

REPORT OF CHIEF PLANNER

9 Arboretum Street, Nottingham

1 SUMMARY

Application No: 16/01875/PDS4 for approval of details

Application by: Marsh Grochowski Architects on behalf of Girls Day School Trust
Mr Tim Turner

Proposal: Details to discharge condition 7 (management plan) of planning
permission reference 12/00495/PFUL3

The application is brought to Committee in accordance with minute 23(3) of the meeting of the Development Control Committee of 18th July 2012 which resolved that the power to approve the management plan be reserved to Committee.

To meet the Council's Performance Targets this application should be determined by 12th October 2016

2 RECOMMENDATIONS

Approve the management plan which has been submitted in the form attached, to discharge condition 7 of planning permission 12/00495/PFUL3.

3 BACKGROUND

- 3.1 The application site falls within the grounds of the Nottingham High School for Girls. It is a prominent corner plot at the junction of Arboretum Street and Addison Street and falls within the Arboretum Conservation Area.
- 3.2 Planning permission (reference 12/00495/PFUL3) was granted in 2012 for a new Performing Arts Centre on the site following consideration of the scheme by the Development Control Committee at its meeting on 18th July 2012.).
- 3.3 The planning application generated significant public interest and local residents were particularly concerned about the potential non-school use of the Centre, the quality of the applicant's engagement with the local community and the impact of the operation of the Centre and its users on the amenities of immediate area..
- 3.4 As a result, when the permission was granted it was made subject to a number of conditions including one which required the submission of a management plan for the operation of the Performing Arts Centre. The condition and reason for it were as follows:

“ The performing arts centre hereby permitted shall not be brought into use until

such time as a management plan for the operation of the facility has been submitted to, and approved in writing by, the local planning authority. The management plan shall be drawn up in consultation with the local community and shall include:

- a) full details of the types of uses taking place at different times of the day, week and year
- b) details of servicing arrangements, including deliveries of refreshments and collection of waste
- c) measures to direct people to and from the premises
- d) details of off-street car parking arrangements for events, including spaces available and marshalling arrangements
- e) ways of encouraging users and visitors to use public transport
- f) controls over the use of the bar / servery
- g) access and security arrangements

The facility shall thereafter operate in accordance with the approved management plan.

Reason: To safeguard the amenities of the occupiers of nearby residential properties in accordance with Policy BE3 of the Local Plan”.

- 3.5 When the Development Control Committee resolved to grant planning permission for the Arts Centre, they also resolved that the power to approve the management plan under the above condition be reserved to the Committee.

4 DETAILS OF THE PROPOSAL

- 4.1 A management plan for the operation of the Arts Centre, to be named ‘The SPACE’ has been submitted for consideration and this is attached to this report for Committee’s approval.

5 CONSULTATIONS AND OBSERVATIONS OF OTHER OFFICERS

Consultation letters sent to:

Highways: No objection.

Ward Councillors: No responses received to date. Any comments received will be reported to Committee by way of an update sheet.

6 APPRAISAL OF PROPOSED DETAILS

- 6.1 The attached management plan has been drawn up in consultation with key stakeholders which include representatives of the Arboretum Residents and Tenants Association. These representatives were heavily involved with discussions that took place during the consideration of the original planning permission and are considered to be well positioned to represent the local community. It is also noted that letters were sent out to surrounding properties prior to the commencement of the Management Plan Committee inviting anyone who was interested to come along to a number of public meetings. It is therefore considered that the way in which the attached management plan has been formulated has given sufficient regard to the input of the local community and as such meets with the requirement of the condition.

- 6.2 The submitted management plan addresses points a) to g) of condition 7 specifically and provides sufficient details of the various elements required. The submitted details are considered to be acceptable in planning terms, providing a level of control that is appropriate through the planning process and in relation to material planning considerations.
- 6.3 The inclusion of a program for annual review of the management plan is welcomed and will allow any issues arising following the commencement of use of 'The SPACE' to be addressed, with the input of the key stakeholders.

7 FINANCIAL IMPLICATIONS

None.

8 LEGAL IMPLICATIONS

The issues raised in this report are primarily ones of planning judgement. Should legal considerations arise these will be addressed at the meeting.

9 EQUALITY AND DIVERSITY IMPLICATIONS

None.

10 RISK MANAGEMENT ISSUES

None.

11 STRATEGIC PRIORITIES

None.

12 CRIME AND DISORDER ACT IMPLICATIONS

None.

13 VALUE FOR MONEY

None.

