



Tuesday, 4 June 2019

Dear Sir/Madam

A meeting of the Leisure and Environment Committee will be held on Wednesday, 12 June 2019 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: D Bagshaw  
S Easom  
L Fletcher  
J W McGrath  
J P T Parker

P D Simpson  
H E Skinner (Chair)  
I L Tyler (Vice-Chair)  
E Williamson  
R D Willimott

## AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 4

The Committee is asked to confirm as a correct record the minutes of the meeting held on 23 January 2019.

4. LIBERTY LEISURE PRESENTATION  

The Managing Director of Liberty Leisure will give a presentation to the Committee on the work of the company.
5. BRAMCOTE LEISURE CENTRE CONDITION SURVEY PAGES 5 - 10  

To note the recently received Bramcote Leisure Centre condition survey.
6. CLEAN AND GREEN PAGES 11 - 16  

To update Members on the progress of the 'Clean and Green' initiative.
7. CEMETERY RULES AND REGULATIONS PAGES 17 - 30  

To seek approval for changes to the Cemetery Rules and Regulations covering the five Cemeteries Managed by the Borough Council.
8. NOTTINGHAMSHIRE PRINCIPLES FOR THE REDUCTION OF CONTAMINATION PAGES 31 - 38  

To inform Members of the document entitled 'Nottinghamshire Principles for the Reduction of Contamination'.
9. PRIDE IN PARKS - PLAY AREA AND PARKS/OPEN SPACE IMPROVEMENTS PAGES 39 - 42  

To update members on the Pride in Parks initiative.
10. HICKINGS LANE RECREATION GROUND - PROPOSED LEASE WITH STAPLEFORD TOWN FOOTBALL CLUB PAGES 43 - 50  

To advise members of a proposal from Stapleford Town Football Club to enter into a 25 year lease with the Borough Council for Football Pitch 3 at Hickings Lane Recreation Ground.
11. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - ENVIRONMENT - OUTTURN REPORT PAGES 51 - 56  

To report progress against outcome targets identified in the

Environment Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

12. PERFORMANCE MANAGEMENT - REVIEW OF BUSINESS PLAN PROGRESS - LIBERTY LEISURE LIMITED PAGES 57 - 62

To report progress against outcome targets identified in the Liberty Leisure Limited Business Plan.

13. WORK PROGRAMME PAGES 63 - 64

To consider items for inclusion in the Work Programme for future meetings.

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## LEISURE AND ENVIRONMENT COMMITTEE

WEDNESDAY, 23 JANUARY 2019

Present: Councillor M E Plackett, ViceChair

Councillors: J S Briggs  
S J Carr  
E Cubley  
L A Lally  
R S Robinson

Apologies for absence were received from Councillors R H Darby, S Easom and P J Owen.

28 DECLARATIONS OF INTEREST

There were no declarations of interest.

29 MINUTES

The minutes were confirmed and signed as a correct record.

30 EVENTS IN PARKS

The Committee were updated on the various events scheduled to take place on Council owned parks and recreation grounds.

It was noted that the costs associated with the events were contained within the parks revenue budgets.

**RESOLVED that:**

- 1. The Council continues to support the events as detailed with any funding implications contained within the existing revenue budget.**
- 2. Delegated authority be given to the Head of Environment in consultation with the Chair and Vice Chair of the Leisure and Environment Committee to consider and approve where appropriate new events.**

31 BROXTOWE PARKS STANDARD

The Committee were updated on the consultation and site assessments relating to the Broxtowe Parks Standard.

Consultation took place during late summer/early autumn 2018 using an online questionnaire and 232 responses were received. Notices were placed on all the sites

being assessed asking for responses. The questionnaire was also promoted on the Council's website and through email me.

32 CLEAN AND GREEN

Members were updated on the progress of the 'Clean and Green' initiative. The initiative identified a number of on-going activities which support the Council's key Priority to ensure that the environment in Broxtowe is protected and enhanced for future generations.

It was noted that an application had been submitted to Nottinghamshire County Council for a litter pick the A610 on the 2 and 3 February 2019.

33 PRIDE IN PARKS - PLAY AREA AND PARKS/OPEN SPACE IMPROVEMENTS

Members were updated on the Pride in Parks initiative.

The 2018/19 Capital Programme includes £250,000 for Play Area and Parks/Open Space Improvements. The funding had been allocated to undertake improvements to the Borough owned play areas that have been identified as high priority sites in the new Play Strategy. Funding had also been allocated to the Town and Parish Councils that maintain their own parks and outdoor recreational facilities to enable improvement and renovation works to be undertaken at these sites.

34 HICKINGS LANE RECREATION GROUND - FUNDING AWARD

The Committee were advised of the success in securing additional funding for work at the Hickings Lane Recreation Ground play area in Stapleford.

The play area at this site was identified as high priority for refurbishment in the new Play Strategy, requiring a full refurbishment with new surfacing and a mix of equipment for all ages.

**RECOMMENDED to the Finance and Resources Committee that:**

- 1. A scheme costing £165,500 be included in the 2019/20 capital programme for the provision of new play and sports facilities at Hickings Lane Recreation Ground, Stapleford with funding as set out in the appendix.**
- 2. An allocation of £8,550 be made in 2018/19 from revenue contingencies to meet the cost of the contributing third party payment to WREN.**

35 BUSINESS PLANS AND FINANCIAL ESTIMATES 2019/20 - 2021/22

To consider proposals for business plans, detailed revenue budget estimates for 2019/20, capital programme for 2019/20 to 2021/22 and proposed fees and charges for 2019/20 in respect of the Council's priority areas.

1. **RESOLVED** that the Environment Business Plan and the Bereavement Services Business Plan be approved and to **NOTE** the Liberty Leisure Limited Business Plan.
2. **RECOMMENDED** that the Finance and Resources Committee recommends to Council that the following be approved:
  - a) The detailed revenue budget estimates for 2019/20 (base) including any revenue development submissions.
  - b) The capital programme for 2019/20 to 2021/22
  - c) The fees and charges for 2019/20.

36 WORK PROGRAMME

The Committee considered the work programme.

**RESOLVED** that the Work Programme be approved.

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## Report of the Deputy Chief Executive

**BRAMCOTE LEISURE CENTRE CONDITION SURVEY**1. Purpose of report

To note the recently received Bramcote Leisure Centre condition survey and to recommend the next steps.

2. Background and detail

Finance & Resources Committee on 12 July 2018 approved the commissioning of a condition survey of the Council's Bramcote Leisure Centre (which is available in the Members' Room). After an extensive tendering process the work was undertaken by an external consultant, Sanderson Weatherall, in February 2019. The report itself cost £27,875 against an approved budget of £40,000. The top level summary is given below, and a fuller summary is given in appendix 2. The full report is 336 pages long.

3. Summary of Consultant's overall conclusions

- "In its current form and condition the existing leisure centre is providing a valuable community service to a wide range of people and from a building fabric perspective is just about fit for purpose.
- There are a significant number of issues that require addressing to prevent the leisure centre falling below an acceptable standard both in terms of customer facilities and acceptable maintenance costs over the short to medium term.
- From a construction and building services perspective the existing leisure centre is tired and dated in many respects and will become increasingly costly to maintain and operate over the next circa 10 years compared to a modern facility."

4. Financial implications

According to the report:

- The estimated cost of maintenance repairs over the next ten years is £1.8million plus capital salaries. Approximately £1million of this is required over the next three years.
- The estimated cost of suggested improvements beyond the required repairs is £3.355million plus capital salaries.
- The estimated cost of providing a new leisure centre on the existing site (i.e. no land costs) is £13.750million.

Given the scale of the maintenance and improvement backlog identified, members will need to consider their response to this report alongside the need for a longer term leisure facilities strategy. For example, it may be prudent now to consider the nature and location of future leisure service provision by this council and whether this might require or benefit from the construction of new facilities.

Further financial implications and comments are given in appendix 1.

**RECOMMENDATION**

**The Committee is asked to NOTE the condition survey report and to RECOMMEND to Finance and Resources Committee that £30,000 be allocated in the 2019/20 capital programme for the employment of external consultants to prepare a Leisure Facilities Strategy to be funded from capital contingencies.**

**Further Financial Comments**

The Council has already made provision in the 2019/20 capital programme for the replacement of the CHP unit at Bramcote at a cost of £140,000 and also for concrete repairs. In addition, the list below shows the schemes on the approved 2019/20 Capital Programme Reserve List:

<b>Scheme</b>	<b>Budget</b>	<b>Capital Salaries</b>	<b>Total</b>
Main Pool Filter Media Replacement	13,000	-	13,000
Refurbishment Fitness Changing Rooms	30,000	3,000	33,000
Replacement of Teaching Pool filter	22,000	-	22,000
Condition Survey Remedial Work	50,000	-	50,000
Replacement of Flat Roofs	140,000	14,000	154,000
Replacement of Teaching Pool windows	20,000	-	20,000
Replacement of Main Pool windows	80,000	-	80,000
Replacement Intruder Alarm	25,000	-	25,000
Replacement of Dance Studio windows	10,000	-	10,000
Replacement of Pool Surrounds	50,000	-	50,000
Replacement of High Voltage Transformer	40,000	-	40,000
<b>Reserve List</b>	<b>£480,000</b>	<b>£17,000</b>	<b>£497,000</b>

These proposals will be carefully considered and prioritised taking into account both the level of funding made available and the recommendations in the Sanderson Weatherall report. It should be noted that the delivery of a substantial investment programme may require the employment of additional staff resources and/or external consultants to deliver.

The completion of the Bramcote Leisure Centre Condition Survey is also a reminder that it cannot be considered in isolation from the development of a Leisure Facilities Strategy. This Strategy will need to determine the long term future of Bramcote (and the other leisure centres) by asking questions such as:

- Does the Council wish to provide leisure services?
- If so, which services, and how and where will it provide them?
- If through its own buildings then should these be new buildings, and at which locations, or should there be significant investment in the existing buildings?

If it is decided, for example, to build new leisure centres, then the amount of capital investment required at the existing centres would be reduced. That said, it would take 3-5 years from now to complete new facilities and so some of the planned maintenance identified in the condition survey will be required regardless.

