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Direct dial 0115 914 8481
Email memberservices@rushliffe.gov.uk

Our reference:
Your reference:
Date: 11 January 2016

To all Members of the Partnership Delivery Group

Dear Councillor

A meeting of the PARTNERSHIP DELIVERY GROUP will be held on Tuesday 19 January 2016 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely



Service Manager Corporate Governance

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. Notes of the Meeting held on Tuesday 29 September 2015 (pages 1 - 8).
4. Review of Waterloo Housing Partnership

The report of the Executive Manager - Neighbourhoods is attached (pages 9 - 12).

5. The Bridgford Hall Project

The report of the Executive Manager - Transformation and Operations is attached (pages 13 - 32).

6. Work Programme

The report of the Service Manager - Corporate Governance is attached (pages 33 - 34).

Membership

Chairman: Councillor Mrs J A Smith
Vice-Chairman: Councillor J E Greenwood
Councillors J Donoghue, E J Lungley, G R Mallender, A Phillips, E A Plant,
M W Suthers, J G A Wheeler

Meeting Room Guidance

Fire Alarm Evacuation: in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

Toilets are located opposite Committee Room 2.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

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NOTES
OF THE MEETING OF THE
PARTNERSHIP DELIVERY GROUP
TUESDAY 29 SEPTEMBER 2015

Held at 7 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

PRESENT:

Councillors Mrs J A Smith (Chairman), A J Edyvean (substitute for Councillor J Donoghue), J E Greenwood, Mrs M M Males (substitute for Councillor E J Lungley), G R Mallender, A Phillips, E A Plant, M W Suthers, J G A Wheeler

ALSO IN ATTENDANCE:

R Crowder	Chief Executive, Rural Community Action Nottinghamshire
C Perry	Chief Executive, Rushcliffe Community & Voluntary Service
N Raffell	Housing Services Manager, Metropolitan Housing Trust
B Watson	Head of Housing (North), Metropolitan Housing Trust

OFFICERS PRESENT:

D Dwyer	Strategic Housing Manager
K Marriott	Executive Manager - Operations and Transformation
V Nightingale	Constitutional Services Officer
C Taylor	Community Development Manager

APOLOGIES FOR ABSENCE:

Councillors J Donoghue, E J Lungley

9. Declarations of Interest

There were none declared.

10. Notes of the Previous Meeting

The notes of the meeting held on Tuesday 30 June 2015 were accepted as a true record.

11. Review of Metropolitan Housing Partnership

The Strategic Housing Manager presented the report and stated that this was the annual review of scrutiny. Ms Watson gave a presentation outlining the company, which nationally had 38,000 homes mainly in the East Midlands, East of England and London, 1,300 staff and 90,000 customers. She said that Metropolitan was a not for profit company with surpluses being reinvested in the existing housing stock and the provision of new homes. She was pleased to say that the company would be building 3,300 new affordable homes in the next five years.

Ms Watson stated that Rushcliffe Borough Council was the company's largest partner in the Midlands region and that they were key partners in the

Homesearch Choice Based Lettings and members of the Cotgrave Strategic Board. Within the Borough they had a total of 3,737 homes and 783 garages.

With regard to the stock Members were informed that 55 new homes for rent had been built in 2014/15, including properties built on former garage sites and also sheltered housing schemes that had been converted into mainstream housing. Also over £430,000 had been invested in modernising homes. Ms Watson said that over £750,000 was planned to be invested in 2015/16, including care and support schemes, addressing fuel poverty and communal improvements. Members queried if the 'right to buy' and the new 'right to acquire' schemes had impacted on the housing stock. Ms Watson stated that there were very few sales, however with regards to actual numbers she would investigate and inform the Group. She also stated that the 'Right to Buy' was only for local authority housing.

Following a question regarding turnover, Ms Watson informed Members that during 2014/15 144 general needs and 123 older persons properties had been relet which equated to a 6.6% and 10% turnover respectively. A further 35 residents had moved home through the mutual exchange system. New tenants that required support were offered services through the METTS programme and the company was in partnership with Recovered, which was linked to the Friary, to help people with low cost furniture. Tenants were also able to take advantage of a national scheme called 'Homeswapper'.

In respect of their maintenance and repair services Ms Watson stated that a new Midlands in-house contractor was due to go live in December 2015 which would give the company greater control over the process. She also said that a new IT system would be launched in October which would assist in monitoring the performance and diagnosing problems. She was pleased to say that 100% of properties were gas, fire and water compliant.

Ms Watson explained that the company now had a specialist team to deliver services to designated properties for older people, including specialist housing and support managers. She stated that over the years the old warden service had changed and now each scheme would receive a minimum of 20 staff hours per week. Since the introduction of the teams the older persons void numbers and turnover had reduced.

With regard to income recovery the Group was informed that performance was improving and the arrears in the Rushcliffe area had reduced by £75,000. In respect of the spare room subsidy 389 tenants were affected which was a slight increase on the previous year. There were 270 of these tenants in arrears and this equated to £138,000. She was pleased to say that there had been no evictions due to this issue and that the company was working with tenants to assist them and also looking at Universal Credit and understanding how people would receive their benefit in the future. They had introduced a range of initiatives including money advice via Digital Unites, money management workshops, IT training and focusing on employment solutions.

Members had raised a question regarding the company's new contract with Streetwise Environmental and were informed that this had started on 1 June 2015. Although the contract had not been in operation for very long it was working well. Members raised concerns regarding the maintenance of some

open spaces and were informed that Streetwise were endeavouring to bring areas into an acceptable state and that this should not be an issue in the future. In respect of the environment Members were informed that 140 estate inspections were carried out each year and that 70% of the estates were graded as good, with none being poorly rated. The housing teams had dedicated improvement budgets and they worked in partnership with the Council's dog wardens and Environmental Health Officers.

The Group had asked for further information on the service charges residents were asked to pay. Ms Watson explained that all residents of certain tenures were charged for the services they received, eg lifts, door entry systems, grounds maintenance and cleaning. The charges reflected the cost of the service plus an administration cost. Following a question she explained that if tenants bought their home they were still subject to a service charge, however it was recognised that any houses before Metropolitan Housing Trust took over the stock did not pay a service charge, but she assured Members that other tenants did not pay extra to cover the charges for those properties. In respect of water charges, these had been included as part of the rent, however, the agreement with Severn Trent was due to expire on 1 October 2015. All residents had been notified of the change by Metropolitan Housing Trust and assistance had been offered, although people had found this quite straight forward. Severn Trent had also contacted customers directly. Following a question Ms Watson agreed to investigate further a complaint regarding surface water flooding in Bingham in 2012 and report back.

With regards to garages these were subject to a separate charge where they were not integral to the property, this charging system had been inherited by Metropolitan Housing Trust and as these properties were re-let the costs were made clear.

