEISURE AND ENVIRONMENT COMMITTEE

26 JUNE 2018

UPDATE ON THE BETTER CARE FUND

1.0 Purpose of the Report

- 1.1 To update Members on the schemes that has been delivered from funding from the district's allocation of the Better Care Fund.

2.0 Background

- 2.1 The Care Act 2014 amended the NHS Act 2006 to provide the legislative basis for the Better Care Fund (BCF). It creates a local single pooled budget to incentivise the NHS and local government to work more closely together around people, placing their wellbeing as the focus of health and care services, and shifting resources into social care and community services for the benefit of the people, communities and health and care.
- 2.2 A specific element of the Better Care fund is allocated for the statutory delivery of Disabled Facilities Grants across the district. In circumstances where the DFG allocation is in excess of that required to meet the demand for DFGs the local authority is empowered to use the remaining allocation for 'wider social care capital projects'.
- 2.3 Members will recall that a number of projects were identified that fit the above definition. Each year the district is provided with a BCF allocation to meet its DFG obligations and any additional schemes. The allocations for the current year and previous two years are shown below.

2016-17	£803,805
2017-18	£874,962
2018-19	£946,838

3.0 Governance Arrangements for the BCF

- 3.1 The Better Car Fund Programme Board is chaired by the County Council and has the responsibility for the operational governance of the Better Care Fund. The Terms of reference of the Board are:

The purpose of the Better Care Fund (BCF) Programme Board is to provide system leadership to ensure delivery of the BCF plan to improve outcomes for the people of Nottinghamshire. The Programme Board reports to the Health and Wellbeing Board, with the main focus being upon delivery assurance and proactive performance management of the agreed County-wide plan. The Programme Board will also be instrumental in creating the evidence base and sharing best practice for successful integration leading to best possible outcomes for the population of Nottinghamshire within available resources.

- 3.2 All the district and boroughs are now represented on the Board. Each year the spending plans for the new financial years are agreed by the Board and are then recommended for approval by the Health and Wellbeing Board.
- 3.3 It should be noted that the BCF Programme Board does not only oversee the DFG element of the Better Care Fund but is responsible for the larger BCF allocation that is used for primary secondary and social care provision.
- 3.4 The funding allocated to each local authority is based on a complex formula taking into account various indices of need, disability, health care and population demographics. The allocations vary across the county and it is not always obvious how the allocations reflect the general makeup of the local populations.

4.0 **Delivery of Local Schemes**

The table below shows the three year funding allocated for these schemes. Members will note that some allocation from 2017/18 was underspent. This has been rolled forward into the 2018/19 financial year to support scheme that have now developed momentum and where expenditure is expected to grow.

		2016/17	2017/18	2018/19 allocation	Comments
Mandatory DFGs	Budget	£573,695	£729,503	£700,000	Demand has increased over the previous two years
	Spend	£529,491	£731,842		
Discretionary DFGs	Budget	£175,000	£154,810	£75,246	The range of options available have been increased as part on the integrated living model and demand is slowly growing.
	Spend	£20,189	£36,266		
Warm Homes on Prescription	Budget	£42,500*	£140,000 (includes £70K 2016/17 allocation)	£100,000	*In 2016/17, NSDC used Energy Company Redress Funding (accessed via a one-off LAEP bid to NEA) for WHOP energy efficiency capital measures so our 2016/17 BCF WHOP allocation was carried forward into 2017/18. A considerable amount of work has taken place to engage with health professionals to build sustainable referral pathways. The development of
	Spend	£41,102	£81,747		

					other referral schemes has also increased and demand is now growing. (£22K of commitments have already been made in 2018/19)
Handy Person Adaptation scheme	Budget	£30,511	£66,657	£66,592	The £12,373 underspend from 2017/18 is currently held by Nott's County Council (top-sliced from BCF)
	Spend	£30,511	£54,218		
Assistive Technology	Budget	£50,000	£50,000	£50,000	Annual bids are submitted to the BCF Board to invest in the procurement of assistive technology (lifelines) to support the Council's private sector lifeline programme managed by Newark & Sherwood Homes. The rental income from this goes into the general fund (2017/18 £53k)
	Spend	£50,000	50,000		
Accessible Homes	Budget	N/A	£118,000	£0.00	A bid was submitted and approved by the BCF Board to deliver improved accessibility standards to up to 6 of the new build units in the HRA development programme, with a focus on the bungalow provision.
	Spend		Rolled over to 2018/19	Spend will occur 2018/19	
Total Budget		654,470	1,258,970	946,838	
Total Spend		610,702	889,539		

