

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Cabinet

Date: **Tuesday, 13th October, 2020**

Time: **10.00 am**

Venue: **[Ashfield District Council's YouTube Channel](#)**

For any further information please contact:

Lynn Cain

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01623 457317

CABINET

Membership

Chairman:

Councillor Jason Zadrozny

Councillors:

Kier Barsby
Tom Hollis
David Martin
Helen-Ann Smith
John Wilmott

Samantha Deakin
Rachel Madden
Matthew Relf
Daniel Williamson

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Cabinet to be held at the time and on the date mentioned above for the purpose of transacting the business set out below.



Carol Cooper-Smith
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.
3. To receive and approve as a correct record the minutes of the meeting of the Cabinet held on 15 September 2020. 5 - 14
4. COVID-19 Response and Recovery Scrutiny Panel - Verbal Update.
5. Affordable Housing Development - Maun View, Sutton in Ashfield. 15 - 22

Key Decision

Portfolio Holder

Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Housing

6. Green Spaces Capital Investment Programme. 23 - 26

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Streets, Parks and Town Centres

7. War Memorials Management Plan. 27 - 38

Key Decision

Portfolio Holder

Councillor David Martin – Portfolio Holder for Streets, Parks and Town Centres

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CABINET

Virtual Meeting held on Tuesday, 15th September, 2020 at 6.00 pm

Present: Councillor Jason Zadrozny in the Chair;

Councillors Samantha Deakin, Tom Hollis,
Rachel Madden, David Martin, Matthew Relf, Helen-
Ann Smith, Daniel Williamson and John Wilmott.

Apologies for Absence: Councillor Kier Barsby.
Pete Hudson.

Officers Present: Craig Bonar, Bev Bull, Lynn Cain, Carol Cooper-Smith,
Ruth Dennis, Katherine Green, Theresa Hodgkinson,
Mike Joy and Paul Parkinson.

In Attendance: Councillors Jim Blagden and David Hennigan.

CA.21 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

CA.22 Minutes

RESOLVED

that the minutes of the meeting of the Cabinet held on 21 July 2020 be
received and approved as a correct record.

CA.23 COVID-19 Response and Recovery Scrutiny Panel - Verbal Update

The Chairman and Vice Chairman of the COVID-19 Response and Recovery
Panel gave an update to Cabinet regarding the work undertaken at the first
two meetings of the Panel.

Key Worker Memorial

The Panel were very keen to see the installation of a suitable memorial to
commemorate the bravery and excellent work carried out by all key workers
and volunteers during the Covid-19 outbreak. It was unlikely that S106
funding would be available to purchase and install the memorial but officers
were still considering the possibility of funding through public realm
contributions.

Panel Meeting – 30 July 2020

This was an introductory meeting setting out the terms of reference for the Panel and an overview of what the Council had done so far. Members of the Panel also agreed that they would set a Workplan, outlining specific areas of interest for the year.

Ruth Dennis, Director of Legal and Governance and the Council's Strategic Lead for its COVID-19 response was in attendance and talked through the work undertaken by the Council thus far in response to the outbreak.

Congratulations were placed on record for the amazing work undertaken by employees during the lockdown period, including the facilitation of over £18 million pounds of grant monies to assist local businesses. The Panel also acknowledged the resilience and care that had been shown by Ashfield's residents and all the NHS heroes that had gone above and beyond to keep the public safe.

To conclude, Members agreed to consider in more detail the suggestions for a memorial to commemorate and honour the unstinting commitment and bravery shown by all key workers and volunteers during the pandemic. This was an area that the Panel were extremely keen to progress.

Panel Meeting – 3 September 2020

At the second meeting, all of the Council's Corporate Leadership Team were in attendance to provide both an overview of the work undertaken in their respective Directorates and allow Members to put forward any questions. The meeting was opened up to questions from the public, of which approximately 10 were received, all of which were answered at the meeting.

Areas for concern were raised by Panel Members to be considered in further detail and explored with officers. These were:

- what further support could be offered to small businesses;
- what support could be offered to charitable organisations and Churches;
- homelessness and rent arrears and the real possibility of it escalating;
- potential impact of a second wave.

Letter of Thanks

The Panel requested that a formal letter of thanks to be sent to all foodbanks and community groups.

Next Panel Meeting

At the next meeting of the Panel, it was agreed to invite representatives from businesses across the District to attend the virtual meeting and put forward their views and comments on the Council's response and recovery plans.

Local Government Reorganisation

Panel Members were intending to consider local government reorganisation at its next meeting, in line with the Panel's terms of reference.

A meeting was also due to be held the next day at Nottinghamshire County Council to agree to request the Secretary of State to invite the Council to apply for unitary status. It was also intended to submit a motion to the next Council meeting at Ashfield on 1 October 2020 to state the Council's opposition to this request for unitary status.

CA.24 Modern Day Slavery - Annual Update

Cabinet were requested to reaffirm the Council's commitment to tackling Modern Slavery and approve the refreshed Modern Slavery and Human Trafficking Policy Statement and Transparency Statement for 2020/21.

Members considered the alternative option of declining to approve the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement but this was not recommended. The documents had been prepared in order to set out the current and ongoing action the Council intended to take to demonstrate its commitment to tackling this issue in a clear and concise way.

RESOLVED

that the Modern Slavery and Human Trafficking Policy Statement and Transparency Statement for 2020/21, as appended to the report, be approved.

Reason:

To meet the Council's legal, moral and safeguarding obligations and to take a proactive approach in tackling this type of crime.

