

Culture Committee

Tuesday, 03 November 2015 at 10:30

County Hall, County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of the last meeting on 22 Sept 2015 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Service Update for the period 29 June to 31 August 2015 | 7 - 12 |
| 5 | Rufford Country Park & Bestwood Country Park - Future Options | 13 - 18 |
| 6 | The Robin Hood Festival 2015 and Proposals for 2016 | 19 - 22 |
| 7 | Co-location of Misterton Parish Council in to Misterton Library with subsequent development of a Community Partnership Library | 23 - 26 |
| 8 | Summer Reading Challenge 2015 | 27 - 32 |
| 9 | Review of Library Stock Recovery Procedures | 33 - 36 |
| 10 | Work Programme | 37 - 40 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Martin Gately (Tel. 0115 977 2826) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting Culture Committee

Date 22 September 2015 (commencing at 2.00pm)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

John Knight (Chairman)
Pauline Allan (Vice-Chairman)

Chris Barnfather
Alan Bell
John Clarke
John Cottee
Maureen Dobson

Sybil Fielding
Tom Hollis
Roger Jackson
Mike Pringle

Ex-officio (non-voting)
A Alan Rhodes

OFFICERS IN ATTENDANCE

Ian Bond	-Team Manager, Learning & Skills
Pete Barker	-Democratic Services
Peter Gaw	-Group Manager, Libraries, Archives & Information
Sally Gill	-Group Manager, Planning
Derek Higon	-Acting Corporate Director, CFCS
Philippa Milbourne	-CFCS

MINUTES OF THE LAST MEETING

That the minutes of the last meeting held on 21 July 2015 were taken as read and were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

None.

DECLARATIONS OF INTEREST

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Councillor Allan declared a private, non-pecuniary interest in item 9, Change to Staffing Establishment in Country Parks, as she knew a member of staff employed at

Rufford Abbey Country Park, which did not preclude her from speaking or voting on that item.

SERVICE UPDATE FOR THE PERIOD 29 JUNE TO 31 AUGUST 2015

RESOLVED 2015/042

That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

PERFORMANCE REPORTING (1 APRIL – 30 JUNE 2015)

Any correspondence received by Members from a member of the public on the subject of archaeology should be forwarded to Sally Gill who will respond on everyone's collective behalf.

RESOLVED 2015/043

That the Committee notes the performance of the Council's cultural services during the period 1 April – 30 June 2015.

COMMUNITY LEARNING AND SKILLS SERVICE – OFSTED INSPECTION REPORT

On behalf of the Committee the Chairman congratulated the team on the excellent OfSTED report.

RESOLVED 2015/044

- 1) That the overview of the new Community Learning and Skills Service's provision be noted
- 2) That the report on the outcome of the OfSTED inspection of the provision of the Community Learning and Skills Service undertaken between 11 & 15 May 2015 be noted.

UPDATE ON THE DEVELOPMENT OF COMMUNITY PARTNERSHIP LIBRARIES

RESOLVED 2015/045

That the update on the development of Community Partnership Libraries across Nottinghamshire be noted.

CHANGES TO STAFFING ESTABLISHMENT OF NOTTINGHAMSHIRE ARCHIVES SERVICE

RESOLVED 2015/046

That approval be given to establish 1fte Archives Building Officer post at Grade 2.

CHANGE TO STAFFING ESTABLISHMENT IN COUNTRY PARKS

RESOLVED 2015/047

That the establishment of a temporary part time Gardener/Handy Person post (0.74 fte at Grade 2) at Rufford Abbey Country Park be approved.

WORK PROGRAMME

Regular update reports on the progress being made on the Sherwood Forest Visitors' Centre will be programmed.

RESOLVED 2015/048

That the committee's work programme be noted.

The meeting closed at 2.40pm

CHAIRMAN

**REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE,
AND THE GROUP MANAGER, PLANNING****SERVICE UPDATE FOR THE PERIOD 29 JUNE TO 31 AUGUST 2015****Purpose of the Report**

1. To update the Committee on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people.

Information and Advice**LIBRARIES, ARCHIVES, ARTS, INFORMATION AND COMMUNITY LEARNING****Collingham Community Partnership Library**

2. The re-opening of Collingham Library in its new location within The Parish Hub and Library on Saturday 26 September marked the first Nottinghamshire library to become a Community Partnership Library. The Library moved from its old premises within Collingham Health Centre and reopened in its new, shared and refurbished premises after just one week of a closure period.
3. This move will initially save on building and maintenance costs and in addition the Library Service is working on enhancing the volunteer offer to increase volunteering opportunities and reduce associated staffing costs.
4. The Parish Hub building has benefited from a thorough modernisation programme and offers bright, airy and attractive accommodation. The Library Service has invested in new shelving, carpeting and furniture, all of which have increased the accessibility of library materials and enhanced the overall customer experience. In addition, and with the help of Section 106 money, over £500 of new library books have been purchased to enhance the library stock with the same level of purchasing intended for 2016.
5. On the opening day over 300 people visited the Library and since reopening several lapsed customers have returned and re-joined. There have been very many positive comments including:

'It's so much bigger than we thought'

'It's so welcoming, bright and airy'

'The shelves are much nicer and easier to reach'

'The new lobby is a lovely area in which to sit and read'.

