

## **Culture Committee**

## Tuesday, 21 October 2014 at 14:00

Mansfield Library, Four Seasons Centre, Westgate, Mansfield, Notts, NG18 1NH

## **AGENDA**

1	Minutes of the last meeting on 9th September 2014	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 18 August to 28 September 2014	7 - 12
5	Robin Hood Festival 2014	13 - 16
6	Sherwood Forest Visitor Centre and Country Park Procurement Process	17 - 22
7	Libraries, Arts, Archives, Information and Community Learning Services, New Operating Model - Progre	23 - 26
8	Libraries for the Future An Arts Council Funded Project at Mansfield Library	27 - 30
9	The Graveyard Shift A Heritage Lottery Fund Partnership Project	31 - 34
10	New Responsibilities - Common Land and Town or Village Greens	35 - 38
11	Work Programme	39 - 42

## **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 9<sup>th</sup> September 2014 (commencing at 2pm)

#### Membership

Persons absent are marked with an 'A'

### **COUNCILLORS**

John Knight (Chairman) Alan Bell (Vice-Chairman)

Pauline Allan

A Chris Barnfather

John Cottee

John Clarke

Maureen Dobson

Sybil Fielding
Alice Grice
A Tom Hollis
Roger Jackson

## **OFFICERS IN ATTENDANCE**

Pete Barker - Democratic Services
Martin Gately - Democratic Services

Peter Gaw - Group Manager, Libraries, Archives & Information

Sally Gill - Group Manager, Planning

Derek Higton - Service Director Youth, Families and Cultural Services

Neil Lewis - Countryside Access

### **MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 1 July 2014, having been circulated to all Members, were taken as read and were confirmed, subject to the following amendments, and were signed by the Chair:-

- Cllr Roy Allan replaced Cllr Sybil Fielding for that meeting only
- Apologies were received from Cllr Maureen Dobson

## APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hollis (other County Council business) and Cllr Barnfather (urgent domestic business).

## **DECLARATIONS OF INTEREST**

None

## **TERMS OF REFERENCE**

Training for Committee members on commons and village or town green matters will take place at the rising of the next Committee meeting on 21<sup>st</sup> October, to be held at Mansfield Library.

#### **RESOLVED 2014/042**

That Committee notes the contents of the report.

## **SERVICE UPDATE FOR PERIOD 9 JUNE TO 17 AUGUST 2014**

## **RESOLVED 2014/043**

That Committee notes the update on the wide range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people.

### PERFORMANCE REPORTING 1 APRIL - 30 JUNE 2014

#### **RESOLVED 2014/044**

That Committee notes the performance of the Council's cultural services during the period 1 April – 30 June 2014.

### LIBRARIES AND ARCHIVES CAPITAL MODERNISATION PROJECTS

Peter Gaw, Group Manager for Libraries and Archives, made a presentation on progress with the Libraries capital project.

#### **RESOLVED 2014/045**

That Committee notes the update on scheduled capital modernisation developments across the Libraries, Archives, Information and Learning Service.

### **WORK PROGRAMME**

The report on an Application to register a Town or Village Green – land at Leeming Lane Recreational Ground, Mansfield Woodhouse will now be presented at the meeting in December.

A report on the future of the Archives service will be brought to Committee in the New Year.

## **RESOLVED 2014/046**

That the work programme be noted

The meeting closed at 3.05pm

## Chairman



21 October 2014

Agenda Item: 4

## REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

## SERVICE UPDATE FOR THE PERIOD 18 AUGUST TO 28 SEPTEMBER 2014

## **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, INFORMATION AND COMMUNITY LEARNING

## **Summer Reading Challenge 2014**

- 2. This year's Summer Reading Challenge was launched on 12 July with a special launch event at West Bridgford Library featuring children's author Guy Bass. The Summer Reading Challenge, run by independent charity The Reading Agency, challenges children aged between 4 and 11 years old to read six books from their local library during the summer holidays. The Reading Agency provides fun, collectable incentives and rewards, plus a certificate and medal for every child who completes the Challenge. Children just need to visit their local library to sign up.
- 3. Now in its sixteenth year, the Summer Reading Challenge has proved extremely popular.
- 4. UKLA research on the impact of the Summer Reading Challenge found that as well as stemming the 'summer holiday dip' in children's reading achievements, teachers interviewed noted the social benefits of involvement with the Challenge, and praised the materials and website resources.
- 5. This year's theme for the Challenge was Mythical Maze where children were challenged to find their way around a labyrinth that introduces them to fantastical creatures from the world of legend and mythology. There was very positive coverage of the challenge in the local press and considerable interest from Nottinghamshire children; 9,611 took part with 55% of these going on to complete the challenge by reading all six books. West Bridgford Library built on the success of last year by increasing participation to almost 1,300 children. The challenge ended on 7 September. A full report will be brought to the Committee in December.
- 6. Volunteers, age 14 years upwards, were recruited in 19 of the busiest libraries. In all, 103 volunteers were recruited to support children on the Reading Challenge, by listening to

children talk about the books they have read and hand out the incentives and rewards. Volunteers gave over 1,700 hours of their time over the six week holiday.

## Diary of a Wimpy Kid – Giveaway

- 7. Kirkby-in-Ashfield and Sutton-in-Ashfield libraries were among 200 libraries across the country to take part in Good Morning Britain's 'Just Read' giveaway. The Just Read campaign, supported by The Reading Agency (a leading, national reading charity) and children's publisher Puffin, aims to encourage parents to spend 10 minutes reading with their children every day. Kirkby and Sutton were each able to give away 50 copies of the bestselling book *Diary of a Wimpy Kid* by Jeff Kinney.
- 8. Kirkby's supply of books lasted only an hour and a half as it welcomed over 150 children throughout the morning while 45 children joined in the fun at Sutton. Customers unable to secure a free copy of the book to keep were encouraged to borrow from the library. They also received an exclusive extract from the, as yet unpublished, latest *Diary of a Wimpy Kid* title. In addition to the book gifting, both libraries encouraged children to take part in Wimpy Kid themed craft activities.
- 9. Participating in the campaign was an opportunity to highlight the vital role of libraries in supporting children's literacy and love of reading.

#### **COUNTRY PARKS AND GREEN ESTATES**

## **Major Oak Woodland Festival at Sherwood Forest**

- 10. This was a new event for the County and took place at Sherwood Forest Visitor Centre on the weekend of 13/14 September. The event was a partnership between the County and the Sherwood Forest Trust, celebrating the ancient woodland and traditional woodland crafts. Around 40 exhibitors took part, ranging from wildlife organisations to charcoal burners (from the Green Estate team) and rustic chair makers.
- 11. An unusual highlight was the ability of visitors to book a 'skylift' into the Major Oak canopy on an elevated platform lift normally used for woodland maintenance.
- 12. The event was hosted by the Chairman of the County Council and the Lord Lieutenant of the County also visited. The weekend was blessed with excellent weather and the event proved a hit with the public.

