



5 June 2018

Dear Sir/Madam

A meeting of the Leisure and Environment Committee will be held on Wednesday, 13 June in the New Council Chamber, Foster Avenue, Beeston, commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To:           J S Briggs                   H G Khaled MBE  
              S J Carr                   L A Lally  
              E Cubley                  P J Owen  
              R H Darby                M E Plackett (Vice Chair)  
              S Easom (Chair)        R S Robinson

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES PAGES 1 - 3

The Committee is asked to confirm as a correct record the minutes of the meeting held on 28 March 2018.

4. ST HELENS CHURCH GATES – REPAIR AND REFURBISHMENT PAGES 4 - 5

To consider works to repair and refurbish the main entrance gates at St Helens Church, Stapleford.

5. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – LIBERTY LEISURE PAGES 6 - 12

To report progress against outcome targets identified in the Liberty Leisure Business Plan and to provide an update as to the latest key performance.

6. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – ENVIRONMENT PAGES 13 - 19

To report progress against outcome targets identified in the Environment Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators for the Environment.

7. COMMUNITY EVENTS PROGRAMME 2018 PAGES 20 - 23

To update the Leisure and Environment Committee on the events programme to be delivered throughout 2018.

8. CHRISTMAS DECORATIONS OPTIONS PAGES 24 - 27

To provide members with information and options for Christmas decorations across the Borough and to seek permission to waive financial regulations by extending the previous three year installation contract by one further year.

9. SINGLE USE PLASTIC ACTION PLAN PAGES 28 - 31

To seek approval for the implementation of the Single Use Plastic Action Plan.

10. WORK PROGRAMME PAGE 32

To consider items for inclusion in the Work Programme for future meetings.

## LEISURE AND ENVIRONMENT COMMITTEE

28 MARCH 2018

Present: Councillor S Easom, Chair

Councillors: J S Briggs  
M Brown (substitute)  
S J Carr  
E Cubley  
D A Elliott  
L A Lally  
J C Patrick (substitute)  
C H Rice

Apologies for absence were received from Councillors R H Darby, P J Owen, M Radulovic MBE and R Robinson.

42. MINUTES

The minutes of the meeting held on 24 January 2018 were confirmed and signed.

43. DECLARATIONS OF INTEREST

There were no declarations of interest.

44. CONTAMINATED LAND INSPECTION STRATEGY

The Committee noted the Contaminated Land Inspection Strategy. It was noted that Broxtowe Borough Council were required to produce, adopt and publish a contaminated land strategy under the Environmental Protection Act 1990. Broxtowe Borough Council was responsible for implementing and enforcing the contaminated land strategy in the borough. It was noted that the Council were undertaking a survey to list and rank the contaminated sites within the borough.

**RESOLVED that the Contaminated Land Inspection Strategy 2018 be approved.**

45. MANSFIELD ROAD RECREATION GROUND, EASTWOOD – PLAY AREA

The play area at Mansfield Road Recreation Ground was identified in the Council's Play Strategy as a high priority for minor renovation works. However, since the strategy was finalised a review of the site had identified a

need for new/replacement equipment as a result of the failure of an existing item that had to be removed and deterioration of the existing equipment. When complete, the works would address one of the high priorities in the Play Strategy.

**RESOLVED that the 2017/18 capital programme allocation for Parks and Open Spaces improvements from developer contributions be used for play area improvements at Mansfield Road Recreation Ground, Eastwood.**

46. PLAY AREA AND PARKS/OPEN SPACE IMPROVEMENTS

The Committee considered the schemes to improve the play areas and parks/open spaces in the borough as part of the 2018/19 capital programme. It was proposed that the £250,000 funding available for play area and parks/open space improvements be split with £125,000 being allocated to the Borough Council and £125,000 being allocated to the Town and Parish Councils.

**RESOLVED that:**

- 1. The 2018/19 Capital Programme of £125,000 including capital salaries for Broxtowe Borough Council play areas be allocated to the seven high priority year 1 schemes identified.**
- 2. The 2018/19 capital programme of £125,000 for Town and Parish Council improvements to parks/open spaces be allocated to the six Town/Parish Councils at the funding levels identified in appendix 2.**
- 3. Delegated authority be given to the Head of Environment in discussion with the Chair and Vice Chair of the Leisure and Environment Committee to consider and approve where appropriate schemes submitted by Town/Parish Councils.**
- 4. The financial and administration process for Town and Parish Councils is as detailed in appendix 1 section 2.**
- 5. The 2019/20 capital programme allocates £100,000 to support bids for schemes at Hickings Lane Recreation Ground and King George's Park play areas.**

47. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – LIBERTY LEISURE LIMITED

The Committee was informed of the progress against outcome targets identified in the Liberty Leisure Limited Business Plan that provides continuity of projects and performance from the existing Council run Leisure and Cultural Services through to the formation of Liberty Leisure Limited. It was noted that overall attendance figures for Chilwell Olympia had decrease due to reduce attendance in September 2017.

48. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – ENVIRONMENT

The Committee was informed of the progress against outcome targets identified in the Environment Business Plan, linked to Corporate Plan priorities and objectives, and an update as to the latest key performance indicators for the Environment. It was noted that the Council were to undertake work in relation to single use plastics.

