

WEST OF WATERLOOVILLE FORUM

14 July 2008

COMMUNITY FACILITIES AND RESOURCES

REPORT OF HEAD OF PARTNERSHIPS AND COMMUNICATION (WCC) & HEAD OF DEVELOPMENT & TECHNICAL SERVICES (HBC)

Contact Officer: Steve Lincoln Tel No: 01962 848 110

RECENT REFERENCES:

WWF31 – 'Community Development Strategy Update' – 17 July 2007

EXECUTIVE SUMMARY:

This report provides details of two key elements of community infrastructure that will be provided as part of the Section 106 Agreement and how they will meet the needs of the new community. It also outlines the progress made in the last year on the actions outlined in the Community Development Strategy for the MDA.

RECOMMENDATIONS:

- 1 That the functional specification of the Community Centre be noted.
- 2 That the draft job description for the post of Community Development Officer be noted.
- 3 That the Forum notes progress made on delivering the actions identified in the Community Development Strategy for the West of Waterlooville MDA.

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DETAIL:

1 Introduction

- 1.1 At its meeting of 23 June 2005 the Forum agreed to develop a Community Development Strategy for the MDA (WWF17 refers). The idea of the Strategy evolved because it was felt that, if the MDA is to be considered an 'exemplar' development, as much emphasis would need to be given to the community infrastructure as would be given to the physical infrastructure. The Forum recognised that in order to achieve this, the community and other stakeholders would need to play an active and continuing role. The Forum adopted the Strategy on 20 July 2006 and requested an annual written update on progress made.
- 1.2 The Section 106 Agreement for the MDA includes contributions towards two specific items that are vital to the successful delivery of the Community Development Strategy - the Community Centre and a post of Community Development Officer. At the last Forum meeting it was requested that further details of both resources be provided.

2 Community Centre

- 2.1 Architects working for Grainger have proposed a design and layout for the Community Centre, which is shown in appendix 1. This design has been informed by discussions between the two Councils and has also taken account of the views of Waterlooville Area Community Association (WACA).
- 2.2 Some key features of the building and aspects of its intended use are:
 - a) A main hall to accommodate up to 275 people (seated) with a temporary stage and full height ceiling. This room could accommodate large public meetings, civic events and a full range of community activities, including dance or other energetic pursuits.
 - b) A large meeting room to accommodate approximately 80 people (theatre style) or 25 people (boardroom style). This room would have the facility to divide in half to provide two smaller rooms. This room could host committee meetings or activities such as art groups, slimming clubs or parent/toddler groups.
 - c) A smaller meeting room to accommodate approximately 30 people (theatre style) or 12 people (boardroom style). This room would cater for similar types of activity to that detailed in (b) above.

- d) A large foyer including internet terminals, exhibition space and a reception/customer service area. This has been designed in such a way as to support Winchester City Council's initiative to establish Local Access Points and increase access to services for residents.
- e) A fully equipped kitchen with access to both the main hall and larger meeting room.
- f) A café and a gym, both of which could run as an independent commercial concern or as a trading arm of the management organisation running the building. These areas have been included within the design as the developers feel that there will be a demand and that they will add value to the other community functions of the building. However, if the demand ultimately proves not to be sufficient these areas could be adapted for other uses.
- g) Additional space on the first floor, which could accommodate community or commercial activity. One area has been identified for a local Guide Group that has expressed a need for a new meeting space. The remainder of the space is flexible and could be let commercially, but could also provide a home for an organisation such as the Citizens Advice Bureau, an idea which has been raised a number of times including at the Stakeholder Consultation Event in 2005.

2.3 It should be noted that the size (and therefore cost) of the Community Centre has been based on the expected need of the new community - not the needs of existing Waterlooville. No national standard exists for such facilities, so the size and nature of building required has been informed by comparing others in the local area. However, to achieve the level of integration with Waterlooville to which we aspire, the building will need to be used by existing residents alongside those from the new development. This will clearly happen over time, as will use of existing facilities by the new residents.