COUNTRY PARKS AND GREEN ESTATES

The Major Oak Woodland Festival, Sherwood Forest Country Park

6. Following hard on the heels of the successful Robin Hood Festival came a different but popular event for Sherwood Forest Country Park – the Major Oak Woodland Festival on 12th and 13th September.
7. This was the second year of the event, which showcases green woodworking, woodland crafts, woodland management and traditional woodcarving. The event was attended by the Chairman of the County Council, who toured the many stalls and displays set up within the woodland, including willow weaving, logging with shire horses, rustic chair making, tree leaf identification, traditional charcoal making and ancient tree walks.
8. The Woodland Festival was organised in partnership with the Sherwood Forest Trust, who secured sponsorship for the event from local construction company, Robert Woodhead Ltd. It was also attended by the RSPB, who are the County Council's chosen partner to build and manage the new Sherwood Forest Visitor Centre.
9. The event generated much positive media coverage in newspapers including the Derbyshire Times, the Mansfield Chad and others.

Steam Punk Picnic, Bestwood Country Park on Saturday 8th September

10. Planned as a small scale event for a few enthusiasts, the Victorian Winding Engine House at Bestwood Country Park found itself the centre of this year's most surprising success for Country Parks. This was an outdoor picnic for "Steam Punks" – fans of a particular genre of science fiction where modern technology meets the Victorian steam age - with Gothic overtones!
11. Costumed enthusiasts from as far away as Newcastle arrived at the free event. The Winding Engine House volunteer group led guided tours of the restored engine house, and Friends of Bestwood Country Park ran a community café, with volunteers from the local Women's Institute group suitably dressed as Edwardian café "Nippies."
12. The event provoked considerable interest in the local media, with the Nottingham Post amongst those who sent out photographers to snap the inventive range of costumes sported by happy attendees.
13. It is hoped that the event can be repeated next year, possibly with an entrance fee to enable more activities and a dedicated parking area.

Rufford Abbey 1940s event on 26th – 27th September

14. Though continuing budget reductions may necessitate changes to the scale of future such events, 2015 saw fans of the annual 1940s Weekend at Rufford Abbey once again delighted by the impressive range of displays and activities on offer to the park visitors.
15. Swing dancing demonstrations, 1940s singers, an inspection of troops by "Mr Churchill", 1940s hairdos, vintage ambulances, and a simulated air raid were amongst the thrills and

spills adding colour to this major living history event. Historical re-enactors travelled from as far away as Kent to take part. With explosions and weapon firing (albeit with blanks) part of the authentic atmosphere, safety is high priority, and again the park was grateful for the support of experienced historic event specialist EventPlan, who helped to keep large crowds of visitors, from tots to veterans, safe and comfortable. An estimated 15,000 people attended the event over the course of the weekend.

CULTURAL AND ENRICHMENT SERVICES

The Big Draw

16. The Big Draw is the world's biggest drawing festival with thousands of enjoyable, and free, drawing activities which connect people of all ages with museums, outdoor spaces, artists, designers, illustrators - and each other. The Big Draw is for anyone who loves to draw, as well as those who think they can't! *Every drawing tells a story* is this year's theme.
17. The Arts Service approach is to use artists in settings, to support settings to self-lead using our "How To" inspiration sheets, and to find ways of using drawing for engagement to meet the needs of that setting/audience. The common output from all supported Big Draws will be the creation of simple handmade books full of drawings.
18. The drawings may be inspired by story or place or memory or emotion and will be delivered in a variety of ways depending on the artist involved and the audience participating.
19. Six award winning training sessions have been delivered by the Arts Service between July and September to encourage other groups to join in with the Nottinghamshire Big Draw, and to skill leaders in the County in using drawing to learn with their groups.
20. Throughout October artists will be working with groups and visitors across the County. The three strategic Libraries, Archives and the 10 level one Libraries are all hosting a Big Draw artist led workshop. 27 level 2 and 3 Libraries are running their own events with support from the Arts Service.
21. Killisick Children's Centre, Orston School, Co-Production mental health team and Mencap have had artists' sessions through the Service's outreach work.
22. All the drawn and made books from across the County will come together and become an exhibition that will tour the strategic Library galleries starting in November 2015.

CONSERVATION

Greenwood Community Forest Partnership visit

23. The Greenwood team, supported by Broxtowe Borough Council and the Friends of Brinsley Headstocks, hosted a visit by Anthony May, Chief Executive, to Brinsley Headstocks on 5 October. This is one of a number of greenspace sites within Greenwood Community Forest and was chosen to illustrate a range of activities that have been delivered to support the aims of the Community Forest. Anthony looked at

trees planted as part of a millennium initiative before going on to admire Brinsley's unique tandem timber headstocks and the site's newest addition – a tree carving to celebrate the area's heritage and future. This stimulated a wide ranging discussion that included:

- the role of tree planting in regeneration
- the importance of community engagement and the value of Friends groups
- the need to improve access for all
- the value of greenspaces for health.

Community Tree Planting Grants

24. Greenwood's Community Tree Planting Grant is running again this year and applications are welcomed from Ashfield, Broxtowe and Gedling boroughs and Mansfield, and Newark & Sherwood districts. The deadline for applications is Friday 6 November 2015 and the Greenwood Team offers free advice and funding for planting of up to £250. The grant allows schools and community groups to play a part in creating the Community Forest, providing areas of shade, creating or enhancing a wildlife area, or screening unsightly areas with native trees and hedge plants.

Nottinghamshire Sports Heritage 2015 and Sports Heritage Conference

25. This celebration took place between 26 September and 4 October 2015. It featured a series of sporting heritage events that took place across the County in sports clubs, museums, heritage sites, libraries as well as many other places. Nottinghamshire County Council Heritage Tourism has been involved in this event from its inception in 2014 and Nottinghamshire is the only place in the country offering a co-ordinated county-wide approach. To this end, the County Council has been selected to host the first ever 'Impact of Sporting Heritage' Conference in February 2016.