- 4.1 The pooling of the previous DFG element and the social care elements that have now been passed to second tier authorities has allowed significantly increased the overall budget available. In 20115/16 the only allocation for the district was £469,695 and this was expected to be spent on DFGs. The increased allocations have allowed for the development of new schemes and have also facilitated the development of a Housing and Health Integrated Independent Living Model which brings together a number of housing

functions, undertaken by NSDC to enable more effective delivery of a range of interventions to provide healthy homes. The following section sets out the range of schemes available within the integrated model framework.

4.2 Mandatory Disabled Facilities Grants

In 2008-09 the scope for use of DFG funding was widened to support any local authority expenditure incurred under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. The aim was to enable authorities to use specific DFG funding for wider purposes, which may be more appropriate for individuals than existing DFG arrangements allowed. Creating greater flexibility allowed the DFG to be used for associated purposes, such as moving home, where this was seen as a more appropriate solution, or funding could be pooled to purchase portable extensions which are suitable for re-use, through improved procurement models.

4.3 The authority has a duty to deliver the mandatory grants relating to applications for DFGs. There has been increasing demand for DG as the population ages and adult social care policy now seeks to provide more independence and facilitate wherever possible people remaining in their own homes if they can be adapted to meet the individual's needs. The spend in 2017/18 was over £200,000 more than the previous year.

4.4 In the past financial year 74 mandatory schemes were completed ranging from large complex adaptations including the provision of additional space (often downstairs bathrooms or sleeping accommodation) to more straightforward level access showers of stair lifts.

4.5 It is not anticipated that demand will significantly reduce in the current year. There is a £700,000 budget for this work in 2018/19 and there is potential for this to be supplemented from the discretion DFG budget if required.

4.6 Discretionary DFGs

Currently the maximum grant payable as a mandatory DFG is £30,000. A number of schemes each year require funding above this amount. These are normally large schemes for severely disabled clients that require extensive structural work to the property consisting for example of extensions to the accommodation or the installation of an internal vertical lift. A discretionary element of a maximum of £10,000 can be awarded for all grants exceeding the statutory maximum of £30,000. This provides a top-up assistance to mandatory DFG where the local authority takes the view that the amount of assistance available under DFG is insufficient to meet the needs of the disabled person and their family.

4.7 The mandatory DFG regime only allows work that is reasonable and appropriate to meet the client's needs to be grant funded. This can often result in adaptations being carried out to a property that is defective in other areas, such as poor insulation or in serious disrepair. This can result in a client having the adaptation completed to allow them to stay in their own home but in a home that in other ways does not meet their needs. Many DFG clients have limited mobility and therefore a cold damp house has a proportionally adverse impact on their health and wellbeing than a more able bodied mobile occupant. An Essential Works Grant in support of DFG clients is used to ensure that where a DFG is awarded the overall condition of the property is suitable for occupation by that client. The take up of these grants has been limited, although they were only introduced two years ago.

4.8 **Handy Person Adaptations Schemes**

The Handy Person Adaptation Service (HPAS) aims to provide the help and support people need to keep safe and secure in their home with low cost but high quality essential adaptations and small practical jobs.

4.9 The Service is available to Nottinghamshire residents aged 60 or over, or with a disability, and all work is carried out by professional traders who have been approved by NCC's Trading Standards officers. The jobs undertaken reduce the risk of falls or help vulnerable residents remain living independently and range from fitting hand rails and half steps to changing light bulbs, fitting door locks and putting up shelves and can include key safes if referred by a health professional. Often very small jobs such as fixing loose carpets or installing a hand rail can prevent a fall and avoid a lot of unnecessary distress as well as high costs to health and social care services.

4.10 The budget for this service is passed directly to the county council as they are responsible for delivering this service. The allocation is calculated as % split across all the districts and boroughs.

4.11 The delivery of the Handy person scheme has recently been subject to a procurement exercise. Newark and Sherwood Homes have been successful in obtaining the contract to deliver the installations, repairs and adaptations in both Bassetlaw and Newark and Sherwood.

