



*Castle House
Great North Road
Newark
NG24 1BY*

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

Monday, 11 December 2023

Chair: Councillor P Peacock

Members of the Cabinet:

**Councillor R Cozens
Councillor S Crosby
Councillor L Brazier
Councillor K Melton**

**Councillor E Oldham
Councillor M Spoor
Councillor P Taylor
Councillor R Holloway**

| | |
|-----------------|--|
| MEETING: | Cabinet |
| DATE: | Tuesday, 19 December 2023 at 6.00 pm |
| VENUE: | Civic Suite, Castle House, Great North Road, Newark, NG24 1BY |

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

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

AGENDA

| | <u>Page Nos.</u> |
|--|------------------|
| 1. Apologies for Absence | |
| 2. Declarations of Interest from Members and Officers | |
| 3. Notification to those present that the meeting will be recorded and streamed online | |
| 4. Chair's Update | Verbal Report |
| Strategy, Performance & Finance Portfolio | |
| 5. Corporate Property Overview | 4 - 12 |
| Biodiversity and Environmental Services Portfolio | |
| 6. Sherwood Avenue Park (Key Decision) | 13 - 25 |
| Sustainable Economic Development Portfolio | |
| 7. Infrastructure Funding Statement (Key Decision) | 26 - 61 |
| 8. Ollerton Town Centre Update and Purchase of Property (Key Decision) | 62 - 68 |
| 9. Planning Development - Planning Application Budget | 69 - 74 |
| Housing Portfolio | |
| 10. Damp and Mould Policy (Key Decision) | 75 - 81 |
| 11. Building Safety in the Home Policy (Key Decision) | 82 - 93 |
| Health, Well-being and Leisure Portfolio | |
| 12. Southwell Leisure Centre Pool Works (Key Decision) | To Follow |
| Public Protection and Community Relations Portfolio | |
| 13. CCTV System Review (Key Decision) | 94 - 118 |
| 14. 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.



Report to: Cabinet Meeting – 19 December 2023
 Portfolio Holder: Paul Peacock, Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Deputy Chief Executive and Director - Resources
 Lead Officer: Mark Eyre, Business Manager - Corporate Property, Ext. 5440

| Report Summary | |
|---------------------------------------|--|
| Type of Report | Open Report, Non-Key Decision |
| Report Title | Corporate Property Overview |
| Purpose of Report | To increase awareness of the functions of the Council’s Corporate Property Business Unit; To provide some background and overview of the changes to the Corporate Property Business Unit over the past five years; and To highlight the positive impact of these changes on service delivery and the financial contribution to the Council’s budget. |
| Recommendations | That Cabinet review the report and note the positive impact of the Business Unit on service delivery and financial contribution to the overall budget of the Council. |
| Alternative Options Considered | Not applicable, with the report providing an overview of the Corporate Property Business Unit. |
| Reason for Recommendations | To inform Members of the wide responsibilities and performance of the Corporate Property Business Unit. |

1.0 Background

1.1 The Corporate Property Business Unit was formed in 2021, merging the Asset Management & Car Parks Business Unit with the Major Capital Projects team (covering General Fund and Housing Revenue Account construction projects). This report aims to give an overview of the Business Unit performance to date highlighting areas of success and areas of focus in the coming years.

2.0 Business Unit Overview

2.1 The structure of the Business Unit is listed in **Appendix 1**. The core functions of the Corporate Property Business Unit are listed below.

2.2 **Estates Team**

The Estates Team's function is responsible for managing the landlord/tenant relationship on behalf of the Council. Their management duties include 73 industrial units, 18 studios/outlets, 13 retail outlets, 2 visitor centres, 1 youth hostel, 1 managed office and 3 corporate buildings. In addition, the estates section of Corporate Property business unit manages rented land pockets, right of way agreements and street name plates. The Estates team also administer the Concerto system - integrated web-based property asset management system that allows the Council to manage its commercial property portfolio. There are various elements of work which this software assists the Council, including:

Computer Assisted Facilities Management (CAFM):

Allows us to plan, execute and monitor activities for planned and reactive maintenance.

Estates Management:

Allows us to manage our corporate and tenanted properties. Including essential lease dates and critical timing issues.

Analytics:

This allows Corporate Property to utilise Concerto to review key performance indicators and report as part of the quarterly performance monitoring regime.

Asset Verification:

Concerto holds the property asset register and in time will drill down to assets held within.

2.3 **Newark Beacon**

Newark Beacon provides a high-quality serviced office environment suitable for a wide range of businesses; catering for small to medium sized businesses to grow and expand with the support received through our centre management team and wider council business support. The centre has a total of 29 offices available to let, a shared hot-desking office, a café, and conferencing facilities for events and training.

2.4 **Repairs & Maintenance/Facilities Management**

This section covers repairs and maintenance of all corporate property in the General Fund. The core aim of the repair and maintenance approach taken by this branch of the Business Unit is to ensure that all corporate property assets are in a fit state to be used for the intended purpose, together with consideration of the life expectancy of the asset. The Council holds a responsive repairs and maintenance budget for each asset and everyday repair costs are charged to these budgets. In addition to this, the Council holds a Repairs and Renewals (R&R) budget for each asset which provides the funding for replacement of specific building elements over a thirty-five-year programme. The general stage of the life expectancy of the estate is near life expiry for a lot of the stock – as a consequence the Corporate Property business unit is either renewing elements of the estate or looking to replace through new developments. As a Corporate Property Business Unit, we have a duty to ensure our buildings comply with the appropriate statutory, regulatory and corporate standards. Working to these standards helps ensure the safety of the public, our staff and our assets. Our key priorities are the following:

- Fire Safety
- Gas Safety
- Electrical Safety
- Asbestos Management
- Water Hygiene and Legionella Management
- Contractor Management
- Operational Management
- Risk Management

2.5 **Parking Services**

The authority provides 682 general parking spaces in 8 public pay and display car parks in Newark. We also manage the 130-space staff car park at Castle House which is available to the public at weekends and bank holidays. There are also 43 designated disabled parking on these public car parks and nine designated motorcycle parking spaces. The authority also provides 51 Contract Parking Spaces which currently have 85% occupancy.

Parking Services also manages Newark Lorry Park. The lorry park currently has capacity to park around 200 HGV's overnight. Services at the lorry park include a lorry wash, refuelling service, shower blocks and a café operated by a private tenant. Parking Services manages parking enforcement in all the authority's car parks as well as parking enforcement on the devolved car parks in Southwell and Edwinstowe. Parking Services also assists NCC with on - street parking enforcement across the Newark and Sherwood District.

2.6 **Development**

The development programme for the Corporate Property section is spread over two sections; one being commercial/ service department development and the other being Housing Revenue Account developments. These functions are split into two different teams with a cross over when resource is required.

2.7 **Inter-departmental working**

The Corporate Property business unit overlaps with other business units areas of service/delivery. This are extensive and a brief summary of the relations with these business units is listed below;

Housing -delivery of a set number of units through a yearly cycle of development to ensure that the Council meets its housing needs.

Planning

Legal Services

Finance

Transformation

Economic Growth

3.0 **Performance**

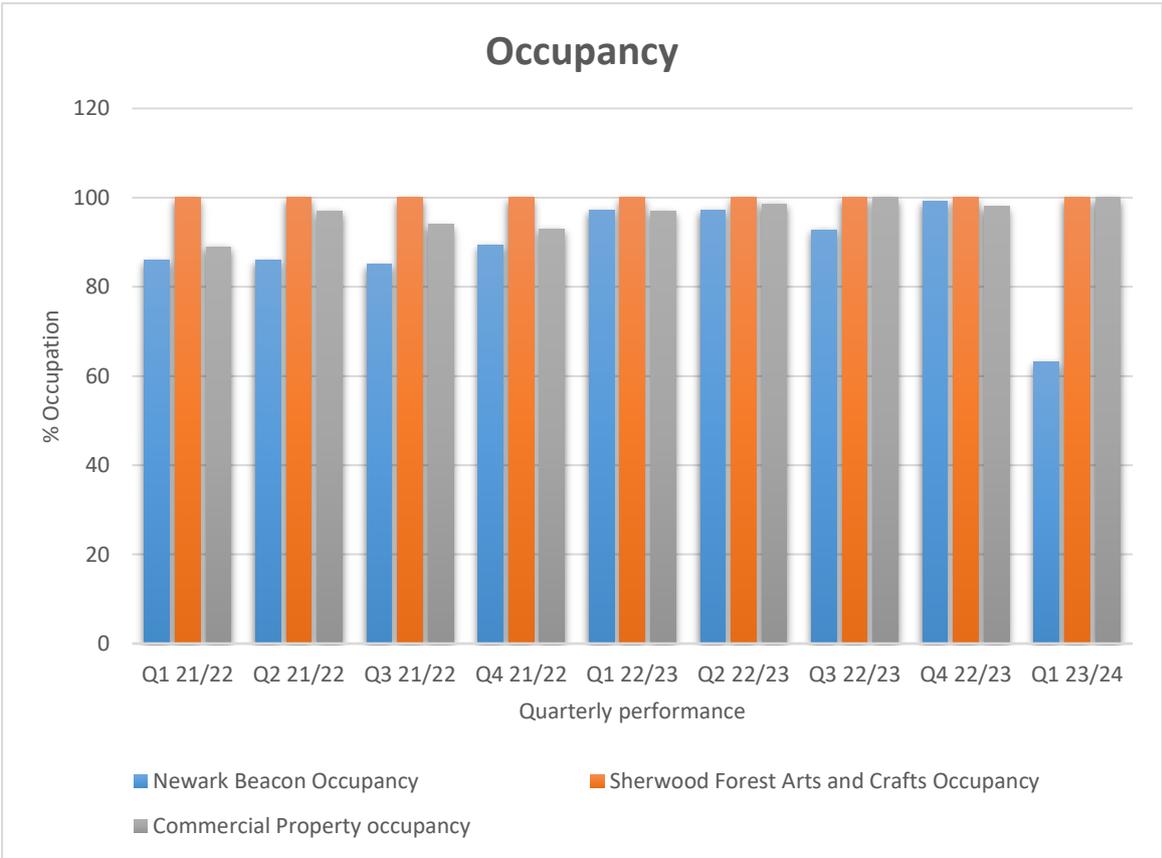
3.1 Along with other business units at the Council, Corporate Property monitors performance in several ways including KPIs, key milestones, outputs and achievements in sectors. Several of the key outputs monitored are listed below, with data only available post 2021 (as relevant data was not collated prior to this period)

3.2 Occupancy

This is measured by assessment of number of units occupied rather than as a percentage of floor area occupied. The performance to date has been strong for the council’s portfolio of properties despite the pandemic period having a detrimental impact on occupancy of commercial property nationwide.

The Newark Beacon achieved 100% occupancy in early 2023 (the first time in its history). This occupancy level has recently reduced to 66.5% as a consequence of centre’s largest tenant vacating 11 units due to business expansion. This is a great success story for the Newark Beacon as when the tenant moved into the centre 2012 as a start up company it occupied one unit with a small number of staff and offering limited services but with the support of the council had grown during a short period to occupying a total of 11 units and eventually requiring larger, consolidated, office space. Importantly, the business remains within the District of Newark and Sherwood. The available units now provide a further opportunity for the team at the Beacon to support new small business occupiers.

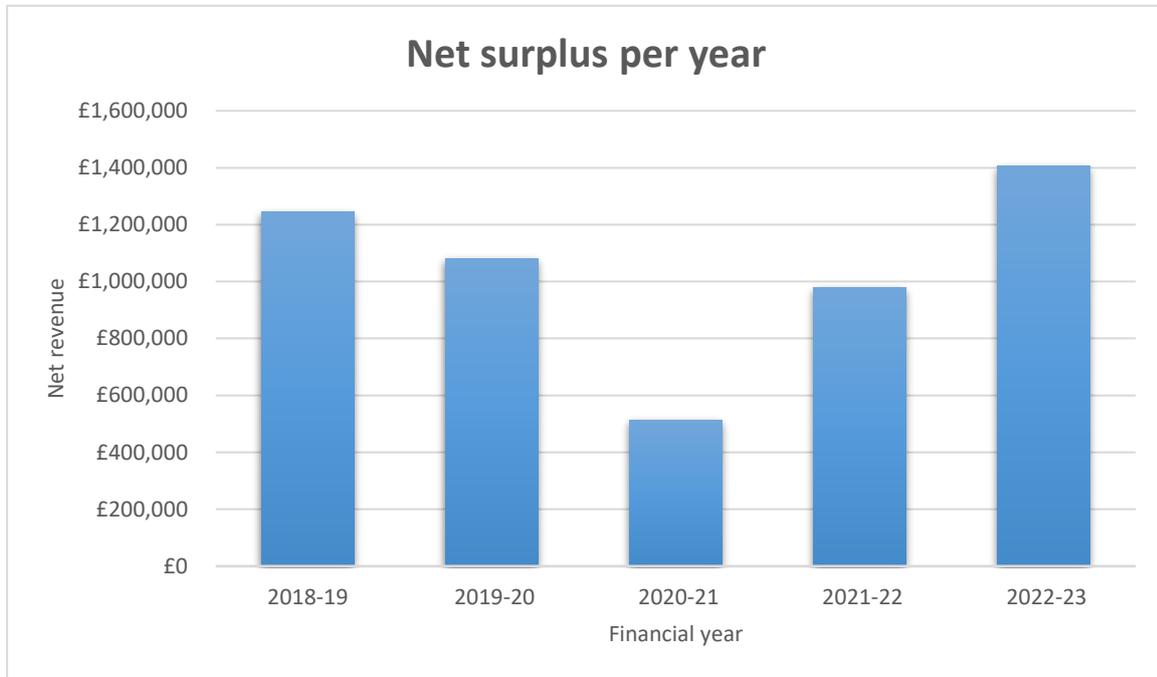
The occupancy levels at the Sherwood Forest Arts and Crafts and all of our commercial/industrial units has also consistently been at 100%. With minor fluctuations when a tenant has moved out – this has quickly reverted back to 100% given the very healthy waiting list we have for commercial property; particularly industrial workshops.



3.3 Net income/Expenditure

This outturn has been measured using income received on all properties with a deduction for property related costs and salaries for staff. It includes all commercial properties, car parks and Newark Lorry Park. The Covid 19 pandemic hit the revenues of the Corporate Property assets due to support given to tenants; ensuring that their

businesses could survive the restrictions in place and return to operation once they were lifted. Because of this support the tenants managed by corporate property remained in properties with minimal cases of business failure. An additional feature of this success is the strong performance of Newark lorry park which has returned its highest ever surplus in the year 22/23. This is due to the demand for the high-quality service and accommodation provided by the NSDC parking Services team.



3.4 Development Completions – Housing Revenue Account

The Council set a target in 2017 to deliver 335 new build properties within the current HRA New Build Program, commencing with the completion of Gladstone House in 2018. The remainder of the programme was split over 5 phases including the delivery of Broadleaves, which welcomed its first tenants in September 2021.

3.5 Delivery Numbers:

| Dates delivered | Properties Completed | Properties Currently under construction | Properties with planning permission due start on site | Total Properties being delivered |
|-----------------|----------------------|---|---|----------------------------------|
| 2018-2019 | 136 | | | 136 |
| 2019-2020 | 40 | | | 40 |
| 2020-2021 | 27 | | | 27 |
| 2021-2022 | 63 | | | 63 |
| 2022-2024** | 13 | 32 | 30* | 75 |
| | 279 | | | 341 |

*It is expected that these properties will start on site around September 2023 for completion by June / July 2024.

** The final phase is spread over 30 months due to the main contractor going into administration in the later half of 2022. The delay was reported in October 2022 to SLT and Cabinet.

3.6 In Addition to the properties mentioned above in the table, the council is also delivering a new temporary accommodation facility, Alexander Lodge. This will provide 20 flexible use, highly efficient properties with a range of property configurations, providing accommodation units ranging in size from 1 bed to 4 bed units.

3.7 **Developments Completed - General Fund**

As part of the restructure of Corporate Property a Capital Projects Delivery section for commercial construction was added to the team. This is now fully resourced and there are a number of projects added to the Councils capital programme for the coming years. The following projects have now completed:

- Former Robin Hood Hotel redevelopment – now a fully let with a 68 bed Travelodge hotel and three commercial units occupied over 9,600 sq.ft.
- Newark Buttermarket. This development has been a success for the Council with numerous different retailers offering a range of options for shoppers including a restaurant and a new educational facility, Inspire, in the heart of the town centre.

3.8 **Future Developments – General Fund**

Bowbridge Road car park, Newark to be leased to the NHS which is now tendered and due to start on site shortly. This will provide 80 car parking spaces, (with a specification to install four new EV chargers.) at a rent of £100,000 p.a.

Acquisition of the Clipstone Holdings site from Welbeck Estates to enable redevelopment. The design team is now in place and works to this are ongoing. This will offer circa the starting design offers 30 industrial workshops at a total of 50,500 sq. ft of space, this is now in the early stages of concept design with the first design team meeting having taken place.

Crew Lane, Southwell. A refurbishment feasibility budget was approved at the beginning of the year and is nearly complete. This plans to expand the current number of units from six measuring approximately 6,886 sq.ft to 11 units totalling 10,057 sq.ft. This feasibility will be considered by officers before seeking approval on the preferred option.

Feasibility works are ongoing to the Belvoir Iron Works site. We have now upgraded the potential site to 24 plots, the new layout is with WM Saunders for an updated budget cost, this will then feed into Savills who are preparing the Homes England bid on NSDC's behalf.

3.9 **Parking Services**

Recent achievements for Parking Services include:

Introducing two Ultra-Fast and eight Fast Electric Vehicle Charge Points into four of Newark's car parks. We also assisted Southwell Town Council by including the installation of four fast charge points into the Bramley car park under the N.S.D.C. ORCCS Scheme. These charge points have been installed and fully funded through two Government Funding Scheme, saving the authority £170,000.

All eight car parks have achieved the British Parking Association 'Park Mark' accreditation award for safer parking; and the Disabled Parking Accreditation. The authority has been successful in receiving these accreditations for the last five years consecutively. This is awarded to car parks which provide a clean, safe environment, meet high standards of management, appropriate lighting, have effective surveillance and are easily accessible to disabled persons.

In the last 5 years following extensive improvements Parking Services ensured that Newark Lorry Park has continued to provide only the very best service to HGV drivers and the haulage industry throughout very uncertain times and covid 19. By managing the 24 / 7 Lorry Park effectively, Income has increased from £359,611.48 in 2018 /19 to £755,215.32 2022/23.

3.10 **Improved Standards**

Since the inception of the business unit a number of essential standards have also been either implemented or improved. These are summarised as below:

The Acquisitions and Disposals Policy. The purpose of the policy is to act as a framework to instruct Members, officers, third parties and members of the public on the Council's adopted approach on the acquisition and disposal of property (including land and built assets).

Corporate Asset Management Strategy - The Corporate Asset Management Strategy provides an overview of our land and property assets and demonstrates the Council's main priorities for managing, maintaining and developing our assets over five years from 2022-2027.

Tenants hand book – customer service improvements for all tenants:
<https://www.newark-sherwooddc.gov.uk/businessunitstorent/>

Council Land and Planning Group (CLAP). This acts as a regular meeting of members of the Councils property, planning, legal and finance teams to discuss any proposals which may go forward for formal decision.

- 3.11 The Corporate Property Business Unit also provides a enhanced social value contribution through a lot of its activities across the estate. This is particularly true in properties such as the community centres in Hawtonville and Bridge.

4.0 **Implications**

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

Financial Implications – FIN23-24/4950

The expenditure on our Corporate properties has increased over the 5 years, by £441k, the income received has seen a favourable increase over the same 5 years of £602k. as indicated in the table below.

| Budget 2018-19 to 2022-23 | | | | | |
|---|------------|------------|------------|------------|------------|
| | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
| Expenditure | 1,537,226 | 1,632,835 | 1,840,686 | 2,056,721 | 2,071,101 |
| Income | -2,561,100 | -2,866,790 | -2,966,120 | -2,906,265 | -3,135,800 |
| | -1,023,874 | -1,233,955 | -1,125,434 | -849,544 | -1,064,699 |
| Income v Expenditure 2018-19 to 2022-23 | | | | | |
| Expenditure | 1,466,339 | 1,662,524 | 1,599,558 | 1,938,858 | 1,907,636 |
| Income | -2,709,986 | -2,743,564 | -2,113,044 | -2,917,651 | -3,312,563 |
| | -1,243,647 | -1,081,040 | -513,486 | -978,794 | -1,404,927 |

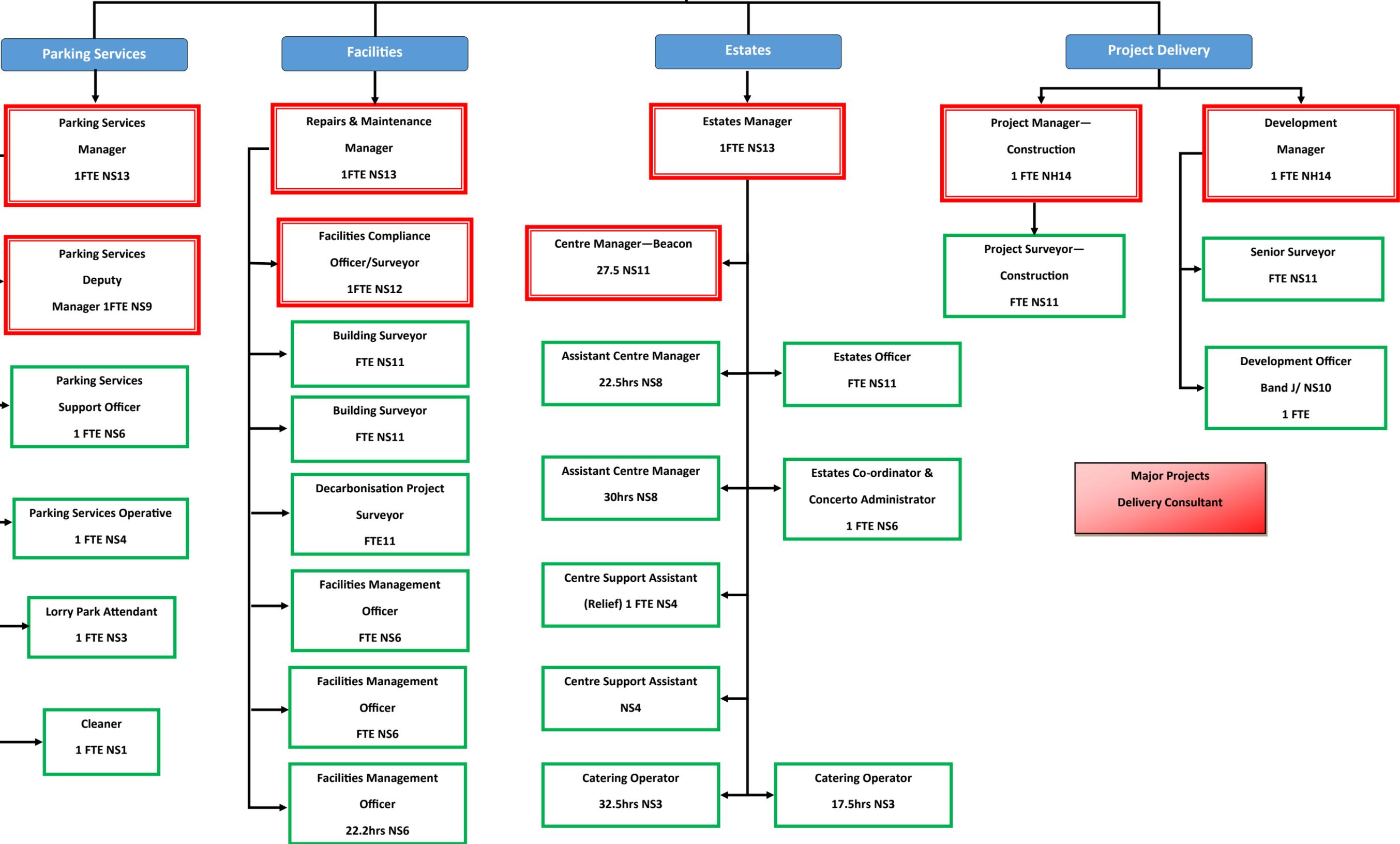
Overall expenditure since 2018-19 to 2022-23 totals £8,574,914 and the Overall Income since 2018-19 to 2022-23 totals £13,796,808.

Background Papers and Published Documents

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

None.