Human rights – Rebellion and freedom project

26. Transform Training, a local voluntary organisation which provides support for vulnerable and disabled teenagers, has been helped to submit a Young Roots Heritage Lottery bid. If the project is successfully funded, it will take place in 2016 and the outcome will be the production of a Heritage Trail based on the County's heritage of fighting for rights and freedoms, from the legend of Robin Hood, through the English Civil War to more recent disputes.

Apprenticeship

27. A new apprentice, Holly Batley, started work on 5 October. Although the Conservation team regularly hosts student placements, Holly is the first ever apprentice and will be working with the heritage specialists at County Hall. Hosting an apprentice is a relatively new approach for the heritage sector in this area and, as a result, both Holly and the County Council's Heritage Tourism Officer have been asked to speak about this experience at the Youth Heritage Conference being held in November.

Sherwood Landscape Partnership Scheme

28. The Project Development Manager for *Miner to Major*, the Sherwood LPS, started in post at the beginning of September. Over the next 18 months, Beki Howey will be working with partners to develop and submit the Stage 2 funding application to Heritage Lottery Fund. If successful, the scheme will provide c. £3.5m of funding to enhance Sherwood's natural, built and cultural heritage, improve access and engage communities over five years.

Rufford Abbey

29. Following the successful summer excavation at Rufford, the Community Archaeologists are now preparing to work with volunteers over the next few months to clean and catalogue the finds. Ahead of this, staff and volunteers have helped to reinvigorate the seminar room at Rufford, and this is the space that will be used for the finds processing. Specialist opinion has been sought on some of the finds from last year. One of the finds was a delicate piece of metalwork and specialist analysis of this find is eagerly awaited, but early indications are that it could be something very rare indeed. Watch this space!

Skylarks Experimental Archaeology Site

30. This is a project in partnership with Nottinghamshire Wildlife Trust and two work days in September prepared the site for the Skylarks Natural Heritage Festival on 12th September. Despite a mid-day torrential downpour the event was fairly well attended and the Community Archaeologists and volunteers put on a great display of Iron Age life with food, wool spinning, dyeing and firing pottery. We have also been in discussions with two re-enactment groups who are interested in getting involved in the site and helping to celebrate the fascinating cultural and natural heritage of the area. In addition we recently received training, from Carla Phillips of Travellers Through Time, on the ancient textile technology of naalbinding and will be able to pass on these skills in future workshops at the Skylarks site.

Besthorpe Church

31. The local community has been carrying out small-scale archaeological investigations at the church at Besthorpe village. This curious 18th century church is the only one in the County to be oriented north-south instead of the usual east-west. Beneath it are the remains of the original medieval church, which are the subject of the investigation led by local archaeologist Sam Gorin. The Community Archaeologists were brought in to provide a training session for the local volunteers on archaeological drawing and recording.

RECOMMENDATION

- 1) That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

Derek Higton
Service Director
Youth, Families & Culture

Sally Gill
Group Manager, Planning

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C0707

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**RUFFORD COUNTRY PARK AND BESTWOOD COUNTRY PARK FUTURE
OPTIONS****Purpose of the Report**

1. This report provides an overview of the current provision and options for the future of Rufford Country Park and Bestwood Country Park and seeks approval to:
 - a) undertake soft market testing to gauge the potential viability of establishing alternative arrangements for the future delivery of the catering and commercial offer at Rufford, with resultant recommendations to be considered by Committee at its March 2016 meeting
 - b) continue work to develop and support the Friends of Bestwood Country Park group to further develop their engagement in making the park more sustainable
 - c) review current onsite ranger services and grounds maintenance arrangements at Bestwood Country Park, with a view to generating further efficiency savings.

Information and advice**Rufford Abbey Country Park**

2. The County Council has managed Rufford Abbey Country Park since 1969. It is recognised as being a Site of Importance for Nature Conservation (SINC) and a Scheduled Ancient Monument lies at its centre. The whole of the Council owned park is within an area of Grade II 'Registered Historic Parkland' which stretches beyond the Park's boundaries, especially to the east and south. All the historic buildings constructed before 1948 that are within the Council's curtilage have individual entries on the official governmental list of buildings of historic and architectural interest (i.e. they have "listed building" status).
3. The site is a "park of two halves" with the main entrance, car parks and main visitor facilities concentrated around the Abbey (including the Old Stables Block and Coach House) and a smaller entrance, Talbot Suite wedding venue and secondary facilities at Rufford Mill, to the north of the lake.
4. The park currently opens 364 days per year and receives around 400,000 visits per year. Roughly 70% are from Nottinghamshire or South Yorkshire, though the summer season

sees a rise in the proportion of tourists due mainly to the park's proximity to Centre Parcs and the Warner's leisure development at Thoresby Hall.

5. The park's busiest days are Sundays, Bank Holidays and school half terms. Visitor numbers are extremely seasonal, with peaks and troughs in demand being heavily weather driven, and therefore not necessarily easy to predict.
6. Park income is currently derived primarily from catering, retail and broader commercial activity (including car parking and wedding sales) – all operated in house.

Bestwood Country Park

7. Bestwood Country Park is situated on the northern edge of Nottingham and is within Gedling Borough. The 650 acres of parkland has a richly varied landscape, wildlife and industrial heritage.
8. The Park is a former coal mine site, and as such contains industrial heritage buildings - the Winding Engine House, the Colliery Headstocks and the Dynamo House, a former electrical substation. Restoration of the Winding House was undertaken in 2010 by the County Council with funding from the Heritage Lottery Fund.
9. An active Bestwood friends group is well established and provides support for some activity on the site, mainly based around providing visitor facilities, supporting rangers and providing access to the Winding Engine House.
10. A community development worker, provided by the County Council with external funding, supports this activity and other community engagement.