49. WORK PROGRAMME

The Committee considered the work programme.

**RESOLVED that the Work Programme be approved.**

## Report of the Interim Strategic Director

**ST HELENS CHURCH GATES – REPAIR AND REFURBISHMENT**1. Purpose of report

To consider works to repair and refurbish the main entrance gates at St Helens Church, Stapleford.

2. Background

The churchyard at St Helens is classed as a closed churchyard and the grounds together with the boundary are maintained by the Borough Council under Section 215 of the Local Government Act. A report to the Leisure, Parks and Cemeteries Committee on 22 November 2016 updated members as to the Council's responsibility in relation to closed churchyards. Historically there was no formal inspection regime for the boundaries at the Closed Churchyards maintained by the Borough Council. This has now been addressed and an annual inspection is undertaken by the Senior Public Buildings Maintenance Officer. All Closed Churchyards have now been inspected and a series of repairs undertaken with the work contained within the revenue budget for Cemeteries and Closed Churchyards. At this site however, concerns about the condition of the gates have been identified. Given the gates listed status and concerns relating to their safety, assessments have been undertaken by specialist contractors experienced in restoration and repair of such structures. Estimates have been obtained for their renovation and repair with the lowest price being £15,000. The historic background to the gates and the issues identified by the contractors are detailed in the appendix.

3. Financial Implications

There is presently no provision within the 2018/19 capital programme for the estimated £15,000 cost of the proposed works. An allocation could be made from capital contingencies of which £38,000 is currently available.

**Recommendation**

**The Committee is asked to RECOMMEND to the Finance and Resources Committee that £15,000 be allocated within the 2018/19 capital programme for the works to repair and refurbish the gates at St Helens Church, Stapleford to be funded from capital contingencies.**

Background papers

Nil

**APPENDIX**Background details relating to the gates

The gates provide the main entrance to the church at the top of Church Lane and are a focal point as you exit Stapleford on Church Street. The ornate gates are grade 2 listed and have significant stone piers with matching panels of fencing either side of the gates.

The gates, whilst not original to the site, were located in their present position in 1922. Unfortunately they are now in a very poor condition and attention is required to prevent the loss of this significant feature in Stapleford. Many gates and railings around churchyards and cemeteries were removed during the Second World War. Nearby Stapleford Cemetery is an example of this which no longer has feature gates or railings on the frontage of the cemetery.

The gates are suffering from extensive corrosion with weathering to such an extent that sections have been lost. There have been “well intentioned” but inadequate repairs with weld and mild steel in the past.

Failure to undertaken maintenance could result in the gates having to be removed on the grounds of safety. There is also the possibility that the council could be served notice to undertake the works given their grade 2 listed status. This is something that the Council should look to avoid given the potential bad publicity this could generate.

Having consulted specialist contractors the proposal would be for the gates and all associated metal works to be temporarily removed from site to allow the missing features to be re-cast and replaced. The gates would then be repainted and refitted in position. The existing stone pillars would be repaired as part of the restoration works.

The Church of England have been made aware of the condition of the gates and asked for their views. In response they confirmed that it was a matter for the Borough Council but there would need to be discussions with the Parochial Church Council (PCC) as faculty permission would be required for the works. This faculty application would need to be made by the PCC.

In terms of external funding various options have been explored but there seems little scope, with most funding providers for works to Churchyards restricted to either:

- Grade 1 listed sites
- Funding for charities
- Funding for community groups
- Work to churches in sparsely populated villages

The WREN (Waste Recycling Environmental) Heritage Fund no longer operates. Advice from WREN is that repairs and restoration to gates would not be eligible from their Community Action Fund.

## Report of the Managing Director Liberty Leisure Limited

**PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN  
PROGRESS – LIBERTY LEISURE**1. Purpose of report

To report progress against outcome targets identified in the Liberty Leisure Business Plan and to provide an update as to the latest key performance.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are produced and approved on an annual basis.

The Council established a local authority trading company, Liberty Leisure Limited on 1 October 2016 to deliver an efficient leisure and culture service. The company is required to contribute to the Council's Corporate Plan priorities and objectives relating to Health.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Liberty Leisure Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in the appendix.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the Business Plan for Liberty Leisure and the current Key Performance Indicators for 2017/18.**

Background papers

Nil



## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

A new Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Council's local authority trading company, Liberty Leisure Limited is guided by the Service Agreement and its company strategies. These documents align the work of Liberty Leisure with other local, regional and national plans to ensure the company's work contributes to wider objectives. These include the Council's Corporate Plan that prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned to ensure the ambitions set out in the Council's Corporate Plan are realistic and achievable.

2. Business Plans

The Liberty Leisure Business Plan links to the Council's corporate priority of Health that was approved by the respective Committee at meetings held in January and February 2017.

