



**Castle House  
Great North Road  
Newark  
NG24 1BY**

**Tel: 01636 650000**  
[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Monday, 1 September 2025**

**Chair: Councillor P Peacock**

**Members of the Committee:**

**Councillor R Cozens  
Councillor S Crosby  
Councillor L Brazier  
Councillor S Forde**

**Councillor C Penny  
Councillor P Taylor  
Councillor J Kellas**

<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>Tuesday, 9 September 2025 at 6.00 pm</b>
<b>VENUE:</b>	<b>Civic Suite, Castle House, Great North Road, Newark, NG24 1BY</b>
<p><b>You are hereby requested to attend the above Meeting to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the Agenda as overleaf.</b></p> <p><b>If you have any queries please contact Nigel Hill on <a href="mailto:Nigel.hill@newark-sherwooddc.gov.uk">Nigel.hill@newark-sherwooddc.gov.uk</a>.</b></p>	

## **AGENDA**

	<u>Page Nos.</u>
1. Notification to those present that the meeting will be recorded and streamed online	
2. Apologies for Absence	
3. Declarations of Interest from Members and Officers	
4. Minutes from the previous meetings held on 8 July and 15 July 2025	4 - 11
5. Chair's Update	Verbal Report
<b>Strategy, Performance &amp; Finance Portfolio</b>	
6. Projected General Fund and Housing Revenue Account Revenue and Capital Outturn Report to 31 March 2026 as at 30 June 2025	12 - 30
7. Community Plan Performance for Quarter One - 2025/26	31 - 72
<b>Housing Portfolio</b>	
8. Quarter 1 2025/26 - Housing Compliance Assurance Report	73 - 81
9. Land Transfer, Bowbridge Road - General Fund to Housing Revenue Account	82 - 86
10. Housing Revenue Account - Housing Community Centre Policy	87 - 112
<b>Strategy, Performance &amp; Finance Portfolio</b>	
11. Annual Review of Exempt Items	113 - 114
12. Digital Strategy 2025-2028	115 - 145
<b>Climate and the Environment</b>	
13. Progression of Biodiversity Net Gain Habitat Banks for Newark & Sherwood District Council (Key Decision)	146 - 157
14. Exclusion of the Press and Public	

The Committee will be invited to resolve:-

‘To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.’

## Categories of “Exempt Information”

Under Schedule 12A of the Local Government Act 1972 as amended

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

15. Progression of Biodiversity Net Gain Habitat Banks for Newark & Sherwood District Council - Exempt Appendix 158 - 162

### Note – Fire Alarm Evacuation

In the event of an alarm sounding please evacuate the building using the nearest fire exit in the Civic Suite. You should assemble at the designated fire assembly point located in the rear car park and remain there until the Fire Service arrive and advise it is safe to return into the building

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 8 July 2025 at 6.00 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor S Crosby, Councillor L Brazier, Councillor C Penny, Councillor P Taylor and Councillor J Kellas

ALSO IN ATTENDANCE: Councillor N Allen, Councillor S Haynes and Councillor P Rainbow

APOLOGIES FOR ABSENCE: Councillor R Cozens and Councillor S Forde

### 279 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Leader advised that the proceedings were being audio recorded and live streamed by the Council.

### 280 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor P Taylor declared an Other Registerable Interest in Agenda Item No. 12 – Management and Maintenance of Public Open Space on New Residential Developments as Chair of the Castle Brewery Management Company.

### 281 MINUTES FROM THE PREVIOUS MEETING HELD ON 10 JUNE 2025

The minutes from the meeting held on 10 June 2025 were agreed as a correct record and signed by the Chair.

### 282 CHAIR'S UPDATE

In referring to the Government's commitment of funding for the dualling of the A46, the Chair welcomed the good news adding that it was hoped there would be an announcement in the next few days about the A614 Improvement Scheme.

The Chair also referred to the meeting of Cabinet on 15 July, immediately following the meeting of full Council which was being held to confirm the decision of Council in relation to the preferred Option for Local Government Reorganisation.

### 283 PROVISIONAL FINANCIAL OUTTURN REPORT TO 31 MARCH 2025

The Business Manager – Financial Services, was in attendance to present the provisional 2024/25 financial outturn position on the Council's revenue and capital budgets, including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; and Collection Fund.

The report detailed a summary of actual income and expenditure compared to the revised budget and how any surpluses/deficits have been allocated to/from reserves. Members considered the report and welcomed the Council's financial position.

AGREED (unanimously) that:

- a) the final outturn of revenue and capital spending for 2024/25 be noted;
- b) the capital financing proposals as set out in table 5 at paragraph 1.19 of the report, be noted;
- c) the Capital Programme reprofiling of £7.817m carried forward into 2025/26, as per appendices E and F to the report, be noted;
- d) the movement in Provisions and Impaired Estimates on Debtors be noted;
- e) the creation of the new reserve, as outlined in paragraph 1.28 of the report, be approved; and
- f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be noted.

Reasons for Decision:

To consider the provisional 2024/25 financial outturn position on the Council's revenue and capital budgets.

To consider performance against actual income and expenditure compared to the revised budget and how any surpluses/deficits have been allocated to/from reserves.

Options Considered:

None, this report provides information on the Council's financial outturn for 2024/25.

284 COMMUNITY PLAN PERFORMANCE FOR QUARTER 4 2024/25

The Senior Transformation & Service Improvement Officer was in attendance to present the Community Plan Performance for Quarter 4 2024/25. The comprehensive report provided a wide range of information, which included: customer feedback; implementation of Health & Wellbeing Strategy; pollution prevention; ongoing work to increase the supply, choice and standard of housing; creation of employment opportunities; and tackling ASB.

In considering the report, Members raised the increase of an increase rent arrears. In response, the Portfolio Holder – Housing and the Director -Housing, Health & Wellbeing advised that the implementation of Universal Credit had greatly impacted this but were confident that an improvement would be seen in Q1.

AGREED (unanimously) that Cabinet:

- a) review the Community Plan Performance Report attached as Appendix 1 to the report;
- b) review the compliance report attached as Appendix 2 to the report; and
- c) consider the Council's performance against its objectives highlighting any areas of high performance and identifying areas for improvement.

Reasons for Decision:

Performance management is used to drive improvement by analysing data and progress against key activities as well as building a picture of the context of performance using district statistics, customer feedback and workforce information.

Options Considered:

Not applicable, this report presents the Council's performance against Community Plan objectives.

285 QUARTER 4 2024/25 - HOUSING COMPLIANCE ASSURANCE REPORT

The Director – Housing, Health & Wellbeing was in attendance to present the Housing Assurance position as of 31 March 2025 (Quarter 4) with regard to compliance including actions to rectify identified issues.

It was reported that the slight reduction in gas servicing compliance was due to a dip in contractor performance. This was now being address following the contractor appointing a manager to oversee the implementation of the Action Plan. Additional engineers had also been appointed to reduce the number of properties out of compliance. In total there were 4 homes where the oil service and solid fuel service had not been completed with work ongoing to contact the tenants. In relation to EICR electrical certification compliance, work was ongoing towards being 100% compliant and being 6 months in advance of renewal of certification. It was reported that there had been recruitment issues to key posts to fulfil fire safety checks and this had now been resolved with internal and external resource now in place.

AGREED (unanimously) that Cabinet note:

- a) the exceptions to performance of the housing service compliance functions; and
- b) the new format for performance for Quarter 4 2024.25 onwards.

Reasons for Decision:

To enable the Cabinet to monitor performance and compliance relating to the Council's legal and regulatory landlord responsibilities for 27 building safety measures including fire protection, gas, asbestos, electrical and water.

Options Considered:

Not applicable, this report presents performance of housing compliance services.

286 CORPORATE ANNUAL BUDGET STRATEGY FOR 2026/27

The Business Manager – Financial Services was in attendance to present the General Fund, Capital & HRA Budget Strategy for 2026/27 for consideration by Members before detailed work commenced.

AGREED (unanimously) that Cabinet:

- a) approve the overall General Fund, Capital & HRA Budget Strategy for 2026/27;
- b) note the consultation process with Members;
- c) note that Budget Officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget;
- d) note that Budget Managers work with Finance Officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new sources of income; and
- e) review the policies and principles on Budgeting, Council Tax, Reserves and Provisions, Charging, Value for Money and make any recommendations to Council.

Reasons for Decision:

To enable the Council's budget process to proceed in accordance with assumptions set out in this report.

Options Considered:

Not applicable, the Budget Strategy is required each year in accordance with the Council's Constitution.

287 PERFORMANCE FRAMEWORK 2025/26

The Transformation & Service Improvement Manager was in attendance to present an update on the Performance Framework and indicator that would be used to monitor and measure the Council's performance against the refreshed Community Plan. The report also provided the Cabinet with the results of the recent Assurance Review of Performance Management. The Framework provided details of Corporate Planning, Performance Management, Assurance and Data Quality.

AGREED (unanimously) that Cabinet note:

- a) the Corporate Planning, Performance Management and Assurance Framework at Appendix 1 to the report;

- b) the refreshed performance indicators at Appendix 2 to the report; and
- c) the findings of the recent Assurance Review of Performance Management at Appendix 3 to the report.

Reasons for Decision:

The Performance Framework is refreshed on a regular basis to reflect the priorities of the Council.

Options Considered:

None considered, a mechanism is required to measure the Council's performance.

288 SALE OF THE HOLLIES, BARNBY ROAD, NEWARK (KEY DECISION)

The Asset Manager was in attendance to present a report which sought Cabinet's consideration of a proposal that the current tenant, Hope House School, purchase the freehold titles for The Hollies. It was reported that an initial offer from the school had been made in 2023 of £220,000 to purchase the property. Following a Red Book Valuation carried out by Richard Watkinson on behalf of the Council this was considered to be too low with the site being valued at £950,000. Following discussions with the School, a revised formal offer was made in line with the valuation of £950,000, subject to contract and survey.

AGREED (unanimously) that the exclusive sale of the Hollies, Barnby Road, Newark, to Hope House School be approved.

Reasons for Decision:

Based on the sites current market value, and the potential for future development, the offer from Hope House School is good.

The sale will enable the school to keep providing extremely complex services within the community and continue to improve the school and grow its capacity.

Options Considered:

The Council has the option not to sell and propose a further lease to Hope House School, which maybe declined leaving a void property.

A further option would be to sell The Hollies on the open market. This would have a devastating impact on the school residents and employees.

289 MANAGEMENT AND MAINTENANCE OF PUBLIC OPEN SPACE ON NEW RESIDENTIAL DEVELOPMENTS (KEY DECISION)

The Director – Planning & Growth was in attendance to present background information into some of the challenges with regard to the different models for securing the appropriate long-term management and maintenance of Public Open Space within new residential developments and to provide recommendations for future stated preferences. Details of the Council's current approach were reported, noting that the establishment of a ManCo was lawful and within a developer's gift, noting there was no national regulation. The proposal within the report was that the

Council's current position be extended to welcome taking on open space on all major residential developments in addition to the Strategic Urban Expansion sites, subject to securing an appropriate 20-year maintenance contribution.

AGREED (unanimously) that Cabinet:

- a) note that Management Companies are a lawful and legitimate model for the ongoing management and maintenance of Public Open Space which can continue to be promoted by developers;
- b) endorse the recommendation of the Planning Policy Board to produce guidance on Public Open Space Management Company Best Practice to cover instances where a Management Company is promoted by the developer;
- c) endorse the recommendation of the Planning Policy Board to continue to promote the Council managing and maintaining Public Open Space on Strategic Urban Extension (SUE) sites in the first instance; and
- d) endorse the recommendation of the Planning Policy Board to continue to promote for all non-SUE residential housing developments the principle of public ownership of Public Open Space, either via the District Council alongside an appropriate commuted payment to cover 20 years maintenance or via the host Town or Parish Council where they have the appetite, capacity and capability to do so. Should the developer insist on a Management Company, it shall accord with the guidance detailed at b) above.

Reasons for Decision:

Addressing the appropriate and ongoing management and maintenance of Open Space will ensure ongoing quality and equity for new residential developments, in accordance with Ambitions 2, 3, 6 and 7 of the Council's Community Plan.

Options Considered:

The Council could allow market forces and developer preferences to dictate future approaches to the management of Public Open Space on new development. This is discounted in favour of clear guidance and preference such that the development industry, Town and Parish Council's and future residents are clear on expectations and limitations. Moreover, guidance will ensure appropriate practices are secured as far as reasonably possible.

Meeting closed at 7.32 pm.

Chair

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 15 July 2025 at 8.55 pm.

PRESENT: Councillor P Peacock (Chair)

Councillor R Cozens, Councillor S Crosby, Councillor L Brazier,  
Councillor S Forde, Councillor C Penny, Councillor P Taylor and  
Councillor J Kellas

290 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND  
STREAMED ONLINE

The Leader advised that the proceedings were being audio recorded and live streamed by the Council.

291 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

292 LOCAL GOVERNMENT REORGANISATION IN NOTTINGHAM AND NOTTINGHAMSHIRE

The Cabinet considered the report of the Chief Executive on Local Government Reorganisation, in light of the outcome of the earlier debate at Full Council. The Cabinet were asked to determine the Council's final position on the option to be developed as the final proposal for submission to the Government in November 2025.

AGREED (with 7 votes for and 1 against) that Cabinet:

- a) consider the options appraisal and summary document provided by PwC UK (Appendices 1 and 2 to the Full Council report);
- b) following the decision of the Full Council, develop Option 1e as this Council's preferred option for submission as a final proposal to Government by 28 November 2025;
- c) register as part of the submission, a request for consideration of including the whole of the Newark Parliamentary Constituency within the boundary of the proposed 1e unitary authority, to strengthen community identity and provide for more "sensible" geography;
- d) ensure the involvement of Town and Parish Councils and other local community and business organisations in the development of the final proposal;
- e) consider future reports on Local Government Reorganisation as required; and

- f) delegate the creation of a budget to the Leader of the Council through a Portfolio Holder decision in consultation with the Chair of the Governance, General Purposes and Local Government Reorganisation Committee.

Reasons for Decision:

To ensure that the Council meets the requirements of the statutory invitation from government to submit a final proposal for local government reorganisation by 28 November 2025.

Options Considered:

A detailed options appraisal was contained in the PwC report (Appendices 1 and 2 to the Full Council report).

Meeting closed at 8.58 pm.

Chair



Report to: Cabinet Meeting - 9 September 2025

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy Chief Executive, Director - Resources

Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
<b>Type of Report</b>	Open Report / Non-Key Decision
<b>Report Title</b>	Projected General Fund and Housing Revenue Account Revenue and Capital Outturn Report to 31 March 2026 as at 30 June 2025
<b>Purpose of Report</b>	<p>To update Members with the forecast outturn position for the 2025/26 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.</p> <p>To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.</p>
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>(a) note the General Fund projected favourable outturn variance of £0.303m;</li> <li>(b) note the Housing Revenue Account projected unfavourable outturn variance of £0.409m to the Major Repairs Reserve;</li> <li>(c) approve the variations to the Capital Programme at Appendix C;</li> <li>(d) approve the Capital Programme revised budget and financing of £55.240m; and</li> <li>(e) note the Prudential indicators at Appendix F.</li> </ul>
<b>Alternative Options Considered</b>	Not applicable.
<b>Reason for Recommendations</b>	To consider the forecast outturn position for the 2025/26 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.

	To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.
--	---

## 1.0 Background

### 1.1 Overview of General Fund Revenue Projected Outturn for 2025/26

#### Current position (as at 30 June 2025): variances

- 1.1 *Table 1* shows a projected unfavourable variance against the revised budget of £0.395m on Service budgets, with an overall favourable variance of £0.303m that would need to be transferred to the General Fund reserve. This is based on meetings which took place with Business Managers during July, whereby they have analysed actual income and expenditure to 30th June 2025 and forecasted forward to the end of March 2026 the additional income and expenditure currently expected to be incurred. Further details of the variances projected against portfolio holder budgets are in **Appendix A**.

*Table 1: General Fund revenue outturn for 2025/26 financial year as at 30 June 2025*

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Climate and the Environment	3.480	3.379	3.338	(0.041)
Health, Wellbeing and Leisure	0.929	0.974	0.892	(0.082)
Heritage, Culture and the Arts	0.895	0.955	0.991	0.036
Housing	0.464	0.508	0.489	(0.019)
Public Protection and Community Relations	3.282	3.315	3.397	0.082
Strategy, Performance and Finance	9.668	9.673	10.105	0.432
Sustainable Economic Development	2.004	2.196	2.183	(0.013)
<b>Net Cost of Services</b>	<b>20.722</b>	<b>21.000</b>	<b>21.395</b>	<b>0.395</b>
Other Operating Expenditure	5.120	5.115	5.116	0.001
Finance & Investment Income/Expenditure	(1.572)	(1.572)	(1.570)	0.002
Taxation & Non-Specific Grant Income	(25.230)	(25.251)	(25.906)	(0.655)
<b>Net Cost of Council Expenditure</b>	<b>(0.960)</b>	<b>(0.708)</b>	<b>(0.965)</b>	<b>(0.257)</b>
Transfer to/(from) Usable Reserves	0.316	(0.104)	(0.104)	0.000
Transfer to/(from) Unusable Reserves	0.644	0.812	0.766	(0.046)
Transfer to/(from) General Reserves	0.000	0.000	0.303	0.303

- 1.2 An unfavourable variance of £0.395m is currently being projected on service budgets managed by business managers. This represents 1.88% of the total service budgets. A variance analysis is detailed at **Appendix A**.
- 1.3 There have been significant issues in recruitment seen across the Council over the last few financial years. This has been felt across the Local Government sector, with similar issues being seen in a number of neighbouring authorities. As a result of this, the forecast vacancy savings target for 2025/26 was set at 4%.

- 1.4 An unfavourable variance of £0.143m on employee related expenditure includes £0.885m of vacancy savings target, representing 4% of the total budget for employees within each Business Unit. Actual vacancies forecast currently is a favourable variance of £0.742m, which represents 3.17% of the total employee budget. This is kept under regular review.
- 1.5 Non-Service expenditure is projected to have a favourable variance of £0.652m against the revised budget of £21.708m. These budgets primarily relate to income from council tax, national non-domestic rates (NNDR, or 'business rates') and investment interest. The favourable variance of £0.655m on Taxation & Non-Specific Grant Income relates to an expected additional surplus from the Nottinghamshire Business Rates pooling arrangements of £0.357m over and above the £1.000m that was budgeted for, an additional £0.100m in s31 grant due to additional properties being granted various types of relief and a reduction in levy payable to Nottinghamshire County Council of £0.159m. An additional £0.039m over the budgeted £0.119m is expected to be received in respect of the Internal Drainage Board levy grant.
- 1.6 There is a forecasted favourable variance of £0.046m on the transfer to unusable reserves. This results from a lower Minimum Revenue Provision (MRP) charge than budgeted. The original budget assumed £1.4m of borrowing within the 2024/25 Capital Programme, but actual borrowing was not required due to a £5.734m underspend reported to Cabinet on 8 July 2025. Consequently, the associated £0.046m MRP charge has been deferred.

**Current position (as at 30 June 2025): revised budget compared to original budget**

- 1.7 As at 30 June 2025, there have been net transfers totalling £0.252m from reserves. Below is a table summarising the reserves movement and which portfolio the budget has been transferred either (to) of from:

<b>Earmarked Reserve</b>	<b>C&amp;E £'m</b>	<b>HWL £'m</b>	<b>HCA £'m</b>	<b>H £'m</b>	<b>PPCR £'m</b>	<b>SPF £'m</b>	<b>SED £'m</b>	<b>Total £'m</b>
Capital Project Feasibility	0	0	0	0	0	0	0.100	0.100
Domestic Homicide Review	0	0	0	0	(0.001)	0	0	(0.001)
Eem Reserve	0	0.005	0	0	0	0	0	0.005
Emergency Planning	(0.045)	0	0	0	0	0	0	(0.045)
Management Carry Forward	0.044	0.036	0.079	0.085	0.066	0.267	0.096	0.673
Repairs And Renewals Fund	(0.108)	(0.008)	(0.006)	(0.041)	(0.036)	(0.323)	(0.005)	(0.527)
Revenue Grants Unapplied	0	0	0	0	0	0.050	0	0.050
<b>Total Earmarked Reserves Movement</b>	<b>(0.110)</b>	<b>0.032</b>	<b>0.073</b>	<b>0.044</b>	<b>0.029</b>	<b>(0.007)</b>	<b>0.191</b>	<b>0.252</b>

## Overview of Projected Housing Revenue Account (HRA) Outturn for 2025/26

- 1.8 With reference to the 'Variance' column in Table 3, the HRA accounts show a projected unfavourable variance on the Net Cost of HRA Services against the revised budget of £0.355m and a reduced transfer to the Major Repairs Reserve of £0.409m:

*Table 3: HRA revenue outturn for 2025/26 financial year as at 30 June 2025*

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	24.975	25.509	25.739	0.231
Income	(31.341)	(31.341)	(31.216)	0.125
<b>Net Cost of HRA Services</b>	<b>(6.366)</b>	<b>(5.832)</b>	<b>(5.477)</b>	<b>0.355</b>
Other Operating Expenditure	0.013	0.013	0.013	0
Finance & Investment Income/Expenditure	4.243	4.243	4.297	0.054
Taxation & Non-Specific Grant Income	0	0	0	0
<b>(Surplus)/Deficit on HRA Services</b>	<b>(2.109)</b>	<b>(1.576)</b>	<b>(1.167)</b>	<b>0.409</b>
<b>Movements in Reserves</b>				
Transfer to/(from) Usable Reserves	(0.263)	(0.797)	(0.797)	0
Transfer to/(from) Unusable Reserves	(6.245)	(6.245)	(6.245)	0
Transfer to/(from) Major Repairs Reserve	8.617	8.617	8.208	(0.409)
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 1.9 The main reasons for the £0.355m unfavourable variance on services are detailed at **Appendix B**. In relation to the unfavourable variance of £0.054m on the Finance & Investment Income/Expenditure line, this relates to the forecasted earlier than anticipated requirement for external borrowing therefore increasing the interest payable costs.

## Overview of Projected Capital Outturn 2025/26

- 1.10 The table below summarises the position for the Capital Programme as at 30 June 2025 and is split between General Fund and Housing Revenue Account.

	Original Approved Budget £'m	Current Approved Budget £'m	Revised Budget updated for Approval £'m	Actual Spend to 30 June 2025 £'m	Forecast Outturn £'m
General Fund	35.489	40.302	33.433	3.384	33.433
Housing Revenue Account	23.295	26.299	21.807	1.615	21.807
<b>Total</b>	<b>58.784</b>	<b>66.601</b>	<b>55.240</b>	<b>4.999</b>	<b>55.240</b>

- 1.11 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Cabinet approve all variations to the Capital Programme. Following the meeting of 8 July 2025, the total approved budget was £66.601m including slippage from 2024/25. The additions and amendments that now require approval are detailed in **Appendix C** and summarised as follows:

	General Fund		Housing Revenue Account	
	2025/26 £'m	2026/27 £'m	2025/26 £'m	2026/27 £'m
Additions/Reductions	£1.632	£0.000	£0.000	£0.000
Reprofiles	(£8.500)	£8.500	(£4.493)	£4.493
<b>Total</b>	<b>(£6.869)</b>	<b>£8.500</b>	<b>(£4.493)</b>	<b>£4.493</b>

- 1.12 If these variations are approved, then the revised budget will be reduced to £55.240m. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendix D** (General Fund) and **Appendix E** (Housing Revenue Account).

### Capital Programme Resources

- 1.13 The Capital resources available to the Council are not static. Capital receipts are generated throughout the year, additional grants and contributions are paid to the Council, and borrowing may be increased to fund some projects.
- 1.14 In summary, the revised budget of £55.240m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

	General Fund £'m	Housing Revenue Account £'m	Total £'m
External Grants & Contributions	8.529	1.898	<b>10.427</b>
Capital Receipts	1.214	0.273	<b>1.487</b>
Community Infrastructure Levy	0.100	0.000	<b>0.100</b>
Revenue Contributions	6.591	7.069	<b>13.660</b>
Borrowing	16.999	12.567	<b>29.566</b>
<b>Total</b>	<b>33.433</b>	<b>21.807</b>	<b>55.240</b>

### Capital Receipts

- 1.15 The Council has been successful in securing capital receipts for both general fund and HRA in previous years and continues to do so. The current level of capital receipts is detailed in the table below:

	General Fund £'m	HRA Receipts £'m	HRA 1-4-1 Receipts £'m	Total £'m
<b>Balance at 1st April 2025</b>	<b>1.201</b>	<b>0.035</b>	<b>0.059</b>	<b>1.295</b>
Received up to end of June 2025	0.000	0.281	0.421	<b>0.702</b>
Estimated receipts for remainder of the financial year	0.950	0.627	0.940	<b>2.517</b>
Approved for financing	1.214	0.000	0.273	<b>1.487</b>

<b>Available Capital receipts balance at 31 March 2026</b>	<b>0.937</b>	<b>0.943</b>	<b>1.147</b>	<b>3.027</b>
Estimated Receipts 2026/27 - 2028/29	5.956	0.602	0.903	<b>7.461</b>
Approved for Financing 2026/27 - 2028/29	4.445	0.601	0.077	<b>5.123</b>
<b>Estimated Uncommitted Balance</b>	<b>2.448</b>	<b>0.944</b>	<b>1.973</b>	<b>5.365</b>

### **Prudential Indicators**

- 1.16 The Treasury Management Code of Practice 2021 stipulates that quarterly update reports on prudential indicators are now required from 2023/24 onwards.
- 1.17 The prudential indicators are set within the Treasury Management Strategy, Capital Strategy and the Investment Strategy and the three strategies were approved by Audit and Governance Committee on 19 February 2025 and Full Council on 6 March 2025. The summary of the prudential indicators can be found at **Appendix F**.
- 1.18 As can be seen from **Appendix F**, the Council was fully compliant with all of the indicators as set within the Treasury Management Strategy, Capital Strategy and Investment Strategy.

### **2.0 Proposal/Options Considered and Reasons for Recommendation**

- 2.1 To consider the forecast outturn position for the 2025/26 financial year for the Council's General Fund and Housing Revenue Account revenue and capital budgets.
- 2.2 To show performance against the approved estimates of revenue expenditure and income; report on major variances from planned budget performance; and report on variations to the Capital Programme for approval; all in accordance with the Council's Constitution.

### **3.0 Implications**

- 3.1 In writing this report and in putting forward recommendation's officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **3.2 Legal Implications (LEG2526/3755)**

Cabinet is the appropriate body to consider the content of this report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

General Fund, Housing Revenue Account Revenue and Capital Monitoring Outturn Report as at March 2025 to Cabinet on 15 July 2025

**General Fund (GF) Revenue Outturn Variance Analysis by Portfolio and Business Unit as at 30 June 2025**

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m. All amounts are in millions of pounds (£'m).

Climate and the Environment - £(0.041)m		£'m
Environmental Services	The original budget included plans to adopt Hydrogenated Vegetable Oil (HVO). However, a sharp rise in HVO costs during Q1 prompted a temporary delay in implementation, with a review scheduled for the next quarter. The budget also projected a rise in diesel prices, which has not materialised to the extent anticipated.	(0.095)
Environmental Services	Increase in income over budget set as a result of Simpler Recycling Food Waste Collections and additional bin requirements	(0.065)
All	Vacancy Factor	0.167
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.017)
All	Other Small Variances	(0.031)
<b>Biodiversity and Environmental Services Total</b>		<b>(0.041)</b>

Health, Wellbeing and Leisure - £(0.082)m		£'m
Health & Community Development	New roles of Active Lifestyles Officer has been vacant for the first quarter and is forecast to be filled in August. Regeneration Capital Project Manager is vacant and is forecast to be filled in December.	(0.089)
All	Vacancy Factor	0.022
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.001)
All	Other Small Variances	(0.014)
<b>Health, Wellbeing and Leisure Total</b>		<b>(0.082)</b>

Heritage, Culture, and the Arts - £0.036m		£'m
All	Vacancy Factor	0.038
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.026)
All	Other Small Variances	0.024
<b>Heritage, Culture, and the Arts Total</b>		<b>0.036</b>

Housing - £(0.019)m		£'m
Housing	The forecasted outturn variance in salary costs within the Homes for Ukraine business unit is attributed to vacancies across three distinct roles.	(0.053)
All	Vacancy Factor	0.051
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.023)
All	Other Small Variances	0.006
<b>Housing Total</b>		<b>(0.019)</b>

Public Protection and Community Relations - £0.082m		£'m
Public Protection	An employee has reduced their working hours to part-time (22.2 per week), whereas the budget assumes a full-time position of 37 hours.	(0.020)
All	Vacancy Factor	0.121
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.030)
All	Other Small Variances	0.011
<b>Public Protection and Community Relations Total</b>		<b>0.082</b>

Strategy, Performance and Finance - £0.432m		£'m
Revenues & Benefits	The forecasted outturn variance in salary costs within the Revenue and Benefits business unit is primarily due to a vacant apprentice position and 0.19 FTE of unfilled hours, which are not expected to be recruited during this financial year. Additionally, a vacant Revenues Officer post is currently being advertised, with recruitment anticipated to be completed by September.	(0.056)
Revenues & Benefits	The current 0.94 FTE vacancy for the Business Rates Property Inspector role is being partially reallocated, with 7.5 hours assigned to an existing team member from August. The remaining hours will be advertised for recruitment, with the new post expected to commence on January 26.	(0.026)
Financial Services	Budget set for notional savings as per the revenue budget setting for 2025-26 at Full Council in March.	0.250
Corporate Property	The 2025-26 budget for Newark Beacon was based on an anticipated occupancy rate of 88%. However, by the end of Quarter 2, occupancy is projected to reach 93%, reflecting stronger-than-expected performance. Additionally, lease renewal negotiations are currently underway.	(0.045)
All	Vacancy Factor	0.376
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.040)
All	Other Small Variances	(0.027)
Strategy, Performance and Finance Total		0.432

Sustainable Economic Development - £(0.013)m		£'m
Planning Development	A prudent forecast for planning income based on current activity, bearing in mind ongoing uncertainties. Key factors include potential impacts of planning reform, which may encourage large-scale and specialist developments, though application volumes are not guaranteed. The ability to set planning application fees under the Planning & Infrastructure Bill could influence revenue. Additional pressures stem from the draw of Nationally Significant Infrastructure Projects (NSIPs), a likely rise in appeals, and performance risks linked to tighter government thresholds.	(0.075)
All	Vacancy Factor	0.111
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.069)
All	Other Small Variances	0.020
Sustainable Economic Development Total		(0.013)

General Fund Revenue Outturn Variance for Services		0.395
--	--	-------

**Housing Revenue Account (HRA) Revenue Outturn Variance Analysis as at 30 June 2025**

Favourable variances are bracketed and in red - £(0.000)m. Unfavourable variances are in black - £0.000m.

<b>HRA - £0.355m</b>		<b>£'m</b>
Housing & Estates Management	When decarbonisation properties are upgraded with air source heat pumps (ASHP), battery storage is also installed. This results in less electricity being exported to the grid. Additionally, as the photovoltaic (PV) systems age, their efficiency declines. The current panels are approximately 10 to 11 years old, with a typical lifespan of around 25 years, so a reduction in productivity is expected. Future budgets will be adjusted to reflect this depreciation.	0.109
Housing Income & Leaseholder Management	x2 Temporary Tenancy Assistant vacancies for the first quarter and not expected to recruit until October and various other small vacancies.	(0.087)
Housing & Estates Management	Council tax charges in void properties is expected to be overspent due to the delays in repairs works.	0.073
All	Vacancy Factor	0.274
All	Culmination of other Employee favourable variances across the Directorate (net of agency staff)	(0.022)
All	Other small variances	0.008
<b>HRA Total</b>		<b>0.355</b>

GENERAL FUND

Original Budget	35.489	As per Council 6 March 2025
Slippages Approved	4.812	as per Cabinet 8 July 2025
Current Revised Budget	40.302	

Additions

Project	Capital Description	Additions / Reductions 25- 26    £m	Comments
TA1221	SLC Fire Safety Remedial Works	-0.407	Remove budget from the Capital Programme to fund the lease surrender
TA1227	Payment to SLCT inc S106	0.191	S106 element of the lease surrender payment agreed by Portfolio Holder Decision 24/03/25
TB6180	S106 Transfer to EPC for VH Improvements	0.123	Portfolio Holder Decision April 2025
TB6181	S106 Transfer to EPC to create MUGA	0.078	Portfolio Holder Decision April 2025
TB3154	Castle Gatehouse Project	1.020	Agreed at 18.02.25 Cabinet
TE3251	Rural England Prosperity Fund	0.267	Agreed at 10.06.25 Cabinet
TF6011	Private Sector Disabled Facilities Grants	0.050	Requested increase from the balance available in grants to support expected referrals
TF6012	Discretionary DFG	0.210	Requested increase from the balance available in grants to support expected referrals and recently agreed increase in discretionary maximum payment
TC2011	Ollerton Regeneration	0.050	£500k approved at Cabinet on 10 December 2024, only £50k of this is required in Captial Programme, remainder in revenue.
TA3056	NCWC Tudor Hall	0.008	Slippage should have been requested for final payment
TA3065	Kiddey Stones	-0.022	scheme complete, capital spend total £66k (+feasibility in revenue £18k, total £84k) remaining capital budget not required
TF3230	Lighting at St Marys Gardens - SPF	-0.005	Remaining budget not required
TC2011	Ollerton Regeneration	0.068	As per Cabinet 1/4/25
Total Additions/Reductions		1.632	

Reprofiling

Project	Capital Description	Additions / Reductions 25- 26    £m	Comments
TA1221	SLC Fire Safety Remedial Works	0.393	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TA3053	Museum Improvements	0.184	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TA3286	Information Technology Investment	0.156	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TA3286	Information Technology Investment	-0.271	Reprofile to 2026/27 to match work plans across Business Units
TB2253	Vehicles & Plant	0.050	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TB3154	Castle Gatehouse	-0.977	Reprofile to 2026/27 in line with current contractor cashflow
TB3155	Castle - Condition Works	0.134	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TC2007	Clipstone Holding Centre	-5.977	Reprofile to 2026/27 as per estimated cashflow in line with tender timelines.
TC3160	14 Market Place	0.060	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TE3268	Southern Link Road Contribution	2.389	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TE3268	Southern Link Road Contribution	-1.230	Reprofile to 2026/27 in line with expected cash flow from developers
TF2000	CCTV Replacement Programme	0.044	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TG1003	Housing Regeneration Loan Facility	3.000	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
TT1000	Towns Fund - 32 Stodman Street Regeneration	-0.150	Reprofile back to 24/25 agreed at 11 March 25 Cabinet
TT1000	Towns Fund - 32 Stodman Street Regeneration	-0.290	Final payment expected in April 2026. Reprofile to 2026/27.
TT1006	Cultural Heart Market Place	-3.510	Scheme not yet moved to RIBA 4, assumed £100k required in 25/26, reprofile remaining to 26/27
TI1002	A1 Overbridge Improvements	-2.445	Refrofile to 27/28 as budget already in 26/27
TA3066	Essential works at the Palace Theatre	-0.061	reprofile for phase 2 of the scheme
Total Re profiling		-8.500	

General Fund Revised Budget	33.433	
-----------------------------	--------	--

HOUSING REVENUE ACCOUNT

Original Budget	23.295	As per Council 7 March 2024
Slippages Approved	3.004	as per Cabinet 23 July 2024
Current Revised Budget	26.299	

Additions/**Reductions**

Project	Capital Description	Additions / <b>Reductions</b> 25- 26    £m	Comments
S93622	PV Invertors	-0.174	Realign budget over investment Programme
S91500	OTHER STRUCTURAL	0.174	Realign budget over investment Programme
S97115	ASBESTOS SURVEYS	0.024	Realign budget over investment Programme
S97116	ASBESTOS REMOVALS	0.040	Realign budget over investment Programme
S97100	ASBESTOS	-0.064	Realign budget over investment Programme
S93100	ELECTRICAL	-0.800	Realign budget over investment Programme
S93115	Rewires	0.800	Realign budget over investment Programme
S97416	Major Adaptations	0.800	Realign budget over investment Programme
S97417	Minor Adaptations	0.070	Realign budget over investment Programme
S97418	Adaptation Stair Lift/Ho	0.070	Realign budget over investment Programme
S97400	DISABLED ADAPTATIONS	-0.940	Realign budget over investment Programme
S95400	Void Works	-0.200	Realign budget over investment Programme
S95401	Void Works Back log	0.200	Realign budget over investment Programme
S95402	External Works	0.050	Realign budget over investment Programme
S95200	ENVIRONMENTAL WORKS	-0.050	Realign budget over investment Programme
<b>Total Additions/<b>Reductions</b></b>		<b>0.000</b>	

Reprofiling

Project	Capital Description	Additions / <b>Reductions</b> 25- 26    £m	Comments
SA1031	Site Acquisition (Incl RTB)	-0.776	No sites planned for purchase as at 30 June, therefore around half of the budget to 26/27
SA1082	Phase 5 Cluster 2	0.052	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
SA1092	Phase 6 Cluster 2	0.050	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
SC2000	Careline Analogue to Digital	0.099	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
SC2002	New Housing Management System	0.100	Reprofile from 2024/25 agreed at 11 March 25 Cabinet
SA1033	Estate Regeneration	-4.017	Reprofile required due to Start on site expected to be Oct 25.
<b>Total Re profiling</b>		<b>-4.493</b>	