The estimated cost of commissioning a leisure facilities strategy is £30,000 and it is recommended that this Committee approve a request to Finance and Resources Committee for such an amount in the 2019/20 capital programme. This cost can be met from 2019/20 capital contingencies of which £38,500 is presently available.

It is vital that the Council considers its long term position on the current leisure centres before allocating significant funds to their planned maintenance and improvement.

**Executive summary of the main report**

*(It should be noted that issues highlighted as requiring immediate attention on safety grounds in the report (and in this summary) have now been attended to or were already in the process of being attended to at the time of the survey.)*

**Summary of Maintenance Expenditure required for Bramcote Leisure Centre**

Taking into consideration the elements contained within the planned maintenance programme, the calculated expenditure over the next 10 years is as follows:

<b>Element</b>	<b>Years 1-3</b>	<b>Years 4-7</b>	<b>Years 8-10</b>	<b>Totals</b>
Roofs	550,150.00	17,000.00	17,000.00	<b>584,150.00</b>
Elevations	225,840.00	42,985.00	35,645.00	304,470.00
Hardstandings	11,500.00	6,000.00	6,000.00	23,500.00
Internal Elements	75,690.00	38,970.00	40,420.00	155,080.00
Mechanical and Electrical	95,833.75	587,740.34	500.00	684,074.09
Drainage	33,000.00	9,500.00	4,500.00	47,000.00
<b>Totals</b>	<b>992,013.75</b>	<b>702,195.34</b>	<b>104,065.00</b>	<b>1,798,274.09</b>

**Grand Total £1,798,274.09** All costs are exclusive of VAT (and do not include staff/external consultant design and contract management costs).

The above figures are built up of specific repair, refurbishment and replacement costs but exclude routine maintenance works except where a health and safety risk would occur if the maintenance was not undertaken.

**Comments on Main Defects (requiring attention over the next 10 years)**

The following are the principal observations and comments arising from the inspection of the property.

**Externally**

- Roof coverings vary from area to area, however, overall they are considered to be in a poor state of repair with some roof areas requiring immediate replacement;
- There are several concrete issues with the pool hall frame, some of which require urgent repair to prevent weakening of the pool hall structure;
- The original external timber windows are largely life expired and require replacing;
- Most of the external previously painted surfaces require re-decoration including some isolated timber repairs;
- There is a significant condensation issue with the woodwool flat roof structure above the functional gym area which has weakened the roof structure and is causing water damage to the ceiling finish below;
- The Mechanical and electrical systems are generally in a poor state of repair and require a substantial scheme of repairs and replacement, including some urgent works to address health and safety issues;
- The underground drainage system is largely in a poor state of repair with numerous, blockages, root damage and displaced sections of pipework;

## Internally

- A number of wall tiles in the pool hall are loose and may fall on to persons below which is a serious health and safety issue;
- The swimming pool areas in particular the original tiling is in need of substantial repair / refurbishment which will likely necessitate temporary closure and draining down of the pool;
- Sections of the spray applied ceiling finish in the pool hall and teaching pool hall are loose and require repairing to prevent small sections of the finish from falling;
- A section of concrete to the ceiling adjacent to the former dumb-waiter lift shaft within the confectionary store is damaged and requires repairing;
- Internal finishes are generally aged, tired and worn, however, in accordance with our instructions we have not included for renewal or repairs to internal finishes and decoration expect where they are related to building fabric failure or a health and safety risk, such as water damaged ceilings as a result of roof leaks / condensation.

## Mechanical and Electrical (M&E) Services

Mechanical and Electrical services were found to require remedial works in order to make the building safe. Much of the buildings M&E services are beyond the typical effective working life and a phased strategy of renewal/replacement is recommended.

### Key Issues:

- The unsatisfactory condition of the electrical installation – 14 potentially dangerous conditions were recorded;
- Legionella risks identified within documentation on site;
- Asbestos identified on existing calorifier;
- Some major plant items are life expired but still operating including the passenger lift.

The CHP system is to be replaced in the summer of 2019, therefore, costs associated with on-going repair / maintenance of the CHP system are not included within this report.

### Anticipated Cost to Demolish and Reconstruct the Leisure Centre

The cost to demolish the existing leisure centre and reconstruct a new modern facility of equal size but to modern building standards would be in the order of approximately: **£13,750,000.00 (thirteen million, seven hundred and fifty thousand pounds)**

This assessment has been prepared on a 'day one' basis as at March 2019 and on the basis that the existing site will be utilised for the construction and no significant adverse ground conditions are found. We have not made any allowance for business continuity issues or for providing alternative facilities for customers at another location during the demolition and construction phase. We have not allowed for fitting out, so no costs are included for furniture, gymnasium equipment, the outdoor pitches, the water slide and any other non-fixed items that may exist within the existing leisure centre.

Other key exclusions from this assessment are:

- The water slide is excluded;
- External areas including football pitch and car park is excluded;
- Asbestos removal / remediation;
- Chattels / installations;

- Contaminated land remediation.

The anticipated duration of the demolition, site clearance and construction of the new leisure centre at the site is 64 weeks, in addition sufficient time for the development of an employer's requirements document and for planning approval should be factored in.

This is based on the build cost estimate above, design and build procurement and single stage tendering for a public organisation.

No allowance has been made for financing the construction or any borrowing costs that may be incurred in financing such a project.

### Comparison of Anticipated Running Costs of Existing Facility Versus Demolition and Construction of A New Modern Facility

#### **Maintain existing leisure centre**

##### Advantages

- Minimal impact on business continuity
- Minimal impact on customer experience

##### Disadvantages

- High running costs
- Environmentally poor in the long term
- Repairs and upgrade works are likely to cost more as the centre continues to age

#### **Demolish and reconstruct new modern leisure**

##### Advantages

- New centre will provide vastly improved facilities
- Likely to attract more customers and increase turnover
- Incorporate better facilities for disabled people
- Long term environmentally sustainable by way of reduced utility consumption

##### Disadvantages

- High capital cost / funding required
- Huge disruption to business continuity
- Construction risks
- High initial environmental impact of construction

### Conclusions and Recommendations

In its current form and condition the existing leisure centre is providing a valuable community service to a wide range of people and from a building fabric perspective is just about fit for purpose.

There are a significant number of issues that require addressing to prevent the leisure centre falling below an acceptable standard both in terms of customer facilities and acceptable maintenance costs over the short to medium term.

From a construction and building services perspective the existing leisure centre is tired and dated in many respects and will become increasingly costly to maintain and operate over the next circa 10 years compared to a modern facility.

The utilities costs to run the building and the on-going maintenance costs associated with carrying out essential repairs and replacement of failing building fabric and M&E installations will be considerably higher than a modern leisure centre.

This report provides information and costs in respect of the anticipated repair and maintenance costs of the existing centre based on our inspection findings, however, the ultimate decision as to whether the community would benefit more from retaining the existing centre or building a new centre rests with the Council.

A new leisure centre at this site will involve major capital expenditure, long term disruption to customers (unless a temporary alternative centre can be provided) and the risks associated with procuring a contractor to complete a large and relatively complex project.

### Upgrading the Existing Leisure Centre

If the Council do decide to retain the existing centre we recommend that a programme of repair, refurbishment and modernisation is considered over the short to medium term (next 5 years) which in summary should include the following key items:

Replacement of the roof coverings to all areas using a built-up insulated system	£550,000
Replace the existing external doors and windows with a modern insulated glazing system	£300,000
Over-clad the existing external walls using a suitable insulated cladding system	£450,000
Undertake a programme of repair and replacement of key M&E installations in accordance with consultant M&E engineer's recommendations	£650,000
Swimming pool refurbishment · Reduce maintenance and running costs significantly	£250,000
Scheme of general internal refurbishment works (new fixtures and finishes, decorations, remodelling reception, lighting upgrade)	£1,115,000
Repair of underground drainage system	£30,000
Concrete repairs to structure · Prevent structural failure of the pool hall frame if left to continue to deteriorate	£10,000
<b>Total Anticipated Budget Cost</b>	<b>£3,355,000</b>

At the moment the centre appears to be maintained on a largely reactive basis rather a planned basis meaning that when a building defect or issue is identified a remedy is quickly implemented which in most instances is likely to comprise a poor-quality repair completed at a relatively high cost. A reactive repair may in some instances not adequately address the root cause of the issue.

If maintenance is planned and completed at suitable intervals the works can be completed competitively by tendering packages of works to a pool of contractors and grouping works together to make savings on project preliminary costs. Works can be planned and completed at specific times of the year, for example it would be beneficial to complete external decorations and roof works at warmer times of the year.

**Report of the Interim Strategic Director**

**CLEAN AND GREEN**

1. Purpose of report

To update Members on the progress of the Clean and Green initiative.

2. Background

On the 19 November 2018 Members approved the implementation of the Clean and Green initiative. The initiative identified a number of on-going activities which support the Council's key priority to ensure that the environment in Broxtowe is protected and enhanced for future generations.

Information in the appendices provides an update with regards to the activities associated with the Clean and Green initiative.

3. Financial implications

Any financial implications of the Clean and Green initiative have been approved and are contained within budgets.

**Recommendation**

**The Committee is asked to NOTE the report.**

Background papers

Nil

## APPENDIX 1

**1. Litter picking of the A610** – Linked to the corporate Priority of reducing litter.

An additional litter pick took place in February 2019. The stretch of road litter picked was from the layby in between the Nuthall Island and M1 Island (Eastwood bound) to the first bridge Eastwood bound. Approximately 1.5 tonnes of waste was collected, including the removal of old signage. This was achieved more efficiently and therefore more cost effectively than initially anticipated and came in below budget. The experience obtained will inform future litter picks with the potential to increase the area of the A610 covered

A scheduled litter pick and grass cut of the whole stretch of the A610 within the Borough boundary took place during the week commencing 13 May 2019 with a further litter pick and cut planned for September 2019.

A budget of £5450 has been allocated in 2019/20 as part of the Clean and Green initiative to fund a further litter pick on the A610 in February 2020.

**2. Weed Killing** - Linked to the corporate Priority of making Broxtowe cleaner.

The first Borough wide weed killing application has been completed. A further Borough wide weed killing application is planned for September 2019.

