



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Monday, 13 February 2023

Chairman: Councillor D Lloyd

Members of the Cabinet:

Councillor K Girling
Councillor Mrs R Holloway
Councillor R Jackson
Councillor P Peacock
Councillor T Wendels

MEETING: Cabinet

DATE: Tuesday, 21 February 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. Minutes from the previous meeting held on 20 December 2022 and 17 January 2023	4 - 11
5. Chairman's Update	Verbal Report
Strategy, Performance & Finance Portfolio	
6. 2023/24 Proposed Revenue Budget (Key Decision)	12 - 116
7. Capital Programme Budget 2023/24 to 2026/27 (Key Decision)	117 - 123
8. Medium Term Financial Plan 2023/24 to 2026/27 (Key Decision)	124 - 137
9. Localised Council Tax Support Scheme	138 - 140
10. Council Tax Empty Homes Premium (Key Decision)	141 - 147
11. Response to the Cost of Living Crisis (Key Decision)	148 - 152
12. Stodman Street Update (Key Decision)	153 - 155
13. Funding Requirement for Jubilee Bridge Maintenance Costs (Key Decision)	156 - 180
14. Outcome of the Consultation on a Kerbside Glass Service (Key Decision)	181 - 191
Organisational Development & Governance Portfolio	
15. Pay Policy Statement 2023/24	192 - 212
Economic Development & Visitors Portfolio	
16. Amended Allocations and Development Management DPD Representation Period and Gypsy, Roma Traveller Site Provision and Delivery (Key Decision)	213 - 216
17. Next Step with the Delivery of the Forest Corner Masterplan Project (Key Decision)	217 - 225
Homes & Health Portfolio	
18. Tenancy Agreement Review (Key Decision)	226 - 280

19.	Community Grant Scheme - Round 3	281 - 299
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Cleaner, Safer, Greener Portfolio

20.	Plans for a Programme of Playground Improvement Works (Key Decision)	300 - 307
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21.	Anti-Social Behaviour Working Group Review	308 - 320
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22.	Changes to the Collection of Waste - Upholstered Domestic Seating	321 - 325
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23.	Exclusion of the Press and Public	
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To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

24.	Capital Programme Budget 2023/24 to 2026/27 - Exempt Appendix	326 - 328
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25.	Stodman Street Update (Key Decision)	329 - 332
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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY on Tuesday, 20 December 2022 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor K Girling, Councillor Mrs R Holloway, Councillor R Jackson, Councillor P Peacock and Councillor T Wendels

60 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

There were no declarations of interest.

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

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

62 PROJECTED GENERAL FUND AND HOUSING REVENUE ACCOUNT REVENUE AND CAPITAL OUTTURN REPORT TO 31 MARCH 2023 AS AT 30 SEPTEMBER 2022

Members considered the report of the Deputy Chief Executive/Director – Resources which provided an update of the forecasted outturn position for the 2022/23 financial year for the Council's General Fund and Housing Revenue Account, revenue and capital budgets. The report also provided performance information against the approved estimates of revenue expenditure and income; reported on major variances from planned budget performance; and reported on the variations to the Capital Programme for approval. The accounts showed a projected favourable outturn variance for the General Fund of £0.363m; a projected unfavourable outturn variance for the HHRA of £0.390m with Members' approval being sought to approve the variations to the Capital Programme and the revised budget for the Capital Programme of £67.565m.

In considering the report, a Member suggested that the projected favourable outturn for the General Fund be ringfenced to mitigate the cost of living crisis rather than being allocated to usable reserves. Officers advised that the figure was only a projection and to ringfence it, as suggested, would negatively impact the medium-term financial plan.

AGREED (unanimously) that:

- a) the General Fund projected favourable outturn variance of £0.363m to usable reserves be noted;
- b) the Housing Revenue Account projected unfavourable outturn variance of £0.390m to the Major Repairs Reserve be noted;

- c) the variations to the Capital Programme at Appendix E be approved;
and
- d) the Capital Programme revised budget and financing of £67.565m be approved.

63 COMMUNITY PLAN PERFORMANCE FOR QUARTER 2 - 2022/23

The Cabinet considered the Community Plan Performance Report for Q4 presented by the Transformation & Service Improvement Officer which provided Members with the opportunity to review the performance information for Q2 and the supplementary documents highlighting customer complaints. The performance information was assessed against the Council's Community Plan objectives.

The Cabinet noted the improvement to the reletting figures for Council housing and that the Starting Well Scheme had been well received by tenants. It was also noted that the number of days taken to process applications for housing benefit was being considered by the Policy & Performance Improvement Committee with a view to how this may be further reduced. It was further noted that a report would be presented to a future meeting of the Cabinet to consider the findings of the ASB Working Group and recommendations thereon from the Policy & Performance Improvement Committee.

AGREED that the Community Plan Performance Report for Q2 be noted.

Meeting closed at 6.39 pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Cabinet** held in the Civic Suite, Castle House, Great North Road, Newark, NG24 1BY on Tuesday, 17 January 2023 at 6.00 pm.

PRESENT: Councillor D Lloyd (Chairman)

Councillor K Girling, Councillor Mrs R Holloway, Councillor R Jackson, Councillor P Peacock and Councillor T Wendels

ALSO IN ATTENDANCE: Councillor L Goff, Councillor Mrs P Rainbow and Councillor Miss R White.

64 DECLARATIONS OF INTEREST FROM MEMBERS AND OFFICERS

Councillor T Wendels and Sanjiv Kohli – Director - Resources and Deputy Chief Executive declared Other Registerable Interests in Agenda Item No. 6 – Update on Disposal of Land at The Green, Rolleston to Arkwood Developments Limited, as Directors of Arkwood.

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

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

66 MINUTES FROM THE PREVIOUS MEETING HELD ON 6 DECEMBER 2022

The minutes from the meeting held on 6 December 2022 were agreed as a correct record and signed by the Chairman.

67 CHAIRMAN'S UPDATE

The Leader advised that as part of the consultation on devolution and the creation of the combined Mayoral Authority for Nottinghamshire and Derbyshire, he had provided a response on behalf of the Council to reiterate our support and to welcome the benefits which it could potentially bring to the area.

The Leader also reported that the Council had been unsuccessful in a bid for £1m funding for providing designated sites and accommodation for the Gypsy and Traveller community. Subsequently, he had now written to the Secretary of State detailing the successes of Newark and Sherwood District Council in housing and caring for different areas of the community, including refugees and described the difficulty the Council would face in absorbing the cost of delivering a national target which was not shared equally amongst other authorities across the Country.

68 UPDATE ON DISPOSAL OF LAND AT THE GREENAWAY, ROLLESTON TO ARKWOOD DEVELOPMENTS LTD

The Leader and Portfolio Holder for Strategy, Performance & Finance presented a report which updated the Cabinet following objections received in response to the

statutory consultation process regarding the proposed disposal of a plot of land at the Greenaway, Rolleston to Arkwood Developments Limited. This disposal was to enable the delivery of three market sale residential units adjacent to a HRA development of five affordable units. It was reported that as part of the statutory consultation process which was required as part of the land formed public open space, three objections from local residents were received as well as an objection from Rolleston Village Hall Management Committee. The report summarised the nature of the objections and the Council's response.

AGREED (unanimously) that Cabinet:

- (a) consider the objections to the proposed land sale and development of the land at The Greenaway, Rolleston; and
- (b) given on balance no issues are raised of sufficient significance to change the Cabinet's previous decision, that the disposal to Arkwood Developments Ltd proceed, subject to full planning permission being granted.

Reasons for Decision

The redevelopment of the land will contribute to the Council's Community Plan objective to create more and better quality homes through our role as landlord and developer.

Options Considered

Cabinet could decide not to proceed with the sale in light of the objections received, but this is not considered necessary in the circumstances.

(Having declared an interest Councillor Tim Wendels did not vote on this item).

69 CYBER SECURITY STRATEGY

The Deputy Leader and Portfolio Holder for Organisational Development & Governance presented a report which set out the proposed Cyber Security Strategy for adoption by the Council. Implementation of the Strategy would ensure that the Council delivered a vision and plan to manage cyber security threats whilst reducing risk, protecting residents and stakeholder data from misuse and cyber threats. It was noted that the Cyber Security Implementation Plan was not a public facing document given its sensitive content and was therefore attached as an exempt appendix to the report. The Cabinet welcomed the proposed strategy and highlighted the importance of cyber security.

AGREED (unanimously) that the adoption and wider communication of the Cyber Security Strategy be approved.

Reasons for Decision

To raise awareness of the Cyber Security agenda and obtain buy-in to the implementation plan, providing assurance to our residents, businesses, and external stakeholders.

Options Considered

Not to adopt a cyber security strategy, but this would be contrary to best practice.

70 APPROVAL OF NATIONAL PORTFOLIO ORGANISATION - DETAILED PLANS

The Portfolio Holder for Economic Development & Visitors presented a report which sought approval for the Activity Plan, Investment Principles Plan and budget for year one of Newark & Sherwood District Council's National Portfolio Organisation funding as a requirement of the Arts Council England's funding agreement.

AGREED (unanimously) that Cabinet:

- a) formally approves the Activity Plan, Investment Principles Plan and budget for year 1; and
- b) agrees that in years 2 and 3, responsibility for considering the Plans will sit with the National Portfolio Organisation Board, with authority for approval being delegated to the Portfolio Holder for Economic Development & Visitors who will also be a member of the Board.

Reasons for Decision

The proposals will contribute to the creation of vibrant and self-sufficient local communities, working directly with communities and disadvantaged groups to create cultural value. This will help improve the health and wellbeing of local residents through targeted participatory activity, and the plans will support the Heritage & Culture Business Unit to deliver inclusive and sustainable economic growth as it further cements its position as a cultural destination and hub for the town and district.

Options Considered

The approval of the plans is a requirement of the Arts Council England's funding agreement.

71 2023/24 HRA BUDGET AND RENT SETTING (KEY DECISION)

The Portfolio Holder for Homes & Health presented a report which detailed the proposed Housing Revenue Account budget for 2023/24 and charges in rent and service charge levels as from 1 April 2023 for recommendation to the Full Council at the meeting to be held on 7 February 2023 for approval.

The report examined the proposed income and expenditure on the Housing Revenue Account for 2023/24 in accordance with Section 76 of the Local Government and Housing Act 1989 and provided indicative figures of income and expenditure for the financial years 2024/25 to 2026/27. The report also made recommendations to set rent levels and service charges for 2023/24.

The setting of the Housing Revenue Account budget and the approval of rent levels would be presented to the Full Council Meeting in February 2023, which would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation.

AGREED (with 5 for and 1 against) that Cabinet recommend to Council at its meeting on 7 February 2023:

- a) the HRA budget for 2023/24, as set out in Appendix A1 to this report be approved;
- b) an increase of 5% in the 2022/23 rents of all properties in the HRA as at 31 March 2023 be applied from 1 April 2023;
- c) a rent increase for all relets of 11.1%;
- d) the 2023/24 service charges, as set out in Appendix C, to this report be approved; and
- e) that a fund of £300,000 be created, funded by the Newark and Sherwood Homes Transfer Reserve to fund initiatives to support tenants impacted by the increased charges including a tenant welfare fund.

Reasons for Decision

To advise Members of the proposed HRA budget and charges in rent and service charge levels for 2023/24 and for these to be recommended to Council at its meeting on 7th February 2023.

Options Considered

Various modelling was undertaken to assess the impact of different rent levels on the viability of the HRA 30-year business plan to arrive at the recommendations in the report.

Consideration was also given to varying the increases between general needs and supported (sheltered and extra care) accommodation but no rationale was found to support this, alongside the equitable nature of any decision to do so.

72 ENVIRO-CRIME ENFORCEMENT (KEY DECISION)

The Portfolio Holder - Cleaner, Safer, Greener presented a report concerning the future provision of enviro-crime enforcement using a via third party enforcement company. In September 2021, the Leisure & Environment Committee agreed to a one-year Enviro-crime enforcement pilot with a third-party company, Waste Investigations, Support and Enforcement (WISE). A three-month extension to the original 12 month contract was agreed by the Cabinet in July 2022 which extended this to 25 January 2023. Since the start of the contract and up to 31 December 2022, there had been 3,713 fixed penalty notices issued and there had been a

corresponding increase in awareness of environmental enforcement. It was proposed that this contract be extended to cover the period while the Council sought a tender exercise for the future provision of the service. It was noted that the Policy & Performance Improvement Committee had requested oversight of the detail of the arrangements prior to contracts being entered into.

AGREED (unanimously) that:

- (a) final approval be given for the Council to procure environmental enforcement services in relation to the management of fixed penalty notices for littering and dog fouling for a 3-year period;
- (b) delegated authority be given, following oversight by the Policy & Performance Improvement Committee, to the Director - Communities & Environment to agree terms for the contractual arrangement in consultation with the Assistant Director Legal & Democratic Services; and
- (c) the current pilot be extended for a further five months to allow procurement of a suitable contractor.

Reasons for Decision

To enable effective dog fouling and litter enforcement to be introduced into the District and to support the Community Plan objectives.

Options Considered

The service could be provided in-house but this was rejected due to the need for Community Protection Officers to undertake a wider range of duties.

73 EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that, under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 1,3,5 and 7 of Part 1 of Schedule 12A of the Act.

74 LAND AT OLD HALL FARM, EDINGLEY

The Cabinet considered the exempt report in relation to a Land at Old Hall Farm, Edingley.

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

Meeting closed at 6.19 pm.

Chairman

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

Document is Restricted



Report to: Cabinet Meeting - 21 February 2023
 Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Extension 5317

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	2023/24 Proposed Revenue Budget
Purpose of Report	To enable Cabinet to consider the spending proposals in the council’s proposed 2023/24 General Fund revenue budget and make recommendations to Full Council for its meeting on 9 March 2023.
Recommendations	<p>That Cabinet recommends to Full Council at its meeting on 9 March 2023 that:</p> <ul style="list-style-type: none"> i. the following amounts be now calculated by the council for the 2023/24 financial year, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011: <ul style="list-style-type: none"> 1. £51,696,080 being the aggregate of the amounts which the council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the District Council’s gross expenditure for 2022/23); 2. £32,709,480 being the aggregate of the amounts which the council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (the District Council’s gross income for 2022/23); and 3. £18,986,600 being the amount by which the aggregate at (b)(i) above exceeds the aggregate at (b)(ii) above, calculated by the council, in accordance with Section 31A(4) of the Act, as its Net Budget Requirement for the year; ii. the figures shown as i.1. and i.3. above to be increased only by the amount of Parish Precepts for 2023/24; iii. the budget amounts included in the report be the council’s budget for 2023/24; and iv. the fees and charges shown in Appendices C1-C21 be implemented with effect from 1 April 2023.
Alternative Options Considered	Not applicable.

Reason for Recommendations	To enable Cabinet to make recommendations to Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended by the Localism Act 2011, for the purposes of setting Council Tax levels for the 2022/23 financial year.
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1.0 Background

- 2.1 This report sets out details of the Council’s proposed General Fund revenue budget for the 2023/24 financial year. The GF revenue budget has been prepared in accordance with the Council’s budget setting strategy for 2023/24 which was approved by Cabinet on 12 July 2022.
- 2.2 The 2023/24 General Fund revenue budget has accordingly been derived from the 2023/24 base budget within the Medium-Term Financial Plan (MTFP) approved by full Council on 8 March 2022. In accordance with the Budget Strategy, growth and efficiencies have been included based on the engagement with Portfolio Holders throughout the budget setting process. Additionally, changes as described in the Budget Strategy around pay awards and inflation, have also amended that base position.

2.0 Financial Summary

- 2.1 The Council’s proposed 2023/24 General Fund (GF) revenue budget is shown in further detail, including information on priority areas in **Appendices A1 to A3** to this report. The current overall position is summarised below:

Line in Appendix A1		2023/24 (£)
6	Total service budgets	18,986,600
11	Total other operating income & expenditure	1,436,050
16	Total financing and investment income & expenditure	(561,450)
27 & 28	Less capital reversals	(2,902,200)
	Total Expenditure	16,959,000
17 to 22	Other government grants	(2,115,860)
23 & 24	Non-Domestic Rates (NDR) (Business Rates)	(8,536,000)
29 & 30	Contributions to or (from) Usable Reserves	1,451,030
31	Net call on Council Tax	7,758,170
32 & 33	Council Tax Adjustments	147,000
34	Amount to collect through Council Tax	7,905,170

- 2.2 As the total service budgets (line 5 of **Appendix A1**) include capital costs, the table below breaks down the total service budgets for each Committee by the amounts which relate to capital costs and which relate to cash budgets:

Line in Appendix A1	Portfolio	2023/24 base budget (March 2022) (£)	2023/24 base budget (February 2023) (£)	Variance (£)
Without Capital costs	Cleaner, Safer, Greener	4,491,120	5,181,330	690,210
	Economic Development & Visitors	1,435,790	1,063,200	(372,590)
	Homes & Health	1,248,940	1,758,670	509,730
	Organisational Development & Governance	4,579,120	4,788,440	209,320
	Strategy, Performance & Finance	2,761,890	3,292,760	530,870
	Cash Service Budgets	14,516,860	16,084,400	1,567,540

Capital costs	Cleaner, Safer, Greener	949,550	670,650	(278,900)
	Economic Development & Visitors	691,780	499,700	(192,080)
	Homes & Health	584,170	880,380	296,210
	Organisational Development & Governance	453,860	714,760	260,900
	Strategy, Performance & Finance	1,680	136,710	(135,030)
27 & 28	Capital Service Budgets	2,691,040	2,902,200	221,160

1	Cleaner, Safer, Greener	5,440,670	5,851,980	411,310
2	Economic Development & Visitors	2,127,570	1,562,900	(564,670)
3	Homes & Health	1,833,110	2,639,050	805,940
4	Organisational Development & Governance	5,032,980	5,503,200	470,220
5	Strategy, Performance & Finance	2,763,570	3,429,470	665,900
6	Total Service Budgets	17,197,900	18,986,600	1,788,700

2.3 The table below shows how the 2023/24 base budget approved by Full Council on 8 March 2022, has been adjusted for changes based on paragraph 2.2 above.

Portfolio	2023/24 base budget (March 2022) (£)	Realignments	Salary Uplift	Approved Variations	Inflation	Requested Changes	2023/24 base budget (February 2023) (£)
CSG	4,491,120	(163,130)	455,720	(31,550)	75,338	353,832	5,181,330
EDV	1,435,790	(339,010)	172,544	161,303	36,180	(403,607)	1,063,200
H&H	1,248,940	(9,220)	200,920	133,630	27,580	156,820	1,758,670
ODG	4,579,120	91,040	258,510	41,200	43,620	(225,050)	4,788,440
SPF	2,761,890	420,320	(162,450)	505,550	24,050	(256,600)	3,292,760
Non-Capital	14,516,860	0	925,244	810,133	206,768	(374,605)	16,084,400

3.0 Development of Proposed 2023/24 General Fund Revenue Budget

3.1 The development of the proposed 2023/24 General Fund budget was set out in the Budget Strategy document that was presented to Cabinet on 12 July 2022. This set out the strategy for the year which was to build upon the notional 2023/24 budget as compiled in the preparation of the MTFP for the 2022/23 to 2025/26 which was approved by Council on 8 March 2022.

3.2 Portfolio Holders met with responsible Directors to review proposed level of resources to meet the objectives from within the Council's current approved Community Plan for the 2023/24 financial year. The portfolio holder for Strategy, Performance and Finance has also reviewed the overall Council Position. Subsequently, this budget has therefore been proposed for the 2023/24 financial year.

3.3 The proposed 2023/24 General Fund revenue budget collates various types of information, such as the:

- a) level of government grant receivable;
- b) expected level of council tax and business rates income;
- c) expected level of other income, such as from fees and charges;
- d) expected level of spend on employees; and
- e) expected use of reserves.

3.4 The sub-sections in this part of the report summarise these and other areas of importance.

Local Government Finance Settlement: Settlement Funding Assessment (SFA)

3.5 The annual Local Government Finance Settlement provides councils with the amount of government grant and other information crucial for setting the next financial year's budget. The provisional settlement was announced on 19 December 2022, and the final settlement was announced is still to be announced.

3.6 The Settlement Funding Assessment (SFA) which the government will give councils next year is a combination of Revenue Support Grant (RSG) and the council's local share of redistributed business rates.

3.7 The government will pay Newark and Sherwood £3.765m in SFA for 2022/23. This amount has effectively been the same since 2020/21 with inflationary increases in RSG. The table below breaks down the council's SFA for the five financial years between 2019/20 and 2023/24. This shows an increase in government funding of 9.2% over that period (up from 1.7% increase in the 2022/23 financial year).

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	2023/24 (£)
Revenue Support Grant (RSG)	82,785	84,134	84,599	87,743	228,403
Baseline Funding Level (BFL)	3,618,775	3,677,736	3,677,736	3,677,736	3,815,364
Settlement Funding Assessment (SFA)	3,701,560	3,761,870	3,762,335	3,765,479	4,043,767

3.8 In addition to the council’s BFL payment from the government, the council may also receive business rates from the Nottinghamshire Business Rates Pool and retain a proportion of locally generated business rates. Further details can be found in paragraph 4.42.

Proposed 2023/24 Council Tax

3.9 Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.

3.10 An authority’s relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council (NSDC) includes the levy that Internal Drainage Boards charge the Council.

3.11 Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2018/19 and 2019/20, the core principle was 3%; and for all other years, 2%.

3.12 The proposed core principle for 2023/24 is 3%. The government’s proposed council tax referendum principle for shire district councils therefore permits increases in the council’s 2023/24 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.

3.13 The assumed council tax increase within these budget papers is an increase in the band D equivalent of 1.94%, or £3.60 per year based on the band D average. As 73% of the properties in Newark and Sherwood are in bands A to C, the increase for these properties will be less than £3.60 per year.

3.14 The council tax base (being the number of band D equivalent properties within the district) assumes a 1.014% increase on 2022/23, to account for both a change in methodology and increase in number of properties within the District.