Business Manager
Corporate Property
Zone 3





Report to: Cabinet Meeting – 19 December 2023

Portfolio Holder: Councillor Emma Oldham, Biodiversity and Environmental Services and Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Matthew Finch, Director - Communities & Environment

Lead Officer: Ben Stacey, Street Scene Manager, Ext. 5378

| Report Summary | |
|--------------------------|---|
| Type of Report | Open Report, Key Decision |
| Report Title | Sherwood Avenue Park |
| Purpose of Report | To put forward proposals that would lead to significant investment and improvement in Sherwood Avenue Park in Newark |
| Recommendations | <p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> a) formally supports the development of the scheme as set out in the report and appendices, and in line with the cost plan; b) agrees that Section 106 monies from the Arkwood development on Lord Hawke Way are allocated to the scheme; c) approve the Capital Programme budget of £520,400 financed by Section 106, Shared Prosperity Fund, Capital Receipt and Newark Town Council Contribution; d) supports a short period of public consultation in the new year, to ensure the plans align with community feedback and aspirations for the site; and e) subject to no material changes being required from the consultation exercise, the scheme and its packages are formally tendered and the scheme is progressed through to delivery. |

| | |
|--|--|
| <p>Alternative Options Considered</p> | <p>Given the age of the park, its prominence in the town centre and the links to the Council’s Community Plan objectives, doing nothing is not deemed to be a viable alternative. Scope does exist to reduce the scope of the intervention, but this is not deemed desirable given the funding package that has been put together and the community desire for improvement that has been expressed to date.</p> |
| <p>Reason for Recommendation</p> | <p>The recommendations align with the Community Plan objectives in relation to health and wellbeing and the environment and in response to resident feedback as evidenced through the latest resident survey, which placed growing emphasis on parks and play areas. It is also in line with the strategy for increased town centre living, whilst the park and all of its proposed improvements are free to access.</p> |

1.0 Background

- 1.1 Newark & Sherwood District Council has five award-winning Green Flag parks in its ownership – Sconce and Devon Park, the Castle Grounds and the Queen Elizabeth Memorial Gardens in Newark, Sherwood Heath at Ollerton and Vicar Water in Clipstone.
- 1.2 In addition, the Council has a total of 30 play parks that it owns and maintains across the district, including some at the award-winning parks above, some in our local communities and some on housing revenue account land.
- 1.3 Over recent times, the Council has been undertaking some improvement works at these play parks to ensure that they are fit for purpose. This recently included a decision to invest £350,000 in improving ten sites across Newark and Sherwood, including the development of a new fitness zone and Castle-style play park at Sconce and Devon Park in Newark.

Sherwood Avenue Park

- 1.4 Sherwood Avenue Park is owned by Newark Town Council, following the devolution agreement between the Town and District Councils. However, it continues to be maintained by the District Council as part of a service level agreement.
- 1.5 The park is in a prominent town centre location but is beginning to look tired. It features a multi-use games area in a sunken part of the park which once housed the town’s former lido. Additionally, there is a skate park at the site, which is now in need of regular repair. The park lost its status as a Green Flag Park a few years ago.
- 1.6 Earlier this year, the District Council was approached by the Town with a view to helping it develop new plans for the park alongside possible funding bids to third party organisations. This way of working in collaboration is formalised in an agreement signed by both parties at the time of the devolution agreement and NSDC therefore agreed to support.

- 1.7 In the view of officers, there are significant opportunities presented by Sherwood Avenue Park. The district already boasts five green flag parks and this could be another. It is in a town centre location where play space is at a premium and the Council recently committed to significant investment in play parks in its ownership, following the resident survey which showed how the importance of parks and play spaces has grown over recent times. In addition, there is an increasing need to think about the changing role of town centres and the role new housing can play in their regeneration. Easy town centre access to green spaces align with that strategy, as well as potentially bringing benefits to 'urban cooling' from trees and the shade they provide.
- 1.8 However, in order to maximise the potential, there was need to re-think the park in its widest sense, not least because of its age, but because many of its facilities, such as the skatepark, are available at the YMCA but at a cost to the user. There was also a need for the facilities to align with the changing role of town centres and align with other corporate objectives such as reducing crime and Anti-Social Behaviour and addressing Climate Change and improving biodiversity.
- 1.9 Finally, there was the pressing challenge to put together a significant funding cocktail to bring the scheme to fruition.

2.0 Proposal/Details of Options Considered

Background - Vision and Planning

- 2.1 In order to develop a new vision for the park, the Town and District Councils entered into a period of formal engagement with the community and park users about the park. We wanted to know what worked well, what did not and how they would like to see it developed into the future. This also included those who did not currently visit the park to understand why they did not and what might entice them to do so in the future.
- 2.2 The culmination of this work was an open event in the park in late May, which was attended by Extreme Wheels, who put on a BMX and skateboarding exhibition as well as bringing smaller scale machines for visitors to try free of charge. Officers were on hand to ask attendees what they thought of the park, whilst other activity took place with key stakeholders and residents, to gain their views on the future of the site.
- 2.3 This also included an online survey, which had 317 responses with overwhelming support for investment in the park, which residents felt had become run down, outdated and in need of investment. The inclusion of new/improved facilities were supported with most support coming for an updated and improved children's play area and the least for a new skate park. However, 59% of respondents were in favour of a new skate park.
- 2.4 This feedback has been turned into a concept design with the detail set out in the appendices to the report. In precis, a re-imagined Sherwood Avenue Park will be made up of four new zones. They are:

A Welcome Area

Visitors will be greeted into the park through this area featuring a range of planting, including meadow-style and a new avenue of ornamental trees and native species. This area will also be capable of hosting local, pop-up traders, or local performers and entertainers

An Active Zone

All ages and abilities will be able to enjoy this new zone for fun and fitness, including:

- A new, skate park in the site's former lido. Plans for this element have been developed with the help of local skate groups
- A skater's rest area
- Multi-use sports pitch
- A free ride area for biking and skating
- A fitness trail with a selection of outdoor exercise equipment
- A spiralling grass staircase-like trail for visitors to walk up and view across the park, with a mounted plaque to show the direction and distances to local sites such as the Castle

A Nature Zone

A Silver Birch avenue will lead park visitors into the Nature Zone along a wheelchair friendly path made from recycled materials such as brick, slate, wood and gravel. Visitors will be able to enjoy nature peacefully tucked away on a bench or with friends on one of the recycled tree log seating areas.

The area has been designed with biodiversity and wildlife at its heart, with new habitat areas such as log piles, insect houses, bat boxes and hedgehog hides all included. An extensive planting programme will also take place to benefit pollinators and foraging wildlife including the creation of 500 square metres of wildflower meadow and the planting of 40 new trees, 250 metres of hedgerow, 5000 bulbs and a fruit bearing orchard.

A Play Zone

Designed with creative play and fun in mind, this area will be a place for children to enjoy the outdoors. New features will include a zip-wire underneath a canopy of trees and a splash area with a water rill and water play equipment. A new and refurbished play area will include ten pieces of accessible play equipment, whilst parents will be able to relax in seated areas with a full view of the zone.

- 2.4 A cost plan for a re-developed Sherwood Avenue Park has also been forecast, with the plans making use of existing features within the park, such as pathways and the sunken, former lido, to enable more of the budget to be focussed on new features and equipment.

Funding Make-Up

- 2.5 Newark Town Council is in the process of selling the former toilet block and snack bar on London Road. As this was an asset devolved to the Town Council through the devolution agreement with NSDC, the district is due an overage of 50% of any sale price. The Town Council has indicated that their 50% would go to Sherwood Avenue and previous Portfolio Holder decisions at Newark and Sherwood have agreed the Council's would too.

- 2.6 In addition to the money above, the Council has received significant Section 106 monies from the Arkwood Development at Lord Hawke Way in Newark. With Arkwood's formal permission, a sum of £170,395 will go towards Sherwood Avenue, subject to approval and decision by Cabinet.
- 2.7 Finally, the Council successfully bid for £250,000 from the UK Shared Prosperity Fund, to make up the remainder of the funding package. The money has to be spent by the end of the financial year 2024/25 and this is the timescale the project is working to.
- 2.8 The investment of more than £500,000 in Sherwood Avenue would be in addition to the £350,000 play park improvement programme across 10 sites in Newark and Sherwood that the Council delivered in 2023.
- 2.9 The Council's latest resident survey showed the increased emphasis that residents are placing on parks and open spaces post pandemic and in the midst of the cost of living challenge and the need to re-think and regenerate town centres.

Delivery

- 2.10 Subject to Cabinet approval of the scheme, the project would be led by Newark and Sherwood District Council, inclusive of procurement, project management and coordination, cash flow and budget monitoring and commissioning and handover.
- 2.11 The Council has produced a cost recovery plan for delivering this work which has been agreed by the Town Council, with 60% of those costs being met by the Town Council and the remaining 40% from the UK Shared Prosperity Fund. The UK Shared Prosperity element is in addition to the £250,000 identified for the works.
- 2.12 A partnership agreement is being drafted to formalise the arrangements between the parties. Upon completion, liability for the future maintenance of the park and its equipment will pass to the Town Council. However, new equipment would be under warranty whilst ongoing maintenance would be provided by NSDC under the SLA. This should help mitigate the need for substantial ongoing maintenance over a period of time, which is in contrast to the current position with repairs being required on a regular basis and being footed by the Town Council.

Future Consultation

- 2.13 Having asked residents, users and non-users of the park for their views, it is now proposed that the design and the drawings are shared with the community to ensure the proposals accurately reflect what they wanted to see.
- 2.14 It is proposed that both the Town and District Councils undertake a timed piece of consultation in the New Year and subject to no responses requiring a material change to the plans, work would commence on the tender packages to ensure the work is delivered within 24/25 as per the funding requirement of the UK Shared Prosperity Fund.

3.0 Implications

In writing this report and in putting forward recommendations, I have considered the following implications: Equality and Diversity, Financial, Safeguarding and Sustainability, and where appropriate I have made reference to these implications and added suitable expert comment below where appropriate.

3.1 Equalities Implications

During the planning of the scheme to date, consultation has taken place with user groups and residents and ten pieces of accessible play equipment have been included within the design. The police have also been a key consultee to try to mitigate ASB and crime and a new CCTV camera has been included whilst sight lines into the park will also be improved as well.

3.2 Financial Implications (FIN23-24/4808)

The budget required to improve Sherwood Avenue Park is £520,400. This is due to be financed by £250,000 from the Shared Prosperity Fund (SPF), £170,395 from S106 monies received in relation to the development on Lord Hawke Way and the remainder to be financed by the District Council share of a capital receipt for the the sale of the former toilet block and snack bar on London Road and a contribution from Newark Town Council.

The above financing would mean there is no additional revenue implications as a result of the project.

Within the SPF bid, there is a request for revenue funding to cover the one off costs of the Council managing the project. This has been calculated to cost c£50,000 based on the project lasting approximately 4 months, which is still to be determined. As per paragraph 2.11, Newark Town Council have agreed to contribute 60% of this cost with the remaining 40% from the SPF monitoring and evaluation budget.

Background Papers and Published Documents

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

None

We asked, you said, we did...

In May 2023, Newark Town Council and Newark and Sherwood District Council (NSDC), consulted with the public and other key stakeholders such as local schools, college students and those living within proximity of Sherwood Avenue Park on what they would like to see at the park in the future.

The outcomes of this consultation have informed the plans for the development of Sherwood Avenue Park.

This appendix outlines what we asked, what residents told us and how we have fed that back into the park plans.

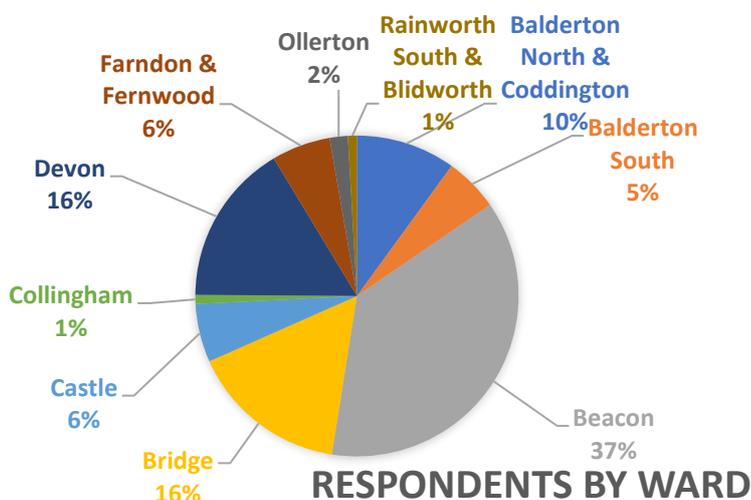
We asked...

A survey was developed to gather the views of the public, and key stakeholders, on the proposed development of Sherwood Avenue Park. All parties consulted were either talked through, or able to read through, the potential areas for development and share their views on these. The survey was promoted via:

- a series of listening events, including an in-park event on Saturday 20 May 2023
- social media
- the NSDC website
- the local press
- NSDC's resident newsletter
- Other local channels

The survey was completed 317 times, 260 respondents answered all questions and 57 respondents partially responded. 75% of respondents provided their postcode telling us that 96% of respondents lived in Newark and Sherwood.

The most respondents lived in the Beacon Ward.



You said about the current park...

When considering what features the new park would have, we asked several questions including two below:

What are the best features of the park?

1. 38% said the trees and green spaces.
2. 21% mentioned the play and skate park.

What are the worst features of the park?

1. 32% mentioned ASB issues.
2. 30% mentioned that the park needed updating.
3. 5% of respondents mentioned there was not enough for children of different ages.

You said about the development of the park...

The respondents to the survey were overall in support of the potential improvements and developments to the facilities within Sherwood Avenue Park. Respondents were asked about specific areas of the park:

Children's play park

76% of responses (241 people) supported the inclusion of an updated children's play park.
5% of responses (16 people) did not support it.
19% (60 people) did not answer this question.

Skatepark

59% of responses (188 people) supported the inclusion of a new skate park.
21% of responses (67 people) did not support it.
20% (62 people) did not answer this question.

Community garden / tree orchard

66% of responses (208 people) supported the inclusion of a community garden / tree orchard area.
15% of responses (48 people) did not support it.
19% (61 people) did not answer this question.

Sensory play / garden area

72% of responses (227 people) supported the inclusion of a sensory play / garden area.
9% of responses (28 people) did not support it.
19% (62 people) did not answer this question.

Additional feedback...

1. When asked specifically about what they would like to see in an updated children's play park:
 - a. 33% of respondents said that the facilities need refreshing and updating.
 - b. 17% said a separate toddler play area.
 - c. 13% said to reinstate some splash water park facilities.
 - d. 13% said a wider variety of equipment.
2. There were 78 comments of concern around ASB.
3. There were 27 comments were in favour of a sensory garden.
4. There were 13 comments around ensuring it is accessible for all users.
5. Other suggestions included:
 - a. refresh of current facilities.
 - b. a wider variety of park equipment for all ages.
 - c. inclusion of picnic benches.
 - d. more to help prevent ASB.
 - e. investment in areas surrounding the park.
 - f. preservation of greenspace and wildlife habitats.
 - g. introducing activity days.

What we did...

We took the best bits of the current park that respondents liked to see...

Trees, green spaces, play park and skate park.

We cross referenced that with the respondents' worst features of the park...

ASB concerns, in need of updating and not enough for children of different ages.

And combined them into plans which:

Enhance the areas respondents like and addressed the areas respondents were concerned about. And then added new additional features suggested from the feedback which would further enhance the space for a variety of different park users.

What our plans do...

Using the feedback from our consultation, our plans have been developed to include:

A Play zone featuring:

- a new zip-wire (*a suggestion that came out from our survey*)
- a splash area with a water rill and water play equipment (*suggestions that came out from our survey*)
- a new and refurbished play area including ten pieces of accessible play equipment.

An active zone featuring activities for all ages (*a suggestion that came out from our survey*):

- a new skatepark.
- multi-sports pitch.
- free-ride area.
- fitness trail.
- a spiralling glass staircase.

A welcome area featuring:

- a range of planting, including meadow-style area and a new avenue of ornamental trees and native species (*suggestions that came out from our survey*)
- an area which can also host local, pop-up traders, or local performers and entertainers

A nature zone featuring:

- a wildflower meadow.
- the planting of 40 new trees, 250 metres of hedgerow, 5000 bulbs and a fruit bearing orchard complete.
- a wheelchair friendly path made from recycled materials such as brick, slate, wood and gravel.
- recycled tree log seating areas (*suggestions that came out from our survey*)
- new habitat areas such as log piles, insect houses, bat boxes and hedgehog hides. all included (*suggestions that came out from our survey*)

New security measures including:

- the installation of new CCTV camera and improved sight lines into the park
- gates to the park.

CHILDREN'S ZONE

- EXCITING RANGE OF NEW AND INCLUSIVE PLAY EQUIPMENT
- NEW SAFETY PLAY SURFACING
- SECURE FENCING INCREASING THE SIZE OF THE PLAY AREA
- PUDDLE PLAY FEATURING A WATER RILL AND DAMS
- PLAY BOULDERS WITH NATURALISED PLANTING FEATURES
- SEATING AREAS THROUGHOUT

WELCOME ZONE

- RE DESIGNED PEDESTRIAN ENTRANCE
- ZIP WIRE TO RUN THROUGH A NEWLY PLANTED AVENUE OF TREES
- LOCATION FOR STREET FOOD
- SEATING
- OFFER PLANTING INCLUDING TREES AND POLLINATORS
- WAY MARKER SIGNS
- SHADOW PLANTING

NATURE ZONE

- SILVER BIRCH AVENUE LEADING TO START OF WILDLIFE TRAIL
- HABITAT PROVISION WITH LOG PILES, HEDGEHOG HIDES, BIRD AND BAT BOXES AND INSECT HOUSES
- SELECTION OF FRUIT TREES ESPALIERED AGAINST WALL
- BENCHES FOR QUIET CONTEMPLATION
- STEPPING STONES THROUGH AREA
- PATH MADE WITH RECYCLED MATERIALS: BRICK, SLATE, WOOD, GRAVEL
- TREE STUMP SEATING AREAS
- AROMATIC AND EDIMENTAL PLANTING TO BENEFIT VISITORS, POLLINATORS AND

ACTIVE ZONE

- GRASS MEADOW MOUND WITH WALKWAY INTO THE TREES - MARKER POST AT THE TOP HIGHLIGHTING LOCATIONS OF LOCAL LANDMARKS
- NEW SKATE PARK SUNKEN INTO THE OLD LIDO
- FREE-RIDE WHEELED AREA
- FITNESS AREA
- MULTI SEATING AREAS
- MULTI GAME BALL AREA



SCALE 1:200







Agenda Page 25



Report to: Cabinet Meeting – 19 December 2023

Portfolio Holder: Councillor Matthew Spoons, Sustainable Economic Development

Director Lead: Matt Lamb, Director - Planning & Growth

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

| Report Summary | |
|---------------------------------------|---|
| Type of Report | Open Report, Key Decision |
| Report Title | Infrastructure Funding Statement |
| Purpose of Report | To update Cabinet on matters set out in the 2022/23 (the reported year) Infrastructure Funding Statement (IFS) |
| Recommendations | That Cabinet approve the publication of the Infrastructure Funding Statement, which has been produced in accordance with the legislative requirements, before the end of the calendar year. |
| Alternative Options Considered | None. There is a requirement to publish the IFS by the end of the calendar year. |
| Reason for Recommendations | To ensure that the District Council is operating in accordance with the requirements of the Community Infrastructure Regulations. |

1.0 **Background**

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

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

- Affordable housing
- Education (Primary, Secondary, Post-16 & Other)
- Health
- Highways
- Transport and travel

- Open space and leisure
- Community facilities
- Digital infrastructure
- Green infrastructure
- Flood and water management
- Economic development
- Land
- Section 106 monitoring fees
- Bonds (held or repaid to developers)
- Other (Neighbourhood CIL, CIL administration costs)

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

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

- An introduction setting out the basic requirements and the context of planned growth in the District;
- National and local policy context, along with an explanation of the developer contributions it covers;
- A summary of CIL collected/spent during the reported year;
- A summary of S106 monies collected/spent during the reported year;
- Planned expenditure of CIL income over the next reporting period (April 2023 to March 2024).

2.0 Proposal/Details of Options Considered

2.1 The 2022 IFS has been finalised (and is attached at **Appendix A**) and the tables below set out the headline figures for Members' attention.

Table 1: Summary of CIL income and expenditure

| Description of source: Community Infrastructure Levy | £ |
|---|-----------------------|
| Collected before 01/04/2022 (net of capital, admin and all meaningful proportions) | £7,170,753.43 |
| Demand notices issued 2022/23 | £1,990,010.13 |
| Received 2022/23 (including surcharges) | £3,819,246.45 |
| NSDC CIL total 31/03/2023 (net of capital, admin and all meaningful proportions) | £10,007,189.72 |
| Expenditure (Capital) | £0 |
| Expenditure (Administration) | £89,102.76 |
| Meaningful proportion to Town/Parish Councils | £893,707.40 |
| Retained after contributions | £2,836,436.29 |
| Retained on behalf of Parish Meetings in 2022/23 | £13,296.99 |
| Retained on behalf of Parish Meetings from previous years | £9,702.08 |

Table 2: Summary of developer contributions income and expenditure

| Description of source: Developer s106 Contributions | £ |
|--|---------------|
| Received before the reported year, remaining unallocated | £7,179,373.23 |
| Received 2022/23 | £1,851,422.00 |
| Agreed 2022/23 | £609,350.53 |
| S106 contributions held by NSDC 31/03/2023 | £8,019,705.76 |
| Allocated but not spent 2022/23 | £265,131.60 |
| Balance held for longer term maintenance obligations | £88,730.47 |
| S106 contributions spent (including transferred to other bodies to be spent) | £1,099,808.52 |

2.2 Table 1 sets out the position in relation to Newark & Sherwood’s CIL as at the 31 March 2023. A ‘meaningful proportion’ is set aside for Town and Parish Council and Parish Meeting with the remainder of the money retained by the District Council. This money is set aside for strategic infrastructure projects. The projects are set out at in Table 7 and 8 of the IFS. Currently the most important of these are:

- A1 Overbridge at Fernwood
- Tolney Lane Flood Alleviation Scheme

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

2.3 Table 2 sets out Section 106 contributions activity in Newark & Sherwood as at the 31 March 2023. These are contributions secured through legal agreements with developers to mitigate the impact of new development. As such contributions are usually secured as projects progress and developer’s hit triggers which require provision of monies. The monies are then held whilst the District Council, Nottinghamshire County Council, the NHS or Parish and Town Councils plan and deliver the projects to address the impacts of development. Therefore, at any one time the Council will be holding numerous pots of monies for different schemes and there will be a time period (generally five years) in which the monies need to be spend.

Community Plan

2.4 The IFS has potential to support the delivery of all Community Plan objectives that incorporate a need for infrastructure provision and enhancement. The growth agenda directed by the Local Plan underlines the corporate priorities set out in the Community Plan.

2.5 Given national regulatory requirements the only option under consideration is to publish the IFS before the end of the calendar year.

3.0 Implications

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

Digital Implications

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

Equalities Implications

- 3.2 Infrastructure delivery is fundamental to the implementation of the Amended Core Strategy which, as a whole has been subject to appraisal against the Integrated Impacts Assessment (IIA) Framework. The IIA incorporates Sustainability Appraisal, Strategic Environmental Assessment, Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA). The EqIA is a way of demonstrating the District Council is fulfilling the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010.
- 3.3 With the focus of the IFS being on providing greater transparency to the decision-making process and channelling infrastructure funding to areas of identified need as a result of development (thereby mitigating any perceived inequalities in accordance with adopted policy), an EqIA specifically for the IFS is not required.

Financial Implications (FIN23-24/691)

- 3.4 Financial Services work closely with colleagues on the Developer Contributions Officer Steering Group to ensure that funds from developer contributions are appropriately managed in line with the Council's financial procedures.
- 3.5 The IFS provides greater transparency for Members, service providers, developers and the community on how the Council deals with developer contributions.
- 3.6 CIL funded projects will progress from the IFS into the Council's Capital Programme in the usual way by a report to Cabinet as an when sufficient funding is available.
- 3.7 Currently there is one project included within the Capital programme, the A1 Overbridge at Fernwood with a total allocation of £5.6m split over 2023/24 and 2024/25.

