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Wednesday, 15 September 2021

**Chairman: Councillor D Lloyd
Vice-Chairman: Councillor K Girling**

Members of the Committee:

**Councillor Mrs R Holloway
Councillor R Jackson
Councillor P Peacock
Councillor T Wendels
Councillor R White**

Substitute Members:

**Councillor N Mison
Councillor N Mitchell
Councillor M Skinner**

MEETING: Policy & Finance Committee

DATE: Thursday, 23 September 2021 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
Newark, Notts 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

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Confidential and Exempt Items

23.	Exclusion of the Press and Public 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.	
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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Policy & Finance Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts NG24 1BY on Thursday, 24 June 2021 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)
Councillor K Girling (Vice-Chairman)

Councillor R Jackson, Councillor P Peacock, Councillor T Wendels and
Councillor R White

224 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

Councillor T Wendels declared a Personal Interest in Agenda Item No. 10 – Newark Towns Fund update given the involvement in various aspects of the Fund by his employer, the Nottinghamshire Police Authority.

225 DECLARATIONS OF INTENTION TO RECORD THE MEETING

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

226 MINUTES OF THE MEETING HELD ON 1 APRIL 2021

The minutes from the meeting held on 1 April 2021 were agreed as a correct record and signed by the Chairman.

227 CHAIRMAN'S REPORT

The Leader informed the Committee that the Armed Forces flag had been raised for Armed Forces Week, however, it was flying at half-mast in memory of the former Chairman, Ken Fletcher, who had recently passed away.

Regarding the Covid-19 Pandemic, the Leader noted that whilst uptake of the vaccine remained high, case numbers within the District had risen. He also referred to the £50million which had been paid out by the District Council in grant support to business since March 2020.

The Leader of the Council also advised the Committee of the unveiling of the Irene Sendler Statue in Newark Cemetery on 26 June 2021, in tribute to the work of the Polish humanitarian worker who during the Second World War helped rescue 2,500 Jewish children from the Warsaw Ghetto.

Finally, the Leader reiterated that no decision or review had yet taken place regarding the London Road Car Park.

228 FORWARD PLAN OF POLICY & FINANCE ITEMS

The Committee noted the Forward Plan items to be considered by the Committee over the next 12 months.

229 ANNUAL REVIEW OF EXEMPT ITEMS

The Committee considered a report which detailed the exempt business considered by the Committee from May 2020 to date. The report identified which reports, in the opinion of report authors, could now be released into the public domain.

AGREED (unanimously) that the report be noted with those items which are no longer considered as exempt being released into the public domain.

Reason for Decision

To advise Members of the exempt business considered by the Policy & Finance Committee for the period May 2020 to date and those items which can now be released into the public domain.

230 DIGITAL STRATEGY FOR 2021 - 2024

The Deputy Chief Executive / Director - Resources presented a report which sought approval for the Digital Strategy for 2021 to 2024. The Strategy proposed a set of initiatives that would deliver outcomes aligned to the Community Plan, building on the progress made since the implementation of the previous Digital Strategy and the significant progress made as part of the Council's response to the Covid-19 Pandemic. Members welcomed the strategy and hoped it would work with and help improve the customer experience and access for people throughout the District.

AGREED (unanimously) that the Newark & Sherwood Digital Strategy 2021 - 2024 be adopted.

Reason for Decision

To ensure that the Council undertakes an active role in leading and delivering an evolving digital offer.

231 REVIEW OF THE CORPORATE HEALTH AND SAFETY POLICY

The Chief Executive presented a report which set out the proposed changes and updates required for the revised Corporate Health and Safety Policy. The significant changes were outlined in the report and it was noted that the Policy was the framework for the Councils Health and Safety response, and was supported by many other documents including, risk assessments, safe systems of work and operational procedures. The revised Policy also reflected the changes brought about following the reintegration of the housing function.

The revised Policy had been considered in full by the Homes & Communities Committee at their meeting held on 7 June 2021, and they had recommended the adoption of the revised Policy.

AGREED (unanimously) that the revised Health and Safety Policy be adopted.

Reason for Decision

To ensure the Council's Health & Safety Policy remains updated and reflects recent organisational changes.

232 NEWARK TOWNS FUND UPDATE

The Director - Planning & Growth presented a report which set out the proposed Assurance Framework for the Newark Towns Fund to assist the delivery of supported projects in the Newark Town Investment Plan (TIP) and associated Heads of Terms. As was detailed in an earlier update, the Council needed to perform an accountable body and assurance role for the Towns Fund and Newark Towns Fund Board. This included the requirement to adopt a Newark Towns Fund Assurance Framework to confirm the process for the release of funds for agreed projects, including various decision points and submission requirements from project sponsors. A proposed version of this Assurance Framework was set out at Appendix A to the report. This Assurance Framework had been drafted in consultation with internal legal and finance colleagues, in addition to the S151 officer. Externally, colleagues at the D2N2 LEP, MCHLG, and independent consultants Hatch and Quod had all contributed.

The report and Director – Planning & Growth also updated the Committee on various projects under the Towns Fund umbrella, including progression of the full business case for the YMCA Community and Activity Village, the Newark Gateway site, replacement of the livestock market and the International Air & Space Training Institute (IASTI) Newark.

AGREED (unanimously) that the Committee:

- (a) adopt the Newark Towns Fund Assurance Framework (June 2021) as provided at Appendix A to the report;
- (b) approve, subject to the recommendations of the Council's S151 Officer and Quod Consulting, the Full Business Case for the YMCA Community & Activity Village which seeks £2m of Towns Fund grant;
- (c) subject to (b) above, to give delegated authority to the Director – Resources to appraise and then confirm to the Newark Towns Fund Board that the Full Business Case for the YMCA Community and Activity Village (Newark) meets the requirements of the Newark Towns Fund Assurance Framework (June 2021);
- (d) subject to (b) above, a budget of £2m be added to the Council's Capital Programme in order for the payment to be made, financed by Towns Fund Grant; and
- (e) subject to (b) and (c) above, give delegated authority to the Director – Planning & Growth, in consultation with the Business Manager – Law & Information Governance, to enter into a Grant Funding Contract with the YMCA to deliver the Community and Activity Village (Newark), including its associated outputs, outcomes, and monitoring and evaluation as detailed in the Full Business Plan.

Reason for Decision

To secure progress in respect of the various projects within the Newark Towns Fund.

233 SEVEN HILLS REGENERATION PROJECT UPDATE

The Chief Executive presented the report of the Director- Housing, Health & Wellbeing which updated Members in relation to the procurement exercise to secure a developer to regenerate the Council's temporary accommodation facility at Seven Hills. The report also sought to allocate further funding of £350,000 to deliver the project.

It was reported that site evaluations, inspections, general costs and build costs could all be achieved from within the existing £3m capital budget and it was noted that appropriate planning approval had also been received. Within the breakdown of costs, there was presently no spare monies for general site or construction contingencies and no funds for fitting out any of the accommodation, facilities or office space once built. Therefore, it was proposed that the final budget be increase by a further £350,000 to cover the additional build and site contingencies at £300,000 which allows for £50,000 to be used for alternative temporary accommodation provision and B&B contingencies to facilitate project delivery.

AGREED (unanimously) that:

- a) the report and Appendix A be noted; and
- b) an increase to the capital budget to £3,350,000, which is essential for this project to be completed successfully, be approved.

Reason for Decision

To ensure that the redevelopment of Seven Hills temporary accommodation can be achieved.

234 TRANSFER OF COMMUNITY FACILITY - CONTRIBUTION TO SUTTON-ON-TRENT PARISH COUNCIL

The Director – Planning & Growth presented the report of the Director – Housing, Health and Wellbeing which sought approval to transfer the community facility contribution of £239,619.63 received from Section 106 Agreement AG1108 for 'the provision and maintenance of a village hall on the community facilities land' at a development site in Sutton on Trent to the Parish Council in order to enable the proposed village hall to be developed. The Section 106 Agreement required the land to be transferred to either the District or Parish Council as deemed appropriate and it had been agreed that it would be expedient to transfer the land directly to the Parish Council and this was now subject to processing with the Land Registry.

AGREED (unanimously) that:

- a) the community facility sum of £239,619.63 secured through S106 AG1108 currently held by the Council be transferred to Sutton on Trent Parish Council under a side agreement; and
- b) appropriate provision be made in the Council's Capital Programme for this scheme.

Reason for Decision

To enable Sutton on Trent Parish Council to progress with the development of the village hall facility with its appointed project team.

235 FINANCIAL OUTTURN REPORT TO 31 MARCH 2021

The Business Manager – Financial Services presented a report which set out the 2020/21 financial outturn position on the Council's revenue and capital budgets including: General Fund Revenue; Housing Revenue Account; Capital Programme; Provisions and Impaired Estimates on Debtors; Usable Reserves; Collection Fund; Balance Sheet; and Treasury Management.

The accounts showed an unfavourable variance of £0.082m on service budgets with a total favourable variance of £10.413m which was broken down in the report. It was reported that the additional income from business rates related to £0.954m in unbudgeted growth from the business rates pool together with £8.161m in additional government funding due to their policy decisions around business rates relief. As the funding was distributed as a s31 grant it must be replicated into the general fund rather than the collection fund. Therefore, the additional s31 grant that had been received was not an in year surplus, but must be earmarked in order to fund the deficit that had arisen in the collection fund as a result of the policy decision by the government. It was noted that the budget for 2021/22 was built on this basis.

The Business Manager – Financial Services also reported on the financial outturn position for the HRA which, before appropriations to reserves, showed a favourable variance of £2.175m. The main reasons for the variance were detailed in the report. The Committee were also advised on the position in respect of capital outturn and the re-profiling of capital schemes, and the position in respect of usable capital and revenue reserves.

AGREED (unanimously) that:

- (a) the final outturn of revenue and capital spending for 2020/21 be approved;
- (b) the capital financing proposals as set out in Appendix C, that will be passed to the external auditors as part of the 2020/21 Statement of Accounts, be approved;
- (c) the net variations of £10.965m not spent in 2020/21 on the Capital Programme, be re-profiled and carried forward into 2021/22;

- (d) the movement in Provisions and Impaired Estimates on Debtors be approved;
- (e) the creations of the new reserves, as outlined in paragraph 2.19 to the report, be approved;
- (f) the individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved;
- (g) the contents of the Pension Fund Actuary report and the proposed assumptions to be used in the IAS19 pensions report for inclusion in the 2020/21 Statement of Accounts be approved;
- (h) the Policy & Finance Committee receives the Annual Report on Treasury Management Activity and comments as appropriate for referral onto the Council for information, as required by the Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management; and
- (i) the Committee note that the Treasury Management activities are consistent with the objectives identified in the Treasury Management Strategy for 2020/21.

Reasons for Decision

To approve the Financial Outturn for the Council for the 2020/21 financial year.

236 COUNCIL'S ANNUAL BUDGET 2022/23 - OVERALL CORPORATE BUDGET STRATEGY

The Business Manager – Financial Services presented a report which set out the Budget Strategy for 2022/2023 prior to detailed work commencing on preparation of the budget. The Council's Constitution required that the Council's Section 151 Officer present a report on the overall Budget Strategy to the Policy & Finance Committee for approval. The budget process would result in the setting of the budget and the Council Tax for 2022/23.

The Strategy took into consideration agreed financial policies on Budgeting and Council Tax, Reserves and Provisions, Value for Money and also a set of budget principles which set out the approach to be taken to the budget process. These policies had been reviewed and updated as appropriate and were attached as appendices to the report.

The current Medium Term Financial Plan (MTFP) was approved on 9 March 2021. The report set out a summary of the financial forecast identified within the current MTFP assuming that Council Tax at average Band D would increase by the same rate as the previous three financial years, namely 1.94%.

The report also set out a number of underlying assumptions which would be applied in compiling the draft budget for 2022/23 including staff costs, provision for inflation and fees and charges.

AGREED (unanimously) that:

- (a) the overall General Fund & HRA budget strategy be approved;
- (b) the consultation process with Members be noted;
- (c) budget officers continue work on the assessment of various budget proposals affecting services for consideration in setting the Council's budget; and
- (d) budget managers work with finance officers in identifying further efficiency savings, increasing income from fees and charges and in identifying new sources of income.

Reason for Decision

To enable the Council's budget process to proceed encompassing agreed assumptions.

237 NEW FUNDING OPPORTUNITIES

The Director - Planning & Growth presented a report which further updated Members on new revenue and capital funding opportunities in the form of the Community Renewal Fund; the Levelling Up Fund; and the One Public Estate Brownfield Land Release Fund. He advised the Committee of the latest position in respect of the various funding bids submitted thus far under these new funding opportunities.

Members noted the other items on the agenda relating to applications going forward under these funding schemes, stating they were strong bids and that they were hopeful of positive outcomes. The Committee also welcomed forward funding for work on bids in the Sherwood area.

AGREED (unanimously) that the Policy & Finance Committee:

- a) formally support the submission of the Community Renewal Fund bid by Nottinghamshire County Council on or before 18 June 2021;
- b) support the submission of the Newark Levelling Up Fund Bid for the Southern Link Road (SLR);
- c) the Director – Planning & Growth in consultation with the Business Manager, Law & Information Governance, be given delegated authority to enter into contractual arrangements with Urban & Civic (the Middlebeck master developer) to utilise a further £387,500 from NSDC as part of its overall maximum contribution of £5m towards the delivery of the whole SLR;
- d) support the proposals to progress work to develop a Sherwood Levelling Up Fund bid, including the forward-funding of £50,000 in anticipation of future receipt of £125,000 of capacity funding in association with round two of the Levelling Up Fund; and

- e) note and welcome the submission of the Brownfield Land Release Fund bid for 32 Stodman Street.

Reason for Decision

To allow the Council to maximise funding opportunities to deliver its Community Plan objectives and to improve lives for residents across the District.

238 RESOURCES FOR REGENERATION PROJECTS

The Director - Planning & Growth presented a report which sought support for revised, additional and specifically focussed resource to allow the Council to deliver on its regeneration activities including the successful delivery of existing grant-funded programs and projects, in addition to the ability to maximise future funding opportunities to deliver better outcomes across and beyond the District.

It was reported that since budget setting, there have been a number of welcome but challenging announcements such as the Towns Fund Bid, the Town Investment Plan projects and the new funding opportunities which had already been considered earlier on this agenda. Therefore the report proposed to recruit to a number of posts and interim support as set out.

AGREED (unanimously) that:

- (a) the in-year additional budget of £234,269 as set out in in section 5.4 of the report, to be funded from the Change Management Reserve, be approved; and
- (b) the creation of the posts identified in section 5.2 of the report with the net addition of £108,537 (subject to annual pay awards) into the general fund revenue budget from financial year 2022/23 onwards be approved.

Reason for Decision

To ensure that the Council's Economic Growth and Social Mobility agendas are delivered in accordance with the Community Plan, Economic Growth, Tourism and Covid-19 Recovery Strategies.

239 ANNUAL STANDARDS REPORT FOR 1 APRIL 2020 TO 31 MARCH 2021

The Committee considered the report of the Director - Governance & Organisational Development and Monitoring Officer which set out the annual report on standards for the period 1 April 2020 to 31 March 2021. It was reported that the Monitoring Officer received fifteen formal complaints within the period, thirteen of which resulted in no further action being taken or were resolved through informal resolution being reached. Two complaints were still being considered which related to parish councillors.

AGREED (unanimously) that the annual report be noted.

Reason for Decision

To provide Members with details of the standards issues in 2020/21.

240 URGENCY ITEM - CHIEF OFFICERS APPOINTMENTS PANEL

The Committee noted the decision to convene the Member Chief Officers Appointment's Panel for the recruitment of the Director – Customer Services & Organisational Development, in accordance with the membership details given in the urgency item.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To convene the Panel in order to undergo the recruitment process without delay.

241 URGENCY ITEM - ONE PUBLIC ESTATE BROWNFIELD RELEASE FUND

The Committee noted the decision for a Brownfield Land Release Fund bid of £284,000 to be formally made to the government via the North Midlands One Public Estate Partnership.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable the preparation and submission of a Brownfield Land Release Fund bid for 32 Stodman Street by the requisite deadline of 26 May 2021.

242 URGENCY ITEM - LEVELLING UP FUND - NEWARK SOUTHERN LINK ROAD

The Committee noted the following decision that:

- a) funds of up to £22,000 (funded by the Change Management Fund) be made available for NSDC's contribution to procuring consultancy support to prepare and submit a Newark LUF bid to Government on or before 18th June 2021; and
- b) the Director – Planning & Growth in consultation with the Business Manager, Law & Information Governance be given delegated authority to enter into contractual arrangements with the developer (Urban & Civic) to utilise up to a maximum of £600,000 from NSDC as part of its overall maximum contribution of £5m towards the delivery of the whole Southern Link Road.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable preparation and submission of a Newark Levelling Up Fund bid for Newark by the deadline of 18 June 2021.

243 URGENCY ITEM - EMBANKMENT REPAIR WORK REQUIRED AT VICAR WATER COUNTRY PARK, CLIPSTONE

The Committee noted the decision for an addition of £60,000 into the Capital Programme financed by the Capital Reserve to fund embankment repairs work required at Vicar Water County Park, Clipstone.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To enable works to progress on site as soon as possible to make the area safe.

244 URGENCY ITEM - GREEN HOMES GRANT LOCAL AUTHORITY DELIVERY PHASE 2 (LAD2)

The Committee noted the following decision that:

- a) the Director - Housing, Health & Wellbeing be given delegated authority to accept the Grant offer from the Midlands Energy Hub;
- b) £91,760 of the Grant awarded be initially allocated to the HRA Capital Investment Programme to support the current Energy Efficiency budget and the current budget of £150,000 be increased by the same value to £214,760;
- c) a general fund Capital budget be set up for £567,853.50 for the works estimated to be carried out to the Privately owned;
- d) to set up a revenue budget of £65,236.50 (9% of £724,850 total costs), of which £2,750 will be an upfront payment for managing and administering the programme; and
- e) enter contract procedure rules exemption to enter into a contract with EON for the reasons listed in the urgency item.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To work in partnership with EON to bring 73 properties up to an EPC rating up to C.

245 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) 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 involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

246 LAND TO THE SOUTH SIDE OF MOOR LANE, SOUTH CLIFTON

The Committee considered the exempt report regarding the Land to the South Side of Moor Lane, South Clifton.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972).

247 NEWARK TOWNS FUND UPDATE - NEWARK GATEWAY REDEVELOPMENT

The Committee considered an exempt update regarding the Newark Gateway redevelopment.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972).

Meeting closed at 7.17 pm.

Chairman

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

Document is Restricted

Forward Plan of Policy & Finance Committee Decisions from 1 October 2021 to 30 September 2022

This document records some of the items that will be submitted to the Policy & Finance Committee over the course of the next twelve months.

These committee meetings are open to the press and public.

Agenda papers for Policy & Finance Committee meetings are published on the Council's website 5 days before the meeting <https://democracy.newark-sherwooddc.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>. Any items marked confidential or exempt will not be available for public inspection.

Meeting Date	Subject for Decision and Brief Description	Contact Officer Details
25.11.21	Community Plan Performance Report Q1 and Q2	ella.brady@newark-sherwooddc.gov.uk
25.11.21	Refresh of the HRA Business Plan	suzanne.shead@newark-sherwooddc.gov.uk nick.wilson@newark-sherwooddc.gov.uk
25.11.21	Acquisitions and Disposals Policy	Mark.eyre@newark-sherwooddc.gov.uk
25.11.21	General Fund, HRA and Capital forecast outturn report at p6	Nick.wilson@newark-sherwooddc.gov.uk
25.11.21	Commercial Strategy	Ella.brady@newark-sherwooddc.gov.uk
25.11.21	Asset Management Strategy	Mark.Eyre@newark-sherwooddc.gov.uk
25.11.21	Yorke Drive Update	Cara.clarkson@newark-sherwooddc.gov.uk
25.11.21	Workforce Development Strategy	Caroline.glass@newark-sherwooddc.gov.uk Deb.johnson@newark-sherwooddc.gov.uk
25.11.21	Drone Policy	Ella.brady@newark-sherwooddc.gov.uk Megan.zemontas-mills@newark-sherwooddc.gov.uk
25.11.21	Stodman Street, Next Steps (Exempt)	Neil.cuttell@newark-sherwooddc.gov.uk
27.01.22	General Fund, HRA and Capital forecast outturn report at p8	Nick.wilson@newark-sherwooddc.gov.uk
27.01.22	Community Plan Performance Report Q3	natalie.cook@newark-sherwooddc.gov.uk
27.01.22	2022-23 HRA Budget and Rent Setting	nick.wilson@newark-sherwooddc.gov.uk

27.01.22	Council Digital Strategy Update Report	Dave.richardson@newark-sherwooddc.gov.uk
27.01.22	Policy and Finance proposed revenue budget 2022-23	nick.wilson@newark-sherwooddc.gov.uk
21.02.22	Medium Term Financial Plan 2022-26	nick.wilson@newark-sherwooddc.gov.uk
21.02.22	General Fund Revenue Budget 2022-26	nick.wilson@newark-sherwooddc.gov.uk
21.02.21	Capital Programme Budget 2022-26	nick.wilson@newark-sherwooddc.gov.uk

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS

1.0 Purpose of Report

1.1 To consider reconvening the Working Parties/Task & Finish Groups established by the Policy & Finance Committee.

2.0 Background Information

2.1 It is necessary to reconvene the Working Parties/Task & Finish Groups established by the Policy & Finance Committee that are still operational.

2.2 Details of these groups are attached as an **Appendix** to the report.

2.3 If Policy & Finance determine that the Working Party/Task & Finish Groups should be reconvened the membership of the Groups will require review.

3.0 Local Development Framework Task and Finish Group

3.1 In addition the Policy & Finance Committee has previously appointed a Member to the Local Development Framework Task Group and the Committee are invited to appoint a representative given that the Group has been reconvened by the Economic Development Committee.

4.0 RECOMMENDATIONS that:

- (a) the Committee determine which Working Parties/Task & Finish Groups need to be reconvened and review the membership of those groups as required; and**
- (b) the Committee appoint representatives to the reconvened bodies and also one representative to the Local Development Framework Task Group.**

Reason for Recommendations

To reconvene the appropriate Working Parties/Task & Finish Groups.

Background Papers

Nil

For further information please contact Nigel Hill, Business Manager – Elections & Democratic Services on Ext. 5243.

John Robinson
Chief Executive

Working Party/Task & Finish Group	Date First Established and last reconvened	Date of Last Meeting/ (Next Scheduled Meeting)	Current Membership	Remit
Member Development & Training Task Group Caroline Glass	18 December 2006 (Policy Overview & Scrutiny Committee) 27 June 2019 (P&F reconvened)	29 January 2019 <i>(To be arranged)</i>	<ul style="list-style-type: none"> • Leaders of the 3 political groups on the Council • Additional 3 Members from the Conservative Group 	<ul style="list-style-type: none"> • To review the Member Induction Programme. • To produce a Member Training & Development Strategy for the life of the current Council and implement the same. • To work with officers to facilitate good citizenship/engagement in civic life as reflected in the community plan. • To support/facilitate digitalisation for Councillors. • To review/implement best practice as set out in the Member Development Charter.
Non Domestic Discretionary Rate Relief Review Panel Nick Wilson	7 June 2007 (Cabinet) 27 June 2019 (P&F reconvened)	30 October 2012 <i>(when required)</i>	<ul style="list-style-type: none"> • Panel of three Members drawn from Policy & Finance Committee <p>Note: Local Ward Members to be invited to attend if considered appropriate</p>	<ul style="list-style-type: none"> • To hear appeals in respect of applications for Discretionary NNDR Relief
Parish & Town Council Initiative Fund Panel Andy Hardy	26 September 2019 (P&F Committee)	28 October 2020	<ul style="list-style-type: none"> • Chairman and Vice-Chairman of P&F, H&C and L&E. • Leaders of Labour and Liberal Democrat Groups. 	<ul style="list-style-type: none"> • To effectively act as a grants panel to determine applications to the Parish and Town Council Initiative Fund with a rotational focus on cleaner, greener and safer projects.

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

STREET NAMING AND NUMBERING POLICY

1.0 Purpose of Report

1.1 To update Members on the street naming and numbering function of the Council and to seek authorisation to:

- adopt a new Street Naming and Numbering Policy; and
- formalise the legislation the Council will use to carry out this function.

2.0 Background Information

2.1 The District Council has a statutory duty to name and number streets and to approve and register official property addresses within its Council boundary. The powers are contained in Sections 64 & 65 of the Towns Improvement Clauses Act 1847 and Sections 17-19 of the Public Health Act 1925. However, only one of these Acts may be utilised by an authority in (a) street naming and (b) numbering (see section 7 below 'Legal Implications'). At present we use the 1847 Act in respect to street numbering and 1925 Act for street naming and have done so for some time, although it has not been possible to find the Council's resolution to this effect. All new addresses are allocated according to the British Standard BS7666-2006 (Spatial datasets for geographical referencing. General model for gazetteers and spatial referencing).

2.2 The address of a property is of importance to ensure the following:

- post is delivered efficiently;
- emergency services can find a property quickly;
- the general public can find where they want to go;
- reliable delivery of products and services; and
- ensuring ongoing accuracy of the National Address Gazetteer (NAG).

2.3 If a property is not "registered" through the street naming and numbering process it will not appear on our local gazetteer. Updates of changes to addresses and our Local Land Property Gazetteer (LLPG) are provided to a number of organisations, including Royal Mail, emergency services, credit agencies, satellite navigation system suppliers and many private companies. Furthermore, in our experience difficulties may be encountered in obtaining mail, goods and services from a variety of sources (e.g.: applying for a credit card or obtaining goods by mail order) when address information is not maintained.

2.4 The Data Co-operation Agreement – Street Naming & Numbering (SNN) – Practice Working Group, working closely with representatives from local authorities, issued technical guidance to councils on the collection of street and address information. This forms the basis of our proposed policy and will be followed where possible.

- 2.5 The main purpose of the proposed policy is that every property in Newark and Sherwood has a unique, clear and consistent address. This includes both new and converted properties, large developments and single in-fill plots, residential and commercial buildings as well as properties which may not have had official addresses assigned in the past.
- 2.6 Currently the authority has Street Naming and Numbering Guidance which was first drafted in November 2010. Since this time, it has been updated to account for changes in the Business Unit and Officer’s names as well as changes to the fees charged.
- 2.7 Whilst the current document provides useful guidance in terms of naming and numbering, in order to facilitate a consistent, logical and agreed approach to the naming and numbering of addresses across the District, it is considered that formal adoption by the Council of a Street Naming and Numbering Document [alongside the legislation that will be used] will provide clarity as well as detail the agreed policy approach. Continuing without adoption will continue the confusion and complaints received as the authority is sometimes challenged over naming and numbering assignments.

3.0 Legal Implications

3.1 The Legislation under which naming and numbering can be carried out is:

- Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
- Sections 17-19 Public Health Act 1925 (naming of streets, alteration of street name and indication of street names “meaning types and placing of street signs”)
- Sections 64 and 65 of the Town Improvement Clauses Act 1847 (house numbering and street naming)

3.2 Adoption of one piece of legislation can mean that another piece cannot lawfully be used. The table below provides a useful guide of the options:

Street Numbering	1847 Act	1847 Act	1847 Act	1847 Act
Street Naming	1907 Act	1847 Act	1847 Act	1925 Act
	1925 Act (Sections 17 and 19 only)	1907 Act	1925 Act (Sections 17 and 18 only)	

3.3 It can therefore be seen that in relation to numbering, only the 1847 Act may be used. For naming, adoption of Section 18 of the Public Health Act 1925 causes Section 21 of the Public Health Acts Amenity Act 1907 automatically to cease to apply. Adoption of section 19 of the 1925 Act causes the street naming provisions in the Town Improvement Clauses Act 1847 to cease to apply. The relevant extracts of each of the above pieces of legislation are provided within **Appendix A**.

3.4 The Council has historically applied Sections 17 (naming of streets) and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847. The process of each of the scenarios within the table area:

Alteration of Street Name

- The 1907 Act relates to the alteration of a street name or putting up of a street name sign/markings. Changes to a street name requires a referendum with two thirds of the council tax payers in the street to agree to the change. This could clearly be very contentious and resource intensive.
- 1925 Act (Section 18) requires the Council to put up a notice at each end of the street proposed to be re-named. No decision may be made before the passing of one month. Anyone aggrieved with the proposed name has a right of appeal to the Magistrates court.

Naming of a Street

- 1925 Act (Section 17) requires an applicant submits their proposal to the Council for consideration. The decision on the proposed name must be given within one month of the receipt of the application. The applicant has a right of appeal against any refusal of the proposed name to the Magistrates Court. The benefit of utilising this Section is the Council is able to charge the developer the equivalent of the cost of the time for dealing with the applications. A disadvantage as set out below is the short timescale for determining such proposals and giving meaningful notification time to Town/Parish Councils.
- 1847 Act (Section 64) allows the Council to name a street – no application is required to be submitted and the applicant (in the majority of cases the developer building the houses) would not be involved in the process. This has benefits in enabling the Council to engage with Town/Parish Councils without any time constraints, but would have significant resource implications on the Council with the Street Naming and Numbering Service no longer receiving income from applications.

Section 19 of the 1925 Act relates to the provision of street name plates. It is proposed that these same Acts are used and will do so until such time as the Council resolve to disapply them.

3.5 It is concluded that it is appropriate to continue using the same legislation i.e. 1847 Act and Sections 17 and 18 of the 1925 Act. As part of the resolution to using these Acts, there are specific notice requirements (paragraphs 24 and 25, Schedule 14, Local Government Act 1972). This requires the authority to:

- publish its intention to pass the resolution by advertisement in two consecutive weeks in a local newspaper circulating in their area. For the Council this would be the Newark Advertiser and Mansfield Chad; and
- serve, no later than the date the notice is first published in the press, notice of the intention to every Town/Parish Council or Parish Meeting in the area.

4.0 Proposals

4.1 A review of other council's street naming and numbering guidance has been undertaken (namely Ashfield, Broxtowe, Charnwood, Derbyshire Dales, Durham, East Cambridgeshire, Gloucester, Kingston upon Thames, Leeds City, Manchester City, Nottingham City, Rushcliffe, Rutland (Borough and County), Sunderland and Wiltshire) to provide insight of the contents of other authorities guidance and/or policy. These documents have been used to prepare the suggested policy for the Council alongside the Council's existing guidance.

4.2 The review has aimed to evaluate other council's documents to establish whether they have an approach that will assist us in overcoming the complaints and issues raised by those who have been involved in the street naming and numbering process, in particular developers, Members and Town / Parish councils. The issues are discussed below as well as others that have caused some more general concern.

4.3 Deceased – Currently the Council's guidance details the naming of a street after a deceased person requires the approval from the person's family or estate administrators. However, in view of potential issues of naming a street after someone who might later be found to not be of good character, a number of authorities have a certain length of time post death before a street might be so named as detailed in the following table:

Authority	Length of Time After Being Deceased (Years)
Ashfield	50
Kingston	75
Leeds	25
Rushcliffe	20
Rutland	5
English Heritage	20

4.4 The timescales are very varied and, aside from English Heritage (EH), it has not been possible to establish the rationale for the timescales. In the case of EH they state *"This is to help ensure that the decision about whether or not to shortlist a candidate is made with a sufficient degree of hindsight."* This would appear, at first glance, to be a rational approach. However, with consideration given to the riots of 2020 against slavery, for example, this can still have potential risks many years later. A balance therefore needs to be given against such a risk with recognising the contribution some people make to their community and/or nation. With this in mind, it is suggested that the approach taken by EH and the reason for it could be defended by the Council if challenged. It is therefore suggested that the timescale and rationale is included within our policy. Additionally, it is suggested that clarification is given in that it is for the person requesting the naming to undertake the task of seeking approval from the deceased's family or administrators and provide the confirmation.

