

Report of the Executive Manager - Communities

1. Summary

- 1.1. This report sets out the end of year (April 2016- Mar 2017) and first nine months (April 2017- Dec 2017) scrutiny of the Council's Service Level Agreement with Rural Community Action Nottinghamshire (RCAN).
- 1.2. Jenny Kirkwood, Rushcliffe Rural Development Officer of Rural Community Action Nottinghamshire will provide a presentation for Members focussing on the services delivered in Rushcliffe, performance against targets, key achievements and future challenges.
- 1.3. Members are requested to decide whether they are satisfied with the delivery of the Service Level Agreement (SLA) and note the activities undertaken since April 2016.

2. Recommendation

It is RECOMMENDED that Members make comment on the performance of Rural Community Action Nottinghamshire in delivering the Service Level Agreement for April 2016 to December 2017 (as detailed in **appendix 2 & 3**).

3. Reasons for Recommendation

- 3.1. The Service Level Agreement states that there will be annual scrutiny of the partnership by the Partnership Delivery Group.

4. Supporting Evidence

- 4.1. The Service Level Agreement with RCAN is in broad terms agrees:
 - To provide services to community organisations and individuals engaged in voluntary work in Rushcliffe.
 - To provide a service to Rushcliffe rural community groups and Town and Parish Councils on behalf of Rushcliffe Borough Council to assist them in meeting the corporate goals set down in the Councils Corporate Strategy 2016-2020.

The following services will be provided across Rushcliffe:-

Service 1: Support the development and delivery of Community and Neighbourhood plans.

Service 2: Provide support, guidance and information to Town and Parish Councils.

5. Risk and Uncertainties

- 5.1. The funding environment for 'third sector' organisations is less stable than in recent years, which could impact on the ability of RCAN to operate and deliver community outcomes.

6. Implications

6.1. Finance

The cost of the SLA 2016/17 was £25,000 per annum.
The cost of the SLA 2017/18 was £18,500 per annum.

6.2. Legal

The Service Level Agreements with RCAN was established in conjunction with the Council's Legal Services team.

6.3. Corporate Priorities

Maintaining and enhancing our resident's quality of life.

Supporting economic growth to ensure a sustainable, prosperous and thriving local economy.

6.4. Other Implications

RCAN work actively to promote equal opportunities in all aspects of service delivery.

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Background papers Available for Inspection:	None.
List of appendices (if any):	Appendix 1 - RCAN Service Level Agreement Performance Targets 2017-2019 Appendix 2 - RCAN Performance Report April 2016 – April 2017 Appendix 3 - RCAN Performance Report April 2017 – December 2017

Rural Community Action Nottinghamshire (RCAN)

Service Level Agreement with Rushcliffe Borough Council 2017-19

Service 1: Support the development and delivery of Community led plans and identification of external funding

1a - Support the development of Community led plans in up to 5 areas including (East Bridgford, Ruddington, and Flintham) by overseeing the whole process and facilitating a minimum of 8 public meetings.

1b - Provide support for the delivery of community led plans including facilitating a minimum of 8 meetings

1c - Offer on-going support and guidance to projects arising from parish plans and community initiatives or new group development

1d - Work with community groups and Town and Parish Councils to offer support with governance and capacity building and to help them identify suitable funding opportunities securing at least £20,000 external funding

Service 2: Provide support and information to Town and Parish Councils

2a - Organise Town and Parish Forums x 2 attended by an average of 35 delegates and undertake an evaluation to inform future practice per annum.

2b - Organise a Town and Parish Conference attended by a minimum of 50 delegates and undertake an evaluation to inform future agendas per annum.



Service 1: Support the development and delivery of Community Led Plans and identification of external funding

1a - Support the development of Community Led Plans in up to five areas including (Bingham, East Bridgford, Ruddington, Flintham and Upper Broughton) by overseeing the whole process and facilitating a minimum of 12 public meetings

- Bingham – Official launch of the Community Led Plan took place on Monday 6th

Rural Community Action Nottinghamshire End of Year report 2016-17

June 2016 initially with a presentation to Stakeholders. A well-attended event where providers pledged commitment. The community meeting took place on the same evening attended by over 200 residents. The Chair of the group has met with Craig Edson to discuss Leader funding for the establishment of small business units, one of the priority actions from the plan. The group continue to communicate via email. The plan is with the Town Council for implementation. The CLP group pledged to meet up in June 2017 one year after launch to assess the progress made.