14 List of background papers other than published works or those disclosing confidential or exempt information

1. Report to Development Control Committee 18 July 2016
2. Minute 23 of Development Control Committee 18 July 2016
2. Planning permission reference 12/00495/PFUL3

1. Application No: 16/01875/PDS4 - link to online case file:
<http://publicaccess.nottinghamcity.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OC1127LYLSO00>

15 Published documents referred to in compiling this report

Nottingham Local Plan (November 2005)

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NOTTINGHAM GIRLS' HIGH SCHOOL (GDST)

9 Arboretum Street, Nottingham, NG1 4JB

Management Plan for the SPACE a new performing arts centre for Nottingham Girls' High School and its partners

1 Introduction and Overview

The SPACE, a new performing arts centre at Nottingham Girls' High School received formal detailed planning permission under application number 12/00495/PFUL3 on the 20th July 2012 and following a successful fundraising campaign building of the centre is progressing well and it is due to open in Autumn 2016. All of the conditions attached to the planning permission have been discharged with the exception of Condition 7, a "pre-occupation" condition requiring the submission to and approval of the Local Planning authority of a Management Plan for the Centre.

This plan explains in detail how a series of public meetings were held by the School and from those meetings a working party set up to oversee the development of the plan, in particular the strategic development and operational management of the centre.

Paragraphs 5 to 11 of the plan follow precisely subsections a to g of the aforementioned Condition 7 of the planning permissions covering types and times of usage, servicing arrangements, direction of persons to and from the centre, off street parking arrangements, use of public transport, controls over the bar and servery and finally access and security arrangements.

2 Function of the Performing Arts Centre (The SPACE)

A key function of the Centre is learning and education for the benefit of both the School and the local and artistic communities. The Centre enables the School to expand its links with the local community. Over recent years the School has developed strong links with many Nottingham schools, local charities and voluntary organisations who use the existing facilities, and whose participation can be increased in the new facility. The collaboration between the School and the range of other stakeholders involved diversifies the network of beneficiaries to enhance the services provided within the building.

3 Purpose and scope of the Management Plan

Since receiving planning permission in July 2012, as part of the consultation process, the School has invited local residents to events at the school including; a large scale Arts Festival and family fun day which showcased other local community groups; 2 open drop-in sessions at the school to come and see the plans, meet the architects and builders before construction began. This involved hand delivering over 300+ invitations to residents in the surrounding roads to the school.

In June of 2015, the School contacted the secretary of the Arboretum Residents and Tenants Association, together with individuals who had previously raised objections at planning stage or expressed an interest in the project, and representatives from arts organisations and local community groups, to become involved in the formulation of a management plan. (Appendix 1). All interested parties were invited to a meeting in July 2015. (Minutes attached – Appendix 2).

The management plan has been drawn up in consultation with a local working party put together from the meeting in July 2015, comprising the following representatives:

- **The School:** The Head, Director of Finance and Operations, Director of Development and Arts and Outreach Co-ordinator
- **The Arboretum Residents Association:** two local residents, one of whom is a Principal Lecturer at Nottingham Business School, Nottingham Trent University, the other is an officer for Community Cohesion and Engagement at Nottingham City Council
- **The arts community in Nottingham:** a Principal Arts Officer at Nottingham City Council
- **Educational partnerships:** Head of Educational Partnerships at Nottingham City Council
- **Other arts organisations:** the Artistic Director from Nottingham Playhouse and Executive Director of New Perspectives, Nottingham based touring theatre

The purpose of the management plan is to provide a structure for the strategic development of the Performing Arts Centre and its operational management, ensuring a balance between the needs of the School and its partners.

The scope of the management plan encompasses the operational management of the Performing Arts Centre in line with the strategic objectives of the Nottingham Girls' High School, part of the Girls' Day School Trust (GDST) its collaborative partners and other stakeholders. The Plan is intended to be a dynamic document which will be evaluated regularly.

4. Management

4.1 Management Committee

The ownership of the Centre remains at all times with the GDST, and the priorities of the School are foremost in terms of strategic direction and operational management. To ensure the needs of the School are balanced with those of its collaborative partners and the community, a management committee will be established with representatives from all parties. The Committee will be chaired by the Head, ex officio.

The Committee informs the strategic direction of the Centre and advises on operational issues. Its remit encompasses business development, enabling the School to form mutually beneficial partnerships and enterprises.

Appendix 2: Management Committee composition and terms of reference

4.2 Executive and operational management and administration

The executive and operational management of the Centre for both school and non-school use is the responsibility of the School.

The School will have day to day responsibility for the management of the Centre with reference to the Management Committee for:

- artistic direction,
- programming,
- audience development, and
- providing a service to the community.

A Technical Manager employed by the School will have responsibility for the management of all technical functionality of the Centre, ensuring the needs of all users are met.