4.5 Living Persons - Again a review of other councils approach has been undertaken. All (9 authorities) with the exception of Trafford Borough Council do not accept street names after living people. Trafford will only accept the names of living people in exceptional circumstances and with the agreement of the Chief Executive and Leader of the Council. We currently accept the names of living people, but with reference to the preceding paragraph, it is recommended that this is no longer the case in order to minimise the risks identified.

4.6 Timescales – When we consult with the Town / Parish Council on street names, we give them 20 working days to provide a response. The 1925 Act provides for the council to reject a street name within one month of receipt of its submission in writing. Failure to respond within a month means the person proposing the street name can go ahead. Currently, our guidance indicates that this is "...in order to respond to the applicant within the 30 working days for such requests". Notwithstanding allowing 20 working days for a response, there have been instances when a Town/Parish Council hasn't met

this timescale. It is suggested that the policy (and notification letter to Town/Parish Councils) details that failure to reply within given timescales will be treated as acceptance to the suggested name(s) as well as setting out that any objection by the District Council to the name **must** be issued within one month after the suggested name has been sent to the Council (Section 17 of the Public Health Act 1925). If Town/Parish Councils are still given the opportunity to comment (which appears right and proper), then the current timescale given to them to comment needs to be amended. With reference to the potentially three worst times of the year in terms of working days – February, December and Easter, an assessment of the number of days for each stage of the process has been undertaken. This assessment identifies for February, 15 calendar days can be provided to Town/Parish Councils for notification, for December, 13 and for April, 14.

- 4.7 The number of days that can be given for consultation whilst allowing a little bit of flexibility is 13-15 calendar days. It is acknowledged that this is not a significant amount of time and could leave the Town and Parish Councils disenfranchised with the process as there is a likelihood that this timescale would not fit in with their meeting schedule as well as providing for little time to arrange an impromptu meeting.
- 4.8 A review of other Council's SNN's reveal the majority do not undertake consultation with Town /Parish Councils. It is acknowledged for some local authorities, such bodies will not exist. However, for those where they do, timescales for those who have adopted the PHA1925, times are given as ranging between 10 and 14 calendar days, so a suggestion of 14 days aligns with other councils. Of course, the above calculation of dates takes account of the months when meeting the timescale is likely to be the most problematic. In the event that a Town/Parish Council asks for a longer period of time to respond, consideration will be given to agreeing to this, subject to meeting the month deadline.
- 4.9 Notwithstanding the timescales in which to determine street naming applications, in order to involve Town/Parish Councils more fully, it is proposed to undertake engagement with them prior to street naming applications being submitted. The SNN Department is aware at an early stage whether or not a site has been allocated as part of the Council's Local Plan or, in the case of windfall development, granted planning permission. In both cases, engagement will be undertaken as part of the adoption of this Policy with the Town/Parish Councils (and Civic Society's where they exist) to understand any historical links a particular site might have, for example through its former use, e.g. as a colliery, any [appropriate] local descriptors or similar. A 'suite' of names can be advanced by the Town/Parish Council for the respective sites, as well as for others on an adhoc basis. They will be assessed to ensure they are in accordance with the adopted Policy and retained pending development. The list will be reviewed every 3 years or so, or as a need for more names arises, with the Town/Parish Council. When the Building Regulations application is submitted for the development, the SNN Department will contact the developer to advise an application will be needed to be submitted for naming (as currently happens) but will also provide the list of suggested names. Whilst the developer would not be obliged to accept the names, it is anticipated they would wish to, thus mitigating the impact of the relatively short notification period.

4.10 As set out within the Legal Implications section above, it is a legal requirement to undertake consultation prior to adopting the legislation to be used, which includes Town/Parish Councils. We will therefore be able to set out the rationale for the timescale given for responses but provide this in the context that we will actively engage with them prior to SNN applications being received at which time they will have opportunity to make recommendation as well as comment when the application is formally submitted. It is also recommended that no reply within the timescale, following receipt of a SNN application, will be deemed as the Town/Parish Council not having any objection. Town/Parish Councils' will also be provided a copy of the SNN Policy which includes this timescale and the proposal set out above.

4.11 Disputes – At present, when requests for new street names are received, we encourage developers in liaison with the relevant parish/town council, to submit names for consideration. However, there can be disagreement between parties with the Town/Parish Council offering alternatives. The Council encourages, in this scenario, both parties to negotiate to try and come to agreement. However, compromise is not always possible within the month available. The current guidance details that in the case of disputes, we will accept the developer's suggestion. This approach does mean the engagement of the Town/Parish Council is somewhat limited, noting the restrictive timescales to reject a street name. Equally, the existing guidance does not provide detail of the grounds on which a Town/Parish Council may object to a particular name.

4.12 Most other authorities do not detail their process in dealing with such disputes with the exception of East Cambridgeshire and Manchester City Council. In the case of East Cambridgeshire they state:

“If the suggestion is found to be within the naming conventions, the proposed name/s will be forward [sic] for consultation to the local Parish/City/Town Council, local Ward Councillors, Emergency Services and Royal Mail. Guidance will be included as to the naming conventions and reasons for objections. Any objection has be to made by the Local Authority within one calendar month of receipt, a set time of 14 days will be given for the consultation period and any objection must be received by the Local Authority within this time period.

If an objection is received from the local Parish/City/Town Council, local Ward Councillors, the Emergency Services or Royal Mail and found to be valid, the written objection will be sent to the developer, informing of the reasons along with a request for further suggestion/s. This notice must be sent within one calendar month of receipt of the suggestion.

If no valid objections, or reply are received from the local Parish/City/Town Council, local Ward Councillors, the Emergency Services or Royal Mail, within the consultation period, a notice of adoption of street name will be sent to the developer.”

Manchester City Council's policy states:

- *“Suggestions for a new name, rename or renumberingin are sent to Manchester City Council's Street Naming and Numbering Team*
- *These suggestions are evaluated against the criteria for street names and numbering until an acceptable option or range of options is agreed.*

- *The suggestion or shortlist of suggestions is then shared with the relevant ward councillors for consultation.*
- *The process is run virtually with all relevant parties given 10 working days to respond with comments or alternative suggestions.*
- *Alternative suggestions will also be evaluated against the criteria for street names and numbering.*
- *Once a decision has been reached the new address will be formally allocated and all relevant bodies will be notified..."*

Exceptions to this process are given for large scale developments or particularly complex situation.

4.13 The approach by East Cambridgeshire makes it clear that any objection by a Town/Parish Council must be made on valid grounds as opposed to them objecting solely, for example, due to having an alternate favoured name. The approach by Manchester allows for suggestions, with these being evaluated against the criteria but does not indicate if both parties names comply with the criteria how the decision is then reached. As detailed earlier, an objection by the Council to the applicant's proposed street name must be made within a month of receiving the application and an appeal against an objection can be made to the Magistrates Court within 21 days after the service of the notice [decision of the Council]. This therefore means that any objection to a name must be robustly made to minimise the risk of costs to the Council as well as reputational damage. It is therefore proposed that when notifying Town/Parish Councils of such applications that they are provided with information of the grounds under which they may object. If alternative names are suggested by the Town/Parish Council which meet the naming criteria, these can be referred to the applicant for consideration, subject to the time limitations. If they are not accepted, the developer's choice will be used and the Town/Parish Council's suggested names held in case they are appropriate for another development in the locality and suggestions are requested. In the event no names are suggested, the Council will provide names based on the naming criteria. Details of the naming conventions are set out within the attached draft Policy.

4.14 The current guidance provides information on how to choose a name (previous use of the land/building; historical links) as well as suffixes to use 'Street, Road, Drive' etc. However, it is considered further information would provide clarity such as using names that are easily pronounceable, not using names when there is a similar one in the locality, not using names that could be misconstrued and so forth.

4.15 The existing guidance has been radically overhauled within the proposed Policy to take account of the legislation and the matters discussed above. Reference has also be made to GeoPlace LLP, a body owned equally by the Local Government Association and Ordnance Survey, and their guidance document on street naming and numbering '*The law and best practice for the re-naming of streets and buildings*'.

4.16 A copy of the Policy is attached as **Appendix 1** to this report.

5.0 Equalities Implications

5.1 None.

6.0 Digital Implications

6.1 None.

7.0 Financial Implications (FIN21-22/7138)

7.1 There are no direct financial implications identified from this report. The latest fee schedule was approved in February 2021 and will be reviewed again this financial year as part of the Council's annual fee setting.

8.0 Community Plan – Alignment to Objectives

8.1 The SNN Policy does not have a direct relationship with the community plan objectives although does indirectly by providing people and businesses with recognised addresses, allowing people and goods/services to travel efficiently within and between communities.

10.0 RECOMMENDATIONS that:

(a) a resolution be made to adopt:

- Sections 17 and 18 of the Public Health Act 1925 for the naming and alteration of names of streets in respect to naming; and
- Sections 74 and 75 of the Town Improvement Clauses Act 1847 is used for the numbering of buildings;

(b) the above resolution be notified to Town/Parish Councils and Parish Meetings and notices placed within the Newark Advertiser and Mansfield Chad in accordance with paragraph 25, Schedule 14 of the Local Government Act 1972; and

(c) the attached Street Naming and Numbering Policy be adopted following the undertaking of (b).

Reason for Recommendations

Adoption of the proposed Street Naming and Numbering policy will provide clear guidance for service users and align with national guidance in relation to Street Naming and Numbering. Undertaking the notification process will formalise the Council's approach in accordance with legislation.

Background Papers

Street Naming and Numbering Guidance - <https://www.newark-sherwooddc.gov.uk/media/newarkandsherwood/imagesandfiles/planningpolicy/pdfs/streetnamingandnumbering/Document%201%20Street%20Naming%20and%20Numbering%20Guidance%202020.pdf>

Geo place – The law and best practice for the re-naming of streets and buildings - https://s3.eu-west-1.amazonaws.com/static.geoplace.co.uk/downloads/The-law-and-best-practice-for-the-renaming-of-streets-and-building_FINAL-Dec-2020.pdf

For further information please contact Lisa Hughes – Business Manager – Planning Development on Ext 5865.

Matt Lamb
Director – Planning & Growth

**Legislation Section 64: Town Improvement Clauses Act 1847
Houses to be numbered and streets named**

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

**Section 65: Town Improvement Clauses Act 1847
Numbers of houses to be renewed by occupiers**

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

**Section 17: Public Health Act 1925
Notice to urban Local Authority before street is named**

- “1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- 2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- 3) It shall not be lawful to be set up in any street an inscription of the name thereof –
 - a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
 - b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].
- 4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

Section 18: Public Health Act 1925

Alteration of name of street

- “1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

Section 21: Public Health Acts Amenity Act 1907

Power to alter names of streets

“The local authority may, with the consent of two-thirds of the ratepayers in any street, alter the name of name of such street- or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.

Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding level 1 on the standard scale.”

Street Naming and Numbering Guidance and Policy

Effective from **** 2021



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1. Purpose of Policy

- 1.1. Newark and Sherwood District Council (NSDC) is the Authority responsible for the administration of the street naming and numbering process. The purpose of the policy is to ensure all properties within Newark and Sherwood are officially addressed with a consistent and unique postal address, including Unique Property Reference Number (UPRN) and provides for a policy that is fair to everyone and creates a consistent approach to the process.
- 1.2. This power extends to commercial property as well as to domestic addresses. This includes new and converted properties, large developments and single in-fill plots, residential and commercial buildings as well as properties which may not have had official addresses assigned in the past. Where street names or previous numbers have been established without reference to the Council, the Council has the authority to issue renaming or renumbering notices, under Sections 17-19 of The Public Health Act 1925.
- 1.3. In addition to complying with appropriate legislation, this policy is compliant with the standards laid down by GeoPlace (the custodians of the National Address Gazetteer and the National Street Gazetteer), in their document "[Data Entry Conventions and Best Practice for Addresses](#)". It also draws extensively on the recommendations of their Street Naming and Numbering Working Group. The Council is required to adhere to GeoPlace's standards under the terms of the Public Sector Mapping Agreement.
- 1.4. The production of this document aims to draw together our procedures and set them out in clear language.

2. Reasons for Street Naming and Property Numbering

- 2.1. All property development and address changes within the Newark and Sherwood District Council area are subject to the guidance contained within this Policy. Maintaining a comprehensive and high standard for naming streets and numbering or naming properties is essential in order to:
- Ensure post is delivered efficiently;
 - Facilitate emergency services finding a property without undue delay;
 - Provide consistency of property based information across local government (e.g.: ongoing accuracy of the National Address Gazetteer (NAG)) and within the community of users for addresses which aids service delivery;
 - Facilitate the reliable delivery of services and products; and
 - Enable the general public to find where they want to go.
- 2.2. If a property is not “registered” through the street naming and numbering process it will not appear in our Local Land and Property Gazetteer (LLPG). Updates of changes to addresses and our LLPG are provided to a number of organisations, including Royal Mail, emergency services, credit agencies, satellite navigation system suppliers, utility companies and many private companies. Furthermore, in our experience difficulties may be encountered in obtaining mail, goods and services from a variety of sources (e.g.: applying for a credit card, grant schemes or obtaining goods by mail order) when address information is not maintained.

3. Legislation

- 3.1. The Legislation under which naming and numbering can be carried out is:
- Section 21 Public Health Acts Amendment Act 1907 (alteration of street name);
 - Sections 17-19 Public Health Act 1925 (naming of streets and alteration and indication of street names);
 - Town Improvement Clauses Act 1847 (street naming and numbering provisions); and
 - Sections 64 and 65 of the Town Improvement Clauses Act 1847 (street numbering).
 - Section 93 of the Local Government Act 2003
- 3.2. Adoption of Section 18 of the Public Health Act 1925 causes Section 21 of the Public Health Acts Amendment Act 1907 automatically to cease to apply. Adoption of section 19 of the 1925 Act causes the street naming provisions in the Town Improvement Clauses Act 1847 to cease to apply.
- 3.3. Newark and Sherwood District Council has resolved to apply Sections 17 (Naming of streets) and 18 (Alteration of name of streets) of the Public Health Act 1925 and Sections 64 (Buildings to be Numbered) and 65 (Numbers to be renewed by occupiers) of the Town Improvement Clauses Act 1847 and until such time as they resolve to dis-apply them, the Authority cannot use the provisions of Section 21 of the Public Health Acts Amendment Act 1907, Section 19 of The Public Health Act 1925 or the Town Improvement Clauses Act 1847 as relates to the naming of streets.
- 3.4. The Local Government Act 2003 brought about new devolved powers for Local Authorities. These included giving Council new powers to charge for non-statutory (i.e. discretionary) services (Section 93). As well as simply determining the name or number to be allocated, the Council (as part of dealing with these applications) carries out consultation with other bodies. There is no statutory requirement for such consultation, but it is clearly related to the naming and numbering functions.

The applicable charges are set out within the [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#) document.

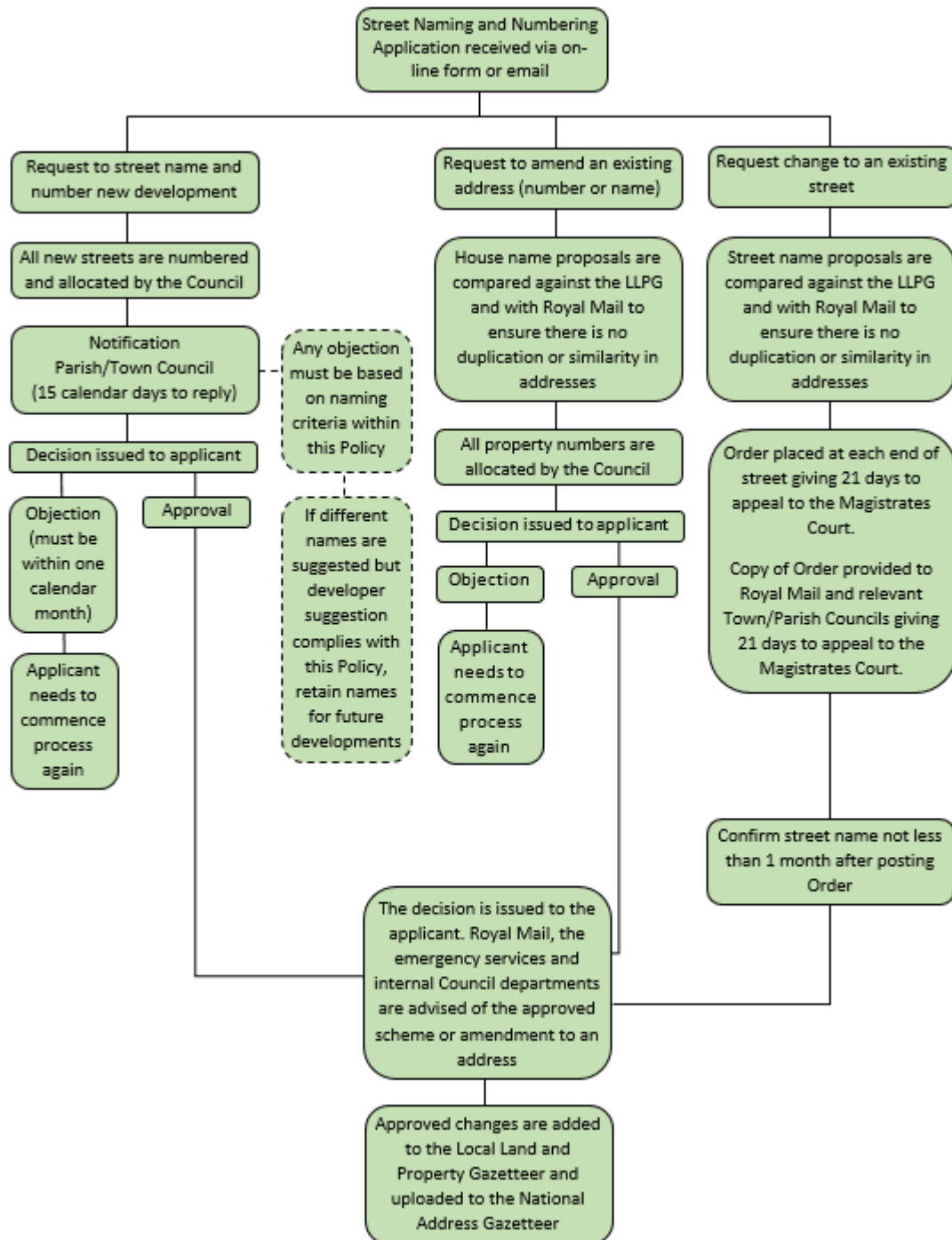
- 3.5. In 1994 a British Standard (BS7666:2006 Spatial datasets for geographical referencing) was introduced. The standard comprises a number of parts covering Street Gazetteers, Land and Property Gazetteers and Delivery Points. BS7666 has been through a number of revisions with the last review taking place in 2005/2006. All addresses will be compliant with BS7666.

4. Scheme of Delegation

- 4.1 The Council's Constitution, PART 2: Responsibility for Functions (May 2021) at paragraph 7.3.2 delegates the power and function of the naming and numbering of streets to the Chief Executive and Chief Officers, who in turn, in accordance with clause 7.1.7, have delegated authority to Authorised Officers.

5. Street Naming and Numbering Process

- 5.1 Requests for street name and numbering schemes are received by various streams, including online form (insert link), email or commencement on site for new development.



Whether you are naming a new development or amending your address, it is important to notify essential services and other interested parties of the change. We will notify our statutory consultees, a full list of which is provided in Appendix C. It is important to be aware, when naming or renaming a property, Royal Mail will not accept any change to the address unless notification has been provided by us. Furthermore, we recommend the letter you receive from us confirming the change is retained with the deeds to your property for future reference.

It is the responsibility of the rate payer/owner/occupier to notify any other organisations that you may do business with, this may include magazine subscriptions, broadband supplier etc.

6. Consultation and Notification of Postcodes and Postal Addresses

- 6.1 The Council has chosen to adopt Sections 17 and 18 of the Public Health Act 1925 and Sections 64 and 65 of the Towns Improvement Clauses Act 1847 for the purposes of street naming and numbering. Within these Acts, there is a legal requirement to undertake consultation for certain aspects of the role, but not all. Notwithstanding this, in order for the Service to be transparent and open, it has decided even where consultation is not legally required to undertake this process. The paragraphs below set out the detail as well as the responsibilities of other parties. requires consultation prior to adoption

Notification before street is named

- 6.2 Section 17 of the Public Health Act 1925 requires the person proposing to name the street to give notice of the proposed name to the Council's Street Naming and Numbering department. Within one month after receipt of the notice, the department may object to the name. If no response is given after the expiration of one month, the proposer may erect the street name plate.
- 6.3 Whilst consultation is not required for the naming of streets, it is considered to be good practice to undertake this with relevant Town/Parish Councils. Upon receipt of notices, the Service will notify the Town/Parish Council via email of the suggested name who will be given 14 calendar days in which to respond. Any objection to a proposed name needs to be in accordance with the criteria set out within this Policy. Should the Town/Parish Council request a longer period of time to provide comment, consideration will be given to this taking account of the requirement to issue an objection within one month. Any Town/Parish Council not replying or requesting a longer period of time within the 14 days will be treated as accepting the name.

Notification before existing street name is altered

- 6.4 Section 18 of the Public Health Act 1925 enables an authority to alter the name of a street, part of a street or to give a name to an un-named street. Not less than one month before making the order, the Council will post the intended order at each end of the street or part of the street, or in a conspicuous position in the street or part affected.
- 6.5 The order will contain a statement that the intended order may be made by the local authority on or at any time after the date given in the notice. The order will detail that any person who is aggrieved by the order (i.e. they do not agree with the name or name change) may, within 21-days after the notice is posted, appeal under this Act to the Magistrates' Court.
- 6.6 Additionally, when an application for renaming a street is received, we will notify Royal Mail and the relevant Town/Parish Council by providing them with a copy of the notice. They will also have the right to appeal to the Magistrates Court.
- 6.7 Once the street name(s) is/are agreed, the Service will create all official paperwork and notify relevant consultees, as set out within [Appendix C](#), as part of the decision process.
- 6.8 The process will take approximately 6 weeks to allow for notification and consultation with relevant parties. However, if there is an appeal, timescales will be outside of the Council's control.

7. How to Apply

- 7.1 You are advised to read this document prior to submitting your application with a focus upon those sections that apply to your particular scheme.
- 7.2 A form is available on our website for all aspects of the street naming and numbering process [click here](#) or visit our website at www.newark-sherwooddc.gov.uk/streetname/. It is recommended for all street naming and numbering proposals with the exception of wanting to rename or add a name to an existing property that you contact our Technical Support ([Land Charges and Address Management](#)) Team. This will help to ensure that the application process goes as smoothly as possible.
- 7.3 In the case of major or minor (single plot or an infill plot) developments, once the developer has commenced building on site, our Street Naming and Numbering Officer in liaison with the developer, will begin the process of naming and numbering a new scheme. The Officer will refer to the approved site layout plan (as per relevant planning permission). However if this does not include sufficient details, the Officer will contact the developer and request a plan. The plan must include:
- Name of development
 - Total number of plots
 - Plot Numbers
 - Proposed Street Name(s). Even if only 1 street is to be named, it is suggested that more than one proposed name is given.
 - Types of Property: dwellinghouses, flats/apartments, maisonettes, commercial etc.
 - For flats/apartments, details of the number of storeys and flats per storey (floor plans will be required). Details of whether occupiers will have their own personal post box or will share a communal post box should be included.
 - Door access to street
 - Site Boundary
 - Existing road from which the new development will be accessed from
 - North Arrow
- 7.4 In addition, the requisite [fee](#) must be paid with the submission of the proposal (please note, there is no fee for the initial naming scheme, only for amendments to an approved scheme).
- 7.5 In relation to street naming proposals, we encourage developers to liaise with the relevant Town/Parish Council prior to submission of names for consideration.

8. Naming of New Streets

- 8.1 The Officer will review the plan and if necessary carry out a site visit to assess the development. If required, they will contact the developer to resolve any issues.
- 8.2 If requests are submitted for new dwellings (including flats) with a property naming scheme only (excluding numbers), we will always assign a number to the properties for the purposes of service delivery and emergency services location. If that is possible and complies with the SNN Authority's policy, the following rules will be applied:
- If numbers exist on the Street Name, new properties will be numbered into the existing sequence.
 - If the development requires a new Street Name, all properties will be numbered.
 - If existing properties on the Street are named only, consideration will be given to numbering existing houses as well as the new properties. Existing house names would remain.

9. Choice of Street Names

- 9.1. We will not create a Street Name similar to or the same as one which already exists if any of the following conditions apply:
- It is in use in the same locality;
 - It is in use in the same town or village;
 - It is in use in the same post town or village;
 - It is in use in the same town/village or post town/village within a neighbouring SNN Authority's administrative area.
- 9.2. The purpose of this is to avoid confusion, for example, resultant Street Names could be identical in every way including post town or which include numbers which can cause confusion, for example "20 Seven Foot Lane" sounds the same as "27 Foot Lane"
- 9.3. Street names should not be difficult to pronounce or awkward to spell. The use of names and their combination with numbers that could be considered offensive, obscene and racist or which would contravene any aspect of the Council's Equality and Diversity Strategy will not be accepted. Neither will the use of names which could be capable of deliberate misinterpretation and which could result in early demands for a change of address from occupiers. Examples include:
- aesthetically unsuitable - such as Gaswork Road, Tip House, Coalpit Lane;
 - misinterpretation - Hoare Road, Typple Avenue, Swag House, Quare Street;
- 9.4. Avoid having two phonetically similar names within a postal area and, if possible, within a town i.e. Newark, Southwell, Rainworth e.g. Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- 9.5. Names of living people will not be considered. Names of the deceased will only be considered 20 years after their death.
- 9.6. The use of names and their combination with numbers that could be easily vandalised or changed into any of the above, for example, "Canal Turn".
- 9.7. The use of names that can be construed to be used for advertising or commercial gain.

- 9.8. We strongly encourage the use of any historic links to the development site to be included in the address, including previous use of the land/building. As part of the scheme, we will undertake a site history and recommend suggestions (if any can be found) to the developer and/or occupier. We have agreements in place with a number of local historians who will be consulted for suggestions.
- 9.9. The use of local names or events may also be considered, however this is not commonly undertaken. Ideally, names should have a proven relevance to the history or local geological features of the area or they should commemorate past industries or deceased local person (subject to being deceased for 20 years or more). Should you wish for a person's name to be considered, it is important you provide evidence that they have made a significant contribution to the community either at a national, regional or local level or have a historical connection to the land being developed. The person's full name will not be used (e.g. surname only). Prior approval from the named person or the person's family or estate administrators for the use of the names of deceased people in the adoption of any street name must be provided by the developer or body (including Town/Parish Councils) recommending the name. Without this, the name will not be considered.
- 9.10. The use of a name with Royal connotations: The consent of the Lord Chamberlain's office must be obtained if a name with any reference to the Royal family or the use of the word 'Royal' is suggested. For further information <https://www.royal.uk/use-royal-arms>
- 9.11. With reference to paragraph 9.9, it can sometimes be appropriate to add a short description of why a street has a particular name. Doing so increases the cost of the name plate and this will therefore be at the discretion of the developer.
- 9.12. The use of North, East, South or West (as in New Road North and New Road South) (or East, West) is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two. In such a case one half should be completely renamed.

10. Name Suffixes

- 10.1 When new street names are proposed, an appropriate suffix which is a reflection of the type of street to be constructed needs to be chosen. If you would like to propose a suffix, please refer to the list. Alternatively, we will choose one appropriate to the type of street.

Street Type	When to Use
Avenue Dene Drive Lea Pasture Park* Rise Vale	Can be used for residential streets
Bank	Usually refers to streets that have an edge, embankment or verge
Brook	Usually used for residential streets that run near a brook, river or stream
Chase Croft Dale Green Grove	Can be used for small residential streets

Haven Mead Meadow	
Close	Specifically for cul-de-sac residential streets
Court	reserved for naming buildings only such as apartments/office blocks/care homes
Crescent	Specifically for crescent-shaped streets
Field	Usually refers to residential streets originally surrounded by fields or built on them
Fold	Can be used for residential farm conversions
Gardens	Usually used for residential streets with amenity/garden land in situ
Gate	Old English term meaning 'Way'. Usually indicates a main roadway leading to smaller streets.
Haven	Indicates a street on a hill
Lane	Usually refers to a narrow street in the countryside
Mews	Usually refers to a terrace of small townhouses
Oval	Specifically for oval-shaped streets
Parade	Usually refers to a terrace of townhouses
Path	Indicates a pedestrian only street
Place	Can be used for residential or commercial streets
Road Street	Indicates a main roadway
Row	Usually refers to a terrace of townhouses
Square	Indicates a street that forms a square
Terrace	Usually refers to a terraced residential street
View	Can be used for small residential streets within view of the related feature e.g. Church View
Walk*	Indicates a pedestrian only street
Way*	Indicates a main roadway or a pedestrian only street

* – Indicates a main roadway and pedestrian walkway

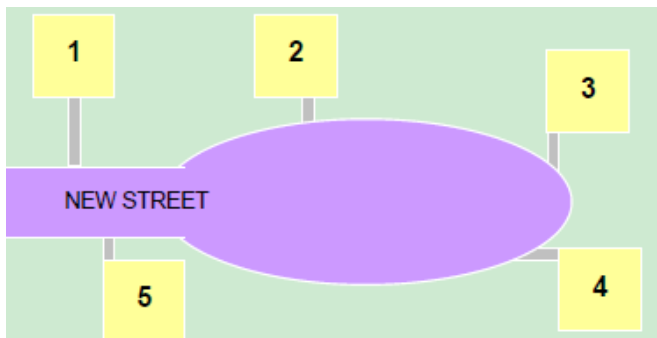
11. Numbering Sequence

General Guidance on Numbering

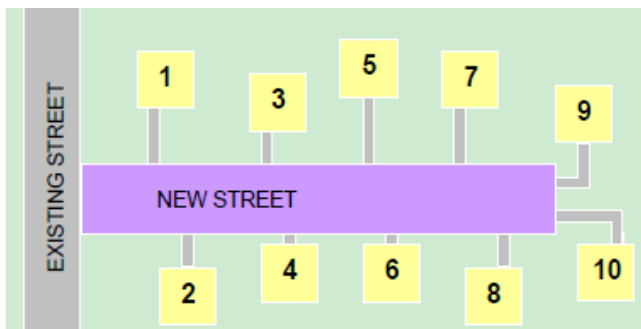
- 11.1 All numbering will start at the beginning of a road (usually the end closest to the town centre).
- 11.2 Numbers will be assigned with odds of the left of the street and evens on the right of the street when standing at the beginning of the street with your back to the town centre.
- 11.3 Only use whole numbers, do not use fractions.
- 11.4 Number 13 will not be used unless the developer specifically requests that it be included.
- 11.5 If the developer's plan does not offer a similar number of properties on both sides of the street the following alternatives will be considered.