Proposed 2023/24 Budget – General Principles

3.15 The appropriate bases agreed in the Budget Strategy and used in the preparation of the budget are:

a)	Employees	<p>Some of the main assumptions used to budget for employee costs for 2023/24 are:</p> <ul style="list-style-type: none"> • a 5% increase in 2023/24 basic pay and 3% thereafter (in addition to the £1,925 increase for 2022/23); • a 1.75% increase in the council’s rate of National Insurance (NI) contributions; • an increase in pay point for employees not at the post’s highest pay point; and • a 5.0% vacancy rate.
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		5.0% of the council's total salary budget, or £917,600, has been budgeted to be saved from posts that remain vacant for a period of time before being filled.
b)	Employer's Superannuation	<p>Pension-related costs have been budgeted for in line with the actuarial review which took place as at 31 March 2022 for the three years between 2023/24 and 2025/26.</p> <p>The Council's budgeted pension-related costs have increased, because its total 2023/24 basic pay budgets have increased. The Council's primary rate (charged as a proportion of basic salary at employee level) is 18.6%.</p>
c)	General Inflation	Most non-pay expenditure budgets have been uplifted by 5%. Specific budgets have had larger increases on where applicable. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, are expected to increase by less than 5%. Income Budgets have been increased where appropriate based on the Fees and Charges schedule.
d)	Average Interest Rate re External Debt	The Council's General Fund borrowing will be in accordance with the Prudential Code for Capital Finance in Local Authorities. The cost of borrowing will depend on the rates available at the time that funding is required.
e)	Capital Charges	<p>The proposed budgets for each Portfolio (Appendix A1, lines 1-5) includes the notional costs of assets used in delivering services, so that the council can reflect the true cost of delivering services.</p> <p>Statute, however, requires these capital charges be reversed out (Appendix A1, lines 26 & 27) and replaced with the cost to the council taxpayer of the underlying capital decisions that have yet to be financed (Minimum Revenue Provision (MRP)) (Appendix A1, line 12). Legislation determines that council taxpayers cannot be charged for the notional costs of assets used.</p>
f)	Capital Financing Charges	<p>The Council's General Fund (GF) revenue budget is charged when the council borrows to fund the purchase or creation of non-current assets. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2023/24 to be approved by Council on 9 March 2023.</p> <p>MRP is a charge to the taxpayer, calculated by apportioning the value borrowed for assets over their expected useful lives.</p>

3.16 A summary of the main reasons for changes requested in the table at paragraph 3.3 are listed below:

Reason for change in 2023/24 base budget (February 2023), compared to 2023/24 base budget (March 2022)	Variance (£)
Employee-related changes, regarding recently agreed uplift in salaries by £1,925	925,244
Inflationary increases	208,758
Increase in recharges to the HRA	(401,980)
Increase in Environmental Services Budget for new 'POP' Bulky waste collection Regulations and 6 months Glass Recycling	313,530

X2 new posts in Development Management	149,160
Community Grants increase	87,500
Increase in Lorry Park Fees and Charges and introduction of parking income at Bowbridge Road	(195,000)
Revision of desk licence numbers and rental charges at Castle House and increases in Fees and Charges at the Beacon	(164,890)

2023/24 Employee Plan

- 3.17 The salary budget for the General Fund has been based on 449.25 and Housing Revenue Account 66.51 full-time equivalent (FTE) employees in 2023/24, a total of 515.75 FTEs. Any changes to the establishment will require the relevant approvals.

Fees and Charges Review

- 3.18 The fees and charges for many services administered by the local authority are set by statute. The amounts for these, and their timing and review, are therefore prescribed by central government. There remains, however, many services where the council has the ability to review and if necessary, amend its charges or charging regime.
- 3.19 In accordance with the council's Constitution, each service area should consider the level of fees and charges to be implemented in the following financial year as part of the process of service planning and budget setting.
- 3.20 The proposals for the levels of fees and charges to be implemented from 1 April 2023 were reviewed by Portfolio Holders during December and have now been updated where appropriate. The council is currently budgeting to receive £5.6m of income from fees and charges in 2023/24. This is a Increase of £0.356m from 2022/23.
- 3.21 The table below summarises the services which provide the council with most of its fees and charges income, and the fees and charges income budgeted from these services for 2023/24:

Service	2023/24 base budget (March 2022) (£)	2023/24 base budget (February 2023) (£)	Summary
Trade Waste, Recycling and Garden Bins	1,640,570	1,903,150	<p>Businesses based in Newark and Sherwood have to pay for their waste to be collected and disposed of. Nottinghamshire County Council sets the waste disposal charges for all district and borough councils in the county, through its statutory role as the Waste Disposal Authority for these authorities.</p> <p>Income now includes the introduction of Glass Recycling.</p> <p>Further details of these and the other proposed charges for 2023/24 can be found in Appendix E12.</p>

Car and Lorry Parking	1,362,370	1,564,040	The car parking charges proposed for 2023/24 are largely the same as those in 2022/23, though increases have been proposed for lorry parking. Further details can be found in Appendix E15 .
Planning	1,118,650	1,109,080	Planning application fees are statutory, set by the government, whereas pre-application advice fees are discretionary, set by the council. The council categorises its pre-application advice fees by the size and type of developments. Further details, including the statutory fees chargeable, can be found in Appendices E1 & E2 .
Culture	869,110	852,810	The charges related to the Palace Theatre Newark, National Civil War Centre, and Newark Castle and Gardens proposed for 2023/24 are largely the same as those in 2022/23. Further details can be found in Appendix E5 .
Environmental Health	170,640	171,640	The Environmental Health section provides a range of services, such as food safety and pollution control. Some of these are statutory, and some discretionary. Increases have been proposed for some of the discretionary environmental health fees for 2023/24, to ensure that the council recovers the full cost of services provided. Further details can be found in Appendix E10 . The dog warden charges proposed for 2023/24 are the same as those in 2022/23. Further details can be found in Appendix E11 .

3.22 Details of the council's proposed charges for 2023/24 for all services can be found in **Appendices C1-C21**.

Total Financing and Investment income & expenditure (**Appendix A1**, line 16)

3.23 Capital financing costs have been estimated based on assumptions of interest rates going forward, taking into account the forecasts of cash balances over the next year. Due to their nature and composition, however, they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.

3.24 The council will seek to borrow money from the most efficient and effective institution in order to support its cash flow position. Regard will be taken to the council's Treasury Strategy (which is subject to a separate report which was considered by the Audit and Accounts Committee on 1 February 2023 and is due to be approved by Full Council on 8 March 2022) and due diligence through the council's Treasury Advisers.

3.25 In previous financial years, decisions regarding capital expenditure have been taken to utilise internal resources and maintain an under-borrowed position against its Capital Financing Requirement. This is not uncommon across the Local Government sector, at a time when budgets have been squeezed, but reserves have existed. The council is proposing to utilise some of its reserves on projects such as the Yorke Drive and the Southern link Road. This means that as cash backed by these reserves will be utilised, there is a potential need to borrow money to ensure that the Council has cash at hand to service its day to day costs.

- 3.26 There is an overall reduction in the total net Financing and Investment income & expenditure of £724,780 (**Appendix A1**, line 16) in 2023/24. The 2023/24 interest receivable budget is higher than was budgeted for in March 2022, mainly due to the increase in investment balances and associated interest rates increasing during the year.
- 3.27 All treasury investments are made in line with the Council’s Treasury Management Strategy. Advice from the council’s external treasury consultants will be sought prior to the investment of any funds to ensure maximum scrutiny is taken on any decision making.

Contribution to or from Reserves

- 3.28 Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council’s proposed budget and robustness of estimates made.
- 3.29 The Council’s s151 Officer has reviewed the adequacy of the council’s financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.
- 3.30 The table below summarises the amount of council earmarked reserves as at 31 March 2022, and forecasts of these as at 31 March 2022 and 31 March 2023.

	At 31 March 2022 (£)	Forecast at 31 March 2023 (£)	Forecast at 31 March 2024 (£)
Revenue Reserves and Balances	35,123,907	27,814,833	24,406,251
Capital Reserves	15,333,228	13,179,942	11,752,532
Ring Fenced Reserves	144,801	144,801	144,801
Total Reserves and Balances	50,601,937	41,139,577	36,303,584

- 3.31 The main reductions relate to the funding of the 2023/24 budget through the Collection Fund Budget reserve, and the use of grant funding previously received for key infrastructure projects. The Collection Fund Budget reserve relates to the timing of receipt of Section 31 grants regarding the extended retail relief given to businesses during 2023/24.

General Fund Balance

- 3.32 The council’s £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.
- 3.33 The council’s total forecast reserves and general fund balance to 31 March 2024 is £33,303,584. The s151 Officer of the Council is satisfied with the adequacy of the levels of reserves and balances.

3.34 The budget has been prepared in accordance with the budget strategy approved Cabinet on 12 July 2022. The draft budget has been scrutinised and challenged by the Council’s Senior Leadership Team, the Leader and Portfolio Holders. The draft budget (and Medium Term Financial Plan) has also been scrutinised informally by the ruling political group. The s151 Officer of the council is therefore satisfied by the robustness of the estimates and assumptions underpinning the budget for 2023/34.

Parish and Town Council Precepts

3.35 Parish and town councils can raise money to help meet their spending requirements by issuing a ‘precept’ (mandatory demand) to the district council. The district council must account for such precepts when calculating its council tax requirement. Council tax requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.

3.36 The council is still awaiting confirmation from each parish and town council regarding their level of precept for 2023/24. These details will be included in the revenue budget and council tax setting report to be presented to Council on 9 March 2023.

Business Rates/Non-Domestic Rates (NDR) (Appendix A1, lines 24 & 25)

3.37 Under the NDR system, businesses pay councils based on the open market rental value of their business property, as estimated by the government’s Valuation Office Agency (VOA). The rate payable by small businesses in 2023/24 will be 49.9p per pound (49.9%) of their property’s rateable value, and the rate payable by other businesses 1.3p per pound more than this (51.2p per pound, or 51.2%).

3.38 As mentioned in paragraph 3.7, though the government has allocated £3.815m of business rates to the council for 2023/24, the total amount of business rates retained by the council in 2024/24 may exceed this amount, depending on how the council and other Nottinghamshire Business Rates Pool authorities perform throughout 2023/24. It has currently been forecast that the return funding from the pool for the 2023/24 financial year will be £600,000 which has been built into the council’s Medium Term Financial Plan.

3.39 The council is budgeting to retain £8.536m of business rates for 2023/24 (Appendix A1, lines 24 & 25). This includes the £3.815m referred to in paragraph 3.7; additional income, such as local growth above this baseline and from relevant renewable energy projects; and additional expenditure; such as the levy on additional income.

Calculation	Items relating to 2022/23 NDR income budget	Amount (£m)
1	NDR income + section 31 grants* *Excludes compensation for under-indexing the multiplier	19.966
2	Compensation for under-indexing the multiplier	1.557
3 = 1 + 2	NDR income + section 31 grants** **Includes compensation for under-indexing the multiplier	20.470

4	Tariff	(12.006)
5 = 50% of (1 + 4 - BFL)	Levy	(2.073)
6	Renewable Energy	1.258
7 = 3 + 4 + 5 + 6	2023/24 NDR income budget* *2022/23 surplus	8.702
8	2022/23 surplus	0.175
9 = 7 + 8	2022/23 NDR income budget** ** Includes spreading adjustment	8.877

Council Tax Requirement

- 3.40 The Council Tax Requirement is the amount of money that councils need to raise from council tax to fund council spending once income from other sources (such as government grants) have been deducted.
- 3.41 The council's 2023/24 net budget requirement is £16,959,000, as shown in the table in paragraph 2.1. This is partly offset by government grant income of £2,115m; projected business rates income of £8.536m and projected transfers from reserves of £1.6m. After including these sources of income, the net call on the Collection Fund before Parish Precepts are added is £7,905,170 (**Appendix A1**, line 34).

Subjective Analysis

- 3.42 **Appendix A2** contains a breakdown of the council's General Fund revenue budget for 2023/24 by statutory categories used to categorise expenditure and income.

Risk Assessment and Sensitivity

- 3.43 As mentioned in paragraph 3.28, section 25 of the *Local Government Act 2003* requires the council's chief finance officer, currently the Director of Resources and Deputy Chief Executive, to report on the robustness of estimates made in the council's proposed budget. This section fulfils that requirement.
- 3.44 In considering the council's proposed budget for 2023/24 and the sensitivity of expenditure and income to changes, it should be noted that:
- a) a 1% increase in Council Tax is equivalent to £77,547 of net expenditure; and
 - b) a £1 increase in Council Tax is equivalent to £41,790 of net expenditure.
- 3.45 Various assumptions were required to be made when preparing the proposed 2023/24 budget. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

2023/24 Pay Award

- 3.46 Employee costs form a significant proportion of all district council budgets. As mentioned in paragraph 3.15, the 2023/24 budgets have been prepared assuming a 5% annual increase in basic pay.
- 3.47 The National Joint Council (NJC) for Local Government Services' pay award for 2023/24 has not yet been finalised. If the 2023/24 pay award agrees a more than 5% increase in basic pay, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. A 1% increase over and above the budgeted 5% in basic pay for 2023/24 would result in around £136,760 needing to be funded from reserves.

Income

- 3.48 A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2023/24 income budgets for services have been set at levels considered achievable.
- 3.49 Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost £56,000, or a council tax increase equivalent to £1.36 per property (0.73%).
- 3.50 Officers closely monitor income levels as part of the council's monthly budget monitoring processes.
- 3.51 Officers plan to develop a more detailed understanding of the volumes of activity which underpin each of the council's main income sources. This will allow the council to more accurately model changes to expected activity levels, as well as increase assurance regarding the risks of such changes materialising.

Other Significant Potential Risks

- 3.52 Though less likely, but other assumptions which could result in the council's actual expenditure and/or income varying significantly from its proposed budgets are below:

a)	Interest rates	<p>The proposed 2023/24 budget includes amounts for both interest payable (Appendix A1, line 14) and interest receivable (Appendix A1, line 15). This is because the council expects that it will both borrow money and lend money throughout the 2023/24 financial year.</p> <p>The budgeted amounts for 2023/24 have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2023/24 will likely differ from those budgeted.</p> <p>The impact of a 1% change in interest rate would be insignificant on the council's overall budget.</p>
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b)	General Inflation	<p>As mentioned in paragraph 3.17, the proposed service budgets for 2023/24 include increases for inflation where appropriate.</p> <p>The most recent month for which inflation data was available at the time of writing is December 2022. There was a 8.2% increase in inflation (Consumer Prices Index (CPI)) from December 2021.</p> <p>Though it is likely that actual inflation rates throughout 2023/24 will differ from the government’s own forecasts for 2023/24 and the 5% the council has generally budgeted for, the small differences anticipated are expected to have insignificant impact on the council’s budget.</p>
c)	Apprenticeship Scheme	In addition to Apprenticeship Levy payments the council is required to make to the government (Appendix A1 , line 7), the council employs apprentices which have been budgeted for within the revenue budget.
d)	Reserves	As mentioned in paragraphs 3.30 and 3.31, the council has reviewed the adequacy of the financial reserves proposed in the 2023/24 budget, as statutorily required.

4.0 **Proposals**

4.1 Officers are proposing to Cabinet that it recommends to Council at its meeting on 9 March 2023:

- a) the Council’s General Fund revenue budget for 2023/24; and
- b) the 2023/24 fees & charges in **Appendices C1-C21**.

5.0 **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.

5.1 **Digital Implications**

There are no digital implications directly arising from this report.

5.2 **Equalities Implications**

Business Managers consider the implications on equalities when assessing how best to deliver the services they are responsible for.

6.0 **Community Plan – Alignment to Objectives**

6.1 The Community Plan 2020-2023 was approved by Full Council on 13 October 2020 and sets out the Council’s objectives over the next three years, building on previous published plans for the same time period.

- 6.2 The budget proposed within this report seeks to allocate resources in order to ensure the delivery of all the objectives within the refreshed Community Plan.
- 6.3 The Employee Plan in the staffing establishment report on this meeting's agenda covers the activities of all council employees, and therefore supports the council to achieve all of the Community Plan 2020-2023 objectives.

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.

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D = C - B
Portfolio	2023/24 Base Budget (March 2022) £	2023/24 Base Budget (February 2023) £	More or (Less) £
1 Cleaner, Safer, Greener	5,440,670	5,851,980	411,310
2 Economic Development & Visitors	2,127,570	1,562,900	(564,670)
3 Homes & Health	1,833,110	2,639,050	805,940
4 Organisational Development & Governance	5,032,980	5,503,200	470,220
5 Strategy, Performance & Finance	2,763,570	3,429,470	665,900
6 Total Service Budgets	17,197,900	18,986,600	1,788,700
Other Operating Income & Expenditure			
7 Apprenticeship Levy	45,000	45,000	0
8 Pensions - employer's lump sum	750,000	344,250	(405,750)
9 Corporate Contingencies	200,000	100,000	(100,000)
10 Drainage Levy	718,530	946,800	228,270
11 Total other operating income & expenditure	1,713,530	1,436,050	(277,480)
Financing and Investment income & expenditure			
12 Minimum Revenue Provision (MRP)	911,360	733,420	(177,940)
13 Financial Instruments Adjustment	3,650	3,650	0
14 Interest Payable	341,900	394,900	53,000
15 Interest Receivable	(1,093,580)	(1,693,420)	(599,840)
16 Total Financing and Investment income & expenditure	163,330	(561,450)	(724,780)
Taxation and Non Specific Grant Income			
Other Government Grants			
17 Revenue Support Grant	(508,870)	(228,000)	280,870
18 Rural Services Delivery Grant	(39,860)	(39,860)	0
19 Council Tax Section 31 Grant	(19,000)	0	19,000
20 2022/23 only: Services Grant	0	(143,000)	(143,000)
22 3% Funding Guarantee	0	(817,000)	(817,000)
22 New Homes Bonus (NHB)	0	(888,000)	(888,000)
Non Domestic Rates (NDR)			
23 Retained NDR	(4,754,110)	(8,877,000)	(4,122,890)
24 Spreading of one-third of 2020/21 deficit from reserves	340,750	341,000	250
25 Total Taxation and Non Specific Grant Income	(4,981,090)	(10,651,860)	(5,670,770)
Contributions to or (from) Reserves and Balances			
Contributions to or (from) Unusable Reserves			
26 Reversal of capital expenditure	(3,471,040)	(3,692,200)	(221,160)
27 Reversal of capital income	790,000	790,000	0
Contributions to or (from) Usable Reserves			
28 Contributions to or (from) usable reserves	200,000	292,030	92,030
29 Contributions to or (from) reserves (including NHB)	(3,693,790)	1,159,000	4,852,790
30 Total Contributions to or (from) Reserves and Balances	(6,174,830)	(1,451,170)	4,723,660
31 Net call on Council Tax	7,918,840	7,758,170	(160,670)
Council Tax Adjustments			
32 Brought forward Council Tax deficit	0	100,000	100,000
33 Spreading of one-third of 2020/21 deficit from reserves	47,030	47,000	(30)
34 To be collected through Council Tax	7,965,870	7,905,170	(60,700)

BUDGET SUMMARY - SUBJECTIVE (GENERAL FUND (GF) REVENUE)

CODE	DESCRIPTION	2023/24 EST SET IN MARCH 2022	2023/24 BASE BUDGET	MORE OR (LESS)
111	SALARIES AND WAGES	12,712,170	13,980,870	1,268,700
112	OTHER SALARIES/WAGES PAYMENTS	20,000	20,000	0
113	NATIONAL INSURANCE	1,339,420	1,457,500	118,080
114	SUPERANNUATION	2,474,920	2,939,470	464,550
115	OTHER EMPLOYERS CONTRIBUTIONS	22,680	33,450	10,770
	EMPLOYESS SUB-TOTAL	16,569,190	18,431,290	1,862,100
211	REPAIRS AND MAINTENANCE	765,820	641,150	(124,670)
212	ENERGY COSTS	450,260	478,900	28,640
213	RENT	512,500	450,980	(61,520)
214	RATES	471,580	499,670	28,090
215	WATER SERVICES	127,330	162,090	34,760
216	FIXTURES AND FITTING	5,250	5,500	250
217	CLEANING AND DOMESTIC	30,870	25,400	(5,470)
219	CONTRIBUTION TO FUNDS	513,790	440,050	(73,740)
311	TRANSPORT	844,580	1,055,970	211,390
313	CONTRACT HIRE OP LEASE	7,110	7,470	360
315	CAR ALLOWANCES	81,360	88,660	7,300
411	EQUIPMENT AND FURNITURE	375,870	402,730	26,860
412	MATERIALS	44,010	61,990	17,980
421	CATERING	101,270	113,870	12,600
431	CLOTHING AND UNIFORMS	36,320	37,640	1,320
441	GENERAL OFFICE EXPENSES	322,120	337,870	15,750
451	CONTRACTUAL	1,401,570	1,582,230	180,660
452	OTHER SERVICES	921,220	1,057,060	135,840
461	COMMUNICATIONS	413,310	317,040	(96,270)
461	COMPUTING	847,750	1,140,270	292,520
462	IEG	5,000	0	(5,000)
471	STAFF	35,260	32,130	(3,130)
472	MEMBERS	308,590	314,750	6,160
473	CHAIRMAN	8,530	8,010	(520)
481	GRANTS	496,820	553,720	56,900
482	SUBSCRIPTIONS	80,000	77,680	(2,320)
491	INSURANCE	276,850	283,910	7,060
492	CONTRIBS TO FUNDS AND PROVISNS	214,860	230,640	15,780
493	OTHER	1,616,990	1,787,880	170,890
497	DISCOUNTS	2,920	3,070	150
611	HOUSING BENEFITS	18,293,500	18,648,710	355,210
612	OTHER TRANSFER PAYMENTS	120,900	179,700	58,800
821	CAPITAL CHARGE	3,471,040	3,692,200	221,160
	RUNNING EXPENSES SUB-TOTAL	33,205,150	34,718,940	1,513,790
911	GOVERNMENT GRANTS	(19,526,630)	(20,197,650)	(671,020)
922	CONTRIBUTIONS FROM OTHER LAS	(465,180)	(526,830)	(61,650)
928	RECHARGE NON GF ACCOUNTS	(3,859,510)	(4,117,790)	(258,280)
929	OTHER GRANTS	0	0	0
931	SALES	(446,790)	(553,130)	(106,340)
932	FEES AND CHARGES	(5,228,290)	(5,420,810)	(192,520)
933	RENTS	(1,957,270)	(2,125,430)	(168,160)
938	FEES AND CHARGES	(612,980)	(728,290)	(115,310)
939	OTHER RECEIPTS	(479,790)	(493,700)	(13,910)
	INCOME SUB-TOTAL	(32,576,440)	(34,163,630)	(1,587,190)
	GRAND TOTAL	17,197,900	18,986,600	1,788,700

Budget for Priority Areas	Description
100,000	Increase of £87.5k in Community Grants
55,060	New Post - Bio Diversity Net Gain - Ecology Officer
90,000	Climate Change £41k additional Budget, £49k existing budget for providing the service
12,000	Additional budget for expansion of the Slavery Exploitation Team
102,570	Glass Recycling - new initiative (1/2 year effect) added to the budget
30,000	Increase in budget for Tree Strategy
20,000	Additional contribution to CSG Reserve
409,630	Total

