

CABINET MEMBER FOR REGENERATION AND DEVELOPMENT SERVICES

**Venue: Meeting Room 2,
3rd Floor, Bailey House,
Rawmarsh Road,
Rotherham. S60 1TD**

Date: Monday, 1st September, 2008

**Time: 11.00 a.m. Please note start
time for this meeting**

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972 (as amended March 2006).
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of previous meetings held as follows:-
 - 11th July, 2008.
 - 28th July, 2008.
 - 1st August, 2008.
 - 11th August, 2008.

For signature by the Cabinet Member.

4. Minutes of a meeting of the Health, Welfare and Safety Committee held on 11th July, 2008 (Pages 1 - 3)
5. Minutes of a meeting of the Tourism Panel held on 14th July 2008 (Pages 4 - 8)
6. Minutes of the Local Development Framework Members' Steering Group held on 21st July, 2008 (Pages 9 - 12)
7. Minutes of a meeting of the Town Centre Events Group held on 28th July, 2008 (Pages 13 - 16)
8. Minutes of a meeting of the Clifton Park Restoration Project Board held on 30th July, 2008 (Pages 17 - 20)
9. Petition - Longfellow Drive (Page 21)
 - to receive the petition.

10. Fair Access Housing Design Protocol (Pages 22 - 48)
Zahara Siddique, Place Shaping Officer, to report.
 - to report production of a Fair Access Housing Design Protocol.
11. Petition - Herringthorpe Leisure Centre Site (Pages 49 - 51)
Steve Hallsworth, Business Manager – Leisure & Greenspaces, to report.
 - to report re: petition opposed to the draft proposals.
12. South Yorkshire Joint Committee on Archives (Pages 52 - 57)
Elenore Fisher, Cultural Services Manager, to report.
 - to report on the South Yorkshire Joint Committee on Archives.
13. Cramfit Road, North Anston (Pages 58 - 60)
Stuart Savage, Senior Engineer, to report.
 - to outline proposed footway links.
14. Funding for School Crossing Patrol Service - Rudston Preparatory School Ltd.,
Broom Road, Rotherham (Pages 61 - 62)
Jane Muffett, Customer Services Manager, to report.
 - to report the appointment of a school crossing patrol.
15. High Street, Kimberworth - Proposed Zebra Crossing (Pages 63 - 66)
Stuart Savage, Senior Engineer, to report.
 - to report receipt of objections to the proposed zebra crossing.
16. A57 M1 to Todwick Crossroads Improvement Scheme (Pages 67 - 69)
David Phillips, Principal Highway Engineer, to report.
 - to seek approval for the scheme to be resubmitted for planning permission and to seek approval to continue with the appointment of JMP Consulting in respect of specialist consultancy work for the project, until the completion of the statutory procedures.
17. Application to hold a new Fun Fair on the Greasbrough Recreation Ground
(Pages 70 - 71)
Robin Lambert, Markets General Manager, to report.
 - to consider an application to hold a new funfair on the Greasbrough Recreation Ground, from the 10th to the 13th September.
18. Listed Building at Risk - George Wright Building, 22A High Street, Rotherham -
Urgent Works Notice and Repairs Notice (Pages 72 - 76)
Peter Thornborrow, Conservation and Urban Design Officer, to report.
 - to consider the proposed action to prevent further deterioration of a grade II listed building.
19. Maintenance of Balancing Pond at Woodlathes Village.
Chris Wilkins, Assistant Development Control Manager, to report.
 - to consider ownership and future management and maintenance of the balancing pond.

The Cabinet Member authorised consideration of the following urgent, extra item:-

20. Application to hold a 2nd Funfair on the bonfire ground in Wath. (report attached) (Pages 77 - 78)
Robin Lambert, General Manager Markets, to report.
 - to consider an application to hold an additional funfair on the bonfire Ground in Wath, from the 10th to the 13th September, or 18th to 22nd September 2008.

21. EXCLUSION OF THE PRESS AND PUBLIC
The following items are likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relates to the financial or business affairs).

22. Town Centre Residential Strategy (Pages 79 - 90)
Zahara Siddique, Place Shaping Officer, to report.
 - to outline a phasing programme.(Exempt under Paragraph 3 of the Act - contains contractual and financial information)

23. Town Centre Spaces Applications for Mobile Catering (Pages 91 - 103)
Julie Roberts, Town Centre Manager, to report.
 - to recommend issue of licences.(Exempt under Paragraphs 1 and 3 of the Act – information relating to individuals/contains contractual and financial information)

24. Procurement of Indoor Design Service for the Fit-out of Lot 1 Civic Accommodation (Pages 104 - 106)
Ian Smith, Director of Asset Management to report.
 - to request the Novation of Carey Jones Design Services.

**HEALTH, WELFARE AND SAFETY PANEL
FRIDAY, 11TH JULY, 2008**

Present:- The Mayor (Councillor G. A. Russell); Councillors P. A. Russell, R. S. Russell, Smith, Swift and Wootton; Mrs. S. D. Brook (NASUWT), Mrs. J. Adams (NUT), Mrs. S. Tudor (UNISON) and Mr. K. Moore (AMICUS).

Apologies for absence:- were received from Councillors Sharman and Whelbourn and from Mr. J. W. Clay (ATL) and Mrs. C. Maleham (UNISON).

1. APPOINTMENT OF CHAIRMAN

Agreed:- That Councillor R. S. Russell be re-appointed Chairman of the Health, Welfare and Safety Panel for the 2008-2009 Municipal Year.

(Councillor R. S. Russell in the Chair)

2. APPOINTMENT OF VICE-CHAIRMAN

Agreed:- That Mr. K. Moore be re-appointed Vice-Chairman of the Health, Welfare and Safety Panel for the 2008-2009 Municipal Year.

3. MEMBERSHIP OF THE HEALTH, WELFARE AND SAFETY PANEL

The Panel welcomed Mrs. Susan Tudor, UNISON Health and Safety Representative, to her first meeting.

At the same time, the Panel wished Mrs. Carol Maleham a speedy recovery from her illness.

4. MINUTES OF THE PREVIOUS MEETING HELD ON 25TH APRIL 2008

Resolved:- That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 25th April, 2008, be approved as a correct record for signature by the Chairman.

5. HEALTH, WELFARE AND SAFETY - INITIATIVES AND PROCEDURES

The Panel noted information from the Principal Health and Safety Officer concerning:-

- Brinsworth Comprehensive School – electrical repair work;

- refuse collection at Maltby – alteration of dustbin storage location as a consequence of a road safety assessment.

6. STATISTICS OF ACCIDENTS, INJURIES AND INCIDENTS OF VIOLENCE TO EMPLOYEES

The Principal Health and Safety Officer submitted a chart summarising reported accidents to all employees, occurring from the first quarter in 2005 to the first quarter in 2008.

The Panel noted that the style of presentation of the statistical information was currently being reviewed.

Resolved:- That the statistical information be noted.

7. HEALTH AND SAFETY BULLETIN

Consideration was given to the Health and Safety Bulletin, containing recent articles and reports of legal cases relating to health and safety.

The following were highlighted:-

- Matters of interest from the Health and Safety Executive (asbestos inspection pack updated; explosion risk from redundant domestic back boilers; evaluation of the impact of the costs of the Display Screen Equipment directive in Great Britain)
- Myth of the Month (height of park benches; plasters on cuts)
- Recent Court Cases

Resolved:- That the Principal Health and Safety Officer distribute copies of the bulletin throughout the Authority and also publish the bulletin on the Council's Intranet web site.

8. HABERSHON HOUSE - VISIT OF INSPECTION ON 30TH JUNE 2008

Consideration was given to a report of the Principal Officer, Risk Management (Children and Young People's Services) about the visit of inspection he had undertaken to Habershon House, Filey, together with NASUWT Safety Representative Mrs. Susan Brook.

The Senior Building Manager also presented a report listing the various actions to be taken to improve the condition of the building. The Panel noted that capital money had now been allocated for this work.

The Panel agreed to review this issue at a future meeting to ensure that the required works are undertaken. There would also be a similar review of the Crowden Centre in the future.

9. REPORTS ON VISITS OF INSPECTION HELD ON 13TH JUNE 2008

Consideration was given to matters arising from the visits of inspection made by the Panel on Friday, 13th June, 2008.

The report included the responses provided by Service Areas to the various issues raised at the inspections.

Particular reference was made to:-

(a) Swinton Comprehensive School

The Panel noted the intention to amend and revise the 'violence to staff' reporting procedures and incident pro forma.

(b) Waste Recycling Sites

The Panel noted that there would be a new waste recycling contract, involving the operation and management of the various waste recycling sites, from August 2008.

(c) Highway Alterations at Westgate, Rotherham

The Panel noted the good standard of welfare facilities provided for the workforce.

**TOURISM PANEL
MONDAY, 14TH JULY, 2008**

Present:- Councillor Walker (in the Chair); Councillors Boyes.

together with:-

Joanne Edley	Tourism Manager
Marie Hayes	Events and Promotions Service Manager
Michelle Mellor	Assistant Tourism Officer
Lizzy Alageswaran	Principal Officer – Community Arts
Dawn Campbell	Events and Promotions Officer
Matthew Beck	Chief Executive, MAGNA
and	
Richard Jones	Yorkshire South Tourism
Carol Bowser	Winthrop Park – Nature Therapy Community Park

Apologies for Absence were received from:-

Councillor Jane Austen	
Councillor Reg Littleboy	
Councillor Gerald Smith	Cabinet Member for Regeneration and Development
Elenore Fisher	Cultural Services Manager
Julie Roberts	Town Centre Manager
Natalie Haynes	Holiday Inn
Bernard Jones	South Yorkshire Transport Museum
Tom Waldron-Lynch	Hellaby Hall Hotel

12. GUIDED TOUR OF WINTHROP PARK, SECOND LANE, WICKERSLEY

Before the meeting began, members of the Tourism Panel undertook a guided tour of Winthrop Park, which had been developed during the past three years as a nature therapy community park.

13. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

The appointment of the Chairman and the Vice-Chairman for the 2008/2009 Municipal Year was deferred until the next meeting. It was agreed that Councillor Sheila Walker should chair this meeting.

(Councillor Sheila Walker in the Chair)

14. MINUTES OF THE PREVIOUS MEETING HELD ON 2ND JUNE, 2008

Consideration was given to the minutes of the previous meeting of the Tourism Panel held on 2nd June, 2008.

Agreed:- That the minutes be agreed as a correct record.

15. MATTERS ARISING

Item 10(i) Promotions to potential European Visitors

This matter was being revisited.

16. ITEMS RAISED BY INDUSTRY REPRESENTATIVES

Discussion took place on the following items:-

(a) There was an increased number of visitors to the MAGNA Centre, as well as more events taking place there.

(b) Hoteliers seemed to be having a difficult time at the moment.

(c) It was anticipated that the Rotherham College of Arts and Technology would relocate some of its activities to the MAGNA Centre.

(d) There should be more championing of the successes of local industry (eg: steel work for the new roof of the Wimbledon tennis stadium and the London Assembly building).

17. YORKSHIRE SOUTH TOURISM - GUEST SPEAKER - RICHARD JONES

The Tourism Panel welcomed Richard Jones, Chief Executive Officer of the Yorkshire South Tourism organisation, who spoke about the following issues:-

- in order to improve investment in Yorkshire's tourist economy, Yorkshire Forward would provide £5 millions to £10 millions during the three years' period 2009-2012 (to be spent on, for example, development of local product offer; business support; sports and other events marketing); there was better recognition of local authority spending on tourism initiatives; there would be one-for-one match funding of local authority

- Yorkshire Forward was inviting bids for proposed tourism schemes by 8th September 2008;

- Sheffield Hallam University was undertaking studies to determine the size of South Yorkshire's visitor economy, including the definition of a 'day visitor'; 40% of the visitor economy was due to business tourism;

- European Objective 1 funding was available for tourism schemes and proposals, with bids from Area Tourism Partnerships to be submitted before 31st December 2008; the funding allocated would have to be spent by 31st March 2009;

- in terms of local identity, the Panel noted the limited use of the 'Yorkshire Flag'.

Richard Jones was thanked for his contribution to the meeting.

18. YORKSHIRE TOURISM AUTHORITY AND YORKSHIRE TOURISM OPERATORS' GROUP - MEETINGS PAPERS ON PROPOSED REVIEW OF TOURISM IN YORKSHIRE - UPDATE

The Tourism Panel considered papers which included details of the revised principles and governance of the Yorkshire Tourism Network. It was noted that a Councillor would have to be nominated as Rotherham's representative on the Yorkshire Tourism Network.

The Tourism Operators' Group would cease, at the YTB AGM in November.

19. ROTHERHAM WALKING FESTIVAL - UPDATE

This year's Rotherham Walking festival had taken place from 30th June to 13th July, 2008. There had been approximately 1,000 participants. The sum of £280 had been raised to be donated to this year's Mayor's Charity. There had been a suggestion that the festival ought to end with a barn dance, although a source of funding would need to be identified.

A full report about the festival would be submitted to the next meeting of the Tourism Panel.

20. TOWN CENTRE EVENTS

The Tourism Panel noted the success of the following events:-

- Festival Market:-

This year's Festival Market took place at the end of May and comprised of the monthly farmer's market followed immediately a three day Continental market. A new element to this year's event included a 'phone in' competition in conjunction with Rother FM to win a four day Continental Break courtesy of Marriott Travel who are based within Rotherham Town Centre;

- Big Screen:-

As part of the wider national Big Screen Summer Programme, Rotherham screened the Royal Opera House's performance of Romeo and Juliet, live from Covent Garden, London on the afternoon of Sunday 1st June 2008;

- Community Events:-

The Events team have so far this year worked with the local Pentecost Church to host a Pentecost Celebration event which included a large stage, music and dance throughout the day. In addition Rotherham Open Minds Theatre Company have delivered their Colour Dome event.

- Ministry of Food:-

Jamie Oliver's Ministry of Food, located in a shop Unit in All Saints Square are getting involved in the Town Centre Events programme including China Now and Rotherham by the Sea.

Mention was also made of forthcoming events:-

- 'China Now' event on 19th July, 2008;
- Yorkshire Day on the 1st August - sale of Yorkshire produce at the Tourist Information Centre;
- Last Night of the Proms to be shown on the Rotherham Big Screen on 13th September 2008.
- The 'Love Music Hate Racism' event would shortly (delete "shortly") take place at the MAGNA Centre on 6th September, 2008. The Tourism Panel agreed that every effort should be made to streamline the events taking place in the Rotherham Town Centre, within Clifton Park and at the MAGNA Centre.

21. STEELOS PROJECT

(Councillor Boyes declared a personal interest in this item having been a performer in previous events.)

Lizzy Alageswaran, Principal Officer, Community Arts, reported on the work of the Community Arts Service which included:-

- community arts events
- the development of Rotherham as a cultural destination
- developing a new cultural centre as part of the Rotherham Renaissance initiative
- enlargement of the sculpture in the park, held event at Clifton Park
- development of a sculpture symposium
- a funding bid for a performance of a Shakespeare play in Clifton Park
- introduction of a Rotherham Film Festival.