Ms Watson explained to Members how the company dealt with anti-social behaviour. There had been 188 cases during the last 12 months with 70% classified as resolved. She stated that noise was the most common cause of complaints. Metropolitan Housing Trust had a dedicated officer and were members of the Rushcliffe Borough Council anti-social behaviour working group and worked with officers and the Police to reduce incidents. Following a question it was recognised that people with special needs often required more assistance and officers dedicated more time to ensure that a plan was devised and put into place. Housing officers were trained to carry out risk assessments and to identify the impact of moving people into different accommodation, for complex needs a case conference would be held.

Members were informed that the company was focussing resources on supporting residents into long term paid employment and their dedicated employment officer worked in partnership with the Ready4work programme and held regular job clubs in Cotgrave, and sessions would soon be delivered in Bingham. Three residents had been supported into employment with Streetwise Environmental Ltd and opportunities were available in the company's sector based work academy, which gave people a six week placement in their contact centre.

Other initiatives for residents included projects that benefited the community, these included volunteering placements, peer mentoring, participating in local

events such as the Cotgrave Festival, resident contact network and projects for young people. In the future the company would be providing health and wellbeing projects through funding from the West Midlands Fund and also work experience for young people in partnership with YouNG. Other future plans included a review of the garages as there was now less demand for these, the new housing to be built at Cotgrave and the provision of an in-house maintenance service.

Following a question, Ms Watson explained that there were only a small number of properties that had a garage next to the house and that the majority were in large blocks where each garage had an individual rent. These garages were rented by a wide range of people and mostly not their tenants, however there were a large number of empty garages as they were becoming unpopular. She stated that garage tenancies were not protected and that although this was sometimes difficult each scheme was assessed and either demolished and used for affordable homes or demolished and used for parking bays. Following a question Members were informed that garages were not sold to tenants. She said that there was to be a review of the garages as the company had acknowledged that parking was an issue and could cause tension between people.

In conclusion, Ms Watson informed Members of the various methods the company could be contacted. Initially any enquires should be directed to the contact centre, or if about grounds maintenance Streetwise direct. All complaints should be directed to Metropolitan Housing Trust and if Members felt that any issue was not being adequately addressed and needed to be escalated then Members could contact her.

It was AGREED that the Group had considered and commented on the presentation made by Metropolitan Housing Trust and endorsed the work of the partnership.

The Chairman thanked Ms Watson and Ms Raffell for attending the meeting, their informative presentation and for answering Members' questions.

12. **Service Level Agreement Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire Scrutiny**

The Community Development Manager presented the report which outlined the support from the Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire that had been in place for voluntary organisations. He explained that there had been a Service Level Agreement between the Borough Council and these two organisations for a number of years; he stated that between 2012 and March 2015 there had been a joint agreement. The Agreements had been scrutinised annually by the Group and also twice per year by the Cabinet portfolio holder.

Mr Crowder and Ms Perry gave a presentation which outlined the work undertaken as part of the three year joint agreement and also how each organisation would continue to work with the Borough Council as part of the new agreements.

Members were informed that during 2014/15 support had been given to 67 community groups, town and parish councils and to parish and neighbourhood plan groups and contact had been made with 1,278 volunteers. Additional funding of £123,818 had been secured in 2014/15 with £458,221 being levered in over the three year agreement. Also Rural Community Action Nottinghamshire had been involved in the Local Enterprise Partnership as a representative for voluntary organisations and this had helped them support the rural economy. Rushcliffe Community & Voluntary Service had supported Rushcliffe Together, previously known as the Cohesion Network, which assisted with equality and diversity issues; an event was planned for early in the new year entitled Respect Rushcliffe which would include topics about Travellers and advice networks.

Ms Perry explained that contact had been made with 3,217 potential volunteers, with 41 volunteers placed who had additional support needs. There had been a programme of intense work carried out regarding good practice with 45 volunteer involving organisations and a further 444 had been contacted.

Mr Crowder stated explained that Rural Community Action Nottinghamshire had been involved in the community led planning process, three of which had been published; they had also supported three Neighbourhood Plans and he highlighted the excellent document by the East Leake community, that had recently been presented to the Full Council meeting.

In respect of communication Members were informed that 140 newsletters had been distributed, Rushcliffe Community & Voluntary Service had over 500 contacts on their database. Both organisations websites contained information and could be used as a resource.

Mr Crowder stated that he was impressed with the level of support from the Borough Council to the parish/town councils especially with the level of information that was shared at the Parish Forums and events. He also stated that business support was available and explained that LEADER ('Liaison Entre Actions de Développement de l'Économie Rurale') funding of £1.7 million had been awarded to Rushcliffe, Gedling and Ashfield for five years. Through the Local Enterprise Partnership, D2N2, there was funding available of £208 million; also as part of his role he had assisted with the development of a small grants scheme which would benefit the smaller communities and ensure that the allocation of funding was not dominated by the larger cities.

In conclusion, Members were informed that the Service Level Agreement had been separated due to the possibility of a merger between local Community & Voluntary Services. As part of the separate agreements Mr Crowder informed the Group of the work that would be undertaken by Rural Community Action Nottinghamshire, including supporting community and neighbourhood plans, town and parish councils, and rural businesses and rural economic growth. Ms Perry stated that the Rushcliffe Community & Voluntary Service would be supporting and giving advice to voluntary and community groups. She stated that £30,900 had been secured which could be used for capital projects or as a kickstart for smaller groups. The organisation would continue to communicate with the volunteers and organise/deliver events for volunteers' week and to promote volunteering to the public. She stated that there had

been a decline in people volunteering and they were working on alternative software for the management of their website. As part of the agreement the Rushcliffe Community & Voluntary Service would continue to support the needs of older people in Rushcliffe through community outreach, voluntary transport scheme, first contact and Rushcliffe Befriends. The organisation would also be working with the Clinical Commissioning Group to ensure that patients were involved in health care planning.

Members raised concerns regarding the current funding restraints and queried if the two groups had any plans in place for the future. Ms Perry stated that, following the decision that the merger between volunteer centres was not proceeding, Rushcliffe Community & Voluntary Service would be considering its strategic planning process, however it would have an impact on their capacity to deliver services. Mr Crowder stated that Rural Community Action Nottinghamshire had always wanted to be self-funding and had not wanted to be totally reliant on funding from local authorities and the Department for Environment, Food and Rural Affairs.

With regard to the European Agricultural Fund for Rural Development Members were aware that there was £1 million available in the D2N2 area but felt that many small, rural businesses were deterred from applying due to the process involved. They felt that this was an area that Rural Community Action Nottinghamshire could assist by publicising and helping companies understand the process. Mr Crowder stated that there would be £5.6 million over the next six years, he explained that each application was different and that, depending on the voluntary capacity, the amount of match funding required. He said that six events had been planned to bring people together with an advisor as it had been recognised that people could require assistance to interpret the rules. It had been felt that money could be invested into rural broadband for those areas that would not be covered by the current County Council led project, which was due to end in 2017. Following a question regarding timing Members were informed that from an expression of interest it would be likely that it would be at least six months before any funding was received. The Community Development Manager stated that the Borough Council would be working with Rural Community Action Nottinghamshire and the Rushcliffe Business Partnership in 2016 to ensure that the information was widely distributed.