4.12 **Warm Homes on Prescription**

Local authorities in Nottinghamshire, led by Newark & Sherwood District Council who host the Programme Manager, are working together with health partners, to deliver the Warm Homes on prescription project

4.13 GP Practices and Integrated Care Teams have been identified in each district/borough council and are contacting 'high risk' patients with long term conditions made worse by cold living conditions, particularly COPD and other respiratory diseases and those at risk of heart attack, stroke and falls.

4.14 Home visits are being undertaken to assess the energy efficiency of the home and whether the patient can afford to keep the house at a healthy temperature. A range of actions are then taken to achieve affordable warmth on behalf of the householder, including commissioning heating and insulation works and income maximisation (benefits checks and fuel switching) which will allow the resident to remain independent in their own homes.

4.15 **Assisted Technology**

The Council has operated a private sector lifeline facility for a number of years, managed by Newark & Sherwood Homes. This is where an assistive technology service (mainly provision of lifeline units) is offered to residents across the District outside of the HRA. This is an expanding service and each resident is charged for rental and monitoring, generating an income to both the HRA (NSH) and the GF.

4.16 Through the introduction of BCF and to meet its priorities, annual bids have been made into the programme to increase the capacity of this service, for which there is a growing demand.

4.17 The Council and Company meet to monitor this service, which has the potential for wider diversification to meet the health and wellbeing agenda and generate increased income.

4.18 **Accessible Homes**

Further to a successful bid into the BCF programme for £118,000 to deliver improved accessibility standards to up to 6 of our new build units in phase 1 of the HRA Development Programme, in consultation with the Company we have now identified 10 properties:

- California Road 1 bungalow
- Wolfit Avenue 2 bungalows
- Wolfit Avenue 1 bungalow
- Wolfit Avenue 2 bungalows
- Adj 67 Greenwood Crescent 1 bungalow
- Adj 31 Trinity Road 1 bungalow
- 102 Haywood Oaks Lane 2 ground floor flats

4.19 The Company are currently in a value engineering exercise with Woodheads to finalise the cost details with the intention to deliver level access / low access showers to each unit and level entry access where appropriate. The completion for these works is September 2018.

4.20 There is further opportunity through the BCF to deliver improved accessibility to future new build units being delivered through the HRA development programme, by Registered Providers and private developers.

5.0 **Schemes for Future Years**

5.1 An increase in spend on mandatory DFGs and the ongoing to commitment schemes such as the Warm Homes on Prescription does limit the opportunity to start to develop new schemes, particularly as there is no indication of any allocation figure for 2019-20. It has taken some considerable effort to build interest and engage the public to take up the grant available from some of the schemes so it is important that funding remains in place to support them.

5.2 It should be noted that the BCF monies are only available for capital schemes.

6.0 **Future Developments**

6.1 The government have announced a review of Disabled Facilities Grants. The Department of Health and Social Care has appointed the University of West of England to carry out an independent review of Disabled Facilities Grants (DFG) in England. The University will be working with Foundations, the Building Research Establishment, Ferret Information System and an experienced Occupational Therapist to look at both the operation of the grant and the wider delivery of home adaptations to support the independence of disabled people living in their own homes.

6.2 Despite increases to the annual DFG budget, demand for adaptations has always outstripped supply and this is set to continue as the population ages. The review will seek to ensure that home adaptation policy remains fit for purpose and that funds are being allocated as effectively as possible.

- 6.3 Topics to be explored include:
- How the DFG is used currently – who gets what and how it’s delivered;
 - How the DFG could change in the future – focussing on the means test, the £30,000 upper limit, the allocation formula and methods of delivery;
 - The link between adaptations and health and social care services, including timely discharge from hospital;
 - The changing aids and adaptations market – considering new innovations and technology, market development and supporting people who are not eligible for a DFG; and
 - The impact of Section 36 of the Equality Act 2010 on adaptations to communal areas.
- 6.4 It is anticipated that the review will report back later this year with evidence-based recommendations on how the grant could operate in the future.
- 6.5 In addition to the above reviews the Better Care Fund Programme Board have a work stream to examine whether there are opportunities to pool housing and social care themes to provide an integrated model of practical housing support and independent living. This is a model that has been adopted in Leicestershire and has had an impact on the provision of local services at a district level as the aim has been to provide community based hubs to provide housing support integrated with health and social care teams.
- 6.6 Although in its early stages in Nottinghamshire the development of this model will need to be carefully analysed to ensure that it does deliver benefits and that the impact on our own ability to continue to deliver local services are not damaged.

