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**Our reference:**  
**Your reference:**  
**Date:** 7 July 2014

To all Members of the Community Development Group

Dear Councillor

A meeting of the COMMUNITY DEVELOPMENT GROUP will be held on Tuesday 15 July 2014 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely

Executive Manager Operations and Corporate Governance

### **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Notes of the Meeting held on Tuesday 6 May 2014 (pages 1 - 6)
4. New Energy Initiatives

There will be a verbal update.

5. Role of Rushcliffe Borough Council's Regulatory Services in Encouraging Economic Prosperity

The report of the Executive Manager - Neighbourhoods is attached (pages 7 - 8).

6. Annual Report 2013/14

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 9 - 14).

7. Work Programme

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 15 - 16).

## Membership

Chairman: Councillor T Combellack

Vice-Chairman: Councillor L B Cooper

Councillors: D G Bell, S J Boote, B Buschman, Mrs M M Males, G R Mallender,  
E A Plant, J E Thurman

<b>Meeting Room Guidance</b>
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**Toilets** are located opposite Committee Room 2.

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**NOTES  
OF THE MEETING OF THE  
COMMUNITY DEVELOPMENT GROUP  
TUESDAY 6 MAY 2014**

Held at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillors R L Butler (Chairman), S J Boote, N K Boughton-Smith,  
T Combellack, L B Cooper, J E Greenwood, Mrs M M Males, G R Mallender

**OFFICERS PRESENT:**

D Banks	Executive Manager - Neighbourhoods
C Evans	Transformation Project Officer
K Marriott	Executive Manager - Transformation
V Nightingale	Senior Member Support Officer

**APOLOGIES FOR ABSENCE:**

There were no apologies for absence

**23. Declarations of Interest**

There were none declared.

**24. Notes of the Previous Meeting**

The notes of the meeting held on Tuesday 18 March 2014 were accepted as a true record following the correction of two typographical errors.

With regard to the recent parish forum Councillor Boote stated that this had been well attended as it was devoted to planning matters. He wished to thank the Service Manager - Communities for a very useful and informative event. Councillor Butler supported these comments.

Following a request for clarification regarding wind power and how the new planning rules would affect the work being undertaken with Melton Borough Council, the Executive Manager - Neighbourhoods explained that officers would take into account any new Government guidance or recommendations.

The Group was informed that officers were meeting with representatives from the British Geological Survey to discuss dates for a meeting in respect of further discussions regarding fracking. Councillor Boote confirmed that Mr Riley could also be contacted to provide the Group with more information on fracking.

**25. Economic Development**

The Executive Manager - Transformation and Transformation Project Officer gave a presentation which updated Members on the Council's work to promote economic development. The Group were informed that a cross Council team

had been set up to take a holistic approach to this topic as it cut across many of the Council's services.

Officers explained that in respect of businesses there had been 470 created and 520 had ceased trading in 2012. In comparison to other areas in Nottinghamshire Rushcliffe had seen the highest number of new starters. Members were informed that the number of active businesses was 4,580 which was a slight decrease from 2009. Officers stated that although there had been a decline it was conceivable that the businesses had grown. Members queried if employment would be increased due to the work being undertaken to widen the A453. The Executive Manager - Transformation explained that as part of the funding bid for infrastructure the economic impact would have to have been identified.

In the area there were less people claiming benefits, 74% of the working age population were economically active and a higher number of people educated to degree level and above. With regard to young people there had been a year on year increase in the take up of apprenticeships with 700 having been started in 2012/13. Members were advised that the Leader had stated at the Civic Dinner that he would like to see 100 apprenticeships taken up this year. To assist this officers were working to engage with young people and businesses to promote the scheme.