The Council's priority for Health is 'People in Broxtowe enjoy longer, active and healthy lives'. Its objectives are to:

- Increase the number of people who have active lifestyles (He1)
- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)

The Liberty Leisure Business Plan details the projects and activities undertaken in support of the Corporate Plan 2016-2020 for the Health priority area. The business plan covers a three-year period but will be revised and updated annually. A suite of milestones and Key Performance Indicators (KPI) is used to monitor progress against key tasks and targets.

3. Performance Management






As part of the Council's performance management framework, the Leisure and Environment Committee receives regular reports of progress against respective Business Plans.









This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 (as extracted from the Pentana

performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).


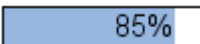





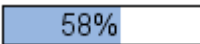

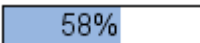

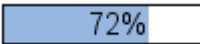


The Council and Liberty Leisure monitor performance using the Pentana performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.




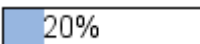


The key to the symbols used in the Pentana performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
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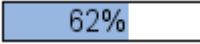


Key Performance Indicator and Trends Key			
	Alert		Improving
	Warning		No Change
	Satisfactory		Getting Worse
	Unknown		Data Only

## Liberty Leisure Key Tasks and Priorities for Improvement 2017/18



















Status Icon	Pentana Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	BPT1518_A01	Review current annual events programme	Implement a new borough wide programme of events		30-Sep-2018	Changes for 2018 events have been made. Report updating Leisure and Environment Committee completed.
	LL1720_B01	Liberty Leisure Swim School	Improve the quality of the Liberty Leisure Swim School		31-Mar-2020	Due date revised from 31 March 2019 to 31 March 2020 due to changes within Swim England's Guidelines.
	LL1720_C01	Squash Court Conversion	Create additional space to expand fitness classes and birthday party offering		31-Dec-2017	Final phase of project completed with spinning classes being delivered from 2 January 2018
	LL1720_G01	Review Gymnastics & Trampoline Programme	Increase attendances, surplus and income		31-Mar-2019	Part Time Coach Development Officer appointed.
	LL1720_G02	Personal Training	Introduce a personal training service at Bramcote, Chilwell and Kimberley Leisure Centre		31-Mar-2019	Marketing Plan being developed to promote Personal Trainer Service. Scheduled launch date of 30 September 2018.
	LL1720_G03	Improve Gym Membership Retention	Implement a digital customer journey and management tool		31-Jul-2018	Final planned purchase is being reviewed to assess if the product is Value for Money.
	LL1720_G04	Liberty Leisure Operational Strategy	Develop an overarching strategy for Liberty Leisure to plan the development and deployment of staff, future use of Technology, Marketing and activity delivery		30-Sep-2018	Staff being consulted on draft document.




Status Icon	Pentana Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	LL1720_G05	Review Central Support Function	Streamline back office functions and improve financial efficiencies		31-Mar-2020	Savings achieved for 2017/18. Requirements and charges being reviewed for 2018/19 and 2019/20.
	LL1720_G06	Potential to grow business opportunities	Investigate potential to grow business opportunities beyond the existing scope of the service		31-Mar-2019	Mobile App and Customer booking integrations underway. Specification for online event booking platform agreed. Partners made aware of our potential to collect Direct Debits.
	LL1720_S01	10k Run Event	Add a 10k run to the existing fun run/5k run on Bramcote Hills Park		31-Dec-2018	

**Key Tasks and Priorities for Improvement in Liberty Leisure Limited Business Plan 2017/18 for which Broxtowe Borough Council has responsibility for undertaking**

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	BPT1417_K01	Maintain quality of child and youth fitness provision	Procure replacement equipment for Vibe Youth Gym at 5 year replacement point		31-Jul-2018	The replacement of equipment is not included in the capital programme for 2018-19.
	HE1620_B01	Refurbish Health Suite at Bramcote Leisure Centre	Refurbish Health Suite at Bramcote Leisure Centre		17-Sep-2017	Spa fully open and functioning on 2 January 2018

## Liberty Leisure Key Performance Indicators 2017/18

Status Icon	PI Code & Short Name	2016/17	2017/18	Target	Short Term Trend	Long Term Trend	Notes
	LLLocal_G02 Total Attendance - Liberty Leisure (ALL)	1,687,714	1,716,961	1,689,406			2015/16 = 1,707,346
	LLLocal_B01 Bramcote Leisure Centre - TOTAL Attendance	700,740	693,744	647,796			2017/18 target was set lower due to a projected drop in attendance as a result of the health suite refurbishment closure. Swim lessons have performed better than expected and the target will need revising for 2018/19.
	LLLocal_C01 Chilwell Olympia - TOTAL Attendance	401,640	405,625	378,447			
	LLLocal_K01 Kimberley Leisure Centre - TOTAL Attendance	568,677	560,064	581,544			Reduction in primary schools swimming programme (day time) has resulted in fewer attendances. Slight reduction in swimming attendances and football attendances. Emergency pool closure for urgent maintenance to pipework in December 2017. Teaching pool closed for 3 weeks and main pool closed for 1 week.
	LLLocal_H01 Total Heritage Attendance	1,774	3,089	1,650			Figures are up on previous year due to membership of the Historic Houses Association.
	LLLocal_E08 LL Events: Participants in Events Activities	30,937	52,422	54,624			Poor weather has impacted on event attendance this year. A new event 'Beeston-on-Sands' was well attended over the summer period.