5. Projected usage

The primary use of the Centre is for the School, and the School has priority in most circumstances during term time operation. This equates to 176 days per calendar year. The vast majority of activity within the centre will therefore be existing school activity transferred from other buildings or an expansion of school based work.

Other users include schools and community groups as part of the School's outreach programme, collaborative partners, arts organisations, professional performers and companies.

The Centre will be used primarily as a teaching and learning facility and as a training resource for its collaborative partners. Purely commercial activity i.e. external lettings, is limited. Commercial activity, through the School or others, is defined as activity which involves the sale of tickets to the public with the intention of making a commercial profit. All profits will be held in reserve and reinvested back into the Centre. This will be used to enhance its provision and provide the funding to enable us to offer pro bono/ low cost hire of space for local residents and non-profit making community groups. This definition does not include activities which might include members of the public but where the event is not-for-profit.

Actual usage over the first few years of operation is difficult to gauge, but the attached table sets out the plan of how the Centre may be used. It is split into term time and non-term time activity and separated into daytime and evening/weekend use.

The majority of planned activity (highlighted in blue) is pre-existing. This activity already takes place at the school but in different areas on the school site. Currently, the facilities in the existing locations for these activities are outdated and cramped and in some cases, not fit for purpose. This pre-existing activity will be relocated into the new Centre.

The school is in session for 176 days per year, leaving a balance of 181 days (excluding Bank Holidays) when the Centre and its facilities could be used for the benefit of the wider Nottingham community. As a school we plan to increase our existing outreach programme involving other schools, charities and community groups and extend our collaborative projects with other arts organisations in Nottingham City. On the table this activity is highlighted in yellow.

The existing Working Group who helped draw up the Management Plan will establish a Management Committee, co-opting members from the school, local residents and external stakeholders to plan and oversee the non-school, out of term time use of the centre. (See description of the remit of the Management Committee under Section 4).

School Term Time (176 days per year)		
Monday to Friday	08.30 hrs - 16.00 hrs	16.00 hrs - 23.00 hrs
As part of the school's estate, the performing arts centre's primary use is for teaching and learning. It will be fully timetabled during the school day and during the evening for parents' evenings, training sessions etc. The majority of the regular evening activity such as parents' evenings, staff meetings etc is finished by 20.00 hrs. Concerts and Awards evenings finish around 21.30/22.00 hrs. This is existing activity being relocated from other areas on the school site.	Junior and senior drama lessons Junior and senior music lessons Lunchtime performing arts clubs Daytime school concerts Dance/Yoga Lessons Public Examinations Internal Examinations Host schools outreach events i.e STEM, Business and Language Days. We currently work in partnership with 90 other primary and secondary maintained schools in Nottingham to provide and share best practice and expertise.	Parent/Tutor Evenings Parental Seminars/lectures Staff meetings Pupil Careers Evenings Inhouse concerts/drama productions including rehearsals External dance schools Inhouse Awards evenings; ie Annual sports awards evening which currently takes place in our Sports Hall for students and their parents.
New initiatives for the school involving collaboration with the wider Nottingham community. The Management Committee made up of representatives from both the school and external stakeholders will plan and monitor the non-school use of the centre.	Community outreach events - i.e. collaborative projects such as working with the Nottingham branch of Age UK to offer IT training to their members, lead by our Year 9 students. Inter-generational lunchtime drama clubs involving students and older people from the Nottingham community.	Twilight sessions - collaborating with local college to offer technical theatre training and formal qualifications i.e. BTEC Pro bono/low cost meeting space for community groups and local charities ie. working in partnership with Nottingham Women's Centre to provide a safe environment for women to run a fitness/dance/drama class.
Out of term time/Weekends (181 days per year - excl. Bank Holidays)		
Monday - Sunday	08.30 hrs - 16.00 hrs	16.00 hrs - 23.00 hrs
The school organises and hosts a number of events at weekends and during the school holidays. Regular lettings for local dance schools and summer schools are pre-existing and will be relocated from other areas of the school site where appropriate.	School alumnae reunion events Drama production rehearsals School Open Days External lettings - i.e. Rehearsal space, local dance schools and theatre groups, Music schools, English Language summer school for overseas students and occasional one day conferences	External lettings - i.e rehearsal space for The Scout Association's Gang show. In the run up to their bi-annual show at Nottingham's Theatre Royal, the Scouts rehearse twice a week at the school. Approximately 200 young people attend the rehearsals
The Management committee will consider requests by other arts organisations, residents, local charities and community groups to use the centre. Where funding permits this will be pro bono/low cost. Hiring of the centre for other arts organisations and groups where tickets are sold for commercial profit, will be charged at the going rate. In this event any profits made by the school will be held in reserve and reinvested back into the Centre to subsidise the pro-bono work and enhance the provision.	External lettings: i.e. Dance Festival for local dance school, possible week long booking including rehearsals and performance. Rehearsal space: i.e. Nottingham Operatic Society wanting professional theatre space for rehearsals of their annual show at Nottingham Theatre Royal. Pro bono/low cost hire of centre for new and emerging Nottingham artists looking for a platform to perform their work, i.e. working in collaboration with New Perspectives Theatre Group Able to provide out of term time, pro bono/low cost meeting space for local residents and community groups.	
KEY:		
	Pre-existing uses relocated from elsewhere on NGHS site	
	Extended outreach programme/new uses	

