Castle House
Great North Road
Newark
NG24 1BY

Tel: 01636 650000
www.newark-sherwooddc.gov.uk

Monday, 1 December 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

MEETING:	Cabinet
DATE:	Tuesday, 9 December 2025 at 6.00 pm
VENUE:	Civic Suite, Castle House, Great North Road, Newark, NG24 1BY

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.

If you have any queries please contact Nigel Hill on Nigel.hill@newark-sherwooddc.gov.uk.

AGENDA

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.’

None.

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, 11 November 2025 at 6.00 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

ALSO IN ATTENDANCE: Councillor N Allen and Councillor P Rainbow

314 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.

315 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

316 MINUTES FROM THE PREVIOUS MEETING HELD ON 14 OCTOBER 2025

The minutes from the meeting held on 14 October 2025 were agreed as a correct record and signed by the Chair.

317 LOCALISED COUNCIL TAX SUPPORT SCHEME 2026/27

The Business Manager – Revenues and Benefits presented a report in relation to the continuation of the Localised Council Tax Support Scheme for 2026/27 with minor changes in accordance with the annual uprating amounts applied by the Department for Works and Pensions (DWP). By applying the annual uprating of income and disregards to the 2026/27 scheme, the Council would continue to maintain the current level of support to all Council Tax Support claimants and ensure that the scheme continued to benefit the most vulnerable and low-income households using nationally recognised rates of DWP income rather than continuing with the 2025 rates that were being used in the current scheme.

AGREED (unanimously) that Cabinet recommends to Full Council the uprating of the applicable amounts, premiums, state benefits and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works & Pensions (DWP); whilst continuing the current Localised Council Tax Support Scheme for 2026/27 financial year.

Reasons for Decision:

To ensure the Council discharges its responsibilities to agree its Council Tax Support scheme by 31 January 2026.

Options Considered:
An alternative option would be to increase the maximum award of 80% - the cost of doing this has been considered within the financial implications section in the report.

318 BIODIVERSITY NET GAIN ONSITE MONITORING FEES (KEY DECISION)

The Biodiversity and Ecology Lead Officer presented a report which informed the Cabinet of issues arising with current approved fees for monitoring onsite Biodiversity Net Gain (BNG) in relation to small developments, and which made a recommendation for a temporary relief to cover the interim period before Fees and Charges are set for the 2026-27 financial year.

The report concerned planning applications where if permission were granted, the general Biodiversity Gain Condition would apply. The Condition was discharged by the submission of a Biodiversity Gain Plan which set out how the biodiversity gain objective, a net gain of 10%, would be met. The legislation required that significant onsite habitat enhancement must be subject to a planning condition, Section 106 agreement or conservation covenant that required the habitat to be maintained for at least 30 years after the development was completed. Consequently, there was a need to charge a monitoring fee, and fees were set for 2024/25, and then increased for 2025/26. However, it had become apparent that for small sites of less than 1ha, the fess were disproportionately high. The report therefore recommended relief against the fees and charges for those smaller developments. Two criteria were proposed as detailed in the report.

AGREED (unanimously) that Cabinet approves two levels of relief for the existing fees and charges schedule to create two new lower fee levels for monitoring onsite BNG for the remainder of the financial year 2025-26:

Tier 1 - £1,033 (inc. VAT); and
Tier 2 - £1,722 (inc. VAT).

Reasons for Decision:
The proposed new fee levels are considered necessary in the light of the experiences with having actual small developments that are subject to mandatory BNG. In line with the Council’s values, it is considered important that the Council responds appropriately to its experiences with small developments that are subject to mandatory BNG.

Options Considered:
Firstly, to take no action, or secondly to address as part of the setting of Fees and Charges for the 2026-27 Financial Year.

319 PURCHASE, OPERATION AND TRAINING FOR A NEWARK & SHERWOOD DISTRICT COUNCIL DRONE ASSET

The Senior Planner (Enforcement) presented a report which presented the case for the purchase a drone asset, principally for use by the Council, but with the potential to offer support to other public sector organisations. It was reported that the Council were increasingly reliant on commissioning drone technology, for both investigatory and promotional activities, at a cost of just under £6,000 in the last 12 months. It was therefore considered that an in-house resource would increase availability, responsiveness, and be more cost effective going forward. The costs to purchase and for the operation of the drone asset were detailed in the report.

In addition, the report sought approval for a 'Drone Policy' to cover the use of the operation, as it was critical that the circumstances of when the drone would be deployed were understood and managed safely. The training of Senior Responsible Officers was also required.

AGREED (unanimously) that Cabinet approve:

a) the adoption of a Drone Usage Policy as detailed at Appendix A of the report, with delegated authority being given to the relevant Directors to make necessary amendments to improve operational effectiveness within the first 12 months of its adoption;

b) the purchase and use of drone assets, primarily for use by NSDC in discharge of its relevant duties and services;

c) the training of Senior Responsible Officers for the deployment and maintenance of drone asset(s) across the Council; and

d) the creation of a fee schedule, to be reported to a future Cabinet, to allow NSDC to support other local authorities and public bodies.

Reasons for Decision:
The recommendations align with most of the Community Plan objectives. As set out in the report, this presents a cost-effective way to responsibly best utilise available technology.

Options Considered:
The Council could continue to procure drone support on an ad-hoc basis or seek a more permanent formal arrangement with the commercial market. Both routes would be more costly. Moreover, an NSDC owned and controlled asset will increase resiliency in terms of immediate availability alongside growing staff skills and competencies in this field.

320 PLAN FOR NEIGHBOURHOODS PROGRAMME AND LOCAL ASSURANCE FRAMEWORK UPDATE (KEY DECISION)

The Economic Development Grants & Programmes Manager presented a report which provided the Cabinet with an update on the delivery of the Plan for Neighbourhoods programme (now referred to as the Pride in Place Programme) and proposed key recommendations to enable programme delivery to commence from April 2026. Additionally, the report updated Cabinet on programme governance processes including a proposed updated Local Assurance Framework required for the Newark Town Board.

AGREED (unanimously) that Cabinet:

a) note the updates provided in relation to the Plan for Neighbourhoods initiative including the recent name change implemented by the UK Government of the 'Pride in Place Programme' (PiPP) and the related role of the Newark Town Board, as set out in section 2.0 of the report;

b) note and endorse the Newark Town Board's PiPP Regeneration Plan for submission to the UK Government by 28 November 2025 (subject to Board and Section 151 Officer approval), comprising a 10-year vision document and four-year indicative investment profile;

c) approve the addition of a revenue budget of £1,502,000 and a capital budget of £5,306,000 required for the first four years of the PiPP delivery (2026 to 2030) with individual financial commitments to be approved by the Newark Town Board and the Section 151 Officer. Both budgets remain subject to the Council receiving sufficient assurance of funding through a finalised Memorandum of Understanding (MoU) from the UK Government, to be approved by the Section 151 Officer, as detailed further in paragraphs 2.5 and 2.6 of the report; and

d) approve the proposed Newark Town Board Local Assurance Framework (LAF), as provided in Appendix 3 of the report and detailed further in paragraphs 2.12 and 2.13.

Reasons for Decision:
The recommendations within this report are necessary to enable the local Newark Town Board to oversee and deliver the PiPP over the next decade through the provision of programme budgets. The proposed Local Assurance Framework will support the council to effectively fulfil its assurance role, clearly defining roles and processes to be followed by the Newark Town Board throughout programme delivery.

Options Considered:
The governance and funding arrangements detailed within this report are set by the UK Government throughout the PiPP prospectus. In particular, the council's role as the accountable body for programme funding, with the local Newark Town Board considered the strategic decision makers. The recommendations within this report reflect the arrangements and the funding conditions set by MHCLG.

321 SUSTAINABLE ECONOMIC GROWTH STRATEGY 2026 - 2031 (KEY DECISION)

The Business Manager - Economic Growth & Visitor Economy presented a report which sought approval of the Newark & Sherwood District Council Sustainable Economic Growth Strategy 2026 – 2031. The Strategy, which was attached as an appendix to the report, was proposed based on providing a strategic direction for the Council which provided a data and evidenced based approach. The Strategy identified a number of emerging priorities which aligned with the UK Industrial Strategy and the EMCCA Growth Plan & Inclusive Growth Commission. The Strategy also had a greater focus on health and raising aspirations of young people.

AGREED (unanimously) that Cabinet endorse the Newark & Sherwood District Council Sustainable Economic Growth Strategy for 2026 – 2031.

<u>Reasons for Decision:</u>
To enable a strategic, meaningful direction of travel for local economic growth the proposed recommendation to update the Sustainable Economic Growth Strategy based on data and evidence is recommended.

<u>Options Considered:</u>
There is an option to not update the Sustainable Economic Growth Strategy. This option has been discounted as Newark & Sherwood District Council have identified economic growth as a priority.

Meeting closed at 6.47 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 Wednesday, 26 November 2025 at 6.00 pm.

PRESENT:	Councillor P Peacock (Chair) Councillor S Crosby, Councillor L Brazier, Councillor S Forde, Councillor C Penny, Councillor P Taylor and Councillor J Kellas
ALSO IN ATTENDANCE:	Councillor N Allen, Councillor I Brown, Councillor S Haynes and Councillor P Rainbow
APOLOGIES FOR ABSENCE:	Councillor R Cozens

322 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.

323 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

324 LOCAL GOVERNMENT REORGANISATION IN NOTTINGHAM AND NOTTINGHAMSHIRE

The Cabinet considered the report of the Chief Executive which sought to endorse the submission of the Final Proposal for the Council's preferred option for Local Government Reorganisation (LGR) in Nottingham and Nottinghamshire.

Each Council was only allowed to express support for one option in its submission which was due to be sent to government by 28 November 2025. The report advised of the current indications of how each Council were proposing to respond, with Nottinghamshire County Council and Rushcliffe supporting Option 1b; Nottingham considering a model on based on an expanded City known as Option 1bii; Bassetlaw, Gedling, Mansfield and Newark & Sherwood supporting Option 1e; Ashfield not determining a preference; and Broxtowe expressing no desire to be part of any reorganisation though had expressed a marginal preference for Option 1e.

Since the Council and Cabinet meetings held on 15 July 2025, work had continued on Option 1e and a submission had been developed by officers from across the four Councils of Bassetlaw, Gedling, Mansfield and Newark & Sherwood with input from Ashfield and Broxtowe on an advisory basis. The proposed Option 1e submission which was attached as an appendix to the report, had taken into account the government feedback on the Interim Plan and the Executive Summary highlighted why this option was considered to present the best option to meet the government's criteria and provide a future platform for the delivery of housing and economic growth ambitions in conjunction with EMCCA.

AGREED (with 6 votes for and 1 against) that Cabinet:

a) endorse the submission of a Final Proposal for a new unitary structure of Local Government for Nottingham and Nottinghamshire, as attached as Appendix A to the report, based on two new authorities, the first based on the existing boundaries of Ashfield, Bassetlaw, Gedling, Mansfield and Newark & Sherwood and the second based on the existing boundaries of Broxtowe, Nottingham City and Rushcliffe;

b) notes the reference within the Final Proposal to the potential for future changes to council size and electoral arrangements as part of the first Electoral Review, and requests the Leader to write formally to the Secretary of State as part of our submission expressing our Council's support to consolidate all of the Newark constituency within the proposed Sherwood Forest unitary Council;

c) expresses support for continued collaborative working with other local authorities across Nottingham and Nottinghamshire on the implementation proposals for any new authorities;

d) notes the additional workload and risks associated with reorganisation and commits to ensure; appropriate governance, communication, financial and management arrangements are put in place to mitigate potential impacts during the transition period; and

e) delegates authority to the Chief Executive to make any minor amendments to Final Proposal, if necessary, prior to submission.

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.

The proposed Option 1e is the best for Local Government Reorganisation in Nottingham and Nottinghamshire. It is also noted that from the public engagement of those respondents expressing a view on the future structure, it is Option 1e that makes most sense to them.

The proposal takes into account the Government's criteria for submissions, namely:

1) Sensible single tier of local government.
2) 'Right sized' and financially viable local government.
3) High quality, sustainable services.
4) Meets local needs.
5) Supports devolution arrangements.
6) Local engagement and empowerment.

Options Considered:

The Council could decide not to respond to the Secretary of State's invitation; however, a new structure will be implemented irrespective of this. Notwithstanding concerns about some aspects of reorganisation, the Council has determined that the responsible thing to do is to participate fully in the process. This includes making its position known on a preferred option that reflects the criteria given for reorganisation.

Councils could have developed proposals in isolation rather than collectively across the whole area of Nottinghamshire. This would have risked options being developed which meet the needs of part of the area but not the whole, and which have less alignment with the criteria set out by MHCLG in the statutory invitation. The proposed options for Local Government Reorganisation outlined in this report and detailed in Appendix A have been developed through a structured and detailed work programme overseen by Leaders/Mayors with support from Chief Executives, other statutory officers, a wide range of other officers and technical advice and analysis from advisors PwC, Peopletoo and CIPFA. Although support for differing options has emerged, this work has continued.

Meeting closed at 6.18 pm.

Chair

This page is intentionally left blank

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to: Cabinet Meeting – 9 December 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

Report Summary	
Type of Report	Open, Non-Key Decision
Report Title	Projected General Fund and Housing Revenue Account Revenue and Capital Outturn Report to 31 March 2026 as at 30 September 2025
Purpose of Report	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. 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.
Recommendations	That Cabinet: (a) note the General Fund projected favourable outturn variance of £0.062m; (b) note the Housing Revenue Account projected unfavourable outturn variance of £0.201m to the Major Repairs Reserve; (c) approve the variations to the Capital Programme at Appendix E; (d) approve the Capital Programme revised budget and financing of £46.823m; and (e) note the Prudential indicators at Appendix H.
Alternative Options Considered	Not applicable.

Reason for Recommendations	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

Overview of General Fund Revenue Projected Outturn for 2025/26

Current position (as at 30 September 2025): variances

1.1 *Table 1* shows a projected unfavourable variance on Service budgets against the revised budget of £0.359m, with an overall favourable variance of £0.062m to be transferred to General Fund reserves. This forecast outturn position is based on meetings which took place with Business Managers during October, whereby they have analysed actual income and expenditure to 30 September 2025 and forecasted forward the additional income and expenditure expected to be incurred to the end of March 2026. Further details of the variances projected against each of the portfolio holder budgets are provided in **Appendix A**.

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

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Climate and the Environment	3.480	3.376	3.136	(0.240)
Health, Wellbeing and Leisure	0.929	1.082	0.849	(0.233)
Heritage, Culture and the Arts	0.895	0.920	0.930	0.010
Housing	0.464	0.447	0.798	0.351
Public Protection and Community Relations	3.282	3.343	3.478	0.135
Strategy, Performance and Finance	9.668	10.355	10.673	0.318
Sustainable Economic Development	2.004	2.318	2.336	0.018
Net Cost of Services	**20.722**	**21.841**	**22.200**	**0.359**
Other Operating Expenditure	5.120	5.063	5.063	0
Finance & Investment Income/Expenditure	(1.572)	(1.572)	(1.418)	0.154
Taxation & Non-Specific Grant Income	(25.230)	(25.251)	(25.780)	(0.529)
Net Cost of Council Expenditure	**(0.960)**	**0.081**	**0.065**	**(0.016)**
Transfer to/(from) Usable Reserves	0.316	(0.883)	(0.883)	0
Transfer to/(from) Unusable Reserves	0.644	0.802	0.756	(0.046)
Transfer to/(from) General Reserves	0	0	0.062	0.062

1.2 A unfavourable variance of £0.359m is currently being projected on service budgets managed by business managers. This represents 1.62% 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 A favourable variance of £0.073m 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 £0.958m, which represents 4.10% (3.17% as at 30 June 2025) of the total employee budget. This is kept under regular review.

1.5 Non-Service expenditure is projected to have a favourable variance of £0.375m against the revised budget of £21.760m. These budgets primarily relate to income from council tax, national non-domestic rates (NNDR, or 'business rates') and investment interest. The favourable variance of £0.529m on Taxation & Non-Specific Grant Income relates to an expected additional surplus from the Nottinghamshire Business Rates pooling arrangements of £0.300m over and above the £1.000m that was budgeted for and a reduction in levy payable to Nottinghamshire County Council of £0.146m. 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 The projected unfavourable variance of £0.154m on the financing and investment line within Non-service elements is primarily due to the timing of Treasury Management decisions and the prevailing interest rate environment, which differs from the forecast. Additionally, there is no forecast dividend from Arkwood.

1.7 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 September 2025): revised budget compared to original budget

1.8 As at 30 September 2025, there have been net transfers totalling £1.041m from reserves. Below is a table summarising the reserves movement and which portfolio the budget has been transferred either (to) of from:

Earmarked Reserve	CE £'m	HWL £'m	HCA £'m	H £'m	PPCR £'m	SPF £'m	SED £'m	Total £'m
Capital Exp Charged To Rev	0.043	0.036	0.010	0.085	0.027	0.234	0.065	**0.500**
Capital Project Feasibility	0	0	0	0	0	0	0.100	**0.100**
Change Mngmt/Capital Fund	0	0	0	0	0	0.189	0	**0.189**
Commer Plan Invest To Sav	0	0	0	0	0	0.014	0	**0.014**
Csg/Enforcement Reserve	0.002	0	0	0	0.015	0	0	**0.017**
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 Reserve	(0.045)	0	0	0	0	0	0	**(0.045)**
Ict & Digital Services	0	0	0	0	0	0.100	0	**0.100**
Management Carry Forward	0	0	0.069	0	0.039	0.033	0.081	**0.222**
Repairs And Renewals Fund	(0.107)	(0.008)	(0.006)	(0.041)	(0.036)	(0.014)	(0.005)	**(0.217)**
Revenue Grants Unapplied	0	0	0	0	0	0.083	0.072	**0.155**
Theatre Centenary Legacy	0	0	0.002	0	0	0	0	**0.002**
Total Earmarked Reserves Movement	**(0.107)**	**0.033**	**0.075**	**0.044**	**0.044**	**0.639**	**0.313**	**1.041**

Current Position (as at 30 September 2025) compared to previous position (as at 30 June 2025)

1.9 The previous budget monitoring report as at 30 June 2025 projected a unfavourable variance against the revised budget of £0.395m on Service budgets. This report projects a unfavourable variance against the revised budget of £0.359m on Service budgets. *Table 2* summarises the changes in variance against directorate budgets between the reports for the two quarters. Further details of these changes by directorate are in **Appendix B**.

Table 2: General Fund revenue outturn: changes in variance by directorate between this report and the report as at 30 June 2025

	Variance £'m
Net Cost of Services variance: as at 30 June 2025 (09/09/2025 Cabinet)	**0.395**
Climate and the Environment	(0.199)
Health, Wellbeing and Leisure	(0.151)
Heritage, Culture and the Arts	(0.026)
Housing	0.370
Public Protection and Community Relations	0.053
Strategy, Performance and Finance	(0.114)
Sustainable Economic Development	0.031
Net Cost of Services variance: as at 30 September 2025 (09/12/2025 Cabinet)	**0.359**

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

1.10 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 £0.172m and a reduced transfer to the Major Repairs Reserve of £0.201m:

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

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	24.975	25.617	25.262	(0.355)
Income	(31.341)	(31.347)	(30.820)	0.527
Net Cost of HRA Services	**(6.366)**	**(5.730)**	**(5.558)**	**0.172**
Other Operating Expenditure	0.013	0.013	0.013	0
Finance & Investment Income/Expenditure	4.243	4.243	4.272	0.029
Taxation & Non Specific Grant Income	0	0	0	0
(Surplus)/Deficit on HRA Services	**(2.109)**	**(1.474)**	**(1.273)**	**0.201**
Movements in Reserves				
Transfer to/(from) Usable Reserves	(0.263)	(0.898)	(0.898)	0
Transfer to/(from) Unusable Reserves	(6.245)	(6.245)	(6.245)	0
Transfer to/(from) Major Repairs Reserve	8.617	8.617	8.416	(0.201)
Total	**0**	**0**	**0**	**0**

1.11 The unfavourable variance of £0.029m 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.

1.12 The main reasons for the £0.172m unfavourable variance on services are detailed at **Appendix C** and the main reasons for the changes in variance between this report and the report for the previous quarter, ended 30 June 2025, are in **Appendix D**.

Overview of Projected Capital Outturn 2025/26

1.13 The table below summarises the position for the Capital Programme as at 30 September 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 September 2025 £'m	Forecast Outturn £'m
General Fund	35.489	33.433	28.089	7.552	28.089
Housing Revenue Account	23.295	21.807	18.734	4.626	18.734
Total	**58.784**	**55.240**	**46.823**	**12.178**	**46.823**

1.14 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 9 September 2025, the total approved budget was £55.240m. The additions and amendments that now require approval are detailed in **Appendix E** and summarised as follows:

	General Fund		Housing Revenue Account	
	2025/26 £'m	2026/27 £'m	2025/26 £'m	2026/27 £'m
Additions/Reductions	£1.219m	£0.000m	£0.149m	£0.000m
Reprofiles	£(6.563)m	£6.563m	£(3.222)m	£3.222m
Total	**£(5.344)m**	**£6.563m**	**£(3.073)m**	**£3.222m**

1.15 If these variations are approved, then the revised budget will be reduced to £46.823m. A more detailed breakdown at scheme level, including comments on projects progress, can be found at **Appendix F** (General Fund) and **Appendix G** (Housing Revenue Account).

Capital Programme Resources

1.16 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.

1.17 In summary, the revised budget of £46.823m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget of financing costs:

	General Fund £'m	Housing Revenue Account £'m	Total £'m
External Grants & Contributions	7.730	1.152	8.882
Capital Receipts	1.379	0.273	1.652
Community Infrastructure Levy	0.100	0.000	0.100
Revenue Contributions	3.740	4.743	8.484
Borrowing	15.140	12.566	27.706
Total	**28.089**	**18.734**	**46.823**

Capital Receipts

1.18 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
Balance at 1st April 2025	**1.201**	**0.035**	**0.059**	**1.295**
Received up to end of Sept 2025	0.000	1.064	1.596	2.660
Estimated receipts for remainder of the financial year	0.950	0.334	0.501	1.785
Approved for financing	1.379	0.000	0.273	1.652
Available Capital receipts balance at 31 March 2026	**0.722**	**1.433**	**1.883**	**4.038**
Estimated Receipts 2026/27 - 2028/29	5.956	0.602	0.903	7.461
Approved for Financing 2026/27 - 2028/29	5.175	0.601	0.077	5.853
Estimated Uncommitted Balance	**1.503**	**1.434**	**2.709**	**5.646**

Prudential Indicators

1.19 The Treasury Management Code of Practice 2021 stipulates that quarterly update reports on prudential indicators are now required from 2023/24 onwards.

1.20 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 H.**

1.21 As can be seen from **Appendix H,** 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.

Background Papers and Published Documents

General Fund, Housing Revenue Account Revenue and Capital Monitoring Outturn Report to 31 March 2026 as at 30 June 2025.

Appendix A

General Fund (GF) Revenue Outturn Variance Analysis by Portfolio and Business Unit as at 30 September 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 - £(0.240)m		**£'m**
Environmental Services	HVO was deemed unfeasible in the Q1 reports, and diesel prices have since stabilised. Given the volatility of this budget, a contingency element is included. As a result, current trends indicate a potential early underspend, provided market conditions remain stable.	(0.150)
Environmental Services	There are significant forecasted favourable variances within the Waste and Recycling department, driven by higher-than-expected income from trade waste, recycling, and garden waste. Additionally, there is a projected favourable variance in expenditure related to refuse bin purchases and payments to Nottinghamshire County Council based on tonnage.	(0.235)
All	Vacancy Factor	0.167
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.006)
All	Other Small Variances	(0.016)
Climate and the Environment Total		**(0.240)**

Health, Wellbeing and Leisure - £(0.233)m		**£'m**
Healthy Places	The Active Lifestyles Officer role has been vacant for the first two quarters and is forecast to be filled in December. The Regeneration Capital Project Manager post is also vacant and expected to be filled in December.	(0.109)
Healthy Places	An underspend for the A4T management fee due to the leisure centres forecasting a surplus	(0.094)
All	Vacancy Factor	0.022
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	0.000
All	Other Small Variances	(0.052)
Health, Wellbeing and Leisure Total		**(0.233)**

Heritage, Culture, and the Arts - £0.010m		**£'m**
All	Vacancy Factor	0.038
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.032)
All	Other Small Variances	0.004
Heritage, Culture, and the Arts Total		**0.010**

Housing - £0.351m		**£'m**
GF Housing and Estate Management	Income for resettlement schemes, particularly Homes for Ukraine, is below expectations as the original income budget set at the start of the scheme will not be achieved.	0.224
GF Housing and Estate Management	Temporary Accommodation Council tax void losses have occurred due to empty units.	0.049
Housing Strategy & Development	Review of the HRA percentages recharged as a result of business unit restructure.	0.056
All	Vacancy Factor	0.051
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.041)
All	Other Small Variances	0.012
Housing Total		**0.351**

Public Protection and Community Relations - £0.135m		**£'m**
Public Protection	Domestic Violence Professional Services to be funded from within the Service Area rather than from a reserve.	0.048
All	Vacancy Factor	0.121
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.044)
All	Other Small Variances	0.010
Public Protection and Community Relations Total		**0.135**

Strategy, Performance and Finance - £0.318m		£'m
ICT	Provision was made at budget setting to employ, through an agency, a audio visual specialist and this position is no longer required.	(0.046)
Revenues & Benefits	The projected outturn variance in salary costs within the Revenue and Benefits business unit is mainly due to a vacant apprentice position and 0.19 FTE of unfilled hours, which are not expected to be recruited this financial year. Additionally, a vacant Revenues Officer post is currently being advertised.	(0.074)
Revenues & Benefits	The current 0.94 FTE vacancy for the Business Rates Property Inspector role is being partially covered, with 7.5 hours reassigned to an existing team member from August. The remaining hours will be advertised, and the new post is expected to start on 26 January.	(0.033)
Law & Information Governance	Forecast unfavourable variance on the legal agency costs for the New Locum Monitoring Officer to fulfil the currently vacated Monitoring Officers duties.	0.061
Corporate Property	Forecast favourable variance forecasted for utility costs across the Council's corporate properties.	(0.171)
Financial Services	Budget set for notional savings as per the revenue budget setting for 2025-26 at Full Council in March.	0.250
All	Vacancy Factor	0.376
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.090)
All	Other Small Variances	0.045
Strategy, Performance and Finance Total		**0.318**

Sustainable Economic Development - £0.018m		£'m
Economic Growth	Favourable variance on Town Centre Management Salaries, due to vacant hours, forecast to be appointed from November 2025	(0.038)
Planning Development	Favourable variance Planning Development salaries due to three vacant posts to be one covered by agency staff, with further agency support leading up to review of the service.	(0.041)
Planning Development	Predicting planning income remains difficult. Although the government has set out a number of potential planning reforms to speed up the planning process, including planning committees, site sizes, build out rates and ecology, the sector remains cautious in broad terms. The Planning and Infrastructure Bill is likely to be approved by Government very shortly and provides new powers for Secretary of State to stop councils rejecting planning permissions, tackle blockers in the courts (JRs), alongside plans to accelerate windfarms and large housing schemes. It also sets out powers for Councils to set their own planning fees. We have otherwise seen an increase in potential greenfield housing schemes in the wider district for large housing through pre-application enquiries. We also have potential commercial schemes to come forwards that we know about, so fee income is likely to be positive moving forwards.	(0.104)
Planning Policy And Infrastructure	CIL admin income unfavourable due unpredictability on Community Infrastructure Levy at present showing a reduction in income.	0.069
Planning Development	Costs of consultancy service used to cover vacancy of Tree Landscape Officer	0.032
All	Vacancy Factor	0.111
All	Culmination of other Employee variances across the Portfolio, net of Agency Staff	(0.056)
All	Other Small Variances	0.045
Sustainable Economic Development Total		**0.018**

General Fund Revenue Outturn Variance for Services		
General Fund Revenue Outturn Variance for Services		**0.359**

Appendix B

General Fund (GF) Revenue Outturn Change in Variance Analysis by Directorate between 30 June 2025 and 30 September 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 - Variance as at 30/06/2025	**(0.041)**
HVO was deemed unfeasible in the Q1 reports, and diesel prices have since stabilised. Given the volatility of this budget, a contingency element is included. As a result, current trends indicate a potential early underspend, provided market conditions remain stable.	(0.055)
There is an increased favourable variance from Q1 in income collection for recycling and garden waste, based on actuals to date.	(0.072)
A favourable variance is now forecast on expenditure related to refuse bin purchases and payments to Nottinghamshire County Council within the Waste and Recycling department.	(0.095)
Other small variances	0.023
Climate and the Environment - Variance as at 30/09/2025	**(0.240)**

Health, Wellbeing and Leisure - Variance as at 30/06/2025	**(0.082)**
An underspend is now forecast for the A4T management fee due to the leisure centres forecasting a surplus for Q2.	(0.109)
Delays in recruitment have increased the forecast underspend re the Active Lifestyles Officer role.	(0.020)
Other small variances	(0.022)
Health, Wellbeing and Leisure - Variance as at 30/09/2025	**(0.233)**

Heritage, Culture and the Arts - Variance as at 30/06/2025	**0.036**
Other small variances	(0.026)
Heritage, Culture and the Arts - Variance as at 30/09/2025	**0.010**

Housing - Variance as at 30/06/2025	**(0.019)**
Following a review of anticipated income from resettlement schemes and Homes for Ukraine reimbursements from Nottingham City and County Councils, the forecast has been updated compared to Q1.	0.224
As part of the business unit restructure within Strategic Housing, recharge percentages have been reassessed, resulting in an overall reduction in HRA recharges compared to Q1.	0.053
The Q2 review indicates a reduction in expected income, primarily due to minor delays in the installation of careline devices.	0.043
Temporary Accommodation Council tax void losses have occurred due to empty units which wasn't forecast at Q1.	0.049
Other small variances	0.001
Housing - Variance as at 30/09/2025	**0.351**

Public Protection and Community Relations - Variance as at 30/06/2025	**0.082**
Domestic Violence Professional Services to be funded from within the Service Area rather than from a reserve.	0.048
Other small variances	0.005
Public Protection and Community Relations - Variance as at 30/09/2025	**0.135**

Strategy, Performance and Finance - Variance as at 30/06/2025	**0.432**
A Q2 review of the Council's corporate properties and associated utility costs has resulted in revised outturn forecasts.	(0.179)
Forecast unfavourable variance on the legal agency costs for the New Locum Monitoring Officer to fulfil the currently vacated Monitoring Officers duties.	0.061
Other small Variances	0.004
Strategy, Performance and Finance - Variance as at 30/09/2025	**0.318**

Sustainable Economic Development - Variance as at 30/06/2025	**(0.013)**
Other small Variances	0.031
Sustainable Economic Development - Variance as at 30/09/2025	**0.018**

General Fund Revenue Outturn for Services - Variance as at 30/09/2025	**0.359**

Appendix C

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

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

HRA - £0.172m		**£'m**
Housing Inc & Leaseholder Mgmt	The Apprentice position is not currently being recruited and is excluded from the HR establishment; therefore, the associated budget will be removed for future years. Additionally, several smaller vacancies have contributed to the underspend, such as a short-term Rent Recovery Assistant vacancy and a 0.4 FTE Rent Recovery Officer vacancy for a few months.	(0.098)
Housing Maintenance & Asset Management	Underspends have primarily arisen due to staff vacancies and delays in recruitment for key roles, including Business Manager, Senior Surveyor, Surveyor, and Technical Assistant (Aids and Adaptations). These positions are expected to be filled from December 2025.	(0.088)
Housing Maintenance & Asset Management	The Compliance Manager role remained vacant for the first two quarters, and one Surveyor position is still unfilled. This Surveyor role is currently covered by an agency worker and is unlikely to be permanently filled within this financial year.	0.199
Housing & Estates Management	The largest contributor to the underspend is a full-time Tenancy Officer vacancy lasting four and a half months, alongside several other short-term vacancies.	(0.046)
Housing Maintenance & Asset Management	Contractual services and appliance servicing within the Compliance department were reviewed during Q2 as part of the forecast outturn. A favourable variance is anticipated, primarily due to higher-than-required initial budget allocations and staffing challenges experienced during the current financial year.	(0.319)
Housing Maintenance & Asset Management	Disturbance and homeloss payments are associated with the programme decant, which is tied to the overall Yorke Drive project timelines. Delays in the project have resulted in forecast underspends.	(0.106)
Housing Revenue Account	Income from housing rents, including service and management charges, is below target due to an increased number of void properties. Additionally, income from solar generation is under budget as aging panels have reduced productivity.	0.399
All	Vacancy Factor	0.274
All	Culmination of other Employee favourable variances across the Directorate (net of agency staff)	(0.034)
All	Other Smaller Variances	(0.009)
HRA Total		**0.172**

Appendix D

Housing Revenue Account (HRA) Revenue Outturn Change in Variance Analysis between 30 June 2025 and 30 September 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)

HRA - Variance as at 30/06/2025	**0.355**
Revised outturn forecast within the Responsive Repairs department for salaries outturn and agency staff requirement due to staff shortages.	(0.061)
Revised outturn forecast within the Compliance department for salaries outturn and agency staff requirement due to staff shortages.	0.200
Contractual services and appliance servicing within the Compliance department were reviewed during Q2 as part of the forecast process. A favourable variance is anticipated, primarily due to higher-than-necessary initial budget allocations and staffing constraints experienced during the current financial year.	(0.319)
Revised expenditure forecasts for several SLA payments, reflecting staffing vacancies and departmental restructures within relevant General Fund areas that contribute to HRA charges.	(0.099)
Revised expenditure forecasts on the Yorke Drive scheme due to delays on the project.	(0.115)
Revised forecast from Q1 on income from housing rents, including service and management charges due to an increased number of void properties. Additionally, revised income forecast from solar generation as aging panels have reduced productivity.	0.237
Other small variances	(0.026)
HRA - Variance as at 30/09/2025	**0.172**