In respect of the Council's assets the Group was informed that there was a high occupancy of the industrial units and The Point had only 1 vacant unit. Following a question, Members were informed that the Council could support businesses by being flexible with the terms and conditions for the leasing of the industrial units and by putting people in touch with either the private sector or other neighbouring authorities. At the Civic Centre vacant floors were being converted into serviced offices which would offer 'follow on' businesses short term leases to allow their businesses the opportunity to grow without having to take on board lengthy financial restrictions. This was also beneficial for the Council as it offered flexibility for the Authority as Members would be considering the future uses for the building at a later date. Future reports would be presented to Cabinet on the use of Bridgford Hall, Rushcliffe Lodge and other non operational assets. It was noted that the Council had other assets that were either owned by the Council or tied into leases. Following a question, Members were informed that dilapidation work was being carried out at Bridgford Hall which had meant that the wedding room was temporarily not in use. Members were also informed that there was no revenue stream from Rushcliffe Lodge as there had only been one family housed there in the last twelve months. Members were assured that the Property Team assessed the Council's assets; operational assets such as leisure centres, community halls, parks and playing fields were only considered if the services area or a Member Group requested further information on its usefulness.

The Executive Manager - Transformation informed the Group of the work that was being undertaken to regenerate Cotgrave; this included the former colliery site, the town centre and the designated employment land. It was anticipated that work would commence in May on the 455 proposed houses. Members were told that events had been held in the town to update, and engage with, residents on the proposals. Within the town centre development it was proposed to have all the public sector partners together in one building and to

bring on board another food store. Members queried if the Council was working with the Co-op store and if it would remain on site. Officers explained how the Co-op organisation was involved in the site and confirmed that following discussions they welcomed the addition of another food operator and the potential to include their pharmacy within the public sector building.

Members were reminded of the progress of the Local Plan and how this impacted on the economic viability of the Borough. It was recognised that the Council had allocated land for employment in order to make the Local Plan sound and further work was needed to enable developers to liaise with other Partners to identify what was required to enable businesses to move into the area. With regard to employment land Members recognised that developers would not build speculatively and therefore the Council was considering how it could assist up and coming businesses and minimise the barriers to developing the sites. One barrier that had been identified was infrastructure costs and officers had investigated government investment loans such as the Local Infrastructure Fund and had approached the D2N2 to see if these barriers could be mitigated. Members queried the use of Section 106 contributions or the use of the Community Infrastructure Levy. Officers stated that existing sites already had Section 106 agreements, and that the Council was not yet considering implementing a Community Infrastructure Levy, which had not been universally adopted.

Officers had also discussed Rushcliffe's potential business opportunities with 'Invest in Nottingham', which was funded by Nottinghamshire County and Nottingham City Councils, and 'UK Trading and Investment' to ensure that the area was marketed to employers. Officers had produced a brochure which was used to promote the Borough to future employers. As part of the Government's growth fund an application had been put forward and Rushcliffe's project was ranked 15th out of 90. Officers agreed to inform Members regarding the results of the funding, which would be announced later in the year. Another perceived barrier could be the broadband speeds in the Borough, however this was scheduled to be discussed at the Group's meeting in October.

As part of the Council's support for businesses the Rushcliffe Business Partnership held many events including monthly networking meetings for small businesses, specific meetings for big businesses and an annual event for the larger businesses. There would be a Food Fair held on 5 July 2014 to promote the Borough's food suppliers. Members were informed that Bingham Market was fully let every week and the Council would be assisting with the commemoration of the 700<sup>th</sup> anniversary of its Charter. Other support included Shop Front Improvement Grants, business rate relief and help from Environmental Health and Licensing. Officers were pleased to announce that the Council had entered into an agreement to be the Primary Authority for Boots national food safety requirements. Officers were also able to signpost businesses to funding circles. Members were informed that this was when companies invested in projects together thus sharing the risk and the return. Nottinghamshire County Council was involved and the Executive Manager – Finance and Commercial was considering if this was something that the Authority could do.

