

APPENDIX A

Document Name	Housing Community Centre Policy
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Approved by	Portfolio Holder, Housing Cabinet
Responsible Business Manager	Business Manager Housing Services

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Newark and Sherwood District Council

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Housing Community Centre Policy 2025

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Linked Documents:

Complaints and Feedback Policy

Newark and Sherwood District Council Community Plan 2024 – 2027

Tenant Engagement Strategy

Asset Management Strategy

1. Purpose

- 1.1 The purpose of this policy is to set out how Newark and Sherwood District Council will manage housing community centres across the district which sit within the Housing Revenue Portfolio.
- 1.2 The Council has 29 centres which provide facilities for tenants and residents living in the locality: creating a communal, social space to enable inclusivity, neighbourhood cohesion and integration.
- 1.3 The management of these community assets sits within the Housing, Health, and Wellbeing Directorate:
 - day to day operations being the responsibility of the Housing Services Team
 - maintenance and compliance being the responsibility of Housing Maintenance and Asset Management Directorate
- 1.4 As a Council we are required to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. All Community Venues hired from the Council are not to be used by those whose views would draw people into terrorism, by ensuring that rigorous booking systems are in place.

The Council reserves the right, at its discretion, not to hire Community Venues to organisations or individuals that do not confirm to Prevent guidelines around responsible booking guidance or where it is not satisfied that the safety of the buildings and public can be ensured.

The Council has a rigorous booking system in place and staff responsible for them are trained to know what to do if they have suspicions. This includes ensuring venues or IT equipment are not used by speakers and groups who spread extremist narratives which could reasonably be linked to terrorism.

2. Policy Statement

- 2.1 This policy applies to all community centres funded by Newark and Sherwood District Council's Housing Revenue Account (HRA).
- 2.2 The HRA is a ring-fenced Landlord Account, the main items of income are from tenants in the form of rents and service charges with the main items of expenditure being management and maintenance costs and major repairs of Council stock.
- 2.3 The HRA is provided for the benefit of Council tenants.
- 2.4 This policy aims to ensure all community centres are well-managed, maintained, easily accessible and remain well used by local neighbourhoods.
- 2.5 The continued use of these centres aligns with Council's Community Plan Ambition 7:

"Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves"

2.6 Supporting this policy are several working procedures and guidance documents including:

- The booking process.
- Conditions of use and hire charges.
- How to report repairs
- Keeping yourself and others safe
- Insurance and Licencing

2.7 All associated documentation is attached as appendices to the Policy.

3. The Council's Community Centres

3.1 The Council's community centres are situated within or adjacent to areas of housing for older persons and generally form part of the scheme.

3.2 All the centres are different in size and capacity, ranging from 36m² with capacity for 10 people to 93m² with a capacity of 62 people.

3.3 All the buildings have disabled access, welfare and kitchen facilities with a monthly health and safety inspection regime in place.

3.4 There is a digital programme in place to equip all community centres with WiFi to make them fit for purpose in line with modern technology and widen their use, due to complete by March 2027

3.5 The table below details all the Council's community centres:

Area	Community Centre
Balderton	Dorwood Court
	Manthorpe House
	William Ghent House
Bilsthorpe	Burton Court
	The Green
Blidworth	Rookwood Close
Clipstone	Eastfield Close
	The Circle
Coddington	Wellgreen House
Collingham	William Bailey House
Edwinstowe	Abbey Road
	Lynds Close
Farndon	Trent House
Lowdham	The Leys
Newark	Beaumont Walk
	Cleveland Square
	Howes Court
	Knights Court
	Vine Way

Ollerton	Ambleside
	De Lacy Court
Rainworth	Cambridge Close
	Cooper's Rise
	Thoresby Road
Southwell	Burgage Close
	Coghill Court
	King's Court
Sutton-on-Trent	Snell Close
Wellow	Maypole Court

3.6 The Council will not levy a charge for the use of its community centres.

4. Working with Partners

4.1 In order to achieve The Council's ambitions and promote community cohesion we recognise the need for effective and constructive partnerships to support inclusivity within our neighbourhoods.

4.2 Making full use of our locally based assets like community centres relies on partners such as:

- Citizens Advice Sherwood and Newark
- Nottinghamshire County Council
- Inspire
- Lincoln and Newark College
- Academy Transformation Trust Further Education
- Local Health Delivery Teams
- Town and Parish Councils

4.3 We will continue to work alongside these partners to provide spaces for community integration and capacity building.

5. Making a Complaint or Providing Feedback

5.1 The Council welcomes feedback to improve services. If a tenant would like to provide feedback on this service or is not satisfied with how the Council has applied with any aspect of this policy, please refer to the Council's Complaints and Feedback Policy on how to make a complaint.

6. Approval, Consultation and Review

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