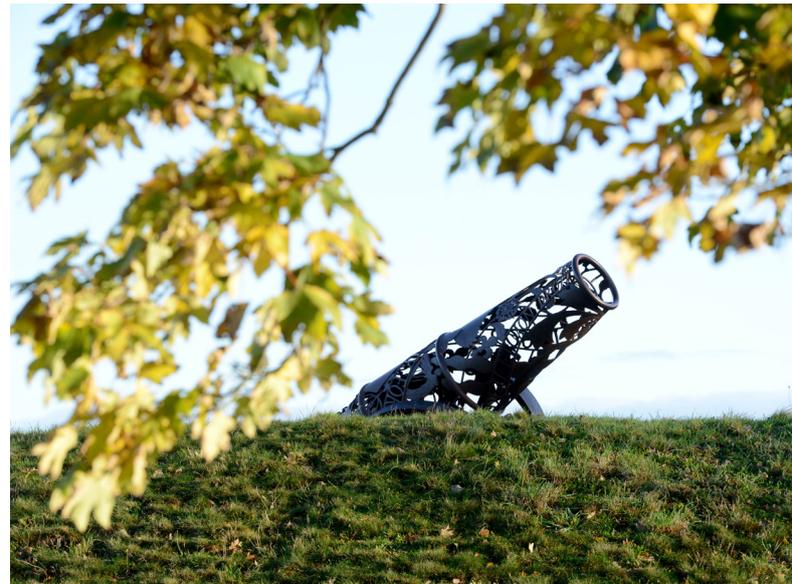
Background Papers and Published Documents

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

Newark & Sherwood Infrastructure Funding Statement 2022/23

INFRASTRUCTURE FUNDING STATEMENT

December 2023



| Contents | | Page |
|-------------------|--|-------------|
| Section 1 | Introduction | 1 |
| Section 2 | Developer Contributions | 2 |
| Section 3 | Community Infrastructure Levy: collection and expenditure | 5 |
| Section 4 | S106 Developer Contributions: collection and expenditure | 7 |
| Section 5 | Planned Expenditure | 14 |
| Appendix 1 | Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2) | 20 |

Introduction

- 1.1 This is Newark & Sherwood District Council's Infrastructure Funding Statement (IFS) for 2022/23, published in accordance with the [Community Infrastructure Levy \(Amendment\) \(England\) \(No. 2\) Regulations 2019](#) which came into force on 1 September 2019.
- 1.2 Local authorities are required to produce an IFS on an annual basis, relating to the developer contributions from Section 106 agreements and the Community Infrastructure Levy (CIL). Developer contributions are used to help fund development related infrastructure provision and to maximise the benefits and opportunities from growth.
- 1.3 In accordance with the regulations, the annual IFS comprises the following three parts:
- A report relating to the previous financial year on the Community Infrastructure Levy;
 - A report relating to the previous financial year on Section 106 planning obligations;
 - A report on the infrastructure projects or types of infrastructure that the authority intends to fund wholly or partly by the levy (excluding the neighbourhood portion).
- 1.4 Appendix 1 sets out the requirements of the regulations and the sections of this document where details can be found.
- 1.5 For the purpose of reporting developer contributions National Planning Policy Guidance (NPPG) defines 'infrastructure' as development within the following categories:
- Affordable housing
 - Education (Primary, Secondary, Post-16 & Other)
 - Health
 - Highways
 - Transport and travel
 - Open space and leisure
 - Community facilities
 - Digital infrastructure
 - Green infrastructure
 - Flood and water management
 - Economic development
 - Land
 - Section 106 monitoring fees
 - Bonds (held or repaid to developers)
 - Other (Neighbourhood CIL, Mayoral CIL, Community Infrastructure Levy administration costs)

District Context

- 1.6 Across the current Local Plan period to 2033 the population of Newark & Sherwood is expected to grow by as much as 14,359. Recent monitoring data show the following figures relating to the development in the district:
- 679 net (829 gross) residential dwellings were granted planning permission from 1st April 2022 to 31st March 2023
 - 3371 net residential completions over the five year period 2018/19-2022/23, giving an average of 674 completions per year

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

- Within the plan period (to 31st March 2023) 47.79Ha of employment land has been developed since 2013 and 175.39Ha is deliverable within the plan period (up to 2033).

2.0 Developer Contributions

Paying for Infrastructure

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

Community Infrastructure Levy

- 2.2 Newark and Sherwood were the first Local Authority in the country to adopt CIL; the Charging Schedule and Regulation 123 List was approved by Council on the 20 September 2011 and came into force on 1 December 2011. As part of a wider review of the Local Plan a full review of the CIL Charging Schedule and Regulation 123 List was also undertaken. Following an independent examination in August 2017 and approval at full council on 12 December 2017, the Newark and Sherwood CIL Charging Schedule, including the associated instalment policy and Regulation 123 List came into force on 1 January 2018.
- 2.3 Changes to CIL legislation, taking effect from 1 September 2019, were introduced as the Government recognised that the complexity and uncertainty of the CIL system was potentially forming a barrier to the delivery of housing, something that the Government was keen to remove. Amendments to the regulations included the removal of 'pooling' restrictions and the deletion of Regulation 123 requiring charging authorities to produce a list of the projects or types of infrastructure they intend to fund, or may fund, through CIL (the 'Regulation 123 list').
- 2.4 CIL is chargeable on residential development at different rates across the Council's administrative area, ranging from £0 to £100 per square metre. A districtwide charge of £100 per square metre is levied on retail development, while all other commercial developments are CIL-exempt. Where a development is liable to CIL the amount will be non-negotiable. However, where a scheme will contain elements of social housing or will be for charitable purposes the amount may be reduced subject to an application for relief being submitted.

Section 106 Agreements

- 2.5 Planning obligations or developer contributions are made under Section 106 of the Town and Country Planning Act 1990 (as amended). Commonly known as S106 agreements, they are a mechanism that helps make a development proposal acceptable in planning terms that would not otherwise be acceptable – i.e. to mitigate the impacts of development and ensure that the District Council’s planning policy requirements are fully met.
- 2.6 The legal tests for when S106 agreements can be used are set out in CIL Regulation 122. The ‘ask’ must be:
- (a) necessary to make the development acceptable in planning terms;
 - (b) directly related to the development; and
 - (c) fairly and reasonably related in scale and kind to the development.
- 2.7 Different combinations of the aforementioned sources of funding may be pooled to pay for new infrastructure.

Section 278 Highway Agreements

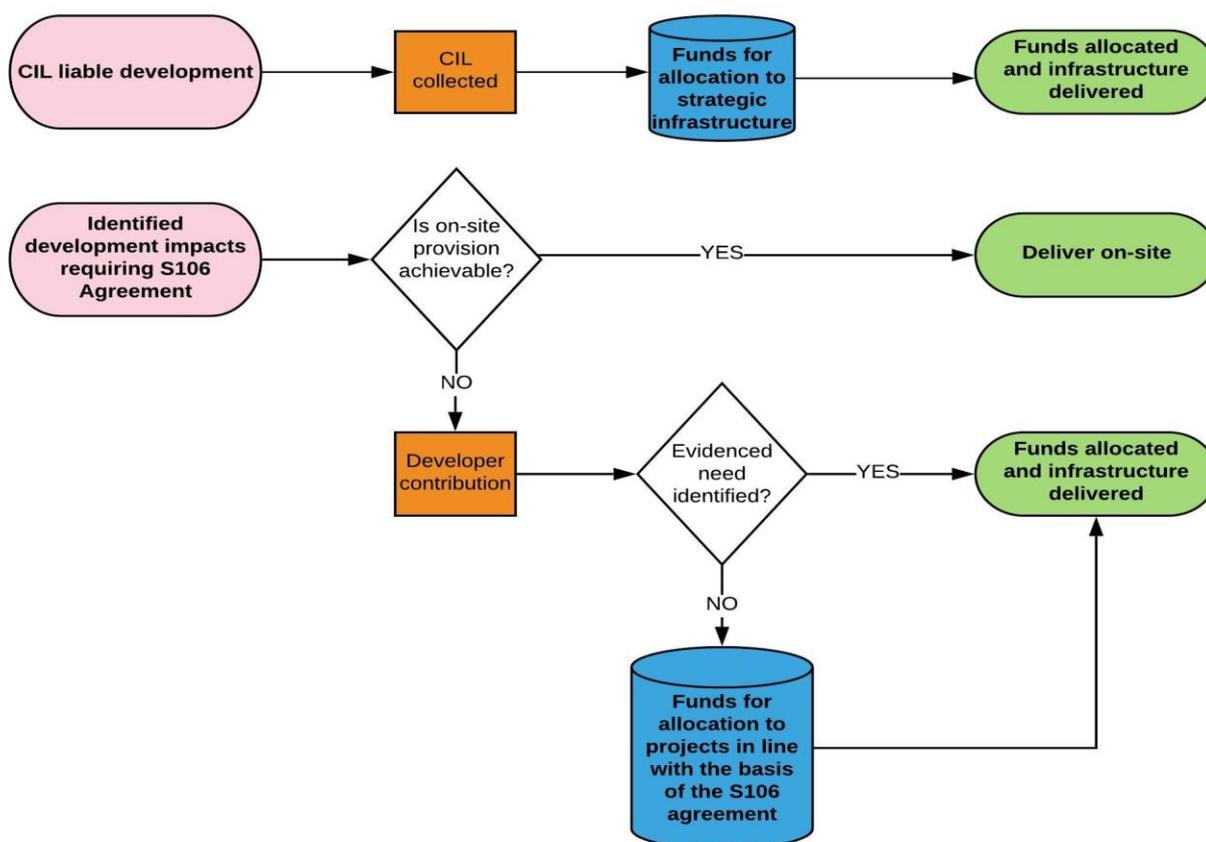
- 2.8 Additional legal agreements that can fund infrastructure are Section 278 Agreements (S278). These are legally binding agreements made under the Highways Act 1990 between Local Highway Authorities and Developers. S278 agreements are required to secure alterations or improvements to the highway.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

Local Policy Context

- 2.9 In Newark & Sherwood District Council’s Local Development Framework (LDF) Amended Core Strategy (Adopted March 2019) Spatial Policy 6: Infrastructure for Growth sets out the approach to ensuring the delivery of infrastructure to support growth. This policy gives specific emphasis to the Community Infrastructure Levy as the vehicle for funding Strategic Infrastructure. The policy defines ‘Strategic Infrastructure’ as improvements to the strategic highway network and other highway infrastructure as identified within the IDP, along with secondary education provision across the District.
- 2.10 Spatial Policy 6 identifies developer contributions and planning obligations as the primary means of securing local Infrastructure, including facilities and services that are essential for development to take place on individual sites, or which are needed to mitigate the impact of development at the site or neighbourhood level. The process of collecting and spending developer contributions is illustrated in Figure 1.
- 2.11 Directly related to Spatial Policy 6 is Policy DM3 in the Allocations and Development Management Policies DPD. This policy highlights the need for infrastructure to support planned growth, for planning applications to include appropriate infrastructure provision and signposts to the Developer Contributions and Planning Obligations Supplementary Planning Document (SPD) which sets out the methods for calculating financial contributions.

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

Figure 1: Process of allocating developer contributions



3.0 Community Infrastructure Levy: collection and expenditure

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

Table 1: Summary of CIL income and expenditure

| Description of source | £ |
|---|----------------|
| Collected before 01/04/2022 (net of capital, admin and all meaningful proportions) | £7,170,753.43 |
| Demand notices issued 2022/23 | £1,990,010.13 |
| Received 2022/23 (including surcharges) | £3,819,246.45 |
| NSDC CIL total 31/03/2023 (net of capital, admin and all meaningful proportions) | £10,007,189.72 |
| Expenditure (Capital) | £0 |
| Expenditure (Administration) | £89,102.76 |
| Meaningful proportion to Town/Parish Councils | £893,707.40 |
| Retained after contributions | £2,836,436.29 |
| Retained on behalf of Parish Meetings in 2022/23 | £13,296.99 |
| Retained on behalf of Parish Meetings from previous years | £9,702.08 |

Newark & Sherwood CIL Income

3.2 CIL came into operation in Newark & Sherwood in 2011/12. Prior to the reported year, the District Council had accumulated £7,170,753.43 from CIL receipts.

3.3 In the reported year (from April 2022 to March 2023) Newark & Sherwood District Council received £3,819,246.45 from CIL receipts and issued demand notices for £1,990,010.13. The largest sources of CIL income are identified from the following developments:

- Barratt/David Wilson Homes: £526,492.70 - Fernwood Phase 1B
- Barratt/David Wilson Homes: £837,201.74 - Fernwood Phase 3B
- Barratt/David Wilson Homes: £896,442.22 – Fernwood Phase 2
- Barratt/David Wilson Homes: £525,649.12 – Fernwood Phase 3
- Allison Homes (previously known as Larkfleet) : £336,589.26 – Fernwood Phase 1

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

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

Newark & Sherwood CIL Expenditure

- 3.5 The total amount of CIL expenditure for the reported year amounts to £89,102.76. This figure represents funds spent on the management, staffing, administration, information technology and legal costs involved in the collection of CIL; the setting up and maintenance of new systems to coordinate the administration of CIL; and on-going management of CIL spending-
- 3.6 A total of £893,707.40 (23.4% of CIL total receipts) has been passed on to Town and Parish Councils within the reporting period as a meaningful contribution share. This includes a total of £13,297.00 held on behalf of Parish Meetings. Beyond administrative expenses, £0 CIL funds have been used for capital expenditure.
- 3.7 In the reported year, £12,964.62 was released to Parish Meetings in relation to meaningful proportion held on their behalf therefore the cumulative amount held at the end of 2022/23 is £10,034.46.
- 3.8 The total amount of CIL retained by the Council for the reported year, after all deductions, is £2,836,436.29 (excluding the balance held for Parish Meetings).

4.0 S106 Developer Contributions: collection and expenditure

- 4.1 As stated above in Section 3, Amended Core Strategy, Spatial Policy 6 sets out the Council’s approach to ensuring the delivery of infrastructure to support the anticipated levels growth within the current plan period. Developer contributions and planning obligations are the primary means of securing local infrastructure, including facilities and services that are essential for allowing any particular development to take place.
- 4.2 Developer contributions income held by Newark & Sherwood District Council is summarised in Table 2.

Table 2: Summary of developer contributions income and expenditure

| Description of source | £ |
|--|----------------------|
| Received before the reported year, remaining unallocated | £7,179,373.23 |
| Received 2022/23 | £1,851,422.00 |
| Agreed 2022/23 | £609,350.53 |
| S106 contributions held by NSDC 31/03/2023 | £8,019,705.76 |
| Allocated but not spent 2022/23 | £265,131.60 |
| Balance held for longer term maintenance obligations | £88,730.47 |
| Total s106 funds spent 2022/23 | £1,099,808.52 |

Newark & Sherwood Developer Contributions Income

Contributions Agreed

- 4.3 In the reported year Newark & Sherwood District Council entered in to planning obligations giving contributions to the value of £609,350.53. The developments to which these funds relate are set out in Table 3.

Table 3: Monetary developer contributions agreed within the reported year

| Planning ref. | Parish | Location | Contribution type | Funds secured |
|---------------|------------|---|--|--|
| 21/02182/FULM | Collingham | Land Adjoining Braemar Farm Station Road Collingham | Community Facilities | £40,138.03 |
| 21/02094/OUTM | Edwinstowe | Field Reference Number 8890 Mansfield Road Edwinstowe | Community Facilities Education Library The Contributions below are only payable in lieu of agreed provision: Open Space (general use) Open space (Children’s Play Facility) | £69,203.50 £193,743.00 £1,792.00 £14,147.00 £46,363.00 |

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

| | | | | |
|---------------|---------|--|-----------|-------------|
| 15/00784/FULM | Bulcote | Bulcote Farm Old Main Road Bulcote | Education | £243,964.00 |
|---------------|---------|--|-----------|-------------|

Contributions Received

- 4.4 Within the reported year developer contributions to the value of £1,851,422.00 were received. Details of the developments to which these funds relate are set out below in Table 4.

Table 4: Developer contributions received 2022/23

| Planning ref. | Parish | Location | Contribution Type | Funds secured |
|------------------|--------------|-------------------------------|--|--------------------|
| 17/01846/FUL | South Scarle | Redmay Farm | Affordable Housing | £52,000.00 |
| 17/01729/FULM | Bulcote | Burton Joyce Car Centre | Affordable Housing | £69,979.00 |
| 15/02220/FUL | Blidworth | The Red House, Belle Vue Lane | Affordable Housing | £3,500.00 |
| | | | Total | £125,479.00 |
| 17/01729/FULM | Bulcote | Burton Joyce Car Centre | Community Facilities | £29,757.01 |
| 16/02173/OUTM | Edwinstowe | Thoresby Colliery | Community Facilities | £60,976.06 |
| 21/00501/FUL | Collingham | Braemar Farm | Community Facilities | £11,191.45 |
| 14/00465/OUTM | Fernwood | Land North and East | Community Facilities | £134,609.21 |
| Sub Total | | | | £236,533.73 |
| 17/00595/FULM | Ollerton | Petersmith Drive | Education | £373,285.87 |
| Sub Total | | | | £373,285.87 |
| 20/00475/FULM | Blidworth | New Lane | Open Space - Footpath | £4,000.00 |
| 16/02173/OUTM | Edwinstowe | Former Thoresby Colliery | Open Space-Children & Young People Space | £64,614.22 |
| 05/02654/RMAM | Ollerton | The Meadows | Open Space - Amenity Commuted Sum | £84,509.25 |
| 20/00642/FULM | Bilsthorpe | Oldbridge Way | Open Space - CYPS | £111,271.00 |
| 20/00642/FULM | Bilsthorpe | Oldbridge Way | Open Space - Outdoor | £35,000.00 |

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

| | | | | |
|--------------------|------------|-------------------|-----------------------------|----------------------|
| | | | Sports Facility | |
| 16/02173/OUTM | Edwinstowe | Thoresby Colliery | Open space - Sports Pitch | £259,907.73 |
| 20/00275/FULM | newark | Lord Hawke Way | Open Space CYPS Capital | £49,819.64 |
| 20/00275/FULM | Newark | Lord Hawke Way | Open Space CYPS Maintenance | £55,409.49 |
| 20/00275/FULM | Newark | Lord Hawke Way | Open Space N&SN Capital | £5,515.70 |
| 20/00275/FULM | Newark | Lord Hawke Way | Open Space N&SN Maintenance | £5,515.70 |
| 20/00275/FULM | Newark | Lord Hawke Way | Open Space AGS Maintenance | £30,387.37 |
| Sub Total | | | | £705,950.09 |
| 14/00465/OUTM | Fernwood | Land North & East | Health | £153,736.96 |
| 16/02173/OUTM | Edwinstowe | Thoresby Colliery | Health | £207,713.39 |
| 20/00275/FULM | Newark | Lord Hawke Way | Health | £48,722.96 |
| Sub Total | | | | £410,173.31 |
| GRAND TOTAL | | | | £1,851,422.00 |

- 4.5 Sherwood received the highest level of developer s106 contributions in the Core Strategy settlement hierarchy (Spatial Policies 1 & 2) in 2022/23. Compared to previous years there has been a decrease in housing development in Newark Urban Area (NUA) - 36% of net housing completions this year were delivered in NUA compared with 42% the previous year, and 39% in 2020/21. Sherwood continues to see an increase in development; as a percentage of total net completions in the district

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

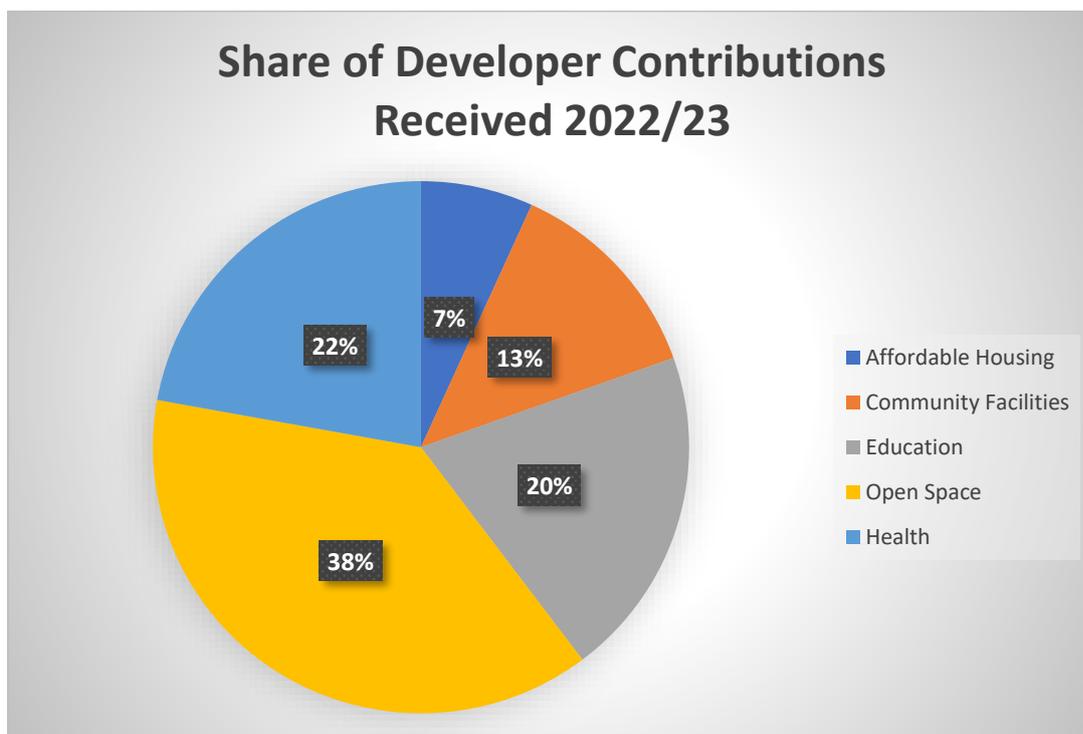
the proportion was 38.78% in 2022/23; this compares with 28.75% in 2021/22 and 16.55% in 2020/21.

Figure 2: Total s106 Monies received by Strategic Sub Area in 2022/23



- 4.6 The differences in the value of contributions from different areas can appear quite starkly across different plan areas, reflecting differences in land value and therefore relative viability. As such, in circumstances where it is not always viable to provide the full range of contributions that may be required to make a development acceptable in planning terms, Planning Officers and Planning Committee Members must weigh the potential benefits of different options or available combinations and arrive at an informed judgement as to the acceptability of a development proposal.
- 4.7 In the reporting year, in terms of distribution of s106 by contribution type, open space has received the highest percentage share of total monies (38%) followed by affordable housing at 22%. Education received 20% of total monies, with community facilities receiving 13% and Health 7%.

Figure 3: Percentage share of developer contributions received 2022/23 (by theme)



Newark & Sherwood Developer Contributions Spending

- 4.8 In the majority of cases, funds received by the Council have specific criteria set out in the associated S106 Agreement that determines how they must be spent. However, where such clauses are less prescriptive, they are referred to as 'unrestricted' funds. Where unrestricted funds are provided and no immediate need is identified for the specified area to which the agreement relates, these funds may be held by the Council until such a time that an appropriate need is identified. In the reported year there were no unrestricted funds collected.
- 4.9 The Council's governance arrangements in relation to managing monies secured as part of Section 106 Agreements are as follows:

On-site contributions and clearly defined off-site contributions collected for other public bodies

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

Non-specific off-site contributions

In terms of non-specific off-site contributions, the following procedure shall be adopted:

- a) Where the spend is up to £15,000 then this can be authorised by the S151 Officer in consultation with the Director of Planning and Growth.
- b) Where the spend is between £15,000 and £300,000 then this will be referred to the Portfolio Holder for Finance and the s151 Officer, who can either approve the request or refer it to Cabinet.
- c) Where the spend exceeds £300,000 and is therefore a key decision it should be added to the forward plan and considered by Cabinet.

With regard to sections b and c above,

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

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

4.10 Within the reported year S106 funds held by the Council and allocated to a given project, but not spent amounts to £265,131.60.