## **Visit England Quality Attraction Scheme (VAQS)**

- 13. The national tourist board runs a quality standard scheme for tourist attractions. A paid inspector visits participating venues once per year and conducts a full day "mystery shopper" visit. This includes eating in all onsite catering outlets, checking the toilets, visiting shops, and conducting pre-visit checks of the site's website and tourism leaflets.
- 14. Rufford Abbey underwent its 2014 inspection on 10 September and passed. This gives the park the right to display the Visit England "Rose" quality mark. The assessor's written report is to follow, but the inspector's verbal feedback on the day specifically praised:

- a friendly welcome from the Tourist Information Centre staff on arrival
- an interesting exhibition in the Craft Centre Gallery
- good service, welcome and choice of food in catering and retail outlets
- "Everyone I met seemed to enjoy working here."
- 15. Suggestions for improvement included:
  - some more modern types of 'interpretation' of site history (e.g. audio tours)
  - staff in the gallery and staff in the catering outlets did not seem well informed about events in each other's areas find ways to tackle this.
  - post more frequently on the site's Facebook page.
- 16. The inspector then carried out a full day inspection of Sherwood Forest Visitor Centre on 18 September. The inspector appreciated that the County Council is in a process to create a replacement centre, and that there are issues with ageing buildings and décor. However, his feedback indicated that despite the challenges of operating in such conditions, the enthusiasm and welcome of the staff shone through and the visitor experience was good. He awarded the site a pass. His suggestions for improvement included investing in refurbishment and replacement of signage, and avoiding using temporary signage.

#### **Manton Pit Wood**

17. A series of volunteer tasks over the summer involving the local community and a group of children from a local Barnardo's Project helped improve the woodland for visitors and wildlife as part of the Manton Pit Wood Gateway Project. We also led an event specifically for the Polish community in Manton where over 30 children and their parents joined in with the Big Butterfly Count, a series of wildlife activities and a picnic.

#### **Moor Pond Woods**

- 18. External funding to the tune of £42,220 has recently been secured for the Moor Pond Woods Project. This is in the form of two significant grants, one of £29,200 from the Heritage Lottery Fund to undertake conservation and restoration work to structures and landforms which are remains of a pioneering C18<sup>th</sup> cotton milling enterprise in the upper Leen Valley. This will also fund a programme of education, community archaeology and provide improved onsite interpretation.
- 19. The second grant of £13,020 from Waste Recycling Environmental (WREN) will achieve improvements to the path network through the project area and its connection to local Rights Of Way and access corridors including the Linby Trail and SUSTRANS route.

#### **Shireoaks**

20. Work has been undertaken in partnership with Nottinghamshire Wildlife Trust and the Friends of Woodlands and Coach Wood Green to establish Nottinghamshire's Coronation Meadow on part of the Shireoaks Colliery Tip. This new wildlife meadow will be Nottinghamshire's contribution to the nationwide project to establish new wildflower meadows in every county as part of the Queen's Diamond Jubilee Celebrations. Over the next few years work will be undertaken to manage the meadow for wildflowers that will

support invertebrate and bird species and provide a valuable amenity for the local community.

#### **Placement Students**

- 21. Based on the success of last year's 'pilot' project, Country Parks and Green Estates teams have taken on two new Placement Students from Nottinghamshire Trent University, who will spend a year working with the Authority learning about the work we do and gaining valuable experience in Conservation, Land Management and Forestry.
- 22. The condition of the Green Estate has continued to improve for wildlife and for the public who use our sites. We have maintained over 20 miles of multi-user route and managed over 30 hectares of conservation grassland. The autumn and winter tree programme is about to commence with the Green Estate team hosting a large scrub clearance task on Freckland Wood for 50 volunteers from Boots in Nottingham.

#### **CONSERVATION**

## **Heritage Open Days (HODs)**

23. HODs is a national free event that celebrated its 20 year anniversary on the weekend of 13/14 September. It is the largest heritage event in the country and has links across Europe. This year's HODs looks to have been the largest ever in the UK with 4,695 events registered by 1,588 volunteer organisers. In Nottinghamshire there were 89 events registered with the HODs organisation; the total number of visitors has yet to be released but some organisers have reported record numbers. As always the Civic Societies of Beeston and Retford contributed a number of events around their towns. The County Council opened a number of its sites, including the Archives, Bestwood Winding Engine House and Sibthorpe dovecote, and many of our partners were involved too, such as the owners at Beauvale Abbey and the Chesterfield Canal Trust.

### **Skylarks Project**

24. The Senior Archaeological Officer and the Community Archaeologists have started work on the Skylarks Project, a partnership project led by the Nottinghamshire Wildlife Trust and funded by the Heritage Lottery Fund. The site is a partially restored gravel quarry next to Holme Pierrepont Country Park. The main focus of the project is to provide habitat improvements for biodiversity, but also involves an ambitious programme of community engagement. Conservation team staff involvement is to maintain a watching brief over ground works where archaeological remains may be uncovered, and also to develop the site as a centre for experimental archaeology, which could range from prehistoric cookery techniques, to recreating Roman pottery kilns. Each year of the project there will be a festival of ancient arts, demonstrating long forgotten skills and cohosted by the Conservation Team and the Wildlife Trust. The first is scheduled for September 2015.

#### **Greenwood Awards 2014**

25. The efforts of volunteers and Friends groups were recognised at the Greenwood Community Awards Ceremony on 22 September.

- 26. 130 guests assembled at the John Fretwell Centre, near Mansfield, for the event. Councillor John Knight, Chair of the Greenwood Partnership Board, opened the evening with the observation that "we would not have the beautiful County that we have without volunteers who work hard to keep it that way."
- 27. Ten awards were presented to volunteers from all areas of Greenwood Community Forest. These recognised individuals and teams of all ages and abilities who take part in conservation tasks or work behind the scenes.
- 28. Colin Barson, Chair of the Friends of Greenwood Community Forum commented: "This is always a big night for volunteers who work hard on our parks and green spaces within the Greenwood area. I never know how the event will better the previous one and I'm always surprised and delighted."

Award Winners	Group	category	district	nominated by	org/group
Lucy Walvin	Brierley Forest Park Trust	Young Volunteer	Ashfield	Michael Straw	Brierley Forest Park Trust
David Shaw	Local Notts Wildlife Trust Group	_		Chris Jackson	
	·	Biodiversity Award			Biodiversity Action Group
Lee Maxwell and Leander Sellie	Alexander House, Mansfield	Volunteer Endeavour	Mansfield	Seb Tighe	Forestry Commission
Innova House	Maun Conservation Group	Team Endeavour	Mansfield	Sarah Spurry	Maun Conservation Group
Richard Smith	Rushpool Open Space	Adult Volunteer	Mansfield	Alex Smith	Nottinghamshire County Council
George and Sue Thompson	Rufford volunteers	Long Serving VolunteerTeam	Newark	Leanne Wombwell	Nottinghamshire County Council
Colin Johnson	Sherwood Foragers	Walkin For Health Volunteer	Newark	Christine Johnson	Sherwood Foragers
Maureen Hayden	Walk & Talk	Walkin For Health Volunteer	Broxtowe	Gill Bloom	Walk & Talk
Bob Thacker	Mansfield W'house Millennium Green Trust	Senior Volunteer	Mansfield	Shiela Macfarlane	Mansfield Woodh'se Millennium Green Trus
Margaret Passey	Friends of Moor Pond Wood	Long Serving Volunteer	Gedling	Maureen Barker	Friends of Moor Pond Wood
Brierley Forest Park Trust	Brierley Forest Park Trust	Volunteer Team Award	Ashfield	Sarah Daniel	Ashfield District Council
Runners Up	Group	category	district	nominated by	org/group
Harry Pye	Maun Conservation Group	Senior Volunteer	Mansfield	Sarah Spurry	Maun Conservation Group
Ken Hamilton	Friends of Brinsley Headstocks	Senior Volunteer	Broxtowe	Malc Tivey	Friends of Brinsley Headstocks
Terry Cumberland	RSPB	Long Serving Volunteer	Ashfield/Mans	John Barlow	RSPB
The Friends of Bramcote Ridge	Friends of Bramcote Ridge	Volunteer Team	Broxtowe	Chris Riley	Broxtowe Borough Council

