

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	2491
Author:	Mark Armstrong
Department:	Development
Contact:	Mark Armstrong (Job Title: Town Centre Co-ordinator, Email: mark.armstrong@nottinghamcity.gov.uk, Phone: 01158763525)
Subject:	Action Plan for Bulwell - Town Centre and Arterial Routes
Total Value:	£382,000 (Type: Revenue)
Decision Being Taken:	<p>1) To approve the additional budget allocation of £382,000 in order to deliver the 'Action Plan for Bulwell - Town Centre and Arterial Routes'.</p> <p>2) To enable the Town Centre Co-ordinator to deliver the prioritised actions within the plan and in consultation with the Strategic Director for Economy and relevant Portfolio Holders to amend those actions as the situation demands within the approved budget.</p>

Reasons for the Decision(s)

- 1) The 'Action Plan for Bulwell - Town Centre and Arterial Routes' has been developed in order to regenerate Bulwell's retail areas and arterial routes in the short and long term. In order to make Bulwell a more attractive and effective destination for retail and leisure through presenting a positive and improved image for the town centre and surrounding area, provide a safe pleasant shopping environment and easier access for shoppers and visitors. This plan was discussed and agreed by the relevant relevant Portfolio Holders at a meeting on 2 December 2014.
- 2) An existing DDM (#1979 for £128,000 for Bulwell Action Plan) enables the appointment of the Town Centre Co-ordinator and implementation of low and no cost actions. A total of £128,000 has been committed in this way until August 2017. The Town Centre Co-ordinator role is a single full time post that will work on the deliver of the seperate Action Plan's for Bulwell and Clifton retail centres.
- 3) We have now reached the stage where actions requiring more significant expenditure are needed and a decision to approve the remaining budget allocation is required.
- 4) Whilst intended to implement the majority of the actions contained in the Action Plan 'on-the-ground' experience is now enabling the Town Centre Co-ordinator to refine activities and in some cases recommend even more effective interventions.

A further £0.5m of borrowing has been identified in the capital programme which will only be invested on the basis of a business case and will be subject to a seperate decision.

Briefing notes documents: 160330 Bulwell Action Plan - DDM Summary.docx

Other Options Considered: To approve spend on an action by action basis - this would add unnecessary bureaucracy to the process and slow down what is developing into a successful implementation phase. Sufficient controls will be exercised by Portfolio Holder and Strategic Director intervention.

Background Papers: None

Published Works:

- 'Medium Term Financial Plan' report to Executive Board 24 February 2015 (minute reference 92)
- 'Bulwell Town Centre Action Plan' report to Bulwell and Bulwell Forest Area Committee 23 September 2015 (minute reference 20)
- 'Medium Term Financial Plan (MTFP) - 2016/17 to 2018/19' report to Executive Board 23 February 2016 (minute reference 82)
- Delegated decision 1979 'Action Plan for Bulwell Town Centre and approval of next steps' 5 May 2015

Affected Wards: Bulwell, Bulwell Forest

Colleague / Councillor Interests: None

Consultations:

Date: 17/07/2014

Ward Councillors: Eunice Campbell, Alan Clark, John Hartshorne, Ginny Klein, Nick Mcdonald, Jackie Morris

17 March 2015. Ongoing informal meetings, public consultations and walkabouts with Councillors to discuss ideas and specific projects.

Date: 23/09/2015

Area Committees: Area 1: Bulwell and Bulwell Forest

Resolved: (1) to note the aims and proposals for improving Bulwell town centre; (2) for the Town Centre Co-ordinator to report back to the Area Committee at a future meeting with progress of the proposed improvements.

Date: 02/12/2014

Other City Council Bodies: Strategic Regeneration Board

Consulted on the draft Action Plan for Bulwell - Town Centre and Arterial Routes.

Date: 04/02/2015

Other: 'We Love Bulwell' Town Team (Community Interest Company)

Positively received and agreed to work together to deliver priorities. Appointed Town Centre Co-ordinator attends all monthly meetings to update on progress, share information, consult on projects and help develop a shared vision for improving the town centre and surrounding area.

Those not consulted are not directly affected by the decision.

Crime and Disorder Implications:

Consideration to all actions and projects within the Action Plan for Bulwell - Town Centre and Arterial Routes will give consideration to Section 17 of the Crime and Disorder Act 1998 to 'design out' crime. This will include natural surveillance and more people to live and work in the area both during the day and evening.

Equality:

Please login to the system to view the EIA document: Equality Impact Assessment Form - Bulwell Action Plan - Final Version - 21-01-15.doc

Social Value Considerations:

The primary motivation of the Action Plan is to support the development of a high quality, well designed town centre where people want to shop, work, live and spend their leisure time. The Action Plan guides development opportunities to meet Nottingham City Council's aim of creating a safe well connected neighbourhood.