Status Icon	PI Code & Short Name	2016/17	2017/18	Target	Short Term Trend	Long Term Trend	Notes
	LLLocal_S01 Get Active : TOTAL Attendance	11,811	2,017	11,544			Only Sports Events took place during 2017 due to maternity leave and vacancies.

## Joint report of the Chief Executive and the Interim Deputy Chief Executive

**PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN  
PROGRESS – ENVIRONMENT**1. Purpose of report

To report progress against outcome targets identified in the Environment Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators for the Environment.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are prepared and approved on an annual basis.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management outturns are considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Environment Business Plan. It provides a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in appendix 1.

**Recommendation**

**The Committee is asked to NOTE the progress made in achieving the Business Plan for Environment and the current Key Performance Indicators for 2017/18.**

Background papers

Nil

## APPENDIX

## PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

A series of Business Plans linked to the five corporate priority areas, including Environment were approved by the respective Committees at meetings held in January and February 2017.

The Council's priority for Environment is that 'The environment in Broxtowe will be protected and enhanced for future generations'. Its objectives are to:

- Reduce litter and fly tipping to make Broxtowe cleaner (En1)
- Maintain and improve the green infrastructure of Broxtowe (En2)
- Increase recycling, composting, renewables and energy efficiency projects as resources allow and reduce residual waste (En3)

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2016-2020 for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.






3. Performance Management









As part of the Council's performance management framework, the Leisure and Environment Committee receives regular reports of progress against the respective Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).








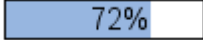

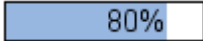






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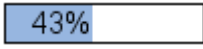

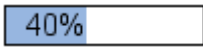

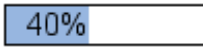

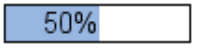
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Key Performance Indicator and Trends Key			
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	Warning		No Change
	Satisfactory		Getting Worse
	Unknown		Data Only



















## Environment Key Tasks and Priorities for Improvement 2017/18













Status	Pentana Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	ENV1316_06	Local measurable quality standard for parks and open spaces	Develop a new measurable quality standard for parks and open spaces in the Borough		31-Mar-2018	Consultation and site assessments are now undertaken annually. Improvements will be made subject to funding.
	PLACE0912_11	Improve play areas and sports facilities at Parks and Open Spaces	Improve play areas and sports facilities at Parks and Open Spaces		31-Mar-2018	Site specific action plans and proposals have been developed. Progress on each site will be monitored against the action plan.
	ENV1518_04	Approve Green Infrastructure Strategy and Implement Key Actions	Implement the key actions in the Green Infrastructure Strategy		31-Mar-2019	Annual review of primary and secondary sites has been completed and various works identified.
	ENV1620_04	Franchises and licensing within Parks and Open Spaces	Franchises and licensing within Parks and Open Spaces		31-Mar-2020	Sponsorship of floral bedding has been reviewed. Sponsorship opportunities for facilities within the parks continue to be explored.
	GREEN0912_14	Further Develop sites with Local Nature Reserve status	Management Plans updated		31-Mar-2018	Actions for sites will be created to monitor progress.
	ENV1720_01	Apply a strategic approach to tree management and planting	Work with partners, land owners and other agencies		31-Dec-2017	Over 500 young trees have been planted throughout 2017/18.
	ENV1620_02	Refuse Rescheduling	A review of existing collection arrangement will be undertaken. The benefits of improved collection rounds will be reduced fuel costs and simplified routes.		31-Mar-2019	Revised collection rounds implemented from 4 December 2017. Following the initial bedding in period, analysis will be undertaken in 2018/19 to ascertain whether further improvements can be

Status	Pentana Code	Action Title	Action Description	Progress Bar	Due Date	Comments
						achieved. Due date extended from December 2017 in order to complete analysis.
	ENV1620_03	Implement the actions identified within the Waste Strategy	Implement the actions identified within the Waste Strategy		31-Mar-2020	The waste strategy action plan is in progress. The actions within the strategy are on schedule to be completed within the life time of the strategy by 2020.
	ENV1720_02	Review of Trade Waste Service	Establish the cost of providing a trade waste service		31-Mar-2019	Revised trade waste collection rounds were introduced in December 2017 with a smooth transition. Before an accurate assessment of costs can be prepared a three to six month bedding in period will be required. Due date revised from 31 March 2018.
	ENV1518_01	Review the Carbon Management Plan	Review of the Carbon Management Plan		31-Mar-2018	The finance available for 'Invest To Save' initiatives has reduced and affordable schemes which have the required level of payback have already been identified and implemented to save energy costs, there are fewer requirements for this plan to be produced. The Council's sustainable travel costs and carbon emissions have reduced through the process of reducing mileage rates, new ways of working and a reduction in the number of surplus assets.
	ENV1620_05	Implement the Carbon Management Plan	Reduction in the energy use and Carbon Footprint of the Council		31-Mar-2019	The Council's sustainable travel costs and carbon emissions have reduced through the process of reducing mileage rates,

Status	Pentana Code	Action Title	Action Description	Progress Bar	Due Date	Comments
						new ways of working and a reduction in the number of surplus assets.