- East Bridgford - The group continue to meet on a monthly basis. 354 people completed and returned the questionnaire giving a 42% response rate. The group opted to use Survey Monkey as their consultation tool; therefore, we provided a training session to illustrate the different analysis options available. RCAN also supported the group with an Awards for All application to help with the inputting, analysis and launch of the Community Led Plan, which was successful to the value of **£10,000**. The progress is very slow with this group due to the lack of volunteers. There was a public meeting in January 2017 to present the findings of the survey and to attempt to recruit more volunteers, but nobody came forward.
- Ruddington - The consultation is now complete with the group receiving over 500 responses to their questionnaire. They are busy analysing the results and are hoping to feedback to the community in the summer. Village Plan consultation events took place on Friday 22nd July 2016 4pm-8pm and Saturday 23rd July 2016 10am-2pm, both were well attended and further comments were received. RCAN continue to attend meetings to offer support and guidance while the group turn the findings into a draft plan. There appears to be a lot of conflict between the CLP group and the Parish Council. We hope that the new Clerk, who is due to start in April, will help to build bridges.

- Flintham - The Parish Council are hoping to undertake a Community Led Plan. The first consultation event took place in February, in the form of a drop in session to look at initial thoughts and ideas. There appears to be some conflict within the Council so we are waiting to hear if the Community Led Plan is something, which will go ahead. RCAN is in regular contact with the Chair of the Parish Council, but they do not consider that a Community Led Plan is a priority at this time.

Neighbourhood Planning

- Upper Broughton – The Parish Council have decided to go ahead with a Neighbourhood Plan. RCAN have attended three meetings to discuss the process involved and the steps they need to take.
- Kinoulton Parish Council – RCAN attended a meeting with Parish Council representatives and residents to discuss the process involved in developing a Neighbourhood Plan and they have decided to go ahead.

Neighbourhood Planning Event – 27th March 2017 – Bingham Methodist Church

As RCAN were receiving a number of enquiries regarding Neighbourhood Planning, we decided to hold an event to launch a new consultancy service. We have five associate Planning Consultants on board to enable us to offer the full Neighbourhood Planning package of support. Over 50 delegates attended the event with the following 13 Rushcliffe Parishes in attendance:

1. Aslockton
2. Bingham
3. Cropwell Bishop
4. Cropwell Butler
5. Kinoulton
6. Upper Broughton
7. Orston
8. Flintham
9. Whatton in the vale
10. Willoughby on the Wolds
11. Colston Bassett
12. Gotham
13. Costock

1b - Provide support for the delivery of Community Led Plans including facilitating a minimum of 12 meetings

- Radcliffe on Trent – Met with the Chair of the group to offer support on the delivery of the plan and to ascertain which projects the group are currently working on. A lot has happened since the launch of the Community Led Plan. The group have £400 left in their account, which I have suggested they spend by devising a newsletter to inform the residents about the achievements of the Community Led Plan. Cllr Upton has suggested that the Community Led Planning group and the Neighbourhood Planning group merge following the adoption of the Neighbourhood Plan, which I think is a great idea.

- Bingham – Support the Chair with the Leader discussion and will assist with any future application. At the group's annual review meeting in April, they will be challenging the Town Council regarding their lack of commitment to the Community Led Plan Action Plan.
- Bingham Neighbourhood Plan – Attended a meeting with the Town Council at their request. One of the highest priorities, which came out of the Community Led Plan, was the undertaking of a Neighbourhood Plan. Representatives from the Town Council attended the RCAN event and a follow up meeting is set for the 18th April. They have submitted a quote.

1c - Offer on-going support and guidance to projects arising from Parish Plans and community initiatives or new group development

- East Bridgford Village Hall – The Village Hall management committee are hoping to become a CIO and have asked for support with the governance associated with this. The group have accessed NAVACH's professional service, which enables access to one free hour of professional advice from a Solicitor. A template constitution recommended by the Charity Commission has been provided to the group and support offered to go through the online registration process.

1d - Work with community groups and Town and Parish Councils to offer support with governance and capacity building and to help them identify suitable funding opportunities securing at least £30,000 external funding

- Funding secured in 12 months - **£122,289**
- East Bridgford CLP – Awards for All funding **£10,000**
- Stanton in the Wolds - The group are looking at funding to enable them to open up their small church as a community building for all, as there is no other public building in the village. In order to do this, they need to get toilet facilities and water into the church. We are providing support to identify funding opportunities.
- Kinoulton Village hall - The Village Hall Committee would like to have internet facilities and more specially Wi-Fi access in the village hall. I have been in contact with Tim Dring who is working on the County Broadband roll out project and he's looking into whether they are eligible as part of their scheme. I also contacted the National Village Hall Advisor from ACRE for advice to enable me to support the group more effectively and provide examples of how other halls have gone about the process.
- Kinoulton Village Hall - RCAN have also offered advice on funding for fire retardant curtains. The hall has a crack, so in partnership with NAVACH, we are putting the hall in contact with a professional to offer guidance on how to address this issue.
- Sutton Bonnington Village hall - Supported the Village Hall Committee to apply for a number of funds. Wren has granted **£41,920** for the refurbishment of the main hall and entrance corridor. Application to Veolia for £50,000 was unfortunately unsuccessful. The hall accessed the Rushcliffe Capital Grants programme to help

with the roof and guttering along with a **£10,000** grant from Awards for All.