As part of the Clean and Green initiative an additional intermediary inspection will take place in July 2019 on high priority and difficult to reach areas. Where it is evident that weeds are growing additional spot treatments of these areas will be undertaken. It is anticipated that this work will be carried out over a two week period.

This task is met from existing resources.

**3. Fly tipping** - Linked to the corporate Priority of reducing fly tipping

Investigations are still taking place with regards to the most appropriate CCTV system to use in the pursuance of reducing fly tipping. Visits to neighbouring authorities are planned in order to view the systems they operate. A budget of £20,000 has been allocated within the capital programme to deliver this initiative.

As previously reported preventative fly tipping signage was erected on New Road and Narrow Road, Watnall in August 2018. The roads were identified as a fly tipping hot spot area with 27 fly tipping incidents being recorded between April and August 2018. Between September 2018 and March 2019 there has only been a further six incidents of fly tipping suggesting the signs are having a positive effect.

Further preventative signs have been installed under the Clean and Green initiative on other hot spots areas, such as the entrance to the sewage works on the A610 and Old Church Road, Greasley.



A capital budget of £13,000 was provided in 2018/19 as part of the Clean and Green initiative to increase the security of the Council's Parks and Open Spaces. This budget was fully utilised to provide new security measures which included enhanced gate locking mechanisms with shrouds, additional tree planting and installation of physical barriers.

A further 11 concrete stop blocks each weighing 2400kg have also been purchased under Clean and Green. Twelve blocks have been deployed at various sites across the Borough to restrict access and reduce fly tipping.

Work continues to enhance the Council's response to Fly Tipping with a total of £1370 spent so far in 2019/20 from within the allocated Clean and Green budget.

4. **Waste Days** - Linked to the corporate Priority of reducing littering and fly tipping, increasing recycling and reducing residual waste

The table below shows where the 'Waste Day' events were held and the tonnage collected.

Date	Venue	Number of Visits	Tonnage collected	Number of fridges	Number of other electrical items/other items
2 March	Greenwood Centre, Toton	82	2.58	19	27
2 March	Victoria Street Car Park, Stapleford	190	4.86	11	15
2 March	Trowell Parish Hall Car Park	29	3.36	4	15
9 March	Brinsley Parish Hall Car Park	62	1.92	5	22
9 March	Mansfield Road Recreation Ground Car Park	60	1.76	1	10
<b>Total</b>		<b>423</b>	<b>14.48</b>	<b>40</b>	<b>89</b>

As is shown there was a significant difference in the amount of waste collected. It was also evident from data gathered at the event that there was a difference in where the residents were coming from. For example, at Eastwood and Stapleford the majority of users lived in very close proximity and walked to the event whereas at the Toton event most residents drove to the site.

During the week commencing 8 April 2019 waste days also took place, in conjunction with the Housing Department, in the areas of Matthews Court, Stapleford, Ribblesdale Court, Chilwell and Princes Street Eastwood. A total of 3.66 tonnes, 2.14 tonnes and 4.4 tonnes, respectively were collected. In addition, a number of electrical and other items were collected.

In 2018/19 five waste days were delivered at a cost of £2500. These were achieved more efficiently and therefore more cost effectively than initially anticipated and came in below budget. For example, additional budget was allocated for the clearance of waste on the days following the events, which was not required, and multiple events were held on the same day rather than one event per day.

In 2019/20 a budget of £15,500 has been allocated. Based on the experience gained from the events held in 2018/19 consideration is being given to the most appropriate way to deliver waste days with the funds available including the potential to hold more waste days than previously planned.

**5. Replacement litter bins** Linked to the corporate Priority of reducing litter.

Under the Clean and Green campaign, a commitment was made to replace a number of litter bins by the end of March 2019. The litter bins were located in high profile areas and where there is a significant amount of passing traffic or foot fall, for example, main roads, alley ways, parks and bus stops.

A total of 89 litter bins being replaced or installed in new areas around the Borough under the Clean and Green initiative.

Whilst this task was delivered from within existing resources it required prioritisation of this activity.

**6. Community Clean Teams Initiative** Linked to the corporate Priority of making reducing litter, reducing fly tipping, increasing recycling and composting and reducing residual waste.

Twelve Clean Team events have already taken place. At the time of writing a further event is in the planning to take place in Eastwood involving a local Guide group. It is envisaged that further Clean Team events will take place throughout the year and these will be reported back to Members in due course.

Since the launch of the scheme over 200 individuals or groups not previously working with the Council have come forward of their own account wanting to take pride in their local area and be part of the Community Team project.

A number of school visits have been undertaken involving both the frontline refuse staff and the office recycling team. These have been very well received by all. Educating younger residents is key and further work with schools and the Nottinghamshire Schools Waste Action Club Officer is

planned for September 2019 under the Clean and Green brand. The success of this will be reported back to Members in due course.

From September 2018 a total of £3000 was spent supporting the activities falling under the Community Clean Teams strand of the Clean and Green initiative. Items purchased included such as plants, trees, and equipment to support community litter picks. In 2019/20 a budget of £4000 has been allocated to continue this work.

7. **Livery** Linked to the corporate Priority of reducing litter and increasing recycling

In 2018/19 a budget of £11,400 to deliver new livery for Council vehicles and £2800 for new branded town centre barrows was allocated. The procurement was achieved below budget at £8070 and £2675 respectively. All suitable vehicles within the Refuse, Street Cleansing and Grounds Maintenance sections were liveried under the Clean and Green brand.

Town Centre Attendants have been provided with new Clean and Green branded barrows. The Town Centre Attendant is a high profile role within the community and these employees play a key role in promoting the wider message of Clean and Green. Community Clean Team postcards have been provided to the Town Centre Attendants for them to distribute to visitors and residents who they come in contact with that show an interest in making a difference in the local area.

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## Report of the Interim Strategic Director

**CEMETERY RULES AND REGULATIONS**1. Purpose of report

To seek approval for changes to the Cemetery Rules and Regulations covering the five Cemeteries Managed by the Borough Council.

2. Background

The Rules and Regulations were last reviewed by Cabinet in 2014 and cover the cemeteries at Beeston, Chilwell, Eastwood, Kimberley and Stapleford. There is now a need to update some of the clauses to provide clarity in certain situations. The proposed rules and regulations are shown in appendix 2. The clauses that have changed are detailed in appendix 1. The rules and regulations do not cover the new Muslim burial area at Chilwell Cemetery. Discussions are currently being held with other Local Authorities who manage Muslim Burial areas to produce new draft rules and regulations. Consultation will then take place with the Muslim Community before these are brought to this Committee for consideration and approval.

3. Financial implications

There are no direct financial implications resulting from the proposed changes to the regulations.

**Recommendation**

**The Committee is asked to RESOLVE that the new Cemetery Rules and Regulations be approved.**

Background papers

Nil

**APPENDIX 1**

**PROPOSED CHANGES TO THE CEMETERY RULES AND REGULATIONS**

Detailed below are references to the clauses that have been changed. If a clause has not been listed it remains as approved previously. Changes in Appendix 2 shown in bold and italic text.

1. Introduction – addition of a line relating to not permitting pets or animal cremated remains to be interred.
4. Hours of interment – confirmation of hours for interments.
5. Notice for interment. Addition of a line relating to named grave owner.
12. Purchasing a grave space – change to add 99 year lease.
16. Burial areas – addition of a line relating to items made from glass and any alcohol left on graves being removed.
17. Temporary grave markers – reference to new graves.
25. Maximum possible memorial sizes – addition of a size relating to the sub-base.
28. Time of permitting masons to work. Addition of a sentence relating to work being carried out by a Council approved contractor.

**APPENDIX 2**

**New Cemetery Rules and Regulations June 2019**

Index to the Cemetery Rules and Regulations

1. Introduction to the Rules and Regulations
2. Bereavement Services Office
3. Cemetery opening hours
4. Hours of interment
5. Notice for interment
6. Ministers, clergy and celebrants
7. Cemetery chapels
8. Construction of coffins
9. Disposal certificates
10. Arrival of the funeral cortege
11. Cemetery records
12. Purchasing a private grave space
13. Allocation of grave spaces
14. Private graves
15. Transfer of grave ownership
16. Burial areas
17. Temporary grave markers
18. Maintenance of grave spaces
19. Burial excavation procedures
20. Interment of cremated remains
21. Scattering of cremated remains
22. Grave re-instatement

23. Removal of floral arrangements
24. Garden of Remembrance
25. Permissible memorial sizes
26. Approval of memorials
27. Memorial application conditions
28. Times of permitting masons to work
29. Maintenance of memorials
30. Fees and charges
31. Conduct in cemeteries
32. Advertisements or selling
33. Alterations to these Regulations

#### 1. Introduction

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. These are designed to inform all cemetery users about the management of the cemeteries and the reasonable requirements applicable to them.

The regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977, together with any other relevant legislation that governs this service.

***The cemeteries are for human remains only, no pets or animal cremated remains are permitted to be interred in any of our cemeteries.***

The following cemeteries are covered by these regulations:

- Beeston Cemetery, Wollaton Road, Beeston, Nottingham, NG9 2TD
- Chilwell Cemetery, Field Lane, Chilwell, Nottingham, NG9 5FF
- Stapleford Cemetery, Cemetery Road, Stapleford, Nottingham, NG9 8AP
- Eastwood Cemetery, Church Street, Eastwood, Nottingham, NG16 3HR
- Kimberley Cemetery, Broomhill Road, Kimberley, Nottingham, NG6 9GY

Broxtowe Borough Council reserves the right to make alterations in or additions to these Rules and Regulations and the fees and charges specified herein.

Interpretation of terms throughout these Rules and Regulations:

“The Council” means Broxtowe Borough Council.



“Cemeteries” means the services provided and maintained by Broxtowe Borough Council.

“Purchased Grave” means any earthen grave, where the Exclusive Right of Burial (subject to these Regulations) has been granted by the Council.

“Public Grave” means any earthen grave, where the Council has not granted the Exclusive Right of Burial.

“Memorials” means all memorials that are authorised to be permitted within the cemetery.