Capital Budget Amendments post Cabinet 9 September 2025 **APPENDIX E**

GENERAL FUND

Original Budget	**35.489**	**As per Council 6 March 2025**
Slippages Approved	**4.812**	**As per Cabinet 8 July 2025**
Quarter 1 Movements	**-6.869**	**As per Cabinet 9 September 2025**
Current Revised Budget	**33.433**	

Additions

Project	Capital Description	Additions / Reductions 25-26 £m	Comments
TA3099	x300 Carelines	0.059	As per Portfolio Holder Decision 08/09/25
TA3300	Contribution Mansfield Crematorium Redevelopment	0.212	As per Cabinet 1/4/25
TB6182	S106 Transfer to EPC for PV units to Cricket Club	0.058	As per Portfolio Holder Decision 01/08/25
TB2253	Vehicles & Plant	-0.853	Budget to be set up within the HRA for efficient budgeting and to remove the need for the recharge within revenue.
TA1228	Dukeries Pool Cover	0.038	As per Portfolio Holder Decision 25/07/25
TA3060	Beacon - New Boiler	-0.062	Remove budget, will seek to review and add to the Captial Programme at a later date if required.
TF2000	CCTV Replacement Programme	-0.018	Relacement cameras plan does not require this budget in 25/26. this aligns budget to plan.
TC3135	Works to Buttermarket	-0.007	Scheme complete, remaining budget not required
TF3232	Rural Crime and Prevention	-0.028	Remove budget, was financed by previously received Police overage money, which will be reassigned at a later date.
TA3062	Beacon EV Chargepoints	-0.037	Remove budget, will seek to review and add to the Captial Programme at a later date if required.
TB3155	Castle - Condition Works	0.041	Add in budget from 2024/25 which should have been carried forward
TC2010	Ollerton Regeneration Property Acquisition	0.683	As agreed at Cabinet on 14 October 2025
TC2011	Ollerton Regeneration	0.683	As agreed at Cabinet on 14 October 2025 for RIBA 4
TF6011	Private Sector Disabled Facilities Grants	0.250	Increase in line with expected spend, fully funded from grant
TF6012	Discretionary DFG	0.200	Increase in line with expected spend, fully funded from grant
	Total Additions/Reductions	**1.219**	

Reprofiling

Project	Capital Description	Additions / Reductions 25-26 £m	Comments
TA1224	Provision of 3G Pitches	-0.400	Reprofile to match current expectations
TA3286	Information Technology Investment	-0.182	Reprofile to match current expectations
TF3227	Lowdham Flood Alleviation	-0.100	Reprofile to match current expectations
TC2009	Former Belvoir Iron Works	-1.745	Reprofile to match current expectations
TB2258	Vicar Water Improvements (SANGS)	-0.036	Reprofile to match current expectations
TB3154	Castle Gatehouse Project	-2.500	Reprofile in line with Project Plan
TT1000	Towns Fund - 32 Stodman Street Regeneration	-1.500	Reprofile in line with Project Plan
TT1006	Towns Fund - Cultural Heart of Newark	-0.100	Reprofile in line with Project Plan
	Total Re profiling	**-6.563**	

General Fund Revised Budget	**28.089**	

HOUSING REVENUE ACCOUNT

Original Budget	23.295	As per Council 7 March 2024
Slippages Approved	3.004	As per Cabinet 8 July 2025
Quarter 1 Movements	-4.493	As per Cabinet 9 September 2025
Current Revised Budget	21.806	

Additions/Reductions

Project	Capital Description	Additions / Reductions 25-26 £m	Comments
S91535	DPC Works	-0.077	Spend against this budget was identified as revenue in nature. Revenue budget increased seperately.
S93626	Decarbonisation	-0.739	Remove budget, no longer required. Grant funding element cannot be reallocated to other projects.
S93626	Decarbonisation	-0.739	Remove budget, no longer required. NSDC funded element reallocated to other projects.
S95200	ESTATE IMPROVEMENTS	0.030	Realign budgets to fit in with required programme of works
S95208	Sewerage Treatment Works	-0.030	Realign budgets to fit in with required programme of works
S95400	Void Works	0.235	Realign budgets to fit in with required programme of works
S95401	Void Works Back log	0.496	Realign budgets to fit in with required programme of works
S97218	Enhanced Fire Risk Assessments	0.151	Realign budgets to fit in with required programme of works
S98100	Building Safety	0.124	Realign budgets to fit in with required programme of works
S98101	Fire Alarm Systems	-0.035	Realign budgets to fit in with required programme of works
S98104	Scooter Shed	-0.045	Realign budgets to fit in with required programme of works
S98108	Door Entry Systems	-0.050	Realign budgets to fit in with required programme of works
S99100	PROPERTY INVESTMENT CONTINGENCY	-0.060	Realign budgets to fit in with required programme of works
S99102	Housing Capital Fees	-0.077	Realign budgets to fit in with required programme of works
SA1047	New Build Contingency	0.062	Budget realigned from completed schemes
SA1048	Boughton Extra Care	-0.040	Scheme complete, move remaining budget to contingency to support future costs
SA1082	Phase 5 Cluster 2	-0.036	Scheme complete, move remaining budget to contingency to support future costs
SA1084	Phase 5 Cluster 4	0.013	Move budget from contingency
SA1090	Phase 6	0.159	Budget not required in Cluster 1 to move back to phase 6 overall budget for future spend
SA1091	Phase 6 Cluster 1	-0.159	Budget not required in Cluster 1 to move back to phase 6 overall budget for future spend
SC2003	HRA Vehicle Replacement Programme	0.853	Budget to be set up within the HRA for efficient budgeting and to remove the need for the recharge within revenue.
SC2003	HRA Vehicle Replacement Programme	0.112	As per Portfolio Holder Decision 29/07/25
	Total Additions/Reductions	0.149	

Reprofiling

Project	Capital Description	Additions / Reductions 25-26 £m	Comments
SC2002	New Housing Management System	-0.200	Reprofile budget to 26/27 in line with revised project plan
SA1031	Site Acquisition (Inc RTB)	-0.824	Phase 6 sites progressing to date do not require any further land acquisiton, therefore move to 26/27 to future use.
SA1090	Phase 6	-0.698	Reprofile in line with current expectations
SA1093	Phase 6 Cluster 3 - Church Circle	-0.500	Reprofile in line with current expectations
SA1094	Phase 6 Cluster 4 - Bowbridge Road	-0.500	Reprofile in line with current expectations
SA1095	Phase 6 Cluster 5 - Lowfield Lane	-0.500	Reprofile in line with current expectations
	Total Re profiling	-3.222	

HRA Revised budget for approval	18.734	

Total Additions/Reductions	1.368	
Total Re profiling	-9.784	
Total Revised Budget	46.823	

Appendix G

HRA - Spend against budget - Estimated in year

Project	Capital Description	Original Budget 2025/26	Slippage Approved by Cabinet 8 July 25	Original budget 25/26 including slippage	Variations approved Cabinet 9 Sept 25	Current Revised Budget	Variations Proposed to Cabinet 9 Dec 25	Revised Budget including Variations for Approval	Actuals to 30.09.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ -Underspend	Original Expected Completion Date	Revised Completion Date	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME																
S91100	ROOF REPLACEMENTS	1,700,000	89,400	1,789,400	0	1,789,400	0	1,789,400	773,744	161,410	854,245	1,789,400	-0	31/03/2026	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. 09/10/25 Progress is currently slower than usual due to bat surveys being required for each property. However, the budget is expected to remain sufficient at this time.
S711	ROOF REPLACEMENTS	1,700,000	89,400	1,789,400	0	1,789,400	0	1,789,400	773,744	161,410	854,245	1,789,400	-0			
S91205	Bathrooms	0	0	0	0	0	0	0	0	0	0	0	0			
S91219	Kitchens	0	0	0	0	0	0	0	0	0	0	0	0			
S91218	Kit & Bathrooms	2,221,540	0	2,221,540	0	2,221,540	0	2,221,540	1,125,163	371,692	724,685	2,221,540	-0	31/03/2026	31/03/2026	09/07/25 Currently completing 5 kitchens & 1 bathroom per week. Budget to be reveiwed at Q2. 10/10/2025 Works currently still on track, completing five kitchens and one bathroom per week. A major project at Stephen Road has been finalised with a total spend of £30,000. Budget to be reviewed in Q3.
S712	KITCHEN & BATHROOM CONVERSIONS	2,221,540	0	2,221,540	0	2,221,540	0	2,221,540	1,125,163	371,692	724,685	2,221,540	-0			
S91300	EXTERNAL FABRIC	378,000	0	378,000	0	378,000	0	378,000	199,571	157,476	20,954	378,000	0	31/12/2025	31/12/2025	08/07/25 Planned jobs at Southwell, currently expecting to complete all works by end of Q3. 09/10/25 Planned jobs at Southwell ongoing, still expected to be complete by the end of Q3.
S713	EXTERNAL FABRIC	378,000	0	378,000	0	378,000	0	378,000	199,571	157,476	20,954	378,000	0			
S91401	Doors	0	0	0	0	0	0	0	0	0	0	0	0			
S91413	Windows	0	0	0	0	0	0	0	0	0	0	0	0			
S91412	Doors & Windows Works	280,000	27,470	307,470	0	307,470	0	307,470	13,069	286,931	7,470	307,470	0	31/03/2026	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. 09/10/25 Contractor now in place, asbestos surveys still ongoing. Large project at Rookwood close planned at a cost of approx £130k to begin imminently.
S714	DOORS & WINDOWS	280,000	27,470	307,470	0	307,470	0	307,470	13,069	286,931	7,470	307,470	0			
S91500	OTHER STRUCTURAL	150,000	133,700	283,700	174,200	457,900	0	457,900	100,828	64,825	292,247	457,900	0	31/03/2026	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. 09/10/25 12 structural jobs on going, expecting to cost £150k. Current planned works expected to be fulifilled within budget.
S91535	DPC Works	63,000	14,290	77,290	0	77,290	-77,290	0	0	0	0	0	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. 09/10/25 Works ongoing identified as repairs and not capital investment, therefore reallocated to revenue.
S715	OTHER STRUCTURAL	213,000	147,990	360,990	174,200	535,190	-77,290	457,900	100,828	64,825	292,247	457,900	0			
S93100	ELECTRICAL	800,000	0	800,000	-800,000	0	0	0	0	0		0	0			
S93115	Rewires	0	35,220	35,220	800,000	835,220	0	835,220	99,121	472,791	263,307	835,220	-0	31/03/2026	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. 07/10/25 Currently completing approximately four rewiring jobs per week, with plans to increase output to six per week. Discussions are ongoing with the contractor regarding resource availability.
S731	ELECTRICAL	800,000	35,220	835,220	0	835,220	0	835,220	99,121	472,791	263,307	835,220	-0			
S93300	Passenger Lifts	53,550	0	53,550	0	53,550	0	53,550	9,370	44,177	3	53,550	-0	31/03/2026	31/03/2026	08/07/25 3 lift doors to be replaced at a cost of £5k per door approx. Further works to be identified. 07/07/25 Lift refurbishment is required at Dorwood Court, with an estimated cost of £33,000, which is expected to be covered within the current budget
S733	PASSENGER LIFTS	53,550	0	53,550	0	53,550	0	53,550	9,370	44,177	3	53,550	-0			
S93500	HEATING	1,000,000	0	1,000,000	0	1,000,000	0	1,000,000	477,413	395,156	127,431	1,000,000	0	31/03/2026	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. 08/10/25 A total of 52 planned installations are expected to be completed over the next quarter. The current budget is considered sufficient to cover both scheduled works and reactive maintenance throughout the winter period
S735	HEATING	1,000,000	0	1,000,000	0	1,000,000	0	1,000,000	477,413	395,156	127,431	1,000,000	0			
S93600	ENERGY EFFICIENCY	0	0	0	0	0	0	0	0	0		0	0			
S93622	PV Invertors	214,200	160,050	374,250	-174,200	200,050	0	200,050	17,358	55,258	127,434	200,050	0	31/03/2026	31/03/2026	08/07/25 Currently expecting to complete 30 jobs at £900 per unit, further works to be identified. 09/10/25 30 Planned jobs ongoing, current budget expected to be sufficent.
S93624	EE Boilers	0	0	0	0	0	0	0	0	0		0	0			
S93625	Thermal Comfort	0	0	0	0	0	0	0	0	0	0	0	0	31/03/2026	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	-1,477,980	0	0	0	0	0	0	31/03/2026	31/03/2026	15/07/25 Contractor not yet identified, once procurement process is complete, anticpating works starting Autumn 2025. 09/10/25 No permanent surveyor currently in place, conversations taking to place to decide how to move forward.
S93627	Decarb Devolution	0	0	0	0	0	0	0	0	0	0	0	0			
S93628	EPC	400,000	99,740	499,740	0	499,740	0	499,740	46,068	29,302	424,370	499,740	-0	31/03/2026	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. 09/10/25 Surveys completed to indentify properties to be worked on. Workstream now in place to appoint contractor to carry out works.
S736	ENERGY EFFICIENCY	2,092,180	259,790	2,351,970	-174,200	2,177,770	-1,477,980	699,790	63,426	84,560	551,804	699,790	-0			

Project	Capital Description	Original Budget 2025/26	Slippage Approved by Cabinet 8 July 25	Original budget 25/26 including slippage	Variations approved Cabinet 9 Sept 25	Current Revised Budget	Variations Proposed to Cabinet 9 Dec 25	Revised Budget including Variations for Approval	Actuals to 30.09.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ -Underspend	Original Expected Completion Date	Revised Completion Date	Comments - Spend to date
S95100	GARAGE FORECOURTS	**53,550**	0	**53,550**	0	**53,550**	0	**53,550**	9,980	0	43,570	**53,550**	0	31/03/2026	31/03/2026	08/07/25 Planning works at Wolfit Avenue currently expected to be £15k, further works to be identified. 09/10/25 Paving at Yorke Drive to be resurfaced, budget to be utilsed for this work.
S95109	Garages	**0**	0	**0**	0	**0**	0	**0**	0	0	0	**0**	0			
S95115	Resurfacing Works	**0**	0	**0**	0	**0**	0	**0**	0	0		**0**	0			
S751	**GARAGE FORECOURTS**	**53,550**	**0**	**53,550**	**0**	**53,550**	**0**	**53,550**	**9,980**	**0**	**43,570**	**53,550**	**0**			
S95200	ESTATE IMPROVEMENTS	**514,080**	0	**514,080**	-50,000	**464,080**	30,000	**494,080**	0	11,762	482,318	**494,080**	0	31/03/2026	31/03/2026	15/07/25 Some small jobs completed in Q1, further works to be identified. 09/10/25 No spend is planned at present; works are to be identified.
S95203	Car Parking Schemes	**0**	0	**0**	0	**0**	0	**0**	0	0		**0**	0			
S95208	Sewerage Treatment Works	**30,000**	0	**30,000**	0	**30,000**	-30,000	**0**	0	0		**0**	0			
S95250	Communal Lighting	**0**	24,000	**24,000**	0	**24,000**	0	**24,000**	0	0	24,000	**24,000**	0	31/03/2026	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. 07/10/25 Pending receipt of cost estimates for the projects identified in Q1.
S95252	Flood Defence Systems	**10,000**	7,910	**17,910**	0	**17,910**	0	**17,910**	0	4,753	13,157	**17,910**	0	31/03/2026	31/03/2026	09/10/25 These works are typically identified during the autumn and winter months
S95254	Car Parking Schemes	**60,000**	53,270	**113,270**	0	**113,270**	0	**113,270**	24,214	11,292	77,764	**113,270**	0	31/03/2026	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. 07/10/25 Holly Rise Car Park plans drawn up & designs currently being reviewed with residents. Planning application & procurement exercise to take place before works start expected to be Feb/March before on site. Fencing project at Newbury Close, Edwinstowe also expected to start shortly expected to cost £58k.
S95292	Communal Areas	**10,710**	1,060	**11,770**	0	**11,770**	0	**11,770**	0	0	11,770	**11,770**	0	31/03/2026	31/03/2026	15/07/25 No spend currently planned, currently looking at potential projects. 09/10/25 There is currently no surveyor currently. To assess potential projects in the coming quarter.
S95306	Ferndale Conversion	**0**	0	**0**	0	**0**	0	**0**	-3,587	3,587		**0**	0	31/03/2026	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**	0	**0**	-1,161	1,161		**-0**	-0	31/03/2026	14/03/2025	10/07/25 Complete, retention left to pay in current FY.
S95309	Allenby Road Conversion	**0**	140,000	**140,000**	0	**140,000**	0	**140,000**	5,400	5,700		**140,000**	0	31/03/2026	31/03/2026	09/07/25 Designs are now done & build cost estimate £125k. Procurement exercise due to start in September, expecting works to be completed within 12 weeks once on site. 08/10/25 The tender process has been completed, and the contract award is pending authorisation. Site mobilisation is expected within six weeks, with works scheduled for completion within twelve weeks from the start date.
S95400	Void Works	**300,000**	158,460	**458,460**	-200,000	**258,460**	235,099	**493,559**	162,792	193,753	137,014	**493,559**	-0	31/03/2026	31/03/2026	15/07/25 12 Void properties currently undergoing works. Budget currently sufficient for Capital voids. Review in Q2. 08/10/25 27 properties currently oustanding, 14 of which we are awating a cost shedule for.
S95401	Void Works Back log	**0**	0	**0**	200,000	**200,000**	496,000	**696,000**	0	200,000	496,000	**696,000**	0	31/12/2025	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. 09/10/25 Works started on 58 back log voids, average cost currently £12k per void.
S95402	External Works	**0**	0	**0**	50,000	**50,000**	0	**50,000**	3,270	0	46,730	**50,000**	0	31/03/2026	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. 09/10/25 Currently awaiting referrals from the Repairs team for pending jobs.
										0						
S752	**ENVIRONMENTAL WORKS**	**924,790**	**384,700**	**1,309,490**	**0**	**1,309,490**	**731,099**	**2,040,589**	**190,928**	**432,008**	**1,288,753**	**2,040,589**	**0**			
S97100	ASBESTOS	**64,260**	0	**64,260**	-64,260	**0**	0	**0**	-0	0		**-0**	-0			
S97115	ASBESTOS SURVEYS	**0**	33,540	**33,540**	24,260	**57,800**	0	**57,800**	32,309	11,611	13,881	**57,800**	0	31/03/2026	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. 08/10/25 Surveys on communal blocks have now been completed, with costs aligning with expectations. A forecast will be developed for the next six months of the financial year to provide greater clarity on anticipated expenditure and any potential need for additional budget.
S97116	ASBESTOS REMOVALS	**0**	0	**0**	40,000	**40,000**	0	**40,000**	9,545	21,205	9,250	**40,000**	0	31/03/2026	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. 08/10/25 Awaiting costs on removal works required as a result of completed surveys in Q2.
S771	**ASBESTOS**	**64,260**	**33,540**	**97,800**	**0**	**97,800**	**0**	**97,800**	**41,853**	**32,816**	**23,131**	**97,800**	**-0**			
S97200	FIRE SAFETY	**0**	150,680	**150,680**	0	**150,680**	0	**150,680**	62,910	83,436	4,334	**150,680**	-0	31/03/2026	31/03/2026	
S97218	Enhanced Fire Risk Assessments	**240,000**	0	**240,000**	0	**240,000**	150,629	**390,629**	19,794	85,835	285,000	**390,629**	0	31/03/2026	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. 07/10/25 Surveys are currently being conducted at a cost of £450–£600 each, with 19 surveys still outstanding. Remedial works are estimated at £10,000–£15,000 per survey, resulting in a projected requirement of approximately £150,000 to complete all necessary remedial actions.
S97221	Fire Doors Various Locations	**645,600**	0	**645,600**	0	**645,600**	0	**645,600**	128,183	277,355	240,062	**645,600**	-0	31/03/2026	31/03/2026	15/07/25 100 Fire doors planned to be replaced in 25/26, need to review spend/budget in Q2. 07/10/25 The fire door replacement programme is ongoing. Initial assessments suggest fewer doors may need replacing than originally anticipated, which could result in an underspend, will keep under review.
S772	**FIRE SAFETY**	**885,600**	**150,680**	**1,036,280**	**0**	**1,036,280**	**150,629**	**1,186,909**	**210,887**	**446,626**	**529,396**	**1,186,909**	**-0**			
S97400	DISABLED ADAPTATIONS	**1,007,190**	0	**1,007,190**	-940,000	**67,190**	0	**67,190**	0	0	67,190	**67,190**	0			09/07/25 No spend planned currently, works to be identified.
S97416	Major Adaptations	**0**	0	**0**	800,000	**800,000**	0	**800,000**	341,050	67,020	391,931	**800,000**	0	31/03/2026	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. 07/10/25 A total of 99 major adaptations were received in Q2, with 76 completed to date. The programme is currently on track to fully utilise the allocated budget by the end of the financial year.
S97417	Minor Adaptations	**0**	0	**0**	70,000	**70,000**	0	**70,000**	18,056	16,392	35,552	**70,000**	0	31/03/2026	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. 08/10/2025 A total of 112 minor adaptations were received in Q2, with 103 completed. Recent job requests have been lower in cost than anticipated, resulting in reduced spending compared to initial expectations.

Project	Capital Description	Original Budget 2025/26	Slippage Approved by Cabinet 8 July 25	Original budget 25/26 including slippage	Variations approved Cabinet 9 Sept 25	Current Revised Budget	Variations Proposed to Cabinet 9 Dec 25	Revised Budget including Variations for Approval	Actuals to 30.09.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ (Underspend)	Original Expected Completion Date	Revised Completion Date	Comments - Spend to date
S97418	Adaptation Stair Lift/Ho	**0**	0	**0**	70,000	**70,000**	0	**70,000**	35,414	34,078	509	**70,000**	0	31/03/2026	31/03/2026	09/07/25 3 jobs planned in for next Qtr with an approx cost of £10k 07/10/25 The budget is currently fully committed. As the work is carried out on an ad hoc basis, any additional tasks may require further budget allocation.
S774	**DISABLED ADAPTATIONS**	**1,007,190**	**0**	**1,007,190**	**0**	**1,007,190**	**0**	**1,007,190**	**394,520**	**117,490**	**495,182**	**1,007,191**	**1**			
S97500	LEGIONELLA	**80,000**	0	**80,000**	0	**80,000**	0	**80,000**	3,489	14,541	61,970	**80,000**	-0	31/03/2026	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. 09/10/25 Legionella risk assessments now being carried out by Phoenix as part of the Heating contract, however this is for a trail period and will be reviewed in Q3.
S775	**LEGIONELLA**	**80,000**	**0**	**80,000**	**0**	**80,000**	**0**	**80,000**	**3,489**	**14,541**	**61,970**	**80,000**	**-0**			
S98100	BUILDING SAFETY	**185,690**	0	**185,690**	0	**185,690**	123,986	**309,676**	0	0	309,676	**309,676**	0	31/03/2026	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**	-35,000	**0**	0	0		**0**	0			15/07/25 One job completed at Manvers View, further works to be identified. 09/10/25 Actuals to be moved to Revenue in P7, works identified not Capital expdenditure.
S98102	Sprinkler System	**0**	0	**0**	0	**0**	0	**0**	0	0	0	**0**	0			
S98103	Structural Surveys - Elevated Walkways	**150,000**	0	**150,000**	0	**150,000**	0	**150,000**	0	0	150,000	**150,000**	0	31/03/2026	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. 09/10/25 Planned job at Grange Road awaiting Western Power to complete external rewires before we can proceed with works.
S98104	Scooter Shed	**45,000**	0	**45,000**	0	**45,000**	-45,000	**0**	0	0		**0**	0			
S98108	Door Entry Systems	**50,000**	0	**50,000**	0	**50,000**	-50,000	**0**	0	0	0	**0**	0			
S781	**BUILDING SAFETY**	**465,690**	**0**	**465,690**	**0**	**465,690**	**-6,014**	**459,676**	**-0**	**-0**	**459,676**	**459,676**	**-0**			
S99100	PROPERTY INVESTMENT CONTINGENCY	**60,000**	0	**60,000**	0	**60,000**	-60,000	**0**	0	0	0	**0**	0	31/03/2026	31/03/2026	
S99102	Housing Capital Fees	**605,020**	0	**605,020**	0	**605,020**	-76,610	**528,410**	141,348	0	387,062	**528,410**	-0	31/03/2026	31/03/2026	08/10/2025 Recharges are anticipated to be lower than forecast due to current vacancies within the investment team.
S791	**UNALLOCATED FUNDING**	**665,020**	**0**	**665,020**	**0**	**665,020**	**-136,610**	**528,410**	**141,348**	**0**	**387,062**	**528,410**	**-0**			
	SUB TOTAL PROPERTY INVESTMENT	**12,884,370**	**1,128,790**	**14,013,160**	**0**	**14,013,160**	**-816,166**	**13,196,994**	**3,854,708**	**3,082,499**	**6,130,885**	**13,196,992**	**-2**			
		0	**0**	**0**	**0**	**0**	**0**									
	AFFORDABLE HOUSING															
SA1031	Site Acquisition (Inc RTB)	**1,600,000**	0	**1,600,000**	-776,000	**824,000**	-824,000	**0**	0	0	0	**0**	0	31/03/2026	31/03/2026	10/07/25 No planned purchases at the moment, will keep under review, reprofile £776k for now. 07/10/25 Not planned purchases at the moment, reprofile to 26/27
SA1033	Estate Regeneration	**5,000,000**	16,980	**5,016,980**	-4,016,980	**1,000,000**	0	**1,000,000**	241,189	645,356	113,454	**1,000,000**	-0	31/12/2031	31/12/2031	10/07/25 currently working through proposed JCT contract details.
SA1047	New Build Contingency	**0**	354,900	**354,900**	0	**354,900**	62,485	**417,385**	0	0	417,385	**417,385**	0	31/03/2026	31/03/2026	10/07/25 budget will be redistributed when required
SA1048	Boughton Extra Care	**0**	39,560	**39,560**	0	**39,560**	-39,560	**0**	0	0	0	**0**	0	31/05/2025	31/05/2025	15/07/25 Defects now completed, no further budget needed as project complete.
SA1081	Phase 5 Cluster 1	**0**	0	**0**	0	**0**	0	**0**	-24,867	24,867	0	**-0**	-0	31/03/2026	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**	-35,960	**160,245**	138,657	21,588	0	**160,245**	-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	**0**	0	0	0	**0**	0	31/03/2026	30/09/2025	07/10/2025 Phase now completed, retention left to pay which will be paid this FY.
SA1084	Phase 5 Cluster 4	**0**	349,580	**349,580**	0	**349,580**	13,035	**362,615**	320,489	42,126	0	**362,615**	0	30/09/2025	31/10/2025	10/07/25 Still on site, expected to be completed by end of September. 07/10/25 Expected to be complete in the next 2 weeks. Will move money in from other clusters to cover overspend.
SA1085	Phase 5 Cluster 5	**0**	0	**0**	0	**0**	0	**0**	-17,244	17,244	0	**0**	0	31/03/2026	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**	0	**0**	-20,426	20,426	0	**-0**	-0	31/03/2026	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**	-538,767	**48,013**	578	47,435	0	**48,013**	0	31/03/2027	31/03/2027	10/07/25 reprofile budget to 26/27 for the Rainworth site
SA1091	Phase 6 Cluster 1	**0**	164,790	**164,790**	0	**164,790**	-158,790	**6,000**	0	0	6,000	**6,000**	0	02/04/2025	02/04/2025	10/07/25 Site now complete, retention left to pay 26/27 07/10/25 GRN to be done retention left to pay 26/27, any remaining budget can be moved to contingency once retention cost is confirmed.
SA1092	Phase 6 Cluster 2 - S106 Purchase	**521,000**	200,000	**721,000**	50,000	**771,000**	0	**771,000**	0	0	771,000	**771,000**	0	31/03/2027	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 - Church Circle	**1,000,000**	0	**1,000,000**	0	**1,000,000**	-500,000	**500,000**	0	3,450	496,550	**500,000**	0	31/03/2027	31/03/2027	10/07/25 Procurement is now complete, contract award pending, expected to start on site this FY. 07/10/25 Start onsite expected January 2026, reprofile £500k budget to 26/27
SA1094	Phase 6 Cluster 4 - Bowbridge Road	**1,000,000**	0	**1,000,000**	0	**1,000,000**	-500,000	**500,000**	6,438	3,450	490,112	**500,000**	0	31/03/2027	31/03/2027	10/07/25 Procurement is now complete, contract award pending, expected to start on site this FY. 07/10/25 Start onsite expected end of January 2026, reprofile £500k budget to 26/27
SA1095	Phase 6 Cluster 5 - Lowfield Lane	**1,000,000**	0	**1,000,000**	0	**1,000,000**	-500,000	**500,000**	0	3,450	496,550	**500,000**	0	31/03/2027	31/03/2027	10/07/25 Procurement is now complete, contract award pending, expected to start on site this FY. 07/10/25 Start onsite expected end of December 2025, reprofile £500k budget to 26/27
SC2000	Careline Analogue to Digital	**0**	0	**0**	98,573	**98,573**	0	**98,573**	98,400	0	0	**98,400**	-173	31/12/2025	30/09/2025	08/07/25 £98k Slippage from 24/25 now fully spent 09/10/25 Project now complete, no further spend expected.
SC2002	New Housing Management System	**289,333**	18,712	**308,045**	100,000	**408,045**	-200,000	**208,045**	27,978	9,326	170,741	**208,045**	0	31/12/2025	30/06/2026	11/07/25 Staff recharge costs & overtime for Q1 Awaiting costs for meritec and additional costs from NEC, expected to complete end of December. 07/10/25 Project to now include the shut down of Capita therefore pushing back the completion date also some delay to basic project work. Additional resource also required for this. Awaiting costs from suppliers for addtional functions within system relating to the introduction of Awaab's law. Profile £200k to 26/27 for revised project plan.
SC2003	HRA Vehicle Replacement Programme	**0**	0	**0**	0	**0**	965,265	**965,265**	0	0	965,265	**965,265**	0		31/03/2026	13/10/25 Vehicle replacment previously sat in GF budget and paid by HRA via recharges, replacement budget reallocated for more efficient budgeting. Still managed by Environmental Serivces via the Nottinghamshire consortium and replacement programme due within the current year.

Project	Capital Description	Original Budget 2025/26	Slippage Approved by Cabinet 8 July 25	Original budget 25/26 including slippage	Variations approved Cabinet 9 Sept 25	Current Revised Budget	Variations Proposed to Cabinet 9 Dec 25	Revised Budget including Variations for Approval	Actuals to 30.09.25	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance Over/ -Underspend	Original Expected Completion Date	Revised Completion Date	Comments - Spend to date
	SUB TOTAL AFFORDABLE HOUSING	10,410,333	1,875,682	12,286,015	-4,492,582	7,793,433	-2,256,292	5,537,141	771,194	838,717	3,927,057	5,536,968	-173			
		0	0	-1	0	0	0	0								
	TOTAL HOUSING REVENUE ACCOUNT	23,294,703	3,004,472	26,299,175	-4,492,582	21,806,593	-3,072,458	18,734,135	4,625,902	3,921,217	10,057,942	18,733,960	-175			

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to Cabinet Meeting – Meeting 9 December 2025

Portfolio Holder: Cllr. Paul Peacock - Strategy Performance & Finance

Director Lead: Deborah Johnson, Director of Customer Services and Organisational Development

Lead Officer: Rowan Bosworth-Brown, Senior Transformation and Service Improvement Officer
performance.team@newark-sherwooddc.gov.uk, ext 824

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

1.0 Background

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.

The development of this report details the **Quarter 2** performance and includes activities delivered within the quarter. This information was factually correct as of the **30 September 2025.**

2.0 Proposal/Options Considered and Reasons for Recommendation

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

3.0 Implications

3.1 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 where appropriate.

3.2 **Legal Implications - LEG2526/3950**

3.3 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 Q2

1 July -
30 September 2025

SERVING PEOPLE, IMPROVING LIVES

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 July to 30 September 2025 (Quarter 2).** 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 5-33

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 34-36

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 2 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 2 for Newark, Southwell, Edwinstowe and Ollerton.

Average Daily Footfall				
	Newark	**Southwell**	**Edwinstowe**	**Ollerton**
July	5,716	2,109	2,167	2,431
August	5,986	2,014	2,078	2,326
September	6,526	2,171	1,645	2,397
Q2 Average	**6,076**	**2,098**	**1,963**	**2,385**

In Newark, the sensor in the Castle Gardens is currently offline while the Castle Gate House project is taking place, meaning we are missing the data from one of the visitor touchpoints in town. There were also power issues with some of the sensors which have since been resolved but do mean that there is not as much data for the July period as usual. This includes the Newark Book Festival, which usually attracts more visitors to town. The closure of the Castle while the Gatehouse Construction takes place has also impacted event organisers such as the Music Festival and Newark Creates who could no longer use the space. Looking at historic data we have also noticed that visitor numbers tend to decline in July, which is potentially a result of people going on their summer holidays. The hot weather may also have encouraged more people to go to non-town centre destinations such as parks or the beach.

In Southwell, increased footfall during September may be related to 'The Longest Yarn 2: Britain at War' installation at the Southwell Minster. The installation depicted significant events in Britain between 1939 and 1945, including the King's Speech, D-Day, The Blitz and the Women's Land Army to name a few. The event proved to be very popular and that can be seen in the numbers of visitors.