2.4 Preliminary discussions have taken place with WACA to ensure that the facilities complement rather than compete with existing facilities. The intention is that the new Community Centre will provide a range of events and activities to complement those already taking place in the Waterlooville area.

3 Community Development Officer

3.1 The Section 106 Agreement for the MDA includes provision of a post of Community Development Officer. The post holder will work with residents and organisations to ensure that the events, activities and services on offer meet the needs of local people. They will also facilitate involvement and participation to help build a strong, cohesive community and encourage residents to lead sustainable lifestyles. A copy of the draft job description is included as appendix 2, which is based on similar posts that already exist within some parts of Havant borough.

3.2 The Section 106 Agreement provides sufficient resources for the post to exist for a ten year period. This means that the post can be filled from the point when the first residents start to move into their new homes and remain until the community infrastructure is well established. It has been agreed that funding for the Community Development Officer post will go to Havant Borough Council under the terms of the Section 106 Agreement.

3.3 The post will be one of a number that will be working with the new community. Other posts will have responsibility for things such as site management, resident liaison, facility management, grounds maintenance and green travel. It will be important for these posts to work closely together as a team to ensure a streamlined and comprehensive service is provided to residents.

4 Progress in the last year

4.1 Much of the work identified in the Action Plan for the Strategy will start once building commences on site and people start to move in to the development. However, there are some actions that can be progressed immediately and those with an update to report since the last meeting of the Forum in January 2008 are shown in bold in Appendix 3.

4.2 Progress has generally been made where expected, but items with noticeable slippage to the planned completion dates are as follows:

- a) V2.5: An evaluation of existing community facilities has been included in the work programme of Havant Borough Council for 2008/09.
- b) V3.9: The ongoing involvement of residents in governance of the area will be secured through representation on the Community Management Company. Research is currently being carried out by ATLAS to identify the most appropriate model for this.
- c) V4.3: The employment of the Community Development Worker is unlikely to take place until 2009, in line with the likely date for the first residents moving in. This delay will also have implications for actions V2.4, V4.2, V4.5, V4.6, V4.7
- d) V4.10: A review of stakeholder report will take place in the coming months to assess the extent to which the master planning has taken account of the aspirations expressed by stakeholders.

OTHER CONSIDERATIONS:

5 CORPORATE STRATEGY (RELEVANCE TO):

- 5.1 Successful delivery of the Community Development Strategy for the West of Waterlooville MDA would help in realising:
- (i) Priorities within the 'inclusive society' outcome of the Winchester District Community Strategy.
 - (ii) Havant Borough Council's corporate priority of 'Social Inclusion'.

6 RESOURCE IMPLICATIONS:

- 6.1 There are a large and varied set of actions included in the action plan, for which a number of different agencies (statutory and voluntary) are responsible. The total cost estimated to enable the delivery of this action plan is £2,831,460.
- 6.2 The vast majority of this cost (£2,821,900) will be met through developer contributions secured as part of the Section 106 Agreement. These items are

identified as such in the 'Planning' column of the action plan and include the Community Centre (£1,857,400) and Community Development Worker (£350,000 over ten years). The remaining costs of £9,560 have been met in part already, with the remainder to be found from within existing budgets.

- 6.3 It should be noted that some actions will have no financial resource requirement on statutory or voluntary agencies, but will require staff time or resources that will be met by capacity within the new community.