Cul-de-Sac

- 11.6 If in the case of a small Cul-de-Sac consider consecutive numbering with number one issued to the first house on the left.
- 11.7 If the development consists of a cul-de-sac, consecutive numbering in a clockwise direction will be used, providing that there is little or no likelihood of the road being extended in the future. If there is a chance that the road could be extended, then the road would be numbered as a new street. The approved scheme will be shown on a copy of the approved site layout plan as approved at planning permission. It is advised any amendments to the approved layout (e.g.: removal or addition of house/s) is submitted to us at the earliest possible opportunity.



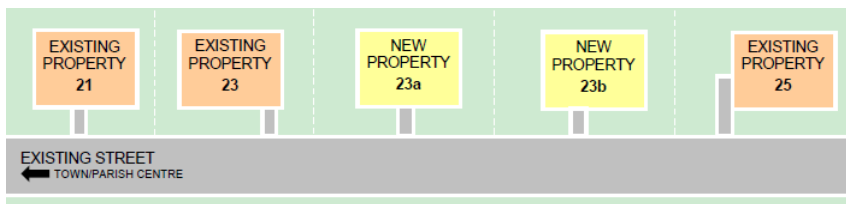
- 11.8 In a large Cul-de-Sac we will adopt the above, however if there is scope for future development off the Cul-de-Sac, numbering will be split at the appropriate point.



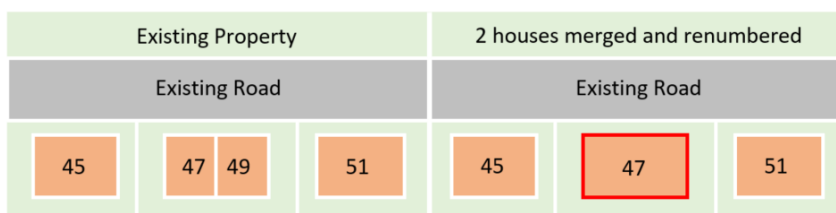
- 11.9 If a Cul-de-Sac development is restricted to only one side of the road, number consecutively.

Infilling

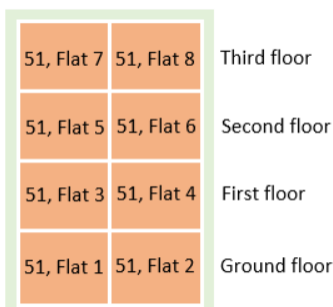
- 11.10 For infill numbering, all available numbers will be used first with letters being applied only when there is no gap in the numbering sequence. The only exception to this is if a property is built on a plot of land preceding No. 1, these properties will normally be named. We will avoid using letters beyond 'C'.
- 11.11 A single plot of infill follows the existing numbering scheme but with the 'A' suffix attached to the lowest adjacent number within the existing scheme.
- 11.12 If multiple infill plots, their naming and numbering will depend on the road from which they are accessed and the style of the development. If there is a large enough gap in the numbering, i.e. the plot of land sits between property numbers 15 and 21, then the houses will normally be considered part of that road and be numbered 17, 19, etc. If this is not the case and the plot of land sits between 15 and 17, they will be numbered 15A, 15B, etc.
- 11.13 In some circumstances, the new development may be allowed a street name of its own, as in a Close or Mews. If this is the case, please refer to the guidelines for naming of new developments (see above).
- 11.14 If a house is built on a plot of land between property numbers, e.g. between 21 and 25, then it will be numbered 23. Where it is not possible to number the new properties with the existing numbering sequence, then up to three plots may be suffixed e.g. 23a, 23b, 23c. If this is not practical, house names will be allowed to be used.



- 11.15 If two properties are merged into one, the numbering scheme will be in consultation with the owner/developer. The preferred option is the lowest of the old numbers.



- 11.16 Flats are numbered from the ground floor upwards using the number and Flat 1 etc. The properties are addressed to the road on which the principal entrance is accessed. In this example the property is number 51.



12. Re-numbering Existing Properties/Buildings or Re-naming a Street

- 12.1 Requests can only be accepted from the owner of a property and not tenants for the renaming of a property. A declaration of ownership will therefore be required.
- 12.2 The Local Authority cannot formally add, amend or remove a property name where the property is in the process of being purchased, that is, until the exchange of contracts, although guidance of the acceptability of a name may be given.
- 12.3 There are occasions where existing street naming and numbering is found to be unsatisfactory and changes may need to be made. Examples include:
- There is confusion over a street's name and/or numbering;
 - A group of residents are unhappy with their street name; or
 - The number of named-only properties in a street is deemed to be causing confusion for emergency and/or postal and delivery services.
- 12.4 All requests for re-numbering re-naming will be properly investigated before deciding on a course of action.

13. Adding a Name or Changing an Existing House Name to Your Property

- 13.1 If you wish to add a name or change your number or the existing name of your property, requests can only be accepted from the owner of a property and not tenants for the renaming of a property. Confirmation of ownership will therefore be required.
- 13.2 Subject to ownership, there is usually no problem with this. All we ask you to do is inform us of the change in writing or by using our [online form](#). This will allow our records to be maintained (e.g.: Council Tax and Electoral Register) and for Royal Mail to acknowledge the change.
- 13.3 Royal Mail will only amend their records if notified by the Local Authority.
- 13.4 When considering any new name we require you to not to choose a name that is offensive, aesthetically unsuitable or the same or similar to one that is currently used within close proximity of the property. Duplication can cause issues regarding postal deliveries and callers. Persons wishing to add a name or change a name of their property must provide two suggestions for consideration, detailing which is the first and second choice. If suggestions are not acceptable we will object to the proposal and ask for further suggestions.
- 13.5 In all cases, the name must be used with the number, because omitting postal numbers in place of a name causes complications for deliveries as well as for the emergency services.

14. Changing from a House Number to a Name

- 14.1 This is not permitted unless one of the following circumstances apply. The only time a house is given a name as opposed to a number is where there is no logical way of numbering it, or if properties are built on a stretch of land that precedes No. 1 of any street. You may, as stated above, give your house a name, but the number of the house must be retained in the address.

15. Private Streets (Un-adopted)

- 15.1 Private Streets have to follow the same naming and numbering procedure as adopted streets and name plates have to be placed in a conspicuous position. The process of applying for a street name and numbering set out within this Policy therefore must be followed. The Council is not liable for the provision, installation or maintenance of these name plates. The developer is responsible for the initial installation and once the properties are sold, the homeowners are jointly liable for maintenance and replacement.

16. Charging - Cost Recovery

- 16.1 Under Section 93 of the Local Government Act 2003, a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision, the charge must not exceed the cost of providing the service.
- 16.2 Details of our fees and charges are set out in or [Fees and Charges Document: Planning Development, Planning Policy, Land Charges and Street Naming and Numbering](#) document. Payment can be made by credit or debit card using our website at www.newark-sherwooddc.gov.uk/paymentstothecouncil/. Choose 'change to your address' and follow the prompts ensuring you add reference to the address you are seeking to add/amend. . If you have any problems with paying on-line, please contact our Customer Services Team on 01636 650000 giving your name and address.
- 16.3 All charges are to be paid in full prior to any changes being made. Changes to addresses made without contacting the Council's Street Naming and Numbering Department will be not be officially recognised and will not be registered with services and organisations listed in [Appendix C](#) nor recognised by Royal Mail.
- 16.4 Fees and charges applicable for the street naming and numbering service will be annually reviewed during the Council's budget setting process and publicised through the Council's agreed communication channels including the website.

17. Claims for Compensation

- 17.1 The Local Authority is not liable for any claims for compensation arising directly or indirectly from the naming of streets, re-naming of streets, numbering or renumbering of properties.
- 17.2 The property developer should not give any postal addresses, including the postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before the official naming and numbering scheme has been issued by the Local Authority. The Council will not be liable for any costs of damages caused by failure to comply with this.

18. Powers of Enforcement /Default Actions

- 18.1 On occasion it is necessary to consider enforcement action to ensure the display of correct names and numbers. Powers of Street Naming and Numbering enforcement available to the Council is as set out in the legislation referenced herein this policy and produced at [Appendix A](#). Informal action will, in all cases, be attempted first. Where formal action is required, then that person shall be liable to a fine under the provision of Criminal Justice Act 1982.
- 18.2 The service will endeavour to make developers aware of the need for an official address and the process to follow.
- 18.3 In any case where no Street Naming and Numbering application is received, the Council may allocate official addresses for emergency services purposes with no further consultation. Internal notification will be made for Council business purposes only but no external notification will be made for or requests for post codes to be allocated to properties.
- 18.4 If the developer or owner requests an amendment to the allocated naming or numbering at a later date the standard application process and charges current at the time of the application will apply.
- 18.5 Please also note, where street names or previous numbers have been established without reference to us, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act 1847. This legislation also permits a penalty to be applied not exceeding level 1 on the Standard Scale.

19. Decision

- 19.1 A written record of the decision (both the authorised and objected to scheme) will be issued to the requestor. This will also be available for inspection upon request (sent by email or viewed at the Castle House). It is requested that 3 working days' notice is given for inspection.

20. Responsibility for Property Addressing

- 20.1 All elements of an address, with the exception of postcode and post town, are defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the intellectual property of the Council.
- 20.2 Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail.

The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

21. Customer Service and Contacts

- 21.1 We take great pride in the level of service provided and our dedicated Street Naming and Numbering Officer is on hand to offer guidance. This may include naming suggestions or a site visit to determine the most appropriate numbering or naming scheme. We also provide online forms to allow you to notify us of any change at a time convenient to you. You can contact us by:
- Website: <https://www.newark-sherwooddc.gov.uk/streetname/> ;
 - Email: streetnaming@newark-sherwooddc.gov.uk; or
 - Telephone: Customer Services 01636 655000.
- 21.2 Your comments are also extremely important to us and we welcome feedback from all our customers. If you wish to praise staff, submit a complaint about our service or processes, or suggest an idea to improve our service, please complete our online form at www.newarksherwooddc.gov.uk/customercomments.
- 21.3 We also undertake customer surveys on a regular basis to assess customer satisfaction levels and service improvements from our customer experiences.

22. Limits of Council Responsibility

- 22.1 The Council is **not** responsible for the following:
- Allocation of postcodes. This is the responsibility of the Royal Mail.
 - Non-delivery of items to the official address. Issues of this nature should be raised with the appropriate delivery service.
 - The address being unavailable on databases used by third parties. Various third parties refresh their address sets at different frequencies and from various different sources. Address changes can therefore take some time to appear in their systems.
 - Maps not showing new properties or roads (e.g.: Ordnance Survey, satellite navigation systems). Information can take some time to percolate through to third party products and depends on those third party update regimes.
 - Notifying anyone other than those organisations listed in [Appendix C](#).
 - Erection of new name plates. The owner/developer is responsible for the proper provision of street name plates.

23. Street Name Plates

- 23.1 The Local Authority is responsible for the replacement, erection and repairing of damaged street name plates. Damaged nameplates will be erected and replaced whenever required, taking into account both the financial restraints and requirement. If a replacement name plate is required, please contact our Corporate Property team via email property@newark-sherwooddc.co.uk.
- 23.2 Where new street/s are created as part of a development, the costs of supplying and erection of new street nameplates will be borne by the developer. A detailed specification will be provided to the developer to ensure new name plates are to the correct specification. Once installed by the developer, maintenance of the name plates will then be taken over by the Local Authority.
- 23.3 Where a street is approached only from one direction only one nameplate will be erected and this will face the direction from where the traffic will be approaching. Where a road can be approached from both directions, name plates on either side of the junction will be erected. Name plates will also be erected at any junction or entrance onto the street.
- 23.4 All new and replacement name plates will be constructed of recyclable material.
- 23.5 All requests for no through road symbols to be added to street name plates will only be considered when erecting new nameplates. If the need for a no through road symbol arises and the street nameplate is not in need of replacement, then the request should be sent to [Nottinghamshire County Council](#).

24. Retention of Documentation

How long will you retain the information for?

- 24.1 We will retain documentation relating to the street naming and numbering function in accordance with the following retention periods.

Function	Retention Action
Application for a new street name and to rename and existing street	Destroy 6 years after last action
Application for new property number or name and to renumber or rename an existing property	Destroy 6 years after last action
Official decision document and plan approving a new street name or approving a rename to an existing street	Permanent
Official decision document and plan approving a new property number or name and approving a renumber or rename to an existing property	Permanent
Request to Royal Mail for postcode allocation	Destroy 6 years after last action
Confirmation from Royal Mail of postcode allocation	Destroy 6 years after last action
New street name and renamed street allocation or distribution document.	Destroy 6 years after last action
New property number or name and renumber or rename to an existing property allocation or	New property number or name and renumber or rename to an existing property allocation or

distribution document	distribution document
Working files relating to Street Naming and Numbering	Destroy 4 years after last action

Glossary

Applicant	Person or people who submitted the SNN application and accept responsibility for the naming and/or numbering of properties and/or streets. Sometimes referred to as developer.
ASG	Associated Street Gazetteer – refers to Street information in an LLPG that is present in GeoHub.
Conversion	Development which involves the internal and/or external modification of an existing building to create new properties.
Developer	Person or people who submitted the SNN application and accept responsibility for the naming and/or numbering of properties and/or streets. Sometimes referred to as applicant.
Development	Defined as the construction, modification, or subdivision of any building which requires planning permission and results in the creation of a new addressable object. This does not include replacement properties.
Infill	A development site which occurs either between two existing properties, at the end of a row of existing properties, or in the grounds of an existing property.
LLPG	Local Land and Property Gazetteer – Local Authority list of addresses within its boundary.
LSG	The Local Street Gazetteer (LSG) - database of all street information compiled by one of the 172 Highway Authorities in England and Wales. Nottinghamshire County Council are custodians of the LSG.
NAG	National Address Gazetteer - brings together address information from local authorities and Ordnance Survey to create a 'national address gazetteer database', providing one definitive source of accurate publicly-owned spatial address data for the whole of the public sector.
NSG	National Street Gazetteer – holds authoritative information for all the streets in England and Wales. Nottinghamshire County Council are custodians of the LSG.
PAF	Postal Address File – the address database owned and maintained by Royal Mail.
Plot	Area of land, property or structure of fixed location having occupation, ownership or function.
Postal Address	The official designation of the property. It indicates that the property has its own post box or letter box. The postal address is allocated a postcode and post town to assist with the delivery of mail and services such as utilities.
Property	Residential or commercial building.
SNN	Street Naming and Numbering – function by which streets and properties are officially named.

UPRN	Unique Property Reference Number - unique number given to each property or piece of land to which an address will be applied. The address may change but the UPRN remains the same. You can view your address (UPRN) on www.FindMyAddress.co.uk
USRN	Unique Street Reference Number – provides start and end point for a street within the ASG. Refers to Street information in the LLPG only.

Appendix A — Legislation

Legislation Section 64: Town Improvement Clauses Act 1847 - Houses to be numbered and streets named

“The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding [level 1 on the standard scale] for every such offence”.

Section 65: Town Improvement Clauses Act 1847 - Numbers of houses to be renewed by occupiers

“The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.”

Section 17: Public Health Act 1925 - Notice to urban Local Authority before street is named

- 1) Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
- 2) The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
- 3) It shall not be lawful to be set up in any street an inscription of the name thereof –
 - a) until the expiration of one month after notice of the proposed name has been sent to the urban authority under this section; and
 - b) where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal; and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].
- 4) Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within twenty-one days after the service of the notice, appeal against the objection to a Magistrates court”.

Section 18: Public Health Act 1925 - Alteration of name of street

- 1) “1) The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
- 2) Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
- 3) Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty Magistrates Court against the intended order at the instance of any person aggrieved.
- 4) Any person aggrieved by the intended order of the local authority may, within twenty-one days after the posting of the notice, appeal to a Magistrates court”.

Appendix B — Frequently Asked Questions

How long will my application or query take?

We will endeavor to respond to all enquiries within 5 to 10 working days however, complex enquiries may take up to 10 working days. Every effort is made to acknowledge receipt of emails but this is not always possible. Nevertheless, please be assured your enquiry will be dealt with as quickly as possible.

Applications for naming of new streets will be decided on or before the expiration of one calendar month. In the event of no response being provided, the naming may go ahead.

Applications for the re-naming of an existing named street or part of a street will be determined within approximately 6 weeks.

I want to give my house a name?

If your property is located on a numbered road, we do not have any objections to you supplementing your address unofficially for your own purposes. If you choose to do this, it will not be recognised against the property number in any database. If however, you wish for the name to be officially recognised against the number, an application will be required to ensure the name does not duplicate any existing properties of the same name. The relevant application fee will be payable. Under both circumstances, the number must be retained in the address. The number is the official identifier for your property and must always be used when quoting your address.

I want to change my house name?

An application must be made to the Council's Street Naming and Numbering department. Requests will be dealt with in accordance to the guidance outlined in '[Adding a Name or Changing an Existing House Name to Your Property](#)' within this policy.

I've moved in to a new property and my address is not being recognised?

If your property is within a large development, the developer is advised when official address confirmation is sent to them that we need to be notified when the properties are nearing completion and becoming occupied. This is so we can advise Royal Mail to make the postal addresses live. Until properties are complete to a standard where they can receive mail, Royal Mail will hold the addresses in their 'not yet built file' database until they are required to be used for mail delivery. To make a postal address 'live' on their Property Address Finder (PAF), please use Royal Mails [online contact form](#). The form requests all relevant information to allow them to deal with your request quickly and efficiently.

Alternatively, it may be that a request has not been made to us for naming/numbering the new properties. We are the street naming and numbering authority and addresses created by any other means are not official and will not be officially recognised. In these circumstances, you are likely to experience problems of address recognition. Royal Mail will only take instruction from us to add new addresses to their Postal Address File. Once we have received an application, a name or number will be applied and confirmed accordingly. We will then notify interested parties of the new address. You should contact the developer or seller of your house to find out if they have made an application to us.

My property is new, the postcode is showing on Royal Mail's website but it's still not being recognised?

Once an official address has been issued and Royal Mail includes the information on their database, it will be up to companies using an address database to ensure their records are up to date. The

frequency of companies updating their data varies and therefore a delay in companies recognising the new address is possible.

The Council has no legal obligation to notify any external bodies of any address changes or additions. Address changes are processed in our Local Land and Property Gazetteer (LLPG) and these are then amended in the National Land and Property Gazetteer (NLPG). The NLPG is made available to external bodies via the AddressBase products from Ordnance Survey (OS). We do our best to notify some external bodies such as the emergency services and the land registry of address changes, but our contacts list is not conclusive and we accept no responsibility for any address data sourced by any other means/held by another party.

Who should apply?

You need to contact us if:

- You want to add a name or rename your existing property;
- You are undertaking conversion of residential, commercial or industrial premises, which will result in the creation of new properties or premises or renaming of old properties;
- You are planning to build a single property or small development; or
- You are a developer planning a new housing or commercial development.

It is important to note that if a development results in the creation of new properties, utility companies will not install services without an official postal address, including postcode.

I'm experiencing mail delivery problems?

Are you using the correct address details and postcode? The address officially issued by the local authority will be given to Royal Mail for them to allocate a postcode. This is then the address that must be used. If you are using any other alternative, particularly postcode, it may cause problems. We do not have any responsibility for the effective delivery of mail and would therefore advise you contact Royal Mail customer services directly.

I don't think my postcode is correct?

We do not have any jurisdiction over postcodes as these are owned by Royal Mail. Royal Mail does have a facility on their website (<https://www.royalmail.com/find-a-postcode>) where you can look up a postal address and postcode. The information shown on their website will be the details held on their Postal Address File.

If you have checked Royal Mail and we are not holding the correct postcode, let us know.

Can you tell me the origin of my road name please?

Although we may hold some records of road name origins, particularly recent developments, our records are not exhaustive. Our local libraries (located across the District) may hold information in archive or alternatively try contacting local historian groups who may be able to assist.

My address differs between Council departments?

Ideally, every property should have one unique address. For new developments, road names are allocated and properties numbered on to the road accordingly. These properties should not therefore experience any address discrepancies.

However, where departments have historically held their own addresses and variations of addresses, they may not match that being held within the Local Land and Property Gazetteer immediately. We are endeavouring to ensure that these discrepancies are resolved as quickly as possible and with minimal impact on property owners.

Please bear in mind that some departments are restricted to time of the

made. For example, the Electoral Register can only make major changes immediately prior to a new register being published. Address changes made at any other time may not be recognised by credit agencies. If this causes problems for you, the electoral services team may be able to help by providing you with a letter confirming your entry on the current register. There may be a charge for this service. Please contact Voting@newark-sherwooddc.gov.uk for further information.

I think the name of the road being used is incorrect?

Please see our guidance in this policy for '[Re-numbering Existing Properties/Buildings or Re-naming a Street](#)'.

I've built some new dwellings/units and need addresses for them?

It is the Council's responsibility to name and number new developments/roads. An application should be submitted to us for official addresses to be issued.

Addresses obtained by any other means will not be official and could therefore be changed. The Council will not accept liability for any costs incurred by the process not being correctly followed.

If you are in doubt, please contact the Street Naming and Numbering team who will be more than happy to help.

The details on my postal address are not correct?

Royal Mail creates a postal address from address details issued by the council.

We would therefore advise you contact us prior to contacting Royal Mail, unless your query is specifically relating to delivery of mail or a postcode query.

If you approach Royal Mail first, they are likely to direct you to us depending on the nature of your enquiry.

If your property is new and you have not been issued an official address through the street naming and numbering process, Royal Mail will direct you to us.

If your property has existed for several years but has never been recognised by Royal Mail, you will need to contact us for us to direct Royal Mail accordingly.

I have been paying council tax on my new property for several years but no one else seems to recognise the address

If your property has not been through the street naming and numbering process, your address is unlikely to be recognised even though the council tax department have used the address they have been given.

Council tax is a different department to Street Naming and Numbering and therefore datasets do not always match even though every effort is made to ensure they do.

An application will be necessary so that the property can be subjected to the same criteria and checks outlined in this policy. We would particularly draw your attention to '[Adding a Name or Changing an Existing House Name to Your Property](#)'.

The address held by our Revenues Department may therefore be subject to change once official naming and numbering has been issued. Alternatively, they will adopt the address we issue them as being the official address, particularly where the street naming and numbering process hasn't been followed.

I would like to report a street name plate that is missing or damaged

If your development is new, the developer is responsible for providing the name plate. Please contact

them directly. For any damaged or other missing name plate, our Corporate Management team is responsible. Please contact them via email property@newark-sherwooddc.gov.uk

I would like to speak to a member of the Street Naming and Numbering team

If you can't find the answer to your question on our website at www.newark-sherwooddc.gov.uk, please contact via 'phone, email or letter, details below:

Tel: 01636 650000

Email: streetnaming@newark-sherwooddc.gov.uk

By post: Newark and Sherwood District Council, Planning Development Business Unit, Castle House, Great North Road, Newark on Trent, NG24 1BY

Why will only names of the deceased be considered 20 years after their death?

This is to help ensure that the decision about whether or not to shortlist a candidate is made with a sufficient degree of hindsight.

Appendix C: Newark and Sherwood District Council external and internal consultees

As part of our street name and numbering process, we currently notify the following organisation/services of new and amendments to an address.

External:

BT New Sites

Nottinghamshire Fire Services HQ

Geographer's A-Z Map Co (New street names only)

National Grid (was British Gas)

GeoPlace

Newark Child and Family Team NHS (Newark, Balderton and Farndon only)

Nottingham East Land Registry

East Midlands Ambulance Service

Nottinghamshire Constabulary

Nottinghamshire County Council (new streets only)

Ordnance Survey

Royal Mail Address Development Team

The Valuation Office

Severn Trent

Internal (Newark and Sherwood District Council):

Electoral Registration

Council Tax or Business Rates

Environmental Services including refuse collection

Land Charges

Planning Development

East Midlands Building Control

NAG Custodian

Corporate Property (new street names only for street name plates)

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

TARGET HARDENING OF KEY LOCATIONS TO MITIGATE THE RISK OF UNAUTHORISED ENCAMPMENTS

1.0 Purpose of Report

1.1 Following sustained unauthorised encampments by gypsy and traveller groups on several areas of NSDC owned and managed land in the district, an assessment of multiple 'at risk' sites has been conducted, together with proposals to mitigate the future risk of unauthorised encampments.

2.0 Background Information

2.1 Historically like most other Council/Land Owners in the UK, NSDC have struggled to protect land from unauthorised encampments. When they have encamped on Open Space Land this gives NSDC both a social issue and a financial cost to solve the issue. This summer, in 2021, Travellers have occupied several sites within the District. They have been occupying land at Cleveland Square/Thorpe Oaks and Newbury Road Estate. This covers ownership of NSDC and HRA. The Land at Newbury Road also has a land ownership responsibility alongside us and Newark Town Council. A separate group camped on Parfitt Drive Open Space in Farnsfield. We assisted the Parish in consultation and guided them through the process of eviction. We have a contract to provide Grounds Maintenance services to the Parish.

2.2 In 2020 the first group of travellers spent six months moving around Bassetlaw. They then moved to Newark in October 2020 and stayed until April 2021 occupying at various times Cedar Avenue, land behind TK Maxx, Yorke Drive and then land at the Happy Farmer. Although they moved from individual sites, they stayed within Newark for a considerable period of time (seven months). When they left in April 2021, they returned to sites in Bassetlaw before returning again to Newark on Friday 18 June 2021.

2.3 Insight gained from this particular group showed that while they would leave specific sites when faced with eviction, they did not leave Newark altogether, instead preferring to find another local site and relocate there. The estimated cost of the encampment at Cleveland Square alone was around £7,000, comprising legal costs, officer time and clean up.

2.4 Following these incidents, which were at significant cost to the public purse to resolve, the Council was criticised for not taking action to secure sites against repeat occupation. This 'Target Hardening' report has been compiled as a result.

2.5 It should be noted that there is a recognised need for gypsy and traveller sites within the district to address the requirements of resident travellers as identified in our Gypsy and Traveller Accommodation Assessment and our planning policy team will continue to work with our partners to ensure that suitable sites are available. The purpose of 'target hardening' is to assist with efforts to divert non-resident groups travelling through the District to suitable sites.

3.0 Proposed Sites and Measures

Identified Sites

3.1 21 'at risk' sites have been identified across the district. 15 of these are owned or managed by NSDC or NSDC Housing teams. In identifying and prioritising sites officers considered:

- Site History
- The proximity of main roads,
- Ease of access onto the site; and the
- Size of the green space area.

5 Sites have been identified as 'High Risk', 8 as 'Medium Risk' and 8 as 'Low Risk'.

Securing Sites

3.2 A range of modifications have been considered for each site, this includes:

- Bollards – Both Fixed and lockable
- Tree Planting
- Meadow Creation
- Height Barriers
- Boulders &
- Bund construction
- Access Gates

3.3 Bunds are earth mounds created to provide a natural looking barrier, they add security and create a varied landscape vista. Developed correctly, they can further improve our works carried out in 2020 and 2021 for Meadow Management which have attracted local praise and will support our Carbon Strategy. Meadow land can act as a great carbon holder and Bunds would be a greater impact than Tree Planting Alone.

3.4 Bunds can be allowed to mature on their own from soil or we can make wildflower and meadow areas to them through two process:

- Wild Flower Turf
- Hydro Seeding

3.5 Wildflower turf is similar to Grass Turf. It is a pre grown roll that can be laid to give an instant look providing a quicker finish than seeding, but it is harder to lay on banked areas.

3.6 Hydroseeding (otherwise known as Hydraulic Mulch Seeding) is the process of applying a specially mixed slurry comprising seed, water, hydro-mulch, fertiliser and tackifier (binder) in just one operation. It is applied by spraying, either directly from the hydroseeder or using extension hoses, allowing difficult areas to be reached. Individual mixtures, using grass, wildflower, tree and shrub seed and sedum, can be applied with a variety of different hydro-mulches (manufactured mainly from either wood fibre or paper) together with an eco-friendly tackifier and fertilisers to establish new vegetation. Soil amendments such as microbial bacteria can also be added to aid germination and enhance establishment by creating the ideal growing environment that increases moisture retention, aids soil stabilisation, provides valuable nutrients and helps fight disease. Although the optimum times to hydroseed are traditionally spring and autumn, with the right weather conditions hydroseeding can be undertaken throughout the year.

- 3.7 On slopes requiring extra protection, installing Turf Reinforcement Matting (TRM) prior to hydroseeding provides an effective alternative to Hard-Armour (concrete or other manmade materials) erosion control methods. Soft engineering offers an aesthetically pleasing, more environmentally friendly and cost efficient way of protecting steep slopes and areas with high discharge waterways.

Approach to Works

- 3.8 Most of the sites identified require works which won't significantly affect the appearance of the area, however, on 4 sites officers have identified the need for further planning and design work. These are:

- Sconce and Devon Park
- Thorpe Oaks Open Space/Play Area
- Thorpe Close
- Newbury Road Estate

- 3.9 We have approached 3 Landscape Designers within the district area (including VIA), with the aim of developing Artistic Visualisations to show the public the vision at Sconce and Devon, Thorpe Oaks open space, Thorpe Close and Newbury Road. The purpose of the approaching the landscape designers would be the:

- **Production of Artistic Visualizations;** to demonstrate how the proposed installations would look in relation to the site as a whole. These would be original A3 copies which could then be used digitally for the purpose of presentations or proposals. We would suggest one to indicate how the 'Wildflower Bunds' would look on the site and another schematic drawing to show the construction method.
- **Master Planning Proposals;** to show the locations, size and overall scheme at each site. These would be extrapolations from Google Earth using information recorded on site visits. The planning would take into account the requirement for a mix of obstacle types and taking into consideration the physical constraints from each site.
- **Technical Consultation and Support;** The Designer has very extensive experience in specifying and consulting on meadow and naturalistic landscape solutions both in the UK and in Europe. The introduction of these new 'wildflower bunds' and meadow areas around the boulders creates an excellent opportunity to establish not only prevent unauthorized access, but also a whole new series of sustainable and attractive habitats. By using different methods and types of 'wildflowers' across the sites we can develop something which the public would appreciate – both as beautiful new areas, but also as something which would have a positive effect on biodiversity. By using information boards for instance at certain locations giving species names and the types of wildlife they support could really appeal to the local population and interested groups.

4.0 Implementation of Plans

- 4.1 With all of the highlighted sites there is a recognised need to involve local ward members and communities with this being especially important in areas where bunds or other landscaping actions are being taken.

4.2 As many of the identified sites are not owned or managed by NSDC there is a need to raise awareness with the organisations responsible for those sites to provide them with the opportunity to partner with us in this work and provide a coordinated approach throughout the district.

4.3 The Newbury Road Estate in particular is an area where affected land is owned by both the district and Newark Town Council so a joint response will be more effective, both financially and environmentally.

5.0 Projected Costs

5.1 The projected costs for works so far are £197,305 for all sites. This includes a mix of hydroseeded finishes (grass seed and wildflower mixes).

5.2 For NSDC total projected costs are £151,020. This is broken down as £131,010 for the general fund and £21,010 for the HRA. For NTC projected costs are £44,325.

5.3 Other sites identified are owned by Nottinghamshire County Council and the Gilstrap trust. These projected costs equate to £560 and £400 respectively. These costs have now been met from our advice by both parties.