6 Servicing arrangements

Servicing arrangements are the overall responsibility of the General Services Manager. Servicing includes:

- **Deliveries:** depending on the type, External deliveries are to the dining hall, to School reception or to the get-in yard. Internal deliveries are through the Centre via the get-in yard, the main entrance or the entrance adjacent to the Sixth Form Centre. There is no access via Addison Street which is for emergencies only. As is current practice, deliveries are only accepted outside peak pupil drop-off and collection times.
- **Waste removal:** waste is removed through the building via the get-in yard and to the existing waste collection areas outside the Coach House or the dining hall - see Plan (Appendix 3)

7 Traffic/transport management – directing people to and from the premises

The School is mindful of the impact of traffic on local residents, and the Management Committee is responsible for ensuring that appropriate measures are in place to mitigate any such impact.

The School is served well by public transport, both bus services on Mansfield Road and the tram on Waverley Mount.

Secure cycle parking facilities are available on site with additional cycle parking shelter to be provided before the completion of the new Centre.

The use of the Centre will vary throughout the year. Out of normal school hours, the School will use the Centre for rehearsals and evening performances, as well as events such as parents' evenings, careers exhibitions, lectures and other presentations. All of these events are pre-existing and are currently located in other areas of the school site.

The Centre will be available to local community groups and schools, outreach projects and arts organisations, as well as being open for public performances. These events occur in the evening or at the weekend, and at other times when the school is not in session.

Outside school hours, visitors to the Centre using their own vehicles will be encouraged to approach from the Waverley Mount end of Arboretum Street, thus avoiding residential houses and directed to the Visitors Car Park.

Appropriate signage will direct all visitors to the school campus, including to the Centre. Currently when parents and pupils are notified of school events, usually by email, a plan of the school with public transport links as well as directions to the schools own off street parking is included with the invitation. This arrangement is considered to work well and will be expanded to all new events. (Appendix 3)

A traffic, parking and access policy statement will be on the Centre's website.

8 Off-street car parking

Car parking for the Centre for (120 cars) is situated at the rear of the south side buildings of the school, overlooking the Arboretum. The car park entrance is opposite the dining hall, which is away from the residential housing on Addison Street and Balmoral Road. The Centre will employ car park marshals for events where a high level of traffic is anticipated. The marshals will be responsible for ensuring traffic is directed away from residential housing, and that drivers park in the designated car parks (Appendix 3).

9 Encouraging users and visitors to use public transport

All literature published by the Centre, such as promotional material, tickets and programmes, will encourage the use of public transport by including information about the local bus services, the close proximity of the tram and links to the NCT and NET websites.

10 Use of the bar/servery

Opening hours of the bar/servery in the foyer of the new Centre, fall within the hours stated in the School's existing premises licence. It will only be open to people attending events at the Centre; it will not be open to the general public.

11 Access and security

Access to the Centre at all other times is via the main entrance at the rear of the school, overlooking the Arboretum, from the main car park or the entrance on Arboretum Street.

Disabled access is from the Clarence Lodge car park and then through either the main entrance or the Arboretum Street entrance (refer Design and Access statement).

Security arrangements for the new Centre will be included in School's security policy and the contract for the whole school operation. There will be a nominated Duty Manager on site, who will be responsible for the operation and security for all out of school hours' events.

12 Risk management

The Head of the School is responsible for the management of risk, delegating as appropriate to the Director of Finance and Operations. A report on risk management will be submitted to the Management Committee annually for review.

Risk management includes:

- Business and competition
- Technology
- Financial control and management information
- Human resources
- Health and safety
- Regulatory and legislative
- Customer satisfaction

13 Evaluation

The Management Committee will review and evaluate the Management Plan annually.

Appendix 1: Consultation and engagement with local residents

- Invitation to Arts Festival in 2013



Arts Festival
 authors • performances • bands • photography • art • authors • performances

"Showcasing creativity from our current students, alumnae and friends of the school."