7.0 RECOMMENDATION

The Committee consider the contents of this report and support the continued delivery of Local Schemes.

Reasons for Recommendations

To provide information for members on the Better Care Fund.

Background Papers

Nil

For further information please contact Alan Batty -Business Manager – Environmental Health and Licensing on 655467.

Leanne Monger as Interim Director – Communities responsibilities
(Health and Wellbeing, Community, Arts and Sports Development)

LEISURE AND ENVIRONMENT COMMITTEE

26 JUNE 2018

THE USE OF FIXED PENALTY NOTICES AND ASSOCIATED PENALTIES RELATING TO ENVIRONMENTAL OFFENCES AND ANTISOCIAL BEHAVIOUR

1.0 Purpose of the Report

1.1 To present the revised schedule of Fixed Penalty Charges (FPN's), as introduced by Statutory Instrument on the 1st April 2018 and to consider the introduction of new penalty fees, where legislation allows Local Authorities discretion in setting the penalty amount and additionally for Members to consider the adoption of a policy on the use of FPN's to tackle Environmental Offences and Anti-social Behaviour (ASB).

2.0 Background

2.1 The Environmental Protection Act 1990 and The Dog (fouling of land) Act 1996 significantly extended the use of Fixed Penalty Notices by Local Authorities to tackle Enviro-crime and ASB. Many of the powers included in these Acts have since been revoked or amended. A fixed penalty notice is not a fine, it is different because it is a penalty which if accepted and paid by a person, who is found to have committed an offence it allows that person to discharge their liability for the offence and avoid further criminal action. An unpaid fine is not pursued as a debt, it is seen as a decision by the offender not to avoid liability and as a result further formal action will be taken. These actions can include Prosecution, Work in Default or applications for Court Orders.

2.2 The use of Fixed Penalty Notices is recognised in government guidance as being a valuable enforcement tool and over the last 10 years they have been adopted into a plethora of legislation. A revised national schedule of FPN penalties was introduced on the 1st April 2018 allowing Local Authorities certain discretion in settling local penalty charges. This has provided an opportunity to harmonise the use of FPN's across the council and to bring together and to adopt a published policy document, demonstrating how they will be used proportionately as part of a transparent and consistent approach to tackling ASB and Environmental Offences.

3.0 Introduction

3.1 Our Council Priorities include taking steps to provide a safe and clean place that our residents, business and visitors can enjoy. In addition to proactive provision of information, advice and educational campaigns, effective enforcement is also necessary to tackle irresponsible behaviour that has a detrimental effect on our district. The councils Enforcement Strategy ensures that a proportionate and professional approach is taken. However specific guidance has now been issued by DEFRA titled "Fixed Penalty Notices: Issuing and Enforcement by Councils". It required an Enforcement Strategy to be published that includes:

- Offences included in your FPN scheme
- How much you will fine people for each offence
- Details of early payment discounts
- How FPN's will be issued

- How you deal with juvenile offenders
- What you will do if they do not pay
- How to appeal
- How FPN receipts will be spent
- What record will be kept

The policy must specifically consider if young people will be offered Fixed Penalty Notices and if they are the Local Authority must consult partner agencies and prepare a detailed procedure to cover their use. The Enforcement Procedure covering all these points is attached as Appendix 1

3.2 The offences to be included in the enforcement scheme cover the following areas of Environmental Crime and Anti-Social behaviour.

- Fly Tipping
- Improper presentation of domestic and commercial waste
- Littering
- Public Space Protection orders for alcohol and dog control and low level ASB
- Breach of a Community Protection Order

3.3 The Table below shows the specific offences and sets out the new scale of potential charges when issuing a FPN. If a local authority does not agree a set of charges there are default amounts set out in the regulations. These are shown in column 1 of the table. The regulations then go on to set maximum and minimum amounts that a council can set as well as a maximum discounted amount for early payment of the penalty.