Consultation process - the users and the other relevant stakeholders for each action and/or project need to be identified as early as possible. These include, but are not limited to business owners and managers, tenants, local residents, community groups as well as Councillors. A schedule of meetings and consultation events will be agreed. There must be regular reporting to the steering group.

Relates to Council Property Assets:

Yes

Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	13/06/2016
Advice Sought:	Legal, Finance, Procurement, Human Resources, Equality and Diversity, Property
Legal Advice:	There are no significant legal issues arising from this decision which primarily relates to budget allocation to implement a previously approved decision. Financial and procurement advice is given by colleagues below Advice provided by Ann Barrett (Team Leader) on 11/04/2016.
Finance Advice:	<p>This decision seeks approval to spend up to £0.382m on the regeneration of Bulwell Town Centre and Arterial Routes following consultation with the Portfolio Holder for Jobs, Growth and Transport to agree an affordable programme of actions.</p> <p>A scheme of £1.000m for Bulwell Town Centre was included as a Project in Development in the Medium Term Financial Plan reports to Executive Board in February 2015 & February 2016, to be financed £0.500m from City Council reserves replenished from revenue resources and £0.500m from borrowing. Delegated decision number 1979 approved expenditure of £0.118m resourced from reserves funded from revenue sources, with the remaining £0.382m the subject of this decision. The majority of the items listed in this report are revenue expenses and hence funded from reserves. Following the action as result of this decision, a further report will need to be presented if the scheme develops and moves into the approved capital programme for the remaining £0.500m expenditure funded from borrowing.</p> <p>The estimated cost of the programme of options / actions in appendix 1 exceeds the £0.382m funding available. As a result the project manager will need to put in place the necessary processes in place to ensure expenditure does not exceed resources. To ensure best value the expenditure will be incurred in accordance to the Council's financial regulations.</p> <p>Advice provided by Maria Balchin (Finance Analyst) on 08/04/2016.</p>
Procurement Advice:	As long as all procurement activity is undertaken in-line with the Councils CPRs and Public Contract Regulations there are no significant concerns with the recommendations set out within the report. Advice provided by Sue Oliver (Category Manager - Procurement) on 07/04/2016.

HR Advice:

If the need for this role ends in August 2017, at this stage it would be advisable to fill the role on a fixed term or secondment basis. On that basis, management must ensure they have an exit strategy in place to terminate the fixed term contract ensuring the allocated budget will cover any potential redeployment and redundancy costs where appropriate in line with NCC procedure and legislation. If individuals have over 2 years continuous service, they will be entitled to statutory redundancy payment. Management should consider this when confirming the initial length of fixed term contract. Advice provided by Makeshya Henningham (Service Redesign Consultant) on 14/04/2016.

Equality and Diversity Advice:

This proposal provides opportunities to advance equality by making Bulwell town centre fully accessible, particularly for older and disabled people through the use of well-designed projects and engagement with appropriate groups e.g. RNIB and the Disability involvement Group (DIG). This will improve how people navigate around the town centre and will help people to feel that the environment is safe. Consultation and engagement should include communities of interest e.g. Gypsy, Roma Traveller and new and emerging communities, including those who we often struggle to include. This will help to build community cohesion, and to gain support before work is started. Any information distributed should meet the standards set out in the Council's Accessible Information Guide. Monitoring arrangements should include regular progress reports to relevant bodies such as Area Committees, community groups, traders and other organisations. Advice provided by Imoegen Denton (Senior Equality Specialist) on 19/04/2016.

Property Advice:

There are no significant property issues in connection with this approval for an additional budget allocation in connection with a previously approved decision. Advice provided by Pippa Hall (Senior Estates Surveyor) on 20/04/2016.

Signatures

Graham Chapman (PH for Resources and Neighbourhood Regeneration)
SIGNED and Dated: 06/06/2016
David Bishop (Deputy CE, CD for Development and Growth)
SIGNED and Dated: 24/05/2016

APPENDIX 1
Action Plan for Bulwell – Town Centre and Arterial Routes
Action Plan Options Summary