SATURDAY 6 JULY 2013
 12.00noon - 5.00pm

Gates open at 11.30am - first performances at 12.00noon

Car parking available behind the Music house
 Pedestrian entrance via Baker Street

A detailed programme and map of the site will be available on the day.

JOIN US FOR A CELEBRATION OF CREATIVITY
What's on!

The Sports Hall will be transformed into an exhibition and activity area:

- GCSE, AS and A2 Art
- Junior Art 'stage and screen'
- GCSE and A Level DT exhibition. Plus, take a look at our exciting 3D printer
- Performing Arts Centre information and display
- Pirates and Princesses activity area - including t shirt and tote bag designing, face painting, 'feather the parrot' collage, eye patch making, pivoting pirates and princesses, tiara making and balloon crafts, plus the start of the treasure hunt!

The Dining Hall
 The focus is on music, with instrumental performances from:

- Junior Orchestra
- Years 4, 5 and 6 Bands
- Guest Band - Spectrum
- Buskers
- Ukulele Orchestra
- Year 5 African drumming
- Year 8 String quartet
- Soloists
- Year 5 Song for Rose

Junior School Hall
 This is our literary area, with talks and book signings by regular and popular authors to the school

- Paula Rawsthorne - teen author
- Linda Chapman - children's author
- Mini book shop - Lowdham Bookcase
- Usbourne Book stall

Uppah Gym
 Lots of dance acts, singing and acting from our Junior and Senior girls plus some visiting performers

- Diddy and Disco Divas
- Year 4 Ye-Ha!
- Year 6 Buggy
- Year 1 Ballet
- Dance performances
- Year 8 Drama performances
- Song from Oliver the musical

Outside areas:

Marquee:

- Refreshments - Pimms Bar, Spring Bank Brewery, Weaver's wine
- Hog roast, BBQ, cream teas

Baker Street
 This will be transformed with an array of interesting stalls, including:

- Jewellery
- Cards and gifts
- Wire crafts
- Cakes
- Illustrations

We are delighted that a number of community groups are joining us on the day including a gospel choir, stilt walkers, jugglers, the scouts and dance groups. Nottingham Fire and Rescue are also attending, bringing along a fire engine. Tennis and football is taking place on the all-weather courts and a funfair with rides and slides for our younger visitors.

Fancy dress is optional, but if we get enough children dressed up on the day we will have a fancy dress parade.

We look forward to seeing you on Saturday.

Like our Facebook page for updates www.facebook.com/FriendsofNGHS

- Invitation to drop-in sessions 2014



NOTTINGHAM GIRLS' HIGH SCHOOL
PERFORMING ARTS CENTRE

A place where young people can shine

Mrs Sue Gorham, the Headteacher, and her staff invite you to join us on

Thursday 3 July 2014
 4.30pm - 6.00pm
 in The Sixth Form Centre, Arboretum Street

to bring you up to date with our Performing Arts Centre project

Light refreshments will be available

There's no need to book, just drop in during the afternoon
 We look forward to seeing you

 Girls' Day School Trust
 Part of the GDST network of schools
www.gdst.net

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NOTTINGHAM GIRLS' HIGH SCHOOL
 Experts in educating girls from 4-18 years
Leading. Learning. Loving it.

PERFORMING ARTS CENTRE
A place where young people can shine

Mrs Sue Gorham, the Headteacher, and her staff invite you to join us on

Tuesday 16 December 2014
 4.30pm - 6.00pm
 in The Sixth Form Centre, Arboretum Street

An opportunity to meet the contractors and architects before construction begins on site in January 2015 for our Performing Arts Centre.

There's no need to book, just drop in during the afternoon.
 Light refreshments will be available.
 We look forward to seeing you.

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[facebook.com/FriendsofNGHS](https://www.facebook.com/FriendsofNGHS)
twitter.com/NottmGirlsHigh

Text for email 1: to Residents who had specifically expressed an interest at the planning stage and/or raised objections

Date: 05.06.15

Dear

I am writing to you as a member of the Arboretum Residents and Tenants Association and in particular as someone who has previously expressed an interest at the planning application stage, of our new performing arts centre building.

Construction has begun on site and the building will be completed in the autumn of 2016. We are now starting to consider the formulation of a management plan, exploring ways in which the facilities could be used for the benefit of the local community, other schools, arts organisations and groups in the City, beyond the normal school use.

It has always been our intention to form a Management Committee to design and oversee any non-school use, comprising both school staff and external stakeholders. I would like to invite you or one of your fellow members on the residents association, to consider being part of such a Committee. I would value your input and ideas as we start to think about how the school could share these state-of-the-art facilities with the local Nottingham community.