Lizzy also presented a paper entitled "Steelos – Rotherham Musical", about the development of a Musical, to be performed at the MAGNA Centre late in 2009. A number of applications for funding were being prepared for the project.

22. ANY OTHER BUSINESS

(1) MAGNA

The Tourism Panel was informed that the MAGNA Centre had been shortlisted in 2 categories for the YTB White Rose Awards 2008. These awards were for Large Visitor Attractions and for John Heaps Award for Outstanding Customer Service.

(2) Winthrop Park – Nature Therapy Community Park, Wickersley

The Tourism Panel was informed that Winthrop Park had been awarded a National Community and Heritage Award and had been shortlisted for a National Award, the next ceremony would be taking place in London on 9th September, 2008.

23. DATE, TIME AND VENUE OF THE NEXT MEETING

Agreed:- That the next meeting of the Tourism Panel take place on Monday, 15th September, 2008, commencing at 2.00 p.m., at the Town Hall, Moorgate Street, Rotherham.

Councillor Dodson	Development
Councillor Wyatt	Vice-Chair, Planning Board
	Cabinet Member, Sustainability & Innovation
Councillor Donaldson	Ward No. 5
Councillor Havenhand	Ward No. 4
Phil Turnidge	Local Development Framework Manager
Neil Finney	Business Support Technician

11. MINUTES OF THE PREVIOUS MEETING HELD ON 20TH JUNE, 2008

Consideration was given to the minutes of the previous meeting held on 20th June, 2008.

Resolved:- That the minutes be approved as a correct record.

12. MATTERS ARISING

The following issues were raised:-

Item 3 re:- Joint Strategic Waste DPD

It was reported that a Members' Seminar on the Joint Waste DPD and an update on the LDF had been arranged for Tuesday, 29th July, 2008.

Item 5 re:- Regional Spatial Strategy 2009 Update Project Plan and Call for Evidence

It was reported that the consultation response to the RSS 2009 Update Project Plan and Call for Evidence was submitted to the Regional Assembly by their deadline.

13. REGIONAL SPATIAL STRATEGY

Andy Duncan, Strategic Policy Team Leader, presented a report relating to Section 4(4) of the 2004 Act which requires the Yorkshire and Humber Assembly to seek the advice of strategic planning authorities in the Region in preparing the Regional Spatial Strategy (RSS).

He explained that the Act identifies a 'first detailed proposals' stage in the RSS drafting process at which the Assembly should involve strategic planning authorities more formally, *if those authorities wish*. In essence, the Assembly must formally ask the Council whether it wishes to prepare those parts of the RSS that relate to the administrative area of Rotherham.

The Assembly have therefore asked if the Council wishes to draft first detailed proposals for Rotherham.

**3ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
21/07/08**

It was explained that the Assembly believed it was already meeting the requirements of the Act through current arrangements with planning authorities, and it was therefore recommended that the offer be declined.

Resolved:- That officers formally decline the offer of preparing first detailed proposals for the Regional Spatial Strategy 2009 Update, in favour of continuing with the current working arrangements.

**14. ROTHERHAM LDF ALLOCATIONS DEVELOPMENT PLAN
DOCUMENT SETTLEMENT SURVEYS**

Preliminary settlement surveys were undertaken in consultation with the Ward Members regarding the following settlement groupings:-

- Brampton, West Melton and Wath-upon-Dearne
- Maltby and Hellaby
- Dinninton, Laughton Common, North and South Anston

Resolved: That the position, and the continuing development work, be noted.

15. ANY OTHER BUSINESS

The following issues were reported:-

(i) Growth Point

Andy Duncan, Strategic Policy Team Leader, reported that the Government had announced the 2nd wave of Growth Points and South Yorkshire had been included. There was therefore a need to consider the implications for the LDF work. It was being pre-supposed that the housing targets would be increased above RSS targets but as yet the baseline was not known.

(ii) Housing and Planning Delivery Grant

Andy Duncan, Strategic Policy Team Leader, reported that the provisional allocation had been announced. It was likely that Rotherham will receive £143,374 subject to confirmation by Government in October.

(iii) Council House Building

Councillor Smith raised the question of which local authorities had been allowed to build council houses.

Gordon Smith, Quality and Design Co-ordinator, reported that 4 new partnerships between the public and private sector had been announced that would put Councils back at the centre stage of providing homes.

(These were identified in a follow up email as:- Barking and Dagenham;

Newcastle; Nottingham; and Manchester)

16. DATE, TIME AND VENUE OF NEXT MEETING

Resolved:- That the next meeting of the Local Development Framework Members' Steering Group be held on FRIDAY, 19th SEPTEMBER, 2008 at 10 a.m. in the Town Hall, Moorgate Street, Rotherham.

TOWN CENTRE EVENTS GROUP
Monday, 28th July, 2008

Present:-

Councillor Gerald Smith	Cabinet Member for Regeneration and Development Services
	(in the Chair)
Councillor Rose McNeely	Ward Councillor (Boston Ward)
Councillor Peter Wootton	Ward Councillor (Boston Ward)
Kate Moreman	Events Manager
Janet Fletcher	Assistant Events and Promotions Manager
Joanne Edley	Tourism Manager
Robin Lambert	Markets Manager
Bernadette Rushton	Assistant Town Centre Manager
Brid Chaggar	Chamber of Commerce

Apologies for absence:-.

Darran Ward	Service Delivery Manager, Rotherham Interchange
Councillor B. Dodson	Ward Councillor (Rotherham East)
Councillor S. Ali	Deputy Mayor
Councillor M. Hussain	Ward Councillor (Boston Castle)
Alan Lewis	Engineer, Streetpride
Marie Hayes	Events and Promotions Manager
Michele Hill	Town Centre Safety Manager

6. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH MAY, 2008

Agreed:- That the minutes of the previous meeting held on 19th May, 2008 be received as a true record.

7. UPDATE - ROTHERHAM TOWN CENTRE EVENTS

Kate Moreman, Events Manager, presented the submitted report which provided an update of events which had taken place so far this year within the Town Centre, all organised by the Events & Promotions Service and Markets Teams, together with an event analysis. In addition, the report provided details of the key benefits to the Town Centre and the wider communities through hosting events.

Events and Promotions Service continue to deliver a diverse range of events within Rotherham Town Centre and this year is no exception.

Events bring a broad range of benefits to the Town Centre and to the wider community. Although these benefits can be difficult to measure and quantify given that there are no industry indicators to neither draw conclusion from nor benchmark against, events can be assessed based

on a number of factors relevant to Rotherham itself including their ability to:

- ❖ Showcase the Town Centre in order to raise its profile
- ❖ Drive Town Centre footfall
- ❖ Generate positive media coverage
- ❖ Create an atmosphere of vibrancy, fun and excitement
- ❖ Celebrate a diverse mix of cultures
- ❖ Assist in the promotion and marketing of the Town Centre, building on the visitor experience
- ❖ Instill community pride, encourage participation and inclusion
- ❖ Support local businesses and increase expenditure as a means of investing in the local economy
- ❖ Stimulate partnership working – consolidating resources and creating additional marketing activity

The events included:-

- Festival Market – 27th-31st May, 2008
- Big Screen – 1st June, 2008
- Community Events

In considering the report, discussion took place on the following issues:-

- ❖ Continental market – impact of fuel prices and exchange rate for traders
- ❖ Possibility of “themed” markets
- ❖ Possibility of Plant Fayre (Spring 2009)
- ❖ Advertising
- ❖ BBC Big Screen coverage re. Olympics 2008, including Opening Event and local filming re. promoting local health issues
- ❖ Ministry of Food involvement and “themed” food

Agreed:- That the details contained within the report now submitted be noted.

8. CHINA NOW

Kate Moreman, Events Manager, gave a verbal report on the success of the China Now event held in the town centre on Saturday, 19th July, 2008.

This was a BBC big screen event to celebrate the Chinese community within Rotherham.

Officers had worked closely with the Wah Hong community and Sheffield District Chinese School.

Events on the day had included:-

- Marquees – Paper folding and cutting, brush painting, lantern

- making, Wah Hong, Sheffield Chinese School.
- Wah Hong food demonstrations in the Ministry of Food
- Dragon and Lion dance, Tibetan dance, tai chi, handkerchief and fan dance

The event had been well supported from start to finish, and there had been a good media coverage in the Rotherham Advertiser and BBC Radio Sheffield who were present on the day.

Agreed:- That the verbal report be noted.

9. PROGRESS ON CHRISTMAS ILLUMINATIONS SCRUTINY REVIEW RECOMMENDATIONS

Kate Moreman, Events Manager, presented the submitted report which set out progress to date against the recommendations of the Christmas Illuminations Scrutiny Review discussed at a meeting of the Town Centre Events Group on 16th January, 2008.

The report from the Scrutiny Review of Christmas Illuminations was considered by the Regeneration Scrutiny Panel on 3rd November, 2006 (Minute No. 73 refers). The report has also been considered by the Cabinet at its meetings held on 7th February, 2007 (Minute No. B187 refers), 11th April, 2007 (Minute No. B244 refers) and 17th October 2007 (Minute No. B 75 refers).

The report set out a number of actions taken with regard to:-

- ❖ Christmas Lights – District and Gateway Sites
- ❖ Town Centre Christmas Illuminations

Meetings have been held with the Director of Culture and Leisure and Strategic Director, Environment and Development Services to discuss specific problems relating to action on Scrutiny Review recommendations.

As a result, a Christmas Lights Task Group has been set up with officers from Streetpride and Culture and Leisure Services in order to address some of the infrastructure issues.

The meeting was informed that the final design for the town centre lighting scheme will be dictated by the available budget. However, it is felt that an acceptable scheme can be funded from existing budgets, if no additional funding is available.

Area Assemblies and Parish Councils are individually considering funding of Christmas lighting in their areas.

In considering the report, the meeting discussed the following issues:-

- ❖ Roundabout Sponsorship Scheme – Terms and Conditions and

- related issues
- ❖ Possibility of LABGI funding
- ❖ Catenary wires/new town centre buildings and Contractor involvement
- ❖ Infrastructure for lighting
- ❖ Strategic lighting
- ❖ Business involvement
- ❖ Funding

Agreed:- (1) That the contents of the report be noted.

(2) That Kate Moreman liaise with Brid Chaggar with regard to possible contributions from businesses towards this year's Christmas lights, as discussed.

10. DATE AND TIME OF THE NEXT MEETING

Agreed:- That the next meeting of the Rotherham Town Centre Events Group take place on Monday, 29th September, 2008 at 2.00 p.m. in the Town Hall.

CLIFTON PARK RESTORATION PROJECT BOARD
Wednesday, 30th July, 2008

Present:- Councillor Smith (in the Chair); Councillors McNeely and Wootton.

Also in attendance:-

Phil Gill	Green Spaces Manager
Andy Lee	Operations Manager
Elaine Humphries	Chair of the Friends Group
Joyce Miller	Secretary to the Friends of Clifton Park Group
Dawn Sanders	Senior Accountant

81. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ali, Falvey and Walker, David Burton, Consultant Project Manager and Phil Rogers, Director of Culture and Leisure.

82. MINUTES OF PREVIOUS MEETING HELD ON 19TH JUNE, 2008

Resolved:- That the minutes of the previous meeting held on 19th June, 2008 be agreed as a correct record.

83. MATTER ARISING

The meeting was informed that English Heritage had reported no objections to the biomass boiler and chimney option.

84. PROJECT OVERVIEW

Phil Gill, Green Spaces Manager, reported on the following issues:-

Procurement

Tenders had been received from four of the five short-listed companies on 4th July 2008. Birse had decided not to tender due to key members of their team being unavailable. A quality assessment of the tenders was then carried out by Culture and Leisure Officers, the Project Manager, and members of the design consultant's team. The assessment team, which had included members of the Friends' Group, had then met to agree quality scores for each firm before carrying out interviews on the 22nd and 23rd July.

A separate assessment of the tender sums had been undertaken by the project quantity surveyor, and the results of this were not made known to quality assessment team members until after the completion of the interviews.

The outcome of this process will be discussed under agenda item 4 of this meeting.

Members present raised questions with regard to two alternative tenders submitted, and security factors whilst work is ongoing.

Detailed Design Development

Following the decision of the Project Board at its last meeting to retain the proposed biomass boiler for the Garden Building within the scheme, the architects had been amending the detailed designs to incorporate the chimney which is required for this, taking into account its implications for the layout of the service yard.

Children's Play

LDA Design is nearing the completion of its commission to produce a layout for an extended play area within Clifton Park. This will be funded by Play Pathfinder and Big Lottery Children's Play Programme as previously reported. Further details of the emerging proposals will be discussed under agenda item 5 of this meeting.

An initial proposal to include a supervised Adventure Play Park within the Clifton scheme has been reconsidered due to concerns about the incompatibility of a development of this sort with other elements of the Clifton Park proposals, including the need to provide another building. It is now proposed that this be provided nearby at Eldon Road recreation ground. Consultation with local ward members and other stakeholders is being planned in association with the Area Assembly.

The meeting discussed the rationale of the proposal for an Adventure Play Area at Eldon Road. Ward 2 Members present asked to be involved in the discussions on this proposal.

Resolved:- That the report be received and noted.

85. REPORT ON TENDERS RECEIVED FOR MAIN CONTRACT

Phil Gill, Green Spaces Manager, outlined the main factors leading to the decision to recommend acceptance of the tender submitted by UCS Civils Ltd, subject to further negotiation in order to arrive at an acceptable contract sum in line with the project budget. A report had been discussed at a meeting of the Cabinet Member for Regeneration and Development Services on the 28th July, 2008 seeking approval to proceed on this basis.

Resolved:- That the report be received and noted.

86. PLAY PARK MASTER PLAN

Phil Gill, Green Spaces Manager, reported that LDA Design had issued a draft master plan for the new extended children's play area, in accordance with the brief given to them and discussed at the Project Board held on 11th June, 2008.

The Green Spaces Manager presented the main proposals contained within this master plan, together with a powerpoint presentation, along with details of site opportunities and constraints, stakeholder consultation, the brief for the detailed design phase which will follow the agreement of the master plan, and the proposed outline programme for the remainder of the project.

Members present were asked to comment on the draft proposals in order that they be considered in finalising the master plan, and asked to approve the use of this within the brief for the detailed design phase, subject to inclusion of any agreed amendments.

Members present raised questions on the following issues:-

- Community involvement and consultation, if any, with older children
- Rotherham Show and need for publicity
- Need to ensure realistic timescales for consultation
- Management/supervision of "hidden areas" and the need to minimise risk of vandalism
- Welcome gates and fenced area
- General security issues, including CCTV
- Park Lea area and possible future access

Resolved:- That the Play Park Master Plan, as discussed, be received and noted, and that it be used within the brief for further detailed design of the scheme.