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

COST CENTRE	COST CENTRE NAME	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
A10701	UPKEEP OF DYKES	7,030			350		(140)	7,240
A10816	COMMUNITY SAFETY	23,990		2,990	50		12,000	39,030
A10823	ANTI-SOCIAL BEHAVIOUR	95,860		9,530	320		14,390	120,100
A10826	DOMESTIC VIOLENCE	36,930		2,870	100			39,900
A11002	WASTE & RECYCLING	893,040		184,400	(9,710)	(33,810)	106,270	1,140,190
A11103	SEWERAGE WORKS	35,970			1,798		12,152	49,920
A11104	STREET SCENE STREET CLEANSING	775,110		7,290	5,840		1,500	789,740
A11107	DOG CONTROL	12,600			30		(10)	12,620
A11126	CCTV	156,040			7,010	2,260	680	165,990
A11135	ENVIRONMENTAL HEALTH	735,620		32,100	2,950		(1,890)	768,780
A11136	NEIGHBOURHOOD WARDENS	142,940		10,550	290		(1,240)	152,540
A11331	PARKS AND PLAYING FIELDS	56,680			2,580			59,260
A11335	CLOSED CHURCHYARDS	4,910			120			5,030
A11336	VICAR WATER PARK	59,090	(35,100)	(3,700)	570		12,700	33,560
A11338	SCONCE & DEVON PARK	68,320	(26,630)	25,620	950		2,640	70,900
A11340	ENV SERV MANAGEMENT	219,920		56,460	80			276,460
A11702	ENVIRONMENTAL SCHEMES	17,340			760			18,100
A11923	EMERGENCY PLANNING	53,110		9,920	280		(100)	63,210
A15003	BRUNEL DRIVE DEPOT	84,930	(101,400)		930		660	(14,880)
A15023	STREET SCENE GROUNDS MAINT	123,130		92,980	4,670		26,250	247,030
A26901	VEHICLE POOL AND WORKSHOP	888,560		24,710	55,370		167,970	1,136,610
	Non Capital Sub Total	4,491,120	(163,130)	455,720	75,338	(31,550)	353,832	5,181,330
	Capital	949,550					(278,900)	670,650
	Portfolio Total	5,440,670	(163,130)	455,720	75,338	(31,550)	74,932	5,851,980

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

Code	Description	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
RE111	Salaries And Wages	3,984,860		350,460	6,400		170,880	4,512,600
RE113	National Insurance	389,980		2,780			15,020	407,780
RE114	Superannuation	683,940		102,480			33,610	820,030
	Employee Sub Total	5,058,780		455,720	6,400		219,510	5,740,410
RE211	Repairs And Maintenance	24,220	(8,350)		800			16,670
RE212	Energy Costs	77,610	(77,610)					
RE213	Rent	6,220	(2,370)				2,370	6,220
RE214	Rates	44,790	(44,790)					
RE215	Water Services	27,300	(27,300)					
RE217	Cleaning And Domestic	800			40			840
RE219	Contribution To Funds	105,030	(14,930)				1,250	91,350
RE311	Transport	844,580			49,630		161,760	1,055,970
RE313	Contract Hire Op Lease	7,110			360			7,470
RE315	Car Allowances	20,400			1,030			21,430
RE411	Equipment And Furniture	180,030			17,270		14,960	212,260
RE412	Materials	38,200			2,220		(50)	40,370
RE431	Clothing And Uniforms	27,270			1,370		(20)	28,620
RE441	General Office Expenses	18,740			960		590	20,290
RE451	Contractual	104,180	12,220		5,240		39,500	161,140
RE452	Other Services	177,470			8,890		71,570	257,930
RE461	Communications And Computing	2,610			130		(50)	2,690
RE471	Staff	1,600			100		(20)	1,680
RE482	Subscriptions	280			10			290
RE491	Insurance	66,150			3,310			69,460
RE492	Contribs To Funds And Provisns	180,510			9,030			189,540
RE493	Other	345,570			17,270		24,590	387,430
RE497	Discounts	2,920			150			3,070
RE612	Other Transfer Payments	35,970			1,798		12,152	49,920
RE821	Capital Charge	949,550					(278,900)	670,650
	Running Expenses Sub Total	3,289,110	(163,130)		119,608		49,702	3,295,290
RI922	Contributions From Other Las	(47,300)			(1,140)		6,830	(41,610)
RI928	Recharge Non Gf Accounts	(852,280)			(340)	2,260	(24,130)	(874,490)
RI931	Sales	(100,000)					(81,150)	(181,150)
RI932	Fees And Charges	(1,767,800)			(43,110)	(33,810)	(100,070)	(1,944,790)
RI933	Rents	(13,950)						(13,950)
RI938	Fees And Charges	(125,570)			(6,080)		4,240	(127,410)
RI939	Other Receipts	(320)						(320)
	Income Sub Total	(2,907,220)			(50,670)	(31,550)	(194,280)	(3,183,720)
	Portfolio Total	5,440,670	(163,130)	455,720	75,338	(31,550)	74,932	5,851,980

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

COST CENTRE	COST CENTRE NAME	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
A10105	NEWARK CASTLE/CASTLE GROUNDS	145,420	(6,490)	48,580	660		(104,800)	83,370
A10108	NCWC NEWARK MUSEUM	21,980	(77,060)	316,800	1,200		44,900	307,820
A10109	RESOURCE CENTRE	702,630	(35,380)	(648,200)	60		450	19,560
A10110	CULTURAL EVENTS	30,000						30,000
A10813	LAND CHARGES	(22,510)	22,350	2,450	80	(29,490)	(6,460)	(33,580)
A10814	LICENSING ADMIN	(27,120)		930	670		(1,250)	(26,770)
A10834	SOUTHWELL LIBRARY SERVICE						1,760	1,760
A11101	PUBLIC CONVENIENCES	41,940	(2,630)		2,040		(140)	41,210
A11443	PALACE THEATRE		(116,900)	357,630	2,020		(55,940)	186,810
A11573	PROMOTION OF TOURISM	179,600	28,800	1,400	4,640			214,440
A11574	SHERWOOD YOUTH HOSTEL	(10,300)					(7,850)	(18,150)
A11578	TOWN CENTRE MANAGEMENT	77,190		1,830	620	3,680	(500)	82,820
A11579	NEWARK TOWN CYCLE RACES						25,000	25,000
A11601	GROWTH TECHNICAL SUPPORT	235,500	(23,080)	5,480		(5,590)	700	213,010
A11604	DEVELOPMENT MANAGEMENT	181,450	50	7,220	3,400	37,600	164,000	393,720
A11605	PLANNING POLICY	293,740		14,437		52,493	(44,710)	315,960
A11606	BUILDING CONTROL	111,070					(970)	110,100
A11610	LOCAL DEVELOPMENT FRAMEWORK	51,500			2,500			54,000
A11611	COMMUNITY INFRASTRUCTURE LEVY	27,060		1,970	270		(29,300)	
A11614	HIGH STREET HAZ						11,250	11,250
A11615	TREE SERVICES		730	6,610		45,410	1,860	54,610
A11731	STREET NAMING	27,410	(50)	2,720			(1,530)	28,550
A11810	NEWARK BEACON	(6,550)		15,790	6,840		(78,480)	(62,400)
A11813	SUTTON ON TRENT WORKSHOPS	(33,420)			310		(840)	(33,950)
A11814	CREWE CLOSE BLIDWORTH WORKSHOP	(50,460)			390		770	(49,300)
A11815	BOUGHTON WORKSHOPS	(43,880)			40		3,660	(40,180)
A11816	CHURCH FARM WORKSHOPS	(27,490)			260		6,390	(20,840)
A11817	BILSTHORPE WORKSHOPS	(45,700)			20		300	(45,380)
A11818	BURMA ROAD WORKSHOPS	(16,110)			20		(100)	(16,190)
A11821	CLIPSTONE WORKSHOPS	(46,780)			20		1,710	(45,050)
A11822	BOUGHTON ADVANCE FACTORY	(45,630)			20		(3,250)	(48,860)
A11823	CLIPSTONE ADVANCED FACTORIES	(44,930)			20		(20)	(44,930)
A11824	SHERWOOD FOREST CRAFT CENTRE	(12,810)			2,820		2,660	(7,330)
A11826	CLIPSTONE HOLDING CENTRE	14,160			20		(47,580)	(33,400)
A11828	LEACH WAY BLIDWORTH ADV	(38,290)			120		2,470	(35,700)
A11835	BUTTERMARKET	(94,500)		6,440	3,340		(10,800)	(95,520)
A11836	GATEWAY LODGE	(11,520)			(220)		3,150	(8,590)
A11837	FARRAR CLOSE						(52,200)	(52,200)
A11838	BEAUMOND CROSS	(55,450)			(830)		3,670	(52,610)
A11850	TOM MANN PAVILION					10,450	3,120	13,570
A11851	ECONOMIC GROWTH	429,260	(28,800)	6,327	1,000	3,500	(52,677)	358,610
A11886	32 STODMAN STREET	5,380			80		540	6,000
A11922	COMMISSIONING CONTRIBUTIONS	110,650					25,700	136,350
A12001	PARKING SERVICES ADMIN	166,130		9,060	710	43,250	(1,180)	217,970
A12011	SURFACE CAR PARKS NEWARK	(460,980)			5,640		(38,690)	(494,030)
A12014	NEWARK LORRY PARK	(398,330)		5,500	(3,380)		(95,070)	(491,280)
A12016	SURFACE CAR PARKS BOWBRIDGE RD						(100,000)	(100,000)
A12019	SURFACE CAR PARK OLLERTON	8,270			240		280	8,790
A12401	OTHER PROPERTIES & WSHOP VOIDS	85,880	(100,550)		520		35,000	20,850
A15002	CREW LANE DEPOT	(17,670)			20		960	(16,690)
C54070	TOWNS FUND			9,570			(9,570)	
	Non Capital Sub Total	1,435,790	(339,010)	172,544	36,180	161,303	(403,607)	1,063,200
	Capital	691,780					(192,080)	499,700
	Portfolio Total	2,127,570	(339,010)	172,544	36,180	161,303	(595,687)	1,562,900

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

Code	Description	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
RE111	Salaries And Wages	2,603,160	740	91,415	510	172,681	187,514	3,056,020
RE113	National Insurance	254,450		18,578		15,180	18,492	306,700
RE114	Superannuation	446,070		62,551		22,462	33,427	564,510
	Employee Sub Total	3,303,680	740	172,544	510	210,323	239,433	3,927,230
RE211	Repairs And Maintenance	369,410	(87,640)		4,150	6,800	(14,970)	277,750
RE212	Energy Costs	212,350	(67,120)		24,150		(33,150)	136,230
RE213	Rent	501,080			7,570		(71,560)	437,090
RE214	Rates	309,360	(51,800)		4,620		9,790	271,970
RE215	Water Services	56,790	(12,210)		770		5,790	51,140
RE217	Cleaning And Domestic	2,790			120		500	3,410
RE219	Contribution To Funds	260,890	(26,250)		80		(100,080)	134,640
RE315	Car Allowances	16,600	(300)		200	500	1,670	18,670
RE411	Equipment And Furniture	15,340			590		870	16,800
RE412	Materials	5,580			90	15,000	740	21,410
RE421	Catering	89,180			570		11,850	101,600
RE431	Clothing And Uniforms	2,570			50		(370)	2,250
RE441	General Office Expenses	132,330			4,540	29,030	(23,210)	142,690
RE451	Contractual	498,700	(71,760)		7,140	3,650	6,170	443,900
RE452	Other Services	352,650	(102,180)		9,900	35,510	10,170	306,050
RE459	Not Used		113,000					113,000
RE461	Communications And Computing	70,690	(2,520)		1,680		(9,110)	60,740
RE462	IEG	5,000	(5,000)					
RE471	Staff	9,050	(50)		20	2,000	(240)	10,780
RE481	Grants	126,150			780		25,700	152,630
RE482	Subscriptions	10,950			480		450	11,880
RE492	Contribs To Funds And Provisns	24,350			1,000			25,350
RE493	Other	628,750	(25,920)		510	1,000	(61,740)	542,600
RE821	Capital Charge	691,780					(192,080)	499,700
	Running Expenses Sub Total	4,392,340	(339,750)		69,010	93,490	(432,810)	3,782,280
RI911	Government Grants					(142,510)	(154,580)	(297,090)
RI928	Recharge Non Gf Accounts	(148,410)			(2,310)		(55,790)	(206,510)
RI931	Sales	(344,730)	500		(710)		(25,100)	(370,040)
RI932	Fees And Charges	(2,929,710)			(10,350)		14,620	(2,925,440)
RI933	Rents	(1,487,970)	(500)		(11,750)		(92,550)	(1,592,770)
RI938	Fees And Charges	(487,410)			(8,220)		(105,250)	(600,880)
RI939	Other Receipts	(170,220)					16,340	(153,880)
	Income Sub Total	(5,568,450)			(33,340)	(142,510)	(402,310)	(6,146,610)
	Portfolio Total	2,127,570	(339,010)	172,544	36,180	161,303	(595,687)	1,562,900

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

COST CENTRE	COST CENTRE NAME	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
A10211	NORTHGATE ROUGH SLEEPER ACCOM				12,980			12,980
A10212	PRIVATE SECTOR SPEECH CALL	(84,150)					4,940	(79,210)
A10213	HOUSING OPTIONS	342,190		88,730	23,720		45,450	500,090
A10215	STRATEGIC HSG (WAS COMMUNITY)	95,550				51,530	1,200	148,280
A10904	COUNCIL TAX	(14,300)		30,810	(1,380)		17,540	32,670
A10905	RENT ALLOWANCES	(110,340)			(2,140)			(112,480)
A10907	RENT REBATES	(31,850)			(620)			(32,470)
A10908	HOUSING BENEFIT ADMIN	103,110		33,580	(5,400)		(24,510)	106,780
A11110	NATIONAL ASSISTANCE ACT BURIAL	1,650			420		(170)	1,900
A11305	SOUTHWELL LEISURE CENTRE	10,000						10,000
A11314	LINCOLN ROAD SPORTS HALL	9,910	(9,220)	(3,360)			2,670	
A11321	NEIGHBOURHOOD CENTRES	15,340					(5,610)	9,730
A11339	NEWARK SPORTS HUB	950					(1,000)	(50)
A11442	ARTS & COMMUNITY DEVELOPMENT	32,730					2,270	35,000
A11576	ACTIVE 4 TODAY	350,000					136,670	486,670
A11583	HEALTH & COMMUNITY RELATIONS	450,590		50,520		82,100	(15,260)	567,950
A11607	ENERGY AND HOME SUPPORT	76,560		640			(6,370)	70,830
A11932	COMMUNITY LOTTERY	1,000					(1,000)	
	Non Capital Sub Total	1,248,940	(9,220)	200,920	27,580	133,630	156,820	1,758,670
	Capital	584,170					296,210	880,380
	Portfolio Total	1,833,110	(9,220)	200,920	27,580	133,630	453,030	2,639,050

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

Code	Description	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
RE111	Salaries And Wages	1,566,640		142,610	330	141,240	(32,670)	1,818,150
RE113	National Insurance	152,250		13,120		14,320	(1,530)	178,160
RE114	Superannuation	265,180		45,190		26,950	(2,070)	335,250
	Employee Sub Total	1,984,070	0	200,920	330	182,510	(36,270)	2,331,560
RE211	Repairs And Maintenance	3,000						3,000
RE212	Energy Costs	36,460	(7,060)		5,600			35,000
RE213	Rent	5,200			100			5,300
RE215	Water Services	14,210	(2,010)		610		2,730	15,540
RE216	Fixtures And Fitting	5,250			250			5,500
RE217	Cleaning And Domestic	12,150	(150)		600			12,600
RE219	Contribution To Funds	10,200					(5,200)	5,000
RE315	Car Allowances	13,710			640			14,350
RE411	Equipment And Furniture	7,720			80		(800)	7,000
RE441	General Office Expenses	5,780			70		(2,620)	3,230
RE451	Contractual	401,280			730		127,370	529,380
RE452	Other Services	33,410			940		(5,400)	28,950
RE461	Communications And Computing	85,590			1,660		3,010	90,260
RE471	Staff	3,160			10		(920)	2,250
RE481	Grants	19,220			420		9,830	29,470
RE482	Subscriptions	2,160					(2,160)	
RE492	Contribs To Funds And Provisns	10,000					5,750	15,750
RE493	Other	457,860			1,410		107,610	566,880
RE611	Housing Benefits	18,293,500			355,210			18,648,710
RE612	Other Transfer Payments	84,930					44,850	129,780
RE821	Capital Charge	1,374,170					296,210	1,670,380
	Running Expenses Sub Total	20,878,960	(9,220)	0	368,330	0	580,260	21,818,330
RI911	Government Grants	(19,526,630)			(373,930)			(19,900,560)
RI922	Contributions From Other Las	(417,880)			(3,340)		(64,000)	(485,220)
RI928	Recharge Non Gf Accounts	(168,190)				(48,880)	28,940	(188,130)
RI932	Fees And Charges	(368,130)			(30)		(31,520)	(399,680)
RI933	Rents	(242,360)			41,040		(2,610)	(203,930)
RI939	Other Receipts	(306,730)			(4,820)		(21,770)	(333,320)
	Income Sub Total	(21,029,920)	0	0	(341,080)	(48,880)	(90,960)	(21,510,840)
	Portfolio Total	1,833,110	(9,220)	200,920	27,580	133,630	453,030	2,639,050

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

COST CENTRE	COST CENTRE NAME	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
A10601	ELECTORAL REGISTRATION	105,090			50	10,000	(5,290)	109,850
A10802	ICT	831,600		65,420	(450)	26,930	(17,810)	905,690
A10803	INTERNAL AUDIT	84,490			1,640		(4,730)	81,400
A10809	CUSTOMER SERVICES	560,520		72,220	700		(65,780)	567,660
A10812	HUMAN RESOURCES	249,290		13,410			14,080	276,780
A10818	COMMITTEE SECTION	286,920		19,490			(1,650)	304,760
A10819	LEGAL SECTION	419,480	(99,210)	9,620	140		(73,580)	256,450
A10832	CENTRAL TELEPHONES	112,910			2,230		20,790	135,930
A10833	CENTRAL POSTAGES	45,310					(490)	44,820
A10841	CENTRAL PERSONNEL EXPENSES	128,120			2,630		(19,740)	111,010
A10842	OTHER EMPLOYEE EXPENSES	20,400					3,820	24,220
A10845	INFORMATION GOVERNANCE	87,120		4,120			210	91,450
A10896	TRANSFORMATION	337,800		28,500		4,270	(21,220)	349,350
A10898	ADMINISTRATION SERVICES	363,600		30,510			(32,490)	361,620
A10899	INSURANCE CLAIMS	10,300	190,250		3,690		39,400	243,640
A10901	CLIMATE CHANGE						41,000	41,000
A11122	RISK MANAGEMENT	111,310		8,590	1,100		(38,460)	82,540
A11819	JUBILEE BRIDGE	10,510			510		(1,120)	9,900
A11831	CASTLE HOUSE	255,030		6,630	28,290		(83,830)	206,120
A11839	OLLERTON OFFICE						20,850	20,850
A11901	MEMBERS EXPENSES	318,970			160		11,230	330,360
A11902	CIVIC EXPENSES	22,070			1,050		(540)	22,580
A12301	ELECTION EXPENSES	37,630			1,880			39,510
A12510	DEMOCRATIC REPRESENTATION	520					(520)	
A12512	ETHICAL GOVERNANCE & STANDARDS	310					(310)	
A15013	A4T ICT RECHARGES	(10)					10	
A15028	COMBINED SERVICE COSTS	153,990					(2,490)	151,500
A15029	CORPORATE PRINTERS	25,840					(6,390)	19,450
	Non Capital Sub Total	4,579,120	91,040	258,510	43,620	41,200	(225,050)	4,788,440
	Capital	453,860					260,900	714,760
	Portfolio Total	5,032,980	91,040	258,510	43,620	41,200	35,850	5,503,200

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

Code	Description	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
RE111	Salaries And Wages	3,062,980	(76,520)	171,470	170	21,270	(9,030)	3,170,340
RE112	Other Salaries/Wages Payments	20,000						20,000
RE113	National Insurance	301,460	(9,300)	14,390		1,680	800	309,030
RE114	Superannuation	524,830	(13,390)	72,650		3,980	1,430	589,500
RE115	Other Employers Contributions	22,680					10,770	33,450
	Employee Sub Total	3,931,950	(99,210)	258,510	170	26,930	3,970	4,122,320
RE211	Repairs And Maintenance	127,300			2,470		38,760	168,530
RE212	Energy Costs	111,490			23,810		(950)	134,350
RE214	Rates	114,250			2,220		4,360	120,830
RE215	Water Services	11,380			220		3,840	15,440
RE217	Cleaning And Domestic	15,130			290		(10,420)	5,000
RE219	Contribution To Funds	29,900			80		(710)	29,270
RE315	Car Allowances	13,500			50		(750)	12,800
RE411	Equipment And Furniture	171,750			3,150		(10,880)	164,020
RE412	Materials	230					(20)	210
RE421	Catering	11,060			210			11,270
RE431	Clothing And Uniforms	5,940			290		(10)	6,220
RE441	General Office Expenses	71,830			30		2,400	74,260
RE451	Contractual	207,640	4,120		2,870		(1,740)	212,890
RE452	Other Services	165,200	730		3,170	4,270	15,570	188,940
RE461	Communications And Computing	939,320			13,010	10,000	183,870	1,146,200
RE471	Staff	8,050			190		(700)	7,540
RE472	Members	308,590					6,160	314,750
RE473	Chairman	8,530			370		(890)	8,010
RE482	Subscriptions	12,460			360		(1,920)	10,900
RE491	Insurance	25,300	185,400		4,350		(600)	214,450
RE493	Other	183,980			4,470		2,520	190,970
RE821	Capital Charge	453,860					260,900	714,760
	Running Expenses Sub Total	2,996,690	190,250		61,610	14,270	488,790	3,751,610
RI928	Recharge Non Gf Accounts	(1,549,770)			(16,620)		(380,980)	(1,947,370)
RI931	Sales	(2,060)					120	(1,940)
RI932	Fees And Charges	(131,110)			(1,540)		25,740	(106,910)
RI933	Rents	(212,720)					(101,790)	(314,510)
	Income Sub Total	(1,895,660)			(18,160)		(456,910)	(2,370,730)
	Portfolio Total	5,032,980	91,040	258,510	43,620	41,200	35,850	5,503,200

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

COST CENTRE	COST CENTRE NAME	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
A10104	GILSTRAP INTERPRETATION CENTR	3,680	2,630		(120)		(740)	5,450
A10804	PAYMENTS & RECEIPTS	1,820			30		(13,140)	(11,290)
A10805	INCOME SECTION	113,730		12,250	80		(4,060)	122,000
A10806	BANK CHARGES	141,590			2,740			144,330
A10810	COMMUNICATIONS	338,850		30,390	320		(21,860)	347,700
A10864	SENIOR LEADERSHIP TEAM	747,920	99,210	33,740	(8,400)		36,100	908,570
A10865	CORPORATE ASSET DEVELOPMENT	15,020		13,070		(5,470)	130,250	152,870
A10895	FINANCIAL SERVICES	671,340	(190,250)	48,180	(2,890)	43,370	(60,510)	509,240
A10897	PROCUREMENT	39,010			760			39,770
A10911	BUSINESS RATES PROPERTY UNIT	40,000		5,430	(1,030)		(29,210)	15,190
A11334	PRIVATE ESTATES	8,550			260			8,810
A11833	HAYSIDE COTTAGE LOWFIELD LANE	7,340			320		(7,660)	
A11834	REPAIRS & MAINT - A4T						7,290	7,290
A11841	CORPORATE PROPERTY	432,300		18,690	630	50,230	6,410	508,260
A11842	DEVELOPMENT COSTS	56,290			1,090		(57,380)	
A11846	VICAR WATER PROPERTY		55,970				(7,810)	48,160
A11847	LINCOLN ROAD PROPERTY		21,820				(840)	20,980
A11848	SCONCE & DEVON PROPERTY		61,090				(9,160)	51,930
A11849	BRUNEL DRIVE DEPOT PROPERTY		134,020			152,980	(134,860)	152,140
A11855	NEWARK CASTLE PROPERTY					5,300	100,000	105,300
A11856	NCWM PROPERTY		(42,100)		5,320	168,790	(5,200)	126,810
A11857	PALACE THEATRE PROPERTY		31,500		5,500	13,760	5,350	56,110
A11858	RESOURCE CENTRE PROPERTY		246,430		5,000	1,590	(161,230)	91,790
A11911	OTHER FINANCIAL TRANSACTIONS	(599,130)		(324,200)			5,730	(917,600)
A11921	GRANTS AND CONCESSIONS	351,450			6,830		13,340	371,620
A11940	COMMUNITY GRANT SCHEME					75,000	25,000	100,000
A12520	CORPORATE MANAGEMENT	186,130			3,610		(56,820)	132,920
A12530	NON DISTRIBUTED COSTS	206,000			4,000		(15,590)	194,410
	Non Capital Sub Total	2,761,890	420,320	(162,450)	24,050	505,550	(256,600)	3,292,760
	Capital	1,680					135,030	136,710
	Portfolio Total	2,763,570	420,320	(162,450)	24,050	505,550	(121,570)	3,429,470