In respect of a question regarding the withdrawal of the voluntary transport scheme in Gedling Ms Perry stated that they had recently been approached to see if they could be of assistance, however this was being considered and a risk assessment carried out, the amount of funding available was not known and the service could not operate at a loss.

The Group queried the type of work undertaken by volunteers and if certain work required the volunteer to undertake a DBS (Disclosure and Barring Service) check. Ms Perry explained that there were vast opportunities for volunteering from driving, working in charity shops, gardening, working at The Friary with the homeless, etc. With regards to the checks these were carried out for certain tasks and due to the voluntary nature there was no charge incurred.

The Chairman thanked Ms Perry and Mr Crowder for attending the meeting, their informative presentation on the varied work undertaken by the two organisation and for answering Members' questions.

Following Ms Perry's and Mr Crowder's departure the Group discussed how they felt the two organisations would be affected due to the current, and future reductions in funding available. Members recognised the benefits of the work undertaken but were concerned about their viability. The Executive Manager - Operations and Transformation explained that the Cabinet Portfolio Holder and the Executive Manager - Communities were responsible for the Service Level Agreement and that the amount of funding had been agreed through the budget workshops and could be considered again at this year's workshops. She agreed to raise Members' concerns with the Executive Manager - Communities and ask him to provide a response.

It was AGREED that Members

- a) Had commented and endorsed the year 3 delivery of the Service Level Agreement between the Borough Council and the Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire; and
- b) Noted that from April 2015 the Borough Council had a separate Service Level Agreement with each organisation and had commented upon the work undertaken so far.

13. Work Programme

The Executive Manager - Operations and Transformation presented the report which outlined the Group's work programme for the next twelve months. She said that there would be an update on the Bridgford Hall project in January and that members of the Local Resilience Forum, who undertake emergency planning, would be invited to the Group's meeting in March.

The Group AGREED its work programme.

The meeting closed at 9.10 pm.

Action Sheet

PARTNERSHIP DELIVERY GROUP - TUESDAY 29 SEPTEMBER 2015

Minute Number	Actions	Officer Responsible
11. Review of Metropolitan Housing Trust	<ul style="list-style-type: none"> a) Ms Watson to provide Members with the number of properties sold as part of the Right to Acquire scheme b) Ms Watson to provide further information regarding the surface water flooding incident in 2012 	<p>Strategic Housing Manager</p> <p>Strategic Housing Manager</p>
12. Service Level Agreement Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire Scrutiny	The Executive Manager - Operations and Transformation to raise Members' concerns about the future viability of the two organisations and the Executive Manager - Communities to respond to the Group	Executive Manager - Operations and Transformation and Executive Manager - Communities

Minute Number	Actions	Officer Responsible	Response
11. Review of Metropolitan Housing Trust	a) Ms Watson to provide Members with the number of properties sold as part of the Right to Acquire scheme b) Ms Watson to provide further information regarding the surface water flooding incident in 2012	Strategic Housing Manager Strategic Housing Manager	The Strategic Housing Manager will give a verbal update at the meeting.
12. Service Level Agreement Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire Scrutiny	The Executive Manager - Operations and Transformation to raise Members' concerns about the future viability of the two organisations and the Executive Manager - Communities to respond to the Group	Executive Manager - Operations and Transformation and Executive Manager - Communities	The Portfolio Holder for Communities and the Executive Manager - Communities met with both RCAN and RCVS Chief Executives in December 2015 to consider progress and to discuss future service provision beyond 2015/16. These discussions are ongoing.



Rushcliffe
Borough Council

Partnership Delivery Group

19 January 2016

Review of Waterloo Housing Partnership

4

Report of the Executive Manager - Neighbourhoods

1. Summary

- 1.1 This report will provide Members an opportunity to review the partnership with Waterloo Housing, the second largest provider of affordable housing in the Borough.
- 1.2 The Council has worked closely with Waterloo Housing Group as part of the Trent Valley Partnership in enabling the development of rural affordable housing. De Montfort Housing Association (one of three local housing associations across the Group) own and manage properties in Rushcliffe and assist in meeting local housing need through participation in the Council's Choice Based Lettings Scheme.
- 1.3 Representatives will provide a presentation to Members on performance across key services on behalf of Waterloo Housing Group and outline future plans to deliver local services.
- 1.4 The partnership with Waterloo Housing was last scrutinised in January 2015. At the meeting it was agreed that the work of the partnership with Waterloo Housing Group be endorsed. Members are requested to comment on performance to date and any areas where the partnership could be strengthened to achieve joint priorities.

2. Recommendation

It is RECOMMENDED that Members consider and make comments on the presentation made by Waterloo Housing and endorse the work of the partnership

3. Reasons for Recommendation

- 3.1 Waterloo Housing Group is made up of three local housing associations and Waterloo Homes which is responsible for the sales of shared ownership homes, leasehold and market rent homes. De Montfort Housing Association own and manage properties in Rushcliffe and assist in meeting local housing need through participation in the Council's Choice Based Lettings Scheme. The Group is working towards becoming one single housing association which will enable them to improve services and meet current economic challenges.
- 3.2 The main benefit of the partnership is the provision of rural affordable housing in Rushcliffe. The partnership is committed to carrying out further rural housing needs surveys to ascertain whether there is a continued need for affordable housing in rural areas, however, future delivery will be dependent on the

continued support of Parish Councils and the availability of acceptable sites. Continued partnership working with Waterloo Housing Group will strengthen the existing partnership and maximise the opportunities available to develop affordable housing in rural locations.

4. Supporting Information

- 4.1 While some affordable housing is delivered in rural parts of the Borough on developer led schemes (Section 106 Agreements) it can be more challenging to provide new affordable housing in rural areas. There are significant issues of rural housing need around affordability and the inability of local families to access housing in their own communities. Lack of employment opportunities, school closures and poor access to local services are contributing to this problem.
- 4.2 To help address this need, the Council has developed a rural exception site programme in partnership with Midlands Rural Housing and Waterloo Housing (the Trent Valley Partnership) to identify and meet local housing needs. Since the partnership's inception in 2005, 7 affordable housing sites have been completed delivering in total 53 homes at Aslockton, Cropwell Bishop (phases 1 & 2), East Bridgford (phase 1 & 2), Kinoulton and Tollerton. In total, the completed schemes will have provided 30 rented and 23 shared ownership affordable homes in rural villages attracting over £1.45m Homes and Communities Agency (HCA) funding and £765,000 Rushcliffe Capital Grant (through s106 monies).
- 4.3 Over the last year, a new rural exceptions site programme has been developed, looking at identifying new villages for potential exception site developments. Work was undertaken looking at progressing a potential site in Costock, however, the Parish Council has recently decided not to progress with a scheme in the village. Site options have also been explored in other villages with a recently published needs survey (Langar and Barnstone, Gotham and Flintham).
- 4.4 Waterloo Housing Group representatives will provide Members with a presentation covering partnership working and key services across the Group, including:
- Development of affordable housing
 - Income recovery & welfare reforms
 - Asset Management
 - Sheltered and Supported Housing
 - Lettings and allocations
 - Managing the environment
 - Customer Care Services
 - Current challenges and future plans
- 4.5 In addition to their presentation to Members, Waterloo Housing Group will take questions on the above and other matters as requested.