Offence	Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
Littering	£100	£50	£150	£50
Littering from vehicles	£100	£65	£150	£50
Public Space Protection Orders	£75	LA	£100	LA
Graffiti	£100	£50	£150	£50
Fly-posting	£100	£50	£150	£50
Unauthorised distribution of free literature on designated land	£100	£50	£150	£50
Community Protection Notice	£100	LA	£100	LA
Exposing vehicles for sale on a road	£100	£100	£100	£60
Abandoning a vehicle	£200	£200	£200	£120
Fly-tipping	£200	£150	£400	£120
Failure to produce a waste transfer note	£300	£300	£300	£180

Domestic waste receptacle offences	£60	£60	£80	£40
Industrial and commercial waste receptacle offences	£100	£75	£110	£60

4.0 **Proposals**

4.1 As set out above the Council is required to set its own level of FPN charges unless it is content to accept the default levels set in the table above. Officers from the Business Units responsible for these offences have been consulted and it is proposed that the level of charges for Fixed Penalty Notices be set out the figures included in the table below.

Offence	Proposed penalty	Early Payment	Enforced by:
Littering	£150	£75	Waste Management (WM)
Littering from vehicles	£150	£75	WM
Public Space Protection Orders	£75	£40	Environmental Health (EH), WM, police, park wardens
Graffiti	£150	£75	WM
Fly-posting	£150	£75	WM
Community Protection Notice	£100	£75	EH, WM, police, park wardens
Exposing vehicles for sale on a road	£80	£40	Planning
Abandoning a vehicle	£200	£120	WM
Fly-tipping	£400	£200	WM
Failure to produce a waste transfer note	£300	£150	WM
Domestic waste receptacle offences	£80	£40	WM
Industrial and commercial waste receptacle offences	£110	£75	WM

4.2 In the majority of cases the proposed fee is the maximum that can be charged.

4.3 It is further proposed that the draft procedure on the use of Fixed Penalty Notices set out in Appendix one to this report is adopted. With regards to young people it is proposed that restorative justice is used as an alternative to the issue of a Fixed Penalty Notices for people under the age of 18.

5.0 **Equalities Implications**

5.1 Young people have been considered separately and the Enforcement Policy provides for an appeal to the Business manager on grounds of public interest. This will provide protection to vulnerable people or people with a relevant protected characteristic, to be decided on a case by case basis. There are no other implications arising from these proposals.

6.0 Impact on Budget/Policy Framework

6.1 It is not anticipated that there will be any substantial income generated from the issue of fixed penalty notices. Local authorities are permitted to keep any income generated and are required to use the income generated in the functional areas from where it was generated.

7.0 RECOMMENDATIONS that:

- (a) the procedure on the use of Fixed Penalty Notices for Environmental Crime and ASB be adopted; and**
- (b) the fixed penalty penalties listed in paragraph 4.1 of the report be adopted.**

Reason for recommendation

To fulfil the council priority to provide a clean and safe District and to protect and enhance the environment of Newark and Sherwood.

Background papers

Statutory Instrument 2017 No. 1050 ENVIRONMENTAL PROTECTION, ENGLAND: The Environmental Offences (Fixed Penalties) (England) Regulations 2017

Fixed Penalty Notices: Issuing and Enforcement by Councils

Statutory Guidance for the Issuing of Fixed Penalty Notices by Enforcement Officers.

For further information please contact Alan Batty, Business Manager – Environmental Health and Licensing Business Tel: 655467.

Karen White
Director – Safety

Newark and Sherwood District Council's Policy and Procedure on the use of Fixed Penalty Notices to tackle Enviro-crime and Antisocial Behaviour.

This policy set out how the council responds to complaints of Enviro-crime and Antisocial Behaviour and how and when it uses Fixed Penalty Notices as an enforcement tools. It set out common principles that will be followed when-ever a complaint is being investigated to ensure that members of public, businesses and visitors receive a consistent level of service across the council.

It also follows Best Practice and Government Guidance by seeking to inform and educate the public of their legal obligations and to promote responsible behaviour that recognises and respects the rights of everyone to enjoy a clean and green environment, without being exposed to negative behaviour that has a detrimental effect on people's lives.