Future Options

11. Both Parks have been subject to a range of reviews which have informed the options for the future outlined in this report. These options should be viewed in the context of the following considerations:
 - a) required budget savings for each Park and the longer term financial landscape of the Council
 - b) the operational, resource and staffing capacity required to ensure that the Parks are managed safely and in compliance with legislation
 - c) the Rufford Conservation Management Plan, which provides a detailed assessment of the historical development of the house and grounds, an assessment of heritage significance and policies designed to sustain, renew and reinforce the heritage values of the site. This detailed plan enables and informs future development and fundraising to be considered in the context of the ongoing conservation of the site and its value
 - d) the development of the Council's partnership with the RSPB in the delivery of a new Sherwood Forest Visitor Centre
 - e) potential commercial opportunities for Rufford set against the Park's visitor capacity, market realities and environmental impact
 - f) community capacity to increase its involvement at Bestwood
 - g) the ongoing implementation of the Council's Green Space Strategy
 - h) the Council's ambitions to support the wider local economy and tourism.

The Future - Potential Approaches

Rufford

12. Initial work to review the current commercial, catering and retail offer at Rufford suggests that, whilst the offer enjoys a strong public reputation and generates significant income, there remains significant scope to both reduce costs and generate additional income by reshaping the Park's overall commercial offer. This reshaping represents the best opportunity for the Park to enhance its public offer, and generate the saving levels required by business cases that have previously been agreed by Council. Given the long term nature of the difficult financial circumstances faced by the Council, it is important that the Park makes significant strides towards operating on a full cost recovery basis.
13. With this in mind, it is proposed that potential expert partners and suppliers are approached – a process known as soft market testing - to gauge the potential viability of establishing alternative commissioned arrangements for the future delivery of the catering and commercial offer at Rufford. This process would allow officers to establish the level of market interest (amongst both private sector and not for profit heritage/leisure bodies) in partnering with the Council to develop the Park's overall commercial offer. The process would also help to identify the extent to which further capital investment may be required at Rufford to support long term income generation and cost reduction initiatives, and which areas of commercial development potential partners would see as most significant. Similar testing proved to be effective in supporting the successful commissioning of the National Water Sports Centre in 2011, and Sherwood Forest Country Park in 2013/14.
14. At the same time, it is proposed that officers undertake similar work on the development of in house commercial services. This would support an effective financial and risk comparison of the relative merits of retaining provision in-house, versus partnering with third party organisations.
15. It is further proposed that the Committee considers the outcome, and resultant recommendations arising from this work, at its March 2016 meeting.

Bestwood

16. It is proposed that Bestwood Country Park should continue to develop a number of projects to reduce its overall costs, in view of the fact that it does not have the commercial income generating infrastructure or potential that exists at Rufford. These include work to:
 - a) review current grounds maintenance and site management requirements and costs, and explore whether new supply and partnering arrangements can deliver both appropriate quality and reduced costs
 - b) further develop work with the Friends of Bestwood Country Park Group to explore options around the future management and development of the Winding Engine House and pump room

- c) work jointly with the Friends and associated community groups to seek funding and income to enhance the visitor offer and community benefit of the Park.

Other Options Considered

- 17. Rufford – a number of options have been considered; these have been discounted for reasons of public unacceptability/cost (reducing the commercial offer, reducing the public offer) and/or unviability and risk (establishing a charitable trust to operate the Park).
- 18. Bestwood - the potential of a full transfer of the Park to a community based voluntary organisation has been explored and discounted for reasons of risk and viability.

Reason/s for Recommendation/s

- 19. The recommendations enable the Council to maintain and support its existing commitment to secure public access to vital green spaces and community facilities within Nottinghamshire, whilst making required budget savings.

Statutory and Policy Implications

- 20. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

- 21. The costs reductions and increased income aim to achieve the existing savings targets of £300,000 for Rufford by 2017/2018, and £50,000 for Bestwood by 2016/17.

RECOMMENDATION/S

That approval be given to:

- a) undertake soft market testing to gauge the potential viability of establishing alternative arrangements for the future delivery of the catering and commercial offer at Rufford, with resultant recommendations to be considered by Committee at its March 2016 meeting
- b) continue work to develop and support the Friends of Bestwood Country Park group to further develop their engagement in making the park more sustainable
- c) review current onsite ranger services and grounds maintenance arrangements at Bestwood Country Park, with a view to generating further efficiency savings.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Peter Gaw

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Constitutional Comments (LM 16/10/15)

22. The recommendations in the report fall with the Terms of reference of the Culture Committee.

Financial Comments (SS 19/10/15)

23. There are no financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Rufford Abbey Conservation Plan. - MRDA 2015

Future options review - FMG Consulting 2015

Nottinghamshire Green Estate Development Strategy and Plan 2013 – 2023 – report to Culture Committee on 8 October 2013

Electoral Division(s) and Member(s) Affected

All.

C0711

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**THE ROBIN HOOD FESTIVAL 2015 AND PROPOSALS FOR 2016****Purpose of the Report**

1. The report provides an overview of the 2015 Robin Hood Festival and seeks approval for:
 - i) the 2016 event and its proposed dates
 - ii) the continuation of appropriate road closure arrangements to support the safe operation of the Festival in 2016.