- Flintham Cricket Club – All funding now secured and the work took place in the autumn of 2016 and has already made a great difference to the playing surface - Additional **£22,000** from Sport England
- Keyworth Activity Park - Activity Park complete, official opening took place on Saturday 13th August 2016. Funding confirmed from Sport England and WREN. RCAN supported with WREN application and critiqued before submission for **£37,469**
- Keyworth Changing rooms – RCAN have supported the group to access additional funds through Village SOS to the value of **£900** to go towards phase two of the project, which is to ensure the building has accessible toilets.
- Rushcliffe Together - RCAN have attended the planning meetings for the event and facilitated one of the break out groups at the event on the 27th April.
- Willoughby on the Wolds Village Hall – The hall was having the floor replaced when builders found asbestos covering the pipes. To remove the asbestos would cost around £6,000, but because they had already removed the floor, the work needed to take place as soon as possible, as the hall was not in a usable state. Grants will not fund work that has already taken place so I advised that they contact the local Borough and County Councillors for financial assistance out of their grant pots.
- Flintham Multi-use Games Area – Supporting the Parish Council to secure funding for a Multi-use Games Area. Looking at Sports England and WREN with some match funding from the Cricket Club and Parish Council.
- Hickling Village Hall - Working with Hickling Village Hall to find funding for an outdoor Table Tennis Table to complement their existing Village Hall based activities. Hickling Village Hall has a thriving Table Tennis club that caters for families.
- Cropwell Bishop Parish Council, provided advice regarding their skate park.
- East Bridgford Village Hall - Provided practical advice regarding the registration of a new charity to take over the management of the existing village hall and subsequently to transfer assets from the old charity to the new one. Also provided advice regarding safeguarding and safeguarding policies and procedures.
- Newton Parish Council – Provided advice and guidance over the phone to the Chair of the Parish Council. There are a number of issues concerning cohesion in the parish due to a division in the community. I suggested a Community Led Plan might bring the community together and RCAN attended a Parish Council meeting to suggest this. Unfortunately, the Chair was not present and the other Councillors were not interested. We have offered support to identify funding.
- Normanton on Soar Village Hall - Provided advice regarding the policies and procedures that the management committee should develop and adopt.

- Radcliffe on Trent - Provided advice and signposting concerning the design of their leisure facility.
- We received an enquiry from Cllr John Thurman, East Leake, regarding the Local Advisory Group he had to attend. He required some information about what it involved and what they may ask of him. I sent him some information as requested.

Service 2: Provide support and information to Town and Parish Councils

2a – Organised two Town and Parish Forums, attended by an average of 35 delegates. Undertook an evaluation to inform future practice

- Parish Forum Wednesday 5th October 2016. Philip Horsfield presented regarding Parish Standards, Craig Taylor provided an update on the Borough Council's Leisure Strategy and Peter Gaw spoke about Inspire and the work they do. 46 delegates attended.
- Wednesday 5th February 2017 – Planning theme, which is always popular and attracted 61 delegates. The Parish Councillors expressed their appreciation in being involved in the Peer Review activity.

2b - Organise a Town and Parish Conference attended by a minimum of 50 delegates and undertook an evaluation to inform future agendas.

- Annual Town and Parish Conference took place on Friday 10th June - attended by 62 delegates.
- Planning is underway for the Parish Conference on Friday 16th June at Rushcliffe Arena.

2c – Introduce a database of Parish Mentors willing to support other parishes or community groups with local expertise as against the skills audit, facilitating Borough cohesion by offering peer support within the sector.

- 20 Councillors have signed up to be part of the parish mentor scheme. They have identified themselves as having a range of skills, which may benefit other parishes. We have written to all parishes offering this peer support but have not yet to have made any matches. This scheme has been unsuccessful. We have had no interest from the parishes.
- Revisited database, confirmed that all contacts were still happy to be a part of this. Brought the database up to date, sent out electronic flyers across all Rushcliffe Parish Councils/Meetings but still no interest.