BACKGROUND DOCUMENTS:

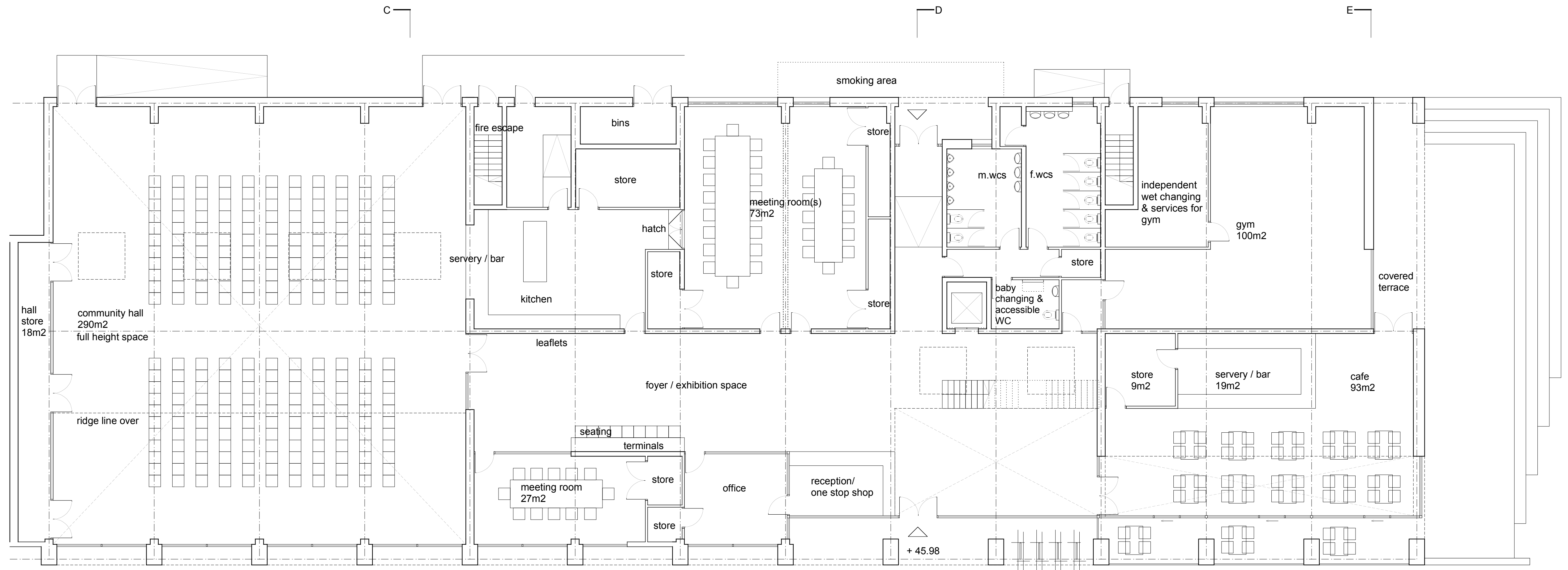
Section 106 Agreement

APPENDICES:

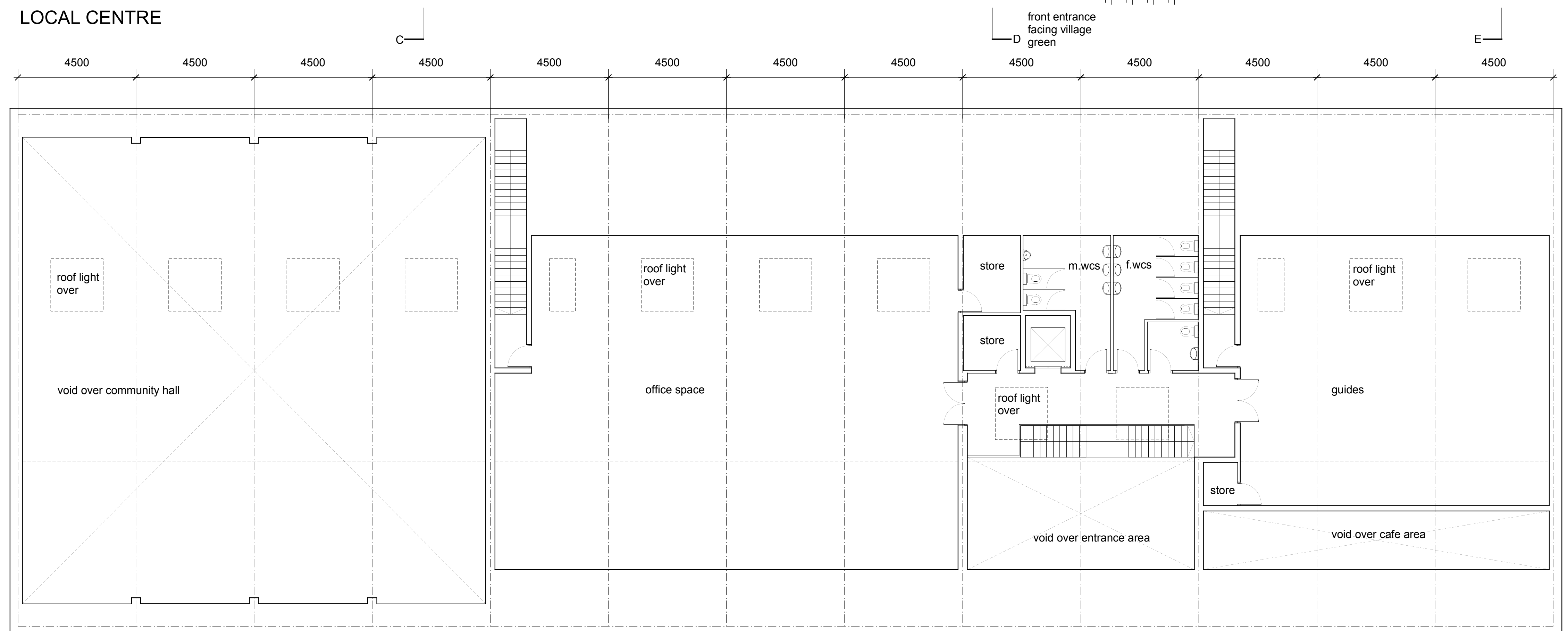
Appendix 1: Community Centre Plan 1348/P/101 May 2008

Appendix 2: Draft Job Description, Community Development Officer (West of Waterlooville MDA)

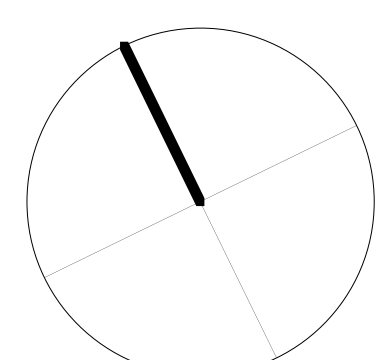
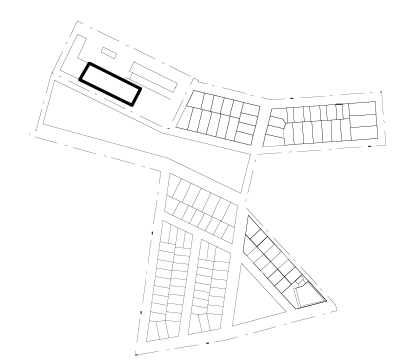
Appendix 3: Community Development Strategy Action Plan – Updated June 2008



LOCAL CENTRE



LOCAL CENTRE, 1ST FLOOR



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Amendment	Date
NEWLANDS COMMON PHASE ONE	Job/Drawing No 1348/P/101
BLOCK 1 LOCAL CENTRE PLANS	Amendment
Do not scale	Scale 1:100 (1:200 @ A3)
Original printed at A1	Date 23.05.08
	Drawn AJ
	All dimensions to be checked on site

DRAFT JOB DESCRIPTION

JOB TITLE: **Community Development Officer (West of Waterloo MDA)**

JOB NUMBER:

GRADE:

RESPONSIBLE TO:

RESPONSIBLE FOR: **N/A**

Overall Objectives of the Job

To facilitate the creation of a cohesive community that is integrated with the existing community that adjoins it.

To facilitate the active involvement of all sectors of the community in sustainable community activity and encourage sustainable lifestyles.

To enable the community to develop experience, skills and knowledge, to strengthen their capacity to make improvements to their quality of life, their communities, and the local environment.