Information and Advice

2. 2015 was the 31st year of the Robin Hood Festival, which has grown from a modest weekend event to a week-long event, and is one of the biggest free entry festivals in the region. As well as providing excellent value for money entertainment for local residents, the event attracts visitors nationally and internationally, impacting positively on the local tourism economy and raising the profile of Nottinghamshire.
3. The event is staged at the Sherwood Forest Visitor Centre near Edwinstowe, and organised by the Country Parks Service. It has a well-developed event plan with a focus on the health and safety of visitors, staff and volunteers. The event management plan is scrutinised by the Newark and Sherwood Safety Advisory Group (SAG) and by County Council Health and Safety officers to ensure health and safety compliance.
4. The event attracts a large amount of media interest, being the largest public celebration in Britain of the Robin Hood legend. The County Council Communications and Marketing team is responsible for the publicity and marketing strategy.
5. During the Festival a variety of live entertainment is provided across the Forest site, ranging from strolling jesters and jugglers to a medieval jousting contest. Activities take place in and around the Visitor Centre buildings and within the Forest at the Major Oak. The Festival is not a historical re-enactment, aiming instead to provide family fun during the school summer holiday.
6. Admittance to the Festival remains free, but a special event car parking charge of £5 is levied to help offset event costs. Additional income is generated through paid for activities such as children's theatre performances, and through sales at the in-house catering and retail offer.

7. To help safely manage the large numbers that attend the event, a traffic management system is adopted. Swinecote Road is closed to through traffic for the duration of the event. This essential action enables safe crossing of pedestrians from the overflow car park to the main event site. It is recognised that the closure causes some inconvenience for motorists and local residents, but is felt to be the only practical solution to safely control the mass movement of pedestrians.
8. Over 20 event volunteers were recruited by the park Community Liaison Officer to assist the hardworking site staff team and an average of 10 per day were used: helping to marshal visitors, sell programmes, keeping the site clean and tidy, answer questions and direct visitors around the site. The volunteer team were commended by both performers and visitors. The plan is to recruit a larger pool next year, and aim to have up to 15 volunteers assisting per day.
9. The event is outdoors so it is very weather dependent. Weather was good throughout the 2015 event, and estimated visitor numbers were 45,000 – an increase of around 5,000 on last year.
10. The event costs approximately £100,000 to stage. This includes the costs of road closure and traffic management, the week-long entertainment programme, mobility scooter hire provision, portaloos, toilets, and additional staffing costs including extra site cleaning. Net income for the week was approximately £167,000, resulting in a modest operating surplus over the average expected income for a non-event summer week and weekend.
11. The 2015 Robin Hood Festival was a well-attended event which generated much positive feedback amongst visitors, generated a modest surplus and provided a boost to the north Nottinghamshire visitor economy.
12. The Festival attracted a large amount of media interest, being the largest public celebration in Britain of the Robin Hood Legend. Communications activity for the Festival secured more than 60 pieces of positive regional, national and international coverage.
13. Key communications and marketing activity included an integrated digital campaign building on established digital platforms and utilising them to grow the audience. Social media worked well, with the Robin Hood Facebook page attracting 4,120 'likes' compared to 2,878 in 2014; other digital activity included a series of Emailme bulletins that were sent in the lead up to the Festival – subscribers to the What's on Robin Hood topic bulletin increased by 189%, 7,624 (2,638, 2014).
14. The proposed dates for the 2016 event are Monday 1st August to Sunday 7th August.

Other Options Considered

15. No other options have been considered.

Reason/s for Recommendation/s

16. The event is successful, well loved, and cost neutral for the Council.

17. Effective and safe highways management arrangements are critical in ensuring the safe operation of the Festival.

Statutory and Policy Implications

18. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

19. These are contained in the main body of this report.

Public Sector Equality Duty Implications

20. In order to ensure that visitors with mobility restrictions can enjoy the event, additional mobility scooter hire is made available at each Festival to supplement the scooters usually available at the Park.

Implications for Sustainability and the Environment

21. The siting of the Festival within the National Nature Reserve is approved by Natural England.

RECOMMENDATION/S

That:

- 1) the Robin Hood Festival for 2016 takes place from 1st - 7th August 2016.
- 2) the road closure and local parking restrictions carried out at the 2015 event be repeated in 2016 (subject to Police and Highways Authority approvals)

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

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Constitutional Comments (LM 28/09/15)

22. The recommendations in the report fall within the Terms of Reference of the Culture Committee.

Financial Comments (SS 30/09/15)

23. The financial implications of the report are contained within paragraph 10 above.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0706

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**CO-LOCATION OF MISTERTON PARISH COUNCIL INTO MISTERTON
LIBRARY WITH SUBSEQUENT DEVELOPMENT OF A COMMUNITY
PARTNERSHIP LIBRARY****Purpose of the Report**

1. To seek approval for the co-location of Misterton Parish Council into the Misterton Library building and the development of a community partnership library facilitated by Misterton Parish Council.

Information and Advice**Context**

2. The Strategy for Nottinghamshire's Libraries outlines priorities for the service for 2012 - 2022.
3. The strategy has key pledges including:
 - putting libraries at the heart of communities
 - libraries being where people live
 - increasing community involvement.
4. The strategy has key actions including:
 - investing, developing and re-modelling the library network
 - to locate library services in the best location for the local community, with a key outcome of co-locating with other services.
5. Misterton is one of the 28 level 3 libraries in Nottinghamshire. Visitors last year amounted to 5,105 with over 12,862 books and other items being issued.
6. The library building is owned by Nottinghamshire County Council and under the proposed co-location with the Parish Council, the Local Authority will continue to maintain insurance on the building and its contents.
7. Misterton Parish Council is currently in premises where the lease expires in June 2016 and therefore has taken this opportunity to look for alternative accommodation.