The Council also supported the Cotgrave Employment Partnership, work clubs in Cotgrave and West Bridgford in order to help people into employment. Partner agencies held sessions at the Rushcliffe Community Contact Centre and the Council worked with JobCentre Plus and the Nottingham Post in respect of an annual jobs' fair. In 2013 1,200 people had attended seeking employment and there had been 31 exhibitors. It was noted that the Fair was advertised in the Nottingham Post and Rushcliffe Reports, however as the Borough included LE postcodes Members requested that information should be sent to the Loughborough Echo and the Melton Times. Following a question Members were informed that Metropolitan Housing were developing a 'Metroployment' scheme as it considered this was in their tenant's interest and as a result they could pay their rent and were less likely to have any problems.

In respect of communications Members were informed that the Council's website pages had been revamped and updated. The site now included profiles on local businesses to raise awareness. The Council had introduced a business newsletter which was distributed electronically to over 500 local businesses and had received good feedback from the first three editions, especially from businesses that wished to be showcased. Members queried if education establishments received the newsletter and were informed that they were involved in the Jobs Fair and the Cotgrave Partnership as training was an important aspect.

In conclusion officers explained the priorities that had been identified for 2014/15 including

- links with the Local Enterprise Partnerships to maximise Government or European funding
- working with landowners and developers to bring forward development on key strategic sites
- allocation of the New Homes Bonus through the Council's Medium Term Financial Plans
- approval of the Council's Local Plan
- letting Bridgford Hall
- facilitating opportunities for 100 new apprenticeships.

Members thanked officers for their informative presentation and requested that this item should be included in their work programme in twelve months and noted that they would also be receiving further economic related updates on more specific topics at future meetings.

It was AGREED that

- a) Members endorsed the actions and priorities proposed for the coming year, and
- b) Members recognised the work officers were doing to progress this strategic priority within the resources available.

## **26. Request for Scrutiny of Public Conveniences**

Following a request at the Group's meeting on 18 March 2014 the Group had agreed to consider if the provision of public toilets should be included on its work programme. Councillor Boote stated that he had raised this issue in November 2011 and that when asked people would say that they would like better provision although this was not an area that received many complaints. He stated that the health aspect associated with this issue had been reported in the Independent newspaper that day. He had also raised this issue in 2008 when he had informed Members of the Community Toilets scheme initiated by Richmond on Thames Council. He pointed out that since then over 100 councils had adopted a similar scheme. He urged Members to consider working with shops and public houses or to have more vandalproof 24 hour facilities in the area.

It was noted that East Leake Parish Council provided toilets in the village and that these had recently been refurbished.

Councillors Greenwood and Boughton-Smith stated that the lack of provision in the village had been a driver for the Ruddington Parish Council to talk to local businesses regarding this issue and in fact some businesses saw this as a way to encourage more trade.

Other Members stated that businesses in their villages also did not object to people using the facilities and therefore felt that this was not an issue that the Borough Council needed to address. The Chairman stated that the Group had considered the item and had not felt that this should be included within the Group's work programme. However, as this had been identified as an issue that many parishes had considered it could be discussed at a future parish forum.

## **27. Work Programme**

The Group considered its work programme. New Energy Initiatives had been included in the agenda for the Group's next meeting however this might have to be moved or, depending on discussions with British Geological Survey, become an extra date in the Group's calendar.

The meeting closed at 9.10 pm.

**ACTION SHEET  
COMMUNITY DEVELOPMENT GROUP - TUESDAY 6 MAY 2014**

<b>Minute Number</b>	<b>Actions</b>	<b>Officer Responsible</b>
25. Economic Development	a) officers to inform members of the results of the Government's growth funding, when available  b) future Jobs Fairs to be advertised in the Loughborough Echo and Melton Times	Executive Manager - Transformation  Transformation Project Officer
27. Work Programme	Officers to inform Members of the outcome of the discussion with the British Geological Survey	Executive Manager - Neighbourhoods

**Responses**

<b>Minute Number</b>	<b>Action</b>	<b>Officer Responsible</b>	<b>Response</b>
25. Economic Development	a) officers to inform members of the results of the funding, when available  b) future Jobs Fairs to be advertised in the Loughborough Echo and Melton Times	Executive Manager - Transformation  Transformation Project Officer	Officers will inform Members as soon as possible  Officers will ensure that Job Fairs are more widely advertised
27. Work Programme	Officers to inform Members of the outcome of the discussion with the British Geological Survey	Executive Manager - Neighbourhoods	There will be a verbal update at the Group's meeting on 15 July 2014.