### **Local Wildlife Sites under positive management**

- 29. Local Wildlife Sites are a local, non-statutory designation that identifies sites of substantive value for the conservation of biodiversity, and each county/unitary authority in England runs a Local Wildlife Site system. Local Wildlife Sites are home to rare and scarce species or represent the best surviving examples of habitats that were once widespread and typical of the Nottinghamshire landscape. All are selected based on agreed habitat or species-based criteria, which require certain minimum thresholds to be met for a site to qualify as a Local Wildlife Site.
- 30. Local Wildlife Sites contribute to an essential ecological network and act as wildlife corridors and stepping stones, allowing species to migrate and disperse between sites. The continued existence of these sites is vital to safeguard wildlife from the pressures of development, intensive agriculture and climate change. Although not legally protected, Local Wildlife Sites receive a degree of protection through the planning system. Appropriate positive conservation management of these sites is therefore required to maintain their value.
- 31. As part of the Government's 'Single Data List' requirements, Nottinghamshire County Council must submit data annually on the proportion of Local Wildlife Sites in positive conservation management. The 2013-14 submission has just been made by the

Conservation Team and this shows that during that period 30.1% of Local Wildlife Sites were under positive management. This compares with 29.8% in 2012-13; 28.4% in 2011-12; 26.9% in 2010-11; 21.3% in 2009-10; and 19.6% in 2008-09. Therefore, whilst the number of sites under positive management is increasing, the annual increase is small. However, it should be noted that for many sites no data exists to help determine whether sites are under positive management or not, meaning that these sites automatically fail to score.

## 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 Sally Gill

Service Director, Youth, Families and Group Manager, Planning

**Cultural Services** 

## For any enquiries about this report please contact:

Derek Higton Sally Gill

Service Director, Youth, Families and Cultural Services Group Manager, Planning

T: 0115 9773498 T: 0115 969 6536

E: <a href="mailto:derek.higton@nottscc.gov.uk">derek.higton@nottscc.gov.uk</a>
E: <a href="mailto:sally.gill@nottscc.gov.uk">sally.gill@nottscc.gov.uk</a>

C0494



21 October 2014

Agenda Item: 5

## REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

### THE ROBIN HOOD FESTIVAL 2014

## **Purpose of the Report**

- 1. The report provides an overview of the 2014 Robin Hood Festival and seeks approval for:
  - i) the proposed dates for the 2015 event
  - ii) the continuation of appropriate road closure arrangements to support the safe operation of the Festival in 2015.

## **Information and Advice**

- 2. 2014 was the 30<sup>th</sup> year of the Robin Hood Festival, which has grown from a modest weekend event to a week long event, and 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 visitor economy.
- 3. The event is staged at the Sherwood Forest Visitor Centre near Edwinstowe, and is organised by the Country Parks Service. The event has a well-developed and structured management 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 high levels of 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 a publicity and marketing strategy.
- 5. This year, in addition to the usual publicity channels, communications activity for the Festival secured around 60 pieces of positive regional, national and international coverage. Social media worked well, with the Robin Hood Facebook page attracting 2,780 'likes' compared to 1,742 in 2013; more importantly, many members of the public actively engaged with the Festival through Facebook, with 555 'shares' and 508 comments which were then 'liked' and re-shared a further 3,008 times. Other digital activity included seven 'emailme' bulletins which were sent out over a 10-week period to 2,154 people who had subscribed; this represented a subscriber increase of 79% on last year.

- 6. 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.
- 7. Admittance to the Festival remains free, but a special event car parking charge of £5 is made to help offset the costs of the entertainment provided. 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 at the Visitor Centre shops.
- 8. To help safely manage the large numbers that attend the event each year, a traffic management system is adopted to ensure public safety. Specifically, Swinecote Road is closed to through traffic for the duration of the event on the recommendation of police liaison representatives and highway officers. It is this essential action that 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 cater for the mass movement of pedestrians in a controlled manner.
- 9. For this year's event 14 community volunteers were recruited to assist site staff in a range of roles and duties. In particular, volunteers were engaged in helping to marshal visitors, selling programmes, keeping the site clean and tidy and playing a crucial role in directing visitors around the site. The volunteers are becoming increasingly essential to the smooth running of the event and this year's team provided excellent visitor services.
- 10. As an event held almost entirely outdoors in a forest setting, the Festival is weather dependent. This year, unfortunately, the event coincided with a period of very unsettled weather and took the brunt of the tail end of Hurricane Bertha. On the final Sunday of the Festival exceptionally heavy rainfall meant that the arena entertainment (jousting and falconry displays) were cancelled for safety reasons. A reduced programme of entertainment was quickly improvised at the Major Oak. Event staff and volunteers were diverted to emergency maintenance to clear areas that had flooded.
- 11. Despite the appalling weather on the final day, few complaints were received from the public and a number of glowing reviews on Trip Advisor and Facebook indicate that the public appreciated the efforts that staff and entertainers made to ensure that the site remained open and a programme of activity, albeit reduced, was delivered.
- 12. Estimated visitor numbers this year were reduced from 2013 due to the inclement weekend weather, but exceeded 40,000. The event cost approximately £60,000 to stage, with the majority of the expenditure paying for the entertainers and extra staffing costs outside of the core hours worked by the on-site team. Net income was around £61,000, resulting in a small operating profit. Commercial takings were, however, reduced compared to the 2013 event, again demonstrating the impact of the severe weekend weather conditions on attendance and onsite trading. Taking account of the financial risks associated with the weather dependent nature of the Festival, a small reserve account is held as "insurance" against the eventuality of extreme weather conditions.