HRA Revised budget for approval	21.806	
<b>Total Additions/<b>Reductions</b></b>	<b>1.632</b>	
<b>Total Re profiling</b>	<b>-12.993</b>	
<b>Total Revised Budget</b>	<b>55.240</b>	

## General Fund - Spend against budget - Estimated in year

Project	Capital Description	Original Budget 2025/26	Slippage reported to Cabinet 8 July 25	Original budget 25/26 including slippage	Variations Proposed to Cabinet 9 Sept 25	Revised Budget including Variations for Approval	Actuals to 30.06.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Underbudget	Expected Completion Date	Comments
TA3062	Beacon EV Chargepoints	0	36,850	36,850	0	36,850	0	0	36,850	36,850	0	31/03/2026	10/07/25 scheme to be reviewed to ensure still deliverable within budget
TB2253	Vehicles & Plant	1,512,285	-66,999	1,445,286	50,000	1,495,286	0	443,966	1,051,320	1,495,286	-0	31/03/2026	10/07/25 Food Waste Vehicles ordered, but won't be delivered until next financial year. The contract for the consortium is to be renewed, then other vehicles in the replacement programme can be ordered.
TB2258	Vicar Water Improvements (SANGS)	0	35,556	35,556	0	35,556	0	0	35,556	35,556	0	31/03/2026	10/07/25 discussions with Legal to progress scheme
TB2261	Brunel Drive Redevelopment Phase 1	669,000	0	669,000	0	669,000	3,602	454	664,944	669,000	-0	31/10/2025	10/07/25 start on site due in August and demolition due to complete in October. May not require full budget.
TB3155	Castle - Condition Works	0	0	0	134,000	134,000	0	134,391	-391	134,000	0	31/10/2025	10/07/25 recommission deferred works, 8 week project.
TB3162	Woodland Planting Contribution	309,915	0	309,915	0	309,915	0	0	309,915	309,915	0	31/03/2026	
TF3227	Lowdham Flood Alleviation	100,000	0	100,000	0	100,000	0	0	100,000	100,000	0	31/03/2026	10/07/2025 Enviroment Agency project, final contribution due in 2025/26 at the moment, but updates expected from Lowdham Flood Project group.
	<b>CLIMATE AND THE ENVIRONMENT TOTAL</b>	<b>2,591,200</b>	<b>5,407</b>	<b>2,596,607</b>	<b>184,000</b>	<b>2,780,607</b>	<b>3,602</b>	<b>578,811</b>	<b>2,198,194</b>	<b>2,780,607</b>	<b>-0</b>		
TA1221	SLC Fire Safety Remedial Works	0	14,000	14,000	-14,000	0	0	0	0	0	-0	27/05/2025	10/07/25 Scheme no longer required.
TA1224	Provision of 3G Pitches	400,000	0	400,000	0	400,000	0	0	400,000	400,000	0	31/03/2026	10/07/25 expected works between April - June 26. Notional budget at the moment. 5 sites committed to over medium term first site is in Southwell. Football foundation panel due to meet in December to determine external contrb. Review profile again in Q2
TA1226	Dukeries LC Inflatables	0	40,250	40,250	0	40,250	31,911	7,978	361	40,250	-0	31/07/2025	10/07/25 inflatables for the pool have been delivered, the dry site inflatables due to be delivered around end of July 25.
TA1227	Payment of S106 to SLCT	0	0	0	190,951	190,951	190,951	0	0	190,951	0	27/05/2025	10/07/25 payment made to SLCT with the Lease Surrender
TA1228	Dukeries Pool Cover	0	0	0	0	0	0	0	0	0	0	00/01/1900	
TA3097	Yorke Drive Regeneration and Community Facilities	0	59,680	59,680	0	59,680	0	39,518	20,162	59,680	-0	31/12/2031	10/07/25 start on site currently expected to be October 25, but waiting for the development agreement to be signed.
TB2259	Sherwood Avenue Park - Shared Prosperity Fund	0	0	0	0	0	-4,546	4,546	0	-0	-0	31/03/2026	10/07/25 scheme complete, remaining order for retention.
TB6165	S106 Community Facilities to SOT	0	239,620	239,620	0	239,620	0	0	239,620	239,620	0	31/03/2026	10/07/25 Waiting on planning permission to submitted by developer/owner for community centre site.
TB6173	S106 Rainworth Pc Comm Fac	0	0	0	0	0	-4,174	4,174	0	0	0	30/09/2025	10/07/25 defects visit has been completed and retention will be paid.
TB6174	S106 Rainworth Off Site Sports Transfer to Joesph Whitaker	0	228,315	228,315	0	228,315	228,315	0	0	228,315	-0	18/04/2025	10/07/25 paid, scheme complete
TB6176	S106 Clipstone PC Village Hall	0	19,822	19,822	0	19,822	19,822	0	0	19,822	-0	17/04/2025	10/07/25 paid, scheme complete
TB6179	Newark R&M Cricket Club, Kelham Road	0	18,520	18,520	0	18,520	18,521	0	0	18,521	0	30/05/2025	10/07/25 paid, scheme complete
TB6180	S106 Transfer to EPC for VH Improvements	0	0	0	123,027	123,027	123,027	0	0	123,027	0	27/05/2025	10/07/25 paid, scheme complete. Parish Council works are in progress
TB6181	S106 Transfer to EPC to create MUGA	0	0	0	78,019	78,019	78,019	0	0	78,019	0	27/05/2025	10/07/25 paid, scheme complete. Parish Council works are complete.
	<b>HEALTH, WELLBEING &amp; LEISURE TOTAL</b>	<b>400,000</b>	<b>620,207</b>	<b>1,020,207</b>	<b>377,997</b>	<b>1,398,204</b>	<b>681,846</b>	<b>56,215</b>	<b>660,143</b>	<b>1,398,204</b>	<b>-1</b>		
TF2000	CCTV Replacement Programme	8,780	10,050	18,830	43,936	62,766	0	6,851	55,915	62,766	-0	31/03/2026	10/07/25 10 cameras to be replaced in 2025/26 revisit profile when more information available from contractor

Project	Capital Description	Original Budget 2025/26	Slippage reported to Cabinet 8 July 25	Original budget 25/26 including slippage	Variations Proposed to Cabinet 9 Sept 25	Revised Budget including Variations for Approval	Actuals to 30.06.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Underestimated	Expected Completion Date	Comments
TF2001	CCTV Control Room Relocation	740,000	0	740,000	0	740,000	0	0	740,000	740,000	0	31/03/2026	10/07/25 scheme is progressing, will have preferred bidder and will be able to award contract by August.
TF3230	Lighting at St Marys Gardens - SPF	0	18,645	18,645	-4,706	13,939	13,939	0	0	13,939	0	30/06/2025	10/07/25 project complete and all required budget used.
TF3232	Rural Crime and Prevention	0	27,746	27,746	0	27,746	0	4,018	23,728	27,746	0	31/03/2026	10/07/25 original scheme complete, remaining budget to be used for other rural crime and prevention measures.
TF3233	Cuckstool Wharf Lighting	101,040	0	101,040	0	101,040	0	8,000	93,040	101,040	0	31/12/2025	10/07/25 finalising design, out for quotes at the end of July early august. Heritage England need to sign off the works.
	<b>PUBLIC PROTECTION AND COMMUNITY RELATIONS</b>	<b>849,820</b>	<b>56,441</b>	<b>906,261</b>	<b>39,230</b>	<b>945,491</b>	<b>13,939</b>	<b>18,869</b>	<b>912,683</b>	<b>945,491</b>	<b>0</b>		
TA1223	Dukeries Changing Places	0	0	0	0	0	-1,178	1,178	0	-0	-0	31/01/2026	10/07/25 retention only remaining due to pay Jan 26
TA3053	Museum Improvements	0	35,280	35,280	184,294	219,574	0	39,938	179,636	219,574	0	31/03/2026	0
TA3056	NCWC Tudor Hall	0	0	0	7,669	7,669	0	5,037	2,632	7,669	0	00/01/1900	10/07/25 12 month defect inspection completed, awaiting retention invoice from contractor.
TA3058	Palace Theatre Fire Alarm Upgrade	0	7,380	7,380	0	7,380	-547	7,927	0	7,380	0	01/08/2025	10/07/25 scheme due for completion by 1 August 25
TA3064	Palace Theatre Sound Desk	0	0	0	0	0	0	0	0	0	0	00/01/1900	
TA3065	Kidney Stones	87,430	0	87,430	-21,612	65,818	32,143	33,675	0	65,818	0	17/07/2025	10/07/25 scheme complete, interpretation panel to be fitted next week. Official opening 17/07/25.
TA3066	Essential works at the Palace Theatre	220,831	0	220,831	-61,000	159,831	0	0	159,831	159,831	0	05/09/2025	10/07/2025 Appointed principal contractor, anticipating works to start on site 11/08/2025, awaiting listed building consent. Works within the bid have been adjusted, so reprofile £60k to 26/27.
TB3154	Castle Gatehouse Project	4,805,236	172,398	4,977,634	42,515	5,020,149	25,947	281,864	4,712,338	5,020,149	0	31/07/2026	10/07/25 works commenced 07/07/25 52 week programme. Cash flow received from contractor used to profile budget.
	<b>HERITAGE, CULTURE &amp; THE ARTS TOTAL</b>	<b>5,113,497</b>	<b>215,058</b>	<b>5,328,555</b>	<b>151,866</b>	<b>5,480,421</b>	<b>56,365</b>	<b>369,620</b>	<b>5,054,437</b>	<b>5,480,422</b>	<b>1</b>		
TC2011	Ollerton Regeneration	0	0	0	118,000	118,000	0	51,500	66,500	118,000	0	31/07/2028	0
TF6011	Private Sector Disabled Facilities Grants	700,000	0	700,000	50,000	750,000	113,471	18,615	617,914	750,000	-0	31/03/2026	10/07/25 increase budget from grant held to support received in year for predicted spend to 31/03/25
TF6012	Discretionary DFG	90,000	0	90,000	210,000	300,000	8,866	2,000	289,134	300,000	-0	31/03/2026	10/07/25 increase budget from grant held to support received in year due to change in policy for maximum top up.
TF6807	Warm Homes on Prescription	70,000	0	70,000	0	70,000	10,249	2,649	57,102	70,000	0	31/03/2026	10/07/25 Spring and summer are quiet periods due to the weather. Completed 5 WHOP heating installations, with a further 6 are nearing completion. 2 further jobs planned to date. Will review budget in quarter 2.
	<b>HOUSING TOTAL</b>	<b>860,000</b>	<b>0</b>	<b>860,000</b>	<b>378,000</b>	<b>1,238,000</b>	<b>132,586</b>	<b>74,764</b>	<b>1,030,650</b>	<b>1,238,000</b>	<b>-0</b>		
TA3060	Beacon - New Boiler	61,525	0	61,525	0	61,525	0	0	61,525	61,525	0	31/03/2026	10/07/25 scheme to be reviewed to ensure still deliverable within budget
TA3061	Beacon - LED Lights	0	78,640	78,640	0	78,640	0	46,511	32,129	78,640	0	31/08/2025	10/07/25 Job is ongoing nearing completion, waiting for bespoke lights fittings as these are to order. Expected completion end of August.
TA3286	Information Technology Investment	782,030	110,700	892,730	-115,037	777,693	63,043	141,055	573,596	777,693	0	31/03/2026	10/07/25 hardware and software for whole Council. Kept under review throughout the year to ensure required and relevant.
TC2007	Clipstone Holding Centre Purchase & Works	6,527,104	249,434	6,776,537	-5,976,537	800,000	16,898	79,332	703,770	800,000	0	31/03/2027	10/07/25 out to tender end of July, expected start on site in November, so budget to be reprofiled. Need to make arrangements for some unexpected site clearance.
TC2009	Former Belvoir Iron Works	845,376	900,000	1,745,376	0	1,745,376	794	0	1,744,582	1,745,376	0	00/01/1900	10/07/25 waiting on inspectors report due Autumn 2025
TC3135	Works to Buttermarket	0	56,360	56,360	0	56,360	39,880	9,970	6,510	56,360	0	30/09/2025	11/07/25 Works are complete, awaiting final invoices.

Project	Capital Description	Original Budget 2025/26	Slippage reported to Cabinet 8 July 25	Original budget 25/26 including slippage	Variations Proposed to Cabinet 9 Sept 25	Revised Budget including Variations for Approval	Actuals to 30.06.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ Under spend	Expected Completion Date	Comments
TC3156	Jubilee Bridge Works	60,000	0	60,000	0	60,000	0	0	60,000	60,000	0	31/10/2025	10/07/2025 In negotiations with contractor, issues with H&S and Canal & Rivers trust, due to be completed Autumn 2025.
TC3160	14 Market Place	220,000	93,000	313,000	60,000	373,000	6,943	4,714	361,342	373,000	-0	23/12/2025	10/07/25 works started on site w/c 7 July 2025. Programme amended, potential for £20k budget remaining, will review towards the end of the project.
TG1003	Housing Regeneration Loan Facility	3,408,071	1,786,500	5,194,571	3,000,000	8,194,571	1,907,000	0	6,287,571	8,194,571	0	31/03/2026	10/07/25 x3 projects ongoing at present expected to need full budget
	STRATEGY, PERFORMANCE AND FINANCE TOTAL	11,904,106	3,274,634	15,178,739	-3,031,574	12,147,165	2,034,558	281,583	9,831,025	12,147,166	0		
TE3251	Rural England Prosperity Fund	0	0	0	267,369	267,369	0	0	267,369	267,369	0	31/03/2026	0
TE3268	Southern Link Road Contribution	0	-7,000	-7,000	1,159,185	1,152,185	0	0	1,152,185	1,152,185	0	31/03/2026	10/07/2025 Road expected to be complete by September 2026, reprofiled remaining grant into 2025/26, but updated to profile of final contribution as per cashflow dated July 2025. £1.2m in 26/27.
TI1002	A1 Overbridge Improvements	2,500,000	44,585	2,544,585	-2,444,585	100,000	25,000	3,585	71,415	100,000	0	31/03/2028	10/07/25 meeting with National Highways and Consulting engineers on 5/8/25 to discuss next steps. Final options report to be submitted for internal NH approval. Preliminary design work on preferred option to commence in 2025/26. £3m budget in 26/27, reprofile £2.4m from this year to 27/28. Final project delivery method to be agreed between NSDC/NH/NCC.
TT1000	Towns Fund - 32 Stodman Street Regeneration	7,610,655	603,135	8,213,790	-440,001	7,773,789	436,615	7,076,381	260,793	7,773,789	-0	30/04/2026	10/07/25 Works progressing well following delays experienced in Feb/Mar 25 regarding electric cables, expected to be complete April 2026.
TT1005	Towns Fund - Cycle Town	50,000	0	50,000	0	50,000	0	2,522	47,478	50,000	0	31/03/2026	10/07/25 scheme to start later in the financial year.
TT1006	Towns Fund - Cultural Heart of Newark	3,610,000	0	3,610,000	-3,510,000	100,000	0	0	100,000	100,000	0	01/10/2027	10/07/25 scheme currently in RIBA 3, reprofile £3.5m (£1.5m 26/27, £2m 27/28). Completion date is unknown at present. Contracts need to be in place by 31/03/2027 otherwise grant cannot be used.
	SUSTAINABLE DEVELOPMENT AND REGENERATION	13,770,655	640,720	14,411,375	-4,968,032	9,443,343	461,403	7,082,700	1,899,240	9,443,343	-0		
	TOTALS	35,489,278	4,812,466	40,301,744	-6,868,513	33,433,231	3,384,300	8,462,562	21,586,372	33,433,233	-1		

HRA - Spend against budget - Estimated in year

Project	Capital Description	Original Budget 2025/26	Slippage reported to Cabinet 8 July 25	Original budget 25/26 including slippage	Variations Proposed to Cabinet 9 Sept 25	Revised Budget including Variations for Approval	Actuals to 30.06.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Under Budget	Expected Completion Date	Comments - Spend to date
<b>PROPERTY INVESTMENT PROGRAMME</b>													
S91100	ROOF REPLACEMENTS	1,700,000	89,400	1,789,400	0	1,789,400	365,348	383,591	1,040,460	1,789,400	-0	31/03/2026	08/07/25 On target with planned jobs, 50 Jobs completed in QTR 1, expecting to complete another 15 properties this week. Projects expected to start on at Bleasby in July/August.
S711	ROOF REPLACEMENTS	1,700,000	89,400	1,789,400	0	1,789,400	365,348	383,591	1,040,460	1,789,400	-0		
S91218	Kit & Bathrooms	2,221,540	0	2,221,540	0	2,221,540	515,823	481,032	1,224,685	2,221,540	-0	31/03/2026	09/07/25 Currently completing 5 kitchens & 1 bathroom per week. Budget to be reviewed at Q2.
S712	KITCHEN & BATHROOM CONVERSIONS	2,221,540	0	2,221,540	0	2,221,540	515,823	481,032	1,224,685	2,221,540	-0		
S91300	EXTERNAL FABRIC	378,000	0	378,000	0	378,000	28,191	245,636	104,173	378,000	0	31/12/2025	08/07/25 Planned jobs at Southwell, currently expecting to complete all works by end of Q3.
S713	EXTERNAL FABRIC	378,000	0	378,000	0	378,000	28,191	245,636	104,173	378,000	0		
S91412	Doors & Windows Works	280,000	27,470	307,470	0	307,470	4,214	171,977	131,279	307,470	-0	31/03/2026	08/07/25 Works now picking up, slow start due to issues with asbestos surveys due to contract change, now have nationwide in place to cover all works.
S714	DOORS & WINDOWS	280,000	27,470	307,470	0	307,470	4,214	171,977	131,279	307,470	-0		
S91500	OTHER STRUCTURAL	150,000	133,700	283,700	174,200	457,900	30,739	164,182	262,978	457,900	-0	31/03/2026	08/07/25 All jobs carried over from 24/25 now complete. 15 structural jobs to plan in for 25/26. Review forecast once all jobs are fully costed.
S91535	DPC Works	63,000	14,290	77,290	0	77,290	19,483	57,808	0	77,290	0	31/03/2026	08/07/25 16 jobs come in from repairs team to asset team. Back log of damp jobs from 24/25 budget already spent, expected to spend an additional £300-400k this FY.
S715	OTHER STRUCTURAL	213,000	147,990	360,990	174,200	535,190	50,222	221,990	262,978	535,190	0		
S93100	ELECTRICAL	800,000	0	800,000	-800,000	0	0	0		0	0	31/03/2026	
S93115	Rewires	0	35,220	35,220	800,000	835,220	-0	603,268	231,952	835,220	-0	31/03/2026	08/07/25 Contractor now in place, works started first week of June, 10 properties now complete in 25/26 awaiting invoices. Not expected to fully spend budget due to now spend in first quarter of the FY.
S731	ELECTRICAL	800,000	35,220	835,220	0	835,220	-0	603,268	231,952	835,220	-0		
S93300	Passenger Lifts	53,550	0	53,550	0	53,550	497	52,636	418	53,550	0	31/03/2026	08/07/25 3 lift doors to be replaced at a cost of £5k per door approx. Further woks to be identified.
S733	PASSENGER LIFTS	53,550	0	53,550	0	53,550	497	52,636	418	53,550	0		
S93500	HEATING	1,000,000	0	1,000,000	0	1,000,000	16,616	345,673	637,710	1,000,000	-0	31/03/2026	16/07/25 Currently spending £40k per month on installs. 80 installs currently in progress with contractor, another 90 installs planned for Qtr2.
S735	HEATING	1,000,000	0	1,000,000	0	1,000,000	16,616	345,673	637,710	1,000,000	-0		
S93622	PV Invertors	214,200	160,050	374,250	-174,200	200,050	4,296	88,854	106,900	200,050	-0	31/03/2026	08/07/25 Currently expecting to complete 30 jobs at £900 per unit, further works to be identified.
S93625	Thermal Comfort	0	0	0	0	0	0	0	0	0	0	31/03/2026	15/07/25 Cavity wall insulation installed on 9 properties, some small jobs expected to come through this line. Budget to be moved in from S93628.
S93626	Decarbonisation	1,477,980	0	1,477,980	0	1,477,980	510	6,409	1,471,061	1,477,980	-0	31/03/2026	15/07/25 Contractor not yet procured, anticipating works starting Autumn 2025.
S93628	EPC	400,000	99,740	499,740	0	499,740	28,787	47,221	423,731	499,740	-0	31/03/2026	15/07/25 5 year plan for improving EPC'S on our properties. Contractor not appointd as yet to carry out surveys/works, expected to be Autumn 2025.
S736	ENERGY EFFICIENCY	2,092,180	259,790	2,351,970	-174,200	2,177,770	33,593	142,484	2,001,692	2,177,769	-1		
S95100	GARAGE FORECOURTS	53,550	0	53,550	0	53,550	0	0	53,550	53,550	0	31/03/2025	08/07/25 Planning works at Wolfft Avenue currently expected to be £15k, further works to be identified.
S751	GARAGE FORECOURTS	53,550	0	53,550	0	53,550	0	0	53,550	53,550	0		
S95200	ENVIRONMENTAL WORKS	514,080	0	514,080	-50,000	464,080	0	13,667	450,413	464,080	-0	31/03/2026	15/07/25 Some small jobs completed in Q1, further works to be identified.
S95208	Sewerage Treatment Works	30,000	0	30,000	0	30,000	0	0	30,000	30,000	0	31/03/2026	15/07/25 Works to be identified.
S95250	Communal Lighting	0	24,000	24,000	0	24,000	0	0	24,000	24,000	0	31/03/2026	08/07/25 PV Street light to be completed at 3 locations also 30 pv lights to be replaced at broadleaves expected to be within budget.
S95252	Flood Defence Systems	10,000	7,910	17,910	0	17,910	0	3,353	14,557	17,910	-0	31/03/2026	
S95254	Estate Improvements	60,000	53,270	113,270	0	113,270	7,709	21,167	84,394	113,270	0	31/03/2026	15/07/25 Some small jobs completed in Q1. Project on Holly Rise car parking due to start which is expected to cost £60k.
S95292	Communal Areas	10,710	1,060	11,770	0	11,770	0	0	11,770	11,770	0	31/03/2026	15/07/25 No spend currently planned, currently looking at potential projects.
S95306	Ferndale Conversion	0	0	0	0	0	-3,587	3,587		0	0	31/03/2026	10/07/25 Complete, retention left to pay in current FY.
S95307	PV Panels Broadleaves and Gladstone	0	0	0	0	0	-4,610	4,610		-0	-0	31/03/2026	10/07/25 Complete, retention left to pay in current FY.
S95309	Allenby Road Conversion	0	140,000	140,000	0	140,000	0	9,500		140,000	0	31/03/2026	09/07/25 Designs are now done & build cost come in at £125k. Procurement exercise due to start in September, expecting works to be completed within 12 weeks once on site.
S95400	Void Works	300,000	158,460	458,460	-200,000	258,460	0	247,185	11,274	258,460	-0	31/03/2026	15/07/25 12 Void properties currently undergoing works. Budget currently sufficient for Capital voids. Review in Q2.

Project	Capital Description	Original Budget 2025/26	Slippage reported to Cabinet 8 July 25	Original budget 25/26 including slippage	Variations Proposed to Cabinet 9 Sept 25	Revised Budget including Variations for Approval	Actuals to 30.06.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Under Budget	Expected Completion Date	Comments - Spend to date
S95401	Void Works Back log	0	0	0	200,000	200,000	0	200,000		200,000	0	31/12/2025	15/07/25 New budget line created to provide budget for back log of voids property works. PO raised & contractor in place, works due to start imminently.
S95402	External Works	0	0	0	50,000	50,000	0	0	50,000	50,000	0	31/03/2026	15/07/25 New budget line created to provide budget for fencing/other external works completed. Expecting some small jobs to be completed in Q2.
							0						
S752	ENVIRONMENTAL WORKS	924,790	384,700	1,309,490	0	1,309,490	-487	503,069	676,408	1,309,490	-0		
S97100	ASBESTOS	64,260	0	64,260	-64,260	0	-0	0		-0	-0		
S97115	ASBESTOS SURVEYS	0	33,540	33,540	24,260	57,800	6,965	42,940	7,895	57,800	0	31/03/2026	08/07/25 Back log of surveys currently, contractor is expecting to complete 300 surveys in July in an attempt to clear back log. Expecting to need additional funds in this budget for 25/26, will have a better idea at the end of Q2.
S97116	ASBESTOS REMOVALS	0	0	0	40,000	40,000	750	30,000	9,250	40,000	0	31/03/2026	08/07/25 Expecting an increase in works from the back log of surveys currently being carried out. Expecting to need additional funds in this budget for 25/26, will have a better idea at the end of Q2.
S771	ASBESTOS	64,260	33,540	97,800	0	97,800	7,715	72,940	17,145	97,800	-0		
S97200	FIRE SAFETY	0	150,680	150,680	0	150,680	36,131	114,549	0	150,680	0	31/03/2026	
S97218	Enhanced Fire Risk Assessments	240,000	0	240,000	0	240,000	7,958	23,413	208,629	240,000	-0	31/03/2026	16/07/25 Fire/Compartmentalisation surveys now being carried out, 15-20 surveys planned at a cost of £1000-1500 per survey. Review again in Q2.
S97221	Fire Doors Various Locations	645,600	0	645,600	0	645,600	69,055	332,300	244,245	645,600	0	31/03/2026	15/07/25 100 Fire doors planned to be replaced in 25/26, need to review spend/budget in Q2.
S772	FIRE SAFETY	885,600	150,680	1,036,280	0	1,036,280	113,144	470,262	452,874	1,036,280	-0		
S773	DDA IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0		
S97400	DISABLED ADAPTATIONS	1,007,190	0	1,007,190	-940,000	67,190	0	0	67,190	67,190	0	31/03/2026	09/07/25 No spend planned currently, works to be identified.
S97416	Major Adaptations	0	0	0	800,000	800,000	142,670	264,532	392,798	800,000	-0	31/03/2026	09/07/25 92 major adaptations received in Qtr1 of which 85 jobs were completed. Currently expecting to spend £80k per period.
S97417	Minor Adaptations	0	0	0	70,000	70,000	6,168	29,385	34,448	70,000	0	31/03/2026	09/07/25 88 minor adaptations received in Qtr1 of which 80 jobs were completed. Currently expecting to spend £3k per period.
S97418	Adaptation Stair Lift/Ho	0	0	0	70,000	70,000	18,652	16,442	34,906	70,000	-0	31/03/2026	09/07/25 3 jobs planned in for next Qtr with an approx cost of £10k
S774	DISABLED ADAPTATIONS	1,007,190	0	1,007,190	0	1,007,190	167,489	310,359	529,342	1,007,190	0		
S97500	LEGIONELLA	80,000	0	80,000	0	80,000	-0	12,844	67,156	80,000	0	31/03/2026	10/07/25 Currently exploring more cost effective way to complete risk assessments therefore currently on hold. Remedial works ongoing, currently have £20k committed to be spent in Qtr 2. Budget expected to be sufficient to complete works at the moment.
S775	LEGIONELLA	80,000	0	80,000	0	80,000	-0	12,844	67,156	80,000	0		
S98100	BUILDING SAFETY	185,690	0	185,690	0	185,690	0	0	185,690	185,690	0	31/03/2026	15/07/25 No spend currently planned, currently looking at potential projects.
S98101	Fire Alarm Systems	35,000	0	35,000	0	35,000	1,322	0	33,678	35,000	0		15/07/25 One job completed at Manvers View Hub, further works to be identified.
S98103	Structural Surveys - Elevated Walkways	150,000	0	150,000	0	150,000	0	645	149,355	150,000	0	31/03/2026	08/07/25 Planned works at Grange Road, waiting for rewires to be complete before surveys completed and costs are known, potentially a large scale job.
S98104	Scooter Shed	45,000	0	45,000	0	45,000	0	0	45,000	45,000	0		
S98108	Door Entry Systems	50,000	0	50,000	0	50,000	0	0	50,000	50,000	0		15/07/25 No surveyor currently in place to plan works.
S781	BUILDING SAFETY	465,690	0	465,690	0	465,690	1,322	645	463,723	465,690	0		
S99100	PROPERTY INVESTMENT CONTINGENCY	60,000	0	60,000	0	60,000	0	0	45,525	45,525	-14,475	31/03/2026	
S99102	Housing Capital Fees	605,020	0	605,020	0	605,020	0	0	619,495	619,495	14,475	31/03/2026	
S791	UNALLOCATED FUNDING	665,020	0	665,020	0	665,020	0	0	665,020	665,020	0		
	SUB TOTAL PROPERTY INVESTMENT	12,884,370	1,128,790	14,013,160	0	14,013,160	1,303,686	4,018,406	8,560,565	14,013,158	-2		
		0	0	0	0	0							
	AFFORDABLE HOUSING												
SA1031	Site Acquisition (Inc RT8)	1,600,000	0	1,600,000	-776,000	824,000	0	0	824,000	824,000	0	31/03/2026	10/07/25 No planned purchases at the moment, will keep under review, reprofile £776k for now.
SA1033	Estate Regeneration	5,000,000	16,980	5,016,980	-4,016,980	1,000,000	91,971	739,516	168,513	1,000,000	0	31/12/2031	10/07/25 start on site currently expected to be October 25, but waiting for the development agreement to be signed.
SA1047	New Build Contingency	0	354,900	354,900	0	354,900	0	0	354,900	354,900	0	31/03/2026	
SA1048	Boughton Extra Care	0	39,560	39,560	0	39,560	4,899	11,053	23,609	39,560	0	31/05/2025	15/07/25 Defects now completed, no further budget needed as project complete.
SA1063	Phase 3 - Cluster 3	0	0	0	0	0	-30,285	525	29,760	0	0	31/03/2026	10-07-25 Woodheads retention, no longer a debtor to Woodheads therefore can be moved to contingency
SA1071	Phase 4 Cluster 1	0	0	0	0	0	-56,537	0	56,537	-0	-0	31/03/2026	10/07/25 Woodheads retention, no longer a debtor to Woodheads therefore can be moved to contingency
SA1072	Phase 4 Cluster 2	0	0	0	0	0	-19,441	0	19,441	0	0	31/03/2026	10/07/25 Woodheads retention, no longer a debtor to Woodheads therefore can be moved to contingency
SA1080	Phase 5	0	0	0	0	0	945	10,112	-11,057	-0	-0	31/03/2026	10/07/25 actuals to be reallocated to relevant cluster
SA1081	Phase 5 Cluster 1	0	0	0	0	0	-24,867	25,593	-726	-0	-0	31/03/2026	10/07/25 Retention left to pay expecting to pay this FY.
SA1082	Phase 5 Cluster 2	0	144,380	144,380	51,825	196,205	91,507	64,228	40,470	196,205	0	27/06/2025	10/07/25 Phase now completed, retention left to pay which will be paid this FY.
SA1083	Phase 5 Cluster 3	0	0	0	0	0	0	-608	608	0	0	31/03/2026	

Project	Capital Description	Original Budget 2025/26	Slippage reported to Cabinet 8 July 25	Original budget 25/26 including slippage	Variations Proposed to Cabinet 9 Sept 25	Revised Budget including Variations for Approval	Actuals to 30.06.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/Under/Spent	Expected Completion Date	Comments - Spend to date
SA1084	Phase 5 Cluster 4	0	349,580	349,580	0	349,580	173,297	190,107	-13,824	349,580	0	30/09/2025	10/07/25 Still on site, expected to be completed by end of September.
SA1085	Phase 5 Cluster 5	0	0	0	0	0	-17,244	17,244		0	0	31/03/2026	10/07/25 Retention left to pay expecting to pay this FY.
SA1086	Phase 5 Cluster 6	0	0	0	0	0	-26,992	26,992		0	0	31/03/2026	10/07/25 Retention left to pay expecting to pay this FY.
SA1090	Phase 6	0	586,780	586,780	0	586,780	0	53,269	533,511	586,780	0	31/03/2027	10/07/25 Actuals to be moved to relevant cluster code
SA1091	Phase 6 Cluster 1	0	164,790	164,790	0	164,790	0	0	164,790	164,790	0	02/04/2025	10/07/25 Site now complete, retention left to pay 26/27
SA1092	Phase 6 Cluster 2	521,000	200,000	721,000	50,000	771,000	0	0	771,000	771,000	0	31/03/2027	10/07/25 Purchase of S106 properties awaiting agreement from Legal, expected to be completed the FY
SA1093	Phase 6 Cluster 3	1,000,000	0	1,000,000	0	1,000,000	0	0	1,000,000	1,000,000	0	31/03/2027	10/07/25 Procurement is now complete, contract award pending, expected to start on site this FY.
SA1094	Phase 6 Cluster 4	1,000,000	0	1,000,000	0	1,000,000	0	6,438	993,562	1,000,000	0	31/03/2027	10/07/25 Procurement is now complete, contract award pending, expected to start on site this FY.
SA1095	Phase 6 Cluster 5	1,000,000	0	1,000,000	0	1,000,000	0	0	1,000,000	1,000,000	0	31/03/2027	10/07/25 Procurement is now complete, contract award pending, expected to start on site this FY.
SC2000	Careline Analogue to Digital	0	0	0	98,573	98,573	98,400	0	173	98,573	0	31/12/2025	08/07/25 £98k Slippage from 24/25 now fully spent.
SC2002	New Housing Management System	289,333	18,712	308,045	100,000	408,045	25,911	6,000	376,134	408,045	-0	31/12/2025	11/07/25 Staff recharge costs & overtime for Q1 Awaiting costs for meritec and additional costs from NEC, expected to complete end of December.
	SUB TOTAL AFFORDABLE HOUSING	10,410,333	1,875,682	12,286,015	-4,492,582	7,793,433	311,564	1,150,469	6,331,401	7,793,434	1		
		0	0	-1	0	0							
	TOTAL HOUSING REVENUE ACCOUNT	23,294,703	3,004,472	26,299,175	-4,492,582	21,806,593	1,615,250	5,168,876	14,891,966	21,806,592	-1		

<b>Treasury Strategy Indicators - Borrowing</b>	<b>Original Estimate / Limit £'000</b>	<b>Revised Estimate / Limit £'000</b>	<b>Q1 Actual £'000</b>	<b>Compliance</b>
Operational Boundary for External Debt	190,075	170,958	109,093	Yes
Authorised Limit for External Debt	195,075	175,958	109,093	Yes
HRA Debt Limit	134,111	134,111	107,897	Yes
<b>Maturity Structure of Borrowing</b>				
Under 12 months	25%	25%	23.50%	Yes
12 months and within 24 months	25%	25%	6.13%	Yes
24 months and within 5 years	40%	40%	11.94%	Yes
5 years and within 10 years	100%	100%	6.46%	Yes
10 years and above	100%	100%	51.97%	Yes

**Treasury Strategy Indicator - Investing**

Credit risk indicator (Minimum Average Portfolio Rating)	A	A	AA	Yes
--	---	---	----	-----

**Liquidity risk indicator**

3 months	100%	100%	61%	Yes
3 – 12 months	80%	80%	20%	Yes
Over 12 months	60%	60%	24%	Yes

**Interest rate risk indicator**

Upper limit on one-year revenue impact of a 1% rise in interest rates	£400,000	£400,000	256,590	Yes
Upper limit on one-year revenue impact of a 1% fall in interest rates	£400,000	£400,000	256,590	Yes

**Price risk indicator**

Limit on principal invested beyond year end	£15m	£15m	£12.5m	Yes
---	------	------	--------	-----

<b>Capital Strategy Indicators</b>	<b>Original Estimate / Limit £'000</b>	<b>Revised Estimate / Limit £'000</b>	<b>Q1 Actual £'000</b>
<b>Capital Expenditure &amp; Financing</b>			
General Fund services	27,294	25,238	1,477
Council housing (HRA)	23,295	21,807	1,615
Capital Loan (GF)	8,195	8,195	1,907
<b>Total Capital Expenditure</b>	<b>58,784</b>	<b>55,240</b>	<b>4,999</b>
Capital Grants	2,451	4,013	363
Other Contributions incl CIL	6,139	1,587	144
Capital Resources	426	1,225	111
Revenue / Major Repairs Reserve	41,980	42,000	3,801
Borrowing	7,787	6,414	580
<b>Total Capital Financing</b>	<b>58,784</b>	<b>55,240</b>	<b>4,999</b>

**Capital Financing Requirement (CFR)**

General Fund services	57,288	42,386	42,386
Council housing (HRA)	119,165	117,164	117,164
Capital investments	6,622	11,408	11,408
<b>Total CFR</b>	<b>183,075</b>	<b>170,958</b>	<b>170,958</b>

**Proportion of financing costs to net revenue stream****General Fund;**

MRP Charge	719	681	681
Interest Payable	461	461	75
Less: Investment Income	-1,980	-1,980	-202
<b>Total GF Financing costs</b>	<b>-799</b>	<b>-838</b>	<b>554</b>
Proportion of net revenue stream	-3.17%	-3.32%	14.82%

**Housing Revenue Account;**

Interest Payable	4,294	4,294	607
Depreciation	6,248	6,248	0
MRR Contributions incl debt repayments	2,249	2,249	1,000
Less: Investment Income	-51	-51	0
<b>Total HRA Financing costs</b>	<b>12,740</b>	<b>12,740</b>	<b>1,607</b>
Proportion of net revenue stream	44.48%	44.48%	22.45%

<u>Investment Strategy Indicators</u>	2025/26 Original Estimate / Limit £'000	2025/26 Revised Estimate / Limit £'000	2025/26 Q1 Actual £'000
<b>Loans for service purposes</b>			
Subsidiaries	15,000	15,000	5,121
Local businesses	500	500	-
Local charities	500	500	-
Other Bodies	500	500	18
<b>Total</b>	<b>16,500</b>	<b>16,500</b>	<b>5,139</b>

**Net income from service investments to net revenue stream**

Total General Fund Service Investment Income	1,980	1,980	202
Proportion of net revenue stream	7.13%	7.84%	5.40%
Total Housing Revenue Account Service Investment Income	51	51	0
Proportion of net revenue stream	0.16%	0.18%	0.00%

**Shares held for service purposes**

Subsidiaries	5,000	5,000	4,001
Suppliers	-	-	-
Local businesses	-	-	-
<b>Total</b>	<b>5,000</b>	<b>5,000</b>	<b>4,001</b>



Report to: Cabinet Meeting: 9 September 2025

Portfolio Holder: Councillor Paul Peacock, Strategy Performance & Finance

Director Lead: Deborah Johnson, Director - Customer Services & Organisational Development

Lead Officer: Rowan Bosworth-Brown, Senior Transformation & Service Improvement Officer  
[performance.team@newark-sherwooddc.gov.uk](mailto:performance.team@newark-sherwooddc.gov.uk)

Report Summary	
Type of report	Open Report / Non-key decision
Report Title	Community Plan Performance for Quarter 1 2025/26
Purpose of Report	To present the Quarter 1 Community Plan Performance Report (1 April – 30 June 2025).
Recommendations	That Cabinet: a) review the Community Plan Performance Report attached as <b>Appendix 1</b> ; b) review the compliance report attached as <b>Appendix 2</b> ; and c) consider the Council's performance against its objectives highlighting any areas of high performance and identifying areas for improvement.