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:

- **4,055 face-to-face** contacts were held at Castle House, a 4.38% increase when compared to the same period last year.
- **24,644 calls** were received by the contact centre, a 9.40% decrease when compared to the same period last year.
- **11,313 digital web form transactions** were completed by our customers, a 1.85% decrease when compared to the same period last year.

We welcomed **442,383 unique website users this quarter**, nearly **double** our target of 237,500. In addition, we measure **our reach and engagement with the posts we share to our social media accounts** to ensure what we are sharing is what our residents want to see and be made aware of – our engagement rate this quarter was above expectations at **374,721 engagements**, compared to a target of 250,000. **5,260 residents subscribed to our e-newsletters**, slightly below our target by **2.74%**.

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 is 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

We have been working on our **Sustainable Economic Growth Strategy for 2026-2031** over the past few quarters, and recently finished consulting with councillors, staff and key partners. This consultation is now complete, and the final strategy will be presented to Cabinet for approval in November 2025. The vision for this strategy is to make Newark & Sherwood a prosperous place, where productivity is high, inclusivity is at the heart of our communities, our residents have barriers removed and opportunities created and maintained for skills, qualifications and employment that enriches their lives. The area where, starting and building a business is nurtured, increased investment is achieved, infrastructure is secured for sustainable growth, people visit and experience our offer, and our communities have a bright future.

To shape the strategy, we looked at the Knowledge Ladder research we commissioned last year, our Community Plan 2023-2027, the East Midlands Combined Authority (EMCCA) Inclusive Growth Commission and Growth Plan, and other local evidence. Based on this, officers have identified six main priorities for the years ahead. These priorities align with several identified in the UK Industrial Strategy and the EMCCA Growth Plan & Inclusive Growth Commission. Local needs mentioned during a UK Industrial Strategy consultation with local industry also further influenced the evidence base of the strategy.

This new strategy puts a greater focus on health, especially as recent data shows more local people are unable to work due to long-term illness. Helping young people raise their aspirations and qualifications is another key priority. We also want to make Newark & Sherwood a top destination for visitors, so we have included a Destination Management Plan to boost tourism and the local economy. Finally, the strategy is committed to sustainable growth, meaning we will promote development that is environmentally friendly, socially responsible, and economically sound, making sure future generations can benefit too.

In order to support local communities to develop the necessary skills in order to benefit from the pipeline of major infrastructure developments, the Council has developed an Employment & Skills Board. This board includes key partners like the Colleges, Department for Work and Pensions, Nottinghamshire County Council, and 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 learning using Adult Skills Fund accessed through training providers, is designed by local needs.

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

We have also been working to **maximise local economic opportunities in green and land management sectors,** through the development of a Land Management Group. This is an advisory group bringing together key voices and expertise in Land Management in a transparent and open space. This quarter marked the first meeting of this group which took place on Thursday 18th September and was attended by 9 representatives within the land management sector. Discussions centred around the development and implementation of the qualifications and training required for working in land management, as well as the skills gaps are and how these can be addressed.

Our Community Plan sets out our ambition to **deliver regeneration within Ollerton Town Centre** and this quarter we have made progress towards delivering on that ambition. In partnership with Ollerton & Boughton Town Council, we invited residents and key stakeholders to attend a public drop-in event to view the final designs for the proposed regeneration and share their feedback to help shape the future of Ollerton Town Centre. Attendance was very positive, with over 100 members of the public visiting the event. 78 responses were received via the feedback form with 74% of the responses either strongly agreeing or agreeing, that the development will make them feel proud of the town centre.

CGI Illustration of Ollerton Town Centre Regeneration

This quarter the project progressed through the RIBA Plan of Work, this 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 3 – Spatial Coordination. This stage focuses on developing the concept design into a more detailed and coordinated plan, ensuring that the 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. The project approved the Green Book Business Case this quarter, this is the governments recommended framework for developing business cases and sets out how the project will be funded and the wider benefits generated following investment. A report was presented to Cabinet in October 2025 which secured approvals to enable the project to progress, outlined the next steps and milestones in the delivery of the scheme. The team are on track to submit the planning application in November 2025. The project is on track for completion in 2028/29.

The Clipstone regeneration scheme is progressing in 3 phases. Phase 1 proceeded to tender for contractors regarding the building of new industrial units. This process completed in late September 2025, and an evaluation of the tenders is now underway. Phase 2 has completed RIBA 2 – Concept Design, 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 involves collaboration between the client and design team to refine these concepts and ensure they align with the project goals and budget. We are working with Clipstone Miners Welfare as project lead for phase 2 to move proceed into RIBA stages 3 – Spatial Coordination and 4 – Technical Design. 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 – Preparation & Brief, for completion of scope of works and has 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 evaluation stage of the procurement process. This stage involves a review of tender returns from bidders, whereby we systematically assess and evaluate the responses received against the specification. This project is on track in line with our expected timeline and the site is due to be operational during 2027.

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

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Newark Beacon - % of occupied units	67.3%	83.3%	85.0%	90.0%	↑	83.0%
Commercial Property - % occupied units	100.0%	100.0%	100.0%	100.0%	=	95.0%
Sherwood Forest Arts and Crafts - % of occupied units	100.0%	100.0%	100.0%	100.0%	=	95.0%
% of planning applications (major) determined within statutory timelines	93.0%	90.0%	86.7%	100.0%	↑	90.0%
% of planning applications (non-major) determined within statutory timelines	93.5%	94.0%	94.7%	86.0%	↓	90.0%

**Performance trend indicates whether KPIs this quarter have improved, declined, or remained the same compared to the previous quarter. This information allows readers to identify trends, analyse possible underlying causes, and use these insights as a reference for resource allocation, strategic planning, and establishing future performance targets.*
***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Exploring our performance: In the second quarter, we determined 11 major planning applications, achieving a 100% success rate in meeting the 13-week statutory deadline or within an agreed extension. This high level of performance reflects our commitment to efficient decision-making, though it is important to recognise that results may vary depending on the complexity of individual schemes, negotiations, Biodiversity Net Gain requirements, and the need for Section 106 planning obligations.

For minor planning applications, performance this quarter has fallen slightly below our local target. While these applications are generally less complex than major ones, they can still involve challenging discussions to secure high-quality development. Despite not reaching our internal target, our performance remains strong compared to the national benchmark, which sets a 70% determination rate within statutory timescales. We are committed to improving in this area, with regular monitoring in place, and anticipate improved results in the next quarter.

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

Alongside our **Yorke Drive Regeneration** development partner, Lovel Partnerships Ltd, we continue to work through the pre-commencement conditions within the outline and reserved matters planning approvals. Residents of Yorke Drive are now being actively rehoused as part of the projects decant strategy to ensure all those within the area earmarked for demolition are appropriately re-housed. The project is due a physical start on site early in 2026.

CGI Illustration of Yorke Drive Regeneration

An update on the progress of the project is due to be presented to Cabinet in October 2025. This report is also requesting approval to submit a request to the Secretary of State for the use of Compulsory Purchase Powers in the event that the voluntary acquisition of all remaining privately owned homes cannot be secured.

Deliver phase 6 of the Council house building programme. During the quarter, we approved a recommendation to purchase 20 Section 106 properties from Arkwood Developments Ltd as part of larger, 89 home proposed development at Rainworth. These additional 20 homes will be purchased through the existing phase six programme and fully commits the funding in this programme, with a slight extension of funding and will deliver a total of 56 properties against the original 50 property target.

We are undertaking stock condition surveys for Council Housing and private rented stock and we will use the findings to develop investment and improvement plans. Currently 80% of our Council homes have had a stock condition survey completed. There have been some delays which means we have not progressed as quickly as we had hoped, this is is due to resourcing constraints with our contractor and we have one surveyor working on the project. Our aim is to have completed all stock condition surveys by the end of Q4 2025/26.

Derby City Council are in the process of reviewing all data sets provided by us and other Councils, carrying out address matching so they can begin to build the Authority specific data base. Data analysis and report development will follow with scheduled completion in Jan 2026 and final report delivery in March 2026.

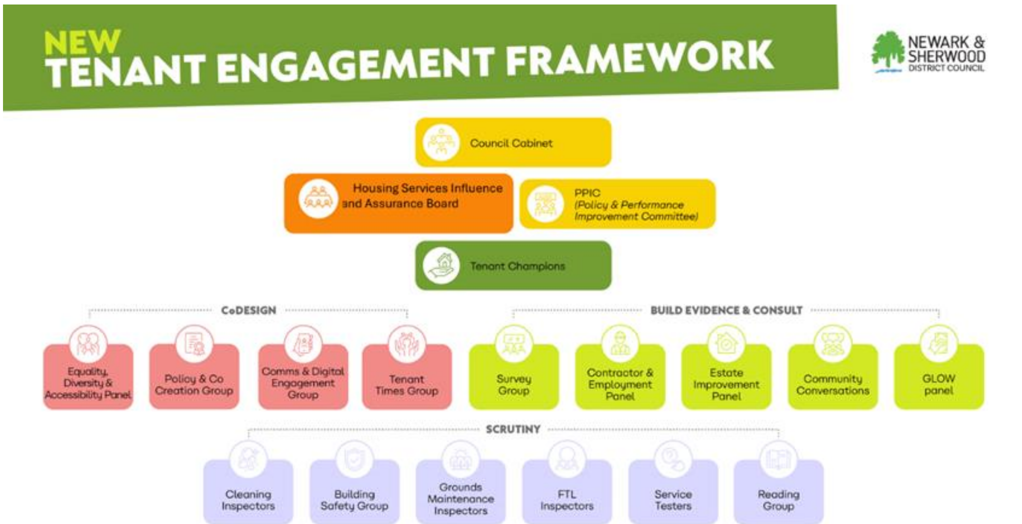
One of our tenanted properties benefitting from retrofitted energy efficient heating system upgrades

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 reported last quarter that we had secured funding via the Social Housing Fund Wave 3 programme. There have been some delays in progressing this programme due to staff resource and availability in the team, but efforts are underway to progress with the programme and we are in the process of scoring tender returns from the earlier procurement phase. It is anticipated that works will being early in 2026.

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

We remain committed to **meeting social housing regulatory standards and are actively preparing for the upcoming inspection of our Housing Services by the Regulator of Social Housing**, although we have yet to receive a confirmed date. Our current efforts include reviewing key policies and developing a position statement to provide the regulator with a comprehensive overview of our Housing Services. A communications plan has been implemented, and updates regarding the inspection process are being shared with customers, members, and staff. Additionally, we have compiled a portfolio of evidence and completed a self-assessment against the regulatory inspection criteria, which is continuously reviewed and updated. We are conducting a 'show me' exercise with colleagues to validate assumptions within our self-assessment, with a current focus on compliance. The Housing Performance and Improvement Board also meets monthly to oversee performance and use this information to identify areas for improvement within our tenant facing services. Our aim is to be ready for inspection by the end of Quarter 3.

We recently agreed a new Tenant Engagement Structure with the Housing Portfolio Holder, Tenant Engagement Board and TPAS design team to improve how performance information is shared with tenants for scrutiny purposes. TPAS are Tenant Engagement Exports and our attendance at the TPAS National Scrutiny Conference further strengthened our approach, bringing back tenant-led ideas to evolve scrutiny within our organisation.



The proposed new Tenant Engagement Structure

Housing Revenue Account Grounds Maintenance: The second quarter has progressed efficiently, supported by favourable weather conditions throughout the period. Although the prolonged dry spell resulted in some grassed areas browning, this created an opportunity to focus resources on targeted weed management and shrub maintenance. The positive results of this work are visible across the district, with an increase in public recognition through online feedback and letters of appreciation. Tenant satisfaction has remained high, with excellent scoring results, averaging 1.3–1.8 (Good to Excellent) across all inspections. Engagement from tenants in the assessment process continues to grow, with more than 200 tenant site assessments having been completed year-to-date. Most have received Perfect or Good grades contributing to the ongoing improvement of service standards. Internal inspections have also maintained strong performance levels, with any issues identified during quality checks resolved within one week.

Our teams have successfully delivered a series of Focus Days centred on cleansing and grounds maintenance in key areas including Yorke Drive, Tith Barn, Chatham Court, Queens Court, Collingham, and Farndon. Additional Focus Days are planned for quarter 3 and we will share more details about those in the next report.

Play areas remain a priority, with full compliance achieved across all daily, weekly, and monthly inspections. While a small number of remedial works remain outstanding, all are scheduled for completion. Cleveland Square has now been completed and reopened to the public. Looking ahead, Housing play areas are being reviewed for potential enhancements, including the introduction of sensory planting and accessible seating to promote inclusivity. Opportunities are also being explored to develop additional green spaces and interactive community areas across the district, further supporting our commitment to creating safe, welcoming, and sustainable neighbourhoods.

Quarter 2 has seen our **Careline Service undergo a rebrand.** The service is now being marketed as Careline 24/7 with a marketing campaign launched to attract additional customers to benefit from the life-saving service. The marketing is aimed at exploring new areas for potential growth including large towns in Lincolnshire to generate additional revenue for the authority. This should enable more people to access this type of service at an affordable rate allowing them to live independently for longer.

The **new Housing Management System, NEC**, continues to be embedded across our services. We reported last time that we expected both the Allocations module and Engage Portal to go live this quater, we are pleased to report that these milestones were achieved as anticipated and the modules will enable tenants to self-serve. The NEC project team remains focused on resolving issues as they arise and continue to work closely with the software provider.

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 continues discharging planning conditions and are entering into contract with Lovells as our development partner immently. The start date of 30 November has been agreed and we are working hard to ensure this is delivered. The build process at Stodman Street, consisting of 29 units, continues to progress in partnership between Arkwood and the Council. We expect to take possession of the units during the mid-2026 and we will commence on marketing these products in the Autumn of 2025.

The 32 unit development on the Manea Cambridge site continues to be at or around the target for the programme, with completion of works set on track for the end of January 2026. We have 11 property sales to date with a couple of others awaiting progression.
At Wirksworth the 30 unit development continues and is now progressing well in terms of the build programme, with the showhome now open for business. The Section 278 works to connect the site to the main road have not yet been signed off by the Local Authority, due to some other factors concerning land ownership. A solution has now been put forward by the Local Authority and we are pressing for urgent approval by them to enable works to commence. The first sale homes have been released and we have had a number of viewings, with a couple of solid leads, that we hope to convert to sales imminently. Sales are being impacted by the Section 278 issue, as the site appears incomplete and we have been unable to give a definitve move in date to customers without having road access to the homes.
At Long Bennington, the 50 unit development remains behind target due to planning requirements. We aiming for a September planning committee decision, however, this has been pushed back to the December committee with all appropriate documentation supplied. A delivery partner remains in place to commence on site at speed once planning consent is attained to mitigate some of these delays.

Arkwood is also close to concluding the purchase of one other site with outline planning consent, which is made up of 90 units. They are also the preferred bidder on a separate site with full planning consent, made up of 110 units. Securing these sites will give Arkwood the volume in the land pipeline, to be in greater control of the business plan targets moving forwards.

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

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Satisfaction with lettings service	92.0%	89.0%	96.0%	96.0%	=	95.0%
Number of Council homes with retrofitted energy efficiency measures	New For Q1 24/25	62	0	0	=	N/A
Number of homes delivered through our housing development company Arkwood	5	8	8	13	↓	N/A
Number of plots commenced through our housing development company Arkwood	0	32	21	52	↑	N/A
Time spent in temporary accommodation for people we owe a duty to	New For Q1 25/26	New For Q1 25/26	6.8	9.4	↑	13.0
Average time to re-let Council properties (days)	29.6	40.5	64.5	68.0	↓	28.0
Amount of current arrears as a % of annual rent debit	1.49%	1.89%	2.76%	3.20%	↓	2.30%
Average "End to End" time for all reactive repairs (calendar days)	15.4	19.6	N/A	31.99	↓	16.0
% of repairs completed at first visit	91.2%	87.9%	N/A	90.90%	↑	93.0%

**Performance trend indicates whether KPIs this quarter have improved, declined, or remained the same compared to the previous quarter. This information allows readers to identify trends, analyse possible underlying causes, and use these insights as a reference for resource allocation, strategic planning, and establishing future performance targets.*

***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Exploring our performance

The amount of current areas has felt the impact of tenants making the transition to Universal Credit, challenges with team resources and the transition to the new housing management system. We have been working closely with NEC to resolve the teething problems with the new system, and we have developed an action plan to stabilise and then improve the arrears position. We are expecting arrears to stabilise in the second half of the year, with the arrears improving into 2026/27.

A deeper dive into our performance

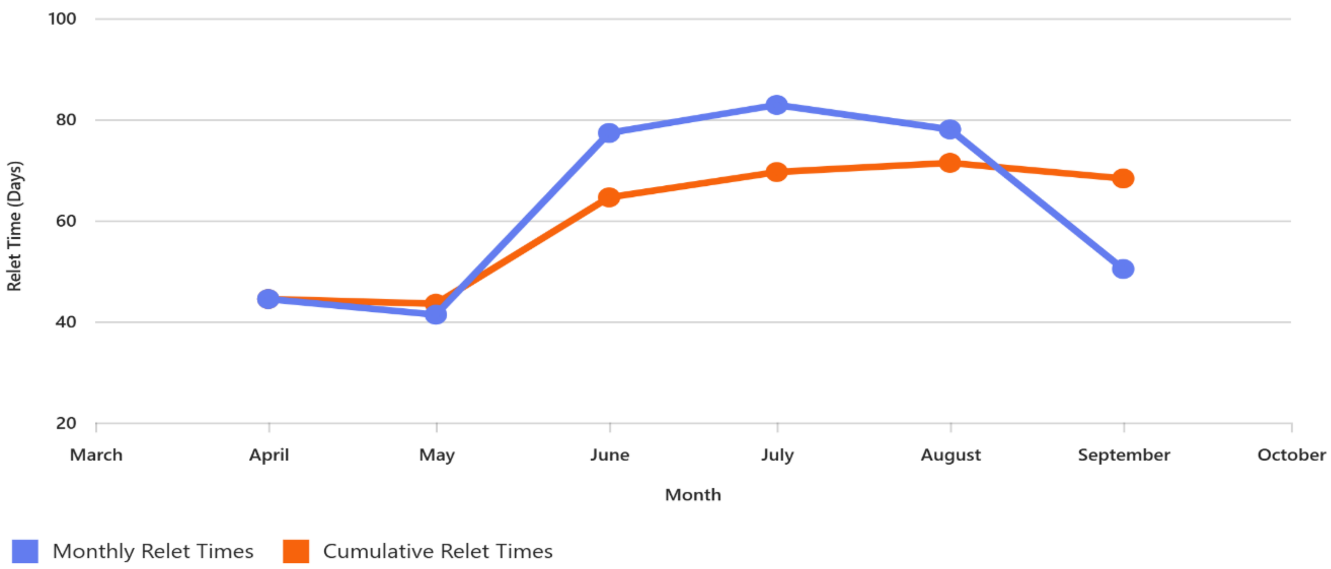
The average time taken to re-let Council properties remains below target by 40 days, and with an overall downward trend observed quarter on quarter. This is reflective of several contributing factors, including delays in property viewings during the implementation of the new housing management system, NEC. There have also been delays in completing repair works for empty homes and an accumulation of empty homes due to more complex repairs.

In previous performance updates, we communicated that an external contractor had been appointed to help reduce the number of empty homes that have accumulated. This was necessary to improve performance, as our in-house teams were already working to full capacity and as new properties became vacant, this compounded our team's workload making it very challenging to catch up. Our performance has already felt the impact of these challenges and has influenced our average re-letting times. As the contractor completes work on homes that have been vacant for longer periods, it clouds the performance of our in-house team.

To remedy this, we have implemented weekly internal reporting on key-to-key turnaround times, to differentiate and monitor properties managed by the contractor versus those handled by our internal teams. This approach offers a more accurate assessment of performance, ensuring that extended completion times for complex properties being managed by the contractor do not disproportionately influence those being handled internally.

The accompanying graph illustrates both cumulative and the monthly internal key-to-key performance, showing a notable reduction in monthly turnaround times from 82 days in July to 50 days in September. While cumulative performance is unlikely to meet the target within this financial year, focusing on monthly key-to-key results suggests the 28-day target may be achievable in the next financial year.

Regarding accumulated properties, from 31 August to 31 October the contractor successfully completed 19 properties with an average turnaround of 57.5 days. Although this exceeds the 28-day target, it is shows that improvements are being felt throughout the service and the remaining 43 properties are forecast to be completed by 31 January 2026.



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

As part of our ongoing to work to **complement the implementation of our 'Health and Wellbeing Strategy' with activities to reduce health inequalities in targeted areas**, this quarter we have supported a number of iniatives in the Community including:

- **The Adult Social Care & Housing workshop** which was organised to strengthen collaboration between the Newark & Sherwood Adult Social Care Team and Council Housing Teams. It allowed time away together to identify shared challenges and opportunities, understand each other's service better and develop actions for working better together in the future. With limited resources both services work with residents within complex circumstances daily and the aim of the workshop was to explore ways in which we maximise our collective impact for individuals and families.

- **Newark's first Festival of Food alongside Newark on Sea**, in which our teams delivered a weekend of cookery demonstrations, information about growing and promoting affordable healthy eating opportunities within the community. Followed by a fortnight of activities aimed at families including a make your own healthy picnic, Oral Health advice and Urban Worm workshops.

- Our team piloted a series of **Primary Schools Mini Health Roadshows** throughout the summer, organised with the help of the Junior Town Council in Ollerton and Boughton. Each event took place straight after school allowing students to visit each stand with their parent and learn about the different services available to support families health and wellbeing.

- We hosted a small cohort of partners to undertake the **Royal Society Public Health Level 2 award in Encouraging Vaccination Uptake**. Four colleagues completed the training and assessment alongside colleagues from the health sector. Vaccination programmes protect our health and wellbeing by strengthening our immune response to a number of different threats. All immunisation programmes in the UK are voluntary and the decision for whether to receive a vaccination rests with the individual. This qualification is designed to help our colleagues have conversations with others around vaccination uptake, including signposting them to further help and support to help them to make a decision.

- **Active Neighbourhood Scan – Hawtonville:Best Years Hub**. In July a number of partners came together to host the first Active Neighbourhood Scan in Hawtonville, starting with the Best Years Hub. This work highlights the experiences of older residents and the barriers they face in simply moving around their estate. The aim was to identify small but meaningful changes that that could improve daily life and inform wider regeneration and health strategies. More scans are being planned with families and young people.

The Food Co-ordinator has been busy supporting our communities this quarter, with some of the following activities:

- **'The Great Newark and Sherwood Cake Baking Challenge'** toured the district again this year allowing young people aged 10-16 to learn to bake and decorate a themed cake. The theme over the summer was to create a 'Sublime Summer Cake' with sessions delivered in 8 venues engaging with over 60 young people. The highlight of the summer was an integenerational session hosted by GEM social group in South Scarle, which saw 8 young people partnered with an older resident to create their summer cake together.

- **Teen's cookery delivery** has continued into quarter 2 with two four-week courses being delivered to an additional 30 young people.

- **A Fakeaway cooking course** was delivered in September with a group of 9 adults at Cleveland Square, Hawtonville. The group are keen to continue, and the team are exploring a level 1 nutrition and health qualification in partnership with Academy Transformation Trust Further Education (ATTFE).

- **Best Years Cooking** – Visits have taken place to the Best Years Hubs to deliver cooking sessions to support those who live alone.

- **Grow Balderton**, a new community garden has run several days of action through the summer and have formed a committee. The group now have a constitution and are ready to allow allotment holders access to the site.

Explore options to further develop parks in the district enabling free play and exercise, making sure the offer is as inclusive and as varied as possible.

- Local engagement remained strong with over 2,400 visitors to Sconce & Devon Park and 1,300 at Vicar Water in August.

Wrapped up for our Evening Bat Walks taking place at Sconce & Devon and Vicar Water Country Parks

- Events such as bat walks, park runs, and volunteer clean-ups continue to strengthen community connection and environmental awareness.
- This quarter has seen a greater emphasis on sustainable planting, particularly through the use of perennials. This approach will require a modest increase in workload, but it will result in neater, more cost-effective, and environmentally friendly schemes across the district.
- Fleet efficiency remained steady, with total monthly fuel use averaging around 5,000 litres of diesel for street cleansing and 1,200 litres for grounds maintenance.
- We continue to trial electric Mean Green mowers, reducing emissions, improving sustainability and offering approximately a 78% reduction in fuel costs when compared to the cost of operating a diesel mower over the same time period.

The **East Midlands in Bloom Awards were cause for celebration** across Newark and Sherwood this quarter, with a number of groups, businesses and volunteers picking up coveted awards at the annual competition, organised by the EMIB Regional Committee in September 2025. Judging took place in July and some key areas of achievement were highlighted, including Horticulture, Environment and Community. The full report can be found here: https://emib.org.uk/wp-content/uploads/2025/05/EMiB-Entrants-Reports-2025.pdf

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

As a result of the judges findings, Newark won the 'Least Litter in the East Midlands' award as well as the **runner-up in the large town category being awarded a Silver Gilt.** Judges commented that they didn't see one piece of litter on their tour, which is an incredible achievement. As well as praising outstanding litter picking across the town's three Green Flag parks. They also commended the support of Historic Newark in Bloom volunteers in making green spaces more vibrant and highlighted involvement with local schools, collaborative work with Newark and Sherwood District Council and Newark Town Council and community engagement at work with local businesses. This recognition reflects the dedication, hard work, and preparation of everyone involved. Special thanks go to the community, led by Kay Bellhouse, Chair of Historic Newark in Bloom, for their outstanding contributions.

"We're proud of our green spaces and it's rewarding to know the hard work of local volunteers and our amazing officers is greatly appreciated. I particularly love the planters done by volunteers on Newark Castle station. We've put a real focus on making our parks and spaces as clean as they can be and this is all down to fantastic collaborative working across the district. Congratulations to the award winners and thank you to the teams at Newark and Sherwood District Council and to all the volunteers across the district for keeping our communities among the cleanest and tidiest in the East Midlands!"
Councillor Simon Forde, Portfolio Holder for Climate and the Environment

"Winning the 'Least Litter in the East Midlands' award is a fantastic achievement and a real reflection of the pride our communities take in their surroundings. For judges to say they didn't see a single piece of litter during their visit is remarkable and speaks volumes about the dedication of our cleansing teams, the tireless work of volunteers, and the commitment of local residents. It's clear that when we all work together, across council services, community groups and local businesses, we can achieve truly outstanding results. I want to thank everyone involved for helping to make Newark and Sherwood one of the cleanest and most welcoming districts in the region."
Councillor Paul Taylor, Portfolio Holder for Public Protection and Community Relations

Implement the 'Playing Pitch Strategy' and the 'Sports and Recreational Facilities Strategy', including the provision of 5 new 3G sports pitches: During quarter 2, the Football Foundation has continued to work on the technical feasibility for 3 of the 3G pitches following the Expression of Interest and assessment process. Expressions of Interest were submitted for Brinkley, Southwell and the Newark Academy, Magnus and Suthers Schools in Newark. 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 including Levelling Up in Clipstone and the re-build of the Dukeries Academy, Ollerton. Ollerton FC's site at Walesby Lane is also now under consideration as an alternative to the Dukeries Academy site, driven by challenges in the school site linked to the overall re-build of the school. The complexity of both these schemes has impacted on the pace of delivery at these sites, future updates will be shared as these plans develop.

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

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Number of new Active4Today leisure members	New For Q1 25/26	New For Q1 25/26	1,550	2,399	↓	1,875
Number of User Visits - Active 4 Today (all)	578,024	506,055	287,693	573,374	↓	550,000
Average number of calendar days to process new council tax support applications	12.7	16.1	18.9	17.4	↑	14.0
Average no of calendar days to process council tax support change in circumstances	10.3	31.6	11.6	14.3	↓	7.0
Average no of calendar days to process new housing benefit claims	13.8	17.4	22.0	20.6	↑	14.0
Average no of calendar days to process housing benefit change in circumstances	3.8	3.6	4.7	3.8	↑	4.0
Live Leisure Centre membership base (all)	11,788	11,718	12,330	11,718	↓	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	60.0%	68.0%	44%	↓	60.0%

**Performance trend indicates whether KPIs this quarter have improved, declined, or remained the same compared to the previous quarter. This information allows readers to identify trends, analyse possible underlying causes, and use these insights as a reference for resource allocation, strategic planning, and establishing future performance targets.*

***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Exploring our performance: An analysis of the average number of calendar days required to process new council tax support applications indicates an underperformance of 3.4 days against target. Nevertheless, trend analysis reveals continuous quarter-on-quarter improvement, with processing times reduced by nearly two days, and it is anticipated that targets will be met for the remainder of the year.

The processing time for council tax support changes in circumstances also fell short this quarter by 7.3 days. This decline is primarily due to the increased migration of cases to Universal Credit during quarter two, a transition expected to conclude by the end of quarter three. This migration has necessitated additional workload as each case requires thorough checking and proper closure, necessitating a strategic allocation of resources toward priority areas. Similarly, the average processing time for new housing benefit claims was below target by 6.6 days; however, there has been a consistent quarter-on-quarter improvement of 1.4 days. At present, working-age new claims for housing benefit, are now only those claims associated with supported living claims, and which are inherently more complex and time-consuming. Most working-age housing support claims are now included within Universal Credit. It is expected that performance in this area will improve over the remainder of the year as workloads stabilise and the migration to Universal Credit is completed.

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

The **Keeping Town Centres Safe Government Initiative, has been re-named Safer Streets Summer Initiative.** This initiative includes increased hotspot patrols, use of targeted enforcement powers and focussed campaigns within the Castle, Magnus and Devon wards.

ASB Hotspot Initiative Patrol Hours *(in addition to standard CPO patrols):*	
Month	**Hours**
July	40
August	32
September	34

Through July the Community Protection Officers have conducted, on average, 4.5 hours per day of high visibility town centre patrols Monday - Friday in the town centre. Additionally our Anti-Social Behaviour Officer and Community Proection Officers conducted patrols to target street drinking which resulted in 2 individuals being issued with Community Protection Notices for continued street drinking in the town centre.

August saw further patrols taking place in Newark Town Centre with a continued focus on tackling street drinking, these patrols were in partnership with police. This culminated in 5 Community Protection Warnings being issued. Liaison with CGL, Housing teams, and Framework continue on an individual case-by-case basis.

In September 2025, a further 4 Community Protection Warnings were issued to persistent street drinkers. 4 of those issued within this period were escalated to Community Protection Notices due to continued breaches of the warnings issued.

We undertook a night of action in Farnsfield, on the evening of Friday 12 September. A team of officers engaged with members of the public and visited sites where previously anti-social behaviour has taken place, including the skate park and the woods.

We also visited Bilsthorpe Flying High Primary School and hosted anti-social behaviour themed assemblies to 110 pupils across years 3,4,5 and 6. The children enjoyed interacting with the team, and the use of E-bikes and E-Scooters were of particular interest to them.

Anti-Social Behaviour Awareness Week took place this quarter from the 30th June - 6th July 2025, we raised awareness via social media platforms, posting 8 articles throughout the week on various subjects to include how to report anti-social behaviour, the importance of reporting, impact on mental health of victims and the range of educational activities provided throughout the district to engage and divert young people.

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

We continue to work with partners to support businesses, providing education and intervening where necessary in order to prevent anti-social behaviour:

- One such initative that continued this quarter included the **Extreme Wheels sessions**. These were held weekly at Sherwood Avenue Park, Newark, until the start of the school summer holidays, when the sessions were re-located to Edwinstowe Skate Park. Sessions returned to Sherwood Avenue Park for three weeks in September; the final session being held on Thursday 25th September. 37 young people signed up to the sessions, feedback received from the young people was that they valued and enjoyed the sessions.

- The **Anti-Social Behaviour Panel** continues to be held monthly, there have been 4 new referrals to the panel during this quarter.

- We received 118 anti-social behaviour complaints during quarter 2 and the team continue to manage high caseloads. 9 first stage warning letters were delivered by our teams, in partnership with the Police, to parents of young people causing a nuisance at Balderton Lakes, which included incidents of alleged harm to wildlife.

- 10 first stage warning letters were also delivered to parents of young people identified by our teams in and around Fernwood in August 2025.

- Our teams have visited and spoken to the parents of two young people identified as causing anti-social behaviour in the vicinity of Brewers Wharf.

Reduce opportunities for crime and anti-social behaviour, by reviewing infrastructure and encouraging behavioural change across the district with the aim of improving feelings of safety:

- Two young people who have recently been involved in anti-social behaviour commenced the **'Equipped to Succeed' programme** run by Second Chance Learning Academy. These sessions, which are held weekly at Hawtonville Young Peoples Centre, help the young people to recognise their behaviours, help with self-development and explore other interests.

Our work to deliver the new enhanced in-house CCTV control room continues this quarter. The contract was awarded in July and the build is now underway. There are several technical challenges with regards to ensuring the connectivity at a new location, but these have been categorised and significant work is being undertaken to ensure a smooth transition. The main elements of the control room have been constructed ready to receive the equipment once factory testing has been completed.

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

Work with statutory authorities to improve flood mitigation and resilience across the district:

- On the evening of 16th September, we hosted Flood Warden Training for Nottinghamshire at Castle House. The training was delivered by the emergency planning team at Nottinghamshire County Council with representatives from Nottinghamshire Fire and Rescue. Approximately 50 existing and new wardens attended the training gaining valuable information of actions to be taken prior, during and after a flood.

- We hosted a Flood Resilience Event at Sconce and Devon Park on Thursday 18th September 25, attended by The Environment Agency, Nottinghamshire County Council, Severn Trent Water, Nottinghamshire Police, Nottinghamshire Fire and Rescue Service and Flood Mary. Flood Mary is Mary Long-Dhonau OBE, who is a 12 times flood victim and campaigner for flood awareness and resilience. Mary exhibited the Flood Pod, which is an interactive room showcasing flood resilience measures such as air brick, barriers etc. Invitations were sent to all residents affected by the recent flooding caused by Stoms Henk and Babet, along with several social media posts to raise awareness of the event to members of the public.