Table 5: Funds allocated but not yet spent

| Parish | Funds secured | Allocation |
|-------------------|--------------------|--------------------------|
| Southwell | £42,853.38 | Southwell Leisure Centre |
| Southwell | £94,723.88 | Southwell Leisure Centre |
| Newark | £45,900.00 | Newark Highways |
| Ollerton/Boughton | £31,654.34 | Ollerton Regeneration |
| Rainworth | £50,000.00 | Rainworth Village Hall |
| TOTAL | £265,131.60 | |

4.11 Throughout 2022/23, S106 funds received by the Council that have been both allocated and spent or transferred to another party amounts to £1,099,808.52. These contributions comprise the following:

Table 6: Funds spent

| Parish | Location | Spend | Allocation |
|------------|-----------------------------|-------------|--|
| Bilsthorpe | Oldbridge Way | £111,271.00 | Repaid to council reserves |
| Clipstone | Land at Cavendish Way | £310,608.84 | Affordable Housing in NSDC District |
| Clipstone | Land at Cavendish Way | £47,441.92 | Integrated Transport for the Bus Service Cavendish Contract |
| Edwinstowe | Former Thoresby Colliery | £64,614.22 | paid to Edwinstowe Parish Council for Repairs to Jubilee Park Skatepark |
| Edwinstowe | Rufford Pastures | £46,277.21 | Paid to Edwinstowe Parish Council – Improvements to Community Facilities within the Parish |
| Farnsfield | Land at Southwell Road | £102,983.39 | Paid to Farnsfield Parish Council for play equipment at Hadleigh Park |
| Farnsfield | The Ridgeway | £59,283.81 | Paid to Farnsfield Parish Council for play equipment at Hadleigh Park |
| Farnsfield | Land adjacent to Broadlands | £17,973.44 | paid to Nottinghamshire County Council for Parfitt Drive Bus Stop improvement |

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

| | | | |
|-----------------|--------------------------------|----------------------|--|
| Farnsfield | The Ridgeway | £4,200 | Paid to Farnsfield Parish Council for replacement work to the Bowls Club Fence |
| Newark | Land North of Beacon Hill Road | £56,182.79 | Paid to YMCA |
| Newark | Sleaford Road | £130,127.87 | Paid to Nottinghamshire County Council for an extension to Barnby Road Academy |
| Ollerton | The Meadows | £84,509.25 | Transferred to Open Space Maintenance Pot |
| Rainworth | Land off Warsop Lane | £19,835.48 | Paid to Rainworth Village Hall Management Committee for Flooring, Blinds and Paint |
| Southwell | Rainbows, The Burgage | £38,499.30 | Paid to Southwell Leisure Centre for Remedial Works |
| Sutton on Trent | Rear of Hemplands | £6,000 | Paid to Nottinghamshire County Council for Traffic Regulation Order in relation to the site access and installing the associated works |
| TOTAL | | £1,099,808.52 | |

Non-monetary S106 Contributions

- 4.12 As stated above, in some cases s106 agreements make provision for delivery of infrastructure on site. In the reported year records show that 17 new affordable homes were delivered through s106 across the District (the total affordable homes delivered in the year is 32 which consists of Council Schemes, 100% Affordable Schemes, and s106 schemes). Agreements in relation to affordable homes granted planning permission in 2022/23 will deliver 42 new dwellings. A total of £310,608.84 was transferred to capital for affordable housing capital schemes in the reporting year.
- 4.13 No school places have been delivered in the reporting year as a non-monetary contribution.

5.0 Planned Expenditure

Matters affecting developer contributions income

- 5.1 This section sets out how CIL and S106 income will be spent over the next reporting period (April 2023 to March 2024) in Newark & Sherwood (as per the requirements set out in relevant planning practice guidance and the CIL regulations).
- 5.2 CIL income for the next year depends on the nature and scale of development occurring in the District. The level and timing of this income is subject to the implementation of planning permissions, build-out rates, S106 trigger points and the phasing of development. For residential development the Council’s five year housing land supply trajectory provides a useful indication of what is likely to come forward and when. For other types of CIL-liable development, due to the uncertainty over forecasting, estimates for the amount of CIL funding will be based on the total receipts collected from the previous financial year and any unspent receipts from previous financial years. While the full extent of the impacts of the economic climate on the construction industry remain unclear, completion data indicates that build rates are slowing down.
- 5.3 S106 income varies more than CIL, insofar as contributions are negotiated on a site-by-site basis and depend on a range of factors, such as the viability of development and site-specific considerations. Generally speaking, S106 funding is more closely tied to the phasing of development set out in the terms of the legal agreement and this can also include clauses relating to the timing of spending said contributions, with a site’s build-out rate determining when trigger points for different contributions are hit.
- 5.4 Whilst Covid-19 did have some impact on the planning system but planning applications did continue to be submitted at a good rate up until 2021/22. However, 2022/23 has seen a decrease in the number of planning applications submitted. At the time of writing there is uncertainty moving forward due to the cost of living crisis. Interest rates on mortgages have increased and this is having an effect on the housing market.

Infrastructure to be funded by CIL

- 5.5 Tables 7 and 8 (below) provide an update on the status of NSDC’s CIL expenditure priorities.
- 5.6 These outstanding strategic infrastructure projects remain the District Council’s priorities for CIL spending priorities for 2022/23. In accordance with Amended Core Strategy Spatial Policy 6, it is considered that there is little scope to deviate from these identified priorities until such a time that these needs are met or the policy is amended.

Table 7: NSDC CIL Priority Highways Project Status

| No. | Location | Existing Junction Type | Improvement | CIL/Other Public Contribution | Comments |
|---------------|----------------------------------|------------------------|---------------------------|-------------------------------|--|
| Newark | | | | | |
| 1 | A1 Overbridge widening, Fernwood | N/A | Widening of A1 Overbridge | £5.6m | Identified as the highest priority highway improvement for CIL funding. The Council is |

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

| | | | | | |
|---|---|--------------------|---|----------|---|
| | | | | | currently liaising with National Highways to commission a detailed design. |
| 2 | London Rd, Portland St Junction | Signals | Improved Signal Control | £150,000 | The operation of this junction changes to an 'F' LoS in the PM peak hour at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction is constrained on all sides by built development and space to deliver any carriageway widening is very limited. The most likely form of improvement will be providing improved signal control at the existing junction, however consideration is being given as part of the Newark Heritage Action Zone to potential improvements to the junction and townscape around it. |
| 3 | Lincoln Rd / Brunel Drive | Signals | Improved Signal Junction Layout – Monitor Operation Post A46 Improvement Opening | £TBC | The operation of this junction changes to an 'F' LoS in the PM peak hour at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. There are wide verges present on Lincoln Road which may enable localised widening on these approaches. However, it is recommended that the junction operation be reviewed following completion of the A46 Improvement scheme as this is expected to improve the operation of the A46 Brownhills roundabout to the north, removing queues that currently interact with the Lincoln Road / Brunel Drive junction. |
| 4 | A616 Great North Rd / Ollerton Rd / Main St / Kelham Ln, South Muskham | Mini Roundabout | Monitor Performance Post A46 Improvement Opening | £TBC | The operation of this junction changes to a 'F' LoS in the PM peak at the 2033 Forecast Year. Providing a meaningful capacity improvement to this 5-arm junction will require third-party land to enable a larger roundabout to be provided and/or the closure or diversion of Kelham Lane to reduce the number of arms, which may then allow a signal-controlled crossroads to be provided. Improvement of this junction will therefore be complicated and expensive. However, it is recommended that the junction operation be reviewed following completion of the A46 Improvement scheme as demand for the Great North Road corridor may reduce once the key congestion bottle necks on the A46 are removed. It is therefore recommended that the operation of this junction be monitored post completion of the A46 Improvement to see if forecast conditions materialise. |
| 5 | B6166 Lincoln Rd / Northern Rd | Signals | Improved Signal Control | £150,000 | The operation of this junction changes to an 'F' LoS in the PM peak hour at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction is constrained on all |

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

| | | | | | |
|--------------------|---|--------------------------------|---|----------|--|
| | | | | | sides by built development and available space to deliver any carriageway widening is limited. The most likely form of improvement will be providing improved signal control at the existing junction. |
| 6 | Beacon Hill Rd / Northern Rd | Signals | Improved Signal Control | £150,000 | The operation of this junction changes to an 'F' LoS in the AM and PM peaks at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction is constrained by an adjacent railway bridge and available space to deliver any carriageway widening is limited. The most likely form of improvement will be providing improved signal control at the existing junction. |
| 7 | London Rd / Sherwood Ave / Bowbridge Rd | Signals | Improved Signal Control | £150,000 | The operation of this junction changes to an 'E' LoS in the AM and PM peak hours at the 2033 Forecast Year. An improvement is therefore likely to be required at this location. The junction was improved by NCC in 2014 to change lane allocations, upgrade the signal control and provide improved pedestrian facilities. The junction is constrained on all sides by built development and there is minimal space available within the highway to deliver any meaningful carriageway widening. The most likely form of improvement will be providing optimised signal control at the existing junction (if possible). |
| 8 | Tolney Lane, Newark | Highway Flood Alleviation | Flood alleviation and access resilience works | £5.5m | Improvements to Tolney Lane have been identified separately ¹ and comprise works to provide access resilience and property protection during flooding events. The proposed works comprise: <ul style="list-style-type: none"> • Raising Tolney Lane and access into the traveller site. • Provision of a surface water pumping station. • Installation of a bypass channel. • Flood wall between the road and railway embankment. • Creation of a flood storage area. |
| Rural Areas | | | | | |
| 9 | A614 / Deerdale Lane Road Junction | Ghost Island Priority Junction | TBC | TBC | Forms part of the DfT funded MRN improvement scheme being promoted by NCC. NCC are currently investigating a lower-cost alternative solution for this junction and details are not yet available. |

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

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

| | | | | | |
|----|---|--------------------------------|---|-------|--|
| 10 | A614 / A616 / A6075 Ollerton Roundabout | Priority Roundabout | Enlarged Priority Roundabout | £7.4m | Forms part of the DfT funded MRN improvement scheme being promoted by NCC. |
| 11 | Kelham Bypass | N/A | New bridge over the River Trent and a bypass to the village | £20m | Bypass with a new bridge over the River Trent with an indicative cost of £20m. To be implemented. Suggested funding split 33% CIL-67% D2N2 LEP |
| 12 | A6097 / A612 Lowdham Junction | Priority Roundabout | Enlarged Priority Roundabout | £4m | Forms part of the DfT funded MRN improvement scheme being promoted by NCC. |
| 13 | A614 / Mickledale Lane Junction | Ghost Island Priority Junction | New roundabout and link road connection to Mickledale Lane | £5.3m | Forms part of the DfT funded MRN improvement scheme being promoted by NCC. |

Table 8: NSDC CIL Priority Secondary Education Project Status

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

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

CIL Spending Priorities

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

5.9 Amey has been appointed by National Highways (on behalf of NSDC) to undertake the next stage of the A1 Overbridge project. This stage will analyse the 8 options identified by WYG in July 2019 A1 Overbridge Feasibility Study. Following spend of an initial £5,000 to prepare the task brief, the next stage is expected to cost around £60,000, although the timescales for the further stages are yet to be confirmed, it is expected that this assessment phase will take approximately 8 months.

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

- 5.10 The A1 Overbridge remains at the top of the Council's strategic infrastructure priority list, given its need as part of the Fernwood development highways mitigation strategy and that the Settlement Hierarchy and Spatial Distribution of Growth policies (Spatial Policy 1 and 2) identify Newark, Balderton and Fernwood as the main location for new housing and employment growth in the District. Development on this site is progressing at pace, with Barratt/David Wilson Homes having hit a legal agreement trigger point and duly commencing works to upgrade the Goldstraw Lane roundabout, while the other parcels of land that make up this urban extension continue to progress through the planning system.
- 5.11 The Council is seeking to address highway constraints at Tolney Lane in relation to flood risk. This project has been added to the list of CIL projects in table 7 above.

CIL Spend 2022/23

- 5.12 With the exception of CIL money used for the A1 Overbridge feasibility study of £5,000 (funded by the CIL admin fee) no monies have been spent in 2022/23.

Infrastructure to be funded by Developer Contributions

- 5.13 Under Amended Core Strategy Spatial Policy 6, local infrastructure that is essential for development to take place on individual sites or is needed to mitigate the impact of development will be secured through S106 Agreements. The need for site related infrastructure secured through planning conditions and S106 Agreements will be assessed on a site-by-site basis and will involve consultation with relevant internal and external agencies.
- 5.14 Most policies relating to sites that are allocated for development in the local plan include site-specific infrastructure asks where particular needs have been identified. However, the District Council will endeavour to maintain robust evidence of needs through the Infrastructure Delivery Plan and other audits, supported by the Council's Community Plan which sets out other cross-cutting corporate priorities. Section 4 sets out the Council's procedures for dealing with unrestricted funds. In most other cases, however, the wording of the legal agreement through which physical on or off-site infrastructure is delivered will typically determine the manner in which any monetary contributions secured must be spent. All spending of monies secured through S106 agreements will be reported in the IFS.
- 5.15 In terms of affordable housing delivery, the District Council seeks to secure 30% of new dwellings as affordable housing. While the Council's preferred approach is to see provision made on site, in some circumstances off site provision or contributions will be sought.

Anticipated CIL and Contributions Income 2023/24

- 5.16 National guidance suggests that councils should consider reporting on estimated future CIL income where possible. Using some assumptions and past data, it is possible to give a broad estimate of future CIL income, bearing in mind a number of variables, including:
- The Council's five year housing land supply data indicates that 532 dwellings are expected to be completed within 2023/24; however
 - Contributions will not be required from all developments as not all parts of Newark & Sherwood are CIL charging areas;

Newark & Sherwood District Council: Infrastructure Funding Statement 2023

- Different plan areas have different CIL charging rates;
- Only a limited number of CIL-liable strategic major sites are likely to commence development within 2023/24;
- At 30 September, demand notices to the sum of £1,020,385.82 have been issued.

Table 9 below shows CIL income since 2013/14. Across all years, average CIL income received is £1,356,328.78.

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

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

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

| Section Requirements | Sub sections | Amount | Additional details | Document section |
|--|--|---------------|---------------------|------------------|
| 1. The matters to be included in the CIL report are— | | | | |
| (a) the total value of CIL set out in all demand notices issued in the reported year; | | £1,990,010.13 | | Para. 3.3 |
| (b) the total amount of CIL receipts for the reported year; | | £3,819,246.45 | | Para. 3.3 |
| (c) the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year but which have not been allocated; | | £7,170,753.43 | | Para. 3.2 |
| (d) the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year; | | £0 | | N/A |
| (e) the total amount of CIL expenditure for the reported year; | | £89,102.76 | Administrative fees | Para. 3.5 |
| (f) the total amount of CIL receipts, whenever collected, which were allocated but not spent during the reported year; | | £0 | | Para. 3.6 |
| (g) in relation to CIL expenditure for the reported year, summary details of— | (i) the items of infrastructure on which CIL (including land payments) has been spent, and | £0 | | N/A |

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

| | | | | |
|---|---|-------------|---|-----------|
| | the amount of CIL spent on each item; | | | |
| | (ii) the amount of CIL spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part); | £0 | | N/A |
| | (iii) the amount of CIL spent on administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation; | £89,102.76 | Equating to 2.333% of the income for the reported year | Para. 3.5 |
| (h) in relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item; | | £0 | | Para. 3.6 |
| (i) the amount of CIL passed to— | (i) any parish council under regulation 59A or 59B; and; | £880,410.42 | Passed to Town/Parish Councils (23.05% of CIL receipts) | Para. 3.6 |

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

| | | | | |
|--|--|---------------|--|-----------|
| | (ii) any person under regulation 59(4); | £0 | | N/A |
| (j) summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including— | (i) the total CIL receipts that regulations 59E and; | £0 | | Para. 3.6 |
| | 59F applied to; | £13,296.99 | Collected and retained on behalf of Parish Meetings | |
| | (ii) the items of infrastructure to which the CIL receipts to which regulations 59E and 59F applied have been allocated or spent, and the amount of expenditure allocated or spent on each item; | £0 | | N/A |
| (k) summary details of any notices served in accordance with regulation 59E, including— | (i) the total value of CIL receipts requested from each parish council; | £0 | No requests issued | N/A |
| | (ii) any funds not yet recovered from each parish council at the end of the reported year; | £0 | | N/A |
| (l) the total amount of— | (i) CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied; | £2,836,436.29 | Minus meaningful proportion and administration fee expenditure | Para. 3.8 |
| | (ii) CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied; | £7,170,753.43 | | Para. 3.2 |
| | (iii) CIL receipts for the reported year to which regulation 59E or | £13,296.99 | Parish meeting money held by NSDC | Table 1 |

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

| | | | | |
|--|--|-----|-----------|---|
| | 59F applied retained at the end of the reported year; | | | |
| | (iv) CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year. | | £9,702.08 | Parish meeting money held back by NSDC from previous years Table 1 |
| 2. For the purposes of paragraph 1— | | | | |
| (a) CIL collected by an authority includes land payments made in respect of CIL charged by that authority; | | N/A | N/A | N/A |
| (b) CIL collected by way of a land payment has not been spent if at the end of the reported year— | (i) development (within the meaning in TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or | N/A | N/A | N/A |
| | (ii) the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent; | N/A | N/A | N/A |
| (c) CIL collected by an authority includes infrastructure payments made in respect of CIL charged by that authority; | | N/A | N/A | N/A |
| (d) CIL collected by way of an infrastructure payment has not been spent if at the end of the | | N/A | N/A | N/A |

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

| | | | | |
|--|--|-----|---------------|-----------|
| reported year the infrastructure to be provided has not been provided; | | | | |
| (e) the value of acquired land is the value stated in the agreement made with the charging authority in respect of that land in accordance with regulation 73(6)(d); | | N/A | N/A | N/A |
| (f) the value of a part of acquired land must be determined by applying the formula in regulation 73(10) as if references to N in that provision were references to the area of the part of the acquired land whose value is being determined; | | N/A | N/A | N/A |
| (g) the value of an infrastructure payment is the CIL cash amount stated in the agreement made with the charging authority in respect of the infrastructure in accordance with regulation 73A(7)(e). | | N/A | N/A | N/A |
| 3. The matters to be included in the section 106 report for each reported year are— | | | | |
| (a) the total amount of money to be provided under any planning obligations which | | | £1,119,033.53 | Para. 4.3 |

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

| | | | | |
|---|---|---------------|--|------------|
| were entered into during the reported year; | | | | |
| (b) the total amount of money under any planning obligations which was received during the reported year; | | £1,851,422.00 | | Para. 4.4 |
| (c) the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority; | | £7,179,373.23 | | Table 2 |
| (d) summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of— | (i) in relation to affordable housing, the total number of units which will be provided; | 42 | | Para. 4.12 |
| | (ii) in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided; | 0 | | Para. 4.13 |
| (e) the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure; | | £265,131.60 | | Para. 4.10 |
| (f) the total amount of money (received under any planning obligations) which was spent by the authority (including | | £1,099,808.52 | | Para. 4.11 |

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

| | | | | |
|---|---|-------------|--|---------|
| transferring it to another person to spend); | | | | |
| (g) in relation to money (received under planning obligations) which was allocated by the authority but not spent during the reported year, summary details of the items of infrastructure on which the money has been allocated, and the amount of money allocated to each item; | | £42,853.38 | Southwell Leisure Centre | Table 5 |
| | | £94,723.88 | Southwell Leisure Centre | |
| | | £45,900.00 | Newark Highways | |
| | | £31,654.34 | Ollerton Regeneration | |
| | | £50,000 | Rainworth Village Hall | |
| (h) in relation to money (received under planning obligations) which was spent by the authority during the reported year (including transferring it to another person to spend), summary details of— | (i) the items of infrastructure on which that money (received under planning obligations) was spent, and the amount spent on each item; | £111,271.00 | Repaid to council reserves | Table 6 |
| | | £310,608.84 | Affordable Housing in NSDC District | |
| | | £47,441.92 | Integrated Transport for the Bus Service Cavendish Contract | |
| | | £64,614.22 | paid to Edwinstowe Parish Council for Repairs to Jubilee Park Skatepark | |
| | | £46,277.21 | Paid to Edwinstowe Parish Council – Improvements to Community Facilities within the Parish | |

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

| | | | | |
|--|--|-------------|--|--|
| | | £102,983.39 | Paid to Farnsfield Parish Council for play equipment at Hadleigh Park | |
| | | £17,973.44 | Paid to Farnsfield Parish Council for play equipment at Hadleigh Park | |
| | | £4,200.00 | paid to Nottinghamshire County Council for Parfitt Drive Bus Stop improvement | |
| | | £59,283.81 | Paid to Farnsfield Parish Council for replacement work to the Bowls Club Fence | |
| | | £56,182.79 | Paid to YMCA | |
| | | £130,127.87 | Paid to Nottinghamshire County Council for an extension to Barnby Road Academy | |
| | | £84,509.25 | Transferred to Open Space Maintenance Pot | |
| | | £19,835.48 | Paid to Rainworth Village Hall Management Committee for Flooring, Blinds and Paint | |
| | | £38,499.30 | Paid to Southwell Leisure Centre for Remedial Works | |

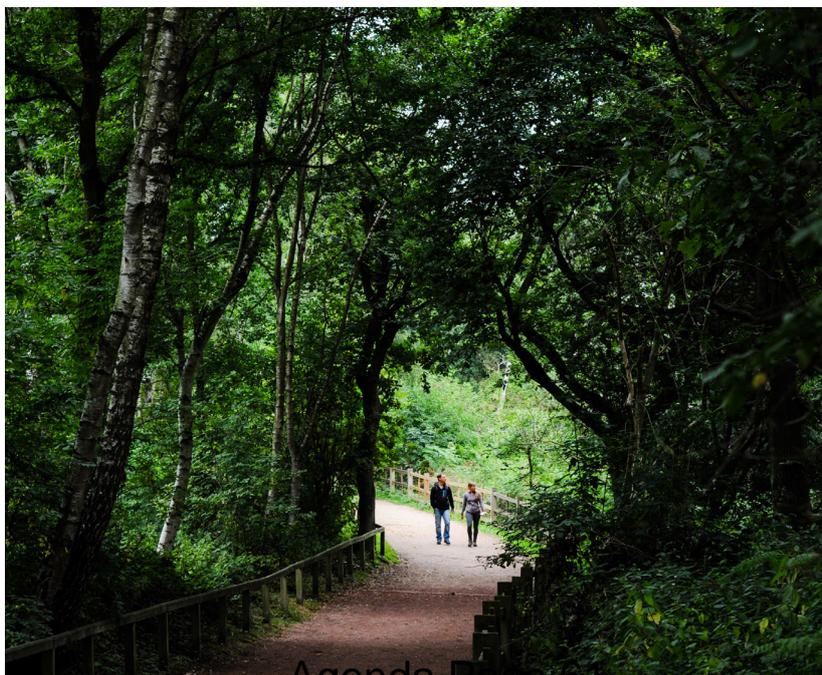
Appendix 1: Infrastructure Funding Statement requirements checklist (adapted from CIL Regulations 2019, Schedule 2)

| | | | | |
|--|--|---------------|--|---------|
| | | £6,000.00 | Paid to Nottinghamshire County Council for Traffic Regulation Order in relation to the site access and installing the associated works | |
| | (ii) the amount of money (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part); | £0 | | |
| | (iii) the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations; | £0 | | N/A |
| (i) the total amount of money (received under any planning obligations) during any year which was retained at the end of the reported year, and where any of the retained money has been allocated for the purposes of longer term maintenance (“commuted sums”), also identify separately | (i) Total received; | £8,019,705.76 | | Table 2 |

Agenda Page 59

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

| | | | | |
|---|---|------------|--|---------|
| the total amount of commuted sums held. | | | | |
| | (ii) balance held for longer term maintenance obligations | £88,730.47 | | Table 2 |





Report to: Cabinet Meeting - 19 December 2023

Portfolio Holder: Councillor Matthew Spoons, Sustainable Economic Growth and Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Matt Lamb, Director - Planning & Growth

Lead Officer: Nicola Lees, Regeneration Project Delivery Manager, Ext. 5745

| | |
|--------------------------|---|
| Type of Report | Open Report (with Exempt Appendix), Key Decision |
| Report Title | Ollerton Town Centre Update and Purchase of Property |
| Purpose of Report | To update Cabinet on the progress of the Ollerton Town Centre Regeneration Scheme, including land acquisition and funding updates given recent announcements regarding the national Levelling Up Fund Round 3 (LUF 3). |
| Recommendations | <p>That Cabinet:</p> <ul style="list-style-type: none"> a) note and welcome the progress on the Ollerton Town Centre Regeneration Scheme; b) note and welcome the Government announcement that the Ollerton Town Centre Regeneration Scheme, along with Clipstone Mansfield Road development, has been identified to benefit from £19,995,358 under the Levelling Up Fund Round 3 (LUF3); c) delegate to the Director - Resources, in consultation with the Director - Planning & Growth, Business Manager - Corporate Property and Portfolio Holders for Strategy, Performance & Finance and Sustainable Economic Growth, authorisation to negotiate and purchase in accordance with the requirements of the Council's Acquisitions and Disposals Policy the former Lloyds Bank on Forest Road for the Maximum Offer detailed at paragraph 2.2 and in Exempt Appendix B; d) delegate to the Director - Resources, in consultation with the Director - Planning & Growth, Business Manager - Corporate Property and Portfolio Holders for Strategy, Performance & Finance and Sustainable Economic Growth, authorisation to negotiate terms for necessary land assembly and lease deals with the Ollerton Regeneration Partners and prospective tenants, subject to completion of a Full Business Case to be presented to a future Cabinet, |

| | |
|--|--|
| | <p>which includes Town Council Offices, a piece of brownfield land referred to as the Courtalds site and The Forest Centre;</p> <p>e) delegate to the Director - Resources, in consultation with the Director - Planning & Growth, Business Manager - Corporate Property and Portfolio Holders for Strategy, Performance & Finance and Sustainable Economic Growth, authority to agree and enter terms with Government to access the £19,995,358 LUF3 Funds, including any further updates that may be required for the LUF3 projects given the time elapsed between the bid and confirmation of success;</p> <p>f) agree additional revenue budget of £150,000 from the change management reserve in 2023/24 to allow acceleration of feasibility design work in advance of receipt of LUF3 funding, with delegation to the Director - Planning & Growth, in consultation with the Business Manager - Corporate Property and Portfolio holders for Strategy, Performance & Finance and Sustainable Economic Growth;</p> <p>g) request a future update to Cabinet, including timetable for submission of a planning application and development of final Business Case; and</p> <p>h) request update report(s) following all negotiations to seek approval for future capital budget requirements.</p> |
| <p>Alternative Options Considered</p> | <p>It remains an option to pause, stop, or reduce the scale of ambition of the LUF3 projects in Clipstone and Ollerton. This has been discounted given the desperate need to invest in these communities through transformational proposals such as those forming the Ollerton Town Centre Regeneration Scheme. The Regeneration Partners, including the District Council, remain committed.</p> |
| <p>Reason for Recommendations</p> | <p>To allow progression, at pace, the development of the LUF 3 Ollerton Town Centre Regeneration Scheme with the Ollerton Development Partners and prospective tenants, including all necessary land deals, such that the Council can provide appropriate updates and implementation timelines to Government in order to access the LUF 3 funding.</p> |

1.0 Background

Previous Funding

- 1.1 Members will be aware of the various grant opportunities the Council has successfully secured in recent years, including the Newark Towns Funds 1 (NTF1), Brownfield Land Release Fund (BLRF), NSDC Community Renewal Fund (CRF), Heritage Action Zone (HAZ), the UK Shared & Rural Prosperity Funds (SPF & RPF), and Levelling Up Fund Round 1 (LUF1) for the Newark Constituency area. This has collectively secured over

£72m of additional grant investment, unlocking multiple times that amount to provide new facilities and opportunities for residents, businesses, and communities.