## 1.0 Background

- 1.1 We continue to deliver an approach to performance management that is used to drive improvement rather than simply used as a counting device. We are doing this by analysing data and progress against key activities as well as building a picture of the context of performance using district statistics, customer feedback and workforce information.
- 1.2 The development of this report details the **Quarter 1** performance and includes activities delivered within the quarter. This information was factually correct as of the **30 June 2025**.

## 2.0 Proposal/Options Considered

- 2.1 That Cabinet review the Quarter 1 Community Plan Performance report (**Appendix 1**) and the Compliance report (**Appendix 2**).

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding; and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **3.1 Legal Implications (LEG2526/9458)**

Cabinet is the appropriate body to consider the content of this report.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act.

None



NEWARK &  
SHERWOOD  
DISTRICT COUNCIL

# Community Plan Performance Report

2025 – 26 Q1

1 April to 30 June 2025



# Introduction

At Newark and Sherwood District Council, our mission is to empower residents and businesses to thrive, while also attracting visitors to experience the unique offerings of our area. Our strategy to achieve this is outlined in our Community Plan, which was developed with input from residents and sets forth the Council's ambitions and activities over a four-year period.

Having been in place for two years, our 2023-27 Community Plan has recently undergone a review to ensure it remains relevant and reflective of ongoing and upcoming projects and initiatives. This continuous refreshment is crucial to maintaining the plan's effectiveness.

Our performance framework complements the Community Plan by detailing how we will measure the success of our ambitions through key performance indicators, utilising both qualitative and quantitative data.



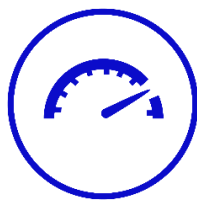
This report evaluates the Council's performance against the Community Plan, focusing on key services and activities from **1 April to 30 June 2025 (Quarter 1)**. Understanding our performance enables us to promote good practices, ensure quality service delivery, and identify areas for improvement. The Council's performance is measured in four parts, three of which are detailed within this report. The fourth part, Our Customers, is reported twice a year in our Customer Feedback Report.



## Our District

A basket of data indicators which allow us to examine how our district is performing in key areas, acting as a form of 'health check'.

**Page 3-4**



## Our Performance

How we are delivering against the objectives we outline in the Community Plan.

**Page 5-34**



## Our Workforce

To understand how the Council's staff are performing and how we are supporting staff. This is important as a positive and motivated workforce is more likely to be high performing.

**Page 35-37**

# Our District



## About Newark and Sherwood (2021 Census)

A resident population of 122,956 (14.9% of Nottinghamshire's population).

There are 53,332 dwellings in the district, 38.5% are owned outright, 31.3% are owned with a mortgage or loan, 13.9% are socially rented, 16.3% are private rented around 10% directly owned by the Council.

92.7% of the district population were born in the UK.

60.5% of the district's population are working age (16 to 64), 17% are 16 years or younger and 22.4% of the population are over the age of 65. For those over the age of 65, this percentage has increase by 3.5% when compared to the 2011 census demonstrating a growing older population when compared to the 2021 census. In terms of socio-economic challenges, 16.2% of households do not own a car or van, 0.8% of households do not have a form of central heating and 19.1% of residents do not have any formal qualifications.

## Performance of our district

This data tells us something about our district in **Quarter 1 2025-26**. Most of these indicators are not factors we can directly affect, only influence, but they add context to the work we undertake.

**Footfall:** The table shows the average footfall figures for quarter 1 for Newark, Southwell, Edwinstowe and Ollerton. There were decreases in visitor numbers across all four locations. The most significant decrease was in Newark, with June recording the lowest average daily footfall figure of 2025 so far. Footfall in Southwell, Edwinstowe and Ollerton dropped less dramatically.

In Newark there was a 12.7% decrease in footfall when compared to May 2025. May was an exceptionally busy month, being 6.5% higher than the 2025 average, meaning that the decrease in June wasn't as dramatic as the figure suggests. Despite this, June was still the quietest month of 2025 so far in terms of footfall, being 7% below from the average for all of 2025. It was also 9% lower than the average daily footfall figure recorded in June 2024. This downturn in footfall could be attributed in part to the heat wave experienced during the second half of June. High temperatures of 27 – 30 degrees may have encouraged more people to stay at home, or to participate in more 'out-of-town' activities like going to parks, the beach or garden centres.

Declining visits to town centres may also be influenced by increasing household bills, with families cutting back after the May bank holiday and in anticipation of summer holidays. The decline in footfall during the first three weeks of June was a national trend, with footfall weakening by approximately 8%.

In terms of Newark-specific challenges, the congestion that has resulted from the A46 works at Farndon may have influenced people to shop out of town due to ease of access. This will continue until August 2026. There were delays on 16<sup>th</sup> – 17<sup>th</sup> June following a police incident on Lombard Street, and on 30<sup>th</sup> June when the level crossing malfunctioned. Two high profile police-incidents in May and June may have also played a role in deterring visits to town.

Average Daily Footfall				
	Newark	Southwell	Edwinstowe	Ollerton
April 2025	6,604	2,120	2,193	2,446
May 2025	7,017	2,069	2,226	2,415
June 2025	6,123	2,039	2,149	2,402
<b>Q1 Average</b>	<b>6,581</b>	<b>2,076</b>	<b>2,189</b>	<b>2,421</b>

# Our District



## Exploring our performance.

In this section of the report, we look at a few key measures of customer interaction to monitor how we interact with our customers, and we look at what our customers are telling us about the services they receive. We analyse these comments and show how we are learning from customer feedback.



## Interactions with the Council

This information gives an indication of demand for council assistance year to date:

- **4,105 face-to-face** contacts were held at Castle House, a 15.95% decrease when compared to the same period last year.
- **26,172 calls** were received by the contact centre, a 14.82% decrease when compared to the same period last year.
- **12,846 digital web form transactions** were completed by our customers, a 17.01% decrease when compared to the same period last year.

Although overall customer contact across all channels decreased this quarter, our digital engagement continues to exceed expectations. We welcomed **456,351 unique website users**, nearly **four times** our target of 118,750. In addition, **5,161 residents subscribed to our e-newsletters**, outperforming the target by **6.3%**. These figures indicate that many customers are choosing to access information digitally, in ways that suit their preferences, reducing the need for direct contact through traditional methods. It's also worth noting that the launch of our **kerbside glass collection service** in 2024/25 led to a temporary increase in customer enquiries via these channels.

## Local Government Reorganisation

In December 2024, the Government released the English Devolution White Paper which outlined ambitions to begin a period of structural change to Local Government across England. The aim of this structural change is to transition from a two-tier system to a single tier system (also known as a Unitary Authority) of Local Government, which will be responsible for all local services in an area. In February 2025, the Government invited Councils to submit proposals for new Unitary Authority structures, with final submissions due by 28 November. The submissions must aim to create more efficient and effective Local Government, potentially leading to streamlined services and cost savings for residents.



Our Community Plan sets out our ambition to secure the very best option for the residents of Newark and Sherwood arising from the reorganisation of Local Government and as such we will continue to report on how we're progressing at strategic points throughout the year. These progress updates can be found in [Ambition 7 – Be a top performing, modern and accessible Council, that get its everyday services right for the residents and businesses that it serves.](#)

## Break down barriers to opportunity to enable residents and businesses to prosper and fulfil their potential



### What have we been doing this quarter;

Last quarter we shared that the **development of the Sustainable Economic Growth Strategy 2025-2030** (SEGS) was underway. The consultation period with Members and Officers has now concluded and the draft strategy has now been shared with key stakeholders for a further period of consultation which is expected to last until August 2025. We will then begin analysing the responses, with consideration to be given to what changes will be required and these changes will be communicated accordingly. We are anticipating that the SEGS will be presented to Cabinet in Autumn 2025 for approval.

Within our Community Plan we set out our ambition to **work with partners to identify options and sources of funding to improve public transport**. In order to deliver on this ambition, our teams have been continuing to liaise with colleagues in Public Transport at Nottinghamshire County Council on potential service improvements. This department are currently in a transitional stage, as they will be becoming part of the East Midlands County Combined Authority within the next 12 months.

**Support local communities to develop the necessary skills in order to benefit from the pipeline of major infrastructure developments:** We formed an Employment & Skills Board (ESB) with representation from our key partners including Colleges, Department for Work and Pensions, Nottinghamshire County Council, training providers, as well as employers. The Board aims to steer, influence and support learning and training for improved qualifications and employment opportunities. The delivery of training and education using the Adult Skills Fund, which is accessed through training providers, is designed by the needs of local communities. We facilitated a meeting of key employers this quarter, and the purpose of this meeting was to understand opportunities for collaboration, what challenges there were and what solutions could be created to enable better connections with local key assets like the construction college and ASI.

Our ambition to **deliver regeneration within Ollerton Town Centre** has progressed this quarter. The RIBA Plan of Work is a document that outlines all stages in the planning design and building process. Stages range from 0 – Strategic Definition through to 7 – Use. The project completed RIBA Stage 2 – Concept Design this quarter, which focused on developing initial design ideas based on the project brief, exploring various design options,

and creating visual representations of the project's potential. This stage also involved collaboration between the client and design team to refine these concepts and ensure they align with the project goals and budget. The project is proceeding to develop through to RIBA 3 – Spatial Coordination, this stage focuses on developing the concept design into a more detailed and coordinated plan, ensuring that the



CGI Illustration of Ollerton Town Centre Regeneration

## Break down barriers to opportunity to enable residents and businesses to prosper and fulfil their potential



design meets spatial requirements and is aligned with the project brief. It involves coordinating architectural, structural, and building services designs, as well as considering construction methods and cost implications.

We are currently in negotiation with key stakeholders and partners to ensure the project can be delivered, this includes working with the Town Council and the owners within the site. The project is on track for completion in 2028/29.

The **Clipstone regeneration scheme** is progressing in 3 phases, phase 1 has proceeded to tender for contractors regarding the building of new industrial units. Phase 2 has completed RIBA 2, this stage focuses on developing initial design ideas based on the project brief, exploring various design options, and creating visual representations of the project's potential. This stage involves collaboration between the client and design team to refine these concepts and ensure they align with the project goals and budget. The project is now proceeding into RIBA stage 3. Discussions with landowners, Clipstone Miners Welfare and Welbeck on delivery of the scheme including access, remediation works and costs. Phase 3 has completed RIBA 1 for completion of scope of works and identified a budget figure. This will aim to deliver an enhanced community facility in Clipstone.

The project to **redevelop the Clipstone Holdings site with high quality, environmentally sustainable industrial units** has reached the tender stage of the procurement process, with the project plans being reviewed by potential bidders. The evaluation of the tender returns is expected to take place in Quarter 2 and we expect to be in a position to appoint a contractor later this year with a start on site in early 2026. The build phase will take approximately 18 months to complete and the site should be operational during 2027.

*"The new energy-efficient office and workshop spaces will bring huge economic benefits – from providing modern facilities to attract businesses, to increasing the opportunities for employment and skills for local people, while also sustaining the overall character and appearance of the area, which is the setting of landmark nearby listed buildings."*

*"The units have already received lots of interest, and we have received several enquiries about renting these, which just goes to show how in demand modern business spaces such as these are for the community."*

**Cllr Paul Peacock**

Break down barriers to opportunity to enable residents and businesses to prosper and fulfil their potential



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
All Other Indicator Types				
Newark Beacon - % of occupied units	63.7%	86.3%	85.0%	83.0%
Commercial Property - % occupied units	100.0%	98.0%	100.0%	95.0%
Sherwood Forest Arts and Crafts - % of occupied units	100.0%	100.0%	100.0%	95.0%
% of planning applications (major) determined within statutory timelines	100.0%	100.0%	86.7%	90.0%
% of planning applications (non-major) determined within statutory timelines	94.0%	91.7%	94.7%	90.0%

### Exploring our performance:

Our performance regarding **speed of decision within 'Major' planning applications** can fluctuate according to the complexity of a scheme, negotiation undertaken, Biodiversity Net Gain, as well as the need for Section 106 planning obligation. The senior Planning team actively monitor and reports on performance within this area of work with regular meetings with planning officers. The figure for Q1 2025/26 represents an improvement of 53% points compared to the previous quarter and we are hopeful that this upward trend continues to the levels expected of the service. It is also worth noting that although the indicator is below our locally set target of 90%, our performance far exceeds the national requirement with 13 out of 15 applications decided within target or agreed extension of time.

**Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards**



### **What have we been doing this quarter;**

Following successfully gaining reserved matters planning approval for the **Yorke Drive Regeneration Project**, the teams' architect has been developing the drawings and working to discharge the necessary conditions to start onsite. Efforts are now underway to finalise the decant strategy, ensuring that all residents and homeowners can be re-housed according to their needs. Additionally, contractors are being mobilised to begin onsite work.



*CGI Illustration of Yorke Drive Regeneration*

A resident survey was completed this quarter to capture how residents on the estate think and feel about Yorke Drive including feelings of belonging, pride and safety. This survey will be run at multiple points throughout the programme to ensure that all benefits are realised for both existing and new residents. Community and tenant engagement will continue to remain a key focus, as a result we are currently developing plans for the Summer Spruce-Up event and the Yorke Drive and Bridge Ward Fun Day, both of which will take place during Quarter 2. We are also engaging with young people across the estate to choose the play park equipment as part of the scheme. Additionally, an internal officers group has been formed to consider the regeneration of Yorke Drive as part of the wider community, in order to take a holistic view of all activities and plans to ensure that these are communicated and co-ordinated effectively between teams.

As part of our ambition to renew **Council homes' heating systems to improve affordability for tenants and reduce carbon emissions** in line with government funding opportunities, we have secured funding through Social Housing Fund Wave 3. This is a three year programme and we are currently in the procurement stage, the total number of properties that will receive heating system upgrades has not yet been confirmed until the procurement process comes to a close but we anticipate this will be approximately 150 properties.

We continue to follow the **social housing regulatory standards, and we are also continuing with our preparations for the inspection of our housing services from the regulator of social housing**. We are currently awaiting notification of when the inspection will be, in the meantime our teams are working to review key policies and create a position statement ready for inspection. Future communications will also be going out to customers, Members and staff to inform and update them about the inspection regime. We have also created a portfolio of evidence and completed a self-assessment against the criteria standards, which is reviewed and regularly updated. The housing performance improvement board meets monthly to ensure there is oversight of performance / compliance and identify areas for improvement within our key tenant facing services. A meeting with the Regulator is scheduled for late September with the Chief Executive, the Portfolio Holder for Housing and the Director of Housing Health and Well-Being.

**Implement and embed our new Housing Management System, as part of a wider programme of improvements to Housing Repairs and Empty Homes Services.** Several modules of the new Housing Management System are operational including Repairs, Rents, Anti-Social Behaviour and Customer Relationship Management. There have been some teething problems which are being addressed throughout the roll out, which is to be expected with a project of this size and scale. Our teams are working closely with the software provider to resolve any issues as they arise. Looking forward to Quarter 2-3, the Allocations module of the Housing Management System is due to go live and the Engage Portal, which will enables tenants to self serve information, is also expected to go live.



**Develop new homes for open market sale or rent through Arkwood Developments Ltd, balancing housing quality, mix of housing, environmental sustainability and financial return.**

- The 132-unit development at Lowfield Lane is progressing as we continue to work through discharging planning conditions. We have now concluded the procurement exercise and are in final negotiations with our preferred development partner following a formal tender process. The start date for this will be agreed with our partner upon entering the contract, however, it is likely that the earliest start will now be late September, due to a more protracted procurement negotiation process than was anticipated.
- Build progress as part of the 29-unit development at Stodman Street continues. It is expected that we will take possession of the units in Spring 2026 and as such we plan to commence marketing these units in Autumn 2025.

**Arkwood Developments Ltd develop sites outside of our District, as these developments are a source of income, which in turn supports the ongoing development of sites locally. This helps ensure that Arkwood can continue to build properties that have a purpose beyond profit.**

- The Manea development in Cambridge which consists of 32 units, continues to progress, we have experienced a delay in handovers due to awaiting section 278 sign off from the local authority. The sale of properties continues to progress, with 8 properties sold and a number handed over to customers.



*Manea Development, Cambridge*

- The Wirksworth development, which consists of 30 units continues and is progressing well albeit there has been some delay in receiving approval of the Section 278 application. The first units have recently been released off plan for sale and are attracting interest and we hope to take our first reservations in the coming weeks. It should be noted that nationally the housing market is

relatively slow at present and as a result we are seeing that potential buyers are less inclined to make 'off plan' purchases, preferring to wait to see the product when completed. The show home at this site is due for completion in September and will assist in showcasing the finished product to potential buyers.

- Long Bennington is made up of 50 units and this site remains behind our scheduled target dates due to planning requirements. We have met most of the planning requirements in terms of design aspects, however, further detailed flooding analysis has been requested. We were targeting an August planning committee decision; however, it is likely that further consultation will be required upon receipt of the flood analysis and therefore this is likely to be moved to the September Planning Committee. In the meantime, we have submitted most of the outline planning condition discharges and have procured a development partner. Therefore, we will be able to commence on site at speed once planning consent is attained to mitigate some of these delays.



*Wirksworth Development, Derbyshire*

Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
<b>Year to Date Indicators</b>				
Satisfaction with lettings service	92.0%	95.0%	96.0%	95.0%
Number of Council homes with retrofitted energy efficiency measures	New For Q1 24/25	21	0	TBC*
Time spent in temporary accommodation for people we owe a duty to	New For Q1 25/26	New For Q1 25/26	6.8	13.0
Average time to re-let Council properties (days)	30.4	40.5	64.5	28.0
Amount of current arrears as a % of annual rent debit	1.41%	1.64%	2.76%	2.30%

\*This indicator is awaiting the outcome of the ongoing procurement process before an accurate target can be assigned.

### Exploring our performance:

When looking at the average time to re-let Council properties (days), we know that process and resource issues continue to impact on our performance in this area. There is a continued focus on the performance of re-let times with weekly meetings in place with internal teams and regular updates are being delivered to the Housing Performance Improvement Board.

Last quarter we shared that we have appointed a contractor to work through the backlog of properties, but because of the nature of the backlog this figure is likely to worsen before it improves. We will likely see an improvement in Quarter 3, although we do not expect to be able to achieve the target by the end of the year due to our starting position. Profiling is now in place to monitor numbers of empty homes to better prepare for the 25/26-year end and to ensure the minimum number of empty homes are carried over into 26/27

The time spent in temporary accommodation for people we owe a duty to is performing well this quarter and that is because the Alexander Lodge provision in Newark is making a significant impact on our ability to support those in need of temporary accommodation whilst longer term housing is secured.

## Improve health and wellbeing, with an emphasis on communities with lower levels of life expectancy



### What have we been doing this quarter;

As part of our ongoing work to complement the implementation of our **'Health and Wellbeing Strategy'** with activities to reduce health inequalities in targeted areas, this quarter our Food Co-ordinator has been supporting a number of initiatives in the Community including:

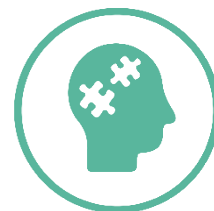
- The continuation of cookery sessions at De Lacy Court, Ollerton including a community breakfast. These sessions are regularly being attended by 8 + tenants encouraging them to come together, learn new skills. This in turn encourages interaction and builds connections, which helps to reduce social isolation.
- Another two successful Chop and Chat Teens cooking courses in Newark and Blidworth. Over 25 young people came along across both courses, we had a mixture of male and female participants, each of them independently preparing and cooking a different one pot meal from scratch with a social eating element to finish off each session. Friendships between young people from different schools were made and those in Year 6 who are about to move to senior schools were able to meet pupils already there supporting with their transition. Each young person who attended the four sessions went home with their own NSDC 'Chop & Chat' apron and a copy of our cookbook. We have since been sent photos of the young people cooking at home which is great to see these sessions are leading to the development of positive and sustainable habits.



- The 'Great Newark and Sherwood Cake Baking Challenge' took place in April and will continue to tour the district during the school holidays, encouraging young people aged 10-16 to develop their baking skills and decorate a themed cake. This quarter we have supported over 30 young people to create the Easter Egg-stravaganza and VE Celebration Cake.
- We are supporting volunteers to launch a new Food Hub in Southwell; the hope is the hub will run once a fortnight with residents given the opportunity to purchase food at a reduced cost from Fareshare and the council's crop drop scheme. This will allow residents to access a range of healthy and affordable food similar to other food clubs across the district.
- We supported the Nottinghamshire County Show this quarter and from a health and wellbeing perspective we provided a focus on Nutrition and Cooking. You can find out more about how we supported the [County Show in Ambition 6](#).
- Grow Balderton held its first day of action with the successful opening of the district's largest community garden in Balderton. Working with an array of partners locally including the Co-op, Salvation Army and Balderton Parish Council,



## Improve health and wellbeing, with an emphasis on communities with lower levels of life expectancy



the project has a small committee and is being co-ordinated by Grow Incredible who received start-up funding from our community grant scheme. Community gardens are more than just green spaces – they are powerful tools in supporting residents in meaningful ways, including improving mental and physical wellbeing, reducing loneliness and isolation and supporting the food system. We cannot wait to see this project grow.

- Working to further strengthen the wider food system, Urban Worm were successfully awarded community grant scheme funding and throughout the Easter holidays the team supported them to run 3 ‘make you own worm farm’ workshops at Vicar Water, Sconce Park and Lifespring church. We had 52 families attend the workshops with such positive feedback.

**In addition to this, there have been several Health Improvement initiatives taking place around the district this quarter including:**

- Two local Carer Roadshows took place at Edwinstowe House and Balderton Village Hall. These events marked the first time we have organised carer support gatherings at a local level; the aim was to reach carers across the district. Each Roadshow featured a wide range of organisations from the health and social care sector, including Nottinghamshire Carers Association, Citizens Advice, Carers Federation, Local dementia support groups and Your CVS (Community & Voluntary Service). The events were free and open to all unpaid carers, offering valuable resources, networking opportunities, and direct access to support services. We had approximately 20 carers join us at the events; our teams will be reviewing the results of a previous consultation exercise to understand how to further improve the level of engagement with future events.
- During Carers Week 2025, we also reaffirmed our dedication to supporting staff who are carers by hosting a celebratory afternoon tea event which was attended by 16 colleagues. The gathering not only offered a space for connection and reflection but also marked the re-presentation of the Carer Friendly Employer Award from the Nottinghamshire Carers Association. The award, accepted by the Portfolio Holder for Health, Wellbeing & Leisure and Chief Executive, highlights our ongoing efforts to create a supportive workplace for carers. The initiatives we have carried out in order to be awarded this accolade, include nominating Carers Champions, reviewing internal policies, and offering drop-in sessions to foster peer support. It is all part of the 2025 theme, “Caring About Equality,” which shines a light on the inequalities unpaid carers often face and promotes better access to support and recognition.

**Nottinghamshire Carers Association**



Newark & Sherwood District Council

**CARER ROADSHOWS**

Are you an unpaid carer in Newark and Sherwood?

Come along to one of our FREE carer roadshows to hear from a huge range of local services and organisations from across the Health and Social Care sector sharing information for unpaid carers.

- Local dementia groups
- Your CVS
- Citizens Advice
- Carers Federation
- Nottinghamshire Carers Association

<b>Monday 23 June</b> 11am - 2pm Edwinstowe House	<b>Tuesday 24 June</b> 11am - 2pm Balderton Village Centre
---	--

No need to book, just turn up!

Contact [wellbeing@newark-sherwooddc.gov.uk](mailto:wellbeing@newark-sherwooddc.gov.uk) or 01636 650 000 for more information.

**SERVING PEOPLE, IMPROVING LIVES**

NEWARK & SHERWOOD DISTRICT COUNCIL

## Improve health and wellbeing, with an emphasis on communities with lower levels of life expectancy



- Our Health Improvement Officer attended a number of staff wellbeing events at Bakkavor in Newark, to reduce barriers and make it easier for employees to engage with their health without disrupting their day. We partnered with Active4Today to deliver Body MOTs and blood pressure checks. Additionally, we



continued the rollout of the new-style drop-in Body MOTs across four of our Council sites, we have found this is proving to be popular, with over 20 full MOTs already delivered.

As part of our ambition to **implement our 'Playing Pitch Strategy' and 'Sports and Recreational Facilities Strategy', including the provision of 5 new 5G sports pitches**, the Football Foundation invited Expressions of Interest for the first 3G pitches to be delivered as part of our portfolio approach to delivering five pitches over the coming years. Expressions of Interest were submitted for the Brinkley site in Southwell and three schools in

Newark, consisting of the Newark Academy Magnus and Suthers Schools respectively. Following assessment and decision by the Football Foundation, the schemes are now moving forward to the next phase of technical investigations to ensure delivery is possible. Once technical deliverability has been assessed those successful sites will be confirmed.

Work is still ongoing to bring forward sites in Clipstone and Ollerton as part of larger transformational projects – Levelling Up in Clipstone and the re-build of the Dukeries School in Ollerton. The complexity of these schemes has impacted on the pace of delivery at these sites.

We remain committed to **maximising funding opportunities with the aim of improving health and wellbeing facilities across the district**. In Quarter 1 this has included working with the Football Foundation to leverage around 60% of the costs associated with the delivery of 3G pitches across the district as well as working with [Sport England](#) to secure a £30,000 grant for the delivery of a new energy efficient pool cover at the Dukeries Pool.

With the **successful completion of the Sherwood Avenue park redevelopment**, attention has now turned to a wider programme of playground audits across our district. These audits form part of a broader strategy to evaluate the condition, accessibility, and community value of the parks and play areas we maintain. Each site is being assessed based on several key criteria, including:

- Location and surrounding population density
- Community engagement and feedback on local needs
- Accessibility from an inclusive design perspective
- Health and safety standards and maintenance needs
- Purpose and play value
- Frequency of visitor use

Planning is also underway for two potential new play areas as part of the Yorke Drive Regeneration project as well as renewal of the Riverside Park play area. These explorations are not only focused on structural play equipment but also consider the integration of natural play elements and opportunities for

## Improve health and wellbeing, with an emphasis on communities with lower levels of life expectancy



educational features within play spaces. This includes embedding messages around sustainability, either through interactive signage, nature based play features, or sensory trails that help children learn through exploration.

Additionally, there is an ongoing initiative to introduce wildflower planting within our park environments. This will enhance biodiversity, attract local wildlife, and help transform our open spaces into more welcoming, vibrant, and safe environments for families and community members of all ages. Together, these efforts reflect our commitment to delivering inclusive, engaging, and environmentally conscious play spaces that support wellbeing, learning, and community connection.

We are celebrating a record-breaking year after **receiving six prestigious Green Flag Awards**, the international quality mark for parks and green spaces. Sherwood Avenue Park has joined the list of award-winning sites, bringing the District Council's total to six.

These recognitions highlight our ongoing commitment to maintaining high-quality, accessible, and environmentally sustainable green spaces for residents and visitors alike. The full list of Green Flag Award-winning sites in the district now includes:

- Sherwood Heath
- Vicar Water Country Park
- Newark Castle Gardens
- Sconce and Devon Park
- Queen Elizabeth Memorial Gardens
- Sherwood Avenue Park (new for 2025)
- Newark Cemetery (Newark Town Council)

*"It's obviously fantastic news that we have received six Green Flag awards this year for our Parks and Green Spaces – a record high for the District Council! We know since covid that residents increasingly value parks and green spaces. And, with summer holidays approaching, it is also great news that families and youngsters have places to play and let off some energy. The Green Flag scheme shows how we as a council are investing in residents' priorities with high-quality, welcoming outdoor environments. I'm delighted to see the dedication of everyone involved in caring for these spaces being recognised, from our Park Rangers and Street Scene teams to our Corporate Property staff, site managers, and the incredible Friends groups and volunteers. Their collective efforts are what make achievements like this possible."*

**Councillor Simon Forde,  
Portfolio Holder for Climate and the Environment**



Improve health and wellbeing, with an emphasis on communities with lower levels of life expectancy



## Measuring Success

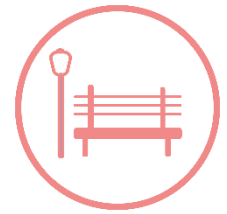
Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
<b>Year to Date Indicators</b>				
Number of new Active4Today leisure members	New For Q1 25/26	New For Q1 25/26	1,550	938
Number of User Visits - Active 4 Today (all)	274,106	251,236	287,693	275,000
<b>All Other Indicator Types</b>				
Average number of calendar days to process new council tax support applications	13.8	16.0	18.9	14.0
Average no of calendar days to process council tax support change in circumstances	9.3	15.0	11.6	7.0
Average no of calendar days to process housing benefit change in circumstances	4.0	5.5	4.7	4.0
Average no of calendar days to process new housing benefit claims	11.8	16.0	22.0	14.0
Live Leisure Centre membership base (all)	11,604	11,696	12,330	11,500
Leisure Services - based on your experience; how likely are you to recommend us to a friend, family member, or colleague?	New For Q1 24/25	29.0%	68.0%	60.0%

### Exploring our performance:

When considering our performance of the average number of calendar days to process new council tax support applications, we can see this is underperforming by 4.9 days. Traditionally Quarter 1 is the most challenging as we see an increase in demand due to the annual council tax bills being issued. As the high volume of applications begins to level out, our performance will begin to improve, and this can be expected within Quarter 2.

Likewise with the average no of calendar days to process new housing benefit claims, this can also be attributed to the higher volume of customer enquiries within Quarter 1 due to the annual council tax bills being issued. It should also be noted that the process for working age claims for Housing Benefit has recently changed, which has made the process more complex and can take longer to verify and assess. We will be managing resource allocation within our teams so that resource will be targeted to new claims processing during Quarter 2 and we will see the performance of this indicator improve during that same period.

## Reduce crime and anti-social behaviour, improving community feelings of safety



### What we have been doing this quarter;

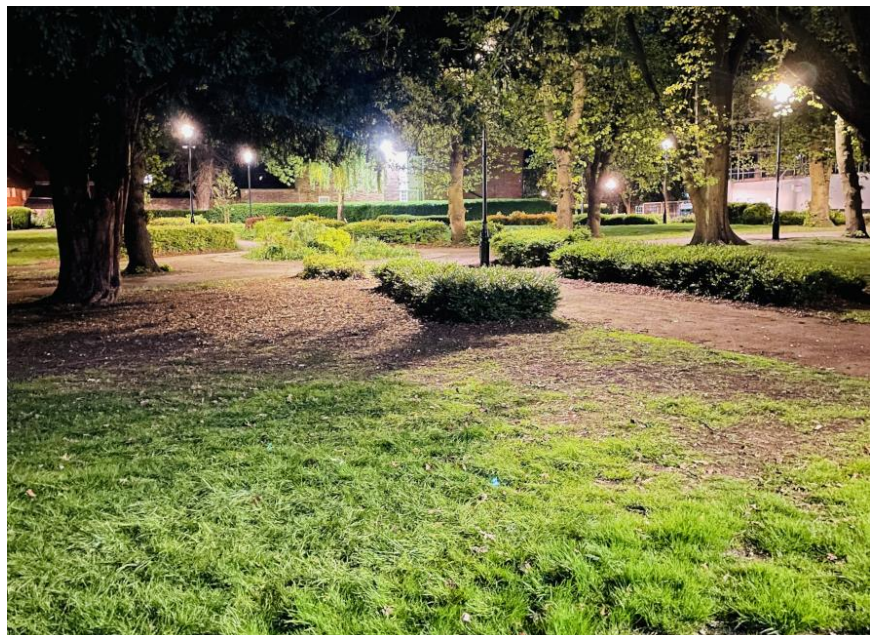
As part of our work to **design and implement an annual targeted programme of nights of action and focus weeks**, additional funding has been made available this year for increased hotspot patrols and this quarter the 'Keeping Town Centres Safe' Government campaign plans have been generated and submitted. The campaign will run from 1st July to 30th September and will see hotspot patrols, use of targeted enforcement powers and focussed campaigns. The areas which will benefit from the campaign are Castle, Magnus and Devon wards. This will be monitored by the Office of the Police and Crime Commissioner and reported back to the Home Office.

The process for this hotspot funding didn't begin until May and therefore our Community Protection Officers have undertaken the following additional hotspot patrols, these patrols have taken place alongside the regular planned patrol routes.

Month	Castle Ward	Magnus and Devon
May	7.5 Hours	2.8 Hours
June	12 Hours	10.5 Hours

We are working to **review and improve infrastructure to reduce crime and anti-social behaviour and improve feelings of safety**, as a result the CCTV camera and lighting has been installed in St Mary's Gardens and the increased lighting in the area has improved the quality of the footage as well as the coverage, particularly during the hours of darkness.

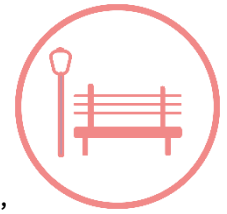
A need was identified to return the current **provision of CCTV in the district to an enhanced in-house control room**. This will allow our operators to work proactively throughout the camera locations within the district, taking action to prevent and detect crime and anti-social behaviour.



The current provision involves a partnership with both Ashfield and Broxtowe Council resulting in the resources within the control room being spread between the three districts.

The new control room will have enhanced technical abilities including artificial intelligence ensuring that the resources available will have greater ability to deal with any issues that are observed. This has resulted in a complex tender process which started in May and will shortly be coming to a close. Once this is complete and the contract will be awarded. Further updates can be expected in future quarters.

**Reduce crime and anti-social behaviour, improving community feelings of safety**



Our teams have been working with Nottinghamshire Police, Nottinghamshire Fire and Rescue, Newark First Aid, British Transport Police, and delivered another very successful safety week at Sconce and Devon and Vicar Water for all Newark and Sherwood Schools. The sessions included Food Safety, Environmental Crime, Wildlife Crime, ASB, Water Safety, Fire Safety, Train and Railway Safety. The event saw **over 800 year 5 and year 6 children attend** to learn key safety information and skills. It was another well received and well attended couple of weeks. The feedback from the schools was incredibly positive again with many looking forward to next year.

**We work closely with other partnership agencies, including Severn Trent, Environment Agency and the lead flood agency, Nottinghamshire County Council** and together we formed a Flood Partnership Meeting in 2024 which meets quarterly. The aim of the partnership is to improve relationships, communication and actions taken both during a flooding event and during peace time. This helps to foster a more cohesive response for the customer and aims to prevent customers from being passed around agencies particularly during a flooding event.



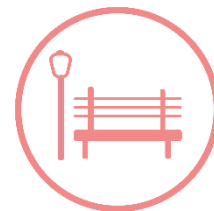
Work has been underway recently with a flood grant being offered to communities to build their resilience during a flooding event so that they are prepared prior to the event taking place as opposed to waiting to have resources delivered to them. This has included requests for aquasacs, PPE, signage, other flood prevention equipment and storage facilities.

Our work to assist in the delivery of **'Rural Crime and ASB Prevention' with additional target hardening at Sherwood Forest Corner** has been ongoing since 2024, when the CCTV installation was carried out and more



recently the Dark Sky Compliant street lighting was installed along with a new security system at the Arts and Crafts Centre. This quarter we are seeing the impact of these mitigations, as there have been no reported incidents along Forest Corner, nor a necessity to view CCTV footage. We have received positive feedback from the Arts and Crafts Centre tenants, The Sherwood Archer and Major Brew, who have all expressed their thanks to the Council for these works.