Water Safety Farndon & Ollerton: To combat repeated year-on-year issues of young people swimming in the river at Farndon Marina, and an emerging issue of young people swimming in the river Maun at Ollerton, work was undertaken in July 2025, to send an alert to parents via relevant local schools to make communities aware that this activity was taking place. This communication focused on the danger young people were putting themselves in, not only the obvious but of the hidden dangers to health from poor quality water; with the police providing water quality readings for the water around Farndon. Working jointly with the police, Nottinghamshire County Council Youth Service are working with local young people to reiterate the dangers.

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

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 24/25	Quarter 2 25/26**	Performance Trend*	Target 25/26
Number of positive outcomes resulting from CCTV intervention	83	87	52	83	↓	N/A
% fly tipping incidents removed within 72 hours	93.9%	98.8%	97.5%	97.4%	=	95.0%
% of incidents resulting in an FPN or prosecution	New For Q1 25/26	New For Q1 25/26	15.0%	17.0%	↑	17.0%
% of businesses in the district with a food hygiene rating of 3 or higher (generally satisfactory or above)	98.00%	98.00%	14.4%	98.00%	=	98.00%

**Performance trend indicates whether KPIs this quarter have improved, declined, or remained the same compared to the previous quarter. This information allows readers to identify trends, analyse possible underlying causes, and use these insights as a reference for resource allocation, strategic planning, and establishing future performance targets.*
***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26	County Comparison
% reduction in anti-social behaviour - Newark & Sherwood District compared against County area	9.0%	10.0%	-5.7%	9.1%	18.4%
% reduction in all crime - Newark & Sherwood District compared against County area	1.0%	2.0%	98.40%	0.0%	-1.7%

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, the County saw a reduction of 18.4% this quarter, however our reduction in anti-social behaviour for was 9.1%. It should also be noted that we achieved a 16% reduction last year, which has a year-on-year effect.

Focusing on all crime, there was an increase in crime across the county of 1.7% however we saw no increase and therefore performed better than the county average.

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

Delivery of the Newark Castle Gatehouse scheme has continued, construction has now begun and is progressing well, with the new building foundations in place. There have been some delays due to archaeological findings and the constraints of working within a Scheduled Monument and Grade I Listed Building, but the design team and contractors are working together well to keep the project moving forward. Procurement is underway for the exhibition fitout contractor and AV specialist. We have begun to deliver items from the activity plan, which includes hard hat tours, working with universities to inspire and upskill architecture students, sharing technical expertise with Newark Academy pupils, and a partnership project with St Mary Magdalene Church.

Newark's Cultural Heart events programme continues, bringing free events right to the heart of the town centre thanks to the collaborative efforts of Lincoln College Group, Newark Town Council, and Newark Cultural Consortium/Newark Creates.

Following a lively first half of the year, quarter 2 was packed with exciting activities for all ages. One of the highlights was 'The Zone' which was an award-winning creative space designed especially for 11–16-year-olds. It aimed to offer a safe, welcoming environment where young people could unwind, make new friends, and explore their creativity through music, gaming, dance, and art. Summer in Newark was brighter than ever with the return of beloved events like the Newark Book Festival, Newark Music Festival, and Newark-On-Sea, each bringing unique entertainment and creating a sense of community in the town centre. Brass Band concerts were hosted in the Market Place delighting shoppers and visitors alike with upbeat performances and a lively atmosphere.

Deliver the National Portfolio Organisation (NPO) activity plan. Championing and promoting the arts, culture and heritage through the enjoyment of music and arts from different cultures:

During quarter 2, **the Open Doors programme**, funded by Arts Council England continued championing and promoting the arts, culture and heritage. All activities are designed with and for the communities and groups we work with. Our funding means we offer more to people living in areas of our district where there are less cultural and arts activities. During the quarter we have proudly recorded over 8,244 engagements with people across our district. Some of the activities delivered, are designed to inspire personal, family and community development though enjoyment and learning. This quarter activities have included:

- Continued support for the **'Creative Influencers' group**, which is made up of 13-17 year-olds who meet on a monthly basis. The group have embarked on trips to arts venues in other cities, using that experience to put forward suggestions to changes in our own venues. These suggestions have so far included the development of our Tudor Attic space, a new temporary exhibition and led on plans for LGBTQIA+ events in February 2026.
- Our **Theatre Learning offer** was shared with all schools across the district. Schools are able to book free creative sessions for students to enjoy all aspects of theatre, including puppetry, singing, playwriting, drama and music,

> *"Just to say a huge thank you again for Friday's experience. For many of our students, it was their first time stepping onto a real stage, and the opportunity you and the theatre provided was incredible. It was particularly impressive to see you and Mark collaborate on the lighting - on the journey home several students were already discussing how they could use what they learned in their drama exams!"*
> **Teacher of group attending Theatre Tour and workshop.**

including our newly developed revision sessions for secondary schools to support GCSE English and Drama learning and enjoyment.

- **Our Artist in Residence** offered free weekly creative walking activities around Newark, and supplemented Family Saturday activities at the National Civil War Centre. The following free workshops have been hosted this quarter:
  - Creative wellbeing workshop for the Dandelion women's group
  - Botanical walk along the riverside, inspired by historical botanical survey document in our collections
  - Cyanotype and nature workshop for the Creative Influencers and their families and friends at The Holt, Newark
  - Studio workshop for a Mencap group
  - Work experience for young people at the National Civil War Centre
  - Print making workshop for Newark College students

- **Our partnership with Musicworks** continued with the successful 'MusicWalks' event at Vicar Water Country Park, combining live music with nature. We collaborated on pop-up live music performances in non-traditional music venues including the Dukeries Leisure Centre, Ollerton Tesco and Sherwood Forest. All of these events brought high quality live music, enhancing community spirit and enjoyment, inspiring diverse conversations with the public about playing instruments, singing and the benefit on community wellbeing.

- Our popular exhibition at the **National Civil War Centre 'A Polish Heart Beats Here'** continued to provide fascinating cultural and historical insight into the lives of Polish people in the district. **This exhibition reached the finals for the annual Association of Heritage Interpretation award for Community Engagement** – which is an award which recognises projects where the community takes the lead, or where organisations work in equal partnership with their communities, to engage people in heritage, nature, culture or science. It was a great achievement to be a finalist in this category and to see our cultural offer promoted alongside other nationally and internationally recognised heritage organisations.

> *"We had a brilliant time and are still buzzing! It's been great working with Open Doors and I hope we can work together again. The event went better than we expected, we now have closer ties with the Scouts, they were all great and it brought in a lot of people who had no idea that we existed. Open Doors has given us ideas to work on, we will be using the mining trail and are thinking about other ways to engage young people."*
> **Cris Cooper**
> **Bilsthorpe Heritage Museum volunteer.**

- Our partnership this year supporting **Bilsthorpe Heritage Museum** culminated with a free event celebrating Heritage Open Day, featuring the award-winning Thoresby Colliery Band. Activities also included a range of creative workshops for Bilsthorpe Scouts exploring the history or colliery music. We also toured our 'Mining for Stories' exhibition to Ollerton and Newark Libraries, sharing interviews with local people connected to mining.

We continue to work with our partners to look for opportunities within music and the arts and this has seen our work with Newark Creates continue to deliver a programme of events and activities across the town:

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

- The music co-ordinator has been working alongside Newark Creates to develop plans for **World Singing Day across the district on 18 October**, this event globally aims to bring together communities to celebrate and encourage participation and enjoyment in singing. Our music co-ordinator has been working collaboratively with schools to recognise this event.

- Projects linked to the installation of the Kiddey Sculptures have continued to reinvigorate local interest in this renowned artist. Through our new **curator partnership with Newark Town Council**, there has been a schools project, and plans are in place for an exhibition of his work across both sites and a programme of events to complement this.

In the quarter 1, we reported significant progress on the **installation of the Kiddey Sculptures**. The site was excavated, and the twelve stones were precisely mounted into custom metal frames to create four panels, which were finished with quality brickwork and integrated lighting. This quarter, the project reached completion with the addition of glass panels to protect the sculptures from environmental exposure. Additionally, two benches have been installed in front of the display, providing visitors to Castle House with an inviting space to appreciate the installation.

> *“Robert Kiddey was not just an extraordinary artist, he was an integral part of Newark. From the students he inspired, to the public artworks that still surround us, Kiddey's legacy is woven into our streets and stories, and it is vitally important that we both recognise and celebrate his influence.”*
>
> ***Councillor Rowan Cozens,***
>
> ***Deputy Leader and Portfolio Holder for Heritage, Culture and the Arts***


Official Opening of the Kiddey Sculptures

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 has completed, and due to its success neighbouring Councils are working with us to provide a second campaign across a wider geography in 2026, this will be a free spring challenge running across the districts involved 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. Further work is now being undertaken on a Christmas Campaign to attact visitors into our town centres.

Construction at 32 Stodman Street is progressing as part of an ongoing development that will provide the town with high-quality residential accommodation and new commercial spaces. Due to the historic and


Construction at 32 Stodman Street, Newark

complex nature of the site, the contractor has indicated that an extension to the project timeline may be necessary. Should a formal request for an extension be submitted and approved, the anticipated completion date would shift to July 2026. At present, however, no formal extension request has been received.

We continue to work closely with Newark Town Council to deliver the **physical transformation of Newark Market Place,** this quarter has seen the initial concept designs agreed, paving the way for an impactful transformation including greening, alfresco dining, seating, planters, an events and market space together with a lighting scheme that aims to create a more warm and welcoming space during the evenings for everyone to enjoy.

Newark Town Centre Masterplan Exhibition on display at the Buttermarket, Newark.

The project will now enter the next important and exciting phase - RIBA Stage 3: Spatial Coordination where the finer details are mapped out ahead of construction. Updated designs will be shared this Winter with the Town Council and other key stakeholders. The Full Business Case continues to be developed, with plans to seek approval from the Newark Town Board to unlock a £3.61 million capital grant from the Town Investment Plan, which is a major step toward making this transformation a reality.

The **Bilsthorpe Community Hub project is being led by Bilsthorpe Parish Council** and is an ambitious project to develop a new multi-use hub in the village. We are currently supporting the project through project oversight and providing guidance on the options appraisal as well as supporting to enable access to potential funding pots. The Parish Council have been working with a range of stakeholders, including the community via a public consultation, to develop their plans, including the decommissioning of the existing building if necessary.

As delivery of the Bilsthorpe Community Hub is now reflected in our revised Community Plan, a paper will be brought to Cabinet outlining our proposals for supporting the hub in due course and we will share the outcomes of this report in a future update.

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

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Total number of admissions - National Civil War Centre	9,199	9,273	3,752	8,710	↑	8,500
Total number of admissions - Palace Theatre	12,792	19,833	11,004	16,791	↓	17,000
Number of people reached through direct participation and outreach	6,674	7,312	6,484	11,471	↓	6,250
Total footfall across all heritage and culture services and sites	39,899	51,533	25,385	46,341	↓	52,500

**Performance trend indicates whether KPIs this quarter have improved, declined, or remained the same compared to the previous quarter. This information allows readers to identify trends, analyse possible underlying causes, and use these insights as a reference for resource allocation, strategic planning, and establishing future performance targets.*
***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Exploring our performance:

Regarding total footfall across all heritage and culture sites, this indicator encompasses all visitors to our venues, including activities held on our premises that are not directly managed by us. During the year, it became apparent that the Castle Gatehouse Project necessitated a complete closure of the gardens. While most activities continued, many were relocated off-site, resulting in the indicator falling short of its target. Efforts are ongoing to enhance our marketing approach, with particular emphasis on maximising footfall at events under our direct management. This includes a renewed focus on the National Civil War Centre, prompted by underperformance in quarter one and a slight decline at the theatre. It is encouraging to see that this quarter the total number of admissions to the National Civil War Centre have performed well and outperformed last quarter.

Pantomime sales are currently exceeding last year's record-breaking figures, which is encouraging for improvements in the third quarter. Nevertheless, it should be noted that we cannot account for loss of third-party events due to the Castle gardens closure, such as the brass band concerts.

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

In preparation for the implementation of weekly food waste collections with WRAP (Waste and Resouces Action Programme) and Nottinghamshire County Council, 8 Food Waste vehicles have been ordered and are scheduled for delivery April 2027. We are developing plans to launch a trial domestic food waste collection in the District to compare the participation and yield of food waste collected from properties that have bags provided and those that don't as well the opportunity to iron out any problems that we may identify. Additionally, the Food Waste Working Group is meeting every month to discuss partnership working and ensure consistency when introducing the scheme. 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. Demolition works got under way this quarter and will continue throughout quarter.

Our commerical glass collection customer base is continuing to grow since the scheme launch in June 2025, the number of subscriptions grew by 10% in Q2 to take the total to 55 customers.

Hawtonville Tree Project

Deliver the Council's Tree Strategy, enabling the exploration of options to develop new community woodland and wildlife spaces and support the improvement of air quality: In 2024 national data was released on urban trees which showed that tree cover in Hawtonville, Newark, is below average, both for the district and nationally. We're now working closely with the Woodland Trust, local charity Reach Learning Disability, Greenwood Community Forest and residents on the 'Hawtonville Tree Project' to increase the number of trees on the estate. Urban trees are crucial for providing wildlife habitats, mitigating and adapting to the impacts of climate change and improving public health. Forest Research, the government's scientific advisers on forestry and tree-related research, estimate that the long-term mental health benefits of street trees alone are valued at £1 billion.

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. The ongoing discussions reported in quarter 1 with two landowners that are developing Habitat Banks have continued. The Section 106 Agreement discussions continue with one landowner and the anticipation that they will be able to sell biodiversity net gain (BNG) units by the end of 2025 or early 2026 remains. Discussions with the second landowner are via a land agent and have been less frequent and the confidence that they will be able to sell units by the same period are now lower. In September Cabinet approved the use of 5 parcels of land owned by the Council for the purpose of developing our own Habitat Banks, and a budget allocation for this work. Biodiversity Units generated from this land will primarily be used to support the our developments, and those of supported projects, that are subject to mandatory BNG. Our officers have had initial meetings with two other landowners enquiring about developing habitat banks, but it is too early to conclude whether they are likely to progress further.

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:

- We attended **Midsummer Magic at the National Civil War Centre in July** to celebrate the sunshine and all things solstice. We provided the popular wildflower seedball making to help promote planting to encourage pollinators at home and talk about the Greener Gateways initiative to increase biodiversity in our towns and villages. We also ran our plastic pollution game, interactive pledge wall and handed out tips to reduce plastic waste at home, looking at alternative packaging to plastic for everyday items and to engage the public in this topic. Our ocean information board served as a talking point about why the ocean is important and why we need to keep litter out of our rivers and ocean. On the day, around 30 people took part in the activities, and we had one winner for our pollution competition.

- **Drain Art – 14th, 15th, 24th and 25th July 2025**
  In support of our commitment to enhancing river and waterway health, we collaborated with primary school students to produce drain art throughout the district. Due to safety considerations, painting on public roads and streets was not permitted; therefore, participating schools created artwork on two drains within their own playgrounds. As part of this educational initiative, schools received a presentation addressing ocean pollution and printed templates to guide the creation of their drain art. The project was introduced to Year 6 students as a legacy opportunity for their respective schools. After designs were chosen, iMAGESKOOL artists worked alongside the students to transfer these designs onto the playground. Additionally, we provided logistical support on the day of painting to facilitate student participation. A survey to provide feedback was sent out to the seven schools and the group of home-schooled children who took part. The consensus was that the pupils enjoyed taking part in the projects and were very satisfied with the resources provided and work carried out by us in collaboration with iMAGESKOOL. The majority felt that the children learned more about the effects of litter on our rivers and ocean.

Fantastic drain art designs painted by primary age students in collaboration with iMAGESKOOL

"It was a fab session, well put together and thought out. So glad to be involved, and a great experience for the children."

Sam Farrell

Home Educated Group

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

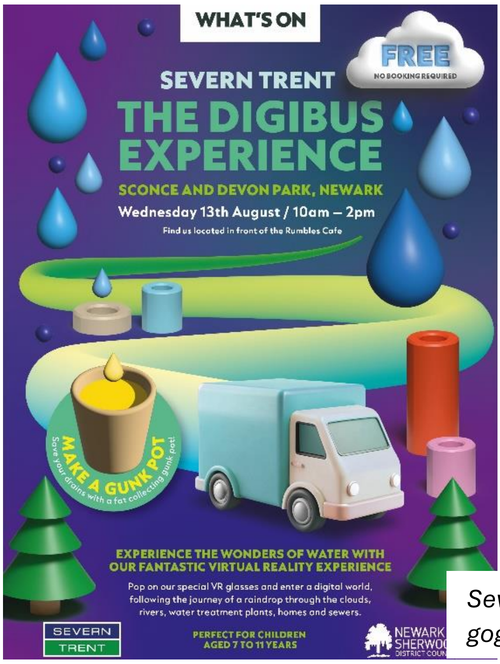
- **Leave No Litter Signage Designs Selected**

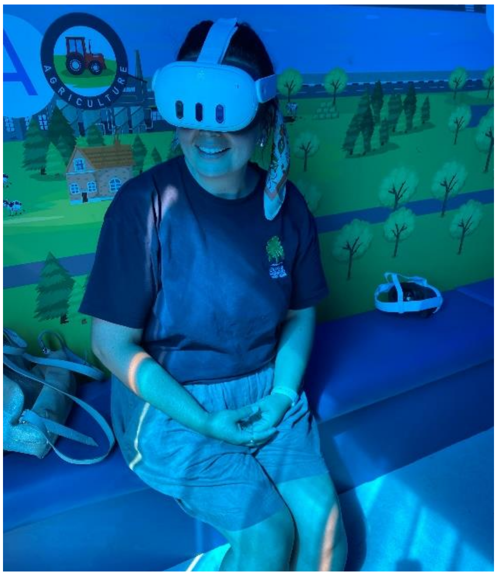
The winning designs for the Leave No Litter signage competition have been selected and created into signs and stickers by a graphic artist. The signs will be erected in local parks and the stickers will be placed on street bins to remind passersby to bin their rubbish and reminding them of the damage that litter causes. Keep an eye out for these eye catching signs popping up around our District next quarter!

Two of the selected 'Leave No Litter' Signage Designs

- **Severn Trent Virtual Reality Bus Event – 13th August**

We explored the wonders of water with the Severn Trent digibus experience at Sconce and Devon Park. Visitors popped on virtual reality glasses to track the journey of a raindrop through the clouds, rivers, water treatment plants, homes and sewers. They learned that they should only flush the 'Three Ps' down the toilet to prevent blockages which could cause the flooding during heavy rainfall and could find their way into our rivers and ocean. We had over 70 visitors across 4 hours who had great fun on all of the activities. They left with information about drain care and a 'gunk pot' to prevent fats and oils being poured down the sink.





Severn Trent Digibus experiences: Tracking the journey of a raindrop via virtual reality goggles & Educational Games of what can and cannot be flushed down the toilet.

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

Throughout July and August, we attended the following events to **promote positive recycling behaviours**:

- **Positively Empowered Kids Community Fun Day – 12th July** We were invited to attend a community fun day in Middlebeck organised by Positively Empowered Kids. We provided families with recycling information, quizzes, games and prizes for practising their recycling with us on the day. The event was a great success with around 80 adults and children participating in our activities on the day. Information on the most commonly found contaminants was shared to encourage better recycling habits and raise awareness.

Positively Empowered Kids Community Fun Day – Enjoying our Race to Recycle Game!

- **Food Waste Recycling Event with The Urban Worm – 8th August** As part of the Newark Food Festival, we supported The Urban Worm with showing residents how easy it is to turn some of their organic waste into nutritious compost. Families learned what could be composted in wormeries using our magnetic wormery board, as well as making worm poo teabags to use as fertilisers for plants. To promote the planting of wildflowers in gardens, we showed residents how to make wildflower seedballs using their freshly made compost. Over the course of a great day in the market place, we engaged with 60 adults and children.

"To feed or not to feed, that is the question" – Our Feed the Worms game to help educate residents what can be composted in wormeries.

- **Urban and Civic Community Fun Day – 16th August** Following the Positively Empowered Kids community fun day, we were invited to take part in another community fun day in Middlebeck organised by Urban and Civic. The day brought together a range of organisations and stall holders, with us providing wildflower seedball making to help promote composting and planting amongst the younger generations. Both adults and children alike love this activity, and it provides us with an opportunity to talk about the importance of wildflowers for the environment and our own health and wellbeing, as well as the council's Greener Gateways initiative which started this year. It was a quieter event with around 45 adults and children talking part in our activity. At Community Link Groups at Well Green House, Coddington and William Ghent House, Balderton, we distributed recycling leaflets and bin stickers, as well as answering any queries regarding recycling in the district from around 50 residents. Following the success at these groups, we will be attending more in the run up to residential recycling changes in March 2026 to assist residents with these.

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

Recycling Week Communication – 22nd – 28th September

The volunteers at Beaumond House Charity Shop in Newark

- We created content for our Social Media accounts to help engage residents in **Recycling Week 2025.** This included ways that residents could reduce, reuse and recycle across the district to help encourage positive behaviour changes towards waste.

- We promoted **reducing and reusing** by shopping preloved in our district's fantastic selection of second-hand shops.

- Highlighted the **Newark Eco Refill store** and the **South Clifton Refill Station** in the district to help reduce plastic waste when shopping for household essentials.

- Helped to promote **Newark's first repair café** organised by Newark Borrow & Repair Group, Coreset, Newark College & St Mary Magdalene with St Leonard.

- Continuing from our contaminated waste review findings, we created a contamination video based on a viral video trend. Our waste management operatives went **'fishing for contamination'** in the recycling bins. In a tongue-in-cheek way, we highlight what contamination we find in the recycling bin and where those items should go to help residents recycle right. You can find out what other items are commonly contaminating recycling bins here! https://www.facebook.com/reel/4252000081701957

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

- We also reminded residents online that they can **recycle their domestic batteries** by placing them in a bag on top of any of their bins on collection day to increase recycling and to help those who cannot get to other battery drop-off locations.

- Some items are not collected kerbside so to assist with trickier items, **we highlighted the use of the Recycle Now** website where residents can check for their nearest drop-off location. This time, we focused on recycling spectacles, contact lens packaging, cosmetic packaging, medicines, pill blister packs, and soft plastics as these are often made up of single-use plastics which are recyclable at certain collection points.

Recycle Now Drop Off Points

Recycling Week Events – 23rd and 25th September:

- This year, we focused on composting at home and invited residents to join our park rangers to learn more about it. We opened up The Holt at Sconce and Devon Park to come and see how organic park waste is composted, get some top tips on composting, make wildflower seedballs using compost, and take away leaflets on different types of composting and where to purchase from. We also ran a competition to win a 220-litre compost bin for one lucky winner to get started on their composting journey. Across both events at Sconce and Devon Park and Vicar Water Country Park we had 45 attendees.


The Holt at Sconce and Devon Park

Provide opportunities for residents' involvement in parks and green spaces:

- A friends group has now been formed for Clay Lane open space and officers have met with the group to develop plans for the area.

- At Vicar Water, Sconce and Devon parks and Queen Elizabeth Memorial Gardens volunteering groups are active and making a difference within the communities these spaces serve. Volunteers are maintaining flower and shrub beds and conducting maintenance works such as footpath maintenance throughout our parks.

- We have a growing number of volunteer litter pickers with 71 people signed up to our green champions scheme who collected 121 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. 243 people have attended our guided walks (including our bat walks) so far this year.

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. We reported last quarter we had started installing internal air source heat pumps, this installation has completed this quarter and 5 air source heat pumps have been comissioned. These are installed at 5 Council owned properties at 94 Northgate and will be monitored over a 12-month period to measure performance and running costs. We have also submitted capital bids for approval to install solar and battery storage to Castle House roof and for LED lighting on Newark sports and fitness centre.

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

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Number of fixed penalty notices issued for all environmental offences (excluding fly tipping)	New For Q1 24/25	645	28	56	=	N/A
Number of events held in NSDC parks	136	216	173	348	↑	200
Number of targeted focus weeks	3	2	1	2	=	4
Number of children reached via environmental education visits including river health and 'Motion for the Ocean'	New For Q1 24/25	2,219	1,369	2,570	↓	1,000
Number of missed bins (per 100,000 households)	72.0	N/A*	64.8	61.4	↑	45.0
% of failing sites - street and environmental cleanliness - litter	0.0%	1.4%	1.2%	0.8%	↑	1.5%
% of failing sites - street and environmental cleanliness - detritus	0.8%	1.2%	1.5%	0.9%	↑	1.2%

Exploring our performance: We continue to try to identify a contractor to deliver enforcement for environmental offences such as littering and dog fouling. Once engaged, we would expect to see performance of the fixed penalty notices being issued return to, at least, previous levels.

The number of targeted focus weeks delivered this quarter are down due to staff retention and recruitment, which is similar to the position we shared last quarter.

To bring this performance back in line we have 4 focus weeks planned for next quarter, in Blidworth, Boughton, Hawtonville and Farndon. We measure the number of missed bins per 100,000 households; this quarter we saw performance levels of 61.4 missed bins which does not meet the targeted rate. However, this performance has improved since last quarter and is the best performance reported for quarter 2 across that last 4 years. To further put this performance into context, 61.4 missed bins per 100,000 households would mean the average household would have their bin missed from the collection round approximately **once every 26 years**. Whilst this is the case, we are nevertheless working to bring this back in line with our targeted expectations, and we are re-issuing up to date assist lists and working through reports of the repeat addresses and discussing these with the waste collection crews and we hope to see improvement through the second half of this year.

Performance trend compares the current quarter to the previous quarter and indicates whether performance has increased, decreased or has remained flat.

***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Be a Top Performing, Modern and Accessible Council

During Quarter 2, the **contact centre solution was replaced with a new solution – Puzzel.** This implementation was jointly managed between teams. We invested a significant amount of time within testing of the system and training colleagues to use the system effectively. This resulted in a smooth transition, which went live on 27 August 2025 and meant that there was no down time for our customers which is a fantastic achievement. The next stage is to develop and roll out webchat, which will further expand the range of ways in which we are here for our residents. We anticipate that our webchat function will be ready to go live during quarter 4.

As part of our work to expand and embed a broader range of customer satisfaction measures to drive performance improvement, we have commenced with customer satisfaction surveys on complaint handling. The information gathered through this process is assisting us with improving our complaint handling and any key changes will be shared via the Customer Feedback Report.

Seek to secure the very best option for Newark and Sherwood arising from the reorganisation of local government. Following Cabinet's July decision, we have been working with other councils that support developing the final business case for option 1e. There will be three separate submissions for the County. Despite differing preferences, all Nottinghamshire councils continue to collaborate. Rushcliffe Borough Council and Nottinghamshire County Council has agreed to submit a final proposal in support of option 1b. Nottingham City Council is currently exploring a new two unitary option urban conurbation. While Broxtowe Borough Council is opposed to LGR, it has expressed a marginal preference for option 1e, and Ashfield District Council has not yet formally declared its position.

The business case for 1e is currently being developed with a focus on demonstrating how option 1e best aligns with the Government's criteria and will be the most beneficial model for Nottinghamshire's future. In the criteria set out from the Secretary of State, the fourth criteria outlines that "proposals should show how councils in the area have sought to work together in coming to a view that meets local needs and is informed by local views.

On the 4 August, the nine councils jointly launched a shared engagement survey to gather public views on the future structure of local government, receiving 11,483 responses. The full report will be published and available here: https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/news/2025/october/Nottingham-and-Nottinghamshire-LGR-Engagement---Final-report.pdf. Feedback from the survey will directly inform and be clearly reflected in the final proposal, demonstrating to the Government that local authorities have actively sought and considered stakeholder perspectives.

On 26 November, Cabinet will consider and approve the final plan. Other councils will reach their decisions within a similar timeframe, to meet the 28 November submission deadline.

The Government will carry out its own consultation on all proposals that meet the terms of the invitation, prior to making and implementing final decisions. A decision on the preferred option is expected by the Summer 2026 parliamentary recess.

Be a Top Performing, Modern and Accessible Council

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Contact Centre - telephony - average length of time to answer call (seconds)	135.0	127.0	70.0	75.0	↑	110.0
No of face-to-face contacts (Castle House)	8,117	8,769	4,105	8,160	↓	N/A
No of phone calls presented to Contact Centre	57,814	57,926	26,172	50,816	↓	N/A
Number of work experience placements offered at differing levels of education	New For Q1 24/25	21	4	7	↓	13
% business rate collection	55.5%	54.2%	27.7%	53.0%	↓	54.0%
% council tax collection	52.4%	51.6%	25.0%	51.9%	↑	52.0%
% invoices paid within 30 days - whole Council	98.3%	94.6%	99.2%	99.5%	↑	98.5%

Exploring our performance:

The number of customers requiring support at Castle House has shown a slight decrease compared to 2024/25, aligning with a modest reduction in telephone enquiries. Similar to telephony, there have been no significant initiatives, either locally or nationally, that have driven increases in customer enquiries. We have received 7,110 fewer calls compared to 2024/25. Demand for our services fluctuates in response to internal Council developments and external factors. For instance, demand for the Household Support Fund has stabilised, and no new services have been launched that might result in increased customer contact.

The percentage of business rate collections fell short of the target by 1% this quarter; however, given that performance remains only slightly below target at this stage, there are currently no concerns regarding meeting targets in Q3. This is equally applicable to council tax collection rates, which are marginally below target yet represent a slight improvement from the same period last year. Consequently, no remedial actions are deemed necessary currently.

**Performance trend compares the current quarter to the previous quarter and indicates whether performance has increased, decreased or has remained flat.*
***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Our Workforce

Our Chief Executive has been busy hosting a series of informal LGR drop-in sessions to help colleagues better understand what's happening, how Newark and Sherwood District Council is involved in Nottinghamshire's proposal to Government, and what the next steps look like. These sessions are part of our commitment to keeping everyone informed and involved. They have been a chance for colleagues to hear directly from John, ask questions, and share any thoughts or concerns they may have.

This quarter our colleagues joined communities across the UK to mark Alcohol Awareness Week, a national campaign led by Alcohol Change UK. The theme this year was "Alcohol and Work" which acted as a timely reminder of how our working lives can influence our drinking habits, and how small changes can make a big difference. Around 10 million people in the UK drink in ways that could harm their health. Alcohol can affect sleep, mood, productivity, and relationships and often without us realising. Colleagues were encouraged to reflect on their own habits, without judgement but for awareness. This included an alcohol unit calculator, open conversations with family, friends or colleagues, as well as accessing the resources available on the Council's wellbeing hub or Alcohol Change UK's website.

Colleagues were informed of Sip & Support this quarter. This is a women's health coffee afternoon organised by Your CVS in partnership with the Council, for women across our organisation and in the community to connect, reflect and support one another. Sip & Support is focused on women's health and wellbeing and is open to women of all ages and backgrounds.

Dance classes with Claudiu resumed this quarter. This is all about having fun, moving, and enjoying the rhythm together. Colleagues have been learning a mixture of Salsa and Bachata, and Line Dancing.

Our Workforce

We proudly recognised and celebrated the incredible dedication of 26 of our colleagues who've reached a **long service milestone** in the first half of this financial year. Whether it's 15 years or 45, every milestone represents a huge contribution to NSDC and the communities we serve. We thank our colleagues for their continued commitment, hard work, and loyalty.

This quarter our brilliant Environmental Services Supervisor, who brought the famous Girl with a Pearl Earring to life - **dressed in contaminated items and plastics commonly found in our recycling bins!** This was to raise awareness of contaminated waste, as plastic bags are our biggest contaminant in dry mixed recycling bins throughout our district. They are not currently recycled with kerbside collections as they require a different recycling process. If you use plastic bags to collect mixed recycling in at home or at work, please be sure to empty the contents into the recycling bins. Items should always be empty, clean, dry, and loose! If you are ever in doubt, leave it out!

Our Workforce

Quarterly Indicators	Quarter 2 23/24	Quarter 2 24/25	Quarter 1 25/26	Quarter 2 25/26**	Performance Trend*	Target 25/26
Average number of sick days per employee (FTE) per year lost through sickness absence	3.4	2.9	2.2	4.6	↓	3.3
% of staff turnover	8.0%	6.0%	2.0%	5.2%	↓	6.5%

**Performance trend indicates whether KPIs this quarter have improved, declined, or remained the same compared to the previous quarter. This information allows readers to identify trends, analyse possible underlying causes, and use these insights as a reference for resource allocation, strategic planning, and establishing future performance targets.*
***Where the current quarter appears more favourable than the previous quarter, but is indicating a downward trend, this is due to the use of year-to-date indicators. Year-to-date indicators present cumulative performance for the year, whereas the performance trend analyses each quarter independently.*

Exploring our performance:

In comparison to the second quarter of 24/25, when absence rates were below target, there has been a significant increase in the number of days lost due to long-term sickness. Days lost due to long term conditions have increased from 23 to 222. Short-term absences have remained relatively steady, though there has been a noticeable rise in staff taking time off with infections such as colds and flu. Early monitoring suggests this trend is continuing into Q3, with sickness absence due to these illnesses already more than double the figure for the same period in 24/25.

To help limit the spread of infections, staff have been reminded about good hygiene practices and advised to work from home where possible if they display symptoms of colds or flu. Our HR team is actively supporting colleagues on long-term sick leave, both in facilitating their return to work where feasible, and in providing guidance for those unable to return to the organisation.