8. It is proposed that Misterton Parish Council gives the County Council a pepper corn rent in return for a five year lease. The Parish Council will then administer and run the day to day business of Misterton Library as well as pay for the day to day running costs including all utilities and rates. This will save the County Council on both building and staffing costs and secure the provision of a public library service within Misterton.
9. A full Community Partnership Library with Misterton Parish Council through increased volunteering and community activity will be developed as the Parish Council is co-located.
10. An agreement for the provision of a Community Partnership Library in Misterton will be drawn up prior to June 2016 - the intended co-location date - and will include service standards and supply of services comprising core opening hours, not less than the existing provision, but with the reasonable expectation that the Parish Council will extend the existing hours within the first year of tenure.
11. A separate report will be taken to the Finance and Property Committee on 25th January 2016 in which terms of the future lease and occupation of the building are presented.

Other Options Considered

12. The option not to co-locate was considered. This however would prevent achieving a reduction in ongoing running costs.

Reason/s for Recommendation/s

13. The proposal will facilitate a more sustainable library service at a lower cost.
14. This re-location allows for future development of volunteering and greater partnership working.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

16. The recommendation is estimated to save premises related revenue costs of around £20,000 over five years and staff related costs of around £35,000.

Public Sector Equality Duty Implications

17. This scheme enables ongoing provision of a static library service in the Misterton area and improves the library environment.

RECOMMENDATION/S

That:

- 1) the co-location of Misterton Parish Council into the Misterton Library building be approved.
- 2) a community partnership library be developed with Misterton Parish Council.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

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Constitutional Comments (SMG 30/09/15)

18. The proposals set out in this report fall within the remit of this Committee.

Financial Comments (SS 05/10/15)

19. The financial implications of this report are contained within paragraph 16 above.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

A Strategy for Nottinghamshire's Libraries – report to County Council on 15 December 2011

Electoral Division(s) and Member(s) Affected

Misterton Cllr Liz Yates

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

SUMMER READING CHALLENGE 2015

Purpose of the Report

1. To update Members on the Summer Reading Challenge 2015 reading initiative.

Information and Advice

2. The Summer Reading Challenge is the UK's biggest national reading initiative which is aimed at children aged 4 – 11 years old. The Challenge is an annual event, now in its 17th year, and involves 98% of UK local authorities and is led by public libraries. It is co-ordinated nationally by voluntary sector partner The Reading Agency.
3. Children are invited to read six books of their choice during the summer. They join at their local library and a themed membership pack gets them started. There are stickers and rewards to collect along the way with a medal and certificate if they read six books. The Challenge is designed for children of all reading abilities. They can read any books they like – fact books, stories, joke books, picture books – it is up to them.
4. Each year the Summer Reading Challenge has a different theme. The 2015 theme was Record Breakers bringing together the worlds of fact and fiction and challenging young readers to explore some of the astonishing real-life achievements and world records featured in the Guinness World Records Books.
5. The combination of fun, freedom and creativity impacts significantly on children's reading levels, range, motivation and confidence. Taking part in the Summer Reading Challenge helps prevent the 'summer reading dip' in achievement when children without reading opportunities at home over the long summer break from school traditionally lose ground in their reading.
6. The Summer Reading Challenge directly supports the Reading for Pleasure element of the new Primary Curriculum through this sustained encouragement of reading through the summer holiday.
7. In order to keep children motivated library staff and volunteers are on hand to provide advice, encouragement and support and there are linked activities to encourage families into libraries during the summer. There is also an interactive Summer Reading Challenge website full of activities to keep children engaged and motivated to keep reading.

8. Libraries work closely with schools and each year library staff promote the Challenge to schools in the summer term. Invitations are provided for children to take home to encourage families to take part.
9. The Challenge was run in all Nottinghamshire libraries from 11 July – 6 September 2015.
10. Key achievements include:
 - **10,419** children took part in this year's Challenge, a considerable increase on last year's number of participants (9,611)
 - **5,699** children completed the Challenge by reading six books (**55%**) matching last year's completion rate
 - the highest number of children taking part was in the 4 - 7 years age group (**52%**); the second biggest age group was 8 - 11 year olds (**41%**)
 - boys accounted for **41%** of children signing up for the challenge and 40% of children completing
 - **228** children joined as library members in order to take part
 - an estimated **38,200** books were read as part of the Challenge
 - Over **200** activities for children were held in libraries throughout the six week holiday
 - **4,726** children attended activities
 - **100** volunteers helped in **21** libraries giving **1513** volunteer hours
 - **66** volunteers were aged 24 years and under
 - children borrowed over **230,000** books between 11 July and 6 September.
11. The countywide breakdown of Nottinghamshire children participating in the Summer Reading Challenge this year was:

Ashfield	1,438 children
Bassetlaw	1,056 children
Broxtowe	1,404 children
Gedling	1,070 children
Mansfield	1,149 children
Newark	1,846 children
Rushcliffe	2,456 children
12. The number of children registering for the Challenge rose by **8%** compared to last year (**9,611 children took part in 2014**) and the total number of finishers rose by **9%** (**from 5,239**). Completion rate was 55 % matching the 2014 figure.
13. Evaluation was overwhelmingly positive. Parents and carers thought that the incentives were motivational; children loved the stickers, wristbands and medals. It encouraged children and families to borrow more books and reminded children and families to use the library more. It has also encouraged children to read a wider range of books and motivated children who already enjoy reading to read more. Comments received from parents and carers include:

“Fantastic idea. The children would never have read 6 books over the summer holiday without this incentive. The challenge and reward of a medal & certificate worked wonders” (parent of children aged 6 & 7)

“Both boys came home from school fired up about doing the reading challenge. First time we have done it and it was great really engaged the boys with reading and the library experience was great. Very friendly, helpful staff” (parent of children aged 8 & 9)

“Great way of encouraging children to read. Eldest child was also pleased that she could use this towards getting Brownie Book lovers badge” (parent of children aged 4 & 9)

“One child enjoyed it and liked having a challenge. The other didn’t like the pressure, but once her sister read all 6, she was inspired to finish. It’s the first time we have managed to complete it. Their reading has improved as they were consistently reading!” (parent of children aged 6 & 8)

“My 6 year old daughter loves reading, so this challenge was perfect for her, she loved coming in and choosing her books and receiving the stickers and gifts, especially the medal!” (parent of child aged 6)

“The challenge has encouraged us to visit the library as a family more frequently than usual. The children have been engaged and have enjoyed participating. This is the first year that we have managed to complete it and the children are obviously proud of themselves, as am I” (parent of children aged 8 & 10).

14. Comments received from children include:

“I really liked this challenge as it gave me chance to find my new favourite book. I hope more challenges like this take place!” (child aged 9)

“Me and lots of my friends are doing this, it makes me want to read more, even in my own time, can’t wait for next year!” (child aged 10)

“I enjoy the summer reading challenge. I have learnt lots of record breaking facts” (child aged 8)

“I had too much fun, I really want to do it again next year. Thankyou for helping me” (child aged 7)

“I Felt Happy Reading” (child aged 6).

15. Nottinghamshire County Council Vice Chairman, Councillor Yvonne Woodhead, presented a Summer Reading Challenge awards event at Mansfield Central Library on 18 October, where some of the successful children from across the County who took part this year were invited to receive awards and represent their library. Presentations were also made to volunteers, thanking them for their time and effort. Children and volunteers were entertained by a performance by Johnny and the Raindrops and enjoyed a Record Breakers celebration cake.

16. Using The Reading Agency’s Summer Reading Challenge enables the Library Service to deliver a high quality, well developed reading product which is evaluated on a national scale. The scheme benefits from economies of scale as it involves the majority of UK local

authorities which makes it a cost effective means of delivering a reading scheme in libraries.

17. The Challenge is now a prioritised programme within the Universal Reading Offer strategy developed with the Society of Chief Librarians which Nottinghamshire has signed up to.
18. The Summer Reading Scheme is a successful way to encourage children to read for pleasure. The Department for Education in 2012¹ stated that research shows the benefits of reading for pleasure are numerous and include:
 - children who say they enjoy reading for pleasure are more likely to score well on reading assessments compared to pupils who said they enjoyed reading less
 - regularly reading stories or novels outside of school is associated with higher scores in reading assessments
 - there is some evidence to show that the activity is a more important determinant of children's educational success than their family's socio-economic status
 - it can have a positive impact on pupils' emotional and social behaviour
 - it can have a positive impact on text comprehension and grammar
 - positive reading attitudes are associated with reading more later in life and having increased general knowledge.

Other Options Considered

19. The report is for information only.

Reason/s for Recommendation/s

20. The report is for information only.

Statutory and Policy Implications

21. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

22. The Summer Reading Challenge is a reading scheme that is available to all children of the target age via Nottinghamshire's public library network. Customer satisfaction with the scheme is excellent.

¹ Education Standards Research Team (2012). Evidence for Reading for Pleasure. ESARD

RECOMMENDATION/S

- 1) That the update on the Summer Reading Challenge 2015 reading initiative be noted.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

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Constitutional Comments

23. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (SS 05/10/15)

24. There are no financial implications arising directly from this report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0709

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**REVIEW OF LIBRARY STOCK RECOVERY PROCEDURES****Purpose of the Report**

1. To seek approval to implement a revised approach to library stock collection procedures including the deletion of the post of stock collector (1.54 fte) from the Libraries establishment.

Information and Advice

2. The report to Culture Committee at its meeting on 28 April 2015 on Restructure of the Libraries, Archives, Arts and Learning Services stated that:

"The review also considered the roles of Book Collectors ... The book collector function requires further review to consider other options to recover non return of library books."

3. This report presents the findings and recommendations of that further review.
4. Nottinghamshire Libraries currently employ 1.54 fte stock collectors to recover overdue and non-returned library lending stock. This is done through a combination of phone calls and home visits, resulting in most cases either in the return of the items or payment of a replacement cost.
5. Loans are considered 'long overdue' and subject to action when more than eight weeks past the due date for return. Annually this amounts to approximately 14,500 individual items, which represents 0.1% of total loans.
6. The purchase value of stock recovered by this activity for 2014-15 was £65,500, of which £31,900 was for stock less than five years old (and therefore of continued serviceable quality).
7. The total cost of the 1.54 fte stock collector posts and facilities is £31,004 per year for 2014-15, including travel costs. The activity of the stock collectors therefore represents a negligible net gain in value to the service.
8. The review investigated alternative lower-cost options to ensure stock is returned, which included:
 - internal action by other library staff
 - increased use of automated reminder messages
 - debt collection by internal Council income and credit team

- use of an external specialist stock debt recovery agency.
9. It is proposed that revised procedures to retrieve overdue stock should include:
 - an increase in the frequency of overdue reminders sent to borrowers, via email, text messages and automated voicemail
 - actions to increase the number of email addresses held to provide comprehensive coverage of the cheapest form of communication
 10. It should be noted that provision of reminders to return overdue library items is not an obligation on the part of the Council, and that all customers are fully informed of the loan periods for items borrowed. However, options for reminders by email, text messaging and automated phone calls are provided as a courtesy to all customers within the first week after due return date.
 11. The Council provides a library lending service without charge, but it is well established within the provision of the 1964 Libraries and Museums Act that overdue administration fees can be levied along with penalty charges for late or non-return of loaned items.