1. Options				
		Cost	Responsibility	Timescale
1.1.	<p>Business Improvement District BID</p> <p>Option 1 Do nothing: allow open market forces to manage the retail environment. This option was rejected because it does not meet the aspirations to improve the town centre or surrounding area.</p> <p>Option 2 Progress towards creating a BID area for Bulwell town centre. This was examined in 2011. It would cost between £100,000 and £500,000 and take approximately two years to get to the vote stage. The yield from the levy (as detailed above) could be in the region of c.£26k to c.£93k per annum depending on the defined boundary. This option has been discounted because of the investment from NCC needed to get to the voting stage. The start of delivery of any projects and initiatives would be at least two years away following the need to draft the Proposal and lobby and have the vote. The anticipated yield on the levy would not give sufficient funding to deliver projects and initiatives that make a major impact on the improvement of the town centre.</p> <p>Option 3 Intensive management of the area to improve the town centre environment and support for businesses working in partnership with all stakeholders.</p> <p>Action Plan includes the following:</p> <ol style="list-style-type: none"> 1. Appointment of a part-time Town Centre Coordinator. 2. Environmental improvements to be prioritised in to short, medium and long term / ongoing (as detailed in the Action Plan). 3. Establish a Town Team and engage with them to establish their ideas for projects and their priorities for them for further improving the area through consultations and surveys. <p>RECOMMENDATION</p>	<p>£Nil</p> <p>To go for a BID - £100k to £500k to get to the voting stage.</p>	<p>NCC Economic Development</p> <p>NCC Economic Development</p> <p>NCC Economic Development</p>	<p>Not applicable</p> <p>Medium term</p> <p>Short term</p> <p>Short term</p> <p>Short term</p>

	It is recommended that Option 3 is followed as it has the ability to deliver the most success, quicker, and be the most financially cost effective to NCC.			
1.2.	<p>Town Centre Coordinator</p> <p>1. Economic Development section to identify necessary budgets for the funding of the post, draft job description and person specification and follow due process for approval to recruit and appoint to the position.</p> <p>2. Recruit to the position and commence role out of the actions contained within this Action Plan.</p>	£35,000 (approx. for scale GLPC-I excluding on costs per annum full time). Approx £48k with on costs.	NCC Economic Development	Short term Short term
1.3.	<p>Town Team</p> <p>1. NCC to facilitate an open meeting for stakeholders (businesses, community groups, residents, etc.) who all have an interest in Bulwell town centre. It is most successful where a respected business or community leader can jointly chair the inception meeting and stop it being a negative meeting against the local authority. Draft invite and hand deliver to all businesses and appropriate stakeholders across the town centre.</p> <p>2. If sufficient interest, NCC to help facilitate draft terms of reference, constitution, minutes, basic administration, etc, whilst the group gets established and until a secretary can be elected.</p>	£10,000 – existing Portas Town Team grant fund. £Nil	NCC Economic Development and Town Centre Coordinator Town Centre Coordinator	Short term Short term
1.4	<p>Markets</p> <p>1. Establish a Markets Project Team of NCC stakeholders to fully investigate the options for physical regeneration improvements to the market place and surrounding area to help facilitate operations improvements.</p> <p>Option 1 Fixed permanent market stalls</p> <p>Option 2 Fixed permanent stalls with artistic permanent market canopy</p> <p>Option 3 Purchase new stall structures</p>	£Nil £150,000 £100,000 £75,000	Town Centre Coordinator	Short term Medium term Medium term Short term

	Improved electricity supply Market signage	£25,000 £10,000		Short term Short term
2.	Draft full scheme criteria for the new market traders grant / loan scheme to fund access to free professional advice and business planning, free limited period market stall, grant or loan for first stock.	£Nil	Market Project Team	Short term
3.	Allocate £15,000 budget to the scheme to facilitate above project.	£15,000	Economic Development	Short term
4.	Through the establishment of a Markets Project Team of key stakeholders, identify potential sites and feasibility of the installation and management of permanent and semi-permanent kiosks around Market Place and along Main Street.	£Nil	Market Project Team	Medium term

2. Town Centre

	Action List	Cost	Responsibility	Timescale
2.1.	Town Centre Health Checks - expected characteristics and facilities 1. Arrange a series of workshops and interviews with key stakeholders to establish their understanding of the town centre as well as their future requirement. 2. Update the 2011 Bulwell Town Centre Health Check (scheduled for early 2015). 3. Evaluate the results and report to stakeholders on the findings and reassess on the best way forward to facilitate the allocation of necessary actions.	£Nil £Nil £Nil	Town Centre Coordinator Town Centre Coordinator Town Centre Coordinator	Short term Medium term Medium term
2.2.	Vacant retail units 1. Town Centre Coordinator to monitor vacant units and liaise with letting agents, landlords and potential occupiers to establish intentions. 2. If property is to remain empty for a period Town Centre Coordinator to liaise with letting agents and landlords to establish a programme of action for either decorating the unit to make it more presentable, helping facilitate a 'meanwhile use' for a charity, community group, etc, or facilitating a new occupier.	£Nil £10,000 budget to facilitate grants.	Town Centre Coordinator Town Centre Coordinator	Short term / ongoing Short term / ongoing
2.3.	Connectivity 1. NCC Highways team to investigate new pedestrian route of connectivity from town centre bus / train / tram stations to Blenheim Industrial Estate.	£Nil	NCC Highways Team	