### **Environment Key Performance Indicators 2017/18**

Status Icon	PI Code & Short Name	2016/17 Outturn	2017/18 Outturn	Annual Target	Short Term Trend	Long Term Trend	Notes
	BV82a(ii) Tonnes of Household Waste Recycled	8,992.54	8,311.71	8,755.63			The amount of dry recyclables collected from the kerbside has reduced by around 700 tonnes from the previous year.
	BV82b(ii) Tonnes of household waste composted	7,904.32	6,782.26	6,738.36			The tonnage collected has exceeded target.
	BV84a Household waste collected per head, in kilos	366.62	344.98	346.78			The target has been exceeded in line with a reduction in the overall quantity of waste collected. This is a positive outcome reflecting waste reduction.
	NI 191 Residual household waste per household (Kgs)	486.62	476.81	465.37			Whilst the target has not been achieved there has been a reduction in the amount of residual waste collected per household compared to the previous year. This supports the Councils policy of waste reduction.
	NI 195b Improved street and environmental cleanliness (levels of litter/detritus/graffiti/fly posting): Detritus	4%	5%	4%			The target has not been achieved which is attributable to mechanical breakdown. With the procurement of a new sweeper improvements in cleanliness levels will be reported in 2018/19.
	WMDData_03b Number of garden waste subscriptions	18,716	19,211	18,162			Subscriptions have increased by 2.6%. Target achieved.

Status Icon	PI Code & Short Name	2016/17 Outturn	2017/18 Outturn	Annual Target	Short Term Trend	Long Term Trend	Notes
	WMData_06a Income generated through Trade Waste (0,00s)	£517,143	£550,132	£520,000			Income above target due to a 2.4% increase in the customer base this represents 19 new businesses served.
	WMData_08 Income generated through Street Scene	£4,267	£17,205	£5,000			The income generated derives from a variety of miscellaneous works undertaken for external sources e.g. Litter bin sponsorship, Cleansing of the Kimberley Precinct etc.
	WMData_10 Savings through the reuse of bins	£4,627	£9,978	£5,000			2017/18 is a Baseline Year. A total of 797 refurbished bins have been returned to stock.
	PSLocal_02 Number of Green Flags / Community Green Flags	5	5	5			Maintaining current number of Green Flags and continue to support Community Groups with their applications.

**Report of the Managing Director, Liberty Leisure Limited**

**COMMUNITY EVENTS PROGRAMME 2018**

1. Purpose of report

To update the Leisure and Environment Committee on the events programme to be delivered throughout 2018.

2. Background

The Liberty Leisure Limited Business Plan, agreed with the Council, reduced the Events Team budget by £20,000. The budget for 2018-19 events programme is £137,000 including, insurance, all staffing costs and incomes.

In 2017 the team directly delivered and supported 15 events, the programme for 2018 contains 18 events. The planned programme is a mix of free and paid for events that take place at venues throughout the Borough. Many of the events are those seen in previous years while new events have been introduced with the intention of operating within allocated budgets while providing different opportunities for residents to try.

The 2018 programme of events is detailed in the attached appendix.

3. Financial implications

The costs of delivering the events programme detailed in the appendix is contained within Liberty Leisure Limited's revenue budgets.

**Recommendation**

**The Committee is asked to NOTE the report**

Background papers

Nil

## APPENDIX

## 2018 Event Programme (Delivered Directly by Liberty Leisure Limited)

Event	Location	Date	Times	Expected attendance	Notes
Hemlock Happening	Bramcote Hills Park and Ilkeston Road Rec (parking)	09/06/2018	1300-1800	4000-5000	Free Entry - Community event with music, schools performances, local community groups and fairground rides
Eastwood Play Day	Coronation Park, Eastwood	07/08/2018	1200-1600	1300	Free Entry - Family event targeting 0-13 year olds
Stapleford Play Day	Ilkeston Road Recreation Ground, Stapleford	09/08/2018	1200-1600	1700	Free Entry - Family event targeting 0-13 year olds
Party in the Park	Broadgate Park, Beeston	11/08/2018	1200-1700	1000-1500	Music and family event with £1 admission charge per person.
Mini Reel	Hickings Lane Recreation Ground, Stapleford	13/08/2018	1200-1800	100-200	Free Kid's Cinema Day - screenings 11:00 and 13:30
Mini Reel	Jubilee Park, Eastwood	14/08/2018	1200-1800	100-200	Free Kid's Cinema Day - screenings 11:00 and 13:30
Mini Reel	Kimberley School / Leisure Centre	15/08/2018	1200-1800	100-200	Free Kid's Cinema Day - screenings 11:00 and 13:30
Mini Reel	Lanes Recreation Ground, Awsworth	16/08/2018	1200-1800	100-200	Free Kid's Cinema Day - screenings 11:00 and 13:30
Mini Reel	Broadgate Park, Beeston	17/08/2018	14:30-1800	100-200	Free Kid's Cinema Day - screening 14:30