It is a legislative requirement on commercial organisations with an annual turnover of £36 million, to have a Modern Slavery Transparency Statement. The Council's annual turnover is above this threshold. Whilst the Act does not state that Local Authorities specifically are included in those organisations legally required to publish a statement, the Council has elected to do so as a matter of good practice and social responsibility.

CA.25 Hucknall Infill Sites - Affordable Housing Development

Members considered an opportunity to develop a small number of Council owned sites within Hucknall for the purpose of affordable housing and were asked to approve the development proposals for the following:

Sites

1. Barbara Square garage site, Barbara Square, Hucknall
2. Hawthorne Avenue garage plot site, Hawthorne Avenue, Hucknall
3. Chestnut Grove garage plot site, Chestnut Grove, Hucknall
4. Chatsworth Drive garage site, Chatsworth Drive, Hucknall.

Members considered alternative options of keeping the garages sites as they are or selling the sites for the purpose of affordable housing development. Neither were recommended as the sites are currently under-utilised and could be re-purposed for much needed affordable housing, although the viability of selling the sites as a development opportunity to outside parties was very low given the likely capital receipt.

RESOLVED

that the following be approved, subject to Planning consent and confirmation of Homes England funding:

- a) a declaration that the 4 garage plot sites on Barbara Square, Hawthorne Avenue, Chatsworth Drive and Chestnut Grove are no longer required for this purpose and to their future use be as sites for family housing let on an affordable rent basis;
- b) to recommend that Council approves the use of Housing Revenue Account reserves to fund the site clearances and the development of circa 15 new Council Homes on the 4 named sites and if approved, for the project to be added to the Capital Programme;
- c) delegated authority being granted to the Director of Housing and Assets, in conjunction with the Portfolio Holder for Housing, Director of Legal and Governance and the Chief Financial Officer, to negotiate and formalise fees, scheme costs, specification, delivery and any other aspects of the proposed development;
- d) delegated authority being granted to the Director of Housing and Assets, in conjunction with the Portfolio Holder for Housing, Director of Legal and Governance and the Chief Financial Officer, to procure and appoint a contractor to develop the four sites as a single package;
- e) delegated authority being granted to the Director of Housing and Assets to contract, on behalf of the Council, with Homes England, for the purpose of receiving subsidy to ensure that the developments are viable and fall within the Council's 30 year business plan model.

Reason:

To enable a project that will increase Ashfield District Council's housing stock in order to meet a significant demand for affordable rented properties within the District.

CA.26 2020/21 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at July 2020

Members received a report summarising the Council's forecast financial outturn position to 31 March 2021, compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme and were also requested to approve and recommend to Council some changes and additions to the Capital Programme over the period 2020/21 to 2024/25.

Members considered the alternative option of declining to approve the proposed changes and additions to the Capital Programme.

RESOLVED that

- a) the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme 2020/21, as presented, be received and noted;
- b) Council be recommended to approve the amendments and the addition of new schemes to the Capital Programme 2020/21 to 2024/25 and the funding of the Capital Programme as set out in Section 5 and Appendix 2 of the report.

Reason:

In accordance with the Council's Financial Regulations to report to those charged with Governance the financial position and the Capital Programme for 2020/21 to 2024/25, thus ensuring that the programme meets the corporate priorities and is recommended to Council for approval.

CA.27 Treasury Management - Annual Report 2019/20

Cabinet was presented with the Council's Treasury Management - Annual Report for 2019/20.

As the item was for information only, Members did not have any alternative options to consider.

RESOLVED

that the Treasury Management performance including the compliant prudential indicators, as outlined in the report, be noted.

Reasons:

1. In accordance with the requirements of the Council's Financial Regulations (C.31), the Audit Committee is responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies.
2. In accordance with the requirements of the Council's Financial Regulations (C.30), Cabinet will receive an annual Treasury Management Performance Report.
3. In accordance with the CIPFA Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code"), Members should approve the annual report for Treasury Management activity in 2019/20 which forms part of this document.
4. Under CIPFA's Prudential Code for Capital Finance in Local Authorities, Members have a statutory duty to adopt a set of annual indicators relating to capital expenditure and Treasury Management.

CA.28 Leisure Transformation Programme

Cabinet were updated in terms of the progress regarding the Leisure Transformation Programme including the procurement of a new Operating Contractor and the due diligence progress towards the development of the

new Leisure Centre in Kirkby which will replace the Festival Hall. Approval was also sought to enter into a suitable build contract following the completion of the ongoing tender process.

Due to confirmation from the Government that council leisure centres could reopen (from August 2020 onwards), a phased approach was adopted in relation to the pandemic i.e. social distancing and limited availability of activities. To ensure ongoing support to leisure centres during the next few months, Cabinet were requested to delegate authority to the Director of Place and Communities to support operations until the new contract commenced in April 2021.

Members considered the alternative options of deciding whether to continue supporting the procurement of a new Leisure Operating Contractor, the potential operation of the leisure centres in-house and to cease continuation of providing a new leisure centre within Kirkby. None of these options were recommended.

RESOLVED that

- a) the progress in appointing a new Leisure Operating Contractor for the period of April 2021 onwards for a duration of 10 years with a Council retained ability to extend for a further 5 years, be noted;
- b) delegated authority be granted to the Director of Place and Communities in conjunction with the Corporate Finance Manager, the Leader and the Deputy Leader (Inward focus) to enter the Council into contract with the successful tenderer for the construction of the new Kirkby Leisure Centre;
- c) delegated authority be also granted to the Director of Place and Communities in conjunction with the Corporate Finance Manager, the Leader and the Deputy Leader (Inward focus) to enter the Council into contract with the successful tender for the enabling works package of initial capital works onsite;
- d) the Council continues to work with the current leisure operator SLM and delegated authority be granted to the Director of Place and Communities, in conjunction with the Corporate Finance Manager (and Section 151 Officer), the Leader and Deputy Leader (Inward Focus), to support ongoing operations until the new contract commences in April 2021.