Sherwood Levelling Up Fund

- 1.2 Members will be aware of the Sherwood Levelling Up Prospectus, developed in association with a range of Sherwood partners and submitted to Government on 25th July 2022 as part of the Levelling Up Round 2 submission (our Round 1 bid was the successful submission for the Newark Southern Link Road). The Council's LUF2 bid had a focus on Ollerton (Town Centre) and Clipstone (Mansfield Road) supported by a range of delivery partners. Sadly, this bid was unsuccessful due to a change in assessment introduced after bid submission which excluded LUF2 funding from any Council which had successfully secured LUF1 funding. Work has continued on developing the Sherwood LUF proposals, irrespective of the lack of certainty on if and when LUF3 funding would be announced.
- 1.3 The outcome of LUF3 funding was announced on 20th November 2023 with this Council being one of 55 places nationally to be confirmed as successful in securing its full ask, in our case £19,995,358.

2.0 Proposal

- 2.1 The desire to secure an Ollerton Town Centre scheme has been present for over 10 years, with Ollerton & Boughton Town Council (OBTC) having historically purchased land for town centre regeneration. A health-led scheme was previously promoted which failed due to an inability of the health services involved to commit up-front capital funding to close a viability gap. A new trio of Ollerton Regeneration Partners (OBTC, Johal Ltd – the owners of the Forest Visitor Centre, and NSDC) have resurrected the redevelopment the Town Centre in the form of a mixed-use public sector hub, business and commercial uses (private sector led) and residential scheme (HRA). The commitment of the Regeneration Partners is reflected in an ongoing Memorandum of Understanding and agreement, in principle, on value expectations in relation to land assembly.
- 2.2 There are three current principal landholdings necessary to deliver the scheme which are in the ownership of the Regeneration Partners, two of which sit with OBTC (Town Council Offices, a piece of brownfield land referred to as the Courtalds site) and one which sits with Johal Ltd (The Forest Centre). The District Council does not currently own land, albeit the intention would be that land transfers to this Council as part of scheme delivery. In addition to land already within the ownership of the Regeneration Partners the Council has submitted a Maximum Offer (see Exempt Appendix B) to purchase the former Lloyds Bank on Forest Road (next to the Forest Centre), subject to Member approval. This is on the basis that the acquisition represents a strategic parcel within the regeneration scheme. For the avoidance of doubt the scheme could progress with one or both of the Bank and Forest Centre last assets secured, albeit together a greater scheme in terms of public benefits and grant value for money will be delivered.
- 2.3 The scheme has evolved, being enhanced from the original LUF 2 proposals. Likely uses now include a library (NCC and Inspire), public sector hub (NSDC, OBTC, DWP and potentially healthcare), cinema (3 screen), housing (HRA), business and commercial space, transport and mobility hub, and public realm and way-finding improvements. A

sample of how the scheme could look is detailed at Appendix A. All uses are and will be backed by occupier demand and market testing. Officers remain confident that the scheme can be well advanced prior to the LUF3 grant fund deadline for spend of March 2026.

- 2.4 An Outline Green Book 5 Case Business Model has recently been concluded for the scheme which demonstrates that there remains a deliverable scheme, subject to further development of the project through the RIBA design stages, securing planning permission, and grant funding. It is recommended that work now continues at pace to legally conclude required land commitments (notably from OBTC, Johal Ltd, NCC, and Tesco), submit for planning, and secure and conclude any tenancy and sales heads of terms. The landownerships and leases involved are detailed below:

| Partner/Landowner | Role |
|---|--|
| Ollerton & Boughton Town Council | Regeneration Partner. Land ownership commitment in principle, alongside occupation in Public Service Hub, subject to Full Council resolution in December 2023. |
| Johal Ltd | Owners of Forest Centre. Land ownership commitment confirmed in principle, subject to conclusion of scheme prior to planning. Likely owner of commercial uses. |
| Nottinghamshire County Council/Inspire Learning | Long-lease occupation intended, subject to Member approval and appropriate capital contribution. |
| DWP | Existing partner looking to co-locate services within Public Services Hub |
| NSDC | Developer and operator of Public Services Hub. Housing to be delivered via the HRA |
| Tesco | Town Centre car parking and commitment in principle to land for transport and mobility hub. |

3.0 Implications

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

Financial Implications (FIN23-24/8429)

- 3.1 Financial implications in relation to recommendation C are covered in the exempt appendix.
- 3.2 The revenue budget of £150,000 for feasibility is required in 2023/24 for planning permission to be submitted by Summer 2024. This can be funded from the change management reserve, in advance of confirmation of any capacity funding due alongside or within the £19,955,358 grant funding.
- 3.3 Once the negotiations regarding the land elements of the project and the final business case is developed, an update report be brought back to Cabinet for the budget to be added to the Capital Programme and the £19,995,358 be allocated accordingly. At this point, a full analysis of the project and the financial implications can be provided.

Background Papers and Published Documents

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

Levelling Up White Paper, 2022

Levelling Up Fund Prospectus and Guidance, 2022

UK Shared Prosperity Fund Prospectus, 2022

Sherwood Levelling Up Bid, July 2022

Cabinet Report, Levelling Up Submission and UK Shared Prosperity Fund, June 2022

Cabinet Report, Sherwood Levelling Up Fund Update, November 2022

Cabinet Report, Ollerton Hall, July 2023

Example Images of Ollerton Town Centre Regeneration

Likely floor plans and uses:



Artist impression from Tesco looking towards Ollerton High Street



Artist impression from Ollerton High Street towards Tesco





Report to: Cabinet Meeting - 19 December 2023

Portfolio Holder: Councillor Matthew Spoons, Sustainable Economic Development and Councillor Paul Peacock, Strategy, Performance & Finance

Director Lead: Matt Lamb, Director - Growth & Planning

Lead Officer: Lisa Hughes, Business Manager – Planning Development, Ext. 5565

| Report Summary | |
|---------------------------------------|--|
| Type of Report | Open Report, Non-key Decision |
| Report Title | Planning Development – Planning Application Budget |
| Purpose of Report | To provide an update on the Planning Development service and propose an increased budget to assist with ongoing and increased demand. |
| Recommendation | To increase the staffing budget to £1,023,170 based on forecast planning fee income to £1,031,700 from 2024/25. |
| Alternative Options Considered | There is an option to do nothing but this is not considered viable given the current pressures on the service. |
| Reason for Recommendation | To enable the Planning Development business unit to review resources in order to implement some of the many changes resulting from legislation and the actions identified within the Community Plan – both directly for the service as well as actions for other departments that require our resources. |

1.0 Background

- 1.1 The Planning Development Business Unit contains the statutory planning and related services for the Authority. In simple terms this is the team which deals with planning and protected tree applications, street naming and numbering, and land charges. The teams are made up of professional officers and technical support staff.
- 1.2 The Business Unit also accommodates several non-statutory services including Planning Enforcement, Built Heritage & Conservation (we have more listed building and Conservation Areas than York) and most recently, ecology and tree/landscape advisers. The Business Unit is also supported by a Technical Support team who deal with a range of activity which sits below that undertaken by qualified professionals, including validating planning applications and dealing with consenting processes.

- 1.3 In recent years the volume and complexity of work the team has done has increased. Some of this has been in line with market conditions, whilst some results from challenges of changing legislation and case law, notably with respect to viability, Biodiversity Net Gain and a number of controversial applications such as housing, battery storage, GRT (Gypsy, Romany, Traveller) and solar farms. Moreover, Nationally Strategic Infrastructure Projects (NSIP) applications are expected, as detailed at paragraph 1.18 below.
- 1.4 The number of appeals varies significantly, but the previous financial year saw an increase, largely due to the work undertaken by the planning enforcement team who have sought to be more pro-active following a previous injection of resources in the form of an Enforcement Trainee. In 2021/22, there were 9 enforcement related appeals and in 2022/23, 21. Whilst the number of appeals has grown significantly, the number that have been dismissed (i.e. in the Council's favour) has 'improved' from 70% in 2021 to 87% in 2022/23, demonstrating sound decision making.
- 1.5 The number of enforcement cases received is significant with many of these resulting in enforcement notices. Some cases received are not planning breaches or have the benefit of being permitted through permitted development rights or via a planning permission. These still require investigating to confirm compliance against plans or legislation. For the majority of cases, negotiation takes place to try and resolve any breach, with notices issued being the last resort. The Council issued more notices in the previous year than all other East Midlands authorities combined and is number 18 across England and Wales in terms of the number issued. This is also reflected in the appeals figures above with a significant number being received last year (July to September) as a result.
- 1.6 In addition to this 'accounted' for work, there have been additional complexities emerging. More residential planning applications than ever now run a 'viability challenge' whereby it is argued that there is insufficient profit to provide for developer contribution. This is a perfectly legitimate, yet unpalatable, policy approach which the LPA must consider. Dealing with the District's GRT challenges, including a number of unauthorised encampments remains a key issue.
- 1.7 There has also been a greater number of applications requiring a screening opinion under the Environmental Impact Assessment Regulations and a greater number of legal challenges (which have all been successfully defended at pre-action stage) due to the detail that Officers include within their reports.
- 1.8 Across the Council there has been, and continues to be, greater ambition in terms of development schemes such as Towns Fund, Newark Levelling Up, Sherwood Levelling Up, and pipeline regenerations proposals (including the development of pipelines) all requiring input from planning officers along with the more day-to-day assistance with housing and HRA-led schemes. More challenges are on the horizon with the impending introduction of biodiversity net gain and changes that will result from the Levelling Up and Regeneration Act 2023, as are explored in greater detail below. It is understood more projects may arise from discussions on Southwell Leisure Centre, Clipstone, Ollerton, Active Travel, and the Long Term Plan for Towns Fund (referred to for ease as Towns Fund 2).

Emerging Challenges (Legislative and Operational)

BNG

- 1.9 Cabinet will be aware of the impending introduction of biodiversity net gain in January, having been delayed from November. The Regulations have recently been published in draft and the Lead Officer for Biodiversity and Ecology will be required to interpret, analyse and train planning officers, Members (of Planning Committee in particular) and staff across the wider Council to advise of what it means and how we are going to implement and manage this requirement. Grant funding has been provided by DEFRA, some of which has been utilised in preparing the post with the remaining proposed to be used for the implementation and monitoring once enacted.

Beautiful Design

- 1.10 One of the Government's aims is for new development to be 'beautiful' with the Levelling Up & Regeneration Act 2023 promoting a need for a "czar" for beauty in each local authority. Alongside beautiful design is a requirement for design-codes which, in simple terms, aim to analyse the character of an area and prescribe the types of development including design, materials, spacing etc. that might be acceptable. With both the size and different characters across the District, this will be a significant piece of work with associated resource required. A New Town Centre Design Code has been commissioned. One District wide will be required, funded as part of the LDF work.

Affordable Housing

- 1.11 There has been changes to affordable housing products with the introduction of first homes. Whilst the Council's housing team provide information on the requirement for affordable housing on schemes, they do not provide the full detail on the mix and need on development sites. This is a negotiation which planning officers take on. The impact of this new housing product, along with changes to the National Planning Policy Framework in terms of what constitutes and affordable dwelling in the context of adopted planning policies (noting the National Planning Policy Framework (NPPF) is more up-to-date and thus takes priority) has needed unpicking to understand what can be sought from developers as well as how this affects viability of schemes. The planning officers have had to ensure they are equipped with the relevant knowledge needed to ensure they can negotiate from a solid position.

Further Permitted Development Rights

- 1.12 The Government has recently consulted on a significant change and increase to developments that can benefit from permitted development rights. Although, such applications are meant to be a 'light touch', in reality they are more often than not significantly more challenging to deal with than if it were development proposed as part of a planning application. Understanding and interpreting the various nuances of legislation, guiding applicants and developers, responding to neighbours can often be more resource intensive than a full planning application.

Viability Continues

- 1.13 The LURA is proposing to remove the need for viability assessments with the introduction of a new charging levy. However, there has been significant commentary from across the planning world (LPAs, developers and barristers) identifying that this is unlikely to be achieved. It is considered it will become more challenging once mandatory BNG is in place, with this resulting in a financial burden upon developments, notwithstanding this burden should be considered when purchasing land. Viability assessments, as well as often resulting in much needed local infrastructure not being affordable, can lead to challenges between the Council and developers, Council and the public and between Officers and Members. Whilst viability and any change to a new levy remains a concern there is little detail currently available. This report therefore does not seek additional resource in this respect.

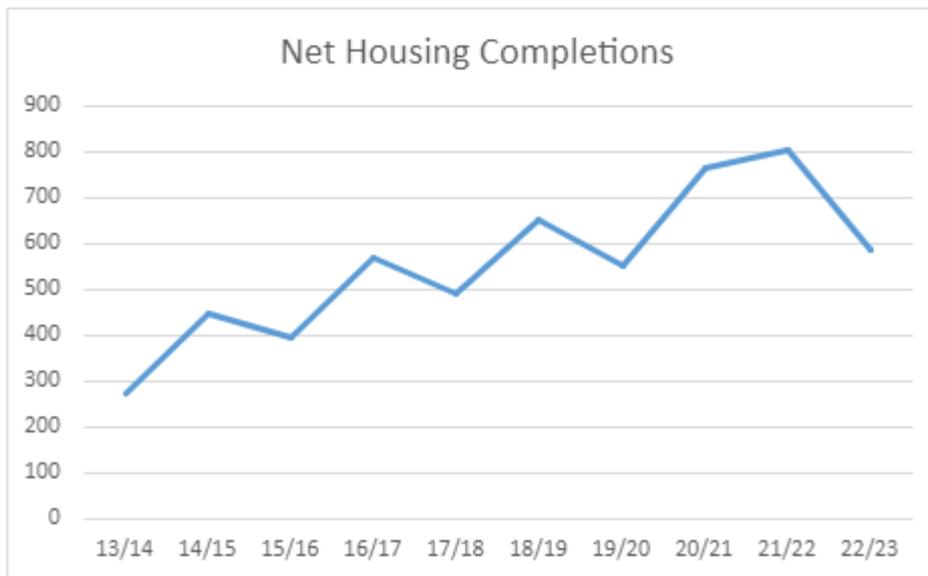
New Software System

- 1.14 The Planning Development and Public Protection teams have just commenced the first stages of publishing procurement information for existing software (in addition to additional requirements such as monitoring of s106 Planning Obligations). The current software (Planning) serves a function in enabling decisions to be made in a timely manner, but as set-up, it is not user-friendly and a number of work-arounds have to be undertaken as well as manual interventions of tasks in order to deliver the service. It is currently not fit for purpose in the 21st century and does not facilitate efficiency. It is expected that once a new system is implemented or the existing significantly adapted to automate tasks and improve functionality that the service will be able to operate more efficiently, effectively and focus more time upon service provision and engagement with customers. The LURA will also result in the need for change, as well as any other legislative or policy changes.
- 1.15 The set-up of planning software is critical to providing an effective customer service and meeting of statutory timescales for decision-making (which the government is looking to strictly enforce). Therefore, it is necessary to ensure all processes are mapped with correct coding, legislation references, letter templates etc., are set-up to provide an excellent service.

Planning Fee Increase

- 1.16 The Government has implemented legislation providing for planning fees to increase from 6 December 2023. This fee increase is 35% for major developments and 25% for non-major. Additionally, fees would increase annually from 1 April 2025 by the lower of:
- (a) The percentage increase in the consumer price index; and
 - (b) 10%
- Rounded up or down to the nearest £1.
- 1.17 Additionally, 'free go's' would no longer be possible, except for those applications which were able to benefit from a free go prior to the Fee Regulations coming into force. Free go's allow an applicant to submit a further application within 12-months of the decision without a charge, subject to meeting a number of criteria.

1.18 The increase in fee income is long overdue insofar as income needing to match the level of resources required to determine an application. That said, it comes at a challenging time for the market given inflationary and cost pressures. Planning is predominantly a reactive service and is only able to respond when an application is submitted or enforcement complaint raised, for example. This lack of ability to control work (and thus income) is reflected in the following net housing completions each financial year. It is noted that housing completions still sit well above the annual target of 454 dwellings per year, albeit they have slowed. There is often a time lag of several years between a planning permission and a house completion.



Nationally Strategic Infrastructure Projects (NSIPs)

1.19 NSIPs are projects of such scale that they are determined centrally by the relevant authority, often the Planning Inspectorate but not exclusively (as some can be promoted by Highways or Energy Acts for example). There are now more than likely going to be 3 NSIPs and a scheme under the Electricity Act being considered at the same time across the NSDC patch. There are 2 imminent solar farm proposals to be submitted (one is the South Clifton locality crossing into Bassetlaw and West Lindsey, the other to the west of the A1/former Great North Road in the Averham /Norwell locality) which will take resource, as well as a carbon capture proposal at Staythorpe. All of these, as well as the A46 will have accompanying Planning Performance Agreements (with a financial payment) in order to recover resources. It is anticipated that the solar farms and carbon capture NSIPs will have a minimum resource requirement of 1 additional full-time officer, based on existing knowledge, up to examination stage.

2.0 Proposal/Details of Options Considered

2.1 The Business Manager - Development continues to face challenges in terms of planning reform, increased volume and complexity and in horizon scanning for change. This is particularly important in view of changes within the Levelling-up & Regeneration Act 2023 in addition to a recent government consultations on [planning fees and performance](#), both of which flag likely reform, some of which is known in terms of needed resource but much of which is not.

- 2.2 Given the challenges now and on the horizon a do-nothing scenario is not sustainable and will leave the Council unable to respond.
- 2.3 Given the increase in planning fees and following a service review, it is considered immediate and ongoing additional resource is required within the team, to be reflected by an increased in-year fee forecast budget. This will include the creation of an Assistant Business Manager to add leadership and management capacity as well as reviews of existing Job Description and Person Specifications. Any changes this year will be built into the base budget setting process and beyond from 2024/25 onwards.

3.0 **Implications**

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

Financial Implications - FIN23-24/5851

- 3.1 The staffing budget in Planning Development of £1,023,170 is currently in the draft revenue budget to be presented to Cabinet on 20 February 2024. This includes the following post changes:

| | 2023/24 | 2024/25 |
|---|----------------|-----------------|
| | Jan - Mar | |
| Senior Planners - anticipated increase following JE | £6,250 | £24,950 |
| Assistant Business Manager - New Post | £17,630 | £73,140 |
| Additional FTE Planner NSIPs - New Post | £11,760 | £51,880 |
| ICT Equipment @ £2000 for 2 new posts | £4,000 | £0 |
| Total Costs | £41,020 | £157,830 |

- 3.2 The new planning fee budget of £1,031,700 is an increase from the current year's budget of:

| | | |
|---------------------------------------|----------------|-----------------|
| Additional Planning Fee Income | £0 | -£176,410 |
| Net Budget Increase/(Decrease) | £41,020 | -£18,580 |

- 3.3 The current year increase of £41,020 can be funded by the Planning Cost Reserve.
- 3.3 The Net Budget Change above shows a positive change to the Revenue Budget due to the increase in the Planning Fees. In the future, there is additional funding from the developers of the three NSIPs.

Background Papers and Published Documents

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

None



Report to: Cabinet Meeting – 19 December 2023

Portfolio Holder: Councillor Lee Brazier, Housing

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

Lead Officer: Caroline Wagstaff, Business Manager – Housing Maintenance & Asset Management, Ext. 5637

| Report Summary | |
|---------------------------------------|--|
| Type of Report | Open Report, Key Decision |
| Report Title | Damp & Mould Policy |
| Purpose of Report | To share the draft Damp & Mould Policy which sets out our approach to tackling and preventing damp and mould in Council owned homes. |
| Recommendations | To endorse the Damp & Mould Policy for approval as recommended by the Local Influence Network Chairs. |
| Alternative Options Considered | There are no viable alternatives and taking no action would mean failure to meet our regulatory requirement to ensure that we have measures in place to appropriately tackle cases of damp and mould and keep tenants safe in their homes. |
| Reason for Recommendations | As detailed in the report and recommended for approval by the Policy & Performance Improvement Committee on 4 December 2023. |

1.0 Background

- 1.1 In October 2021, the Housing Ombudsman issued a “Spotlight on Damp and Mould”, highlighting the approach they expect social landlords to take when dealing with tenants who complain about damp to them. This has included adopting a more customer centred approach to the issue and better response to managing complaints.
- 1.2 On 22 November 2022 the Regulator of Social Housing sent a letter to all social housing providers seeking information and assurances on our approach to tackling damp and mould. Our response was well received including the changes we have made in this draft policy and our approach to tackle damp and mould.
- 1.3 Awaabs Law was a new amendment to the Social Housing Act received royal assent in July 2023. This will enforce social landlord to remedy damp and mould within strict time limits. However, further guidance/regulation as to the relevant timescales and

definitions are still awaited. Also, under the Social Housing Act 2023 the Housing Ombudsman has been given new powers to investigate damp and mould cases.

- 1.4 As part of our approach we have undertaken a full review of our damp and mould policy and procedures to include the 27 recommendations from the Housing Ombudsman review and adopt a more customer centred approach.
- 1.5 A presentation and the attached draft policy has been to all our Local Influence Network (LINs) groups was conducted earlier this year. The changes in the policy and our approach were positively received and approved.

2.0 Proposal

- 2.1 The draft Damp & Mould Policy is attached as **Appendix 1** to this report for comment and approval.
- 2.2 The Local Influence Network, Tenant Engagement Board and Policy, Performance & Improvement Committee have seen and recommended the policy for approval.

3.0 Implications

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

3.1 Financial Implications - FIN23-24/

This strategy has no direct financial implications outside of existing budgets for repairs and capital works in Council owned homes.

3.2 Equalities

The policy has no direct equalities implications although there is an expectation that approaches to engagement are varied and reflect the needs and requirements of tenants.

3.3 Tenant Involvement

Local Influence Networks (LINs) have been consulted in the creation of this policy.

Background Papers and Published Documents

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

None

| | |
|---|---|
| Document Name | Damp & Mould Policy – NSDC owned homes |
| Effective Date | October 2023 |
| Date for Review | October 2025 To be reviewed by Housing Health & Wellbeing in collaboration with tenants or in response to changes in relevant legislation and / or other Council policies, procedures or agreements |
| Version Number | 2 |
| Approved by (SLT TEB /PPIC/JCC/Cabinet) | |
| Responsible Business Manager | –BM Housing Maintenance & Asset Management, Housing Health and Well Being Directorate |

DAMP & MOULD POLICY

1. INTRODUCTION

This policy has been developed to set out our approach to tackling and preventing damp and mould, sitting alongside our Responsive Repairs and Voids Policy and our Asset Strategy. In October 2021, the Housing Ombudsman issued a “Spotlight on Damp and Mould”, highlighting the approach they expect social landlords to take when dealing with tenants who complain about damp to them. This has included adopting a more customer centred approach to the issue and better response to managing complaints.