	<p>2. NCC Public Transport Team to investigate possible solutions to solve the difficulty for workers getting to and from Blenheim Industrial Estate.</p> <p>3. Replacement of the automatic bollards on Pilkington Street with permanent fixed bollards to restrict vehicle access for those using it as a shortcut.</p> <p>4. Continue works to improve pedestrian and cycle links along the River Leen Path from Wilkinson Street and Bulwell.</p> <p>5. Conduct a survey for decluttering the main pedestrian and cycle routes of unnecessary signage, street furniture, etc.</p>			
2.4.	<p>Footfall</p> <p>1. Confirm if collection of footfall data is needed and of value, and what will it be used for by NCC. - if it is then there is the need to decide on type / method of collection, obtain price quotes and identify budget.</p> <p>2. Alternative solution is for the Town Centre Coordinator to liaise with retailers in the town centre who collect footfall data and establish if they are prepared to share their intellectual property with NCC to monitor trends.</p>	<p>£21,250 over 3 years for CCTV <i>or</i> £15,120 over 3 years for manual counting.</p> <p>£Nil</p>	<p>NCC Economic Development</p> <p>Town Centre Coordinator, NCC Economic Development</p>	<p>Short term</p> <p>Short term / ongoing</p>
2.5.	<p>Tram Stop / Train Station Car Park</p> <p>1. Remove the single car parking space immediately in front of the entrance to the tram platform to open it up and allow ease of movement for service users.</p> <p>2. Install 'Welcome to Bulwell' and 'Thank you for visiting Bulwell' boards and install directional Town Centre fingerboards on relevant posts, including a Town Map.</p>	<p>£1,000</p> <p>£5,000</p>	<p>Traffic Management</p> <p>Urban Design Team</p>	<p>Short term</p> <p>Medium term</p>
2.6.	<p>Open spaces and landscaping</p> <p>1. Work with the Urban Design Team to scope the area to establish if there are any opportunities to introduce soft landscaping to the town centre whilst maintaining a clutter free environment. Rationalise street furniture and add more trees.</p>	<p>£100,000</p>	<p>Town Centre Coordinator with NCC Urban Design team.</p>	<p>Medium term</p>
2.7.	<p>Bulwell Riverside Joint Service Centre</p> <p>1. To work with the NCC Urban Design section to investigate appropriate solutions for promoting this facility and services offered within the town centre, avoiding clutter on the pedestrianised areas. Particularly focusing on the areas at the</p>	<p>£20,000 for four notice boards and directional signs.</p>	<p>Town Centre Coordinator with NCC Urban Design team.</p>	<p>Medium term</p>

	opposite end of the town centre around Tesco and along Commercial Road near the subway.			
2.8.	<p>Unightly 'grot' spots</p> <ol style="list-style-type: none"> 1. Conduct an audit of the hot spots with the Neighbourhood Operations Manager and establish what, if anything is NCC responsibility and can be completed with existing resources, and what is the responsibility of the private sector. 2. Proactively liaise with those responsible for the individual sites to get them cleared, cleaned and a maintenance schedule produced through negotiation and persuasion. 3. Dependent on results of above, Town Centre Coordinator to liaise with NCC's Community Protection Operations Manager – North to establish the serving of a Section 215 Notice is achievable as it affects the amenity of the local area. 	<p>£Nil</p> <p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator and Neighbourhood Operations Manager</p> <p>Town Centre Coordinator and Neighbourhood Operations Manager.</p> <p>Town Centre Coordinator in partnership with NCC Community Protection Operations Manager</p>	<p>Medium term / ongoing</p> <p>Medium term / ongoing</p> <p>Medium term / ongoing</p>
2.9.	<p>Wilkinson store window</p> <ol style="list-style-type: none"> 1. Make contact with the Wilkinson Store Manager to establish if the store is on a scheduled refurbishment programme. The current signage and window displays are still in their old outdated style rather than the new 'Wilko' branding. 2. Liaise with Wilkinson HQ in Worksop to see if the programme of refurbishment for this store can be brought forward. 3. Regardless of timescales, negotiate if a 'special' window display can be achieved on this elevation due to its visually high impact location and importance to the renaissance of the town centre. 	<p>£Nil</p> <p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p>	<p>Short term</p> <p>Medium term</p> <p>Medium term</p>
2.10.	<p>'Cage' at side of B&M Bargains</p> <ol style="list-style-type: none"> 1. Confirm ownership and maintenance responsibility. 2. Liaise with those responsible for the site to get it cleared, cleaned and maintenance schedule produced and carried out. 3. Dependent on results of above, to liaise with NCC's Community Protection Operations Manager - North to establish the serving of a Section 215 Notice is achievable as it affects the amenity of the local area. 	<p>£Nil</p> <p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator.</p> <p>Town Centre Coordinator.</p> <p>Town Centre Coordinator in partnership with NCC Community Protection Operations</p>	<p>Short term</p> <p>Short term</p> <p>Medium term</p>