5. Risk and Uncertainties

- 5.1 Recent Policy announcements will mean further clarification is required on the impacts of Right to Buy and Starter Homes to ensure that the rural exception site developments continue to meet local housing need and provide partners with the confidence to support future scheme which are granted planning permission by exception to meet local housing need.
- 5.2 The partnership meets at regular intervals to ensure that any strategic and operational risks are minimised.

6. Implications

6.1. Finance

6.1.1 There are no direct financial implications arising from this report. The current capital programme has provisions to support the delivery of affordable housing until 2019/20, working in partnership with Registered Housing Providers. Sums are therefore available for rural exception sites although, in reality, grants required for such schemes tend to be minimal.

6.1.2 Any future delivery of affordable homes will result in additional New Homes Bonus payments to the Authority (currently for a period of six years but this is subject to the Government's future financial settlement). Additional Council Tax receipts will also accrue from the new properties.

6.2. Legal

6.2.1. None

6.3. Corporate Priorities

6.3.1. **Supporting economic growth to ensure a sustainable, prosperous and thriving local economy** – Effective partnership working to increase the supply of affordable housing will meet a range of needs across the Borough which in turn will generate economic growth and deliver other significant benefits (New Homes Bonus).

6.3.2. **Maintaining and enhancing our resident's quality of life** – Strong partnership working will enable residents to have safer, healthier and live longer lives in which they are able to fulfil their aspirations. The continued supply of affordable housing, particularly in rural locations, will reduce the instability caused to families and communities by preventing homelessness and creating more sustainable communities.

6.4. Other Implications

6.4.1. None

For more information contact:	Donna Dwyer Strategic Housing Manager 0115 914 8275 email ddwyer@rushcliffe.gov.uk
Background papers Available for Inspection:	None
List of appendices (if any):	None

Report of the Executive Manager – Transformation and Operations

1. Summary

- 1.1. The Council is the owner of the grade II listed Bridgford Hall in Bridgford Park. From 1980 to 2012, Nottinghamshire County Council leased the whole Hall from the Council but following the relocation of the County Council from the majority of the building leaving just the registry office on the ground floor, it was clear that a future use was required for the building.
- 1.2. Following significant public consultation and marketing of the building it was decided that a sound future business model would be the creation of an aparthotel on the first and second floors and the return of the registry office to the ground floor.
- 1.3. A large amount of partnership work has been undertaken in bringing this project forward and the Executive Manager - Transformation and Operations will give a presentation on the project at the Partnership Delivery Group meeting.

2. Recommendation

It is RECOMMENDED that

- a) Members receive a presentation on Bridgford Hall from the Executive Manager – Transformation and Operations
- b) Members endorse the project and recognise the engagement of the many partners involved.

3. Reasons for Recommendation

- 3.1. Previous reports were taken to Cabinet in June 2012, September 2013, July 2014 and November 2015 detailing the history of the project and the decisions required to progress the scheme.
- 3.2. Significant renovation and refurbishment of the Hall is required to keep it in good condition for the future and with this in mind, and with the end use determined as an aparthotel and registry office, the Council applied to the Heritage Lottery Fund for a £1.5m grant towards the costs of refurbishment.
- 3.3. In 2015 the Council received confirmation that its bid to the Heritage Lottery Fund for a £1.5m Heritage Enterprise Grant had been successful.
- 3.4. In Summer 2015 the leases with the future end users (Nottinghamshire County Council and Birchover Serviced Apartments) were completed and are due to commence from April 2017.
- 3.5. At time of writing the Council is out to procurement for a contractor to undertake the works to Bridgford Hall. It is planned to commence works to the building in Spring 2016 to be completed by Spring 2017.

- 3.6. A wide range of partners are involved in this project and details of their involvement will be covered in the presentation.
- 3.7. These partners include:
- Nottinghamshire County Council
 - Birchover Serviced Apartments
 - Heritage Lottery Fund
 - Friends of Bridgford Park and other voluntary sector organisations
 - Local schools and colleges
- 3.8. As part of the Heritage Enterprise grant funding process, grantees need to demonstrate a high level of community involvement in the projects. Attached is a copy of the activity plan developed by the Council for the scheme. These activities will be jointly funded by the Council and the Heritage Lottery Fund.

4. Implications

4.1. Finance

- The refurbishment of Bridgford Hall is a £2.3m project funded by the Heritage Lottery Fund (£1.5m) and Rushcliffe Borough Council (£815k). This is included in the Council's capital programme.

4.2. Legal

- There are no legal implications arising from this report.

4.3. Corporate Priorities

- This project assists the Council in meeting its corporate priorities of maximising its own property resources and supporting economic prosperity.

For more information contact:	Name: Katherine Marriott Job title: Executive Manager - Transformation and Operations 0115 914 8291 email kmarriott@rushcliffe.gov.uk
Background papers Available for Inspection:	Report to Cabinet 12 June 2012 <i>'Exploring Future Opportunities for Bridgford Hall and Park Lodge'</i> Report to Cabinet 10 September 2013 (Not for Publication) <i>'Bridgford Hall - Update on Future Use'</i> Report to Cabinet 1 July 2014 (Not for Publication) <i>'Future of Bridgford Hall'</i> Report to Cabinet 10 November 2015 <i>'Bridgford Hall Grant'</i>
List of appendices (if any):	Bridgford Hall Redevelopment Activity Statement

Rushcliffe Borough Council

Bridgford Hall

Activity Statement

May 2015



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1.0 Activity Statement

1.1 Introduction

This activity statement aims to explain how people will develop skills, learn and be inspired about heritage through their engagement with Bridgford Hall. It is made up of a brief overview of the historic context, a summary of how people and communities have experienced Bridgford Hall in the past, followed by plans for activities to engage audiences in the future.

The activity statement has been developed by Rushcliffe Borough Council (RBC) through a series of consultation engagement meetings and communications via phone and e-mail with a range of partners including; West Bridgford Young People Centre, Friends of Bridgford Park, West Bridgford and District Local History Society, Nottingham Trent University, Rushcliffe Council for Voluntary Service, West Bridgford Library, Construction Industry Training Board and Nottinghamshire County Council Register Service.