Reasons:

1. Council officers continue to progress with the procurement of the leisure operating contractor and the current programme will see them appointed in good time to achieve contract start in April 2021. The procurement of this is being completed in conjunction with the development of the new leisure centre at Kirkby in Ashfield.
2. The Leisure Centre development at Kirkby has already achieved Planning Permission and has concluded design to RIBA 4 stage. The works are currently out to tender and it is anticipated that works will commence in Q3 of the 2020/21 financial year.

3. Previous reports for the development of the leisure centre have enabled officers to progress with the appointment of the design team and to commence the procurement process. The report requests further approvals to appoint the successful tenderer to construct and complete the new leisure centre development.
4. The timing of the tender return (17th September) and then completion of the necessary due diligence will fall between applicable governance meetings at the Council and delegated authority to the Director of Place and Communities, Corporate Finance Manager, the Portfolio Holder and the Leader and Deputy Leader (Inward Focus), is sought to ensure continuing momentum with this development.

CA.29 Digital Services and Transformation Programme Update

Cabinet were presented with an update on the key areas of progress of the Corporate Digital and Service Transformation (DST) programme.

As the item was for information only, Members did not have any alternative options to consider.

RESOLVED

that the progress of the current Digital and Service Transformation programme including the work to support residents through the Covid pandemic, be received and noted.

Reason:

Digital transformation is focussed on changing the way the Council delivers services to provide an enhanced customer service in a more efficient and effective way. The expectation for digital service accessibility has been accentuated by the COVID 19 pandemic, which has required the Council to quickly implement improved means of enabling effective and accessible access for customers through self-serve and on-line rather than through face-to-face and telephone.

CA.30 Big Ashfield Spring Clean 2020 Performance Report

Cabinet were updated as to the success of the Big Ashfield Spring Clean, Bag It and Skip into Summer campaigns for 2020.

As the item was for information only, Members did not have any alternative options to consider.

RESOLVED

that the report detailing performance of the Big Ashfield Spring Clean, Bag it and Skip into Summer campaigns 2020, as presented, be received and noted.

Reasons:

1. The Council delivered its first Big Ashfield Spring Clean in 2018; and due to the success of the campaign, which was well received by residents, an annual campaign was included in the refreshed Corporate Plan.

2. Lessons learned from the first two campaigns enabled a new and refreshed approach which continued the collections of additional waste from all properties in Ashfield, and a supplementary free bulky waste collection service for the duration of the campaign.
3. Community action and targeted enforcement underpinned the campaign to drive forward plans to create sustainable change in the way waste is managed in Ashfield.

CA.31 Section 100A Local Government Act 1072: Exclusion of the Press and Public

RESOLVED

that in accordance with the provisions of Section 100A of the Local Government Act 1972, the press and public be now excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of the Act and in respect of which the Proper Officer considers that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

CA.32 Amendment to Contract Terms - Housing Project, Davies Avenue (exempt by virtue of paragraph 3)

Cabinet were requested to amend the terms of a proposed contract to purchase land as outlined in the report.

Members considered the alternative option of declining to make any changes to the proposed contract terms as presented.

RESOLVED that

- a) the Director of Housing and Assets be authorised to sign, on behalf of the Council, a purchase contract with East Midlands Housing Group (EMH) to enable the re-purchase of land at Davies Avenue on the terms outlined in the report;
- b) a proviso be included that should the land remain undeveloped, or the development remain only partially completed, the Council commission an independent valuer to ascertain a purchase price proportionate to the value agreed for the completed contract, including an agreed price for the land.

Reason:

To facilitate the proposed housing project at Davies Avenue as previously agreed by Cabinet.

The meeting closed at 7.55 pm

Chairman.

Report To:	CABINET	Date:	13 October 2020
Heading:	AFFORDABLE HOUSING DEVELOPMENT – MAUN VIEW, SUTTON IN ASHFIELD		
Portfolio Holder:	CLLR TOM HOLLIS, PORTFOLIO HOLDER FOR HOUSING & ASSETS		
Ward/s:	SUTTON JUNCTION AND HARLOW WOOD		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To advise Members about the opportunity to develop affordable family housing on an undeveloped plot of land at the Council-owned Maun Valley site and to seek approval of said development.

Recommendation(s)

Subject to planning consent and Homes England funding to;

- 1. To approve the use of the undeveloped section of the Council-owned Maun Valley site for family housing let on an affordable rent basis.**
- 2. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance, and the Chief Finance Officer, to agree the appropriation of the Maun Valley site from the General Fund to the Housing Revenue Account based upon best consideration of the land value and the parameters of the social housing viability model.**
- 3. To approve the use of Housing Revenue Account reserves to fund the construction of 17 new affordable homes.**
- 4. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance, and the Chief Finance Officer, to negotiate and formalise final scheme costs, specification and delivery.**
- 5. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance and the Chief Finance Officer, to procure and appoint a contractor to develop the site.**
- 6. To grant delegated authority to the Director of Housing and Assets to contract, on behalf of the Council, with Homes England, for the purposes of receiving subsidy to ensure that developments are viable and fall within the Council's 30 year business plan model.**

Reasons for Recommendation(s)

The development will help to achieve the Council's Corporate Plan objective of delivering much needed additional good quality affordable housing in the District.

The development will bring in to use in an extremely positive way an under-used brownfield site.

Alternative Options Considered

Alternatives include;

- Do nothing with the land. This was rejected because the land is not currently being used and has development potential;
- Develop the land for industrial units. This was rejected because of financial viability;
- Sell the land for private housing development. This was rejected because the site is better used to provide much needed affordable housing.