			Manager.	
2.11.	<p>Golden Dragon Chinese Takeaway - roller shutter</p> <ol style="list-style-type: none"> 1. Make contact with the takeaway operators and negotiate and persuade them to decorate the shutters to make them appear more aesthetically pleasing when pulled down. 2. Identify budget for possible need for grant funding as this would be a request from NCC to carry out works. 	<p>£Nil</p> <p>£1,000</p>	<p>Town Centre Coordinator</p> <p>Town Centre Coordinator and NCC Economic Development</p>	<p>Short term</p> <p>Medium term</p>
2.12.	<p>Railings on wall / roof down side of Wilkinson store</p> <ol style="list-style-type: none"> 1. Establish ownership / maintenance responsibility (NCC, Wilkinson, private landlord) for the railings. 2. Remove or redecorate and establish a programme of scheduled maintenance to ensure they remain in a state of good repair. 3. Establish if can be covered with planting or other decorative feature that maintains the level of security but makes the area more attractive. 	<p>£Nil</p> <p>£2,000 depending on ownership</p> <p>£Nil – TBC depends on ownership</p>	<p>Town Centre Coordinator</p> <p>Town Centre Coordinator to work with Community Payback scheme.</p> <p>Town Centre Coordinator with Urban Design section</p>	<p>Short term</p> <p>Medium term</p> <p>Medium term</p>
2.13.	<p>Bulwell Kebab & Pizza Takeaway - roller shutters</p> <ol style="list-style-type: none"> 1. With guidance from Urban Design and Planning and Planning Policy section to draft appropriate advisory documentation on decorating roller shutters to be promoted to businesses that have shutters pulled down during the day. 2. Conduct a more detailed survey to establish which businesses use shutters. Establish a hierarchy of priority based on visual impact and location. 3. Establish if match funding is available (Portas Pilot Town Team Funding / High Street Innovation Fund) and if NCC grant fund towards the appropriate decoration of the roller shutters – 25%, 50% or 100% grant funding depending on location of shutters and visual impact on the town centre. 	<p>£Nil</p> <p>£Nil</p> <p>£10,000 budget</p>	<p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p> <p>Town Centre Coordinator and NCC Economic Development</p>	<p>Medium term</p> <p>Medium term</p> <p>Medium term</p>
2.14.	<p>Former Scots Grey Public House</p> <ol style="list-style-type: none"> 1. Work with Nottinghamshire Police and Tesco to find a solution to avoid having to board-up the windows or have metal screens placed over them to protect from further vandalism. 	<p>£Nil</p>	<p>Town Centre Coordinator</p>	<p>Short term</p>
2.15.	<p>Old Town Hall</p>			

	<ol style="list-style-type: none"> 1. Investigate and establish freehold and leasehold interests in the building. 2. Work with the Principle Conservation Officer to establish what action or pressure can be applied to improve the appearance of the façade to enhance this important building. 3. Start liaison with the building's occupiers to find a solution through negotiation and persuasion that allows them to promote their business but keeps the façade looking neat and tidy. 	<p>£Nil</p> <p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator.</p> <p>Town Centre Coordinator with Principle Conservation Officer.</p> <p>Town Centre Coordinator.</p>	<p>Short term</p>
2.16.	<p>Town Centre Living</p> <ol style="list-style-type: none"> 1. Draft a pro-forma to be completed for brief assessment of viability for conversion, i.e., accommodation access – internal or private external and separate to retail unit, space available – number of rooms, bedrooms / bed-sit, kitchen, bathroom, overall condition of existing accommodation etc. 2. Establish project team with relevant stakeholders to be able to advise landlords and facilitate conversion. 3. Conduct a shop by shop survey with the owners to establish what space is used as part of their operational business premises, to assess what has the potential for being converted. 4. Established what barriers there are to converting space that is not used for commercial purposes. 5. Once completed, reassess the next most appropriate approach. 	<p>£Nil</p> <p>£Nil</p> <p>£Nil</p> <p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p> <p>Project team</p>	<p>Short term</p> <p>Short term</p> <p>Medium term</p> <p>Medium term</p> <p>Medium term</p>
<p>3. Edge of Town Centre</p>				
		Cost	Responsibility	Timescale
3.1.	<p>Crown Site</p> <ol style="list-style-type: none"> 1. Town Centre Coordinator to continue liaison with NCC's Community Protection to establish if a Section 215 Notice is appropriate to be served should the development not progress. A S.215 notice can be served on a property owner in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. Site visits and inspections have been conducted and all requests made by the officers from Community Protection have so far been followed through; this includes removal of vegetation / weeds, boarding up of the windows 	<p>£Nil</p>	<p>Town Centre Coordinator in partnership with NCC Community Protection Operations Manager</p>	<p>Short term / ongoing</p>