If you would like to find out more about getting involved and having a real say in shaping the management plan for any non-school use, I would love to hear from you. Please either reply to this email or telephone the school's Director of Development, Marie Soar on 0115 9417663 to let us know of your interest by **Friday 19 June 2015**. We will then organise an opportunity for you to come into school with other interested parties for an informal meeting and initial discussions.

I look forward to hearing from you.

With best wishes

Sue Gorham
Head

Text for email 2: Residents, arts organisations and local community groups

The SPACe
A new Performing Arts Centre venue for Nottingham



Dear

I am delighted to let you know that construction is now well under way for our new performing arts building, 'The Rosemary Squire Performing Arts Centre' (The SPACe) with completion expected in October 2016.

We are now starting to consider the formulation of a management plan, exploring ways in which the facilities could be used for the benefit of the local community, other schools, arts organisations and groups in the City beyond the normal school use. It has always been our intention to form a Management Committee to design and oversee any non-school use, comprising both school staff and external stakeholders. As a potential stakeholder, I would really value your input and ideas as we start to think about how the school could share these state-of-the-art facilities with the local Nottingham community.

If you would like to find out more about getting involved and having a real say in shaping the plans for any non-school use, I would be very pleased if you would join me and other interested parties for an informal meeting on

Thursday 9 July at 6.00 pm
in our
Upper School Common Room

Please would you reply to this email or call Marie Soar, Director of Development on 0115 9354410 **by Friday 3 July** to confirm your attendance. Light refreshments will be provided. If you are unable to attend but would like to send a colleague in your place we would be happy to welcome them. Please see plan below for transport links and parking for your visit.

With best wishes
Sue Gorham

KEY STAKEHOLDER MEETING NOTES

PROJECT: Nottingham Girls High School Performing Arts Centre

DATE: Thursday 9th July 2015. 6.00pm.

VENUE: Nottingham Girls High School, Arboretum Street, Nottingham

In attendance:

Initials for minutes

Martin Berry	Artistic Director – Lakeside	MB
Alistair Conquer	Head of Educational Partnerships - Nottingham City Council	AC
Giles Croft	Artistic Director - Nottingham Playhouse	GC
Kevan Jackson	Operations Manager - First Art	KJ
Lerato Moloisane	Lakeside Arts	LM
Katherine Marrant	Producer - New Street Theatre	KM
Sharon Scaniglia	Principal Arts Officer - Nottingham City Council	SS
Jamie Thomson	Dance teacher – Ballestics	JTh
Sally Anne Tye	General Manager - New Perspectives Theatre Company	ST
Nestor Valero-Silva	Lecturer at NTU – HR. AR&T Association	NVS
Steff Webber	20 years exp with community groups. AR&T Association	SW
Sue Gorham	Head – NGHS	SG
Jeremy Dunn	Director of Finance & Operations – NGHS	JD
Marie Soar	Director of Development – NGHS	MS
Susie Bulling	Arts Award Co-ordinator/Outreach NGHS	SB
John Taylor	Planning Consultant – Purico	JT
Suzu Hunt	Architect - Marsh Grochowski Architects	SH

Sue Gorham, Jeremy Dunn and Marie Soar of NGHS introduced the scheme, and outlined the aspiration for the future use and management of the building, then opened up discussion to all.

1. A management committee will be formed to oversee and coordinate the use of the new Performing Arts Centre (PAC) both for school and outside use. This committee will comprise around 12 people, six from within the school and six from outside organisations. SG suggested that the Arboretum Residents and Tenants Association nominate a representative to sit on the committee, to speak for and feed back to the local community.
2. SG stated that teaching would be a focus of the building and GC asked how this would be achieved. MS said that in addition to daytime school educational use, Twilight sessions with groups such as Confetti have been explored, which would be open to both NGHS pupils and the wider community. Other groups are also being approached – see below.
3. MB said he thought the PAC could provide an opportunity for small touring companies to use professional standard facilities for shows which may not be picked up by larger commercial venues in Nottingham.