2023/24 General Fund Revenue Base Budget approved by Full Council in March 2022 compared to current 2023/24 Draft Budget (February 2023)

Code	Description	2023/24 EST SET IN MARCH	2023-24 REALIGNMENTS	SALARY UPLIFT	INFLATIONARY CHANGES	2023-24 VARIATIONS APPROVED	CHANGES REQUESTED	FINAL 2023/24 BASE BUDGET
RE111	Salaries And Wages	1,494,530	76,520	(241,180)	30	88,130	5,730	1,423,760
RE113	National Insurance	241,280	9,300	5,250				255,830
RE114	Superannuation	554,900	13,390	73,480	4,000		(15,590)	630,180
	Employee Sub Total	2,290,710	99,210	(162,450)	4,030	88,130	(9,860)	2,309,770
RE211	Repairs And Maintenance	241,890	18,620		130	84,910	(170,350)	175,200
RE212	Energy Costs	12,350	53,090		18,230	146,970	(57,320)	173,320
RE213	Rent							2,370
RE214	Rates	3,180	43,040		60	106,870	(43,910)	106,870
RE215	Water Services	17,650	71,760		340		(9,780)	79,970
RE217	Cleaning And Domestic		3,150				400	3,550
RE219	Contribution To Funds	107,770	42,950		1,860		27,210	179,790
RE315	Car Allowances	17,150			330		3,930	21,410
RE411	Equipment And Furniture	1,030	1,690		20		(90)	2,650
RE421	Catering	1,030			20		(50)	1,000
RE431	Clothing And Uniforms	540			10			550
RE441	General Office Expenses	93,440			160		3,800	97,400
RE451	Contractual	189,770	86,040		3,710	3,670	(48,270)	234,920
RE452	Other Services	192,490	(730)		3,910		(33,480)	162,190
RE461	Communications And Computing	162,850			3,190		(8,620)	157,420
RE471	Staff	13,400			240		(3,760)	9,880
RE481	Grants	351,450			6,830		13,340	371,620
RE482	Subscriptions	54,150			1,050		(590)	54,610
RE491	Insurance	185,400	(185,400)					
RE493	Other	830				75,000	24,170	100,000
RE821	Capital Charge	1,680					135,030	136,710
	Running Expenses Sub Total	1,648,050	134,210		40,090	417,420	(168,340)	2,071,430
RI928	Recharge Non Gf Accounts	(1,140,860)	186,900		(19,400)		72,070	(901,290)
RI932	Fees And Charges	(31,540)			(620)		(11,830)	(43,990)
RI933	Rents	(270)						(270)
RI939	Other Receipts	(2,520)			(50)		(3,610)	(6,180)
	Income Sub Total	(1,175,190)	186,900		(20,070)		56,630	(951,730)
	Portfolio Total	2,763,570	420,320	(162,450)	24,050	505,550	(121,570)	3,429,470

PLANNING (STATUTORY)

List of Statutory and Discretionary Fees and Charges

In addition to the statutory planning fees listed below, developments may also be liable to pay a Community Infrastructure Levy (CIL) charge – please see Planning (Discretionary) fees and charges.

Payment can be made by debit or credit card using either our on-line service at <https://www.newark-sherwooddc.gov.uk/paymentstotheCouncil/> (available 24 hours a day, 365 days a year), by BACS (please email planning@nsdc.info to inform payment has been made, including application reference (if known), amount and site address) or by telephoning us on 01636 650000. Please note, we no longer accept payments by cheque.

Statutory planning fees		
Category of development	2022/23 Charge	2023/24 Charge
I. Operations		
1. The erection of dwellinghouses (other than development in category 6), [includes the building of new flats].	<p>(1) Where the application is for outline planning permission and:</p> <ul style="list-style-type: none"> a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000. <p>(1A) Where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <ul style="list-style-type: none"> a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000. <p>(1A) Where the application is for permission in principle £402 for each 0.1ha of the site area.</p>
	<p>(2) in other cases:</p> <ul style="list-style-type: none"> a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse; b) where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000. 	<p>(2) in other cases:</p> <ul style="list-style-type: none"> a) where the number of dwellinghouses to be created by the development is 50 or fewer, £462 for each dwellinghouse; b) where the number of dwellinghouses to be created by the development exceeds 50, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.

	<p>(1) Where the application is for outline planning permission and:</p> <ul style="list-style-type: none"> a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000. <p>(1A) Where the application is for permission in principle</p> <p>£402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <ul style="list-style-type: none"> a) the site area does not exceed 2.5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000. <p>(1A) Where the application is for permission in principle</p> <p>£402 for each 0.1ha of the site area.</p>
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2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7).

<p>(2) in other cases:</p> <p>a) where no floor space (as measured to the outside wall) is to be created by the development, £234;</p> <p>b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £234;</p> <p>c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £462;</p> <p>d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £462 for each 75 square metres (or part thereof) of that area;</p> <p>e) where the area of gross floor space to be created by the development exceeds 3750 square metres, £22,859; and an additional £138 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £300,000.</p>	<p>(2) in other cases:</p> <p>a) where no floor space (as measured to the outside wall) is to be created by the development, £234;</p> <p>b) where the area of gross floor space to be created by the development does not exceed 40 square metres, £234;</p> <p>c) where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres, £462;</p> <p>d) where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, £462 for each 75 square metres (or part thereof) of that area;</p> <p>e) where the area of gross floor space to be created by the development exceeds 3750 square metres, £22,859; and an additional £138 for each 75 square metres (or part thereof) in excess of 3750 square metres, subject to a maximum in total of £300,000.</p>
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	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>	<p>(1) Where the application is for outline planning permission and:</p> <p>(a) the site area does not exceed 2.5 hectares, £462 each 0.1 hectare (or part thereof) of the site area;</p> <p>(b) the site area exceeds 2.5 hectares, £11,432; and an additional £138 for each additional hectare (or part thereof) in excess of 2.5 hectares, subject to a maximum in total of £150,000.</p> <p>(1A) where the application is for permission in principle £402 for each 0.1ha of the site area.</p>
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3. The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4).

(2) in other cases:
 (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, **£96**;
 (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, **£462**;
 (c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, **£462** for the first 540 square metres, and an additional **£462** for each 75 square metres (or part thereof) in excess of 540 square metres; and
 (d) where the area of gross floor space to be created by the development exceeds 4215 square metres, **£22,859**; and an additional **£138** for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of **£300,000**.

(2) in other cases:
 (a) where the area of gross floor space to be created by the development does not exceed 465 square metres, **£96**;
 (b) where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres, **£462**;
 (c) where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres, **£462** for the first 540 square metres, and an additional **£462** for each 75 square metres (or part thereof) in excess of 540 square metres; and
 (d) where the area of gross floor space to be created by the development exceeds 4215 square metres, **£22,859**; and an additional **£138** for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in total of **£300,000**.

<p>4. The erection of glasshouses on land used for the purposes of agriculture.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £96; (2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580.</p>	<p>(1) Where the area of gross floor space to be created by the development does not exceed 465 square metres, £96; (2) where the area of gross floor space to be created by the development exceeds 465 square metres, £2,580.</p>
<p>5. The erection, alteration or replacement of plant or machinery.</p>	<p>(1) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; (2) Where the site area exceeds 5 hectares, £22,859; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £300,000.</p>	<p>(1) Where the site area does not exceed 5 hectares, £462 for each 0.1 hectare (or part thereof) of the site area; (2) Where the site area exceeds 5 hectares, £22,859; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares, subject to a maximum in total of £300,000.</p>
<p>6. The enlargement, improvement or other alteration of existing dwelling houses.</p>	<p>(1) Where the application relates to one dwellinghouse, £206; (2) Where the application relates to two or more dwellinghouses, £407.</p>	<p>(1) Where the application relates to one dwellinghouse, £206; (2) Where the application relates to two or more dwellinghouses, £407.</p>
<p>7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse, for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse.</p>	<p>£206</p>	<p>£206</p>
<p>8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.</p>	<p>£234</p>	<p>£234</p>

<p>9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 7.5 hectares, £38,070; and an additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £300,000.</p>	<p>(1) Where the site area does not exceed 7.5 hectares, £508 for each 0.1 hectare (or part thereof) of the site area; (2) where the site area exceeds 7.5 hectares, £38,070; and an additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares, subject to a maximum in total of £300,000.</p>
<p>10. A The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.</p>	<p>Where the site area: (a) does not exceed 15 hectares, £257 for each 0.1 hectare of the site area, (b) exceeds 15 hectares, £38,520; and an additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.</p>	<p>Where the site area: (a) does not exceed 15 hectares, £257 for each 0.1 hectare of the site area, (b) exceeds 15 hectares, £38,520; and an additional £151 for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £78,000.</p>

<p>11. The carrying out of any operations not coming within any of the above categories.</p>	<p>1. In the case of operations for the winning and working of minerals: (a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (b) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000; 2. In any other case, £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028.</p>	<p>1. In the case of operations for the winning and working of minerals: (a) where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area; (b) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000; 2. In any other case, £234 for each 0.1 hectare (or part thereof) of the site area, subject to a maximum in total of £2,028.</p>
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II. Uses of Land		
<p>1. The change of use of a building to use as one or more separate dwellinghouses.</p>	<p>1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse; (b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000;</p>	<p>1. Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses: (a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each additional dwellinghouse; (b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000;</p>
	<p>(2) in all other cases:</p>	<p>(2) in all other cases:</p>
	<p>(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse;</p>	<p>(a) where the change of use is to use as 50 or fewer dwellinghouses, £462 for each dwellinghouse;</p>
	<p>(b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>	<p>(b) where the change of use is to use as more than 50 dwellinghouses, £22,859; and an additional £138 for each dwellinghouse in excess of 50 dwellinghouses, subject to a maximum in total of £300,000.</p>

<p>2. The use of land for:</p> <p>a) the disposal of refuse or waste materials;</p> <p>b) the deposit of material remaining after minerals have been extracted from land; or</p> <p>c) the storage of minerals in the open.</p>	<p>(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000.</p>	<p>(1) Where the site area does not exceed 15 hectares, £234 for each 0.1 hectare (or part thereof) of the site area;</p> <p>(2) where the site area exceeds 15 hectares, £34,934; and an additional £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a maximum in total of £78,000.</p>
<p>3. The making of a material change in the use of a building or land (other than a material change of use in category 11 or 12(a), (b) or (c)).</p>	<p>£462</p>	<p>£462</p>
<p>III. Scale of Fees in Respect of Applications for Consent to Display Advertisements</p>		
<p>1. Advertisements displayed externally on business premises, the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters:</p> <p>a) the nature of the business or other activity carried on the premises;</p> <p>b) the goods sold or the services provided on the premises; or</p> <p>c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.</p>	<p>£132</p>	<p>£132</p>
<p>2. Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.</p>	<p>£132</p>	<p>£132</p>
<p>3. All other advertisements.</p>	<p>£462</p>	<p>£462</p>

Lawful development certificate (LDC)		
LDC – Section 191(1)(a) or (b) application for a certificate to establish the lawfulness of an existing land-use, or of development already carried out.	Same as Full for that use or operation	Same as Full for that use or operation
LDC – Section 191(1) (c) application for a certificate to establish that it was lawful not to comply with a particular condition or other limitation imposed	£234	£234
LDC – Section 192(1)(a) or (b) application for a certificate to state that a proposed use or development would be lawful.	Half the normal planning fee if submitting a new application for that use or operation.	Half the normal planning fee if submitting a new application for that use or operation.
Prior approval		
Construction of new dwellinghouses: 50 dwellinghouses or fewer	£334 for each dwellinghouse	£334 for each dwellinghouse
Construction of new dwellinghouses: More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000
Additional storeys on a home	£96	£96
Enlargement of a dwellinghouse (which exceeds the limits in paragraph A.1(f) of Part 1 Class A of Schedule 2	£96	£96
Agricultural and Forestry buildings & operations	£96	£96
Demolition of buildings	£96	£96
Communications (previously referred to as ‘Telecommunications Code Systems Operators’)	£462	£462
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)	£96	£96
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery	£96	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery	£96	£96

Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)	£96	£96
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)	£96	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£96; or £206 if it includes building operations in connection with the change of use	£96; or £206 if it includes building operations in connection with the change of use
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)	£96; or £206 if it includes building operations in connection with the change of use	£96; or £206 if it includes building operations in connection with the change of use
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)	£96	£96
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)	£96; or £206 if it includes building operations in connection with the change of use	£96; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Use Class A3)	£96; or £206 if it includes building operations in connection with the change of use	£96; or £206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)	£96	£96
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)	£96	£96

Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop	£96	£96
Erection, extension or alteration of a university building	£96	£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use	£96	£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt	£96	£96

Reserved matters		
Application for approval of reserved matters following outline approval	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462	In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462
Approval/variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission	£234	£234
Request to discharge one or more planning conditions or for confirmation of compliance with one or more planning conditions. No charge is made for the following:- <ul style="list-style-type: none"> • Requests relating to Listed Building Consent • Requests relating to Tree Works Consent 	£34 per request for Householder otherwise £116 per request	£34 per request for Householder otherwise £116 per request
Application for a non-material amendment following a grant of planning permission or permission in principle		
Applications in respect of householder developments	£34	£34
Applications in respect of other developments	£234	£234
Hazardous substances consents		
For proposals involving the presence of a substance in excess of twice the controlled quantity	£400	£400
For applications where no one substance exceeds twice the controlled quantity	£250	£250
An application for the removal of conditions attached to a grant of consent or for the continuation of a consent upon partial change in ownership of the land	£200	£200
Certificates of Appropriate Alternative Development		
Applications in respect of certificates of appropriate alternative development	£234	£234

Concessions	
Exemptions from payment:	Details of when exemptions apply are set out within The Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (England) Regulations (as amended) (https://www.legislation.gov.uk/uksi/2012/2920/contents/made). Additionally, exemptions for other types of application are detailed below.
	For alterations, extensions, etc. to a dwelling house , where the alteration is for the benefit of a registered disabled person
	An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
	Listed Building Consent
	Planning applications for demolition of unlisted buildings within conservation areas.
	Works to Trees covered by a Tree Preservation Order or in a Conservation Area
	Hedgerow Removal
	If the proposal is the first revision of an application for development of the same character or description on the same site by the same applicant within 12 months of making the earlier application if withdrawn, or the date of decision if granted or refused and NOT a duplicate application made by the same applicant within 28 days then a “free-go” exemption may be available. Applicants cannot benefit from more than one free-go per application site. This table (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574500/When_are_applications_eligible_for_a_free_go_.pdf) sets out the type of application which can benefit from a “free go” and the conditions and requirements to be eligible.
	An application for a “free-go” needs to be received by 5pm no the working day it expires (e.g. if a decision notice is dated 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).
	If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
	There is no fee for a prior approval application where a planning application for the same site is submitted at the same time by or on behalf of the same person
	If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person.
	An application for a “free-go” needs to be received by 5pm no the working day it expires (e.g. if a decision notice is dated or the 12 March 2020 the “free-go” can be submitted up to and including 5pm on 12 March 2021).
	If the application is for consent to display an advertisement which results from a direction under Regulation 7 of The Town and Country Planning (Control of Advertisements) (England) Regulations 2007 dis-applying deemed consent under Regulation 6 to the advertisement in question
	If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

<p>If the application is for a Certificate of Lawfulness of Proposed Works to a listed building</p> <p>'Second application' exemption for applications for prior approval under Part 20 Construction of up to 2 storeys to create new flats on the topmost residential storey of a building which is an existing purpose-built, detached block of flats which are made by the same applicant, in respect of the same character or description of development on the same site or part of the same site and within 12 months of a determination of an earlier application (where a fee has previously been paid) under Part 20 or, in the case of an earlier application under Part 20 which was withdrawn, the date when that application was received by the local planning authority.</p>
<p>Reductions to payments</p>
<p>If the application is being made on behalf of a non-profit making sports club, society or other organisation for making a material change of use or works for playing fields not involving buildings then the fee is £462</p>
<p>If the application is being made on behalf of a parish or community council then the fee is 50% of the application fee (with the exception of submissions for discharge of conditions where the full fee is payable).</p>
<p>If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, the fee shall be:</p> <p>(a) the highest of the amounts calculated for each of the alternative proposals, plus</p> <p>(b) an amount equal to the sum of all the alternative proposal added together (excluding that calculated under (a)) divided by 2.</p>
<p>In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462.</p>
<p>If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50% of the fee due if a full planning application were submitted.</p>
<p>If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others.</p>
<p>Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable (this does not apply if residential (dwellinghouses) are proposed).</p>

PLANNING (DISCRETIONARY)

Newark and Sherwood’s Planning Development and Planning Policy departments produces a variety of documents, many of which can be obtained free of charge, however on occasion we may need to charge for our documents and discretionary services on a cost-recovery basis to enable them to continue to be provided.

Pre Application Advice

Why Apply?

The pre-application phase of development management is part of a positive and proactive planning process. Engagement prior to a planning application being formally submitted can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of and any constraints on development.

It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties.

We provide a comprehensive pre-application advice service. In order to provide a high quality and efficient service, which includes amongst other things consultation with key stakeholders, a service fee is required. Pre-application advice will:

- Identify and assess the prospective application against Council policies and standards;
- Where requested, arrange to attend a meeting with the prospective applicant (normally at the Council Offices);
- Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability; and
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week. If you then wish to proceed, the fee must be paid in full prior to any advice being issued.

Qualification

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to formal public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Processing of Planning Applications Submitted After Advice Sought

The planning service will seek to process applications within the Department for Levelling Up, Housing and Communities (DLUHC) prescribed timescale. Applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable. Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

The pre-application advice application form may be found on our website.

If you have any queries regarding our pre-application advice service please visit our website (<https://www.newark-sherwooddc.gov.uk/pre-applicationadvice/>) or contact us by email at planning@nsdc.info or telephone 01636 650000.

Unless otherwise stated, the fees for this service are fixed and will include the following (**charges are inclusive of VAT**). Terms and conditions. Standard fees must be paid on submission of the request for advice.

Development Category	2022/23 Charge	2023/24 Charge
<p>CATEGORY A - PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more (except where the proposal would provide 100 or more dwellings) or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1,571 - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>	<p>Fixed charge of £1,650 - with an additional meeting if required.</p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a greater amount of Officer input and/or review of statements by third parties to be agreed on a bespoke basis by the Business Manager, Planning Development</p>
<p>CATEGORY B – LARGE SCALE MAJOR DEVELOPMENT Residential development of 100 or more or other major development where the site area is 4 hectares or more.</p>	<p>£1,958</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>	<p>£2,055</p> <p>This will cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. For development proposals of a more significant nature, requiring more regular meetings, other officers in attendance or review of statements by third parties a bespoke fee will be agreed.</p>
<p>CATEGORY C – MAJOR DEVELOPMENT Residential development of between 50 and 99 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,479</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,555</p> <p>This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>

<p>CATEGORY D – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 11 and 49 dwellings (inclusive) dwellings or other major developments where the site area is 0.5 hectares up to less than 4 hectares.</p>	<p>£1,030 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>	<p>£1,050 This will cover a site visit, up to 2 no. 1 hour meetings with the case officer and one letter. Where additional advice is required and/or review of statements by third parties a bespoke fee will be determined by the Business Manager - Planning Development.</p>
<p>CATEGORY E – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 10 dwellings or where the site area is below 0.5 hectares.</p>	<p>£592 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p>£620 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY F – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN ANY OTHER CATEGORY LISTED (EXCLUDING CATEGORY M) Examples include: 1 new dwelling. New floor space of less than 300 sqm or change of use (excluding change of use to 2 or more dwellings which falls within the above categories).</p>	<p>£208 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>	<p>£220 This will cover a site visit, 1 hour meeting with the case officer and one letter.</p>
<p>CATEGORY G – WIND TURBINES</p>	<p>£1,306 This will cover a site visit, 2 hour meeting with the case officer and one letter. For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>	<p>£1,370 This will cover a site visit, 2 hour meeting with the case officer and one letter. For proposals of a more significant nature, requiring more regular meetings a bespoke fee will be agreed by the Business Manager, Planning Development</p>

<p>CATEGORY H – HOUSEHOLDER APPLICATIONS Works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair or thermal upgrading advice (unless part of a redevelopment proposal – see pre-application categories above), or if the building is identified as represents heritage at risk (e.g. if on a recognised heritage at risk register and/or in a Conservation Area at risk and the proposals would demonstrably contribute to reducing or removing heritage at risk</p>	<p>£65 This will cover a site visit by the case officer and one letter.</p>	<p>£70 This will cover a site visit by the case officer and one letter.</p>
<p>CATEGORY I – ADVICE WHICH IS NOT COVERED BY ANY OF THE ABOVE CATEGORIES OR REQUIRES A FEE TO BE AGREED WITH THE BUSINESS MANAGER - PLANNING DEVELOPMENT</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>	<p>A bespoke fee will be agreed in advance based on the likely time taken, the level of experience of the Officer as well as other specialists required to provide any such advice.</p>
<p>CATEGORY J - ADVICE ON PROPOSALS FOR WORKS TO TREES PROTECTED BY A TREE PRESERVATION ORDER OR WITHIN A CONSERVATION AREA</p>	<p>£79</p>	<p>£80</p>
<p>CATEGORY K - FOLLOW-UP ADVICE This is based on an amendment to the scheme in an attempt to make it acceptable but does not include complete alterations to developments that require e.g. reconsultation(s).</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>	<p>Half of the above fees for categories A to H. Category will be calculated on a bespoke basis.</p>
<p>CATEGORY L - ANNUAL FEE FOR PRE-APPLICATION ADVICE FOR MAJOR LANDOWNERS This will cover up to 4 meetings per annum with an Officer and provide advice on day-to-day operational proposals associated with the land holding. Site visits will be undertaken throughout the year as required by the proposals being discussed. Written advice will be provided as required following the meetings. Excluded from this fee would be matters such as development proposals of land for major housing developments which would be subject to the fees in the schedule above.</p>	<p>£4,490</p>	<p>£4,720</p>