Other Options Considered

12. Internal Libraries solution: staff could be deployed to make phone call reminders. However:
 - this would add to costs in terms of staff time. Library staff are paid on a higher scale than existing stock collectors so this would not represent a saving in costed staff time.
 - staff with most flexibility in their duties to do this, based at smaller libraries, are not in most cases on duty during evening hours when customers are likely to be at home.
13. The use of debt recovery mechanisms to pursue persistent non-returners is excluded from the recommendations of this report. However depending on the success of measures detailed above a further report following six months of the new approach may seek Committee approval to pilot the use of the internal and/or the external recovery mechanisms.
14. Leave arrangements unchanged: this would not deliver any budget savings as required by the operational business case for 2015-16.

Reason/s for Recommendation/s

15. The proposed reduction in staffing costs will alleviate budgetary pressures; the alternative minimal cost reminder procedures would at least partly meet the need to retrieve overdue stock.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such

implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

17. Customers who fail to return items are liable to existing overdue and replacement cost fees. There is a potential benefit to library users generally in the speedier return of items attained through this new procedure, and better utilisation of and access to stock resources

Financial Implications

18. Estimated savings amount to £28,000 per year. The residual element of the current costs, £4,000, are retained to offset systems administration fees and to cover unsuccessful pursuit of stock to be recovered.
19. This proposal retains the existing fees and charges policy.

Public Sector Equality Duty Implications

20. Notices about overdue loans are made to customers by phone, email, text messages and if necessary by written communications, which will ensure that all contacts are successful regardless of disability or circumstance.

Human Resources Implications

21. All three current post-holders were included in the Section 188 Notice in October 2014 as part of the consultative process for budget planning. Two of the existing post-holders have indicated acceptance of Voluntary Redundancy. The third post-holder has requested consideration for suitable redeployment.

RECOMMENDATION/S

That:

- 1) the 1.54 fte post of stock collector be deleted from the Libraries establishment
- 2) additional electronic notices be generated to encourage the return of overdue stock.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

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Constitutional Comments (SLB 16/10/2015)

22. Culture Committee is the appropriate body to consider the content of this report, subject to the Employment Procedure Rules which require all reports regarding staffing structures to be accompanied by HR comments. The recognised trade unions must be consulted on all proposed changes to staffing structures.

Financial Comments (SS 19/10/15)

23. The financial implications of the report are contained within paragraph 18 above.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Restructure of the Libraries, Archives, Arts and Learning services – report to Culture Committee on 28 April 2015

Electoral Division(s) and Member(s) Affected

All.

C0683

REPORT OF CORPORATE DIRECTOR, RESOURCES WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2015.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The **attached** work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time.

Other Options Considered

4. None.

Reason for Recommendations

5. To assist the committee in preparing its work programme.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

Jayne Francis-Ward
Corporate Director, Resources

For any enquiries about this report please contact:

Pete Barker
Democratic Services Officer
T: 0115 977 4416

Constitutional Comments (HD)

7. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

8. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.

Electoral Division(s) and Member(s) Affected

All.

CULTURE COMMITTEE - WORK PROGRAMME 2015-16

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
8 December 2015			
Service update		Derek Higton/ Sally Gill	Various
Performance reporting (Quarter 2 2015/16)	For noting	Celia Morris	Matt Garrard
Sherwood Forest Visitor Centre update		Derek Higton	Peter Gaw
Children's Promise – public library services offer for children and young people		Derek Higton	Linda Hardy
Customer satisfaction at Rufford Country Park – TripAdvisor reviews		Derek Higton	Carol Newman
26 January 2016			
Service update	For noting	Derek Higton/ Sally Gill	Various
Cultural Services Strategic Events Programme 2016	For noting	Derek Higton	Peter Gaw
Fees and Charges 2016/17 – Country Parks and Green Estate	Annual determination	Derek Higton	Peter Gaw
Fees and Charges 2016/17 – Libraries, Archives & Information	Annual determination	Derek Higton	Peter Gaw
A Strategy for Nottinghamshire Libraries: annual progress report: 2015		Derek Higton	Peter Gaw/Linda Turner
8 March 2016			
Service update	For noting	Derek Higton/Sally Gill	Various
Performance reporting (Quarter 3 2015/16)	For noting	Celia Morris	Matt Garrard
Rufford Country Park and Bestwood Country Park future options – progress report		Derek Higton	Peter Gaw
Adult & Community Learning Service Annual Plan and Fees Policy 2016/17		Peter Gaw	Ian Bond
19 April 2016			
Service update	For noting	Derek Higton/Sally Gill	Various
Annual review of the County Council Cultural Strategy		Derek Higton	Peter Gaw
7 June 2016			
Service update	For noting	Derek Higton/Sally Gill	Various

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
Performance reporting (2015/16)	For noting	Celia Morris	Matt Garrard
Sherwood Forest Visitor Centre update		Derek Higton	Peter Gaw
National Water Sports Centre - annual update	For information	Derek Higton	Peter Gaw
12 July 2016			
Service update	For noting	Derek Higton/Sally Gill	Various
To be placed			