## Community Development Group

15 July 2014

### Role of Rushcliffe Borough Council's Regulatory Services in Encouraging Economic Prosperity

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## Report of the Executive Manager - Neighbourhoods

### 1. Summary

- 1.1. Economic development is a key topic on the work programme for the Community Development Group and the work of the Council's regulatory services is an important factor in encouraging and supporting business to grow and develop with confidence.
- 1.2. Members will receive a presentation from the following:
  - a) Sarah Cairns – Protection and Safety Manager
  - b) Ben Adams – Environment and Licensing Manager
  - c) Andrew Pegram – Service Manager Communities

### 2. Recommendation

- 2.1. It is RECOMMENDED that the Community Development Group consider and make comments on the role of the Council's regulatory services in supporting business growth in Rushcliffe.

### 3. Supporting Evidence

- 3.1. The Council has a number of statutory functions and duties which fall within a broad regulatory framework that ultimately shares a common primary purpose – to regulate for the protection of the vulnerable, the environment, social or other objective.
- 3.2. However rather than acting as a burden on business such regulation is more latterly seen as vital to secure and support compliant business growth. The Council has had a long tradition of working well with local business through a proportionate and risk based approach along with maintaining an open and constructive relationship between regulators and those they regulate.
- 3.3. The objective of the presentation will be to explain in more detail how the Council undertakes its regulatory role through the delivery of a wide range of functions including inspection and intervention programmes, responding to complaints and other incidents, providing advice and information, issuing licences and permits to regulate activities and education and incentivisation programmes.
- 3.4. Furthermore the presentation will identify how these functions and services help to create business growth by encouraging and supporting business to undertake their activities in a safe and compliant manner whilst also ensuring a fair and consistent playing field within which all businesses can then

operate. Ultimately it is often the case that the most commercially successful businesses are those that also have a positive approach to regulatory compliance.

3.5. Members will receive presentations covering the Council's core regulatory functions that support business growth including the following:

- a) Food Safety, Health and Safety and Private Sector Housing
- b) Environmental Protection, Licensing
- c) Development Control

#### 4. Implications

##### 4.1. Finance

4.1.1. There are no financial implications contained in the report.

##### 4.2. Legal

4.2.1. None

##### 4.3. Corporate Priorities

4.3.1. Maintaining and enhancing our residents' quality of life

##### 4.4. Other Implications

4.4.1. None

<b>For more information contact:</b>	Dave Banks Executive Manager - Neighbourhoods 0115 914 8xxx email <a href="mailto:dbanks@rushcliffe.gov.uk">dbanks@rushcliffe.gov.uk</a>
<b>Background papers Available for Inspection:</b>	Nil
<b>List of appendices (if any):</b>	Nil

**Report of the Executive Manager - Operations and Corporate Governance**

**1. Summary**

- 1.1. This annual report reviews the work undertaken by the Community Development Group during 2013/14. Each of the Scrutiny Groups prepares an annual report and these will be presented to Council on 25 September 2014. Over the year the Community Development Group has scrutinised various topics.
- 1.2. The Community Development Group is asked to review the report and consider if it fully reflects the work undertaken by the Group.

**2. Recommendation**

- 2.1. It is RECOMMENDED that the Community Development Group approve the report and forward it on to Council for consideration.