Event	Location	Date	Times	Expected attendance	Notes
Reel Outdoors	Broadgate Park, Beeston	17/08/2017	1900-2130	200-250	Admission charge - £8 full £6.50 concession and £10/£8 on the door screening 19:30 screening 19:30
Reel Outdoors	Colliers Wood, Moorgreen	18/08/2018	1900-2130	200-250	Admission charge - £8 full £6.50 concession and £10/£8 on the door screening 19:30
D H Lawrence Festival of Culture	Borough Wide	24/08/2018 - 15/09/2018	Various	2000	Main events included - DH. Lawrence Roots Festival, D.H Lawrence Society Lectures and walks, Brinsley Headstocks Festival, Beauvale Priory Beer Festival
Stapleford Christmas Light Switch on	Walter Parker VC Square	24/11/2018	1630-1830	900	This will be the third time the event will be managed by L Leisure in conjunction with the steering group
Eastwood Christmas Light Switch on	Nottingham Road	27/11/2018	1800-2000	3000	Christmas Lights Switch on for the whole community
Beeston Christmas Light Switch on	Beeston Square	01/12/2018	1630-1830	4000	Christmas Lights Switch on for the whole community



**2018 Events (Supported by Liberty Leisure Limited)**

<b>Event</b>	<b>Location</b>	<b>Date</b>	<b>Times</b>	<b>Expected attendance</b>	<b>Notes</b>
Freedom Parade	Kimberley Town Council	30/06/2018	11-12:30	1000-1500	L Leisure providing advice and event day support.
Beeston on Sands	Beeston Old Bus station	28/07/2018 - 01/09/2018	1030-1800	9000-10000	Free Entry - Well received by local community
Kimberley Christmas Light Switch on	Newdigate St	30/11/2018	TBC	700	L Leisure providing advice and booking support for the event

## Report of the Interim Deputy Chief Executive

**CHRISTMAS DECORATIONS OPTIONS**1. Purpose of report

To provide members with information and options for Christmas decorations across the Borough and to seek permission to waive financial regulations by extending the previous three year installation contract by one further year.

2. Background and detail

The Borough Council currently provides Christmas decorations in the four main town centres, and also a small number in Toton (a three-year arrangement that ended in 2017). The Christmas lights are erected and taken down by a private contractor as part of a three year tender which also ended in 2017. Details are given in the appendix.

In addition, it should be noted that the County Council approved the principle of new charges for the right to place Christmas decorations on its infrastructure (such as street lights) on 8 March 2018. However, the County Council has verbally indicated that these charges are unlikely to be implemented until Christmas 2019. The level of such charges has yet to be set.

3. Options

The two main options currently being considered are as follows:

- No significant change (although there will be additional costs associated with the County Council's new charges in due course).
- Reduce provision of decorations in some areas with little or no commercial premises, instead add some existing and some new decorations in the more key central locations (some of these are not dependent on County Council-owned infrastructure) in order to create a better overall impact. Further details are given in the appendix. This is the preferred option.

In addition, the Council will need to decide whether to continue funding decorations in Toton. The view of officers is that it is difficult to justify 100% funding decorations in areas such as Toton as they do not contribute to town centre vitality. It also sets a precedent for other non-town centre areas at a time of constrained budgets.

4. Financial implications

These are given in the appendix although the implications of the County Council's charges are not yet known. The current annual budget is £43,000.

**RECOMMENDATION**

**The Committee is asked to CONSIDER the preferred option and to RECOMMEND accordingly; and is asked to waive financial regulations in relation to a one year final extension to the current installation contract.**

Background papers

Nil

Existing Christmas decorations

Ref	Lamp Decs (small)	Lamp Decs (large)	Lamps on Trees	Xmas Tree	Catenary	Other	Total
<b>Toton</b>			2			6	<b>8</b>
<b>Stapleford</b>	57	0	0	1	0	1	<b>59</b>
<b>Kimberley</b>	16	2	1	1	3	6	<b>29</b>
<b>Eastwood</b>	26	15	4	1	3	1	<b>50</b>
<b>Beeston</b>	33	0	16	2	4	6	<b>61</b>
<b>Spares</b>	3	0	0	0	0	0	<b>3</b>
							<b>210</b>

Actual expenditure 2017/18 (Budget £43,000)

Item	Cost
Main contract	£31,259
Repairs and upgrades	£5,836
Electricity	£786
<b>TOTAL</b>	<b>£37,881</b>
Underspend against budget	(£5,119)

Proposed changes (if second option selected)

The following costs are based on a quote from the existing provider:

**Toton** – To remove from the current contract all post decorations and tree lights - deduction = £1025.00 (Note: to retain the tree lights – which have a high profile on the A6005 entry to Broxtowe - keep £350.00 in).