Detailed Information

The Corporate Plan sets out the Council's ambition to ensure there is sufficient good quality, affordable housing for the residents of Ashfield. To achieve this the Council cannot rely upon Registered Providers and private house builders alone; it is important that the Council looks at the opportunities to develop new affordable housing on sites it owns.

An undeveloped section of land at the Council-owned Maun Valley site, located off Leander Close (Station Road), Sutton in Ashfield has been identified as being potentially suitable as a site for affordable housing. The area contains a mix of residential and Industrial units.

The attached supporting document includes an indicative plan of what could be achieved on the site. Subject to planning approval it would be our intention to develop circa 17 new homes, including 2 x 2 bed bungalows, 6 x 2 bed houses, 5 x 3 bed houses, and 4 x maisonettes (2 x 2 bed, 2 x 1 bed).

The site adjacent to this has recently been developed by a private contractor into family homes, so conversion of this site would be in keeping with the street scene.

Demand for family homes in the area is high and the supply is low. During the 12 months up to 1st September 2020 vacant 2 bedroom Council houses in the area attracted an average of 92 bids from housing applications per property whereas 3 bedroom houses attracted an average of 107.

The development, in addition to delivering much needed affordable housing would bring in extra Council Tax revenue and may, subject to potential changes to Government funding arrangements, also generate New Homes Bonus funding.

The site currently sits within the Council's General Fund. The site will need to be appropriated into the Housing Revenue Account and the General Fund Capital Financing Requirement counterbalanced accordingly.

The viability of the development is dependent upon the Council receiving Homes England funding or as a fall-back position the use of Right To Buy (RTB) 1-4-1 Capital Receipts.

In keeping with other Council housing, at least some of the units will be eligible for the Right to Buy. However, the Council is entitled to receive the full cost of the building if sold within the first 15 years of completion, thus negating this risk at least in part.

Cost

The plans and the procurement of contractors is at an early stage; however it is estimated that the development of the site will be around £2,606,000. If Homes England funding of £680,000 is secured and Section 106 monies of £200,000 used, this will bring the estimated cost to the HRA down to £1,726,000. Net of Homes England grant and Section 106 monies the average cost per unit is £126,292 for three beds, paying back in year 37, £95,059 for 2 beds, paying back in year 28, and £71,973 for 1 beds, paying back in year 31. The development falls within the payback parameters used by the Council.

If the Homes England funding application fails the Council could use the Right-To-Buy (RTB) 1-4-1 Capital Receipts funding. The RTB 1-4-1 receipts available to this scheme would amount to £781,800, this will bring the estimated cost to the HRA down to £1,824,200. Net of the RTB 1-4-1 receipts the average cost per unit is £133,478 for three beds, paying back in year 40, £100,467 for 2 beds, paying back in year 31, and £76,068 for 1 beds, paying back in year 33. The development falls within the payback parameters used by the Council.

If the estimated costs change at any point and exceed the payback parameter as set by the Council the scheme will not go ahead.

Implications

Corporate Plan:

The Corporate Plan identifies a need to ensure there is sufficient housing available in the District of the right size, type and quality, ensuring an adequate supply of affordable housing.

Legal:

Legal advice and support will be provided throughout the process.

Contract Procedure Rules allow procurement through framework agreements.

Appropriation to HRA - Section 122 of the Local Government Act 1972 empowers a Local Authority to appropriate land for any purpose for which the Council is authorised by the 1972 Act (or any other enactment) to acquire land by agreement and which is surplus to the Council's requirements. With regard to the former, the Council is able to acquire land for housing purposes under section 17(1) of the Housing Act 1985 by agreement or otherwise. Appropriation under section 122 is expressly made subject to the rights of other persons in respect of the land concerned. Section 19 (1) of the Housing Act 1985 states that a Local Authority may appropriate for the purposes of housing any land for the time being vested in them or at their disposal and the authority shall have the same powers in relation to the land appropriated as they have in relation to land acquired by them for the purposes of housing.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Additional Council Tax and potentially New Homes Bonus. Reduction in capital charges due to reduction in General Fund Capital Financing Requirement (CRF) due to the appropriation of land to HRA - the value of which is to be determined.
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	Additional annual rent of £14,000. Increase in Capital Charges due to increase in HRA CFR due to the appropriation of land to HRA or one-off charge to the HRA to fund the increase in CFR as a voluntary revenue provision – Once the value is determined these options will be assessed and the most beneficial option to the HRA business plan will be actioned.
Housing Revenue Account – Capital Programme	As detailed in the body of the report (Cost Section)

Risk:

Risk	Mitigation
Homes England Funding is not secured	Use of RTB 1-4-1 Capital Receipts.
Planning permission is not granted.	None. Development will not go ahead.
Land proves unsuitable without significant remediation	Topographical and ground surveys produced before contract commitment.
Unexpected costs	Risks to be minimised through robust contractual arrangements.
Material and/or building supply delays	Risk sits with contractor, offset through a longstop clause

Human Resources:

No Implications

Environmental/Sustainability

All new properties to be built to current environmental regulations, with lowest achievable u value. The U value measures Thermal Transmittance, and refers to heat escaping from the home. The lower the U value, the less movement of heat and cold between inside and outside. This compliments the Regulator for Social Housing's proposal that all Social Housing stock will attain a minimum of EPC rating 'C' by 2030 and net-zero carbon by 2050.

Equalities:

An Equalities Impact Assessment Screening Form will be completed and submitted in accordance with the Council's policy.