Reduce crime and anti-social behaviour, improving community feelings of safety



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
<b>Year to Date Indicators</b>				
Number of positive outcomes resulting from CCTV intervention	41	47	52	N/A**
<b>All Other Indicator Types</b>				
% fly tipping incidents removed within 72 hours	92.9%	97.9%	97.5%	95.0%
% of incidents resulting in an FPN or prosecution	New For Q1 25/26	New For Q1 25/26	15%	17.0%
% of businesses in the district with a food hygiene rating of 3 or higher (generally satisfactory or above)	92.11%	98.30%	98.40%	98.00%

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	County Comparison
% reduction in anti-social behaviour - Newark & Sherwood District compared against County area	-2.0%	18.8%	14.4%	23.0%
% reduction in all crime - Newark & Sherwood District compared against County area	2.0%	2.2%	-5.7%	-6.6%

Please note, in the context of the above two indicators a minus figure denote an increase.

\*\* 'N/A' within the target column shows key performance indicators which do not have a target set against them but instead offer an insight into actual performance within a particular service area.

### Exploring our performance:

When exploring the % reduction in anti-social behaviour - Newark & Sherwood District compared against County area, we can see that across the last two years the levels of anti-social behaviour have been continually decreasing which are indicative of the initiatives and work that our teams have been undertaking. This quarter we had a reduction in anti-social behaviour of 14.4%, however this was lower than the county decrease of 23%.

Focusing on all crime we have experienced an increase in crime of 5.7% this quarter, however, the county had a greater increase in crime of 6.6%. Upon further analysis we can see that there haven't been any numerically significant changes in any given crime type in actual figures and this will be monitored through the usual channels by our teams for any emerging trends or intelligence.

## Promote, maximise and celebrate the diversity of Newark and Sherwood's heritage, culture and community spirit



### What have we been doing this quarter;

This quarter we have moved forward towards **delivering the Newark Castle Gatehouse scheme**. Mobilisation works for the imminent starting of the construction of the new Gatehouse scheme have been undertaken. This



has included contract negotiations for contractors, securing of permissions from statutory organisations, and development of design works on exhibitions, and community consultations.



*"We're lucky in Newark to have a marketplace that can really benefit from installations like this to make the area look even more bright and welcoming. We hope to have the same impact again this year and we encourage visitors to come and see the art and other events happening for themselves. You can also explore our beautiful town centre by visiting our wonderful independent shops and have lunch in one of our fantastic pubs, cafes or restaurants."*

**Cllr Claire Penny, Portfolio Holder for Sustainable Economic Development**

Working together with Lincoln College Group, Newark Town Council and Newark Cultural Consortium (Newark Creates), an events and animation plan has been developed for as part of the **Newark Cultural Heart events programme**.

The plan commenced in May 2025 with a range of free events which took place throughout Quarter 1, including VE Day 80th Anniversary celebrations, a Steampunk Festival, Streets Ahead, a Pickle Arts Walking Trail. This quarter also saw the return of the eco-friendly artistic canopy display above Newark Market Place, which aims to spread a positive message about biodiversity and the environment which is why it features an array of handcrafted and recyclable artwork.

The annual **Open Doors Activity Plan of participatory arts and cultural activities** commenced on the 01 April 2025. Quarter 1

saw 6,176 engagements with our arts activities, which included:

- Supporting our Creative Influencers young people's group to travel to Stratford Upon Avon, to experience cultural activities and research ways to enhance our Heritage & Culture offer for young people.
- Continuing our popular Artist Residencies at the National Civil War Centre, offering free arts activities in Newark for children, young people, families and adults, and connecting our new artist with a GRT girls' group at the YMCA, with local walking, arts and wellbeing group.
- Rolling out our free theatre learning activities for local schools, as well as continuing a 2-year partnership with Orchard School and delivering a free, accessible participatory music event in the Palace Theatre.

## Promote, maximise and celebrate the diversity of Newark and Sherwood's heritage, culture and community spirit



- Participatory live music events in Vicar Water Country Park for park users to enjoy live music and learn about instruments.
- Our popular Polish cultural exhibition - A Polish Heart Beats Here continued to be enjoyed by visitors to the National Civil War Centre, with plans developing for a new Polish interpretation project to enhance Polish voices and exhibits.
- Open Doors teams and creative freelancers delivered creative activities and surveyed the public at the County Show and Streets Ahead festival.
- Our partnership with Bilsthorpe Heritage Museum continued with plans developing for colliery band related events for later in the year, with partnerships forming with Dukeries Academy and Scouting groups in Bilsthorpe. In addition, our touring exhibition called Mining for Stories was installed at Ollerton Library.

The data we collected during these activities confirms that we delivered arts and cultural activities for people living in the most deprived areas of our district. Qualitative data collected confirms that we delivered opportunities to learn, socialise, improve health and wellbeing, discover creative career paths, to volunteer and to find creative ways for self-expression.

We referenced within Ambition 1 of this report that our Sustainable Economic Growth Strategy is in draft and is

due to be presented to Cabinet for approval in the Autumn. This draft strategy encapsulates the objectives of the Destination Management Plan and the focus of an action plan, to **promote key unique selling points of our District such as Sherwood Forest**. The Rebel Rangers campaign is also under development, this will be a free summer challenge running across the district and will encourage young people aged 5-14 to take on the role of a 'Rebel Ranger' and explore local landmarks like Sherwood Forest, The National Civil War Centre and King John's Palace. This will support young



people to learn about historical rebels and completing challenges by scanning QR codes along the way. This campaign is due to be rolled out during Quarter 2.

Construction works as part of the **development of 32 Stodman Street** are ongoing and are due for completion in April 2026 and the project will provide the town with attractive living accommodation and new commercial spaces. The build phase is now starting to take shape with works approaching the roof level on the first phase of the build which faces Stodman Street.

**The delivery of the physical transformation of Newark Market and Market Square** is moving forward and we are in discussions on design and costs with Newark Town Council. The project is currently at RIBA stage 2 - Concept Design, and is seeking to move to RIBA stage 3 - Spatial Coordination in the summer months which will then be followed by a period of public consultation. Initial designs have been shared with the Town Council and costings for different options of material are being assessed. The full business case is being developed and



this will seek approval from the Newark Town Board to access the allocation of the £3.6m capital grant from the Town Investment Plan.

**Refurbishment of 14 Market Place, Newark,** will begin in Quarter 2. The ground floor will be converted into commercial space and the upper floor will be transformed into residential units and is scheduled to complete in December 2025. Our teams are currently in the process of marketing the space in order to secure tenants once the refurbishment has concluded.

This quarter marked a significant milestone in enhancing Newark's cultural landscape with the commencement of the **installation of the 'Kiddey' Sculptures**. These 12 intricately carved sandstone pieces form four bas-relief panels, and will be displayed in front of Castle House. Each panel represents a different aspect of electricity production.

The sculptures honour the legacy of Robert Kiddey, a distinguished Nottingham-born sculptor, artist, and educator. Renowned for his work on the frieze adorning Nottingham's Council House and his Royal Academy-exhibited piece 'The Divine Tragedy', Kiddey gained international recognition, including exhibitions at the Salon des Beaux-Arts in Paris. He moved to Newark in 1931, dedicating 50 years to teaching at the Technical College. His contributions are commemorated with a blue plaque at his former studio on Mill Gate.



The installation process has progressed well. The site has been excavated, and each of the 12 stones has been carefully mounted into custom metal frames to form the four panels. These have been completed with high-quality brickwork and lighting, ensuring the sculptures are both structurally secure and visually striking. This project not only enriches the district's public art offering but also pays tribute to a celebrated local figure whose influence continues to shape Newark's cultural identity.

Discussions are progressing to **identify key partners that we can work in partnership with to develop opportunities for engagement with music and the arts**. Through our Community Grant scheme Newark Community Concert Band is being supported to present musical performance at the Palace Theatre which will be free of charge to some schools and organisations to encourage interest a participation in music. The North Clifton Arts Group have received financial support to enable an open day in North Clifton and officer support will be offered to help with the process on becoming a constituted group. Becoming a constituted means that the group will be eligible for grant funding to further promote its interest and attract new participants.

Promote, maximise and celebrate the diversity of Newark and Sherwood's heritage, culture and community spirit



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
Year to Date Indicators				
Total number of admissions - National Civil War Centre	3,892	4,378	3,752	4,250
Total number of admissions - Palace Theatre	8,401	13,033	11,004	12,000
Number of people reached through direct participation and outreach	2,914	3,029	6,484	3,125
Total footfall across all heritage and culture services and sites	20,343	26,089	25,385	26,250

### Exploring our performance:

In terms of the total number of admissions to National Civil War Centre, we can see we are performing below our target for Quarter 1. Historical data shows us that the average footfall for the quarter in the last 3 years is 3771. Subsequent data analysis highlights that there has been a slight drop in residents visiting in the Civil War Centre this quarter. This may be due to the warm weather and lack of rain leading residents to prioritise outdoor activities; however, we are working pro-actively to respond and mitigate this. Some of the ways we're going this include a renewed marketing campaign targeting residents and emphasising fun, free, family friendly activities across the summer, and a strong programme of talks and activities. Data will be reviewed at end of Quarter 2 following the summer holiday programme.

## Reduce the impact of climate change and protect and enhance green spaces



### What have we been doing this quarter;

The **weekly food waste collections scheme with WRAP (Waste and Resources Action Programme) and Nottinghamshire County Council** launched on the 8th April with 55 businesses signed up upon launch and an additional 8 businesses signing up since the scheme launched. With this being a brand new service the amount of waste collected has been gradually increasing throughout the quarter which is reflective of the new service embedding.

The launch of this scheme has provided us with useful insight and experience of collecting, transporting and tipping food waste before domestic food waste collections begin in approximately 2 years. We have also gained operational insight, as the anaerobic digester is located at the same site that is likely to service domestic food waste collections.



In preparation for domestic food waste collections, Cabinet recently approved the procurement of 8 food waste vehicles and this order will ensure that we have the resources in place ready for when domestic food waste collections begin. To ensure we have enough space at the Brunel Drive Waste Depot, approval has been granted to demolish one of the unused office spaces located on this site which will in turn create space for the additional parking required to accommodate this increase in waste collection fleet. In addition, Nottinghamshire County

Council have hosted the first meetings to discuss the communication campaign for the 'Simpler Recycling' changes which are due to come into effect as of April 2026. The initiative is designed to set out new default requirements for most households and workspaces and will make recycling easier.

We have been working with Nottinghamshire County Council as guided by our **Tree Strategy**, to continue the secondment of an officer to the 'Trees for Climate' programme. This will support the continued delivery of tree planting across the district and the wider Nottinghamshire area funded through the programme and will result in over 30,000 trees being planted this year. We're also investigating new sites for 2025/26 planting years and finalising the agreement with Nottinghamshire County Council for the funding for the Thorney Abbey and Little Carlton woodland creation projects.



## Reduce the impact of climate change and protect and enhance green spaces



We continue to **play an active role regarding biodiversity net gain (BNG)** in the district by working with landowners to support the development of biodiversity offset sites. We are in the process of negotiating a Section 106 agreement with one landowner which is necessary to enable registration of their site on the Biodiversity Gain Site register, which is a requirement to be able to sell BNG units. It is anticipated that this site will be selling units by the end of 2025. We are entering discussions with a second site with the anticipation of also entering into a Section 106 agreement with them, so that they are also able to sell units by the end of 2025. Potential plans for BNG sites on our land have been further developed and a report will be presented to the Senior Leadership Team and Members for consideration, with further updates to be expected in future quarters.

Work has begun on **developing a new Local Plan for Newark & Sherwood, promoting action to tackle climate change through sustainable design policies**, protecting existing open space and securing new open space as part of development and securing biodiversity improvements through appropriate policies and projects. The first stage is the development of the Strategic Housing & Employment Land Availability Assessment, this has included a 'call for sites.' This process seeks to identify future sites for new development. Further updates will be shared as this process progresses in future reports.

**In response to the 2025 Carbon Trust report, we are working to develop and deliver a Council-wide decarbonisation plan for built assets and deliver a programme of prioritised decarbonisation actions.** As part of this we are working to deliver energy efficient heating solutions for our new build Council housing programme, with the majority of new build homes now benefiting from solar panels, battery storage and electrical heating systems.

This quarter we have begun installing internal air source heat pumps in a refurbishment project which are the latest design in air source heat pump technology for use in refurbishment projects. We will be sharing a casestudy in our quarter 2 performance report, so keep an eye out for this next quarter!

We have recently completed solar installations on 2 of our extra care facilities, Gladstone House and Broadleaves, which are now online and generating green renewable energy for our residents. Our projections suggest that between the two sites 161.07Mwh of solar energy will be produced annually, and the average Co2 emissions saved annually will be around 31.14 tCo2e.



## Reduce the impact of climate change and protect and enhance green spaces



**Work in conjunction with the statutory authorities to promote good river and waterway health:**

- In May we attended the National Civil War Centre's Family Saturday with a game around plastic pollution and tips on how to reduce plastic and water pollution at home. Children could take part in fishing out plastic bottles in 'Pluck out that Plastic' to win a prize and write a pledge on the 'Ocean Pollution' wall, alongside 'Stop the Block' basket ball game about drain care. Around 38 adults and children took part in the activities. Our lucky winner of the plastic pollution competition was Malachi who chose a whale shark tracking plushie made from littered water bottles removed from the ocean.
- The 'Leave No Litter Signage Competition' was sent out to all primary and secondary schools within the district this quarter, which formed part of the launch of 'The Great Big Green Week' on 7th June. Teachers and pupils were invited to design signs to bring awareness of the dangers of littering on our environment, including the impact it has on local waterway and globally across the oceans. Schools were provided with educational resources to share key messages on the impact of littering. This included a presentation on littering; 'Bin it Bingo' cards to use when litter picking; a 'Pledge Against Littering' card; a design template; and a prize for the oldest item found on a litter pick. Six primary schools and one secondary school participated and the schools had around 400 templates and other resources delivered to them and we collected over 150 entries when the competition ended at the end of June. The entries are currently being shortlisted and winning designs will be chosen soon. The signs will be erected around some of our local parks and printed as stickers for street bins in Autumn. Designs that have included littering leading to waterways will be placed near water and drains to highlight the importance of binning rubbish.
- On Sunday 8th June, our teams took the plastic pollution information and competition to Southwell Funday to champion how to care for local waterways through reducing plastic, drain care and the impact litter has on our rivers and ocean. Approximately 100 residents engaged in the competition and the lucky winner was awarded a turtle tracking plushie made from littered water bottles taken from the ocean.



*An excellent 'Leave No Litter Signage Competition' entry!*



## Reduce the impact of climate change and protect and enhance green spaces



- The Drain Art Project has been scheduled this quarter and primary schools who had not participated in Motion for the Ocean activities last year were given the first opportunity to take part in the project. Eight schools and groups were involved, consisting of the Python Hill Academy, Samuel Barlow Primary Academy, Bilsthorpe Flying High, St Mary's CofE, Halam Primary, Coddington CofE, Newark Orchard and a group of home-schooled children totalling around 300 pupils. Schools were provided with a presentation to introduce the topic of drain art and why we are highlighting it as part of protecting our waterways. Pupils were invited to use their own knowledge and new learning from the presentation to design art to be painted around storm drains in their playground. The artists from 'Image Skool' will be spending half a day at each location to paint two of the designs with the pupils.



*The two marvellous winning designs from the Python Hill Academy!*

- We continue to liaise with Severn Trent Water's education team to promote their free activities in schools. We have booked one of their Digibuses for Sconce and Devon Park on 13th August and at Vicar Water Country Park on 30th October to raise awareness of water health. On board the Digibuses children will have the chance to wear virtual reality glasses and enter the world where they can track a raindrop from the sky, through the water treatment process, to the home, back through the sewers and the waste treatment process, before it travels out to the river.

Over the last quarter, we have attended a number of events and drop-in sessions across the district to **promote positive behavioural changes around recycling, including food waste reduction and composting.**

- Contaminated bin review:** As a result of the contaminated bin review carried out in quarter 4, **we distributed 18,500 recycling leaflets** between 21st - 23rd May to help residents recycle right. It has been well received with feedback that the leaflet is clear and easy to understand. We have also heard from residents from previous events that they have since stopped putting food trays in their recycling bin. To encourage children to learn what to recycle, the very popular 'Race to Recycle' bin truck game has been out in force as an educational tool too. The game sees children select tokens with items that are both recyclable and non-recyclable and place them in the back of the bin truck before steering it to the correct 'bin' on the floor mat. The truck then drops off the items and they return to repeat the process with another item. Our Environmental Development Officer



## Reduce the impact of climate change and protect and enhance green spaces



will assist the children with clues about the item and talk with parents and guardians about recycling issues or changes coming up like Simpler Recycling next year.

The subsequent contaminated bin review that was carried out in quarter 1 ran for two weeks between 12th and 23rd May. During this time, 284 recycling bins were tagged as containing contamination. The contaminant numbers we collected are detailed in the table:

The contamination rate average has continued to decrease but is dependent on where the samples of contamination are taken from when they are screened by Veolia. The year-to-date average at the end of March had gone down to 13.6% and the current average is 12.5%.

We will use the results of the review to help inform residents on what not to put in their recycling bin and where to put it instead. This will be done through short social media video posts and in person at events during quarter.

Contaminant	Number
Plastic bag/ liner	75
Takeaway Containers	46
Polystyrene	34
Glass	33
Tissues/ wipes	26
Shredded paper	24
Food waste	24
Other waste	21
Packets/ wrappers	17
Food trays/punnets	16
Textiles	16
Nappies/ pet waste	11
Carpet/ rugs	3
Electricals	2

### Around 511 adults and children engaged with recycling activities across the following events:

- **5th April** – Collingham Community Fair
- **16th April** – Seed Bomb Making Session. This supported The Urban Worm at Lifespring Church and Centre, New Ollerton, with composting information and showing children and adults how to make seed balls to encourage pollinators in their gardens. Reusing quail egg boxes to present the seed balls in promoted how easy it is to reuse packaging at home for a different purpose.
- **10th May** – Nottinghamshire County Show:

This year, we were part of the Growing Hub with a focus not only on our kerbside recycling with

information and 'Race to Recycle' bin truck game, but on food waste and composting at home with our magnetic composting board 'Compost: the cool kids' dirt'. Engagement was higher than the previous year and as part of a competition, we gave away three wormeries from The Urban Worm to get children started on a fun composting journey.



- **14th May**

Bilsthorpe Library Drop-in Session

Community Link Group Drop-in Session on Vine Way

## Reduce the impact of climate change and protect and enhance green spaces



- **17th May** – At the Sherwood Avenue Play Park Opening Event, a recycling station was trialled out at the event to try to collect more recyclable materials at events. This was manned to help advise the public on where to place these items. For this trial, recyclables, general waste and home-compostable items were collected. The compostable items were taken home by employees to add to their compost bins. This will be more achievable once the new government legislation ‘Simpler Recycling’ has been rolled out to residential bins in April 2026.



- **29th May** – Community Link Group Drop-in Session at William Bailey House
- **30th May** – Southwell Library Drop-in Session
- **2nd June** – Community Link Group Drop-in Session at Chatham Court

- **7th June** – Family Saturday at the National Civil War Centre: At the Socks, Swaps and Smocks Event Alongside St Mary’s Church and the National Civil War Centre, we formed part of the day to help



residents reduce and reuse clothing that they no longer loved. Advice on where to send unwanted items was given out alongside help with recycling in our kerbside bins. Around 50 people engaged with the recycling activities on the day.

- **15th June** – Streets Ahead Festival, Newark: We were invited to be a part of this festival to help promote recycling. Around 80 parents and children engaged with our development officer for information and our recycling game to practise putting items in the right places.

- **18th June** – Your CVS Wellbeing Event, Clipstone

## Reduce the impact of climate change and protect and enhance green spaces



There have been many **opportunities for residents' involvement in parks and green spaces** within quarter 1, including:

- The grand opening of Sherwood Avenue Play Park, to celebrate the redevelopment of Sherwood Avenue Play Park. The day was jam-packed with activities and included demonstrations from Extreme Wheels and Canvas, who also offered residents the opportunity to get involved with some BMX tricks on the brand-new, state-of-the-art skatepark. The Hot Dog Brass Band performed live music and children's outdoor activities were arranged by both Active4Today and the Children's Bereavement Centre. Volunteers from the Newark Tennis Club joined the festivities and offered free tennis coaching. Representatives from Nottinghamshire Police also attended and carried out free bike marking.
- We have a growing number of volunteer litter pickers with 60 people signed up to our green champions scheme who collected 74 bags of waste between them this quarter.
- Our 'meet the ranger' walks continue to be popular with our residents and visitors. These provide an ideal forum for our teams to educate the public on the work we do and allows us to get feedback from the public.
- Junior Ranger events have taken place over the Easter holidays, these are drop-in sessions targeted at our younger residents and through our partnership with Sherwood Forest Trust, we have continued with a range of events and volunteering sessions at Sherwood Heath, including balsam bashing and glow worm survey walks.

**Continue to deliver the Brunel Drive Masterplan:** Last quarter we shared that we were in the process of seeking planning permission to remove the temporary permission for the glass bulking facility at the lorry park. This has since progressed and we have now obtained planning permission for the glass bulking facility to remain permanently at the lorry park.

This quarter we have received replies to the tender for the demolition and construction works at Brunel Drive/Farrar Close, and these replies are in the process of being evaluated. The construction will provide facilities to further modernise our fleet of vehicles, which will also be greener and more efficient. Throughout the construction, **over 90% of the building materials from the demolition will be recycled.**



## Reduce the impact of climate change and protect and enhance green spaces



Carbon Emissions Reduction Summary	
<b>2023/24 Baseline</b>	3,779* tCO <sub>2</sub> e
<b>2024/25 Emissions</b>	2,902** tCO <sub>2</sub> e
<b>Reduction Achieved</b>	877 tCO <sub>2</sub> e
<b>Percentage Reduction</b>	26%
<p>*The Carbon Trust conducted a full review of NSDC's carbon emissions for 23/24, calculating this at 3779 tCO<sub>2</sub>e. This figure has enabled NSDC to have a baseline from which to benchmark its carbon reduction activities.</p> <p>**NSDC has calculated its emission figures for 24/25, resulting in a figure of 2,902 tCO<sub>2</sub>e.</p>	

### Key Interventions Contributing to the Reduction:

- cSolar PV has recently been installed at Newark Sports and Fitness Centre, Dukeries Lesure Centre, Newark Beacon, Scone & Devon Park and Vicar Water, with an estimated total of 67t Co2 reduction/year across all sites.
- Solar PV has recently been installed at Gladstone & Broadleaves, with an estimated total of 38tCo2 reduction/year across both sites.  
The feasibility of adding additional sites for PV is underway, to include Castle House & Brunel Drive.
- Air source heating has been installed at Blidworth Leisure Centre.
- LED lighting has been installed at Sconce & Devon Park, and is in progress at Newark Beacon and Newark Leisure Centre, with future sites of the Palace Theatre and the Civil War Museum being explored.



Moving forward, plans are being developed to further the utilisation of current EV charging infrastructure at Castle House, along with progressing the move to Hydrotreated Vegetable Oil (HVO) within our fleet.

The tCO<sub>2</sub>e figure is imperative to monitor where we are at on agreed in-scope areas, although it should be noted that there are multiple work strands that are collectively reducing our emissions that are not currently being reported on as part of this work area, either because they are not in scope or in some cases due to carbon savings not being the prime reason for the projects, but are achieving carbon savings as co-benefits. These include areas of retrofitting and building efficiency, along with the amount of recycling from building materials, as in the example above that over 90% of the building materials from the demolition at Brunel Drive will be recycled.

Our Carbon Reduction Strategy and associated actions plan will be re-drafted over the remainder of 2025, to include how carbon saving projects that are currently not recorded, are captured and monitored.



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
<b>Year to Date Indicators</b>				
Number of fixed penalty notices issued for all environmental offences (excluding fly tipping)	New For Q1 24/25	391	28	N/A
Number of events held in NSDC parks	80	109	173	100
Number of targeted focus weeks	2	2	1	2
Number of children reached via environmental education visits including river health and 'Motion for the Ocean'	New For Q1 24/25	1,550	1,369	500
<b>All Other Indicator Types</b>				
Number of missed bins (per 100,000 households)	63.0	N/A*	64.8	45.0
% of failing sites - street and environmental cleanliness - litter	0.0%	1.0%	1.2%	1.5%
% of failing sites - street and environmental cleanliness - detritus	1.7%	1.0%	1.5%	1.2%

\*Data incomparable for Q1/Q2 as it included glass recycling data which resulted in a significant increase in the value. The issue was resolved in Q3 24/25.

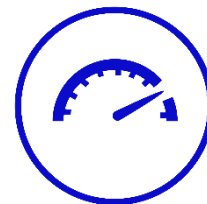
### Exploring our performance:

Our performance this quarter against the indicator which measures the number of missed bins (per 100,000 households), is under performing by 19.8. We are aware that there is often a spike in Quarter 1 as this is when the garden waste season starts again. Our teams are analysing the data which highlights any hotspots for missed bins, whereby particular addresses have had repeated incidents of bin collections being missed. This will be used with our waste collection teams to drive improvement, and we will see that taking effect over the next two quarters.

We have issued 28 fixed penalty notices (FPNs) this quarter. Since the termination of our contract with District Enforcement, who held our littering and dog fouling enforcement contract, littering FPNs have been limited to those spotted by officers conducting other duties. We have now completed the procurement process for a new provider and so there is likely to be an increase in the number of penalty notices issued into Quarter 2.

The number of events held in our parks has exceeded its target by 73 events this quarter, this helped by the more favourable weather conditions that we have been experiencing during the quarter. We will continually review our performance and increase our targets to challenge our performance where necessary.

We have completed 1 targeted focus week this quarter due to ongoing challenges with staff resourcing within the team. The Street Scene Manager is looking to introduce a programme of continuous improvements throughout the quarter, with a focus area being selected once per month to provide an additional boost to identified areas.



### What have we been doing this quarter;

As part of our progress towards **developing a package of measures to recruit and retain staff, including a review of the pay grading structure and the Council's job evaluation scheme**, we can report this quarter that the Reward and Retention project is progressing well. Over 80% of job descriptions have now been reviewed by Business Managers and have been transferred to the new job evaluation template by our HR Team. The majority of these are now with Business Managers for final review or with colleagues for their input through reviewing and providing feedback with their manager. Currently almost a quarter of roles have been processed within Zellis, which is the electronic job evaluation scheme, the remaining roles scheduled to be processed in the coming weeks and months.

## REWARD AND RETENTION PROJECT

**Through the Commercialisation Strategy and action plan, continue to seek out and generate new sources of income, whilst retaining our public service ethos.** 7 Commercialisation meetings were held during the quarter and were attended by the Section 151 Officer and the Financial Services Business Manager and project owners to discuss progress against individual projects. Further updates against these projects will be shared with Members via updates to the Medium-Term Financial Plan throughout the year and our budgets will be adjusted accordingly at the relevant times.

In February 2025 Cabinet approved the formation of a cross-party working group that were tasked with developing the action plan **arising from the 'Corporate Peer Challenge'**. The working group reviewed in full the peer team's recommendations and through several meetings worked with officers to produce the plan below.



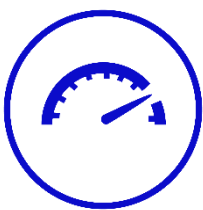
### Newark and Sherwood District Council

## CORPORATE PEER CHALLENGE ACTION PLAN 2025



### SERVING PEOPLE, IMPROVING LIVES

Throughout this process, opportunities to implement the changes recommended in the report were taken and we are well underway in delivering change, an example of this can be seen in the review of the Community Plan which is complete with the results of which being presented to full Council in May 2025. The delivery of this action plan is a collective responsibility of all Council officers and preparing it collaboratively with members has enhanced efforts to align existing programmes and initiatives. Lead officers have been assigned accordingly, and progress will be driven and monitored through established governance structures. These officers are tasked with ensuring the advancement of actions, facilitating wider staff



involvement, and reporting on milestone achievements through established corporate performance monitoring frameworks.

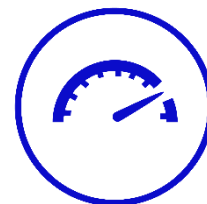
The action plan is available on our website here: NSDC-Peer-Challenge-Action-Plan-2025 (<https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/your-council/about-us/community-plan/NSDC-Peer-Challenge-Action-Plan-2025.pdf>) and regular progress updates will be received by the Senior Leadership Team with a full update expected in September 2025. In the longer term, the LGA will return to NSDC for their review, offering council officers and elected members the opportunity to share successes and challenges with peers and to thoroughly evaluate progress against the CPC recommendations.

**Local Government Reorganisation:** In February 2025, the Government invited Councils to submit proposals for new unitary authority structures, with final submissions due by 28 November – which are a single tier of local government responsible for all local services in an area. The aim is to create more efficient and effective local government, potentially leading to streamlined services and cost savings for residents. At an Extraordinary Full Council meeting on 19 May, we endorsed the Interim Plan, with three core options for further consideration and analysis. Since then, Council officers, supported by independent support and advice from PwC UK, have appraised the options against Government criteria.

On 15 July, Full Council will consider PwC’s options appraisal and recommend a preferred proposal for final submission. PwC’s appraisal concludes that Option 2 demonstrates the weakest alignment against the MHCLG criteria, and the difference in Option 1b and 1e differences in the overall assessment as ‘marginal’. The report to Full Council outlines the recommendation to recommend to Cabinet the development of option 1e as this

Councils preferred option for submission as a final proposal to Government. The full details of the report will be published and can be [found here](#).

1b	1e
Nottinghamshire and Nottingham City + Broxtowe + Gedling	Nottinghamshire and Nottingham City + Broxtowe + Rushcliffe
<div>1. Nottingham City conurbation to include Broxtowe and Gedling</div> <div>2. The rest of Nottinghamshire becomes a new unitary authority</div>	<div>1. Nottingham City conurbation to include Broxtowe and Rushcliffe</div> <div>2. The rest of Nottinghamshire becomes a new unitary authority</div>



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
<b>Year to Date Indicators</b>				
Contact Centre - telephony - average length of time to answer call (seconds)	163.0	140.0	70.0	110.0
No of face-to-face contacts (Castle House)	4,176	4,884	4,105	Demand
No of phone calls presented to Contact Centre	31,297	30,724	26,172	Demand
Number of work experience placements offered at differing levels of education	New For Q1 24/25	9	4	6
% business rate collection	29.8%	29.8%	27.7%	25.0%
% council tax collection	25.0%	25.0%	25.0%	24.4%
<b>All Other Indicator Types</b>				
% invoices paid within 30 days - whole Council	99.2%	93.6%	99.2%	98.5%

### Exploring our performance:

When reviewing our performance in terms of the number of work experience placements offered this quarter, we are underperforming by 2 placements. This is because work experience placements are seasonally driven and we expect that some quarters will outperform the target, whilst others such as this one will underperform. We do expect that by the end of the year we will have met our target to deliver the total number of work experience placements across the year.

# Our Workforce



**Team recognised nationally for best practices:** A big well done to our **Environmental Protection Team**, as their combined hard work and dedication has resulted in them being asked to share their work practices with colleagues regionally and nationally. The team organised and chaired the **Nottinghamshire EnviroCrime working group**, which has grown significantly, and their work is being noticed throughout the UK!



Our Senior Enforcement Officer Andrew Weaver has even been invited to East Suffolk Council to train the new Environmental Enforcement Team - emphasising how enforcement and education go hand in hand. The Environmental Protection Team's

success relies on partnerships with Environmental Services, Street Scene, waste services, Nottinghamshire Police, the Environment Agency, and Via. These collaborations are essential for achieving their goals. Very well-deserved recognition and achievement!

## DAHA training and staff survey



We have continued our work towards achieving the **Domestic Abuse Housing Alliance (DAHA) Accreditation**. As part of this, every colleague will take part in a training programme to help us recognise the signs of domestic abuse and understand how we can help survivors. In addition to the training, we are also launched a short staff survey to help us understand what we currently know as an organisation about supporting survivors.

## My Money Matters: Your new staff benefit

We announced the launch of a new staff benefit this quarter, the My Money Matters Platform. This brand-new service is designed to help colleagues make more informed money decisions at every stage of their career and life. Colleagues can sign up to webinars about the LGPS and how to retire early and learn about making an Additional Voluntary Contribution (AVC) to get benefits on top of their pension to support financial wellbeing after retirement.



# Our Workforce



## Recognising and reducing stress this Stress Awareness Month

This quarter we recognised Stress Awareness Month in April and we took the opportunity to reaffirm our commitment to mental health with the Mindful Employer Pledge. This pledge promotes a supportive and open culture where mental health is openly discussed, and employees feel confident to seek the support they need. We encouraged colleagues to join us in embracing the #LeadWithLove theme, fostering a workplace where everyone feels valued and empowered to manage stress effectively.

TOGETHER WE CAN  
**#LeadWithLove**  
[www.stress.org.uk](http://www.stress.org.uk)



## Celebrating Carers Week



This Carers Week, we recognised the incredible contribution of our staff who care for others. A small group of colleagues joined an afternoon tea to reflect on the support we've built since 2023 - including drop-in cafés, guest speakers, training for managers, and peer support from our Carer Wellbeing Champions. We're also proud to have once again received the **Carers Friendly Employer Award**.

## Celebrating safety education success!

Hundreds of pupils across Newark and Sherwood recently took part in interactive safety education events, thanks to the brilliant efforts of our Public Protection colleagues and dedicated volunteers. Held at Sconce and Devon and Vicar Water Country Park, the sessions covered fire safety, first aid, environmental awareness, and more. A huge thank you to everyone involved for making a lasting impact on young lives!



# Our Workforce



## Measuring Success

Quarterly Indicators	Quarter 1 23/24	Quarter 1 24/25	Quarter 1 25/26	Target 25/26
Year to Date Indicators				
Average number of sick days per employee (FTE) per year lost through sickness absence	1.5	1.2	2.2	1.6
% of staff turnover	4.0%	3.0%	2.0%	3.3%

**Exploring our performance:**

Sickness absence is above target due to a period of unusually high levels of sickness absence, and unfortunately several employees are suffering long-term health issues. We are taking steps to minimise sickness absences where appropriate however, we do expect that a number of these long-term sickness absences will continue into Quarter 2.

**Use of Microsoft Co-Pilot:** Microsoft Co-Pilot was utilised in the preparation of this report to enhance its accessibility for a wide range of audiences. Additionally, Co-Pilot assisted in generating some of the images featured within this report.

## Newark & Sherwood District Council Compliance Report

### 2025-26 Quarter 1

#### Introduction

Compliance refers to the alignment of a built asset with the relevant rules, regulations, and codes. This includes the products and materials incorporated into the building, as well as the way in which they are assembled and constructed. It is important that we continuously review our compliance to identify and rectify any issues identified to keep the buildings users and occupiers safe. This report provides assurance that the Council is compliant in its three key areas of corporate compliance, housing (tenant) compliance and green space compliance.

#### Corporate Compliance

Corporate compliance refers to the compliance of the 25 commercial sites owned by the Council. We provide assurance on all Council-owned buildings, whether directly operated or leased to third parties (such as the Gilstrap) as the maintenance of the built asset remains the responsibility of the owner.

Blidworth Leisure Centre	Newark Beacon Innovation Centre
Bridge Community Centre	Newark Castle
Buttermarket Shopping Centre	Newark Lorry Park & The Ranch Café
Castle House	Newark Palace Theatre
Church Farm Business Centre	Newark Sports And Fitness Centre
Brunel Drive Depot - 4 Buildings (A, B, C, D)	Ollerton Housing Office
Dukeries Leisure Centre	Queens Sconce Visitor Centre
Farrar Close	Sherwood Forest Arts & Crafts Centre
Gilstrap Centre Public Toilet	Southwell Leisure Centre
Hawtonville Community Centre	The Tom Mann Pavilion
National Civil War Centre	Vicar Water Visitor Centre

We provide assurance that the asset is compliant in 6 key areas.

- Legionella
- Asbestos
- Fire
- Gas
- Electrics
- Lift inspections

#### Performance Indicators for Corporate Compliance for Quarter 1 2025/26

Indicator	Previous Quarter	Current Quarter	Target
% Completed Legionella tests (due this quarter)	100%	100%	100%
% Completed Legionella Risk Assessments (due this quarter)	100%	100%	100%
% Completed Asbestos Condition Surveys (annual)	100%	100%	100%
% Completed Asbestos Annual Reviews (due this quarter)	100%	100%	100%
% Completed Fire Risk Assessments (due this quarter)	100%	100%	100%
% Completed Gas Boiler Services (due this quarter)	100%	100%	100%

Indicator	Previous Quarter	Current Quarter	Target
% Completed Electrical Inspection Reports (due this quarter)	100%	100%	100%
% Completed Lift Inspections (due this quarter)	100%	100%	100%

### Exploring Our performance

All compliance indicators for commercial buildings have consistently achieved a 100% return over the past year

### Housing Compliance

Housing compliance refers to the compliance of our built assets owned by the HRA aka our social tenancy estate. There are 5,749 Residential/Domestic sites and we provide assurance that they are compliant in 6 key areas. As with our corporate estate, most of these sites are tenanted but the maintenance of the built asset remains the responsibility of the Council.