5.4 A spreadsheet with all of the sites and costing calculations is included as **Appendix A**.

6.0 Equalities Implications

6.1 As stated at the beginning of this report, there is a recognised need for gypsy and traveller sites within Nottinghamshire. The purpose of the proposed works is not to prevent groups from entering the district rather to ensure the impacts on and conflicts with residents are kept to a minimum and to ensure gypsy and traveller groups are encouraged to use more suitable areas.

7.0 Financial Implications (FIN21-22/4886)

7.1 The costs of the works specific to NSDC total £151,020, the breakdown of which is £21,010 for HRA sites and £131,010 for General Fund owned sites. These costs have also been split between capital and revenue and are broken as per the table below (please see Appendix A for full details).

Narrative	Projected Cost	NSDC owned sites		Non NSDC sites Externally funded		
		HRA	GF	Gilstrap	NTC	NCC
Revenue	53,605	2,385	23,760	400	26,500	560
Capital	143,700	18,625	107,250	0	17,825	0
Totals	197,305	21,010	131,010	400	44,325	560

7.2 The total projected costs above include all design, master planning and technical consultation and support costs associated with these works.

7.3 The funding for the General Fund works for both capital and revenue will come from the Community Engagement reserve, leaving a balance on the reserve post these works of £118,734. The HRA costs of £21,010 will be funded from the HRA annual budget.

8.0 Community Plan – Alignment to Objectives

8.1 This report would like to demonstrate the feelings of the local communities that have been effected by previous or encampments or feel at risk of becoming a future target. The target hardening works identified in this report have an environmental strength in their approach. Both delivering a protection to parks and open spaces through an enhanced appearance with added security and environmental benefits to the local community.

8.2 As such it is felt this project aligns with:

- Reduce crime and antisocial behaviour and increase feelings of safety in our communities
- Improve the health and wellbeing of local residents
- Enhance and protect the districts natural environment
- Continue to maintain the high standard of cleanliness and appearance of the local environment.

9.0 RECOMMENDATIONS that:

- (a) Members support the approach to preventing unauthorised encampments on at risks sites in Newark & Sherwood, to avoid significant eviction costs and potential disruption to local communities;**
- (b) Members approve the funding of £131,010 to undertake the works as set out to the Council's at risk sites. Works to be funded from the Community Engagement reserve, leaving a balance of £118,734;**
- (c) Members approve funding of 21,010 from the HRA to undertake the works as set out on at risk sites on HRA land, works to be funded HRA annual budget; and**
- (d) Members agree that Newark Town Council be approached with a view to funding 50% of the cost on the Newbury Road estate.**

Reason for Recommendations

To mitigate the cost and risks associated with unauthorised encampments on at risk sites in Newark and Sherwood

Background Papers

Nil

For further information please contact Ben Stacey Street Scene Manager on Ext. 5738 or Matt Adey Development Manager on Ext. 5253

Matthew Finch
Director - Communities & Environment

Site Name	Ownership	Town	PostCode	Site Description	Priority	Suggested Action	Projected Cost	NSDC owned sites		Non NSDC sites Externally funded			Capital/Revenue
								HRA	GF	Gilstrap	NTC	NCC	

General Fund Owned sites

Sconce & Devon Park	NSDC	NEWARK	NG24 4RZ	Various Points Of Entry for Vehicles. Two Vehicle Gates Locked at Night By A Security Company. 2 Vehicle Entrances at Risk	High	Bollards, Boulders, Height Barrier, Plus Entry Gate. Need To Consult With Historic England Over Bund Plans	55,115		55,115				Capital
Newbury Road Estate	JOINT NSDC/NTC IN SECTIONS	NEWARK	NG24 2GA	Open Land. Tree Planting And Meadow Creation At Beacon Hill End created in 2021 has helped.	High	Bund and Tree planting	35,650		17,825		17,825		Capital
Thorpe Oaks Play Area/Open Space	NSDC	CODDINGTON	NG24 2PZ	Currently This Space Is Open, We Have Recently In 2021 Completed some Meadow Creation And Tree Planting. On The Last Encampment The Visitors Stayed Away From This Area.	High	Bund And Tree Planting	34,310		34,310				Capital
Clay Lane Open Space	NSDC	NEWARK	NG24 2NA	Currently There Is A Metal Gate And A Natural Ditch Barrier. We Have Carried Out Tree Planting And Meadow Creation In 2021 Which Runs Near The Entry Points	Medium	Bund To Run Alongside Metal Gates And Ditch.	5,090		5,090				Revenue
Lincoln Road Recreation Ground	NSDC	NEWARK	NG24 2HH	Mixture Of Wooden Knee Rail Fencing, Metal Gates Concrete Planters And Height Barrier. House Building Planned.	Medium	We Should Look At Target Hardening Alongside The Redevelopment.	4,000		4,000				Revenue
Mead Way Open Space/Play	NSDC	NEWARK	NG24 3GA	Wooden Knee Rail - Future Planning At Rear Of Site By Arkwood Developments	Medium	Bund or Boulders. Look at Target Hardening On House Build Redevelopment	4,900		4,900				Revenue
Sherwood Heath	NSDC	OLLERTON	NG22 9DR	Workshop Road entrance. Currently a Wooden Vehicle Gate	Medium	2 Bollards and Replace Small Dragons Teeth Posts	1,610		1,610				Revenue
Vicar Water Country Park	NSDC (Leased)	CLIPSTONE	NG21 9FQ	Recent Improvements Have Been Made To Wooden Knee Rail Fencing. Site Is Locked At Night By A Security Company To Vehicle Access. The Car Park Has Been Visited By Groups Before	Low	Height Barrier. Potentially Look at Bunds/Drop Down Bollards at Car Park Re Work	6,600		6,600				Revenue
Dodsley Way Open Space/Play	NSDC	CLIPSTONE	NG21 9EZ	Vehicle Width Access x2 To A Small Open Field Next To Play Park And Woodland.	Low	2 x Drop Bollards & Tree Planting	1,160		1,160				Revenue
Lake View Open Space	NSDC	NORTH MUSGRAVE	NG23 6FE	Currently This Site Is Open. Trees Have Been Planted By NSDC Which Are Well Established	Low	Meadow Creation around Boundary& Tree Planting	400		400				Revenue

HRA owned Sites

Thorpe Close Play Area	NSDC HOUSING	CODDINGTON	NG24 2PZ	Currently There Is Wooden Knee Rail And A Metal Gate. High Risk Of The Wooden Knee Rail Being Vandalised	High	Bund With Tree Planting. HRA TO FUND?	18,625	18,625					Capital
Cleveland Green (Square)	NSDC HOUSING	NEWARK	NG24 4HQ	Wooden Posts With Steel Cross Beams And Metal Security Posts	High	Update Bollards. HRA TO FUND?	500	500					Revenue
Fleming Drive Play Area	NSDC HOUSING	NEWARK	NG24 2BA	Metal Gate Is Currently Their Surrounded By Woodend Knee Rail Fencing. Wooden Knee Rail At Risk Of Vandalism	Low	Bund or Boulders HRA TO FUND?	245	245					Revenue
Hawtonville Housing Office	NSDC HOUSING	NEWARK	NG24 4JH	Car park - Possible Illegal Trading Taking Place At Present	Low	Boulders Needed To Block Entrance. HRA TO FUND?	140	140					Revenue
Boughton Open Space	NSDC HOUSING	BOUGHTON	NG229HF	Three Metal Gates Multiple Concrete Posts	Low	Drop Down Security Bollards Behind Gates. 3 Required. HRA TO FUND/	1,500	1,500					Revenue

Externally owned sites reviewed

Barnby Road Community Park Play Area	NTC	NEWARK	NG24 1RU	Wooden Knee Rail Fencing Open To Vandalism	Medium	Bund and Tree planting, NTC TO FUND?	8,500				8,500		Revenue
Autumn Close Open Space	NTC	NEWARK	NG24 2LW	Open Land No Barrier Of Entry	Medium	Bund and Tree planting, NTC TO FUND?	4,800				4,800		Revenue
Riverside Park Play Area	NTC	NEWARK	NG24 1GB	Currently There Is A Metal Gate And Fixed Bollards. Natural Hedge Row. Gates At Risk Of Entry	Medium	More Fencing/Concrete Bollards required. NTC TO FUND?	6,800				6,800		Revenue
Syerston Way	NTC	NEWARK	NG24 2SU	Wooden Knee Rail Fencing, Easy Vandalism Target	Low	Bund and Tree Planting, NTC TO FUND?	6,400				6,400		Revenue
Collis Close	NCC managed by NTC/NSDC	NEWARK	NG24 2LN	Metal Gate Plus Wooden Knee Rail Fencing, Fencing High Risk Of Vandalism	Medium	Boulders Needed. Agreed To Move Forward With NTC TO FUND?	560					560	Revenue
Chestnut Avenue	GILSTRAP	NEWARK	NG24 2BZ	New Fencing/Tree Planting/Boulders In 2021 after Traveller Encampment	Low	Further Natural Tree Planting/Bund Creation	400			400			Revenue

Total Projected costs	197,305	21,010	131,010	400	44,325	560
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Split between Revenue and Capital

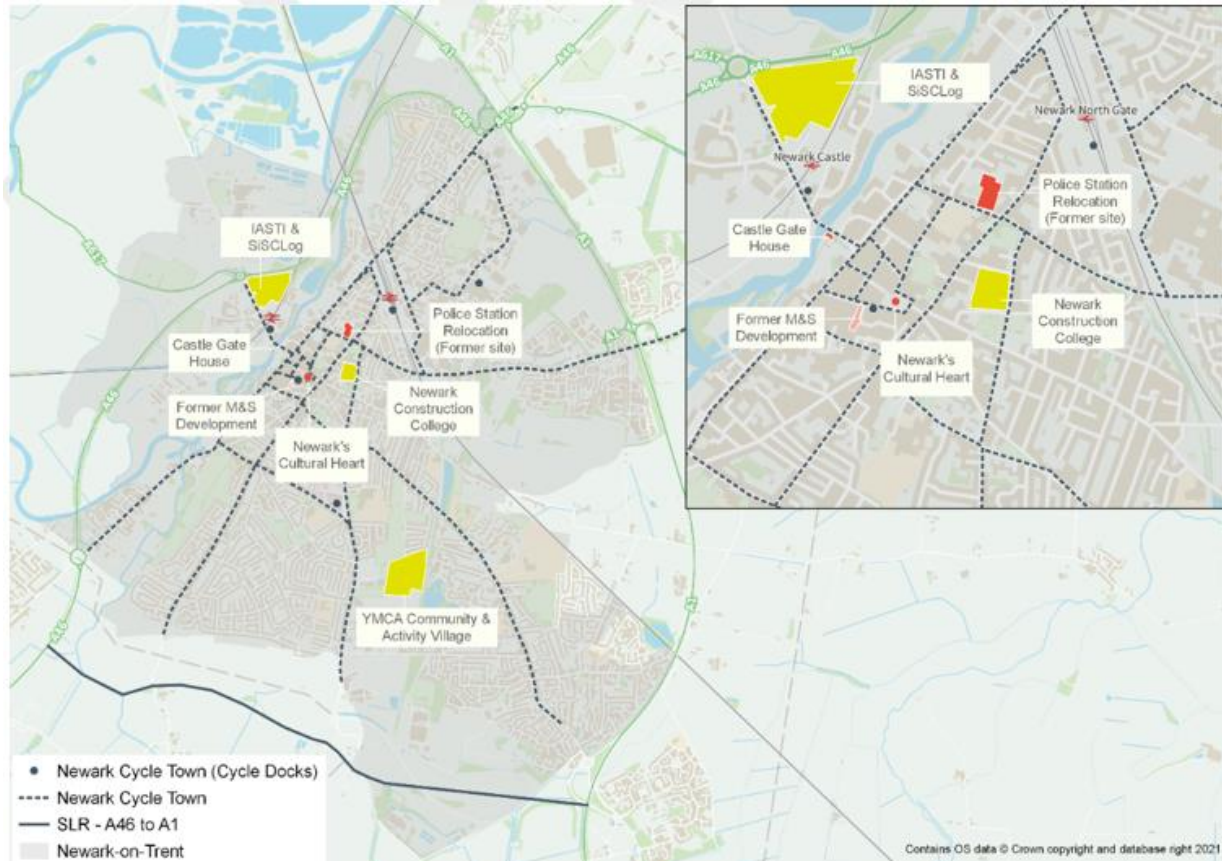
Revenue	53,605	2,385	23,760	400	26,500	560
Capital	143,700	18,625	107,250	0	17,825	0

POLICY & FINANCE COMMITTEE
23 SEPTEMBER 2021

NEWARK TOWNS FUND UPDATE

1.0 Purpose of Report

1.1 To update on the Newark Town Deal projects.



2.0 Updates

Business Case Development

- 2.1 Members will be aware that the Economic Development Committee received the latest update on the Towns Fund program and projects at the meeting held on 8 September. At that meeting updates confirmed that Business Case Development was progressing at pace with the YMCA Community & Activity Village having been formally submitted to the Council as accountable body. At the time of writing approval is pending from the Council's s151 Officer. It is expected that the Full Business Case will be assured and Summary Document submitted to the Government within the next 4 weeks.
- 2.2 Business Cases for all of the other Towns Fund projects continue to be developed, in accordance with the following timetable:

Project	Project Sponsor	Expected sign-off
20 Minute Town	NSDC	November 2021
32 Stodman Street	NSDC	September 2021
Castle Gatehouse	NSDC	March 2022
Cultural Heart of Newark	NSDC	March 2022
IASTI®	Lincoln College Group	November 2021
Police Station Relocation	Nottinghamshire Police/NSDC	TBC
SiScLog (Newark Gateway site)	University of Lincoln/NSDC	January 2021

Program and Delivery Manager Recruitment

- 2.3 Members will recall previous support for the creation of a Town Investment Program Manager in order to oversee the delivery of the Towns Fund program and individual projects. The [recruitment process](#) has closed, with interviews taking place at the end of September.

Project Updates

- 2.4 In addition to the YMCA Community & Activity Village, Members will be aware from the Economic Development Committee papers that the Newark Construction College Centre of Excellence is now complete and is home to additional opportunities for 16-18 year olds and adults to progress in joinery, plumbing, bricklaying and gas testing. The site has been transformed as captured below.

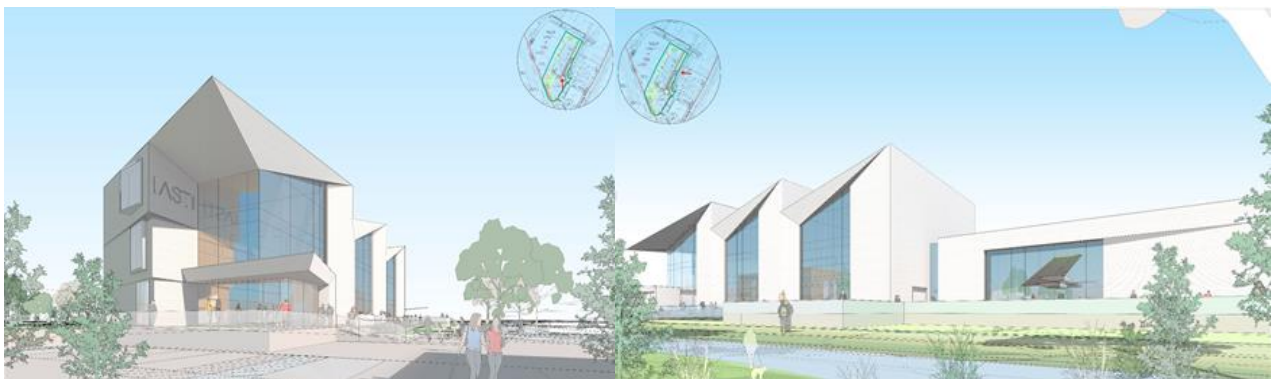
Prior to redevelopment (2020)



Complete



- 2.5 The IASTI® (Newark) and SiSCLog projects which collectively comprise the redevelopment of the Newark Gateway site (the former Livestock Market and Lorry Park) also continue to develop. Following an open tender process, a preferred demolition contractor for the Livestock Market has been appointed. Demolition will take place in from early October until late November, with the site being hoarded until such time as the IASTI® development starts on site. A planning application for the IASTI® (Newark) development will likely be submitted in October.



- 2.6 The University of Lincoln and Universities for Nottingham continue to work with the Council and industry to develop the SiSCLog aspirations. Work includes working with industry via focus groups, the hosting of a Growth Conference on 15 October 2021, and plans to welcome a symposium of logical industry organisations to explore current trends, research and technological change in the logistics sector. With respect to site assembly and delivery Soft Market Testing (SMT) with developers is taking place with a view to concluding the Business Plan and assembling the site as part of the grant funding process.

Newark Cycle Town

- 2.10 Guided by the principle of the '20 minute town' detailed within the TIP this project targets an affordable bike hire scheme for residents, employers and employees which seeks a model shift for connectivity through walking and cycling.

- 2.11 Achieving the 20 minute town vision requires a long term, holistic approach to planning and place making. The scheme, as a starting intervention, seeks to capitalise on the existing popularity of cycling within Newark and the nationally evidenced increase in the popularity of cycling, with recently emerging figures showing that over the course of the last year participation in cycling has risen by 46%. In 2020, we saw the highest level of cycling on the public highway since the 1960s and the greatest year-on-year increase in post-war history, with many people having started cycling for shorter journeys, saving appreciable amounts of pollution, noise and CO2. Locally, website analytics for the NSDC's own cycling-dedicated pages show a vast surge in people seeking information on cycling during lockdown, providing a strong indicator of potential demand. In April 2021 the 'Cycling in Newark & Sherwood' web page received 10,987 hits, representing 7.32% of the total 150,169 hits on the Council website.
- 2.12 It is proposed to create several (up to 4) cycling hubs, offering bikes available for hire across the town. Hubs are likely to be sited at the two rail stations (for Castle Station it is proposed that the hub will be at Castle House), bus station, and town centre. The proposed bike hire offer will be pitched at a price point that would make it an affordable option for those in education and training, with potential to secure the 'buy-in' of large local employers, offering subsidised packages to a pool of potential users. Additionally, discounted community memberships will support enhanced mobility the most underrepresented and economically deprived communities.
- 2.13 The project sits alongside work underway via Nottinghamshire County Council and the D2N2 LEP focussed on cycling routes and associated infrastructure in the Local Cycling & Walking Infrastructure Plan (LC-WIP). This bike-hire proposal will sit alongside infrastructure planning work, seeking to serve as a catalyst to grow demand, users, and integration with existing sustainable travel options.
- 2.14 The basis of this project has been shaped through discussions with Brompton Bike Hire. However, in the interests of transparency, a competitive procurement exercise will be undertaken, seeking a service operator who will work in partnership with the Council and the Town Board to deliver a scheme that meets Newark's requirements and contributes towards the overall TIP vision for enhanced connectivity.
- 2.15 Members are now invited to support a formal procurement exercise, in addition to securing employers to also sign-up. The procurement will seek the following:
- Provision of bikes for hire within the Newark Urban Area
 - Installation of secure bike storage infrastructure – 'cycle hubs' and bikes, cognisant of the bike theft challenges in the town
 - A rental process that offers an affordable, subsidised (in identified cases), simple and straightforward experience for users of all ages (including identifying age/gender/social gaps)
 - Flexibility of branding both bikes and hubs to in order to show
 - A scheme which is sufficiently flexible and scalable, allowing appropriate increase of supply as and when demand and/or additional funding arises (including match funding from local businesses)
 - A commitment to working proactively with the Council and other community stakeholders in finding innovative ways to promote wider participation in cycling
 - A commitment to securing local employers as advocates and users of the hire scheme

- Offering 'bikeability' training to equip people with the skills needed to ride confidently around the town
- Working with the Council and other partners to promote and support group activities and other cycling-focused events (e.g. such as national cycle races) to raise the profile of cycling in the town

2.16 Early discussions with large local employers has revealed a positive response to the proposals, with verbal expressions of interest in exploring match funding options, offering subsidised Corporate Memberships, sponsoring additional automated docks in other locations, or provision of virtual docks within the partner's own premises – all of which supporting increased numbers of bikes available and higher participation.

3.0 Equalities Implications

3.1 Each TIP project is required to specifically address equalities and access implications as they are developed. This will be captured through the scheme and Business Case submissions.

4.0 Digital Implications

4.1 There are digital implications within many of the TIP plans and projects identified, with the need to ensure appropriate digital infrastructure, skills and future innovative and creative employment opportunities being key to many objectives. Each project will be required to identify this as they progress.

5.0 Financial Implications (FIN21-22/1287)

5.1 A budget of £275,000 in relation to the demolition of the vacant livestock market was secured at the November 2020 Policy & Finance meeting, as was a £200,000 budget to progress the Newark Gateway development feasibility work.

5.2 The £2m funds for the YMCA Community and Activity Village were added to the Council's Capital program following the June 2020 meeting cycle. This is also the case for the additional post of Town Investment Program Manager.

5.3 As part of the Towns Fund bid, £200,000 has been offered in relation to the Cycle Town project. Paragraphs 2.10 to 2.16 above describe the project and it is currently anticipated that the delivery of this project can be kept within the Council's £200,000 estimate, albeit the total value may be larger, depending on the amount of private sector match funding into the project. The approval of a procurement process to find a delivery partner is being sought from this report, which will identify further the cost of the project and the scope of membership that can be offered to employers as private match. As a minimum, it is expected that private match should total £50,000.

6.0 Community Plan – Alignment to Objectives

6.1 The Newark Town Deal and TIP is a direct intervention of such scope and breadth that it significantly contributes to delivering all of the Council's Community Plan objectives.

7.0 RECOMMENDATIONS that:

- (a) Members note the updates provided;**
- (b) Members approve £200,000 being added to the Capital Programme in relation to the Cycle Town project of the Town Investment Fund programme, funded by the Towns Fund; and**
- (c) Members support the Newark Cycle Town project, supporting that a full procurement takes place and that the Council's land-holding at Castle House adjacent to Castle Rail Station, be a location for a cycle hire hub subject to receipt of private match funding of no less than £50,000 in the form of sign-up from local employers.**

Reason for Recommendations

To continue the development the Newark Towns Strategy and Investment Plan.

Background Papers

Newark Town Investment Plan (July 2020)

Newark Towns Fund Assurance Framework (June 2021)

For further information please contact Matt Lamb on Ext. 5842

Matt Lamb

Director – Planning & Growth

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

ENVIRO CRIME - STRENGTHENING OUR ENFORCEMENT ACTIVITY

1.0 Purpose of Report

1.1 To consider a proposal for increasing the Authority's enforcement capacity through a 1 year pilot arrangement with a private sector company targeting low-level environmental crime.

2.0 Background Information

2.1 In late 2018, early 2019, Newark & Sherwood District Council began the process of recruiting its first Community Protection Officers, as part of the work to make the district Cleaner, Safer and Greener.

2.2 It was envisaged that the four CPOs would work in partnership with Police colleagues and partners, undertaking investigations into environmental crime, providing visible patrols and reassurance in high footfall areas and be able to issue fixed penalty notices when they observed environmental crimes such as littering or dog fouling taking place.

2.3 In the first full year of operating, April 19 to March 20, the CPOs were involved in a range of positive interventions, which included but were not exclusive to:

- Identifying those involved in graffiti, bringing them to justice and disrupting their activities, including the UDC tag which appeared over Newark in particular
- Identifying all items of graffiti across Newark and Sherwood so that the items could be removed in line with the Council's new graffiti policy
- Distributing aqua sacks and supporting communities heavily affected by the floods in November of 2019 and February of 2020, which saw more than 90 properties affected in Lowdham and the evacuation of Tolney Lane
- They supported the Days of Action in Hawtonville, Newark Town Centre and Ollerton and patrol known ASB or enviro crime hotspots, engaging with residents and undertaking interventions where necessary and appropriate to do so
- In addition, they have also issued a total of 69 FPNs for a range of environmental crimes including littering, fly-tipping and dog fouling.

2.4 When the Coronavirus pandemic took hold in March 2020, the CPOs were redeployed to a number of roles, including:

- Supporting humanitarian effort through the Hart Team, delivering food parcels and prescription medicines to those most isolated and vulnerable.
- As lockdown eased they were heavily involved in 'marshalling' activities, to aid non-essential retail with opening safely and provide reassurance to those visiting High Streets, undertaking Covid checks at hospitality venues and responding with police colleagues to ASB hotspot areas which emerged, including Girton, Farndon, Balderton and Hoveringham Lakes
- When Newark became an 'outbreak area' over the summer of 2020, they were once again visible within the town reinforcing the messages around social distancing and

provided a similar role through the tiered arrangements and into the new restrictions which began in the New Year

- Most recently they were heavily involved in ensuring the recent County Council and OPCC elections were Covid secure, patrolling several polling stations each in the run up to and during the election day
- Perhaps unsurprisingly as a result, whilst the CPOs have continued to enforce environmental crime when they have witnessed it, progress during 2020/21 was a lot more modest with 32 FPNs being issued.

- 2.5 The role of the CPOs has developed from that very simple enforcement role that was pictured prior to their recruitment. They are, and will remain, involved in enforcement activities but their flexibility does allow them to respond to developing incidents, support colleagues within the authority on wider enforcement activity and to deliver a wide range of community interventions. They have become the 'first responders' for many incidents and complaints.
- 2.6 Members will be aware that currently there is a district wide provision of litter bins (post mounted and floor mounted) within the district. In addition to that provision there is also a district wide provision of dog waste bins. Traditionally the litter bin provision and all associated costs with their procurement, emptying and maintenance has been the remit of the district council. The decisions around siting of bins are made by the operational arm of the Environmental Services business unit. This is based on a number of criteria ranging from requests, complaints, street cleansing data, EPO observations, front line operative consultation, foot traffic, are type etc, etc. However should a town or parish council request additional bins, those bins are provided at the cost of the requesting council. It must be said at this point that these requests and subsequent payments are rare. The service is confident that the dog bin provision is now at an acceptable level and that they are correctly situated.
- 2.7 This has been supported by the increased staff resources to undertake litter picking and seen in the formation of Action Day Team. Despite this and the extensive bin provision across the district there is a section of society that will not use litter or dog bins to dispose of their waste. This will be the focus of the proposed trial.
- 2.8 Newark and Sherwood is not on its own as enforcement resource has been re-directed to overcoming the challenges of the past year or so. Against this backdrop, Rushcliffe Borough Council and Ashfield District Council have engaged a company called Waste Investigations, Support and Enforcement (WISE) on a one-year pilot with the aim of increasing their enforcement capacity and learning from the experience before taking a decision about whether to pursue and mainstream the activity through a formal procurement process.
- 2.9 Clearly, this is an opportunity that is also available to Newark & Sherwood and WISE have submitted a proposal to the Council on similar terms to those in place in Rushcliffe and Ashfield.
- 2.10 Leisure & Environment Committee - The implementation of this pilot project is being considered by the Leisure & Environment Committee at its meeting on the 21 September. The recommendation from that committee will be verbally reported the Policy & Finance Committee.

3.0 Proposals

- 3.1 Under the proposals, the Council would effectively authorise WISE to undertake enforcement activity for a range of environmental crimes, largely under various sections of the Environmental Protection Act 1990. This would cover littering, dog fouling, graffiti, Public Space Protection Orders and fly-tipping.
- 3.2 A team leader and four enforcement officers would rely on intelligence from the Council about known hotspot areas which they would then patrol. This would be a 7 day a week operation, on a shift basis between the hours of 7am to 7pm. This would equate to 9,620 hours per annum or 185 hours per week in environmental enforcement.
- 3.3 WISE forecast that they will be able to issue 74 FPNs a week and achieve a 75% payment rate, equating to 55 FPNs per week. Over 12 months, on the 75% payment rate, this would equate to 2,860 FPNs, yielding £218,400 in revenue.
- 3.4 On a similar concession contract with both Rushcliffe and Ashfield, WISE are proposing a 95%/5% split with the Council, so based on the annual forecasted revenue that would equate to £207,480 to WISE and £10,920 to NSDC.
- 3.5 Under the proposals, NSDC would have 24/7 access to the company's case management system as well as monthly data showing where the officers have spent their time as well as the location of FPNs that are issued. Their pledge is to visit every ward in the district over the course of the month.
- 3.6 In relation to complaints, the arrangement would again be what has been adopted at the two authorities in Nottinghamshire, with complaints at stage 1 being handled by WISE through a portal that would be made available on the NSDC website, with only complaints that can't be resolved coming back to the Council. As for prosecution management, WISE would take responsibility for all prosecution files until payment is received or relevant action is taken in court. Any decision to prosecute would be a Council decision.
- 3.7 Payments can be made in cash at Post Offices and Payzones, online, through an automated and manual telephone payment or through cheque and postal payments.
- 3.8 In practice, WISE predict that 80% of the FPNs would be issued for littering offences, of which 75% would be for cigarette butts. The remaining 20% would be made largely of dog fouling, flytipping and business duty of care.

4.0 The Rushcliffe Experience

- 4.1 Officers have spoken to colleagues at Rushcliffe about the experience to date. WISE commenced the pilot with Rushcliffe in January of this year and to date have issued 1813 FPNs, of which over 80 were for flytipping, 17 for dog fouling, 7 for dumping a bag containing dog faeces, 27 failing to provide waste transfer notices and the vast majority of the remainder for littering.

4.2 The view from Rushcliffe is that the pilot is going well and whilst there have been some complaints from residents, the experience of the WISE complaints process has been robust. There has been some negative PR where residents have been fined and complained to the media, but, interestingly, most of the comments that then appear online on social media are sympathetic and supportive of the stance the Council is taking.

4.3 At the end of the one year pilot, Rushcliffe plan to formally tender the opportunity, learning from the experiences of the past year.

4.4 The same enforcement team is currently working in Ashfield DC and in Ashfield, 547 FPNs have been issued since April 5, with 10 for fly-tipping, 6 for dog fouling, 5 discarded face masks and the remainder for littering.

5.0 Equalities Implications

5.1 A full Equalities Impact Assessment would have to be undertaken if the proposal was to be implemented. There are age restrictions below which FPNs cannot be issued, whilst WISE have made a point of stating that they would not issue a notice to anyone they considered vulnerable.

6.0 Financial Implications (FIN21-22/2004)

6.1 The pilot, which would be underpinned by a SLA, would be considered a concession contract due to the Council not needing to pay the service. The Council would have to agree to a contract procedure exemption to award the one-year pilot to WISE, with the aim being that this would be formally tendered at the end of that period if there was a desire to continue with the enhanced enforcement activity.

6.2 The contract will bring extra revenue to the Council. The level of income depends on the FPN's issued, and the payment rate, but the current estimate based on the figures in 3.3 and 3.4 above, is £10,920. There are no additional costs to the Council.

7.0 Digital Implications

7.1 A portal to the WISE complaints module would have to be contained on the NSDC website. Similarly, the Council would have to be satisfied with all the arrangements from a GDPR perspective.

8.0 Community Plan – Alignment to Objectives

8.1 This proposal would align with the following Community Plan Objectives:

- Continue to maintain the high standard of cleanliness and appearance of the local environment
- Reduce crime and anti-social behaviour, and increase feelings of safety in our communities
- Enhance and protect the district's natural environment

9.0 RECOMMENDATION

That Members consider the proposals and agree a one year Enviro - crime Enforcement pilot project with WISE.

Reason for Recommendation

To consider enhancing enforcement capacity to enable delivery of the Council's objectives, recognising the challenges that have been brought to this objective with responding to the pandemic.