<p>CATEGORY M - PRE-APPLICATION PROPOSALS PRESENTED BY THE APPLICANT/DEVELOPER PRIOR TO SUBMISSION OF A PLANNING APPLICATION OR APPLICATIONS PRESENTED PRIOR TO DETERMINATION A few applications each year due to their scale and/or complex issues, for example, benefit from involving the community and Councillors. The case officer for these types of application will recommend to the developer/applicant that consultation is undertaken via a Developer Consultation Forum. The fee is in addition to the fee levels above.</p>	<p>£510 unless a Planning Performance Agreement has been entered into and includes this cost.</p>	<p>£535 unless a Planning Performance Agreement has been entered into and includes this cost.</p>
<p>CATEGORY N - EMPTY PROPERTIES (DWELLINGHOUSES) Available, at the discretion of the Council, to empty property owners who are working with the Council to bring their property back into habitable use.</p>	<p>£0</p>	<p>£0</p>
<p>CATEGORY O - VARIATIONS OR MODIFICATIONS TO A SECTION 106 PLANNING OBLIGATION Applicable when the variation or modification is not required following submission of a new planning application, i.e. those variations/modifications sought independently by a developer.</p>	<p>£102</p>	<p>£110</p>

<p>CATEGORY P – Listed Buildings and Conservation Areas For all proposals falling outside of Category H – Householder proposals.</p> <p>Development that requires listed building consent and/or planning permission for proposals that might affect the setting of a listed building and/or a conservation area or other type of recognised heritage asset.</p> <p>A fee DOES NOT apply to Listed Building projects comprising maintenance and repair advice unless part of a redevelopment proposal (see pre-application categories above), or if the building represents heritage at risk (e.g. if on a recognised heritage at risk register and/or is located within a Conservation Area at risk) and the proposals would demonstrably contribute to reducing or removing heritage at risk.</p>	<p>A meeting/consultation of no more than 1 hour will be provided free of charge.</p> <p>Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.</p> <p>For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>	<p>For explicit enabling development or heritage cross-subsidy projects, a meeting/consultation of no more than 1 hour will be provided free of charge.</p> <p>Thereafter, the fee to be paid will be dependent upon the amount of time that it will take to deal with the enquiry. Due to the bespoke nature of advice in relation to heritage assets, this will be calculated on a case-by-case basis. The fee will be advised and will be required to be paid prior to providing advice. The hourly rate will be those set out below.</p> <p>For heritage owners who are (a) on Universal Credit or similar; (b) owners of a High Street Heritage Action Zone (HAZ) scheme; or (c) owner of a Heritage at Risk property, advice will be provided without a charge. Evidence of Universal Credit (or similar) must be provided prior to a consultation/meeting.</p>
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Development Category	2022/23 Charge	2023/24 Charge
Business Manager	£124.00	£130.00
Senior Planner / Planning Technical Support Manager	£85.50	£90.00
Tree/Landscape Officer	£79.00	£83.00
Conservation/Planning Officer	£74.00	£77.00
Trainee Planning Officer	£62.00	£65.00
Support Officer	£41.00	£43.00

Additional service	2022/23 Charge	2023/24 Charge
<p>Confirmation that Permitted Development rights have not been removed</p> <p>Not all properties benefit from permitted development (PD) rights. PD rights may have been removed by condition either in the original permission or any subsequent permissions or due to a property being in a designated area for example covered by an Article 4 Direction. The planning history and constraints/designations of the site will be checked and a response provided within 10 working days.</p>	Householder development £41.00 incl. VAT	Householder development £43.00 incl. VAT
<p>Confirmation that a planning Enforcement Notice has been complied with (including Listed Building, Breach of Condition etc.)</p> <p>Enforcement Notices are issued with requirements that must be undertaken as well as timescales for compliance. Should confirmation be required that these requirements have been met, a history check and/or site visit will be undertaken. A response will be provided within 10 working days.</p>	£120.00	£125.00
<p>Storage of Advertisements removed from Land following failure to comply with the Advertisement Regulations This fee is chargeable for any advertisement that is removed from Land by the Council and stored overnight.</p> <p>This charge is the fee payable per advertisement per night. Further information is provided within the Council's adopted Planning Enforcement Plan.</p>	£0.00	£20.00

Invalid Planning Application Charge

Applicants and Agents are encouraged to read the Validation guidance document which we have published on the Council’s website (<https://www.newark-sherwooddc.gov.uk/validationchecklists/>) prior to submitting planning applications, as minor changes can happen between major revisions of the guidance. In order to reduce the costs associated with administering planning applications we encourage quality submissions. From 1 April, 2022, the service will be implementing a charge to recover the costs of handling invalid planning applications, due to a high number of invalid applications being handled by the authority which are returned to customers.

Following the first validation check, should an applicant or agent withdraw or fail to provide missing information within the relevant timescales as set out in the invalid letter, the service will mark the application as closed and return any fees, less the cost shown below (process cost-recovery):

10% of the fee, subject to a minimum of **£200** for Major Developments*;

10% of the fee, subject to a minimum of **£50** for Minor Developments*;

10% of the fee, subject to a minimum of **£25** for Other Developments (includes Householders and those applications which do not fall within the major, minor or other categories)*.

*Applications submitted as a variation of condition will be subject to **10%** of the fee

The major, minor and other categories of developments are those as set out within the Government’s classification of development types (<https://www.gov.uk/government/publications/district-planning-matters-return-ps1-and-ps2>). What constitutes a major development is set out within the *Town and Country Planning (Development Management Procedure) (England) Order 2015* .

Fees for monitoring of planning obligations

We carefully monitor all Legal Agreements in a transparent manner to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area.

Where schemes have been closely monitored the community contributions expected from the development have been secured. Additionally the transaction stages become easier when confirmation has been sought that compliance has been made with the obligations.

The fees for monitoring of planning obligations are:

Obligations	2022/23 Charge	2023/24 Charge
Financial Obligations	£240	£370
Physical Obligation	£66	£550
Biodiversity Net Gain (hourly rate, plus inflation)		£1,855 per agreement

Legal Agreements / S106 Planning Obligations	2022/23 Charge	2023/24 Charge
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property	£36	£75
Request for confirmation of compliance with a legal agreement associated with a planning permission in relation to the sale of a property where conformation requires background request.	£36 + £36 per hour for every additional hour spent on the research.	£75 + £75 per hour for every additional hour spent on the research.
Request for confirmation of compliance with a legal agreement associated with a planning permission through submission of details to demonstrate compliance where this is not specified in the legal agreement.	£100	£100
Request for confirmation of compliance with S106 Agreements through submission of details to comply or for subsequent requests to confirm requirements have been met.	£150	£150

Community Infrastructure Levy (CIL)

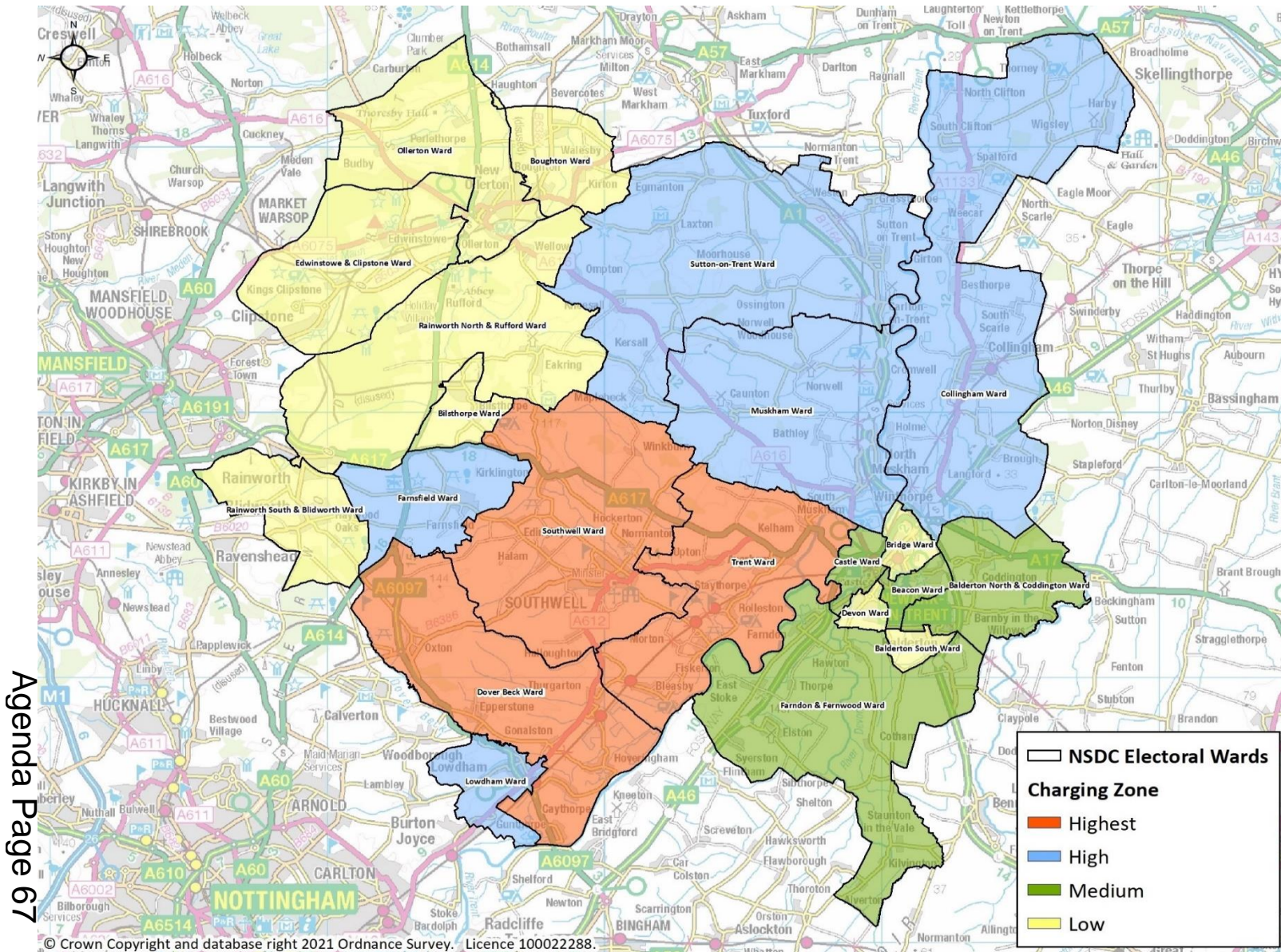
Development which creates new floorspace may be liable to pay CIL. This relates to full and reserved matters planning applications and Certificates of Lawfulness. This also includes development permitted by way of general consent (development which does not require submission of a planning application).

CIL is charged in pounds per square metre on net additional increase in internal floor space for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

It is the responsibility of the applicant to ensure that they comply with the CIL Regulations, including understanding how the CIL Regulations apply to a specific development proposal and submitting all relevant information. Further information, including our CIL Charging Schedule can be found on our website at <https://www.newark-sherwooddc.gov.uk/cil/>.

Development Type	Cost per Square Metre
Commercial	
Non- residential uses (except retail)	£0
Retail (A1-A5)	£100
Residential	
Apartments (All Zones)	£0
Housing Low Zone 1	£0
Housing Medium Zone 2	£45
Housing High Zone 3	£70
Housing Very High Zone 4	£100

Community Infrastructure Levy Zones - Residential



Policy Documents

Electronic pdf based documents can normally be obtained free from our website

Planning Policy documents	2022/23 Charge	2023/24 Charge
Amended Core Strategy (Adopted March 2019)	£15	£15
Allocations & Development Management DPD	£15	£15
Policies Map (also known as the Proposals Map)	£22	£22
Supplementary Planning Documents and Statement of Community Involvement	£0	£0

LAND CHARGES

Types of searches

Form LLC1

Form LLC1 consists of a search of the local land charges register and reveals if there are any outstanding charges such as financial ones where money is owed to the council when work has been carried out on the property or land.

It will also tell you if, for example, the property is a listed building, in a conservation or smoke control zone, conditional planning applications as well as if any trees on the property are protected by tree preservation orders.

We no longer provide a search of the local land charges register as the service was in 2021 migrated to HM Land Registry's national register. You are able to access the digital service through Portal, Business Gateway and on HM Land Registry's GOV.UK pages.

Form CON29 and CON29O

Form CON29 is a questionnaire and contains a series of standard questions covering information from various council departments. It contains Part 1 standard questions, known as CON29(R) revealing any road proposals or schemes, compulsory purchase orders, enforcement actions, building regulations or planning applications and formal/informal notices.

CON29O contains a series of further, optional questions and may be submitted as stand alone or with CON29. As with CON29, the questions cover various information from various council departments, including for example Houses in Multiple Occupation, Noise Abatement and Hazardous Substance Consents.

Most searches consist of both LLC1 and CON29, often referred to as a full search.

(Charges are inclusive of VAT where applicable)

Type of Search	Relevant Act or Order	2022/23 Charge	2023/24 Charge
LLC1 (Note: cannot charge VAT on this search)	<i>Local Land Charges Act 1975</i>	N/A	N/A
CON29 Residential Searches	<i>Local Land Charges Act 1975</i>	£106.32 incl. VAT	£112.00 incl. VAT
Full Search Residential	<i>Local Land Charges Act 1975</i>	N/A	N/A
CON29 Commercial Searches	<i>Local Land Charges Act 1975</i>	£140.58 incl. VAT	£148.00 incl. VAT
Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)	<i>Local Land Charges Act 1975</i>	£47.52 incl. VAT	£50.00 incl. VAT
CON290 - optional questions (excludes requests for Q22) There is no charge for answering Q21 as we simply advise of the organisation(s) you should contact for further details	<i>Local Land Charges Act 1975</i>	£13.50 incl. VAT	£14.00 incl. VAT
Additional Written Enquiries	<i>Local Land Charges Act 1975</i>	£23.28 incl. VAT	£25.00 incl. VAT
Additional Parcels LLC1 (Note: cannot charge VAT on this search)	<i>Local Land Charges Act 1975</i>	N/A	N/A

Additional Parcels - CON29 (additional cost to CON29 Commercial and Residential Search)	<i>Local Land Charges Act 1975</i>	£12.60 incl. VAT	£13.00 incl. VAT
Light Obstruction Notice – Registration Fee	<i>Rights of Light Act 1959</i>	£90.00 incl. VAT	£95.00 incl. VAT
Expedited Search – Quick return search (3 day turnaround) additional to CON29 commercial or residential searches	<i>Local Land Charges Act 1975</i>	£22.68 incl. VAT	£24.00 incl. VAT
Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations excluding Q22 (Q22.1 to Q22.3).			£71.00
Charge for withdrawn Con29 search (residential or commercial) - applicable when answering requests have been dispatched to external answering organisations including Q22 (Q22.1 to Q22.3)			£114.00
Charge for withdrawn request for Q22 (Q22.1 to Q22.3) only			£46.00

CON29 Individual Requests	Residential 2022/23 Charge	Commercial 2022/23 Charge (includes VAT)	Residential 2023/24 Charge	Commercial 2023/24 Charge (includes VAT)
1.1 a-i	£19.02	£31.56	£19.97	£33.14
1.1 j-l	£13.02	£20.82	£13.67	£21.86
1.2	£8.94	£8.94	£9.39	£9.39
3.1	£2.10	£2.88	£3.02	£3.02
3.3	£3.78	£5.94	£3.97	£6.24
3.7	£3.78	£5.94	£3.97	£6.24
3.8	£2.10	£2.88	£3.02	£3.02
3.9	£2.10	£2.88	£3.02	£3.02
3.1	£11.04	£11.04	£11.59	£11.59
3.11	£2.10	£2.88	£3.02	£3.02
3.12	£5.82	£8.40	£6.11	£8.82
3.13	£3.78	£5.94	£3.97	£6.24
3.14	£3.78	£5.94	£3.97	£6.24
3.15	£6.84	£8.28	£7.18	£8.69

STREET NAMING & NUMBERING

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approve street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received after the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street.

Proposed Fee Schedule:

(Charges are not subject to VAT)

Service	2022/23 Charge	2023/24 Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£30.60	£33.00
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£91.80 admin fee plus £30.60 per plot* requiring renumbering/naming	£97.00 admin fee plus £33.00 per plot* requiring renumbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£91.80 admin fee plus £30.60 per property for up to 10 properties £15.00 for every additional property thereafter	£97.00 admin fee plus £33.00 per property for up to 10 properties £16.00 for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	£91.80 admin fee plus £30.60 per property for up to 10 properties affected by change £15.00 for every additional property thereafter affected by change	£97.00 admin fee plus £33.00 per property for up to 10 properties affected by change £16.00 for every additional property thereafter affected by change
Resubmission of renaming or numbering of street including notification following objection	£0.00	£0.00
Providing written confirmation of a single postal address		£27.00

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

HERITAGE & CULTURE*(The charges below are subject to VAT)*

	2022/23 Charge	2023/24 Charge
<u>Theatre Hire:</u>		
<u>With Stage & Dressing Rooms as Equipped</u>		
<u>Full Theatre: 602 Seats</u>		
Per day with one performance - week days Commercial Hire	£1,836 (£1,530 + VAT)	£1,908 (£1,590 + VAT)
Per day with one performance - weekends Commercial Hire	£2,448 (£2,040 + VAT)	£2,544 (£2,120 + VAT)
Per day with two performances - weekdays Commercial Hire	£3,366 (£2,805 + VAT)	£3,498 (£2,915 + VAT)
Per day with two performances - weekends Commercial Hire	£3,978 (£3,315 + VAT)	£4140 (£3,450 + VAT)
Week Hire: Monday-Saturday	£11,322 (£9,435 + VAT)	£11,772 (£9,810 + VAT)

Non-Profit Making/Charity/Local		
Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)		
Current Stalls - only hirers to be phased into new pricing structure over two years		
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.		
Per day with one performance - weekdays Non Profit Making/Charity/Voluntary	£1,260 (£1,050 + VAT)	£1,284 (£1,070 + VAT)
Per day with one performance - weekends Non Profit Making/Charity/Voluntary	£1,860 (£1,550 + VAT)	£1,896 (£1,580 + VAT)
Per day with two performances - weekdays Non Profit Making/Charity/Voluntary	£1,920 (£1,600 + VAT)	£1,956 (£1,630 + VAT)
Per day with two performances - weekends Non Profit Making/Charity/Voluntary	£2,520 (£2,100 + VAT)	£2,568 (£2,140 + VAT)
Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,520 (£2,100 + VAT)	£2,568 (£2,140 + VAT)

Theatre Hire : Supplementary Charges Per Hour		
(not including staffing)		
Technical/Dress:		
Commercial Hires	£94.20 (£78.50 + VAT)	£94.20 (£81.50 + VAT)
Non Profit Making/Charity/Voluntary	£79.80 (£66.50 + VAT)	£80.40 (£67.00 + VAT)
General Rehearsals: (No lights)		
Commercial Hires	£79.80 (£66.50 + VAT)	£82.80 (£69.00 + VAT)
Non Profit Making/Charity/Voluntary	£67.20 (£56.00 + VAT)	£67.80 (£56.50 + VAT)
Get In/Fit Up/Get Out		
Commercial Hires	£27.00 (£22.50 + VAT)	£28.20 (£23.50 + VAT)
Non Profit Making/Charity/Voluntary	£23.40 (£19.50 + VAT)	£24.00 (£20.00 + VAT)

Staffing Recharges: per hour		
Technical Manager - weekdays*	£42.00 (£35.00 + VAT)	£42.00 (£35.00 + VAT)
Technical Manager - weekends**	£48.00 (£40.00 + VAT)	£48.00 (£40.00 + VAT)
Technical Officer - weekdays*	£32.40 (£27.00 + VAT)	£32.40 (£27.00 + VAT)
Technical Officer - weekends**	£37.20 (£31.00 + VAT)	£37.20 (£31.00 + VAT)
Technical Assistant - weekdays*	£22.80 (£19.00 + VAT)	£22.80 (£19.00 + VAT)
Technical Assistant - weekends**	£27.60 (£23.00 + VAT)	£27.60 (£23.00 + VAT)
* Plus 20% on all rates for hours worked between 23:30 and 06:00 hours		
** Plus 20% on all rates for hours worked between 23:30 and 06:00 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 23:30 and 06:00 hours		
Ticket Handling Fee		
Per Ticket - applicable to all professional productions	£1.50 (£1.25 + VAT)	£1.50 (£1.25 + VAT)
Per Ticket - applicable to all amateur productions, dependent on overall ticket price	50p - £1.50 (41.67p - £1.25 + VAT)	50p - £1.50 (41.67p - £1.25 + VAT)
Palace Membership Scheme <i>(Charges not subject to VAT)</i>		
Single membership	£11.00	£11.00
Couple's membership	£18.00	£18.50
Junior membership	£8.00	£8.00
Family membership	£30.00	£30.00

National Civil War Centre – Newark Museum			
Proposed Ticket Types	Notes	2022/23 Charge	2023/24 Charge
Day Tickets			
Adult	Ability to offer promotional discounts and flexible pricing to target specific audiences, promote specific events or encourage and increase local footfall and site awareness	£8.00	£8.00
Concession		£7.00	£7.00
Children 5-16		£4.00	£4.00
Children under 5		Free	Free
Family (up to 5)		£20.00	£20.00
Annual Pass - Adult		£15.95	£15.95
Annual Pass - Concession		£13.95	£13.95
Annual Pass - Children		£7.95	£7.95

Groups			
Group Visit (10 or more paying)	Flexibility for further discount to large groups and commercial operators in order to encourage larger and repeat bookings and capture a growth market	10% discount	10% discount
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked at least four weeks in advance	90 min visit between the hours of 5pm and 9pm.	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)
Object Handling Session (on top of day group rate) This is for groups who are looking for a hands-on experience.		£5/head, min 10, max per session 20	£5/head, min 10, max per session 20
Volunteer-led Town/Civil War Tour		£5 adult, £3 child	£5 adult, £3 child
Commercial: Town Tour	All to NSDC	£6/head	£6/head
Commercial: Castle Tour	£4 to go to the castle, £2 to NCWC	£6/head	£6/head
Commercial: Church Tour	£4 to go to the church, £2 to NCWC	£6/head	£6/head
Coach Parking @ Lorry Park	FOC	FOC	FOC

Miscellaneous Charges

(Charges subject to VAT, unless otherwise stated)

	Notes	2022/23 Charge	2023/24 Charge
After Dinner speaking	Original rate set to raise awareness of NCWC in opening year. Benchmarked against other history experts/speakers	£192 plus travel expenses (£160 + VAT)	£198 plus travel expenses (£165 + VAT)

<p>Room Hire</p>	<p>AV Equipment included (projector, screen and lectern).</p> <p>There is an element of flexibility built into the fees and charges for all hires allowing discretion to offer a further reduction to community groups at a time when the space would not otherwise be in use, but mindful that our costs and a profit must be covered.</p> <p>Discounts may also be offered for multi-space bookings in order to develop bespoke, commercial package hires, eg for large scale conferences that also include the theatre auditorium.</p>		
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<p>Community Space</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>
<p>Byron Room</p>	<p>Costs dependent on whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing.</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>	<p><u>Community Hire:</u> From £0/hr (limited hours)</p> <p><u>Charity:</u> From £24/hr (£20 + VAT)</p> <p><u>Educational/ Training/Meeting:</u> From £30/hr (£25 + VAT)</p> <p><u>Event Rate:</u> £44.40 - £62.40/hr (£37 - £52 + VAT)</p>