Sufficient evidence has been found to link exposure to indoor mould with upper respiratory tract symptoms. People living in homes with damp and mould may also experience depression and anxiety due to the conditions.

2. LEGISLATION REQUIREMENTS

2.1 Awaabs Law was a new amendment to the Social Housing Act received royal assent in July 2023. This will enforce social landlord to remedy damp and mould within strict time limits. However, further guidance/regulation as to the relevant timescales and definitions are still awaited.

2.2 There are legislative requirements setting out what is considered to be a decent home. The Decent Homes Standard was updated in 2006 to take account of the Housing Health and Safety Rating System (HHSRS). According to the Standard, for a home to be considered ‘decent’ it must:

- Meet the current statutory minimum standard for housing
- Be in a reasonable state of repair
- Have reasonably modern facilities and services, and
- Provide a reasonable degree of thermal comfort.

2.3 The Homes (Fitness for Human Habitation) Act 2018 amended the Landlord and Tenant Act 1985, with the aim of ensuring that all rented accommodation is fit for human habitation. While it did not create new obligations for landlords, it required landlords to ensure their properties are fit for human habitation at the beginning of, and throughout, the tenancy. The Landlord and Tenant Act does not define “fit for human habitation”, but consideration should be given to repair, stability, freedom from damp, internal arrangement, natural lighting, ventilation, water supply, drainage and sanitary conveniences, facilities for preparation and cooking of food, the disposal of wastewater and any prescribed hazard. The Act also strengthened tenants’ means of redress where landlords do not fulfil their obligations, with the expectation that if tenants are empowered to take action against their landlord, standards will improve.

3. AIMS

This policy aims to ensure Newark & Sherwood District Council takes a customer centred approach to damp and mould by:

- responding swiftly and effectively to incidents of damp and mould to safeguard the health and wellbeing of tenants and their families.
- Identifying homes liable to damp and mould and proactively preventing the occurrence in the first place, using good practices and design and where possible, smart technology.

4. OBJECTIVES

The Council's key objectives are:

- To ensure we provide and maintain dry, warm, healthy homes for tenants.
- To give tenants clear guidelines on our response to reports of damp and mould.
- To work with tenants on promoting preventative measures to reduce the likelihood of mould.
- To ensure that the fabric of our homes is protected from deterioration and damage resulting from damp and mould.
- To reach Energy Performance Certificate (EPC) rating of C for all tenants in NSDC social housing by 2030.
- To have a rolling programme of stock condition surveys which maintain accurate data on 5-year anniversary cycle.
- To use technology to help with management of damp and mould.

5. Achieving Our Objectives

5.1 We will achieve our objectives by:

- Regular training for colleagues taking calls and visiting homes about our customer centred approach to tackling damp and mould.
- Ensuring that our teams are equipped with the correct equipment and knowledge to assess damp and mould issues in properties.
- Providing clear timelines for inspecting and responding to issues of damp and mould.
- Supporting tenants to identify issues at the earliest opportunity.
- Ensuring that we carry out damp and mould services in accordance with best practice and relevant policy and legislation.

- Knowing our stock and the types of properties that are likely to suffer from damp and mould and developing work programmes to reduce the likelihood of damp and mould occurring.
- Developing a strategy for tackling properties in conservation areas with limitations on renewals or improvements to main components (i.e., replacement of single glazed doors and secondary glazing for windows).
- Planning resources to respond to higher demand in winter by monitoring current demand and bring in resources as necessary.
- Supporting this policy with detailed procedures and agreed practices applied uniformly across all Business Units.
- Ensure that appropriate budget levels are aligned to reducing the cause of damp and mould.
- Complying with statutory and regulatory requirements and with best practice relating to the provision of this service
- ensuring investment programmes achieve an EPC 'C' programme for all properties by 2030.
- Advise tenants on the health risks and what they can do to reduce condensation and mould in their homes.

5.2 We will use Asset Management software to better plan and develop investment programmes that reduce the need for responsive repairs.

5.3 We may on occasion refer a case to other teams or agencies that may be of assistance in relation to with fuel poverty or lifestyle issues that may be contributing to damp problems within the property.

5.4 Communication with tenants

We will use every opportunity to communicate with tenants about preventing and treating damp and mould.

Our teams working in the tenant's homes will talk to tenants about how their home is working for them, o look to identify if there is any disrepair or damp or mould present in the property and report to the repairs team.

We regularly remind tenants how to report repairs to us and are developing our digital offer so customers can not only report repairs online, but where appropriate, they can schedule them for appointment. Tenants can also report repairs in person or on the telephone.

We will develop information for tenants about how to identify damp or condensation problems with their property and what they can do to reduce the impact. This includes the importance of reporting any disrepair in the home as soon as it is identified.

We also have a comprehensive complaint handling system which we regularly

publicise to encourage tenants to make complaints to assist in the Council's learning and future service development to reduce the future need for complaints.

5.5 Inspection & Support

The Council's Tenancy & Estates team will provide support to vulnerable tenants to help sustain their tenancy including sign posting for financial support available at the time. They will also help tenants to access the repairs service if the damp is as a result of a structural issue within the property.

Similarly, the Council supports tenants who live in our designated sheltered and housing with care properties. This service makes regular contact with tenants including home visits and can assess properties where there are concerns about dampness, ensuring that repairs are reported through where there are structural issues. They will also either directly support or access other services to help sheltered and housing with care tenants to manage their homes to enable them to remain as independent as possible for as long as possible.

The Council also supports tenants with hoarding issues through referrals to local multi-agency panel.

All our tenanted properties are subject to an annual heating safety inspection. Our contractors and in-house repairs teams are trained to spot safeguarding issues and property concerns and we receive regular reports on concerns in relation to living conditions in properties.

6. REVIEW

This policy will be reviewed bi-annually in collaboration with tenants or in response to changes in relevant legislation and/or other Council policies, procedures or agreements.

7. EQUALITY IMPACT ASSESSMENT (EQIA)

We are currently working on an Equality impact Assessment and the findings and mitigations actions will be add to this policy shortly.



Report to: Cabinet Meeting - 19 December 2023

Portfolio Holder: Councillor Lee Brazier, Housing

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

Lead Officer: Caroline Wagstaff, Business Manager – Housing Maintenance & Asset Management, Ext. 5637

| Report Summary | |
|---------------------------------------|---|
| Type of Report | Open Report, Key Decision |
| Report Title | Building Safety in the Home Policy |
| Purpose of Report | To share the draft Building Safety in the Home Policy which includes how tenants and leaseholders in Council owned homes can raise safety concerns and our responsibilities to keep homes warm safe and decent. |
| Recommendations | That Cabinet endorse the Building Safety in the Home Policy for approval as recommended by the Local Influence Network Chairs. |
| Alternative Options Considered | There were no viable alternatives and taking no action would mean failure to meet our regulatory requirement to ensure that we have measures in place to keep tenants safe in their homes. |
| Reason for Recommendations | As detailed in the report and recommended for approval by the Policy, Performance & Improvement Committee on 4 December 2023. |

1.0 Background

- 1.1 The aim of this Policy is to provide tenants and leaseholders assurance of the steps the Council is taking to keep them safe in their homes. It also identifies the steps tenants and leaseholders can take to support us in this matter.
- 1.2 The Policy also outlines the additional measures we are taking above and beyond our statutory requirements for buildings over 11 meters and identifies which ones these are.
- 1.3 It outlines how tenants can get involved to scrutinise our service in general or attend our Local Influence Network for Building Safety.
- 1.4 The Policy supports the Council’s Community Plan to create more and better quality homes through our roles as landlord, developer and planning authority.

2.0 Proposal

- 2.1 The Building Safety in the Home Policy is attached as an **Appendix** to this report for comment and approval. If approved, the Policy will be added to the Council's website and posted in each block on the notice board.
- 2.2 The Local Influence Network, Tenant Engagement Board and Policy, Performance & Improvement Committee have seen and recommended the Policy for approval.

3.0 Implications

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

Financial Implications - FIN23-24/

- 3.1 This Policy has no direct financial implications outside of existing budgets for compliance and safety measures in Council owned homes.

Equalities

- 3.2 The Policy has no direct equalities implications although there is an expectation that approaches to engagement are varied and reflect the needs and requirements of tenants.

Tenant Involvement

- 3.3 Local Influence Networks (LINs) have been consulted in the creation of this Policy.

Background Papers and Published Documents

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

None

APPENDIX

| | |
|------------------------------|--|
| Document Name | Building Safety in the Home Policy – for Tenants and Leaseholders |
| Effective Date | AUGUST 2023 |
| Date for Review | AUGUST 2026 |
| Version Number | Draft v3 |
| Approved By and Date | HOUSING ASSURANCE BOARD Policy & Performance Improvement Committee Cabinet |
| Responsible Business Manager | Business Manager - Housing Maintenance & Asset Management |

| | |
|------------|--|
| 1.0 | Purpose |
| 1.1 | This policy sets out the Council’s responsibilities as a landlord, your responsibilities as a tenant or leaseholder and how you can raise safety concerns within your home, block, communal area, local community centre and neighbourhood and how we publish our performance. The aim of the policy is to provide assurance of the arrangements in place to ensure tenants live in a home that is warm, safe and decent. |
| 2.0 | Scope |
| 2.1 | This policy applies to all Housing Revenue Account (HRA): Residential properties Internal communal areas that serve leaseholders and tenants External communal areas Community centres |
| 3.0 | Legislation Applicable to Policy |
| 3.1 | <ul style="list-style-type: none"> • Housing Act 2004 – Part 1 Housing Health and Safety Rating System (HHSRS) • Building Safety Act 2022 • Social Housing (Regulation) Act 2023 • Fire Safety Act 2021 • Gas Safety (Installation and Use) Regulations 1998 • Electrical Engineers Wiring Regulations BS7671 • Building (Amended) Regulations 2018 Part P • IET Wiring Regulations (2018) 18th Edition BS7671 • Lifting Operations and Lifting Equipment Regulations 1998 • Control of Asbestos Regulations 2012 • Construction Design and Management (CDM) Regulations 2015 • Consumer Standards by Regulator of Social Housing • Tenant Satisfaction Measures |
| 4.0 | Getting Involved in Building Safety |
| 4.1 | There are a range of ways tenants can become involved to influence and scrutinise our services and help us improve our homes and neighbourhoods. Whether you can spare five minutes, a few hours or an evening, can attend online or in person events or prefer to provide feedback online, there are engagement opportunities to suit everyone. |
| 4.2 | Specifically for building safety, as part of our tenancy engagement framework, tenants have created a dedicated forum for building safety called the Local Influence Network – Building Safety. |
| 4.3 | Consultations and events (along results of previous ones) are available to view on our website. |

| | |
|-----|---|
| 4.4 | If you would like to know more about being involved, you can find information on our website https://www.newark-sherwooddc.gov.uk/your-council/get-involved/consultation-and-engagement/ or you can email getinvolved@newark-sherwooddc.gov.uk . |
| 4.5 | If you would to complain or provide feedback in relation to how we are performing, including service failure or to report something that is wrong you can find more details, including our complaints policy on our website https://www.newark-sherwooddc.gov.uk/customerfeedback/ . |
| 5.0 | Do you have hearing or sight impairments? |
| 5.1 | <p>For tenants who have disabilities or additional needs we offer a number of services to safeguard and improve their health and wellbeing. These include:</p> <ul style="list-style-type: none"> • Additional Tenancy Assistance - weekly contact from our Tenancy Team to help you manage your tenancies and to access other services i.e. occupational therapy or budgeting support. • Careline Service - this provides 24-hour support and assistance 365 days a year at the touch of a button, and can include other monitoring sensors such as fall detectors which can be connected to the Careline • Supply of smoke detectors and Carbon Monoxide monitors that flash if the occupant has hearing loss • Person centred fire risk assessments if you or a family member has a disability which may impact their ability to leave the home in an emergency (where there is communal hallways) • A range of ways for you to get involved and help to design and challenge the services we deliver in the most appropriate way for you |
| 6.0 | Essential Checks – Your Responsibility |
| 6.1 | <p>Whilst it is our responsibility as your landlord to provide you with a safe and decent home, there are steps you can and must do to support us with this.</p> <ul style="list-style-type: none"> • Provide access to your home when requested for all essential inspections as listed above. If we have tried several times to gain access and you haven't let us in or arranged another appointment, we will seek a court order to gain entry and the costs of this will be charged to you. We will also take this into account if you are looking to transfer to another home. • Report repairs as soon as possible and provide access for repairs to be carried out. • Report any plumbing concerns or leaks (however small) as soon as possible and provide access for checks and repairs to be carried out. • If you smell gas call the national gas emergency helpline on 0800 111 999, turn off switches and open windows and doors. • Report obvious trip hazards in communal areas as soon as possible. • Test your smoke alarms on a regular basis. • Do not use appliances with frayed or exposed cables and wires. • Do not leave candles lit or electrical appliances running while you are not home. |

| | |
|------------|---|
| | <ul style="list-style-type: none"> • There needs to be credit on your gas/electric or oil in your heating for checks to take place. If you need help to do this, please see section 11. <p>You can find further information regarding your rights and responsibilities in your tenancy agreement on our website https://www.newark-sherwooddc.gov.uk/yourtenancyagreement/</p> |
| 7.0 | Lithium Batteries |
| 7.1 | <p>Lithium Batteries have caused a large number of fires over the past few years and this number is increasing year on year. Lithium batteries can present a fire risk when over-charged, short-circuited, submerged in water or if they are damaged. It's really important to charge them safely too.</p> <p>There have been 102 fires associated with e-bikes and scooters from January 2023 to April 2023, with a forecast of 338 for the whole year.</p> <p><u>Appliances that use Lithium Batteries:</u></p> <ul style="list-style-type: none"> • Mobile phones • Laptops • Power tools • Personal mobility scooters • Electronics • Wireless headphones • Electric vehicles e-scooters • Electrical energy storage systems |
| 7.2 | <p><u>Safety tips for charging your devices</u></p> <ul style="list-style-type: none"> • Always use the charger that came with your phone, tablet, e-cigarette or mobile device. • If you need to buy a replacement, always choose a branded, genuine product from a supplier you can trust. There are lots of fakes out there, and it can be difficult to spot the difference. • Avoid storing, using or charging batteries at very high or low temperatures. • Protect batteries against being damaged – that's crushed, punctured or immersed in water. • Don't leave items continuously on charge after the charge cycle is complete – it's best not to leave your phone plugged in overnight for example. • Never cover chargers or charging devices – that includes using your laptop power lead in bed. • Don't overload your sockets – learn more about how much is too much on the fuses and power load page. |

| | |
|-------------|---|
| 8.0 | Heating costs – help is available |
| 8.1 | If you are in need of help, please contact our Customer Services on 01636 650000 for further guidance and signposting ¹¹ or check out our website. |
| 8.2 | Occasionally, tenants chose to not use their heating. In this situation, please let us know so the supply can be capped off and safe. We will reconnect your heating when the supply is reinstated. When we reconnect the supply, we will carry out a safety check to ensure that the appliance and supply pipes are still in working. |
| 8.3 | If the supply is capped for an extended period of time, the Council will still complete an annual safety check and housing services will be in touch to provide support to get your heating reinstated and identify any other support needed. |
| 9.0 | Performance |
| 9.1 | We publish our building safety performance throughout the year in various publications and committee reports. You can access our performance information on our website https://www.newark-sherwooddc.gov.uk/your-home/your-home/information-for-council-tenants/housing-service-performance/ |
| 10.0 | Additional measures for high rise buildings |
| 10.1 | <p>The Council does not have any buildings above 18 metres (which recent legislation regards as priority buildings) however, we are applying the principles to blocks of flats over 11 meters to ensure our homes are safe and secure and the responsibilities of the Council, tenants and leaseholders are clearly and regularly communicated.</p> <p>We define priority buildings as buildings which because of their construction, type, location or customer base, we will take extra measures . These buildings are listed below:</p> <ul style="list-style-type: none"> • Vale View, Grange Road, Newark • Chatham Court, Newark • Lombard Street, Newark • Gladstone House, Bowbridge Road, Newark • The Broadleaves, Bishops Way, Boughton, Newark |
| 11.0 | Overview of Key Health and Safety Activities |
| | The table below sets out all activities and responsibilities for the Council, tenants and leaseholders to help understand what we do, and how you can help. |

| Location | Activity | How Often? | What is it and who needs it? | Who is Responsible? |
|--------------|--|----------------------------------|--|--|
| IN YOUR HOME | Gas Safety Check (inc. smoke alarm and Carbon Monoxide detector) | Every year | <p>This is a legal requirement to check that your gas boiler (heating) is working correctly and includes a check of your smoke alarms and Carbon Monoxide (CO) detector.</p> <p>We will contact you two months before your certificate expires to make an appointment to keep the anniversary date, like a car MOT.</p> <p>The check will take approximately 45-60 minutes depending on the type of appliance.</p> | <p>The Council – to carry out the check.</p> <p>Tenant – to give access to carry out the check and let us know as soon as possible if any detectors are broken and need replacing</p> |
| IN YOUR HOME | Electrical Safety Check | Every 5 years | <p>This is a legal check that your electricity supply is safe. We will contact you six months before your current certificate expires to make an appointment and keep the anniversary date, like a car MOT.</p> <p>The check takes approximately 2-3 hours depending on property size.</p> | <p>The Council – to carry out the check.</p> <p>Tenant – to give access to carry this out.</p> |
| IN YOUR HOME | Personal Emergency Evacuation Plans (PEEP) | Every year for Housing with Care | <p>A plan to ensure you can evacuate safely in the event of an emergency. This is carried out annually for housing with care properties and as needed in all other homes - If mobility issues are identified during a visit or you tell us you are struggling to move about your home without help, a plan will be agreed with you. This will take approximately 45-60 minutes. We will also carry out a person-centred fire risk assessment if we need to make sure we are managing any risks to your safety.</p> | <p>The Council for completing a plan.</p> <p>The tenant to keep us informed of any changes to health or circumstances that may make leaving the home quickly in the event of an emergency difficult.</p> |
| IN YOUR HOME | Hoist / Stairlift Safety | Every year | <p>If you have a stairlift or a hoist fitted in your home, this is a check to make sure it is safe and working properly. If you no longer need these aids, please contact us.</p> <p>This takes approximately 60 minutes to complete.</p> | The Council |

| Location | Activity | How Often? | What is it and who needs it? | Who is Responsible? |
|----------------------|-----------------------------|-----------------------------------|--|--|
| IN YOUR HOME | 'Getting to Know You' Visit | Every 2 years | <p>This is a visit from our tenancy team to say hello, check we have up to date details for you and your family and ensure that your home is working well for you, including checking it is free from damp or mould.</p> <p>The time this takes depends on what you wish to discuss but usually between 30mins and an hour.</p> | The Council |
| IN YOUR HOME | Damp and Mould Surveys | On request | <p>This survey is to understand the cause of any damp or mould and to identify repairs needed to fix it.</p> <p>If you report damp or mould, our repairs call handlers will ask you a range of questions and arrange for a survey of your home. You can find more information on our website regarding what the survey is and timescales for repairs</p> | <p>The Council – to carry out a survey and repair where required.</p> <p>Tenant – to report any damp or mould concerns as soon as possible and provide timely access.</p> |
| IN YOUR HOME | Stock Condition Surveys | Every 5 years or on change of use | <p>An inspection to keep our records up to date on the condition of your kitchen, bathroom, windows, doors, roof and heating system. We also assess the safety of the property and the effect on the health and safety of current or future occupants.</p> <p>This takes approximately 45-60 minutes depending on the size of the property.</p> | <p>The Council – to carry out the survey.</p> <p>Tenant – to give access to carry this out.</p> |
| IN YOUR HOME - FLATS | Fire Door Inspection | Flat Doors – yearly | We need to inspect your front door every year to make sure it's in good condition. | <p>The Council – to carry out the check.</p> <p>Tenant – to give access to carry this out where required and notify us immediately if the door closer breaks or the door is damaged.</p> |
| IN YOUR BLOCK | Fire Door Inspection | Communal Doors – every 4-6 months | Entry and corridors doors to some block of flats will be inspected every 4 months (see Appendix A for list of properties and for all remaining | The Council |

| Location | Activity | How Often? | What is it and who needs it? | Who is Responsible? |
|---------------|---|----------------------------------|--|---------------------|
| | | | blocks of flats, every 6 months for the communal fire doors. | |
| IN YOUR BLOCK | Fire Safety Information in Communal Areas | Every year | The Council provides information about the block of flats that may be required in the event of a fire and can be accessed by the Fire Service. | The Council |
| IN YOUR BLOCK | Passenger Lift Check | Monthly | This check ensures the safe operation of passenger lifts to ensure they remain in good condition. | The Council |
| IN YOUR BLOCK | Communal Area Check | Monthly | This is to ensure there are no flammable belongings or trip hazards that could prevent you from leaving your home safely and quickly in the event of a fire or emergency evacuation. Where found, the team will speak to the owner (where known) to ask them to remove them within 24 hours. Where unknown, the owner, the belongings will be removed and stored for 28 days before disposal. | The Council |
| IN YOUR BLOCK | Fire Risk Assessment | Every 3 years with annual review | These are an essential element of fire safety management, to identify potential fire hazards and the people who may be affected, evaluate the risks and what needs to be done to reduce or remove risks. Blocks of flats over 11m (see Appendix A) and extra care schemes are renewed every 3 years with reviews every year. | The Council |
| IN YOUR BLOCK | Fire Risk Assessment | Every 5 years with annual review | Any block of flats not listed in Appendix A will have a Fire Risk Assessment renewed every 5 years with a review every year as above. | The Council |
| IN YOUR BLOCK | Water Safety Check | Monthly | This check ensures there is no long-term standing water in the water supply. All communal properties are checked on a monthly basis and all | The Council |

| Location | Activity | How Often? | What is it and who needs it? | Who is Responsible? |
|---|---|--------------------------------------|---|---|
| | | | systems are “flushed” to clear any standing water. | |
| IN YOUR BLOCK (If there is a balcony / external walkway) | Balcony Inspection | Every 5 years | This checks the condition of the balconies and external walkways. A five-year cycle or when there are any major changes to the walkways. | The Council – to carry out the check. Tenant – to give access to carry this out where required. |
| IN YOUR HOME / IN YOUR BLOCK | Asbestos Safety | Every year | These checks are carried yearly on all communal areas and also prior to any intrusive works on tenant homes or communal areas. The surveying is to. <ul style="list-style-type: none"> • find asbestos and record what it is, where it is and how much there is. • record how accessible it is, its condition, and any surface treatment. • record the asbestos type. | The Council For tenant to contact us if you want to make changes or improvements to your home <i>before</i> you begin. |
| IN COMMUNITY ROOMS | Fire Alarm Checks Fire Alarm Servicing | Weekly 6 monthly | To test the fire alarm system to make sure it will activate in the event of a fire. | The Council |
| IN COMMUNITY ROOMS | Water Safety Check | Monthly | All community rooms are checked on a monthly basis and water systems flushed to ensure there are no longstanding water in the pipes. | The Council |
| IN YOUR NEIGHBOURHOOD | Play Park checks | Monthly | This check looks at the condition of the play equipment and ensure any defects are recorded and rectified. Our grounds maintenance team carries out safety inspections and removes litter from all play parks once a week. We also complete an annual safety inspection which is part of our insurance requirements. | The Council |
| IN YOUR NEIGHBOURHOOD | Estate Walkabouts | Yearly (Schedule March – October) | This is a great way for you to help us keep our neighbourhoods clean, tidy and problem free and a chance to meet other residents, staff and | The Council |

| Location | Activity | How Often? | What is it and who needs it? | Who is Responsible? |
|----------|----------|------------|--|---|
| | | | <p>agencies involved in maintaining standards in our communities.</p> <p>We aim to resolve issues within four weeks.</p> | <p>You can find more information on our website regarding the current estate walkabout schedule https://www.newark-sherwooddc.gov.uk/tenantengagement/</p> |

APPENDIX A

We define priority buildings as buildings which because of their construction, type, location or customer base, we will take extra measures . These buildings are listed below:

| | | |
|---|---------------------------------|-----------------------|
| Vale View, Newark | Housing with Care Scheme | Over 11 metres |
| Gladstone House, Newark | Housing with Care Scheme | Over 11 metres |
| Lombard Street, Newark | Construction | |
| Chatham Court, Newark | | |
| The Broadleaves, Bishops Way, Boughton, Newark | Housing with Care Scheme | |



Report to: Cabinet Meeting - 19 December 2023
 Portfolio Holder: Paul Taylor, Public Protection & Community Relations
 Director Lead: Matthew Finch, Director - Communities & Environment
 Lead Officer: Jenny Walker, Business Manager - Public Protection, Ext. 5210

| Report Summary | |
|---------------------------------------|---|
| Type of Report | Open Report, Key Decision |
| Report Title | CCTV System Review |
| Purpose of Report | To seek the Cabinet’s approval on the recommendations proposed following a review of the Council’s CCTV systems. |
| Recommendations | <p>That Cabinet approve:</p> <ul style="list-style-type: none"> a) the CCTV replacement scheme as set out in Appendix 1; b) the recommendation for all CCTV cameras moving forward to become in the full ownership of NSDC as detailed in paragraph 2.2 of the report; c) the continuation of NSDC’s membership in the CCTV partnership; d) the creation of a CCTV Project to undertake a detailed feasibility exercise to provide a full business case on the possibility of bringing CCTV in house; and e) the allocation and draw down of £8,200 from the Capital Feasibilities Reserve to be allocated to the CCTV Revenue Cost Centre. |
| Alternative Options Considered | <p>Continue with the current CCTV partnership accepting that NSDC will continue to share Control Room resources with partners and the service level will remain as is.</p> <p>Delay the replacement programme until cameras fail beyond economic repair.</p> |
| Reason for Recommendations | To enhance the Council’s management of their CCTV systems in addition to improving and updating our coverage across the district in line with the Community Plan objective of maximise the use and effectiveness of CCTV to deter crime and bring offenders to justice. |

1.0 **Background**

1.1 In support of the Council's ongoing efforts to tackle issues surrounding Anti-Social Behaviour (ASB) in the District, an ASB Policy & Performance Improvement Working Group was formed. The working group made several recommendations which were brought to Cabinet on 21 February 2023. (Full report available [here](#) at Pg 308). Cabinet supported the recommendations made by the working group.