Other Implications:**Reason(s) for Urgency**

(if applicable)

Reason(s) for Exemption

(if applicable)

Background Papers

(if applicable)

Report Author and Contact Officer

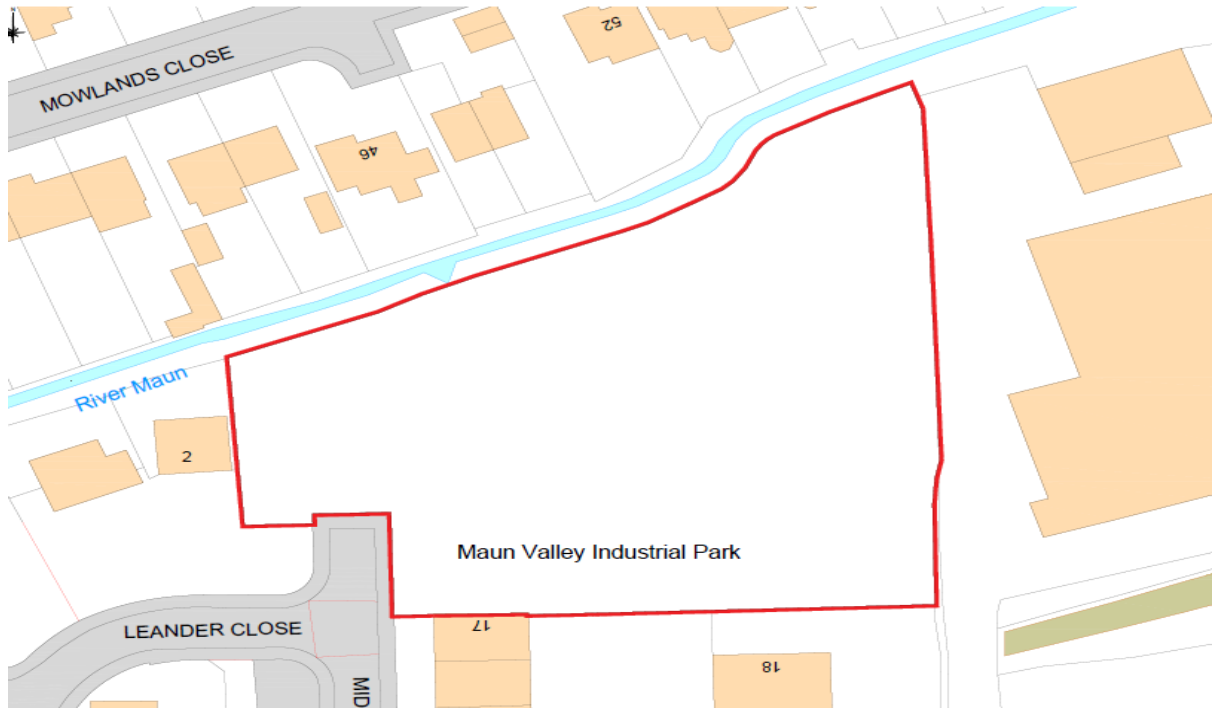
Andy Kirkland
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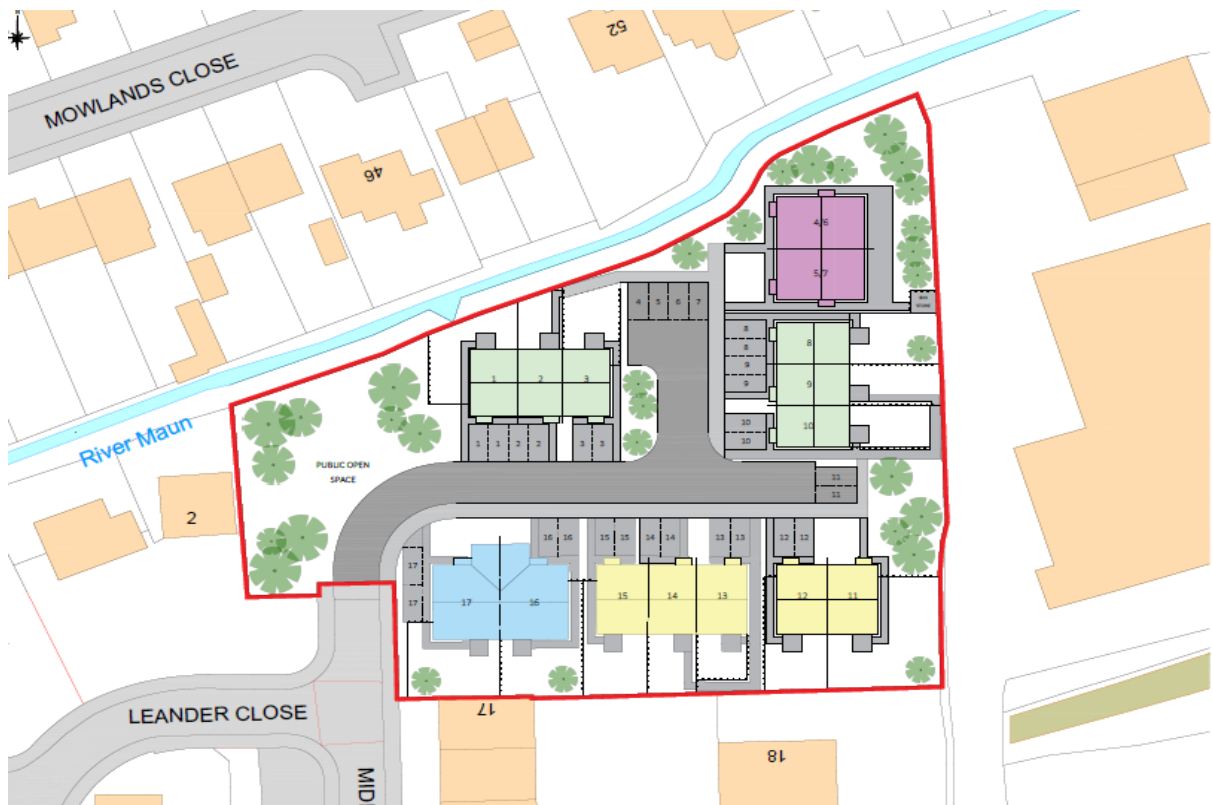
Accompanying documents

Affordable Housing Development – Maun Valley

Current site layout



Proposed development layout.