Key messages arising from the consultations which have been incorporated into the design of activities were as follows:-

- Young people engagement needs to focus on interactive, creative and hands-on activities
- Youth Centre groups and music nights are regularly well attended (25-30 people) by predominantly 14-18 year olds and this is an ideal venue for workshop sessions
- Local community groups are passionate about conserving the building and promoting public awareness of its' heritage
- The local History Society has a strong knowledge base of the building and has links to Nottinghamshire archives
- Volunteer activities should provide opportunities to learn about heritage and the project to support wider audience engagement
- Strong partnership benefits are available including cross promotion of the libraries local history resources and the weddings register service
- Construction Industry Training Board identified appropriate levels for work placements and opportunities for case study learning
- RBC has established links with both Central College and New College Nottingham in providing work placements. This excellent working relationship would be further developed through work placements and heritage conservation workshops to prioritise candidates from the NG2 deprivation hotspots
- RBC events team has a track record of delivering successful public engagement events in the adjoining park and also have existing effective promotional channels

HLF Guidance documents have provided a framework for the content of the plan which has been supplemented by contact with previously successful Heritage Enterprise projects (Ashton Old Baths and Northern Counties) to benefit from sharing of practice.

Delivery of the plan will be led by the RBC Community Development team who have a wealth of experience of delivering successful community engagement activities in arts & development, major & local events, facility improvement projects and programmes for young people.

The improvement works and activity plan will breathe new life into Bridgford Hall and deliver priority outcomes within Rushcliffe Borough Councils' Corporate Strategy, namely:

- Supporting economic growth to ensure a sustainable, prosperous and thriving local economy
- Maintaining and enhancing our residents quality of life & engagement in their communities

1.2 History of Bridgford Hall

Bridgford Hall was listed as Grade II in 1949, making it one of the earliest listed buildings in the country. Construction of the Hall began in 1768 by Mundy Musters, and after his death was completed under the supervision of his son, John. The resulting hall is believed to have been finished in 1774.

In 1805 John (or Jack) Musters, lord of the manor at West Bridgford, married Mary Chaworth of Annesley Hall. Mary Chaworth - Lord Byron's Mary - is said to have first met with Mr. Musters at West Bridgford Hall. Lord Byron wrote the poem Fragment about Mary shortly after her marriage to Musters.

The Chaworths and the Musters were prominent Nottinghamshire families and their union brought together a number of large estates - Annesley Hall, Colwick Hall, Wiverton Hall, Edwalton Manor and Felley Priory. Annesley remained the family's primary seat until the 19th Century, rendering Bridgford Hall virtually redundant some 30 years after it was built.

Little else is known about the period between Bridgford Hall's original construction date and the late 19th century, when it was sold to Albert Heymann, a wealthy lace manufacturer in 1883, the time when West Bridgford saw a huge upsurge in residential developments.

Much of West Bridgford was previously part of the Hall's estate and this legacy can be seen in many of the street names for example – many of which are named after the former residents of the Hall e.g. Musters Road, Chaworth Road.

In 1894, West Bridgford was designated an urban district with its own elected council following the passing of the Local Government Act that year. The West Bridgford Urban District Council purchased Bridgford Hall in 1923 and set up their headquarters there. The new Local Government Act passed in 1972 created the Borough of Rushcliffe, in which West Bridgford remains today. When Rushcliffe Borough Council moved to the Bridgford House Hotel at Trent Bridge in 1982 part of the Hall was converted into the Registrar's Office.

The Borough Council has let the hall to Nottinghamshire County Council since 1982 who and remained tenants for 30 years. In early 2012, Nottinghamshire County Council vacated most of the property with just the Registrar's Office remaining on the ground floor. In January 2014, the Registrar's office left, leaving the Hall vacant.

1.3 Previous Audience Engagement with Bridgford Hall

Since the early 1980's, Bridgford Hall's main function for the community has been as a Registry Office for the registration of births and deaths as well as being a venue for Marriage, and latterly, Civil Partnership ceremonies. At its busiest, around eight ceremonies a day would be conducted on a Saturday, with more carried out during the week. It was, in fact, the busiest Registry Office in the County. This function has now temporarily re-located to Welbeck Hall.

Bridgford Hall was also the home of the Borough Council's art collection; although this has never been open to the public. Other Borough Council functions have been based there, for example, car parking. In addition, some of the space has been used by Nottinghamshire County Council as Social Services Offices. The County Council moved out of the building in January 2014.

So it is as a Registry Office that most people will have engaged with Bridgford Hall and this is how it was known within the community and beyond. It is also worth noting that the Hall is located in Bridgford Park - a very popular leisure facility for the residents of West Bridgford with a fitness trail, play areas, tennis courts, a catering outlet and toilets. The park is the busiest within the whole Borough and visited and used by hundreds of thousands of people every year for general leisure, children's play, informal sports and special events.

1.4 Future Audiences for Bridgford Hall

The completion of this project will see Bridgford Hall re-open as a Registry Office and aparthotel. So the core day to day audiences/users will be participants and guests at the marriage ceremonies, as well as people renting the apartments. Beyond these particular functions, the Hall will not generally be open to the public. However the action plan identifies activities that will promote audience engagement, albeit in a targeted way. As part of this process, consideration has been given to the particular audiences that these activities will aim to reach. They are:

- General family audiences
- Local schools and uniformed groups
- Community groups
- Members of the local community
- Visitors to the area
- Local history enthusiasts
- Young people
- Volunteers

1.5 Future Activities at Bridgford Hall

A list of activities has been devised which will provide opportunities for these target audiences to experience the Hall, and, through this engagement, to develop skills and learn about heritage.

The future activities have been divided into two sections:

- Activities that will take place during the delivery phase
- Activities that will take place following the re-opening of Bridgford Hall

1.5.1 Activities planned for the Delivery Phase

The development/building phase is scheduled to last about one year. During that time the following activities are proposed:

- **'Hard Hat Tours'** – will be delivered at two different stages of renovation works. Each day will consist of up to four tours, of which at least one session will be focussed specifically at young people. Tours will be led by a project historian who will mentor volunteer guides and provide an opportunity to see 'behind the scenes' into areas not normally accessible to the public. Places will be bookable in advance.
- **Temporary interpretation** will be displayed on hoardings around the site on the two sides of the building with the highest footfall, namely the car park and main façade into the park, as well as a six week display in the public exhibition gallery in the adjacent West Bridgford Library. The commissioned content will include information about the project as well interesting aspects of the Hall's history - with photos and illustrations. The interpretation will be designed to appeal to young audiences through to adults to reflect the family demographic of the local area.
- A dedicated page will be set up on Rushcliffe Borough Council's **website** using the commissioned content for the temporary interpretation (above). Links will be provided to web-sites run by the Friends of Bridgford Park <http://friendsofbridgfordpark.co.uk/> and West Bridgford and District Local History Society <http://www.bridgfordhistory.org/> both of whom are committed to promoting community awareness of the project. The Councils web-site will be a flexible resource, and will be updated with any new developments, as well as the outcomes of the reminiscence workshops and community theatre workshops. Short video clips will be produced by the Councils Communications team, uploaded onto the web-site and promoted via Twitter.
- In partnership with a local HE/FE College and Job Centre Plus, the contractor will be required to offer **work placements** - to students aged 16yrs plus. The placement will provide experience in conservation and heritage building skills or general construction skills as appropriate or leisure/hospitality. This will form part of a wider vocational qualification. Preference will be given to placements that live in the NG2 deprivation hotspot areas. This identification will be done by the colleges cross referencing student place of residence with their course.