We provide assurance that the residential/domestic site is compliant in 6 areas.

- Legionella
- Asbestos
- Fire
- Gas
- Electrics
- Lifts

### Performance Indicators for Housing Compliance for 2025/26 Quarter 1

Indicator	Previous Quarter	Current Quarter	Target
% Completed Legionella tests (due this quarter)	100%	100%	100%
% Completed Legionella Risk Assessments (due this quarter)	79%	100%	100%
% Completed Asbestos Condition Surveys (annual)	100%	100%	100%
% Completed Asbestos Annual Reviews (due this quarter)	100%	100%	100%
% Completed Fire Risk Assessments (due this quarter)	100%	100%	100%
Number of outstanding RED Fire Risk Assessment actions	318	163	Trend↓
Number of outstanding AMBER Fire Risk Assessment actions	115	217	Trend↑
% Completed Gas Boiler Services (due this quarter)	99.4%	No data received	100%
% Completed Electrical Inspection Reports (due this quarter)	99.6%	No data received	100%
% Completed Lift Inspections (due this quarter)	100%	No data received	100%

## Exploring Our performance

This quarter shows strong compliance across key safety indicators, with all scheduled Legionella, Asbestos, and Fire Risk Assessments completed at 100%, meeting their respective targets. Additionally:

- Legionella Risk Assessments improved from 79% to full compliance.
- RED Fire Risk Assessment actions have significantly decreased from 318 to 163, indicating effective risk mitigation,
- AMBER actions have nearly doubled from 115 to 217, suggesting emerging concerns that may require prioritisation.
- Data for Gas Boiler Services, Electrical Inspections, and Lift Inspections was not received this quarter, creating a gap in visibility that should be addressed to maintain comprehensive oversight.

## Green Space Compliance

Green space compliance refers to the compliance of our green spaces and play parks. The Council and the HRA own several parks and play areas, and we have a responsibility to ensure the safety of park users. Therefore, we inspect green spaces/parks and play parks to ensure they are safe to use.

Indicator	Previous Quarter	Current Quarter	Target
% Completed Play Park Inspections HRA Land (due this quarter)	100%	100%	100%
% Completed Play Park Inspections GF Land (due this quarter)	100%	100%	100%

## Risk

Alongside ensuring compliance we also monitor risk. This means we proactively identify potentially significant risks and implementing suitable control strategies helps prevent these risks from being realised, or this is not possible, mitigate to a tolerable level. This is done in two ways.

1. **Operational Risks.** These are developed and managed by Business Managers and capture localised risks. These risks are reviewed every quarter and exceptions are reported to SLT and the Risk Management Group on a quarterly basis.
2. **Strategic Risks.** These are developed and managed by Directors and are significant risks faced by the Council which have the potential to prevent it from achieving its key/agreed objectives and/or have the potential to halt or significantly interfere with the ability of the Council to achieve its core objectives, priorities and/or ambitions. These risks are also reviewed every quarter and exceptions are reported to SLT and the Risk Management Group on a quarterly basis as well as Audit and Governance Committee on a bi-annual basis.



Report to: Cabinet Meeting: 9 September 2025

Portfolio Holder: Councillor Lee Brazier, Housing

Director Lead: Suzanne Shead, Director - Housing Health and Well Being

Lead Officer: Lynda Priest, Compliance Manager, Housing Maintenance & Asset Management Business Unit

Report Summary	
Type of Report	Open report / Non-key decision
Report Title	Quarter 1 2025-26 - Housing Compliance Assurance Report
Purpose of Report	To provide the performance position as of 30 June 2025 (Quarter 1) for Housing related compliance and update on activities in the service area.
Recommendations	<p>That Cabinet note:</p> <ul style="list-style-type: none"> <li>a) the exceptions to performance of the housing service compliance functions;</li> <li>b) interim arrangements for monitoring damp and mould ahead of introduction of Awaab's Law; and</li> <li>c) the ongoing actions to improve and maintain performance.</li> </ul> <p>This links to two ambitions in our Community Plan:  <b>Ambition 2:</b> Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards and,  <b>Ambition 7:</b> Be a top performing, modern and accessible Council that get its everyday services right for the residents and businesses that it serves</p>
Alternative Options Considered	None.
Reason for Recommendations	To provide assurance on the work undertaken to ensure the safety of tenants and compliance with the regulatory standards.

## 1.0 **Background**

- 1.1 This report provides Members with the performance of housing compliance services at the end of June 2025, focusing on exceptions performance, which is outside the Council's target parameters.
- 1.2 The full performance summary is shared with SLT; the Portfolio Holder for Housing and discussed as a standard agenda item for the Tenant Engagement Board meetings ensuring that Health & Safety are at the heart of our conversations and actions. Performance is also discussed at Policy and Performance Committee (PPIC) before being presented quarterly at Cabinet (Performance) to ensure there is oversight at Board level.
- 1.3 This report sets out the Council's performance against the Council's legal and regulatory landlord responsibilities for a range of building safety measures including fire protection, gas, asbestos, electrical and water. Further information on the Council's responsibilities can be found here <https://www.gov.uk/government/publications/safety-and-quality-standard>.
- 1.4 Full details of these performance indicators along with associated commentary are included at **Appendix 1** to this report.
- 1.5 The Council's performance in the report is rated as set out in the table below - as recommended by external auditors and the Regulator of Social Housing:

RAG Rating	Old Rating 2023/24	New Rating 2024/25	Colour in Appendix Report
Green	At Target	100%	
Amber	Within 2%	98 – 99.9%	
Red	Below 2%	0 – 97.99%	

- 1.6 The report also included information on the number of damp and mould cases and our performance in this area including:

- number of inspections conducted.
- number of works order raised and completed.
- average time taken to complete works.
- percentage completed on time.
- average cost of repairs not capitalised (Priority 1 & Priority 2 only)

across three categories (P1-P3) based on the amount and difficulty of the work and in total. The description for each category is listed below and can be found on page 3 of Appendix 1 Key Performance Reporting Scorecard for Housing Compliance.

- P1 - Emergency e.g. excessive mould or major leak.
- P2 - Minor repair works and mould wash.
- P3 - Major Works undertaken by Asset Team e.g. new Damp Proof Course

- 1.7 Due to the move to the new Housing Management System, an interim reporting arrangement is in place as the new system is set up for Awaab's Law (Damp & Mould) and the associated reporting arrangements required. This means temporarily, the team will produce an adhoc report that draws down all repairs with a reference to damp and mould, when Awaab's Law is in force, the system is set up to report automatically from a specific contractor code that relates only to damp and mould repairs, ensuring our information on performance is as accurate as possible. Performance up to August can be found in **Appendix 2**.
- 1.8 The Council received a letter from the Government in June 2025 ahead of the introduction of new regulation relating to phase 1 of Awaab's Law and changes to electrical safety standards from the Autumn, which the Council are already preparing for. This will give strict timescales for the investigation and rectification of damp and mould. There are two further phases expected in 2026 and 2027 which will expand the scope of Awaab's Law.
- 1.9 For electrical safety, the inspection and testing regime for electrical installations moves from a best practice cycle of five years to a legal requirement, which the Council already works to. Whilst these changes are rolled out, the Council continue to prioritise keeping homes warm, safe and decent.

## **2.0 Proposal/Details of Options Considered**

### **2.1 Gas Servicing Domestic - AMBER**

Gas servicing is now 99.67% compliant. There are 16 properties without a current gas safety certificate which is down by 56 from the end of March 2025.

A new process has been introduced, involving close collaboration with the contractor, tenancy officers, and our legal team to further reduce instances of no-access.

Further to feedback from Cabinet on 8 July 2025, the team are also reviewing the messaging to tenants who fail to give access and the intention to cap supply to ensure the wording in letters is clear.

### **2.2 Fire Safety Checks – RED**

We have revised our programming for 106 blocks and 30 community centres, changing from a 3- and 5-year schedule to a 1- and 2-year schedule to meet updated fire safety standards. The new FRA programme is scheduled over an 18-month period and is on track, with 82 FRAs completed as of the end of June 2025.

Fire actions are being reviewed and completed weekly. As of August, 389 actions have been completed, with 206 with the contractor, 94 in progress, and only 2 awaiting review. The remaining FRAs will be completed between September 2025 and March 2026.

Please see table below with action plan for completion of the outstanding Fire Risk Assessments and due dates in 2025/26. Delivery of this programme is on track.

Type	Completed to date	September 2025 to March 2026
------	-------------------	------------------------------

Blocks P1 & P2	52	8**
Blocks 3&4	0	54
Community Centres	30	0

\*\* Annual FRAs

### 2.3 **Fire Door Inspections – RED**

The plan to deliver Fire Door Inspections and remedial works will be completed by mid-July. To date, 40 replacement doors have been identified, and a programme of works is in place to carry these out. Where access has not been gained, the contractor will continue attempts until 8th August. All communal doors have been accessed and will also be completed by mid-July. We remain on track with the programme.

### 2.4 **Asbestos Domestic & Communal – RED**

Our Asbestos Surveyor has completed a full compliance review. In January 2025, asbestos surveys were completed for all blocks and community centres. From 1st May 2025, the asbestos management process has been centralised under the compliance team for all housing surveys. The 49 garage blocks have been completed, and the 234 blocks with shared external parts (e.g., guttering, roofing) will be completed by the end of August 2025.

### 2.5 **Water Safety**

All communal spaces and community centres have valid Water Risk Assessments, and monthly water monitoring is being undertaken. A full review of domestic legionella has been completed. A pilot programme will begin in mid-September 2025 to undertake Domestic Legionella Risk Assessments and associated actions alongside the Gas Service. This will enable access to every property within the next year at a reduced cost compared to completing these separately.

### 2.6 **Stair Lifts – AMBER & Hoists – RED**

A full review has taken place for Stairlifts, and hoists and we are now showing an improvement in compliance with only one outstanding where tenants are in hospital.

### 2.7 **EICR certifications less than five years old – AMBER**

There are 20 properties without a valid EICR certificate (less than five years old). New processes and procedures have been introduced, with close collaboration between the contractor, tenancy officers, and our legal team to reduce this further.

### 2.8 **Solid Fuel & Oil Servicing - RED**

A full review has been conducted. Where compliance cannot be demonstrated, retesting is being arranged. The no-access process has been aligned with the Gas and EICR processes. New procedures have been introduced, again working closely with the contractor, tenancy officers, and our legal team to improve access and compliance.

## 3.0 **Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.1 Financial Implications - (FIN25-26/4260)

There are no direct financial implications arising from this report.

Equalities & Diversity Implications

3.2 There are no direct equalities implications arising from this report though as part of how we manage these services, we consider the tenants individual circumstances and work with them through our housing services team to achieve compliance.

3.3 Legal Implications (LEG2526/3758)

This report is for noting only.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

Appendix 1. Key Performance Reporting Scorecard for Housing Compliance June\_2025

Area of Compliance	Asset Summary		Performance					Trend Analysis	2024/25 Qtr. 4 Performance	Outstanding/ follow-on works
		Total Properties	Compliance	Non-Compliance	Due within 30 days	Dwellings at risk	Performance %			
Gas Safety	Commercial Boilers for Communal Areas only	4	1	3	3	0	100%	→	100%	-
	Community Centres	30	30	0	0	0	100%	→	100%	-
	Domestic Dwellings No.	5180	5164	16	16	0	99.67%	↑	98.6%	Reduced non compliance from 72 to 16 properties
	No. Capped long term	13	13	-	-	-	-	→	13	-
Fire Safety Checks	Blocks Requiring FRA and follow on works	106	0	106	0	106	0%	→	0%	100% with regards to number of planned FRAS carried out. We cannot class a property as compliant until all actions have been carried out. 682 Actions from FRAs; 249 Complete/220 issued to contractor/173 in progress/40 awaiting review
	Fire Alarm Test & Emergency Lighting Weekly	Blocks x 54	54	0	0	0	100%	→	100%	-
	Fire Door Communal Inspections 3 mthly	515	515	37	37	0	93%	↑	0%	398 carried out from April to June (totalling 515 communal door inspections completed) 37 remaining due in July.
	Fire Door Flat Entrance Inspections Annually	888	562	326	77	326	63%	↑	33%	562 Flat Entrance Door Surveys Carried out, access has been attempted at all properties at least 3 times. All remedial works carried out at time of inspection.
	Sprinkler Systems	6	6	0		0	100%	→	100%	
Asbestos Safety Checks	Properties Domestic	5,200	3,781	1,419	n/a		72%	→	72%	(380 homes build after 2000) donot require survey. Reconciliation underway of manual and systems records provide one reference point in APEX.

	Properties Communal	187 (CC/Blocks/Garages)	187	0	0		100%	→	100%	Increase from previous as no includes garages. 234 blocks with shared roof being undertaken in by end August
Water Safety Checks	Properties require LRA (Community Centres)	30	30	0	-	-	100%	→	100%	
	Properties require LRA (domestic)	TBC					TBC	New	-	99% of properties are low risk. Pilot Programme taking place September 2025 to include Legionella Risk Assessment during Gas Survey to include all domestic properties over the next year.
	Properties require bacteria test	0	0	0	0	0	100%	→	100%	
Lift Equipment Safety Checks	Passenger & goods lifts	9 lifts	9	0	0	0	100%	→	100%	-
	Stair Lifts	109	108	1	0	0	99%	→	99%	Outstanding due to hospitalisation of tenant
	Hoists	61	60	1	6		98.3%	↑	97%	Outstanding due to hospitalisation of tenant
Electrical Safety Checks	Domestic Dwellings up to 5 years old	5855	5835	20	0	20	99.65%	↑	99.27%	
	Non- domestic properties	133	133	0	0	0	100%	→	100%	
	PAT Testing	37	37	0	0	0	100%	→	100%	
Other Heating Sources	Solid Fuel	12	10	2	1	1	83%	↓	92%	1 under review of pass back process and 1 due to replacement
	Oil	92	66	26	26	26	71.74%	↓	96%	Full review undertaken, missing certs and restarts being undertaken
	LPG	1	0	0			100%	↑	100%	
	Heat Pumps	204	175	29	29	29	83%	↓	100%	Full review undertaken, missing certs and restarts being undertaken (no regulatory requirement for annual service – carryout for best practice)

	Electric	21	0	0	0	0	0%	↓	100%	Review currently being undertaken as part of tender process
Block Inspections	General	106					100%	→	100%	All blocks have been inspected within the 3 month period
	Gladstone/Broadleaves Commercial Air Conditioning	2	2	0	0	0	100%	→	100%	Currently under review
	Community Rooms	30	31	0	0	0	100%	→	100%	A monthly programme of inspections is in place.
			P1	P2	P3	Total	Average Cost of Repair			
Damp & Mould Cases	Number of Dwellings YTD		12	162	78	252	£57.34			
	Number of Inspections Completed					200				
	Number of Repairs Raised YTD					585				
	Number of Repairs Outstanding					102				
	Number of repairs completed					273				
	Average time all works (Days)					57				
	Completed on Time %					80%				
	No. recurring cases during period		0	0	0	0				

Trend Analysis Key:	↑	Performance has improved since last reporting period	→	Performance remains unchanged since last reporting period	↓	Properties have become non-compliant since last reporting period
RAG Rating Key:		100%		98-99.9%		0-97.99%

## Appendix 2

### Damp and mould service demand

#### April 2025 onwards

Repairs that reference damp and/or mould in the tenant's initial report to the customer service repairs team. The source report document will change from November 2025 following roll out of Awaabs Law, this data is based on a report extracted from NEC.

	April 25	May 25	June 25	July 25	Aug 25	Sept 25	Oct 25**	Nov 25	Dec 25	Jan 26	Feb 26	March 26	Running Total
<b>Repairs Orders Received</b>	11	12	28	40	10								101
<b>Completed Repairs</b>	40	17	83	113	54								307
<b>P1 repairs completed</b>	0	1	2	9	2								14
<b>P2 repairs completed</b>	32	9	56	83	36								216
<b>P3 repairs completed</b>	8	7	25	21	16								77

\*\* Change in reporting due to inception of Awaabs Law.



Report to: Cabinet Meeting: 9 September 2025

Portfolio Holders: Councillor Paul Peacock, Strategy, Performance & Finance  
Councillor Lee Brazier, Housing

Director Lead: Sanjiv Kohli, Director - Resources

Lead Officer: Kevin Shutt, Development Manager - Corporate Property

Report Summary	
<b>Type of Report</b>	Open Report / Non-key decision
<b>Report Title</b>	Land Transfer, Bowbridge Road - General Fund (GF) to Housing Revenue Account (HRA)
<b>Purpose of Report</b>	To enable the construction of 5 HRA adapted bungalows.
<b>Recommendation</b>	That Cabinet approve to appropriate the land at Bowbridge Road, Newark from the GF to the HRA at the current value of £326,400 with subsequent CFR adjustment of £224,976 and Capital Receipt transfer of £101,424 to enable construction of HRA properties to support the local housing need and meet the Council's business plan objectives.
<b>Alternative Options Considered</b>	The options to dispose of the land to the YMCA and Arkwood Developments Limited were explored, neither of these options were viable and were discounted.  Leave the land in the General Fund for future currently unidentified potential development.
<b>Reason for Recommendation</b>	To enable construction of 5 no HRA bungalows to support the local housing need.

## 1.0 Background

- 1.1 The Council currently own an area of land located off Bowbridge Road, Newark. The land was purchased on 12 May 2022 for the sum of £1,115,973 (inclusive of Stamp Duty Land Tax). The land was purchased to be developed into a car park to improve car parking at the hospital located off Bowbridge Road, to meet the local needs of people attending the hospital. The carpark was completed in 2024 and is now in use.

- 1.2 The car park construction has left an area some 2/3rds (see comments in relation to land value in relation to land area in finance section below) of the total purchased land available for further development opportunities. This further development opportunity was presented to the strategic housing group in 2023 and full support was given to the proposal by the Business Manager - Housing & Estates Management and by the Director - Housing, Health & Wellbeing.
- 1.3 Following the Strategic Housing meeting, a site feasibility was carried out and the site received full planning approval for 5 large 3 and 4 bed level access bungalows to be constructed (plan attached as **Appendix 1**) in 2024. Land is in very short supply in this area and the need for large level access bungalows is very high in the Hortonville area.
- 1.4 The proposed development of large bungalows will help to resolve a number of complex housing and adapted property needs that the HRA currently has on its caseload.
- 1.5 A procurement exercise is currently being carried out for phase 6 of the HRA new build development programme, which was approved by Cabinet on 31 October 2023. This development will contribute to the 50 approved properties. The construction subject to approval of the land transfer will commence on site summer 2025 and will be completed mid-2026.

## **2.0 Proposal**

- 2.1 To transfer the residue land off Bowbridge Road, Newark from the General Fund to the HRA to facilitate the proposed new build development of 5 no large family 4 and 3 bed level access bungalows to meet the local housing need.
- 2.2 Land in this area is in very short supply and this site is a prime development site. It is a very good location for a development of level access adapted bungalows being very close to local hospital, shops, bus stops and general facilities.
- 2.3 The site has received full planning approval which was granted with full support of the planning committee in 2024.
- 2.4 The site has been included in a current procurement exercise, for the construction phase of the site. Tenders are to be received in June 2025 with construction planned to start in September 2025, for completion and occupation in Spring 2026, subject to approval of the land transfer.
- 2.5 The site is currently vacant and clear of any structures awaiting future development.

## **3.0 Further Considerations**

- 3.1 No other development proposals have been put forward for the site. Following a site feasibility study carried out by the Development Manager - Corporate Property, the proposed construction of HRA bungalows was identified as the most beneficial use of the land to the Council to meet the local needs of the community.

- 3.2 The land could be land banked for future potential development; however, this would present a risk of antisocial behaviour, fly-tipping and potential unauthorised occupation by others.

#### 4.0 **Summary**

Request to transfer the residue land off Bowbridge Road, Newark, from the General Fund to the HRA to facilitate the proposed new build development of 5 no. large family 4 and 3 bed level access bungalows, to meet the local housing need.

#### 5.0 **Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

##### Financial Implications (FIN24-25/3003)

- 5.1 The purchase of the land and costs associated with the car park site were financed through borrowing. The 2022/23 purchase of £1,115,973 resulted in an annual Minimum Revenue Provision (MRP) of £22,319.46 over 50 years, charged to revenue in line with the Councils MRP policy to pay off the capital borrowing over the assets life. This has been included in the Medium-Term Financial Plan (MTFP) along with the income from the lease to Sherwood Hospitals Trust of £100,000 per annum.
- 5.2 The land is divided into two parts based on the valuation; 79% has been developed into a car park as mentioned in paragraph 1.1, leaving the 21% available for future development. If the proposal to transfer the land to the HRA is approved, the land would be transferred from the GF to the HRA by an adjustment between the two funds Capital Financing Requirement (CFR) represented by the outstanding borrowing requirement for the parcel of land, which is £224,976, as shown below.

	<b>Total Borrowing</b>	<b>MRP Charge 2023/24</b>	<b>MRP Charge 2024/25</b>	<b>MRP Remaining</b>
<b>Acquisition</b>	<b>1,115,973</b>	<b>22,319</b>	<b>22,319</b>	<b>1,071,334</b>
Car Park 79%	<b>881,619</b>	17,632	17,632	846,336
Development 21%	<b>234,354</b>	4,687	4,687	<b>224,976</b>

- 5.3 The land has been valued as part of the Council's rolling valuation programme in 2024/25 at a value of £326,400, representing £65,280 per unit. Therefore, £101,424.48 (in addition to the debt transfer of £224,976) would need to be transferred between the two funds Capital Receipts resulting in the GF receiving the £326,400 for the Land.

- 5.4 To date, the total charges to the GF for MRP amounts to £44,639 (2023/24 and 2024/25 MRP charges shown in the table above). The £22,319 will therefore be reduced to £17,698 from 2025/26 following the proposed transfer above. Due to the charges above being included in the MTFP, this will be a saving in 2025/26 and a budget reduction thereafter.
- 5.5 The 5 units will be a part of Phase 6 of the Council House Development Programme, for which there is sufficient budget.

#### Legal Implications - LEG2425/8471

- 5.6 Cabinet is the appropriate body to consider the content of this report.
- 5.7 The general power of appropriation is found in S112 (1) Local Government Act 1972 which states that councils "may appropriate for any purpose for which the Council are authorised by this or any other enactment to acquire land by agreement any land which belongs to the council and is no longer required for the purpose for which it is held immediately before the appropriation ..."
- 5.8 1.4 of this report says the land being held for the purpose of a car park is no longer required as the car park has been developed on the rest of the site and the land in question represents the remainder of the site. The stated purpose now required by the land is for the redevelopment and improvement of the land in accordance with the granted 2024 planning permission.
- 5.9 S227 Town and Country Planning Act 1990 is an enactment to acquire land by agreement, and the stated purpose in paragraph 2.2 constitutes an authorisation under that act i.e. if it thinks that the development or redevelopment will contribute to the achievement of the promotion or improvement of the economic, social and/or environmental wellbeing of its area.
- 5.10 S19 (1) of the Housing Act 1985 deals specifically with appropriation to the HRA and is a general power of appropriation. S19 (2) requires the consent of the Secretary of State where the appropriation of land consists of a house. This report makes it clear consent is not required as the land is undeveloped and there is no requirement to obtain the consent of the Secretary of State.

#### Human Resources Implications

- 5.11 None identified

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Planning Application 24/00618/FUL - Land At, Bowbridge Road, Newark on Trent



PL-Site Block Plan

1 : 250



Street View - Image 1



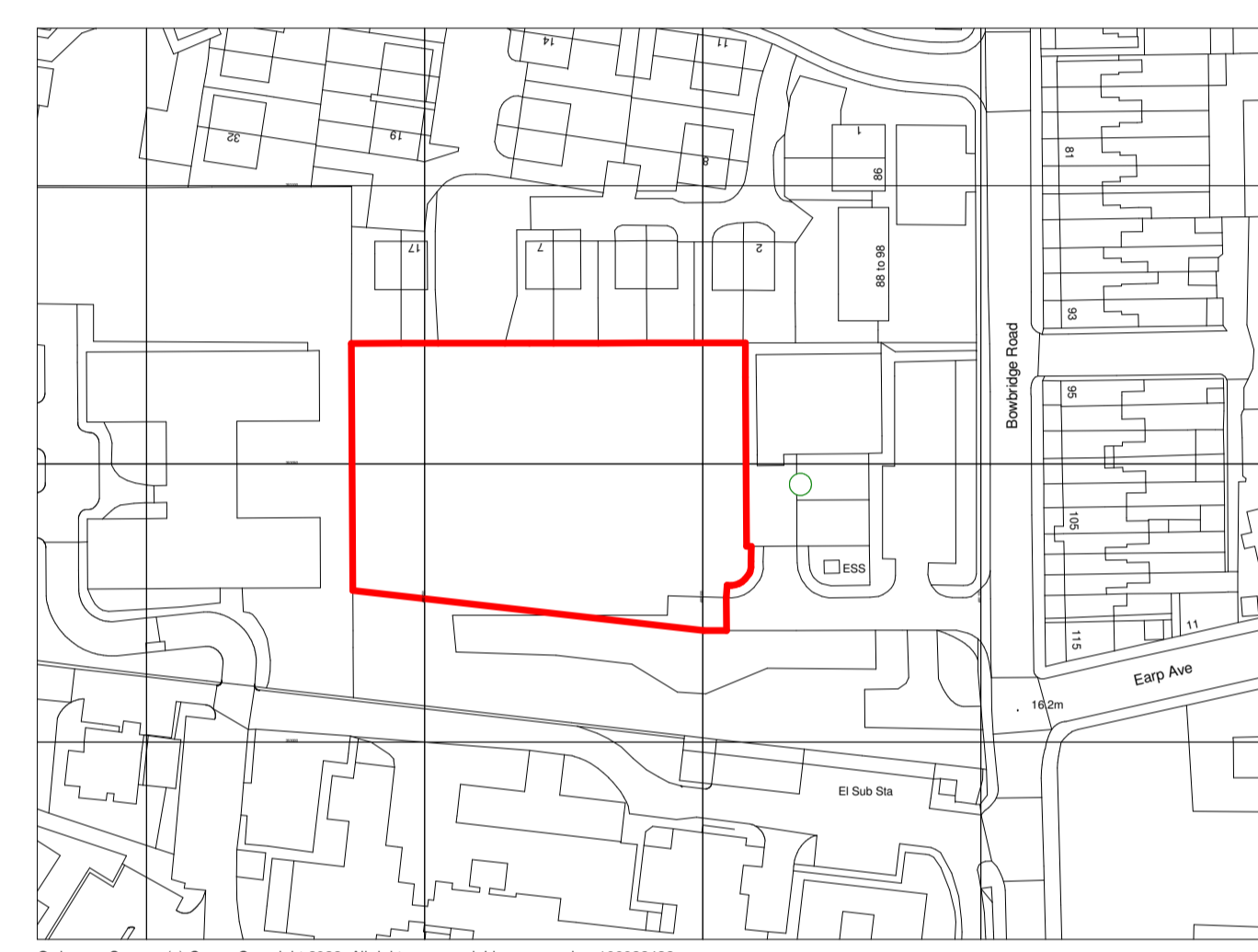
4ft x 6.5ft metal sheds to be provided for each garden as cycle facility

Contractors must verify all dimensions on site before commencing any work or making any shop drawings. No dimensions are to be obtained by scaling from this drawing. All materials specified on this drawing are to be used strictly in accordance with the manufacturers details, recommendations and current codes of practice. COPYRIGHT © This drawing and any design thereon is the copyright of Studio-G Associates Ltd and must not be reproduced without their written consent.



SITE REF ID 225

Schedule of Accommodation:		
Types	Area (m²)	Amount
3B5P Bungalow	94	2
4B6P Bungalow	110	1
4B6P Bungalow type 2	125	2
Total		5no.
Site Area (within red line)		0.34ha
Parking		100%
Density		n/a



PL-Site Location Plan

1 : 1250

P6	11.09.24	Playground removed and replaced with green open space	KW	NB
P5	12.08.24	Site layout amended	KW	NB
P4	12.07.24	Site layout rearranged	KW	NB
P3	07.06.24	Units amount reduced, Bin stores areas clarified. Sheds added. Elevations at entry to development revised.	KW	NB
P2	28.03.24	Planning submission	KW	NB
P1	10.10.23	Pre-app issue	KW	NB
rev	date	rev notes	drn	chk

SGA

Architects

Studio-G Associates

Green Way | Collingham | Newark | Nottinghamshire NG23 7DX

E:studio@sga-lip.co.uk | W:www.sga-lip.co.uk

T:01636 314170

CLIENT  
Newark & Sherwood District Council

PROJECT  
Proposed Development  
Bowbridge Road, Newark

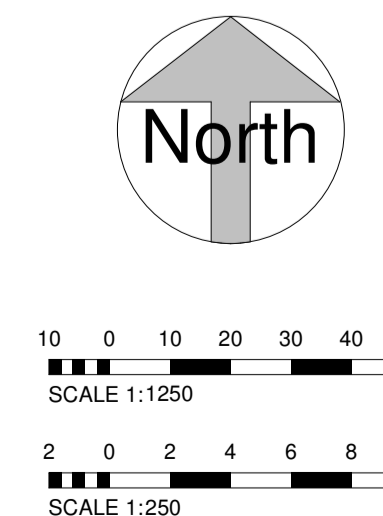
TITLE  
Site Plan and Site Location Plan

PROJECT	ORIGINATOR	ZONE	LEVEL	TYPE	DISCIPLINE	NUMBER	REV
640	SGA	225	SL	DR	A	0002	P6

SCALE @ A1 | As indicated | DATE | Oct 23

DRAWN | KW | CHECKED | NB

RIBA | arb | Architects Registration Board | SSIP | Constructionline





Report to: Cabinet Meeting: 9 September 2025

Portfolio Holder: Councillor Lee Brazier, Housing

Director Lead: Suzanne Shead, Director - Housing, Health & Wellbeing

Lead Officer: Julie Davidson, Business Manager - Housing Services

Report Summary	
<b>Type of Report</b>	Open Report / Non-Key Decision
<b>Report Title</b>	Housing Revenue Account (HRA) - Housing Community Centre Policy
<b>Purpose of Report</b>	This report sets out the Council's approach to managing Housing Community Centres financed and supported via the Housing Revenue Account.
<b>Recommendations</b>	That Cabinet: <ul style="list-style-type: none"> <li>a) endorse the Policy;</li> <li>b) note that no charges will be levied for the use of HRA Community Centres;</li> <li>c) note the alignment with the Community Plan Ambition Seven <i>"Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves"</i></li> </ul>
<b>Alternative Options Considered</b>	Not having a policy in place could result in ineffective management and misuse of valuable community spaces.
<b>Reason for Recommendations</b>	To ensure effective management of the Council's 29 HRA Housing Community Centres.

## 1.0 Background

- 1.1 The Council has 29 community centres within the Housing Revenue Portfolio; these are located across the district either within or adjacent to areas of housing for older people.
- 1.2 All these community centres provide facilities for tenants in the surrounding locality creating a communal, social space to encourage neighbourhood cohesion and integration.
- 1.3 The policy at **Appendix A** sets out how the Council will manage and maintain these assets to ensure their longevity and cement their place in communities.

- 1.4 As detailed in the report, community centre provision aligns with the Council's Community Plan Ambition 7:

*"Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves"*

## **2.0 Proposal/Details of Options Considered**

- 2.1 Consideration was given to apply a charge for the use of the Council's HRA community centres; however, this would result in the properties being liable for business rates and to cover this charge, hire costs would be prohibitive for community-based groups across the district.
- 2.2 Established on average charges levied by other local venues we would attract an annual sum of £87,700 based on the current usage of all the community centres. Charges for business rates, for all the properties, was estimated at circa £96,000 for 25/26 with the anticipation of a year-on-year increase. However, work with the valuation office has resulted in the business rate charge being removed across all HRA community centres as a more detailed description was provided regarding their function and value they added within the locality, and the fact that no charge would be levied for the use of the facility.

## **3.0 Tenant Feedback**

- 3.1 Feedback from tenants was mixed: positive regarding the clear and transparent guidance provided within the Policy and associated documents so the centres are managed and maintained well. Tenants noted the improvement to the booking form and conditions attached to usage of the centres. Tenants are pleased to note the digital programme underway to fit WiFi in all the centres.
- 3.2 The not so positive included tenants wanting commercial users to be charged and an improved key management system to be put in place. Currently key safes are in place but often keys are lost or not returned to the safe.
- 3.3 Tenants are keen to see a cyclical maintenance programme established to ensure they are all kept in a good condition, including replacement of carpets and regular decoration.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **Financial Implications - (FIN24-25/8971)**

- 3.1 As there is currently no charge for the use of the community centres, the HRA receives no income and as stated in paragraph 2.3, there are no business rate charges.

- 3.2 As stated in paragraph 2.2, the estimated income for charging for the use of the community centres is around £87,700, based on the current usage. Due to charging for the use of the service, the HRA would then be liable to pay business rates, the estimated business rate charges are £96,000 for 25/26. Therefore, the HRA would incur an estimated net expenditure of £8,300 if the policy was changed to charge for the use of the community centres.

HR & Equalities implications

- 3.3 Access to the community centres is not restricted, and whilst predominantly the centres are for tenants' benefit, they are open to all in the wider community, including residents.

ICT Implications

- 3.4 There is a digital programme in place to equip all community centres with WiFi to make them fit for purpose in line with modern technology and widen their use, due to be complete by March 2027

Legal Implications (LEG2425/9458)

- 3.5 The report is for endorsement. Officers should contact Legal if they would like template venue hire agreement terms and conditions to be reviewed.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

**APPENDIX A**

Document Name	Housing Community Centre Policy
Effective Date	July 2025
Date for Review	
Version Number	1
Approved by	Portfolio Holder, Housing Cabinet
Responsible Business Manager	Business Manager Housing Services

DRAFT

# Newark and Sherwood District Council

DRAFT

## Housing Community Centre Policy 2025

## Contents

1. Purpose	page 4
2. Policy Statement	page 4
3. The Council's Community Centres	page 5
4. Working with Partners	page 6
5. Making a Complaint or providing feedback	page 6
6. Approval, Consultation and Review	page 7

DRAFT

### Linked Documents:

Complaints and Feedback Policy

Newark and Sherwood District Council Community Plan 2024 – 2027

Tenant Engagement Strategy

Asset Management Strategy

## **1. Purpose**

- 1.1 The purpose of this policy is to set out how Newark and Sherwood District Council will manage housing community centres across the district which sit within the Housing Revenue Portfolio.
- 1.2 The Council has 29 centres which provide facilities for tenants and residents living in the locality: creating a communal, social space to enable inclusivity, neighbourhood cohesion and integration.
- 1.3 The management of these community assets sits within the Housing, Health, and Wellbeing Directorate:
  - day to day operations being the responsibility of the Housing Services Team
  - maintenance and compliance being the responsibility of Housing Maintenance and Asset Management Directorate
- 1.4 As a Council we are required to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. All Community Venues hired from the Council are not to be used by those whose views would draw people into terrorism, by ensuring that rigorous booking systems are in place.

The Council reserves the right, at its discretion, not to hire Community Venues to organisations or individuals that do not confirm to Prevent guidelines around responsible booking guidance or where it is not satisfied that the safety of the buildings and public can be ensured.

The Council has a rigorous booking system in place and staff responsible for them are trained to know what to do if they have suspicions. This includes ensuring venues or IT equipment are not used by speakers and groups who spread extremist narratives which could reasonably be linked to terrorism.

## **2. Policy Statement**

- 2.1 This policy applies to all community centres funded by Newark and Sherwood District Council's Housing Revenue Account (HRA).
- 2.2 The HRA is a ring-fenced Landlord Account, the main items of income are from tenants in the form of rents and service charges with the main items of expenditure being management and maintenance costs and major repairs of Council stock.
- 2.3 The HRA is provided for the benefit of Council tenants.
- 2.4 This policy aims to ensure all community centres are well-managed, maintained, easily accessible and remain well used by local neighbourhoods.
- 2.5 The continued use of these centres aligns with Council's Community Plan Ambition 7:

*"Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves"*

2.6 Supporting this policy are several working procedures and guidance documents including:

- The booking process.
- Conditions of use and hire charges.
- How to report repairs
- Keeping yourself and others safe
- Insurance and Licencing

2.7 All associated documentation is attached as appendices to the Policy.

### **3. The Council's Community Centres**

3.1 The Council's community centres are situated within or adjacent to areas of housing for older persons and generally form part of the scheme.

3.2 All the centres are different in size and capacity, ranging from 36m<sup>2</sup> with capacity for 10 people to 93m<sup>2</sup> with a capacity of 62 people.

3.3 All the buildings have disabled access, welfare and kitchen facilities with a monthly health and safety inspection regime in place.