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Report To:	CABINET	Date:	13th OCTOBER 2020
Heading:	GREEN SPACES CAPITAL INVESTMENT PROGRAMME		
Portfolio Holder:	CLLR D. MARTIN, PORTFOLIO HOLDER FOR STREETS, PARKS & TOWN CENTRES		
Ward/s:	ALL WARDS		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To outline the additional investment required for green space improvement projects this financial year.

Recommendation(s)

1. To allocate £193k General Fund Capital Receipts and £173k Section 106 Public Open Space monies for a number of green space improvement projects.
2. To delegate authority to the Director Place and Communities to allocate the funding to specific projects.
3. To note that the proposed improvement projects will be available for Council at its next meeting when approval of these Schemes to be added to the Capital Programme will be sought.

Reasons for Recommendation(s)

There a number of sites in the District which require additional investment in order to increase the quality of provision.

Alternative Options Considered

Not to allocate additional investment – **not recommended**, a number of sites require intervention this financial year to ensure that the quality the District's green space provision remains high.

Detailed Information

There are a number of sites that have been identified via public and Members' feedback which would benefit from investment this financial year.

The sites are all neighbourhood sites which have not received investment for several years and require improvement. Improvements will include additional pieces of play equipment, bins and signage, footpath works and tree planting.

These sites are a valuable community resource, particularly during the pandemic when people have been making greater use of their local green spaces. These improvements will provide significant investment into green spaces this financial year, complementing the existing commitment of over £1.2 m spend by the end of March next year.

The cost of the proposed investments will be met entirely from Capital Receipts (£193k) and Section 106 Public Open Space monies (£173k). There are no borrowing requirements associated with these proposed investments.

Implications

Corporate Plan: Cleaner and Greener - Parks and Open Spaces:

1. Review the standard of all parks, play areas and sports facilities, rationalising to ensure there are better quality sites that are fit for purpose
2. Continue to improve parks and green spaces with a rolling programme of investment.

Legal:

There are no legal implications contained within this report.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	No implications
General Fund – Capital Programme	A financial envelope of £366k (£193k Capital Receipts and £173k S106 funding) is available to meet the cost of these investments.
Housing Revenue Account – Revenue Budget	No implications
Housing Revenue Account – Capital Programme	No implications

Risk:

Risk	Mitigation
Overspend of the additional budget	All projects will be managed through the Council's project management system to ensure that they remain within budget.

Human Resources:

No HR issues identified.

Environmental/Sustainability:

Additional tree planting will support the Council's commitment to carbon reduction. Any timber products specified will be from sustainable sources, all redundant metal play equipment is sent for recycling.

Equalities:

No issues have been identified.

Other Implications:

Not applicable.

Reason(s) for Urgency

Not applicable.

Reason(s) for Exemption

Not applicable.

Background Papers

Not applicable.

Report Author and Contact Officer

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Director Place and Communities

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Report To:	CABINET	Date:	13 OCTOBER 2020
Heading:	WAR MEMORIALS MANAGEMENT PLAN		
Portfolio Holder:	CLLR D MARTIN, PORTFOLIO HOLDER FOR STREETS, PARKS AND TOWN CENTRES		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

In Ashfield there are 10 war memorials within the Council's responsibility. Highly valued by the community, war memorials provide a focus for remembrance events across the District. The Council has carried out various degrees of cleaning and maintenance of the memorials over the years and recent reviews carried out by Scrutiny have made a number of recommendations. This report seeks to update Cabinet on the progress of Scrutiny review recommendations and seek approval for creation of a cleaning schedule and associated budget along with the approval of a community protocol.

Recommendation(s)

- 1. To update Cabinet on recommendations set out in the Scrutiny Review and agreed at October 2019 Cabinet;**
- 2. To approve a budget of £3k per year to carry out a rolling programme of maintenance to War Memorials for which Ashfield District Council is responsible;**
- 3. To approve the proposed schedule of maintenance for War Memorials for which Ashfield District Council is responsible;**
- 4. To approve and adopt the War Memorials Community Protocol;**
- 5. To delegate authority to the Director of Place and Communities to approve any cleaning or restoration works on war memorials.**

Reasons for Recommendation(s)

The Council is responsible for ten war memorials; previously they have been cleaned upon request or in line with remembrance service events. This has led to some memorials being cleaned more frequently than others and some being cleaned by community groups which has caused some degree of damage to the memorials due to the delicate material they are constructed from.

The Council recognises the need to preserve these war memorials, some of which are listed, and to ensure that a programme of cleaning is carried out in a sensitive and effective way.

These recommendations have provided the Council with the best opportunity to maintain and therefore preserve the life of war memorials whilst providing clear guidance on how interested parties and community groups can continue to be involved in these highly valued assets.

Detailed Information

Across the District Ashfield District Council has 10 war memorials on the highway or land owned by the Authority made from a variety of materials, in very different locations and conditions. Each one of the memorials needs to be managed according to its individual conservation needs.