**3. Implications**

**3.1. Finance**

- 3.1.1. There are no direct financial implications arising from this report.

**3.2. Legal**

- 3.2.1. There are no direct legal implications arising from this report

**3.3. Corporate Priorities**

- 3.3.1. The Group's work programme assists the Council in delivering its Corporate Priorities.

**3.4. Other Implications**

- 3.4.1. There are no other implications.

<b>For more information contact:</b>	Name Dan Swaine Executive Manager - Operations and Corporate Governance 0115 914 8343 email <a href="mailto:dswaine@rushcliffe.gov.uk">dswaine@rushcliffe.gov.uk</a>
<b>Background papers Available for Inspection:</b>	None
<b>List of appendices (if any):</b>	Community Development Group's Annual Report 2013/14

**Community Development Scrutiny Group**  
**Annual Report 2013/14**

## **Chairman's foreword**

I am pleased to write this foreword to this year's annual report of the Community Development Group. This year our work has been interesting, challenging and rewarding. We have covered many significant topics, linked to the theme of ensuring communities within Rushcliffe remain vibrant and active, despite the tough economic times.

Thanks to the many staff who gave us presentations throughout the year, with particular thanks to those staff who have supported this Scrutiny Group.

We have scrutinised many interesting topics ranging from improving our relationship with parishes and town councils even further through to rural broadband.

I would like to thank all Members for their involvement, support and professionalism during our meetings. I give special thanks to my Vice Chairmen Councillor Tina Combella for her support in managing the process.

Councillor Richard Butler  
Chairman – Community Development Scrutiny Group.

## **What are we responsible for?**

The main role of Rushcliffe's scrutiny groups is to:

- Develop a work programme which scrutinises the Council's priorities
- Ensure the Group's work helps implement Council plans and policies
- Review and challenge how the policy, plans and services are implemented and make recommendations to Cabinet and Council on any improvements to services and their performance
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Community Development Group's remit is to scrutinise:

- Community priorities and proposed solutions
- Engaging and identifying needs of key groups
- Building relationships to ensure that policies empower communities
- Reputation management gained via communications and promotion
- Town and Parish Councils shared working (identifying opportunities whilst establishing priorities)

A major element of the Group's role is to understand the key issues for residents, and encourage them to give their views about matters of importance. The Group also ensures the Council maintains its excellent reputation via effective communications.

## **Our work this year**

During this year the Group considered many service areas and issues within its scrutiny role, particularly:

- Service Level Agreements with RCVS and RCAN
- Rural broadband in Rushcliffe
- HS2 consultation
- Assets of community value review
- Community right to challenge
- YouNG Network Group
- Relationship with town and parish councils
- Scrutiny of New Energy Initiative

## **Service Level Agreements with RCVS and RCAN**

Members received an update on the first year of the delivery of the Service Level Agreement with Rushcliffe Community and Voluntary Service (RCVS) and Rural Community Action Nottinghamshire (RCAN). Presentations were received from both organisations about their work and the groups they supported and the projects they worked on. Both groups showed how they marketed their service and recruited

volunteers. Members asked searching questions about many topics including parish plans, funding, safeguarding of volunteers, work at the prison and improving marketing. Members agreed that outcomes for the first year of the agreement had largely been met and, in some cases, exceeded.

### **Rural broadband in Rushcliffe**

At the October 2013 meeting members were updated on Notts County Council's broadband plans, with around 13000 homes in the Borough not able to access superfast broadband. BT had been awarded the contract to provide the infrastructure with a reported 95% of properties and businesses being able to access it after project completion. Members asked some challenging questions such as what would be done for these properties still not able to access superfast broadband, about ongoing upgrades and maintenance, business access and broadband speeds achievable. It was also agreed that a further update on this issue should be included in the Group's work programme.

### **HS2 consultation**

The Group considered the Government's consultation on the HS2 route and proposed station locations. The Group considered the route and in particular the station locations and endorsed the Council's motion for a station to be located at East Midlands Parkway, in preference to the proposed option at Toton.