This policy follows Government Guidance and promotes the use of FPN's as best practice when tackling environmental crime and antisocial behaviour, because they can provide a proportionate intervention, allowing a perpetrator to avoid criminal proceedings by discharging liability through the payment of the penalty amount. This penalty charge is an alternative to lengthy & expensive court procedures. The policy sets out the following sets out the following:

- The offenses where FPN's will be offered
- Setting Penalty levels (where the LA is given discretion to fix the amount)
- The Issuing of FPN's to people under the age of 18
- Issue, Processing and Payment of FPN's
- Grounds for Appeal
- The Authorisation of Officers to issue FPN's
- Income from FPN's

Offenses where FPN's will be issued.

The Council has identified the use of Fixed Penalty Notices as an appropriate intervention for the following offences:

- Littering and littering from vehicles
- Graffiti
- Abandoned vehicles
- Fly tipping
- Waste transfer offences including failure to supply waste transfer notes
- Domestic waste offences
- Commercial waste offences

- Breaching a Public Space Protection Order, including dog and alcohol control
- Breaching a Community Protection Notice for low level A S B.

Setting Penalty Levels

The Penalty Notice Levels are approved by committee and shown below. They are reviewed every 3 years or as required by legislation

Offence	NSDC Penalty Statutory Max	Early Payment Locally decided Penalty	Default penalty For reference & information only
Enforced by Waste Management			
Fly-tipping: more than 1 black sac	£400	£200	£200
Failure to produce a waste transfer note	£300	£150	£300
Abandoning a vehicle	£200	£120 (Stat min)	£200
Littering from vehicles	£150	£75	£100
Industrial and commercial waste receptacle offences	£110	£75	£100
Graffiti	£150	£75	£100
Fly-posting	£150	£75	£100
Littering	£150	£75	£100
Domestic waste receptacle offences	£80	£40	£60
Enforced by Environmental Health, Waste Management, Rangers, Police			

Offence	NSDC Penalty Statutory Max	Early Payment Locally decided Penalty	Default penalty For reference & information only
Community Protection Notice	£100	£75	£100
Public Space Protection Orders	£80	£40	£75

DEFRA has issued specific guidance on the issuing and enforcement of fixed penalty notices by Councils and their Enforcement Officers; complaint investigation procedures adhere to this guidance.

Minimum Age for the service of a FPN.

Regard has been given to the issuing of the penalty notices to people under the age of 18 and it has been decided that a robust system of support and mentoring by partner agencies is preferable to the use of FPN. Where it is identified that a person under the age of 18 has committed a relevant offence, a referral will be made via the Safer Neighbourhood Team Policing lead officer to the Youth Offending Team.

How FPN's will be issued.

FPN's will be issued "face to face" by an Authorised Officer at the time of the offence or if further investigation is required they may be served following a case review. Where enforcement patrols are being carried out the officers will be identified as Council Employees. Officers will always present ID at the time of issuing a FPN. If an FPN is served following a case review the investigating officer will arrange for proper service either in person or by first class post. If served by first class post the FPN will become operable on the day of delivery. If a Fixed Penalty Notice is not paid the offender will be contacted in writing informing them that the Council is minded to take further action including prosecution with a request that they:

- Inform the council if they believe that they have paid the FPN
- Attend an interview (which may be under a PACE caution) to offer further information regarding the offence
- Lodge an appeal if they believe they have the grounds listed below.

When will a decision be made not to issue a FPN

A FPN is not a fine, it is an opportunity for the offender to discharge their liability for an offense. This means that they do not have to accept it. They do however have to provide their name and contact details to the witnessing officer. In a situation where an offender does not co-operate fully alternative enforcement action will be taken, including prosecution, injunctive action or work in default.

A FPN will only be served for a first time offense; repeat offenders or in the case of a serious incident that caused serious harm or distress a decision may be made by the Business manager or Assistant Business manager to, not offer of a FPN, as a way of discharging liability and to take formal action including prosecution, injunctive action or work in default instead, due to the seriousness of the crime.

Processing

All records will be kept in accordance with the requirements of GDPR and to ensure the continuity of evidence and in accordance with PACE. Operational procedures are reviewed as necessary by the relevant Business Manager.

Payment

Legislation requires that the issuing authority accept methods of prepayment as well as any other form of payment that the issuing authority may specify. Methods of payment are published on the Council web site as well as documented on the FPN when issued. The Councils Chief financial officer will provide evidence of non-payment to any court proceeding that may follow.