Background Papers

Nil.

For further information please contact Alan Batty on Ext 5467.

Matthew Finch
Director – Communities & Environment

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

THE NOTTINGHAM AND NOTTINGHAMSHIRE COMPACT

1.0 Purpose of Report

1.1 To secure committee approval to adopt the Nottingham and Nottinghamshire Compact.

2.0 Background Information

2.1 The Compact (**Appendix A**) has been developed by partners in the Voluntary, Community and Public Sectors and was presented to and approved by the LRF HAG on 20th April 2021 and subsequently adopted by the County Council on 10 June 2021.

2.2 The Voluntary and Community Sector (VCS) has been at the heart of the humanitarian response across the City and County throughout the Covid pandemic, helping Public Bodies meet the expectations placed on them by the Government. The VCS has always made a huge contribution to the lives of the local people. The impact of Covid-19 and the response of the VCS to it has further highlighted and amplified the sector's critical role. The sector very quickly mobilised to provide support to our most vulnerable residents at the time they needed it most.

2.3 The development of the Compact has been borne out of the new relationships forged during the pandemic and is designed to provide a strong foundation for close collaborative working going forward. The Compact, asks public sector partners and the VCS to commit to a set of shared values and principles which support long-term development of effective partnership working.

2.4 To implement the Compact effectively, we are writing to each local authority partner requesting the formal adoption of the Compact, and thereby agreement to follow its principles. This will help to support the development and sustainability of the VCS, whilst publicly demonstrating the value local authority partners place in continuing the collaboration that has been developed.

3.0 Proposals

3.1 That the Compact as detailed in Appendix A is adopted by the District Council.

4.0 Equalities Implications

4.1 There are no negative equalities implications with this proposal. The voluntary and community sector engage with those individuals and communities in need of additional support within the district. Therefore, the adoption of the Compact will further strengthen this engagement.

5.0 Digital Implications

5.1 There are no adverse digital implications associated with this proposal.

6.0 Financial Implications (FIN21-22/2249)

6.1 The Council already works with and supports the voluntary and community sector across the district, therefore adopting the Compact will have no additional financial implications.

7.0 Community Plan – Alignment to Objectives

7.1 The adoption of the Nottingham and Nottinghamshire Compact will make a positive contribution to the Council's Community Plan 2020 – 2023 objectives primarily in respect of 'create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to the local area' and 'Improve the health and wellbeing of local residents'.

8.0 RECOMMENDATION

That the Policy & Finance Committee adopt the Nottingham and Nottinghamshire Compact.

Reason for Recommendation

To recognise the value of partnership working between the public sector and voluntary community sector in respect of delivering better outcomes for the community.

Background Papers

Nil.

For further information please contact Andy Hardy on Extension 5708.

Suzanne Shead
Director – Housing, Health & Wellbeing



THE NOTTINGHAM & NOTTINGHAMSHIRE COMPACT

About the Compact

This document is an agreement between public sector organisations and voluntary and community organisations [VCS] across Nottingham and Nottinghamshire.

This Compact provides the framework for improved partnership working and recognises and supports the contribution that all partners make, underpinned by mutual understanding, trust and respect. It builds on the collaboration and joint working progressed as an emergency response to the Covid-19 pandemic.

It sets out how the public sector and the VCS can get the most out of partnership working by meeting our respective commitments and work together for the benefit of our communities and residents.

Background

The VCS across Nottinghamshire and Nottingham makes a huge contribution and has, as ever, played a critical role during the pandemic. It is important the sector, which provides services and support to those residents who are especially vulnerable to the virus such as older people, disabled people, those with specific health conditions, the homeless and those who are economically disadvantaged, are supported in the longer term.

Strengthening relationships with and across the sector will maximise on opportunities to develop a whole systems approach to supporting the financial health and resilience of the sector ultimately leading to person centred, sustainable services and a longer-term impact on widening health inequalities. Joint and collaborative working will enable the health and social care system to benefit from the expertise and local knowledge of VCS partners and in the short-term enable direct coordinated support to those communities disproportionately affected by the pandemic.

For the purposes of this document the term 'Voluntary and Community Sector' is used to describe voluntary organisations, community groups, the community work of faith groups, and those social enterprises and community interest companies where there is a wider accountability to the public via a board of trustees or membership and all profits are reinvested in their social purpose.

Shared Values & Principles

We propose that these shared values and principles should be used to guide and underpin the long-term development of our working relationships across Nottinghamshire and Nottingham:

- Working as equal partners, the VCS is accepted with parity of esteem by its statutory colleagues and that collaboration across and between the VCS is an important principle. A relationship built on trust, equality and mutual understanding for the achievement of common aims and objectives, will add value to services in Nottinghamshire and Nottingham

- Joint working demands integrity and a willingness to regularly communicate in an accountable, open and honest way
- We will accept the challenges each partner may face and use a strength-based approach to solving problems together
- Accept that LRF partners and the voluntary and community sector have distinct but valuable and complementary roles, in the development and delivery of public policy and services
- Differences of opinion will arise, but we are committed to resolving them in a constructive and respectful manner driven by shared purpose and values and not individual gain
- The independence and diversity of the voluntary and community sector is crucial to the development, delivery and scrutiny of quality services
- Voluntary and community organisations are entitled, regardless of funding sources, to act as advocates in seeking to influence and strengthen public policy
- All partners will be respected and afforded the opportunity to put across their point of view
- We will work in partnership to ensure that minority ethnic and other disadvantaged groups are included in our consultation and policy development processes so that their views are heard, and their concerns acted upon
- We will work collaboratively to ensure that the voices of individuals and groups who face health inequalities are heard within consultation and policy development processes including the co-design and production of services
- We will respect each other's specialisms and expertise
- We will always seek the knowledge and guidance of the community we serve in the redesign of services
- We will work together to maximise the impact of investment in the VCS through a strategic approach to funding which eliminates duplication and targets the needs of local communities to gain the greatest return for the Nottingham and Nottinghamshire pound
- We will accept the value of individual emotional, psychological and interpersonal [soft outcomes] and social benefits in challenging health inequalities and integrate the Social Value Act 2019 in the decisions we make

Implementing the Compact

Implementing this Compact can help partners achieve:

- Equity in relationships
- Informed decisions based on the knowledge of local communities
- More appropriate funding that more closely reflects the needs of users
- Progress towards a more equal society by identifying and tackling inequality and disadvantage
- Value for money

To implement the Compact effectively, public sector and VCS organisations will take steps to ensure that they:

- Are aware of the Compact and its implications for their work
- Incorporate the principles and values of the Compact into their policies and procedures.

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

PROPOSED ACQUISITION OF SECTION 106 HOUSING – SOUTHWELL

1.0 Purpose of Report

- 1.1 To provide Members with detail on the proposed acquisition of two S106 new build affordable rented homes on the Stagfield Group Development at The Rise, Nottingham Road, Southwell.

2.0 Background Information

- 2.1 S106 Agreements are one of the primary mechanisms to deliver affordable housing in the district usually through Registered Providers. The Council has the ability to intervene in the housing market where it is appropriate and necessary to ensure the delivery of affordable housing where a Registered Provider has been unable to do so. This has previously included for example the purchase of 16 social rented units at Ash Farm, Farnsfield in 2016. (Agenda Item 4, Policy & Finance - 28 July 2015 refers).
- 2.2 Planning consent was granted for a residential development of 38 dwellings and conversion and extension of existing residential property to form 12 supported living units at Springfield Bungalow, Nottingham Road, Southwell (Planning Reference 15/01295 refers). The affordable housing obligation comprised of a transfer of a former dwelling (bungalow) on site to Reach Learning Disability Network and 2 affordable houses (1 x 2 bed and 1 x 3 bed for social rent). The development is being progressed by Stagfield Group (Strategic Land and Property Development Company).

3.0 Proposals

- 3.1 The Council was approached by Agents of Stagfield Group in July 2020 indicating that they were unable to attract a firm offer from a Registered Provider (Housing Association) for the two affordable rented units. Five Registered Providers expressed interest, however due to capacity issues within their current Business Plans, the limited number of units available and commitments to other sites no bids were received (evidence confirmed by the Council in June 2021).
- 3.2 The Council now has the opportunity to bid for the acquisition of the two S106 affordable homes on the development at Nottingham Road, Southwell (known as 'The Rise'). Further discussions were held with the developer and set against the Council's housing growth strategy, the developer was advised that the Council would consider the potential of making an offer in its own right, subject to the necessary financial and risk appraisals.
- 3.3 Stagfield Group have completed the S106 affordable units on the development (Appendix A provides photographs of both units). The scheme is progressing well with strong local interest and due to the affordable housing triggers set within the Section 106 agreement they are now keen to have a quick resolution to the acquisition of the two affordable units along with the need to ensure they maintain their cash flow.
- 3.4 Details of the development which commenced on site on the 1st May 2019 are provided below:-

Developer: Stagfield Group
 Address: The Rise, Nottingham Road, Southwell
 Planning Reference: 15/01295/FULM
 Total No of Houses: 38
 No of Market Homes: 36
 No of Affordable Homes: 2
 Type of Affordable Units: 1 x 3 bed and 1 x 2 bed for affordable rent
 Overall Mix of Houses: 2, 3, 4 and 5 bed houses and apartments
 Plot Nos: 30 and 38
 Link to Planning App: <https://publicaccess.newark-sherwooddc.gov.uk/online-applications/applicationDetails.do?keyVal=NRXJPXLB08700&activeTab=summary>

4.0 Valuation Assumptions/Negotiations

4.1 Wilks Head and Eve LLP (Chartered Surveyors and Town Planning) were commissioned by the Council to undertake an external advice and valuation report (dated 30/07/21) and advice on values was also sought from local Registered Providers and particularly those that had purchased properties in the local area recently.

5.0 Housing Need

5.1 The Arc4 District Wide Housing Needs Assessment (2021) and accompanying sub-area summaries provides information on housing need across the district. The Southwell sub-area shows a high demand for smaller family units (14 units x 3 beds) in the affordable rented sector. Overall, there is a need for sites to provide 40% x 3 bed houses. The Southwell Neighbourhood Plan also supports the need for one and two bed dwellings.

5.2 The Council's housing register also shows that there is strong demand for affordable units in this locality. There are 616 applicants registered for a property with a preferred area as Southwell. Average Bids for a three bed house are 55.

Property Type	Number of Applicants on Register
1 bedroom general needs	210
2 bedroom general needs	138
3 bedroom general needs	56
4 bedroom general needs	14
Supported Housing	198

Property Type	Applicants on register in Band One	Applicants on register in Band Two
1 bedroom general needs	5	18
2 bedroom General needs	5	9
3 bedroom general needs	3	12
4 bedroom general needs	1	2
Supported Housing	9	16

Average bids for the following properties during the last 12 months:

Properties types	Average bids
1 bedroom flat – general needs	41
2 bedroom flat – general needs	37
3 bedroom house – general needs	55
1 bedroom flat – supported housing	15
1 bedroom bungalow – supported housing	21
2 bedroom flat – supported housing	6
2 bedroom bungalow – supported housing	37

6.0 Financial Implications (FIN21-22/3133)

6.1 Financial implications are covered in full within the private report.

7.0 Equalities Implications

7.1 In considering the acquisition of the affordable units at The Rise, Nottingham Road, Southwell, equality implications will be considered and assessed against the delivery of additional affordable housing to ensure the evidence housing need across all tenures and communities is addressed. The affordable units will be let through the Council's Choice Based lettings System where bids will be invited from applicants who meet the criteria.

8.0 Digital Implications

8.1 There are no significant digital implications in respect of this report.

9.0 Community Plan – Alignment to Objectives

9.1 The delivery of additional affordable homes across the district continues to be a strategic priority for the Council with an objective of the Community Plan being to; '*Accelerate the supply of new homes including associated facilities.*' There is an ongoing requirement to develop a mixed provision of affordable homes to meet the requirements of younger people, families with young children and older people across the district's urban and rural communities.

10.0 RECOMMENDATION

That delegated authority be given to the Director - Housing, Health & Wellbeing to offer the value detailed in the exempt Appendix for the two affordable housing units at The Rise, Nottingham Road, Southwell.

Reason for Recommendation

To consider the acquisition of the S106 affordable housing at Nottingham Road Southwell to enable the Council to intervene in the market where appropriate and necessary to ensure the delivery of on-site affordable housing in the district.

Background Papers

Nil.

For further information please contact Jill Sanderson – Housing Development Officer on Ext 5624.

Suzanne Shead
Director – Housing, Health & Wellbeing

Completed S106 Affordable Dwellings at 'The Rise', Nottingham Road, Southwell.

3 Bed Unit (Plot 30)



2 Bed Unit (Plot 38)



POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

PAYMENT OF CHILDREN AND YOUNG PEOPLE SPACE CONTRIBUTION TO BILSTHORPE PARISH COUNCIL

1.0 Purpose of Report

1.1 To seek committee approval to forward fund the refurbishment of the children's play park and park at Maid Marion Way, Bilsthorpe from funding secured under a Section 106 agreement linked to the Oldbridge Way development, Planning Reference No. 20/00642/FULM in order to enable the Parish Council to progress the proposed works.

2.0 Background Information

- 2.1 At its meeting of 22 February 2017 the Councillors' Commission agreed that the remit of the Policy & Finance Committee should be amended to make clear that the determination of how S106 monies should be applied or obligations fulfilled, falls within the remit of that Committee rather than the Planning Committee.
- 2.2 The Commission further agreed that the scheme of officer delegation be extended to give the Chief Executive and all Chief Officers delegated powers to determine how S106 monies should be applied or obligations fulfilled where the terms of the S106 Agreement are sufficiently precise or where the amount of the proposed expenditure does not exceed £50,000. However, in cases where the amount of money in question is significant it was agreed that there should be some Member input into this process.
- 2.3 The developer was granted planning approval to deliver a residential scheme of 120 dwellings and associated infrastructure contributions through a Section 106 agreement reference no. AG 1214. Specifically within the agreement there was an obligation on the developer to pay a Children and Young People Space contribution of £111,271.20 plus indexation to provide an off-site contribution towards such provision.
- 2.4 The S106 agreement AG 1214 requires the developer to pay the contribution prior to the occupation of the 48th dwelling. Currently the development is progressing, with 68 houses started but not yet complete. Whilst it is clear that the trigger will be hit, until it is, monies would not be released by the developer to the Council. In order to allow the improvement scheme to be implemented it is suggested that the Council provides a payment to the Parish in advance of the contribution from the developer. The advance payment can be made from Council reserves and the equivalent value repaid into reserves on receipt of the contribution from the developer.

3.0 Proposals

- 3.1 To forward fund the refurbishment of the children's play park at Maid Marion Way, Bilsthorpe from funding secured under a Section 106 agreement linked to the Oldbridge Way development in Bilsthorpe (Planning Reference no 20/00642/FULM and AG 1214).
- 3.2 That the base sum of £111,271.20 be transferred to Bilsthorpe Parish Council initially and any uplift secured indexation also be transferred when received by the Council.

3.3 That appropriate provision be made in the Council's capital programme for this scheme.

4.0 Equalities Implications

4.1 There are no equality implications in respect of the various protected characteristic groups in connection with this proposal. The forward funding of the Children and Young People Space contribution will enable further accessible community infrastructure improvements to be delivered for the benefit of all residents of Bilsthorpe.

5.0 Digital Implications

5.1 There are no adverse digital implications associated with this report.

6.0 Financial Implications (FIN21-22/9454)

6.1 The intention is to fund retrospectively using Section 106 monies due to be received in relation to Section 106 agreement reference no. AG 1214. Specifically within the agreement there was an obligation on the developer to pay a Children and Young People Space contribution of £111,271.20. Therefore in the first instance the contribution would need to be financed using borrowing. No annual MRP charge will be chargeable against this as the intention is to fund through the section 106 once received.

6.2 Should the section 106 contribution not be received and hence is not available to finance the spend, the Council would need to use its own finance to fund this and hence a decision would need to be made at that point in time in terms of the most appropriate funding mechanism.

7.0 Community Plan – Alignment to Objectives

7.1 The proposal will primarily contribute to the Council's Community Plan objectives of 'create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their area' and 'Improve the health and wellbeing of local residents' through taking a local lead on developing the best use of community facilities with support from the District Council as and where appropriate.

8.0 RECOMMENDATIONS that:

(a) the base sum of £111,271.20 plus indexation be transferred to Bilsthorpe Parish Council under a side legal agreement and any uplift secured through indexation also be transferred when received by the Council; and

(b) a capital budget be created for £111,271.20, funded by borrowing until such time that the section 106 contribution is received.

Reason for Recommendations

To enable Bilsthorpe Parish Council to progress with the refurbishment of the children's play area and park at Maid Marion Way, Bilsthorpe with its appointed project team and contractor.

Background Papers

Nil

For further information please contact Andy Hardy on Extension 5708.

Matt Lamb

Director – Planning & Growth

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROJECTED OUTTURN REPORT TO 31 MARCH 2022 AS AT 31 JULY 2021

1.0 Purpose of Report

1.1 This report compares the Revised Budgets for the period ending 31 March 2022 with the Projected Outturn forecast for the period, based on meetings with Financial Services staff and the appropriate Business Manager. These are based on four months' performance information on the Council's revenue and capital budgets, including:-

- General Fund (GF) Revenue
- Housing Revenue Account (HRA)
- Capital Programme

2.0 Background Information

2.1 The Council's Constitution states that the Section 151 Officer shall present to the Policy & Finance Committee, at least twice in each financial year, budgetary control statements showing performance against the approved estimates of revenue expenditure and income. The appropriate Chief Officer will report on any major variances from planned budget performance.

2.2 Where it appears that the amount included under any head of the approved budget is likely to be exceeded or the budgeted amount of income under any head is unlikely to be reached then Business Managers are required to find savings elsewhere in their budget. In circumstances where savings cannot be identified it will be necessary to consult with the Section 151 Officer and ultimately take a report to the Policy & Finance Committee.

3.0 Proposals

Overview of General Fund Revenue Projected Outturn for 2021/22

3.1 The accounts show a projected favourable variance against the revised budget of £0.163m on Service budgets, with an overall favourable variance of £0.148m as shown in the table below. This is based on meetings which took place with Business Managers by mid-August, therefore does not account for subsequent changes in expenditure/income.

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Economic Development	1.880	2.160	1.891	(0.269)
Homes & Communities	2.023	2.165	2.001	(0.164)
Leisure & Environment	5.329	5.238	5.056	(0.182)
Policy & Finance	5.607	5.705	6.157	0.452
Net Cost of Services	14.839	15.268	15.105	(0.163)
Other Operating Expenditure	4.072	4.072	4.062	(0.010)
Finance & Investment Income/Expenditure	(0.375)	(0.375)	(0.305)	0.070

Taxation & Non-Specific Grant Income	(20.801)	(20.801)	(20.846)	(0.045)
Net Cost of Council Expenditure	(2.265)	(1.836)	(1.984)	(0.148)
Transfer to/(from) Usable Reserves	1.646	1.217	1.365	0.148
Transfer to/(from) Unusable Reserves	0.619	0.619	0.619	0.000
Transfer to/(from) General Reserves	0.000	0.000	0.000	0.000

- 3.2 As can be seen from the table above there are variances projected in service areas and other budgets. Looking at the underlying trends, the detailed variances by Committee can be further summarised and these are shown at **Appendix A**.
- 3.3 Service Budgets managed by Business Managers is currently predicting a favourable variance of £0.163m and represents 1.1% of the total service budgets. This favourable variance of £0.163m includes an unfavourable variance of £0.006m on employee spend Council-wide. Excluding employee spend, therefore, non-employee spend and income have favourable variances totalling £0.169m.
- 3.4 The unfavourable variance of £0.006m on employee spend includes a budgeted saving of £0.541m for vacancies council-wide during the year which represents 3.5% of the overall salary budget. As it is not known which services will have vacant posts during the year, the whole of the £0.541m is currently budgeted for within the Policy and Finance committee's budget and shows as an unfavourable variance. Conversely, all of the savings from vacant posts show as favourable variances against their respective Committees. Further details can be found in **Appendix A**.
- 3.5 Non-Service expenditure is expected to have an unfavourable variance of £0.015m against the revised budget of £17.104m. The £0.070m unfavourable variance against Finance & Investment Income/Expenditure primarily relates to a reduction in forecast investment interest income. This is largely offset by a £0.045m favourable variance against Taxation & Non-Specific Grant Income from COVID-related Income Support Scheme grant for the period between April 2021 and June 2021.
- 3.6 The Nottinghamshire Business Rates Pool may also return some funding to the council for 2021/22, though it cannot currently be quantified how much this may be, as it is based on the non-domestic rates (NDR, or 'business rates') income received by all authorities within the pool. Officers across Nottinghamshire are working to review the position, albeit this will be difficult to predict as the landscape for businesses is currently so volatile. Nottinghamshire S151 officers keep this under review during the year to assess the latest information collated across the County. This will then be fed into future forecast outturn reports.
- 3.7 It should be noted that the projected outturn variances are still somewhat indicative, and that these will become more accurate in subsequent months, as officers continue to refine budgets and forecasts in light of the latest information available.
- 3.8 There has been a net transfer of £0.429m from reserves in 2021/22 until the end of July 2021. Four of these transfers from reserves were each more than £0.050m in value. These total £0.417m:

Policy & Finance Committee approval	Transfer from reserves relates to	Amount (£)	Committee which received transfer
26/11/20	Feasibility work on relocation of Cattle Market and Lorry Park and options for redevelopment of the site	200,000	Economic Development
01/04/21	Newark Towns Fund specialist consultancy support regarding business cases for Town Investment Plan (TIP) priority projects	77,000	Economic Development
24/06/21	Castle Gatehouse condition survey, design reviews and funding application	80,000	Economic Development
24/06/21	Legal support for regeneration projects (such as Newark Towns Fund)	60,000	Policy & Finance
		417,000	

3.9 The other transfers (to) and from reserves, each less than £0.050m in value, total £0.012m:

Economic Development	Homes & Communities	Leisure & Environment	Policy & Finance	Total: Services
(29,838)	155,998	(91,137)	(22,927)	12,097

3.10 Each year, the Government announces which reliefs that business rate payers will be eligible for, and how much grant it will compensate councils with for income councils can no longer directly receive from businesses (because of the aforementioned business rate reliefs). Prior to 2020/21, the council has typically received around £2m annually in compensation grant. In 2020/21, because of the Expanded Retail Discount, the council received more than £18m in compensation grant. In 2021/22, because of the Expanded Retail Discount, the council will receive more than budgeted for in compensation grant. Though the grant relates to the Collection Fund, accounting regulations require it to be paid into the General Fund. There will therefore be a large deficit in the council's Collection Fund at year-end, and, conversely, a large surplus in its General Fund which will need to be transferred to reserves to pay for the Collection Fund deficit. MHCLG have developed guidance for local authorities on the appropriate accounting arrangements.

Overview of Projected Housing Revenue Account (HRA) Outturn for 2021/22

3.11 With reference to the 'Variance' column in the table below, the HRA accounts show a projected favourable variance against the revised budget of £0.698m as follows:

	Original Budget £'m	Revised Budget £'m	Projected Outturn £'m	Variance £'m
Expenditure	17.239	17.357	16.824	(0.533)
Income	(25.058)	(25.048)	(25.213)	(0.165)
Net Cost of HRA Services	(7.819)	(7.691)	(8.389)	(0.698)
Other Operating Expenditure	0.033	0.033	(0.047)	(0.080)
Finance & Investment Income/Expenditure	3.770	3.770	3.770	0.000
Taxation & Non Specific Grant Income	0.000	0.000	0.000	0.000

(Surplus)/Deficit on HRA Services	(4.016)	(3.888)	(4.666)	(0.778)
Movements in Reserves				
Transfer to/(from) Usable Reserves	1.593	1.544	1.544	0.000
Transfer to/(from) Unusable Reserves	(6.837)	(6.837)	(6.755)	0.082
Transfer to Major Repairs Reserve	9.261	9.181	9.877	0.696
Total	0.000	0.000	0.000	0.000

3.12 Since February 2020, officers have been working with budget holders in the Housing, Health & Wellbeing directorate to assess the resources required to manage the council's social housing stock.

3.13 A report by Savills in 2018/19 identified the potential for the council to realise £0.950m in savings from reintegrating social housing management services back in-house. Officers have currently identified £1.053m in savings through the deletion of vacant posts and surplus resources within services. £0.363m of this has been reinvested, largely in new posts such as the Director of Housing, Health and Wellbeing's post and the Business Manager posts to be appointed to.

3.14 An annual £0.690m is therefore available from savings generated by the reintegration that can be reinvested into the council's social housing management services. As part of the 2021/22 HRA Budget and Rent Setting report approved by Full Council in February 2021, it was agreed that £0.590m of the £0.690m would be a revenue contribution to capital spend, and that the remaining £0.100m would be available to spend on revenue initiatives. It is currently forecast that this remaining £0.100m for revenue initiatives will be spent this year.

3.15 Due to the current pandemic, the plans identified within the report tabled at the Policy & Finance Committee during April 2020 have not yet been realised and hence the £0.690m above remains unallocated in future years. Proposals to reinvest the efficiencies will be put forward to the Homes and Communities Committee for consideration and approval. These proposals will be a mixture between reoccurring investment and one-off initiatives. Once agreed these will be built into the base HRA financial Business Plan.

3.16 The projected outturn for the year is a net transfer to reserves of £0.778m. The prudent level of reserve set on the HRA working balance is still £2m which would remain constant.

3.17 The main reasons for the projected favourable outturn variance of £0.778m are:

Services: a significant number of posts temporarily vacant	(0.399)
Anticipated additional rental income	(0.248)
Other Operating Expenditure: additional capital-related income	(0.080)
Other variances	(0.051)
Total	(0.778)

Overview of Projected Capital Outturn 2021/22

3.18 The table below summarises the position for the Capital Programme to the end of July 2021 and is split between General Fund and Housing Revenue Account.

	Revised Approved Budget £'m	Revised budget updated for Approval £'m	Actual Spend to July 2021 £'m	Forecast Outturn £'m
General Fund	37.555	26.884	2.841	26.885
Housing Revenue Account	30.738	27.880	2.989	27.880
Total	68.294	54.765	5.831	54.765

- 3.19 Actual spend to date has been significantly lower than previous years as a proportion of the budget, mainly due to COVID-19 and the subsequent supply issues. However, much of the spend has started to catch up. As per below a large amount of budget is being profiled to next financial year, though this isn't only due to delays caused by COVID.
- 3.20 As projects are developed and spending commitments are made, budget requirements can change. It is a requirement that Policy & Finance Committee approve all variations to the Capital Programme. Following the meeting of 24 June 2021, the total approved budget was £68.294m including slippage from 2020/21. The additions and amendments that now require approval are detailed in **Appendix B** and summarised as follows:

Additions/Reductions	£3.696m
Reprofiles	£(17.226)m
Total	£(13.530)m

- 3.21 If these variations are approved, then the revised budget will be reduced to £13.530m. A more detailed breakdown at scheme level, including some comments on projects progress, can be found at **Appendices C** (General Fund) and **D** (Housing Revenue Account).

Capital Programme Resources

- 3.22 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.
- 3.23 In summary, the revised budget of £54.765m will be financed as follows, with every attempt to minimise the impact on the Council's revenue budget:

	General Fund £'m	Housing Revenue Account £'m	Total £'m
Borrowing	7.548	9.184	16.732
External Grants & Contributions	7.833	0.648	8.480
Capital Receipts	0.590	2.476	3.066
Community Infrastructure Levy	4.260	0.000	4.260
Revenue Contributions	6.653	15.573	22.227
Total	26.884	27.880	54.765

Capital Receipts

- 3.24 The Council has been successful in securing a number of 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 2020	0.549	2.783	0.708	4.041
Received up to end of July 2021	0.103	0.155	0.492	0.751
Estimated receipts for remainder of the financial year	0.000	0.114	0.363	0.478
Approved for financing	0.590	2.476	0.000	3.066
Available Capital receipts balance at 31 March 2022	0.063	0.577	1.564	2.203
Estimated Receipts 2022/23 - 2024/25	3.143	1.130	2.372	6.645
Approved for Financing 2022/23 - 2024/25	3.077	1.984	2.044	7.105
Estimated Uncommitted Balance	0.129	(0.277)	1.891	1.743

- 3.25 The RTB receipts for Replacement Homes (known as 1-4-1 Receipts) are retained through a RTB agreement. Under the terms of that agreement, the RTB receipts have to be spent on new supply of affordable housing within three years of arising, or have to be returned to the government with penalty interest payable. In light of the impact of COVID-19 on the construction industry, MHCLG has temporarily extended the deadline by which certain RTB receipts must be spent by. The original deadline to spend these receipts by 30 June 2020 has twice been extended: first to 31 December 2020, and now to 31 March 2021.

4.0 Financial Implications (FIN21-22/8003)

- 4.1 All of the financial implications are set out in the body of the report.
- 4.2 As per paragraph 3.11 the HRA is currently predicting an additional transfer of £0.696m to the Major Repairs Reserve.
- 4.3 With regard to the General Fund revenue outturn, the favourable variance of £0.148m represents a variance of just over 1% of the overall General Fund budget.
- 4.4 With regard to capital, any savings on projects will be assessed and used to meet additional demands, or to fund the Council's Capital Programme in future years.

5.0 RECOMMENDATIONS that:

- (a) the General Fund projected favourable outturn variance of £0.148m be noted;
- (b) the Housing Revenue Account projected favourable outturn variance of £0.778m be noted;

(c) the variations to the Capital Programme at Appendix C be approved; and

(d) the Capital Programme revised budget and financing of £54.765m be approved.

Reason for Recommendations

To update Members with the forecast outturn position for the 2021/22 financial year.

Background Papers

General Fund Monitoring Reports to 31 July 2021

Capital Financing Monitoring Reports to 31 July 2021

For further information please contact: Nick Wilson, Business Manager - Financial Services on Ext. 5317; Mohammed Sarodia, Assistant Business Manager - Financial Services on Ext. 5537; or Mike Marriott, Accountant on Ext. 5327

Sanjiv Kohli

Deputy Chief Executive, Director - Resources and Section 151 Officer

General Fund (GF) Revenue Outturn Variance Analysis by Committee as at 31 July 2021

Favourable variances are bracketed and in red - £(0.123)m. Unfavourable variances are in black - £0.123m.