The Main Duties

1. To liaise and work with local residents, community groups, voluntary organisations, statutory agencies, and the private sector to help ensure effective partnership working, and a strong community infrastructure.
2. To conduct neighbourhood research and consultation and ensure that the views of all residents (including harder to reach groups) are represented.
3. To actively support the community and voluntary sector in developing sustainable community projects.
4. To seek external funding to deliver community based projects in conjunction with community groups.
5. To communicate effectively with residents and partners regarding campaigns and projects.
6. To provide individuals and groups with the skills and tools to identify and address issues which affect their lives and their communities.
7. To develop mechanisms for reviewing and evaluating the impact of local initiatives and to report on the progress of campaigns and projects.

8. To prepare briefing papers and Committee reports on relevant issues as directed and liaise with Members as appropriate.
9. In conjunction with your Manager to be responsible for identifying and achieving your own training and development needs and to seek opportunities to maximise personal effectiveness and potential.

The above lists are not exhaustive and other duties may be attached to the job from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the job.

Signed (Job holder):

Signed (Manager):

Date:

Action Plan

Vision 1

To create a sustainable urban extension to WaterlooVille, integrated with WaterlooVille town centre and forming the fourth quadrant of the town; delivering at least 2,000 dwellings, with employment provision, and associated physical and social infrastructure, and making provision for a further 1,000 dwellings and associated infrastructure to be held in reserve.

No.	Outcome/Project	Component	Planning	Funding	Timetable	Lead	Action/Comments	Progress
V1.1	Hold Stakeholder Event	All		£2,560	Nov 2005	CAH	Produce final report and feedback to Forum, Project Teams & Stakeholders (Jan 06)	✓ - Event held 10/11/05 Draft report presented to Forum 08/12/05
V1.2	Feedback report to Stakeholders & Community	All		Staff time	Apr 2006	HBC WCC	Hard copies posted. Copy posted on LA websites	✓ - Posted on WCC website but not printed as not efficient use of resources.
V1.3	Name for the MDA	Governance		Staff time	Summer 2007	WoW Forum	What should the MDA be called? Who makes the decision?	✓ - Suggested name of 'Newlands Common' as a result of public consultation events
V1.4	Take steps to ensure successful integration with the existing community of WaterlooVille	All		Unknown	Ongoing	Community Worker	Requested by Forum 17/7/07.	Consultants commissioned to prepare study on integration options.

Vision 2

To enhance the vitality and viability of the Waterlooville town centre and help secure and deliver the economic regeneration objectives of the wider area.

No.	Outcome/Project	Component	Planning	Funding	Timetable	Lead	Action/Comments	Progress
V2.1	Local labour in Construction Scheme	Economy, Housing & Built Environment	S106	£200,000	2007	Developers	Employment Skills	
V2.2	Engage with key businesses including Chamber of Commerce	Economy	SCI	Staff time	Ongoing	HBC WCC	Invite Portsmouth & SE Hants Chamber of Commerce to Forum	Brambles Business Park and Portsmouth & SE Hants Chamber of Commerce regularly invited to Forum
V2.3	Identify links to LA's Economic Development Strategies	Economy		Staff time	Nov 2006	HBC WCC		<p>✓ - Achieved:</p> <ul style="list-style-type: none"> • 100 place nursery in mixed use business area <p>Identified to do:</p> <ul style="list-style-type: none"> • Develop business clubs and clinics • Encourage procurement of local goods and services • Support initiatives to

								encourage healthy workforces
V2.4	Make local businesses more accessible to local people for more than just employment	Economy		Staff time	2008	HBC WCC	CD Worker	
V2.5	Evaluation of the existing community facilities	Housing & Built Environment , Social & Cultural		Staff time	Jan 2007	HBC	Links to Community Strategy	Included in the work programme of HBC for 2008/09.

Vision 3

To aspire to achieve the highest quality of urban design and create a new sustainable community with a strong sense of identity and belonging, which is safe and secure, is inclusive and which provides for the necessary social and economic needs of its residents to compliment the wider area.