2d – Recognise the diversity of parishes across the borough by providing support and/or networking opportunities to the difficult to reach smaller parishes. We have selected three clusters to begin to look at the needs of smaller parishes and their needs and have written to the following parishes.

1. Barton in Fabis, Ratcliffe on Soar, Thrumpton
2. Rempton, Stanford on Soar, Costock

3. Wysall and Thorne Glebe, Willoughby on the Wolds, Widmerpool

Currently we have had no response. We have chased to identify if they wish to meet in smaller groups or want to stay functioning as individual parishes. I know the cluster meetings have been popular from a planning perspective but there appears to be no interest in this with other topics.

Service 3: Support rural businesses and rural economic growth

3a – Promote D2N2 and other local opportunities to rural businesses – (Steer from the Borough)

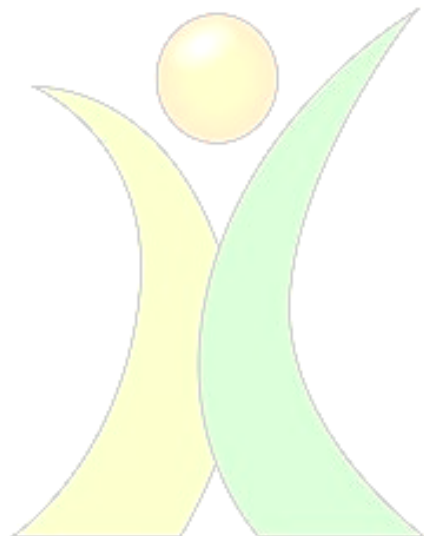
- We are a member of the D2N2 Social Inclusion and Equalities Advisory Group, which amongst other agendas is currently inputting into the revision of the Strategic Economic Plan. We recently attended their Rural Means Business event to be up to date with the Rural Development Programme for England and its four priorities: Business Development, Food Processing, Tourism Infrastructure, and LEADER.

3b – Promote and encourage businesses to bid for funding under the South Nottinghamshire LEADER Programme

- Initiated a meeting between Peter Allen, Chair of Bingham Community Led Planning group and Craig Edson from Leader to discuss potential funding opportunities for the development of small business units in the Town.
- South Notts LEADER has recently relaunched and there is a 12-month window for applications. Not proactively advertising this yet though (need website)

3c – Support the effective promotion and delivery of a Rural Diversification Conference

- This target has changed and RCAN are providing support to the Transformation Team with the Cotgrave Town Centre development. A flyer went to all businesses in the precinct. A follow up visit has taken place. RCAN are attending the Town Council business meeting on 9th October to promote a 'Retail Boosting' workshop, which took place on 3rd November 2016 at Cotgrave Futures. The event had just 18 people present, which included the Borough Councillor, two Parish Councillors and the Clerk. It was an excellent event and well received by the delegates, just a shame that more people did not attend.





Rural Community Action Nottinghamshire December 2017 Update for 2017-18 (April- December)

Service 1: Support the development and delivery of Community Led Plans and identification of external funding

1a - Support the development of Community Led Plans in up to five areas including (East Bridgford, Ruddington, and Flintham) by overseeing the whole process and facilitating a minimum of eight public meetings.

Ruddington – After over two years of hard work from the steering group, the Community Led Plan was launched at the Village Fete on Saturday 19th August. It was a fantastic event and the plan was well received by the residents. RCAN was honoured to be asked to cut the cake at the event. The steering group are continuing to meet to put the plan into action. RCAN remain on the steering group but will attend meetings on a request basis, given the current workload and capacity.

Meetings attended = 4

Launch event = 1

East Bridgford – This group are really struggling. They have a limited number of volunteers who continue to meet and work with the support of RCAN. The group held an action-planning event on Wednesday 6th December 2017, to present the findings of the questionnaire and to get the community to begin to prioritise actions. The event was well attended and the findings presented were well received by the residents.

Meetings attended = 5

No other parish councils have expressed an interest in Community Led Planning to date; their focus seems to on Neighbourhood Planning.