	<p>and painting of the boards and litter clearance. The Community Protection Operations Manager from NCC has instructed his staff to keep a close watch on the site and to liaise with the agents / owners action should it become necessary.</p> <p>2. To continue to liaise with appointed agent and interested developers, once their purchase has been approved, in a proactive approach to help facilitate the swift redevelopment of the site through the coordinating of meeting with planners, urban designers, other stakeholders, and information gathering and sharing.</p>	£Nil	Town Centre Coordinator	Short term / ongoing
3.2.	<p>Former BCS Health & Safety Training Building</p> <p>1. Establish whether the purchase of the building is of interest to Nottingham City Council in the short term if it fails to sell / rent. <i>Due to the prominent position and proximity to the Bulwell Riverside Joint Service Centre (JSC) any future use of this building / site has the potential to significantly reflect on the image of the centre. If ownership and control was with NCC then through proactive management and lettings we could ensure its use was something that would compliment the offer in the JSC.</i></p> <p>2. Continue to liaise with Chesterton Humberts to keep informed of potential interest and uses and take a proactive approach to facilitating relevant change of use if required.</p>	£150,000	NCC Property Section	Short term
		£Nil	Town Centre Coordinator	Short term / ongoing
3.3.	<p>Coventry Road Site</p> <p>1. Town Centre Coordinator to liaise with NCC Property and Planning sections to monitor progress of the planning application and sale of the site to ensure it is bought to a satisfactory conclusion.</p> <p>2. Town Centre Coordinator to liaise with the Economic Development section to establish if there is any further support that can be offered to an expanding local business.</p>	£Nil	Town Centre Coordinator	Short term / ongoing
		£Nil	Town Centre Coordinator and Economic Development	Short term / ongoing
3.4.	<p>St Mary's Church trees</p> <p>1. Town Centre Coordinator to establish ownership of this piece of land and resulting tree maintenance responsibility.</p> <p>2. Establish if there are tree preservation orders on any of the trees obscuring the view of the Church.</p> <p>3. Work with NCC Tree Officer to confirm what can be done and the best method to retain as</p>	£5,000 - £8,000 if fully funded by NCC (excludes specialist remedial work to remove	Town Centre Coordinator with support from NCC Tree Officer for all works.	Medium term

	much of the trees as possible but maximise the view of the building by as much as possible.	Japanese knotweed)		
4.	If land with the trees on is part of the church grounds, establish cost of works and identify possible funding to facilitate it.			

4. Gateway Sites and Arterial Routes

	Action	Cost	Responsibility	Timescale
4.1.	<p>Leivers & Millership sites</p> <ol style="list-style-type: none"> Liaise with the owners / managers to establish their intentions for the future use of the site. Encourage them through careful negotiations and persuasion to improve the visual impact of their premises and public image. Consult with NCC's Environmental Health and Community Protection to establish if consideration of serving a Section 215 Notice is appropriate action as it affects the amenity of the local area. 	<p>£Nil</p> <p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator</p> <p>Town Centre Coordinator</p> <p>Town Centre Coordinator, NCC Environmental Health section in partnership with NCC's Community Protection Operations Manager</p>	<p>Short term</p> <p>Medium term</p> <p>Short term</p>
4.2.	<p>Advertising hoardings</p> <ol style="list-style-type: none"> Establish links with the billboard owners, remind them of their obligations, and work with them in a proactive manner to ensure they fulfil their responsibilities to keep the area looking well maintained. Consult with Environmental Health and Nottinghamshire Police to establish if consideration of serving a Section 215 Notice is appropriate action as it affects the amenity of the local area. Investigate the potential for Nottingham City Council to purchase the hoarding to manage them proactively. 	<p>£Nil</p> <p>£Nil</p>	<p>Town Centre Coordinator and Neighbourhood Operations Manager</p> <p>Town Centre Coordinator and Neighbourhood Operations Manager.</p> <p>Town Centre Coordinator with NCC Property</p>	<p>Short term</p> <p>Short term</p> <p>Short term</p>
4.3.	<p>Gateway signage for Nottingham and Bulwell</p> <ol style="list-style-type: none"> Establish a project team of officers from Highways and Urban Design to investigate options for locations, designs, budgets, maintenance, etc. 	<p>£20,000</p>	<p>Town Centre Coordinator</p>	<p>Short term / ongoing</p>