1.2 There were several themes within the recommendations, one of those related to CCTV. This review focuses on the following recommendations:

- a. The location of CCTV cameras is reviewed on an annual basis to ensure they are located where they may have the greatest impact. Where appropriate acting to remove obstructions which may impair the visibility of specific cameras.
- b. Undertake further research on the viability of the use of facial recognition.
- c. ASB team to discuss with those in the CCTV partnership about how to make the control room more effective including making efforts to reduce the number of third-party events that take place, to ensure a tight focus on crime and ASB prevention.
- d. A further piece of work is commissioned to assess the feasibility of bringing the CCTV operation in house.

1.3 This report is aimed at building up a more detailed picture of what CCTV systems NSDC holds whilst making subsequent recommendations based on the findings.

1.4 **CCTV Review**

1.4.1 A detailed review has been undertaken of the current CCTV assets across the district that are managed by NSDC and are monitored via the partnership in the CCTV Control Room located at Police Headquarters, Sherwood Lodge. All town and parish councils have been contacted in relation to the CCTV review and to request their comments. These can be found in **Appendix 2**.

1.4.2 Camera ownership - the Council's network of CCTV comprises of 74 cameras, of which the Council wholly owns 60 cameras across the district with a further 14 of these being jointly owned/leased to other organisations (full details at section 1.4.9). All are monitored by the CCTV Partnership, which includes monitoring of cameras in Ashfield, Broxtowe and NSDC.

1.4.3 Serviceability – The CCTV cameras are maintained through the existing partnership as part of maintenance contract. When the CCTV control room notes that there is a fault with the camera feed, this is reported to the contractor Baydale. The contractor will then visit and determine what the issue is and whether it can be fixed or not. The review identified 10 cameras that were showing faults, these were in the process of being investigated by Baydale. It was determined that 6 cameras be replaced and 1 was repaired. Due to the demands of the maintenance contract and wider national demands, time availability is limited and therefore it is sometimes necessary to wait a number of weeks for replacements to be undertaken. The replacement scheme has taken this into account and is designed to replace around 10 cameras per year. This takes into account the date they were installed and looks to replace all cameras and reset the replacement scheme to cameras being replaced every 10 years unless breakdowns require earlier replacements.

1.4.4 The table below shows the camera locations where faults were identified, and the actions taken.

| Camera No | Location - Street Name | Area | Action taken |
|-----------|--------------------------------------|-----------|----------------------------------|
| 12 | Market Place (NatWest) | Newark | Replaced |
| 25 | Castle Station Car Park | Newark | Ordered and awaiting replacement |
| 27 | Mather Road | Newark | Replaced |
| 28 | Mather Road Play Area | Newark | Replaced |
| 39 | Lakeside (London Road - Lidl) | Newark | Repaired |
| 60 | Southwell - Church Street | Southwell | Replaced |
| 61 | Southwell - Queens Street | Southwell | Replaced |
| 62 | Southwell - King Street Car Park | Southwell | Replaced |
| 63 | Southwell - Market Place/King Street | Southwell | Ordered and awaiting replacement |
| 67 | Southwell - Leisure Centre | Southwell | Ordered and awaiting replacement |
| 65 | Southwell - Church Street Car Park | Southwell | Replaced |

1.4.5 **Camera locations and right to remain** - The full list of camera locations can be found at **Appendix 3**.

1.4.6 Principle 1 of the Surveillance Camera Commissioner code of conduct states that '**Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need**'. By looking back at the camera data for the period of July 2021 – June 2023 we applied this principle to each camera group. Reviewing the number of incidents recorded and disclosure requests received from Nottinghamshire Police, it was determined from the review that all cameras retained the right to remain, however this will be reviewed regularly in line with the Surveillance commissioners code of conduct following reviewed internal processes to be utilise moving forward to ensure continued compliance.

1.4.7 Full details of the number of incidents and disclosures noted from each camera can be seen at appendix 4, however please note some key details below:

- There were a total of 9242 incidents recorded across the CCTV network during this period.
- In addition, there were a total of 1820 footage request disclosures requested. (Noting that a disclosure request may/may not be requested in response to a known incident)
- Cameras in the area around Cartergate showed the higher number of incidents with the camera at Boyes recording 678 incidents and receiving 148 disclosure requests and the Beaumont Inn recording a similar number (634/119)

- The range of incidents recorded is 10 (Southwell leisure centre) to 678 (Boyes, Carter Lane) with a mean average across the network of 136.
- The cameras at Castle House have captured 56 incidents. However, no disclosures have been noted.

1.4.8 Installation details – The review noted a wide range of data regarding the cameras. This included the make/model, installation date, circuit details and several other specifications which helped build a picture of the CCTV system. Key aspects to note include:

- We currently have 18 cameras that were installed in October 1999
- Whilst we have one camera that was installed in 2010, most of the Council's systems were installed prior to this with the period of 2000-2006 showing the most installations.
- We have 9 different make/model types across the network.
- The most represented is Bosch where we own 50 'Mic1 – 400' cameras.
- We hold 18 Mark Mercer cameras however it is noted that these have a poor reputation within the monitoring team and that replacement parts are no longer available.
- CCTV replacement scheme budget is in place (£140,500) we have ordered and replaced those found to be faulty and beyond repair reducing the budget to £112,086. The proposed replacement programme can be found in Appendix 1
- Safer Streets 4 project saw the replacement of 4 CCTV cameras and additional 3 cameras installed in Newark Town Centre outside of the existing CCTV Replacement Budget

1.4.9 Management and invoicing - The Council currently has 16 cameras which are partly owned by other organisations. Details of this ownership and payments associated can be seen in Table 2 below. Three of these cameras (25, 60 and 61) are being replaced imminently through the replacement programme.

1.4.10 The shared ownership/leasing of these cameras has a budgeted income of £30,850. There have been some disputes in relation to payments of some of the invoices and the reduction in income in those areas has been absorbed for a number of years due to the lack of formalised agreements in place. In addition to third party charges, the housing revenue account (HRA) is recharged at £19,170 per annum and interdepartmental recharges for the CCTV provisions for council facilities such as the lorry park, car parks, depots etc are also undertaken.

| Camera No. | Invoiced To | Frequency | Invoice Amount |
|------------|---------------------------|-----------|-------------------|
| 25 | NCHA (being replaced) | 6 Monthly | £2,680 (£5,360pa) |
| 35 | Reach Learning Disability | Annual | £2,430 |
| 39 | Lidl | Annual | £5,470 |
| 40 | Balderton Parish Council | Annual | £1,130 |
| 42 | Riverland (Newark) | Annual | £3,030 |
| 43 | Riverland (Newark) | Annual | |
| 44 | Riverland (Newark) | Annual | |

| | | | |
|---|---|--------|-------------------------|
| 45 | Riverland (Newark) | Annual | |
| 62 | Southwell Town Council B | Annual | £10,560 |
| 65 | Southwell Town Council B | Annual | |
| 60 | Southwell Town Council A (being replaced) | Annual | |
| 61 | Southwell Town Council B (being replaced) | Annual | |
| 63 | Southwell Town Council A | Annual | |
| 66 | Southwell Town Council B | Annual | |
| 70 | NCHA | Annual | £560 |
| 80 | NHS Trust, Kings Mill | Annual | £2,310 |
| TOTAL THIRD PARTY INCOME GENERATED | | | £30,850 annually |

Table 2. – Cameras related to third parties

1.4.11 Due to the complexities of the CCTV scheme in its current form, the review has considered the most efficient way moving forward for the CCTV cameras in terms of ownership and maintenance. There is a legacy of ownership and agreement inaccuracies, which it has not been possible to resolve.

1.4.12 The CCTV replacement programme set out in Appendix 1 is looking to replace all cameras on the system, regardless of who may have contributed to the original installation. From this time, it is considered that all cameras should remain in NSDC control and ownership in the future, which will ensure a consistent approach to the system as a whole and will allow for a set process to be created to manage any future request for cameras to be added to the system. This would negate the need for complex service level agreements and contracts (a review of the position in relation to legal arrangements will be needed if this proposal is not approved) but will reduce the income received to the service.

1.4.13 Facial recognition cameras - Further research was conducted on the viability of the use of facial recognition in our network. It is recommended that this is NOT pursued due to the following reasons:

- **Privacy rights** - The threat to individual privacy is a significant downside of facial recognition technology.
- **GDPR implications** - When used for identification purposes, facial recognition data is considered as part of the 'special category' of personal data under the UK's implementation of the GDPR. This categorisation places additional requirements on the organisation to ensure data security is maintained. Further assessment would be required to ensure legal compliance is maintained with this type of processing. The main area of concern with this processing is the accuracy and potential bias and discrimination within the technology and how this could lead to misidentification and the damage or detriment that accompanies that. The ICO have highlighted additional concerns such as the justification for capturing and processing biometric data, the lack of choice to individuals, effectiveness and accuracy, processing children and vulnerable persons data.
- **Data vulnerabilities** - There is also concern about the storage of facial recognition data, as these databases have the potential to be breached.

- **The Technology is imperfect** - Facial recognition is far from perfect and cannot be relied upon to produce accurate results in place of human judgement. The technology depends upon algorithms to make facial matches. Those algorithms are more effective for some groups, such as white men than other groups such as women and people of colour due to lack of representation within the data set on which the algorithm was trained. This creates unintentional biases in the algorithms which could in turn translate to biases in whatever action the technology is informing, such as arrests.
- **Cost** – Installing such technology would come at considerable cost and risk. It is noted that previous trials conducted by the Metropolitan Police cost over £0.200m and resulted in no arrests.

1.4.14 CCTV Review Consultation

1.4.15 As part of the CCTV review process a consultation letter was sent to all Town and Parish Councils to advise that a review was taking place to be reported to Cabinet. The letter invited comments from the Town and Parish councils on the NSDC CCTV system as it currently stands. Some may have no involvement with the current service as they have no cameras located in their area, but they may have previously requested or looking to request for CCTV cameras to be installed and there are a number who do have cameras located in the area and it was important to seek their views on how the service works from their perspective.

1.4.16 There were limited responses to the consultation with only 3 being provided. These have been provided in Appendix 2. A key area to note in those responses provided relate to the view that the current service is a reactive one rather than proactive and the lack of wider transparency and promotion of the service.

1.5 Re-deployable CCTV Cameras

1.5.1 NSDC has 13 re-deployable CCTV cameras. These cameras are used in locations that do not have a permanent camera installed but where it is deemed necessary to install a CCTV camera to monitor a location. There is a set process in place for the deployment of these cameras to ensure compliance with the Surveillance Commissioner. The CCTV review undertaken highlighted those re-deployable cameras that are under regular review. The remaining cameras have been reviewed and will be removed in line with the requirements.

1.5.2 Any request for a siting of a re-deployable camera requires a site location to be undertaken to understand the locality, access to a suitable column to install the camera to, access to electricity, consideration of viewing capabilities and any image blockages such as buildings and trees and a localised consultation with surrounding neighbours. All cameras deployed are reviewed every three months in line with the requirements to determine if they should remain.

1.5.3 The table below shows the location of the current re-deployable cameras and how long they have been in situ.

| Camera No. | Camera Location | Duration (days) | Comments |
|------------|--|-----------------|---|
| 3001 | Blidworth skate park | 331 | Pending removal following review. |
| 3002 | Rowen Way, Balderton | 45239 | Further review required to establish ownership/retention/necessity of camera |
| 3003 | Fourth Avenue Edwinstowe | 282 | To be removed |
| 3004 | London Road Car Park/ Library | 136 | To remain in situ until next review |
| 3005 | Riverside Arena 1 | 1094 | Camera being replaced with a permanent camera – awaiting installation |
| 3006 | Riverside Arena 2 | 1094 | On loan to parking services. Pending removal once permanent replacement for 3005 installed. |
| 3007 | Gold Crest, Clipstone play park | 127 | To remain in situ until next review |
| 3008 | South View Court/Vessey Close, Balderton | 807 | To be removed |
| 3009 | Visitor Centre Edwinstowe | 254 | Protecting NSDC asset. Permanent solution being sourced. Remain until next review. |
| 3010 | Brunel Drive Depot, Newark | 345 | Protecting NSDC asset. Permanent solution being sourced. Remain until next review |
| 3011 | Storage | | Not in use |
| 3012 | Storage | | Not in use |
| 3013 | Wilson Street Newark | 311 | To be removed |

1.6 CCTV Partnership

1.6.1 The CCTV partnership is managed by Broxtowe Borough Council, on behalf of NSDC and Ashfield. The partnership is responsible for the following:

- **Provision of CCTV Control Room** – Location and equipment
- **Maintenance Contract** – All CCTV cameras in all partnership areas
- **Staffing Contract** – provision of staff within the control and control room manager
- **Out of hours function** – The CCTV control answers all out of hours calls for the partnership councils, in addition for NSDC they are responsible for the lorry park barriers and the bollards in town centre.

1.6.2 The partnership agreement was renewed on 1st April 2023 and continues thereafter for 3 years, unless terminated sooner by unanimous agreement of all parties. Any individual party may withdraw from the partnership by providing 24 months' notice in writing to the other members.

1.6.3 All partners contribute to the collective costs for the areas listed above. Any partner withdrawing would be liable for TUPE of one third. Charging is based on incidents and activities each month. It is important to note that the CCTV cameras from NSDC represent the highest percentage with 52% of the total cameras monitored in the control room. Detailed costs are provided in Appendix 5.

1.6.4 Costs of CCTV Partnership – As part of the partnership the annual costs relate to the following:

- **Lease of the control room** location at Police Headquarters, Sherwood Lodge including costs of the Police mast rental NSDC proportion of 52% is **£9,100**
- **CCTV Control Room Monitoring** (end date April 2026) NSDC proportion of 43% – Provision of 24-hour staffing of the control room and control room manager **£93,680.32**
- **Maintenance contract** (end date April 2026) NSDC Proportion 52% as we have the most CCTV cameras **£29,009.16**
- **Total costs = £131,787 per annum**

1.6.5 Consideration has been given to the suggestion to bring the CCTV operation in house and leave the partnership as requested through the ASB Working Group (recommendation d).

1.6.6 Continuation of the Partnership

1.6.7 The partnership has been in operation for a number of years and has developed good working relationships between the partners. The partnership has developed over the years and where improvements can be made for the benefit of all these have been progressed. There is limited scope to deliver further improvements in the current partnership arrangements. NSDC do have the majority share of the cameras monitored by the control room but time must also be allocated to the other areas and for the other elements the control room picks up such as help points, barriers, bollards and out of hours.

| Pro's | Con's |
|---|---|
| Current service level will continue as it currently stands. | <p>Service level falls below that expected of a standard operational CCTV control room in that most of the work undertaken is reactive and not proactive.</p> <p>Members and town and parish councils have expressed their concerns in relation to the need for proactive not reactive monitoring</p> |
| Control Room currently housed within Sherwood Lodge at Police Headquarters under a lease agreement. This is at cost to the partnership and poses a risk should the space be required by the Police and the lease terminated | <p>This location is out of the NSDC District and not easily accessed by local police officers or officers within NSDC requiring footage.</p> <p>The agreement for usage of the room at Sherwood Lodge expires on 31st March 2027. NSDC currently pays 52% of the rental costs for Sherwood Lodge</p> |

| | |
|---|--|
| <p>Control Room is currently fully equipped and only necessary to repair/replace when required. This cost has been shared across the partnership.</p> | <p>The equipment in place has been in use for a number of years and is running Windows 7, which is now out of support and is no longer the best available technology. The maintenance contractors have advised that the system being dated is now affecting how well the new replacement cameras we are installing are operating. They have recommended a new synectics system be installed the costs of which would be split across the partners.</p> |
| <p>The ongoing costs for staffing, maintenance and any items requiring repair/replacement is shared between the Partnership</p> | <p>Due to how the staffing costs are calculated, NSDC pay around 43% of the monthly charge. This figure fluctuates depending on how many incidents take place on the cameras, the OOH service and the barriers, which are manually operated (NTC and Lorry Park)</p> <p>NSDC pays 52% of the maintenance costs as we own/operate the most cameras.</p> |
| <p>Broxtowe and NSDC take an active role in the partnership.</p> | <p>One of the partners may decide to discontinue the partnership in a time frame most suitable for them.</p> |
| <p>The CCTV provision is not a statutory function, but it does provide a service to the public increasing their feelings of safety and assists in the prevention and detection of crime.</p> <p>The increased feeling of safety is attractive to the current businesses and a consideration for any new businesses wishing to come to the district.</p> | <p>The provision of CCTV is a costly service for a non-statutory function. Although some funds have been obtained previously from Parishes and Town Councils, the largest benefactor, Nottinghamshire Police does not contribute</p> |
| <p>The Control Room is currently staffed 24/7</p> | <p>There could be a greater amount of CCTV viewing coverage if control room staff were not also engaged in other activities such as out of hours provisions</p> |

1.6.8 Bringing the CCTV Service Provision In-House.

1.6.9 Initial conversations have taken place with two external CCTV specialists to establish the costs for undertaking a feasibility study. This would include a review of the current CCTV system in place, for the creation of a business case to provide both revenue and capital cost implications of bringing the service in house, alongside setting out the detailed pros and cons for the options available.

- 1.6.10 Alongside the development of a detailed business case consideration on sources of funding would also be necessary. The Towns Fund could provide funding towards the capital costs due to the contribution the system would make to crime and anti-social behaviour. However, detailed revenue implications must also be understood in relation to the ongoing running costs.
- 1.6.11 Bringing CCTV in house provides an opportunity for NSDC to create a CCTV provision that seeks to meet the authority's objectives. The ASB Working Group requested that the ASB team discuss with the CCTV partnership how the control room could operate more effectively by reducing the number of third-party events and ensure a tight focus on crime and ASB prevention. The capacity within the control room operation does not have much wider scope for improvement. Where improvements could be made, they have but a more proactive rather than reactive approach would not be possible.
- 1.6.12 A CCTV control room run by NSDC, with dedicated officers, would enable a tighter focus and a more proactive approach to be taken. Control Room Operatives would only need to concentrate on one Police radio and would benefit from gathering intelligence, knowledge of local perpetrators and closer working with the Police for incidents in real time in locating and tracking offenders. When events are taking place proactive viewing can be undertaken to observe and communicate directly with staff and Police on the ground. In time the Control Operatives would become focussed on known perpetrators, can assist with those who may be wanted by the Police or those possibly breaching bail conditions and providing that intel in real time to the Police. The Control Room Operatives would still be required to provide Out for Hours support for NSDC including the activation of the lorry park barriers and the town centre bollards.

| Pro's | Con's |
|---|---|
| Control Room will be moved to a location within the district, providing easy access to local policing staff and officers within NSDC who need to view footage. However, this does not require a lot of space to provide a functioning control room. | Suitable accommodation will need to be sourced. Until a location is identified detailed budgets for moving the CCTV system cannot be identified as this will depend on the ICT infrastructure, data security, lease arrangements. Ideal location would be at Castle House; however, space is limited however there are other facilities within the ownership of NSDC that could be considered as a suitable location for a control room. |
| Provides an opportunity to upgrade the control room equipment to the latest standard and to furnish the room to the required standard. | The equipment within the Control Room is shared between the partnership therefore there will be a costly initial outlay. |
| Less cameras to be monitored allowing for greater local knowledge and proactive work. | |
| No out of hours commitment for other Districts allowing the operators to concentrate their efforts on the cameras | |

| | |
|---|--|
| and in the detection and prevention of crime. | |
| Only one police radio to be monitored allowing the operators to react quickly to incidents and enable the cameras to be utilised effectively in those incidents. | |
| Ability to employ staff directly and not through an agency provision. This prevents zero hours contracts and provides the operators with a sense of belonging to the authority along with the benefits that come as part of that package. | Time will be needed to create the new posts ensuring compliance with internal HR processes and determining the necessary salary grades. There would be an increase to NSDC establishment and revenue budgets. Recruitment to the posts of suitable candidates would be required prior to operational launch |
| Greater partnership working between the local police and ASB Officers allowing for the sharing of information/intelligence in the prevention and detection of crime and ASB. | |
| External specialists will be required to design and set up the new CCTV control room to ensure it is completed in a timely fashion | Until a location is determined it is impossible to estimate costs for the full project. |
| Development of new internal processes to include maintenance contracts for CCTV cameras and control room equipment, monitoring requirements, reporting processes, access request processes and CCTV Policy. This will include information on our website in relation to CCTV. | |

2.0 Proposal/Details of Options Considered

- 2.1 It is recommended that the CCTV Camera Replacement Scheme continue and progress through the remainder of 2023/2024 and carry forward the capital balance to 2024/2025 onwards to ensure the cameras are replaced in a timely manner based on age, faults and suitability as shown in the Appendix 1. Due to the number of cameras that require replacing and the total cost, it is necessary that this replacement is undertaken in line with procurement rules. A reserve budget is in place to contribute each year to budgets for ongoing repairs and future replacements.
- 2.2 It is further recommended that all CCTV cameras that are part of the system should, moving forward, remain in the ownership of NSDC. Where there is a future request from an external partner for additional CCTV cameras to be installed, this should be considered in line with the Surveillance Commissioner requirements and budget availability. Whilst this would result in a reduction in the income received, the total expected income versus the actual is decreasing and represents just under 12% of the CCTV service costs.

- 2.3 Section 1.6.6 sets out considerations for keeping the CCTV Service within the partnership and the pros and cons for remaining in the partnership. A key consideration on determining whether the CCTV Service should be brought in house is the outcomes NSDC want to see from the CCTV Service in the future. It is recommended that until such time as a detailed feasibility study can be undertaken and the options presented to members that we remain in the CCTV Partnership.
- 2.4 Consultation responses received have made valid points in relation to the service currently operating as a reactive one and that to have a more proactive system, that is directly aligned with NSDC outcomes and to contribute further to reducing crime and ASB that this could not be achieved within the current service provisions.
- 2.5 It is recommended that to progress this, a detailed feasibility project is set up, which will include a full review, consideration of costs and locations and timescales for delivery should approval be given. It is estimated that the feasibility costs would be around £8,200. This would be funded from the Capital Feasibilities Reserve.
- 2.6 The recommendations align with the following objectives listed within the Community Plan:
- Undertake a comprehensive review of public realm CCTV with a view to making recommendations for its future coverage, geographical locations and partnership arrangements.
 - Maximise the use and effectiveness of CCTV to deter crime and bring offenders to justice.

3.0 Implications

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

Data Protection Implications

- 3.1 Any video footage capturing a living individual constitutes as personal data and is governed by UK Data Privacy legislation. Therefore, maintaining consistent and secure ways of working is essential to ensure the Council are compliant with the legal requirements. Information Governance, are in agreement with the considerations listed in the report in respect of the use of facial recognition and would second that it is not feasible at this time. There are ongoing concerns with the current status of the technology and the ICO has highlighted the risk of bias and discrimination, within the technology, see 1.4.12. Working in a partnership does present challenges for consistent governance and should be considered as part of the recommendations.