The work placement targets set follow the guidance in the Construction Industry Training Board 'Client-based approach to developing and implementing an employment and skills strategy on construction projects' (March 2012). For the purposes of this project the output targets involving individuals is based on the educational framework band 1 £1M-£3.5M project.

- A **taster session / heritage conservation workshop** for Building and Construction Apprenticeships across the County will be organised to provide an insight in to heritage building skills. This event will be open to special interest groups and for trade people across the County interested in the project and the skills being used.
- A **Listed Buildings owners event** will be organised by Rushcliffe Borough Council to provide advice and support on developing heritage buildings along with a behind the scenes 'Hard Hat Tour'.
- A professional theatre company will be commissioned to stage a **free outdoor performance** which will creatively communicate the history of Bridgford Hall. The theatre company will work with the project historian who will lead a **reminiscence workshop** within the local community to gather material which will be used as the basis for a series of short stories which will be linked by an engaging central narrative. These stories will then be acted out by community groups from the local area (for example West Bridgford Young People Centre have expressed their desire to be involved), supported by a team of theatrical professionals. The performance will be at the end of the project.

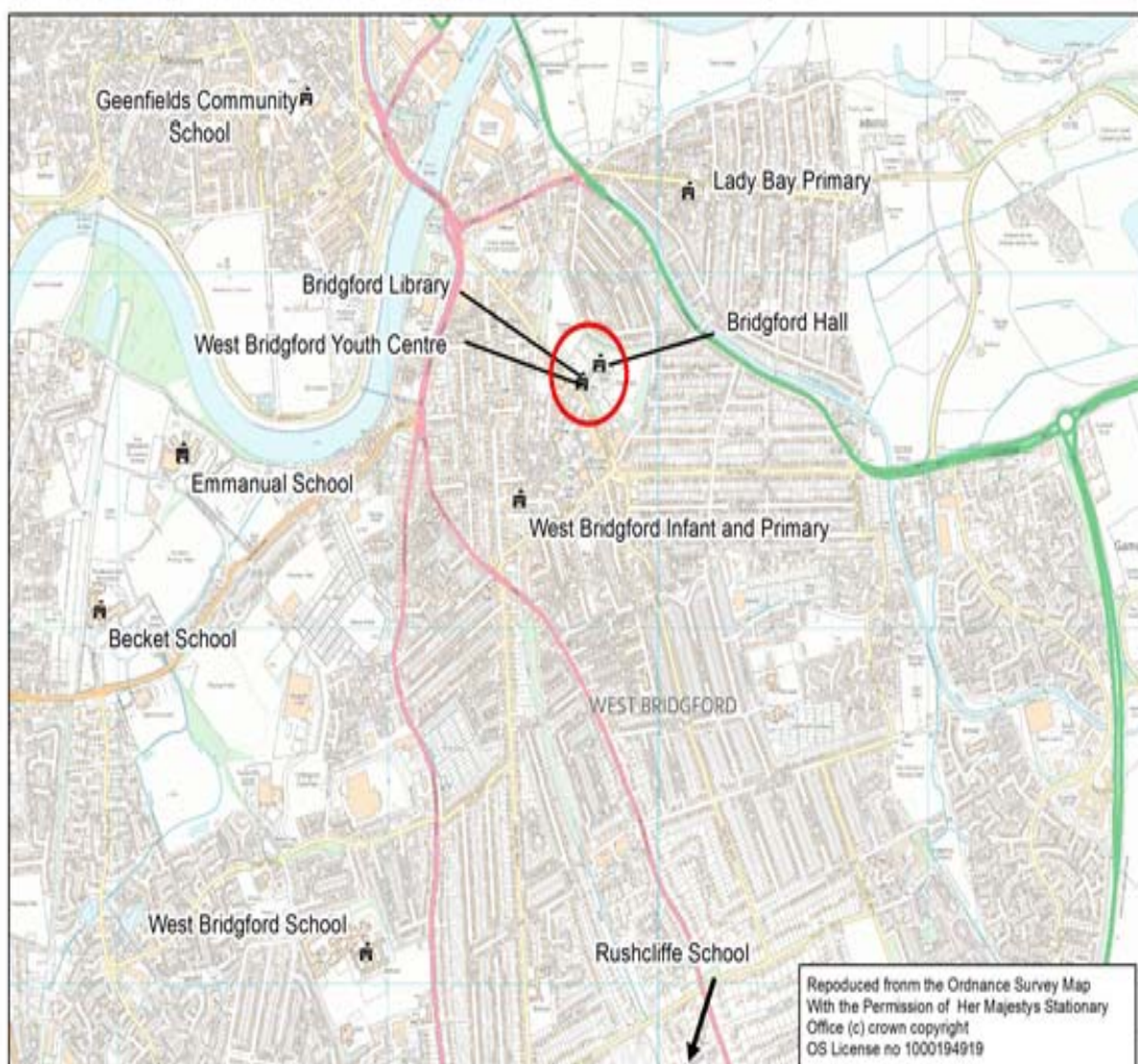
The performance will be managed by Rushcliffe Borough Council's arts and events team. The team are extremely experienced in leading large scale events within the local community, including events such as Lark in the Park, a family play attracting over 5000 people and Proms in the Park, an outdoor music event attracting over 2000 people – both of which take place in the grounds of Bridgford Hall annually. In 2003 the team delivered a similar LHI funded performance in Gotham, Nottinghamshire to promote a series of famous medieval tales associated with the village.

- The project historian will be commissioned to provide a **Curriculum Support session** at local schools. This will link in with the undergraduate research project which will provide on-going resources for use by the schools.

Curriculum Support Sessions will focus mainly on Key Stage 2 and 3. This will involve working with schools on a range of cross-curricular sessions, for example, art and design projects using the building, objects and photographs; design and technology; creative literacy using objects from the Georgian, Victorian and Modern Britain.

- The project historian will work with and mentor students from Nottingham Trent University to deliver an **undergraduate research project** to develop an educational resource (web-based) incorporating the heritage of Bridgford Hall for use by local groups and schools (note the Emmanuel School draws students from the Meadows area of deprivation) and Greenfields Community Primary School is based in the Meadows area of deprivation.

The map below shows the proximity of schools, library and youth centre to Bridgford Hall.



- A small group of interested individuals drawn from local community groups will be trained to act as guides and advocates for the project and the Hall. They will become the local 'experts' on the Hall, and will form a **core volunteer pool** for the delivery of events and activities. The Friends of Bridgford Park group and the West Bridgford and District Local History Society are committed to support volunteer recruitment. Rushcliffe Council for Voluntary Service will support with volunteer training and promote volunteering opportunities through the national 'Do-it' on line volunteer resource and local e-newsletter.
- An **official opening** event will be organised for stakeholders involved with the project as well as local media. This will involve a reception with speeches from key partners to celebrate the successful completion of the renovation works to promote the success of the project to the wider community. As well as musical performances and visual representations of the buildings transformation, invited guests will be given the opportunity to undertake a guided tour.