- 13. Efforts continue to be made by the Council's Communications and Marketing team to engage the private sector in the event with a range of sponsorship opportunities available during the Festival. This met with some success, in terms of small scale sponsorship. To date however, a major sponsor for the event is yet to be secured.
- 14. Overall the 2014 Robin Hood Festival was a well-attended and managed event which generated much positive feedback amongst visitors, and provided a boost to the north Nottinghamshire visitor economy. The proposed date for the 2015 event is Monday 3<sup>rd</sup> August to Sunday 9<sup>th</sup> 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 2015 takes place from 3<sup>rd</sup> to 9<sup>th</sup> August 2015.
- 2) the road closure and local parking restrictions carried out at the 2014 event be repeated in 2015 (subject to Police and Highways Authority approvals)

## **Derek Higton**

Service Director, Youth, Families and Cultural Services

## For any enquiries about this report please contact:

Steve Bradley Group Manager, Country Parks Service

T: 0115 9772715

E: steve.bradley@nottscc.gov.uk

## **Constitutional Comments (LM 25/09/14)**

22. The recommendations in the report fall within the terms of reference of the Culture Committee.

### Financial Comments (KLA 29/09/14)

23. The financial implications of the report are set out in paragraph 12 within the report.

## **Background Papers and Published Documents**

None.

## **Electoral Division(s) and Member(s) Affected**

Rufford Cllr John Peck

C0495



21 October 2014

Agenda Item: 6

## REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

# SHERWOOD FOREST VISITOR CENTRE AND COUNTRY PARK PROCUREMENT PROCESS

## **Purpose of the Report**

- 1. This report seeks Culture Committee approval for:
  - the procurement process to be followed in order to secure a partner to build and manage the Visitor Centre and Country Park; and
  - the outline capital and project costs required.

### Information and Advice

## **Background**

- 2. On 1 July 2014, Culture Committee considered a report that outlined the current positon in relation to the replacement of the visitor centre at Sherwood Forest. At that meeting Members agreed to:
  - note the decision to end the procurement process and the Council's work with Discovery Attractions
  - re-engage with potential partners to deliver a procurement project to replace the existing outdated visitor centre
  - receive a further report seeking approval for the commencement of the procurement process and to update Members on progress to date.
- 3. The Council remains committed to replacing the existing visitor centre facilities that support the visitor experience at Sherwood Forest, recognising the significant role the site plays in tourism in the north of the County. The Council is also aware of its obligation to Natural England to remove the existing infrastructure from the National Nature Reserve (NNR), a European Special Area for Conservation (SAC) designated under the Habitats Directive, by 2016/17. These have been used to shape the Council's vision and key objectives for the project which are shown below.

## **Overall Ambition and Key Objectives for Sherwood Forest**

4. The proposed ambition for the Council's involvement with Sherwood Forest is:

"To protect, preserve and enhance the ecology and heritage of the world famous Sherwood Forest for all visitors; to promote and enhance the national and international reputation of the Forest and the legend of Robin Hood; and to have a modern visitor offer that reflects the status of Sherwood Forest and Robin Hood."

- 5. In delivery terms, this means that the achievement of a number of key objectives will drive the procurement process. These are summarised below:-
  - the creation of a replacement visitor centre and associated visitor facilities that will:
    - provide a modern visitor offer befitting the international status of Sherwood Forest
    - operate on a year round basis
    - as a minimum, support and accommodate current visitor numbers (including car parking requirements)
    - have a minimum life span of 20 years
    - support free public access to the Sherwood Forest National Nature Reserve (NNR)
    - effectively promote Sherwood Forest and Robin Hood and the wider Nottinghamshire tourism offer
    - be connected safely to the NNR for all-ability visitor access
    - effectively support the management of visitor impact on the habitat of the NNR
    - provide appropriate interpretation/visitor information on Sherwood Forest and Robin Hood
    - as a minimum, provide sufficient car parking facilities for current visitor numbers
    - model environmental and sustainable good practice in respect of the design, development and operation of the centre
    - allow for the accommodation of increased visitor numbers into the future.
  - compliance with the Council's obligation to Natural England to remove the existing infrastructure from the National Nature Reserve (NNR).
  - the provision of accommodation and equipment storage facilities for ranger and site management personnel and their equipment, including communication facilities
  - the delivery of a significant medium/long term reduction in the level of revenue subsidy required of the Council for the operation of Sherwood Forest Country Park and Visitor Centre. Ideally, the Council wishes the site to be operated with no revenue budget subsidy.
  - the establishment of effective and complementary arrangements for the long term operation of the Country Park's green space, including the retention of free public access.

## **Procurement Routes**

- 6. To secure an appropriate partner, for a project of this nature, there are two usual methods of procurement:
  - The first involves the Council setting out in great detail its requirements, with potential partners being asked to bid against a detailed specification for the contract. Whilst simpler, this limits the scope for true innovation from bidders.
  - The second is a procedure called Competitive Dialogue. This process allows for the
    final solution to be influenced by bidders during a process of dialogue with potential
    partners. It is this process that is being recommended as the most appropriate route for
    this project as it encourages potential partners to look for and identify more innovative
    solutions within the constraints of the capital costs and their projected revenues.

## **Soft Market Testing**

- 7. The Council has met a number of potential partners over the summer period through a process known as "soft-market testing". This market testing has demonstrated serious interest in the procurement process from potential partners, which come from a variety of organisational backgrounds.
- 8. The soft-market testing discussions have been positive in helping to shape the Council's overall approach to the process, its thinking about the procurement process to be followed and the timescales involved. For example, potential partners:
  - wanted the Council to be clear about its broad requirements whilst giving them the opportunity to innovate
  - did not want an extended process of dialogue but for it to be focused so reducing the overall timescales and limiting the cost of bidding
  - wanted sufficient opportunities to explore their proposals with the Council before finalising them.
- 9. Potential partners have also stressed the importance of the Council contributing an appropriate level of capital funding to ensure the successful delivery of the project. The precise level of required capital funding will be confirmed through the procurement process. The evaluation criteria will give credit to bids that require lower levels of capital funding from the Council.

## **Proposed Timescales**

10. The current project procurement timescales for the Sherwood Forest Visitor Centre are shown in the table below.

Activity	Timescale
Prior Information Notice (PIN) Stage	August –November 2014
Pre-Qualification Questionnaire (PQQ)	November – December
Stage	2014
Outline and Detailed Solutions Stages	January – April 2015
Best and Final Offer Stage	April – July 2015
Formal award of contract	July/ August 2015

#### **Evaluation Criteria**

- 11. It is proposed that the bids are evaluated on the basis of:
  - The quality of the operational management and technical skills to deliver the proposal. This will carry a weighting of 55%.
  - The commerciality of the proposals in terms of deliverability and the best mix of capital/revenue up-front and ongoing costs to the Council. This will carry a weighting of 45%.

## **Capital Costs**

- 12. The County Council is committed to the replacement of the current visitor centre facilities at Sherwood Forest and recognises that in order to achieve this objective a significant initial capital contribution will be required. The Council is confident that by working in partnership with a third party the project will benefit from other sources of capital funding that will either enhance or reduce the level of capital funding required from it. Weightings will be used during the assessment of bid solutions that support the Council to reduce both capital and ongoing revenue cost. An allocation of £4.3m is proposed to support the capital elements of the project. This figure includes the cost of demolition of the existing built infrastructure and reinstatement of the land within the NNR.
- 13. The capital programme currently contains an allocation of £1.836m of the £4.3m required. A further £2.464m of capital allocation for the project will be required. This will be subject to the normal corporate approvals.