Appeals

Once served on an individual a FPN can only be appealed if a complaint is received in writing on the following grounds

- Reasonable excuse.
- Maladministration (the officer did not follow proper procedure).
- Public Interest.

The decision to cancel the FPN will be made upon consideration of all the facts by the Business Manager or Assistant Business Manager. The timescale for payment is suspended until a decision is made.

Officer Authorisations

Officers will be Authorised in accordance with the Councils Enforcement Policy. Officers will be trained in the area of enforcement that they carry out and assessed as competent by the relevant Business Manager before they carry out enforcement activities.

Income from FPN's

Statutory guidance will be followed when deciding how to spend any FPN income, however it will always be reinvested in the associated provision of information, advice and education.

Including Amendments from: Statutory Instrument 2017 No. 1050

ENVIRONMENTAL PROTECTION, ENGLAND

The Environmental Offences (Fixed Penalties) (England)

Regulations 2017

Offence	NSDC Penalty	Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
Littering		£100	£50	£150	£50
Littering from vehicles		£100	£65	£150	£50
Public Space Protection Orders		£75	LA	£100	LA
Graffiti		£100	£50	£150	£50
Fly-posting		£100	£50	£150	£50
Unauthorised distribution of free literature on designated land		£100	£50	£150	£50
Community Protection Notice		£100	LA	£100	LA
Nuisance parking		£100	£100	£100	£60
Abandoning a vehicle		£200	£200	£200	£120
Fly-tipping		£200	£150	£400	£120
Failure to produce a waste transfer note		£300	£300	£300	£180
Domestic waste receptacle offences		£60	£60	£80	£40

Offence	NSDC Penalty	Default penalty	Minimum full penalty	Maximum full penalty	Minimum discounted penalty
Industrial and commercial waste receptacle offences		£100	£75	£110	£60

LEISURE AND ENVIRONMENT COMMITTEE

26 JUNE 2018

HAWTONVILLE COMMUNITY CENTRE MANAGEMENT PROGRESS REPORT

1.0 Purpose of Report

1.1 To provide Members with an update report in respect of Hawtonville Community Centre and the progress being made following the transfer of the management of the Centre to Reach (a Local Charity supporting vulnerable adults in Newark and Sherwood) through the granting of a 3 year tenancy agreement.

2.0 Background Information

2.1 Leisure and Environment Committee agreed at its meeting on 15 February 2018 that:-

- the principle of Reach being granted a short term tenancy/agreement for the Centre, not exceeding three years, on the condition that community use as outlined in the report is protected;
- that the Director – Safety be given delegated authority in consultation with the Leisure & Environment Committee Chairman, Vice-Chairman and opposition spokesperson to progress negotiations with Reach and agree the terms of the tenancy or other agreement for its occupation of the Centre, including rental levels etc. and
- Officers work with Reach to develop a detailed business case and operating proposal for the Centre to demonstrate greater utilisation of the community resource which can then be presented to Members at a future meeting for further consideration, including how this might impact upon the overall management of the Centre by Newark and Sherwood Homes.

3.0 The Current Overview

3.1 Following this decision negotiations were progressed rapidly and Reach relocated its operation to the centre on 1st April 2018 and following a short transition period the service is now fully operational.

3.2 The ground floor of the centre is now occupied by Reach Monday to Friday typically from 8.30am to 4.30pm and community access is available from 5.00pm to 10.00pm during the week and at weekends. Following the successful transition a number of community groups have been retained as users of the centre, including the Dance School, Yoga and HYPE Youth Club. The latter is a voluntary session, established in partnership with Newark Christchurch, which provides an opportunity for young people from the community to access a safe and supportive place on a weekly basis free of charge which is run by volunteers recruited from the community.

3.3 An integral part of the lease/tenancy agreement requires Reach to manage the community use of the centre in addition to its own use and the presence of Reach staff on site on a daily basis and new signage promoting wider community use of the centre has already

started to generate occasional bookings for Children's parties and it is anticipated that this will increase over time as the community becomes aware of the centre's availability for hire.