<p>Workshop <i>(Charges are not subject to VAT)</i></p>	<p>Charge based on self-serviced hire. The price will increase by 20% to cover VAT applicable to hire where services are required.</p>	<p>£15.50 - £25</p>	<p>£15.50 - £25</p>
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<p>Tudor Hall</p>	<p>New proposed structure to ensure ability to remain competitive and create a bespoke hire dependent on the client's needs, whether booking is inside or outside of normal operating hours, and whether the pre-meeting set up, including number of client meetings, is extensive/labour intensive or involves additional staffing</p>	<p><u>Hourly rate:</u> £102, max 3 hr hire (£85 + VAT)</p> <p><u>Day rate for meetings:</u> Charity/Community £474 (£395 + VAT)</p> <p>Corporate £714 (£595 + VAT)</p> <p><u>Event rate:</u> £954 - £1,560 (£795 - £1,300 + VAT)</p>	<p><u>Hourly rate:</u> £102, max 3 hr hire (£85 + VAT)</p> <p><u>Day rate for meetings:</u> Charity/Community £474 (£395 + VAT)</p> <p>Corporate £714 (£595 + VAT)</p> <p><u>Event rate:</u> £954 - £1,560 (£795 - £1,300 + VAT)</p>
<p>Hire a costumed performer</p>		<p>£105/evening</p>	<p>£110/evening</p>

Hire Location	Additional Information	2022/23 Charge	2023/24 Charge
In Hours – Guided tours	Occupancy: Max. 25 people	£6/head, minimum 15, max 25	£6/head, minimum 15, max 25
Workshops	To be paid in advance when booking	Price by request	Price by request
Photocopying		£1 A4 £1.50 A3	£1 A4 £1.50 A3
Scan Orders	This price includes VAT. Postage is extra.	£7.50 £8.50 £11.00	£7.50 £8.50 £11.00
Microfiche Copies		£20.00 plus £10.00 admin	£20.00 plus £10.00 admin
Own Camera	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£10.00 – reflects time processing charges	£10.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£15.00 – reflects time processing charges	£16.00 – reflects time processing charges

<p>Publication</p>	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on one use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.): £150.00 - per image</p> <p>Local Authority, Voluntary or Charitable Organisations: £25.00 - per image</p> <p>Corporate Products (annual reports, TV): £150.00 - per image</p> <p>Commercial products (cards, calendars, jigsaws etc.): £150.00 - per image</p>
<p>Long Term Archaeological Storage at Museum Resource Centre</p>	<p>Cost is based on English Heritage Calculations. One off fees.</p>	<p>£250 per box</p>	<p>£250 per box</p>

Other Income (Charges are inclusive of VAT)	Additional Information	2022/23 Charge	2023/24 Charge
Loans Box Fines	Late return of boxes	£16.00	£16.50
Out of District Schools Travel Expenses	Flat fee	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.	Price by request - We will consider outreach for schools on a case by case basis and price accordingly.
Discovery box – Cost per hire	Loan period is 2 weeks – fines for late returns	£20 per box for two weeks	£25 per box for two weeks
Education programme at NCWC	<p>To be paid on day of visit by cash/cheque/card or by invoice</p> <p>Option to build bespoke package on request, price according to resource allocation and timescales.</p> <p>KS5, HE and FE students to reflect bespoke nature of events and level of expertise required.</p>	<p><u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>One facilitated activity, two self-led activities: £7 per head - Full day visit</p> <p>Two facilitated activities, one self-led activity: £6.00 per head for half day visit</p> <p><u>KS5, FE and HE</u> £8 per head full day visit</p>	<p><u>KS1-KS3 students</u> One facilitated activity, one self-led activity: £4.50 per head - Half day (2 - 2.5 hr) visit</p> <p>One facilitated activity, two self-led activities: £7 per head - Full day visit</p> <p>Two facilitated activities, one self-led activity: £6.00 per head for half day visit</p> <p><u>KS5, FE and HE</u> £8 per head full day visit</p>

NEWARK CASTLE*(Charges are inclusive of VAT where applicable)*

Purpose		2022/23 Charge	2023/24 Charge
Guided Tours	Adult	£6.00	£6.00
	Senior	£5.00	£5.00
	Child	£3.00	£3.00
	Family	£16.00	£16.00
	Private, Out of Hours, Subject Specialist Tours (per person)	£10 - £15	£10 - £15
	Ghost Tour Commercial Hire	* see events below	* see events below
Hire of Gardens	Charity	£250 plus staffing, security and other anciliary charges	£250 plus staffing, security and other anciliary charges
Hire of Gardens	Commercial	£800 per day	£830 per day
Hire of Castle	For Events	£50 - £100 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)	£50 - £110 per hour plus staffing, security and other aciliary charges (dependant on number of spaces required)

Hire of Gardens for weddings <i>Additional charges may apply for equipment hire where necessary</i>	Bandstand October - March	£480 (Mon - Thurs) £528 (Fri & Sun) £576 (Sat)	£500 (Mon - Thurs) £550 (Fri & Sun) £600 (Sat)
	Bandstand April - September	£528 (Mon - Thurs) £576 (Fri & Sun) £624 (Sat)	£550 (Mon - Thurs) £600 (Fri & Sun) £650 (Sat)
	Undercroft October - March	£576 (Mon - Thurs) £633.60 (Fri & Sun) £691.20 (Sat)	£600.00 (Mon - Thurs) £658 (Fri & Sun) £715.00 (Sat)
	Undercroft April - September	£633.60 (Mon - Thurs) £691.20 (Fri & Sun) £748.80 (Sat)	£658.00 (Mon - Thurs) £715.00 (Fri & Sun) £775.00 (Sat)
Education programme <i>(prices will be uplifted dependant on development of professional service and associated resources)</i>	Half day visit per head	£3.25 - £4.50	£3.25 - £5.00
	Full day visit per head	£4.50 - £7.00	£4.50 - £7.50
Charity/Local			
Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)			
Current Stalls - only hirers to be phased into new pricing structure over two years			
There is also an element of flexibility built into the fees and charges for non-profit making bodies, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.			
Use of Castle for commercial photography/filming		£0.00	£0.00
Use of Castle Gardens for wedding photographs - professional photographers only		£0.00	£0.00

GAMBLING ACT 2005 (STATUTORY)*(Charges are inclusive of VAT where applicable)*

Permit		2022/23 Charge	2023/24 Charge
Family Entertainment Centre	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Prize Gaming Permits	Transitional	£100.00	£100.00
	New	£300.00	£300.00
	Renewal	£300.00	£300.00
	Change of Name	£25.00	£25.00
	Copy Permit	£15.00	£15.00
Gaming Machines in Alcohol Licensed Premises	Notification of up to 2 machines	£50.00	£50.00
	Gaming machine permit for more than 2 - existing operator	£100.00	£100.00
	Gaming machine permit for more than 2 - new operator	£150.00	£150.00
	Variation (number of category)	£100.00	£100.00
	Transfer	£25.00	£25.00
	Annual fee	£50.00	£50.00
	Change of name	£25.00	£25.00
	Copy of permit	£15.00	£15.00
Club Gaming and Club Machine Permits	Existing Operators (transition)	£100.00	£100.00
	New Application	£200.00	£200.00
	Renewal	£200.00	£200.00
	Variation	£100.00	£100.00
	Annual Fee	£50.00	£50.00
	Copy of Permit	£15.00	£15.00
Temporary use notice		£100.00	£100.00
Small society Lottery	Exempt Lotteries – Registration Fee	£40.00	£40.00
	Exempt Lotteries – Annual Fee	£20.00	£20.00

GAMBLING ACT 2005 (DISCRETIONARY)

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations

(Charges are inclusive of VAT where applicable)

Activity	Application type	2022/23 Charge	2023/24 Charge
BINGO	New application	£1,200.00	£1,260.00
	Application for reinstatement of licence	£800.00	£840.00
	Application for provisional statement	£1,200.00	£1,260.00
	Application to convert provisional statement	£650.00	£680.00
	Application to Vary licence	£1,000.00	£1,050.00
	Application to transfer licence	£150.00	£160.00
	Notification of Change	£60.00	£65.00
	Copy of Licence	£50.00	£60.00
	Annual Fee	£530.00	£540.00
ADULT GAMING CENTRE	New application	£950.00	£1,260.00
	Application for reinstatement of licence	£500.00	£840.00
	Application for provisional statement	£1,200.00	£1,260.00
	Application to convert provisional statement	£650.00	£680.00
	Application to Vary licence	£830.00	£1,050.00
	Application to transfer licence	£150.00	£160.00
	Notification of Change	£60.00	£65.00
	Copy of Licence	£50.00	£65.00
ADULT GAMING CENTRE	Annual Fee	£530.00	£540.00
FAMILY ENTERTAINMENT CENTRE	New application	£950.00	£950.00
	Application for reinstatement of licence	£500.00	£500.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£830.00	£830.00
	Application to transfer licence	£100.00	£100.00
	Notification of Change	£60.00	£60.00
	Copy of Licence	£50.00	£50.00

	Annual Fee	£530.00	£540.00
BETTING PREMISES (excl. tracks)	New application	£1,000.00	£1,000.00
	Application for reinstatement of licence	£800.00	£800.00
	Application for provisional statement	£1,200.00	£1,200.00
	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£1,100.00	£1,100.00
	Application to transfer licence	£150.00	£150.00
	Notification of Change	£60.00	£60.00
	Copy of Licence	£50.00	£50.00
	Annual Fee	£530.00	£540.00
	BETTING ON TRACK	New application	£1,000.00
Application for reinstatement of licence		£800.00	£800.00
Application for provisional statement		£1,200.00	£1,200.00
BETTING ON TRACK	Application to convert provisional statement	£650.00	£650.00
	Application to Vary licence	£1,100.00	£1,100.00
	Application to transfer licence	£150.00	£150.00
	Notification of Change	£60.00	£60.00
	Copy of Licence	£50.00	£50.00
	Annual Fee	£530.00	£540.00

LICENSING*(Charges are inclusive of VAT where applicable)*

Relevant Act or Order*		Duration	2022/23 Charge	2023/24 Charge
1. Hypnotism - Grant	Ref 001	Occasional for specific dates	£85.00	£85.00
2. Sex Establishment - Grant/Renewal	Ref 002	Up to 1 year	£3,540.00	£3,600.00
3. Vehicle Licences				
(a) Hackney Carriage	Ref 003	Annual	£235.00	£235.00
(b) Private Hire Vehicle	Ref 003	Annual	£185.00	£185.00
(c) Ambulance Vehicles	Ref 003	Annual	£115.00	£125.00
(d) Hackney Carriage/Private Hire Drivers	Ref 003	3 years or lesser depending on circumstances	£145.00 renewal £220.00 new applicants	£150.00 renewal £230.00 new applicants
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	Per Year	£55.00	£55.00
(f) Ambulance Drivers	Ref 003	3 years or lesser depending on circumstances	£110 renewal £95 new applicants	£120 renewal £100 new applicants
(g) Ambulance Drivers over 65	Ref 003	Annual	£40.00	£40.00
(h) Private Hire Operators	Ref 003	5 years *		
(i) Basic			£350.00	£365.00
(ii) plus per vehicle			£35.00	£35.00
(i) Ambulance Operators	Ref 003	5 years *		
(i) Basic			£350.00	£365.00
(ii) plus per vehicle Plates			£25.00	£35.00
(j) Knowledge Test	Ref 003	One-off	£40.00	£45.00
(k) Drivers Test	Ref 003	One-off	£40.00	£45.00
(l) Replacement Badge	Ref 003	One-off	£25.00	£25.00
(m) Replacement Plate	Ref 003		£45.00	£50.00
(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	One-off	£50.00	£55.00

(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	One-off	£85.00	£85.00
(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	One-off	£75.00	£75.00
(q) Temporary & Permanent Magnetic Roundels	Ref 003	One-off	£15.00	£15.00
(r) Additional stick on Roundels	Ref 003	One-off	£10.00	£10.00
4. Vehicle test				
(a) Without MOT		Biannual (once every six months)	£50.00	£50.00
(b) With MOT			£60.00	£60.00

LICENSING ACT 2003 (STATUTORY)*(Charges below are not subject to VAT)*

Type of licence	Comments	2022/23 Charge	2023/24 Charge
Premises licence - Application	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence – Annual Fee	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - additional fee for large events	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Full Variation	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.	Variable	Variable
Premises Licence - Minor Variation		£89.00	£89.00
Personal Licence		£37.00	£37.00
Temporary event Notice		£21.00	£21.00

ENVIRONMENTAL HEALTH*(Charges are inclusive of VAT where applicable)*

Type of licence	Relevant act (Notes)	Duration	2022/23 Charge	2023/24 Charge
1. Animal Boarding Establishments	Ref 004 The fees have been calculated on a full cost recovery basis	Annual		
Initial			£225	£250
Renewal			£225	£250
2. Home Boarding	Ref 004 The fees has been amended to now charge for each application at the full price when related to a franchise	Annual	£170	£200
Renewal			£180	£200
Dog Day Care	Domestic House based	Annual	£170	£175
Renewal	Compliance & Inspection Fee		£55	£55
			£205	£220
3. Dangerous Wild Animals	Ref 005 The fees have been calculated on a full cost recovery basis	Annual	£235 + Vet Fees	£250 + Vet Fees
4. Dog Breeding	Ref 006 The fees have been calculated on a full cost recovery basis	Annual		
Initial			£299	£220
Renewal			£200	£220
	Compliance & Inspection Fee		£85	£110
5. Riding Establishments	Ref 007 The fees have been calculated on a full cost recovery basis	Annual		
Initial			£215	£220
Renewal			£215	£220
	Compliance & Inspection Fee		£105	£110
6. Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi-permanent tattooing	Ref 002 The fees have been calculated on a full cost recovery basis	Annual		
Person			£125	£135

Premises		Where the premises already hold a licence the charge is £125 per additional treatment		£125	£125
7. Massage & Special Treatment	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£195	£200
Renewal				£155	£160
No massage (just sunbeds)				£170	£175
Renewal				£130	£135
8. Lasers:	Ref 008	The fees have been calculated on a full cost recovery basis	Annual		
New				£525	£540
Renewal				£195	£200
Transfer				£240	£245
9. Zoos	Ref 009	The fees have been calculated on a full cost recovery basis			
Initial Inspection			First licence valid for 4 years	£550	£560
Renewal			Renewal valid for 6 years	£400	£430
Periodic 3 year inspection				£400	£415
Transfer				£200	£210
10. Pet Shops Pet Animals Act 1951	Ref 010	The fees have been calculated on a full cost recovery basis	Annual		
Initial				£195	£200
Renewal				£195	£200
		Compliance & Inspection Fee		£85	£90
11. Re-rating of Animal licence establishment	Ref 010	New Fee	Annual	£185	£190

12. Transfer of Animal licence establishment	Ref 010	New Fee	Annual	£180	£190
13. Variation of Animal licence establishment	Ref 010	New Fee	Annual	£80	£80
14. High Hedges	Ref 011	The fees have been calculated on a full cost recovery basis. Prices include VAT	One Off		
1st stage				£250	£250
2nd stage				£420	£420
15. Licence Application for House in Multiple Occupation	Ref 012	The fees have been calculated on a full cost recovery basis	One off		
Single application				£750	£750
Multiple applications at same time				£570	£570
Variation of licence				£60	£55
16. Scrap Metal Dealer	Ref 013	The fees have been calculated on a full cost recovery basis	Three years		
Site Licence				£390	£390
Collectors Licence				£165	£165
17. Mobile Homes Act 2014	Ref 014	To reflect the variation in the cost of processing the application depending on the size of the site.			
Application fee				£380	£400
Plus, per additional unit		Depends on total number of pitches		£10	£10
Annual Fee				£10 per pitch	£10 per pitch
Transfer/amendment of licence				£175	£180
Depositing Site rules				£145	£150
Fit and Proper person application fee		New fee with effect from 01/04/2022		£300	£300

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	Notes	2022/23 Charge	2023/24 Charge
Health & Purity Certificate		£36.00	£40.00
Foot & Mouth Health Certificate		N/A	N/A

Condemnation Certificate		£260.00	£280.00
Environmental Site Reports	Prices include VAT		
Home Buyer Version		£125.00	£140.00
Detailed version		£370.00	£400.00
Housing immigration check		£130.00	£150.00

PRIVATE WATER SUPPLIES

Activity	Notes	2022/23 Charge	2023/24 Charge
Risk Assessment	Guidance on fees is provided by the Drinking Water Inspectorate	Hourly rate x time spent	Hourly rate x time spent
Sampling		£50.00	£60.00
Investigation		Hourly rate	Hourly rate
Domestic Supplies (Reg 10)		£25.00	£25.00
Check Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs
Audit Monitoring (Commercial supplies)		£50 plus analysis costs	£50 plus analysis costs

***Relevant act/ Order References**Ref 001 - *Hypnotism Act 1952*Ref 002 - *Local Government (Miscellaneous Provisions) Act 1982*Ref 003 - *Local Government (Miscellaneous Provisions) Act 1976*Ref 004 - *Animal Boarding Establishments Act 1963*Ref 005 - *Dangerous Wild Animals 1976*Ref 006 - *Dog Breeding and Sale of Dogs (Welfare) Act 1999*

Ref 007 - *Riding Establishments Acts 1964 and amended 1970*

Ref 008 - *Nottinghamshire County Council Act 1985*

Ref 009 - *Zoos Licensing Act 1981*

Ref 010 - *Pet Animal Act 1951*

Ref 011 - *Anti-social Behaviour Act 2003*

Ref 012 - *Housing Act 2004*

Ref 013 - *Scrap Metal Dealers Act 2013*

DOG WARDEN

(Prices are not subject to VAT)

STRAY DOGS:	Duration	2022/23 Charge	2023/24 Charge
This includes Government fee, Local Authority charge, and kennelling costs. Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	1 Day	£83.00	£83.00
	2 Days	£91.00	£91.00
	3 Days	£99.00	£99.00
	4 days	£107.00	£107.00
	5 Days	£115.00	£115.00
	6 Days	£123.00	£123.00
	7 Days	£131.00	£131.00

NOTE: No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities shows that these figures are slightly above average.

WASTE & RECYCLING

A 10% DISCOUNT IS GIVEN FOR EACH ADDITIONAL BIN PER SITE PER COLLECTION

(Prices include VAT where applicable)

Trade Waste, Recycling and Garden Bins					
We have set figures for these services and have used a disposal cost provided by Nottinghamshire County Council (disposal authority).					
REFUSE					
Bin Size	2022/23 Collection Charge	2022/23 Disposal Charge	2023/24 Collection Charge	2023/24 Disposal Charge	
140L	£2.35	£1.49	£2.50	£1.65	
240L	£3.00	£2.56	£3.15	£2.83	
360L	£3.80	£3.83	£3.95	£4.24	
660L	£5.75	£7.03	£5.90	£7.78	
1100L	£8.60	£11.72	£8.80	£12.96	
Pre-Paid Sacks	£1.85	£0.64	£2.00	£0.71	
Clinical	£2.35	£8.00	£2.50	£9.00	
RECYCLING					
Bin Size	2022/23 Collection Charge	2022/23 Disposal Charge	2023/24 Collection Charge	2023/24 Disposal Charge	
140L	£2.35	£0.37	£2.50	£0.41	
240L	£3.00	£0.64	£3.15	£0.70	
360L	£3.80	£0.96	£3.95	£1.05	
660L	£5.75	£1.76	£5.90	£1.93	
1100L	£8.60	£2.93	£8.80	£3.22	
Pre-Paid Sacks	N/A	N/A	N/A	N/A	
Clinical	N/A	N/A	N/A	N/A	
Trade Waste contract charges					
		2022/23 Charge		2023/24 Charge	
Alteration Fee		£42.00		£44.00	
Lockable Bin		N/A		N/A	

Agenda Page 103

Access Fee (Maximum)	5 – 10% of total cost dependent on site	5 – 10% of total cost dependent on site
Domestic Garden Bins		
	2022/23 Charge	2023/24 Charge
Price per bin	£35.00	£35.00
Cost of bin for new properties		
Bin Size	2022/23 Charge	2023/24 Charge
140L	£32.00	£34.00
240L	£32.00	£34.00
360L	£48.00	£50.00
660L	£300.00	£310.00
1100L	£320.00	£330.00
Developers delivery charge (per load)	£65.00	£70.00
Bulky Waste Charges		
	2022/23 Charge	2023/24 Charge
Domestic Bulky Waste		
First Item	£13.00	£13.00
Subsequent item	£7.00	£7.00
Electrical Items		
First Item	£13.00	£13.00
Subsequent item	£7.00	£7.00
Large Items which are not covered by the above charges	£62 per hour	£70 per hour
Commercial Fridges		
	2022/23 Charge	2023/24 Charge
Per Unit	£95.22	£105.00
Collection and Transport	£98.33	£108.00
Cleansing Services Hours		
	2022/23 Charge	2023/24 Charge
1 hour	£65.00	£70.00
1.5 hours	£97.50	£105.00
2 hours	£130.00	£140.00
3 hours	£195.00	£210.00

4 hours	£260.00	£280.00
5 hours	£325.00	£350.00
Emptying bins (cost per empty of bin)		
	2022/23 Charge	2023/24 Charge
Litter bins	£1.00	£1.10
Dog Bins	£2.00	£2.20
Vehicle Workshop Services		
	2022/23 Charge	2023/24 Charge
MOT's	£45.00	£45.00
Air Conditioning re-gas	£60.00	£60.00
External Servicing of vehicles	£45 per hour	£45 per hour

NOTE: The Business Manager has an element of flexibility to adjust the fees and charges to respond to customer and market demands. This is at the discretion of the Business Manager, who will be mindful that costs must be covered.

NOTE: The HSE is changing the regulations on the collection of some bulky items which means we have to significantly change the way in which we collect it. This is still in the planning phase but may result in significant increases on the collection costs which may have to be passed onto the customers.