87. ANY OTHER BUSINESS

(a) Communications

Elaine Humphries informed the meeting of the next date of the Clifton Park Friends' Group, and the date of the Annual General Meeting and sought guidance with regard to the information which could be communicated to both meetings with regard to the successful tenderer and timetable of work.

(b) Nomination of Award

Elaine Humphries reported that she had not been successful in winning the 'Nationwide Heritage Champion' Award for which she had been nominated by RMBC.

88. DATE AND TIME OF NEXT MEETING

Resolved:- That the next meeting of the Project Board be agreed in liaison with David Burton, Consultant Project Manager, and all members informed accordingly.

ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET MEMBER

1. MEETING:- CABINET MEMBER FOR REGENERATION AND DEVELOPMENT SERVICES – DELEGATED POWERS

2. MEETING DATE:- 1st SEPTEMBER, 2008

3. PETITION

I wish to report receipt of the following petition:-

- Longfellow Drive:- (i) provision of a children's play area
(ii) road safety issues

A copy of the petition will be available at the meeting.

4. RECOMMENDATION

- (i) That the receipt of the petitions be noted.
- (ii) That regarding Longfellow Drive:-
 - (a) the Director of Culture and Leisure Services be asked to investigate the issue relating to the provision of a children's play area.
 - (b) the Transportation Unit Manager investigate the issues relating to road safety.
 - (c) reports on each of the above be submitted to a future meeting of the Cabinet Member.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Regeneration and Development Services
2.	Date:	1st September 2008
3.	Title:	Draft Fair Access Housing Design Protocol
4.	Programme Area:	Neighbourhoods and Adult Services

5. Summary

The Draft Housing Design Protocol was presented to Cabinet Member for Neighbourhoods on the 21st January 2008. The Cabinet Member for Neighbourhoods requested the protocol should include all vulnerable groups to address their housing needs in a Fair Access Housing Design Protocol.

A Fair Access Housing Design Protocol has now been produced to represent an agreed approach to delivering standard housing which is flexible in design to meet the needs of all communities in Rotherham.

6. Recommendations

Cabinet Member is asked to:

- **Note the contents of the report and approve the Fair Access Design Protocol**

7. Proposals and Details

7.1 Background

Following the introduction of key Government policy in relation to improving housing provision to create sustainable communities and ensure housing policies offer choice and quality, it was agreed to widen the scope of a design protocol to include all vulnerable groups in Rotherham

The Fair Access Design Protocol has been produced to improve the design of new build housing so it does not present any physical barriers to households wanting to occupy the properties. It has been developed and informed by consultation with key stakeholders, affordable housing developers and community members.

The protocol was strongly supported by community members who commented on the key design features and concepts they felt were important to their housing needs. These have been adopted in the protocol to ensure it meets their needs along with other special need requirements of vulnerable groups.

7.2 Fair Access Housing Design Protocol

The Government's National Strategy, Lifetime Homes, Lifetime Neighbourhoods presents local authorities with the challenge to ensure housing meets the needs of all groups in society both in the longer-term and today.

The Fair Access Housing Design Protocol (*appendix 1*) sets out the Council's requirements for standard housing provision to meet Government policy and legislative changes towards meeting the Government's Agenda for Lifetime Homes. The Council recognises that standard housing does not meet the needs of everyone in society, specifically Disabled, Elderly and BME households.

In housing design terms the Fair Access Housing Design Protocol adopts the principles of Inclusive Design, Lifetime Homes Standard and culturally sensitive design.

The protocol guides designers and developers through key design principles, sets out design recommendations and signposts to relevant documents.

7.3 Implementation of the protocol

It is anticipated that this protocol will be used in the planning process and should be used as reference to demonstrate how housing developers have met the Fair Access requirements in the Design & Access Statement element of a planning application.

Discussions are ongoing with planning officers to determine the best means of giving the protocol planning weight such as its incorporation in development plan documents as part of the Local Development Framework. It is anticipated that the Council's Interim Planning Statement on 'Sustainable Development'

will site this protocol as a key document during the design and planning process. However, in the short term it will continue to be a voluntary planning policy for the private sector.

The new protocol will be taken to the Registered Social Landlord Partnership for adoption and will be incorporated into the Affordable Housing Development Programme 2008-11.

7.4 Next Steps

- It is planned to take the new Draft Fair Access Housing Design protocol to a number of forums and stakeholder groups to raise its profile and gain support.
- Work is also presently being undertaken to develop performance indicators for the Registered Social Landlord Forum to ensure its adoption and successful implementation.
- Present the protocol to LDF Steering Group

8. Finance

The development of the Fair Access Housing Design Protocol and its adoption will be met through existing resources in the Neighbourhood Investment Team and will include – officer time in undertaking promotion and engagement exercises, discussions with RSL developers and partnerships involving colleagues in planning.

9. Risks and Uncertainties

Failure to address the needs of all of Rotherham's local communities will result in creating barriers and prevent fair access to housing and Neighbourhoods.

Each scheme will have its own design issues and cost implications which will have to be balanced with the protocol's requirements. It is anticipated that the spirit of the protocol will be honoured to enable delivery of housing to meet the needs of residents of the Borough.

A mechanism for monitoring delivered through the private sector will have to be established to ensure adherence to the protocol. Furthermore, work is required with RSL partners to ensure the protocol is imbedded with this development process.

10. Policy and Performance Agenda Implications

The adoption of the Fair Access Housing Design Protocol contributes towards our key corporate strategic themes of:-

- Rotherham Proud
- Rotherham Safe
- Rotherham Alive

- Fairness
- Sustainable Development

The Fair Access Housing Design Protocol demonstrates that the Council is committed to providing services which are equitable, fair, and accessible and meet the housing needs and aspirations of current and future households in the borough. Furthermore, it will also assist Neighbourhoods in meeting the legal obligations to eliminate disadvantage, promote equality of opportunity and good race relations.

These key themes are reflected within the Individual Well-being and Healthy Communities outcome framework, as follows:

- Improved Quality of Life – by enabling improved housing standards and options to meet household aspirations and an improved quality of life, through facilitating the delivery of housing suitable for all households and meeting identified housing needs. (Objective 6)
- Exercise Choice and Control – through enabling a range of housing options to be presented to households ensuring individuals can exercise choice and control over their housing options and home life. (Objective 6)
- Personal Dignity and Respect – through creating aspirational housing, promoting personal dignity and respect, in a comfortable, clean and orderly environment.
- Freedom from discrimination or harassment – through providing quality housing and independent living, targeted to meet specific need, to support improved health and well-being, facilitated by a transparent allocations process. (Objective 2)
- Economic well-being – providing high quality housing, through high design standards and meeting identified needs in order to create sustainable neighbourhoods, offering high quality and extended choice of housing provision, to meet current and future aspirations.

11. Background Papers and Consultation

The protocol has been integrated into the Housing Strategy refresh and action plan. To ensure the development of a robust protocol, it has been agreed that wider stakeholder and community consultation should be undertaken.

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Fair Access Housing Design Protocol

DRAFT

**April 2008
Rotherham Metropolitan Borough Council
Neighbourhoods & Adult Services Directorate**

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1. INTRODUCTION

The Council's Community Strategy strongly supports the provision of equality of opportunity and choice through creating diverse, inclusive and sustainable communities. By ensuring the development of new housing is accessible to everyone in its communities, the Council can deliver on its Proud, Sustainability and Fairness themes.

This protocol has been produced to represent an agreed approach to the design development process of delivering housing, which is flexible in design and meets the needs of people throughout their lifetime and ensure safe and comfortable homes.

The protocol sets out the Council's requirements and recommendations for flexible and adaptable homes, the aim is not to create exclusive homes for traditionally excluded groups but rather to ensure that standard housing is suitable to meet the needs and aspirations of all Rotherham's communities.

By bringing together the considerable guidance and experience on designing homes in this protocol the Council can achieve flexibly designed homes through the Housing Strategy's composite themes:

- Balanced Housing Markets
- Quality Housing and Place Making
- Achieving Inclusion and Access

In the first instance, the Council will start to meet these needs through affordable housing provision. It is anticipated that housing developers will take on board this best practise and integrate it into housing development in Rotherham towards achieving fully accessible housing provision.

It is intended for this protocol to be used in the design process to:

- Produce designs briefs for new schemes
- Consult and feedback with residents
- Evaluate the suitability of designs for proposed schemes
- Reference during the planning and building control processes

2. WHAT IS FAIR ACCESS?

Fair Access is 'recognising and addressing the needs of all people in society, and ensuring the reasonable reduction or removal of barriers towards meeting these needs'.

This protocol recognises that standard housing does not meet the needs of everyone in society, specifically Disabled, Elderly and BME households. The Council aims to set the standards in design to ensure people's needs are met rather than to separate or stigmatise sections of the community.

In housing designs terms Fair Access encompasses the principles of Inclusive Design, Universal Design and Lifetime Homes Standard. These principles require housing developers to change their approach to designing homes so that everyone can access standard housing and enjoy their home as a safe, comfortable and functional environment.

This protocol guides designers and developers through these key design principles, outlines the Council's key design requirements and signposts to the relevant legislative documents.

The Commission for Architecture and the Built Environment (CABE) in "The Principles of Inclusive Design, 2008" states:

'Design should always be judged by whether or not it achieves an inclusive environment. Design which does not do this is not good enough. Good design should reflect the diversity of people who use it and not impose barriers of any kind'.

3. CONSUMER LED DEVELOPMENT

To provide suitable housing for all of Rotherham's communities, the process must be led by consumers and based on their needs. The following actions should be undertaken by housing developers together with the Council:

- Designs must be sensitive to the Fair Access Housing Design Protocol
- Housing developers to consult with the Council's Urban Designer during the design process
- The Council must share knowledge of its communities with housing developers and inform them of wider partners who can also inform the design process
- Appropriate consultation must be undertaken with specific focus groups to identify area/neighbourhood specific needs

Although reference is made to BME, disabled and elderly communities living in different areas of Rotherham, these groups are not homogenous and some people can fall into all three groups. It is therefore important to undertake this scoping exercise to highlight the area's needs. Each site will be unique and specifics will need to be understood on a site by site basis. Demographically, communities can vary widely and therefore research and common themes must be validated for each area.

However, consultation exercises of this nature that focuses on specific groups and which result in placing people into a category, means making generalisations which are often very broad. This must be used with caution particularly as many categories are made up of many factors such as:

- Disability could consist of visually impaired, physical and mental disability and these further break down, or
- BME groups can encompass many countries and even more cultures for example the term 'African'

In using guidance such as this, users must be aware that processes to design housing must be flexible to allow for changing attitudes and perceptions and not to reinforce stereotypes. Therefore, this process must be very fluid and consumer led. There are a number of examples sited in this guidance for information to suggest how design can be adapted to suit. These examples must be used with caution, as guidance, rather than as the rule.

The key consideration of this protocol is to ensure the development of properties which are flexibly designed as universal developments. There are extensive case studies of schemes aimed specifically at individual groups, however many have found that over time communities

and needs change therefore rendering the schemes obsolete whilst also excluding other groups.

This protocol is not attempting to create a 'one size fits all' but instead incorporate design elements which meet the needs of these key groups into standard housing requirements. Added to this is the ability to introduce adaptations which ensures long term sustainability in these developments.

4. DESIGN PRINCIPLES

Following recent Government policy and legislative changes which requires local authorities to meet the needs of all groups in society, the Council has adopted the following design principles of:

- Lifetime Homes Standard
- Inclusive Design Standards
- Culturally Sensitive Design Guidance

4.1 Lifetime Homes

The Government's National Strategy for Housing in an Ageing Society - Lifetime Homes, Lifetime Neighbourhoods, sets out how local authorities have a key role as leading their communities to meet the challenge of an ageing population.

The paper recognises that the majority of homes are not designed to meet people's changing needs as they grow older. For the elderly, as with other marginalised groups, there are specialist housing options which are often limited to care homes or sheltered housing.

It states,

'We want to prepare our communities for the multiple changes that we will face; to 'future proof' our society so that it does not alienate or exclude; and to allow everybody, regardless of age, to participate and enjoy their home and their environment for as long as possible. To succeed in providing appropriate housing and effective care to all in a more targeted manner, there must be a coherent, joined-up, plan – that is why we need a National Strategy for Housing in an Ageing Society.'

The Council is pro-actively taking steps to ensure that it meets the Government's requirement for all public sector funded housing to be built to Lifetime Homes Standard by 2011.

The Government is also encouraging take-up by the private sector housing developers and by 2013 for all new homes to be built to Lifetime Homes Standards.

4.2 Disability Discrimination Act 1995

The term Disability in this protocol will denote all forms of disability such as learning difficulties, visual and hearing impairments and physical ability, unless otherwise specifically stated.

The Disability Discrimination Act 1995 (DDA) was amended by the DDA 2005 to include the rights of disabled people in housing. Under the Premises part of the Act duty is imposed to

make reasonable adjustments to enable disabled people to occupy their homes or to use benefits or facilities.

The Disability Rights Commission (DRC) presented The Independent Living Bill 2006 which states'

'To deliver real accommodation choice the Bill proposes changes to new housing design so that all new houses are more accessible and adaptable and offers a means of making more efficient use of existing accessible housing stock.'

The Council aims to pro-actively address the needs of disabled people in the borough through ensuring flexibly designed houses. This protocol supports the DRC's mission to achieve a society in which all disabled people can participate fully as equal citizens. This means ensuring equality of access to housing and the right of disabled people to live independently, with choice and dignity.

4.3 Culturally Sensitive Design Guidance

Although there is no legislative framework which requires housing developers to deliver housing suitable for BME households, the Council recognises Rotherham has a diverse community with people from many different racial backgrounds. As well as established communities there are newly forming communities of people who have recently settled in Rotherham.

With such a diverse community comes a variety of needs, languages and cultures, which must be considered in plans to create new housing in neighbourhoods to meet local needs.

The Housing Corporation sets out guidance for meeting BME objectives in 'The Big Picture, Meeting the needs of black and minority ethnic communities, 2001'. Some of these have been adopted in this protocol as follows:

- Develop locally based housing strategies that meet BME housing needs
- Consult, empower and promote the participation of BME communities to deliver appropriate and effective housing services
- Act to prevent discrimination against BME communities when designing and delivering services
- Consider the significance for BME households of the size and type of properties planned, and ways of making services more culturally sensitive

This protocol sets down guidance to meet BME housing needs through design excellence and explains how the Council can work in partnership with housing developers to deliver flexibly designed houses.

5. DETAILED DESIGN GUIDANCE

This section of the protocol outlines the specific design requirements that the Council expects developers to consider and where possible, incorporate into new development schemes at the outset. Although this guidance aims to cover all considerations in the design process and details many specific design features, it is understood that each scheme will have its own merits and limitations. Therefore, developers can approach this guidance with flexibility during the design process if it can be demonstrated these aspects have been met.