2. Enquiries in relation to any cemetery matter should be made to:

Bereavement Services  
Bramcote Crematorium  
Coventry Lane  
Bramcote  
Nottingham  
NG9 3GJ

Telephone Number: 0115 9173338 or 9173630  
Fax Number: 0115 9430067  
Website address: cemeteries@broxtowe.gov.uk

Office opening hours are: Monday to Friday 9am - 4pm

3. Cemetery opening hours

Beeston, Chilwell, Stapleford and Eastwood cemeteries are open for visitors every day from dawn until dusk.

Kimberley cemetery is open as follows:

Jan, Feb, Nov, Dec	9am - 4pm
Mar, Oct	9am - 6pm
Apr, Sept	9am - 7pm
May, Jun, Jul, Aug	9am - 8pm
Sun & Bank Holidays	10am - 4pm

4. Hours of interment

Interments can take place during the following hours:

**9am - 2pm on a normal working day.**

**Later times can be arranged subject to additional fees (see fees and charges)**

**Scatterings can take place between 9am - 3pm**

Interments will not be allowed on Saturday, Sunday, Christmas Day, Good Friday or other public holidays.

5. Notice for interment

All interment requests must be made on the Notice of Interment form supplied by the Council. The details provided on the form must be clear and complete. The Notice of Interment must be delivered to the office by **10.00am** the working day before the burial is due to take place.

EXACT Coffin Sizes (with no additional 'clearance' added) should be provided, where possible, no later than three working days before the burial, or sooner, if the digging schedules require the grave to be prepared earlier.

All graves are dug casket shape and it is normal working practise for the Council to add 6 inches to any size supplied.

All coffins are measured in the grave. Any found to exceed the size given, which is deemed to have caused excessive or unnecessary excavation will result in the 'Excessive Digging' charge (applicable at the time) being made.

Only the current grave owner can authorise the re-opening of the grave space. Therefore, if the original grave owner is deceased, arrangements must be made to officially transfer the ownership prior to the requested opening of the grave, ***unless the interment is the named grave owner where we will assume the owner will want to be interred in the grave they own.***

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

Separate arrangements apply where a burial takes place direct to a pre-excavated vault to satisfy religious or cultural requirements for a burial within 24 hours of death.

6. Ministers, clergy and celebrants

A burial can take place with or without a religious or secular service. It is the responsibility of the funeral director or bereaved family to arrange for a Minister or other persons authorised to officiate at the burial.

7. Cemetery chapels

There is a chapel available for use at Beeston Cemetery which will seat 70 people. The time allowed for a service in the cemetery chapel is thirty minutes.

There is a chapel at Kimberley Cemetery which is available for use. To hire this facility contact Kimberley Town Council, 35 Newdigate Street, Kimberley, Nottingham. Tel 0115 9382733.

Both chapels are locked when not in use but, with prior arrangement, can be opened for visitors or inspection on request.

8. Coffins

All coffins/caskets including cremated remains must be fitted with lowering handles. Coffins will be accepted made of steel, cardboard and wicker. However, dependent

on soil conditions, these coffins may be restricted to a depth of 4'6" or will be covered with a shallow grave cover prior to backfilling.

#### 9. Disposal certificates

No funeral can take place without a Registrar's Certificate for Disposal or the Coroners' Order for burial. The appropriate documentation must be first provided to the Council representative at the cemetery before the interment can take place for a same day interment or by 10am the previous day. Failure to provide the necessary documentation will result in the delay of the burial until the certificate can be produced.

#### 10. Arrival of the funeral cortege

The time stated for a funeral must be punctually observed to prevent inconvenience or one funeral interfering with another. Any funeral arriving before the time appointed may have to wait until the time arranged.

Any funeral arriving after the appointed time must act under the direction of the Council representative as to when the burial may proceed. Late arrival will incur additional charges. (See fees and charges)

All funeral corteges are under the control and direction of the Council's representative.

The Council's representative will check the coffin plaque details against the appropriate certificate produced for disposal to ensure correctness.

Where car parks are available, private cars must park in these and not on any grassed area of the cemetery. If no car parking is available, parking is permitted on the pathways and main drive when following the cortege, but parking on/over or too close to existing graves is not permitted. If a large attendance is anticipated, this should be notified to the Bereavement Office giving as much notice as possible.

If it is anticipated that a large number of persons may be expected to assemble at any one burial, this must be reported to the cemeteries office as soon as possible in order that necessary arrangements can be made.

The cemetery operatives and Bereavement Services representatives are prohibited from taking any active part in the interment and will not remove padlocks, handle coffins or caskets of ashes, neither lower either into any grave space.

#### 11. Cemetery records

As soon as is reasonably practicable all details relating to a burial will be recorded within registers provided by the Council. Documentation relating to new graves will be sent direct to the purchaser within 3 months of the burial.

Area plans relating to burial sections and individual grave spaces are available for inspection and copies are available upon request. Any person who wishes to inspect the private graves register or cemetery plans must first make an appointment to do so.

12. Purchasing a private grave space **99 year lease**

The Council does not accept requests for the pre-purchase of any type of grave space.

When 'purchasing' a grave space, the purchaser purchases the Right of Burial in the grave and NOT the land itself. This remains the property of the Council and nothing shall be placed on the grave without the Council's permission. No ownership of the land is inferred and none should be presumed.

The Council will provide a Deed of Grant titled 'Exclusive Right of Burial' upon receipt of the purchase of a new grave. This document is proof of ownership. This document must be produced to the Council when a request is made to re-open the grave. The grave rights owner must advise the Bereavement office of any subsequent change of address or contact details.

13. Allocation of grave spaces

The choosing of the position of a new grave space is managed by the Bereavement office and no choice of location can be offered. Burials will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans.

14. Private graves

No grave in which the Exclusive Right of Burial has been purchased shall be opened without the signature of the Exclusive Grave Rights owner. If you have a space, this can be sold back to the Council if it has not been used for a previous interment.

15. Transfer of grave ownership

In the event of the death of the original grave owner, the person claiming to be entitled to the ownership rights must obtain a formal transfer of ownership with the Council. The system for transfer is as prescribed in the Institute of Cemetery and Crematorium Management's 'Transfer Granting and Exercising of Burial Rights' policy. Fees apply, please refer to the fees and charges.

The formal transfer must take place before funeral arrangements are made to re-open the grave space or approval granted on any proposed memorial work.

16. Burial areas

It is Council policy that no item of whatever description is allowed to be placed upon the actual grave space in a lawned area. These items include fencing, kerbing, bedding plants, vases, flower displays, windmills, **any item made from glass and any alcohol found to be left on a grave will be removed and disposed of immediately.** Wooden crosses or any other equivalent religious symbols) may only be left as a temporary measure but must be removed once a permanent memorial is erected.

The Council will not provide maintenance to any grave which has prohibited items on it and will neither provide the maintenance nor excavate a grave for any interment until all items have been removed.

The Council reserves the right at any time to remove any unauthorised item placed upon the grave space.

Personal items left on any grave area are the sole responsibility of the grave owner. The Council is not responsible for the loss or damage of such items.

The Council reserves the right to take over the grave maintenance within a burial area without notice to the grave owner where it has been determined that the grave has not been suitably maintained by the grave owner and is unsightly or dangerous.

#### 17. Temporary grave markers

With the exception of cremated remains graves, the Council will provide at each interment ***in a new grave*** a temporary grave marker. This marker will remain in position until the memorial stone is installed. No other item must be placed upon the grave space. These include plastic/wooden fencing, windmills, and glass vases, etc. This marker will be removed by the Bereavement Service staff once the permanent memorial is erected.

#### 18. Maintenance of grave spaces

The Council will seed/turf all graves opened for burial after a period of 6 months.

The Council will maintain the cemeteries with regular grass cutting and maintenance. Weed control will be carried out around the base of the headstones. This will be carried out throughout the year to ensure the cemeteries are kept to a high standard for all cemetery users.

To avoid accidents and to retain a well-maintained appearance, damaged, broken or discarded items found on all burial areas will be removed and disposed of. No notice will be given to the grave owners in this instance.

#### 19. Burial excavation procedures

Grave spaces may only be excavated and backfilled by Council staff. The sole exception to this is the backfilling of pre-excavated for religious/cultural reasons. In these cases the backfilling must be undertaken in accordance with a Council-approved Code of Practice, after suitable instruction has been given and under the direct supervision and control of the Bereavement Services operatives.

Graves will normally be excavated to a depth of 6' (1.80m) for two interments. Deeper graves may be excavated dependent on soil conditions and will incur a further excavation charge.

All graves will be excavated to receive the required number of interments, however no guarantee is given as this is dependent on weather and soil conditions.

No grave shall be dug or excavated by any other person unless appointed and approved by the Council.

As part of the grave digging process, the Council reserves the right to place excavated soil on adjacent graves for a temporary period whilst the grave is prepared and the burial takes place. During this stage headstones will be protected or temporarily removed as necessary and the grave re-instated to its former state and left in a clean and tidy condition on completion of the works.

#### 20. Interment of cremated remain caskets

The burial of cremated remains caskets is allowed in existing full grave spaces in the cemetery with the present grave owner's written permission. Cremated remains plots are designed to accommodate 2 sets of cremated remains. In some circumstances 3 sets can be accommodated on request, dependent on soil conditions.

All cremated remains caskets must be constructed of perishable and biodegradable materials such as wood, cardboard etc. The full and formal identity of the deceased must be recorded on the casket, either directly inscribed/written or by means of a plaque. If the identity is to be different to the full and formal names submitted on the Notice of Interment, the office must be advised of this prior to the interment. Any discrepancy between the formal name on the Notice of Interment form and that on the casket could cause a delay in (or postponement of) the interment.

No cremated remains shall be interred without a member of Bereavement Services staff being present and the identity of the remains confirmed. The member of staff shall play no further role in the interment process.

#### 21. Scattering of cremated remains

The responsibility for the physical scattering of ashes lies with the Funeral Director or family members present and not the Council. It is an offence to carry out the scattering/interment of cremated remains without the prior permission and attendance of the Council's representative.

Requests for scattering must be made on the appropriate form supplied by the Council and the appropriate fee paid.