1.5.2 Activities that will take place following re-opening

- The West Bridgford and District Local History Society will be commissioned to produce a **Heritage Walk** incorporating the Hall and its historic influence on the rest of the suburb. Much of West Bridgford was previously part of the Hall's estate and this legacy can be seen for example in the street names - many of which are named after members of the Musters family. The walk will be made available on the dedicated pages on the Rushcliffe Borough Council website, and walks led by guides will be offered on special events days and twice a year for the first three years.
- An **archive research day** will be organised for people from across the local area, to undertake new research on the Muster family and any other aspects of the Hall's heritage that is of interest. This will be delivered in partnership with the West Bridgford and District Local History Society.
- **West Bridgford Library Partnership** – the library is located a short walk from the Hall, and has a comprehensive local history section. A talk on the history of Bridgford Hall will feature in the Library 'Events & Exhibitions Programme' in 2016/17. The Library will nominate a key liaison contact and project 'expert' and will run a series of computer based family history research sessions and staff led workshops promoting the local history resources. Hard Hat tours will also be promoted through the Library Community Information Pod.
- Rushcliffe Borough Council will work with the Nottinghamshire County Council Registrar Service, the West Bridgford and District Local History Society and Friends of Bridgford Park to organise a **special event** as part of a **Heritage Open Day** in September 2017. Two further Heritage Open Days will be planned for September 2018 and 2019 these will be funded by Rushcliffe Borough Council and are likely to be scaled down versions of the main 2017 event. The programme in 2017 will include a wedding fayre with vintage cars, croquet on the lawn, costumed heritage walks/ tours, walkabout street theatre performances, storytelling sessions and bandstand style music in the grounds. The theme for each Heritage Open Day will follow that set out in national guidelines.
- Working with the architect, Rushcliffe Borough Council will endeavour to ensure that **aspects of the Hall's history** are incorporated into the new development - thereby leaving a lasting legacy to promote curiosity and learning in the long term. Examples include a design that incorporates a lace motif (the Hall was once home to Albert Heymann, a prominent Nottinghamshire lace manufacturer) and naming the apartments after previous occupants of the hall e.g. The Musters Suite, The Heymann Suite etc.
- A **permanent interpretation** panel will be installed in the garden area facing the main building façade in a location sympathetic to wedding photographs. The content will be developed through the temporary interpretation and will include a link to the Councils web-site for further information and promotion of local resources.

1.6 Monitoring and Evaluation

Monitoring and evaluation will be built into the project from the start and will take a variety of formats from metrics of attendance to evaluation questionnaires and observation. The activity plan monitoring will form part of the overall project evaluation report. The following are examples of measures that will be collected:

- Attendances at hard hat tours / listed buildings event
- Number of web-site hits and resource downloads
- Participant survey from Community Theatre project
- Attendances at Community Theatre performance
- Number of volunteers attending training
- Number of volunteers supporting activity delivery
- Number of work experience placements
- Attendances at the history talk and research workshops
- Stakeholder feedback forms from education sessions / student research project
- Review of media coverage

Appendix 1

Action Plan

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
Tour / visit Hard Hat Tours	Local Community across Nottingham and Nottinghamshire Local History enthusiasts	Opportunity for "behind the scene" style tour to see areas not previously open to the public. Gain insight and knowledge of structure and key features of Grade II Listed Building	RBC Events Team RBC Estates Contractor Commissioned project historian	Safety equipment - £150 Staff administration time - £200 Tour guides - £600 £950	Two during delivery phase: March 2016 September 2016	75 attendances per day x 2 days = 150 total	Register of bookings
Tour / visit Listed Buildings owners event	Owners of other listed buildings around the County and beyond	Provide insight into how listed buildings can be developed or diversified with advice and support to other owners on the process	RBC Events Team RBC Estates Contractor Commissioned project historian	Staff administration time - £300 Tour guide - £300 Materials - £500 £1,100	One during delivery phase	15 attendances	Register of bookings
Public information Temporary Interpretation panels	Local Community across Nottingham and Nottinghamshire General Family Audiences Visitors to the area	Visitors will learn more about the heritage of the building and local area	Commissioned project historian	Research & co-ordination of partner input (including reminiscence workshop) - £1,500 Production - £4,625 Gallery Hire - £125 £6,250	To be created and installed by end of March 2016	Public awareness/interaction Positive Feedback	Sample observation during busy periods Monitor Facebook comments

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
Public information Permanent Interpretation panels	Local Community across Nottingham and Nottinghamshire General Family Audiences Visitors to the area	Visitors will learn more about the heritage of the building and local area	Commissioned project historian	Edited content from temporary panels commission Design and production £5,000	To be created and installed by end of February 2017	Public awareness/interaction Positive Feedback	Sample observation during busy periods
Public information Dedicated page on RBC Website with video uploads and supported with Twitter and Facebook	Local Community across Nottingham and Nottinghamshire Local History enthusiasts General Family Audiences Visitors to the area Local Schools and Informal groups	Increased awareness of local history and promotion of the range of different activities that residents and visitors can become involved with	RBC Communications Team	Production of copy for web-site through commissioned historian - £500 On-going maintenance -RBC £500	To be created by March 2016 and updated bi-monthly throughout 2016	Public awareness of project and associated history	Web-site hits
Community engagement Community Theatre Project	Local Community across Nottingham and Nottinghamshire Local History enthusiasts General Family Audiences Visitors to the area	Participants will learn new skills related to the staging of a performance Audience members & participants will become more aware of the history of Bridgford Hall New links will be made between participating groups	RBC Arts and Events Team Project historian Professional Community Theatre group	Commission theatre group for workshops, research, writing and two performances £16,000	Reminiscence workshop during delivery phase. Performances post opening – July 2017	Audience 1,000 Participants 80	Participant survey Social media feedback

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
Community engagement Heritage Open Day events	Local Community across Nottingham and Nottinghamshire Local History enthusiasts General Family Audiences Visitors to the area Local Schools and Informal groups Volunteers	Attendees will become more aware of the history of Bridgford Hall Volunteers gain new skills and experiences	RBC Arts and Events Team RBC Estates Local Community Groups Volunteers	Events Costs £1,750 Hard copies of trails & walks - £250 £2,000	One post opening in September 2017 2 further days – Funded solely by RBC 1 in September 2018 & 1 in September 2019	750 per year Positive Feedback	Visitor survey Social media feedback Attendance estimate
Community activity Heritage Walk	Local Community across Nottingham and Nottinghamshire Local History enthusiasts Visitors to the area	Local residents and visitors learn more about the history of the Hall and surrounding area	West Bridgford & District Local History Society	Some additional research required plus creation and 'design' of the walk - £1,000 Training for guides - £500 £1,500	To be delivered post opening	Number of participants in led walks	Number of hits on web-site / downloads Register of attendances
Community activity Library Partnership – local history talk, computer based family history research sessions & workshops promoting local history resources.	Local Community across Nottingham and Nottinghamshire Local History enthusiasts General Family Audiences Visitors to the area Local Schools and Informal groups	Increased interest in and knowledge of local history and associated resources	WB Library project liaison officer	Local history talk £200 Materials £350 £550	Delivery phase and post opening	20 attendances at history talk 20 attendances at research workshops	Register of attendances