### **Assets of Community Value Review**

Members received a report on the Council's process for recording assets of community value contained in the Localism Act. The Council has promoted the scheme via the annual parish conference and parish forums. There had been three applications made to the Council which was reflective of the small number of applications made across Nottinghamshire. Two applications had been accepted and the third failed the criteria as it had not been in community use. The Group endorsed the current process and its continuation.

### **Community Right to Challenge**

Members were informed that there had been no applications. The Group agreed that the current process should continue and then it should be reviewed following the first application.

### **YouNG Network Group**

At the January 2014 meeting, Members were updated on this ground-breaking project and the work that the young people had carried out during the year to date. Members were appraised of how people were recruited on to the group, the type of work they were doing at weekly sessions, the success of the YouNG market and their work on the 'choose well' campaign about health services. The Group believed that this was a very worthwhile project and should be supported. Members noted the

good work of the project and asked officers to explore further funding opportunities and the scope to expand the project out of Rushcliffe.

### **Relationship with Town and Parish Councils**

Members received a presentation outlining work to increase engagement with the parish/town councils. The top three subjects parishes contacted the Council about were planning, finance and environmental matters. Members were also updated on the 6 recommendations which were created to improve relationships. These were:

- Produce a short summary document of the 'Partnership with the Parishes'
- Member Services to act as key point of contact to Executive Managers
- Where possible executive summaries of large Council documents to be supplied
- Engagement of town and parish councils in forward planning the forums / conference and involvement of other parties in programme delivery
- Include key county link officers in communications and explore collaboration
- Arrange a meeting with interested parishes to review recommendations

The Group felt that a lot of work had been undertaken and that there was a very good relationship between the Borough and the parishes.

### **Scrutiny of New Energy Initiatives**

After a full discussion on various new energy initiatives (such as solar power and wind turbines etc), the Group agreed that new energy initiatives should be included in their work programme with fracking as a priority.

### **The Year Ahead**

The Group will continue to help review and shape policy, ensuring improvements are implemented. This will be done by developing a challenging work programme linked to the Council's transformation strategy and four-year plan.





**Community Development Group**

**15 July 2014**

**Work Programme**

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**Report of the Executive Manager - Operations and Corporate Governance**

The work programme for the Community Development Group is developed around the corporate priorities that fall within its remit and takes into account the timing of the Group's business in the previous municipal year and any emerging issues and key policy developments that may arise throughout the year. It is anticipated that the work programme for the year will be developed in line with the priorities identified in the 4 year plan for budget savings.

Members are asked to propose future topics to be considered by the Group, in line with the Council's priorities which are:

- *Supporting economic growth to ensure a prosperous and thriving local economy - Our economy;*
- *Maintaining and enhancing our residents' quality of life -Our residents*
- *Transforming the Council to enable the delivery of efficient high quality services - Our Council*

**Recommendation**

It is RECOMMENDED that the Group notes the report and considers any future topics.

Date of Meeting	Item
15 July 2014	<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Role of Rushcliffe Borough Council's regulatory services in encouraging economic prosperity</li> <li>• New Energy Initiatives</li> <li>• Work Programme</li> </ul>
21 October 2014	<ul style="list-style-type: none"> <li>• Update on Delivery of Rural Broadband in Rushcliffe</li> <li>• Work Programme</li> </ul>

Date of Meeting	Item
20 January 2015	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>
17 March 2015	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>

**Financial Comments**

No direct financial implications arise from the proposed work programme

**Section 17 Crime and Disorder Act**

In the delivery of its work programme the Group supports delivery of the Council's Section 17 responsibilities.

**Diversity**

The policy development role of the Group ensures that its proposed work programme supports delivery of Council's Corporate Priority 6 'Meeting the Diverse needs of the Community'.

**Background Papers Available for Inspection: Nil**