5. Out of Town Centre

	Action	Cost	Responsibility	Timescale
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5.1.	<p>Springfield Retail Park</p> <p>1. Work with the Urban Design team to investigate solutions to promote the retailer offer of the town centre to the out-out-town retail park customer by attracting them in to the retail core. This could be through sign posting, directional sign boards, etc.</p>	£2,000 estimated budget	Town Centre Coordinator with Urban Design Team	Medium term
5.2.	<p>Former Bulwell Library Building</p> <p>1. Make contact with the new owners and establish their intentions and timescales for the future use of the building.</p> <p>2. Depending on the outcome of the above, and if necessary, signpost the owners / dance studio operators to NCC business support partner organisations and Economic Development team, for business planning, grants, etc.</p>	£Nil	Town Centre Coordinator	Short term
		£Nil	Town Centre Coordinator and NCC Economic Development	Short term
5.3.	<p>Former Apollo Pub site</p> <p>1. Town Centre Coordinator to liaise with Planning Enforcement Officers to consider if taking action for breaches of planning approval for the car sales, etc, is appropriate.</p> <p>2. Town Centre Coordinator to take a proactive approach to facilitating regeneration by opening an on-going dialogue with the site owner for the future use and redevelopment of the site.</p>	£Nil	Town Centre Coordinator and NCC Planning Enforcement Officers.	Short term
		£Nil	Town Centre Coordinator.	Medium term / ongoing
5.4.	<p>Hair and Body Bar</p> <p>1. Town Centre Coordinator to open a dialogue with the owner to establish why construction has ceased and strongly encourage them to complete the development as soon as possible.</p> <p>2. Town Centre Coordinator to liaise with NCC's Community Protection and Environmental Health to consider if a Section 215 Notice is appropriate to serve on the owner/developer if it is deemed the site is negatively affecting the amenity of the local area.</p>	£Nil	Town Centre Coordinator	Short term
		£Nil	Town Centre Coordinator, NCC Environmental Health section in partnership with NCC Community Protection Operations Manager	Short term / ongoing
5.5.	<p>Moor Bridge Tram Stop Shops</p> <p>1. Investigate ownership of the site. Open a dialogue with the owners to establish their intentions for the use of the site and buildings for the short, medium and long term.</p> <p>2. Work with NCC Urban Design team and the owners to investigate if anything can be done to visually improve the site to the heavy passing</p>	£Nil	Town Centre Coordinator	Short term
		£40,000 estimated budget	Town Centre Coordinator with NCC Urban	Medium term

	traffic flow and for the local community that uses the Post Office and other units on a regular basis.		Design Team	
6. Initiatives				
	Action	Cost	Responsibility	
6.1.	<p>Demographical Catchment Area</p> <ol style="list-style-type: none"> 1. Investigate and establish full extent of demographic data available from internal sources. Determine what information is needed to provide sufficient analysis and therefore what is lacking. 2. Liaise with an information provider e.g. Experian to obtain a detailed price quote for information needed and identify budgets. 3. Analyse data with relevant experts (Economic Development) within NCC to identify gaps in the market and opportunities to be pursued. 	£2,000	Town Centre Coordinator with Economic Development team	Short term
6.2.	<p>Town centre gateway - potential development opportunity site</p> <ol style="list-style-type: none"> 1. Work with SCAPE to facilitate a workshop to scope the options and feasibility for a regeneration project at the southern end of the town centre. 	£Nil	Regeneration Team	Short term
6.3.	<p>Audit of minor works</p> <ol style="list-style-type: none"> 1. Town Centre Coordinator in partnership with the Neighbourhood Development Officer and Neighbourhood Operations Manager to divide area into appropriate walkabouts. 2. Establish appropriate stakeholders to be included on the walkabouts to get as many perspectives of works as needed. 3. Coordinate a series of walkabout events as appropriate. 4. Compile a list of actions into a document to be circulated with priorities, timescales and tasks allocated to relevant individuals, sections and teams; monitor and report results. 	£Nil £Nil £Nil £Nil	Town Centre Coordinator, Neighbourhood Operations Manager, Ward Councillors and stakeholders	Short term / ongoing
6.4.	<p>Evening / Night Time Economy</p> <ol style="list-style-type: none"> 1. Appointed Town Centre Coordinator to periodically liaise with NCC Economic Development section to establish if there are any active requirements for leisure opportunities that can increase the evening offer in the area. 2. Work with an established Town Team to create a sub-group of relevant stakeholders that specifically focuses on the evening economy 	£Nil £Nil	Town Centre Coordinator and Economic Development / Invest in Nottingham Team. Town Centre Coordinator with Town Team	Short term / ongoing Medium term