**Stapleford** – Additional / New LED pea lights to trees in the following locations:

- Site 1 – Larry’s Bar New 1000 LED kit = £450.00 + Install/Remove @ £250.00
- Site 2 – Walter Parker Square 2 x Trees 500 LED/Tree = 1000 kit = £450.00 + Install/Remove @ £250.00
- Site 3 – Walter Parker Square Cluster of Trees enhance with +1500 LEDs = £525.00 + Extra works @ £200.00
- Site 4 – Victoria Street car park 2 x trees 800 LED/Tree = 1600 Kit = £800 + Install/Remove @ £320.00

**Kimberley** – To remove from the current contract all post decorations 135-141 = 7pcs – as a deduction = £525.00 (this is the residential stretch from Kimberley Depot to the first business); and instead double them up in more central/commercial locations where structural testing permits. Much of the £525.00 savings will be needed for the doubling up and some possibly for structural testing.

Additional decorations at the following locations:

- New Across street decoration – James Street = £1250.00
- New across street decoration – main road = £1650.00
- Site 1 – Green Lane Trees 2500 LED kit = £1125.00 + Install/Remove @ £625

- Site 2 – Green Lane 3 x trees 600 LED/Tree = 1800 Kit =£890 + Install/Remove @ £370.00

**Eastwood** - To remove from the current contract all post decorations 56-68 = 13pcs – as a deduction = £975.00 (this is the residential stretch of road from Eastwood town centre to Hilltop - decorations would be retained in Hilltop itself), note these will be re-distributed near The Sun Inn/Morrisons area instead where structural testing permits. Much of the £975.00 savings will be needed for the doubling up and possibly for additional structural testing and electrical works.

Replacement Light curtain/Boyes = £1100.00

**Beeston** - To remove from the current contract all post decorations 62-65 = 4pcs – as a deduction = £300.00 (this is the largely residential stretch of Station Road from Middle Street to Queens Road – and instead double them up in more central/commercial locations where structural testing permits. Much of the £300.00 savings will be needed for the doubling up and some possibly for structural testing.

Summary of costs of proposed changes (if second option selected)

Location	Investment (one off)	Additional fitting cost (annual)	Deductions (annual)
Toton			(£675) *
Stapleford	£2,225	£1,020	
Kimberley	£4,915	£995	(£525 x 33%)*
Eastwood	£1,100		(£975 x 33%)*
Beeston			(£300 x 33%)*
<b>TOTALS</b>	<b>£8,240</b>	<b>£2,015</b>	<b>(£1,275)</b>

\*Assumes approximately two thirds of the savings are used to re-locate existing decorations in more central high profile locations, and that only the tree lights are retained in Toton.

Estimated Expenditure 2018/19 (if second option selected)  
(Budget £43,000)

Item	Cost
Main contract (2017 base)	£32,000
One off investment (as above)	£8,240
Additional annual fitting cost (as above)	£2,015
Deductions in annual fitting cost (as above)	(£1,275)
Repairs	£2,000
Electricity	£1,000
<b>TOTAL</b>	<b>£43,980</b>
Overspend against budget	£980

Current installation contract and proposal for a final 1 year further extension

The main installation contract was last tendered in 2015. Five companies were invited to tender. Three submitted tenders but one of these did not meet the required criteria. The contract for a maximum of 3 years was won by Leisure Lites Ltd, an Eastwood-based

company who also provide Christmas decorations for Erewash Borough and its parishes. The only other acceptable tender was priced at around 15% more than Leisure Lites.

It should be noted that Leisure Lites Ltd were also the successful tenderer (and lowest priced) during the period 2012-2015; and they have offered to hold their 2015 price for 2018.

As the 3 year contract has now completed, and because of the estimated contract value, the Council's financial regulations would require 3 quotes for a 1-year extension, or re-tendering for a longer contract period. However, it is felt that a greater degree of stability and security, and a better use of officer time, would be gained by granting the present incumbent a 1 year extension, whilst a complete re-examination of Christmas light procurement is undertaken – for example, leasing and renting options; plus separate installation options.

A one-year-only contract may not be attractive to a new incumbent and runs the risk of a steep learning curve in year 1 with potentially no long term learning. It is also believed that Leisure Lites continued to offer best value in view of their tender success in 2012 and 2015, and their ongoing work for Erewash Borough Council and its parish councils, and as they are prepared to hold their price for 2018.

As a further test the other company which submitted a compliant tender in 2015 was also asked to re-price for 2018 and their price was £37,480, 17% above the Leisure Lites main contract price.

## Report of the Interim Strategic Director

**SINGLE USE PLASTIC ACTION PLAN**1. Purpose of report

To seek approval for the implementation of the Single Use Plastic Action Plan.

2. Detail

There are growing global concerns about the use of single use plastics. The impact of plastic on marine life was highlighted by the programme “The Blue Planet II”. The impact identified appears to have acted as a catalyst and has heightened the national concern surrounding the use of single use plastics in particular.

The Government has recently undertaken an open consultation exercise on ways to reduce the use of single use plastic. Officers of this Council, together with other Nottinghamshire District Councils have submitted a collaborative response to the consultation.

It is important that the Council is committed to supporting this global effort and that reducing the use of single use plastic is given due consideration in all the activities of the Council.

A single use plastic action plan has been created which identifies how the Council intends to address the issue of single use plastic in its functions.

Further information on single use plastics is shown in appendix 1 and the Single Use Plastic Action Plan is shown in the appendix 2.