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 2

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
Bridge Community Centre
Buttermarket Shopping Centre
Castle House
Church Farm Business Centre
Brunel Drive Depot - 4 Buildings (A, B, C, D)
Dukeries Leisure Centre
Farrar Close
Gilstrap Centre Public Toilet
Hawtonville Community Centre
National Civil War Centre
Newark Beacon Innovation Centre
Newark Castle
Newark Lorry Park & The Ranch Café
Newark Palace Theatre
Newark Sports And Fitness Centre
Ollerton Housing Office
Queens Sconce Visitor Centre
Sherwood Forest Arts & Crafts Centre
Southwell Leisure Centre
The Tom Mann Pavilion
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 2 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%**

% 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.

Performance Housing Compliance

Corporate 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 2

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%**
Number of outstanding RED Fire Risk Assessment actions	**163**	**122**	**Trend**
Number of outstanding AMBER Fire Risk Assessment actions	**217**	**120**	**Trend**
% Completed Gas Boiler Services (due this quarter)	**95%**	**99.1%**	**100%**
% completed electrical inspection reports (due this quarter)	**95%**	**99.52%**	**100%**
% Completed Lift Inspections (due this quarter)	**100%**	**100%**	**100%**

Exploring Our performance

- Compliance across key safety indicators remains strong, with 100% completion for Legionella tests and risk assessments,
- Asbestos surveys and reviews, fire risk assessments, and lift inspections in both the previous and current quarters, have also met their targets.
- Gas boiler servicing improved from 95% to 99.1%.
- Outstanding fire risk assessment actions show a positive trend, with RED actions reduced from 163 to 122 (25% improvement) and AMBER actions from 217 to 120 (45% improvement).
- Electrical inspection data was not received this quarter.

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%**

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

All compliance indicators for Play Parks have consistently achieved a 100% return over the past year.

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.

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to: Cabinet Meeting: 9th December 2025

Portfolio Holder: Councillor Lee Brazier, Housing

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

Lead Officer: Norman Emery, Compliance Manager, Housing Maintenance & Asset Management Business Unit

Report Summary	
Type of Report	Open report / Non-key decision
Report Title	Quarter 2 2025-26 - Housing Compliance Assurance Report
Purpose of Report	To provide the performance position as of 30 September 2025 (Quarter 2) for Housing related compliance and update on activities in the service area.
Recommendations	That Cabinet note: a) the exceptions to performance of the housing service compliance functions; b) interim arrangements for monitoring damp and mould ahead of introduction of Awaab's Law; and c) the ongoing actions to improve and maintain performance. This links to two ambitions in our Community Plan: **Ambition 2:** Increase the supply of housing, in particular decent homes that residents can afford to buy and rent, as well as improving housing standards and, **Ambition 7:** Be a top performing, modern and accessible Council that get its everyday services right for the residents and businesses that it serves
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 September 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	Ratings detail 2024/25	Colour in Appendix Report
Green	100%	
Amber	98 – 99.9%	
Red	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 regular reports will produce to draws down all repairs with a reference to damp and mould. Post introduction of Awaab's Law, the team have a bespoke report for damp and mould repairs, ensuring our information on performance is as accurate as possible.

2.0 Proposal/Details of Options Considered

2.1 **Gas Servicing Domestic - AMBER**

Gas servicing is now 99.61% compliant. There are 20 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 to ensure the wording in letters is clear. Those who fail to give access need to be aware of the consequence of not allowing access, and our ability to cap their gas supply.

2.2 **Fire Safety Checks – RED**

We have revised our programming for 106 blocks and 31 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 Fire Risk Assessment (FRA) programme is scheduled over an 18-month period and is on track, with 100 FRAs completed as of the end of September 2025.

Fire actions are being reviewed and completed weekly. As of August, 389 actions have been completed, with 124 with the contractor, 58 in progress, and only 36 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	48	1**
Blocks 3&4	20	25
Community Centres	31	0

** Annual FRAs

2.3 **Fire Door Inspections – RED**

Fire Door Inspections is 100% completed and the resulting minor remedial actions completed whilst on site and major (door replacement, ironmongery, and glazing) are on schedule for completion by the end of December 2025. Fire Door Inspections to Flat entry doors we have managed to gain access and inspect 90% of fire doors and all remedial works completed whilst on site. To date, 53 replacement doors have been identified, and a programme of works is in place to carry these out. We remain on track with the programme. We start a new regime of Fire Door Inspections at the start of January 2026.

2.4 **Asbestos Domestic & Communal – AMBER**
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) a full review has been completed.

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 commenced on the 3rd November 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 inspections separately.

2.6 **Stair Lifts – AMBER & Hoists – AMBER**
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 (Electrical Installation Condition Report) 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 and 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.

2.9 **Damp & Mould - All cases are currently within the required timescales.**
Please see appendix 2 at the end of this document

3.0 <u>Implications</u>
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 <u>Financial Implications</u> - <u>(FIN25-26/4260)</u>
There are no direct financial implications arising from this report.

<u>Equalities & Diversity Implications</u>

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 - LEG2526/8648

3.4 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

Executive Summary Report of Corporate Property Compliance Service Date 1/10/2025 (Q2 Report)

Presented by: Norman Emery

The report gives an executive summary of the current position of Housing compliance for the period from 01/07/2025 – 30/09/2025 (Q2)

Domestic Gas Services

Detail	No.	Q2 % Compliant	Q1	Comments
Total Number of Properties	5180	99.61%	99.67%	↓
No. Properties without a valid gas Certificate	20			7 properties within the legal process Remainder of no-access being managed through the pass back process including calls, knock-ons and SMS.
No. Properties with Long Term Cap	17			

Commercial Gas Services

Detail	No.	Q2 % Compliant	Q1	Comments
Total Number of Properties	6	100%	100%	
No. Properties without a valid gas Certificate				

Electrical installations

Detail	No.	Q2 % Compliant	Q1	Comments
Total Number of Properties	5855	99.52%	99.65%	↓
No. Properties without a valid EICR Certificate	28			4 properties within the legal process Remainder of no-access being managed through the pass back process including calls, knock-ons and SMS.
No of reportable of dangerous occurrences	0			
No of properties with C1s identified and outstanding	0			This information is not captured, because any C1 or C" is rectified at the time of the EICR producing a "Satisfactory" certificate upon completion.
No of properties with C2s identified and outstanding	0			As above

Note C1s = Require attention immediately as they present a danger to life.

Note C2s = Require recommended as they present a potential to cause harm.

Oil Servicing

Detail	No.	Q2 % Compliant	Q1	Comments
Total Number of Properties	92	99.52%	71.74%	↑
No. Properties without a	9			Properties transferred to Pheonix due to existing contract expiring. Remainder

valid Certificate				of no-access being managed through the pass back process including calls, knock-ons and SMS.

Air Source Servicing

Detail	**No.**	**Q2 % Compliant**	**Q1**	**Comments**
Total Number of Properties	204	89.70%	83%	↑
No. Properties without a valid Certificate	21			No-access being managed through the pass back process including calls, knock-ons and SMS.

Solid Fuel

Detail	No.	Q2 % Compliant	Q1%	Comments
Total Number of Properties	9	100%	100%-	2 Solid fuel appliances replaced
No. Properties without a valid Certificate				

LPG

Detail	No.	% Compliant	Q1	Comments
Total Number of Properties	1	100%	100%	
No. Properties without a valid Certificate	0			

Asbestos Management

Detail	No.	% Compliant	Q1	Comments
Total Number of Community Centres	30	100%	-	
Total Number of Blocks (medium/Low rise flats)	106	100%	-	
Total Number Communal Garages	49	100%	-	

Blocks without communal space other than shared roof space	234	98.29%	-	↑ 2 properties due 2/10/2025
Domestic Properties	5786	84%	72%	↑ Full review taking place of Asbestos Surveys to update Asbestos Register following centralisation of compliance area.

Water Hygiene

Detail	No.	% Compliant	Q1	Comments
Total Number of Community Centres	30	100%	-	→
Total Number of Blocks with Water Systems	3	100%		→
Domestic Properties	5855	67%		→ Multi Service Appointment being introduced to capture Water Hygiene/Legionella Risk Assessments with Gas Servicing for all domestic Properties

Fire Management

Detail	No.	% Compliant	Q1	Comments
Total Number of Blocks Total Number of Community Centres	106 31	100%	-	→ Following revised programme of FRAs from 3 & 5 year approach to 1 & 2 year approach. All FRAs for year one to be completed by March 2026. Currently 100 complete.
No of properties that are outside of the required testing and inspection routine periods, for emergency lighting	0			→
No of properties that are outside of the required testing periods, for fire alarms.	0			→
No of properties that are outside of the required testing and inspection				**Note: as this area has been unknown. Previous reporting based on 888 Flat Entrance doors and 515 Communal. Now over 1800 have been inspected – communal door estimate**

routine periods, for fire doors.				**way out. Update – Awaiting the list of doors surveys that have been completed by the contractor.**
No of properties that are outside of the required testing and inspection routine periods, for other fire equipment. (Dampers, Vents, Suppression systems, Hydrants and TR19 Cleans)	0			Review of sprinklers/misting and fall arrests taking place – The properties that have sprinkler or misting systems are – 19 A&B Beech Avenue – Gladstone House (Misting) – Broadleaves – 52&54 William Street. So, there are 6 Systems installed none are in contract for servicing and maintenance.
No of buildings which have fire remedial actions which have been identified from current fire risk assessments.				↑ **100 FRAs carried out** **9 number Properties – all actions complete** **823 Actions** **496 Complete** **Outstanding** **High Risk: 107** (27 in progress/67 issued to contractor/13 awaiting review/7 cancelled) Total Overdue: 95

				Medium Risk: 107 (72 issued to contractor/18 in progress/12 awaiting review/48 cancelled) Total Overdue: 97 **Low risk/Planned works: 17** (4 issued to contractor/10 in progress/4 cancelled) Total Overdue:11

Passenger Lifts

Detail	No.	% Compliant	Q1	Comments
Total Number of Properties	9	100%	100%	→
No of properties without a valid lift certificate.	0		-	

Stair Lifts

Detail	No.	% Compliant	Q1	Comments
Total Number of Properties	111	98.20%	99%	↓ Number of installs increased by 3.
No of properties without a valid certificate.	2		-	Both properties with Tenancy Officer supporting access

Hoists

Detail	No.	% Compliant	Q1	Comments
Total Number of Properties	66	98.48%	98.30%	↑ No of installs increased by 5
No of properties without a valid certificate.	1		-	With Tenancy Officer supporting access

Auto Doors and mechanical systems

Detail	No.	% Compliant	Q1	Comments
Total Number of Properties	36	100%	-	
No of properties without a valid certificate.			-	

Air conditioning and ventilation systems

Detail	No.	% Compliant	Q1	Comments
Total Number of Properties	2	100%	-	
No of properties without a valid certificate.			-	

Other updates and information from the compliance.

Detail	Comments

The above report is an accurate summary record of the building compliance service delivery for the reported period.

Signed By: Norman Emery - Compliance Manager

Signed by: Craig Linacre – Heating Surveyor

Signed by: Vince Parr – Electrical Surveyor

Signed by: Dean McNulty – Asbestos Surveyor

Signed by: Jeremy Mitchell – Fire Surveyor

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
Repairs Orders Received	11	12	28	40	10	127	118	96					442
Completed Repairs	40	17	83	113	54	66	55						428
P1 repairs completed	0	1	2	9	2	5	7	3					29
P2 repairs completed	32	9	56	83	36	53	44	2					315
P3 repairs completed	8	7	25	21	16	8	4	15					104

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

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to: Cabinet Meeting – 9 December 2025

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

Director Lead: Suzanne Shead, Housing Health and Wellbeing

Lead Officer: Cara Clarkson, Business Manager – Regeneration & Housing Strategy, Ext. 5923

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Update on the Council's Response to the Cost-of-Living Crisis
Purpose of Report	To provide an update on the delivery of proposals to assist tenants and residents with the rise in the cost of living, including proposals for activity in 2026/27
Recommendations	It is recommended that Cabinet: a) Approves the budget proposed for 2026/27 over the activities as described in Section 3 of the report, to be financed £100,000 added into GF budgets and £30,000 from the HRA unallocated efficiency savings. b) Agrees that any underspend within a project can be distributed amongst the pre-agreed projects to enhance delivery.
Alternative Options Considered	The alternative option includes not providing an additional budget and programme specially to address issues resulting from the cost-of-living crisis. This has been discounted due to the council's desire to support those residents most in need, with a focus for the coming year of support on meeting basic needs for the most vulnerable.
Reason for Recommendations	To support tenants and residents with the ongoing cost of living challenges.

1.0 <u>Background</u>

1.1 On 6 December 2022, Cabinet established the first specific and targeted 'Cost-of- Living' budget at £150,000 (funded £100,000 from the General Fund and £50,000 from the Housing Revenue Account) to develop the Council's response to the cost-of-living crisis.

1.2 Cabinet has subsequently confirmed a specific budget in each consecutive year reflecting learning from the year before and tailored to the needs of our residents.

1.3 An update on the delivery of the 2025/26 action plan is presented at Section 2 and the proposed activity for 2026/27 is presented at Section 3.

2.0 Update on Cost-of- Living Action Plan 2025/26

Action
Energy/ Fuel vouchers Working with Sherwood & Newark Citizens Advice we have continued to deliver £15,000 fuel vouchers as part of their existing fuel bank scheme. Vouchers are only allocated following an assessment of need which aims to help residents with long term income maximisation rather than just providing temporary relief.
Household and Hygiene Packs During 2025/26 we have extended the offer of household and hygiene packs through the food clubs, noting that these provided immediate relief to households in previous years. A total of £15,000 was allocated to this project.
Provision of emergency food vouchers During the year, £15,000 of vouchers has been made available to food clubs to provide emergency food support to households. Aligning with food banks across the district, has allowed out customer services team to directly refer into food banks providing a streamlined support for households in urgent need.
Food Coordinator Role Extension Based on the demonstrable impact of the role in the short time it has been in place, funding for the food coordinator role was secured for a further year (to the end of 2026/27). The work undertaken by this post has now been built into business as usual following a realignment of resources within the Housing, Health and Wellbeing Directorate and specifically the Healthy Places Business Unit. It is therefore proposed that in 2026/27, the funding currently aligned to the temporary role is realigned to priority areas set out in section 3.
Best Years Hub During the year the council has continued to support Your CVS “Best Years Hubs” across Newark and Sherwood, which have now expanded and are delivered in eight different locations.

Contribution to HomeStart Newark and Sherwood During 2025/26, £15,000 was allocated to HomeStart Newark to help cover the cost of expanding their existing offer across the district. First quarter performance for 2025/26 indicated that
Contribution to Citizens Advice Central Notts An additional £10k was allocated to Citizens Advice Central Notts to deliver an outreach programme, delivering benefits and other advice in localities.

3.0 Proposed Cost-of-Living Action Plan 2026/27

Action	**Budget 2025/26**
Fuel and Food Vouchers – through Citizens Advice Working with Sherwood & Newark Citizens Advice we will continue to deliver fuel vouchers as part of their existing fuel bank scheme. This would be the cost of the vouchers and maximum of 10% admin fee. It is proposed for 2026/27 that emergency food provision is also distributed through Citizens Advice. This change is in recognition that the assessment of need that comes with an approach to Citizens Advice can provide a much more rounded assessment of a households' needs, and a more sustainable approach to helping residents, rather than a one off "sticking plaster". A proportion of food vouchers will be made available to those schools with a community food provision, to support families struggling with the cost of food at Christmas.	£30,000
Household and Hygiene Packs We will extend the offer of household and hygiene packs through the food clubs, noting that these provide immediate relief to households in need.	£15,000
Uniform Support - Immediate Funding for uniform was first introduced in 2023/24 but received limited feedback in year as to the impact and was therefore removed from the 2024/25 budget. Since its removal, the team have been approached by numerous schools noting that the fund did in fact have a significant impact and therefore it is proposed to reintroduce this for 2026/27 with £15,000 providing all primary schools with up to £450 to support those pupils in most need.	£15,000
Uniform Bank – sustainable solution	£10,000

We are also proposing to fund a longer-term uniform solution. There is already a well-established uniform bank in Newark being run by "Save our Stevens" operating from Cleveland Square. It is proposed to offer £5,000 to this scheme to replenish goods such as socks, underwear and t-shirts during the school holidays as an addition to the preloved clothes already donated by residents. In addition this funding would also be used to replicate the success of the Newark uniform bank, working with community groups in in the west of the district, with £5,000 to purchase the initial rails and supplies. The community development team will would work with the community to get a local group to manage the uniform bank in the long term	
Winter Wellness Events – commissioned through CVS £10,000 is requested to deliver "Winter Wellness" events in both Newark and Sherwood. CVS funding for this is no longer in place and these events have benefited many of our elderly and vulnerable residents in getting practical support, benefits and information about keeping well. In addition to this the Best Years Hubs have managed to secure funding for the staffing of the hubs but will still require some funding for specialist equipment that enable some residents with additional needs to be able to attend such drinking beakers, specialist cushions and seating.	£10,000
Home-Start Funding is requested to continue to support expansion of Home-Start across the district. In 2025/26, £15,000 was secured which contributed to the recruitment of a funding officer role. It is suggested to provide a further contribution, helping Home-Start to both expand, and develop the sustainability of their funding model in the long term.	£10,000
Welfare Benefit Advice – Outreach in Communities – Commissioned through Citizens Advice An assessment of our outreach venues in Newark & Sherwood over the last six months highlights the critical role of community-based services in reaching some of the most vulnerable individuals in NSDC rural areas. Since 1st April Citizens Advice has helped over 343 clients (almost 40% more than the same time last year). Outreach locations with 1,544 cost of living issues like low income, food insecurity, problems with housing and fuel poverty. It is proposed to commission this service for a further year. The Outreach service helps prevent housing crises and addresses council tax arrears—the most common form of debt and helps residents to maximise their incomes - residents have collectively gained an additional £149,754 in income in the last six months, while financial capability initiatives have helped them cut unnecessary spending and manage their resources more effectively. The current funding for this service is secure until March 2026.	£40,000

Blidworth Library	09.30-12.30	Every Monday	
Bilsthorpe Library	09.30-12.30	Every Wednesday	
Clipstone Village Hall	09.15-13.00	Every Thursday	
Collingham Rural Advice Centre (Funded by CRAC)	09.30-12.30	Every Tuesday	
Hawton Children's Centre	13.00-1600	Every Wednesday	
Blidworth Library	09.30-12.30	Every Monday	
Southwell Library	09.30-12.30	Every 4th Tuesday of the month	
Sutton on Trent	1.30-4.30	Every 2nd Tuesday of the month	
Total			£130,000

4.0 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, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Financial Implications (FIN25-26/7049)

4.1 For 2026/27, the proposed funding of £130,000 will comprise £100,000 from the General Fund (GF) and £30,000 from the Housing Revenue Account (HRA).

Within the GF, £44,320 was approved last year to extend the Food Co-ordinator role until April 2027. As this role will not continue into 2026/27, the budget previously allocated can be redirected towards the £100,000 required for other actions. This leaves an additional £55,680 to be funded from the General Fund, this can be added to the budget in the budget setting process.

The £30,000 contribution from the HRA can be funded from the unallocated efficiency savings, with appropriate measures in place to ensure these works are ringfenced for social housing tenants.

Legal Implications - LEG2526/2001

4.2 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.

Cost of Living report to Cabinet, 20/02/2024
Cost of Living report to Cabinet, 21/02/2023
Cost of Living report to Cabinet, 06/12/2022
Cost of Living report to Cabinet, 31/10/2022

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to: Cabinet Meeting: 9th December 2025

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

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

Lead Officers: Shanade Bradley, Asset Manager, Corporate Property
Lauren Anthony, Senior Surveyor, Corporate Property

Report Summary	
Type of Report	Open Report / Non-Key Decision
Report Title	14 Market Place, Newark
Purpose of Report	To provide an update on the tenancy of 14 Market Place, Newark
Recommendations	That Cabinet approve: a) the conversion of the designated community space within 14 Market Place, Newark to a commercial use; and b) delegated authority be given to the Deputy Chief Executive/Director - Resources to enter into a future lease once a tenant has been identified.
Alternative Options Considered	Potential tenants such as Lincoln College Group and CVS were considered but ultimately declined due to the space not meeting their operational requirements.
Reason for Recommendations	To ensure the continued utilisation of 14 Market Place as a commercial and residential asset, supporting the Council's town centre strategy and maximising the value of a key property within the Council's portfolio.

1.0 Background

1.1 Newark & Sherwood District Council (NSDC) own 14 Market Place and have sought to develop the unit and bring it back into use as part of the regeneration of the Town Centre. At their meeting held on 10 December 2024, Cabinet resolved to:

a) note and support the proposed approach to create a usable community space at ground floor and single residential apartment at upper floors for long-lease sale to the market;

b) approve amending the existing committed Capital budget from £353,000 to £373,000 in order to cover the costs of delivering a) above;

c) delegate to the Deputy Chief Executive / Director – Resources authority to enter into a lease with the Lincoln College Group (LCG) for use of the ground floor and basement as a Community Information Hub for a minimum period of 3 years and to proceed with the long-leasehold sale of the apartment at upper floors, including the imposition of any necessary service changes for both uses approved;

d) delegate to the Deputy Chief Executive / Director – Resources authority to include within the terms of c) above a rent-free and service charge free period of 12 months, with rent for subsequent years being jointly sought by the LCG, CVS, and this Council from any revised Newark Long Term Plan for Towns (LTPfT) which shall be capped at a maximum of £9,000 per annum until 31 March 2029; and

e) subject to c) and d) above being agreed to conclude necessary fit-out costs for the Community Information Hub, providing the envelope remains within the revised capital budget of £373,000.

1.2 NSDC is committed to redeveloping appropriate assets to ensure Newark Town Centre remains a vibrant, attractive, and economically resilient place. A thriving town centre is vital not only for local pride and community wellbeing but also for attracting investment, tourism, and employment. Through the development of the Newark Town Centre Masterplan, the Council is setting out a clear vision to revitalise the area by enhancing public spaces, improving connectivity, and creating opportunities for sustainable growth. A key part of this strategy involves securing the right mix of tenants to meet community needs and drive footfall, while also bringing underused upper floors into residential use to increase town centre living and vitality. The Council is also focused on supporting new businesses to establish themselves in Newark and helping existing ones to grow, whether through tailored advice, access to funding, or collaborative initiatives that make the town centre a place where businesses can flourish.

2.0 <u>Proposal/Details of Options Considered</u>

2.1 Since the December 2024 report, discussions have been ongoing with the end users of the community hub part of the building, identified as Lincoln College Group (LCG) and the Nottingham CVS. The two partners had previously agreed to work together to deliver community activities in Newark Town Centre, in line with the proposals in the draft Long-Term Plan for Towns Investment Plan, which is now renamed the Plan for Neighbourhoods. The details of the arrangement, including the financial implications, are included and have been agreed in the December Cabinet report.

2.2 In May 2025 after viewing the property and plans both Lincoln College and CVS decided against taking a tenancy at 14 Market Place due to the building not being large enough to incorporate their plans.

2.3 Despite best efforts to find an alternative use by engaging with local businesses and community groups, including consideration at the Newark Towns Fund Board, a formal commitment has not been received by anyone to manage and operate the ground floor throughout the week as a Community Hub.

2.4 With no tenant willing to take the space for a Community Hub the recommendation is to create a useable space on the ground floor and basement which will be leased on commercial terms, with an expected rental income of £8k per annum.

2.5 Lease terms will be agreed in line with our current commercial terms and market rents.

2.6 There is no impact, of the change of tenancy, on the upper floor residential works.

3.0 <u>Implications</u>

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.

<u>Financial Implications (FIN25-26/5348)</u>

3.1 The project cost is estimated to be within the budget allocation of £373,000, as approved by Cabinet in December.

3.2 The projected sale proceeds from the residential units remain unchanged.

3.3 In line with paragraph 1.4, annual rental income of £8,000 is expected for the commercial unit. This is an improvement on the previously anticipated £6,000.

<u>Legal Implications – LEG2526/5629</u>

3.4 Cabinet is the appropriate body to consider the content of this report. Legal will need to be instructed in relation to the drafting and negotiation of the lease for 14 Market Place.

<u>Economic Growth Implications</u>

3.5 The proposal to create a Community Hub at ground floor was explored in depth, and proposals were discussed with Lincoln College Group and CVS to provide a contribution to the rent through the Long-Term Plan for Towns (now Plan for Neighbourhoods). This offer was capped at a rent free and service charge free period of 12 months and subsequent years being a maximum contribution of £9,000 per annum until 31st March 2029. Since LCG and CVS have decided not to progress with the plans for the Community Hub, the proposal for PfN funding to contribute to this project has been withdrawn. Offering the ground floor space to a commercial tenant is acceptable, providing the tenant aligns with the aspirations of the marketplace, as per the Newark Town Investment Plan and the emerging Newark Town Centre Masterplan.

<u>Background Papers and Published Documents</u>

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 December 2025

Portfolio Holder: Councillor Claire Penny Sustainable Economic Growth Portfolio Holder

Director Lead: Matt Lamb Director Planning & Growth

Lead Officer: Matthew Norton Business Manager Planning Policy & Infrastructure
Ext 5852

Report Summary	
Type of Report	Open Report / Key Decision
Report Title	Neighbourhood Plan Funding
Purpose of Report	To set out the current situation regarding neighbourhood plan funding for Parish and Town Councils and set out options for future funding
Recommendations	That: (a) Cabinet agree that the District Council and Locality work with interested NPBs to scope out what they aim to achieve and seek to establish potential costs; and (b) following the appraisal of potential resource implications, the District Council work with Neighbourhood Planning Bodies and Locality to identify potential funding sources.
Alternative Options Considered	None - supporting Town & Parish Council's in Neighbourhood Planning is a statutory responsibility.
Reason for Recommendations	To allow officers to consider alternative funding approaches for Neighbourhood Plans.

1.0 Background

1.1 Neighbourhood Planning was introduced by the Localism Act 2010. It introduced a tier of development plans, called Neighbourhood Plans, which can be produced by Neighbourhood Planning Bodies (NPB). In places where Town and Parish Councils exist these are automatically considered to be NPBs. Elsewhere a Neighbourhood Planning Forum would need to be established to develop a Neighbourhood Plan.

1.2 Recognising the not inconsiderable costs associated with plan making, especially as they had to be backed by consultation and a suitable evidence base, the Government introduced funding which NPBs could access by the charity Locality. NPBs could access up to £10,000 to support development alongside additional free design and housing needs consultancy support.

1.3 Similarly, as Local Planning Authorities are required to assist throughout the process, arrange the independent examination and referendum a funding arrangement was put in place to support this work. The District Council claims as sum of £20,000 for each Neighbourhood Plan that is sent to referendum.

1.4 In Newark and Sherwood we have 8 'made' neighbourhood plans:

- Bulcote Neighbourhood Plan
- Epperstone Neighbourhood Plan
- Farnsfield Neighbourhood Plan
- Fernwood Neighbourhood Plan
- Fiskerton-Cum-Morton Neighbourhood Plan
- Kings Clipstone Neighbourhood Plan
- Southwell Neighbourhood Plan
- Thurgarton Neighbourhood Plan

Currently we have two plans at late stage of production, the Southwell Neighbourhood Plan Review has been subject to pre-examination consultation and Winthorpe with Langford Neighbourhood Plan will be subject to Referendum early in the new year.

1.5 The plans are developed typically in a steering group overseen by the Parish/Town Council including Councillors and volunteers. They would typically use the Locality grants to access consultant support to assist with managing the consultation process and drafting the Neighbourhood Plan and accompanying supporting documentation. Over the past 10 years Parishes in Newark & Sherwood have accessed £102,324 worth of funding. There are large variances between parishes with obviously Southwell doing both the original Plan and a review for instance, however most parishes claimed between £8,000 and £10,000.

1.6 On 12th June 2025, Locality confirmed via their website that as a result of the spending review, the Ministry of Housing, Communities and Local Government will not commission new neighbourhood planning support services from 2025 onwards.

2.0 Proposal/Options Considered

2.1 Given the loss of the government funding the District Council has been considering potential options for supporting NPBs going forward. We are aware that a number of communities are keen on pursuing plans, both towns and villages. A number are concerned they will not be able to pursue a plan now. As Neighbourhood Plans have previously enjoyed government funding, they have often not been eligible for other forms of grant aid, nor have they often been sought. Some NPBs may be able to fund them from precepts but for smaller Parishes this may not be possible.

2.2 The Council does hold its own Neighbourhood Plan funding the current balance is £100,669 but this is specifically to pay for examination and referendum costs. Costs vary dependent on complexity of the plan and size of electorate within a neighbourhood plan area. An examiner will take much longer to review a plan with a significant number of policies and objections. A referendum held in a large parish will clearly cost more. However, the grant we get is a flat rate and therefore in order ensure the Council is not exposed to significant costs it is proposed not to use this money to support NPBs at this time. It should also be noted that the future of the government funding has at the time of writing not been confirmed.

2.3 The Council have engaged with Locality who have supported NPBs across England in developing plans. They are currently preparing proposals for a new support programme. As part of this they will be delivering a critical friend service to NPBs, which work with them to establish what they want to achieve in their Plan, what resources they have within the community and the potential cost of individual elements of funding.

2.4 It is proposed that the District Council and Locality work with interested NPBs to scope out what they aim to achieve and seek to establish potential costs. Once this work is done consideration can be given to how funding could be secured.

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- **FIN25-26/5741**

3.1 The District Council will be is responsible for paying for the examination and referendum costs. As set out in Paragraph 2.2 the current balance of £100,668 is held in the Revenue Grants RIA Long Term Reserve for this specific purpose. Once, potential costs are established for supporting Neighbourhood Planning Bodies, the any request for funding will be subject to a future report at that time. At present there are no financial implications.

Legal Implications - LEG2526/856

3.2 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

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to: Cabinet Meeting – 9 December 2025

Portfolio Holder: Councillor Claire Penny, Sustainable Economic Development

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Matthew Norton, Business Manager - Planning Policy & Infrastructure, Ext. 5852

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Infrastructure Funding Statement
Purpose of Report	To update Cabinet on matters set out in the 2024/25 (the reported year) Infrastructure Funding Statement (IFS); and to seek approval to amend current CIL procedures.
Recommendations	That Cabinet: a) approve the publication of the Infrastructure Funding Statement, which has been produced in accordance with the legislative requirements, before the end of the calendar year; and b) approve payment of the CIL meaningful proportion to Town and Parish Councils once per annum. This process to commerce for monies collected in the financial year 2025/2026. c) approve the proposed guidance note at Appendix C for Town and Parish Councils, regarding CIL Meaningful proportion including informing them of their legal duty to produce an annual report on CIL receipts, CIL Spend, and CIL monies held in their account d) approve the proposed procedures set out at paragraph 2.13 and 2.14 for the spend of CIL for Parish Meetings and Parishes with no meetings

Alternative Options Considered	a) None, there is a statutory requirement to publish the IFS by the end of the calendar year. b) To not make an amendment to the payment of the CIL meaningful proportion to Town and Parish Councils
Reason for Recommendations	To ensure that the District Council is operating in accordance with the requirements of the Community Infrastructure Regulations. To deliver resource efficiencies by reducing the administrative burden for Newark & Sherwood District Council To provide guidance on various aspects of CIL Meaningful Proportion Spend.

1.0 Background

1.1 It is a national requirement for the District Council to publish an annual Infrastructure Funding Statement (IFS) setting out the current position on developer contributions. Developer contributions are either monies secured through the Community Infrastructure Levy (CIL) (a tax on new development) or monetary contributions or onsite infrastructure provision secured through Section 106 legal agreements as part of planning applications.

1.2 For the purpose of reporting developer contributions, National Planning Policy Guidance defines 'infrastructure' as development within the following categories:

- Affordable housing
- Education (Primary, Secondary, Post-16 & Other)
- Health
- Highways
- Transport and travel
- Open space and leisure
- Community facilities
- Digital infrastructure
- Green infrastructure
- Flood and water management
- Economic development
- Land
- Section 106 monitoring fees
- Bonds (held or repaid to developers)
- Other (Neighbourhood CIL, CIL administration costs)

1.3 In establishing this as a national requirement, the Ministry of Housing, Communities and Local Government has prescribed a spreadsheet format in which the data underpinning the IFS should be published before 31 December. The accompanying statement therefore essentially provides context to the CIL income and developer contributions the Council has secured, allocated and spent over the last financial year.

1.4 The IFS presents information to a broad audience, therefore comprises the following sections:

- An introduction setting out the basic requirements and the context of planned growth in the District;
- National and local policy context, along with an explanation of the developer contributions it covers;
- A summary of CIL collected/spent during the reported year;
- A summary of S106 monies collected/spent during the reported year;
- Planned expenditure of CIL income over the next reporting period (April 2024 to March 2025).

2.0 Proposal/Details of Options Considered

2.1 The 2025 IFS has been finalised (and is attached at **Appendix A TO FOLLOW**) and the tables below set out the headline figures for Members' attention.