Economic Development - £(0.269)m	£'m
Heritage & Culture: vacant posts and furlough income not budgeted for	(0.060)
Land Charges: increased income, partly offset by increased payment to Nottinghamshire County Council	(0.010)
Sherwood Youth Hostel: reduced income because of centre closure	0.011
Growth/Technical Support: vacant post	(0.014)
Development Management: vacant posts	(0.025)
Newark Beacon: reduced catering, hire charges and service charges income, partly offset by increased workshop rents	0.030
Clipstone Holding Centre: reduced workshop rents income	0.019
Development Costs: increased spend, more than offset by increased recharge of spend to third parties	(0.010)
Economic Growth: vacant post	(0.021)
Former M&S Building: NDR rebate received related to building	(0.083)
Surface Car Parks Newark: increased income from higher than expected number of customers using cashless system	(0.093)
Newark Lorry Park: increased income, partly offset by increased cleaning and security costs	(0.049)
Other small variances	0.036
Total	(0.269)

Homes & Communities - £(0.164)m	£'m
Private Sector Speech Call: reduced costs, and increased income due to an increase in customer demand	(0.089)
Housing Options: vacant posts	(0.039)
Strategic Housing: vacant posts	(0.025)
Customer Services: vacant posts	(0.022)
Commissioning Contributions: reduced expenditure on certain community-based organisations	(0.031)
Other small variances	0.042
Total	(0.164)

Leisure & Environment - £(0.182)m	£'m
Waste & Recycling: greater than expected increase in number of garden waste collection customers; reduced income from waste disposal, partly offset by reduced payment to Nottinghamshire County Council; and reduced income from trade refuse	(0.021)
Vicar Water Park: vacant posts	(0.010)
Environmental Service Management: vacant post now recruited to	(0.017)
Dog Control: savings from bringing warden contract back in-house at end of May 2021	(0.031)
Environmental Health: vacant posts and income from a secondment, partly offset by reduced income such as from licence and registration fees	(0.051)
Health & Community Relations: vacant post	(0.020)
Other small variances	(0.032)
Total	(0.182)

Policy & Finance - £0.452m	£'m
Bank Charges: increased usage, such as of credit cards	0.013
Legal Section: vacant posts	(0.047)
Central Telephones: increased use due to increase in number of employees	0.010
Corporate Asset Development: reduced income from less than budgeted recharge of employee costs to capital and Housing Revenue Account (HRA), partly offset by vacant post	0.044
Administration Services: vacant posts	(0.044)
Council Tax: vacant post, plus reduced court fees for summons	(0.043)
Rent Allowances/Rent Rebates: forecast based on year-to-date actuals	0.051
Housing Benefit Administration: vacant post and additional unbudgeted grant income	(0.050)
Castle House: reduced income, largely from partners for cost of desk hire, partly offset by reduced spend on repairs and maintenance	0.022
Beaumont Cross: additional rental income	(0.018)
Corporate Property: vacant posts, largely offset by reduced administration fee income as part of rent share agreement	(0.010)
£540,530 saving budgeted for in-year vacancies council-wide (3.5% of total salaries plus oncosts budget)	0.541
Other Financial Transactions: a COVID-related business grant which was repaid to the council	(0.010)
Test & Trace Support Admin: central government grant received in excess of forecasted spend	(0.039)
Corporate Management: unforeseen costs, such as additional audit fees to comply with national government mandate	0.017
Other small variances	0.015
Total	0.452

(0.163)

General Fund Additions

Project	Capital Description	Additions / (Reductions) 2021/22 £m	Comments
TA3286	Information Technology Investment	0.053	Additional budget required to support capital programme
TC3149	Onstreet Residential Chargepoint Scheme	0.013	Urgency Item March 2021. Additional budget required to complete works
TC3150	RHH Stamp Duty on Finance Lease	0.071	Additional budget required, approved at P&F 1st April 2021
TC3151	Lorry Park access turnstile	0.032	Urgency Item, funding required for Turnstill at the Lorry Park to enable easy access and reduce revenue costs
TA1221	SLC Fire Safety Remedial Works	0.077	Additional budget required to support the SLC Fire safety remedial works
TB6164	S106 Community Facilities and CPS to Edwinstowe PC	0.043	S106 monies redistributed
TB6165	S106 Community Facilities to SOT	0.240	S106 monies redistributed as agreed at P&F 24th June 2021
TF3228	Homeless Hostel	0.350	Additional budget required to complete project, approved at P&F 24 June 2021
TF6810	PV Units - EON	0.568	Addition relating to Green homes grant local authority delivery, agreed at P&F 24th June 21
TA3057	Palace Theatre Lighting	0.042	Urgent item for the installation of Palace Lighting
TB2253	Vehicles & Plant (NSDC)	0.034	Monies for the replacement of 2 additional vehicles as agreed at P&F 1st April 2021
TB3142	Binrastructure Wrap Grant	0.020	Grant for works accepted and signed. Now added to the capital programme. Approved by P&F 1st April 2021
TB3143	Vicar Water Embankment Works	0.060	Embankment repair works to be funded from capital reserves as approved at P&F 24th June 21
TT1004	Towns Fund - YMCA Community & Activity Village	2.000	Additional budget funded from Towns Fund as approved at P&F 24th June 21

Total General Fund Additions/Reductions **3.604**

HRA Additions/Reductions

Project	Capital Description	Additions / (Reductions) 2021/22 £m	Comments
S93622	PV Invertors	0.092	Addition relating to Green homes grant local authority delivery, agreed at P&F 24th June 21

Total HRA Additions/Reductions **0.092**

Total Additional/Reductions **3.696**

General Fund - Reprofiting

Project	Capital Description	Additions / (Reductions) 2021/22 £m	Comments
TA3286	Information Technology Investment	0.145	Reprofiting of budget. Excellerated spend of £145k, brought back from 2022/23 budget
TC3135	Works to Buttermarket	(0.006)	Budget Moved into 2020/21 to match spend requirements
TC3148	RHH Units Fit Out	(0.075)	Budget Moved into 2020/21 to match spend requirements
TA3097	Yorke Drive Regeneration and Community Facility	(3.248)	Budget moved to be moved to 22/23. Currently at planning stage
TB3154	Castle Gatehouse Project	(0.981)	Budget moved to be moved to 22/23. Currently at planning stage
TG1003	Housing Regeneration Loan Facility	(10.110)	Budget moved to be moved to 22/23. Currently at planning stage

Total General Fund Re profiting **(14.275)**

HRA - Reprofileing

Project	Capital Description	Additions / (Reductions) 2021/22 £m	Comments
S91100	ROOF REPLACEMENTS	(0.400)	Moved to S91115 and S91116
S91115	Roof Replacement Works	0.200	Funded from S91100
S91116	Flat Roof Replacement Wrk	0.200	Funded from S91100
S91200	KITCHEN & BATHROOM CONVERSIONS	(1.500)	Moved to S91218
S91218	Kit & Bathrooms	1.500	Funded from S91200
S91300	EXTERNAL FABRIC	(0.300)	Moved to S91336
S91336	External Fabric Works	0.300	Funded from S91300
S91400	DOORS & WINDOWS	(0.170)	Moved to S91412
S91412	Doors & Windows Works	0.170	Funded from S91400
S93100	ELECTRICAL	(0.600)	Moved to S93115
S93115	Rewires	0.600	Funded from S93100
S93500	HEATING	(0.550)	Moved to S93510
S93510	Heating/Boilers	0.550	Funded from S93500
S93600	ENERGY EFFICIENCY	(0.150)	Moved to S93622
S93622	PV Invertors	0.150	Funded from S93600
S95100	GARAGE FORECOURTS	(0.075)	Moved to S95115
S95115	Resurfacing Works	0.075	Funded from S95100
S95200	ENVIRONMENTAL WORKS	0.116	Moved to S95203
S95203	Car Parking Schemes	(0.116)	Funded from S95200
S97100	ASBESTOS	(0.050)	Moved to S97115 and S97116
S97115	Asbestos Surveys	0.030	Funded from S97100
S97116	Asbestos Removal	0.020	Funded from S97100
S97200	FIRE SAFETY	(0.087)	Moved to S97221
S97221	Fire Risk Assessments	0.087	Funded from S97200
S97400	DISABLED ADAPTATIONS	(0.500)	Moved to S97416, S97417 and S97418
S97416	Major Adaptations	0.430	Funded from S97400
S97417	Minor Adaptations	0.030	Funded from S97400
S97418	Adaptation Stair Lift/Ho	0.040	Funded from S97400
SA1062	Phase 3 - Cluster 2 Various	0.100	Funded from SA1064
SA1063	Phase 3 - Cluster 3	0.020	Funded from SA1064
SA1064	Phase 3 - Cluster 4	(0.120)	Moved to SA1062 and SA1063
SA1070	Phase 4	(0.430)	Moved to SA1071
SA1071	Phase 4 Cluster 1	0.430	Funded from SA1070
SA1033	Estate Regeneration	(2.951)	Currently working on design and planning applications. Monies of £2,951k will need to be reprofiled to 22/23

Total HRA Re profiling **(2.951)**

Total Re profiling **(17.226)**

Total Variations **(13.530)**

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
PROPERTY INVESTMENT PROGRAMME										
S91100	ROOF REPLACEMENTS	D Bamford	400,000	0	0	0	0	0	0	Monies transferred to S91115 and S91116
S91115	Roof Replacement Works	D Bamford	64,710	264,710	(51,937)	138,122	178,525	264,710	0	19.08.21 Ongoing - Anticipate spend to budget
S91116	Flat Roof Replacement Wrk	D Bamford	0	200,000	(6)	176,167	23,839	200,000	0	19.08.21 Ongoing - Anticipate spend to budget
S711	ROOF REPLACEMENTS		464,710	464,710	(51,943)	314,289	202,364	464,710	0	
S91200	KITCHEN & BATHROOM CONVERSIONS	A Tutty	1,500,000	0	0	0	0	0	0	
S91218	Kit & Bathrooms	A Tutty	715,330	2,215,330	43,932	1,228,076	943,323	2,215,330	0	13.07.21 Ongoing, programme slowed down due to isolation
S712	KITCHEN & BATHROOM CONVERSIONS		2,215,330	2,215,330	43,932	1,228,076	943,323	2,215,330	0	
S91300	EXTERNAL FABRIC	G Bruce	300,000	0	0	0	0	0	0	
S91336	External Fabric Works	G Bruce	0	300,000	35,282	200,000	64,719	300,000	0	19.08.21 Ongoing - Anticipate spend to budget
S713	EXTERNAL FABRIC		300,000	300,000	35,282	200,000	64,719	300,000	0	
S91400	DOORS & WINDOWS	D Bamford	170,000	0	0	0	0	0	0	
S91412	Doors & Windows Works	D Bamford	94,000	264,000	22,608	224,237	17,155	264,000	0	13.07.21 102 jobs provided to contractor 17 completed to date.
S714	DOORS & WINDOWS		264,000	264,000	22,608	224,237	17,155	264,000	0	
S91500	OTHER STRUCTURAL	G Bruce	50,000	50,000	26,337	10,957	12,706	50,000	0	19.08.21 Ongoing - Anticipate spend to budget
S91511	Walls Re-Rendering	G Bruce	50,000	50,000	0	0	50,000	50,000	0	19.08.21 Ongoing - Anticipate spend to budget
S91534	Gutter Repairs	A Hayward	0	0	0	0	0	0	0	
S715	OTHER STRUCTURAL		100,000	100,000	26,337	10,957	62,706	100,000	0	
S93100	ELECTRICAL	A Tutty	600,000	0	0	0	0	0	0	
S93115	Rewires	A Tutty	300,000	900,000	44,661	585,443	269,897	900,000	0	13.07.21 Extention until end of Nov. re tendering the main contract at the moment, new contractor should be on site Sept/Oct 21.
S731	ELECTRICAL		900,000	900,000	44,661	585,443	269,897	900,000	0	
S93200	SMOKE ALARMS		0	0	0	0	0	0	0	
S732	SMOKE ALARMS		0	0	0	0	0	0	0	
S93300	PASSENGER LIFTS		0	0	0	0	0	0	0	
S733	PASSENGER LIFTS		0	0	0	0	0	0	0	
S93500	HEATING	D Bamford	550,000	0	0	0	0	0	0	
S93510	Heating/Boilers	D Bamford	138,000	688,000	99,386	567,318	21,296	688,000	0	13.07.21 75 in progress, 42 completed. A further 100 addresses to be planned in.
S735	HEATING		688,000	688,000	99,386	567,318	21,296	688,000	0	

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S93600	ENERGY EFFICIENCY	D Bamford	150,000	0	0	0	0	0	0	
S93622	PV Invertors	C Wagstaff	0	241,760	0	0	241,760	241,760	0	19.08.21 Ongoing - Anticipate spend to budget
S93602	EE Boilers	D Bamford	0	0	0	0	0	0	0	
S736	ENERGY EFFICIENCY		150,000	241,760	0	0	241,760	241,760	0	
S95100	GARAGE FORECOURTS		75,000	0	0	0	0	0	0	
S95109	Garages		34,000	34,000	0	0	34,000	34,000	0	19.08.21 Ongoing - Anticipate spend to budget
S95115	Resurfacing Works		0	75,000	0	44	74,956	75,000	0	13.07.21 Currently being re-tendered.
S751	GARAGE FORECOURTS		109,000	109,000	0	44	108,956	109,000	0	
S95200	ENVIRONMENTAL WORKS	M Carman	150,000	266,090	0	0	266,090	266,090	0	19.08.21 Ongoing - Anticipate spend to budget
S95203	Car Parking Schemes	D Roxburgh	216,090	100,000	(5,634)	0	105,634	100,000	0	19.08.21 Ongoing - Anticipate spend to budget
S95206	Chatham Court Target Hardending - Safer Neighbourhoods	J Davidson/A Batty	2,260	3,945	1,733	1,851	115	3,699	(246)	13.07.21 Complete
S95207	Vineway Gated Access	M Carman	0	0	246	0	0	246	246	19.08.21 Project now complete
S95208	Roewood Lane Sewerage Treatment Station	D Bamford	10,000	10,000	0	0	10,000	10,000	0	13.07.21 Work is in progress
S95250	Communal Lighting	G Bruce	20,000	20,000	1,439	0	18,561	20,000	0	19.08.21 Ongoing - Anticipate spend to budget
S95252	Flood Defence Systems	D Bamford	10,000	10,000	0	0	10,000	10,000	0	19.08.21 Ongoing - Anticipate spend to budget
S95253	Play Areas	L Powell	40,000	40,000	40,000	0	0	40,000	0	13.07.21 Works complete.
S95254	Estate Remodelling	G Bruce	65,000	65,000	0	2,775	62,225	65,000	0	19.08.21 Ongoing - Anticipate spend to budget
S95293	Fencing Various Locations	G Bruce	0	0	0	0	0	0	0	
S752	ENVIRONMENTAL WORKS		513,350	515,035	37,784	4,626	472,624	515,035	(0)	
S97100	ASBESTOS	J Knowles	50,000	0	0	0	0	0	0	
S97115	Asbestos Surveys	J Knowles	13,000	43,000	19,577	19,967	3,456	43,000	0	19.08.21 Ongoing - Anticipate spend to budget
S97116	Asbestos Removal	J Knowles	8,000	28,000	2,371	25,000	629	28,000	0	13.07.21 Spend will follow the above surveys
S771	ASBESTOS		71,000	71,000	21,948	44,967	4,085	71,000	0	
S97200	FIRE SAFETY	J Knowles	86,870	0	0	0	0	0	0	
S97218	Enhanced Fire Risk Assessments	J Knowles	450,000	450,000	70,657	126,827	252,516	450,000	0	13.07.21 Actions from FRAs to complete
S97221	Fire Risk Assessments	J Knowles	0	86,870	0	0	86,870	86,870	0	13.07.21 Amalgamate budgets
S772	FIRE SAFETY		536,870	536,870	70,657	126,827	339,386	536,870	0	
S97300	DDA IMPROVEMENTS	L Powell	20,000	20,000	2,334	166	17,500	20,000	0	19.08.21 Ongoing - Anticipate spend to budget
S773	DDA IMPROVEMENTS		20,000	20,000	2,334	166	17,500	20,000	0	
S97400	DISABLED ADAPTATIONS	L Powell	500,000	0	0	0	0	0	0	
S97416	Major Adaptations	L Powell	42,000	472,000	132,112	222,090	117,798	472,000	0	13.07.21 Expecting to spend by the end of December. Had double referrals compared to this time last year so far.
S97417	Minor Adaptations	L Powell	3,000	33,000	8,204	22,102	2,694	33,000	0	13.07.21 Referrals comparable to last year
S97418	Adaptation Stair Lift/Ho	L Powell	3,000	43,000	11,732	23,794	7,474	43,000	0	19.08.21 Ongoing - Anticipate spend to budget

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
S774	DISABLED ADAPTATIONS		548,000	548,000	152,048	267,986	127,966	548,000	0	
S97500	LEGIONELLA	A Tutty	30,000	30,000	(681)	24,862	5,819	30,000	0	19.08.21 Ongoing - Anticipate spend to budget
S791	UNALLOCATED FUNDING		30,000	30,000	(681)	24,862	5,819	30,000	0	
S99100	PROPERTY INVESTMENT CONTINGENCY	M Carman	50,000	50,000	0	0	50,000	50,000	0	19.08.21 Ongoing - Anticipate spend to budget
S99102	Housing Capital Fees	M Carman	270,680	270,680	0	0	270,680	270,680	0	19.08.21 Ongoing - Anticipate spend to budget
S791	UNALLOCATED FUNDING		320,680	320,680	0	0	320,680	320,680	0	
	PROPERTY INVESTMENT		7,230,940	7,324,385	504,353	3,599,798	3,220,234	7,324,385	(0)	
AFFORDABLE HOUSING										
SA1030	HRA Site Development	K Shutt	0	0	0	0	0	0	0	
SA1031	Site Acquisition (Inc RTB)	K Shutt / J Sanderson	2,237,129	2,237,129	0	750	2,236,379	2,237,129	0	13.07.21 3 sites with Legal, to be completed by September (2 for phase 4, cluster 4 and 1 potentially phase 5)
SA1032	New Build Programme	K Shutt	0	0	700	0	(700)	0	0	19.08.21 Miscode to be corrected
SA1033	Estate Regeneration	C Clarkson	4,433,228	1,482,000	348,541	84,684	1,048,776	1,482,000	0	27/08/2021 currently working on design and planning applications. Monies of £2,951k will need to be reprofiled to 22/23
SA1034	Former ASRA Properties	C Clarkson	0	0	0	0	0	0	0	
SA1035	Land at 17 Northgate S106 donated asset	K Shutt	0	0	0	0	0	0	0	
SA1047	New Build Contingency	K Shutt	109,800	109,800	0	0	109,800	109,800	0	19.08.21 Ongoing - Anticipate spend to budget
SA1048	Boughton Extra Care	K Shutt	1,213,379	1,213,379	351,638	346,684	515,057	1,213,379	0	13.07.21 Full PC including fit out by august 21, ready for tenants, expecting an underspend against the full budget.
SA1050	Phase 2 Cluster 1 - Coddington	K Shutt	0	0	0	0	0	0	0	
SA1051	Phase 2 Cluster 1 - 1-4-1 Coddington	K Shutt	0	0	0	0	0	0	0	
SA1052	Phase 2 Cluster 2 - Southwell	K Shutt	0	0	0	0	0	0	0	
SA1053	Phase 2 Cluster 3 - Hawtonville	K Shutt	0	0	(3)	0	3	0	0	
SA1054	Phase 2 Cluster 3 - 1-4-1 Hawtonville	K Shutt	0	(0)	(0)	0	0	0	(0)	
SA1055	Phase 2 Cluster 4 - Sherwood	K Shutt	0	0	0	0	0	0	0	
SA1060	Phase 3	K Shutt	0	0	10,218	0	(10,218)	0	0	19.08.21 to be moved to appropriate cost centres. Investigation works, planning.
SA1061	Phase 3 - Cluster 1 Stand Alone	K Shutt	0	0	(23,170)	0	23,170	0	0	13.07.21 Retention only outstanding, due december 2021.
SA1062	Phase 3 - Cluster 2 Various	K Shutt	0	100,310	27,276	21,604	51,431	100,310	0	13.07.21 Retention only outstanding, due Feb 2022. move remaining budget to contingency
SA1063	Phase 3 - Cluster 3	K Shutt	1,188,513	1,208,513	664,077	74,274	470,162	1,208,513	0	13.07.21 Expected completion by end of September 2021.
SA1064	Phase 3 - Cluster 4	K Shutt	3,150,120	3,029,810	406,806	11,490	2,611,514	3,029,810	0	13.07.21 Expected completion by April/May 2022.
SA1070	Phase 4	K Shutt	7,113,995	6,683,995	46,738	130,890	5,410,547	5,588,174	(1,095,821)	13.07.21 - Will be redistributed as new clusters for phase 4 come on board
SA1071	Phase 4 Cluster 1	K Shutt	1,050,861	1,480,861	625,301	0	855,560	1,480,861	0	13.07.21 Increase budget to allow for contingency (+90,500) expected completion early 2022 (9 units)
SA1072	Phase 4 Cluster 2	K Shutt	0	0	0	1,095,821	0	1,095,821	1,095,821	13.07.21 Expected start on site by end of July (5 units) - Monies to be moved from SA1070 to fund
SA1073	Phase 4 Cluster 3	K Shutt	0	0	0	0	0	0	0	13.07.21 Expected start on site by end of September (20 units)

HRA - Spend against budget - Estimated in year

APPENDIX C

Project	Capital Description	Project Manager	Original budget 21/22 including slippage	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
SA1074	Phase 4 Cluster 4	K Shutt	0	0	0	0	0	0	0	13.07.21 Expected start on site by end of October (17 units)
SA1080	Phase 5	K Shutt	2,900,000	2,900,000	0	0	2,900,000	2,900,000	0	13.07.21 Planning permission being progressed.
SA3001	Ollerton Local Office Refurbishment & Repurpose	J Baker	29,610	29,610	27,006	2,047	557	29,610	0	19.08.21 Works ongoing
SC2000	Careline Analogue to Digital	S Hartley-Hill	80,540	80,540	0	80,540	0	80,540	0	19.08.21 Works complete
	SUB TOTAL AFFORDABLE HOUSING		23,507,174	20,555,947	2,485,127	1,848,782	16,222,038	20,555,947	(0)	
	TOTAL HOUSING REVENUE ACCOUNT		30,738,114	27,880,332	2,989,480	5,448,580	19,442,272	27,880,332	(0)	

General Fund - Spend against budget - Estimated in year

APPENDIX D

Project	Capital Description	Project Manager	Original Budget 2021/22	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TA3053	Museum Improvements	C Coulton-Jones	231,808	231,808	0	58,312	173,496	231,808	0	19/08/21 On target to spend in year
TA3056	NCWC Tudor Hall	C Coulton-Jones	0	200,000	986	0	199,014	200,000	0	13/07/21 Meeting with Woodheads end of July to discuss apportionment of costs. Review following scope of works.
TB3154	Castle Gatehouse Project	C Coulton-Jones	1,006,288	25,000	0	967	24,033	25,000	0	27/08/21 Purely planning and permission applications this financial year. Main costs in 22/23 - Request a reprofile for £982k
TB3160	Castle Electrical Upgrade & Fire Alarm	C Coulton-Jones	0	85,000	22,753	26,433	35,814	85,000	0	13/07/21 Works to be completed by the end of the summer.
TC3131	Extension to London Road Car Park	N Cuttell	107,407	107,407	0	0	107,407	107,407	0	13/07/21 Tenders received - report to P&F in September.
TC3134	Works to SFACC	M Eyre	0	23,560	11,556	1,660	10,344	23,560	0	13/07/21 Will be spent in the current year.
TC3135	Works to Buttermarket	P Preece	695,053	693,571	1,318	15,142	677,111	693,571	0	13/07/21 Estimated costs in place - meeting with prospective tenant before progressing other works.
TC3140	Car Park Ticket Machine Replacement	B Rawlinson	60,000	60,000	0	0	60,000	60,000	0	19/08/21 On target to spend in year
TC3141	Improvements to Newark Beacon	M Eyre	52,000	52,000	450	5,100	46,450	52,000	0	13/07/21 Works are underway
TC3142	Common Lighting at Industrial Estates	M Eyre	25,000	25,000	0	0	25,000	25,000	0	13/07/21 Discussions to take place regarding procurement options.
TC3143	Roller Shutter Doors at Industrial Units	M Eyre	90,000	90,000	0	0	90,000	90,000	0	13/07/21 Discussions to take place regarding procurement options.
TC3144	Fire & Security Rear Entrance Doors at Industrial Units	M Eyre	40,000	40,000	0	0	40,000	40,000	0	13/07/21 Discussions to take place regarding procurement options.
TC3145	Fire Signage and Emergency Lighting at Industrial Units	M Eyre	75,000	75,000	0	0	75,000	75,000	0	13/07/21 Discussions to take place regarding procurement options.
TC3146	Electrical Upgrades to Industrial Units	M Eyre	100,000	100,000	0	0	100,000	100,000	0	13/07/21 Discussions to take place regarding procurement options.
TC3148	RHH Units Fit Out	M Eyre	350,000	275,000	0	0	275,000	275,000	0	13/07/21 Dependant on interest from prospective tenants.
TC3149	Onstreet Residential Chargepoint Scheme	B Rawlinson	0	25,509	0	25,491	18	25,509	0	19/08/21 On target to spend in year
TC3150	RHH Stamp Duty on Finance Lease	M Eyre	0	71,000	71,239	0	0	71,239	239	13/07/21 lease is now in place. Scheme complete
TE3268	Southern Link Road Contribution	Matt Lamb	2,000,000	2,000,000	0	0	2,000,000	2,000,000	0	13/07/21 Some funding due to be released in the current year, may then need to reprofile depending on outcome of other funding opportunities.
	Economic Development Committee		4,832,556	4,179,855	108,302	133,105	3,938,687	4,180,094	239	

General Fund - Spend against budget - Estimated in year

APPENDIX D

Project	Capital Description	Project Manager	Original Budget 2021/22	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TA1221	SLC Fire Safety Remedial Works	S Young	0	77,000	0	4,850	72,150	77,000	0	13/07/21 Instructed some of the works, still awaiting quotes for others.
TA2210	Purchase of Alms Houses	M Cook	0	0	(96)	96	(0)	0	0	19/08/21 - Project complete
TA3097	Yorke Drive Regeneration and Community Facility	C Clarkson	3,228,000	110,000	0	0	110,000	110,000	0	27/08/2021 currently working on design and planning applications. Requested £3,248k to be reprofiled to next financial year
TA3286	Information Technology Investment	D Richardson	370,000	748,850	27,638	80,126	641,086	748,850	0	19/08/21 On target to spend in year
TF2000	CCTV Replacement Programme	A Batty	0	140,500	0	0	140,500	140,500	0	13/07/21 Taking a report to H&C in september with a full review of CCTV.
TF3221	Southwell Flood Mitigation	A Batty	0	453,421	0	0	453,421	453,421	0	13/07/21 Requested info from NCC re drawing down funding.
TF3228	Homeless Hostel	K Shutt / M Cook	2,880,000	3,303,590	46,922	28,056	3,228,612	3,303,590	0	13/07/21 Contractor appointed additional budget agreed at recent P&F meeting.
TF6011	Private Sector Disabled Facilities Grants	A Batty	700,000	700,000	111,731	6,871	581,398	700,000	0	13/07/21 £600-£700k spend in the current year will review as year progresses.
TF6012	Discretionary Disabled Facilities Grants	A Batty	90,000	90,000	5,198	0	84,802	90,000	0	13/07/21 Dependant on applications. Not all flooded properties have taken up the opportunity to claim. Nov 19 & Feb 20 floods, grant dates have been extended.
TF6020	Flood Grants - 2020 - 2022	A Batty	250,000	429,901	29,730	0	400,172	429,901	0	13/07/21 Covid caused delays but enquires have picked up. will review again in following quarters.
TF6807	Warm Homes on Prescription	H Richmond	70,000	70,000	32,838	2,474	34,688	70,000	0	13/07/21 Awaiting final invoice for this scheme.
TF6809	Fairholme Park (Ollerton) Conversion to Mains Gas	H Richmond	0	9,289	5,992	3,167	130	9,289	0	13/07/21 Contract being drawn up with EON. Will be making payments in arrears. Marketing can start now, installations need to be carried out before December 2021.
TF6810	PV Units - EON	H Richmond	0	567,854	0	0	567,854	567,854	0	
Homes & Communities Committee			7,588,000	6,700,405	259,954	125,639	6,314,812	6,700,405	0	
TA1216	Dukeries LC New Pool	A Hardy	741,852	1,581,356	1,158,927	286,271	136,157	1,581,356	0	13/07/21 PC signed off and the pool is operational. Waiting on final invoices. Changing village is complete.
TA1217	Southwell Leisure Centre Improvements	A Hardy	1,500,000	1,500,000	0	0	1,500,000	1,500,000	0	13/07/21 Works have been paused while user base is reviewed following covid.
TB2253	Vehicles & Plant (NSDC)	A Kirk	462,600	658,916	101,756	551,051	6,108	658,916	0	19/08/21 On target to spend in year
TB6154	S106 Community Facilities Provision Community & Activity Village	A Hardy	0	56,183	0	0	56,183	56,183	0	13/07/21 Linked to PC on the community hub, which will be spring 22. Will review progress throughout the year.
TB6162	Loan to Newark Academy	A Hardy	0	240,000	0	0	240,000	240,000	0	19/08/21 Community use agreement being discussed. Will need to review in the next quarter.
TC3136	Climate Change	M Finch/M Eyre	75,000	105,000	0	0	105,000	105,000	0	13/07/21 Currently Solar works to be completed £30k. Other projects still been built up.
TC3137	Brunel Drive Door Entry System	A Kirk	0	0	(1,395)	1,395	0	0	0	19/08/21 Accrual from 20/21 still to be offset
TC3147	Street Scene Building Upgrade	Andy Kirk / Stephen Young	43,000	43,000	29,973	9,560	3,467	43,000	0	13/07/21 Works complete, waiting on final invoice.
TA3057	Palace Theatre Lighting	Carys Coulton-Jones	0	42,280	0	33,017	9,263	42,280	0	19/08/21 Added as an Urgency Item - On target to complete this year
TB3142	Binrastructure Wrap Grant	Andy Kirk	0	20,466	17,595	0	2,871	20,466	0	13/07/21 On target to spend in year
TB3143	Vicar Water Embankment Works	Stephen Young	0	60,000	0	58,289	1,711	60,000	0	13/07/21 Ground investigations are due to be carried out before works can start.
TB6164	S106 Community Facilities and CPS to Edwinstow	Andy Hardy	0	43,480	0	0	43,480	43,480	0	25/08/21 Anticipate completion in year
TB6165	S106 Community Facilities to SOT	Andy Hardy	0	239,620	0	0	239,620	239,620	0	25/08/21 Anticipate completion in year
Leisure & Environment Committee			2,822,452	4,590,300	1,306,857	939,583	2,343,860	4,590,300	0	

General Fund - Spend against budget - Estimated in year

APPENDIX D

Project	Capital Description	Project Manager	Original Budget 2021/22	Revised Budget including Variations for Approval	Actuals to 31.07.21	Current outstanding orders	Additional anticipated spend in year	Total Projected spend in year	Variance	Comments - Spend to date
TC2000	Land Acquisition	M Eyre	0	0	0	0	0	0	0	13/07/21 Monies moved to projects below - TV2005 & TC2006
TC2005	Land Acquisition - Dukeries	M Eyre	0	70,000	0	0	70,000	70,000	0	13/07/21 Update at next meeting.
TC2006	Purchase of Land at Bowbridge Road	M Lamb	0	1,020,760	0	0	1,020,760	1,020,760	0	13/07/21 Discussions still taking place.
TC3016	Legionella Remedial Works	M Eyre	0	20,975	(58,651)	1,116	78,510	20,975	0	19/08/21 Large accrual to be offset, anticipate spend in full
TC3138	Lord Hawke Way Remedial Work & Bond	M Eyre	0	384,150	192,290	0	191,860	384,150	0	13/07/21 CCTV surveys carried out. All connections into the Arkwood site are complete. Discussions to take place with Severn Trent.
TG1003	Housing Regeneration Loan Facility	N Wilson	11,409,849	1,300,000	304,329	0	995,671	1,300,000	0	13/07/21 Arkwood will draw down the money as and when required. £11m is the maximum head room, currently anticipated that only £1.3m is required this financial year
TI1001	Joesph Whittaker School Contribution	M Norton	0	620,000	620,000	0	0	620,000	0	19/08/21 Project complete
TI1002	A1 Overbridge Improvements	M Norton	3,640,000	3,640,000	0	0	3,640,000	3,640,000	0	19/08/21 Under review - Not anticipating spend in full this financial year. Will update at the next meeting
TT1000	Towns Fund - 32 Stodman Street Regeneration	N Cuttell	2,000,000	2,076,524	82,340	14,471	1,979,714	2,076,524	0	13/07/21 Planning permission and demo to sort in 2021/22. £2m grant due to be claimed in 2022/23. £750k required in this financial year. Reprofile the remaining budget to 22/23.
TT1003	Towns Fund - Newark Gateway Cattlemarket Ph1	N Cuttell	0	249,365	26,047	63,499	159,819	249,365	0	13/07/21 Demo tenders have been received. Budget will be spent by March 2022.
TT1004	Towns Fund - YMCA Community & Activity Village	Neil Cuttell	0	2,000,000	0	0	2,000,000	2,000,000	0	13/07/21 Funding approved at P&F 24/06/21.
TC3151	Lorry Park access turnstile	Mark Eyre	0	32,000	0	0	32,000	32,000	0	24/08/21 Urgency item added to capital programme, works to commence asap, fully anticipate completion this year
	Policy & Finance Committee		17,049,849	11,413,774	1,166,355	79,086	10,168,333	11,413,774	0	
	TOTALS		32,292,857	26,884,333	2,841,468	1,277,413	22,765,692	26,884,573	239	

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

ASSET DATA SOFTWARE PROCUREMENT

1.0 Purpose of Report

- 1.1 To provide Members with details of the request to replace Keystone with a new Asset Management & Compliance system for the Housing, Health & Wellbeing Directorate.
- 1.2 This report and the recommendations outlined in 11.1 were supported by SLT on 2 August 2021.