Since 2014 the Authority has spent £20,452 on repairs and restoration of the memorials, which includes specialist cleaning. In 2019 the Council collaborated with the War Memorials Trust to secure a grant to restore memorials in Sutton Cemetery, Titchfield Park Hucknall, Kingsway Park Kirkby and Huthwaite Cemetery. Prior to this the Council has carried out essential maintenance to the cenotaph in Sutton in Ashfield by replacing the bayonet and repairing the ornate fencing.

Past cleaning and restoration works

The works carried out since 2014 are detailed in the following table:

Year	War Memorial	Completed work
2014	Various	Cleaning of memorials by appropriate methods.
2016	Sutton Cemetery (Sutton)	Repaint and restoration of Bayonet
2018	Sutton Cemetery (Sutton) Huthwaite Cemetery (Huthwaite) New Cross (Sutton)	Cleaning of memorials by appropriate methods.
2019	Titchfield Park (Hucknall) Kingsway (Kirkby) Sutton Cemetery (Sutton) Huthwaite Cemetery (Huthwaite)	Various works including restoration of names and wording along with appropriate cleaning methods.

It is recognised that a clear plan and maintenance schedule is required to ensure that all war memorials are reviewed on an annual basis with a condition survey carried out to determine whether specialist cleaning or restoration is required.

Future cleaning and restoration works

The Council has consulted with the War Memorials Trust and officers have worked together from Cemeteries and Conservation to determine the most appropriate schedule of works for the future. The War Memorials Trust has advised that a three to five year rolling programme of specialist 'Doff cleaning' is the most effective method of maintaining the memorials and preserving their life. Officers will carry out a condition survey annually prior to any works being carried out.

Officers will also take into consideration feedback from interested groups and parties before proceeding with cleaning and restoration work. It is anticipated that war memorials will be cleaned on a rolling programme of 2 memorials per year; this means that each of the ten memorials will be professionally cleaned using the Doff cleaning method every fifth year.

The proposed schedule of Doff cleaning is demonstrated in the table below:

Year	Memorial	
2020	Sutton Cemetery Memorial	Kingsway Memorial
2021	Huthwaite Cemetery Memorial	Titchfield Park Memorial
2022	Jacksdale Memorial	New Cross Memorial
2023	Teversal Memorial	Luther Pepper Gardens
2024	Sutton Cemetery Memorial	Sterling Bomber Memorial
2025	Selston War Memorial	Kingsway Memorial

Appendix 1 to this report provides photos of each of the war memorials.

Scrutiny recommendations

Scrutiny Panel B reviewed the Council’s war memorials and presented their recommendations to Cabinet on 7 October 2019 as follows:

- a. The development of a brief protocol focusing on the four priority war memorials: Titchfield Park (Hucknall), Kingsway (Kirkby), Sutton Cemetery (Sutton), Huthwaite Cemetery (Huthwaite). This should set out the Council’s key principles with regards to maintenance, engagement, and partnership working.
- b. The enhancement of existing webpages on the Council’s website to provide further information on maintenance work, events, and community guidance regarding war memorials.

The Community Protocol appended to this report was developed to meet recommendation a. and the appended protocol is attached for Members’ consideration and adoption by the Council.

The Council has recently developed a new web site and the War Memorials information has been included in the site. Information can be found at <https://www.ashfield.gov.uk/community-leisure/local-history-heritage/war-memorials/>

It is recognised that the Covid-19 pandemic has impacted the ability to hold large events; and that this will change the nature of the Remembrance service this year. The Council will continue to collaborate with interested groups to communicate changes due to Covid-19 and will also provide updates to all groups on cleaning and maintenance schedules. If approved, the schedules will also be updated onto the Council’s website.

Community Protocol

Recognising the high level of community interest, a community protocol (Appendix 2) has been developed to provide clear guidance on what aspects of maintenance around the war memorials can be carried out by groups.

The protocol enables community groups to work in partnership with the Council and be involved in the preservation of the war memorials. This support can be provided in a number of ways from raising awareness of the war memorials within the local community about their history and the standard of basic maintenance such as litter picking, weeding and tiding of wreaths around the memorials.

Although the memorials are listed and can only be maintained through the appropriate professionals the Council positively supports any help it can get through its volunteer scheme and positively encourages any concerns about the memorials such as damage to be reported so that it can be rectified by the appropriate experts.

Implications

Corporate Plan:

The War Memorials programme of cleaning and restoration features as part of the Council's Cleaner and Greener theme in the Corporate Plan.

Legal:

The report sets out which war memorials within the District are the Council's responsibility to maintain.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	In 2020/21 funding of £3k will be made available from the Asset Maintenance Reserve and from 2021/22 an annual budget will, subject to Cabinet approval, be included in the Medium Term Financial Strategy.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	n/a
Housing Revenue Account – Capital Programme	n/a

Risk:

Risk	Mitigation
Risk of not maintaining memorials leading to deterioration	Schedule of works ensures that all memorials are assessed for cleaning and condition to enable officers to determine required maintenance.
Risk of damage through inappropriate cleaning methods	Community protocol clearly sets out what can be done to support the wider war memorials environment and the Council's schedule of specialist Doff cleaning preserves the life of the assets.

Human Resources:

There are no HR implications

Environmental/Sustainability

Cleaning and restoration of the War Memorials ensures the longer term sustainability of the assets.

Equalities:

There are no equality implications.

Other Implications:

There are no other implications.