## **Revenue Costs**

14. The estimated costs that have been identified to support the procurement process are set out below:

Item	Cost
Internal and external legal advice	£75,000
External consultant support (leisure sector specialist)	£15,000
Actuarial reports, preparation and publication of tender documents, contingency	£5,000
Total	£95,000

15. External legal advice and sector specialist consultancy costs will be funded from the Council's Strategic Development Fund. Other costs will be met from within the Culture Committee's revenue budget.

### **Other Options Considered**

16. Having ownership of suitable land adjacent to the forest, and a commitment to capital finance, it is conceivable that the Council could procure a solution to building and managing a new facility as an in-house operation.

17. However, recent soft market testing has indicated that a properly constructed procurement process is likely to be more successful in delivering the core requirement of the Council to replace the current outdated visitor centre and improve the overall visitor offer, as well as reducing long term revenue costs to the Council.

#### Reason/s for Recommendation/s

18. Procuring a third party partnership via a competitive tender process is the most cost effective and lowest risk option facing the Council to develop a new visitor centre at Sherwood Forest and operate the Park's green space into the future.

## **Statutory and Policy Implications**

19. 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**

20. The financial implications are detailed in paragraphs 12 to 15.

## **Human Resources Implications**

21. In the event of the Council procuring a managing partner for the new visitor centre and adjacent forest, relevant staff would be subject to TUPE considerations. The Council would comply with statute and its Human Resource policy framework in dealing with these considerations.

### **Implications for Service Users**

22. The delivery of the Council's vision for the Centre will support increased customer numbers and enhance the customer experience significantly through the establishment of a range of new and enhanced facilities.

### Implications for Sustainability and the Environment

23. The contractual arrangements envisaged by the Council will require its operating partner to ensure the effective management and conservation of the Park's green space. The replacement visitor centre will be required to embody best practice in terms of sustainable/environmental good practice building solutions.

### **RECOMMENDATION/S**

That approval is given:

1) to procure a partner for the Sherwood Forest Visitor Centre and Country Park;;

2) for the project expenditure required to support the procurement process set out in paragraph 14.

## Derek Higton Service Director, Youth, Families and Cultural Services

## For any enquiries about this report please contact:

Derek Higton Service Director, Youth, Families and Culture T: 0115 9773498

E: derek.higton@nottscc.gov.uk

## **Constitutional Comments (initials SSR 13/10/14)**

24. The Culture Committee may approve the recommendations set out in this report.

## Financial Comments (SEM 30/09/14)

25. The financial implications are set out in the 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.

Future of Sherwood Forest Visitor Centre – report to Culture Committee on 1 July 2014.

### **Electoral Division(s) and Member(s) Affected**

All.

C0497



21 October 2014

Agenda Item: 7

# REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

# LIBRARIES, ARTS, ARCHIVES, INFORMATION AND COMMUNITY LEARNING SERVICES: NEW OPERATING MODEL – PROGRESS REPORT

## **Purpose of the Report**

1. To note progress on the development of the new arm's length operating model for Libraries, Arts, Archives, Information and Community Learning Services.

## **Information and Advice**

- 2. The Libraries and Archives business case, approved by Full Council at its meeting in February 2014, aims to retain a sustainable network of libraries and enable the County Council to fulfil its statutory and legal duties in relation to public libraries and archives.
- 3. In year 3 (2016/17) of the business case it is proposed to move the Service to an arm's length operating model to generate immediate savings (£400,000 per annum) from a reduction in business rates.
- 4. In addition, there are a number of advantages to establishing trust/social enterprise status, which can be achieved whilst enabling the Council to retain control and accountability for its public libraries and associated services, through a detailed service specification and contract. The County Council will retain its statutory or legal duties to provide a public library service and make proper arrangements for its archives. The Council will also remain the body to which Ofsted will report on in relation to its skills and community learning provision. Similarly, Community Partnership Libraries established that require ongoing support will be included within the contract between the Council and the new body.
- 5. A report outlining the full business case for the development of an arm's length operating model was presented to Culture Committee at its meeting on 3 June 2014. This update report aims to highlight progress since that report.
- 6. Since June a business and enterprise plan for the new organisation has been developed alongside an application to the Mutualisation Support Programme (MSP). The MSP is a Cabinet Office support programme, funding external legal, HR, governance, financial and set up support for the new organisation.
- 7. Following attendance at a 4 day MSP programme, submission of a business plan and an application for support was made. Following an initial assessment of the business case a recommendation for support was passed to the Cabinet Office at the end of August 2014.

- 8. Consideration was made for a first phase of MSP support by the Cabinet Office on 11 September 2014 and confirmation has subsequently been received that an award of support amounting to a value of £50,000 has been made. A further phase of support may be required and available during financial year 2015/16.
- 9. In addition to information and consultation events open to all staff in May/June 2014, a detailed staff online survey was undertaken and a frequently asked questions log with answers was made available to all staff. More than 250 staff responded to the questionnaire and responses to all questions were made available by the end of July.
- 10. Presentations were also made to key stakeholders, including the CFCS Departmental trades union panel, the Friends of Nottinghamshire Archives (FONA), Library Volunteers, At Home Library RVS volunteers, Nottinghamshire Archives User Group (NAUG) and the Society of Chief Librarians (SCL) annual seminar. A regular programme of information and consultation meetings has been agreed with Unison.
- 11. Initial meetings with the Education Funding Agency (EFA) and the Skills Funding Agency (SFA) were undertaken in July and August respectively and have been positive. These government agencies fund Skills for Employment and Adult Community Learning services.
- 12. The staff forum has met twice since June, firstly meeting with colleagues from York Explore the recently established community benefit society to deliver libraries and archives for the City of York Council.
- 13. In September the forum fed back on the answers provided in response to the questions raised during the initial staff workshop and undertook initial work around values for the new organisation.
- 14. Members of staff have attended two workshops provided by The National Archives (TNA) to support a number of councils establishing arm's length bodies to deliver local authority archive services.
- 15. A number of work streams have been established to ensure the new body is established in a sustainable way and can access central services to either buy back or procure from outside of the Council. The work streams deal with HR, Finance, Property, Communications, Legal etc. and report to the Cultural Services Transformation Board.
- 16. Establishing the right legal form for the new body and the governance framework under which it will operate as a charity at arm's length from the Council is a key area of work identified to the MSP for support. Members' involvement in selecting the most appropriate legal form will be sought through a workshop at the rising of Culture Committee on 2 December and a subsequent decision report to Culture Committee in January 2015. A further Members' workshop will also be held in the New Year in respect of the development of the service specification and contract that will be required for the new body.
- 17. Briefings to all political groups have been provided to ensure Members are updated on progress since June.

- 18. A report seeking approval to award the contract for delivery of Library, Archives, Arts, Adult Learning and Skills for Employment Services will be presented to Culture Committee in March 2015.
- 19. A shadow body will be established by July 2015 to enable the new organisation to deliver services on behalf of the Council in April 2016.
- 20. The Council's improvement programme through the Cultural Service Transformation Board is supporting the move to an alternative operating model.