	and collectively devises a package of initiative that can be trialled to promote the area and increased offer.			
6.5.	<p>Charity Shops</p> <p>1. Work with the charity shops to help them look at alternative ways of presenting themselves.</p>	£Nil	Town Centre Coordinator	Short term / ongoing
6.6.	<p>Business Rates</p> <p>1. Work with the NCC Business Rates section to investigate the most effective way of promoting a new package of business rates discounts to business that want to expand by take on a second retail property. Ensuring eligible beneficiary businesses are fully aware of their entitlement.</p>	£Nil	Town Centre Coordinator with NCC Business Rates section	Short term
6.7.	<p>Surveys</p> <p>1. Establish a small project team to draft two separate business survey questionnaires (quantitative and qualitative). Conduct the surveys and analyse the results.</p> <p>2. Draft a shoppers and visitor questionnaire survey as above and arrange for it to be completed over several shopping days to get a strong breadth of responses from different demographics.</p> <p>3. Produce a report on the results with recommendations and if appropriate actions to be completed.</p>	£Nil	Town Centre Coordinator	Short term
		£Nil	Town Centre Coordinator	Short term
		£Nil	Town Centre Coordinator	Medium term

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Action Plan For Bulwell
Department: Development
Service Area: Economic Development
Author (assigned to Covalent):

Name of Author: Hiren Vaitha
Director: Chris Henning
Strategic Budget EIA Y/N (please underline)

Brief description of proposal / policy / service being assessed:

An action plan for Bulwell has been developed that sets out an analysis of the opportunities and challenges that exist in the regeneration of Bulwell Town Centre, surrounding areas and main arterial routes. Some of these proposals have significant expenditure associated and will require further investigation and specific business cases developing. However, there are a number of actions that are zero or low cost which could be implemented relatively quickly.

Focus investment on what, uniquely, could make Bulwell a more attractive destination – the outdoor market.

The Equality Impact Assessment (EIA) covers the Bulwell area as outlined in the Action Plan for Bulwell. The improvements include the following: improve Wilkinson store window, remove ‘cage’ – side of B&M Bargains, activate former Scots Grey Pub, improve Old Town Hall – appearance, audit and promotion – Town Centre living, former Crown site redevelopment, facilitate development Coventry Road site, unused advertising hoardings, gateway signage for Nottingham/Bulwell, former Apollo pub site improvements, former hair and body bar improvements, demographical catchment area data, town centre gateway – development site, audit of minor works, promote evening/night time economy.

Information used to analyse the effects on equality:

Formal consultation has taken place with the Ward Members and key stakeholders including Neighbourhood Coordinators and Police.

The data sources used are as follows:

Census 2011 ONS
 DWP working age benefits May 2014
 Mosaic 2009, Experian
 Facts & Figures

	Could particularly benefit X	May adversely impact X	How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
People from different ethnic groups.	x	<input type="checkbox"/>	Scheme information and communications need to take account	Use of local liaison groups to promote good communication and ensure
Men	x	<input type="checkbox"/>		

Women	x	<input type="checkbox"/>
Trans	x	<input type="checkbox"/>
Disabled people or carers.	x	<input type="checkbox"/>
Pregnancy/ Maternity	x	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	x	<input type="checkbox"/>
Lesbian, gay or bisexual people.	x	<input type="checkbox"/>
Older	x	<input type="checkbox"/>
Younger	x	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults). <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>	x	<input type="checkbox"/>

<p>of ethnic groupings and disabled people.</p> <p>Environmental and building improvements on the whole will rationalise existing street furniture. Trip hazards will be removed; side road entry treatments will be installed where required.</p> <p>This is an opportunity to advance equality particularly for disabled and older citizens. There is an opportunity to improve signage to make the environment more suitable for people who are visually impaired. In addition, there is an opportunity to contribute to community cohesion with the buildings that are brought back into use.</p> <p>Consultation on the action plan could reach all groups of people so that it suitably represents the opinions of our citizens and businesses.</p>	<p>inclusion.</p> <p>A variety of consultation techniques will be used during the consultation period. This includes using the Nottingham Arrow, the internet, sending letters to residents in vulnerable flood risk locations, placing documents in public libraries and having a telephone contact number for any specific needs. Specific needs, such as large text or different languages will be managed on a case-by-case basis.</p> <p>Should also take proactive steps to ensure that information is produced in accessible formats.</p>
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Outcome(s) of equality impact assessment:

- No major change needed x
- Adjust the policy/proposal
- Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Progress against Bulwell Action Plan to be monitored 6 monthly; Strategy to be reviewed periodically by the Town Centre Coordinator. For each initiative and where appropriate a SMART assessment will be undertaken.

Approved by (manager signature):

Chris Henning Email: chris.henning@nottinghamcity.gov.uk
Tel: 0115 8764906

Date sent to equality team for publishing:

Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.