Reason(s) for Urgency

n/a

Reason(s) for Exemption

n/a

Background Papers

Cabinet 7 October 2019
Scrutiny Panel B 15 July 2019
Scrutiny Panel B 19 September 2019

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Appendix 1 – Ashfield War Memorials



Huthwaite Cemetery Memorial



Titchfield Park Memorial



Jacksdale Memorial



New cross Memorial



Teversal Memorial



Luther Pepper Gardens



Sutton Cemetery Memorial



Sterling Bomber Memorial



Selston War Memorial

Kingsway Memorial

War Memorial Community Protocol

Overview

This document sets out a brief protocol identifying key principles for the management of the four named war memorials. It illustrates:

1. Partnerships
2. Maintenance
3. Engagement

The Council has identified four priority war memorials for restoration works due to the extent of works needed.

- Titchfield Park War Memorial, Hucknall
- Kingsway War Memorial, Kirkby In Ashfield
- Sutton Cemetery War Memorial, Sutton In Ashfield
- Huthwaite Cemetery War Memorial, Huthwaite

This document has been developed in support of the Council's website information. The following link contains greater details for each of the District's memorials including:

- Memorials Profiling
- Planned Maintenance
- Event Information
- Signposting
- Links to War Memorials Trust Guidance

www.ashfield.gov.uk/war-memorials



Partnerships

Ashfield District Council is working in partnership with the War Memorials Trust. Their role is to provide the Council with guidance on maintaining, cleaning and restoration works required on all war memorials. The War Memorials Trust have also provided grant funding for the necessary professional restoration work.

The War Memorials Trust works to protect and conserve war memorials in the UK and is a charity providing grant schemes to support repair and conservation projects. The Council applied for and was successful in gaining funding towards the works in Ashfield.

In gaining funding from the War Memorials Trust, the four memorials had restoration works to bring them back to a high standard to ensure they are there for future generations.

Although the memorials are listed and can only be maintained through appropriate professionals, elected members and residents can support awareness of the importance of the memorials and what they represent. The War Memorials Trust also provides guidance on fundraising and volunteering which can be found on the link at the bottom of this page.

The Council welcomes any help through its volunteer scheme to assist with maintaining the surrounding areas of the war memorials. This may involve such tasks as cutting back vegetation and litter picking.



Maintenance

All of the war memorials are very different and should be maintained appropriately by experts engaged by the Council. All of the memorials have very good access for maintenance and their locations are below, along with the schedule of cleaning (subject to any substantial works that may be identified during inspection).

Year	Memorial	
2020	Sutton Cemetery Memorial	Kingsway Memorial
2021	Huthwaite Cemetery Memorial	Titchfield Park Memorial
2022	Jacksdale Memorial	New Cross Memorial
2023	Teversal Memorial	Luther Pepper Gardens
2024	Sutton Cemetery Memorial	Sterling Bomber Memorial
2025	Selston War Memorial	Kingsway Memorial

To enhance maintenance, community groups can:

- Litter pick the areas around war memorials.
- Cut back encroaching vegetation and weeds.
- Tidy Wreaths and remembrance materials placed on the memorials.

To support community groups, the Council will:

- Provide litter pickers and bags.
- Provide PPE.
- Provide any materials which aid in securing the wreaths.



Sutton Locations:

- New Cross Memorial, Downing St, Sutton-in-Ashfield Downing Street, Nottinghamshire, NG17 4EF
- Sutton Cemetery Memorial, Lammas Rd, Sutton-in-Ashfield, Nottinghamshire, NG17 2EB
- Luther Pepper Gardens, Mansfield Rd, Sutton-in-Ashfield, Nottinghamshire, NG17 4HS
- Teversal Memorial, Teversal Football Pitch, Pear tree lane Teversal, Sutton-in-Ashfield, Nottinghamshire, NG17 3JN
- Huthwaite Cemetery Memorial, Sutton Road, Huthwaite, Sutton In Ashfield, Nottinghamshire, NG17 2NQ

Kirkby Locations:

- Kingsway Memorial, Kingsway Old Cemetery, Kirkby In Ashfield, Nottinghamshire, NG17 7FJ

Hucknall Locations:

- Titchfield Park Memorial, Titchfield Park, Park Drive, Hucknall, Nottinghamshire, NG15 7LS

Jacksdale Locations:

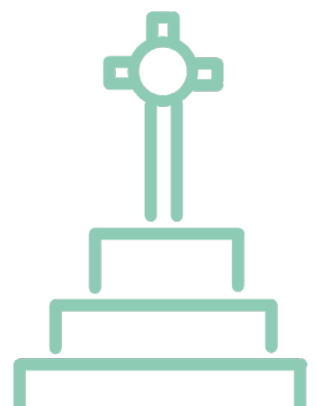
- Jacksdale Memorial, Main Road, Jacksdale, Nottinghamshire, NG16 5JU

Selston Locations:

- Selston War Memorial, Green Farm Road, Selston, Nottinghamshire, NG16 6DW

Annesley Locations:

- Sterling Bomber Memorial, Memorial Garden, A608 and A611 junction, Annesley, Nottinghamshire

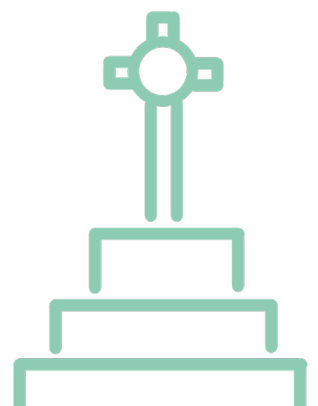


Communication

All works on the war memorials will be communicated through the Council's social media and website. It also encourages residents or any concerned parties to report any issues with the memorials so that they can be fully assessed and dealt with appropriately.

All events around the war memorials should be organised through the Council's events booking process. The Council can then ensure that any event is carried out safely and respectfully in partnership with the organisers.

Under no circumstances should any works or alterations be made to the war memorials unless done through the schedule of works organised by the Council.



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