Table 1: Summary of CIL income and expenditure

Description of source: Community Infrastructure Levy	£
Total CIL monies collected before 01/04/2024 (net of capital, admin and all meaningful proportions)	£11,077,135.85
Total Received 2024/25 (including surcharges)	£510,764.71
Grand Total	**£11,587,900.56**
2024/25 Expenditure (Administration)	£24,943.66
2024/25 Meaningful proportion paid to Town/Parish Councils	£87,793.23
2024/25 Expenditure (Capital)	£31,415.00
Grand Total CIL held by NSDC at 31/03/2025 (net of capital, admin and all meaningful proportions)	**£11,443,748.63**

Table 2: Demand notices served, and CIL monies held by NSDC

Demand notices issued and monies retained by NSDC for Parish Meeting areas	£
Demand notices issued 2024/25	£503,546.83
Retained on behalf of Parish Meetings in 2024/25	£0
Retained on behalf of Parish Meetings from previous years	£6,456.40

Table 3: Summary of developer contributions income and expenditure

Description of source: Developer s106 Contributions	£
a. S106 money received before the reported year, remaining unallocated at 31st March 2024	£9,526,229,86
b. Total S106 money received 2024/25	£708,370.10
GRAND TOTAL (a + b)	**£10,234,599.96**
S106 contributions spent (including transferred to other bodies to be spent)	£737,846.41
S106 contributions held by NSDC 31/03/2025	**£9,496,753.55**

Table 4: Summary of s106 monies allocated, held for maintenance, and agreed

s106 monies allocated, held for maintenance, and agreed but not yet received	£
S106 contributions allocated but not spent 2024/25	£816,412.58
Balance held for longer term maintenance obligations	£98,342.04
Total money to be provided by agreed s106s in 2024/25	£208,187.97

2.2 Table 1 sets out the position in relation to Newark & Sherwood's CIL as at the 31 March 2025. A 'meaningful proportion' is set aside for Town and Parish Council and Parish Meetings with the remainder of the money retained by the District Council. This money is set aside for strategic infrastructure projects. The projects are set out at in Table 7 and 8 of the IFS. Currently the most important of these are:

- A1 Overbridge at Fernwood
- Tolney Lane Flood Alleviation Scheme

Given the scale and nature of these projects it takes a significant period of time to accumulate the necessary monies to undertake such projects. To date we have only provided funding from CIL for the provision of additional classrooms at the Joseph Whitaker School in Rainworth.

2.3 Table 2 provides information on CIL demand notices served and the meaningful proportion of CIL monies held by NSDC for Parish Meetings.

2.4 Table 3 and 4 set out Section 106 contributions activity in Newark & Sherwood as at the 31 March 2025. These are contributions secured through legal agreements with developers to mitigate the impact of new development. As such contributions are usually secured as projects progress and developer's hit triggers which require provision of monies. The monies are then held whilst the District Council, Nottinghamshire County Council, the NHS or Parish and Town Councils plan and deliver the projects to address the impacts of development. Therefore, at any one time the Council will be holding numerous pots of monies for different schemes and there will be a time period (generally five years) in which the monies need to be spend.

Meaningful Proportion

2.5 As set out above, an element of CIL contributions are retained for the local neighbourhood where the monies were generated. This is known as the 'meaningful proportion'. Regulations set out that 15% of the CIL receipts collected from development within a given town or parish area will be passed to the relevant Town or Parish Council. Payments will be capped at £100 (indexed for inflation) per council tax dwelling per year within the Town or Parish Council area. For areas with an adopted Neighbourhood Development Plan the proportion to be passed to the Town or Parish Council is increased to 25% with no cap. In locations which have a Town or Parish Council this money is transferred to these Council's on a twice-yearly basis. In areas which have no Parish Council in line with the regulations the District Council has held the monies until such time as the relevant Parish Meeting has identified a specific project that the money can be spend on. We have not yet a situation where a meaningful proportion has been collected in a Parish without a Parish Meeting.

2.6 Regulation 59c of the CIL Regulations 2010 (as amended) requires that a Town or Parish Council must use the CIL receipts passed to it to support the development of the Town/Parish area, or any part of that area, by funding:

> "The provision, improvement, replacement, operation or maintenance of infrastructure; or
>
> Anything else that is concerned with addressing the demands that development places on an area".

This provides Town or Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the District Council. Given this flexibility Parish Councils regularly contact the District Council to discuss the appropriateness of potential CIL spend.

2.7 Parish Councils are required by Regulation 121B to prepare an annual CIL report for each financial year they receive CIL. The report must include the following;

- Total amount of CIL receipts in the financial year;
- Total CIL expenditure in the financial year;
- Details (a breakdown) of the CIL expenditure in the financial year to include:
  1. a description of the items to which CIL has been applied;
  2. the amount of CIL expenditure on each item;
  3. details of any CIL repayment notices received during the financial year to include:
     - (i) the total value of CIL receipts subject to notices served to recover CIL;
     - (ii) the total value of CIL receipts subject to a notice served recover CIL in any year that has not yet been repaid to Newark and Sherwood District Council.
- The report must comply with accounting and audit procedures as set out in Governance and Accountability for Smaller Authorities in England 2019 (Joint Panel on Accountability and Governance).
- This information must be published on Town/Parish website where applicable or on NSDC website.
- A copy of the Town/Parish annual report must also be sent to the Council as charging authority, ideally by 1st June but no later than 31st October following the reported year.

2.8 At present CIL reporting by Parish Councils is not consistent and the District Council does not receive an annual report from any Parish Council. Consequently, we engaged with

Town and Parish Councils in receipt of meaningful proportions in June/July 2025. A six-week consultation was launched on 17th June 2025. A letter and questionnaire were sent to Parish and Town Councils with a deadline of 31st July 2025 for completion. This sought to determine how they meet their requirements under the law and the 2019 guidance issued by the Joint Panel on Accountability and Governance. The details of the consultation are attached at **Appendix B**.

2.9 The questionnaire also asked for comments on proposed changes to the payment of CIL meaningful proportion (from twice yearly, as required under the legislation, to once a year). It is considered to be an unnecessary administrative burden to make a payment to Town and Parish Councils twice per annum.

2.10 Whilst the response rate to the consultation was quite low, 16 Parish Councils responded, only one Parish Council considered that the change to the payment of the meaningful proportion may have a negative impact. This is due to them not being able to accrue interest from holding the money in their bank account for a six-month period. Despite this, it is proposed that the District Council switches to paying the meaningful proportion on an annual basis in order to make efficiencies in resources.

2.11 In response to the feedback from the consultation a guidance leaflet has been produced and will be sent to all Parish Councils and published on NSDC's website. The leaflet is attached at **Appendix C**.

2.12 When monies are received in locations without a Parish Council, NSDC holds the monies until an appropriate project has been identified. Whilst the legislation does not specify how the Council should identify how the monies should be distributed; the Council has identified the Parish Meeting as the appropriate body to spend meaningful proportions in areas without a Parish Council. The Parish Meeting is informed of the monies and when they identify a project, currently we discuss the proposal with the Chair or Clerk of the meeting and agree to pay on receipt of an invoice for the completed works. Whilst officers have operated this approach since the meaningful proportion was brought in, this has never been documented in a public policy and therefore it proposed to produce one and consult Parish Meetings on the proposals.

2.13 We consulted Parish Meetings on a revised procedure on 17th June 2025. A letter and a questionnaire were sent out to Parish Meeting Chairs/Clerks and they were asked to respond by 30th September 2025. The details of the consultation are attached at **Appendix D**. The proposed procedure is set out below:

<u>Proposed procedure for receiving and spending CIL within areas covered by Parish Meetings:</u>

1. NSDC informs the Parish Meeting of CIL monies upon receipt from developer. CIL monies are retained by NSDC until required for a project.
2. NSDC asks the Parish Meeting what they intend to spend CIL monies on.
3. NSDC Planning Policy and Infrastructure informs Ward Members of CIL monies to allow them to assist the Parish Meeting in the identification of projects.

4. Parish Meeting to submit minutes of meetings where CIL monies have been discussed (including where agreement has been made regarding CIL projects).

5. Parish Meeting to request CIL funds in writing (via email and include a quote).

6. Parish Meeting to provide an invoice to NSDC upon completion of works

No objections were received about the proposed procedure. It should be noted that the value of the monies held and spend are relatively small and therefore in most circumstances officers will be able under the scheme of delegation to agree the spend. However, it proposed to make clear in the final procedure that agreement of the spend will be made in line with the Councils scheme of delegation and financial regulations. It is recommended that this approach is formally adopted by Newark and Sherwood District Council.

2.14 We also have no approach for areas which don't have a Parish Meeting. So far, we have not collected monies in such areas, which tend to be smaller rural communities, but development can occur anywhere and therefore it is proposed that a procedure be developed for dealing with monies in areas without a Parish Meeting.

<u>Proposed procedure for receiving and spending CIL within areas covered by Parish Meetings</u>:

1. NSDC Planning Policy and Infrastructure (PPI) informs Ward Members of CIL monies to allow them to assist with the identification of suitable projects.
2. NSDC PPI to liaise with NSDC Communications team to develop an appropriate mechanism for consulting local residents (potentially using social media platforms).
3. NSDC PPI to liaise with NSDC Senior Community Relations Officer/Team (to discuss and identify community requirements)
4. Suitable project identified and agreed in discussion with Ward Members and approved by appropriate officer/Portfolio Holder.

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, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Digital Implications

3.1 The base data underpinning the IFS should be published on the Council's website in CSV format in accordance with open data requirements, along with the aforementioned report.

Equalities Implications

3.2 Infrastructure delivery is fundamental to the implementation of the Amended Core Strategy which, as a whole has been subject to appraisal against the Integrated Impact

Assessment (IIA) Framework. The IIA incorporates Sustainability Appraisal, Strategic Environmental Assessment, Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA). The EqIA is a way of demonstrating the District Council is fulfilling the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010.

3.3 With the focus of the IFS being on providing greater transparency to the decision-making process and channelling infrastructure funding to areas of identified need as a result of development (thereby mitigating any perceived inequalities in accordance with adopted policy), an EqIA specifically for the IFS is not required.

Financial Implications (FIN25-26/4439)

3.4 Financial Services colleagues are a part of the Developer Contributions Officer Steering Group and therefore are able to ensure that funds from developer contributions are appropriately managed in line with the Council's financial procedures.

3.5 The IFS provides greater transparency for Members, service providers, developers and the community on how the Council deals with developer contributions.

3.6 CIL funded projects will progress from the IFS into the Council's Capital Programme in the usual way by a report to Cabinet as and when sufficient funding is available. Currently there is one project included within the Capital programme, the A1 Overbridge at Fernwood as follows:

Actual Spend to 2024/25	2025/26 Budget	2026/27 Budget	2027/28 Budget
55,415	100,000	3,000,000	2,444,585

3.7 The proposed changes recommended to the CIL administrative fee and meaningful proportion to once a year will create efficiencies in managing the payments to the Town and Parishes.

Legal Implications - LEG2526/2931

3.10 Regulation 121B of the Community Infrastructure Levy Regulations 2010 (*SI 2010/948*) (CIL Regulations 2010) imposes a duty on parish councils to produce an annual report on CIL funds they received and spent in a given financial year. In any year that a Parish Council receives CIL money, it must prepare a report for that year and publish it by 31 December of the following year as detailed in paragraph 2.13 above.

3.11 The CIL Regulations 2010 do not give the District Council specific enforcement powers where the above obligation has not been met. The District Council should therefore work with the Parish Council's to encourage and ensure that they are meeting their reporting duties under the CIL Regulations 2010.

3.12 Regulation 59D requires that payments due to Parish Council's should be paid every six months. However, the District Council and Parish Council's are able to agree a timetable for payment, in such cases payments must be made in accordance with the agreed timetable (Regulation 59D (2))

3.13 Any monies agreed for spend should be done so with regard and in accordance with the Council's scheme of delegation and financial regulations.

3.14 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.

Newark & Sherwood Infrastructure Funding Statement 2023/24

NEWARK &
SHERWOOD
DISTRICT COUNCIL

Newark & Sherwood Infrastructure Funding Statement 2024-2025

December 2025

Contents

Introduction

1.1 This is Newark & Sherwood District Council's Infrastructure Funding Statement (IFS) for 2024/25, published in accordance with the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 which came into force on 1 September 2019.

1.2 Local authorities are required to produce an IFS on an annual basis, relating to the developer contributions from Section 106 agreements and the Community Infrastructure Levy (CIL). Developer contributions are used to help fund development related infrastructure provision and to maximise the benefits and opportunities from growth.

1.3 In accordance with the regulations, the annual IFS comprises the following three parts:

- A report relating to the previous financial year on the Community Infrastructure Levy;
- A report relating to the previous financial year on Section 106 planning obligations;
- A report on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).

1.4 Appendix 1 sets out the requirements of the regulations and the sections of this document where details can be found.

1.5 For the purpose of reporting developer contributions, National Planning Policy Guidance (NPPG) defines 'infrastructure' as development within the following categories:

- Affordable housing
- Education (Primary, Secondary, Post-16 & Other)
- Health
- Highways
- Transport and travel
- Open space and leisure
- Community facilities
- Digital infrastructure
- Green infrastructure
- Flood and water management
- Economic development
- Land
- Section 106 monitoring fees
- Bonds (held or repaid to developers)
- Other (Neighbourhood CIL, Mayoral CIL, Community Infrastructure Levy administration costs)

District Context

1.6 Across the current Local Plan period to 2033, the population of Newark & Sherwood is expected to grow by as much as 14,359. Recent monitoring data show the following figures relating to the development in the district:

- 1052 net (1196 gross) residential dwellings were granted planning permission from 1st April 2024 to 31st March 2025.

- 3,354 net residential completions over the five year period 2020/21-2024/25, giving an average of 671 net completions per year.
- Within the plan period (to 31st March 2024) 51.49 Ha of employment land has been developed since 2013 and 185.06 Ha is deliverable within the plan period (up to 2033).

2.0 Developer Contributions

Paying for Infrastructure

2.1 Infrastructure is typically paid for in a number of ways, including:

- By service providers such as utilities companies (electricity, gas, water, wastewater, communications) underpinned by income from customer bills and government grant/support;
- Direct or indirect government grants to Local Authorities;
- Developers responding to site specific requirements through legal agreements (Section 106 or Section 278 agreements);
- Local Planning Authorities (LPAs) collecting Community Infrastructure Levy (CIL) on certain types of new development;
- Town/Parish Council funds secured through Parish precepts, CIL or use of other monies or grants; and
- Trusts or charitable organisations providing funding, often for local community-led projects.

Community Infrastructure Levy

2.2 Newark and Sherwood were the first Local Authority in the country to adopt CIL; the Charging Schedule and Regulation 123 List was approved by Council on the 20 September 2011 and came into force on 1 December 2011. As part of a wider review of the Local Plan a full review of the CIL Charging Schedule and Regulation 123 List was also undertaken. Following an independent examination in August 2017 and approval at full council on 12 December 2017, the Newark and Sherwood CIL Charging Schedule, including the associated instalment policy and Regulation 123 List came into force on 1 January 2018. The CIL Charging Schedule is available to view on our website: NSDC CIL Charging Schedule (2018).

2.3 Changes to CIL legislation, taking effect from 1 September 2019, were introduced as the Government recognised that the complexity and uncertainty of the CIL system was potentially forming a barrier to the delivery of housing, something that the Government was keen to remove. Amendments to the regulations included the removal of ‘pooling’ restrictions and the deletion of Regulation 123 requiring charging authorities to produce a list of the projects or types of infrastructure they intend to fund, or may fund, through CIL (the ‘Regulation 123 list’).

2.4 CIL is chargeable on residential development at different rates across the Council’s administrative area, ranging from £0 to £100 per square metre. A districtwide charge of £100 per square metre is levied on retail development, while all other commercial developments are CIL-exempt. Where a development is liable to CIL the amount will be non-negotiable. However, where a scheme will contain elements of social housing or will be for charitable purposes the amount may be reduced subject to an application for relief being submitted.

Town and Parish Council CIL Meaningful Proportion

2.5 Regarding CIL payable to Town or Parish Councils, CIL payments received by NSDC are proportioned in accordance with the CIL Regulations as follows:

- Administration – 5% of all CIL income is retained by NSDC to pay for the systems and salaries of staff that manage CIL collection and spend processes.

- Under the requirements of the CIL regulations, 15% of the CIL receipts collected from development within a given town or parish area will be passed to the relevant Town/Parish Council. Known as the meaningful proportion. Payments will be capped at £100 (indexed for inflation) per council tax dwelling per year within the Town or Parish Council area.

- For areas with an adopted Neighbourhood Development Plan the proportion to be passed to the Town/Parish Council is increased to 25% with no cap.

- In areas with no Town/Parish Council, the 15% of CIL must be used by the charging authority to support the development of the relevant area.

2.6 Regulation 59c of the CIL Regulations 2010 (as amended) requires that a Town/Parish Council must use the CIL receipts passed to it to support the development of the Town/Parish area, or any part of that area, by funding:

"The provision, improvement, replacement, operation or maintenance of infrastructure; or

Anything else that is concerned with addressing the demands that development places on an area".

This provides Town/Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the powers of NSDC.

2.7 Regulation 121B states that Town/Parish Councils must prepare an Annual CIL Report for each financial year (1 April to 31st March) they receive CIL. The report must include the following:

- Total amount of CIL receipts in the financial year;
- Total CIL expenditure in the financial year;
- Details (a breakdown) of the CIL expenditure in the financial year to include:
  i. a description of the items to which CIL has been applied;
  ii. the amount of CIL expenditure on each item;
  iii. details of any CIL repayment notices received during the financial year to include: (i) the total value of CIL receipts subject to notices served to recover CIL;
  iv. the total value of CIL receipts subject to a notice served recover CIL in any year that has not yet been repaid to Newark and Sherwood District Council.

- The report must comply with accounting and audit procedures as set out in Governance and Accountability for Smaller Authorities in England 2019 (Joint Panel on Accountability and Governance).

- This information must be published on Town/Parish website where applicable or on NSDC website.

- A copy of the Town/Parish annual report must also be sent to the Council (contact details shown below) as charging authority, ideally by 1st June but no later than 31st October following the reported year. For transparency, all Parish/Town Council reports will also be published on the Newark and Sherwood District Council website.

2.8 At present CIL reporting by Parish Councils across the district is not consistent. Consequently, we engaged with Town and Parish Councils in receipt of meaningful proportions in June/July 2025. A six-week consultation was launched on 17th June 2025. A letter and questionnaire were sent to Parish and Town Councils with a deadline of 31st July 2025 for completion. This sought to determine how they meet their requirements under the law and the 2019 guidance issued by the Joint Panel on Accountability and Governance.

2.9 The questionnaire also asked for comments on proposed changes to the payment of CIL meaningful proportion (from twice yearly, as required under the legislation, to once a year). It is considered to be an unnecessary administrative burden to make a payment to Town and Parish Councils twice per annum.

2.10 Whilst the response rate to the consultation was quite low, 16 Parish Councils responded, only one Parish Council considered that the change to the payment of the meaningful proportion may have a negative impact. This is due to them not being able to accrue interest from holding the money in their bank account for a six-month period. Following the outcome of the consultation, the District Council has now formally adopted this approach and will pay the meaningful proportion on an annual basis in order to make efficiencies in resources.

2.11 In response to the feedback from the consultation a guidance leaflet has been produced and will be sent to all Parish Councils and published on NSDC's website.

2.12 When monies are received in locations without a Parish Council, NSDC holds the monies until an appropriate project has been identified. Whilst the legislation does not specify how the Council should identify how the monies should be distributed; the Council has identified the Parish Meeting as the appropriate body to spend meaningful proportions in areas without a Parish Council. The Parish Meeting is informed of the monies and when they identify a project, currently we discuss the proposal with the Chair or Clerk of the meeting and agree to pay on receipt of an invoice for the completed works. Whilst officers have operated this approach since the meaningful proportion was brought in, this had never been documented in a public policy.

2.13 To address this, we consulted Parish Meetings on a formal procedure on 17th June 2025. A letter and a questionnaire were sent out to Parish Meeting Chairs/Clerks and they were asked to respond by 30th September 2025. No objections were received about this procedure and following amendment regarding spend authorisation the following policy was adopted by Newark & Sherwood District Council:

2.14 <u>Procedure for receiving and spending CIL within areas covered by Parish Meetings:</u>

1. NSDC informs the Parish Meeting of CIL monies upon receipt from developer. CIL monies are retained by NSDC until required for a project.
2. NSDC asks the Parish Meeting what they intend to spend CIL monies on.
3. NSDC Planning Policy and Infrastructure informs Ward Members of CIL monies to allow them to assist the Parish Meeting in the identification of projects.

4. Parish Meeting to submit minutes of meetings where CIL monies have been discussed (including where agreement has been made regarding CIL projects).
5. Parish Meeting to request CIL funds in writing (via email and include a quote).
6. Project agreed in discussion with Ward Members and approved by appropriate officer/Portfolio Holder.
7. Parish Meeting to provide an invoice to NSDC upon completion of works

2.15 It should be noted that the value of the monies held and spend are relatively small and therefore in most circumstances officers will be able under the scheme of delegation to agree the spend.

2.16 We also had no formal approach for areas which don't have a Parish Meeting. So far, we have not collected monies in such areas, which tend to be smaller rural communities, but development can occur anywhere and therefore it was proposed that a procedure be developed for dealing with monies in areas without a Parish Meeting. The following approach has been formally adopted by Newark and Sherwood District Council:

Procedure for receiving and spending CIL within areas covered by Parish Meetings:

1. NSDC Planning Policy and Infrastructure (PPI) informs Ward Members of CIL monies to allow them to assist with the identification of suitable projects.
2. NSDC PPI to liaise with NSDC Communications team to develop an appropriate mechanism for consulting local residents (potentially using social media platforms).
3. NSDC PPI to liaise with NSDC Senior Community Relations Officer/Team (to discuss and identify community requirements)
4. Suitable project identified and agreed in discussion with Ward Members and approved by appropriate officer/Portfolio Holder.

Section 106 Agreements

2.17 Planning obligations or developer contributions are made under Section 106 of the Town and Country Planning Act 1990 (as amended). Commonly known as S106 agreements, they are a mechanism that helps make a development proposal acceptable in planning terms that would not otherwise be acceptable – i.e. to mitigate the impacts of development and ensure that the District Council's planning policy requirements are fully met.

2.18 The legal tests for when S106 agreements can be used are set out in CIL Regulation 122. The 'ask' must be:

(a) necessary to make the development acceptable in planning terms;
(b) directly related to the development; and
(c) fairly and reasonably related in scale and kind to the development.

2.19 Different combinations of the aforementioned sources of funding may be pooled to pay for new infrastructure.

Section 278 Highway Agreements

2.20 Additional legal agreements that can fund infrastructure are Section 278 Agreements (S278). These are legally binding agreements made under the Highways Act 1990 between Local Highway Authorities and Developers. S278 agreements are required to secure alterations or improvements to the highway. The Council will look at the possibility of including information for S278 agreements within future versions of the IFS. Information on S278 agreements may be available in Nottinghamshire County Council's (NCC) IFS.

Local Policy Context

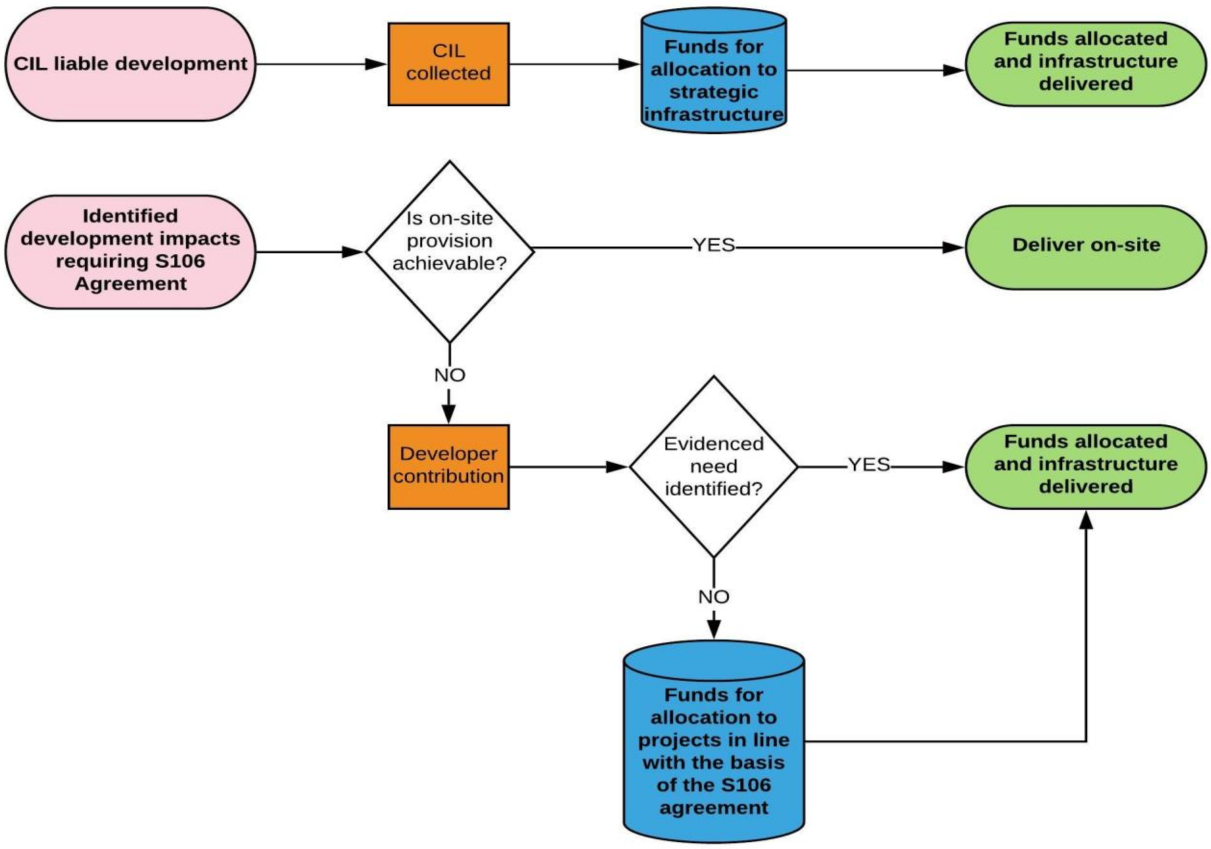
2.21 In Newark & Sherwood District Council's Local Development Framework (LDF) Amended Core Strategy (Adopted March 2019) Spatial Policy 6: Infrastructure for Growth sets out the approach to ensuring the delivery of infrastructure to support growth. This policy gives specific emphasis to the Community Infrastructure Levy as the vehicle for funding Strategic Infrastructure. The policy defines 'Strategic Infrastructure' as improvements to the strategic highway network and other highway infrastructure as identified within the IDP, along with secondary education provision across the District.

2.22 Spatial Policy 6 identifies developer contributions and planning obligations as the primary means of securing local Infrastructure, including facilities and services that are essential for development to take place on individual sites, or which are needed to mitigate the impact of development at the site or neighbourhood level. The process of collecting and spending developer contributions is illustrated in Figure 1.

2.23 Directly related to Spatial Policy 6 is Policy DM3 in the Allocations and Development Management Policies DPD. This policy highlights the need for infrastructure to support planned growth, for planning applications to include appropriate infrastructure provision and signposts to the Developer Contributions and Planning Obligations Supplementary Planning Document (SPD) which sets out the methods for calculating financial contributions.

2.24 The Developer Contributions and Planning Obligations SPD sets out the Council's policy for securing planning obligations from new developments that require planning permission and how this will operate alongside CIL. The SPD makes clear that where a development is liable to CIL the amount will be non-negotiable, however, where site related infrastructure is needed this may be secured through planning conditions and S106 agreements. These needs will be assessed on a site-by-site basis and will involve consultation with relevant internal and external agencies e.g. the Health Authority and Nottinghamshire County Council. It is the District Council's intention to update this SPD in the near future to reflect changes in legislation and local circumstances. Additionally, acknowledging that affordable housing is considered as a form of infrastructure, Amended Core Strategy Core Policy 1 is the District Council's primary policy setting out site requirements in accordance with the NPPF.

Figure 1: Process of allocating developer contributions



3.0 Community Infrastructure Levy: collection and expenditure

3.1 The amount of CIL payable varies, depending the type of development and on its location within the district, ranging from £0, £45, £70 and £100 per square metre for residential development and £100 per square metre for retail uses. A £0 rate is levied on non-retail commercial development. Table 1 (below) provides an overview of CIL income and expenditure to date, with details of the figures provided throughout Section 3.

Table 1: Summary of CIL income and expenditure

Description of source: Community Infrastructure Levy	£
Total CIL monies collected before 01/04/2024 (net of capital, admin and all meaningful proportions)	£11,077,135.85
Total Received 2024/25 (including surcharges)	£510,764.71
Grand Total	**£11,587,900.56**
2024/25 Expenditure (Administration)	£24,943.66
2024/25 Meaningful proportion paid to Town/Parish Councils	£87,793.23
2024/25 Expenditure (Capital)	£31,415.00
Grand Total CIL held by NSDC at 31/03/2025 (net of capital, admin and all meaningful proportions)	**£11,443,748.63**

Table 2: CIL Demand notices served, and CIL monies held by NSDC

Demand notices issued and monies retained by NSDC for Parish Meeting areas	£
Demand notices issued 2024/25	£503,546.83
Retained on behalf of Parish Meetings in 2024/25	£0
Retained on behalf of Parish Meetings from previous years	£6,456.40

Newark & Sherwood CIL Income

3.2 CIL came into operation in Newark & Sherwood in 2011/12. Prior to the reported year, the District Council had accumulated £11,077,135.85 from CIL receipts.

3.3 In the reported year (from April 2024 to March 2025) Newark & Sherwood District Council received £510,764.71 from CIL receipts and issued demand notices for £503,546.83. The largest sources of CIL income received are identified from the following developments:

- Cairns Heritage Homes (Newark) Ltd £114,962.85
- Ablehomes Ltd £140,262.39
- Allison Homes £117,367.30

3.4 Notwithstanding the large parts of the district to the west, which are £0 rate areas for CIL, the distribution of the developments to which these CIL receipts relate is generally focused on the eastern side of the District. Dialogue with developers operating within the district indicates that demand for new homes has slowed. However, development is still progressing on the majority of sites despite the downturn in the housing market nationally.

Newark & Sherwood CIL Expenditure

3.5 The total amount of CIL expenditure for the reported year amounts to £24,943.66. This figure represents funds spent on the management, staffing, administration, information technology and legal costs involved in the collection of CIL; and on-going management of CIL spending.

3.6 A total of £87,793.23 (17.19% of CIL total receipts) has been passed on to Town and Parish Councils within the reporting period as a meaningful contribution share. During 2024/25, there were no amounts put aside for Parish Meetings. Beyond administrative expenses, £31,415.00 CIL funds have been used for capital expenditure. This was paid towards the A1 Overbridge project assessment works currently being undertaken by Amey Consultants.

3.7 In the reported year, £1,854.50 was released to Parish Meetings in relation to meaningful proportion held on their behalf therefore the cumulative amount held at the end of 2024/25 is £6,456.40

3.8 The total amount of CIL retained by the Council including the reported year, after all deductions, is **£11,443,748.63** (excluding the balance held for Parish Meetings). This includes the amount retained from CIL monies within the reporting year (2024/25) £398,027.82.

4.0 S106 Developer Contributions: collection and expenditure

4.1 As stated above in Section 3, Amended Core Strategy, Spatial Policy 6 sets out the Council's approach to ensuring the delivery of infrastructure to support the anticipated levels growth within the current plan period. Developer contributions and planning obligations are the primary means of securing local infrastructure, including facilities and services that are essential for allowing any particular development to take place.

4.2 Developer contributions income held by Newark & Sherwood District Council is summarised in Table 3. Table 4 provides a details of s106 monies allocated for projects but not yet spent, s106 money held for long term maintenance (for

Table 3: Summary of developer contributions income and expenditure

Description of source: Developer s106 Contributions	£
S106 money received before the reported year, remaining unallocated at 31st March 2024	£9,526,229,86
Total S106 money received 2024/25	£708,370.10
Grand Total	**£10,234,599.96**
S106 contributions spent (including transferred to other bodies to be spent)	£737,846.41
S106 contributions held by NSDC 31/03/2025	**£9,496,753.55**

Table 4: Summary of s106 monies allocated, held for maintenance, and agreed

s106 monies allocated, held for maintenance, and agreed but not yet received	£
S106 contributions allocated but not spent 2024/25	£816,412.58
Balance held for longer term maintenance obligations	£98,342.04
Total money to be provided by agreed s106s in 2024/25	£208,187.97

Newark & Sherwood Developer Contributions Income

Contributions Agreed

4.3 In the reported year Newark & Sherwood District Council entered in to planning obligations giving contributions to the value of **£208,187.97**. The developments to which these funds relate are set out in Table 5.

Table 5: Monetary developer contributions agreed within the reported year

Planning ref.	Parish	Location	Contribution type	Funds secured
22/01459/FULM	Blidworth	Land South off Dale Lane, Blidworth, NG21 0SU	Affordable Housing - 70% Affordable Rent (44 dwellings); 30% Shared Ownership (18 dwellings)	100% (62 dwellings)
			Community Facilities	£85,214.34
			Public Open Space	Amenity green space & provision for CYP inc LEAP
			On-Site OS Maintenance Contribution - re amenity green space	£17,532.98
			On-Site OS Maintenance Contribution - re public open space including CYP space	£63,940.30
			Library	£2,190
22/02406/FULM	Collingham	27 Woodhill Road, Collingham	Affordable Housing - 1 First Home dwelling; 2 affordable rent; and 1 shared ownership	4 dwellings
			Children & Young Peoples Space Commuted Sum	£15,469.50
			Community Facilities	£20,761.05
			Natural and Semi-Natural Green Space Commuted Sum	£3,079.80
			Grand Total	**£208,187.97**

Contributions Received

4.4 Within the reported year developer contributions to the value of **£722,800.59** were received. However, **£14,430.59** was returned to the developers in respect of unspent integrated transport monies. Details of the developments to which these funds relate are set out below in Table 6.