Housing developers who adopt a professional approach to universal design based on a better understanding of consumer needs and aspirations stand to benefit from:

- Higher quality homes and services
- Increased sales and customer satisfaction
- Stronger brand values and enhanced brand recognition
- Greater profitability and improved returns on investment
- Minimises potential for delays or refusal during the planning process

5.1 DESIGNING FOR AN AGEING POPULATION

5.1.1 Lifetime Homes Standard

Lifetime Homes have sixteen design features that ensure a new house or flat will meet the needs of most households. This does not mean that every family is surrounded by things that they do not need. The accent is on accessibility and design features that make the home flexible enough to meet whatever comes along in life: a teenager with a broken leg, a family member with serious illness, or parents carrying in heavy shopping and dealing with a pushchair.

Because Lifetime Homes will be suitable for older people (whose numbers are increasing rapidly) and for the vast majority of disabled people, as well as the non-disabled person, they will have a wider market of potential buyers and residents, probably increasing their value and the ease with which they can be re-sold.

The Council is aiming to achieve full compliance with the Lifetime Homes standards and, this is seen as essential to produce adaptable and widely desirable properties.

DESIGN FEATURES

Design: Car Parking

Many older persons and those with limiting long term illness can experience mobility difficulties and good design can mean the difference between independent living and social exclusion. Ensuring that car parking facilities are accessible is recommended for older people and possible carers. Car parking should where possible be:

- Adjacent to the home
- Capable of enlargement to attain 3.3m width
- Kept to a minimum distance to the home
- Accessible via a level or gently sloping route from the home

Design: Entrances

To improve accessibility to a home for older people it is recommended that entrances:

- Are illuminated
- Have level access over the threshold
- Have a covered main entrance

This also benefits those people with young children, transporting shopping or heavy goods and those with a disability. This can also improve safety and prevent trips and falls during severe weather conditions.

Design: Doorways and Hallways

Further guidance on circulation space can be found in Building Regulations, Approved Document, Part M.

- Width of internal doors and hallways should 900mm
- There should be 300mm nib or wall space to the side of the leading edge of the doors on entrance level
- There should be adequate circulation space for wheelchairs

Design: Living Room

For many households the living room is one of the most central points in the home and design should ensure no one is excluded. Therefore, the living room must be at entrance level.

Design: Two or More Storey Requirements

As mobility declines many need that 'bit of help' to continue to stay in their own homes in safety and comfort. Homes should have a space on the entrance level that can be used or converted into a convenient bed space.

Design: Bathrooms & WC

To facilitate independence design should incorporate features which enable people with mobility difficulties to use bathroom and WC facilities either independently or with limited support from carers. It is recommended that:

- There is a toilet at entrance level
- Drainage provision will enable a shower to be fitted in the future
- Walls should be capable of taking adaptations such as handrails
- Bath, WC and wash basin are accessible

Design: Lift Capability

Over time a home may need adaptations or improvements to meet the changing needs of a household. This can be relatively cheap to incorporate into a new home at the outset and can prevent huge expense for often vulnerable households. The design should:

- Incorporate provision for a future stair lift
- Suitably identified space for a through floor lift from the ground floor to the first floor

Design: Main Bedroom

To ensure adaptability without significant expense the design should provide:

- A reasonable route for a potential hoist from a bedroom to the bathroom

Design: Windows, Fixtures and Fittings

Many people do not consider that daily tasks can become demanding obstacles due to the design of simple home features, from opening a window or curtains to turning on the lights. The following considerations should be incorporated where ever possible:

- Living room window glazing should be no higher than 800mm from floor level
- Windows should be easy to open/operate
- Switches, sockets, ventilation and service controls should be at a height usable by all – between 450mm and 1200mm from the floor

5.2 DESIGNING FOR AN INCLUSIVE COMMUNITY

5.2.1 Inclusive Design Features

Inclusive Design is ‘making a place which everyone can use with comfort, dignity and convenience, regardless of their age, gender, ethnicity, disabilities and circumstances’.

The Council requires housing developers to use the inclusive design process to ensure housing meets the needs of the widest possible consumer base. By stretching design briefs and some extra thought to designing features and layouts homes can be accessible.

EXTERNAL ENVIRONMENT

Design: Location, Mix and Layout

Location

The right location can prevent the isolation of disabled people from the rest of the community. The following must be considered when identifying location:

- Proximity to or ready means of accessing local amenities and services
- Nearby health care and other services
- Existing and potential support networks

Whilst it is important to ensure disabled people are close to the support services they need. This protocol is clear about enabling choice and independence by ensuring housing and neighbourhoods are inclusive, rather than continuing to house disabled people via traditional routes, such as residential care, which often restrict their aspirations.

Mix & Layout

The layout of schemes should be simple and logical with accessible routes and clear signage which is appropriate for people with visual impairments. (Further guidance on visual impairment is available from The Royal National Institute for the Blind (RNIB)).

A suitable mix of a scheme can also satisfy support networks and improve a sense of inclusion.

Design: Gardens

Often the boundary of the house and the garden can create further barriers for disabled people who may have a real need for these spaces to be inclusively designed. The space requirements of a disabled person for the external living areas must consider:

- Blind and visually impaired people will require a fenced and accessible garden for guide dogs
- Safety and hazards must be designed out especially for children with impairments
- As far as possible these areas must be level or gently sloping or incorporate landings with level resting points
- Appropriate surface materials must be used for routes and individual areas allowing flexibility of use

Design: Access

Approach to Dwelling

To allow independence homes should conform to Building Regulations Approved Document Part M, accessibility requirements. Depending on a variety of factors such as, topography, plot area and distance from point of access to the dwelling can all influence the type of approach provided. These are outlined in brief as:

- Level approach
 - Its gradient is not steeper than 1:20
 - Its surface is firm and even
 - Width at least 900mm
- Ramped approach
 - Can be provided if the plot gradient exceeds 1:20 but not exceeding 1:15
 - Its surface is firm and even
 - Its flights are 900mm wide and unobstructed
 - Individual flights not longer than 10m for gradients steeper than 1:15 or 5m for gradients steeper than 1:12
 - It has top and bottom landings at 1.2m (excluding the swing of any door or gate)
- Stepped approach
 - Can be provided if the plot gradient exceeds 1:15
 - It has unobstructed flights widths at least 900mm
 - The rise of a flight between landings is not more than 1.8m
 - Top and bottom landings who lengths are at least 900mm
 - Suitable tread nosings and the rise of each is between 75mm and 150mm
 - Provision of a suitable handrail with a grippable profile (between 850mm and 1000mm above the pitch line of the flight and extend 300mm beyond the top and bottom nosings)
- Driveway
 - Approaches to the dwelling using a driveway are preferable if they meet the requirements of Part M

Design: Surfaces

- Should be firm enough to support the weight of a wheelchair user
- Should be smooth enough to allow easy manoeuvre (loose laid materials are unsuitable)
- Should take account of the needs of stick and crutch users

Design: Access into a Dwelling

Entrance Threshold

Once a disabled person reaches the dwelling they often face difficulties simply from the design of the threshold into the dwelling. This can be simplest feature to design inclusively to improve access for all people.

- Where possible all entrances should be accessible
- The principle entrance must have an accessible threshold
- Where a step is unavoidable the rise should be no more than 150mm

Entrance Doors

To enable wheelchair users an appropriate door opening width is required as:

- Minimum clear opening width of 775mm

Consideration must also be given to the type of entrance door and how this may cause a barrier or hazard to visually impaired people, who should be able to clearly differentiate the location of the door, particularly glass doors. Glazing can be manifested with a decorative feature to allow visual contrast.

There should be provision of a lighted doorbell at a reachable height and or intercom. House numbers should be large, tactile and contrast with the background surface, in a locatable position.

INTERNAL ENVIRONMENT

Design: Space

The biggest challenge facing developers will be achieving density aspirations whilst also achieving space requirements. This can be problem for everyone however disabled people find space restrictions particularly problematic.

For example, blind and visually impaired people may need to accommodate a guide dog, house a Braille and in common with other groups space for a carer to stay on occasion. Other specific needs for space may relate to disabled children's families storage of equipment, therapy and play without restriction.

Design: Layout

Circulation Space

The main aim is to ensure appropriate space to allow access within the entrance storey of a dwelling into habitable rooms and a WC. Dwellings should allow the independence to circulate to and through habitable rooms. This can be achieved by:

- Corridors and passageways being wide enough to allow a wheelchair user to circulate and without obstruction by radiators or fixtures
- Considering layout of rooms to allow wheelchair users to pass through
- Internal doors being a suitable width to allow wheelchair users to manoeuvre

- Ensuring stairs in dwellings can be negotiated if these are at entrance level
- Stairs allow future installation of extending handrails and space for installation of a platform lift to aid vertical circulation

Further guidance and width measurements are available in Approved Documents Part M and Part K of the Building Regulations.

Design: Bathrooms & WC

The main aim is to ensure a WC is provided on the entrance storey of a dwelling so that it can be reached from habitable rooms without having to negotiate stairs. Bathrooms should consider the space requirements for future adaptations and where possible wheelchair accessibility and manoeuvring using independent or assisted transfer technique. Specific features should include:

- The door to the WC compartment opens outwards and has a clear opening width to enable wheelchair access
- The washbasin should be positioned so it does not obstruct access and where possible should allow a person to wash and dry hands whilst seated on the WC
- Space for future addition of horizontal support rails
- Knee space under toilet for example by removable fold-back doors or wall hung toilet

Bathrooms should allow the future addition of grab rails and drop-down seats. Incorporating shelving which is accessible from a seated position in the bath or shower cubicle will allow continued use and reduce the requirement for assistance. Other features should include:

- Slip resistant flooring when dry or wet
- Baths with transfer seating space
- Where possible accessible shower controls from a seated position
- Removable shower heads in all tubs and showers
- The surface finish of fittings contrast with background wall and floor finishes
- Visual contrast between wall and floor finishes

Further guidance can be found on specific measurements and transfer techniques in Part M and BS 8300.

Design: Fixtures & Fittings

It is important to consider the use of these finishing touches which can affect the daily needs of disabled people. Factors that affect the use of switches, outlets and controls are:

- Ease of operation
- Visibility
- Height
- Freedom from obstruction

This protocol allows flexibility in designing fixtures and fittings so long as it can be demonstrated these considerations have been met. Part M does recommend:

- A height of between 450mm and 1200mm from finished floor level for switches and sockets, as appropriate
- Designs incorporate suitable tactile indication on or adjacent to equipment for blind or visually impaired people
- Door handles and operating handles should be easy to grip and operate and contrast visually with the surface

Careful thought should be given to lighting and preventing glare, pools of bright light and strong shadows.

Design: Surfaces

Choosing an appropriate range of floor, wall and ceiling surface materials and finishes can help visually impaired people to define boundaries of rooms or spaces and identify access routes.

Materials to avoid include:

- Those with shiny, reflective surfaces
- Those with large repeating patterns

Design: Kitchen

By incorporating design features at the outset this area of the dwelling can be far more accessible and used with more independence by disable people. The following recommendations can also reduce the need for future costly adaptations. The following recommendations ensure that the variety of tasks in a kitchen can be conducted with greater comfort and safety:

- Clear knee space under sink counters and cooker tops which can be open space or by removable base cabinets or fold back doors
- Variable height surfaces which can be adjusted either mechanically or electrically
- Contrasting colour border treatment on countertops
- Stretches of continuous countertops particularly between refrigerator, sink and stove top
- Adjustable height shelves in wall cabinets
- Full-extension pull-out drawers, shelves and racks in base cabinets
- Front mounted controls on all appliances
- Single lever water controls at sinks

5.3 CULTURALLY SENSITIVE DESIGN

There is extensive guidance documentation and standards that are available for developers to ensure high quality sustainable properties are built however, much of this guidance does not focus on the specific needs of individual community groups, particularly the culturally sensitive needs of BME communities.

This guidance should be used to complement general design principles, which should be underpinned by the common objective set down by the Housing Corporation:

“Housing providers should produce well-designed, good quality housing to meet identified needs in places where people want to live.” (Housing Corporation, Design and Quality Standards, 2007)

EXTERNAL ENVIRONMENT

Design: Location, mix and layout

Location

The right location is a key consideration when developing housing which appeals to minority ethnic groups. These are identified by:

- Nearby appropriate facilities and resources
- Ensuring kinship networks and family structures are supported
- Existing and established community
- Avoiding areas known for racial harassment

Although it is common for BME households to stay near kinship networks this does not necessarily translate to all BME households. Whilst it is important to ensure there is suitable provision in existing communities this protocol is clear in the need to offer BME households the choice of moving out of areas traditionally associated with BME groups. This further supports the flexible design approach rather than the culture specific approach.

The choice offered in each area is addressed in section 3.2. Some provision must be made to allow BME communities the choice to move out of traditional areas rather than limiting the housing offer.

Locational strategies

Kinship ties can be sustained through creative approaches to location and housing offer. By understanding the local BME community, appropriate solutions can be developed to meet current and changing needs. For example, although large family accommodation is important to ethnic minority groups, it maybe more appropriate to provide a younger family accommodation which is near to older relatives.

Those schemes which are not located near culturally appropriate facilities may need to consider incorporating shared facilities such as communal lounges. These can be used as a meeting and congregation point and provide the sense of community that such a scheme's location may lack. These types of facilities may only be suited to larger schemes and will require consultation with community members.

Mix and layout

A suitable mix and layout of a scheme can satisfy kinship, security, safety and sense of community needs. These vary according to a number of factors. Specific requirements will be evident from the consultation exercises and can be tailored to meet local needs.

The 'courtyard' form is one example of a successful layout which can be varied to suit individual schemes. This form places dwellings around a central space, overlooking each other's entrances and environs. This can be varied to situate the central space at the back which can be divided into gardens, paths and communal spaces. Households where there is separation of the sexes can benefit, particularly women who can communicate with neighbours via their private gardens.

Security

This is a primary concern for minority ethnic groups and layout and mix can contribute to reducing vulnerability to crime. Security is not specific to designing houses for BME groups however these groups are more at risk of crime, so designing schemes which are Secure by Design is a high priority. Some considerations could include:

- Letter boxes should not be installed in front doors due to racial attacks Instead steel letter boxes should be installed in the wall with a lockable cover
- Door viewers are recommended and should be mounted at 1200-1800mm

Design: Aesthetics and appearance

This aspect of the design process must be approached with caution and researched thoroughly before implementation. Schemes can be given an identity by incorporating motifs and features which relate to individual cultures or religious beliefs.

It seems that this particular aspect of design has opposing view points. Many of the older generations and those working with minority ethnic groups believe that homes should not stand out particularly due to the risk of racial attacks and creating segregation.

However, there are those people who wish to assert their identity to reflect the diverse people and cultures living in the UK today. This can be achieved for example, through the use of preferred colours, motifs and window shapes.

The purpose of this protocol is to develop housing which is 'flexible in design' and therefore, design should be effective and functional, as such features can change with time as cultural attitudes and preferences alter. Properties that are clearly designed to suit a specific group can also reduce functionality and flexibility over the long term. Therefore, Rotherham's housing will be flexible in design and not restrictive.