Neighbourhood Plans - Neighbourhood Plans continue to generate interest amongst the Rushcliffe parishes, RCAN have attended a number of Parish Council meetings (see list below) to present and provide information on what Neighbourhood Planning is, and what it involves, and the support that RCAN can offer through the Consultancy Service. Parishes attended:

- Bingham
- Willoughby on the Wolds
- Whatton in the Vale
- Ruddington
- Gotham
- Hickling

1b - Provide support for the delivery of Community Led Plans, including facilitating a minimum of eight meetings

See above – meetings attended so far this year = 10

1c - Offer ongoing support and guidance to projects arising from parish plans and community initiatives or new group development

- Radcliffe on Trent Skatepark – Working closely with the Skatepark Committee and the Parish Council in attempt to secure £250,000 to redevelop their Skatepark. I have supported the group to put together a ‘business case’ to go to the Borough Council to request financial support. This will then act as ‘match’ funding to external bodies. The Parish Council has now applied to the Borough Council’s Capital Grant for Skate Parks requesting **£125,000** towards their project. There are a number of very willing and committed volunteers, so I have every faith that this project will be a success. I hope that the Borough Council will approve the request for funding which will strengthen their application to WREN for a significant contribution. **Deadline 28th February 2018**

1d - Work with community groups and Town and Parish Councils to offer support with governance and capacity building and to help them identify suitable funding opportunities securing at least £20,000 external funding

- Upper Broughton Village Hall – A new member of the committee contacted me to express her concern about the current running of the facility. I offered support and guidance on insurances, lettings procedures, health and safety obligations etc.
- ‘Kids of Upper Broughton.’ A group of volunteers have come together in an attempt to put on some activities for the children and young people of Upper Broughton in the form of events. They are looking to identify funding to enable them to do this. I explained about the requirements of setting up a formal group, having a Term of Reference document, a Constitution and Bank Account etc. I have offered to support with this, I also suggested that their first port of call for funding would be to approach their local Borough and County Councillor and once the group have put on an event, we can go for larger pots of external funding such as Awards for All.
- Kingston on Soar Parish Council - The Parish Council contacted me to help to identify funding for a new laptop for the clerk to use. I suggested Awards for All funding. They also needed support in terms of the type of laptop to purchase and whether there were any legal requirements that they had to meet.
- Sutton Bonnington Village Hall - **£10,000** requested from Awards for All for the next phase of refurbishment for their village hall. Supported the group with the application and suggested a further Capital Grant application.

- Flintham Defibrillators - Community Heart Beat **£9500** to install three defibrillators. This was successful and all three are now secured and in place.
- West Leake Village Hall - The Village Hall Committee are hoping to carry out a significant regeneration of the village hall, addressing the damp issues, replacing the windows, upgrading the toilet facilities and carrying out some decorative work. I have supported the group to complete Rushcliffe Capital Grants and WREN applications.

Service 2: Provide support and information to Town and Parish Councils

2a - Organise Town and Parish Forums x 2 attended by an average of 35 delegates and undertake an evaluation to inform future practice

Autumn forum – Thursday 9th November 2017

45 Town and Parish Councillors attended the event along with 16 Rushcliffe Borough Councillors.

Glen O’Connell came along again and carried out an activity with the delegates on Parish Standards. Charlotte Caven-Attack followed with a presentation on ‘The highs and lows of Social Media.’ Craig Taylor then provided an update on the Playing Pitch Strategy followed by Paul Phillips who spoke about Tree Promotion and Protection. Richard Mapletoft closed the event with an update on Local Plan part 2.

Feedback from delegates:

“Excellent forum, good format, pleased to see the Borough Council taking such an active role with the town and parishes of Rushcliffe”

“A very good mix of subjects and a well-run event - thank you”

2b - Organise a Town and Parish Conference attended by a minimum of 50 delegates and undertake an evaluation to inform future agendas.

The Annual Town and Parish Conference took place on Friday 16th June 2017 in the Council Chamber at Rushcliffe Arena. It was a fantastic event, attended by 56 delegates, including 35 town and parish council representatives and 12 Rushcliffe Borough Councillors.

Councillor Simon Robinson, as newly elected Leader of the Council, opened the event providing an update of the Borough Councils Priorities. There was then a presentation from Jan Sobieraj, Chief Executive, United Lincolnshire Hospitals NHS Trust, who spoke about ‘The Development of a National Centre for Rural Health and Care.’ Although this item was interesting, the feedback indicated that delegates would have preferred a more local example, which we will take on board in terms of future planning. Dr Stephen Shortt, Clinical lead for the Rushcliffe CCG, followed with a Local Update on Rural Health. Glen O’Connell from Rushcliffe Borough Council provided an update on Parish Standards, which was very interesting and relevant to the parishes. He could have spoken for much longer and due to popular demand was invited back to the November forum. Closing the day was Nikki Silver, CEO Lives First Responder Charity, who spoke about her organisation and the work they do to support the emergency services in Lincolnshire.

Feedback from delegates

“Very informative and a very useful topic to discuss. Came away with a number of good ideas to pursue”.

“Obviously well thought out and organised. A most successful event. One of the best we have had.”



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