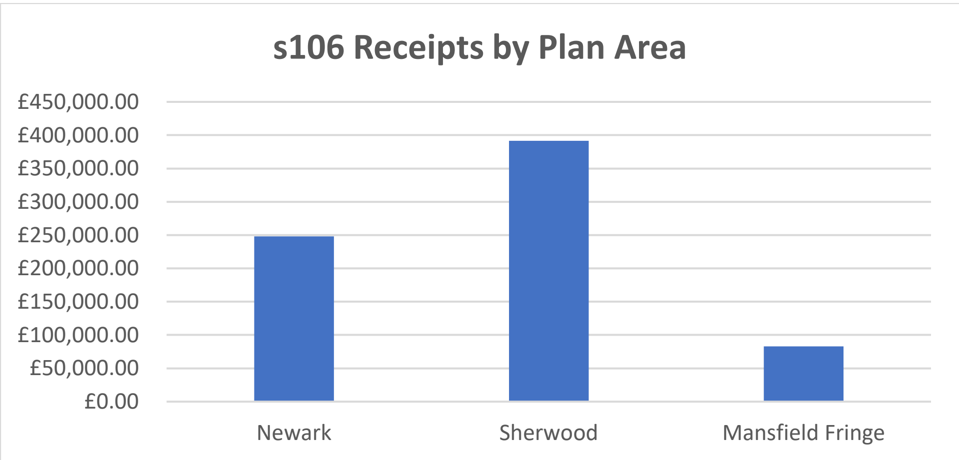
Table 6: Developer contributions received 2024/25

Planning ref.	Parish	Location	Contribution Type	Funds secured
16/00135/FULM	Edwinstowe	Edwinstowe	Community Facilities	£20,081.25
20/00580/FULM	Newark	Newark	Community Facilities	£149,128.22
20/00873/FULM	Bilsthorpe	Bilsthorpe	Community Facilities -	£135,067.07

			Village Hall	
Community Facilities Sub Total				**£304,276.54**
16/00135/FULM	Edwinstowe	Edwinstowe	Primary Education	£40,092.50
Education Sub Total				**£40,092.50**
16/00135/FULM	Edwinstowe	Edwinstowe	Open Space - Children's Play Space	£15,354.74
16/00135/FULM	Edwinstowe	Edwinstowe	Open Space - Amenity Open Space Maintenance	£5,262.92
20/00873/FULM	Bilsthorpe	Bilsthorpe	Open Space - Amenity Open Space Maintenance	£61,061.31
			Open Space Sub Total	**£81,678.97**
20/00642/FULM	Bilsthorpe	Bilsthorpe	Healthcare facilities	£110,400.00
20/00475/FULM	Blidworth	Blidworth	Healthcare facilities	£79,542.00
20/00580/FULM	Newark	Newark	Healthcare facilities	£99,126.46
Health Sub Total				**£289,068.46**
20/00642/FULM	Bilsthorpe	Bilsthorpe	Library Books	£4,288.00
20/00475/FULM	Blidworth	Blidworth	Library Books	£3,396.22
Libraries Sub Total				**£7,684.22**
SUB TOTAL				**£722,800.69**
10/01256/FULM	Newark	Newark	Transport	-£7,732.73
17/01055/RMAM	Farnsfield	Farnsfield	Transport	-£6,697.86
Transport receipts returned				**-£14,430.59**
			Grand Total	**£708,370.10**

4.5 Sherwood plan area received the highest level of developer s106 contributions in the Core Strategy settlement hierarchy (Spatial Policies 1 & 2) in 2024/25. Newark has seen a slowing of development delivery over the past couple of years. Moving forward, following the completion of the Southern Link Road (planned for early 2026), development in Newark is expected to increase.

Figure 2: Total s106 Monies received by Plan Area in 2024/25

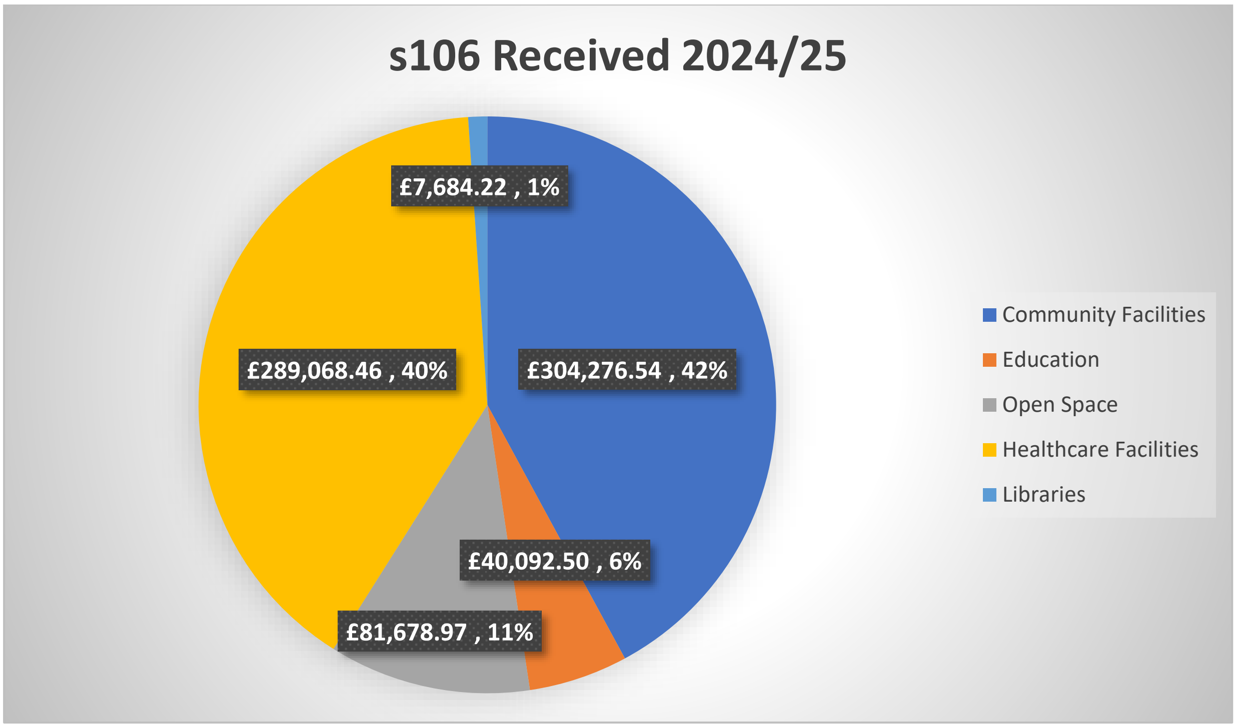


4.6 The differences in the value of contributions from different areas can appear quite starkly across different strategic sub areas, reflecting differences in land value and therefore relative viability. As such, in circumstances where it is not always viable to provide the full range of contributions that may be required to make a development acceptable in planning terms, Planning Officers and Planning

Committee Members must weigh the potential benefits of different options or available combinations and arrive at an informed judgement as to the acceptability of a development proposal.

4.7 In the reporting year, in terms of distribution of s106 by contribution type, community facilities have received the highest percentage share of total monies (42%) followed by Healthcare Facilities at 40%. Open Space received 11% of total monies, Education 6%, and Libraries 1%.

Figure 3: Percentage share of developer contributions received 2024/25 (by theme)



Newark & Sherwood Developer Contributions Spending

4.8 In most cases, funds received by the Council have specific criteria set out in the associated S106 Agreement that determines how they must be spent. However, where such clauses are less prescriptive, they are referred to as 'unrestricted' funds. Where unrestricted funds are provided and no immediate need is identified for the specified area to which the agreement relates, these funds may be held by the Council until such a time that an appropriate need is identified. In the reported year there were no unrestricted funds collected.

4.9 The Council's governance arrangements in relation to managing monies secured as part of Section 106 Agreements are as follows:

<u>On-site contributions and clearly defined off-site contributions collected for other public bodies</u>
On-site contributions and clearly defined off-site contributions for Nottinghamshire County Council and the National Health Service, as set out in a section 106 agreement, shall be managed by the Director of Planning and Growth with the agreement having been approved by Planning Committee.

<u>Non-specific off-site contributions</u>
In terms of non-specific off-site contributions, the following procedure shall be adopted:

a) Where the spend is up to £15,000 then this can be authorised by the S151 Officer in consultation with the Director of Planning and Growth.

b) Where the spend is between £15,000 and £300,000 then this will be referred to the Portfolio Holder for Finance and the s151 Officer, who can either approve the request or refer it to Cabinet.

c) Where the spend exceeds £300,000 and is therefore a key decision it should be added to the forward plan and considered by Cabinet.

With regard to sections b and c above,

- The Planning Committee Chairman and Members of affected Wards will be consulted on the proposed spend; and
- The spend shall be added to the Capital programme.

4.10 Within the reported year S106 funds held by the Council and allocated to a given project, but not spent amounts to £816,412.58.

Table 7: Funds allocated but not yet spent

Parish	Funds secured	Allocation
Clipstone	£336,255.39	Clipstone LUF Phase 2
Clipstone	£19,822.33	Clipstone Village Hall
Edwinstowe	£9,000.00	Edwinstowe Allotment
Edwinstowe	£3,987.00	Edwinstowe Septic Tank at Robin Hood Colts FC
Newark	£45,900.00	Brompton Bike Scheme - Newark
Rainworth	£228,314.60	Joseph Whitaker School
Rainworth	£35,556.00	Vicar Water SANGS
Southwell	£137,577.26	Southwell Leisure Centre
TOTAL	**£816,412.58**	

4.11 Throughout 2024/25, S106 funds received by the Council that have been both allocated and spent or transferred to another party amounts to **£737,846.41**. These contributions comprise the following:

Table 8: Funds spent

Parish	Location	Spent	Allocation
Blidworth	New Lane	£10,275.00	Bowls Roof repair, St Andrews Mission, Blidworth Miners Welfare Cricket Club Mower, Rainworth & Blidworth Boxing Club weight bench and rack
Clipstone	Klyppr Village	£49,924.42	NSDC Council House new build programme, x3 units at South Crescent
Clipstone	Klyppr Village	£100,162.17	NSDC Council House new build programme, x3 units at South Crescent

Clipstone	Klyppr Village	£80,211.77	Clipstone Village Hall, incl heating system and Vicar Water Park Run
Edwinstowe	Thoresby Colliery	£36,707.36	Revenue Grant Support Scheme and Fourth Avenue Play Park
Edwinstowe	Thoresby Colliery	£29,445.00	Revenue Grant Support Scheme, Thoresby Sporting Trust PV scheme / charge point at Thoresby Sporting Trusts Ground
Edwinstowe	Rufford Pastures	£41,789.05	NSDC Council House new build programme, Gaitskell Crescent
Newark	2 Jubilee Street	£17,993.00	Sherwood Avenue pavilion
Newark	Lord Hawke Way	£49,819.64	Sherwood Avenue play park
Newark	Lord Hawke Way	£16,177.15	Sherwood Avenue play park
Newark	Lord Hawke Way	£49,426.12	Sherwood Avenue play park
Newark	Lord Hawke Way	£54,971.81	Sherwood Avenue play park
Ollerton	Wellow Road	£59,696.76	Ollerton Town Football Club
Ollerton	Wellow Road	£42,872.00	NSDC Council House new build programme, x2 units at Fir View
Rainworth	Land off Warsop Lane	£90,377.05	Rainworth Village Hall
Maintenance of open space	Several sites	£7998.11	Districtwide (in accordance with the s106 agreements)
Total Spent		**£737,846.41**	

Non-monetary S106 Contributions

4.12 In some cases, s106 agreements make provision for delivery of infrastructure on site. In the reported year (2024/25) records show that 83 new affordable homes were delivered through s106 across the District (the total affordable homes delivered in the year is 135 which consists of Council Schemes, S106 schemes and additionality where Homes England have directly purchased affordable units from the developer). Agreements in relation to affordable homes granted planning permission in 2024/25 will deliver 66 new dwellings. A total of £234,747.64 was transferred to capital for affordable housing capital schemes in the reporting year.

4.13 No school places have been secured in the reporting year as a non-monetary contribution.

5.0 Planned Expenditure

Matters affecting developer contributions income

5.1 This section sets out how CIL and S106 income will be spent over the next reporting period (April 2024 to March 2025) in Newark & Sherwood (as per the requirements set out in relevant planning practice guidance and the CIL regulations).

5.2 CIL income for the next year depends on the nature and scale of development occurring in the District. The level and timing of this income is subject to the implementation of planning permissions, build-out rates, S106 trigger points and the phasing of development. For residential development the Council's five year housing land supply trajectory provides a useful indication of what is likely to come forward and when. For other types of CIL-liable development, due to the uncertainty over forecasting, estimates for the amount of CIL funding will be based on the total receipts collected from the previous financial year and any unspent receipts from previous financial years. While the full extent of the impacts of the economic climate on the construction industry remain unclear, completion data indicates that build rates are slowing down.

5.3 S106 income varies more than CIL, insofar as contributions are negotiated on a site-by-site basis and depend on a range of factors, such as the viability of development and site-specific considerations. Generally speaking, S106 funding is more closely tied to the phasing of development set out in the terms of the legal agreement and this can also include clauses relating to the timing of spending said contributions, with a site's build-out rate determining when trigger points for different contributions are hit.

5.4 At the time of writing English house prices have been affected by uncertainty relating to the cost of living crisis, including a rise in interest rates which commenced at the end of 2021. The Bank of England base rate continued to rise from 0.25% in December 2021 until summer 2023 when it peaked at 5%. It was reduced from 5.25% to 5% in August 2024, the first drop in many months. Since then, it has decreased further and currently stands at 4%.

Infrastructure to be funded by CIL

5.5 Tables 7 and 8 (below) provide an update on the status of NSDC's CIL expenditure priorities.

5.6 These outstanding strategic infrastructure projects remain the District Council's priorities for CIL spending priorities for 2024/25. In accordance with Amended Core Strategy Spatial Policy 6, it is considered that there is little scope to deviate from these identified priorities until such a time that these needs are met, or the policy is amended.

Table 7: NSDC CIL Priority Highways Project Status

No.	Location	Existing Junction Type	Improvement	CIL/Other Public Contribution	Comments
Newark					
1	A1 Overbridge widening, Fernwood	N/A	Widening of A1 Overbridge	£5.6m	Identified as the highest priority highway improvement for CIL funding. The Council is currently liaising with National Highways to commission a detailed design.
2	London Rd, Portland St Junction	Signals	Improved Signal Control	£150,000	The operation of this junction changes to an 'F' LoS in the PM peak hour at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction is constrained on all sides by built development and space to deliver any carriageway widening is very limited. The most likely form of improvement will be providing improved signal control at the existing junction, however consideration is being given as part of the Newark Heritage Action Zone to potential improvements to the junction and townscape around it.
3	Lincoln Rd / Brunel Drive	Signals	Improved Signal Junction Layout – Monitor Operation Post A46 Improvement Opening	£TBC	The operation of this junction changes to an 'F' LoS in the PM peak hour at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. There are wide verges present on Lincoln Road which may enable localised widening on these approaches. However, it is recommended that the junction operation be reviewed following completion of the A46 Improvement scheme as this is expected to improve the operation of the A46 Brownhills roundabout to the north, removing queues that currently interact with the Lincoln Road / Brunel Drive junction.
4	A616 Great North Rd / Ollerton Rd / Main St / Kelham Ln, South Muskham	Mini Roundabout	Monitor Performance Post A46 Improvement Opening	£TBC	The operation of this junction changes to a 'F' LoS in the PM peak at the 2033 Forecast Year. Providing a meaningful capacity improvement to this 5-arm junction will require third-party land to enable a larger roundabout to be provided and/or the closure or diversion of Kelham Lane to reduce the number of arms, which may then allow a signal-controlled crossroads to be provided. Improvement of this junction will therefore be complicated and expensive. However, it is recommended that the junction operation be reviewed following completion of the A46 Improvement scheme as demand for the Great North Road corridor may reduce once the key congestion bottle necks on

					the A46 are removed. It is therefore recommended that the operation of this junction be monitored post completion of the A46 Improvement to see if forecast conditions materialise.
5	B6166 Lincoln Rd / Northern Rd	Signals	Improved Signal Control	£150,000	The operation of this junction changes to an 'F' LoS in the PM peak hour at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction is constrained on all sides by built development and available space to deliver any carriageway widening is limited. The most likely form of improvement will be providing improved signal control at the existing junction.
6	Beacon Hill Rd / Northern Rd	Signals	Improved Signal Control	£150,000	The operation of this junction changes to an 'F' LoS in the AM and PM peaks at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction is constrained by an adjacent railway bridge and available space to deliver any carriageway widening is limited. The most likely form of improvement will be providing improved signal control at the existing junction.
7	London Rd / Sherwood Ave / Bowbridge Rd	Signals	Improved Signal Control	£150,000	The operation of this junction changes to an 'E' LoS in the AM and PM peak hours at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction was improved by NCC in 2014 to change lane allocations, upgrade the signal control and provide improved pedestrian facilities. The junction is constrained on all sides by built development and there is minimal space available within the highway to deliver any meaningful carriageway widening. The most likely form of improvement will be providing optimised signal control at the existing junction (if possible).
8	Tolney Lane, Newark	Highway Flood Alleviation	Flood alleviation and access resilience works	£5.5m	Improvements to Tolney Lane have been identified separately[1] and comprise works to provide access resilience and property protection during flooding events. The proposed works comprise: • Raising Tolney Lane and access into the traveller site. • Provision of a surface water pumping station. • Installation of a bypass channel. • Flood wall between the road and railway embankment.

[1] https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/planning-policy/local-development-framework/amended-allocations-and-development-management-dpd/GRT-5-Tolney-Lane-Flood-Alleviation-Study-Main-Report.pdf

					• Creation of a flood storage area.
Rural Areas					
9	A614 / Deerdale Lane Road Junction	Ghost Island Priority Junction	TBC	TBC	Formed part of the MRN improvement scheme being promoted by NCC. However, it was omitted from the DfT funding bid. NCC are currently investigating a lower-cost alternative solution for this junction and details are not yet available.
10	A614 / A616 / A6075 Ollerton Roundabout	Priority Roundabout	Enlarged Priority Roundabout	£7.4m	Forms part of the DfT funded MRN improvement scheme being promoted by NCC. The scheme has recently been approved by Government and funding has been secured.
11	Kelham Bypass	N/A	New bridge over the River Trent and a bypass to the village	£20m	Bypass with a new bridge over the River Trent with an indicative cost of £20m. To be implemented. Suggested funding split 33% CIL-67% D2N2 LEP
12	A6097 / A612 Lowdham Junction	Priority Roundabout	Enlarged Priority Roundabout	£4m	Forms part of the DfT funded MRN improvement scheme being promoted and delivered by NCC. The scheme has been recently been approved by Government and funding has been secured.
13	A614 / Mickledale Lane Junction	Ghost Island Priority Junction	New roundabout and link road connection to Mickledale Lane	£5.3m	Forms part of the DfT funded MRN improvement scheme being promoted and delivered by NCC. The scheme has been approved by Government and funding has recently been secured.

Table 8: NSDC CIL Priority Secondary Education Project Status

Location	Estimated Cost	CIL /Other Public Contribution	Required works	Status/funding source
Education Projects				
Secondary Education Provision within the District	£3,938,100	£3,938,100	Potential requirement to expand a secondary school to the north east of Newark and Sherwood District – to provide 150 additional places (to be confirmed by NCC)	to be confirmed by NCC

5.7 In some cases, other sources of funding, secured by Nottinghamshire County Council, are helping to deliver the items listed. While the estimated costs listed above were mostly derived from those in NSDC's 2022 Update to the Infrastructure Delivery Plan (2017), some costs have been updated through the ongoing development of the MRN Business Case.

CIL Spending Priorities

5.8 In 2017 the Council identified the A1 Overbridge between Balderton and Fernwood as its highest priority project to be delivered via CIL funding. Work commissioned by the Council investigated the scope of the need and potential options for the structure, specifying a cost estimate of c.£5.6 million. As the 2020 Infrastructure Funding Statement confirmed the receipts held by the Council at that time were sufficient to deliver the project, meaning that the Council is in a position to explore delivery options. As such, initial steps were taken, directly instructing National Highways and their consultant engineers at the time (Kier) to produce a task brief for the proposed bridge.

5.9 Amey has been appointed by National Highways (on behalf of NSDC) to undertake the next stage of the A1 Overbridge project. This stage analyses the 8 options identified by WYG in July 2019 A1 Overbridge Feasibility Study. Within the reporting year, £31,415.00 was spent on consultancy fees. It is expected that this assessment phase will be complete in early 2025 and will inform the design and procurement stages of the project. The design and procurement stage will allow for detailed costings for the project to be drawn up based on the preferred design solution.

5.10 The A1 Overbridge remains at the top of the Council's strategic infrastructure priority list, given its need as part of the Fernwood development highways mitigation strategy and that the Settlement Hierarchy and Spatial Distribution of Growth policies (Spatial Policy 1 and 2) identify Newark, Balderton and Fernwood as the main location for new housing and employment growth in the District. Development on this site is progressing at pace, with the nearing completion of the SLR which will connect the A1 overbridge in Fernwood to the A46 in Farndon.

5.11 The Council is seeking to address highway constraints at Tolney Lane in relation to flood risk. This project has been added to the list of CIL projects in table 7 above.

CIL Spend 2024/25

5.12 With the exception of CIL money used for the A1 Overbridge feasibility study (funded by the CIL admin fee), no other CIL monies have been spent in 2024/25.

Infrastructure to be funded by Developer Contributions

5.13 Under Amended Core Strategy Spatial Policy 6, local infrastructure that is essential for development to take place on individual sites or is needed to mitigate the impact of development will be secured through S106 Agreements. The need for site related infrastructure secured through planning conditions and S106 Agreements will be assessed on a site-by-site basis and will involve consultation with relevant internal and external agencies.

5.14 Most policies relating to sites that are allocated for development in the local plan include site-specific infrastructure asks where particular needs have been identified. However, the District Council will endeavour to maintain robust evidence of needs through the Infrastructure Delivery Plan and other audits, supported by the Council's Community Plan which sets out other cross-cutting corporate priorities. Section 4 sets out the Council's procedures for dealing with unrestricted funds. In most other cases, however, the wording of the legal agreement through which physical on or off-site infrastructure is delivered will typically determine the manner in which any monetary contributions secured must be spent. All spending of monies secured through S106 agreements will be reported in the IFS.

5.15 In terms of affordable housing delivery, the District Council seeks to secure 30% of new dwellings as affordable housing. While the Council's preferred approach is to see provision made on site, in some circumstances off site provision or contributions will be sought.

Anticipated CIL and Contributions Income 2024/25

5.16 National guidance suggests that councils should consider reporting on estimated future CIL income where possible. Using some assumptions and past data, it is possible to give a broad estimate of future CIL income, bearing in mind a number of variables, including:

- The Council's five year housing land supply data indicates that 563 dwellings are expected to be completed within 2024/25; however
- Contributions will not be required from all developments as not all parts of Newark & Sherwood are CIL charging areas;
- Different plan areas have different CIL charging rates;
- Only a limited number of CIL-liable strategic major sites are likely to commence development within 2024/25;
- At 31st October 2025, demand notices to the sum of £197,439.42 have been issued.

Table 9 below shows CIL income since 2013/14.

Table 9: CIL income from 2013 to 2023 (excluding surcharges)

Year	Income
2013/14	£130,676.01
2014/15	£415,938.77
2015/16	£878,690.61
2016/17	£463,745.06
2017/18	£543,708.74
2018/19	£1,690,563.45
2019/20	£2,021,621.45
2020/21	£1,383,861.71
2021/22	£2,204,195.02
2022/23	£3,819,293.39
2023/24	£1,441,111.79
2024/25	£510,764.71

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

Section Requirements	Sub sections	Amount	Additional details	Document section
1. The matters to be included in the CIL report are—				
(a) the total value of CIL set out in all demand notices issued in the reported year;		£503,546.83		Para. 3.3
(b) the total amount of CIL receipts for the reported year;		£510,764.71		Para. 3.3
I the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year but which have not been allocated;		£11,077,135.81		Para. 3.2
(d) the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year;		£0		N/A
I the total amount of CIL expenditure for the reported year;		£24,943.66	Administrative fees	Para. 3.5
(f) the total amount of CIL receipts, whenever collected, which were		£0		N/A

Agenda Page 136

allocated but not spent during the reported year;				
(g) in relation to CIL expenditure for the reported year, summary details of—	(i) the items of infrastructure on which CIL (including land payments) has been spent, and the amount of CIL spent on each item;	£31,415.00	A1 Overbridge Assessment work (Amey plc - Engineering Consultants)	N/A
	(ii) the amount of CIL spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0		N/A
	(iii) the amount of CIL spent on administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation;	£24,943.66	Equating to 4.88% of the income for the reported year	Para. 3.5
(h) in relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on		£0		Para. 3.6

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item;				
(i) the amount of CIL passed to—	(i) any parish council under regulation 59A or 59B; and;	£87,793.23	Passed to Town/Parish Councils (17.19% of CIL receipts)	Para. 3.6
	(ii) any person under regulation 59(4);	£0	-	N/A
(j) summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including—	(i) the total CIL receipts that regulations 59E and;	£0	-	Para. 3.6
	59F applied to;	£0	Collected and retained on behalf of Parish Meetings	
	(ii) the items of infrastructure to which the CIL receipts to which regulations 59E and 59F applied have been allocated or spent, and the amount of expenditure allocated or spent on each item;	£1,854.50	-	Para. 3.7
(k) summary details of any notices served in accordance with regulation 59E, including—	(i) the total value of CIL receipts requested from each parish council;	£0	No requests issued	N/A
	(ii) any funds not yet recovered from each parish council at the end of the reported year;	£0		N/A

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

(l) the total amount of—	(i) CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£398,027.82	Minus meaningful proportion and administration fee expenditure	Para. 3.8
	(ii) CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£11,077,135.81		Para. 3.2
	(iii) CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;	£0	Parish meeting money held by NSDC	Table2
	(iv) CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year.	£6,456.40	Parish meeting money held back by NSDC from previous years	Table 2
2. For the purposes of paragraph 1—				
(a) CIL collected by an authority includes land payments made in respect of CIL charged by that authority;		N/A	N/A	N/A
(b) CIL collected by way of a land payment has not been spent if at the end of the reported year—	(i) development (within the meaning in TCPA 1990) consistent with a relevant purpose has not	N/A	N/A	N/A

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

	commenced on the acquired land; or			
	(ii) the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent;	N/A	N/A	N/A
(c) CIL collected by an authority includes infrastructure payments made in respect of CIL charged by that authority;		N/A	N/A	N/A
(d) CIL collected by way of an infrastructure payment has not been spent if at the end of the reported year the infrastructure to be provided has not been provided;		N/A	N/A	N/A
(e) the value of acquired land is the value stated in the agreement made with the charging authority in respect of that land in accordance with regulation 73(6)(d);		N/A	N/A	N/A

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

(f) the value of a part of acquired land must be determined by applying the formula in regulation 73(10) as if references to N in that provision were references to the area of the part of the acquired land whose value is being determined;		N/A	N/A	N/A
(g) the value of an infrastructure payment is the CIL cash amount stated in the agreement made with the charging authority in respect of the infrastructure in accordance with regulation 73A(7)(e).		N/A	N/A	N/A
3. The matters to be included in the section 106 report for each reported year are—				
(a) the total amount of money to be provided under any planning obligations which were entered into during the reported year;		£208,187.97		Para. 4.3
(b) the total amount of money under any planning obligations which was received during the reported year;		£708,370.10		Para. 4.4

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

(c) the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority;		£9,529,229.86		Table 3
(d) summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of—	(i) in relation to affordable housing, the total number of units which will be provided;	66		Para. 4.12
	(ii) in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided;	0		Para. 4.13
(e) the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure;		£816,412.58		Para. 4.10
(f) the total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend);		£737,846.41		Para. 4.11

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

(g) in relation to money (received under planning obligations) which was allocated by the authority but not spent during the reported year, summary details of the items of infrastructure on which the money has been allocated, and the amount of money allocated to each item;		£336,255.39	Clipstone LUF Phase 2	Table 7
		£19,822.33	Clipstone Village Hall	
		£9,000.00	Edwinstowe Allotment	
		£3,987.00	Edwinstowe Septic Tank at Robin Hood Colts FC	
		£45,900.00	Brompton Bike Scheme - Newark	
		£228,314.60	Joseph Whitaker School	
		£35,556.00	Vicar Water SANGS	
		£137,577.26	Southwell Leisure Centre	
(h) in relation to money (received under planning obligations) which was spent by the authority during the reported year (including transferring it to another person to spend), summary details of—	(i) the items of infrastructure on which that money (received under planning obligations) was spent, and the amount spent on each item;	£10,275.00	Bowls Roof repair, St Andrews Mission, Blidworth Miners Welfare Cricket Club Mower, Rainworth & Blidworth Boxing Club weight bench and rack	
		49,924.42	NSDC Council House new build programme, x3 units at South Crescent	
		£100,162.17	NSDC Council House new build programme, x3 units at South Crescent	
		£80,211.77	Clipstone Village Hall, incl heating system and Vicar Water Park Run	
		£36,707.36	Revenue Grant Support Scheme and Fourth Avenue Play Park	

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

		£29,445.00	Revenue Grant Support Scheme, Thoresby Sporting Trust PV scheme / charge point at Thoresby Sporting Trusts Ground	Table 8
		£41,789.05	NSDC Council House new build programme, Gaitskell Crescent	
		£17,993.00	Sherwood Avenue pavilion	
		£170,394.72	Sherwood Avenue play park	
		£59,696.76	Ollerton Town Football Club	
		£42,872.00	NSDC Council House new build programme, x2 units at Fir View	
		£90,377.05	Rainworth Village Hall	
	(ii) the amount of money (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0		
	(iii) the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under	£0		N/A

Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

	regulation 121A) in relation to the delivery of planning obligations;			
(i) the total amount of money (received under any planning obligations) during any year which was retained at the end of the reported year, and where any of the retained money has been allocated for the purposes of longer term maintenance ("commuted sums"), also identify separately the total amount of commuted sums held.	(i) Total received;	£9,496,753.55		Table 3
	(ii) balance held for longer term maintenance obligations	£98,342.04		Table 3

NEWARK & SHERWOOD
DISTRICT COUNCIL

Castle House
Great North Road
Newark
Nottinghamshire
NG24 1BY

www.newark-sherwooddc.gov.uk

Telephone: 01636 655769
Email: planningpolicy@newark-sherwooddc.gov.uk
Your ref:
Our ref:

17th June 2025

Dear Parish Clerk,

Re: CIL Procedures and Legal Requirements for Town Councils and Parish Councils

I write regarding the procedures and legal requirements relating to the Community Infrastructure Levy (CIL). The Council has a duty to ensure that CIL is managed in accordance with current CIL Regulations (Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019). Consequently, the Council is seeking to engage with Town and Parish Councils on this matter. We would like to understand more about any difficulties you are encountering and to offer help and guidance where needed.

As you will be aware, there is a legal requirement for Town and Parish Councils to publish an annual monitoring statement. We are particularly interested in your annual monitoring process and the projects you have funded through CIL. Please see the attached monitoring form which has been drafted for Parish and Town Councils to use for monitoring purposes.

A CIL Procedures and Legal requirements draft information leaflet is currently being drafted. The Council would be grateful for any feedback on the issues you would like included in the leaflet.

Could you please complete the attached questionnaire on the matters raised above. The Council will use the information received to make any necessary changes.

The Council is also consulting on proposed changes to the number of times CIL is paid to Town and Parish Councils per annum. Currently CIL monies are handed out twice yearly, as required under the legislation. However, the twice annual payment process is considered to be an unnecessary administrative burden for the Council. The legislation does allow for the collecting authority to move to any annual payment and therefore the District Council's is proposing that one payment is made to the Town and Parish Councils at the end of the financial year (e.g. after the 31st March). We would like to know your views on this proposed change through the enclosed questionnaire. Consultation on this matter will run for 6 weeks until 31st July.

Please don't hesitate to contact me if you have any queries.

Yours Faithfully,

D Broad

Debbie Broad

Lead Practitioner - Infrastructure, Planning Policy and Infrastructure

Community Infrastructure Levy (CIL) Parish Council Funding Statement

In accordance with Regulation 121B of the CIL Regulations 2019, this report is required to be completed and published no later than 31st December each year. It must be made available on the Parish Council website, and/or Newark and Sherwood District Council's website. A copy must be sent to parishcil@nsdc.info no later than 31st December.

The report must include:

Name of Town or Parish Council	
Postal Address of Parish Council	
Name of Parish Clerk and/or Chairperson (please specify)	
Email address (es)	
Telephone number (s)	
Website address (Please include a link to the report if applicable)	

A. Summary of CIL Funding for the reporting year [ADD DATE]	
Total Amount of CIL received by the Parish Council in the reporting year	
Total amount of CIL spent by the Parish Council in the reporting year	

B. **Breakdown of CIL expenditure within the reporting year [Date]** (Please include photographs of the project where possible)		
Description of project (please include commencement and end dates and a full description of the works)	**Total cost of project**	**Amount of CIL monies spent within reporting year**

C. **Details of any CIL monies returned to NSDC (see CIL Regulations)**[1]	
Total monies which have been requested by NSDC from the Parish Council in the reporting year under Reg 59E	
Total monies which have been requested by NSDC from the Parish Council in the reporting year under Reg 59E <u>BUT</u> not repaid to NSDC by the end of the reporting year	

[1] If a P/TC has not applied the funds in accordance with the regulations, NSDC can serve a notice on the P/TC requiring it to repay some or all of the receipts that have been transferred to them. NSDC will then be required to spend any recovered funds in the P / TC's area. Also, if the P/TC do not spend their CIL within five years of receipt, NSDC CIL Officer may send a repayment notice. Exceptions may be made if the P/TC can show that they have allocated their CIL income to a particular project for which they are accumulating funds before spending.