Design: Gardens

Gardens are considered to be an essential part of a property and are used for a variety of uses such as:

- Children's play area
- For Greek Cypriot, Turkish Cypriot and Turkish people the barbecue is a regular social ritual
- For some Vietnamese people the pond is an important symbolic element
- Orthodox Jewish households are prohibited from carrying any object out of the boundaries of the home on the Sabbath and require fences and gates

Notably, front gardens are less important if there is the provision of an adequate rear garden. Space at the front of a property will only be required either for a car or set back for better security and privacy, as defensible space.

INTERNAL ENVIRONMENT

Design: Home

Layout

Although mainstream layouts for rooms are satisfactory and accepted by minority ethnic groups the following are specifications to suit generic BME needs of all groups:

- Large kitchen – more as a social space and where people gather to cook the family meal

- Consideration for two separate living spaces – taking into account families whose preference is for social separation of men and women such as in Muslim, some Rastafarian, Jewish, Sikh and Hindu households, particularly when guests are present

One living space is kept immaculate for guests and the other as a family room, options include:

- Separate but adjacent dining/family room
- Separate living/reception room
- Interconnected rooms for smaller dwellings

Preference is for kitchens to be at the rear of the house and living and reception room at the front (entrance side).

Although these requirements are generally only possible in larger houses, where properties are smaller this is overcome by combining the kitchen and dining room and having a separate living room.

Muslim groups particularly require the property to include a staircase that allows women to move freely round the house without encountering any male guests in the front room.

Another requirement is for a connecting door between the living and reception rooms to separate or allow a bigger space for gatherings, particularly during religious or cultural events/ceremonies such as, the Hindu 'haven' which is centred around a holy fire. The particular type of doors or arrangement should be discussed in consultation with the local BME community and its preferences.

It is preferable for cooking smells to be kept out of the living/reception room and so the kitchen will require good ventilation, particularly in the case of connecting doors.

In dwellings with more than three bedrooms it might be worth considering including a bedroom on the ground floor and a larger WC to take a shower, which allows greater independence to an elderly person or someone who has difficulty with stairs.

Plan shapes

When designing for larger households housing developers must ensure there is enough floor space to make comfortable living for the potential number of people. Many 3 and 4 bed homes actually do not provide adequate floor space and can be too small continuing the overcrowding trends seen in many BME communities.

Mainstream housing is generally rectangular. The L shape maybe more suited to the traditional layout of properties in some countries of origin which provide a courtyard. This provides further flexibility for households to use the courtyard for children, socialising and transition from home to garden. Generally, medium to wide fronted units are best suited to BME needs by allowing circulations space and privacy.

There are examples of new developments which have incorporated BME housing design principles through extensive community consultation. One particular example is the Selwyn Street, Oldham development which won a Building for Life Gold Standard award. (<http://www.buildingforlife.org>)

The scheme offers larger units due to demographic changes and uses wide fronted design with front doors, car ports and large windows. Floor layouts carefully maximise privacy between rooms and bedrooms permit varied furniture arrangements and non-load bearing internal partitions allow for later adaptations.

This protocol does not wish to restrict design and development of schemes by setting a measurement for floor space. Rather, to highlight the importance of layout and adequate floor space as a key factor to be considered in the design process.

Design: Circulation Space

Appropriately designed circulation space is essential in most minority ethnic households for privacy and ease of movement between different parts of a dwelling. This space also offers double function uses for example as a study area, seat or storage.

BME households, no matter the size of the dwelling, mostly favour a suitable entrance hall that allows multi functional use such as welcoming guests and removing coats and shoes. This space if designed to suit BME needs can have a real sense of place.

Where stairs are positioned will help privacy of circulation between the rear and upper parts of the dwelling. Examples include:

- Dog leg stair – positioned in the middle of the plan
- Reverse stair – single flight rising up from the middle of plan rather than from just inside the entrance

The arrangement of stairs and hallway space can also contribute to providing a further space on the upper floors with a further possibility of double function use.

Design: Kitchen

The kitchen is the part of a dwelling which has the most specific design requirements from all groups. These have been identified through the National Housing Federations research into designing for a multicultural society and have been set down below:

Storage

Sufficient storage for bulk buying food which applies to both large and smaller families of all groups for example:

- Large fridge freezer
- Space for large bins of flour, sacks of vegetables
- Space for storing large amounts of cutlery
- A cool pantry or larder
- 2msq of accessible kitchen storage floor space in houses up to 3 bedrooms (3msq in larger houses)

The accessibility and efficiency of the storage space needs careful design attention to meet needs.

Cooking

Cooking for the family or for guests is a significant part of most BME households, for example:

- Bangladeshi, Caribbean, Chinese, Indian, Pakistani, Tamil and Vietnamese cooking frequently involves use of oil
- Greek and Turkish Cypriot cooking uses charcoal grills
- Chinese cooking involves simmering and stir frying
- Jewish households are not able to cook on the Sabbath so food is prepared on Saturday and kept warm under a low flame

This results in an air change rate requirement higher than average Building Regulations. The following considerations should be incorporated where possible:

- Gas cooking is preferable
- Ventilation system extract rate of up to 60 litres per second via a cooker hood to the outside (Building Regulations figure: 30 l/sec)
- Cooker hoods must have a grease filter which is easily serviced by the user
- Consider including a heat recovery system to re-use the high quantity of heat that would otherwise be lost in the extracted air

Sinks and taps

Most BME groups consider running water is essential for proper cleanliness. A lot of food is cooked in large pots/pans. The following are important recommendations to meet these needs:

- Mixer taps to provide running water at controlled temperatures and for placing larger pans underneath
- Deeper than average sink to allow a 400mm diameter and 400mm high pot or bucket to be placed underneath
- Grease traps

Surfaces

The following recommendations are important to allow for long term maintenance and ease during cooking practises:

- Surfaces should resist high levels of moisture over lengthy periods
- Easily cleaned floor finishes to allow some preparation and cooking such as chopping vegetables or rolling pastry on wooden blocks placed on the floor
- White worktops should be avoided to prevent stains from cooking with oil and spices

Design: Living/Family/Dining Rooms

The main requirement for this part of the house is for more space from all groups. The usage varies slightly between the living room and family room such as:

- Orthodox Muslim households use the living room as a separate men's area particularly for guests
- Somali, Eritrean and Ethiopian households use the living room as a strong social area for many guests
- Jewish households use the living room as a children's study space
- Many Asian and Afro-Caribbean households the living room is kept spotless for visitors

With these spaces there should be discussion with the BME groups to determine their needs and space requirements, for example whether there will have to be a compromise between separate or interconnected rooms to provide sufficient space for varying uses. The primary goal should be to allow flexibility of use.

See also Design: Home, Layout

Design: Bedrooms

The main requirement here is for more space. Overcrowding, children and extended family visiting direct the use and layout of bedrooms. The use of bedrooms seems to be the lowest priority of all the spaces. Generally the conventional arrangements are accepted with the following specifications:

- Mix of single and double bedrooms, with more of the latter to allow flexibility in providing for children of different sexes
- Storage and fitted wardrobes or loose should be discussed with the BME community
- Workspace in children's rooms
- Space for a double bed in single rooms is preferable as children often sleep together
- In Muslim households the beds should be orientated so feet face away from Mecca. Sockets and doors should be designed carefully to allow the optimum position for beds

In larger households rooms can be designed to allow flexibility of use as either a bedroom or living room.

Design: Bathroom & WC

The preference is for running water and the bathroom as a place for relaxation or medicinal use. Bangladeshi, Pakistani, Indian, some Chinese and Vietnamese, Tamil and many African households require higher specification for water resistant surfaces and details. This cost should be considered in terms of the longer term maintenance costs. Tiling or a single sheet type of flooring is best, although tiling has been known to be carpeted over for warmth. The following specifications should be incorporated:

- Shower fitting
- In larger houses a separate shower room is preferable, acceptable on the ground floor
- Mixer taps
- Finishes which will resist water over the long term
- Floor covering is folded up a couple of inches on the walls to prevent water damage

Space considerations for children and elderly persons who may need help should be incorporated in family households. For example, a shower and WC on the ground floor with the bathroom on the first floor will facilitate ritual washing and distribute wash places. This will also help those who have difficulty using stairs and fulfil a key aim of Lifetime Homes.

Ritual Washing

This is a significant requirement for some groups' particularly Jewish and Muslim households. For ease of washing a low level mixer tap at a wash place on the ground floor should be included, for example in the WC or a utility area. This could be a fireclay sink, or a vinyl or tiled floor with a welded or grouted gully.

Some groups, particularly Asian and Muslims, often wash after using the toilet. This can be served by:

- Taps suitable for filling a pot with a spout
- A low level tap nearer the floor where the pot can be left
- A bidet
- A low level shower handset

Muslim groups also require the toilet to be positioned away from the direction of Mecca (approximately 250' or E20'S in Britain). It is best to position the toilet at a right angle to this.

6. DESIGN OVERALL

6.1 Quality Adaptations

To date, adaptations and inclusive interiors are generally designed as unappealing medical equipment rather than for people's homes. These can devalue homes and often expensive adaptations are removed when a home is sold. This protocol highlights the need to improve the aesthetic quality of adaptations and interiors which will increase their commercial appeal and likelihood of use.

Through out the design process, housing developers must achieve the key aim to provide housing which is flexible in design to meet the needs of all community groups as far as possible. There will often be a need to trade certain benefits or design features over others and priorities will need to be consulted on and agreed with specific community groups.

The majority of the recommendations outlined in this protocol may seem specific to certain groups however, these specifications are flexible in use to also benefit all people.

The key to delivering flexible design is consultation with the target groups and with some imagination and creativity, suitable housing to meet general and specific needs can be achieved. Therefore, developing homes that are flexible to fulfil a variety of room uses, supporting 'multi-generational' occupancy and catering for cultural differences.

6.2 Planning Requirements

The Government has enabled Local Authorities through a range of tools to provide the new homes needed to meet local requirements across the whole housing market.

The Council is working towards mainstreaming the needs of the elderly, disabled and BME households through Sustainable Community Strategies and the Local Development Framework. The Council's Interim Planning Statement on 'Sustainable Development' sites this protocol as a key document during the design and planning process.

National Planning Policy Statements already support the principles underpinning lifetime neighbourhoods:

- PPS 1 recognises the importance of personal well-being in creating sustainable communities. In particular, the location of housing in relation to essential services such as health care,

primary schools and retail services are a key factor in enabling residents to maintain sustainable patterns of living throughout their life course.

- PPS 3 promotes inclusive, mixed communities and the development of sustainable housing which provides access to amenities for older people and those with disabilities.
- PPS 6 supports the development of accessible town centres which provide genuine choice to meet the needs of the entire community.
- PPG 13 seeks to ensure safe and easy access for all to housing, shops and services by a choice of modes including public transport, walking and cycling, in order to promote social inclusion.

6.3 Design & Access Statements

Design and Access Statements currently require housing developers to demonstrate how they have met the Disability Discrimination Act 1995 access requirements in housing design.

This protocol goes further and requires that housing developers demonstrate how they have considered the protocol and implemented its guidance in the design process towards designing flexible housing which incorporates Fair Access Housing principles.

Design & Access Statements will be required during the planning process and forms part of the documentation for the assessment of an application in the same way any plans might. This document is a requirement and will run with the development throughout its lifecycle from concept to development. Therefore, it may begin life as an explanatory statement in pre-planning discussions and go on to be developed as Building Regulations and Licensing submissions.

Further detailed guidance on Design and Access Statements can be found in CABE's publication, Design & Access Statements, how to write, read, and use them 2006.

6.4 General Design Guidance

The Council set out standards of design that we wish to achieve in all new developments, although currently not mandatory these requirements are:

- ***The Building for Life standard***

Building for Life (BfL) is committed to the quality of new housing development. It is an initiative which promotes design excellence and celebrates best practice in the house building industry. It provides a national benchmark for well-designed housing and neighbourhoods in England.

Rotherham HMR aspires to these standards and evaluates design proposals according to the 20 criteria set out by BfL. In order to meet these demands a minimum of 70% of the criteria must be met positively to achieve the Silver Standard award by BfL. This allows us to treat all proposals as fairly as possible when comparison is required.

(For more information please visit <http://www.buildingforlife.org/>)

- ***Code for Sustainable Homes***

The Code for Sustainable Homes has been developed using and supersedes British Research Establishments (BRE) Eco Homes system, and will become the single national standard for sustainable homes, used by home designers and builders as a guide to development, and by home-buyers to assist in their choice of home.

The Code builds upon Eco Homes by introducing minimum standards for energy and water efficiency for all levels of the code, by making the system more simple and easy to understand when awarding points (whereas EcoHomes had over complex weightings) and by including other areas of sustainability such as points for Lifetime Homes provision and the inclusion of composting facilities.

As part of Rotherham's efforts to promote low carbon developments we will look to achieve Code level 3 or above in new housing schemes however this standard is at present aspirational and isn't mandatory.

(For further information please visit

<http://www.planningportal.gov.uk/england/professionals/en/1115314116927.html>)

7. COST

Generally designing housing to meet specific local needs does not have to mean additional costs to a scheme. Where there will be extra expense will be clear at the outset when designing to meet BME housing needs. This issue must be considered on a site by site basis where costs will have to be justified by the benefits gained.

However other priorities can override the development of housing design such as number of units, reducing costs and lack of control over the design process. These variables will have to be considered and agreed in terms of this protocol and the elements that each housing developer will be able to deliver on each scheme.

8. CONCLUSION

This protocol has outlined the key concepts and specific design guidance which RMBC looks for housing developers to adopt in meeting its Fair Access requirement in Rotherham.

This protocol is a guide and starting point and should be supported by community consultation. It must be remembered that designing to meet specific needs is not limiting and constraining but can bring innovative and creative ideas in design and development. The key points in the process are outlined below:

- **Understand the local communities – research and share knowledge**
- **Undertake consultation**
- **Establish priorities**
- **Establish specific group design needs**
- **Undertake scheme feasibility studies**
- **Gather feedback**

9. BIBLIOGRAPHY OF KEY DOCUMENTS, STANDARDS, PUBLICATIONS

Universal Design: Housing for the Lifespan of all People

Ron Mace, U.S. Department of Housing and Urban Development,
North Carolina State University
1998

The Principles of Inclusive Design

Commission for Architecture and the Built Environment,
2008

Design & Access Statements, how to write, read, and use them

Commission for Architecture and the Built Environment,
2006.

Lifetime Homes Standard Booklet

<http://www.lifetimehomes.org.uk>

The Building for Life standard

<http://www.buildingforlife.org/>)

Code for Sustainable Homes

<http://www.planningportal.gov.uk/england/professionals/en/1115314116927.html>)

Lifetime Homes, Lifetime Neighbourhoods

A National Strategy for Housing in an Ageing Society

Communities and Local Government

British Standard BS7000-6 Guide Managing Inclusive Design

British Standard BS300:2001 Design of buildings and their approaches to meet the needs of disabled people, Code of practice.