Key Performance Indicators:

- LIB136 Access to services
- LIB172 (a) Percentage of people who know their neighbours
(b) Percentage of people who trust their neighbours
- LIB184 Percentage of citizens who feel well informed about local affairs
- LIB185 Social inclusion and community involvement

No.	Outcome/Project	Component	Planning	Funding	Timetable	Lead	Action/Comments	Progress
V3.1	Access to information	Services		£5,000	2008	HBC WCC	Adequate provision of information points and notice boards	

V3.2	Meeting the Community's needs	Governance	SCI	Staff time	ongoing	HBC WCC	Share the strategy and cascade it to project teams, relevant organizations & partnerships Involve the community & other stakeholders in the decision making process.	3 Exhibitions held at Denmead CC, Waterlooville Library & Deverell Hall, Purbrook. Also Community Involvement meetings at Denmead PC, Purbrook & Widley RA's & Waterlooville South Community Board
V3.3	Advice & Support services	Services		Staff time	2007	HBC WCC	Seek to provide an integrated One stop shop approach including business and Job Seekers	Proposed design of community centre allows for joined-up advice and information services. Also adjacent to health facilities.
V3.4	Involvement of young people in the design and planning of services to meet their needs	Governance, Services	SCI	Staff time	2008	HCYS	Workshop?	

V3.5	Design out crime	Housing & Built Environment	Application/ Consultation	Staff time	2007	Police CDRPs	Consult with Crime Prevention Officers & residents to ensure design considers community safety issues. Incorporate into Design Codes.	✓ - Attendance of CPO at Design Code Workshops
V3.6	Community Centre	Services, Social & Cultural	S106	£1,857,400	2007 – Design 2009 – Provision	Developers	Involve community in design – particularly Waterlooville CA. Leave scope for expansion and green space adjacent.	Proposed design produced and discussed with WACA.
V3.7	Maximise multi-use of facilities and locate complementary services close to each other	Services, Social & Cultural	Master Planning, S106	Staff time	2007	HBC WCC	Consider multi-use settings such as community centre, school, health centre, youth centre, church	Master planning has located appropriate facilities together in the local centre and mixed use area. Further work to be done once management arrangements are discussed.
V3.8	Provision of public art	Housing & Built Environment	S106	£400,000	2008	HBC WCC	Involve new residents in design and location of public art.	
V3.9	Community Representation	Governance	SCI	Staff time	Nov 2006	WoW Forum	How do we involve the community & other stakeholders in the decision making process.	See 3.2 Research underway to identify best model for

								ensuring ongoing influence will through community representation on the Community Management Company
V3.10	Consultation with Access Group regarding people with impairments (particularly visual)	Governance, Services	SCI	Staff time	2008	Developers	Workshop, focus group	

Vision 4

To facilitate active community engagement to create a place which is capable of adapting and changing to meet community needs over the next 15 years and beyond.

Key Performance Indicators:

- LIB137** Percentage of adults surveyed who feel that they can influence decisions affecting their local area
- LIB164** Satisfaction of tenants of affordable housing for opportunities for participation in management and decision making in relation to housing services provided by their landlord
- LIB167** Percentage of facilities and services that are managed under community management arrangements
- LIB170** The extent of individuals' (a) participation and (b) active involvement in local voluntary and community activities

No.	Outcome/Project	Component	Planning	Funding	Timetable	Lead	Action/Comments	Progress
V4.1	Understanding the Community Development approach	Governance		Staff time	2007	HCCS WACA	Workshops for Forum members, Project team members, community activists and other stakeholders.	Will be promoted through ongoing discussions regarding Management Company