PARKS & AMENITIES*(Charges are inclusive of VAT where applicable)*

Facility	Purpose	2022/23 Charge	2023/24 Charge	
Parks & Playing Fields	Football Season (13 matches or more)*	Seniors	£510.00	£510.00
		Juniors	£286.00	£286.00
		Mini Soccer	£153.00	£153.00
	Football Pitch (per match)*	Seniors	£52.00	£52.00
		Juniors	£32.00	£32.00
		Mini Soccer	£22.00	£22.00
	Hire of Park	Commercial use	N/A	N/A
		Charities (can be waived by SLT)	£100 per day	£100 per day
	Circuses		N/A	N/A
	Funfairs	Large Fair	N/A	N/A
		Small Fair	N/A	N/A
	Sponsorship	Bedding Displays	£816 per annum	£816 per annum
	Forest School Sessions	Ranger-led	£10.00 per session	£10.00 per session
		Self-led	£3.00 per person	£3.00 per person
	Outdoor Fitness Camps		N/A	N/A
	Commercial fitness & skills sessions inc. football training	Weekly	£25.00 per session	£25.00 per session
		Annual	£300.00	£300.00
	Events	Ticketed	£100 + 15% of ticket sales	£100 + 15% of ticket sales
		Non-ticketed	£400.00	£400.00
	School sessions	Ranger-led: annual	£100.00	£100.00
Ranger-led: one-off		£25.00	£25.00	
Schools-led: annual		£40.00	£40.00	
Schools-led: one-off		£10.00	£10.00	
Hire of Football Changing Rooms*	Without showers	£11.00	£11.00	
	With showers	£15.00	£15.00	
Provision of memorial trees	Per tree	£20.00	£20.00	
Lincoln Road Pavilion	Hire of Pavilion	£11.00 per hour	£11.00 per hour	

*charges for where a current agreement doesn't exist

PUBLIC CONVENIENCES

Public Convenience	2022/23 Charge	2023/24 Charge
Gilstrap Centre	20p	20p

CAR PARKS

(Car Park charges are all inclusive of VAT)

Newark Car Parks	Duration	2022/23 Charge	2023/24 Charge
INNER TOWN London Road Balderton Gate Town Wharf Appletongate	30 minutes	£0.50	£0.50
	1 hour	£1.00	£1.00
	2 hours	£1.50	£1.50
	2-3 hours	£2.50	£2.50
	3-4 hours	£4.50	£4.50
	Over 4 hours	£7.50	£7.50
	After 6pm (Evening Charge)	£1.00	£1.00
OUTER TOWN Riverside (former Tolney Lane) Riverside Arena Castle House	1 hour	£1.00	£1.00
	2 hours	£1.50	£1.50
	2-4 hours	£2.00	£2.00
	4-5 hours	£3.00	£3.00
	5 hours and above	£3.50	£3.50
	After 6pm (Evening Charge)	£1.00	£1.00
Dedicated Motorcycle Bay Newark: London Road Balderton Gate Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.		
LORRY PARKING			
	Lorry Parking - Fixed Charge	£19.50	£20.50
	Lorry Parking (with meal voucher)	£22.50	£23.50
	Coaches - (with meal voucher)	£5.00	£5.00

DELETE

Agenda Page 108

SEASON TICKETS			
INNER TOWN (Newark) (limited issue)	Per month	£84.00	£90.00
	Per quarter	£193.00	£200.00
	Per year (7 days per week)	£700.00	£740.00
OUTER TOWN (Newark) (limited issue)	Per month	£54.00	£60.00
	Per quarter	£124.00	£130.00
	Per year (Monday - Friday only)	£350.00	£370.00
	Per year (7 days per week)	£450.00	£470.00
CONTRACT CAR PARK RATES			
Barnby Gate	Per quarter	£208.00	£220.00
	Per annum	£800.00	£840.00
The Palace	Per annum	£650.00	£680.00
Pelham Street	Per annum	£550.00	£580.00
Cashless parking is available at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply

RIVERSIDE MARKET

(Charges are not subject to VAT)

DAY	ITEM	2022/23 Charge	2023/24 Charge
WEDNESDAY	MARKET STALL	£17.00	N/A
	PITCH - PER LINEAR METRE	£6.00	N/A

CASTLE HOUSE - CIVIC SUITE HIRE & PARTNERS' DESK USAGE*(Prices are exclusive of VAT)*

No Webcasting			
Room	Duration	2022/23 Charge	2023/24 Charge
G2	Hourly charge	£15.00	£16.00
G3	Hourly charge	£15.00	£16.00
Civic 1	Hourly charge	£25.00	£26.00
Civic 2	Hourly charge	£25.00	£26.00
Civic 3	Hourly charge	£15.00	£16.00
Civic 4	Hourly charge	£15.00	£16.00
Civic 1 + 2	Hourly charge	£40.00	£42.00
Civic 3 + 4	Hourly charge	£25.00	£26.00
Civic 2+3+4	Hourly charge	£40.00	£42.00
Civic 1+2+3+4	Hourly charge	£65.00	£68.00
Desk Charge	Per Desk	Various	Various

NEWARK BEACON*(Prices are inclusive of VAT)*

Room	Seating Capacity	Duration	2022/23 Charge	2023/24 Charge
Cafferata Suite	Maximum capacity 70 (theatre style)	Full day	£252.00	£264.00
		Half day	£156.00	£164.40
		Hourly rate	£42.00	£44.40
Trent Suite	Maximum capacity 10	Full day	N/A	N/A
		Half day	N/A	N/A
		Hourly rate	N/A	N/A
Gresham	Maximum 20 (10 during COVID-19)	Full day	£132.00	£139.20
		Half day	£84.00	£87.60
		Hourly rate	£24.00	£25.20
Friary	Maximum 16 (8 during COVID-19)	Full day	£132.00	£139.20
		Half day	£84.00	£87.60
		Hourly rate	£24.00	£25.20
11C (or other office depending on occupancy)	Maximum 4 (2 during COVID-19)	Full day	£84.00	£87.60
		Half day	£30.00	£32.40
		Hourly rate	£12.00	£13.20

Discounts may be applied to approved charitable organisations or where a package of bookings are made together at the discretion of the Senior Leadership Team, with final approval by the Section 151 Officer

NON-PAYMENT OF COUNCIL TAX/NNDR

Council Tax	2022/23 Charge	2023/24 Charge
Summons	£80	£80
Liability Order	With summons	With summons

NNDR	2022/23 Charge	2023/24 Charge
Summons	£100	£100
Liability Order	With summons	With summons

The level of costs to have to be justified to the court and there is case law against raising to a level that is deemed excessive.

TEMPORARY ACCOMMODATION

These charges are in relation to Northgate, Newark; Alexander Lodge, Newark; and Wellow Green, Ollerton.

Charge	2022/23 Charge	2023/24 Charge
Wellow Green Hostel Service Charge	£33.08 per week	£34.73 per week
Wellow Green Hostel Support Charge (non-Housing Benefit (HB))	£4.52 per week	£4.75 per week
Northgate Hostel Service Charge	£107.88 per week	£113.27 per week
Northgate Support Charge and Ineligible Services (non-Housing Benefit (HB))	£16.93 per week	£17.77 per week
Alexander Lodge Service Charge - proposed charge for when services opens 2023/24		£136.01 per week
Alexander Lodge Support Charge and Ineligible Services (non-Housing Benefit (HB)) - proposed charge for when services opens 2023/24		£17.38 per week

PRIVATE SECTOR CARELINE SERVICE

Product	2022/23 Charge	2023/24 Charge
Lifeline - Provision of a dispersed alarm, pendant. - 24 hours a day 365 days a year monitoring of lifeline. - Provision of advice and or contact of next of kin or emergency service if required on receipt of call	£4.43 per week	£4.65 per week
Lifeline installation fee	£25.00 one-off	£26.25 one-off
Digital Provision	N/A	£1.00 per week
Keysafe	£40.00 one-off	42.00 one-off

Product	2022/23 Charge	2023/24 Charge
Sensor monitoring To receive this service tenants must also subscribe to the lifeline service. The sensors available are: i. Additional sensor ii. Smoke alarms iii. Carbon monoxide alarms iv. Flood alerts v. Bed sensors vi. Panic alarms vii. Fall detectors	£2.63 for two to five sensors, per week	£2.76 for two to five sensors, per week
Sensor monitoring installation fee (per visit)	£35.00	£36.75

Product	2022/23 Charge	2023/24 Charge
Welfare calls To receive this service tenants must also subscribe to the lifeline service. - 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot. - Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required.	£4.43 per week	£4.65 per week

<p>Welfare calls To receive this service tenants must also subscribe to the lifeline service.</p> <ul style="list-style-type: none"> - 5 x 5 minute calls per week made to the customer on agreed days between the hours of 7am and 7pm within a mutually agreed 1 hour time slot. - Ensure the welfare of the customer, provide advice and or contact of next of kin or emergency service if required. 	<p>£4.43 per week</p>	<p>£4.50 per week</p>
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Report to: Cabinet Meeting: 21 February 2023

Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive

Lead Officer: Jenna Norton, Senior Accountant – Financial Services Extension 5327

Report Summary	
Type of Report	Open, Key Decision
Report Title	2023/24 to 2026/27 Medium Term Financial Plan
Purpose of Report	In accordance with the Financial Regulations 6.2.3, Cabinet is required to consider the Capital Programme and recommend to the Council the final Programme for approval. This report details the proposed capital schemes over the medium term, together with the available resources to finance this.
Recommendations	That the General Fund schemes set out at Appendix A to the report, and the Housing Services schemes set out at Appendix B to the report, be recommended to Full Council on 8 March 2023 as committed expenditure in the Capital Programme for 2023/24 to 2026/27.
Alternative Options Considered	If the Council did not have a Capital Programme, this would result in not being able to deliver the schemes and not achieve the objectives in the community plan.
Reason for Recommendations	To enable the Capital Programme to be considered by Cabinet in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

1.0 Background

- 1.1 The Capital Strategy was approved by Council on 9 March 2022. It contains the Capital Appraisal form template and the prioritisation criteria, which is in two stages. The schemes need to meet the criteria in stage 1, to progress to stage 2.
- 1.2 Capital Appraisal forms were circulated to all Business Managers during summer 2022 to enable bids for new Capital schemes. Completed forms were scored in conjunction with the prioritisation criteria. SLT considered the results of this exercise and the proposed Capital

Programme included within this report, contain those schemes that were agreed to be appropriate.

2.0 **Capital Expenditure – General Fund**

2.1 The Council intends to spend £78.631m in general fund capital expenditure from 2023/24 to 2026/27.

2.2 The major schemes in this programme are:

Scheme Name	Summary of Proposed Financing
Yorke Drive Regeneration and Community Facility	Borrowing plus external grant
Castle Gatehouse	Currently £1m borrowing together with anticipated contribution from the Towns Fund and HLF. This project will be further updated once Full business case is approved.
Glass Recycling Bin Purchase	Funded by Change Management reserve
Vehicles and Plant Replacement	£900k borrowing in relation to the X3 Glass collection vehicles
Cliptone Holding Centre Development	£5m borrowing, with remaining from Change Management Reserve
Southern Link Road Contribution	External Grant supplemented by a revenue contribution
Rural Prosperity Fund	Wholly funded by Grant
A1 Overbridge	Community Infrastructure Levy
Arkwood Developments Regeneration Loan Facility	Borrowing
32 Stodman Street	£2.2m Town Fund, £284k One Public Estate, £400k Rural Prosperity Fund with the remainder supplemented Reserves and borrowing
Contribution to the IASI	Towns Fund Grant

2.3 A number of new schemes have been added to the Capital Programme as part of the budget process. The total over the period of 2023/24 to 2026/27 of £5.097m in General Fund and £5.082m HRA. Details of which can be found labelled 'New' at Appendix A and B, and are summarised below:

Scheme Name	Summary of Proposed Financing
Glass Recycling Transfer Station	Borrowing
Glass Recycling Bin Purchase	Change Management Reserve

Playground Equipment Improvement	Third Party Contribution from Miner 2 Major (£8k) and the remaining from the Capital Reserve
Rural Prosperity Fund	Wholly funded by Grant
Beacon EV Charge Points	Capital Reserve
Security Gates Burma Road, Clipstone, Southwell, SOT & SFACC	Capital Reserve
Shared Prosperity Year 2 & 3	Wholly funded by Grant
Information Technology Investment	Capital Receipts and Capital Reserve
Jubilee Bridge Works	Asset Maintenance Reserve
HRA Playground Equipment Improvement	HRA Efficiencies
HRA Thermal Comfort	Major Repairs Reserve
HRA Housing Management System	Housing Reserve
HRA Carelines	Housing Reserve

2.4 The impacts of all borrowing has been included in the Treasury Management Strategy and the Medium Term Financial Plan. Details of individual schemes are shown in **Appendix A**.

3.0 Capital Expenditure – Housing Revenue Account (HRA)

3.1 The Council intends to spend £50.607m from the HRA from 2023/24 to 2026/27. This is made up of £27.624m on existing property investment and £22.983m on additional Affordable Housing.

3.2 The Housing, Health and Wellbeing directorate will review and update the property investment programme against the records kept for all properties to ensure budget levels are sufficient for works coming up in the medium term.

3.3 Major schemes included in the HRA are:

- Yorke Drive Estate Regeneration
- Phases 5 of the Council House Development Programme
- Replacement of the Housing Management System

3.4 Details of individual schemes are shown in **Appendix B**.

4.0 Resources Available

4.1 External Grants and Contributions can provide additional resources to the Capital Programme. Grant funding is subject to a detailed bidding process. Officers continue to liaise with external parties to secure the maximum available inward investment in order to contribute towards the delivery of the capital programme.

4.2 The most significant grants currently forecast over the medium term are from the Towns Fund, Levelling up Fund, Grant from Nottinghamshire County Council (for the Southern Link Road), Rural Prosperity Fund and the Better Care Fund (BCF) for Disabled Facilities Grants (DFG's). In addition to this, grants held from previous years for specific purposes are due to be utilised. For example, the Local Enterprise Partnership (LEP) Grant received during 2016/17 in relation to the Southern Link Road, which is forecast to be utilised over the next financial year.

4.3 Grants and Contributions in relation to the Southern Link Road, include £17.5m (the balance estimated to be remaining from the £20m awarded) from the Levelling up Fund and a third party contribution from Nottinghamshire County Council which was secured during 2022/23, to be administered by the Council on behalf of Nottinghamshire County Council in line with the current monitoring process for the other Public Sector grant.

4.4 The Rural Prosperity Fund (RPF) is a wholly Capital allocation, that has been bid through an addendum to the SPF Investment Plan that the Council will be informed of in March 2023. This will provide an allocation of £892k over two years 2023/24 and 2024/25. The programme will include an ability for external stakeholders to bid and will be a multiple series of small capital improvement that will be overseen and approved by the Portfolio Holder for Economic Growth & Visitors.

4.5 Capital Receipts

	General Fund	HRA	1-4-1	Total
	£'m	£'m	£'m	£'m
Estimated Balance @ 1 Apr 2023	0.994	1.710	1.197	3.901
Estimated Receipts 2023/24 – 2026/27	7.900	4.577	3.162	15.639
Approved for Financing 2023/24 – 2026/27	6.080	2.997	1.987	11.064
Unallocated Capital Receipts Balance	2.814	3.290	2.372	8.476

4.6 The general fund capital estimated receipts of £7.9m are made up of the sale of the residential properties on Stodman Street and the land at Lowfield Lane, due to be sold to Arkwood Developments.

4.7 The HRA capital receipts and 1-4-1 figures above relate to forecast Right to Buy (RTB) sales. The 1-4-1's are restricted for replacement homes and must be used as follows:

- Amount to no more than 40% of the total scheme cost
- Spent within 5 years of receipt, or returned to Government with interest

Officers continue to monitor the deadlines closely and maximising use where practicable within the new build programme in order to avoid having to pay the remaining balances to Government with interest.

4.8 Where appropriate, the use of finite capital resources is prioritised. Borrowing is utilised for assets with longer asset lives, where the impact of interest and Minimum Revenue Provision (MRP) can be spread over the useful economic life of the asset, whilst minimising the impact on the General Fund. Leasing is also tightly controlled within the revenue budgets for the same reason and is rarely used as the interest rates remain low, therefore borrowing is currently a more attractive means of financing capital expenditure.

Subject to the approval of the proposals outlined in section 2.0 and 3.0 above, the current plan for financing the capital programme is shown below.

5.0 Financing

5.1 Subject to the approval of the proposals outlined in section 3.0 and 4.0 above, the current plan for financing the capital programme is shown below.

General Fund Capital Programme Financing Summary

General Fund Financing	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
Borrowing	22.753	1.032	0	0
Government Grants	26.043	2.674	0.860	0.860
Contributions from Third Parties	3.008	0.225	0	0
Community Infrastructure Levy	5.540	0	0	0
Capital Receipts	0.753	1.781	1.762	1.783
Capital Reserve	0.754	0.080	0	0
RCCO	7.442	1.280	0	0
Total	66.294	7.072	2.622	2.643

Housing Revenue Account Capital Programme Financing Summary

HRA	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
Borrowing	7.510	6.474	0	0
Government Grants	0	0	0	0
Contributions from Third Parties	0	0	0	0
Capital Receipts	4.985	0	0	0
RCCO	0.637	0.655	0	0
Revenue Support	9.913	6.846	6.846	6.741
Total	23.045	13.975	6.846	6.741

5.2 At the end of the financial year, once all capital expenditure has been finalised (including accrued expenditure) the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

6.0 **Implications**

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

Background Papers and Published Documents

Capital Strategy 2023/24 report to Audit and Governance on 1 February 2023

GENERAL FUND CAPITAL PROGRAMME 2023/24 to 2026/27

SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2023/24 (INC FORECAST FOR 2022/23)	2023/24	2024/25	2025/26	2026/27	
TB2253	Vehicles & Plant	0	9,015,867	9,015,867	4,989,342	1,187,800	50,400	1,287,285	1,501,040
TF2000	CCTV Replacement Programme	15,500	189,850	205,350	86,000	90,500	20,070	8,780	
TF3227	Lowdham Flood Alleviation	0	200,000	200,000	0		200,000		
TF3231	Safer Streets 4	305,000	0	305,000		305,000			
TF3232	Rural Crime and Prevention	39,000	0	39,000		39,000			
TF6011	Private Sector Disabled Facilities Grants	4,200,000	0	4,200,000	1,400,000	700,000	700,000	700,000	700,000
TF6012	Discretionary DFG	540,000	0	540,000	180,000	90,000	90,000	90,000	90,000
New	Glass Recycling Transfer Station	0	38,400	38,400	0	38,400			
New	Glass Recycling Bin Purchase	0	1,411,909	1,411,909	0	1,411,909			
New	Playground Equipment Improvement Programme	0	249,200	249,200	0	249,200			
Cleaner, Safer Greener Total		5,099,500	11,105,226	16,204,726	6,655,342	4,111,809	1,060,470	2,086,065	2,291,040
TA3053	Museum Improvements	0	770,000	770,000	585,706	184,294			
TA3060	Beacon - New Boiler	0	61,525	61,525	0	61,525			
TA3061	Beacon - LED Lights	0	81,995	81,995	0	81,995			
TB3154	Castle Gatehouse Project	3,000,000	1,025,150	4,025,150	515,602	3,509,548			
TC3142	Common Lighting at Industrial Estates	0	66,750	66,750	1,253	65,497			
TC3143	Roller Shutter Doors at Industrial Units	0	224,750	224,750	0	224,750			
TC3145	Fire Signage and Emergency Lighting at Industrial Units	0	222,500	222,500	0	222,500			
TE3250 / New	Shared Prosperity Fund Year 1-3	427,550	0	427,550	40,000	59,750	327,800		
TI1002	A1 Overbridge Improvements	60,000	5,540,000	5,600,000	60,000	5,540,000			
TI1000	Towns Fund - 32 Stodman Street Regeneration	2,768,000	0	2,768,000	2,437,954				
TI1002	Town Fund - Contribution to IASTI	10,677,000	0	10,677,000	7,677,000	3,000,000			
TI1006	Towns Fund - Cultural Heart of Newark	1,500,000	0	1,500,000	0	900,000	600,000		
New	Rural England Prosperity Fund	892,000	0	892,000	0	446,000	446,000		
New	Beacon EV Chargepoints	0	36,850	36,850	0	36,850			
New	Security Gates Burma Road, Clipstone, S'well, SOT, SFACC	0	25,000	25,000	0	25,000			
New	Jubilee Bridge Works	0	333,500	333,500	0	333,500			
New	Palace Backstage Safety Improvements	0	59,526	59,526	0	59,526			
Economic Development & Visitors		19,324,550	0	19,324,550	11,317,515	0	0	0	0
TA1217	Southwell Leisure Centre Improvements	225,000	750,000	975,000	0		975,000		
TA1218	Leisure Equipment Purchase	0	760,000	760,000	0		760,000		
TA3097	Yorke Drive Regeneration and Community Facilities	100,000	3,358,000	3,458,000	403,719	3,054,281			
TF3228	Homeless Hostel	0	3,850,000	3,850,000	3,300,000	550,000			
TF6807	Warm Homes on Prescription	416,616	0	416,616	136,616	70,000	70,000	70,000	70,000
Homes & Health		741,616	8,718,000	9,459,617	3,840,336	3,674,281	1,805,000	70,000	70,000
TA3286 / New	Information Technology Investment	0	3,953,896	3,953,896	1,944,756	335,000	925,930	466,000	282,210
New	Upgrade Charging point at Castle House	0	50,000	50,000		50,000			
Organisational Development & Governance		0	4,003,896	4,003,896	1,944,756	385,000	925,930	466,000	282,210
TC2007	Clipstone Holding Centre Purchase & Works	0	8,413,250	8,413,250	1,093,250	7,320,000			
TC3136	Climate Change	0	205,200	205,200	55,200	75,000	75,000		
TE3268	Southern Link Road Contribution	29,114,779	5,904,436	35,019,215	14,519,215	20,500,000			
TG1003	Housing Regeneration Loan Facility	0	11,408,071	11,408,071	2,761,203	8,646,868			
Strategy Performance & Finance		29,114,779	14,522,886	55,045,736	18,428,868	36,541,868	75,000	0	0
Total Programme		54,280,446	0	54,280,446	42,186,816	0	2,622,065	2,643,250	0