Building Regulations Approved Document Part M

Building Regulations Approved Document Part K

Disability Discrimination Act 1995

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Regeneration and Development Services
2.	Date:	1st September 2008
3.	Title:	Petition - Herringthorpe Leisure Site
4.	Programme Area:	Environment and Development Services

5. Summary

A petition, opposed to the element of the draft proposals for the Herringthorpe Leisure Site that identifies the sale of land for development, was received by the Cabinet Member on 28th July 2008. This reports summaries the contents of the petition and provides a response to the issues raised.

6. Recommendations

- 1. Cabinet member notes the issues raised and that the objections need to be taken account of as part of the decision making process for the future development of the Herringthorpe Leisure Site**

7. Proposals and Details

A petition containing approximately 6700 names, opposed to the element of the draft proposals for the Herringthorpe Leisure Site that identifies the sale of land for development, was received by the Cabinet Member on 28th July 2008. The letters on which people's names have been submitted contain the title and statements identified below:

Title: Protest Petition: The proposed selling off of land on Rotherham Herringthorpe playing fields: 'Rotherham Borough Council.....this letter asks you'

- Do not lose the brown field sites on Herringthorpe fields
- Give Rotherham Herringthorpe Playing Fields Town Green Status
- Preserve it for future generations of Rotherham
- Don't sell the land on Herringthorpe playing fields
- Rotherham needs a communal multi use hall for community groups
- Rotherham needs a renovated health & fitness sports facility without having to sell off this land
- This would be an essential amenity for Rotherham South

The draft proposal for the site has been the subject of an information providing process that included many groups and individuals with an interest in the site and which was concluded at the end of May 2008. The outcome of the process will be reported to a meeting of the Council's Cabinet on 3rd September 2008. Reference to this petition is to be made in the report to Cabinet. Until the outcome of the Cabinet report is known, it is not possible to determine if the proposal will be taken forward and if so what the next steps will be. However with regard to the proposal and the specific points raised in the petition the situation is as follows:

Point 1, 3 & 4 – The proposal does suggest the sale of two parcels of land and identifies this as being necessary to provide match funding for improvements to the rest of the Herringthorpe site and other playing pitch sites in the Borough

Point 2 – Town Green Status is something the Council has yet to take a position on and would require further investigation

Point 5, 6 & 7 – The Leisure Centre building will be placed in the Council's 'property bank', once Culture and Leisure Services declare it surplus to requirements. Decisions about its future use will be taken once this happens.

The Leisure facility will close as planned as part of the Council's Leisure Facility redevelopment strategy. The future of the building will be determined either by the Asset Management Service as part of the Council's normal procedures once it is declared surplus to requirements or by the outcome of a decision by the Cabinet on whether or not to take the draft proposal for the Herringthorpe Leisure site forward. Either process will need to take account of the points raised in the petition in determining the future of the Leisure Centre building and the areas of land proposed for development.

8. Finance

N/A

9. Risks and Uncertainties

N/A

10. Policy and Performance Agenda Implications

N/A

11. Background Papers and Consultation

Consultation that has taken place to date is described above

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:-	Cabinet Member for Regeneration and Development Services
2.	Date:-	01.09.08
3.	Title:-	South Yorkshire Joint Committee on Archives
4.	Directorate:-	Environment and Development Services

5. Summary

Since the abolition of the South Yorkshire County Council in 1986, a committee was established to oversee the collection and preservation of the county wide archives, which was and still is administered by Sheffield City Council. Since the withdrawal of Rotherham and Doncaster Councils in 2005 and 2008 respectively, the original agreement will now cease on 1 April 2009. These county wide archives (and the services required to look after them) will still need administering after this date and all four constituent authorities in South Yorkshire have been asked to consider future options.

It is important these county wide archives are retained and permanently preserved for the use of local residents and organisations for the following reasons:

- good governance and accountability purposes, which will increase public understanding of activities carried out, promoting transparency and democratic accountability;
- source of evidential and legal value of information;
- documentation of our past helping to establish family and community identities across the county, as well as containing an inherent social value that can make a real difference to the lives of people;
- valuable learning tool and educational resource (offering both formal and informal learning opportunities);
- source of enjoyment and leisure pursuit and
- ensure the survival of our unique, irreplaceable archival heritage.

6. Recommendations

That Cabinet Member agrees to Rotherham MBC rejoining the South Yorkshire Joint Committee on Archives agreement under options C and E (detailed below), subject to a successful bid to the budget process for 2009/10 being achieved.

7. Proposals and Details

This report reviews the options to re-join the South Yorkshire Joint Committee on Archives, following Rotherham Council's withdrawal in 2005.

Background

Until 1974, the area that became South Yorkshire was part of the West Riding of Yorkshire. Unlike every other pre-1974 County Council, the West Riding did not set up a county record office and as a result both Leeds and Sheffield, each of which had a long established library based archive service, collected records for the northern and southern parts of the county respectively.

By 1974, Sheffield had numerous records from the area of the new county and the only other archive service was in Doncaster. Neither Rotherham nor Barnsley had archive services until 1986.

Between 1974 and 1986 the South Yorkshire County Council operated a county archive service and following the council's abolition that year, the four constituent authorities agreed a joint working arrangement, which recognised Sheffield as the lead.

The cost of maintaining and conserving the county wide archives and of adding additional records of county wide significance was borne by the four authorities on proportion to population basis.

All four constituent authorities remained in the agreement until 1987 when Rotherham withdrew. Two years later, Barnsley gave notice to withdraw but this did not materialise. Rotherham then rejoined the agreement in 2000 but withdrew again in 2005. Doncaster withdrew in 2008 (with effect from 1 April 2009).

What are county wide archives?

Traditionally the county wide archives were made up of three elements:

- archives deposited in the former South Yorkshire County Record Office (1974-1986);
- accruals to the existing archives (above) and new deposits of material that related to more than one district and
- public records held on behalf of any district that did not have approval from The National Archives (this only applies to Barnsley at present as both Doncaster and Rotherham were approved in 1979 and 1988 respectively).

These elements have been reviewed by the four constituent authorities and rationalised and now only relate to collections that cover the whole of South Yorkshire. The collections identified include:

South Yorkshire Miner's Strike archives	South Yorkshire Police (post 1974)	South Yorkshire County Council including series of aerial photographs
South Yorkshire Joint Secretariat	South Yorkshire Passenger Transport Executive	South Yorkshire Fire Service
South Yorkshire Valuation Court	South Yorkshire Trading Standards	National Coal Board
Domesday Books and Forms	Sheffield Regional Hospital	Trent Regional Health

37 (Finance Act 1910)	Board	Authority
Yorkshire Water Authority		

Following this rationalisation the number and percentage of boxes per district changed and the up to date figures can be found below:

Barnsley	1022	16%
Doncaster	144	2.2%
Rotherham	223	3.5%
Sheffield	1740	28%
County	3178	50.3%
TOTAL	6307	

Options

For financial implications for each option, see section 8.

Option A - return to the existing agreement by all four constituent authorities.

Option B - storage is outsourced to an external provider.

Options C and D also need to include either option E or F.

Option C - districts claim records from their own districts (see box numbers above) and take physical possession of them or they fund Sheffield to store them and provide customer access, conservation and cataloguing.

The latter part of this option would be the case for Rotherham as our current expansion space is 250 boxes, which would suffice until approx 2011/12.

Option D - districts claim records from their own districts and take physical possession of them or they fund Sheffield to store them only and provide no customer access, conservation or cataloguing. Districts manage and fund their own retrieval service for customers at their service points.

The latter part of the option would be the case for Rotherham as the current expansion space is 250 boxes, which will suffice until 2011/12.

Option E - all four constituent authorities contribute to the maintenance of the county wide archives (see section 7 for definition). This option is only put forward if all four constituent authorities agree on sharing the responsibility of maintaining these county wide archives. If all four cannot agree then option F has to be chosen.

Option F - complete end to the service and partnership. Constituent authorities decide not to contribute to the upkeep of the county records.

If this is the case, Sheffield will recommend that the county items are distributed across the partners (e.g. Rotherham would become custodian of Trent Regional Health collection amongst others). If the proportion is split four ways, this would equate to approximately 800 boxes. Rotherham **does not** have the capacity to house this within its current accommodation and would have to look at alternative storage options.

8. Finance

<p>Option A - return to the existing agreement by all four constituent authorities. Current budget formula is based on 3 core elements of the service; storage and conservation, access and cataloguing).</p>	<p>£32, 326 per annum (Rotherham)</p>
<p>Option B - storage is outsourced to an external provider.</p>	<p>£160, 851 in year one £148, 755 plus retrieval and transport fees for subsequent years. (4 constituent authorities)</p>
<p>Options C and D also need to include either option E or F. Option C - districts claim records from their own districts and take physical possession of them or they fund Sheffield to store them and provide customer access, conservation and cataloguing (due to lack of capacity in the districts). Also see financial implication for option E or F.</p> <p>Constituent authorities also have the option to withdraw their archives at any point in the future if they have the capacity as there would be no joint arrangement binding all four partners together.</p>	<p>£5,740.70 per annum (Rotherham) Archives can be removed upon completion of the new Cultural Centre</p>
<p>Option D - districts claim records from their own districts and take physical possession of them or they fund Sheffield to store them only and provide no customer access, conservation or cataloguing. Districts manage and fund their own retrieval service for customers at their service points. Additional costs would also be incurred as each district would also have to provide a van and a driver and member of staff to retrieve and return the items.</p>	<p>£1,088.24 plus fee of £5 for each retrieval (figure unknown). Using Rotherham's percentage (3.5%) of all retrievals (6,000), this would increase to £2138. (Note – other additional costs)</p>
<p>Option E - all four constituent authorities continue to contribute to the maintenance of the county records (see section 7).</p>	<p>£16, 268.19 (Rotherham)</p>
<p>Option F - complete end to the service and partnership. Partners decide not to contribute to the upkeep of the county records. Rotherham would need to accommodate a proportion of the county wide collections and if this is split equally four ways, this would equate to approximately 800 boxes. Rotherham does not have the capacity to house this within its current accommodation and would have to look at alternative storage options, which in itself will incur expenditure.</p>	<p>Cost unknown. Additional accommodation for approx 800 boxes would need identifying, whilst incurring initial retrieval costs from Sheffield Archives and staff costs</p>

9. Risks and Uncertainties

Options a, b, d and f come with their own risk and uncertainties and can be summarised as follows:

- Poor value for money if Rotherham were to rejoin the original agreement (option a) as we would be subsidising other authorities for the storage of their archives (mainly Barnsley who has not been recognised by The National Archives to hold public records).
- Poor customer service delivery if the county wide archives are removed to an external provider (option b) or if Sheffield stores the district records only (option d) as instant access to the archives would be replaced by a 4 day delay. If the county wide archives are split between the four authorities (option f), this would also cause considerable confusion to customers as to their location and would require additional travel on their behalf.
- Significant administrative burden for staff within each Archive Service as over 6,000 retrievals are undertaken each year. A considerable amount of staff time from each Archive Service away from the frontline would also be required to physically sort and remove the county wide archives, as well as amending lists, indexes and location guides, which would adversely affect service delivery in Rotherham.
- Poor sustainable development owing to the number of retrievals per annum either from/to the external provider or from/to each Archive Service (based upon transportational impact).
- Failure of the Service to respond to Freedom of Information and Data Protection requests within standard timescales if either options (b) or (d) were adopted. Additional staff resources would be required under option d to respond to requests and would redeploy them away from frontline service.
- Lack of clarity over future collecting (option f), which would inevitably see some records not being preserved for future use damaging the legacy for the future. This would also be in contravention of the Freedom of Information Act.
- Lack of capacity at Rotherham to store either the district (options c & d) and/or the delegated county wide archives (option f). Current capacity stands at 250 boxes, which would allow for expansion until 2011/12. If the district archives were deposited, this would reduce this figure to 0. An interim solution would then need to be sought. Current capacity would not, however, be able to accommodate the delegated county wide archives and additional accommodation would need to be sought immediately incurring additional expenditure.

All of the above would in the short to medium term damage the reputation of the Service (as well as the other Archive Services in South Yorkshire). Rotherham is currently rated as a 2** service by The National Archives and rated by 90% of visitors as good and very good in the Survey of Visitors to UK Archives. Both of these ratings would be affected.

In order to minimise these risk and uncertainties, options c and e would be the most appropriate and would allow service delivery (as well as responding to legislative requests) to continue without disruption. Minimum staff intervention would also be required and would allow Rotherham Archives and Local Studies Service to maintain appropriate expansion space as outlined within the *Standard for Record Repositories*.

10. Policy and Performance Agenda Implications

The continuation of this agreement (although not within its current format) supports Rotherham Council's strategic themes including Learning, Alive and Proud and in particular the continued and improved access to facilities for learning, skills development and enjoyment for all.

The importance of celebrating Rotherham's history and heritage makes it paramount that these county wide and district archives are permanently preserved, allowing for a greater understanding of community identity and social cohesiveness, whilst providing evidence of local decision making.

11. Background Papers and Consultation

The situation regarding the South Yorkshire Archives Service was discussed at the South Yorkshire Leaders' Meeting (Jan 2008) and the South Yorkshire Chief Executives' meeting (March 2008). A further report has been requested for the South Yorkshire Archives Committee (Oct 2008).

Standard for Record Repositories, The National Archives, 1st ed., 2004

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Economic and Development Services Matters
2.	Date:	1 September 2008
3.	Title:	Cramfit Road, North Anston – Proposed footway links; Ward 4, Dinnington Ward
4.	Directorate:	Environment and Development Services

5. Summary

To inform Cabinet Member of a proposal to construct two footway links on Cramfit Road, connecting North Anston to the Bluebell Wood Hospice and the Thurcroft Trail.

6. Recommendations

It is recommended Cabinet Member resolve that:

- i) Detailed design be carried out, and subject to no objections being received, the scheme be implemented.
- ii) The scheme be funded from the Local Transport Plan Integrated Transport Programme for 2008/09 and Sustrans.

7. Proposals and Details

To improve walking routes between the Thurcroft trail and North Anston, it is proposed to construct two lengths of footway on Cramfit Road, as shown on the attached plan, which will also link Bluebell Wood Hospice to North Anston. This link also extends beyond the immediate area and ties in with other footpath/bridleway improvements in the area, creating a network of routes for pedestrians/cyclists and equestrians to use.

8. Finance

The scheme is estimated to cost £50,000, with funding for the works identified being split between the Local Transport Plan Integrated Transport Programme and Sustrans, subject to approval.

As funding from Sustrans has yet to be obtained the scheme will initially be split, with the section opposite numbers 23 and 33 Cramfit Road being carried out first, and funded from the Local Transport Plan Integrated Transport Programme 2008/09.

Should funding from Sustrans be obtained then the section between number 102 Cramfit Road to the Bluebell Wood Hospice will be carried out around the same time. Alternatively this section could be funded from the Local Transport Plan Integrated Programme 2009/10 if Sustrans funding is not forthcoming.

9. Risks and Uncertainties

Objections to the proposed scheme could result in the scheme not being implemented.

10. Policy and Performance Agenda Implications

The proposed scheme is in line with the Local Transport Plan objectives for improving road safety and facilities for vulnerable road users.