V4.2	Access to information	Services	S106	£14,500	2008	Community Worker	Development of community newsletter and website	
V4.3	Appointment of Community Worker(s)	Governance, Social & Cultural	S106	£340,000 over 10 years + £10,000 start-up	2008	Developer/RSL/HCCS/WACA	Generic and or Specialist? Directly employed by developer or contribution required?	Draft job description produced. Funds to go to HBC in line with S106 Agreement.
V4.4	Training needs analysis for CD workers & volunteers	Governance		Staff time	2008	HCC	To develop a training programme for CD worker & volunteers	
V4.5	Identify what current Networks exist (E.g. Havant 0-19 Forum)	Governance, Services		Staff time	2007	Community Worker	How are they influenced? What strategies do they follow/support?	
V4.6	Identification of gaps in existing Networks	Governance, Services		Staff time	2008	Community Worker	How do they link to existing structures (E.g. LSP) and other strategies?	
V4.7	Establishing/supporting new community infrastructure	Governance, Services		Staff time	2008	Community Worker	Development of a Community Association or expand catchment of the existing Waterlooville CA	
V4.8	Empowerment of the community through transfer of assets and responsibilities	Governance		Staff time	2009	HBC WCC	Community takes on management responsibility for the community centre	
V4.9	Long-term delivery of CD Strategy	Governance, Services		Staff time	July 2006	WoW Forum Developers	Clarify the accountable body for the delivery of the strategy.	✓ - Accountability taken by Forum 20/07/07

V4.10	Review of Stakeholder report	All		Staff time	July 2007 and annually thereafter	WoW Forum	Periodical review to establish whether stakeholder aspirations are being met	2007 was too early in the process to determine. Review will take place over the coming months
V4.11	Resident satisfaction survey	All		£2,000	2009 and annually thereafter	Community Worker	Linked to PIs	
V4.12	Public education programme about concept of shared space	Housing & Built Environment, Transport & Connectivity		To be confirmed	2009	HBC WCC HCC	With residents of existing Waterlooville to raise awareness of different street environment	

Vision 5

To aim for best practice in all aspects of design and sustainability – in transport, construction, energy efficiency, environmental protection and enhancement and urban drainage.

Key Performance Indicators: LIB178 Range of support provided for community and voluntary organisations

No.	Outcome/Project	Component	Planning	Funding	Timetable	Lead	Action/Comments	Progress
V5.1	Identify examples of Best Practice	All	Application Process	Staff time	2007	HBC WCC Developers	Academy for Sustainable Communities	✓ - Applications and support materials recognized by several key bodies as an exemplar of good practice i.e. CABE and

								Environment Agency.
V5.2	Visits to exemplar developments	All	Planning Process	Staff time	2007	WoW Forum	Cambridge, Basingstoke	Visits to Dartford and Harlow in 2008.
V5.3	Undertake a review	All		Staff time	Ongoing	HBC WCC	Are organisations committed to the approach? Is it working?	

Vision 6

To create an exemplar development from which others can learn for the future and which the local authorities are proud to have facilitated and promoted.

No.	Outcome/Project	Component	Planning	Funding	Timetable	Lead	Action/Comments	Progress
V6.1	Publish CD Strategy	Governance		Staff time	April 2007	HBC WCC	Print hard copies and post on LA websites	✓ - Posted on WCC website. Printed version available on request.
V6.2	Publish regular update on CD Strategy action plan	Governance		Staff time	July 2007 and annually thereafter	HBC WCC	Annual report presented, plus quarterly update on progress.	Report to July 07 Forum meeting
V6.3	Integrate latest policy initiatives	Governance		Staff time	Ongoing	HBC WCC	Ensure that design and provision of services is in line with the latest policies such as children's centres, extended schools, extra care and adapts to new initiatives as they emerge	Example: Children's Centre linked to Health and nursery provision as part of the mixed use area.

Key: CAH – Community Action Hampshire
HBC – Havant Borough Council
HCCS – Havant Council of Community Services
RSL – Registered Social Landlord
WACA – Winchester Area Community Action

CDRP – Crime & Disorder Reduction Partnership
HCC – Hampshire County Council
HCYS – Hampshire County Youth Service
SCI – Statement of Community Involvement
WCC – Winchester City Council