## **Other Options Considered**

21. A range of options were detailed in the original business case presented to Culture Committee in June 2014.

#### Reason/s for Recommendation/s

22. Nottinghamshire County Council faces unprecedented financial challenges and thus further savings will be required. The business case identifies that an arm's length operating model provides an opportunity to sustain the benefits and opportunities Libraries, Arts, Archives, Information and Community Learning Services provide for people and communities in Nottinghamshire.

## **Statutory and Policy Implications**

23. 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**

24. The development of an alternative operating model will increase customer engagement. The Council will continue to decide the delivery model, standards and overall priorities of the services through its contract with the new body. A detailed process of stakeholder, customer and community consultation will be required in the formation of the alternative operating arrangements.

## **Financial Implications**

- 25. The move to an alternative form of governance through the formation of an arm's length body will enable the service to make the proposed level of savings in 2016/2017.
- 26. Work is underway to establish and quantify the relevant set up costs, but they are not known at this time. It is anticipated that some of the requirements are likely to be met from the Mutualisation Support Programme of the Cabinet Office, with the balance being met from existing resources within the departmental budget. If, once quantified, any

residual costs after use of the mutualisation fund cannot be met from the departmental budget, approval will be sought to access corporate contingencies.

27. Increased access to grant funding will be facilitated once the service is not directly delivered by the County Council.

### **RECOMMENDATION/S**

1) That progress on the development of the new arm's length operating model for Libraries, Arts, Archives, Information and Community Learning services be noted.

## Derek Higton Service Director, Youth, Families and Cultural Services

## For any enquiries about this report please contact:

Peter Gaw

Group Manager, Libraries, Archives, Information and Learning

T: 0115 9774201

E: peter.gaw@nottscc.gov.uk

#### **Constitutional Comments**

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

### Financial Comments (KLA 29/09/14)

29. The financial implications of the developments, where known, are set out in paragraphs 25 to 27 along with the limitations of current knowledge.

### **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.

Libraries and Archives Business Case B13 – report to Full Council on 27 February 2014

Libraries, Arts, archives, information and Community learning services: Future operating model - report to Culture Committee on 3 June 2014

## Electoral Division(s) and Member(s) Affected

All.

C0493



21 October 2014

Agenda Item: 8

## REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

## LIBRARIES FOR THE FUTURE: AN ARTS COUNCIL FUNDED PROJECT AT MANSFIELD LIBRARY

## **Purpose of the Report**

1. To inform Members of the progress of the Libraries for the Future project at Mansfield Central Library.

## **Information and Advice**

- 2. Nottinghamshire Libraries, in partnership with Nottinghamshire County Council's Arts Service and Near Now (part of the Broadway cinema), was successful in applying to the Arts Council's Grants for the Arts Libraries Fund in Autumn 2013.
- 3. Broadway is a leading centre for creative media and digital innovation for Central England attracting 400,000 visits annually. Near Now, Broadway's commissioning and artist development programme, produces new work from leading national and international practitioners working at the cutting edge of art, design and technology.
- 4. £15,000 was awarded by the Arts Council, with financial support also given by the Arts Service (£3,711) and Near Now (£4,365) for a project to run from January 2014 to December 2014.
- 5. The project involved working with Near Now to explore how digital technologies and creative media can be used to engage library audiences playfully and creatively. Based at Nottinghamshire's Mansfield Central Library, it included:
  - a research period involving library staff, to understand and develop our digital capacity
  - an artistic residency where an artist and creative technologist (Polymath) produced an interactive prototype installation in response to the research
  - a creative summer school for 12-17 year olds run by Codasign to produce playful inventions.
- 6. Near Now and the project's creative producer, We are Unstuck, ran workshops with library staff members at Mansfield Central Library, to engage with them and carry out the research phase about library use of technology and staff skills and confidence in engaging with it.

- 7. Polymath developed three concepts for the artistic installation which were shared at the library and received feedback from both library staff and customers. The responses helped to shape the prototype which was then shared at the library to a very positive response. The prototype was then modified again following those responses and the installation was created.
- 8. A Mega Intelligent Learning Organism called MILO was unveiled at Mansfield Central Library on 6 September to great interest from and engagement with customers.
- 9. MILO is an 'alien' who library staff will be able to programme to interact with customers and record their responses. This has great potential and will be able to be used for all types of information provision and consultation in the library.
- 10. The Summer School also took place with six young people engaging with digital coding and creative sessions. This was also an opportunity for our staff to gain skills in this arena, which has a place in the new national curriculum.
- 11. The project has also been filmed by Dimension 2, who are producing a film which will be shown at the Broadway cinema in September/October as a pre-feature reel and will also be available on the web.
- 12. The project has been photographed by photographer David Severn, who spent time in Mansfield Central Library capturing the different ways the library is used by many different people. The photographs will result in a touring exhibition in Mansfield, West Bridgford and Worksop Libraries starting in Mansfield in January 2015.
- 13. A final evaluation report will be produced in the Autumn for the project and an event will be arranged to celebrate and launch MILO.

### **Other Options Considered**

14. As this is a report for noting, it is not necessary to consider other options.

## Reason's for Recommendation/s

15. The report is for noting only.

## **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 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**

17. Service users at Mansfield Central Library will have a new, creative and playful way of interacting with the library service.

## **RECOMMENDATION/S**

1) That the progress of the Libraries for the Future project at Mansfield Central Library be noted.

## **Derek Higton**

Service Director, Youth, Families and Cultural Services

## For any enquiries about this report please contact:

Peter Gaw Group Manager, Libraries, Archives and Information T: 0115 977 4201 E: peter.gaw@nottscc.gov.uk

## **Constitutional Comments**

18. As this report is for noting only, no constitutional comments are required.

## **Financial Comments (KLA 19/09/14)**

19. There are no financial implications arising as a direct result of this report.

## **Background Papers and Published Documents**

None.

## Electoral Division(s) and Member(s) Affected

All.

C0492



21 October 2014

Agenda Item: 9

# REPORT OF THE CORPORATE DIRECTOR POLICY, PLANNING AND CORPORATE SERVICES

THE GRAVEYARD SHIFT - A HERITAGE LOTTERY FUND PARTNERSHIP PROJECT

## **Purpose of the Report**

1. To seek Committee approval to submit a Stage 1 Heritage Lottery Fund (HLF) bid for "The Graveyard Shift," and to commit a small amount of match funding if successful. This is a partnership project led by Nottinghamshire Local History Association, in partnership with Nottinghamshire County Council's Conservation Team and Nottinghamshire Wildlife Trust. The project's main aim is to record the gravestones of every parish church in the County and to make the results available online, which has never before been attempted on a Countywide basis.