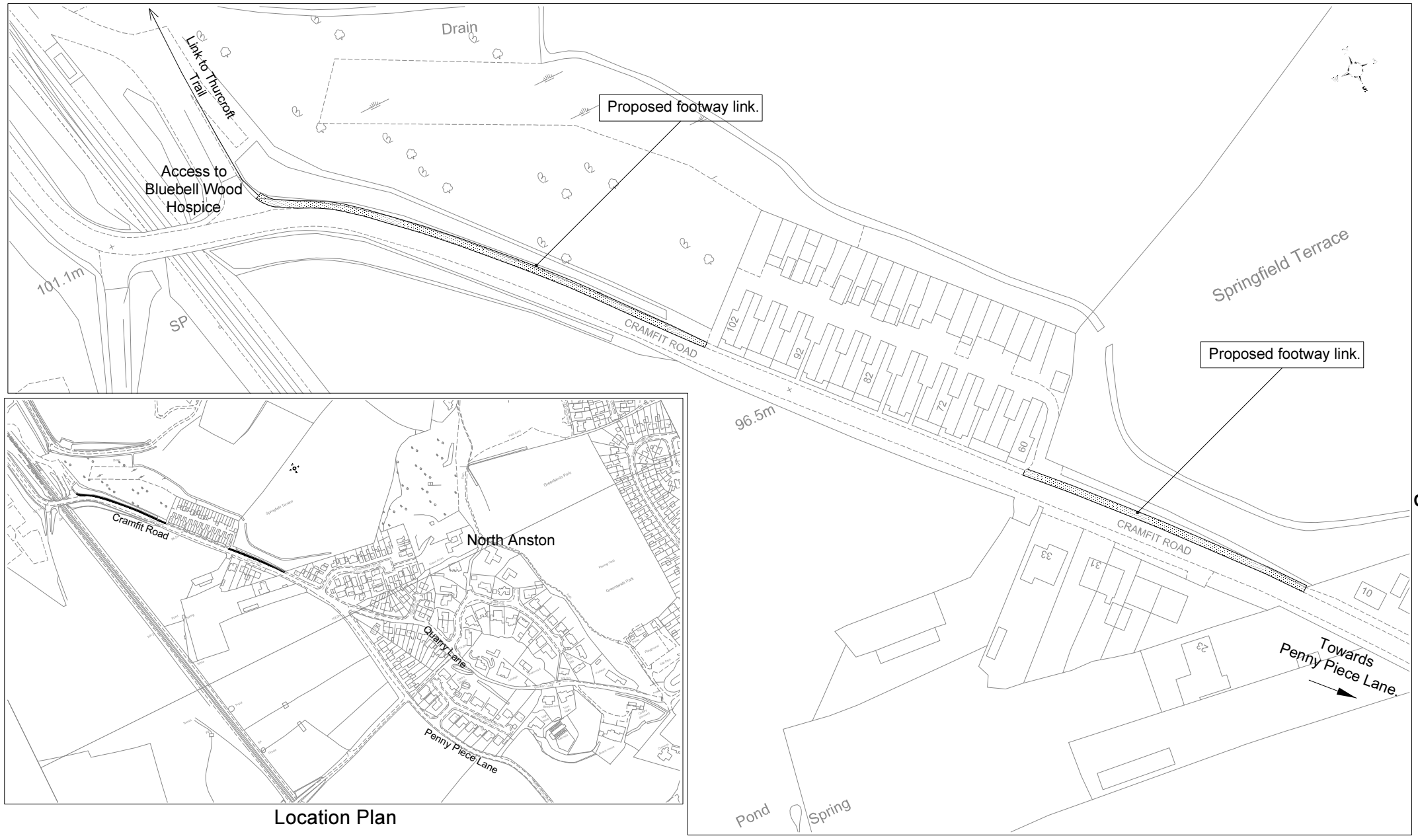
11. Background Papers and Consultation

Following the opening up of the Bluebell Wood Children's Hospice and the intention to promote Public Rights of Way in the Anston area, a need to create a footway link along Cramfit Road, from North Anston to the Cramfit Road railway bridge has been identified.

In addition to providing a link to Public Rights of way in the area, part of this footway will also provide a suitable link between residential properties in North Anston, thus preventing pedestrian from having to walk along the carriageway.

A plan showing the proposed footway links is attached as Appendix A.

Contact Name : *Andrew Lee, Assistant Engineer, Ext. 2380,
andrew.lee@rotherham.gov.uk*



Location Plan



Executive Director: Adam Wilkinson
BSc MBA FBEng FCIOD FRSA MIMgt

Rotherham Metropolitan Borough Council
Economic & Development Services
Bailey House, Rawmarsh Road,
Rotherham S60 1TD

Client:

Title
Cramfit Road, North Anston
Proposed footway link

Dwg. No.	126/Cramfit2	Rev.		Scales (if A3)	1:1000
Drawn	A.L.	Date	Feb 08	Chd. by	S.I.S.

Rev. Description

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Economic Regeneration and Development Services
2.	Date:	01/09/2008
3.	Title:	Funding for School Crossing Patrol serving Rudston Preparatory School Ltd, 61 Broom Road, Rotherham
4.	Programme Area:	Environment & Development Services

5. Summary

At the meeting of Cabinet Member for Economic Regeneration on 2 October 2006, it was resolved that the provision of a School Crossing Patrol serving Rudston Preparatory School Ltd, Broom Road (in accordance with the national recommended criteria) was approved, subject to a permanent source of funding being identified within the Service's revenue budget.

All options for permanent funding have been explored and Facilities Services are unable to implement the recommendation within the existing revenue budget.

An instruction to appoint a school crossing patrol without the required funding was given by the Director of Asset Management on 6 December 2006.

A permanent School Crossing Patrol has now been appointed subject to the pre-employment checks. It is therefore anticipated a projected overspend of £1200 in the 2008/09 Facilities Services Revenue budget and £2400 per annum thereafter.

6. Recommendations

Cabinet Member to formally note :

i) the appointment of a School Crossing Patrol serving Rudston Preparatory School.

ii) the projected overspend of £1200 in the 2008/09 Facilities Services Revenue budget and £2400 per annum thereafter.

iii) the only available option to contain the projected overspend in 2008/09 in the Facilities Services Revenue budget and thereafter is not to appoint a replacement at other sites each year until the overspend is fully compensated for

7. Proposals and Details

A request for the provision of a School Crossing Patrol serving Rudston Preparatory School, Broom Road (in accordance with the national recommended criteria), was approved at the meeting of the Cabinet Member for Economic Regeneration and Development Services on 2 October 2006, subject to a permanent source of funding being identified within the Service's revenue budget. All options for permanent funding have been explored and Facilities Services are unable to implement the recommendation within the existing revenue budget.

The Headteacher of Rudston Preparatory School is not prepared to fund the post and is requesting funding be met from the Local Authority.

It should be noted that Rudston is a private preparatory school operating as a business and is not associated with the Local Authority.

An instruction to appoint a school crossing patrol without the required funding was given by the Director of Asset Management on 6 December 2006.

The post was advertised in line with the Authority's recruitment procedures and an appointment was made subject to the pre-employment checks. It is anticipated that the appointment will be confirmed by September 2008 at the start of the academic year.

8. Finance

A projected overspend of £1200 in the 2008/09 Facilities Services revenue budget will apply and a further projected overspend of £2400 per annum thereafter.

9. Risks and Uncertainties

The projected overspend will place increased pressure on the Facilities Services revenue budget.

10. Policy and Performance Agenda Implications

The provision of a School Crossing Patrol serving Rudston Preparatory School, has contributed to Rotherham Safe.

11. Background Papers and Consultation

Report to Cabinet Member for Economic Regeneration and Development Services 2nd October 2006, Minute No. 105 refers.

Contact Name : Jane Muffett, Customer Services Manager, extension 2159, jane.muffett@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Regeneration and Development Services Matters
2.	Date:	1st September 2008
3.	Title:	High Street Kimberworth; Ward 8 Proposed Zebra Crossing
4.	Directorate:	Environment and Development Services

5. Summary

To report 10 objections to a proposed zebra crossing outside Winterhill School. The objections are based mainly on the re-siting of a bus stop that is required as part of the proposal though objections are also raised as to the need for a zebra crossing and the actual location of the crossing.

6. Recommendations

- 1. The objections to the proposed scheme be not acceded to and the scheme be implemented as proposed**
- 2. The objectors be informed of the outcome of this meeting**

7. Proposals and Details

Following a request from the parent of a child attending Winterhill Comprehensive School for pedestrian crossing improvements to be made outside the school on High Street, a pedestrian / vehicle survey was undertaken to establish whether this location met the Council's criteria for installing a controlled crossing.

The result indicated that a controlled crossing could be justified on High Street, Kimberworth near to the school. The location was added to the Council's priority list of sites and was reported to Cabinet Member in April 2007 with the recommendation that the scheme was to be implemented in 2007 / 2008 (Minute No 278 refers).

Following a consultation exercise on a proposed location for the zebra crossing, concerns were raised by both residents and Ward Members with regard to its exact location. A meeting was arranged with a representative of the residents in this area, a representative of the School, South Yorkshire Police and Ward Members, where the proposals were discussed. It was agreed at this meeting that an alternative location be investigated. This investigation was undertaken by officers and an alternative suitable location for the zebra crossing was identified, shown on drawing no. 122/U440/1 at Appendix A. However, the revised location of the zebra crossing requires the relocation of an existing bus stop approximately 30m southeast of its current position (see Appendix A).

A further meeting with the resident representative, the School and South Yorkshire Police was held. It was agreed by the School and South Yorkshire Police that the location shown was the most appropriate. It was also agreed at this meeting that further consultation letters would be sent out to all affected frontagers.

Letters of objection have been received from the owner of an adjacent business and some residents (These are attached as Appendix B). The letters object to the proposal based on the following -:

The business owner objected to the proposal which would have resulted in the access to the shop forecourt being re-sited-:

- It is disappointing that our call for the remainder of the car park to be resurfaced and parking bays delineated appropriately to accommodate the new access, which in our view are both imperative should not be scheme related works.....
- Relating to planning, we have no wish to approve a scheme today which in future may see a redevelopment proposal limited.

Since the objection was received minor amendments have been made to the design of the crossing which means there is now no requirement to re-site the vehicular access, however the objector wished for his objection to remain.

The residents objected primarily to the re-siting of the bus stop which is required as part of the proposal, however, objections have also been received with regard to the need for a zebra crossing and the road safety implications of siting a zebra crossing at the proposed location.

A summary of the main objections together with comments on each point is given in the bullet points below.

- It is unfair to place a bus stop outside someone's property due to loss of privacy, noise, vandalism etc.

Due to the location of the proposed zebra crossing it is considered that buses should not be permitted to stop at the existing bus stop within the controlled zone of the zebra crossing (zig zags). South Yorkshire Police support this view. This means relocating the bus stop approximately 30m from the current position. Siting the bus stop any further than 30m along High Street will result in the bus stop being located near to the brow of the hill in this location. Bus stops located adjacent to private property are not uncommon and as such South Yorkshire Passenger Transport Executive has been consulted with regards to the location and has no objections. There is an allegation of vandalism and anti social behaviour associated with the existing bus stop and shelter. The existing shelter is a large 4 bay shelter with telephone and indeed may be an area where youths congregate particularly during inclement weather. It is not proposed to provide a shelter at the new location which may remove the tendency to congregate at the proposed bus stop. In view of the location of the proposed zebra crossing and the alignment of the road, the location for the bus stop has been selected as being the most suitable and has not been based on any other consideration.

- The location of the proposed zebra crossing is in a dangerous position

The zebra crossing has been sited on the desire line of the pedestrians that will be crossing in this area. The location of the zebra meets the visibility requirements when providing a new crossing and it is considered that the facility will not have detrimental effect on road safety

- The zebra crossing will result in traffic tailing back at times when the adjacent school starts and finishes

Congestion around schools at start and finish times is common place. A zebra crossing in the proposed location will provide a safe and identified crossing point for use by pupils. The safety of more vulnerable road users such as pedestrians must take precedence over any short term delay suffered by vehicles travelling along High Street.

- There is no justification for the crossing other than at school times.

The crossing meets the Councils' criteria for installing a controlled crossing which is based on a 12 hour count with the average of the four highest hours being counted and therefore there is justification outside arrival and leaving times.

- The value of property will be devalued as a result of the zebra crossing

It is difficult to ascertain if this is true or not but it is not a factor which should be taken into account when considering highway issues like these.

8. Finance

It is estimated that the works will cost approximately £35,000 and funding is available from the existing budgets for 2008/09.

9. Risks and Uncertainties

Implementation of the scheme is subject to any objections not being acceded to

10. Policy and Performance Agenda Implications

The proposed scheme is in line with the Councils' themes of Alive, Safe and Achieving and also accords with the Equalities Policy.

11. Background Papers and Consultation

Consultation with the statutory consultees and Ward Members has been undertaken with regard to the new zebra crossing proposal. No other objections have been received.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Regeneration and Development Services
2.	Date:	1st September 2008
3.	Title:	A57 M1 to Todwick Crossroads Improvement Scheme Ward 18 Wales and Ward 6 Holderness
4.	Directorate:	Environment and Development Services

5. Summary

To seek approval for the scheme to be resubmitted for planning permission and to seek approval to continue with the appointment of JMP Consulting in respect of specialist consultancy work for the project, until the completion of the statutory procedures, subject to regular review and until it is considered that other arrangements are more beneficial.

6. Recommendations

It be resolved that:

- (i) The scheme be resubmitted for planning permission as soon as possible.**
- (ii) An exemption from standing order 47.6.3 (requirement to obtain at least three written quotations for contracts with an estimated value between £20k and £50k) be granted and JMP Consulting be appointed to provide specialist advice up to and including completion of the statutory procedures, including any public enquiry associated with the scheme, subject to regular review.**
- (iii) The Director of Streetpride review from time to time the need for the continuance of the arrangements with JMP and whether the company continue to provide value for money.**

7. Proposals and Details

This scheme will improve the A57 to a dual two lane carriageway between the termination of the existing dual carriageway of Worksop Road 400m east of the M1 Junction 31, to Todwick Crossroads (the B6463). Junction improvements include the replacement of the existing signalised junction at Todwick Crossroads with a roundabout and a left in / left out arrangement at the junction of the A57 with Goosecarr Lane.

The scheme gained planning permission in December 2004, but concerns over the required funding meant that it was necessary to seek and have reconfirmed programme entry status by the DfT at an increased projected outturn cost. Programme entry was reconfirmed late in 2006.

The finalised detailed design work since obtaining planning permission has highlighted concerns over the 'red line' planning permission boundary. Detailed examination of the approved design has shown that it cannot be accommodated within the approved red line. Advice on this matter is that the transgressions cannot be regarded as minor and therefore a new planning application will be required. A new application will result in delay to the scheme with an attendant increase in cost due to the inflationary effect. This is further exacerbated by the current high inflationary index for the construction industry, which for highway work is currently running at around 8%, in a large part due to the increased cost of bitumen. These two factors together have indicated that a funding shortfall may again be present for this scheme and officers are currently considering how any possible future funding gap may be filled.