- 3.4 Reach, as a charity, has also made applications to local grant making trusts and organisations for improvements to the centre and its programme and has already been successful in securing modest but useful grants which will enable upgrades refurbishment at the centre to improve the general ambience and functional offer that building provides users.
- 3.5 Through partnership working with Reach and other community groups and organisations it is anticipated that community use of the centre will be further developed to contribute to the achievement of the priorities and objectives outlined in the Hawtonville Neighbourhood Study and to demonstrate that this valuable community resource is well utilised by the community it serves.

4.0 Proposal

- 4.1 That Leisure and Environment Committee receive an update report at 6 monthly intervals on the activities and services delivered to the community through the Hawtonville Community Centre. The report will include information from Reach to provide insight in respect of its operation and contribution to the delivery of the priorities and objectives of the Hawtonville Neighbourhood Study.

5.0 Equalities Implications

- 5.1 The Devon Ward and Hawtonville area profile shows a relatively homogenous community (94% of residents were born in the UK) albeit with a significant distribution of ages, from a mean of 46 in the Bellmont Road/Bailey Close area compared to a mean age of 29 in the Staunton Road/Montgomery Road area.
- 5.2 Reach is an organisation that delivers services to a category of persons with protected characteristics and therefore an agreement to allow them to occupy the Centre would facilitate services being delivered to them.

6.0 Impact on Budget/Policy Framework

- 6.1 Day to day operational costs including NNDR, utilities, administration and cleaning staff, minor repairs and statutory health and safety management costs are now the responsibility of Reach and this is offset by Reach retaining income from user groups subject to an agreed equitable share of any surplus income over expenditure as recommended by Members and as defined within the lease agreement.
- 6.2 Major repairs and renewals associated with the centre remain with the District Council as landlord and such costs will be managed appropriately and contained within the existing budget provision for the Council's neighbourhood centres.

7.0 Comments of Business Manager – Financial Services

7.1 The agreement passports all day to day running costs of the Centre on to Reach, but also allows them to generate the income made by the centre. The impact of this on the budget is zero in terms of the forfeited income against the reduced expenditure. The Council retains liability for the major repairs and renewals for which it currently has budget provision for 2018/19.

There is, within the agreement, a clause relating to a split of the profits made within the facility. Any income from community use made in excess of all expenditure incurred in running the facility will be split equally between the Council and Reach.

8.0 RECOMMENDATION:

That Leisure and Environment Committee receive an update report at 6 monthly intervals on the activities and services delivered to the community through the Hawtonville Community Centre in respect of its contribution to the delivery of the priorities and objectives of the Hawtonville Neighbourhood Study.

Reason for Recommendations

To monitor and review the operational management and sustainability of the Hawtonville Community Centre by Reach.

Background Papers

Nil

For further information please contact Andy Hardy, Community Projects Manager, on 01636 655708.

Karen White
Director – Safety

Forward Plan of the Leisure & Environment Committee Decisions from 1 June 2018 to 31 May 2019

This document records some of the items that will be submitted to the Leisure & Environment Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for the Leisure & Environment Committee meetings are published on the Council's website 5 days before the meeting <http://www.newark-sherwooddc.gov.uk/agendas/>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
26 June 2018	Newark and Sherwood Clinical Commissioning Group Presentation	leanne.Monger@newark-sherwooddc.gov
18 September 2018	East Midlands Ambulance Service Presentation	catharine.saxton@newark-sherwooddc.gov
18 September 2018	Mansfield and District Crematorium Joint Committee – Annual Statement Of Accounts	nigel.hill@newark-sherwooddc.gov
18 September 2018	Garden Waste – Business Case	matthew.finch@newark-sherwooddc.gov deborah.johnson@newark-sherwooddc.gov
To be confirmed	Trade Waste	deborah.johnson@newark-sherwooddc.gov sharon.parkinson@newark-sherwooddc.gov
To be confirmed	Grounds Maintenance	deborah.johnson@newark-sherwooddc.gov jill.baker@newark-sherwooddc.gov

18 September 2018	Active4Today Performance Report	matthew.finch@newark-sherwooddc.gov deborah.johnson@newark-sherwooddc.gov
13 November 2018	Active4Today Draft Business Plan 2019/20	matthew.finch@newark-sherwooddc.gov deborah.johnson@newark-sherwooddc.gov
22 January 2019		
19 March 2019		