Further update reports will be brought to Committee following the work undertaken within the action plan.

3. Financial implications

There are no financial implications at this stage. Any financial implications from the measures identified in the action plan will be reported back to Committee at a later stage.

**Recommendation**

**The Committee is asked to RESOLVE that the implementation of the Single Use Plastic Action Plan be approved.**

Background papers

Nil

## APPENDIX 1

**1. What is single use plastic**

Generally the term single-use plastic includes all products that are made wholly or partly of plastic and are typically intended to be used just once and/or for a short period of time before being disposed of. Examples of items commonly recognised as single-use plastics include: takeaway boxes, disposable coffee cups, stirrers, plastic wrap, polystyrene packaging and cigarette filters.

**2. Open consultation**

The Government's current call for evidence is intended to explore how changes to the tax system or charges could be used to reduce the amount of single-use plastics wasted by reducing unnecessary production, increasing reuse, and improving recycling. The Government would also like to explore how they can also drive innovation in this area to achieve the same outcomes.

The Government will consider all options for using the tax system to address single-use plastic waste and to drive innovation, and will use the evidence gathered from this call to inform that process. The Government wants to look broadly across the whole supply chain, from production and retail to consumption and disposal, in order to gain the best possible understanding of the whole landscape before deciding on the best course of action.

The Government wants to understand more about how to define single-use plastic and what items fall into this category, recognising that there may be a spectrum in terms of their effects on the environment and viability of alternatives. Though some of these items (e.g. takeaway boxes, coffee cups) are already covered by the Government's producer responsibility schemes, such as the Packaging Recovery Note system, the Government would still like to receive evidence on them to gain a full understanding of the issues around single-use plastics.

The closing date for the open consultation was 18 May 2018 and Officers have submitted the Council's views as part of the process.

**3. Single Use Plastics and Broxtowe**

It is proposed that Broxtowe Borough Council tackle the issue of single use plastic in a two-pronged approach. One that addresses the issue across the organisation and the second that addresses what support and communication we can provide to our residents to help reduce single use plastic.

An action plan has been produced which will enable baseline information to the levels of use of single use plastic within the organisation to be established. Once the levels have been ascertained recommendations can be made on how to address the demand for single use plastic. Following the outcome of the Government consultation, together with the results of the internal audit, a commitment will be made by the Council to be free of single-use plastic across its operations where possible.

## APPENDIX 2

**SINGLE USE PLASTIC ACTION PLAN**

Task	What needs doing	Who By	When By	Task Complete
Audit to assess what single use plastics the Council currently uses in its activities.	Produce background information on what single use plastic is and plastic proforma.	Paul Wolverson	End of June 2018	
	Send out background information and proforma to nominated person in each Directorate for them to undertake an audit and return the proforma.	Nominated People	End of July 2018	
	Collate information on the extent of single use plastic with the Council.	Paul Wolverson	End of August 2018	
	Analysis information and make recommendations where current practices could be changed to reduce the use of single use plastic. This includes analysis of the economic impact.	Paul Wolverson	End of October 2018	
Assessment of single use plastic by partners and contractors and seek their commitment to support similar actions to BBC.	Meet with Procurement Officer to discuss how the reduction of single use plastic can be incorporated into the Councils activities and contracts.	Paul Wolverson/ Procurement Officer	End of July 2018	
Communications campaign to highlight the issues of single use plastic and identify alternatives to single	Article in Broxtowe Matters.	Paul Wolverson/ Sarah Yates	End of May 2018	Yes
	Produce information for the website on reducing single use plastic.	Paul Wolverson	End of June 2018	



Task	What needs doing	Who By	When By	Task Complete
use plastic.	Produce information for the television screen in the main foyer of the Council offices.	Paul Wolverson/John Griffith	End of July 2018	
	Speak to local business around issues of single use plastic and alternatives.	Paul Wolverson/Matthew Batterham/Luke Cairney	End of August 2018	
Look at plastic use at Council events particularly Community Events undertaken by Liberty Leisure.	Meet with Alex Khan to see what single use plastics are used and possible alternatives.	Paul Wolverson/Alex Khan	End of July 2018	

## Report of the Interim Strategic Director

**WORK PROGRAMME**1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

26 September 2018	<ul style="list-style-type: none"> <li>• Integrated Management System for Refuse Collection – Options Appraisal Report</li> <li>• Environment Business Plan Quarter 1/KPIs 2018/19</li> <li>• The Review of the Missed Bin Policy</li> <li>• Arrangements for Provision of Replacement Bins</li> <li>• Approval of Memorandum of understanding of Co-Mingled Dry Recycling</li> </ul>
14 November 2018	<ul style="list-style-type: none"> <li>• Fees and Charges for Garden Waste Re-subscription 2019/20</li> </ul>
23 January 2019	<ul style="list-style-type: none"> <li>• Fees and Charges for Trade Waste, Cemeteries and Sports Facilities</li> <li>• Broxtowe Parks Standard Annual Assessment</li> </ul>

(All meetings to start at 7.00 pm)

**Recommendation**

**The Committee is asked to consider the Work Programme and RESOLVE accordingly.**

Background papers

Nil