## **Information and Advice**

- 2. Graveyard recording has happened as an ad hoc community activity, but there has never been an attempt to record the individual gravestones of an administrative area the size of a county to a standard format and to provide an online database of the results. The project has three strands; volunteer engagement for graveyard recording and delivery of the online database; conservation work in graveyards leading to habitat creation and improvements for biodiversity; and an innovative programme of community engagement celebrating the County's rich Gothic heritage. The project also seeks to deliver community engagement activities centred on libraries and other NCC facilities, working closely with libraries, arts and archives colleagues.
- 3. The Conservation Team's Community Archaeologists have been trialling graveyard recording through externally funded projects such as the HLF Trent Vale Landscape Partnership Project, as well as internal funding streams such as Building Better Communities and Local Improvement Schemes. This work has led them to identify that many gravestones are deteriorating rapidly and the unique information they contain will be lost in years rather than decades. On the positive side, the current popular interest in all aspects of family history and genealogy means there is a significant number of volunteers available and willing to undertake the recording. This project has the potential to develop a volunteer workforce in a majority of the parishes in the County. It also has a potential to increase inward investment through increased visitor numbers, as genealogy tourism is a growing part of the sector.

- 4. Nottinghamshire Local History Association (NLHA) is the umbrella organisation for local history societies and groups in the County, and has a wide range of contacts and resources. As lead partner, they will have overall responsibility for the project, including project oversight, database and website development. The partnership between the Council's Conservation Team and the Wildlife Trust is well-established, and is well placed to support NLHA in developing capacity successfully to deliver the project going forward.
- 5. If the application is successful, any staffing costs related to the delivery of the project will be covered by the project funding.
- 6. The Project will have two Stages, in line with HLF practice for Main Grant applications; a Stage 1 Development Phase lasting 12-18 months, to undertake further trials and finalise technical and financial details, followed by a further bid for the Stage 2 Delivery Phase, which it is currently predicted would last 3.5 4 years. The current estimated total request to HLF is just under £700,000. Match funding for the Development Phase of £2,500 has been identified from Conservation Team income. If approval is given to continue with the funding bid, the partnership would learn if it has been successful in December 2014.

## **Other Options Considered**

7. The option for NCC not to be involved in the project has been considered. If NCC is not involved, it is unlikely that the project would proceed, as the community archaeologists have unique experience of undertaking graveyard surveys. This could not be replicated by other archaeological organisations. The work of the community archaeologists is structured so that they can develop and maintain links with community groups, which commercial archaeological organisations are not well placed to do. Initial discussions with local Heritage Lottery Fund officers have indicated they are keen to see a project of this nature attempted and to see Conservation Team involvement.

### Reason/s for Recommendation/s

8. The Graveyard Shift project seeks to engage volunteer activity to record an important body of information about the people of the County and their heritage before it is lost. The financial implications to the authority are limited, and the positive outcomes for learning, community cohesion, and volunteer activity are significant.

## **Statutory and Policy Implications**

9. 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**

10. HLF seeks match funding in cash and in kind from project partners of between 5% and 10%. At Development Phase the anticipated NCC cash match is £2,500 which can be met from

Conservation Team budgetary provision. The remainder will be met by NLHA. A further report will be brought to Committee if the Stage One bid is successful.

## **Public Sector Equality Duty implications**

The Project specifically seeks to engage with and involve all ages and abilities.

## **Implications for Service Users**

The Project aims to involve a significant number of people across the County, and will be successful only if this ambitious engagement target can be achieved. The partnership is committed to encouraging involvement from groups which are traditionally resistant to engagement with heritage activities, such as young people and minority groups such as the Goth community.

## Implications for Sustainability and the Environment

This project aims to capture significant information about the heritage of the County before it is lost for ever, and to make that information sustainable by presenting it through the internet. In the process, the project will improve habitats and biodiversity in parish churchyards, improve community cohesion, and create many new volunteering opportunities across the County.

### **RECOMMENDATION/S**

That the Culture Committee:

- 1) approves County Council participation in a funding bid to the Heritage Lottery Fund for "The Graveyard Shift" Project.
- 2) approves a contribution of match funding of £2,500 towards the Development Phase of the project, should the application be successful.

## Jayne Francis Ward Corporate Director Policy Planning and Corporate Services

For any enquiries about this report please contact: Heather Stokes, Team Manager Conservation.

## **Constitutional Comments (LM 13/10/14)**

11. The Culture Committee has delegated authority within the Constitution to approve the recommendations in the report.

## Financial Comments (SEM 14/10/14)

12. The financial implications are set out in the 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.

None

## **Electoral Division(s) and Member(s) Affected**

All



21<sup>st</sup> October 2014

Agenda Item: 10

## REPORT OF SERVICE DIRECTOR, HIGHWAYS

# NEW RESPONSIBILITIES - COMMON LAND AND TOWN OR VILLAGE GREENS

## **Purpose of the Report**

 To provide the Culture Committee an overview on its new area of responsibility – Common Land and Town or Village Greens, in advance of the training session for members at the conclusion of the meeting.

## Information and Advice

- 2. Following the County Council's decision at its meeting on 15<sup>th</sup> May 2014 to disband the Rights of Way Committee and transfer the responsibilities of Common Land and Town or Village Greens registration to the Culture Committee, the Committee will now receive reports on these matters.
- 3. Decisions on these reports have to be taken on the facts of each case, not on any individual's judgement on the merits of the proposal, or the benefits or disbenefits that might arise. The legislation, the Commons Registration Act 1965 and the Commons Act 2006, dictates that decisions must be taken with reference to very strict criteria, these will be set out in reports and given the quasi-judicial nature of this, Committee Members will be given appropriate guidance and training.

#### **Common Land**

- 4. The County Council is a Registration Authority for the purposes of the Commons Act 2006 and the Commons Registration Act 1965. The 1965 Act established, for the first time, registers to conclusively record the existence of common land. The Council is responsible for keeping and maintaining this statutory register and, in limited circumstances under the 1965 Act, to take action to protect the registered land. (Action is normally taken by those whose rights are being infringed, i.e. the common rights owners.)
- 5. Common land is land, usually in private ownership, which has registered rights of common over it. These rights of common are held by persons other than the owner of the land and are rights to either do something on the land or to take something from it. Such rights do not have a recreational aspect.

- 6. Generally, the main features of common land are that it is open, unfenced and often remote.
- 7. Those persons who are able to exercise the registered rights are generally known as "commoners". Common land and commoners' rights constitute a very ancient institution. They arose as part of the fabric of life in England and Wales and have their origins in the manorial system. Most common land and commoners' rights have fallen into disuse and, being forgotten, were lost over the centuries. It is generally in the more remote areas that common rights have survived in their use. The rights are held in common with the land owner. This means that a land owner cannot do anything which would restrict the exercise of a common land right.
- 8. Rights of common can include the following:
  - Estovers Taking wood, gorse or furze
  - Herbage Grazing sheep or cattle
  - Pannage Eating of acorns or beechmast by pigs
  - Piscary Taking of fish
  - Turbary Taking peat or turf
- 9. The Countryside and Rights of Way Act 2000 (CROW Act) provides for the public to have access to open countryside and this includes access to common land. The Countryside Agency have published maps for all areas indicating the land (including common land) to where the public now have open access rights.
- 10. It was popularly believed that every person had a right to go onto any common land. Before the Countryside and Rights of Way Act 2000 came into effect, the public in general did not have rights to go onto common land unless that land was in the area of an Urban District, or was crossed by public rights of way (in which case, people had to stay on the route of the right of way).
- 11. Registration was first carried out in the late 1960s. Some areas are quite small: such as an ancient pinfold, being a circular piece of land with a diameter of six feet (where one or two animals could be kept, perhaps overnight for safety). Larger areas run into several acres and can support the grazing of substantial numbers of animals of various kinds. These areas might also have been waste land of the manor. Some were allotted under inclosure awards in the 18th or 19th centuries for digging sand or gravel for road maintenance.
- 12. There are also a number of green lanes which are quite properly registered as common land.
- 13. Where a right of common has been registered, the commoner has the legal entitlement to the peaceful enjoyment of that right, and action which impedes the exercise of that right, for example the erection of fencing, will be unlawful. Registered common land is protected from development by statutory controls, with the Secretary of State's consent being required for certain types of work to be carried out on the land.