2.0 Background Information

- 2.1 Keystone is the current Newark & Sherwood District Council (NSDC) Asset Management System, now provided by Civica. The system was purchased by the Council and was subsequently used by Newark and Sherwood Homes (NSH) to manage the housing assets on behalf of the Council. It is used to record details of all our HRA Housing assets, residential and non-residential, and includes details of stock condition, asbestos surveys and details of the equipment installed in our properties, such as fire safety equipment. It was also previously used as our Planned Maintenance system for programming works, for surveys and was used for regular annual servicing in connection with gas servicing and other statutory compliance functions.

Confidence in the System

- 2.2 In April 2021, SLT was provided with a detailed briefing in relation to the significant issues of data collection and schedules used to carry out gas and electrical compliance. A temporary solution was found but still relies on the continued use of spreadsheets which is not good practice as it introduces data quality risks and will need to be addressed quickly.
- 2.3 The challenges previously experienced through personnel changes and the knowledge gaps this created cannot afford to be replicated. The project aims to address this and ensure a similar situation is not ever allowed to re-occur by ensuring that the system procured manages all areas of compliance appropriately, is implemented in a planned and responsible manner and a suitable training programme is undertaken for all users with a small group of super users receiving extended training. There will be both electronic and written documentation to support users. The project will streamline the manual processes that are unsustainable in the long term and support staff to manage compliance, contractors and evidence more effectively and efficiently.
- 2.4 In the current environment there is an increased awareness of how we handle property-related health and safety compliance risks.
- 2.5 These are Fire / Legionella (and scalding) / Lifts / Asbestos / Gas / Electrical. It is essential that we have the tools to schedule regular inspections and monitor follow on actions, their urgency and status. At present, we have no software to monitor and report on these functions that are fundamental to achieving compliance, for the health and safety of our tenants. To do nothing is not an option.

- 2.6 Under the Regulator of Social Housing (RSH) the Home Standard is one of four consumer standards that registered providers of social housing must comply with. The standard sets expectations to provide tenants with quality accommodation and a cost-effective repairs and maintenance service and to meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.
- 2.7 RSH, shift to proactive consumer regulation proposed via the Social Housing White Paper and examples of Local Authorities like South Kesteven and Cornwall getting into regulatory difficulties. Having a robust system, incorporating data management is essential to manage the risk of regulatory intervention.
- 2.8 At the time of purchase, Keystone was considered the market leader in this type of software but this software has not kept up-to-date with recent software developments and changes in the market environment of domestic building safety. This has been compounded now with Microsoft confirming that they will no longer support 'Silverlight' software that underpins the Keystone system.
- 2.9 I would recommend, that the current investigations around the Housing System we use for tenancy management and income collection in future do not delay any decision on rectifying this matter, due to the inherent risk of non-compliance we still face. Any change in our Housing System might affect longer term plans for Asset Systems, but it is likely that we will continue using a separate system.
- 2.10 In March 2021, CIGG (Corporate Information Governance Group) agreed to carry the risk of running Keystone beyond October 2021 with unsupported Silverlight software until we could upgrade to Civica Cx system (which is a replacement for Keystone) at the earliest opportunity. This was because the modules we need in CX will not be available for us to go live until the summer of 2022. We are further mitigating the risk by reducing access to Keystone post October 2021 until a new system is in place. A very worst case scenario is that we have to close Keystone down before an alternative is ready but this is very unlikely and has to be weighed against the risk of life due to inadequate processes on compliance.
- 2.11 However, events have now transpired that put in question any further investment in Keystone/Civica as they have changed their financial terms and conditions for proceeding with this option; requiring a significant capital price for upgrading to CX Assets and 50% forward funding now to secure their increased price for modules that haven't been developed yet. Apart from the increase in price, forward funding is an unacceptable risk for NSDC and is not the industry norm. This stance from Civica now raises doubts about Civica's ability to deliver their new asset products.
- 2.12 As a result of this development we have paused the project with Civica whilst other software options have been investigated and considered via ICT framework for web based solutions.

3.0 Current Position

- 3.1 It was initially proposed by Caroline Wagstaff and supported by SLT to stay with Keystone and upgrade to the new web version of CX Assets rather than to carry out a time-consuming procurement process to replace Keystone altogether. This position has now changed as outlined in 2.9 above.

- 3.2 In response, Managers in the Housing Maintenance & Asset team along with key managers in ICT have carried out procurement investigations focused on utilising the cloud procurement framework on the government digital marketplace and comparing it with the offer from Civica CX Assets. The options assessed and proposed for this are detailed below in item 4.0 and 5.0.
- 3.3 We have already bought 20 days for managing keystone and currently have 14.5 days left. If the recommended option to move to another product is approved we will have unused Civica Consultancy days that we bought at the discounted rate of £1,050 per day (this is non-refundable). To date we have only used 5.5 days. However, some of these days would be utilised by further data cleansing and preparation for transfer of data to the alternative system.
- 3.4 Currently discussions with Civica on a new draft contract and the new Asset Modules have been put on hold, pending the outcome of SLT support and Policy & Finance decision on the options appraisal and recommendation in this report. If the preferred option is supported Civica will be informed that we will not be entering into a new contract.
- 3.5 Currently Asset Management are using a separate module for energy (EPC/SAP) data as this is not available in Keystone or Civica CX. It is part of the Apex package and so if this option was supported, there would be a small license fee savings. This module is essential going forward to ensure we track and meet government regulation by 2035 of bring all our council homes up to EPC 'C' rating.

4.0 Option 1 - Civica

- 4.1 As the new web based Asset Management modules are not currently available until at least summer 2022, implementation would occur in 3 phases. Phase one focusing on bring back to use the current Keystone compliance module for gas servicing and purchasing the Contractor's Portal at a cost of £25,094 Capital and £3,456 revenue p/a.
- 4.2 We have considered for several years purchasing the Contractor's Portal to issue jobs to contractors and to allow contractors to update the system directly. This will avoid the problems associated with manual interfaces. The Portal will also allow us to fulfil our legal obligation to provide our contractors and in-house operatives with the asbestos information they require before working in our properties. It will also allow specialist Asbestos Surveyors to feed surveys directly into Keystone.
- 4.3 It is vital that we can locate certificates and other documents, for example after a fire. Documents like gas safety certificates that will be fed in from the Contractors Portal can be stored automatically. The current process is labour intensive and open to error. This opens the way to future use of SharePoint should it be taken up by the Council.
- 4.4 Phase 2 would be upgrading to the new CX Asset Basic Addition (£69,800 capital and £8,036 on top of the £18,951.41 currently paid for Keystone revenue p/a) and the Asbestos module which are estimated to be available in Spring 2022.
- 4.5 Risk Management Module and Dash Board (£58,644 Capital and £4,580 revenue p/a) would not be available until Summer 2022 and would be the final phase if approved.

- 4.6 For a limited period (though already has been extended when challenged) Civica are willing to offer a £15,998 discount to the capital costs which has been factored into the final costs below.
- 4.7 Under the proposed contract terms with Civica; the Risk Management Module would be purchased now and we would have to commit to the CX Asset Module and pay 50% of the capital cost now (at a cost £34,900). As the management of actions is key to maintaining full compliance the Risk Management Module is considered an essential tool for assigning work and for monitoring and recording its completion. We currently have only manual systems in place to properly fulfil this requirement.
- 4.8 There are then other costs which are currently estimates associated with security, implementation and which amount to £50,000 capital and £4,930 revenue (See table “Other Estimate Costs” in Appendix 1).
- 4.9 Civica have also suggested simply signing a new standard Civica contract or a Contract Change Notice to the existing Keystone/NSDC contract from 2008, to deal with the matter of procurement. Further legal procurement advice would be required before any approach to purchase is agreed.
- 4.10 Civica’s request for payment upfront on modules in design stage does expose the Council to significant risk, should the modules not be completed on time, or the company folds (though the latter is very unlikely).
- 4.11 The full break-down of Option 1 costs can be found in Appendix 1 attached to this report.

5.0 Option 2 – Purchase Alternative Asset & Risk Management Software via the government cloud procurement framework

- 5.1 Option 2 focuses on looking at alternative solutions to Civica that cover our asset management and compliance requirements. This included both utilising the cloud procurement framework on the government digital marketplace and re-visiting compliance only options considered in the summer 2020 (by consultant Steve Haywood).
- 5.2 The cloud procurement framework is an agreement between government and suppliers, which is available to all public sector organisations. Procuring through frameworks is faster and cheaper than entering into individual procurement contracts.

6.0 Selection Process

- 6.1 A workshop was facilitated by Digital Services with key members of the Asset business unit to identify all functionality and rate them on a scale from must have through to do not need. This provided the functionality list for identifying suitable software options.
- 6.2 The following search criteria was utilised, producing 4 results:
- Property compliance asset management fire
 - Cloud software
 - Private cloud
 - Supplier is not a reseller

- 6.3 The 4 results were:
- Rowanwood Apex,
 - Vision Online,
 - Orchard Asset and
 - Lifespan.
- 6.4 Of these four, 2 were selected for further investigation; Rowanwood Apex (referred to as Apex) and Lifespan based on their functionality provision fully matching the core requirements and the future requirements confirmed from the agreed business plan for the business unit, as well as being competitive on price.
- 6.5 Orchard Asset was not shortlisted due to pricing, and Vision online was not shortlisted due to its commercial building focus including RFID/NFC tags for statutory compliance which is not practical for social housing asset management.
- 6.6 Due to the small number of suitable options on the Digital Marketplace additional recommendations and past investigations were also revisited and subsequently excluded for the following reasons:
- PIMMS was recommended by an ex colleague working elsewhere as a systems analyst. Initial conversations identified that PIMMS was still utilising Silverlight so investigations were halted at that point.
 - C365 was previously identified by consultants to the housing department. This solution is purely for managing compliance and would rely on continuing to maintain Keystone or an alternative core asset management system. This increases the number of different systems in use and key challenges around Keystone would not be addressed.
 - Northgate – asset management is primarily targeted as a bolt on to NPS Housing rather than an independent standalone solution which would create complications for the existing set up.
 - Concerto – this software is already in use by the corporate asset management team but on reviewing demonstrations and talking with the provider it was confirmed that the functionality is aimed at single larger buildings with multiple maintenance parts. Adapting the system to meet the needs of social housing would take considerable configuration and concern remained from all areas that it would not be possible to suitable adapt the system to deliver all the functionality needs required to meet social housing regulatory requirements.
- 6.7 Demonstrations were undertaken of the Lifespan and Apex solutions with representatives from all areas of the asset team, digital services and digital transformation.
- 6.8 After the demonstrations and further questions tabled and answered, Apex came out the preferred provider based on some key functionality features:
- Continued development of the product
 - Worked with both Capita (housing database) and transferring data from Keystone
 - Obtained 2 good verbal references from L.B. Croydon (1st users selected by Apex) and we also identified our own reference Network HA randomly selected by Caroline Wagstaff).
 - Other current user of the Apex system are Sheffield City Council, Corby Borough Council; Optivo; South Essex Homes; London Borough of Southwark; Birmingham City Council; Anchor Hanover; and Your Homes Newcastle

- Better front end interface and geo-mapping
- Automation system for checking gas servicing inputs from contractors
- Easy to use report wizard
- Generally a more sophisticated product than Lifespan in its visuals and usability.
- Energy model in Apex matches the one currently used in Keystone and would therefore be a smoother transition for this element.
- The EPC module software is already in use in the Investment team and officers have been trained on this module for carrying out EPC's on voids in the repairs team.

6.9 The break-down of Option 2 costs for the preferred bidder Apex can be found in Appendix 2 attached to this report.

7.0 Comparisons

7.1 With reference to **Appendices 1 and 2**, in a cost comparison Apex is £37,240 cheaper in capital/one-off/data migration costs and year on year £21,113.41 cheaper.

7.2 The Apex modules also provide energy data software which we currently pay a separate licence fee for and comes with better cost certainty. This will lead to a small saving annually.

7.3 As much of the Civica Cx Asset Modules are in development and not completed, it is difficult to gauge comparison with Apex; but from what the project group have seen Apex provides the better functionality. Apex also has the added advantages of being tried and tested in the market place for many years (10 at least as it was one of the options considered when we moved to Keystone), whereas CX Assets is an unknown quantity in the work environment.

8.0 Equalities Implications

8.1 There are no direct equalities implications arising from this report.

9.0 Financial Implications (FIN21-22/1564)

9.1 The costs associated with the proposals have been summarised below and are funded by HRA efficiency savings and added the additional ongoing revenue costs into future year budgets.

9.2 For the preferred option of Apex (option 2), the final costs are £197,140.

9.3 In the first year there would be a one off cost in total of £160,300 (£69,625 to set up the system, provide extra security required by ICT and provide the enhanced training and one-off cost of £90,675 for data migration from keystone and system integration with Capita and Total Mobile). The one off costs will be funded from the HRA's Development and ICT reserve which will leave £120,700 remaining in that reserve. The annual revenue costs total £36,840.

9.4 The data one-off costs are significant at £90,675 but this provides a comprehensive test and check regime as well as the actual data migration process, which is essential when dealing with this amount of data and the consequences that could come with any failures.

9.5 The cost for Civica (option 1) is £255,493 but could be reduced if we excluded the hosting option for Civica saving (revenue £18,000 p.a.), but similar costs would be incurred by NCDC

in terms of facilities and resources. Any savings would be potentially around £2,000 in year one, but there after we would have to pay costs for any upgrades. This report would therefore recommend that Civica host the software. The savings from the licencing costs for Keystone are also accounted for in both costings.

- 9.6 Further to this, Civica had not provided costs for integration with Capita and Total Mobile, so a £10,000 contingency has been added as an estimate to cover for this, included in the figure in paragraph 8.5.

10.0 Community Plan – Alignment to Objectives

- 10.1 The performance of the Compliance & Safety Team contributes to the delivery of the objective “To create more and better homes through our roles as landlord, developer and planning authority”.

11.0 Comments of Director

- 11.1 Ensuring that NSDC has a robust system for the management of property data in order to ensure the safety of tenants in their homes and effective asset management is critical. A team drawn from the HH&W directorate with colleagues from ICT and finance are satisfied that (a) replacement of Keystone is required and (b) the most suitable solution is to implement the Apex software from Rowanwood. Subject to approval from P&F, a detailed project plan will be developed to ensure that the implementation of Apex is successful and the expected benefits are realised.

12.0 RECOMMENDATIONS that:

- (a) Members approve the preferred provider from the framework Apex to deliver a new asset management database;**
- (b) Members approve the total one off expenditure of Apex of £160,300 funded from the HRA Development and ICT Reserve for approval by Policy & Finance Committee; and**
- (c) Members approve the additional annual revenue costs of Apex of £17,889 per year for all modules funded by HRA efficiency savings and added into future year budgets.**

Reason for Recommendations

To improve the performance of the Compliance & Safety Team and ensure the health, safety and wellbeing of our tenants and employees remain paramount.

Background Papers

Nil.

For further information please contact Caroline Wagstaff, Business Manager – Housing Maintenance and Asset Management, on 07929 864367.

Suzanne Shead
Director – Housing, Health & Wellbeing

Civica Cx Costs

Core Costs					
Product	Capital/One-off Expenditure	Annual Revenue Expenditure	Comment	SLT Capital Agreed on 21st April 2021	SLT Revenue Agreed on 21st April 2021
Additional Module – Contractor’s Portal	£ 25,094.00	£ 3,456.00	Required in 21/22	£ 21,000.00	£ 3,600.00
Additional Module – Risk Management & Dashboard Module	£ 58,644.00	£ 4,580.00	Required in 22/23	£ 56,000.00	£ 5,000.00
Existing Core Costs		£ 18,951.41			
Upgrade to web based Cx version	£ 69,800.00	£ 8,036.00	Capital Expenditure Only £35k listed in 1st report to SLT		
Hosting		£ 18,000.00	The hosting cost is optional, but if not taken would incur similar costs for NSDC to host		
Contingency	£ 10,000.00				
Limited Discount	-£ 15,998.00				
Total Expenditure	£ 147,540.00	£ 53,023.41		£ 77,000.00	£ 8,600.00
Other Estimated Costs 2022/23					
Product	Capital/One-off Expenditure	Annual Revenue Expenditure	Comment		
Super Users Training (estimate)	£ 15,000.00				
SSO/MFA (required for security compliance) Estimate	£ 2,000.00	£ 2,250.00			
Integration for Total Mobile Cost unknown but estimated	£ 7,000.00				
Financials unknown but estimated	£ 25,000.00	£ 1,480.00			
Extended data back-up Estimate	£ 1,000.00	£ 1,200.00			
Total	£ 50,000.00	£ 4,930.00			
	Capital/One-off Expenditure	Annual Revenue Expenditure		SLT Capital Agreed on 21st April 2021	SLT Revenue Agreed on 21st April 2021
TOTAL FOR CIVICA	£ 197,540.00	£ 57,953.41		£ 77,000.00	£ 8,600.00
GRAND TOTAL	£255,493.41			£85,600.00	

Apex Costs

Products for Apex	Capital Expenditure	Annual Revenue Licensing Costs	Set up & Training - One off costs	Data Migration One-offs	SLT Capital Agreed on 21st April 2021	SLT Revenue Agreed on 21st April 2021
Core, Surveying, Energy, Compliance, Contractor, User Licenses		£ 29,960.00	£ 44,000.00	£ 73,125.00		
Finacials		£ 1,480.00	£ 3,200.00			
Super Users Training, faster implementation			£ 19,500.00			
Annual training for updates		£ 1,950.00				
Systems Intergration, Total Mobile				£ 17,550.00		
SSO/MFA (required for security compliance)		£ 2,250.00	£ 1,950.00			
Extended data back-up		£ 1,200.00	£ 975.00			
Total Expenditure	£ -	£ 36,840.00	£ 69,625.00	£ 90,675.00		
GRAND TOTAL		£197,140.00				

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

COMMUNITY PLAN – ACTIVITY FOCUS

1.0 Purpose of Report

1.1 The Council's Community Plan covers April 2020 to March 2023. This report sets out the work that remains ongoing or outstanding within the Community Plan and therefore forms the focus of the Council's work for the next 18 months.

1.2 It should be noted that there will continue to be a demand on the Council to support the Covid response and Covid recovery response. Requests for support from both health and other public sector colleagues continue and are unlikely to reduce in the immediate future. The activities the Council will need to undertake to support with these are not part of this report but will undoubtedly require Council resources throughout this period.

2.0 Background Information

2.1 The Community Plan was agreed in 2019 and was last refreshed in October 2020. Progress against activities in the Community Plan has been monitored as part of performance reporting. In addition reports on specific activities and work undertaken as part of the Council's response to the Coronavirus Pandemic have also been presented to Members.

2.2 This report looks at what remains within the Community Plan to inform the Council's work programme which includes Community Plan actions and a wide range of activities the Council delivers and develops as part of its usual services.

3.0 Proposals

3.1 This section details the activities to be contained with the Community Plan work programme for the next 18-months. To focus the Council's work and ensure that it delivers on the promises made with the Community Plan.

3.2 The activities are summarised as bullet point statements under each objective. The details of the operational actions required to deliver the activities sits within the Business Plans of the relevant services in the Council.

3.3 Objective: Deliver inclusive and sustainable economic growth

- Educate to work: grow and maintain relationships with schools, colleges, universities, enterprise agencies and independent training providers, employment agencies and businesses.
- Business support and resiliency programmes: support at least 50 businesses per annum with information, advice and guidance, mentoring skills and financial help.
- Key infrastructure: secure funding and commence construction of the Southern Link Road and progress the A1 overbridge.
- Adopt the amended the Development Plan and associated policies.
- Redevelop the current Cattle Market site to create the country's first international Air and Space College.
- Complete re-purposing of the Buttermarket.

- Redevelop the former Marks & Spencer on Stodman Street into a mixed use employment and residential offer.
- Implement the 'welcome back fund' with key partners to support resilience and growth of our high streets and shopping areas post Covid.
- Develop the Newark Heart Programme to support new activities and events within the Town to drive up footfall, dwell time and spend.
- Bring forward proposals to regenerate Ollerton Town Centre.
- Develop the Tourism Destination Development and Sherwood Forest Corner Masterplan.
- Develop and submit 'Levelling Up' proposals for Sherwood.
- Progress the Castle Gatehouse Scheme.

3.4 Objective: Create more and better quality homes through our roles as landlord, developer and planning authority

- Build 500 homes directly through the Council's development company, Arkwood Developments.
- Allocate future housing to meet the needs of the Gypsy and Traveller community.
- Deliver a new winter night shelter provision which meets Public Health guidelines relating to COVID-19.
- Develop and deliver the first phase of the 'Starting Well' project.
- Develop a hostel for homeless people. This includes designing and constructing brand new replacement accommodation in Newark using the Seven Hills Site.
- Review the housing repairs service and implement any actions required to improve the customer experience.
- Deliver a handy person service.
- Build 335 homes from our Housing Revenue Account and deliver an additional 200 homes in Ollerton and Boughton via a developer.
- Develop the Ollerton and Boughton neighbourhood regeneration scheme.
- Review and implement the new 'Empty Homes Standard'.
- Commence the first phase of Yorke Drive Regeneration Scheme.
- Strengthen existing arrangements for engaging with residents and tenants.
- Play a full role in resettling Afghan families.

3.5 Objective: Improve the health and wellbeing of local residents

- Work collaboratively with partners to support the development and integration of housing, health and social care.
- Work with Southwell Leisure Centre Trust in the co-development of a business case for a fitness suite extension and an alternative management arrangement.
- Continue to support the YMCA to deliver the Community and Activity Village.
- Support the provision of a new play area in Bilsthorpe.
- Develop a targeted arrears support project to support residents at risk of financial crisis, with particular focus on those financially affected by COVID-19.
- Create and deliver a portfolio of innovative fuel poverty alleviation / affordable warmth initiatives targeted at private sector residents.
- Progress Southwell and Lowdham flood mitigation works.
- Complete improvements to Sherwood Forest Arts and Craft Centre.
- Support Newark Hockey Club with provision of a new pitch.
- Work with Newark FC to identify a replacement facility.
- Continue to provide effective response to all Covid related activities.

3.6 Objective: Continue to maintain the high standard of cleanliness and appearance of the local environment

- Continue to deliver the 'Not in Newark & Sherwood' anti fly-tipping campaign.
- Increase levels of resident satisfaction with their local area and street scene by proactively deploying the new Action Day Team to target key areas.
- Address repeated environmental neglect by carrying out proactive enforcement action and deliver a thank you note to those residents who make a positive impact.
- Deliver at least 3 school or community projects per annum aligned with the future Days of Action Programme.

3.7 Objective: Reduce crime and anti-social behaviour and increase feelings of safety in our communities

- Ensure alignment and investment in new technology to improve imaging and support enforcement actions by assessing crime locations against CCTV sites.
- Improve the safety of the district's town centres by undertaking at least two Nights of Action per annum, in collaboration with key partners, to target the night time economy.
- Reduce the number of environmental crimes committed by increasing visibility and enforcement activity in targeted areas.
- Educate young people engaged in, or at risk of offending in, anti-social behaviour by delivering at least two diversionary activities per annum in key locations.
- Invest in additional target hardening works to deter unauthorised traveller encampments.
- Following the success of the Safer Street initiative, working with Police partners to deliver a three further areas of target hardening aimed at reducing residential and vehicle crime.

3.8 Objective: Enhance and protect the district's natural environment

- Contribute to the UK's Emergency Tree Plan by identifying sites and planting at least 10,000 trees by 2023.
- Reduce the Council's carbon emissions by implementing an environmental strategy and carbon reduction action plan to achieve carbon neutrality by 2035.
- Improve recycling levels by promoting positive behavioural changes.
- Connect residents and visitors with the nature, landscape and wildlife of Sherwood Forest by developing a masterplan for Forest Corner.
- Provide a number of residential charge points for electric vehicles.
- Roll out a programme of Photovoltaic (PV) Units on Council assets.

4.0 Equalities Implications

4.1 This is a summary of a wide range of work within the next 18 months, within all of the activities and actions identified the appropriate equalities implications will be considered.

5.0 Digital Implications

5.1 This is a summary of a wide range of work within the next 18 months, within all of the activities and actions identified the appropriate digital implications will be considered.

6.0 Financial Implications (FIN21-22/5582)

6.1 Budgets are already set for activities identified above, where appropriate. Relevant Business Managers will submit separate reports if any budget changes are required. There are no financial implications for this report.

7.0 Community Plan – Alignment to Objectives

7.1 Aligns to the whole Community Plan.

8.0 RECOMMENDATION

That Members note the community activities which remain to be undertaken.

Reason for Recommendation

To ensure members are aware of the focus of activities which will be undertaken for the next 18 months.

Background Papers

Community Plan 2020-2023

For further information please contact Deborah Johnson on Ext. 5800

Deborah Johnson

Director – Customer Services & Organisational Development

POLICY & FINANCE COMMITTEE
23 SEPTEMBER 2021

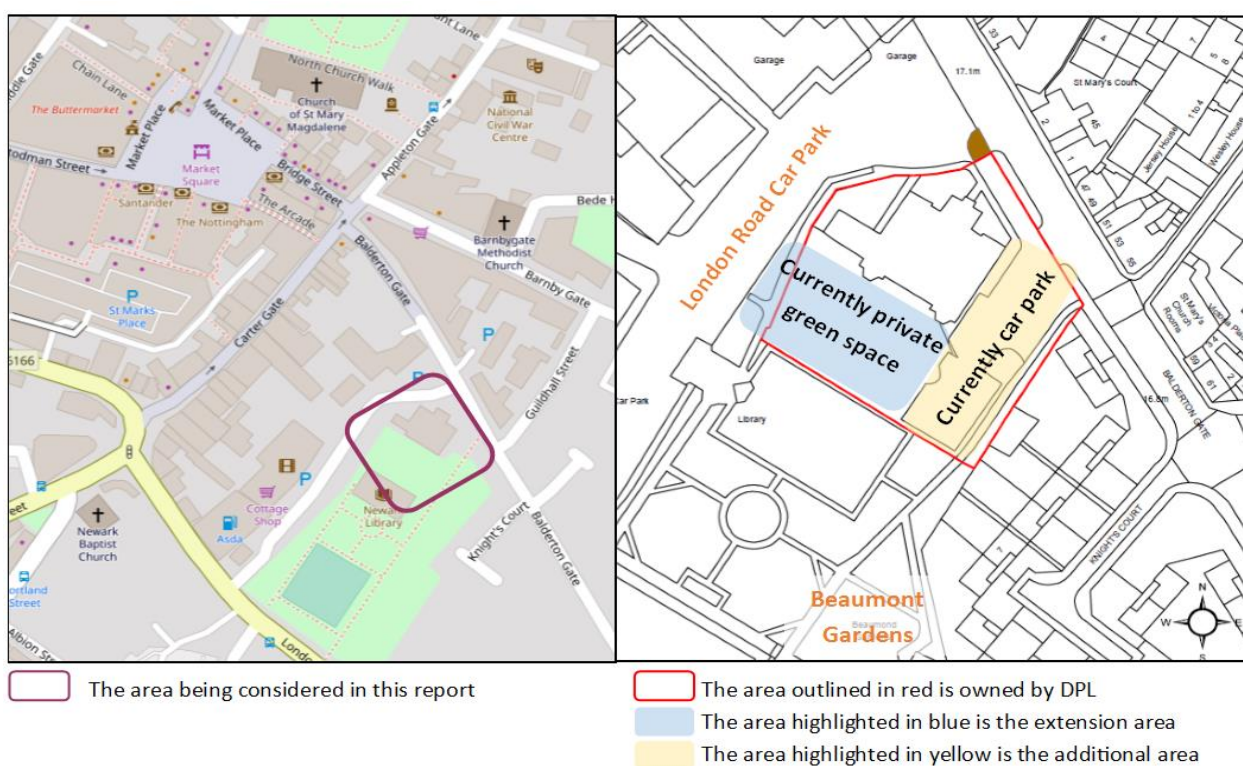
LONDON ROAD CAR PARK

1.0 Purpose of Report

1.1 A review of the London Road Car Park extension scheme was requested in response to a petition presented to Full Council on 7 March 2019 entitled ‘help to halt plans to turn a town centre garden into a car park.’

1.2 This report presents to Members options following this review.

1.3 *Fig One: A map of the area/s in question*



2.0 Background Information

2.1 Following a period of marketing the Council sold the former Municipal Buildings and its associated green space to Dutch Properties Ltd (DPL) on 1 November 2016 for £450,000. As of August 2021 the buildings within the site are owned by JAJ.