#### 22. Grave reinstatement

Whenever an interment has taken place the grave will continue to settle for approximately six months or longer depending upon soil conditions. During this time cemetery personnel will level the grave with topsoil as and when required. the grave as soon as possible.

No shrubs or trees must be planted on any grave space.

The Council reserves the right to remove any shrubs, plants or flowers at any time and without notice.

23. Removal of floral arrangements

Cemetery personnel will remove all funeral flowers and oasis displays following a burial after 14 days or when they become unsightly.

Christmas wreaths are removed by cemetery personnel after the Christmas period. Notices are displayed in prominent areas of the cemeteries advising of the date of removal. Wreaths and displays left on graves after this time will be removed, including artificial flowers/wreaths.

24. Garden of Remembrance

The Council provides a Garden of Remembrance at Kimberley and Eastwood cemeteries. No memorialisation is permitted in the gardens, All requests for scattering must be made on the forms provided by the Council and in the presence of a Council representative.

25. Maximum permissible memorial sizes

All new memorials including all concrete foundations and plinths must not exceed the following **maximum** sizes:

Headstone	Height 4'6" (1370mm)
	Width 3' (900mm)
	Thickness 4" (50mm)
Vase	Height 18" (450mm)
	Width 12" (300mm)

Cremation Plaque 18" (450mm) x 18" (450mm) and up to 22" (560mm) in height **with a sub-base of 20"**

Please note that not all areas of the cemeteries can accommodate the maximum size permitted due to land layout and soil conditions.

26. Approval of memorials

No memorial will be fixed within any cemetery without a 'Rights to Erect a Memorial' permit being first applied for by the grave rights owner at the fee applicable at the time of application.

The permit is valid for a 5 year period and will only be renewed subject to the memorial passing the relevant safety inspection/test adopted by the Council at the time of renewal.

All memorials must conform to British Standard BS8415 and the Council will not permit a memorial to be erected without a Guarantee of Conformity being issued to the grave owner and a copy being lodged with the authority beforehand.

Additional terms and conditions relating to the maintenance and upkeep of the memorial may be recorded on each individual permit.

Memorials are only allowed on privately purchased graves.

All memorial work undertaken must be in accordance with the National Association of Memorial Masons (NAMM) Code of Working Practice.

All applications must be made to the Council on the appropriate memorial application form. The application should indicate full details on how the memorial is to be installed, including the method of fixing used to secure the memorial to the foundation base.

Each application must include a detailed drawing showing all dimension sizes, the type of material to be used and full inscription details.

All memorial applications will incur a memorial fee, payable to the Council.

Memorials are not allowed on public grave spaces.

#### 27. Memorial application conditions

The Memorial Mason will receive a permit notice allowing him to carry out the work.

All memorials installed within the cemeteries must first have the grave number and section letter clearly inscribed upon it before installation. Memorial Masons that do not abide by this condition will be refused installation.

The Memorial Mason will be responsible for leaving the grave area in a clean and tidy condition once work is completed and the removal from site of all surplus soil/turf excavated during the fixing of the memorial.

The Memorial Mason is responsible for leaving the grave area in a clean and tidy condition once work is completed and the removal from site of all surplus soil/turf excavated during the fixing of the memorial.

The Memorial Mason is responsible for any damage that may be caused to any surrounding ground or memorial as a direct result of the installation.

The Council will remove at the expense of the grave owner or Memorial Mason any memorial that has been installed without the necessary authorisation.

Masons working within any cemetery must be registered members of BRAMM, NAMM or other certificated/recognised association and be registered beforehand on the Council's list of approved stonemasons.

No memorial will be erected without the stonemason having made an appointment with the Bereavement Services office to do so, for which a minimum of 48 working hours' notice is required.

The Council reserves the right to attend and inspect each installation.



28. Times of permitting masons to work

The work of fixing or removing memorials must be carried out between the hours of 9.00am and 4.00pm on normal working days only.

The Council reserves the right to:

Remove a memorial headstone from a grave to allow for adjacent graves to be excavated, in the event of ground collapse and the memorial posing a danger. ***This work will be carried out by a Council approved contractor.*** As soon as the funeral has taken place the headstone will be refitted by the Council with the relevant legislation.

Lay flat or make safe any memorial headstone that has been identified as unsafe at the time of checking adjacent headstones prior to excavation operations or as part of routine inspections within the cemeteries.

Remove any unauthorised memorial from a grave.

29. Maintenance of memorials

All memorials are the sole responsibility of the grave owner.

Grave owners must ensure that the memorial is kept in good repair. Any memorial identified as unsafe will be reported to the grave owner in order for them to arrange immediate repair. If this request is not complied with within three months, the Council may carry out whatever measures it sees as appropriate i.e. lay flat the memorial to remove the danger of instability.

If the grave owner cannot be identified and/or contacted, the Council may arrange any necessary repair or make the memorial safe. The cost will be registered as a charge against the grave to be repaid by the grave owner/successor at a future date.

**The Council will not be responsible for any damage/theft or vandalism or any other circumstances beyond the control of the Council.**

30. Fees and charges

The fees and charges in respect of cemeteries are reviewed on a regular basis, usually annually. Funeral Directors and Memorial Masons will be advised accordingly of any changes in advance.

A list of fees is available upon request. The Council reserves the right to revise these fees and charges.

All fees and charges will normally be invoiced on a monthly basis and are payable within 31 days. Alternatively, a cheque may be paid on the day of the funeral and a receipt issued in due course.

Fees and charges made for the burial or scattering of remains held under the Human Tissue and Organ Act and released by hospitals will be charged at the Council's discretion, dependent on casket/coffin size and depth of grave. All charges are made

on the understanding that all fees are invoiced direct to the hospital concerned, not the families, via the Funeral Director.

31. Conduct in cemeteries

All persons shall conduct themselves in the cemeteries in a quiet, orderly and respectful manner and no person shall commit any nuisance within the cemetery or wilfully interfere with any burial taking place. Any person who wilfully damages, defaces or destroys any property or causes any nuisance within the cemeteries will be liable to prosecution.

Any persons under the age of 16 years must be under the supervision of an adult at all times.

No demonstration of any kind shall be allowed within the cemeteries, or any other religious or secular service other than the service at the time of interment, without prior consent of the Council.

32. Advertisements or selling

No person shall be allowed to distribute business cards or advertisements within the cemeteries.

No person is allowed to solicit/sell/offer for sale/advertise for sale within the cemetery or at the entrance thereto any article of commodity of any description.

33. Alterations to these Regulations

The Council reserves the right from time to time to make alterations in or additions to these Rules and Regulations and Cemetery Charges specified herein.

The Rules and Regulations with respect to the Management of the Cemeteries which were made by Broxtowe Borough Council in 2014 are hereby superseded.

## Report of the Interim Strategic Director

**NOTTINGHAMSHIRE PRINCIPLES FOR THE REDUCTION OF CONTAMINATION**1. Purpose of report

To inform members of the document entitled 'Nottinghamshire Principles for the Reduction of Contamination'.

2. Detail

The acceptable contamination rate outlined in the Countywide PFI waste and recycling contract is 5%. In simple terms this means that by weight a recycling bin cannot contain more than 5% of the wrong items.

The Council's current contamination rate for 2018/19 is 10% which exceeds the acceptable level. The Council is not alone each District within Nottinghamshire being above the 5% threshold.

The document entitled 'Nottinghamshire Principles for the Reduction of Contamination', which sets out measures to reduce contamination, was approved by the Joint Waste Management Committee (JWMC) on 17 April 2019. The JWMC is the Member led board which provides oversight for waste related issues within the Nottinghamshire County. The Chair or Deputy Chair of the Leisure and Environment Committee are the Councils representative at the JWMC meetings.

Further information on contamination is shown in appendix 1 and a copy of the document entitled 'Nottinghamshire Principles for the Reduction of Contamination' is shown in appendix 2.

3. Financial implications

There are no additional financial implications.

**Recommendation**

**The Committee is asked to NOTE the report and the document entitled 'Nottinghamshire Principles for the Reduction of Contamination'.**

Background papers

Nil

## APPENDIX 1

**1. Purpose of the 'Principles for the Reduction in Contamination'**

The purpose of the document entitled 'Principles for the Reduction in Contamination' is to provide a common set of measures which each District Council could use for addressing and reducing contamination in the recycling bin.

Whilst each individual authority has the autonomy to use the measures within the document the approval of these principles demonstrate a commitment by all partners to reducing contamination.

**2. What items go in the recycling bin**

The items that can currently be placed in the green lidded recycling bin are as follows:

Plastic Bottles  
Yoghurt Pots  
Margarine and Butter tubs  
Paper and Cardboard  
Tins, Cans and Aerosol

Any other item contained in the bin is classed as a contaminant.

**3. Contamination Sampling**

Each week Veolia undertake a sampling exercise of the materials collected from Broxtowe residents. This involves a cross section of material being extracted from random loads.

The material is then separated into the different waste types and weighed accordingly. The average contamination level over the monthly sampling is then used to calculate the contamination rate for the month.

Wrong plastics make up the majority of the contamination within the recycling bin. However, contaminants such as food waste, glass, textiles and nappies tend to be the most problematic. This is due to the fact that these items have the potential to affect the quality of other recyclables and can cause particular problems within the sorting process.

**4. Reasons for contamination**

In simple terms contamination in the recycling bin can be categorised into two categories. Category one is where people think they are doing the right thing by putting the item in the recycling bin. Category 2 is where people do not necessarily give consideration to recycling.

Category 1 items are often associated with confusion. This is particularly in the case in terms of plastic recycling. Contaminants that fall into this bracket are items such as food trays and ice cream tubs.

Category 2 items are generally items whereby the resident has not necessarily given consideration to recycling. Contaminants that fall into this bracket are items such as food waste and Nappies.

#### 5. Current contamination checking process

The crew will lift up the bin lid to visually inspect the bin before emptying the bin. The crew do not rummage through the bin.

Should it be apparent that a bin is contaminated the crew will not empty it and place a red tag on the bin. The red tag informs the resident why the bin has been left and what contaminant is in the bin. The address is logged by the driver on the in cab Bartec Unit.