4. CM suggested Education could be extended into subjects other than performance – for example Sales and Marketing of shows, Planning and Budgeting a performance, the Physics of lighting. In this way the building could become a Centre of Excellence for teaching. BTEC's could be offered.
5. SG mentioned that NGHS had recently launched FUSE, a collaborative Community Arts Festival, where local artists worked with young people from seven schools across the city. SB said that the project brought together five art disciplines in Theatre, Music, Dance, Film and Photography, and involved 43 young people aged between 11 and 16 in 2015. This was funded by a grant from 'Awards for All', using school staff and facilities. The intention is to continue and hopefully expand this in the new Performing Arts Centre.
6. NVS said there needed to be a clear strategy for the use of the building, to focus on delivering a core programme to a high standard, rather than trying to do more, less well. There needs to be a coherent aim and identity for the building and a strong fundraising structure to create a sustainable programme of events. SG agreed and said this would be part of the remit of the Management Committee.
7. SS suggested volunteers could be recruited to help run the centre
8. SS said there is currently a big demand for performance / display space in Nottingham, particularly for the visual arts. Lots of semi-professional groups are unable to find space. There is potential for areas of the building or grounds to be made available to artists, photographers, sculptors etc. for display and exhibition.
9. KJ said he thought that engagement with the local community was essential.
10. KJ suggested focusing on issues of Isolation. MS mentioned existing links with groups like Age UK that we are developing partnerships, for example pupils offering Tablet training or setting up joint Reading groups, to combat isolation and loneliness in elderly people. SS noted that the 'Digital Divide' meant that isolated people who couldn't use computer technology became more isolated as a result.
11. KJ felt there was opportunity to develop Health based activities and unlock funding which is available for this. Certain theatre groups stage 'issue-based' productions which could link to this – eg. Guy Masterson.
12. Use of the building was discussed, in particular maintaining a balance between having a clear Core purpose, while allowing flexibility for the use of the building to develop. AC thought usage shouldn't be defined too rigidly from the start, as it could restrict creativity. GC said that we must not forget that NGHS is a school and it follows that the Core purpose should be Education.
13. SG has always maintained that outreach work is hugely beneficial to NGHS's pupils and this will continue in the new building.
14. GC said there is opportunity to build partnerships in the use of the building - for example the Playhouse might provide some teaching in exchange for the use of the building for rehearsal space - leading to stronger links with the community and Nottingham as a whole.
15. MB said there is precedent for 'Teaching Theatres' in both Derby and Oldham which could be used as models to learn from.
16. SS mentioned that Nottingham is currently bidding to become a UNESCO City of Literature and there is scope to promote creative writing through authors and poets within the area. Writers could produce works for the PAC. There is also the Festival of Words which SB said the school have taken part in in the past.
17. NVS asked what the PAC can do for the school, and what can it do to engage the wider community. The identity and use is tied to the school.
18. SW mentioned that many local residents had been anxious about the proximity of the PAC to neighbouring houses. There had been a lack of engagement between the school and the neighbouring community and there remains a perception that NGHS is not accessible to its neighbours – however there is also a hope that this could change and that the PAC could be a catalyst for this, with engagement from both NGHS and neighbours. Allowing access to the PAC for local groups, especially youngsters would be hugely beneficial in giving them ownership of the building. The promises that are being made need to be fulfilled. SB noted that FUSE did bring this

city wide involvement, as do a number of the other outreach projects which already take place at NGHS, and perhaps these need to be publicised more widely.

19. Suzannah Bedford's work in Sneinton and St. Anne's was mentioned as being of interest, and as a potential partner/user of PAC.
20. LM said that the concept of the PAC partnering with local organisations was a refreshing idea, particularly in giving Sixth formers a better idea of what they want to do on leaving school and the ability to learn from professionals.
21. GC asked whether there was community interest in using the building. NVS said that the Arboretum Residents and Tenants Association want to see a successful facility that the community can access at different levels. A representative of AR&T Association on the management committee would also promote dialogue with NGHS on other issues which need to be addressed, such as Traffic and Noise.
22. SW said that the problems and issues raised during the planning process had overlaid the positive potential of the building. There was now an opportunity to re-engage with youngsters and provide a safe place for them to meet, but NGHS must make the community feel that the building is theirs. Efforts should also be made to engage with students living in the area.
23. NVS mentioned that there had been no notification of the temporary One Way System on Arboretum Street either from Nottingham City Highways or NGHS. Anger at issues like this clouds the positive potential of the PAC. SG suggested that having a local resident on the management committee might promote communication and prevent this happening in future.
24. SW suggested that the management committee should include young people – ideally more than one to encourage their continuing involvement.
25. GC asked where the local community boundaries were perceived to be. It was agreed that the immediate Arboretum neighbourhood was bounded by Forest Road, Waverley Street, Peel Street and Mansfield Road, but that boundaries for the use of the PAC should not be purely geographical. Links to areas like Hyson Green could open up opportunities.
26. GC suggested that contact should be made with the New Art Exchange. MS mentioned that the school already works closely with Nottingham Women's Centre and Autism East Midlands, who were unfortunately unable to attend this first meeting
27. Sue Gorham thanked everyone for coming along and contributing their ideas and is happy to meet with anyone interested in being involved with the PAC who was unable to come to the meeting. A follow up meeting was suggested in September. Anyone interested in joining the management committee or with any additional comments / ideas can contact Marie Soar.