In mitigation, the need to re-apply for planning approval has allowed a 'value engineering' exercise to be applied and this has yielded some changes to the currently approved scheme in order to reduce costs. It is anticipated that these could lead to a saving of around £0.5m. This process has been led by JMP Consulting, with the affect that their fees are now approaching the envisaged level (£50,000) discussed and approved in the report of 17th September 2007. (Minute number 93 refers). However, the need and reasons for their appointment, as set down in the report are still valid. JMP Consulting (in partnership with Turvey Consultancy) undertook the specialist traffic and environmental assessment works and subsequently prepared the business case to the DfT back in 2001. Their involvement in this scheme at this time (and again since 2007), and the benefits of continuity of service and expertise is considered vital in progressing the scheme through the statutory procedures. It is certainly considered that JMP Consulting would be the best 'expert witness' to present the Council's case in the public enquiry that is almost certain to follow the publication of any Compulsory Purchase Order (CPO) notices, due to their long involvement, understanding and familiarity of the complex issues associated with this scheme. It is anticipated that the orders will be published at the end of 2008 or early in 2009 following a new planning application later this year, provided the funding shortfall can be resolved. It is likely that any public enquiry will be in summer 2009.

The specific purpose of this report is to seek approval for the new planning application to be made, and for the retention of the services of JMP. This latter matter is seeking an exemption to Standing Order 47.6.3 (requirement to obtain at least three written quotations for contracts with an estimated value of between £20k and £50k) under standing order 38 (exemptions).

8. Finance

The continued development of the scheme, including any fees paid to JMP Consultants, will continue to be funded from the South Yorkshire LTP Capital Programme until the scheme reaches full approval with the DfT. Fees likely to be payable to JMP Consultants are likely to be in the range of a further £30,000 to £50,000. Once full approval is secured some of the scheme's development costs will be refunded.

9. Risks and Uncertainties

The rates being used by JMP Consulting are commensurate with the rates being used by JMP in their framework agreement with the Highways Agency and are the same (subject to variations in job descriptions) to JMP's winning tender (to RMBC) for the South Yorkshire Intelligent Transport System feasibility study in 2006. The continued development of the scheme in general means that expenditure on the development is at risk if the scheme is not given planning approval, the CPO is not confirmed, or the scheme is not given full approval by the DfT.

10. Policy and Performance Agenda Implications

The project accords with the aims and objectives of LTP2 in that it aims to improve management of traffic and road safety and it also aims to support regeneration. The project therefore contributes to the Rotherham Proud and Rotherham Safe agenda, and also the Sustainable Development cross cutting theme ('Achieving a sustainable, innovative and productive economy that delivers high levels of employment').

11. Background Papers and Consultation

Consultation has taken place with officers in Planning and Transportation, the Assistant Chief Executive (Legal and Democratic Services) and the EDS Service Accountant on behalf of the Strategic Director of Finance, who all support the recommendations for the reasons outlined in the report.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Economic and Development Services
2.	Date:	1st September 2008
3.	Title:	Application to hold a new Funfair on the Greasbrough Recreation Ground. Ward 21 Wingfield.
4.	Directorate:	Environment & Development Services

5. Summary

To report on an application to hold a new funfair on the Greasbrough Recreation Ground, Ward 21 Wingfield from the 10th to the 13th September.

6. Recommendations

That the application to hold a 4 day funfair on the Greasbrough Recreation Ground, Ward 21 Wingfield be approved on a trial basis.

7. Proposals and Details

An application has been received from Showman William Percival to hold a new four day funfair on the Greasbrough Recreation Ground at the junction of Fenton Road, Grayson Road and Ochre Dike Walk in Wingfield Ward 21 operating from the 10th to 13th September 2008.

8. Finance

RMBC costs for this event will be minimal; any costs incurred in the monitoring of the event will be met from existing budgets.

The event will provide an increase in revenue income of £700.00.

This income to be shared equally between Markets & Commercial Services

9. Risks and Uncertainties

There is a risk of complaints from local residents relating to noise, anti-social behaviour and on street car parking issues. Evidence from other funfairs operated within the borough by William Percival suggests that this risk would be minimal.

10. Policy and Performance Agenda Implications

The provision of fairs for recreation and leisure is in line with the councils' corporate priorities of Achieving, Alive and Proud along with the crosscutting theme of Fairness.

11. Background Papers and Consultation

Consultation has taken place with:

Ward Councillors – a site meeting took place on the 12th August 2008 with William Percival and Councillor Terry Sharman. Availability of sufficient car parking was considered, it was concluded that there was sufficient on street car parking in the surrounding non residential streets to accommodate the funfair visitor traffic. Ward Councillors are all in favour of the proposal on a trial basis.

Police, Fire and Ambulance emergency services – no objections were received.

RMBC Health & Safety
Traffic Management
Parking Services
Culture & Leisure

No objections were received although the possibility of on street car parking issues was raised; it was also highlighted that the funfair equipment or operators caravans must not encroach within 5 metres of any marked games pitches.

Contact Name: Robin Lambert, Markets General Manager, 6956,
robin.lambert@rotherham.gov.uk.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Regeneration and Development Services – Delegated Powers
2.	Date:	1 September 2008
3.	Title:	LISTED BUILDING AT RISK: GEORGE WRIGHT BUILDING (22A HIGH STREET) THE CROFTS, ROTHERHAM TOWN CENTRE. THE SERVICE OF AN URGENT WORKS NOTICE & A REPAIRS NOTICE – Proposed action to prevent further deterioration of a grade II listed building
4.	Directorate:	Environment and Development Services

5. Summary

Issue

To seek to address the long term disrepair and vacancy of this important listed building, and to consider:

- The serving of an Urgent Works Notice and subsequently a Repairs Notice on the owner of the building, under sections 54 and 48 of the Planning (Listed Buildings & Conservation Areas) Act 1990.

The Council has the option of exercising its statutory powers in order to address the long-term disrepair of this important building. This matter was put before the Planning and Regulatory Board on the 7th August 2008 and their support was forthcoming for the service of an UWN (urgent works notice) following the service of a 2nd Warning Letter on the owner of the building. The report to the PRB also sought approval for the service of a Repairs Notice and possible Compulsory Purchase. The PRB requested that additional reports should be presented in the future should further action be necessary.

6. Recommendations

That the Cabinet Member notes the serving of an Urgent Works Notice (in the first instance) on the owner of the building, under sections 54 and 48 of the Planning (Listed Buildings & Conservation Areas) Act 1990, and the possibility of the serving of a Repairs Notice as a pre-requisite to compulsory purchase.

7. Proposals and Details

The Grade II listed building is an attractive early 19th century former office built in a Tudor Revival style with columned entrance and arched windows, and tall octagonal turrets rising above the battlemented parapet of its roof.

There is a long history of officers writing to the owner of this unoccupied building, dating back to 2004, seeking to secure the site and the building from vandalism, unauthorized entry and the building being used for anti-social purposes. No action has been taken by the owner over the last four years and the building has progressively fallen into disrepair with thefts of lead from the roof, and an extension attached on to the listed building suffering severe fire damage such that the building was deemed a public hazard. Following another letter to the owner, requiring him to make the building safe, the council's Building Control Section carried out necessary works to make the building safe; this was under the powers invested in the Council by Section 54 of the Planning (Listed Buildings and Conservation Areas) 1990 Act, which enables the Council to recover from the owner the expenses of any work carried out under Section 54. This took place in June 2007 and the fire damaged part of the building was made safe and the un-roofed section of walling fenced off.

The security of the site remained an issue and unfortunately the south front forecourt suffered fly-tipping by a third party. In February 2008 Notice from Environmental Health was served to secure the site and building. The notice was not complied with therefore works in default were carried out. However, the building still remains in a state of disrepair. Concern has been expressed by the Building Control Section for a number of years about the deterioration of the stonework on the gable end leading to fears concerning its structural stability that may lead to either total or partial collapse of the gable end. The only long term solution to the problem of the gable is to carefully dismantle the outer skin and rebuild it, replacing both the eroded stonework to the lower courses, and an earlier brick patch repair.

What is needed in the short term is a holding operation to shore up the gable end to prevent its collapse, and to safeguard it as a THI critical project building that will be eligible for grant-aid for the re-roofing and the necessary rebuilding of the gable and other stonework repairs in due course, together with re-glazing the windows etc

Serving of an Urgent Works Notice will enable the Council to carry out emergency repairs to make the building weather tight. To secure more permanent repairs the Council can serve a Repairs Notice. In this instance the owner must carry out specified repairs within 2 months. If no attempt is made to address these repairs the Council can then begin Compulsory Purchase proceedings, if it so wished.

South Yorkshire Building Preservation Trust

It should also be noted that officers of this council have had a meeting with officers of the South Yorkshire Building Preservation Trust and the national Buildings Preservation Trust who had recently been in touch offering their assistance to take over the responsibility for the building's restoration in a back-to-back agreement should the council compulsory purchase the building. Ownership by either of these Trusts would mean various grant funds could be accessed (such as the Architectural Heritage Fund grants) in addition to the THI grant.

The Council is actively seeking ways of addressing the immediate repair issues and looking at working with the South Yorkshire Building Preservation Trust and the national Buildings Preservation Trust to achieve long-term care and use of this important building.

Action in this matter is necessary to prevent any further deterioration of the building, and to secure Heritage Lottery grant for its repair as a critical project building as part of the Townscape Heritage Initiative (THI). The authorization for the serving of an Urgent Works Notice is now in place and if no action is taken by the owner within 28 days following the service of the 2nd Warning Letter and schedule of the required works on the owner by the Director of Planning and Regeneration, then officers of the council's Legal Section will serve the UWN forthwith.

The choices open to the Council in terms of safeguarding the fabric of the building are:

- i. To serve an Urgent Works Notice on the owner to enable the Council to execute works urgently necessary for the preservation of the building and recover the expenses. Only the minimum necessary works to keep the building weather tight should be specified so as not to involve the owner in great expense.
- ii. To serve a Repairs Notice to force the owner to carry out longer-term repairs such as addressing the structural instability of the gable end and repairing the exterior, particularly the roof.
- iii. To consider compulsory purchase of the building, and seek to sell onto a new owner willing to do the works necessary, such as the South Yorkshire Buildings Preservation Trust who are willing to enter into a back-to-back agreement with the Council to take ownership of the building and restore it (see further comments below).

Option 1 will ensure the building is made weather tight, which will 'buy time' whilst the owner and the Trust decide what course of action to take. However, this option alone will not address the long-term preservation of the building, and as it has been in disrepair for a number of years past having suffered vandalism and the theft of copper piping from its interior and the lead off its roof. Action needs to be taken to prevent further acts of theft and vandalism.

Option 2, served in conjunction with Option 1 would address the immediate problems of disrepair whilst also ensuring the longer-term survival of the building.

Option 3 should be considered in the longer-term, should options 1 and 2 prove to be of no impact.

This would mean the building is in the hands of a body, expressly dedicated to its preservation and re-use. The PRB requested that a further report be presented to them to seek support for Options 2 and 3.

8. Finance

A schedule of the required Urgent works has been prepared by the Council's Conservation & Urban Design Officer, drafted in conjunction with the advice of officers of the Building Control and Structures sections of the council; while it is unclear what the total cost of urgent works will be this should not be excessive.

Should the Council eventually go down the route of compulsory purchase it is unlikely to recoup the costs of this if the building is then handed on to a building preservation trust. Presently there is no funding stream identified to secure the future of this building. It may be necessary to seek external funding through a bidding process, possibly from Yorkshire Forward.

9. Risks and Uncertainties

Should the Council not take action to address this issue, the building will undoubtedly deteriorate further, making repair at a future date more costly and difficult. It may also miss the window of opportunity of Heritage Lottery grant funding as a THI Critical Project building that has only 4 more years to run.

Should the Council carry out the urgent works itself, there is a risk that it will be unable to claim back the expenses directly from the owner; though there would be a charge placed against the future sale of the building. The owner has 28 days to challenge the Section 55 notice (recovery of expenses), on the grounds that works were unnecessary, temporary works have continued for an unreasonable length of time, amounts are unreasonable, or recovery would cause hardship

10. Policy and Performance Agenda Implications

The preservation and re-use of this building will bring one of the town's most significant listed buildings back into beneficial use and contribute to the wider regeneration of the town centre. The building is crucial as part of the THI project and High Street improvements which for part of Rotherham Renaissance; the building is classed as a "Critical Project" and the HLF

funding allocated to it cannot be transferred to other buildings within the THI area should the project not go ahead.

11. Background Papers and Consultation

Legal & Democratic Services have been consulted and carefully checked the wording of the report to the Planning Board.

12. Contact Name:

Originating Officer:- Peter Thornborrow, Conservation & Urban Design Officer, Ext. 3811 e-mail: peter.thornborrow@rotherham.gov.uk

Divisional Manager: - Phil Turnidge, LDF Manager, Forward Planning, Ext. 3888 e-mail: phil.turnidge@rotherham.gov.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Economic and Development Services
2.	Date:	1st September 2008
3.	Title:	Application to hold a second Funfair on the bonfire ground in Wath. Ward 7 Hooper.
4.	Programme Area:	Environment & Development Services

5. Summary

To report on a late application to hold an additional funfair on the bonfire Ground in Wath, Ward 7, Hooper from the 10th to the 13th September, or 18th to 22nd September 2008.

6. Recommendations

That the application to hold a 4 day funfair on the bonfire ground in Wath, Ward 7, Hooper be approved.

7. Proposals and Details

The recent wet weather has led to the cancellation of a number of fairs within the Borough, ground conditions being unsuitable for vehicles and machinery. For this reason the showmen are seeking alternative sites and dates for their funfairs. A late application has been received from Showman William Percival to hold a second funfair on the bonfire ground Wath in Ward 7 Hooper operating from the 10th to 13th or 18th to 22nd September 2008; the date to be decided dependant upon ground conditions.
A 6 day fair was held on the site in May of this year.

8. Finance

RMBC have lost revenue on the cancelled fairs this year, this additional fair will provide income of £682.00.

This income to be shared equally between Markets & Commercial Services
RMBC costs for this event will be minimal; any costs incurred in the monitoring of the event will be met from existing budgets.

9. Risks and Uncertainties

There is a risk of complaints from local residents relating to noise, anti-social behaviour and car parking issues. Evidence from other funfairs operated on the site suggests that this risk would be minimal.

10. Policy and Performance Agenda Implications

The provision of fairs for recreation and leisure is in line with the councils' corporate priorities of Achieving, Alive and Proud along with the crosscutting theme of Fairness.

11. Background Papers and Consultation

Consultation has taken place with:

Ward Councillors

RMBC Health & Safety.

Parking Services.

Traffic Management.

Culture & Leisure Service.

**Contact Name: Robin Lambert, Markets General Manager, 6956,
robin.lambert@rotherham.gov.uk.**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
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