Should a resident then contact the Council the information is available to the Contact Centre staff to identify why the bin was not emptied. The resident is then informed that they should remove the contaminant and a crew will return to empty the bin within three working days.

Recycling refresher training has recently taken place with the crews to remind and reinforce what items can be put in the recycling bin.

#### 6. How we do currently educate residents

The following activities are undertaken to promote recycling:

- Recycling sticker on bins
- Educational video
- Website Information
- Email Me bulletins
- Presentations to Community Groups
- Presentation to Schools
- Social Media messages and banners
- Information Leaflets
- Face to Face contact with the resident
- Vehicle Livery
- Information in different languages for font size

#### 7. Year on year contamination rates

Prior to 2014/15 a 5% contamination rate was applied. However, from 2014/15 a sampling regime was introduced. The table below shows the average contamination rate from 2014/15 onwards.

Year	Contamination Rate (%)
2014/15	5.7
2015/16	7.9
2016/17	8.9
2017/18	9
2018/19	10

As is shown in the table above the contamination rate has grown year on year since 2014/15. One reason for the increase in contamination could be that the topic of recycling has received far less coverage at a national level in recent times. In addition the resource level within the recycling team has reduced and this could also be a contributing factor in the increase in contamination.

#### **8. Comparison of other districts**

Whilst the Council is significantly above the contractual agreement of 5% in comparative terms the Council's overall contamination rate is one of the lowest in Nottinghamshire. The table below shows the different contamination rates for each Nottinghamshire District for 2018/19.

<b>Local Authority</b>	<b>Contamination Rate 2018/19</b>
Ashfield District Council	<b>12.1%</b>
Bassetlaw District Council	<b>10.8%</b>
Broxtowe Borough Council	<b>10.3%</b>
Gedling Borough Council	<b>12.7%</b>
Mansfield District Council	<b>12.5%</b>
Newark & Sherwood District Council	<b>10.5%</b>
Rushcliffe Borough Council	<b>11.7%</b>

#### **9. Contamination Working Group**

A Countywide Contamination Group has recently been created to help address contamination. The group is made up of a representative of each District Council together with representatives from Veolia and Nottinghamshire County Council. The aim of the group is to work collaboratively and share good ideas and best working practice.

# **Nottinghamshire Principles For The Reduction Of Contamination**

## 1.0 Introduction

Each Waste Collection Authority in Nottinghamshire operates the same dry recyclable kerbside collection scheme. The Nottinghamshire PFI contract delivered a bespoke materials recovery facility at Warren Way, Mansfield, in 2009 for Nottinghamshire County Council (“the Materials Recovery Facility”). The Materials Recovery Facility is managed and operated by Veolia.

## 2.0 Background

The purpose of the guidance is to demonstrate a commitment from all Waste Collection Authorities in Nottinghamshire to work in partnership to reduce contamination and improve the quality of the co-mingled dry recyclables collected through the kerbside collections.

The input specification for the Materials Recovery Facility is:-

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

The acceptable contamination rate as outlined in the Countywide PFI Waste and Recycling contract is 5%. Since 2009 contamination levels have increased consistently each year reaching an average level of 12% in the most recent contract year to date (2017/18).

## 3.0 Principles

The principles below show the measures that will be undertaken by each Waste Collection Authority which are aimed at reducing the level of contamination within the recycling bin:

- Recycling bins should be checked by the collection crews before being emptied. The check involves a visual inspection by lifting the lid to view the contents of the bin. Operatives are not expected to search through the bin.
- Collection crews are not to accept recycling side waste in plastic bags.
- Collection crews should endeavour to reject any bins which upon visual inspection contain several items which do not conform to the input specification
- Contaminated bins are not to be collected but should be tagged or a sticker placed on them to identify that the bin does not contain only target recyclables. The tag or sticker should show the relevant Waste Collection Authority’s contact details.
- Collection crews should report contaminated bins so that the Waste Collection Authorities can engage with a resident on a contamination issue and provide the ‘Recycle for Nottinghamshire Guide’ which explains clearly the target recyclables which should be placed in the recycling bin.
- Dependent upon individual Local Authority’s policies, Waste Collection Authorities should 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 should 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 may utilise alternative methods to interact with the resident.

- If appropriate, a section 46 notice may be issued to the resident in accordance with the Waste Collection Authority's policies.
- Following repeated contamination by a resident a decision should be made by the relevant Waste Collection Authority on whether the recycling collection service should be withdrawn in accordance with their individual policy.
- A suite of templates for Communications materials (eg bin stickers, leaflets and bin tags) provided by Veolia may be utilised and distributed by the Waste Collection Authorities to ensure a consistent message is provided to all residents within Nottinghamshire.
- A Waste Contamination Working Group consisting of at least one representative from each partner authority will meet once every three months to work collaboratively and share ideas and good practice on reducing contamination at the Materials Recovery Facility.

## **4.0 Reporting**

A quarterly progress report on contamination levels will be presented to Joint Waste Management Committee and Joint Officer Board by the Waste Contamination Working Group.

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## Report of the Interim Strategic Director

**PRIDE IN PARKS – PLAY AREA AND PARKS/OPEN SPACE IMPROVEMENTS**1. Purpose of report

To update members on the Pride in Parks initiative.

2. Background

As originally set out in a report to this Committee on 28 March 2018, the Pride in Parks initiative saw the 2018/19 and 2019/20 capital programmes include £250,000 in each year for play area and parks/open space Improvements. These sums have been allocated to undertake improvements to the Borough owned play areas that have been identified as high priority sites in the Play Strategy and to the Town and Parish Councils that maintain their own parks and outdoor recreational facilities to enable improvement and renovation works to be undertaken at these sites.

The objective of this initiative is to help achieve “Fairness for All” with residents across the Borough having the potential to access improved outdoor leisure and recreational facilities. Details of the work that the Borough intends to undertake on its own sites in 2019/20 along with progress of the town and parish councils in utilising the sums allocated to them for both years are set out in the appendix.

3. Financial implications

The £250,000 initially included in the 2019/20 capital programme has been split with £125,000 allocated to the Borough Council and £125,000 allocated to the Town and Parish Councils. The £125,000 allocated to the Borough Council has where possible been supplemented by funding from other sources in order to produce enhanced schemes as shown in the appendix.

**Recommendation**

**The Committee is asked to NOTE the proposed schemes in the 2019/20 capital programme as part of the Pride in Parks initiative.**

## APPENDIX

**1. Broxtowe Borough Council Sites**

There are 4 Borough Council sites identified as high priority in the Borough's Play Strategy for which there is budget provision for schemes in the 2019/20 capital programme. The details are as follows:

**(i) King George's Park, Bramcote**

Following on site consultation, a successful bid to Waste Recycling Environmental (WREN) for £50,000 has allowed a much more expansive scheme to be developed than had been originally envisaged. The 2019/20 capital programme now includes a scheme to the value of £123,850 with funding of £50,000 from WREN, £24,850 from an insurance settlement and £49,000 from the Council's own capital resources.

**(ii) Sherman Drive Open Space, Chilwell**

The 2019/20 capital programme includes £30,000 from the Council's capital resources towards replacement equipment and surfacing.

**(iii) Hall om Wong Open Space, Kimberley**

The 2019/20 capital programme includes £20,000 from the Council's capital resources for work at this site. It is proposed to use this funding as the Council's contribution towards a bid to WREN for additional funding to facilitate an enhanced scheme at the site including a wider range of equipment for younger children and the creation of a large area of rubber safety surfacing. The outcome of this bid is expected in autumn 2019 and will be reported to the Committee in due course.

**(iv) Hickings Lane Recreation Ground, Stapleford**

As reported to the Committee on 23 January 2019, the 2019/20 capital programme includes £165,500 for a scheme to fully refurbish the play area and install a new multi use games area at the site. The cost of the scheme is being met from contributions of £93,500 from WREN, £18,500 from Section 106 receipts, £2,500 from United Living, £1,000 from Stapleford Town Football Club and £50,000 from the Council's own capital resources. The work on the scheme is now nearing completion.

**2. Town/Parish Council Sites**

There are six Town/Parish Councils that manage their own Parks/Recreation Grounds as follows:

**Awsworth Parish Council**

- The Lane Recreation Ground
- Shilo Recreation Ground

**Brinsley Parish Council**

- Brinsley Recreation Ground

Greasley Parish Council

- Beauvale Park
- Greenhills Road Recreation Ground

Kimberley Town Council

- Knowle Park
- The Stag Recreation Ground

Nuthall Parish Council

- Basil Russell Playing Fields
- Temple Centre Recreation Ground

Trowell Parish Council

- Trowell Parish Hall

As part of the Pride in Parks project all 6 Town/Parish Councils were asked to consider their priorities for work over financial years 2018/19 and 2019/20.

The Town/Parish Councils were advised on the sort of schemes that the council would consider as favourable. These included:

- Play Area /Skate Park Improvements
- Improvements to outdoor sports /exercise facilities
- Footpath creation/surfacing
- Improvements to sports pavilions (but not Parish Halls)
- Habitat improvements
- Improvement for disabled access parking (but not full car park surfacing schemes)

The Town/Parish Council's also had the option to combine the Year 1 (2018/19) and Year 2 (2019/20) funding as appropriate. Where relevant this is referenced below.

Project Update

(i) Awsworth

The balance of the Year 1 funding is being used as part of a jointly funded project with the English Cricket Board to improve the cricket pavilion at The Lane Recreation Ground. This project is nearing completion. There will also be a small scheme to undertake pond improvements at The Lane Recreation Ground later this year utilising the balance of the funding.

## (ii) Brinsley

Detailed year 2 schemes are yet to be finalised but there are proposals to install new outdoor gym equipment and a wheelchair accessible swing at Brinsley Recreation Ground. Consideration is also being given to improvements to the bowls pavilion at this site.

## (iii) Greasley

The year 2 scheme has seen a second phase of play area improvement works at Beauvale Park.

## (iv) Kimberley

The scheme for the second year funding is one to improve the play facilities at Knowle Park with a designated fenced area with rubber surfacing for younger children.

## (v) Nuthall

A new outdoor fitness area at Basil Russell was officially opened on Sunday 2 June. Options for the balance of the year 2 funding are being considered.