3.4 There is a digital programme in place to equip all community centres with WiFi to make them fit for purpose in line with modern technology and widen their use, due to complete by March 2027

3.5 The table below details all the Council's community centres:

Area	Community Centre
Balderton	Dorwood Court
	Manthorpe House
	William Ghent House
Bilsthorpe	Burton Court
	The Green
Blidworth	Rookwood Close
Clipstone	Eastfield Close
	The Circle
Coddington	Wellgreen House
Collingham	William Bailey House
Edwinstowe	Abbey Road
	Lynds Close
Farndon	Trent House
Lowdham	The Leys
Newark	Beaumont Walk
	Cleveland Square
	Howes Court
	Knights Court
	Vine Way

Ollerton	Ambleside
	De Lacy Court
Rainworth	Cambridge Close
	Cooper's Rise
	Thoresby Road
Southwell	Burgage Close
	Coghill Court
	King's Court
Sutton-on-Trent	Snell Close
Wellow	Maypole Court

3.6 The Council will not levy a charge for the use of its community centres.

#### **4. Working with Partners**

4.1 In order to achieve The Council's ambitions and promote community cohesion we recognise the need for effective and constructive partnerships to support inclusivity within our neighbourhoods.

4.2 Making full use of our locally based assets like community centres relies on partners such as:

- Citizens Advice Sherwood and Newark
- Nottinghamshire County Council
- Inspire
- Lincoln and Newark College
- Academy Transformation Trust Further Education
- Local Health Delivery Teams
- Town and Parish Councils

4.3 We will continue to work alongside these partners to provide spaces for community integration and capacity building.

#### **5. Making a Complaint or Providing Feedback**

5.1 The Council welcomes feedback to improve services. If a tenant would like to provide feedback on this service or is not satisfied with how the Council has applied with any aspect of this policy, please refer to the Council's Complaints and Feedback Policy on how to make a complaint.

## 6. Approval, Consultation and Review

Document Title	NSDC Community Centre Policy		
Version Number	1.0	Protective Marking	Official
Lead Director	Housing Health and Wellbeing		
Portfolio	Housing		
Consultation	Tenant Engagement Board	Colleagues	
		Tenants	
Approval Dates	SLT: April 2025		
	Portfolio Holder: April 2025		
	Cabinet: September 2025		
Review Dates	Desktop:	September 2026	
	Full:	September 2027	

## Appendix 1

### **NSDC Housing Community Centre Policy Documents – Index**

	NSDC Community Centre Policy – July 2025
1.	Community Centre Hire Documents - Index
2.	Conditions of Hire
3.	Community Centre Max Occupancy
4.	NSDC District MAP & Community Centre Locations
5.	Booking Form
6.	NSDC Safety Instructions

### STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of NSDC managed Housing Community Centres as detailed in appendix 3. If the Hirer is in any doubt as to the meaning of any of these conditions, please contact Customer Services, on 01636 650000.

#### THE HIRER

##### 1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for always overseeing and being on the premises when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

##### 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

#### PREMISES

##### 3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, ***nor allow the consumption of alcohol thereon without written permission from NSDC.***

##### 4. Availability of premises

The premises shall normally be available for hire on any day of the week from 08.00am until 10.00pm where there is no prior booking. Specific hire arrangements can be discussed to meet individual circumstances and needs. At the discretion of NSDC a maximum of 15 minutes preparation and 15 minutes cleaning time may be granted before and after the time of the hire period. Otherwise, the Hirer must include all necessary preparation and cleaning time in the hire period they book.

## **5. Keys**

The Hirer shall be responsible for all keys/codes given to them for access to the community centre and equipment stored therein on the following conditions:

- (a) they will not be copied
- (b) they will not be passed to a third party
- (c) if lost, the loss will be immediately reported to NSDC
- (d) in the event of loss, the Hirer will be responsible for the cost of replacement including the changing of locks, if necessary.

## **6. Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## **7. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of NSDC accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **8. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

## **9. Stored equipment**

NSDC accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

NSDC may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in NSDC disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

## **10. No alterations**

No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of NSDC. Any alteration, fixture or fitting or attachment so approved shall at the discretion of NSDC remain in the premises at the end of the hiring. It will become the property of the community centre unless removed by the hirer who must make good to the satisfaction of NSDC or, if any damage caused to the premises by such removal.

## **11. Attachment of decorations, posters etc.**

No pins, nails or permanent fixers are to be used on the walls or woodwork; Blu-tack or equivalent is acceptable. All decorations, posters etc. used must be removed cleanly at the end of the hire period.

## **SAFETY**

### **12. Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the community centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, which is attended by children. The Hirer shall also comply with the Community Centre's Safety Instructions.

(a) The Hirer acknowledges that they have read this information in relation to the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the community centre.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an event the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

### **13. Means of escape**

(a) All means of exit from the premises must be kept free from obstruction and immediately available for

instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

#### **14. Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be reported immediately to NSDC.

#### **15. Health and hygiene**

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. The premises are provided with a refrigerator for the storage of chilled food items.

#### **16. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be certified as safe and in good working order. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

#### **17. Accidents and dangerous occurrences**

If the Hirer is a group, all accidents involving injury to the public must be recorded and investigated within the group's reporting procedures.

If the Hirer is an individual, all accidents involving injury to the public must be reported to NSDC.

Any failure of equipment belonging to the NSDC Community Centre must be reported as soon as possible to NSDC Customer Services.

#### **18. Explosives and flammable substances**

The Hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) no internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of NSDC.

#### **19. Smoking**

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. The Community Centre has a 'No Smoking & No Vaping' Policy and a 'No Naked Flame' Policy (for example no indoor fireworks, no chafing dishes etc. will be allowed).

## **20. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of NSDC. The Hirer shall ensure that heating systems are not tampered with, and timing mechanisms are not altered.

## **21. Third-Party Entertainment / Bouncy Castles**

Bouncy Castles or other such sports, leisure or entertainment equipment is NOT permitted within the community centre or grounds.

The Hirer shall ensure that any third-party entertainer booked, or any supplier of equipment used at an event, holds the necessary insurance/permits required and their equipment is appropriately certified to be used.

## **22. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be permitted.

## **23. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.

No illegal drugs may be brought onto the premises.

## **24. Animals**

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

## **25. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film shows. See item 7.

## **26. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any

noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## **27. Cleaning & end of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise NSDC shall be at liberty to make an additional charge. This includes returning tables and chairs to their original position if having been moved during the period of hire.

## **28. Rubbish Disposal**

At the end of the hire period, all waste must be bagged and tied before being placed in the appropriate bin outside the community centre. If a large amount of waste is produced during the event, then Hirers are required to take this away with them.

## **INSURANCE & LICENCING**

### **29. Insurance and indemnity**

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by NSDC, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by NSDC, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of NSDC employees, volunteers, agents and invitees against such liabilities.

(b) The Hirer shall take out adequate insurance to ensure such liability and on demand shall produce the policy and current receipt or other evidence of cover to NSDC. Failure to produce such policy and evidence of cover will render the hiring void and enable the centre to be rehired to another hirer. NSDC is insured against any claims arising out of its own negligence.

### **30. Licensable activities**

The sale of alcohol is not permitted at any time on the premises.

If licences for music or movies are required in respect of any activity in the community centre the Hirer should ensure that the relevant licence is in place. Support is available for community groups to understand and apply for licences. Please contact [Getinvolved@newark-sherwooddc.gov.uk](mailto:Getinvolved@newark-sherwooddc.gov.uk) or call Customer Services on 01636 650 000.

### **31. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

### **32. Special conditions**

The Council may if it is considered necessary, apply special conditions to any letting provided that written notice of such special conditions shall have been submitted to and accepted by the Hirer prior to the letting being made.

### **33. Breach of conditions**

Upon any breach of the foregoing terms and conditions by the Hirer NSDC may terminate the hiring forthwith, both as to the occasion of the said breach and as to any future bookings, even if the period of hire has not expired.

The Hirer shall be liable to pay the Council the full amount payable under the foregoing regulations and conditions.

In addition, the Council may charge to and recover from the Hirer any expenses incurred by the Council in remedying any such failure to comply with the foregoing conditions, including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate.

### **34. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the community centre is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of NSDC.

NSDC reserves the right to cancel this hiring by phone, email or written notice to the Hirer in the event of:

(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

(b) NSDC reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place

at the premises as a result of this hiring

(c) the premises becoming unfit for the use intended by the Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flood, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but NSDC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

#### **PRIVACY NOTICE**

We will use the information provided by you to process your booking. The basis of which the Council uses personal data for this purpose is that it is necessary for the performance of a contract between you and the Council. You need to provide this information if you wish to enter into a contract with the Council for the purpose of booking Council facilities.

#### **Data Protection Statement**

**Newark and Sherwood District Council will only process any personally identifiable information that you provide in accordance with its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.**

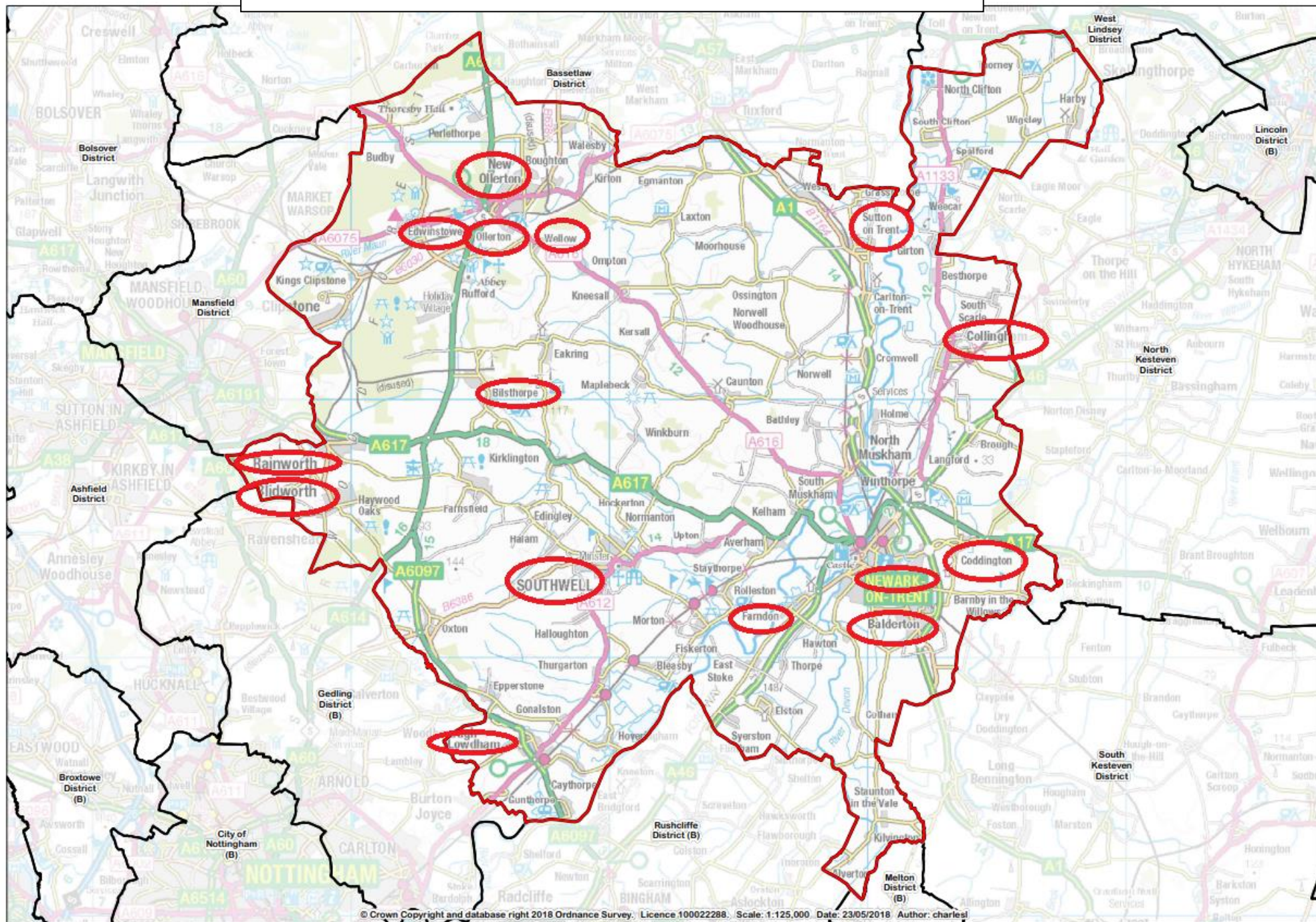
**Further details of how the Council will manage your personal information are contained within the Privacy Notice which can be found on the Council's website:**  
[www.newark-sherwooddc.gov.uk/privacynotice](http://www.newark-sherwooddc.gov.uk/privacynotice)

## Appendix 3

### NSDC Housing Community Centres Communal Lounge Maximum Occupancy Figures

Centre	Location	Maximum Occupancy Level	Floor area (m2) of main communal lounge
Abbey Road	Edwinstowe	50	82
Ambleside	Ollerton	50	92
Beaumont Walk	Newark	50	92
Burgage Court	Southwell	50	39
Burton Court	Bilsthorpe	50	88
Cambridge Close	Rainworth	50	82
Cleveland Square	Newark	50	83
Coghill Court	Southwell	50	37
Coopers Rise	Rainworth	50	37
De Lacy Court Main Block- Ground Floor	Ollerton	62 Total	50
De Lacy Court - First Floor	Ollerton		50
Dorewood Court	Balderton	50	43
Eastfield Close	Clisptone	50	50
Howes Court	Newark	50	92
Kings Court	Southwell	50	74
Knights Court	Newark	50	43
Lynds Close	Edwinstowe	50	48
Manthorpe House	Balderton	20	35
Maypole Court	Wellow	60	39
Rookwood Close	Blidworth	50	82
Seven Hills	Newark	50	57
Snell Close	Sutton on Trent	50	37
The Circle	Clipstone	50	91
The Green	Bilsthorpe	50	83
The Leys	Lowdham	50	37
Thoresby Road	Rainworth	20	41
Trent House	Farndon	50	38
Vine Way	Newark	50	93
Well Green House	Coddington	10	55
William Bailey House	Collingham	50	37
William Ghent House	Balderton	50	84

## Appendix 4. NSDC District Map – Housing Community Centres



	<b>Centre Name</b>	<b>Road</b>	<b>Town/Area</b>	<b>Postcode</b>	<b>District</b>
1	Ambleside	Ambleside	New Ollerton	NG22 9UR	Sherwood
2	Abbey Road	Abbey Road	Edwinstowe	NG21 9LQ	Sherwood
3	Beaumont Walk	Strawberry Hall Lane	Newark	NG24 2DD	Newark
4	Burgage Close	Burgage Lane	Southwell	NG25 0EG	Sherwood
5	Burton Court	Burton Court	Bilsthorpe	NG22 8QP	Sherwood
6	Cambridge Close	Cambridge Close	Rainworth	NG21 0AY	Sherwood
7	Cleveland Square	Cleveland Square	Newark	NG24 4HJ	Newark
8	Coghill Court	Coghill Court	Southwell	NG25 0LH	Sherwood
9	Coopers Rise	Coopers Rise	Rainworth	NG21 0AL	Sherwood
10	De Lacy Court	De Lacy Court	New Ollerton	NG22 9RN	Sherwood
11	Dorewood Court	Nightingale Close	Balderton	NG24 3PR	Newark
12	Eastfield Close	Eastfield Close	Clipstone	NG21 9AZ	Sherwood
13	Howes Court	Sherwood Avenue	Newark	NG24 1QL	Newark
14	Kings Court	Kings Court	Southwell	NG25 0EL	Sherwood
15	Knights Court	Knights Court	Newark	NG24 1UJ	Newark
16	Lynds Close	Lynds Close	Edwinstowe	NG21 9RB	Sherwood
17	Manthorpe House	Brandon Close	Balderton	NG24 3PG	Newark
18	Maypole Court	Maypole Court	Wellow	NG22 0EP	Sherwood
19	Rookwood Close	Rookwood Close	Blidworth	NG21 0PJ	Sherwood
20	Snell Close	Snell Close	Sutton-on-Trent	NG23 6QH	Newark
21	The Circle	The Circle	Clipstone	NG21 9EF	Sherwood
22	The Green	The Green	Bilsthorpe	NG22 8QQ	Sherwood
23	The Leys	The Leys	Lowdham	NG14 7BT	Newark
24	Thoresby Road	Thoresby Road	Rainworth	NG21 0DZ	Sherwood
25	Trent House	California Road	Farndon	NG14 7BT	Newark
26	Vine Way	Vine Way	Newark	NG24 1QR	Newark
27	Wellgreen House	The Green	Coddington	NG24 2PT	Newark
28	William Bailey House	Windsor Close	Collingham	NG23 7PS	Newark
29	William Ghent House	Wilfred Avenue	Balderton	NG24 3EB	Newark

## Appendix 5

### NSDC Housing Community Centre Booking Form & Hire Agreement

Community Centre Name	
Location	
Event Date	
Event Title	
Event Details	
Hirer - Full Name	
Hirer - Full Address	
Hirer - Postcode	
Hirer - Email	
Hirer - Mobile/Phone number	

Date of event		
Day of the week		
Time of event - Start		
Time of event - Finish		
Total number of hours (including cleaning time)		
One off event or Reoccurring?		
Frequency if reoccurring?		
Date of first event if reoccurring.		
Whole centre?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Main communal room?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will food be consumed or handled on the premises? Please detail.		
Use of kitchen for hot/cold water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Full use of kitchen food preparation facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approximate number of people attending	Adults	
	Children	
Will there be music at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be a film/movie shown at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## HIRE AGREEMENT

I confirm I am over 18 years of age.

I have read and agree to abide by the NSDC conditions of hire.

I have read and understand the NSDC Safety Instructions covering the use of the Community Centre.

I agree to supply with this agreement copies of any insurance cover necessary for the event or activity to be held at the Community Centre.

I agree to supply with this agreement copies of any current Public Performance Licence Agreement necessary for the event or activity to be held at the Community Centre. (For showing Films or TV without charging a fee to attendees).

I agree to supply with this agreement copies of any current Music Licence Agreement (PRS) necessary for the event or activity to be held at the Community Centre. (For playing recorded music or musical entertainment without charging a fee to attendees).

I accept responsibility for and will remedy or compensate Newark and Sherwood District Council, for any damage or loss to the Community Centre arising from the event or activity held.

I accept the hire agreement is not valid until this form is signed by both parties and any hiring fees are received by NSDC.

<b>The Hirer (or authorised responsible person if the Hirer is an organisation)</b>	
Name of Hirer or Group or Organisation	
Signature	
Date	
<b>On behalf of Newark and Sherwood District Council</b>	
Signature	
Date	
*Date Booking Confirmed & spreadsheet updated	

## **WHAT TO DO NOW**

Please return this completed, signed, and dated form to:

<b>The NSDC Tenant Engagement Team</b>	
<b>Email to :</b>	<a href="mailto:Getinvolved@newark-sherwooddc.gov.uk">Getinvolved@newark-sherwooddc.gov.uk</a>
<b>By post to:</b>	NSDC Tenant Engagement Team Newark & Sherwood District Council Castle House Great North Road Newark NG24 1BY
<b>Need Help to complete this form?</b> <b>Need Help to get event insurance?</b> <b>Need help to get a film or music licence?</b>	Please contact: <a href="mailto:Getinvolved@newark-sherwooddc.gov.uk">Getinvolved@newark-sherwooddc.gov.uk</a>  Or call customer services on 01636 650 000 and ask for Tenant Engagement.

This agreement does not take effect until the return of this completed form.  
By signing and returning this form you agree to the Terms & Conditions of Hire.  
Please carefully note the cleaning requirements.

## Appendix 6

### **NSDC Housing Community Centre Safety Instructions**

The Hirer or Responsible Person shall familiarise themselves and ensure all centre users are familiar with the following safety matters:

- Action to be taken in the event of a fire including calling the Fire Brigade on 999 and evacuating the Centre to a safe muster point.
- The location and use of fire alarm points.
- Emergency exits and the need to keep them clear.
- The operation of fire doors and the need to close all fire doors in the event of a fire.
- Report any obvious fire hazards on the premises or surrounds to NSDC Customer Services on 01636 650 000.
- Report any obvious building damage or repair requests to NSDC Customer Services on 01636 650 000.
- Maintain your own log of any accidents that take place during the Hire period.
- Maintain your own appropriate risk assessments for the activity undertaken during the Hire period.

Hirer Signature:	
*NSDC saved to file date:	
*NSDC added to Centre File date:	
*Hirer contact details last updated:	



Report to: Cabinet Meeting: 9 September 2025

Portfolio Holder: Councillor Paul Peacock – Strategy, Performance & Finance

Director Lead: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services, Ext: 5243

Report Summary	
<b>Type of Report</b>	Open report, non-key decision
<b>Report Title</b>	Annual Review of Exempt Items
<b>Purpose of Report</b>	To consider the list of exempt business considered by the Cabinet for period 24 September to date, and which, if any, reports can be released into the public domain.
<b>Recommendations</b>	That Cabinet note the report, with any items being released into the public domain if considered no longer being exempt.
<b>Alternative Options Considered</b>	None, this report is a useful tool in reviewing previous exempt items of business in order to release any into the public domain if considered appropriate.
<b>Reason for Recommendations</b>	To review previous exempt reports considered by the Cabinet over the previous 12 months.

## 1.0 Background

- 1.1 This report sets out the reports which were considered by the Cabinet as exempt items of business for the period from 24 September 2024 to date.
- 1.2 Officers have been requested to consider if any of these reports could now be released into the public domain or if the information contained in these reports remains confidential.
- 1.3 Members also have the opportunity to request (under Rule 4.18 of the Access to Information Procedure Rules) the Monitoring Officer to release exempt information into the public domain if there are substantive reasons to do so.
- 1.4 The following table provides the exempt business considered by Cabinet for the period 24 September 2024 to date, and the opinion of the report author as to whether the report could be released into the public domain.

- 1.5 Members will note that the view of all report authors is that the content in all remains confidential at this stage.

<b>Date of Cabinet Meeting</b>	<b>Agenda Item</b>	<b>Exempt Paragraph(s) / Reason(s) for Exemption</b>	<b>Opinion of Report Author as to current status of the report</b>
04.11.24	Fernwood Open Space – Appendix	Paragraph 3 – The report contains commercially sensitive information as a formal legal agreement has not been concluded between the two parties	Information to remain confidential
10.12.24	Yorke Drive Regeneration Update	Paragraph 3 – The report contains financial details which are commercially sensitive information	Information to remain confidential
	Arts Council England National Portfolio Organisation Extension Application – Appendix	Paragraph 2 – The report contains information which refers to specific posts from which individual may be identified	Information to remain confidential
21.01.25	Lowfield Lane Disposal	Paragraphs 3 and 5 – The report contains financial details which is commercially sensitive and information that is subject of legal professional privilege	Information to remain confidential
18.02.25	In-House CCTV and Control Room -Appendix	Paragraph 3 – The report contains commercially sensitive financial details and technical information that could pose a cyber security risk	Information to remain confidential
01.04.25	Mansfield Crematorium Redevelopment – Appendices	Paragraph 3 – The report contains financial information which if released would prejudice the commercial interests of the contractor	Information to remain confidential

## **2.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **Legal Implications (LEG2526/8502)**

- 2.1 Cabinet is the appropriate body to consider the content of this report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.



Report to: Cabinet Meeting: 9 September 2025

Portfolio Holder: Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy CEO and Director of Resources

Lead Officer(s): Dave Richardson, Business Manager - ICT & Digital Services  
Jill Baker, Business Manager - Customer Services

Report Summary	
<b>Type of Report</b>	Open Report / Non-key decision
<b>Report Title</b>	Digital Strategy 2025-2028
<b>Purpose of Report</b>	To update Cabinet on the outcome of the Members Digital Strategy Working Group, survey results of stakeholders and to present the new digital strategy for 2025.
<b>Recommendations</b>	That Cabinet: a) approve the digital strategy (attached as an appendix) for 2025-2028; and b) note the findings of the working group and stakeholder surveys.
<b>Alternative Options Considered</b>	Extend the existing digital strategy. There is a need to do more than simply extend the existing strategy. The existing strategy is not current and will not sufficiently address community needs or align with central government directives. The expectations of the internal and external stakeholders together with rapid developments in digital technologies enable greater understanding and use of data. This necessitates a fresh strategy.  Take no action and therefore no digital strategy. This is not considered to be an acceptable option.
<b>Reason for Recommendations</b>	The proposed recommendation is to adopt the new digital strategy, which will offer clear strategic direction for our digital initiatives. This approach aims to minimise resourcing and financial risks, ensure alignment with other authorities involved in local government reorganisation, and provide our communities with assurance that their needs are central to the development of our digital initiatives.

## 1.0 Background

1.1 Digital initiatives are increasingly vital to the wellbeing and progress of our communities, shaping how our residents' access essential services, engage with local

government, and participate in the digital economy. The rapid evolution of technology has redefined expectations; people now seek seamless, efficient, and secure digital experiences that reflect their daily needs and aspirations. Embracing digital transformation ensures our services remain relevant, responsive, and accessible to all.

- 1.2 A strong digital foundation promotes inclusion by making services available to a diverse population, regardless of location, background, or ability. Through initiatives such as digital inclusion strategies, new service channels, and tailored support, no one is left behind—every resident can participate and benefit. This approach aligns with our “no customer left behind” ethos, ensuring equity in access and fostering a sense of belonging across our community and ensures we are not removing any non-digital channels.
- 1.3 Digital empowers individuals, enabling them to connect, learn, and grow. By equipping employees and residents with digital skills, we prepare our community for the opportunities and challenges of the future—particularly as new technologies like artificial intelligence and data-driven decision-making become more prominent. This digital readiness enhances economic resilience, supports innovation, and opens doors to employment, education, and social engagement.
- 1.4 Moreover, digital transformation streamlines processes, drives efficiency, and delivers financial savings, allowing for reinvestment into community priorities. It enhances transparency, accountability, and collaboration between local government and our citizens, strengthening trust and enabling meaningful engagement on issues that matter most.
- 1.5 Ultimately, digital is important to our communities because it underpins a modern, inclusive, and forward-looking council—one that listens, adapts, and champions the wellbeing of every resident in an increasingly connected world.
- 1.6 Therefore, it should be noted that the previous digital strategy, which spanned from 2021 to 2024, was developed during a period marked by significant uncertainty, including the pandemic, cost of living challenges, Brexit, and various other external factors. This was reflected in the strategy and is now not the current position, with technology moving at a rapid pace and expectations evolving.
- 1.7 Nevertheless, the previous strategy yielded notable results and positive impacts, including the development of a complementary cyber security strategy, financial savings that have been reinvested into digital initiatives, substantial growth in digital service usage, and the introduction of new channels tailored to customer needs. Additionally, these efforts have ensured that all customers remain included in our digital initiatives, providing a no customer left behind ethos across the Council.
- 1.8 Within ICT & Digital Services, the team includes several professionals, two of whom have achieved Chartered status. The team was nominated for a UK IT Award for our housing repairs online platform; they successfully led a MHCLG digital initiative as product owners and earned recognition from peers as a strong digital council during the hosting of LocalGovCamps (Digital peer network).

- 1.9 Our employees have established a solid foundation of digital skills and experience. Nevertheless, we recognise that ongoing training and new initiatives will be essential in the coming years to further reskill and upskill our workforce in preparation for the next industrial revolution expected with Artificial Intelligence and the transformational change with local government reorganisation.
- 1.10 We have established a solid foundation for the future, as recognised by our elected Members during the Policy & Performance Improvement Committee (PPIC) working group session on Digital Strategy. The working group highlighted several key themes: Digital Customer: where a recognised national local authority digital leader informed the group on best practices in designing and implementing effective digital solutions; Digital Place: with representatives from Nottinghamshire County Council presented their Digital Inclusivity plans; and Digital Council: where ICT & Digital colleagues outlined initiatives in Cyber Security and the internal IT Technology strategy. Additionally, the session featured presentations on other relevant strategies, central government reports, and Data and AI platforms.
- 1.11 Following discussions within the working group, it was recognised that further consultation and comprehensive surveying was necessary. Accordingly, the Council has conducted surveys with the resident panel, tenant engagement panel, elected Members, and employees across the workforce on various digital topics encompassing people, processes, and technology. For residents and tenants, the survey included questions regarding digital inclusion and provided open comment fields to gather insights on how we might enhance our digital services.
- 1.12 The new digital strategy for 2025–2028 incorporates the survey results, which have been analysed and consolidated into profiles for each respondent group. The strategy also references relevant government strategies, reports, and papers, which, together with our guiding principles, identified gaps from government best practice, survey insights, and future ambitions, form the foundation of our strategic framework and outline our vision for the future.

## **2.0 Proposal/Details of Options Considered**

- 2.1 The proposed recommendation is to adopt the new digital strategy, which will offer clear strategic direction for our digital initiatives which is current and forward thinking. This approach aims to minimise resourcing and financial risks, ensure alignment with other authorities involved in local government reorganisation, and provide our communities with assurance that their needs are central to the development of our digital initiatives.
- 2.2 Alternative options under consideration include extending our current strategy. However, it is recognised that the previous strategy is not current and will not sufficiently address community needs or align with central government directives.
- 2.3 The option of taking no action has also been considered; however, it presents significant challenges and risks. These include a probable rise in shadow IT and digital activities, potential resourcing and financial impacts, and an overall lack of strategic direction for adapting to future change.

- 2.4 Therefore, the implementation of the new digital strategy is intrinsically aligned with the ambitions and priorities set out in the community plan. By placing residents' needs and aspirations at the heart of digital transformation, the strategy ensures that technological advancements translate into tangible improvements in service delivery, accessibility, and inclusion. This alignment is evident in the commitment to digital inclusion—ensuring all residents, regardless of background or ability, have equal access to online services and resources, thereby supporting the community plan's message of equity and fairness.
- 2.5 Furthermore, the strategy fosters active engagement and collaboration, empowering residents, local businesses, and community organisations to participate in shaping our digital services that reflect shared values and local priorities. Through engagement, transparent communication, and adaptive digital solutions, the council strengthens community resilience and wellbeing, underpinning sustainable growth and social cohesion. In this way, the digital strategy directly reinforces the message within the community plan for Newark and Sherwood District to be a thriving, connected, and forward-looking community.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### Financial Implications FIN25-26/6640

- 3.1 There are no direct financial implications arising from this report.

#### Legal Implications LEG2526/8220

- 3.2 Cabinet is the appropriate body to consider this report. The report contains the required information to update Cabinet and to seek approval for the digital strategy 2025 – 2028 to address community needs and align with central government directives.

#### Human Resources Implications - HR2526/2364 SL

- 3.3 The ICT & Digital environment moves fast and keeping employees up to date is a continuous process, with employees in some business units requiring more investment than others.
- 3.4 We have recently moved to an online learning management system, Ambition Academy which can help to facilitate some of the learning content and keep records of completed content and support evidence of compliance where necessary.
- 3.5 We will need to look wider than e-learning and identify other means of developing the necessary skills within our workforce, the recent trial cohort of the AI and Data Apprenticeships is an exciting step in a new direction and refreshing the Digital Champions will also be beneficial in bringing some of the changes to life within individual business units.

- 3.6 HR & Training look forward to supporting the ICT & Digital team in the development of their action plan where it relates to employee skills to create a long-term training plan and give consideration to the amount of time that is needed to develop the required skills, a variety of learning styles and ensuring inclusion for those who have additional needs.
- 3.7 HR & Training will also support the ICT & Digital team in the development of their action plan where it relates to resourcing and help to identify alternative routes to employment for new talent and development programmes for existing employees to reduce the risk of resourcing or talent gaps within the team.

Data Protection Implications

- 3.8 Information Governance will continue to support the ICT & Digital Team to ensure that initiatives emerging from this strategy comply with data protection legislation.

**Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None



**NEWARK &  
SHERWOOD**  
DISTRICT COUNCIL



**DIGITAL FOR ALL: SEAMLESS, SMART  
AND INCLUSIVE SERVICES**

# **DIGITAL STRATEGY**

## **2025-2028**

**"Empowering communities through connected,  
customer-first digital innovation"**

Agenda Page 120

## Contents

Executive Summary .....	4
What we achieved between 2021 to 2024.....	5
Strategic Framework.....	6
Gap Analysis .....	8
Future thought Forest.....	9
Our Future Vision .....	10
Our Mission.....	10
Who will benefit from this strategy? .....	10
Our Community, Our Customer, Your Council.....	11
<b>Profiles</b> .....	11
Our Principles.....	13
Ambitions .....	14
<b>Our ambitions for 2025-2028</b> .....	14
How will we achieve this? .....	17
<b>Values</b> .....	17
<b>Championing</b> .....	18
<b>Digital governance</b> .....	19
Measuring Success .....	20
<b>Digital Strategy Action Plan</b> .....	22
Resident Survey Feedback .....	23
Our Digital Commitment .....	24
Acknowledgements .....	25
References.....	26

## Foreword

**Sanjiv Kohli**



**Deputy Chief Executive  
Director of Resources and  
s151 Officer**

The previous Digital Strategy laid a strong foundation, enabling us to connect with our communities, especially during a time of need and we ensured no customer was left behind. Building on this success, we are committed to leveraging the efficiencies that can be made from the use of digital technologies, artificial intelligence, automation, and data. These technologies have the potential to transform our operations, making them more efficient and cost-effective. By automating routine tasks and harnessing data-driven insights, we can make more informed decisions, allocate resources more effectively, and ultimately deliver better outcomes for all.

**Cllr Paul Peacock**



**Leader of the Council**

Our residents are at the heart of what we do. Our Digital Strategy is not just about technology; it is about people. We are dedicated to ensuring that every member of our community can benefit from the advancements in digital infrastructure and services. We are committed to bridging the digital divide, promoting digital literacy, and ensuring that our digital initiatives and services are accessible to those with the biggest need. Together, we can build a future where technology empowers our community, drives sustainable development, and enhances the quality of life for everyone in Newark and Sherwood.

## Executive Summary

The previous Digital Strategy successfully connected with communities and ensured no customer was left behind. The new strategy builds on this foundation, emphasising the use of digital technologies, improving the service users' journey, and looks to the future with artificial intelligence, automation, and data to transform operations. The focus is on automating routine tasks, making data-driven decisions, delivering better outcomes for all and ensuring we are prepared for Local Government Reorganisation.

At its core, the strategy is about people, aiming to bridge the digital divide, promote digital literacy, and ensure accessibility. We envisage a future where digital transformation empowers the community, drives sustainable development, and enhances the quality of life for everyone.

The strategy outlines commitments for the next **three** years to:

- Improve service delivery
- Produce strong results with digital, data, and technology (DDaT)
- Strengthen day-to-day operations
- Prepare for local government reorganisation
- Continue with a no customer left behind ethos

Past achievements include:

- Investment in IT infrastructure and digital workforce
- Enhancements in cyber and information security
- System investments that are now resilient
- Professional standards, qualifications, and training

These initiatives have established a solid foundation for the future, enabling our workforce to operate securely from any location and deliver exceptional services to the communities served.