## **Town or Village Greens**

14. As with its duty to register common land, the County Council has duties to register new town greens or village greens and, in limited circumstances, to act to protect the registered land. Town or village greens have a not dissimilar history to common land. They are, however, defined fundamentally separately for the purposes of registration.

- 15. Town or Village Greens are typically areas of land found in identifiable settlements or geographical areas where local people go to undertake lawful sports and pastimes. These sports and pastimes can include a wide variety of organised or ad hoc games, picnics, dog walking, observing wildlife and other similar activities. Although town or village greens may be owned by individuals, many of them are owned and maintained by local Parish Councils.
- 16. Town or Village Greens have statutory protections under two 19th century Acts: the Inclosure Act 1857 (section 12) and the Commons Act 1876 (section 29). The main protection has the effect of preventing works, including building works, taking place on the land.
- 17. It is possible for any person to apply to register another person's land as a town or a village green, provided that the legal tests are met the most crucial of which is that for a period of at least 20 years a significant number of local inhabitants have used the land 'as of right' to indulge in lawful sports and pastimes. This right to apply may, however, be excluded if any one of a number of Planning-related "trigger events" has occurred on the land, although the right may become exercisable again if a corresponding "terminating event" has occurred since the "trigger event".
- 18. When an application is received, it may then be given publicity which will invite objections. Depending on the complexity and the volume of evidence for and against, it may be necessary to appoint an independent inspector to hold a public inquiry to establish the facts. The inspector does not make a decision but makes a report with a recommendation to the Council as Registration Authority.
- 19. The decision as to whether or not to register the land can only be determined on the facts established and the law as applied to those facts. There is no scope allowed for consideration of matters such as desirability or community interests. The Registration Authority's decision can only be made by examining the evidence to see if the facts show that all of the criteria are met.
- 20. Failure to meet even one of the criteria means that an application must be rejected on the facts.
- 21. A provision introduced in the Commons Act 2006 makes it possible for a land owner to register their own land voluntarily as either Common Land or a Town or Village Green. This does not involve objection or public inquiry.
- 22. A training session about these new responsibilities will take place after this meeting has closed.

### **Other Options Considered**

23. Consideration was given to allocating the responsibilities of the Rights of Way Committee in a different manner but it was felt that the approved reallocation of responsibilities was the most efficient.

#### Reason/s for Recommendation/s

24. This report is for noting only.

## **Statutory and Policy Implications**

25. 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**

1) It is recommended that Culture Committee members note the contents of the report and note that a training session on Common Land and Village Green registrations will be held at the conclusion of the meeting.

Andrew Warrington Service Director, Highways

For any enquiries about this report please contact:

Neil Lewis Team Manager, Countryside Access

#### **Constitutional Comments**

26. As this report is for noting only no comments are required.

### Financial Comments (SEM 25/6/14)

27. There are no specific 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.

None

## **Electoral Division(s) and Member(s) Affected**

All



21 October 2014

Agenda Item: 11

# REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

#### **WORK PROGRAMME**

## **Purpose of the Report**

1. To consider the Committee's work programme for 2014/15.

## **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 items will be added to the programme as they are identified.

## **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, Policy, Planning and Corporate Services

## For any enquiries about this report please contact:

Martin Gately Democratic Services Officer T: 0115 977 2826

## **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 (PS)**

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 2014-15**

Report Title	Brief summary of agenda item	Lead Officer	Report Author
2 December 2014			
Service update	For noting	Derek Higton/Sally Gill	Various
Performance reporting (Quarter 2)	For noting	Derek Higton	Maggie Pape
Fees and Charges 2015/16 – Country Parks and Green Estate	Annual determination & response to petition	Derek Higton	Steve Bradley
Fees and Charges 2015/16 – Libraries, Archives & Information and ACLS Management Fees & Charges Policy 2014/15		Derek Higton	Peter Gaw/Judith Dey
2014 visitor satisfaction survey in Country Parks		Derek Higton	Steve Bradley
Cultural Services Strategic Events – six monthly review	For noting	Derek Higton	Peter Gaw/Steve Bradley
Summer Reading Challenge 2014		Derek Higton	Carol Newman
Heritage Tourism – Year 1 update		Sally Gill	Heather Stokes
Application to register a Town or Village Green – land at Leeming Lane Recreational Ground, Mansfield Woodhouse	For decision	Andrew Warrington	Neil Lewis
Country Parks management structure		Derek Higton	Linda Hardy
Work programme			
13 January 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Future management arrangements for Rufford Country Park		Derek Higton	Steve Bradley
A Strategy for Nottinghamshire Libraries (six monthly progress report Jul to Dec 2014)	For noting	Derek Higton	Peter Gaw/Linda Turner
Libraries, Arts, Archives, Information and Community Learning – new operating model		Derek Higton	Peter Gaw
Biodiversity Offsetting – final report		Sally Gill	Heather Stokes
Work programme			
3 March 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Performance reporting (Quarter 3)	For noting	Derek Higton	Maggie Pape

Report Title	Brief summary of agenda item	Lead Officer	Report Author
Annual review of the County Council Cultural		Derek Higton	Peter Gaw
Strategy		_	
Cultural Services Strategic Events Programme		Derek Higton	Peter Gaw/Steve Bradley
Arm's Length operating model – Libraries,		Derek Higton	Peter Gaw
Archives, Arts and Learning – Contract Award			
Work programme			
28 April 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
ACLS Priorities for 2015/16		Peter Gaw	Judith Dey
Work programme			
9 June 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Performance reporting (2014/15)	For noting	Derek Higton	Maggie Pape
Outside bodies report	For noting	Derek Higton/Sally Gill	Various
Work programme			
21 July 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Work programme			
To be placed			
Sherwood Forest Visitor Centre – progress			
reports			
Idle Valley Management Board	Report from officer group	Sally Gill	Heather Stokes
Heritage Plan		Sally Gill	Sally Gill
Green Estate Strategy – progress reports on		Derek Higton	Steve Bradley
delivery			
Conservation Management Plan for Rufford Park		Derek Higton	Steve Bradley