Digital and Cyber Security

- 3.2 Security risks and ethical considerations are noted with some CCTV manufacturers, this can be mitigated by replacement. Furthermore, live facial recognition surveillance using AI has been banned by the European Parliament due to bias.

- 3.3 If the service were to be brought in-house infrastructure and connectivity works will be required.

Human Resources

- 3.4 If the Service were to be brought in-house it is likely that TUPE will apply to any staff employed by the current contractor who are assigned to the service. It should be noted that any staff transferring to the Council would come across on their current salary and terms and conditions but the number of staff likely to be in scope for transfer is unknown and therefore the associated cost is unknown at this point.
- 3.5 As this is a 24-hour service, careful consideration will need to be given to the resources required to deliver the standard of service required by the Council. This is difficult to determine at this stage without knowing the number and job type of the staff likely to TUPE transfer in. Any additional staffing required above those transferring in would be employed on Council terms and conditions and would require new posts to be created and job evaluated. Associated costs for any new posts would not be unknown until the job evaluation process has taken place.

Financial implications FIN23-24/1895

- 3.6 The report suggests an initial outlay of Consultancy Feasibility costs which may qualify as capital if the project proposals are all met; however, until that point, they must be met from revenue. £8,200 is proposed and committed for the approval to be drawn down from the Capital Feasibilities Reserve to fund the initial consultancy fees and placed in the CCTV Cost Centre to be monitored.

Background Papers and Published Documents

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

None.

Appendix 1 – CCTV Camera Replacement Scheme

| Camera Number | Camera Location | Installed Date | Replacement Year |
|---------------|--|----------------|------------------|
| 1 | Bargate | Oct-99 | 24-25 |
| 2 | Castle roundabout | Oct-99 | 24-25 |
| 4 | Castlegate/Millgate (Atrium) | Oct-99 | 24-25 |
| 5 | Potterdyke ASDA Car Park | Oct-99 | 24-25 |
| 7 | Carter Gate (Beaumont Cross) | Oct-99 | 24-25 |
| 16 | Stodman Street/Middle Gate | Oct-99 | 24-25 |
| 17 | Middle Gate opp Boar Lane | Oct-99 | 24-25 |
| 18 | Kirk Gate/Middle Gate | Oct-99 | 24-25 |
| 19 | Church Street | Oct-99 | 24-25 |
| 20 | Trent Bridge opp Tolney Lane | Oct-99 | 24-25 |
| 33 | Lorry Park | Oct-99 | 24-25 |
| 34 | Lorry Park | Oct-99 | 24-25 |
| 66 | Southwell - Bishops Drive | Jun-00 | 25-26 |
| 69 | Yorke Drive Shops | Jun-00 | 25-26 |
| 24 | Riverside Car Park II (static) | Oct-00 | 25-26 |
| 21 | Riverside Car Park/Play Area | May-01 | 25-26 |
| 22 | Riverside Park/Tolney Lane | Sep-01 | 25-26 |
| 23 | Riverside Car Park I (static) | Sep-01 | 25-26 |
| 26 | Waitrose Station Car Park | Nov-01 | 25-26 |
| 30 | Castle House Front | Nov-01 | 25-26 |
| 35 | Hawtonville Community Centre | Nov-01 | 25-26 |
| 36 | Eton Avenue | Nov-01 | 26-27 |
| 29 | Castle House (static) | Dec-01 | 26-27 |
| 8 | London Road Car Park | May-02 | 26-27 |
| 31 | Castle House Rear | Jun-02 | 26-27 |
| 39 | Lakeside (London Road - Lidl) | Oct-02 | 26-27 |
| 40 | Balderton Cricket Ground | Oct-02 | 26-27 |
| 42 | St Marks Lane | Oct-03 | 26-27 |
| 44 | St Marks Service Yard | Oct-03 | 26-27 |
| 41 | Cleveland Square | Feb-04 | 26-27 |
| 13 | Appleton Gate | May-04 | 26-27 |
| 14 | Sherwood Avenue Park | May-04 | 27-28 |
| 46 | Sconce Park | Oct-02 | 27-28 |
| 47 | Devon Park - Valley Prospect | Oct-02 | 27-28 |
| 15 | Brunel Drive NSDC Depot | May-05 | 27-28 |
| 71 | Clipstone - Mansfield Road/Davis Close | May-06 | 27-28 |
| 73 | Clipstone - Mansfield Road Shops | May-06 | 27-28 |
| 74 | Clipstone - Third Avenue | May-06 | 27-28 |
| 75 | Clipstone - Fifth Avenue | May-06 | 27-28 |
| 76 | Ollerton - Forest Rd, The Plough | May-06 | 27-28 |
| 77 | Ollerton - Forest Rd, Beech Ave | May-06 | 27-28 |
| 68 | Cnr jnct outside 372 Yorke Drive | Apr-07 | 28-29 |
| 78 | Ollerton - Forest Rd Shops | Jun-07 | 28-29 |
| 79 | Ollerton - Forest Rd, Briar Road | Jun-07 | 28-29 |
| 80 | Newark Hospital | Jun-07 | 28-29 |
| 81 | Chatham Court | Jun-07 | 28-29 |

| | | | |
|----|---|--------|-------|
| 70 | Clipstone - Greendale Crescent | Aug-07 | 28-29 |
| 88 | Fenton Close (Yorke Drive cctv/video/Yorke Dr) | Aug-07 | 28-29 |
| 72 | Clipstone - Woodland Close Industrial Estate | Aug-07 | 28-29 |
| 9 | Balderton Gate (Pratt and Gelsthorpe) | Dec-07 | 28-29 |
| 82 | Chatham Court | Jan-08 | 28-29 |
| 83 | Chatham Court | Apr-08 | 29-30 |
| 84 | Chatham Court | Apr-08 | 29-30 |
| 45 | St Marks Toilets | May-09 | 29-30 |
| 87 | Sconce Park II | Sep-10 | 29-30 |
| 89 | Bus Station | Oct-10 | 29-30 |
| 90 | Bus Station Internal | Oct-10 | 29-30 |
| 93 | Potterdyke ASDA | Oct-10 | 29-30 |
| 10 | Carter Gate (Boyes) | Mar-23 | 29-30 |
| 11 | Market Place (Toni and Guys) | Mar-23 | 29-30 |
| 12 | Market Place (Natwest) | Mar-23 | 29-30 |
| 43 | St Marks Lane (New Look) | Mar-23 | 30-31 |
| 3 | Castlegate (Corn Exchange) | May-23 | 30-31 |
| 6 | Lombard Street | Oct-23 | 30-31 |
| 27 | Mather Road | Oct-23 | 30-31 |
| 28 | Mather Road Play Area | Oct-23 | 30-31 |
| 60 | Southwell - Church Street | Jan-24 | 30-31 |
| 61 | Southwell - Queens Street | Jan-24 | 30-31 |
| 62 | Southwell - Kings Street Car Park | Jan-24 | 30-31 |
| 63 | Southwell - Market Place/King Street | Jan-24 | 30-31 |
| 67 | Southwell - Leisure Centre | Jan-24 | 30-31 |
| 25 | Castle Station Car Park | Jan-24 | 32-33 |

Appendix 2 – CCTV Review Consultation Responses

North Muskham Parish Council is appreciative of your consultation and wishes to respond to your request as follows:

Justification factors:

1. “Surveillance system still provides reassurance etc”. We suggest there is insufficient promotion of the system, and many people are now unaware of its existence and are not aware of its outcomes. More promotion of the system and information re: its performance in detecting crimes and ASB etc, e: the number of incidents recorded and number of incidents where CCTV enabled successful prosecution etc. More promotion of the system should lead to its greater deterrent value.
2. In areas where it is provided is there any comparisons of recorded crime/asb with other non CCTV areas of similar make up?
3. Presumably you will have number of incidents for each camera and can make a judgement as to whether such cameras are still required and necessary?
4. We suspect that there is insufficient monitoring capacity in the CCTV Control Room and as such the use of the system is largely reactive and proactive patrols are minimal. As such the true potential of the system and the return on the investment made is not being accomplished. We suggest that the monitoring capacity should be sufficient to undertake targeted camera patrols of key incident area, eg: Newark Town Centre at time of highest incidence. Is there a recommended monitoring capability appropriate to the number of cameras “monitored” in the control room. Its potential PROACTIVE use in assisting with ASB in Newark Town Centre appears high but the incidence of ASB suggest that proactive use of CCTV in identification of offenders and immediate response is minimal. This may just be a perception and again information of its value and use re ASB should be promoted. In addition, CCTV works well with the use of town centre radio systems involving retailers etc where retailers can highlight ASB and suspicious /criminal behaviour to the CCTV control room. We are unsure as to whether that is happening in Newark?
5. We are not aware of the costs associated with the system- where can we see these please?
6. A replacement and upgrade programme is to be supported but we suggest it is equally important to invest in adequate monitoring capability and an increased emphasis on proactive use of the system.
7. We suggest there should be an annual CCTV performance report that gives information on the assessment of the system as regards the factors listed and this report should be in the public domain

Blidworth Parish Council

Further to our email regarding the CCTV review, are the Parish council able to see the outcome of the review please and would they be invited to the site visit?

Councillors are keen to see what the CPS criteria are for evidential purposes.

East Stoke Parish Council:

This parish has its own CCTV Camera system, monitored and managed internally and is not linked to the NSDC system.

We are at the moment preparing a census for the village. NSDC will supply us with a sealed box to collect votes and then open it in public. As you know if the vote is positive we will then try and raise the money for project and own the system and monitor it ourselves with access to it when needed by police or yourselves. We would also like to keep in touch with yourselves with news views and updates

Appendix 3 – CCTV cameras locations

| Camera Number | Location | Area |
|---------------|---------------------------------------|--------|
| 1 | Bargate | Newark |
| 2 | Castle roundabout | Newark |
| 3 | Castlegate (Corn Exchange) | Newark |
| 4 | Castlegate/Millgate (Atrium) | Newark |
| 5 | Potterdyke ASDA Car Park | Newark |
| 6 | Lombard Street | Newark |
| 7 | Carter Gate (Beaumont Cross) | Newark |
| 8 | London Road Car Park | Newark |
| 9 | Balderton Gate (Pratt and Gelsthorpe) | Newark |
| 10 | Carter Gate (Boyes) | Newark |
| 11 | Market Place (Toni and Guys) | Newark |
| 12 | Market Place (Natwest) | Newark |
| 13 | Appleton Gate | Newark |
| 14 | Sherwood Avenue Park | Newark |
| 15 | Brunel Drive NSDC Depot | Newark |
| 16 | Stodman Street/Middle Gate | Newark |
| 17 | Middle Gate opp Boar Lane | Newark |
| 18 | Kirk Gate/Middle Gate | Newark |
| 19 | Church Street | Newark |
| 20 | Trent Bridge opp Tolney Lane | Newark |
| 21 | Riverside Car Park/Play Area | Newark |
| 22 | Riverside Park/Tolney Lane | Newark |
| 23 | Riverside Car Park I (static) | Newark |
| 24 | Riverside Car Park II (static) | Newark |
| 25 | Castle Station Car Park | Newark |
| 26 | Waitrose Station Car Park | Newark |
| 27 | Mather Road | Newark |
| 28 | Mather Road Play Area | Newark |
| 29 | Castle House (static) | Newark |
| 30 | Castle House Front | Newark |
| 31 | Castle House Rear | Newark |
| 32 | Castle House Rear | Newark |
| 33 | Lorry Park | Newark |
| 34 | Lorry Park Entrance Cafe | Newark |
| 35 | Hawtonville Community Centre | Newark |
| 36 | Eton Avenue | Newark |
| 39 | Lakeside (London Road - Lidl) | Newark |
| 40 | Balderton Cricket Ground | Newark |
| 41 | Cleveland Square | Newark |
| 42 | St Marks Lane | Newark |
| 43 | St Marks Lane (New Look) | Newark |
| 44 | St Marks Service Yard | Newark |
| 45 | St Marks Toilets | Newark |
| 46 | Sconce Park | Newark |
| 47 | Devon Park - Valley Prospect | Newark |

| | | |
|----|--|-----------|
| 60 | Southwell - Church Street | Southwell |
| 61 | Southwell - Queens Street | Southwell |
| 62 | Southwell - Kings Street Car Park | Southwell |
| 63 | Southwell - Market Place/King Street | Southwell |
| 65 | Southwell - Church Street Car Park | Southwell |
| 66 | Southwell - Bishops Drive | Southwell |
| 67 | Southwell - Leisure Centre | Southwell |
| 68 | Cnr jnct outside 372 Yorke Drive | Newark |
| 69 | Yorke Drive Shops | Newark |
| 70 | Clipstone - Greendale Crescent | Clipstone |
| 71 | Clipstone - Mansfield Road/Davis Close | Clipstone |
| 72 | Clipstone - Woodland Close Industrial Estate | Clipstone |
| 73 | Clipstone - Mansfield Road Shops | Clipstone |
| 74 | Clipstone - Third Avenue | Clipstone |
| 75 | Clipstone - Fifth Avenue | Clipstone |
| 76 | Ollerton - Forest Rd, The Plough | Ollerton |
| 77 | Ollerton - Forest Rd, Beech Ave | Ollerton |
| 78 | Ollerton - Forest Rd Shops | Ollerton |
| 79 | Ollerton - Forest Rd, Briar Road | Ollerton |
| 80 | Newark Hospital | Newark |
| 81 | Chatham Court | Newark |
| 82 | Chatham Court | Newark |
| 83 | Chatham Court | Newark |
| 84 | Chatham Court | Newark |
| 87 | Sconce Park II | Newark |
| 88 | Fenton Close (Yorke Drive cctv/video/Yorke Dr) | Newark |
| 89 | Bus Station | Newark |
| 90 | Bus Station Internal | Newark |
| 93 | Potterdyke ASDA | Newark |

Appendix 4 – CCTV Camera incident stats

| SUMMARY | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|----------|-------------|
| Proactive Patrol Time - Hrs | 323:13:00 | 392:36:00 | 465:44:00 | 372:43:00 | 447:43:00 | 453:46:00 | 400:44:00 | 362:13:00 | 347:52:00 | 299:20:00 | 0:00:00 | 0:00:00 | 3865:54:00 |
| Monitoring Priorities | 94:00:00 | 90:00:00 | 100:30:00 | 99:00:00 | 93:30:00 | 91:00:00 | 101:30:00 | 90:30:00 | 102:30:00 | 87:00:00 | 0:00:00 | 0:00:00 | 40 |
| Reactive incidents | 215 | 217 | 237 | 302 | 257 | 211 | 182 | 208 | 251 | 184 | 0 | 0 | 2264 |
| Proactive incidents | 63 | 48 | 46 | 56 | 55 | 71 | 56 | 67 | 50 | 49 | 0 | 0 | 561 |
| Total incidents | 278 | 265 | 283 | 358 | 312 | 282 | 238 | 275 | 301 | 233 | 0 | 0 | 2825 |
| Arrests | 20 | 19 | 32 | 35 | 24 | 18 | 35 | 22 | 19 | 21 | 0 | 0 | 245 |
| Viewings | 44 | 51 | 64 | 57 | 57 | 50 | 70 | 95 | 45 | 82 | 0 | 0 | 615 |
| Discs produced | 10 | 7 | 17 | 8 | 19 | 6 | 15 | 21 | 5 | 15 | 0 | 0 | 123 |
| OOH calls taken | 281 | 230 | 224 | 203 | 215 | 244 | 242 | 176 | 195 | 191 | 0 | 0 | 2201 |
| Weighted Barrier-Bollard -Help Points | 44 | 32 | 19 | 26 | 39 | 31 | 32 | 46 | 29 | 49 | 0 | 0 | 346 |
| Total consolidated incidents | 657 | 585 | 607 | 652 | 642 | 613 | 597 | 613 | 575 | 570 | 0 | 0 | 6110 |
| Shifts available per Month | 93 | 84 | 93 | 90 | 93 | 90 | 93 | 93 | 90 | 93 | | | 912 |
| Dropped shifts | 1 | 0 | 0 | 1 | 2 | 4 | 10 | 8 | 5 | 15 | | | 46 |
| | 92 | 84 | 93 | 89 | 91 | 86 | 83 | 85 | 85 | 78 | 0 | 0 | |

| Ashfield District Council | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|---------|---------|------------|
| Proactive Patrol Time - Hrs | 135:04:00 | 119:31:00 | 128:07:00 | 122:06:00 | 132:29:00 | 104:32:00 | 86:11:00 | 93:19:00 | 97:17:00 | 99:30:00 | 0:00:00 | 0:00:00 | 1118:06:00 |
| Monitoring Priorities | 46:00:00 | 42:00:00 | 46:30:00 | 45:00:00 | 45:30:00 | 43:00:00 | 41:30:00 | 42:30:00 | 42:30:00 | 39:00:00 | 0:00:00 | 0:00:00 | 433:30:00 |
| Reactive incidents | 81 | 70 | 98 | 112 | 101 | 69 | 48 | 58 | 94 | 59 | 0 | 0 | 790 |
| Proactive incidents | 22 | 24 | 17 | 11 | 21 | 31 | 14 | 11 | 13 | 20 | 0 | 0 | 184 |
| Total incidents | 103 | 94 | 115 | 123 | 122 | 100 | 62 | 69 | 107 | 79 | 0 | 0 | 974 |
| Arrests | 5 | 8 | 18 | 12 | 15 | 4 | 5 | 4 | 11 | 10 | 0 | 0 | 92 |
| Viewings | 6 | 17 | 20 | 8 | 10 | 5 | 4 | 10 | 13 | 17 | 0 | 0 | 110 |
| Discs produced | 1 | 1 | 5 | 3 | 5 | 1 | 3 | 2 | 1 | 6 | 0 | 0 | 28 |
| OOH calls taken | 79 | 77 | 70 | 97 | 110 | 110 | 88 | 66 | 83 | 59 | 0 | 0 | 839 |
| Weighted Barrier-Bollard -Help Points | 1 | 1 | 1 | 2 | 2 | 2 | 4 | 5 | 4 | 11 | 0 | 0 | 31 |
| Consolidated incidents | 190 | 190 | 211 | 233 | 249 | 218 | 161 | 152 | 208 | 172 | 0 | 0 | 1982 |
| | 29% | 32% | 35% | 36% | 39% | 36% | 27% | 25% | 36% | 30% | 0% | 0% | 32% |

| Broxtowe Borough Council | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|-----------|-------------|
| Proactive Patrol Time - Hrs | 84:36:00 | 117:31:00 | 137:56:00 | 101:12:00 | 124:35:00 | 137:30:00 | 115:20:00 | 92:01:00 | 107:12:00 | 69:07:00 | 0:00:00 | 0:00:00 | 1087:00:00 |
| Monitoring Priorities | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 | 0:00:00 |
| Reactive incidents | 19 | 19 | 19 | 18 | 20 | 16 | 21 | 29 | 16 | 26 | 0 | 0 | 203 |
| Proactive incidents | 8 | 7 | 3 | 6 | 5 | 11 | 6 | 7 | 9 | 4 | 0 | 0 | 66 |
| Total incidents | 27 | 26 | 22 | 24 | 25 | 27 | 27 | 36 | 25 | 30 | 0 | 0 | 269 |
| Arrests | 5 | 2 | 1 | 1 | 3 | 1 | 7 | 7 | 0 | 3 | 0 | 0 | 30 |
| Viewings | 15 | 10 | 8 | 15 | 4 | 1 | 9 | 21 | 6 | 9 | 0 | 0 | 98 |
| Discs produced | 3 | 1 | 4 | 1 | 1 | 0 | 1 | 5 | 3 | 0 | 0 | 0 | 19 |
| OOH calls taken | 184 | 111 | 132 | 78 | 79 | 113 | 136 | 97 | 92 | 114 | 0 | 0 | 1136 |
| Consolidated incidents | 229 | 148 | 166 | 118 | 109 | 141 | 173 | 159 | 126 | 153 | 0 | 0 | 1522 |
| | 35% | 25% | 27% | 18% | 17% | 23% | 29% | 26% | 22% | 27% | 0% | 0% | 25% |

| Newark & Sherwood District Council | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|-----------|-------------|
| Proactive Patrol Time - Hrs | 103:33:00 | 155:34:00 | 199:41:00 | 149:25:00 | 190:39:00 | 211:44:00 | 199:13:00 | 176:53:00 | 143:23:00 | 130:43:00 | 0:00:00 | 0:00:00 | 1660:48:00 |
| Monitoring Priorities | 48:00:00 | 48:00:00 | 54:00:00 | 54:00:00 | 48:00:00 | 48:00:00 | 60:00:00 | 48:00:00 | 60:00:00 | 48:00:00 | 0:00:00 | 0:00:00 | 516:00:00 |
| Reactive incidents | 115 | 128 | 120 | 172 | 136 | 126 | 113 | 121 | 141 | 99 | 0 | 0 | 1271 |
| Proactive incidents | 33 | 17 | 26 | 39 | 29 | 29 | 36 | 49 | 28 | 25 | 0 | 0 | 311 |
| Total incidents | 148 | 145 | 146 | 211 | 165 | 155 | 149 | 170 | 169 | 124 | 0 | 0 | 1582 |
| Arrests | 10 | 9 | 13 | 22 | 6 | 13 | 23 | 11 | 8 | 8 | 0 | 0 | 123 |
| Viewings | 23 | 24 | 36 | 34 | 43 | 44 | 57 | 64 | 26 | 56 | 0 | 0 | 407 |
| Discs produced | 6 | 5 | 8 | 4 | 13 | 5 | 11 | 14 | 1 | 9 | 0 | 0 | 76 |
| OOH calls taken | 18 | 42 | 22 | 28 | 26 | 21 | 18 | 13 | 20 | 18 | 0 | 0 | 226 |
| Weighted Barrier-Bollard -Help Points | 42 | 31 | 19 | 24 | 37 | 29 | 29 | 41 | 26 | 38 | 0 | 0 | 315 |
| Consolidated Incidents | 237 | 247 | 231 | 301 | 284 | 254 | 264 | 302 | 242 | 245 | 0 | 0 | 2606 |
| | 36% | 42% | 38% | 46% | 44% | 41% | 44% | 49% | 42% | 43% | 0% | 0% | 43% |
| Check Circulation | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 0% | 0% | 100% |
| Total Proactive Patrol Time - Hrs | 3865:54:00 | | | | | | | | | | | | |

Appendix 5 – CCTV Partnership Costs

| Camera Maintenance - Baydale | | Ashfield | Broxtowe | Newark & Sherwood | |
|---|---|------------|------------|-------------------|---|
| Contract Prices | Split (based on camera numbers) | 23% | 25% | 52% | Invoicing Frequency |
| Annual maintenance charge | £51,051.00 | £11,741.73 | £12,762.75 | £26,546.52 | Paid monthly (1/12th) |
| Electrical testing | £4,732.00 | £1,088.36 | £1,183.00 | £2,460.64 | One off payment |
| | | | | | |
| Surveillance Monitoring - Enigma | | Ashfield | Broxtowe | Newark & Sherwood | |
| Contract Prices | Estimated split (based on incidents & general surveillance) | 32% | 25% | 43% | Invoicing Frequency |
| Estimated annual monitoring charge* 1 May 23 - 30 Apr 24 | £217,861.20 | £69,715.58 | £54,465.30 | £93,680.32 | *Based on 36 hrs per day @ £16.58 per hour x 365 days |
| | | | | | |
| CCTV Control Room Costs | | Ashfield | Broxtowe | Newark & Sherwood | |
| Costs | Split (based on camera numbers) | 23% | 25% | 52% | Invoicing Frequency |
| Police Mast rental | £4,000.00 | £920.00 | £1,000.00 | £2,080.00 | Annually |
| Control room rent & service costs | £13,500.00 | £3,105.00 | £3,375.00 | £7,020.00 | Annually |
| | | | | | |

| Summary of estimated annual costs | | Ashfield | Broxtowe | Newark & Sherwood | |
|-----------------------------------|--------------------|-------------------|-------------------|--------------------|---|
| 1 May 2023 to 31 April 2024 | Camera maintenance | £11,741.73 | £12,762.75 | £26,546.52 | PLEASE NOTE: Costs shown for the monitoring & maintenance contracts are for a 12-month calendar period from 1st May to 30th April 2024 rather than a financial year as the contracts started on 1st May 2023. |
| | Electrical testing | £1,088.36 | £1,183.00 | £2,460.64 | |
| | Monitoring | £69,715.58 | £54,465.30 | £93,680.32 | |
| | Police mast rental | £920.00 | £1,000.00 | £2,080.00 | |
| | Control room | £3,105.00 | £3,375.00 | £7,020.00 | |
| | Total | £86,570.67 | £72,786.05 | £131,787.48 | |

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

Document is Restricted