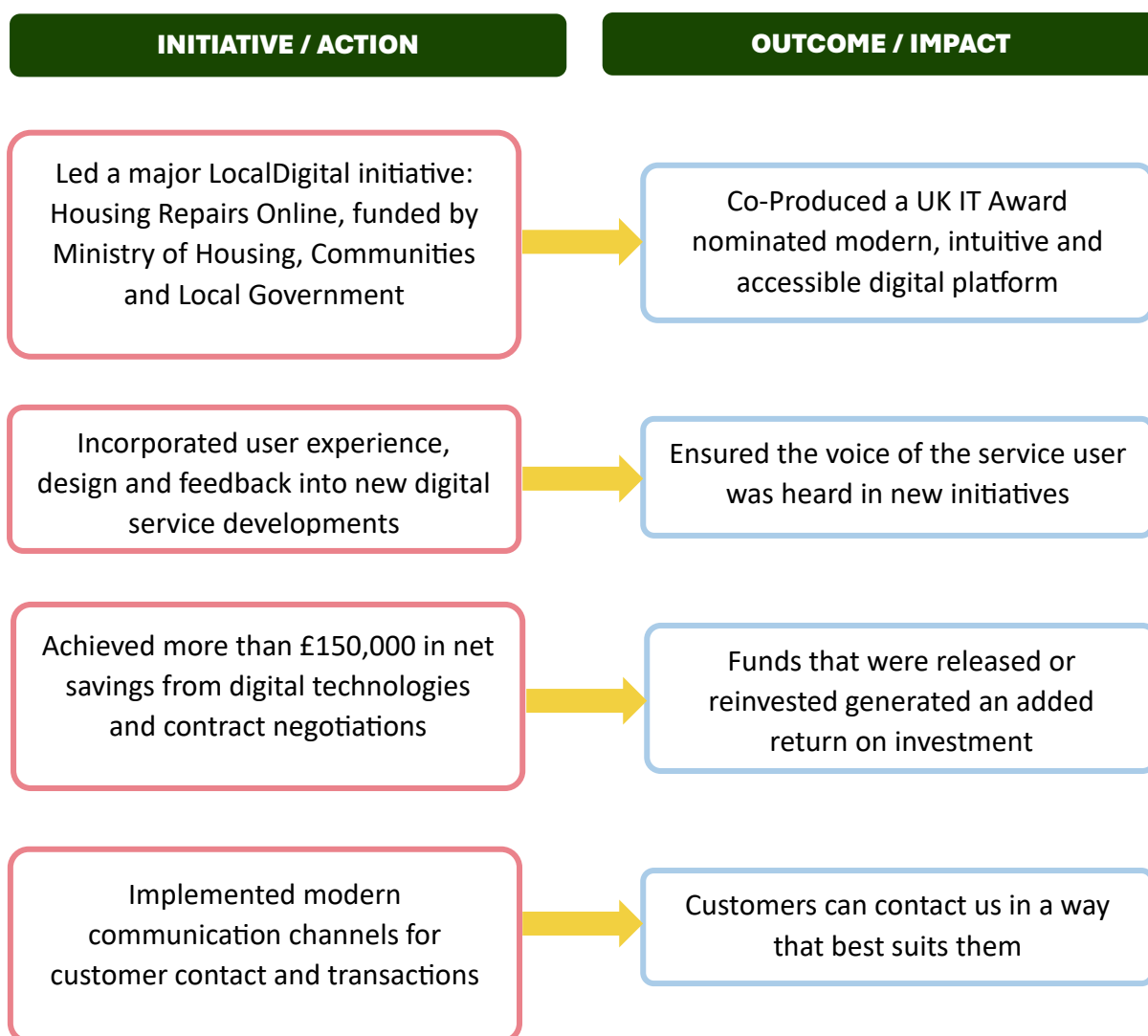
## What we achieved between 2021 to 2024

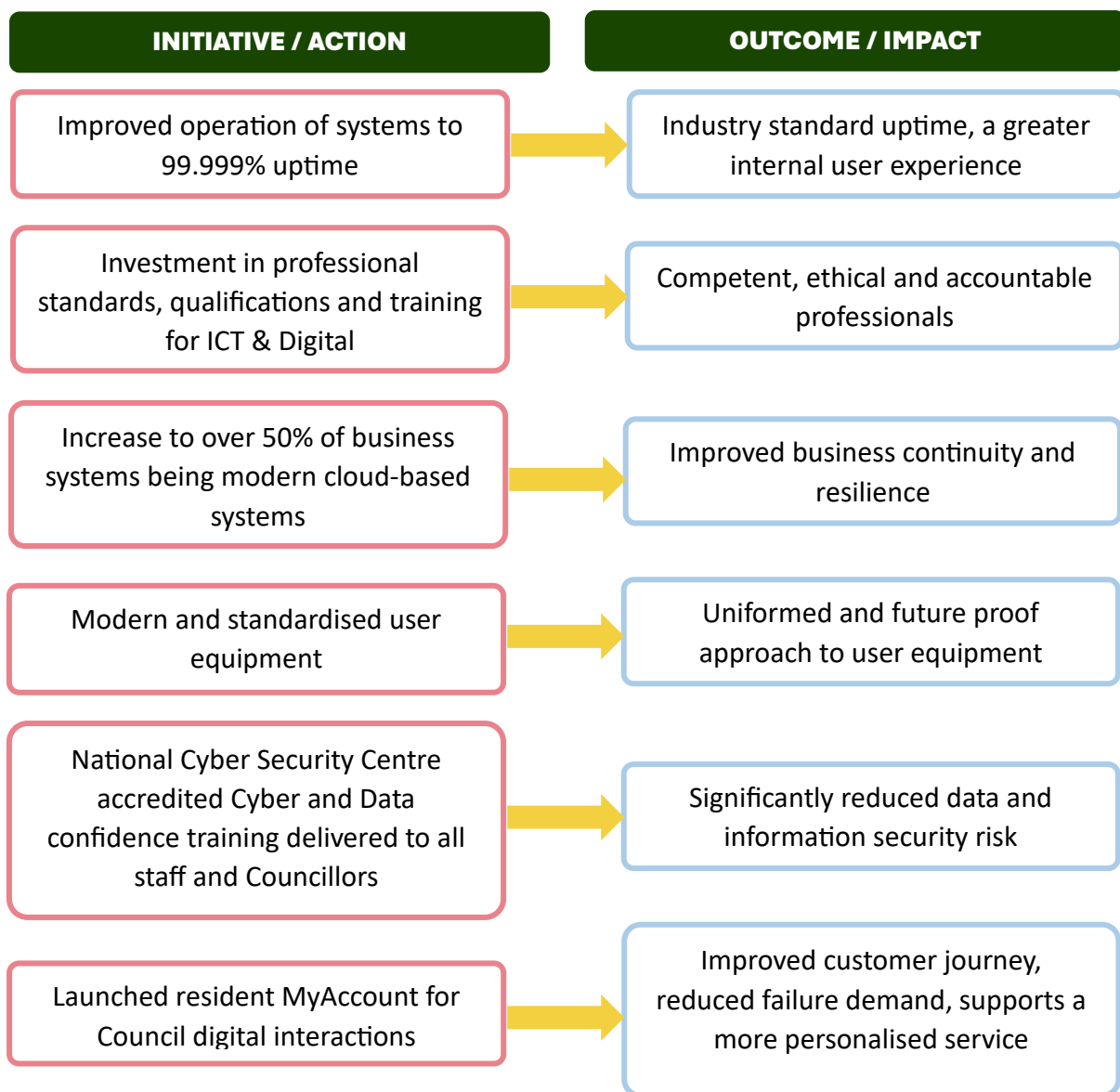
The Council has built a robust framework through investment in IT infrastructure, line-of-business systems, digital workforce, and the implementation of contemporary work practices aligning to best practice.

Additionally, significant enhancements in our cyber and information security culture have minimised the increased risks to services, systems and our communities' data.

These initiatives have enabled the workforce to operate securely from any location, equipped with the necessary tools to complete tasks efficiently, thereby delivering exceptional service to the communities we serve. This provides us with a great foundation for the future.

What the previous Digital Strategy delivered:





## Strategic Framework



A comprehensive range of frameworks were evaluated in the development of this Digital Strategy; including factors such as artificial intelligence<sup>1</sup>, government design principles<sup>2</sup>, digitalisation standards<sup>3</sup>, and considerations related to Local Government Reorganisation (LGR)<sup>4</sup>. This approach has ensured our strategy aligns with best practices and supports the Council's objectives for enhancing digital public services.

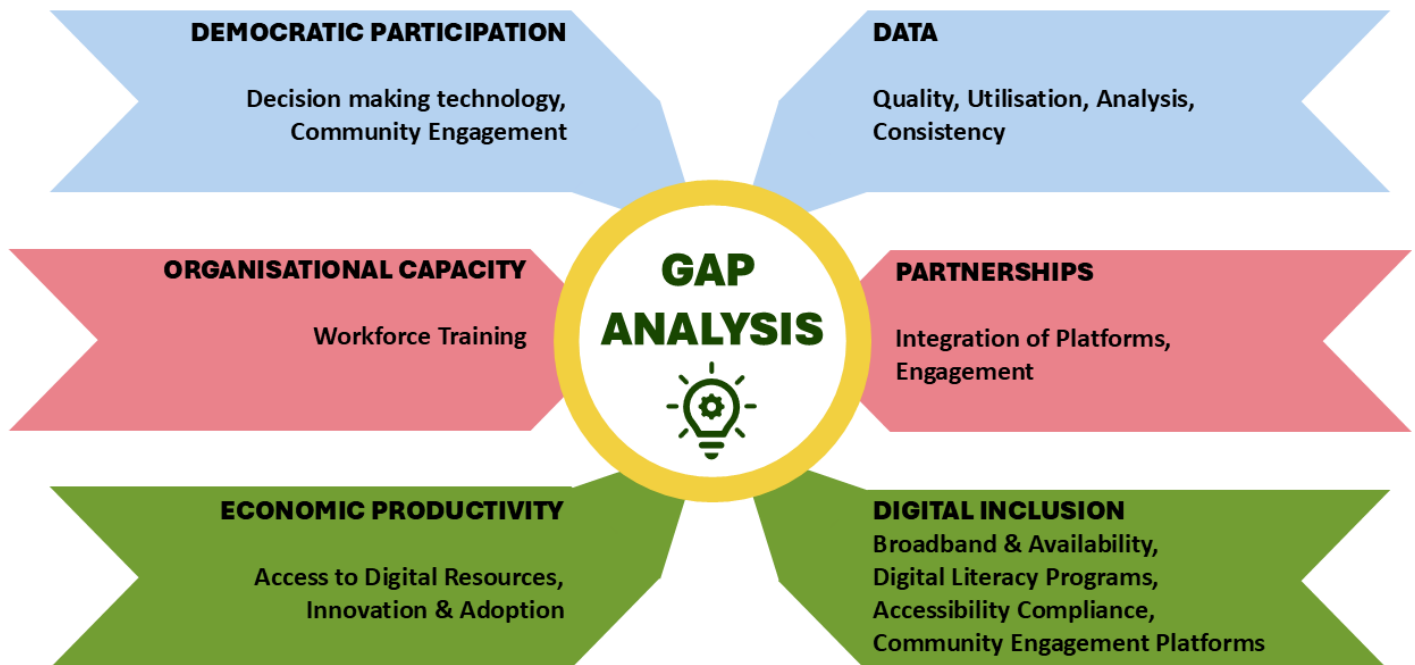
In developing our strategy, we have applied a strategic lens to thoroughly understand how various factors impact our delivery and overall approach. External and internal factors such as digital expectations, digital exclusion, and legislation changes play a significant role in shaping our strategy. Geo-political events and local authority funding are crucial in determining the resources and support available for our initiatives. We also consider changes in government policy and strategies<sup>5</sup>, as they directly influence our operational landscape.

The anticipated increase in digital transactions and the growing importance of the green agenda, emphasise the need for efficient and sustainable practices within our operations. The integration of AI and the focus on security and compliance are pivotal in ensuring that our services are not only innovative but also safe and reliable. Lastly, Local Government Reorganisation is a key factor that necessitates continuous adaptation and resilience in our strategic planning. By addressing these elements within our strategy, we have created a robust and dynamic framework capable of delivering impactful digital public services, ultimately enhancing the quality of life for our community.

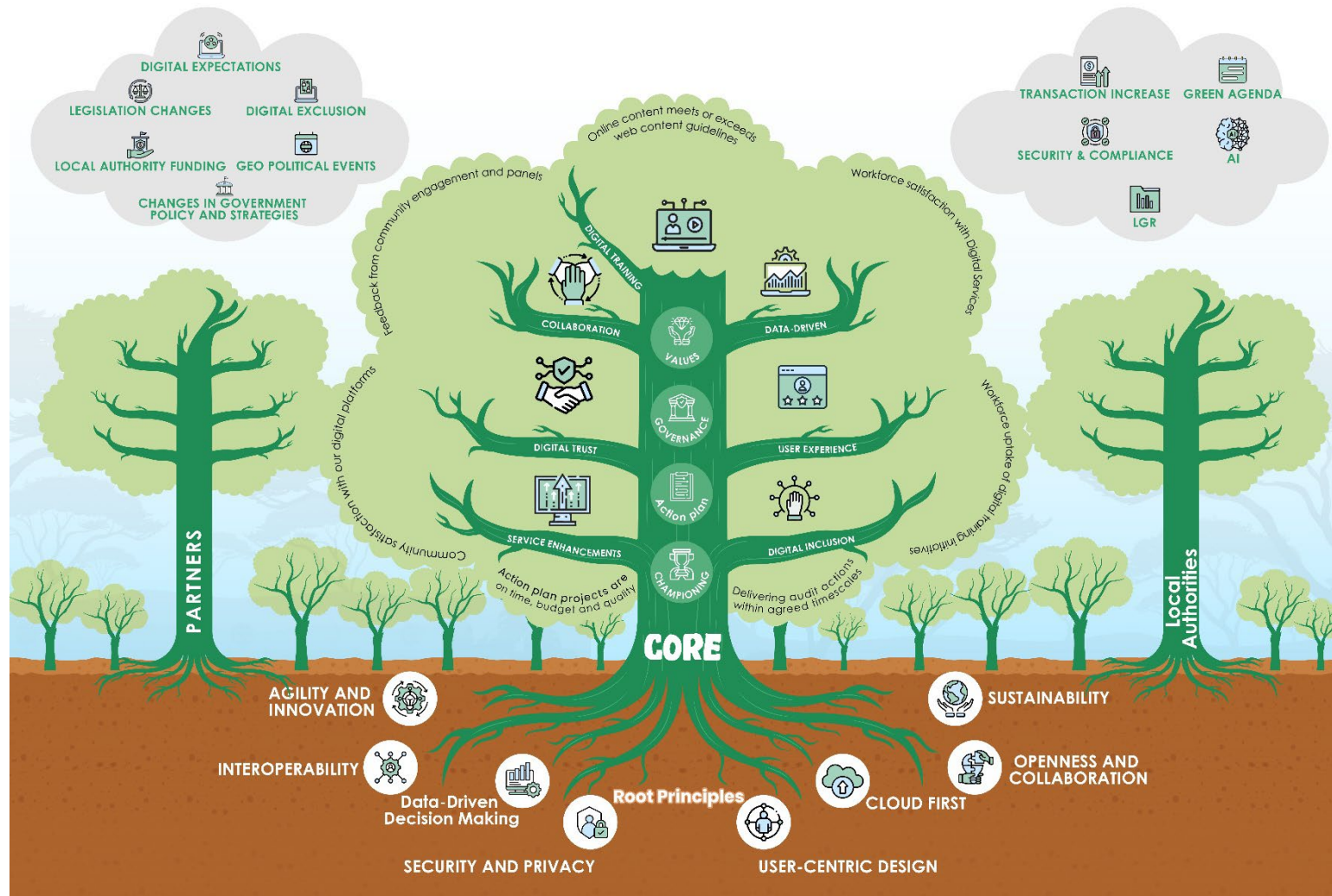
In addition, the Council and its digital standing were benchmarked against frameworks and the Local Government Digitalisation Almanac<sup>6</sup> to produce a

gap analysis of the Council's current position. These gaps are mentioned below and will figure throughout the strategy.

## Gap Analysis



## Future thought Forest



## **Our Future Vision**

**“Digital for All: Seamless, Smart and Inclusive Services”**

To enable an inclusive community where all residents have access to seamless, efficient, and innovative digital public services, enhancing their quality of life through fostering a no customer left behind ethos.

## **Our Mission**

**“Empowering Communities through Connected, Customer-First Digital Innovation”**

To leverage digital technologies and data-driven insights to deliver customer-centric services that empower our communities, and build a resilient, sustainable, and connected district.


## **Who will benefit from this strategy?**

**“ALL OUR COMMUNITIES”**

## Our Community, Our Customer, Your Council

Stakeholders were surveyed to understand their views on digital services, skills and pain points. We used the outcomes of these surveys with the Ofcom Online Nation report 2024<sup>7</sup> to help us create stakeholder profiles covering key information based on their feedback and themes.

### Profiles



## DISTRICT RESIDENT

**MOTIVATIONS:**  
Easy access to services, clarity, time-saving processes.

**FRUSTRATIONS:**  
Difficult navigation, poor mobile experience, unclear instructions.

**NEEDS:**  
Simple interfaces, mobile-friendly design, clear guidance, responsive support.


**ACCESSIBILITY NEEDS:**  
Clear layouts, large fonts, voice assistance.

**DIGITAL INCLUSION BARRIERS:**  
May not have high-speed internet, limited digital literacy.

**DIGITAL COMFORT:**  
Basic to moderate

**DIGITAL ACCESS:**  
Smartphones, home internet, occasional computer use

**DIGITAL PREFERENCE:**  
Mobile-optimised websites, intuitive online portals



## COUNCIL TENANT

**MOTIVATIONS:**  
Manage tenancy online (repairs, rent, communication).

**FRUSTRATIONS:**  
Complex forms, lack of support, inaccessible systems.

**NEEDS:**  
Clear instructions, accessible portals, training/support where needed.

**ACCESSIBILITY NEEDS:**  
Smartphones or computers, regular internet access.

**DIGITAL INCLUSION BARRIERS:**  
May lack consistent internet or computer access, limited experience.

**DIGITAL COMFORT:**  
Basic to moderate

**DIGITAL ACCESS:**  
Smartphones or computers, regular internet access

**DIGITAL PREFERENCE:**  
User-friendly tenancy portals, online payment systems



## COUNCIL EMPLOYEE

**DIGITAL COMFORT:**

High

**DIGITAL ACCESS:**

Office computers, internal networks, standard digital tools.

**DIGITAL PREFERENCE:**

Office suite, collaboration tools, internal portals.

**MOTIVATIONS:**

Efficient service delivery, streamlined operations, digital innovation.

**FRUSTRATIONS:**

Outdated systems, insufficient training, unclear digital processes.

**NEEDS:**

Advanced training, user-friendly software, clear communication channels.

**ACCESSIBILITY NEEDS:**

Requires accessible software interfaces and options

**DIGITAL INCLUSION BARRIERS:**

May face difficulty with legacy systems.



## ELECTED MEMBER

**DIGITAL COMFORT:**

Moderate to High

**DIGITAL ACCESS:**

Council-provided laptops, reliable internet.

**DIGITAL PREFERENCE:**

Office suite, secure communication platforms, internal portals.

**MOTIVATIONS:**

Effective governance, community engagement, informed decision-making.

**FRUSTRATIONS:**

Inconsistent systems, unclear ICT policies, lack of training/support.

**NEEDS:**

Clear digital guidelines, reliable hardware/software, responsive ICT support.

**ACCESSIBILITY NEEDS:**









Needs accessible documents, proper vision and hearing accommodations.

**DIGITAL INCLUSION BARRIERS:**

May struggle with new interfaces if not user-friendly.

## Our Principles

In order to achieve our vision with maximum effectiveness and efficiency, it is essential that we adhere to our digital design principles.

Principle	Description	Rationale
 Agility and Innovation	Regularly evaluate and refine services based on user feedback and systematic testing.	To ensure service offerings effectively address the needs of our communities.
 Interoperability	Select systems designed for seamless integration, straightforward upgrades, and future expansion.	To facilitate efficient data sharing, collaboration, and operational effectiveness.
 Data-Driven Decision Making	Leverage data analytics to guide strategic decisions and enhance service delivery.	To decrease uncertainty, improve accuracy, and drive overall decision quality.
 Security and Privacy	Uphold stringent security measures and integrate privacy as an essential component of all services.	To mitigate risks associated with data breaches and malicious activities.
 User-Centric Design	Prioritise understanding and fulfilling user requirements, ensuring all services are accessible and inclusive.	This leads to solutions that are intuitive, usable, and well-received by diverse user groups.
 Cloud First	Evaluate public cloud solutions as a primary option when financially prudent.	For cost-effectiveness, scalability, enhanced security, and greater agility.
 Openness and Collaboration	Embrace open-source solutions, transparent work practices, and collaborative partnerships where appropriate.	To reduce duplication of effort, foster innovation, increase efficiency, and promote digital inclusivity.
 Sustainability	Integrate sustainable practices throughout the technology lifecycle.	To minimise environmental impact, conserve resources, and support long-term ecological resilience.

## Ambitions

Our digital ambitions are to create a seamless, smart, and inclusive digital ecosystem that empowers communities and enhances lives. By 2028, we aim to deliver connected, customer-first services that are responsive to evolving needs, underpinned by robust governance and a culture of innovation.

We envisage a future where digital transformation is not just a technological shift but a catalyst for social and economic inclusion—ensuring that all our communities can benefit from intuitive, secure, and accessible digital services.

Through strategic alignment with the Community Plan and a commitment to continuous improvement, we will embed digital thinking across the Council, championing data-driven decision-making and fostering a digitally confident workforce.

### Our ambitions for 2025-2028

Delivered **service enhancements** across various online platforms.

**Purpose:** To provide communities with user-friendly, accessible services available digitally and through multiple channels.

**Approach:** Conduct service reviews and invest in system improvements to enhance accessibility.

Ensured **digital trust**, security, and reliability.

**Purpose:** To enable staff, councillors, and communities to operate in ways that address their specific requirements.

**Approach:** Integrate privacy and security measures throughout the entire systems and project lifecycle, with ongoing communication to stakeholders.

Prepared for **collaboration** with other local authorities.

**Purpose:** To facilitate Local Government Reform (LGR) through the integration of digital services ensuring the establishment of new authorities that are safe, legal, secure, and sustainable. Continue to be a lead digital council.

**Approach:** Lead and engage proactively, embracing the challenges associated with change, reusing technology, data, and services.

Enabled access to **digital training** and knowledge resources.

**Purpose:** To equip individuals to adapt effectively within an evolving digital environment and remain future-ready.

**Approach:** Focus on workforce development and providing signposting to our communities.

Leveraged **data-driven insights** to inform and support strategic change.

**Purpose:** To guide decisions related to service delivery, design, and investment—focusing efforts where impact will be greatest.

**Approach:** Utilise business intelligence and artificial intelligence technologies that provide cost benefit.

Improved the **user experience** by designing adaptive and accessible digital platforms that proactively address evolving community needs and emerging challenges.

**Purpose:** To effectively support service users as their requirements change.

**Approach:** Incorporate feedback loops, accessible design, regular reviews, and scalable features in platform design.

Ensured **digital inclusion** is essential for building a fair and connected community where everyone can benefit from technology.

**Purpose:** To bridge the digital divide by providing equal access to digital resources and services, thereby empowering all individuals regardless of their background or technical ability.

**Approach:** Work in partnership with public entities, private sector stakeholders, and local communities to identify gaps and co-create solutions. Signpost to targeted training and support to help individuals develop digital skills.

## How will we achieve this?

Through our values, championing, digital governance, leadership and oversight of performance and the Digital Strategy action plan.

### Values



#### ***Ambitious & Forward Thinking***

By embracing our core values, we are committed to guiding our service delivery, design, and investment efforts towards impactful outcomes.



#### ***Caring & Compassionate***

Our approach leverages innovative and cost-effective technologies to enhance efficiency and user experience.



#### ***Commercial & Business-Like***

We will prioritise creating adaptive and accessible digital platforms, ensuring digital inclusion, and future-proofing our operations.



#### ***Professional & Trustworthy***

Our commitment to transparency, data security, and user-centric services builds trust within the community.

Therefore, through efficient operations and collaborative partnerships, we will streamline processes to reduce operational demands.



#### ***Welcoming & Responsive***

Whilst remaining dedicated to addressing the evolving needs of our communities, we strive to leave no one behind in our digital initiatives.

## Championing



The Digital Champions (DCs) initiative at NSDC, launched in 2019, aims to enhance digital transformation by improving the adoption of tools and digital literacy while reducing support demand.

However, NSDC faced challenges including engagement, lack of formal structure, and uneven representation. This strategy proposes a revitalised, structured DC network with clear roles, performance metrics, enhanced visibility and engagement.

## **Digital governance**

A Digital Transformation Board (DTB) has been established to ensure that digital projects are prioritised in alignment with the Council's Community Plan objectives. The Board uses a structured scoring matrix to evaluate and prioritise projects based on a range of weighted criteria, ensuring that investments deliver measurable benefits and value to both communities and employees.

### **Key Prioritisation Criteria Include:**

- Delivery of the Community Plan and LGR
- Political, organisational, and reputational considerations
- Number of communities and employees who will benefit
- Full lifetime cost of the project
- Legislative and compliance requirements
- Internal and external resource requirements
- Resources released (e.g. FTE savings)
- Technological complexity and risk
- Future-proofing and ongoing support
- Time sensitivity
- Other justifiable factors not captured elsewhere

These criteria are used to score and rank projects, ensuring transparency and strategic alignment in decision-making.

In addition, the Digital Transformation Board feeds into the strategic Corporate Information Governance Group (CIGG). The role of CIGG is to oversee and guide the secure, lawful, and efficient management of data and information across the Council, ensuring compliance with legal, statutory, and regulatory requirements, and embedding a culture of information security and risk awareness.

## **Measuring Success**

Our outcomes will be addressed by focusing on performance in the following areas:

### **Community satisfaction with our digital platforms**

We will implement a robust monitoring and evaluation framework that leverages both quantitative and qualitative metrics.

### **Feedback from community engagement and panels**

By regularly collecting feedback through service user surveys, we will gain insights into user satisfaction and areas for improvement.

### **Online content meets or exceeds web content guidelines**

By tracking the compliance of our online content with web content guidelines to ensure accessibility for all service users.

### **Workforce satisfaction with digital services**

We will perform comprehensive analysis of survey data, either directly or through digital champion initiatives.

### **Workforce uptake of digital training initiatives**

Offer digital training via our learning management system and apprenticeship schemes, monitoring participation and collecting feedback to improve programs.

### **Delivering audit actions within agreed timescales**

We will achieve this by identifying clear objectives for each audit action and establishing realistic timelines. This will involve strong governance frameworks, proactive risk management, and continuous monitoring of progress.

### **Action plan projects are on time, budget and quality**

We will achieve this through clear objectives, realistic planning, strong governance, proactive risk management, engaged stakeholders, continuous quality assurance, and an agile approach.

### **Percentage of digital transactions completed without the need for assistance**

We will track user interactions and support requests through our digital platforms. Analysing data to identify the frequency and type of assistance required either in person, telephone or by another channel. By monitoring these metrics, we can gain insights into user behaviour and the effectiveness of our digital services, allowing us to implement improvements where needed.

### **Increase in users accessing digital services for the first time**

We will achieve this by enhancing our outreach programs to raise awareness of our digital services and their benefits. This includes providing easy-to-follow guides, analysis of new digital accounts in online platforms, conducting community workshops, and collaborating with partners to support communities.

## **Digital Strategy Action Plan**

The purpose of the Digital Strategy Action Plan is to operationalise the Council's Digital Strategy by translating its vision and principles into a structured, prioritised, and measurable set of actions that support the delivery of the Community Plan.

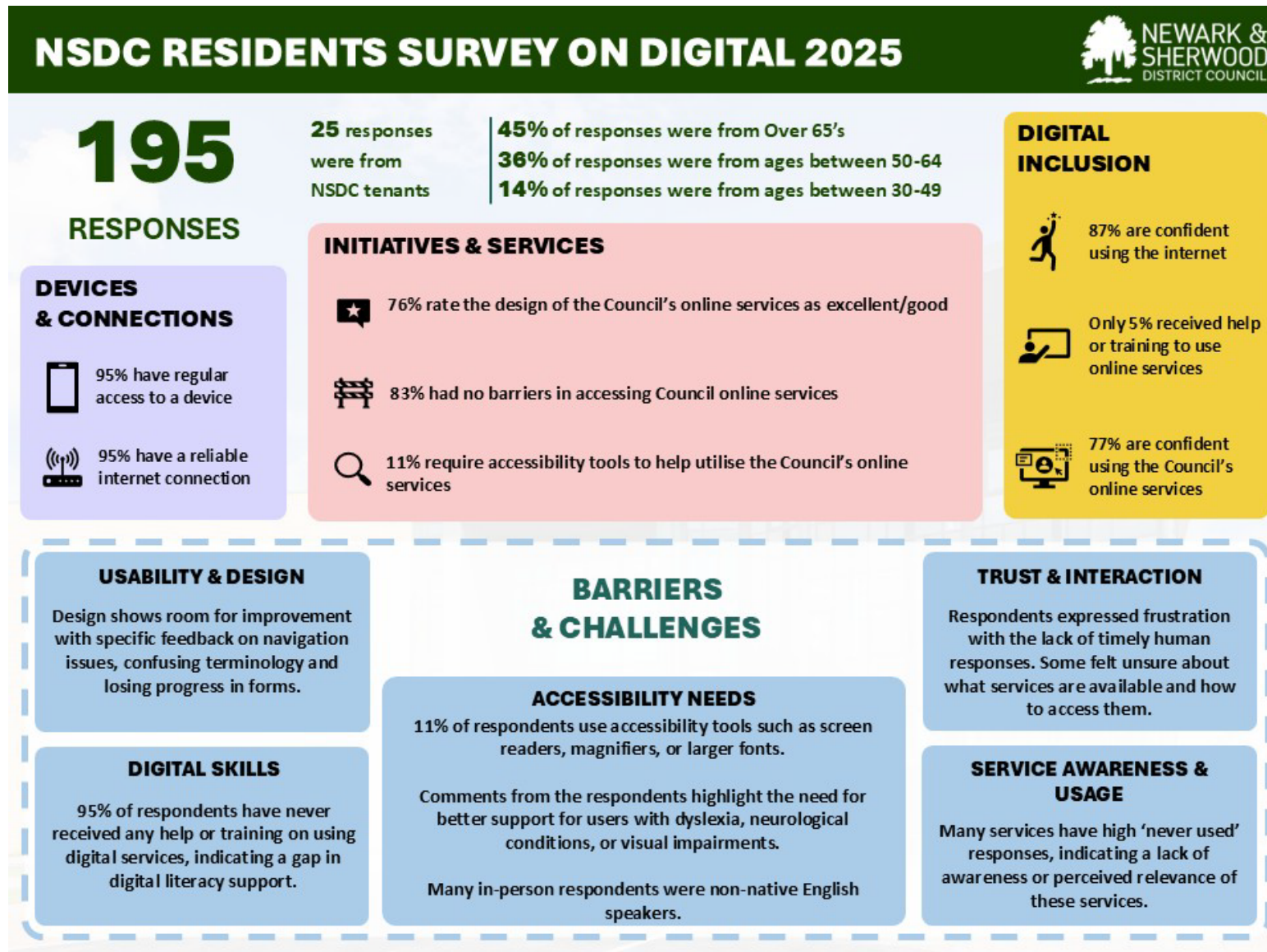
The action plan is a working document aligned with the business planning cycle. It is shaped by priority matrices and principles established by the Digital Transformation Board (DTB), and each digital project is evaluated and reported to the Senior Leadership Team (SLT).

The plan ensures that digital transformation is:

- Governed effectively, with risk and resource considerations embedded.
- Responsive to evolving needs, adapting to new technologies and organisational priorities.
- Accountable, with clear evaluation mechanisms and reporting structures.

In essence, it serves as the Council's delivery mechanism for digital change—bridging strategic intent with practical implementation.

## Resident Survey Feedback



## **Our Digital Commitment**

### **For Our Communities**

Our Digital Strategy is here to make life easier, inclusive, and more connected for all. We're working to make sure services are simple to use and work for everyone—no matter your age, ability, or access to technology. Whether you're booking a service online, checking local updates, or getting support, it should just work.

We'll support local community centres and outreach programmes to help people get online and build confidence with digital tools. And by using data smartly, we'll shape services around what our communities really need.

This is about "Digital for All"—so you can expect clearer communication, quicker services, and more chances to have your say in shaping the Council's digital front door.

### **For Our Employees**

We're building a smarter, more connected digital workplace that helps you spend less time on repetitive tasks and more time on the work that really matters. Our strategy is all about making your day-to-day easier—through better training, simpler processes, and access to the right tools when you need them.

We know flexibility is key, so we're supporting secure use of devices and pushing for systems that cut down on manual work through automation. By linking digital improvements with our business planning and using the Digital Transformation Board to guide decisions, we're making sure your voice is heard, and your needs are met—so you can deliver great public services with confidence.

### **For Our Elected Members**

As elected representatives, you will benefit from enhanced digital tools that strengthen democratic engagement, improve data transparency, and support responsive constituent service. This strategy is built on your feedback and that of your communities, ensuring our digital initiatives reflect the real-world priorities you champion.

You will have improved access to performance dashboards and clearer, more effective pathways to influence policy through digital channels. We are committed to supporting you in your role as community champions—

equipping you with the insights and tools needed to advocate for your wards and contribute meaningfully to strategic governance.

### **For Our Neighbouring Councils**

We are committed to working collaboratively with our neighbouring councils, in a supportive capacity throughout Local Government Reorganisation. Our shared goal is to ensure that, from day one, the new unitary authority is safe, legal, secure, financially sustainable and continues to deliver high quality services to our communities. At the same time, this strategy reflects our digital ambitions and the voices of our communities, ensuring they are recognised and embedded into the transformation journey.

### **Acknowledgements**

Thank you to all our communities, including the NSDC residents panel, NSDC tenant engagement panel and public who provided survey feedback.

Dave Briggs (LocalGov.Digital) and Ian Stoddart, Digital Connectivity Manager (Nottinghamshire County Council) and our elected members for contributions to the working groups.



## References

<sup>1</sup>AI opportunities action plan, ramping up AI adoption across the UK to boost economic growth, provide jobs for the future and improve people's everyday lives. [AI opportunities action plan](#)

<sup>2</sup>The UK government's design principles and examples of how they've been used. [Government Design Principles - GOV.UK](#)

<sup>3</sup>A vision for modern digital government The Blueprint is working to enable the following outcomes: Easier lives: delivering transparent, next-generation public services that do the hard work for citizens, can be accessed and used by everyone who needs them, and are designed around the user. [A blueprint for modern digital government \(HTML\) - GOV.UK](#)

<sup>4</sup>This report acknowledges the challenges and the opportunities of the process and offers suggestions for fostering successful change. It also highlights the support needs deemed critical by participants for enabling digital transformation through LGR. [Local Government Reorganisation CDDaT Considerations](#)

<sup>5</sup>The Local Digital Declaration is a shared ambition for the future of local public services. [About the Local Digital Declaration | Local Digital](#)

<sup>6</sup>Local Government Digitalisation Almanac for councillors and officers, containing simple steps, practical examples and resources to support councils on their digitalisation journeys. [LGA Digitalisation Almanac](#)

<sup>7</sup>"Digital Nation" that focuses on digital inclusion and exclusion in the UK. This report uses data from Ofcom and other sources to paint a picture of the digital divide and highlight the challenges faced by those who are excluded from online services. [Digital Nation | The UK's Digital Divide | Good Things Foundation](#)



Report to: Cabinet Meeting: 9 September 2025

Portfolio Holder: Councillor Paul Peacock – Strategy, Performance & Finance  
Councillor Simon Forde – Climate & the Environment

Director Lead: Matt Lamb, Director – Planning & Growth

Lead Officer: Nick Law, Biodiversity and Ecology Lead Officer, Ext. 5333

Report Summary	
<b>Type of Report</b>	<p>Open report / Key Decision (Exempt Appendix)</p> <p>The exempt appendix contains exempt information as defined under Schedule 12A of the Local Government Act 1972, Paragraph 3 under which the Cabinet has the power to exclude the press and public if it so wishes.</p> <p>It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because it contains information which is commercially sensitive.</p>
<b>Report Title</b>	Progression of Biodiversity Net Gain Habitat Banks for Newark & Sherwood District Council
<b>Purpose of Report</b>	To identify existing Council land assets with the potential to be used for the purpose of Biodiversity Net Gain (BNG), including recommendations and associated budget to progress these opportunities.
<b>Recommendations</b>	<p>That Cabinet:</p> <ul style="list-style-type: none"> <li>a) note and welcome the updates on BNG and the Council's Land Assets review;</li> <li>b) approve the four 'NSDC BNG sites' identified be progressed for the purpose of generating biodiversity net gain (BNG) 'biodiversity units', to be used firstly for NSDC's own planning application BNG obligations; secondly for NSDC supported projects, and finally (and subject to unit capacity) for sale of BNG units to other third-party developments in discharge of their BNG responsibilities;</li> <li>c) approve a revenue budget of up to £25,000 to allow the implementation of the four NSDC BNG sites funded from the Change Management Reserve in 2025/26;</li> </ul>

	<p>d) approve a further revenue budget of £45,000 to allow the implementation of the four NSDC BNG sites in 2026/27 funded from the Change Management Reserve;</p> <p>e) approve delegated authority be given to the Director - Planning &amp; Growth, in consultation with the Portfolio Holders for Strategy, Finance &amp; Performance and Climate Change &amp; Environment, to enter into necessary legal arrangements to secure the BNG Habitat Banks via the Governments Biodiversity Gain Site Register, including any appropriate habitat(s) to be created, as detailed below; and</p> <p>f) agree that a report is brought back to Cabinet prior to NSDC selling BNG units as detailed in recommendation b) above in order to set appropriate BNG unit fees.</p>
<b>Alternative Options Considered</b>	NSDC could choose not to enter the BNG market in favour of the national credit route or awaiting a local market for BNG units becoming available. These are discounted on the basis of a need to proactively create a local mechanism to secure BNG enhancements, including demonstrable cost-savings for the Council's own developments.
<b>Reason for Recommendations</b>	To secure local and responsible BNG Habitats to mitigate the impacts of new developments and to enhance NSDC land-assets and the overall biodiversity of the District.

## 1.0 **Background**

### **Purpose of the Report**

- 1.1. Mandatory Biodiversity Net Gain (BNG) requiring developments to provide a minimum 10% measurable BNG has been in force for all major developments since 12 February 2024 and for all 'small site' developments since 02 April 2024.
- 1.2. Mandatory BNG can be provided either within the development site, at an off-site location (either other land in the developer's ownership or via the purchase of Biodiversity Units from a third-party 'Habitat Bank'), or by the purchase of national 'Statutory Biodiversity Credits'. Developments should follow the Biodiversity Gain Hierarchy, which is to maximise on-site BNG before utilising off-site sources, with use of the Statutory Biodiversity Credits considered a last resort. BNG can be provided by one or a combination of these routes.
- 1.3. Many developments will be unable to provide their full BNG requirement onsite, so the process is dependent on the development of commercially operated Habitat Banks. In response to this, NSDC undertook a 'Call for sites – expressions of interest' exercise in March 2024 to both temperature-check this emerging market and to act as a catalyst to stimulate development of the Habitat Bank market. There was a good initial response but after launching the exercise there was a notable reduction in the number of

planning applications that would, if granted planning permission, be subject to mandatory BNG. The assumption was that this was due to a combination of developers taking time to familiarise themselves with the BNG legislation and then waiting to see the outcome of the unexpected early general election. During this period, the Planning Development Team received very few enquiries from developers enquiring about the potential source of off-site Biodiversity Units within the District – a situation that has continued to the present time. This presented a moral dilemma; should NSDC be actively encouraging the development of off-site Habitat Banks with no evidence (or certainly a time-lag) of any quantifiable demand for Biodiversity Units. This dilemma was compounded by the knowledge that considerable investment is needed by a landowner to reach a position to be able to sell Biodiversity Units. Therefore, a conscious decision was made to respond to and support emerging Habitat Banks where they were actively pursuing such projects after having made their own commercial decisions, rather than actively promoting the development of Habitat Banks ourselves. At the time of writing, eighteen months since the onset of mandatory BNG there are no commercially operating Habitat Banks in Nottinghamshire. We are aware of two emerging Habitat Banks in the Newark and Sherwood District, both of which are in the advanced stages of development with an anticipation that they will be operating as a Habitat Bank and selling Biodiversity Units by the end of 2025/early 2026. We do not yet know the going rate for purchase of a full or part BNG unit.