POST MEETING NOTES

The following comments and suggestions have also been received following the meeting:

From Martin Berry

- Funding. Theatre making, even on a small scale is expensive. There is some thinking to be done about exactly how this can be made to work financially. Some potential users would be in a position to pay, which could subsidise other users. All possible, but the really exciting festivals, projects and learning opportunities would need some cash!
- There might be scope for a job share at the top of the organisation. The New Wolsey in Ipswich have an interesting model whereby the manager/chief exec Sarah works full time running and administering the building, seeking funding, liaising with partners etc, then Pete Rowe has a part time contract as an Artistic Director, overseeing links with community and shaping the artistic and educational heart of the building, in close consultation with the management committee.
- Artistic Community. There is a vibrant artistic community in Nottingham. Small theatre companies, poets, musicians, writers etc. Many of them have nowhere to call home, partly through lack of spaces and partly through having no money. These people could be the key for the PAC. They are accessible, make interesting work, enjoy sharing their skills with young people etc. All they need is a

place to call home. Often an arrangement whereby they have use of space in return for running sessions for the girls at the school could work well and everyone would win.

From Kevan Jackson

Community

- Community Hires – amateur productions etc.
- Community arts workshops – health agenda, isolation, young people, older people etc.
- Other school hires

Income generation

- Corporate hospitality
- Theatre hires for local performances (rural touring)
- Product launches
- Hire out for rehearsal space for Nottingham venues

Entertainment Programme

- Drama, dance, music, etc. programme contracting as box office deals
- Programme which allows for the students to collaborate in some way either on stage or behind the scenes.
- Film screenings

Other

- Artist in residence – benefit local community and the students as well as other schools. Open studios? Writing for theatre?
- Masterclasses – Benefit the local amateur performing arts community and students, as well as other schools.
- Activities associated with theatre production – technical, front of house, marketing, production, etc. Benefit the students / other schools having work experience opportunities.
- Volunteer programme – empowering local communities – distribution, ushering, marketing etc.
- In house productions which hit other agendas and might form the basis of funding applications, collaboration with other partners and touring opportunities.

Appendix 2: Management Committee: composition and terms of reference

1.1 Composition:

Chair: Head (ex officio)
Deputy Chair: Director of Finance and Operations (ex officio)
Performing Arts Centre Manager (ex-officio)
Technical Manager (ex officio)
Other co-opted NGHS staff as required
Collaborative partners (2)
Local community (2)
Nottingham City Council (2)

1.2 Terms of reference:

1.2.1 Name:

Performing Arts Centre Management Committee

1.2.2 Membership and appointment:

Members to be invited and appointment by the Chair.

1.2.3 Chairing:

The Committee to be chaired by the Head of Nottingham Girls' High School, ex officio.

1.2.4 Frequency of meetings and quorum:

Meetings to be held quarterly. A quorum will be 60%.

1.2.5 Responsibilities and duties:

The Committee to inform the strategic direction of the Centre and to advise on operational issues. Its remit will encompass business development, enabling the School to form mutually beneficial partnerships and enterprises, providing a resource for the School and its wider community.

1.2.6 Performance evaluation:

The Committee to review and evaluate the management plan annually. The evaluation to include:

- a review of the usage of the Centre.
- a review of risk management

1.2.7 Record of meetings:

All meetings to be minuted.

1.2.9 Complaints

The Committee to follow the Nottingham Girls' High School (GDST) complaints procedure in all matters.

1.2.8 Functions and delegated authority:

The Committee's role is primarily advisory, making recommendations and accountable to the School.

Appendix 3: School 3D Plan



NOTTINGHAM GIRLS' HIGH SCHOOL

Experts in educating girls from 4-18 years

Leading. Learning. Loving it.



KEY

1. Waste collection points
2. Sportsfield overspill parking
3. Performing Arts Centre main entrance accessed from car park

Transport links and parking:

There are excellent public transport links to and from the school:

Bus: www.nctx.co.uk

Tram: www.thetram.net - nearest stop is 'Nottingham High School'

Cycle: secure cycle storage available in the visitor car park

Parking: off street visitor parking in front of Music House and behind the main school buildings

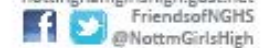
NEW TRAFFIC CONTROLS

The City Council have imposed a 20mph speed limit on most roads around the school and Arboretum Street is now one way from Addison Street to Balmoral Road.



Part of the GDST network of schools
www.gdst.net

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t: 0115 935 4444 admissions@not.gdst.net
nottinghamgirlshigh.gdst.net



Friends of NGHS
@NottmGirlsHigh

NOMAD printed map

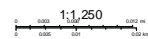


Key



City Boundary

Nomad web map printed by a Nomad user at 09:27, 13/09/2016



Description

No map description