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
Community Volunteers Volunteer Training Programme to support delivery of hard hat tours, community theatre performance and heritage open days	Local Community across Nottingham and Nottinghamshire Local History enthusiasts Volunteers	Increased confidence and knowledge to support the delivery of activities	Rushcliffe CVS WBDLHS	Training sessions covering the history & historical architecture of the Hall, communication skills and basic Health & Safety. 2 sessions at £500 each. Staff administration time - £400 £1,400	During delivery phase	10 attendances	Register of attendances Post course evaluation questionnaire
Community Volunteers Archive Research Day	Local Community across Nottingham and Nottinghamshire	Increased interest in history of the local area and ability to undertake future archive research	WBDLHS	Staff administration time - £250 Consumables - £300 £550	During delivery phase	10 participants	Register of attendances Post course evaluation questionnaire
Education & skills Work Placements	Students (16 plus Years) from across Nottingham and Nottinghamshire at Higher and further Education involved in either conservation, construction, or Leisure and Tourism Preference will be given to placements that live in the NG2	People will gain work experiences and greater employment opportunities, as well as a registered qualification	RBC Economic Development Manager Liaison officer for local Higher or Further education College 4 x Days	Staff administration time - £1,000 Costs to be met by appointed contractor. This will be a requirement in their contract £1,000	Deliver 3 Work Placements during the construction phase. Deliver 1 Work Placement (16 plus Years) for 1 year when the Hotel is operational	4 work experience placements are filled and courses completed and qualification achieved	Participant feedback and qualifications achieved.

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
	Deprivation hotspot areas. This identification will be done by the colleges cross referencing student place of residence with their course.						
<p>Education & skills Taster sessions / heritage conservation workshop</p>	Building and Construction Apprenticeships, trades people and special interest groups across the City and County	People will learn more about the conservation of historic buildings	<p>RBC Economic Development Manager</p> <p>Liaison officer for local Higher or Further education College</p> <p>Costs to be met by appointed contractor. This will be a requirement in their contract</p>	<p>Printed materials - £750</p> <p>Staff administration time - £750</p> <p>Costs of sessions met by appointed contractor - requirement in their contract</p> <p>£1,500</p>	<p>Meet with education officer/contractor to agree most appropriate time during construction phase when techniques can be demonstrated.</p> <p>1 day during the construction phase</p>	Delivery of open day with pre-determined attendance targets achieved.	<p>Participant feedback forms</p> <p>Register of attendances</p>

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
<p>Education & skills Curriculum Support Sessions focusing mainly on Key Stage 2 and 3</p> <p>Working with schools on a range of cross-curricular sessions, for example, art and design projects using the building, objects and photographs; design and technology; creative literacy using objects from the Georgian, Victorian and Modern Britain</p>	<p>Young People from across Nottingham and Nottinghamshire Local Schools children and students</p> <p>The schools to include</p> <p>West Bridgford Juniors Lady Bay Primary Greenfields Community School (Nottingham City) Emmanuel School (Nottingham City) Becket school West Bridgford School Rushcliffe School</p>	<p>Enhances cultural education experiences and leads to improved knowledge of the time period in a local context</p>	<p>RBC Community Development Manager</p> <p>Project Historian</p> <p>5 x half day sessions</p>	<p>Costs to be met by appointed contractor. This will be a requirement in their contract</p> <p>Project historian £2,000</p> <p>Materials - £750</p> <p>£2,750</p>	<p>1 x half day session offered to each school in 2017</p>	<p>Completion of the art and Design project by participating students 150 children engaging within the programme</p>	<p>Teacher feedback forms</p>
<p>Education & skills Pack for schools and groups - undergraduate research project students from Nottingham Trent University will be mentored to develop an educational resource (web-based) for use by local schools and groups</p>	<p>Local Community across Nottingham and Nottinghamshire General Family Audiences Local Schools (as listed above) and Informal groups</p>	<p>Enhances cultural education experiences and leads to improved knowledge of the time period in a local context</p>	<p>RBC Community Development Team</p> <p>Project Historian</p>	<p>Content research as part of interpretation and theatre commissions and the curriculum support sessions (above)</p> <p>Some additional research plus creation of the trail and 'design' of the pack</p> <p>£2,000</p>	<p>To be delivered post opening</p>	<p>Ensure that all participating local schools have access to the schools packs</p> <p>Local groups aware of and using the resource</p>	<p>Stakeholder and participant feedback forms</p> <p>Number of packs downloaded</p>

Activity: detailed description	Who is the target audience for the activity?	What difference will it make to them?	Resources	Costs	Timetable	Targets and measures of success	Method of evaluation
Legacy - aspects of the Hall's history will be incorporated into the new development - thereby leaving a lasting legacy and provoking curiosity	Local Community across Nottingham and Nottinghamshire Local History enthusiasts	Instill interest amongst visitors to the aparthotel and inspire interest to find out more about the buildings history	Birchover and RBC property services meeting and commissioning of signage/artwork	Requirements to be included in the works contract and letting agreement Contribution towards the cost of producing signage, photographic displays £1000	Creation during development phase Implementation post opening	Historic aspects incorporated into ongoing operations	Observation
Official Opening Event	Local Community Groups, RBC Officials, HLF, Contractors, Professional team, Birchover	Celebration of the successful renovation works	RBC Events team	Dressing the venue, catering and materials £1,150	March/April 2017	Positive press coverage and delegate feedback	Review of media coverage
Contingency				£1,500			
			TOTAL	£46,700			

Report of the Service Manager - Corporate Governance

1. Summary

1.1. The work programme is a standing item for discussion at each meeting of the Partnership Delivery Group. This report presents the Group's rolling work programme.

2. Recommendation

2.1. It is RECOMMENDED that the Partnership Delivery Group agrees the proposed work programme for 2015/16

3. Reasons for Recommendation

Date of Meeting	Item
19 January 2016	<ul style="list-style-type: none"> • Annual Review of Waterloo Housing • Bridgford Hall Update • work programme, including capturing questions for the South Notts Community Safety Partnership
22 March 2016	<ul style="list-style-type: none"> • South Notts Community Safety Partnership – update • Local Resilience Forum
6 July 2016	<ul style="list-style-type: none"> • Garage Co-operation Agreement • Rushcliffe Business Partnership • work programme including capturing questions for Metropolitan
18 October 2016	<ul style="list-style-type: none"> • Annual Review of partnership with Metropolitan • RCAN/RCVS SLA Update • work programme including capturing questions for Waterloo Housing

For more information contact:	Member Services 0115 914 8481 email memberservices@rushcliffe.gov.uk
Background papers Available for Inspection:	Nil
List of appendices (if any):	Nil