2.2 The current London Road Car Park has 163 car parking bays. 149 of these 163 bays are chargeable car parking spaces plus 12 disabled bays. 2 bays are assigned to the Royal Air Force Association (RAFA) club and there is 1 motorcycle bay (not a full bay). The net income between April 2019 and March 2020 from this car park was £284,996.89

- 2.3 The Council had, up until 2019, also been running the car park next to the former Municipal Buildings known as the London Road Annex consisting of 28 spaces surrounding the building (the area in yellow on figure one) on a 50-50 profit share basis with DPL. This secured circa £15k of income for the Council per annum as exemplified by the £30,791.26 net income between April 2018 and March 2019 (with £15,395.63 less cost of that income being paid to DPL as a result of the 50-50 profit share arrangement).
- 2.4 Following the operation of the London Road Annex, DPL approached the Council to suggest an extension to the London Road car park utilising existing green space between the former Municipal Buildings and Library (the area highlighted in blue in figure one above). The proposals for this extension were presented to Policy and Finance Committee on 30 November 2017 and the extension of the London Road Car Park was unanimously agreed on the basis of creating 36 spaces. The report presented to Committee included indicative construction costs of £115k, lease costs of £30k per annum with a 2 year lease-free period, and expected gross income of £59k per annum (a net income, after costs of £29k per annum). For awareness, the proposed scheme would create 36 spaces, but only 31 net additional spaces due to the loss of spaces on entry to the site via London Road Car Park.
- 2.5 Following the grant of planning permission for the car park extension at the Planning Committee in November 2018 (8 votes for, 5 votes against and 1 abstention) lease terms were finalised with DPL.
- 2.6 The lease for this land which includes the creation of a car park was signed between the Council and DPL on 22 January 2019. This lease requires to the Council to:
1. Create the car park at its expense after grant of permission at some point within the lease period.
 2. After a rent free period of 2 years, to pay to DPL, or any successor in title, £30k per annum for a minimum period of 25 years (regardless of whether or not the land has been developed as a car park).
- 2.7 The lease explicitly states that the first opportunity the Council has to break the lease is after 15 years with a 6 months' notice. This means the Council is tied to the current arrangements until January 2034, unless an alternative is negotiated.

3.0 Proposals

- 3.1 As a starting point it is clear, as a matter of fact and law, that the Council remains in the position that it is required to implement a car park on the land. However the Council could seek to negotiate its release from this obligation should it consider this appropriate. To aid debate and discussion Members are presented with a range of options. The financial, legal, and other consequences of options available (and other options explored which are no longer available) are explored in the Exempt paper elsewhere on the agenda.
- 3.2 Options open to the Council:
- a) Seek to enter into negotiations with DPL to buy back the Land;
 - b) Implement the approved scheme which has planning permission (implement the 'Approved Extension' including the associated tree removal);

- c) Implement a revised scheme (implement the 'Approved Extension' but retain one tree nearest the Municipal Building) subject to planning permission;
- d) Do nothing and provide a car park at some point prior to the end of the current lease.

3.3 Having considered all of the options in detail, it is recommended by Officers that Members pursue Option B above. The reasons for this recommendation is that the scheme has previously been unanimously approved by the Policy & Finance Committee (2017), it has received full planning permission, there is a legally binding lease agreement in place with the land owner. The options regarding the purchasing of the site or doing nothing to the site and continuing to pay the lease liabilities involve significant additional costs and do not offer value for money for the local taxpayer.

3.4 It remains open for Members to consider all options, provided the implications are fully understood.

4.0 Equalities Implications

4.1 There are equalities implications within some of the options for development of the Car Park. There are no equalities implications not already addressed with the recommended option.

5.0 Digital Implications

5.1 None.

6.0 Financial Implications (FIN21-22/7747)

6.1 Of the original £115,000 capital budget, approved by Policy and Finance Committee on 30 November 2017, for the extension to London Road car park, £7,593 has already been incurred on scoping and planning works carried out in 2018/19. Therefore in 2020/21 there is a remaining Capital Budget available of £107,407. Should the scheme not go ahead based on the original approval the £7,593 expended would be abortive and need to be charged to the general fund revenue account.

6.2 The Council has made the first payment of £30,000 which became due this year after the initial two year rent free period and is contractually committed to continued annual lease payments of £30,000 per annum for the remaining 22 years of the lease.

6.3 Should the decision be to not implement the currently approved scheme and buy back the land without implementing a car park, the Council would need to finance this purchase through the Change Management Reserve. Annual additional income forecast to be received based on the currently approved scheme of a car park would be forfeited and there would be, currently unquantifiable, costs in relation to the upkeep and maintenance of the green space.

6.4 Should the decision be to implement the scheme as is, based on a recent procurement exercise, there would be a need to increase the capital budget in order to fund the works to the car park. The details of this are in the exempt report. The future annual revenue implications of this would mean that net income from the car park would outweigh the cost of borrowing and hence over the life of the lease agreement would generate a surplus.

- 6.5 Should the decision be to implement the reduced scheme, based on a recent procurement exercise, there would be a need to increase the capital budget in order to fund the works to the car park. The details of this are in the exempt report. The future annual revenue implications of this would mean that expenditure in relation to the cost of borrowing for the capital expenditure would outweigh the net income generated from the car park and over the life of the lease agreement would generate an overall deficit.
- 6.6 Should the decision be to not implement the currently approved scheme and do nothing, the Council would be committed to the £30,000 annual lease payments over the remaining 22 years of the lease - total of £690,000 including the £30,000 already paid in the current financial year. In addition to this there would be unquantifiable costs in relation to the upkeep and maintenance of the green space. At the end of the lease term the Council would still be required to implement the Car Park as per the lease agreement at an increased inflated cost.
- 6.7 The options appraisal around these options are set out in the exempt report.

7.0 RECOMMENDATION

That the review be noted and a decision be made based on the information contained in the exempt report.

Reason for Recommendation

To allow the Council to finalise next steps.

Background Papers

Nil.

For further information please contact Neil Cuttell on Ext. 5842

Matt Lamb
Director – Planning & Growth

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

PARISH AND TOWN COUNCIL INITIATIVE FUND 2020/2021 - CLEANER, SAFER, GREENER - ANNUAL REPORT

1.0 Purpose of Report

- 1.1 To provide Members with an overview of the Parish and Town Council Initiative Fund awards for the 2020/2021 'Greener' themed rounds.

2.0 Background Information

- 2.1 Members will be aware that the Parish and Town Council's Initiative Fund 2020/2023 was approved by Policy & Finance Committee on 26 September 2019. The total budget committed to the scheme is £200k with maximum awards of up to £20k per Parish and Town, over the 3 year period of the fund. Each year focusses on either a 'cleaner, safer or greener' theme with 2020/2021 projects and initiatives awarded under the 'Greener' theme, with panels held in April 2020 and November 2020.
- 2.2 There are two panel meetings each year where applications are considered by the grants panel consisting of the Chairman and Vice Chairman of the Policy & Finance, Leisure & Environment and Homes & Communities Committees and the Leaders of Labour Group, Liberal Democrat Group and Independent Group.
- 2.3 Applications are submitted to the Community Relations Team to be assessed and scored against the schemes criteria, prior to presenting to the panel with recommendations. When considering a grant application the member panel assesses the proposals in terms of value for money, community benefit and alignment to the Council's Community Plan objectives as part of the decision making process.
- 2.4 A summary of the Parish and Town Council Initiative Fund awards made in 2020/2021 is provided in **Appendix A**.

3.0 Proposals

- 3.1 That Committee notes the summary of Parish and Town Council Initiative Fund awards made in 2020/2021.

4.0 Equalities Implications

- 4.1 There are no negative equality implications associated with this report. The Parish and Town Council Initiative Fund is open to all sections of the community and the member panel takes into consideration fair and equitable distribution of grants across the district and community. All Parish and Town Councils are given the opportunity to apply and Members are encouraged to promote the scheme within their locality.

5.0 Digital Implications

5.1 There are no significant digital implications in respect of this report. The application process is completed electronically and due to Covid-19 all grant panels from April 2020 were conducted virtually to ensure the grants programme could continue.

6.0 Financial Implications (FIN21-22/6284)

6.1 The Community Initiative Fund reserve was approved and created at Policy & Finance Committee in September 2019. The total fund value was set up for £0.200m.

6.2 Round 1 of the fund had 6 applications totalling a grant request of £43,221.23. From the applications 3 have been paid totalling £4,386.44, 1 application is committed and not yet paid totalling £20,000 and 2 applications for grant were declined totalling £18,834.79. Further details are on Appendix A.

6.3 Round 2 of the fund had 9 applications totalling a grant request of £68,773.48. From the applications 4 have been paid totalling £27,472.74 (2 paid with a reduction due to savings on the project), 4 applications are committed and not yet paid totalling £23,161.15 and 1 application for grant was declined totalling £17,500. Further details are on **Appendix A**.

6.4 Rounds 3 and 4 will be delivered this year and costs will be reported back at the next update report.

6.5 Should the balance of the fund not be utilised by projects from Parish Councils, the remaining balance will be allocated into the General Fund balance.

7.0 Community Plan – Alignment to Objectives

7.1 The Parish and Town Council Initiative Fund contributes to the Council's Community Plan 2020 – 2023 objectives primarily focussing on the 'Cleaner, Safer and Greener' themes that contribute to all of the Council's Community Objectives.

8.0 RECOMMENDATIONS that:

- a) **the report and Appendix A be noted; and**
- b) **the Parish and Town Council Initiative Fund 2021/2022 Annual Review be reported to Members during 2022.**

Reason for Recommendations

To enable the Council to monitor the value and impact of the Parish and Town Council Initiative Fund and the development and contribution to the Council's Community Plan 2020 – 2023.

Background Papers - Nil

For further information please contact Andy Hardy - Health Improvement & Community Relations Manager on Ext 5708

Suzanne Shead
Director – Housing, Health & Wellbeing

Appendix A provides a summary overview of the awards received through the first two rounds of the Parish/Town Council Initiative Fund

- **Total Greener applications:** 15
- **Total Successful Greener awards:** 12 (£75,659.92)

A full breakdown of awards and applications to date are detailed below:

Greener March 2020

<u>Name</u>	<u>Application</u>	<u>Total Costs</u>	<u>Amount Awarded/Applied</u>	<u>Progress</u>	<u>Additional Comments</u>
Blidworth Parish Council- CSG01	To purchase litter picking equipment to be used within the village.	£448.00	£220.00- full award	Project complete and payment made.	April 2021- The Parish Council purchased litter-picking equipment (pickers, bag loops, gloves and bags) which are loaned out in the Community to carry out litter picking. Due to Covid restrictions the Parish Council have not been able to organise any events, but volunteers in the village have arranged to litter pick and the Parish Council have collected the bagged-up litter.
Edingley Parish Council- CSG02	Providing a car park will help to reduce the levels of on street parking near our busy village hall, thereby reducing congestion.	£16,056.00	£9,403.00 -declined	n/a	n/a

Edwinstowe Parish Council- CSG03	To install a 30.36kWp Solar PV System with a 49kWh Lithium Battery Storage System and a 1000l Hot Water System heated purely by Solar PV to the pitched roof of the sports pavilion at Sherwood Fields, Edwinstowe.	£69,000.00	£20,000.00- full award	Project delayed due to Covid. Not yet paid.	No further update provided at this time.
Kings Clipstone Parish Council- CSG04	To improve the facilities at the community asset the "Village Shed", including more permanent facilities, a kitchen and an additional shed to accommodate toilet facilities are essential.	£17,930.00	£9,431.79- declined	n/a	n/a
South Clifton Parish Council- CSG05	To establish a Refill Station at South Clifton's Sports Pavilion as part of an initiative to reduce consumption of domestic single-use plastic. The Refill Station will allow villagers in South and North Clifton and adjacent communities to purchase environmentally-friendly household and personal care products which are cruelty-free, plastic-free and organic that can be decanted directly into their own containers	£716.44	£266.44- full award	Payment made and project complete.	August 2021- The grant we received allowed us to complete our initial purchase of stock for the refill station. Since opening on 4 th July 2020, many of the community locally and further afield have visited on our Saturday morning opening. We managed an appointment-based system during lockdown and since things have opened up more, have welcomed many new customers. We have trebled our stock and the range of items we sell which has been very well received. We now run a café, at the same time, to welcome the local community and again our volunteers make cakes and staff the café and

					<p>refill station, usually once every few weeks although some like to be involved more often.</p> <p>The whole venture is on a non-profit basis, so all profits are either used to buy new stock or enhance our environment. We have made donations to local charities too.</p>
South Muskham & Little Carlton- CSG06	To install 24 solar panels on the village hall roof to generate renewable energy. This will increase the energy efficiency of the building and reduce the reliance on importing power.	£7,990.80	£3,900-full award	Payment made and project complete.	<p>May 2021- total Co2 emissions saved since August 2020 are 1,196.97, equivalent to 53.88 trees.</p> <p>The system is certainly working well for the environment but the on site savings are disappointing. We had expected 50% local use. This has not happened because the hall has been unoccupied for most of the time and the pattern of occupancy will always mean that frequently nobody is there when the sun is shining.</p>

Greener October 2020

<u>Name</u>	<u>Application</u>	<u>Total Costs</u>	<u>Amount Awarded/Applied</u>	<u>Progress</u>	<u>Additional Comments</u>
Bilsthorpe Parish Council- CSG08	A total renovation of the village hall including a sympathetic renovation to maintain the overall history of the building and	£18,347.30	£7,396.15- full award	<p>Not yet started project.</p> <p>Not yet paid.</p>	July 2021-Works will commence September 2021.

	to make it a useable and accessible community asset, using “greener” materials and equipment where possible to achieve a sustainable, well used facility for the residents of Bilsthorpe.				
Caunton Parish Council- CSG09	To provide a green-house for all the allotment holders to use so that they can continue to offer free fruit and veg throughout the year.	£2,000.00	£1,000.00- full award	Not yet paid.	August 2021-groundwork for greenhouse has started, project is underway but not yet complete.
Clipstone Parish Council- CSG10	To carry out a number of greener development works at the Clipstone Minors Welfare Institute including LED lights and central heating improvements.	£48,792.00	£20,000.00- full award	Works currently being undertaken not yet completed. Payment complete.	Update requested from Parish, awaiting response.
Farndon Parish Council- CSG11	The project seeks to extend the area at Farndon Ponds covered by the litter round into the larger outlying areas of the parish, that also suffers with fly tipping. It also seeks to clear areas within the ponds to encourage and attract more wildlife and to make changes to the flow of water to aid bio-diversity.	£17,690.00	£8,000.00- partial award	Project delayed. Not yet paid.	August 2021- Unable to start the greener initiative yet due to the height of the water and bird-nesting season. Will commence end of September time.
Kirton Parish Council-CSG12	To purchase of 2 new and much larger dog waste bins for the	£1,539.86	£61.99- partial award	Project complete and payment made.	August 2021- The bee garden has been planted with wild flower seeds

	village to replace the smaller ones which are no longer fit for purpose and 2 new, weatherproof seats for the playing field, this will encourage even more use of this facility if people have a decent place to sit. To also purchase bulbs and willow panels for the proposed bee garden at Kirton playing field.				and local residents have contributed logs, bee houses, planters and even a bird feeder for the area. The flower seeds took really well and have provided an excellent habitat for lots of insects throughout the summer and made a focal point of an otherwise unused and unloved corner of our Playing Field. It has also brought the community together in making and donating items for this area.
Lowdham Parish Council- CSG13	The Parish council wishes to replace the surface of the existing multi-use games area. The proposed replacement is with a synthetic grass in order to widen the usage and to enable full use in the winter months when the field grassed facilities are unfit for use, particularly by footballers.	£35,000.00	£17,500- declined	n/a	n/a
North Muskham Parish Council- CSG14	The Parish Council has acquired 4400 sq metres of land as part of a section 106 agreement attached to the recent development of affordable housing by NCHA on Main Street North Muskham behind Gilberts Field. The land will be used for	£13,534.00	£6,765.00- full award	Not yet paid. Project complete and open day held.	Update requested from Parish, awaiting response.

	community allotments and for the siting of a “green hub”.				
South Clifton Parish Council- CSG15	To undertake greener renovation works at South Clifton Village hall with the grant contributing to the cost of the installation of solar panels.	£15,960.00	£7,980.00- full award	Paid £7350.00 due to savings made during project. Project complete.	August 2021- The panels have only just been installed this week, however we are hoping it will ensure the electric costs for the hall are kept low to make sure the costs of hiring the hall are kept low for the local community.
Wigsley Parish Council- CSG16	To purchase 200 daffodil bulbs to plant within the village.	£140.68	£70.34- full award	Project complete and payment made.	April 2021- The feedback from residents has been excellent, all felt it made the village look brighter and uplifting to see during the pandemic.

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject:

Transfer of S106 Monies for Community Facilities and Children's Play Space in Edwinstowe.

Appropriate Committees:

Policy & Finance

Details of Item (including reason(s) for use of urgency procedure):

Background

Planning approval was granted to develop 34 dwellings at Edwinstowe House, High Street, Edwinstowe. Associated contributions were secured through a S106 agreement and the following payments have been received to date:

Contribution Type	Amount £
Community Facilities	26,305.70
Children's Play Space	17,173.93
Total	43,479.63

*An Education contribution has also been collected on behalf of Nottinghamshire County Council.

The District Council does not have any general infrastructure for community use in the locality as this tends to be owned and managed by either the Parish Council or other vested community organisations therefore, the £43,479.63 available for Community Facilities and Children's Play Space is available for the Parish Council upon receipt of a signed side agreement.

Proposal

Edwinstowe Parish Council approached the District Council with a request to release the Community Facilities and Children's Play Space contributions to the Parish Council. Along with other external grant funding secured by the Parish, the S106 money would be utilised as follows:

Community Facilities £26,305.70 to contribute towards the delivery of the heating upgrades at Sherwood Fields Pavilion, the refurbishment of the Village Hall and the upgrade or refurbishment of the public toilets at Mansfield Road Edwinstowe.

Children's Play Space £17,173.93 to contribute to the improvement of Children's play space on Fourth Avenue, Edwinstowe.

The total £43,479.63 needs to be added to the Council's Capital Programme to facilitate the payment to Edwinstowe Parish Council in line with the recently signed side agreement, which outlines the above projects.

Equalities Implications

There are no adverse equalities implications associated with this decision.

Financial Implications (FIN21-22/5803)

The S106 monies referred to above are available to be spent. As the expenditure is capital in nature a relevant budget needs to be added to the Capital Programme, financed by the S106 receipts from agreement reference AG1034.

Decision

That a budget be set up in the Capital Programme for £43,479.63, financed by the Community and Children's Play Space contributions in S106 agreement reference AG1034.

Reason for Decision

To enable a payment to be made to Edwinstowe Parish Council in a timely manner in line with other funding partners to move the projects forward.

Members Consulted:

Cllr. David Lloyd – Chairman – P&F Committee & Leader of the Council	Consulted 06/08/2021
Cllr. Keith Girling – Vice Chairman – P&F Committee & Deputy Leader	Consulted 06/08/2021
Cllr. Paul Peacock - Opposition Spokesperson- P&F Committee	Consulted 06/08/2021
Cllr. Scott Carlton – Local Ward Member	Consulted 06/08/2021
Cllr. Michael Brown – Local Ward Member	Consulted 06/08/2021

Signed:



Matt Lamb
Director – Planning & Growth

Date: 11 August 2021

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject:

Transfer of S106 Monies for Integrated Transport Contribution along the A1133 Transport Corridor to the Friends of Trent Vale Trail

Appropriate Committees:

Policy & Finance

Background

Planning approval was granted to develop a housing scheme at Pitomy Farm in Collingham and an Integrated Transport Contribution (ITC) of £24,755.63 was secured through the Section 106 agreement. The wording of the obligation is as follows:-

'The owner shall pay to the Council the Integrated Transport Contribution being a contribution towards integrated transport measures along the A1133 Transport Corridor to provide motorists with an alternative means of transport to the car and help to achieve modal transfer targets as set out in the Local Transport Plan such measures to be carried out by either the Council or Nottinghamshire County Council as highway authority.'

The District Council has been in discussion with the Friends of Trent Vale Trail (TVT) and various partners including Nottinghamshire County Council regarding the phased delivery of the TVT to create a safe and active transport route along the River Trent which will eventually create a seamless link connecting Newark to villages including Winthorpe, Collingham, Besthorpe and Girton to provide an alternative transport corridor to the busy A1133 and in doing so open up a route for recreation, leisure and tourism opportunities and activities.

A significant section of the route has been delivered already with support from various funding partners including the European Agricultural Fund for Rural Developments through the Leader fund and the next phase of the scheme is due to commence in early September. In order to deliver the next phase Nottinghamshire County Council has confirmed that the ITC can be passed to the Friends of Trent Vale Trail to enable the next phase of the project to progress and accordingly and has asked that the District Council facilitate this intention by passing the contribution to the Friends of TVT under a side agreement.

Proposal

That the ITC of £24,755.63, secured through the Pitomy Farm Section 106 Development Agreement AG863 (a and b), be passed to Friends of TVT under an appropriately worded side agreement as a contribution to the next phase of the TVT which will commence in early September 2021.

That the £24,755.63 be added to the Council's Capital Programme to facilitate the payment to the Friends of Trent Vale Trail in line with the signed side agreement, which outlines the above project for the avoidance of doubt.

Equalities Implications

There are no adverse equalities implications associated with this decision.

Financial Implications (FIN21-22/6603)

The S106 monies referred to above are available to be spent. As the expenditure is capital in nature a relevant budget will need to be added to the Capital Programme, financed by the S106 receipts from agreement reference AG863 (a and b).

Decision

That a budget be set up in the Capital Programme for £24,755.63, financed by the Integrated Transport Contribution in S106 Agreement reference AG863 (a and b).

Reason for Decision

To enable a payment to be made to Friends of Trent Vale Trail in a timely manner in line with other funding partners to avoid any unnecessary delays and to move the project forward.

Members Consulted:

Cllr. David Lloyd

Chairman – P&F Committee & Leader of the Council

Consulted 02/09/2021

Cllr. Keith Girling

Vice Chairman – P&F Committee & Deputy Leader

Consulted 02/09/2021

Cllr. Paul Peacock

Opposition Spokesperson- P&F Committee

Consulted 02/09/2021

Cllr. Maureen Dobson

Local Ward Member

Consulted 02/09/2021

Cllr. Linda Dales

Local Ward Member

Consulted 02/09/2021

Signed:



Matt Lamb

Director – Planning & Growth

Date: 10 September 2021

POLICY & FINANCE COMMITTEE

23 SEPTEMBER 2021

URGENCY ITEMS - MINUTE OF DECISION

Delegation arrangements for dealing with matters of urgency

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

Subject:

Newark Lorry Park Shower Block – Long-term secure access options

Appropriate Committee:

Policy & Finance

Details of Item (including reason(s) for use of urgency procedure):

Throughout the Coronavirus pandemic, Newark Lorry Park shower block has had security staff present at all times when open. The security staff have been key to controlling entrance to the showers by HGV drivers upon presentation of a valid parking payment receipt. This has helped to keep the facilities safe and secure for drivers who have parked and paid for their overnight parking.

The presence of security staff has increased driver's confidence knowing that the public could not gain access to the shower block and potentially cause damage. Previously, both staff and drivers have been subjected to verbal abuse from members of the travelling community who have been able to gain access to the facilities without paying. As a result, facilities have been vandalised and left in a dirty condition that Council staff have been required to make good.

Since the installation of the shower block and associated security, drivers have confidence that the facilities are clean and secure and they will not be subject to abuse. Parking Services have managed the site well with COVID restrictions being controlled 24/7 and drivers have frequently commented to staff on the quality of the facilities, with many stating that they are "the best in the country, by far".

However, one criticism that continues to be voiced by drivers is regarding the restricted opening times of the shower block and the security-manned opening times which do not suit all drivers' rest times. When they are on site and can manage the usage, NSDC staff try to accommodate drivers during hours when there is no security presence.

Going forward, our aim is to continue to improve our services and what we offer to drivers, and this means opening facilities for 24 hours/day, unless cleaning or maintenance work is being carried out.

In October 2020, an initial report was reviewed by SLT Gold to secure security for the shower block and it was hoped that the security staffing would only be an interim solution as at this time, SNAP Parking was developing a new bespoke turnstile access system. This option would need to be bespoke to the site and the SNAP Parking payment kiosk.

Since the COVID pandemic and the uncertainty that remains, the Lorry Park has been left with no alternative but to continue with additional on-site security at a cost of £882/week.

Until early 2021, the additional costs were supported through non-recurrent COVID funding. Since February 2021, the additional costs have been supported by the Business Unit from the Parking Services – Lorry Park Contractual Services. However, moving forward the Lorry Park does not have the funds to continue this arrangement within the current budget.

The Lorry Park is performing extremely well and income generation is exceeding budgetary expectations. In 2020-21, despite three lockdowns we maintained our income levels and generated a surplus of 30K against budget. In 2021-22, income has again increased, drivers feel more secure in their surroundings’ and forecast outturn is predicted to exceed the budgeted £500,000 nett income for the first time.

SNAP Parking have now supplied costs for installing the facilities access turnstile. The full-height turnstiles will work in tandem with the current ANPR payment barrier system currently in place at the Lorry Park with drivers paying for their parking at the payment kiosk. Upon payment they will receive a receipt for their transaction with a QR code printed on the receipt. The QR code can then be scanned at the turnstile and access is permitted. SNAP Parking have quoted for the costs for installation of the facilities access turnstile.

This now gives NSDC an option to improve the facility opening times. This would further enhance our on-site offer for our HGV drivers, improve visitor numbers and when compared with the current security arrangements will result in an annual saving to the Authority. In addition, the “access turnstile” has the flexibility to be re-used or re-purposed if the lorry park were to be relocated.

Proposal

Option A: Continue with the arrangements currently in place with Watch-It Security

WATCH - IT SECURITY WORKING HOURS FOR SHOWER BLOCK ACCESS CONTROL					
Day	Morning	Hours Worked	Afternoon / Evening	Hours Worked	Night shift on site for HGV Security
Monday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
Tuesday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
Wednesday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
Thursday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
Friday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
Saturday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
Sunday	07:00 - 09:00	2	17:00 - 23:00	6	23:00 - 07:00
		14			Costs not associated with COVID 19
Total Hours			42		
Total additional weekly costs @ £15.75 hr			56		
				£882	

At all times the security officer and the NSDC staff member have contact with the CCTV team who are monitoring the site 24 /7.

The numbers of HGVs parking at the weekends is considerably reduced to around 50 and we currently do not have staff working on site. At the weekends, Crystal Cleaning Services keep the Lorry Park COVID safe as part of the current SSOW.

There is a lot of activity on site from the travelling community on Tolney Lane using the facilities at weekends, so we would require security for the times when we open the shower facilities for the drivers on site.

Total additional weekly cost £882
Annual Cost £45,864

Option B: Continue with the arrangements currently in place with Watch-It Security and increase opening hours

For the Authority to continue with the existing arrangements but to increase the opening hours by 3 hours/day the annual cost would exceed £63K and this option would still not be enough to suit all drivers rest times.

Annual Cost £63,236

Option C: NSDC invest in the latest “Access Control Turnstile System”

For the Authority to instruct SNAP parking to install the turnstile access system to Newark Lorry Park shower block saving the authority £13,720 within 12 months of installation and over £40,000 the following 12 months.

Total Capital expenditure £32,144 as quoted below:

Description	Unit Price	Total
Supply and installation of 1no. Turnstile	£6875	£6,875
Supply and installation of V Mesh Fencing	£1500	£1,500
Supply and installation of people counting system through Turnstile	£1225	£1,225
Supply and installation of Barcode reader and exit button for Turnstile control	£1175	£1,175
Supply, installation and configuration of 1no. GSM intercom	£1225	£1,225
Software development, hosting and licensing	£10,500	£10,500
10 days Project Management	£500	£5,000
System commissioning	£1,200	£1,200
Pre – Installation works – Concrete foundation pad, electrical supply to turnstile / GSM emergency intercom and Fire Alarm emergency intercom	Estimate Additional 12%	£3,444
	Total (excl VAT)	£32,144

The full-height turnstiles will work with the current ANPR payment barrier system in place at the Lorry Park. Drivers will pay for their parking at the payment kiosk and receive a receipt for their transaction with a QR code. The QR code is scanned at the turnstile and access is permitted.

There will be many factors built in to the software to include a multitude of drivers parking options, i.e. multiple day parking on one parking receipt to include multi day shower block entry.

In the event of an emergency, the turnstiles will be linked to the building fire alarm whereupon they will automatically release.

Capital cost	£32,144
Annual Cost (maintenance)	£3,500

Installation of a turnstile will enable Parking Services to enhance current facilities. It will improve the current income position for NSDC as drivers will be permitted to use the shower block at any time during the day and so will increase our parking numbers.

Rental income will also increase with the increased footfall as the fuel bunker and café will be used by more customers parking in the daytime. This will in turn increase the income for NSDC as our profit share from both initiatives will increase.

The Lorry Park will further enhance its reputation as one of the best Lorry Park facilities in the country, providing valuable income for the authority.

Timeline Concerns

If the shower facilities were to remain closed for long periods of the day as we continue the COVID 19 recovery, drivers will start to seek alternative parking arrangements, e.g. other lorry parks, highway laybys or sites around Newark. This has the potential to cause problems on Newark Industrial Estate and traffic-related issues.

Consequently, it will have a detrimental effect on the Authority's income generating capabilities, on-site partner's income and ultimately, the popularity of Newark Lorry Park.

Financial Implications (FIN21-22/7248)

The report outlines three options to address the security risk being faced currently at the Lorry Park Shower Block. At the time of setting the budget for 2021-22, the Lorry Park did not have a shower block so additional security was not required, and is therefore currently unbudgeted expenditure. This currently amounts to circa £45.9k. The current forecast budget monitoring position to the end of March 2022, takes this into account and due to forecasted additional income over budget, this additional cost can be mitigated within the revenue budget (forecast favourable variance after the additional costs of £48k). Should options B or C be chosen from the options below, this will vary the £48k favourable variance in the current year by the part year effect of the difference.

OPTION A

Option A proposes to continue with the arrangements currently in place with Watch-It security, being on-site patrols early morning and early evening when footfall and use of the Shower Block is at its greatest. The current contract for additional security is £45.9k pa, as outlined at paragraph 5.1 this is unbudgeted and should this option be chosen, an **additional £45.9k** would need to be added to the 2022/23 base budget (adjusted for inflation).

OPTION B

Option B proposes to uplift the arrangements currently in place with Watch-It security, being on-site patrols to include early morning and early evening but to increase opening the facilities for an additional 3 hrs/day to enhance the offer for users. The contract for enhanced additional security would rise to £63.2k pa, as above this is unbudgeted. Hence this would require an **additional £63.2k** being added to the base budget for the 2022/23 financial year (adjusted for inflation).

OPTION C

Option C proposes to install an "Access Control Turnstile System" which would regulate driver access to the shower facilities and minimise the need for security to perform this function. The hardware and software has been explored with SNAP the existing provider of payment services at the lorry park who have quoted £32k as the cost of installation. This would therefore need to be added into the capital programme for the 2021/22 financial year. This could be funded through the Change Management Reserve.

The annual revenue cost of maintaining the turnstile has been estimated as an **additional £3.5k**, which would need to be added to the base revenue budget from 2022/23.

Decision

- (a) £32,000 be added to the Capital Programme for 2021/22 in relation to the installation of turnstiles at the Newark Lorry Park, funded by the Change Management Reserve.**
- (b) £3,500 to be added to the Revenue Budget for 2022/23 in relation to the support and maintenance charges for the turnstiles at the Newark Lorry Park.**

Members Consulted:

Councillor David Lloyd – Chairman and Leader of the Council
Councillor Paul Peacock – Opposition Spokesperson
Councillor Keith Girling – Deputy Leader and Chairman of Economic Development Committee
Councillor Neal Mitchell - Opposition Spokesperson



Signed:

Date: 25 August 2021

Sanjiv Kohli
Deputy Chief Executive, Director Resources and S151 Officer

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