D. CIL Retained	
Total amount of CIL received in reporting year [Date] and retained [unspent] at the end of the reporting year [Date)	
Total amount of CIL received in previous years and retained [unspent] at the end of the reporting year [Date]	

Planning Policy and Infrastructure, Newark and Sherwood District Council, Castle House, Great North Road, Newark NG24 1BY

Community Infrastructure Levy (CIL) Questionnaire – Town / Parish Councils

Please complete and return this questionnaire by 31st July 2025.

Please email to: Debbie Broad, Lead Practioner – Infrastructure, Planning Policy and Infrastructure, Email: debbie.broad@newark-sherwooddc.gov.uk

Q1. How does the Town / Parish Council report on Community Infrastructure Levy? For example, does the Town / Parish Council publish (on their website) CIL monies received and CIL monies spent within the financial year (from 1st April to 31st March)? Please provide a link to the CIL monitoring report on your website:

Q2. Newark and Sherwood District Council has produce a monitoring form for Parish and Town Councils to use for annual monitoring (see attached). Do you have any comments or queries about this form?:

Q3. Are there any specific issues which cause problems for your Council when undertaking annual accounting?

Q4. Do you have any comments on the proposed change to CIL payments (from twice annually to once at the end of the financial monitoring year)?

Q5. Are there any other CIL matters you would like to discuss with the Council?

CIL Consultation 17th June to 31st July 2025

Newark and Sherwood District Council wrote to all Town and Parish Councils on 17th June 2025 to inform them of the legal requirements of Community Infrastructure Levy reporting. The letter also informed them of a proposed change to payments from the Council to Town and Parish Councils. Currently payments are made twice per annum; it is proposed that this would change to once per annum.

All Town and Parish councils were invited to comment. A questionnaire was sent out (see questions in Table 1) and all consultees were invited to respond by 31st July 2025. In total 16 Parish Councils responded.

Table 1: Summary of responses to Consultation on CIL procedures

Question	Summary of response	NSDC Officer comments/Actions
Q1. How does the Parish Council report on Community Infrastructure Levy? For example, does the Parish Council publish (on their website) CIL monies received and CIL monies spent within the financial year (from 1st April to 31st March)? Please provide a link to the CIL monitoring report on your website.	The responses suggest that most Parish Councils don't publish their annual CIL funding activity on their website. CIL receipts and spend are recorded in a variety of ways, including: • in minutes of meetings, • information is held within individual financial management programmes but not published, • on agenda items, • on the website under a generic financial section e.g. under 'Schedule of Reserves'.	Reporting is ad hoc across the district. The standardised monitoring form would enable a more regulated approach to annual monitoring for Town and Parish Councils. Town and Parish Councils should be encouraged to use the form. Response: The Council will continue to send correspondence advising of the Neighbourhood funding, which tells them about their duty to report any spend. We also propose to send a copy of the Monitoring form and request that it is completed and returned for our records.
Q2. Newark and Sherwood District Council has produced a monitoring form for Parish and Town Councils to use for annual monitoring (see attached). Do you have any comments or queries about this form?	The majority of respondents thought that the form was easy to understand. One respondent felt the form was too complex and will continue to use their financial system to record CIL.	Response: The Council will send the form to Town and Parish Councils and ask them to complete and return it (as above). Information from each Town or Parish Council will be included on NSDC's website with the IFS.

Q3. Are there any specific issues which cause problems for your Council when undertaking annual accounting?	The majority of respondents did not have any issues or queries regarding CIL. Some felt that guidance on what projects CIL can be used for would be helpful.	Response: The Council will produce and circulate CIL guidance for Town and Parish Councils.
Q4. Do you have any comments on the proposed change to CIL payments (from twice annually to once at the end of the financial monitoring year)?	The majority of respondents didn't have any objections to changing the CIL payments from NSDC to Town and Parish Councils from twice per annum to once per annum. One objection out of sixteen was received. This is due to the fact that there would be a loss of interest on monies received on the first payment tranche for a six-month period.	Response: A recommendation will be made to Cabinet to change the CIL payments from twice per annum to once per annum. This will reduce the administration burden on NSDC.
Q5. Are there any other CIL matters you would like to discuss with the Council?	Some Parish Councils have asked for information about the source of CIL funds i.e. they would like to know which developments have paid CIL. There is some confusion about part CIL payments, one respondent indicated: "It is difficult to know if and when the full parish share of CIL monies has been received, unless NSDC provides this information. If a developer does not ultimately pay over some or all CIL due, then my understanding is that the parish share is lost." Queries were received about specific projects in some areas.	Response: Currently, all Neighbourhood Funding letters have the planning application numbers and amount due from each development. No further action proposed. NSDC response to query: CIL payments from developers are sometimes paid in instalments which can span over more than one financial year. When this happens, the Council will pay Town and Parish Councils their meaningful proportion in phases. Their share of the funds is not lost. No action required. A response has been provided to individual queries about specific projects.

NEWARK AND SHERWOOD DISTRICT COUNCIL

COMMUNITY INFRASTRUCTURE LEVY

GUIDE FOR TOWN AND PARISH COUNCILS 2025

INTRODUCTION

The Community Infrastructure Levy (CIL) is a charge on developers and landowners made when CIL liable planning permissions are implemented. It allows Collecting Authorities, in this instance Newark and Sherwood District Council, to help fund the infrastructure that is needed as a result of development. Town and Parish Councils in CIL liable areas also qualify for a share of CIL receipts.

This guide is aimed at helping members of Town and Parish Councils in Newark and Sherwood District understand more about CIL. It looks at main legislative areas of CIL and provides information on the apportionment of CIL monies, what it can be spent on, and annual reporting requirements.

The CIL team at Newark and Sherwood District Council welcome the opportunity to work with you. Please don't hesitate to contact us for help and support via email to CIL@newark-sherwooddc.gov.uk

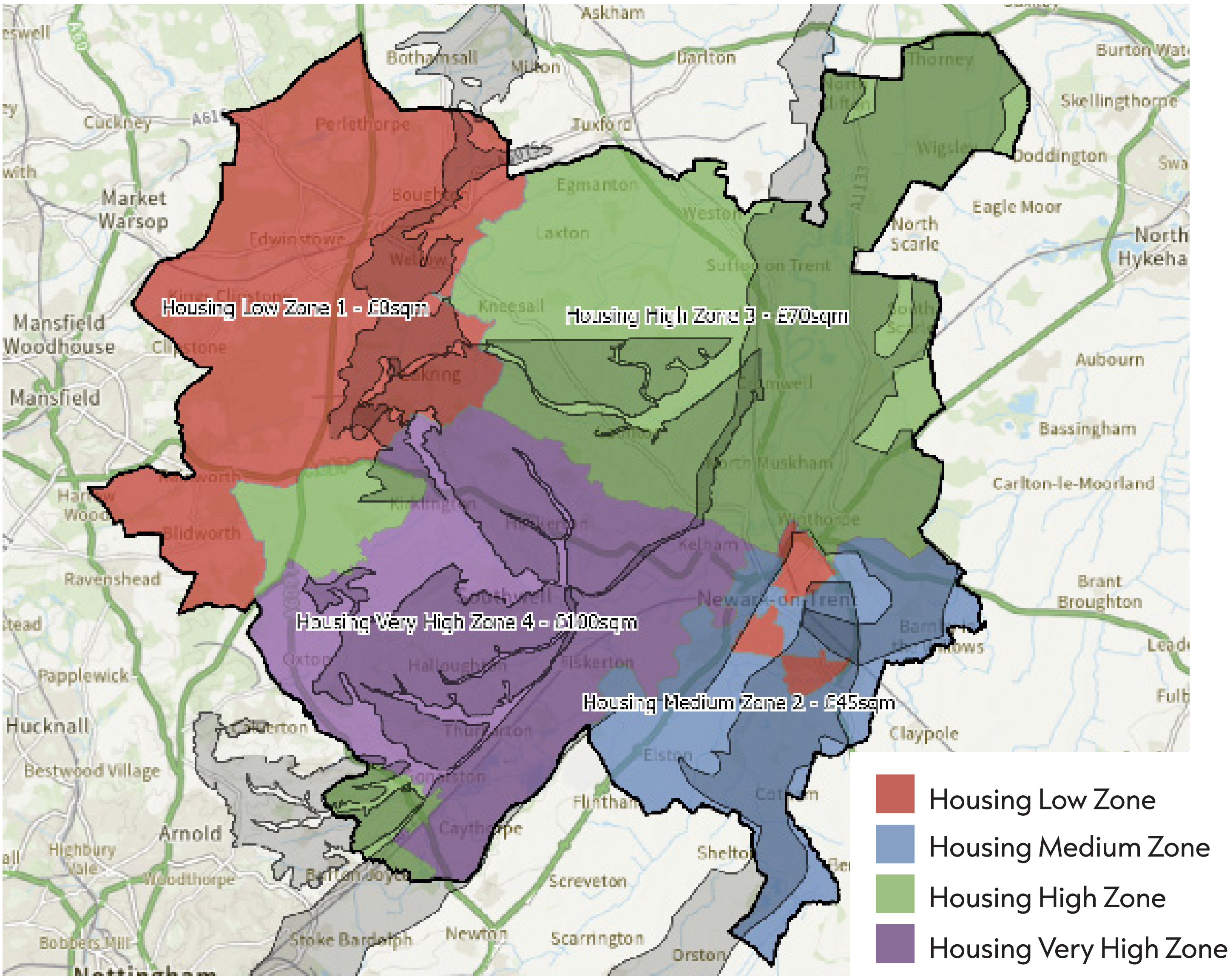
1. WHAT IS CIL?

The Community Infrastructure Levy (CIL) was introduced by the Government through the Planning Act 2008. It provides a fair and transparent means for ensuring that new development contributes to help fund new and improved infrastructure, such as Education, Open Space, and Transport improvements.

Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. There are several exemptions which can be applied for which may result in non-payment of the levy, for example if a new dwelling is a Self Build development. Further details of exemptions can be found on our website www.newark-sherwooddc.gov.uk/cil

2. IS CIL PAYABLE IN ALL AREAS OF THE NEWARK AND SHERWOOD DISTRICT?

CIL is payable on new retail floorspace in all areas of the district. However, not all areas qualify for CIL on residential development. This is because there are viability constraints in certain areas of the district (a viability assessment has informed the approach taken). There are also different CIL rates for different areas. See the CIL Charging Schedule for information on CIL rates in each area of the district: NSDC CIL Charging Schedule.pdf



Residential CIL Rates	
Apartments (All Zones)	£0sqm
Housing Low Zone 1	£0sqm
Housing Medium Zone 2	£45sqm
Housing High Zone 3	£70sqm
Housing Very High Zone 4	£100sqm

3. HOW MUCH CIL WILL TOWN AND PARISH COUNCILS RECEIVE?

The Community Infrastructure Levy (CIL) includes a "meaningful proportion" requirement, mandating that charging authorities pass a portion of CIL funds to local communities where development occurs. Within the qualifying CIL areas, the following applies:

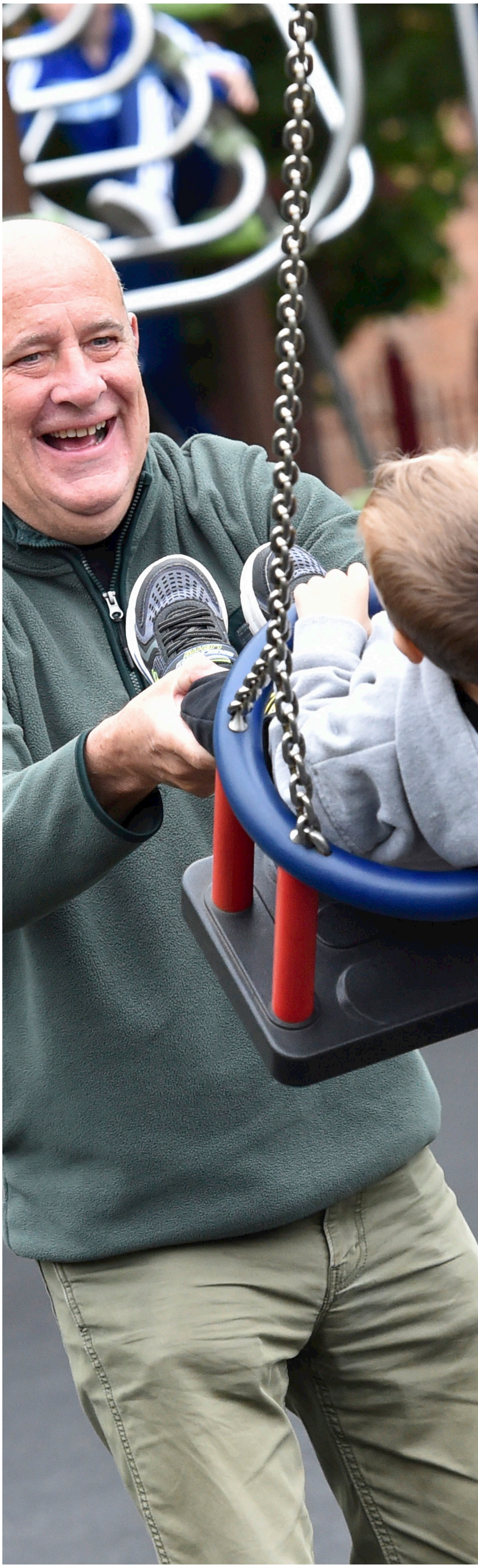
• Following deduction of a 5% admin fee by Newark and Sherwood District Council, Town and Parish Councils with a neighbourhood plan in place will receive 25% of CIL monies received from developments in their town / parish area.

• Following deduction of a 5% admin fee by Newark and Sherwood District Council, Town / Parish Councils without a neighbourhood plan will receive 15% of CIL monies received from developments in their town / parish area, capped at £100 per dwelling.

• Areas without a Town and Parish Council but with a neighbourhood plan in place will receive 25% uncapped. The District Council will consult with the community about how funds can be used, including to support priorities set out in neighbourhood plans.

• Areas without a Town and Parish Council or a neighbourhood plan in place will receive 15% capped at £100/dwelling (indexed for inflation). The District Council will consult the community to agree how best to spend the neighbourhood funding.

Communities without a Town or Parish Council can still benefit from the neighbourhood portion. If there is no Town or Parish Council, the charging authority will retain the levy receipts and engage with the communities where development has taken place and agree with them how best to spend the neighbourhood funding.



4. WHAT CAN TOWN AND PARISH COUNCILS SPEND CIL MONIES ON?

Town and Parish Councils must use the CIL receipts passed to them to support the development of the Town / Parish Council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

Examples of infrastructure projects include:

- New or improved play facilities in public green spaces e.g. play equipment, resurfacing, fencing
- New or improved sports facilities in public green spaces e.g. sports pitches, changing rooms, goal posts
- Improvements to village halls
- New or improved public footpaths and cycle paths
- Signage
- Benches and bins

Please get in touch if you have any queries on projects. You can email us at cil@newark-sherwooddc.gov.uk

5. WHAT CAN'T CIL BE SPENT ON?

CIL can't be used for a Town and Parish Councils' day-to-day running costs, for example wages and utilities bills.

6. WHEN WILL TOWN AND PARISH COUNCILS RECEIVE CIL?

The District Council will pay CIL to Town and Parish Councils at the start of the new financial year.

A letter will be sent prior to funds being transferred. This will include a breakdown of funds received from each development.

7. WHAT ARE YOUR RESPONSIBILITIES FOR REPORTING ON CIL?

It is a legal requirement for Town and Parish Councils receiving CIL monies to publish an annual report.

Town and Parish Councils in receipt of CIL monies must prepare a report for any financial year ("the reported year") in which they receive CIL receipts. The form in Appendix A can be used for annual reporting. Should Town or Parish Councils wish to produce their own report without using the form, it must include the following:

- The total CIL receipts for the reported year.

- The total CIL expenditure for the reported year.

- Summary details of CIL expenditure during the reported year including:
(i) the items to which CIL has been applied and
(ii) the amount of CIL expenditure on each item.

- Details of any notices received in accordance with regulation 59E of CIL Regulations, including:

(i) the total value of CIL receipts subject to notices served in accordance with regulation 59E of CIL regulations during the reported year and
(ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E of CIL regulations in any year that has not been paid to the relevant charging authority by the end of the reported year.

- The total amount of:
(i) CIL receipts for the reported year retained at the end of the reported year and
(ii) CIL receipts from previous years retained at the end of the reported year.

The Town and Parish Council must:

- Publish the report, either:
(i) on its website; or
(ii) on the website of the charging authority for the area if the Town or Parish Council does not have a website; or
(iii) within its area as it considers appropriate if neither the Town or Parish Council nor the charging authority have a website, or the charging authority refuses to put the report on its website in accordance with paragraph (ii); and

- Send a copy of the report to the charging authority from which it received CIL receipts, no later than 31 December following the reported year, unless the report is, or is to be, published on the charging authority's website.

8. WHAT IF A TOWN OR PARISH COUNCIL CAN'T IDENTIFY CIL FUNDED PROJECTS - IS THERE A TIME LIMIT ON SPENDING THE FUNDS?

Town and Parish Councils have five years from the receipt of CIL funds to spend it. If a project has not been identified, Newark and Sherwood District Council can ask them to repay the funds. If the monies are not spent in accordance with the regulations, the District Council may demand that it is repaid.

9. HOW COULD LOCAL COMMUNITIES BECOME INVOLVED IN IDENTIFYING CIL PROJECTS?

There are a variety of methods that could be used to engage with communities. The District Council would encourage Town and Parish Councils to reach out to their communities using as many different methods as possible.

Digital consultation is a quick method which would reach out to a wide audience. Social media platforms provide a good resource for public consultation. Face-to-face consultation can also be helpful, creating a more personal approach and allowing time for discussion.

WHERE CAN TOWN AND PARISH COUNCILS FIND OUT MORE ABOUT CIL?

The Government has published detailed guidance on CIL on its website at: www.gov.uk/guidance/community-infrastructure-levy

NEWARK & SHERWOOD DISTRICT COUNCIL

Castle House
Great North Road
Newark
Nottinghamshire
NG24 1BY

www.newark-sherwooddc.gov.uk

Telephone: 01636 655769
Email: planningpolicy@newark-sherwooddc.gov.uk
Your ref:
Our ref:

18th June 2025

Dear Sir/Madam,

Re: CIL Procedures and Legal Requirements for Parish Meetings without a Parish Council

I write regarding the procedures and legal requirements relating to the Community Infrastructure Levy (CIL). The Council has a duty to ensure that CIL is managed in accordance with current CIL Regulations (Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019).

Since the introduction of the CIL 'meaningful proportion' we have held monies on behalf of communities without Parish Council's and then liaise with Parish Meetings informally to discuss potential schemes that monies can be spent on. We are looking to formalise this arrangement by agreeing a formal procedure. This proposed procedure is set out below for your consideration. We are also aware that communities looking to spend the monies often seek our advice regarding what it can be spent on, and therefore we are seeking your views on providing a guidance note. Formal consultation with areas where a Parish meeting is in place will commence on 18th June 2025 and end on 30th September 2025.

<u>CIL Procedures for Parish Meetings</u>

The Council is proposing to formally set out the following procedure for areas of Newark and Sherwood without a Parish Council or Town Council.

CIL procedures for receiving and spending CIL within areas covered by Parish Meetings:

1. NSDC informs the Parish Meeting of CIL monies upon receipt from developer. CIL monies are retained by NSDC until required for a project.
2. NSDC asks the Parish Meeting what they intend to spend CIL monies on.
3. NSDC Planning Policy and Infrastructure informs Ward Members of CIL monies to allow them to assist the Parish Meeting in the identification of projects.

4. Parish Meeting to submit minutes of meetings where CIL monies have been discussed (including where agreement has been made regarding CIL projects).
5. Parish Meeting to request CIL funds in writing (via email and include a quote).
6. Parish Meeting to provide an invoice to NSDC upon completion of works

The Council would be grateful for any feedback on the proposed procedures and other CIL matters. Could you please complete the attached questionnaire and return it by 30th September 2025. The Council will use the information received to draft the CIL guidance leaflet for Parish Meetings.

Should you have any queries, please don’t hesitate to contact me.

Yours Faithfully,

D Broad

Debbie Broad

Lead Practitioner - Infrastructure

Planning Policy Business Unit

Newark and Sherwood District Council

Planning Policy and Infrastructure, Newark and Sherwood District Council, Castle House, Great North Road, Newark NG24 1BY

CIL Questionnaire – Parish Meetings

Please complete and return this questionnaire by 30th September 2025.

Please email to: Debbie Broad, Lead Practioner – Infrastructure, Planning Policy and Infrastructure, Email: debbie.broad@newark-sherwooddc.gov.uk

Q1. Do you experience any difficulties regarding CIL? For example, are you able to identify and agree suitable projects?

Q2. Do you have any comments on the proposed procedures for CIL?

Q3. Are there any other CIL matters you would like to discuss with the Council?

CIL Consultation 17th June to 30th September 2025

Newark and Sherwood District Council wrote to all Parish Meetings on 17th June 2025 to inform them of the legal requirements of Community Infrastructure Levy reporting. The letter also informed them of proposed procedures for managing CIL payments to Parish Meetings.

All Parish Meetings were invited to comment. A questionnaire was sent out (see questions in Table 1) and all consultees were invited to respond by 30th September 2025. In total 4 Parish Meetings responded.

Table 1: Summary of responses to Consultation on CIL procedures

Question	Summary of response	NSDC Officer comments/Actions
Q1. Do you experience any difficulties regarding CIL? For example, are you able to identify and agree suitable projects?	Most responses indicated that Parish Meetings have no difficulties identifying projects.	Response: No action needed.
Q2. Do you have any comments on the proposed procedures for CIL?	One Parish Meeting found the terminology difficult to understand and requested further information.	Response: The Council will produce a guidance leaflet for Parish Meetings regarding CIL procedures.
Q3. Are there any other CIL matters you would like to discuss with the Council?	The Council received questions in relation to the Great North Road Solar Park: 1. Since it is an NSIP does any issue of CIL come into play? 2. As part of the project the developer has promised (??) to allocate something like £1m per year for use on projects in the local Parishes. Assuming the project is given the go-ahead by the Secretary of State, would these funds be allocated by N&SDC or by the company which operates the Solar Park?	Response: 1. No, NSIPs are national projects and CIL is not payable. 2. No. The Developer's website provides details of the funding application process relating to community projects. These funds would come directly from the site owner/developer of the Solar Park. 3. No.

	3. If it is the former, would such funding be treated as if it was a CIL payment and therefore fall into the scope of these processes?	

NEWARK & SHERWOOD DISTRICT COUNCIL

Report to:	Cabinet Meeting – 9 December 2025
Portfolio Holders:	Councillor Paul Peacock, Strategy, Performance & Finance Councillor Paul Taylor, Public Protection & Community Relations
Director Lead:	Suzanne Shead, Director - Housing Health & Wellbeing
Lead Officer:	Cara Clarkson, Business Manager - Regeneration & Housing Strategy, Ext. 5923

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Community Grant Scheme Update
Purpose of Report	Annual report presenting an update on the Community Grant scheme delivery for 2025-26 and budget setting proposals for 2026-27
Recommendation	It is recommended that Cabinet: a) notes the delivery of the Community Grant Scheme in 2025-26 to date; b) approves an increase to the current budget of £43,610 up to £150,000 for the 2026-2027 Community Grant Scheme; and c) approves the changes to the Community Grant Scheme eligibility criteria as detailed in section 3.3 of the report.
Alternative Options Considered	To withdraw the community grant scheme. This alternative has been discounted due to the demonstrable positive impact the scheme has on the local community – empowering local groups and developing community capacity and resilience.
Reason for Recommendation	To ensure that funding can be allocated to community groups – supporting communities to be sustainable and thrive.

1.0 Background

1.1 In 2022/23 the Council offered, for the first time, a combined community grant scheme, consolidating several previous grant allocations with the intention of providing a simpler and more efficient offer of support to community groups.

1.2 During 2023/24, a review of the grant scheme criteria led to a range of changes in eligibility, grant value and prioritisation. These changes were approved by Cabinet on 31st October 2023.

1.3 In 2025/26 a budget of £100,000 was allocated by Cabinet to the Community Grant Scheme with a further £29,500 of unclaimed grant taking the available budget for allocation to £129,500 in the year.

1.5 In March 2025, a Portfolio Holder decision was made jointly by the Portfolio Holder for Strategy, Performance & Finance and Portfolio Holder for Public Protection & Community Relations, to amend the eligibility criteria of the Community Grant Scheme to include smaller Parishes (less than 100 homes) and Parish Meetings as eligible for grant funding.

2.0 <u>Community Grant delivery 2025-26</u>

2.1 The first round of the community grant scheme for 2025-26 received 44 applications of which 20 were successfully allocated a grant. The grant scheme was heavily oversubscribed with request for support totalling over £370k, over three times the amount available for allocation.

2.2 When considering the spread of awards across the district, fourteen awards were made to Newark based group/ activities, four for Sherwood based groups/ activity and two that covers both areas. The success rate is reflective of the application numbers in each area.

Area	Number of applications
Newark	30
Sherwood	10
Newark and Sherwood	4

2.4 All successful applications met one of the schemes ‘priority areas’ for funding including

- Nine demonstrating match funding
- One that met the climate change agenda
- Five that support a reduction in anti-social behaviour
- Five that will support residents managing the cost-of-living crisis.

2.5 Following Round 1, only £6,086.71 remained, which was insufficient to open another full round of applications therefore it was agreed by the Portfolio Holder for Strategy, Performance and Finance that this underspend would be carried forward to 2026-27.

2.2 The successful applications in 2025-26 were as follows:

Awarded				
Group Name	**Award**	**Amount**	**Priority Area**	**Locality**
Newark Nationals Baseball	Full	£469.00	ASB	Newark
Blidworth on the Move	Full	£3,000.00	Cost of Living	Sherwood
SOS – Nesbitt’s Community Cafe	Full	£5,091.71	Cost of Living	Newark
1st Bilsthorpe Scout Group	Full	£12,300.00	Match Funded	Sherwood

7th Newark Scout Group	Full	£15,000.00	Match Funded	Newark
Newark Sea Cadets	Full	£6,171.91	ASB	Newark
Poor Close Allotment Association	Full	£3,395.00	Climate Change	Newark
Mending Lines	Full	£4,910.00	ASB	Newark
Newark & Sherwood Concert Band	Full	£3,142.16	Cost of Living	Newark and Sherwood
St Andrew's Mission Hall	Full	£1,685.00	Cost of Living	Sherwood
Nottinghamshire County Scouts Council	Full	£20,000.00	Match Funded	Newark
Ollerton Town FC	Full	£4,982.00	ASB	Sherwood
Caythorpe War Memorial Hall	Full	£7,730.00	Match Funded	Newark
Lion's Den	Full	£7,339.00	Match Funded	Newark
Newark Community First Aid	Full	£5,270.73	Match Funded	Newark and Sherwood
Newark Food and Well-being Hub	Full	£2,777.92	Cost of Living	Newark
Millgate Community Centre	Partial	£8,149.00	Match Funded	Newark
Hoveringham Cricket Club	Partial	£2,500.00	Match Funded	Newark
Newark Swimming Club	Partial	£3,999.86	ASB	Newark
YMCA	Partial	£5,000.00	Match Funded	Newark
Total		**£122,913.29**		

3.0 Proposed Community Grant delivery 2026-27

3.1 Due to the demand on the scheme, it is proposed that Cabinet increase the budget for 2026-27 to £150,000 to continue the community grant scheme (inclusive of the £6086.71 underspend for 2025-26).

3.2 It is proposed that the existing prioritisation criteria is carried forward into 2026-27. Given that all successful applications continue to meet one of the priority criteria, it has been demonstrated that the funding is being directed towards those projects that align with the council's community plan objectives.

3.3 It is proposed that the eligibility criteria for grants (at Appendix 1), is amended to reflect the following:

- Applicants can only secure grant once in a three-year period
- Where there are applications from multiple branches of an umbrella organisation, only one allocation will be made in any three-year period
- That where elected councillors are members of/ affiliated with groups receiving grant, the grant will be conditioned to ensure that there is no political gain through grant/ associated publicity.

3.4 In proposing the grant scheme for 2026-27, consideration has also been given to the emergence of Newark's "Pride of Place Programme" grant scheme as part of funding secured from central government in March 2025. Care has been given to ensure that the council's community grant scheme continues to complement other funds and to target grass-roots community groups.

4.0 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, Sustainability, and Crime and Disorder and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

4.1 Financial Implications – FIN25-26/2314

4.1.1 There is an inherent allocation of £106,390 for 2026/27 that has been requested in the usual budget setting process (inflated from the previous year), however as stated paragraph 3.1 £150,000 is recommended in this report. Therefore, an additional £43,610 is requested to be added to the budget for 2026/27, this can be added to the base budget in the budget setting process.

4.1.2 It is also proposed that any funds from the current year's budget be carried over to fulfil commitments made to groups in the current year where grant may not yet be expended. The current year has a revised budget of £189,215.85 after also carrying forward budget from the previous year.

4.2 Equalities Implications

4.2.1 The community grant scheme has been designed to be run in a transparent and open manner with opportunity for all elected members to input to the process. The scheme does not discriminate based on any protected characteristic and has had a positive impact on several groups with protected characteristics including groups supporting young people, older people, and those with mental illness. Additional support is available to any applicant who may require this e.g. through this provision of applications in large print or braille, or support in completing an application if required. For additional support, applicants should contact: communityengagement@newark-sherwooddc.gov.uk

4.3 Legal Implications - LEG2526/7915

4.3.1 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

Appendix 1 – Current eligibility criteria with proposed amends in italics

Newark and Sherwood Community Grant Scheme Guidance

Overview

Newark and Sherwood Community Grant Scheme aims to support district based registered charities, unincorporated associations, trust or charitable/ not-for-profit companies limited by guarantee/ community interest companies (where these are not-for-profit), constituted voluntary and community groups, societies or clubs with projects or initiatives that align to the Council's Community Plan objectives.

The scheme recognises the important contribution that local organisations make to improving peoples' quality of life and that small amounts of funding can often help to get a project off the ground or enhance its impact.

Grants will be available up to £20,000. Any grant awarded over £5,000 will need to demonstrate match funding at 50% above the £5,000 threshold.

Applications will be assessed a minimum of twice a year, unless all funding has been allocated.

Approvals will generally be via the councils Cabinet following consideration by a cross party panel. For expediency and where necessary, following the panel process, applications can be approved by the relevant Portfolio Holder and referred to Cabinet for information to ensure that key timeframes are adhered to.

To be successful, applicants will need to demonstrate:

- A local need for the project
- How the project contributes to one or more of the council's community plan objectives
- That the project takes place within the district
- Financial information to support application (this includes considering the level of reserves the group has access to and evidence to support the need for council funding, including that the funding is not being applied for retrospectively).

Additional weighting will be given to those projects that meet the following criteria:

- Projects that contribute to overcoming the cost-of-living crisis
- Projects that contribute to public protection by reducing crime or anti-social behaviour
- Projects that improve bio-diversity or contribute to reducing climate change
- Projects that can demonstrate match funding (above £5k)

Funding Criteria

-
- The scheme is unable to support the following:
    - Projects that are delivered outside of Newark and Sherwood.
    - Applications submitted by profit making and/or private businesses.
    - Curriculum based activities in schools

- Retrospective applications for project/initiatives that have already commenced or been completed.
- Ongoing revenue support for existing projects, initiatives or services

Eligibility

Applications may be submitted by the following:

- Charities registered with the Charity Commission* (e.g. Charitable Incorporated Organisations (CIOs)
- Unincorporated associations, trust or charitable / not-for-profit companies limited by guarantee).
- Constituted voluntary and community groups, societies and clubs.
- Smaller Parishes with less than 100 homes within the Parish.

Applications may not be submitted/ will not be accepted where:

- *The applicant has previously secured grant from the scheme within the last three years*
- *Where the applicant represents a branch of an umbrella organisation and another branch of the organisation has received grant within the last three years*
- *The grant is being submitted by a Councillor of someone acting directly on their behalf*

Application Process

All applications should be returned to communityengagement@nsdc.info by the relevant deadline. A member of the Community Development Team will contact you to confirm receipt of your application and may request any outstanding documentation or supporting information to ensure your application can be submitted to Cabinet.

The Panel reserves the right to use a level of discretion in exceptional circumstances where deemed appropriate when considering requests for grant support to ensure opportunities are not missed.

Equal opportunities

Newark and Sherwood District Council always welcome applications from all sections of the community.

All groups and individuals who receive support will be expected to follow current equal opportunity policy and practice in relation to management, employment practices, service delivery and training provision, and not to engage in any discriminatory activity.

Conditions of grants

- The applicant must obtain approval for any changes to the original project outline.
- In the event of a grant aided asset becoming surplus to requirements, this should be returned for reallocation or disposal.
- The applicant will agree to submit progress reports, as deemed appropriate, and a post event/project evaluation report. The frequency of the progress reports will be agreed between the applicant and the council.

- By accepting the award, the applicant agrees to comply with all statutory laws such as Town and Country Planning Legislation, Licensing Law etc as deemed necessary.
- The grant must be spent within 12 months of receipt, otherwise we may request any under spend to be returned or reallocated. Any requests for an extension to the grant period must be submitted in writing to us
- Applications will only be considered when submitted via email, duly completed and signed and with any supporting documentation.
- If the project involves young people, the applicant may be required to attend additional training such as 'Safeguarding Children and Young People' as deemed appropriate and to comply with any reasonable requests to attend on-going training opportunities.
- Recipients agree to provide us with monitoring and evaluation information on request in order to measure the value and impact of the scheme.
- Publicity for funded projects will include the Council's logo.
- The district council and will be able to use details of the funded project for publicity on their websites and via their social media channels.