## (vi) Trowell

The Parish Council chose to combine the year 1 and year 2 allocations with a scheme to provide new young children's play equipment, outdoor table tennis and a boules court at Trowell Parish Hall. Work is currently in progress.

Summary

Parish/Town Council	2019/20 Allocation	Funding Committed	Funding Spent
Awsorth	£16,452.46	£16,452.46	Nil
Brinsley	£17,983.77	Nil	Nil
Greasley	£28,546.58	£28,546.58	Nil
Kimberley	£25,397.59	Nil	Nil
Nuthall	£29,733.34	£20,276.68	Nil
Trowell	£6,886.26	£6,886.26	Nil
<b>Total</b>	<b>£125,000</b>	<b>£72,161.98</b>	<b>NIL</b>

## Report of the interim Strategic Director

**HICKINGS LANE RECREATION GROUND – PROPOSED LEASE  
WITH STAPLEFORD TOWN FOOTBALL CLUB**1. Purpose of report

To advise members of a proposal from Stapleford Town Football Club to enter into a 25 year lease with the Borough Council for Football Pitch 3 at Hickings Lane Recreation Ground.

2. Background

Stapleford Town Football Club was formed in 2012 and use Hickings Lane Recreation Ground as their main home ground. The club has grown significantly over the last few years and the use of the pitches at Hickings Lane Recreation Ground as their “Home” ground has worked well for both the club and the Council. Details of the club’s formation and development are shown at appendix 1.

3. Proposal

In order for the club to progress to the next level at Hickings Lane there are certain standards that must be achieved relating to pitch quality, pitch size, provision of a boundary fence and installation of dug outs. In order to achieve these the club is looking to apply to the Football Association for funding. However, one of the FA requirements is that the club has a 25 year lease for the site. The club have submitted a formal application for such a lease and details of this and the view of the Council’s Estates and Legal teams on this proposal are detailed in appendix 2.

4. Financial implications

There are no direct financial implications for the Council relating to this application. If the club are successful in obtaining a lease then there will be a potential reduction in the direct maintenance requirement for the Council on the site and the opportunity for the club to secure additional funds that will improve facilities. The club would fund directly the provision of dug outs, perimeter fence and any changes to the footpath on the site to allow the pitch size to be increased.

**Recommendation**

**The Committee is asked to RECOMMEND to the Policy and Performance Committee that the Council subject to agreeing Heads of Terms with the Stapleford Town Football Club to grant a 25-year lease for pitch 3 at Hickings Lane Recreation Ground to Stapleford Town Football Club.**

Background papers

Nil

**APPENDIX 1**

The Club: Its Formation and Development

The roots of Stapleford Town Football Club go back to 2002 with the formation of Stapleford Villa Football Club in 2002.

The vision at the heart of Stapleford Villa's football activities was the desire to provide and expand football facilities for youth and local residents of all ages with Hickings Lane Recreation Ground as the clubs home ground, supplying a base where players' love for the game of football could be developed and expanded.

After early successes the club declined due to a lack of professional management and resources.

In 2012 a core group consisting of some members of the previous management team and a group of supporters from the community in Stapleford, including parents, young people, local businesses and football enthusiasts, came together to relaunch the Club now known as Stapleford Town Football Club.

The management team of the relaunched Stapleford Town Football Club were determined that the Club be a grass roots community based club with an emphasis on providing a safe football facility that was welcoming to all.

From the very beginning the club identified its vision as ensuring that all young people had the opportunity to take part in football activities and be able to fulfil their potential.

The clubs aims are to:

- Raise the profile and awareness of football in Stapleford and the surrounding areas.
- Increase the number of players participating in football activities.
- Improve the quality and professionalism at all levels including both playing and coaching.
- Provide opportunities and pathways for talented individuals to perform and excel.

Since its inception the Club has expanded from 3 teams in 2012 to 27 teams, with 331 registered players.

The club has 31 fully qualified FA registered coaches.

The club runs teams from U8's to U16's with a men's senior and reserve team. The club also run soccer schools for ages 3-7 years.

As the club has developed the professional standards applicable have risen. The club has achieved FA "Charter Standard", an award made by the FA under an accreditation



scheme that sets a gold standard recognising and rewarding, commitment, quality and achievement.

## **APPENDIX 2**

### Request for a 25 Year Lease for Pitch 3 at Hickings Lane Recreation Ground

Since 2016 the Club has successfully worked with the Council in utilising the football pitch's at Hickings Lane Recreation Grounds as their main "Home" ground.

The area which the club is seeking a 25 year lease for is shown within the bold line on the plan at Appendix 3.

The club would be responsible for maintaining the pitch and its surrounds to the extent of 2 metres beyond the boundary of the playing area. The Council would continue to be responsible for maintaining the area of the recreation ground outside this defined area including boundaries, tree and hedge maintenance.

During the lease the club would plan to:

- Maintain and improve the pitch's playing surface by the application of a regular sports turf maintenance programme, this includes mowing, scarifying and fertilising and implementing the recent FA Pitch Improvement Plan for the site.
- Levelling the playing surface by removing localised high spots.
- "Verti-draining" the pitch.

With a 25 year lease the club would be able to increase the standard of football played on pitch 3. The FA measure pitch and facility standards with a numbered grading system. The club would initially look to achieve step 7 standard. In addition to the facilities already provided on the site, this requires:

- Security of Tenure for 25 years on the ground.
- Pitch perimeter barrier. A concrete post and metal rail is the standard used on other similar sites. This would have double gates for machinery and access. The public would not be excluded from this area (see Appendix 4).
- A minimum playing area of between 90m x 45m and 120m x 90m. The club area looking for a mid-range size of 100m x 64m. This can be achieved by extending the length of the pitch by 3 metres and an adjustment to the stone path on the site. The club would fund all this work to the Council's specification.
- Technical area and training box. The club are proposing secure lockable brick built structures within their defined area.

As a long term aim the club would like for their first teams to be able to play at the next level up, i.e. step 6. This does however require additional facilities to be provided such as floodlights and a boundary fence. The club recognise however that these would need further consultation with the Council and a detailed planning application.

The club are aware that there may be changes to the pavilion on this site at some point in the future and are keen to work with the Council to achieve any possible improvements. The involvement of the football club offers the potential to work with the Football Association to potentially secure additional funding for such a project with Hickings Lane pavilion listed as priority in the emerging Broxtowe Local Football Facilities Plan. This document is being produced in partnership with Nottinghamshire FA.

#### Comments from Estates and Legal

The land has always been held by the Council as public open space, the Council will be able to rely on the Section 123 Local Government Act 1972 powers to lease part of the land. There will be procedural requirements to adhere to (such as advertising and consultation).

There is also a restriction on the land for it not to be used other than as a public children's playground, but this applies to the children's play area and not part of the open space which the pitch will be situated on.

# Appendix 3

Subtitle



**Broxtowe  
Borough  
COUNCIL**



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## NOTES

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Example of proposed perimeter fencing

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## Report of the Interim Strategic Director

**PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN – ENVIRONMENT – OUTTURN REPORT**1. Purpose of Report

To report progress against outcome targets identified in the Environment Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

3. Performance Management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Environment Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in appendix 1.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the Business Plan for Environment and the current Key Performance Indicators for 2018/19.**

Background papers

Nil

## APPENDIX 1

**PERFORMANCE MANAGEMENT**1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. This Plan sets out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The Business Plans are linked to the five corporate priority areas, including Environment, and were approved by the respective Committees at meetings held in January and February 2018.

The Council's priority for Environment is that 'The environment in Broxtowe will be protected and enhanced for future generations'. Its objectives are to:

- Reduce litter and fly tipping to make Broxtowe cleaner (En1)
- Maintain and improve the green infrastructure of Broxtowe (En2)
- Increase recycling, composting, renewables and energy efficiency projects as resources allow and reduce residual waste (En3)

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2016-2020 for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This includes a detailed annual report where performance management is considered following the year-end.






3. Performance Management





As part of the Council's performance management framework, the Leisure and Environment Committee receives regular reports of progress against the respective Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).








The Council monitors its performance using the Pentana performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.




The key to the symbols used in the Pentana performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed


Key Performance Indicator and Trends Key	
	Alert
	Warning
	Satisfactory
	Unknown





## Environment Key Tasks and Priorities for Improvement 2018/19

Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
	ENV1518_04	Approve Green Infrastructure Strategy and Implement Key Actions	Implement the key actions in the Green Infrastructure Strategy	100%	31-Mar-2019	Annual review of primary and secondary sites completed with works actioned as appropriate.
	ENV1620_04	Franchises and licensing within Parks and Open Spaces	Franchises and licensing within Parks and Open Spaces	90%	31-Mar-2019	Sponsorship of floral bedding has been reviewed. Sponsorship opportunities for facilities within the Parks and Green Spaces continue to be explored.
 Page 54	ENV1720_01	Strategic Tree Planting	Continue to apply a strategic approach to tree management and planting.  Work with partners, land owners and other agencies	97%	31-Dec-2019	A new Tree Planting Strategy was adopted in 2018/19. This year's tree planting programme was launched at Broadgate Park on 24 October 2018 as part of the Clean and Green Campaign.
	ENV1720_02	Review of Trade Waste Service	Establish the cost of providing a trade waste service	100%	31-Mar-2019	The review of the Trade Waste Service has been completed following the implementation of the revised collections rounds. Savings have been achieved following the rescheduling and the analysis suggests that the trade waste service makes a positive contribution towards the overall refuse service.
	ENV1821_01	Consider the introduction of charging for replacement/ lost/ stolen bins	Increased income generation and releasing of resources to undertake priority work	100%	31-Mar-2019	Data analysis was undertaken. Decision reached that any change to the current process would not be cost effective. No further work undertaken and this task will not continue.

Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
	ENV1821_02	Investigate and undertake appraisal of an integrated management system capable of managing work schedules of Grounds Maintenance, Street Cleansing and Refuse	To implement a single management system which will manage the work schedules of Grounds Maintenance, Street Cleansing and Refuse.	100%	31-Mar-2019	Different systems assessed to determine their suitability for use within Environmental Services. The exercise has shown that an upgrade of the current Bartec system, together with further investigations into the capabilities of other systems currently in use within the Council, offers the most efficient option for managing Environmental Services.
	ENV1821_03	Improve Play Areas and Parks & Open Spaces	Ensure sites are Health & Safety and DDA Compliant	50%	31-Mar-2020	All year 1 schemes as part of the £500k initiative have been completed or are in progress. Year 2 schemes are currently being designed.
 Page 55	GREEN0912_14	Further Develop sites with Local Nature Reserve status	Management Plans updated	100%	31-Mar-2019	Management Plans for Alexandria Plantation and Sandy Lane Local Nature Reserves are now complete and available on the website.
	ENV1518_01	Review the Carbon Management Plan	Review of the Carbon Management Plan	40%	31-Oct-2018	The tasks are being taken up within existing roles.

### Environment Key Performance Indicators 2018/19

PI Status	PI Code & Short Name	Data Collected	2016/17	2017/18	2018/19 Value	2018/19 Target	Trend	Notes
	BV84a Household waste collected per head, in kilos	Annual	366.62	344.98	357.00	364.00	Negative	Target achieved. There was an increase in tonnages of residual waste collected but also for kerbside garden waste (602 tonnes) and glass collections (92 tonnes). This is a positive outcome in terms of increasing recycling.

PI Status	PI Code & Short Name	Data Collected	2016/17	2017/18	2018/19 Value	2018/19 Target	Trend	Notes
	NI 191 Residual household waste per household (Kgs)	Annual	486.62	476.81	493.31	482	Negative	The amount of residual collected has increased. This trend has also been experienced across the County.
	NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	Annual	96%	95%	96%	96%	Stable	This is the percentage of streets which achieve the required cleanliness standard. Standards have returned to a high level with the replacement sweeper.
	PSLocal_02 Number of Green Flags / Community Green Flags	Annual	5	5	5	5	Stable	Maintaining current number of Green Flags and continue to support Community Groups with their applications.
	WMDData_03b Number of garden waste subscriptions	Quarterly	-	19,211	19,664	19,200	Positive	The target for 2018/19 has been exceeded.

## Report of the Managing Director Liberty Leisure Limited

**PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN  
PROGRESS – LIBERTY LEISURE LIMITED**1. Purpose of report

To report progress against outcome targets identified in the Liberty Leisure Limited Business Plan.

2. Background

Broxtowe Borough Council's Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

The Council established a Local Authority Trading Company, Liberty Leisure Limited in October 2016 to deliver an efficient leisure and culture service. The company contributes to the Council's Corporate Plan priorities and objectives relating to Health.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Liberty Leisure Limited's Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in the appendix.

2018/19 showed an improved position in relation to foot fall. There has been a positive increase in the number of direct debits collected and the customer satisfaction score for the Leisure Centres. The completion of Key Tasks in the year resulted in more opportunities for the residents of the Borough to be active with an improved leisure offering in the Borough.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the Business Plan for Liberty Leisure Limited and the current Key Performance Indicators for 2018/19.**

Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

A Broxtowe Borough Council Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Council's Local Authority Trading Company, Liberty Leisure Limited is guided by the Service Agreement and its company strategies. These documents align the work of Liberty Leisure Limited with other local, regional and national plans to ensure the company's work contributes to wider objectives. These include the Council's Corporate Plan that prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned to ensure the ambitions set out in the Council's Corporate Plan are realistic and achievable.

2. Business Plans

The Liberty Leisure Business Plan is reviewed annually. The 2019/20 Liberty Leisure Business Plan was noted at Leisure and Environment Committee on 23 January 2019. The latest Business Plan was approved by the Liberty Leisure Board in February 2019.

The Liberty Leisure Business Plan links to the Council's corporate priority of Health that was approved by the Overview and Scrutiny Committee on 1 and 3 February 2016. The Council's priority for Health is 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of people who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)






The Liberty Leisure Business Plan details the projects and activities undertaken in support of the Corporate Plan 2016-2020 for each the Health priority area. The business plan covers a three-year period but will be revised and updated annually. A suite of milestones and Key Performance Indicators (KPIs) will be used to monitor progress against key tasks and targets. During the first full trading year of the company a thorough review of the performance monitoring will be undertaken to identify more relevant KPIs, to refine targets and to ensure reporting to the Council is relevant, consistent and manageable.









### 3. Performance Management

As part of the Council's performance management framework, the Leisure and Environment Committee receives regular reports of progress against respective Business Plans. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2018/19 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPIs).







The Council and Liberty Leisure Limited monitor performance using the Pentana performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Pentana performance reports is as follows:





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	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed

Key Performance Indicator and Trends Key			
	Alert		Improving
	Warning		No Change
	Satisfactory		Getting Worse
	Unknown		Data Only








## Liberty Leisure Limited Key Tasks and Priorities for Improvement 2018/19

Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
	BPT1518_A01	Review current annual events programme	Implement a new borough wide programme of events	100%	30-Sep-2018	New events, particularly Pop Up Cinemas have proven a success and will be developed for 2019/20.
	LL1720_G01	Review Gymnastics & Trampoline Programme	Increase attendances, surplus and income	100%	31-Mar-2019	Specific parent and toddler sessions have recently been launched to introduce the sport from a young age.
 Page 60	LL1720_G02	Personal Training	Introduce a personal training service at Bramcote, Chilwell and Kimberley Leisure Centre	100%	31-Mar-2019	Launched on 20 September 2019. The scheme has been successful with ten personal trainers delivering regular sessions.
		LL1720_G04	Liberty Leisure Limited Operational Strategy	Develop an overarching strategy for Liberty Leisure Limited to plan the development and deployment of staff, future use of Technology, Marketing and activity delivery	100%	30-Nov-2018
	LL1720_G05	Review and where appropriate implement changes to Central Support Functions	Streamline back office functions and improve financial efficiencies	55%	31-Mar-2020	The Human Resource, Finance and Health and Safety agreements are complete and signed. Work is progressing to complete the ICT, Payroll, Audit and Performance agreements.
	LL1720_G06	Investigate Potential to grow business opportunities beyond the existing scope of the service	To Improve efficiencies of Liberty Leisure Limited	39%	31-Mar-2020	A review of the cost involved to collect direct debits as a bureau for third parties is currently underway.



Status Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
	LL1720_K01	Fast Track Entry System at Kimberley Leisure Centre	Reduce queuing times to improve the experience of members accessing the fitness facilities	73%	30-Jun-2019	The fast track turnstile has been installed. Full testing and staff training will take place prior to going live.
	LL1821_B01	Treatment Room	Additional sales of new treatment room.	70%	31-Mar-2020	The refurbishment of the room is completed and beautician identified.
	LL1821_CO1	Implement the Get Active Strategy	Reduce Inactivity levels and increase the number of volunteers	14%	31-Dec-2021	Implementing the Get Active strategy began in February 2019. Partners, including the council and public health have been engaged to agree how the work will develop. Based on statistical evidence from Exercise Referral schemes enabling people with mental ill health to become more active will be focus of the work.
	LL1821_E01	DHL Museum and Shop	To increase income through retail sales.	37%	31-Mar-2020	A review of existing stock has been completed and new lines added with the focus on increased profit margins.

## Liberty Leisure Limited Key Performance Indicators 2018/19

Status	PI Code & Short Name	Data Collected	2016/17	2017/18	2018/19 Value	2018/19 Target	Apr2019 Value	Trend	Notes
	LLData_G05 Management Fee from the Council to Liberty Leisure Limited	Annual	£1,250K	£ 1,160K	£ 1,030K	£1,030	-	Positive	A management fee of £ 995,000 has been agreed for 2019/20.
	LLLocal_G02 Total Attendance - Liberty Leisure Limited (ALL)	Quarter	-	1,709K	1,720K	1,714K	-	Positive	Exceeded target - an increase of 11,000 from 2017/18.
	LLLocal_G04 Expenditure - Liberty Leisure Limited (ALL)	Quarter	-	- £4,396K	- £4,236K	- £4,509K	-	Positive	Figures are provisional taken from Civica Financials and are subject to final accounting.
	LLLocal_G05 Income - Liberty Leisure Limited (ALL)	Quarter	-	£4,583K	£3,574K	£3,476K	-	-	Figures prior to 2018/19 include the management fee; figures from 2018/19 onwards do not include the fee to provide a more accurate reflection of performance.
	LLLocal_G06 DD Total Direct Debit collections	Annual	83,777	88,281	94,711	88,296	7,951	Positive	Increase in the number of gym members and children attending swimming lessons.
	LLLocal_G07 Subsidy per Visit	Annual	£0.74	£0.58	-	£0.67	-	-	Figure is generated externally and will be available in September
	LLLocal_G08 APSE Customer Satisfaction Survey - LL	Annual	70%	-	80%	71%	-	Positive	Survey not completed in 2017-18. The 2018/19 figure is based on individual scores for the three Leisure Centres.

**Report of the Interim Strategic Director**

<b>WORK PROGRAMME</b>
-----------------------

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

25 September 2019	<ul style="list-style-type: none"> <li>• Performance Management – Review of Business Plan Progress – Environment</li> <li>• Performance Management – Review of Business Plan Progress – Liberty Leisure Limited</li> <li>• Pride in Parks Update</li> <li>• Clean and Green Update</li> <li>• ICT systems Update</li> </ul>
13 November 2019	<ul style="list-style-type: none"> <li>• Performance Management – Review of Business Plan Progress – Environment</li> <li>• Performance Management – Review of Business Plan Progress – Liberty Leisure Limited</li> <li>• Garden Waste Charges 2020/21 Subscription Fee</li> <li>• Clean and Green Update</li> </ul>
22 January 2020	<ul style="list-style-type: none"> <li>• Business Plans and Financial Estimates 2019/20 – 2021/22 – Environment</li> <li>• Business Plans and Financial Estimates 2019/20 – 2021/22 – Liberty Leisure</li> <li>• Trade Waste Fees and Charges</li> <li>• Pride in Parks Update</li> <li>• Clean and Green Update</li> <li>• Broxtowe Parks Standard</li> </ul>

<b><u>Recommendation</u></b>
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<b>The Committee is asked to consider the Work Programme and RESOLVE accordingly.</b>
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Background papers

Nil

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