- 1.4. Mandatory BNG will apply to some of NSDC's own developments and therefore some requirement for off-site Biodiversity Units is inevitable. Like other developments, NSDC has the same options to achieve this, as outlined above. In other words to approach a Habitat Bank in the market place (noting there are currently none within Nottinghamshire) or purchase national Statutory Biodiversity Credits. The way the metric works is to disincentivise the use of Statutory Biodiversity Credits by applying a x2 multiplier to the number of units needed and an expensive tariff with units costing between £42,000 and £230,000 per unit typically (noting this is wholly dependent on the habitat type being mitigated). The other option is for NSDC to utilise its own land to create off-site Habitat Bank(s). This is attractive as it would offer a BNG pipeline to NSDC priority developments and it would safeguard against market pricing for units being high if and when there are players in the market place who may have an initial monopoly. This option would also provide the potential for NSDC to enter the commercial market and sell Biodiversity Units to other developments/developers, noting that this will be a free market (save for lawful restrictions such as an NSDC or regional geography) so any developer could purchase BNG units irrespective of whether the development in question is politically supported. To investigate this potential, a review of NSDC's landholdings has been undertaken with the objective to create a short-list of land that could potentially be used for a NSDC BNG Habitat Bank.
- 1.5. The purpose of this report is to inform of the proposed short-list of sites and seek approval for the Council to progress 4 sites as BNG Habitat Banks, including securing necessary capital and revenue budgets.

### **Development of a Short-List of Potential Sites**

- 1.6. The methodology undertaken to produce the short-list of sites is provided in **Appendix A**.
- 1.7. The site locations are provided in Plans BNG\_NSDC\_HB\_01\_RevA and BNG\_NSDC\_HB\_02\_RevA.
- 1.8. Summary details of the short-listed sites are provided in Table 1 below.

**Table 1: Site Short List**

<b>Site Name &amp; Location</b>	<b>Area</b>	<b>Current Use</b>	<b>Constraints/Comments</b>
<b>Mill Field,</b> Moor Lane, South Clifton	1.68 Ha (4.16 acres)	None. Vacant and unmanaged grassland and a pond.	Long-standing discussions between NSDC and the local community regarding the possibility of the development of allotments and community greenspace area. It is considered and agreed in principle with the community that the site can accommodate both the community wishes in the form of allotments and an ability for the site to contribute to providing BNG units.
Woodland, South of <b>New Lane,</b> Blidworth	2.22 Ha (5.48 acres)	None. Old refuse tip now woodland, bounded by security fencing.	Site is within NSDC's ownership. Liabilities regarding former tip unknown. Secured by modern security fencing, but with some areas of storm damage.
Land off Newark Road, <b>Wellow</b>	2.2 Ha (5.5 acres)	Agricultural, arable crops	Existing agricultural tenancy. Notice has now been served enabling this land to become available to NSDC on 01 December 2025. The existing tenant is views the potential loss of the land for agriculture negatively but is interested in having discussions with NSDC regarding potential assistance with managing the land it progress for BNG purposes.

Site Name & Location	Area	Current Use	Constraints/Comments
Land south and north of <b>Corkhill Lane</b> , Normanton	(i) 4.37Ha (10.8 acres) (ii) 0.89Ha (2.2 acres)	Agricultural, arable crops	Existing agricultural tenancy. Notice has now been served enabling this land to become available to NSDC on 01 May 2026. The existing tenant doesn't consider the land to be a vital core element of its farming operations and is interested in discussing their potential involvement with assisting NSDC with management of the land should it be used for BNG purposes.

- 1.9. Two other areas were close to being included but are better considered for a future Phase 2 approach. Intake Wood, Clipstone, which is a relatively large woodland with an existing management plan being managed by Environmental Services. Development of this for potential BNG use will require careful consideration with the Environmental Team to integrate with existing proposals etc. Land at Epperstone, which has access issues (potentially not suitable to enable management) and other potential issues indicated by Corporate Services. Other sites already managed as green spaces, parks and other areas were considered but due to existing management net gains would be marginal.
- 1.10. Table 1 is structured with sites ordered by the time when they would be available for BNG and it is recommended that the sites are brought forward in this order, subject to Cabinet approval for the creation of the sites as BNG Habitat Banks. Cabinet will note that BNG potential is highest where the current use is at the lower end of the scale in terms of its existing biodiversity value, hence agricultural land is a prime candidate to achieve maximum uplift. It is not lost on Officers that there are now many competing interests for agricultural land, including solar, battery storage, tree planting, and now BNG.

## **2.0 Proposal/Options Considered and Reasons for Recommendation**

### **Do Nothing Option**

- 2.1. As NSDC will invariably require offsite BNG units for some of its developments, as will its partner Arkwood Developments or other priority developments being delivered by partners (such as Levelling Up projects for example), to do nothing will mean that at the time that these units are required the cost of units will be determined by availability and market forces. If there are no suitable biodiversity units available within the district or the National Character Area in which the development is located, a multiplier is applied and the number of biodiversity units is multiplied by 1.3 or 2.0 depending on the location of the offsite Habitat Bank used. The Newark and Sherwood District falls within two National Character Areas, Sherwood NCA and Trent and Belvoir Vales NCA, as shown on Plan BNG\_NSDC\_HB\_03\_RevA.

- 2.2. One of the actions of Ambition 6 of the Community Plan 2023-2027 is to *“Play an active role in biodiversity net gain for the district, including the potential to own our own biodiversity offset sites, as well as looking at how our own developments can contribute”*. Therefore, to do nothing is contrary to delivery of the Community Plan.

#### **Purchase Land Option**

- 2.3. This is not recommended at this time. NSDC has existing land assets that would be appropriate for BNG Habitat Banks and would allow proof of concept in an emerging market without the need for additional land purchase. This option could be explored moving forward, a matter that would be subject to further Cabinet approval(s).

#### **Mill Field**

- 2.4. Mill Field has a long history of planning enforcement which culminated in the removal of unlawful uses, including GRT and commercial operations following NSDC’s purchase of the site from the Crown. Since that time there is an expectation from the local community that some or all the land would come under their control, based on ongoing discussions with Council Officers that commenced well in advance of mandatory BNG. It is considered that both BNG and community uses can be accommodated in the form of allotments and shared access into the remainder of the field that will provide a BNG Habitat Bank. All other proposed sites will be used solely for BNG.

#### **Potential Habitats for Creation and/or Enhancement**

- 2.5. Should Cabinet approve all 4 sites for BNG Habitat Banks the type of habitat created would be a matter for the Council’s Biodiversity & Ecology Lead Officer; each site will be influenced by many issues. The habitats created or enhanced will have to be managed in accordance with a Habitat Management and Monitoring Plan (HMMP), for at least 30-years, and secured by an appropriate legal agreement. Different habitat types have different capital costs for creation, and maintenance and management costs are similarly variable depending on the habitat type and the proposed target habitat condition. The 30 years applies every time a BNG unit is purchased, meaning this is a very long-term commitment should Members elect to proceed as recommended.
- 2.6. In addition to fiscal considerations, some sites might lend themselves to community involvement either through assistance with habitat creation and enhancement measures or just for community access as local greenspace, and again this has the potential to influence proposed habitat types. However, for one site, New Lane Wood, there is only one feasible proposal; that is enhancement of the woodland which forms the entirety of the site. A reasonable Capital budget is requested below, in accordance with indicative habitat types detailed in Exempt Appendix A. Some potential income is also detailed in this Appendix, albeit as noted in the Financial implications (in Exempt Appendix A), the primary purpose of bringing NSDC BNG Habitat Banks to the market in the first instance will be in order to absorb BNG requirements from NSDC’s own developments or those which are identified priorities. Thus, initial BNG units provided will be a saving to NSDC rather than generating income. Income is envisaged at a later

date, in line with BNG unit fees and charges that will be subject to a future report to Cabinet.

### **Process**

- 2.7. To be able to sell Biodiversity Units or use them for our own purpose as 'offsite' units, the land (sites) (i.e., the Habitat Bank) would have to be registered on the Government's Biodiversity Gain Sites Register. To get on the Register, the landowner must have entered into a legal agreement that ensures that the proposed habitat creation and enhancement measures are monitored and delivered over the 30-year period, with the ability for enforcement action if required. In most instances this would be via a Section 106 Agreement, but as a local authority we cannot have such an agreement with ourselves. Possible options to resolve this are:

### **Delegated Powers**

- 2.8. Delegate section 106 powers to another local authority as allowed by Section 101(1)(b) of the Local Government Act 1972. This is a mechanism that is familiar to local authorities for other purposes. However, the impending devolution proposals, are a potential consideration and recently, for a non-mandatory BNG issue, one of our neighbouring local authorities declined to assist with such a transfer of powers.

### **Lease the Land to a Trusted Third Party.**

- 2.9. The tenant then enters into a S106 with the local authority and they are responsible for delivering the proposed BNG units. The local authority then has the obligation to monitor and, if necessary, enforce the delivery of the BNG. An important factor to consider is that there has to be confidence that the tenant is suitable and able to deliver the required habitat creation and management works for the 30-year period. There are risks this route, albeit it will not be discounted with the right tenant.

### **Enter into a Conservation Covenant with a Responsible Body.**

- 2.10. The responsible body will then have the responsibility to monitor and, if necessary, enforce delivery of the proposed BNG units. For large scale developers that operate nationally, and which are developing their own habitat banks, this is increasingly the preferred option as they then only have to deal with one organisation for their multiple sites, as opposed to having multiple S106 agreements with different local authorities. It is understood that the Staffordshire Wildlife Trust has been granted Responsible Body status (acting on behalf of all Wildlife Trusts nationally) and would potentially be a suitable partner organisation. It is recommended that dialogue continues with a view exploring this option further.

### **Resources**

- 2.11. The NSDC Ecology Team have the relevant expertise to undertake the detailed baseline assessments and develop the Habitat Management and Monitoring Plan, and given the relatively small number of sites, their size and existing habitat types, the team also has the capacity to undertake this work as part of their roles. Therefore, no

additional expenditure is needed for this element of the development process, an effective saving on consultancy costs.

- 2.12. Having prepared the Habitat Management and Monitoring Plan, it is considered that the Ecology Team would be suitably placed to organise and manage external contractors to deliver the habitat creation and management plans. Again, given the number of sites involved it is considered that the Team would find the capacity to do this work, so no initial cost would be needed above and beyond the recommended capital budget.
- 2.13. An estimated cost for external legal fees for work on the required legal agreement to get the sites onto the Biodiversity Gain Site register is contained within the recommended revenue ask.
- 2.14. There is the potential for habitat creation/enhancement works to begin before the end of the 2025-26 financial year. This is contained within the recommended capital budget.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment below where appropriate.

#### **Financial Implications (FIN25-26/8242)**

- 3.1. These are provided in Exempt Appendix A

#### **Legal Implications - LEG2526/9587**

- 3.2. These have been discussed in the preceding section. The main legal consideration is that NSDC will have entered into a legal obligation to deliver the proposed BNG for each site and the agency with whom that legal agreement has made, will have the power to enforce delivery if necessary.
- 3.3. Depending on what mechanism is used for the process to obtain the required legal agreement as discussed under 'Process', there may be other legal implications.
- 3.4. Legal colleagues will need to be instructed to carry out further work.

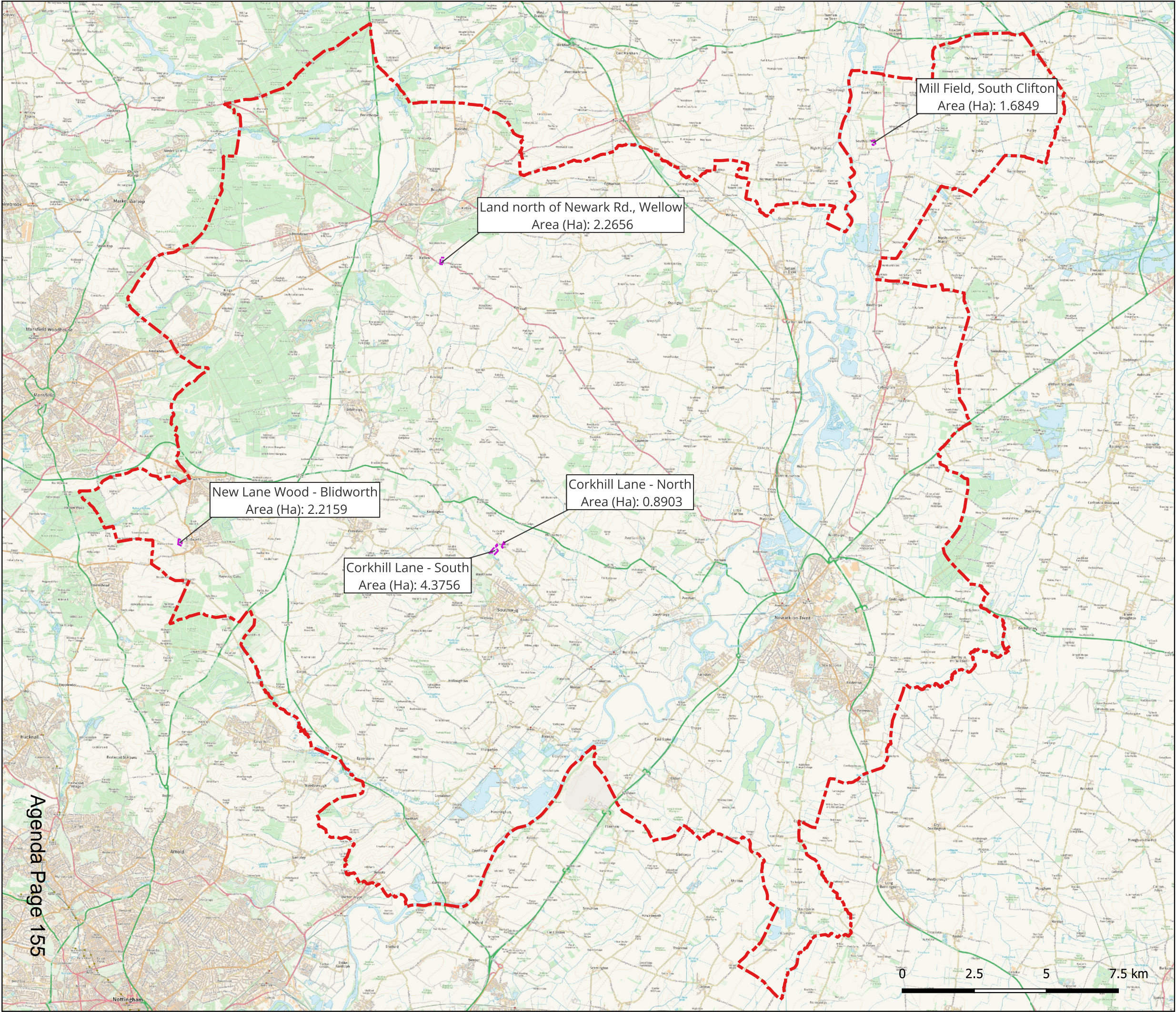
### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

[Parks for London - A guide to setting up an urban Habitat Bank](#)




## Appendix A: Assessment Methodology

- Land Registry digitised boundaries of NSDC's ownership provided to the Ecology Team by Corporate Property
- Boundaries added as a layer to the Ecology Teams Quantum GIS (QGIS) constraints workspace.
- Visual screening undertaken initially looking for:
  - Arable land as this has a low biodiversity baseline and provides the best opportunities for generating biodiversity gain;
  - Areas of grassland that were unlikely being used for existing recreational or public open space provision as these would have the potential to be of relatively low biodiversity value and unlikely to have any potential conflicts with existing use;
  - Areas of woodland as even if these are already being used for public open space provision the management to achieve biodiversity gain would generally not conflict with that existing use.
- Consultation undertaken with the Business Manager – Planning Policy & Infrastructure to screen out any initially short-listed land that was considered to have short or medium-term development potential.
- General screening against constraint layers to check for any potential ecological constraints.
- Short-listed sites sent to Law & Information Governance Team to undertake due-diligence background searches to check for existing tenancy agreements, potentially restrictive covenants, wayleaves or easements.
- Consultation with the Corporate Property Asset Manager & Business Unit Manager regarding existing tenancies on two of the short-listed sites, Land north of Newark Road, Wellow and Land north and south of Corkhill Lane.
  - NOTE: Following this consultation the Manager arranged for notices for termination of the tenancies to be issued, to enable the land to become available to NSDC at the earliest opportunity should it be required for the purposes of BNG Habitat Banking. The Asset Manager & Business Unit Manager and Biodiversity and Ecology Lead Officer undertook site meetings with tenants to explain the reasoning for the notices and to explore whether tenants would be interested in assisting with future management of the land if it were used for the purpose of BNG Habitat Banking.



Contains OS data © Crown copyright and database right 2025.

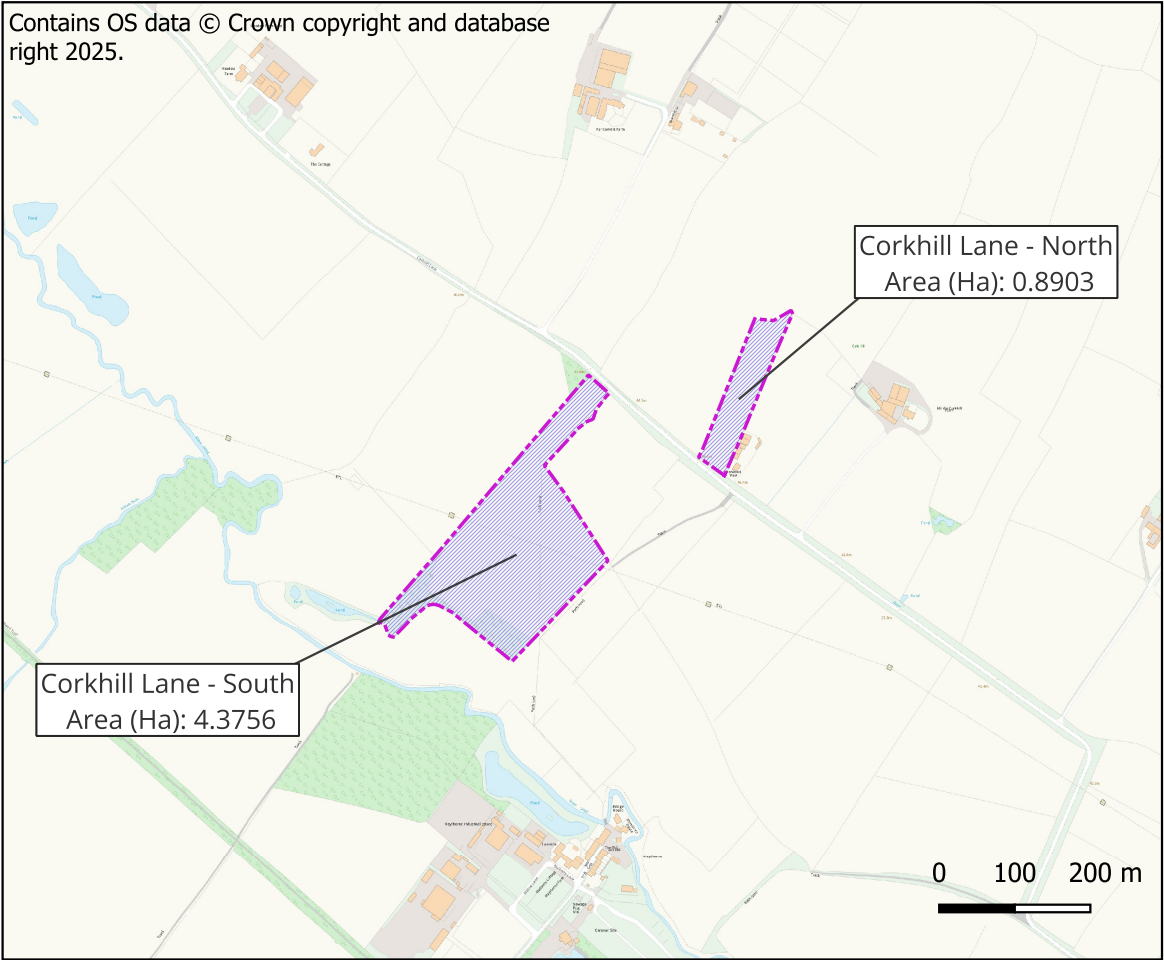
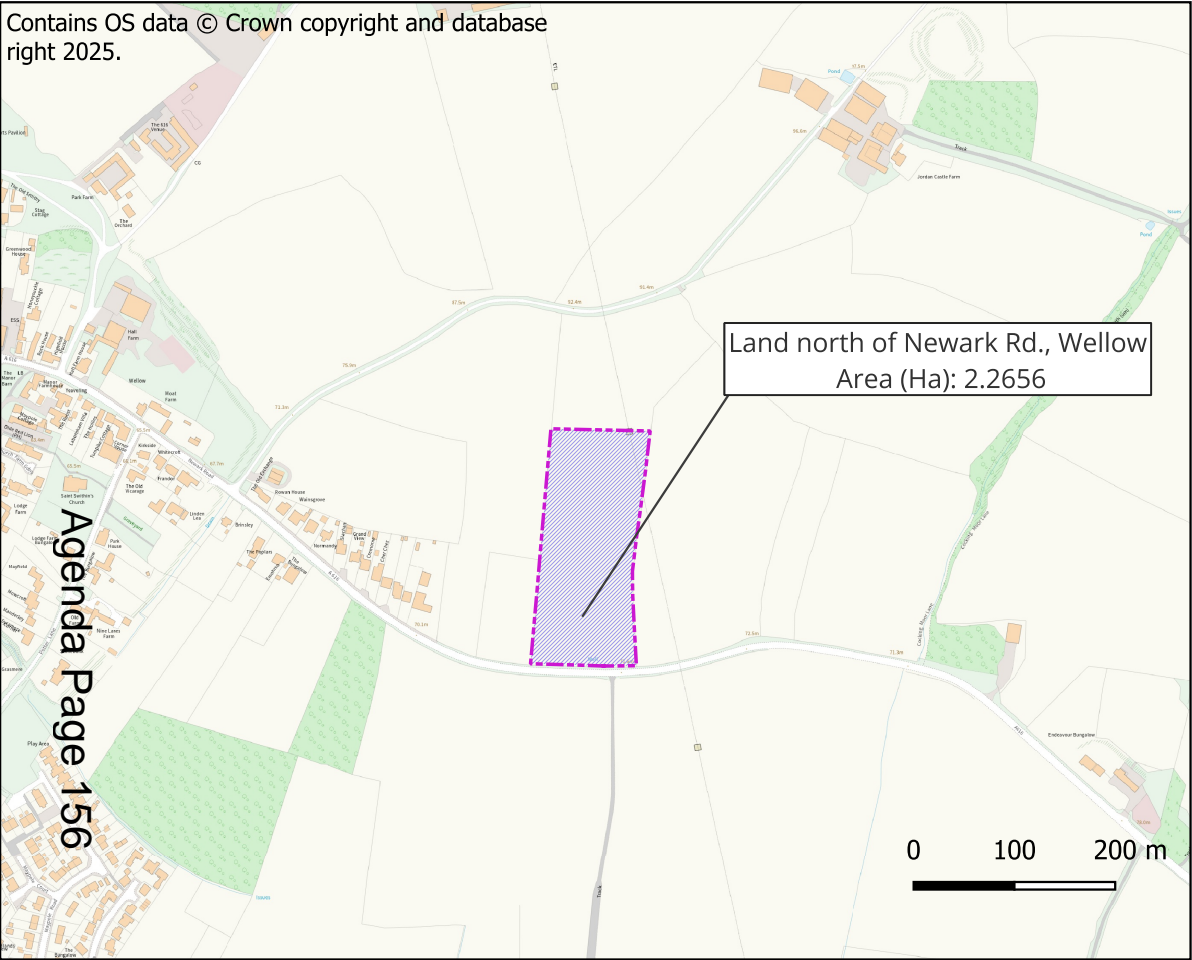
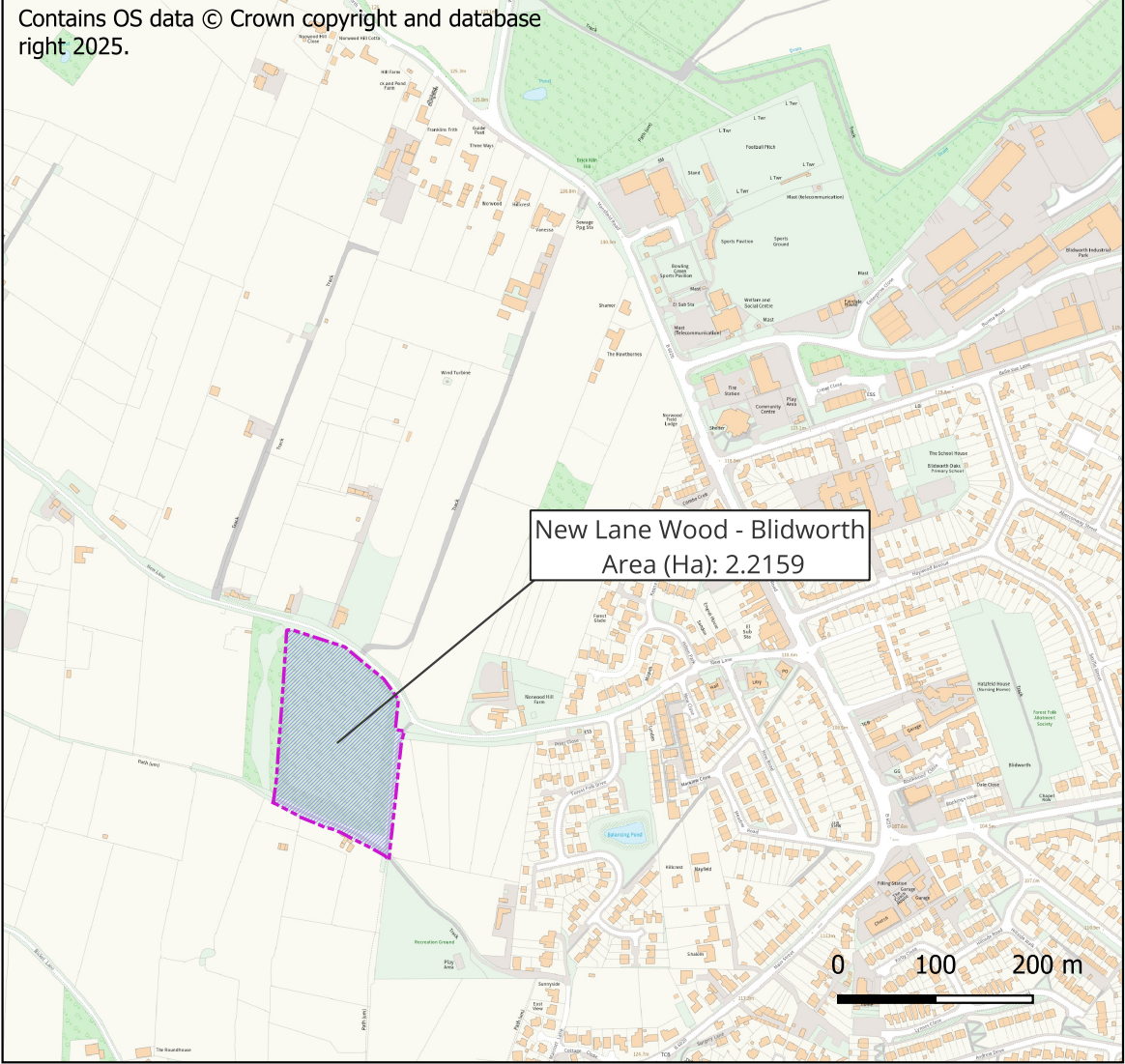
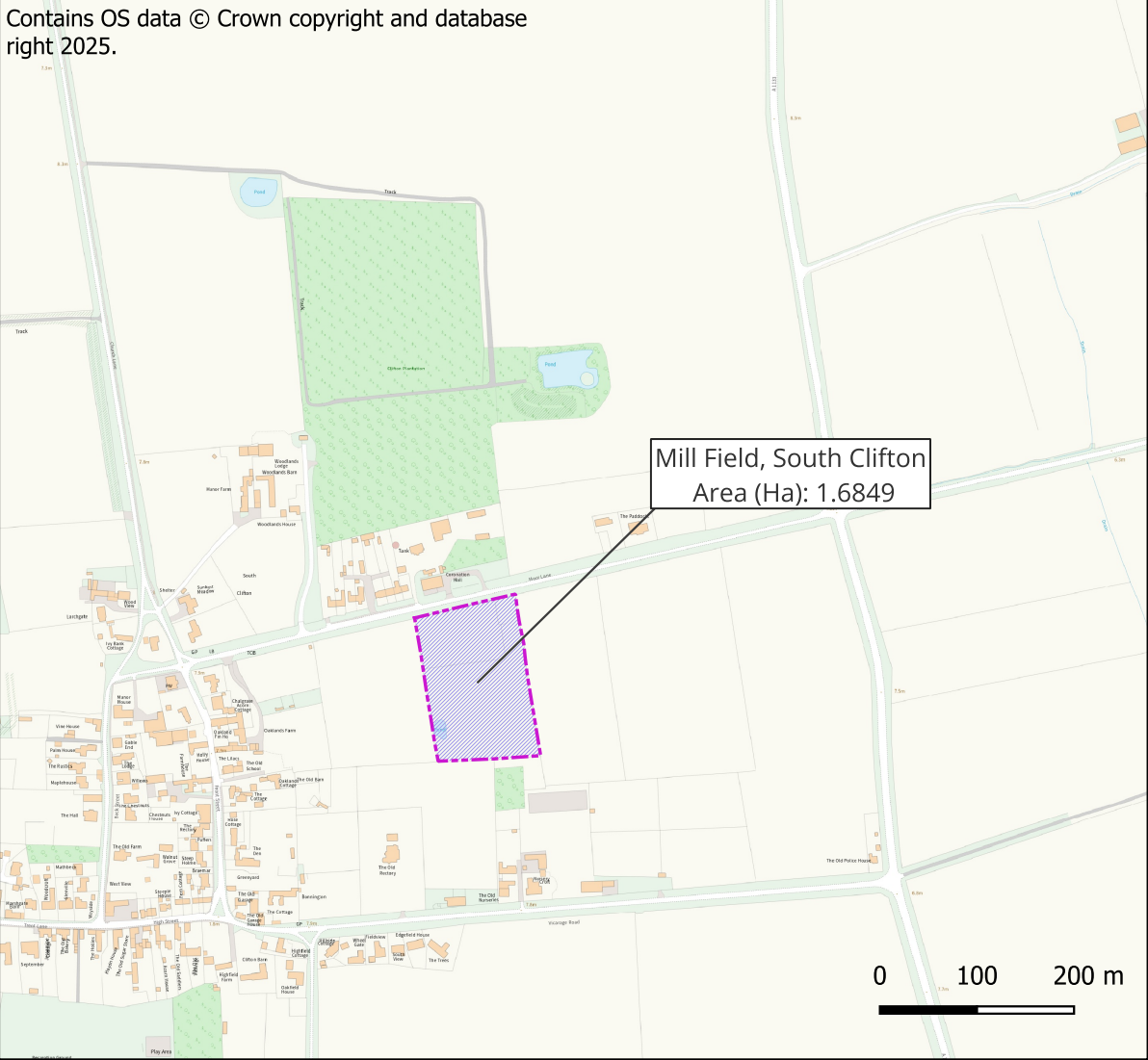
LEGEND

-  Newark and Sherwood District
-  BNG Short List Sites
-  Phase 1 Site

Rev: A  
Date: 11.06.2025  
Drn: Law, N.J.  
Comments: None

Plan Ref. BNG\_NSDC\_HB\_01 Rev A  
Title: Assessment of NSDC Land Ownership -  
Habitat Bank Short List

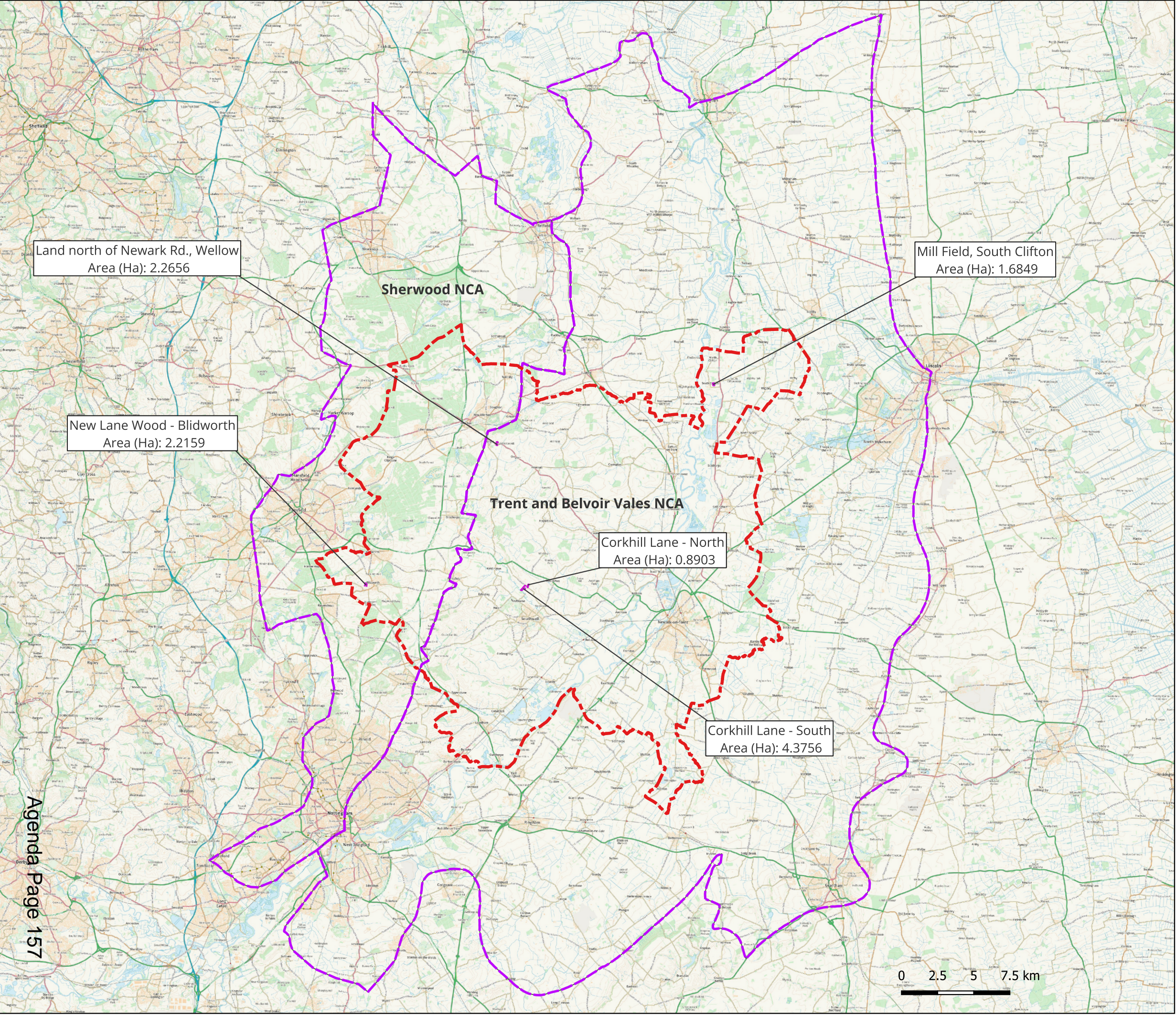




Rev: A  
Date: 11.06.2025  
Drn: Law, N.J.  
Comments: None

Plan Ref. BNG\_NSDC\_HB\_02 Rev A  
Title: Potential Habitat Bank Site Locations





Contains OS data © Crown copyright and database right 2025.

LEGEND

- Newark and Sherwood District
- BNG Short List Sites
- Phase 1 Site
- National Character Areas

Rev: A  
Date: 11.07.2025  
Drn: Law, N.J.  
Comments: None

Plan Ref. BNG\_NSDC\_HB\_01 Rev A  
Title: Potential Habitat Bank Site Locations  
within National Character Areas



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

Document is Restricted