HOUSING REVENUE ACCOUNT (HRA) CAPITAL PROGRAMME 2023/24 to 2026/27

SCHEME	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2023/24 INC FORECAST FOR 2022/23	2023/24	2024/25	2025/26	2026/27
HOUSING REVENUE ACCOUNT								
PROPERTY INVESTMENT PROGRAMME								
S91100	ROOF REPLACEMENTS	2,400,000	2,400,000	0.00	480,000	480,000	480,000	480,000
S91115	Roof Replacement Works	111,355	111,355	0.00	0	0	0	0
S91116	Flat Roof Replacements	57,341	57,341	0.00	0	0	0	0
S711	ROOF REPLACEMENTS	0	2,568,696		480,000	480,000	480,000	480,000
S91200	KITCHEN & BATHROOM CONVERSIONS	7,200,000	7,200,000	0.00	1,800,000	1,800,000	1,800,000	1,800,000
S91218	Kitchen & Bathrooms	2,390,000	2,390,000	0.00	0	0	0	0
S712	KITCHEN & BATHROOM CONVERSIONS	0	9,590,000		1,800,000	1,800,000	1,800,000	1,800,000
S91300	EXTERNAL FABRIC	1,440,000	1,440,000	0.00	360,000	360,000	360,000	360,000
S91336	Ext Fab Works	557,398	557,398	0.00	0	0	0	0
S91337	Conservation Area Doors		0	0.00				
S713	EXTERNAL FABRIC	0	1,997,398		360,000	360,000	360,000	360,000
S91400	DOORS & WINDOWS	816,000	816,000	0.00	204,000	204,000	204,000	204,000
S714	DOORS & WINDOWS	0	816,000		204,000	204,000	204,000	204,000
S91500	OTHER STRUCTURAL	432,956	432,956	0.00	60,000	60,000	60,000	60,000
S91511	Walls Re-Rendering	260,000	260,000	0.00	60,000	60,000	60,000	60,000
S715	OTHER STRUCTURAL	0	692,956		120,000	120,000	120,000	120,000
S93100	ELECTRICAL	2,880,000	2,880,000	0.00	720,000	720,000	720,000	720,000
S731	ELECTRICAL	0	2,880,000		720,000	720,000	720,000	720,000
S93500	HEATING	2,640,000	2,640,000	0.00	660,000	660,000	660,000	660,000
S735	HEATING	0	2,640,000		660,000	660,000	660,000	660,000
S93600	ENERGY EFFICIENCY	1,050,000	1,050,000	0.00	180,000	180,000	180,000	180,000
New	Thermal Comfort	800,000	800,000	0.00	200,000	200,000	200,000	200,000
S736	ENERGY EFFICIENCY	91,760	1,850,000		380,000	380,000	380,000	380,000
S95100	GARAGES, FOOTPATHS, WALKWAYS	360,000	360,000	0.00	90,000	90,000	90,000	90,000
S95109	Garages	120,000	120,000	0.00	30,000	30,000	30,000	30,000
S751	GARAGE FORECOURTS	0	480,000		120,000	120,000	120,000	120,000
S95200	ENVIRONMENTAL WORKS	1,050,000	1,050,000	0.00	180,000	180,000	180,000	180,000
S95203	Car Parking Schemes	702,817	702,817	0.00	120,000	120,000	120,000	120,000
S95208	Sewerage Works	12,340	12,340	0.00	0	0	0	0
S95250	Communal Lighting	96,000	96,000	0.00	24,000	24,000	24,000	24,000
S95252	Flood Defence Systems	52,000	52,000	0.00	12,000	12,000	12,000	12,000
S95253	Play Areas	176,000	176,000	0.00	100,000	24,000	24,000	24,000
S95254	Estate Remodelling	375,000	375,000	0.00	78,000	78,000	78,000	78,000
S95303	Target Hardening	18,625	18,625	2,762.67	0	0	0	0
S752	ENVIRONMENTAL WORKS	0	2,482,781		514,000	438,000	438,000	438,000
S97100	ASBESTOS	240,000	240,000	0.00	60,000	60,000	60,000	60,000
S97115	Asbestos Surveys	40,000	40,000	0.00	0	0	0	0
S97116	Asbestos Removal	20,000	20,000	0.00	0	0	0	0
S771	ASBESTOS	0	300,000		60,000	60,000	60,000	60,000
S97200	FIRE SAFETY	240,000	240,000	0.00	60,000	60,000	60,000	60,000
S772	FIRE SAFETY	0	240,000		60,000	60,000	60,000	60,000
S97300	DDA IMPROVEMENTS	100,008	100,008	0.00	24,000	24,000	24,000	24,000
S773	DDA IMPROVEMENTS	0	100,008		24,000	24,000	24,000	24,000
S97400	DISABLED ADAPTATIONS	2,400,000	2,400,000	0.00	600,000	600,000	600,000	600,000
S774	DISABLED ADAPTATIONS	0	2,400,000		600,000	600,000	600,000	600,000
S97500	LEGIONELLA	144,000	144,000	0.00	36,000	36,000	36,000	36,000
S775	LEGIONELLA	0	144,000		36,000	36,000	36,000	36,000
S98102	Sprinkler System	407,000	407,000	0.00	310,000			
S98103	Structural Surveys - Elevated Walkways	40,000	40,000	0.00	8,000	8,000	8,000	8,000
S98104	Scooter Shed	60,000	60,000	0.00		30,000	30,000	
S98105	Compartmentalisation in Roof Space	1,194,800	1,194,800	0.00	256,200	256,200	256,200	256,200
S98106	Inspection & Install Lightning Conductors	300,000	300,000	0.00	75,000	75,000	75,000	
S98107	Aerial Inspections	6,750	6,750	0.00		2,250	2,250	2,250
S781	BUILDING SAFETY	0	2,008,550		649,200	371,450	371,450	266,450
S99100	PROPERTY INVESTMENT CONTINGENCY	296,100	296,100	0.00	60,000	60,000	60,000	60,000
S99102	Investment Programme Fees	0	1,734,990	0.00	343,120	352,680	352,680	352,680
S791	UNALLOCATED FUNDING	0	296,100		403,120	412,680	412,680	412,680
SUB TOTAL PROPERTY INVESTMENT		91,760	31,486,490		1,381	7,190,320	6,846,130	6,846,130
AFFORDABLE HOUSING								
SA1033	Yorke Drive Estate Regeneration	986,766	14,460,001	15,446,767	2,615,073.25	5,973,549.50	6,473,549.50	
SA1080	Phase 5	0	9,714,900	9,714,900	414,900.04	9,300,000.00		
New	Careline Analogue to Digital	0	460,540	460,540	42,361.80	60,000.00	320,000.00	
New	New Housing Management System	0	856,000	856,000	0.00	521,000.00	335,000.00	
SUB TOTAL AFFORDABLE HOUSING		986,766	25,491,441	26,478,207	3,072,335	15,854,550	7,128,550	0
TOTAL HOUSING REVENUE ACCOUNT		1,078,526	85,902,101	90,521,736	20,880,381	23,044,870	13,974,680	6,846,130



Report to: Cabinet Meeting - 21 February 2023
 Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Director – Resources and Deputy Chief Executive
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Extension 5317

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Medium Term Financial Plan 2023/24 to 2026/27
Purpose of Report	To present the Council’s Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2023 and 31 March 2027 (2023/24 to 2026/27).
Recommendations	That Cabinet recommends the 2023/24 to 2026/27 Medium Term Financial Plan (MTFP) for approval by the Full Council at their meeting to be held on 9 March 2023.
Alternative Options Considered	Not applicable
Reason for Recommendations	To provide a framework to support the Council’s future spending plans.

1.0 Background

- 1.1 The MTFP (**Appendix A**) aims to provide Members and officers with a clear financial framework for delivering the Council’s Community Plan objectives over the next four financial years.
- 1.2 Updating the Council’s MTFP is an essential pre-requisite to the annual budget setting process for future years.

2.0 Proposals

- 2.1 The MTFP shows that the Council is able to set a balanced budget for 2023/24, though will need to reduce expenditure and/or increase income to pay for service delivery in future years.
- 2.2 The Council will need to continually consider how best to manage demand for its services, as well as continually monitor and review how it best delivers each service.

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.

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

2023/24 TO 2026/27 MEDIUM TERM FINANCIAL PLAN (MTFP)

The council's Medium Term Financial Plan (MTFP) for the four financial years between 1 April 2022 and 31 March 2026 (2022/23 to 2025/26, or 2022/26) was presented to this Committee on 21 February 2021 and approved by Full Council on 9 March 2021.

This document seeks to update the MTFP's assumptions on expenditure, income and financing for the four years between 2023/24 and 2026/27 (2023/27).

The main aims of the MTFP are to:

- a) deliver the council's Community Plan objectives over the life of the relevant Community Plan;
- b) clearly present the council's current predictions of its financial position between 2023/24 and 2026/27; and
- c) enable members to make decisions which ensure the council's future financial sustainability.

The MTFP tries to do this by:

- a) bringing together in one place all known factors which will affect the council's financial position; and
- b) matching how the council plans to spend to deliver its Community Plan objectives with the expected resources available to fund that spend.

1.1 Financial Projections

The table below shows high level budget projections for the next four years, assuming annual increases of 1.94% in the rate of average band D council tax (excluding local precepts), together with annual increases in the council tax base based on forecast housing growth.

	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)
Net Service Expenditure (less capital charges)	16.084	16.920	17.413	17.858
Total Other Expenditure	0.875	1.040	1.464	1.779
Total Expenditure	16.959	17.978	18.895	19.655
Business Rates: receivable annually	(8.702)	(8.705)	(4.991)	(5.028)
Business Rates: other adjustments	0.166	0.000	0.000	0.000
Council Tax: receivable annually	(7.805)	(8.155)	(8.313)	(8.474)
Council Tax: other adjustments	0.047	0.000	0.000	0.000
Other Grants	(1.228)	(1.563)	(0.388)	(0.708)
Contribution (to) or from Reserves	(0.563)	(0.444)	4.853	5.446

1.2 Financial Landscape

The government has had plans to reform the local government finance system for a number of years. The government initially intended for these reforms to take effect from 2020/21. It has now delayed these reforms further to 2025/26 at the earliest.

The reforms of the system are principally to increase the proportion of non-domestic rates (NDR) ('business rates') retained locally; and to make fairer the government's annual funding allocations for local authorities.

The impact of the government's decision to delay the reform to the system has been positive on the funding position of Newark and Sherwood District Council. The delay in re-setting the NDR baseline has meant that expected NDR income in 2023/24 and 2024/25 is c£6.9m higher than forecast within the MTFP that was approved on 8 March 2022.

As it is not known how exactly the local government finance system will change or from when these changes will take effect from, the council's current modelling of funding projections for 2025/26 and future years are subject to high levels of volatility.

The scope of reforms is still uncertain which would include the Fair Funding Review, a reset in the baseline for Business Rates Funding and changes to New Homes Bonus.

It is expected, however, that the government's changes to the local government finance system will incorporate transitional arrangements where appropriate, and that changes will be made manageable for individual authorities or classes of authorities.

Throughout the remainder of 2022/23 and in 2023/24, officers will closely monitor the government's announcements relating to the local government finance system and assess the implications of these on the council's funding for 2025/26 and future years.

1.3 Fair Funding Review

The government is reviewing how it assesses the relative needs and resources of English local authorities, so that it can distribute funding to councils based on a more robust and up-to-date approach. Its review (the Fair Funding Review) aims to address concerns that the current formula for determining each council's Baseline Funding Level (BFL) is unfair, out of date and overly complex.

The government now plans to use an updated approach to distributing funding to councils from 2025/26. Much of the data that Government hold in relation to the current formula relates to 2013/14 and before hence significant work is necessary in order to recalibrate the formulae.

The Fair Funding Review will have an enormous effect on the Council's budget because it will affect the amount of BFL the government will give the council in future years, and thus also the amount of business rates the council can retain. As per the table in section 1.1, business rates are expected to account for a large proportion of the council's total expenditure (excluding capital charges) in each year of the council's MTFP.

1.4 Retained Business Rates

The introduction of the current 50% business rates retention system in 2013/14 has allowed councils which have increased their locally raised business rates income since this time to benefit from the additional income generated.

The government plans to implement a reformed business rates retention system, though for changes not to take place until 2025/26 at the earliest. The reforms aim to:

- give local authorities greater control over the money it raises;
- support local economic growth;
- update the balance of risk (of loss) and reward (for growth) in the system; and
- make the system simpler and income less volatile.

Two main changes have been proposed for the business rates retention system. These are:

- 1) to increase the proportion of business rates retained locally from 50% to 75%; and
- 2) to reset the Business Rates Baseline (BRB).

The BRB is the government's prediction of how much each council is able to raise locally in business rates.

As the government intends to reform the business rates retention system in a way which is fiscally neutral, councils currently benefitting from growth in locally raised business rates income could see some of this income transferred to councils with reduced Business Rates Baselines.

Nonetheless, the planned increase in proportion of NDR retained locally means that promoting economic growth and inward investment will become ever more crucial to ensuring the council's sustainability going forward.

The council's MTFP accounts for planned reforms to the NDR retention system, though amounts for 2025/26 and future years are subject to higher levels of volatility. These have been modelled with the assistance of Pixel, the Council's external advisors who assist many authorities on national funding.

The government has proposed freezes to the proportions of businesses' rateable values (RVs) payable as business rates in 2023/24:

- a freeze in the provisional small business NDR multiplier at 49.9p;
- a freeze in the provisional NDR multiplier at 51.2p;

In accordance with section 31 (Power to pay grant) of the *Local Government Act 2003*, the government will fully fund local authorities for awarding these reliefs, and provide funding for the administrative and IT costs associated with implementing these new burdens.

Below are some of the key risks which could affect the amount of business rates income collected and thus retained in future years:

- slower than anticipated local economic growth, or local economic growth at a rate less than the change in Consumer Price Index (CPI) used to determine annual business rates payable;
- successful backdated appeals from businesses regarding the amounts of business rates payable in previous years;
- uncollectable debts which need to be written off; and
- unpredictable increases in the amounts of discretionary reliefs granted to businesses.

2023/24 is the first year of the new revaluation to rateable values. The current forecast rateable value (RV) of all business premises within the district for 2023/24 is £114.647m. This is an increase of c£7m compared to the current RV. If NDR payers believe that the RV of their premises is incorrect, they can appeal the RV of the premises. If appeals by NDR payers are successful, the council makes one-off refunds to NDR payers and backdates these as appropriate.

Currently, the Council use external consultants Analyse local, who assist the Council with forecasting losses in RV based on future appeals that may come forward. For the 2023/24 financial year £0.800m has been set aside in order to provide for any successful appeals.

If appeals that the council has provided for (set money aside) are unsuccessful or are successful but cost the council less than the amount set aside for these appeals, the council can release the surplus provisions back into the Collection Fund, in order that this may then be re-distributed back to the council and its preceptors. Similarly, where appeals are settled higher than funds set aside, an additional charge would need to be levied from the council and its preceptors in order to fund the deficit arising.

1.5 Council Tax

Chapter IVA (Limitation of Council Tax and Precepts) of the *Local Government Finance Act 1992* requires billing authorities to hold referenda if their relevant basic amount of council tax for a financial year is in excess of a set of principles determined by the Secretary of State.

An authority's relevant basic amount of council tax is its average band D council tax excluding local precepts. The relevant basic amount of council tax for Newark & Sherwood District Council includes the levy that Internal Drainage Boards charge the council. These are the Upper Witham Internal Drainage Board and the Trent Valley Internal Drainage Board.

Since 2016/17, shire district councils have been able to increase council tax by the greater of the core principle or £5.00 without holding referenda. For 2018/19 and 2019/20, the core principle was 3%; and for all other years, the core principle was 2%.

The proposed core principle for 2023/24 is 3%. The government's proposed council tax referendum principle for shire district councils therefore permits increases in the council's 2023/24 relevant basic amount of council tax of up to (and including) the greater of 2.99% or £5.00 without holding a referendum.

For all years since 2016/17 except 2020/21, Members have approved annual average band D council tax increases of 1.94%. For 2020/21, Members agreed an increase of £5.00 (2.88%). The council's MTFP assumes annual increases of 1.94%.

The council calculates how much annual council tax income it can receive by multiplying the council tax base (CTB) by the average band D council tax rate. The council tax base is the total number of properties equivalent to band D which are liable for council tax after discounts, exemptions and premia.

The council's MTFP assumes that the 2023/24 CTB will be 1.4% higher than the 2022/23 CTB, and that there will be an increase of 500 band D equivalents in CTB for 2024/25 and subsequent years.

The table below shows the additional income the council would expect to receive over the four years of the MTFP, based on council tax increases of 1.94% in 2022/23, compared to if council tax was frozen at the 2022/23 level during 2023/24 but increased by 1.94% annually thereafter:

Effect of council tax changes	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)	MTFP (£m)
Additional income from 1.94% increase in all years	0.150	0.153	0.156	0.159	0.618

1.6 New Homes Bonus (NHB)

New Homes Bonus (NHB) is a government grant paid to councils to incentivise local housing growth, based on the extra council tax income raised from new homes. NHB is paid to councils with growth in their housing stock above 0.4% of their existing council tax base.

The government plans to consult on the future of NHB, with a view to implementing reform in 2023/24.

Details of the government's final NHB allocations for 2023/24 and the three years previous are in the table below.

Year	2020/21 (£m)	2021/22 (£m)	2022/23 (£m)	2023/24 (£m)
Total	1.741	1.187	1.573	0.888

NHB is not ring-fenced, and thus can be used to fund either revenue or capital expenditure. To-date, the council has not needed to budget to use NHB to fund its General Fund revenue expenditure, as budgeted funding from council tax, business rates and other sources has been sufficient.

In previous years, NHB has been used to fund key regeneration projects. This is expected to continue. As capital resources are scarce, the termination of multi-year payments on new NHB allocations will have significant impact on capital resources.

The 2019/20 to 2022/23 MTFP approved by Council on 9 March 2019 proposed to allocate 50% of NHB receipts to reserves and 50% for the capital financing of assets with lives of less than 10 years (short-life assets). It is intended that this policy will continue.

As per section 1.2, NHB is within scope of the proposed reforms to the local government finance system. As such, councils are not expected to receive NHB in 2023/24 or future years.

1.7 Income from Fees and Charges

The council's income from fees and charges for statutory and discretionary services is an essential part of the council's General Fund revenue budget. Section 93 (Power to charge for discretionary services) of the *Local Government Act 2003* requires charges to be set such that taking one financial year with another, the income from charges for a service does not exceed its costs of provision.

Discretionary services are those for which the council has the power, but not duty, to provide; though also include additions or enhancements to statutory services that the council provides above standards legislated for.

The Action Plan to the Commercial Strategy approved at Policy and Finance Committee on 27 January 2022 set the expectation that new areas for charging and understanding price elasticity of demand on existing charges would be reviewed to ensure that discretionary charges are set at the right levels and for the right activities. The council should ensure that fees and charges for discretionary services are set which:

- ensure the maximum revenues possible;
- are allowed by the council's Corporate Fees and Charges Policy; and
- are socially and politically acceptable.

As mentioned in section 1.11, the fees and charges budgets proposed for 2023/24 are at levels considered achievable. Further details on the fees and charges budgets for 2023/24 can be found in the 2023/24 proposed General Fund Revenue Budget Report.

The table in section 1.10 identifies further fees and charges income as key to bridging the council's funding gap. It is anticipated that new annual income of £0.200m will be generated by delivering the Commercial Strategy. This may be by stretching existing fees and charges income targets, new income streams, and/or a combination of both.

1.8 Reserves and Balances

Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made.

The council has reviewed the adequacy of its useable financial reserves to ensure that these are neither too low (imprudent) or too high (overprudent) based on their purpose and likely use.

Council's generally hold useable reserves for three purposes:

- as a working balance, to mitigate the impact of uneven cash flows;
- as a contingency, to mitigate the impact of unexpected events or emergencies; and
- as earmarked reserves, to pay for known or predicted future requirements.

The council's £1.500m General Fund balance has been set aside to pay for exceptional items. Officers consistently review the appropriateness (prudence) of this amount in light of internal and external risks identified. For the council to maintain this balance, it is intended that it will only be used to fund expenditure once other appropriate reserves have been fully utilised.

Appendix B shows the balances which comprised the council's total reserves at the end of 2021/22. It also shows the balances expected to comprise the council's total reserves at the end of 2022/23 to 2026/27.

Over the years, the council's reserves have been used, for reasons such as to: cover the cost of one-off events not budgeted for; support and improve service delivery; and offset declining levels of income. Whilst this principle still exists, the council has set up a Medium-Term Financial Plan reserve over the last two financial years, in order to mitigate future pressures based on the uncertainty over local government funding. This reserve will be released over the medium-term in order to smooth the impact of anticipated funding reductions arising from changes in the local government funding formula.

Members and officers are required to ensure the council operates as a going concern: that the council will continue to fulfil its functions for the foreseeable future. If this were not the case, for example, because of an imprudent use of council reserves, the council's external auditors would be required to express a going concern opinion (GCO). A GCO would be the external auditor's way of expressing significant doubt on the council's ability to operate longer-term.

ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

The *Local Government Act 2003* requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves.

The council's total forecast reserves and fund balance to 31 March 2024 is £36,303,584.

The budget has been prepared in accordance with the budget strategy approved by Cabinet on 12 July 2022. The same strategy has been adopted for the period of the MTFP.

The Section 151 Officer also notes that in the future, all local authorities, and in particular district councils, will face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates). The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the government's departmental multi-year Spending Review and the redesign of the national Business Rates Retention System. The council's current projections within the Medium-Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.

1.9 Assumptions made within the MTFP

Finance officers and budget holders have developed detailed budgets for 2023/24 and future years. Officers have used the information available to them (past, present and future), and have made appropriate assumptions where the relevant information has been unavailable to them.

A 5% increase in basic pay has been assumed for 2023/24 and 3% for each subsequent year of the Council's MTFP.

If the 2023/24 pay award is agreed at a higher rate than the 3% increase in basic pay assumed, and if reductions in employee costs elsewhere cannot offset the increase in pay award costs, the additional costs unbudgeted for will need to be funded from council reserves. Section 1.11 examines this in more detail.

Most non-pay expenditure budgets have been uplifted by 5% in each year of the Council's MTFP. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.

The Council's General Fund revenue budget is charged for the purchase or creation of fixed assets where capital resources are unavailable at the time. These charges will be in line with the council's Minimum Revenue Provision (MRP) policy for 2023/24, which is recommended for approval by Full Council on 9 March 2023 by the Audit and Accounts Committee on 1 February 2023.

1.10 Proposed Strategy for Bridging the Funding Gap

The table below shows the contributions to and from reserves currently projected for each year of the Council's MTFP (as described at the table in paragraph 1.1), and the actions currently proposed to mitigate the annual contributions from reserves projected for 2023/24, 2024/25 and 2025/26:

	2023/24 (£m)	2024/25 (£m)	2025/26 (£m)	2026/27 (£m)
Contribution (to) or from MTFP reserve, before proposed mitigations below	(0.563)	(0.445)	4.853	5.445
Contributions to or (from) other Reserves	0.468	0.200	0.237	0.248
Contribution from Nottinghamshire Business Rates Pool	(0.600)	(0.600)	-	-
Dividends from Arkwood Developments Ltd	(0.500)	(0.500)	(0.500)	(0.650)
Savings from service reviews	-	(0.100)	(0.100)	(0.170)
Savings/efficiencies from making business processes more efficient	-	(0.100)	(0.100)	(0.150)
Increased income from the council becoming more commercial	-	(0.100)	(0.100)	(0.200)
Rental income from town centre regeneration	-	-	(0.150)	(0.200)
Use of MTFP reserve to offset contributions from reserves in future years	1.195	1.644	(4.140)	(4.324)
Proposed General Fund Funding Gap	0.000	0.000	0.000	0.000

As per Appendix B the MTFP reserve is expected to have a closing balance at the end of March 2023 of £6.226m. The transfers into the reserve during 2023/24 and 2024/25, is expected to increase the balance to £9.065m, which will be utilised during 2025/26 and 2026/27 as per the table above.

As the Council has received, for a number of years, return funding from the Nottinghamshire Business Rates Pool in relation to the local growth retained (split with Nottinghamshire County Council), a forecast of the additional funding to be generated next financial year has been made of £0.600m.

Each update to this MTFP will therefore report on progress against each of the headings in the table above, to ensure that each year's budget is balanced.

Since 2010, the council has made significant savings in line with government grant reductions. Though further savings may become harder to identify and deliver, particularly from spend not on employees (as mentioned in section 1.11), it is essential that the council continues to identify areas where spend can be reduced and/or income increased. This is so that the council can continue to operate sustainably longer-term.

The council's total income will need to increase significantly, if it is to continue delivering and improving the services it currently provides and not use its reserves to cover the deficits currently anticipated for 2023/24 and future years.

Councils are severely restricted in how much funding they can raise from council tax increases without holding referenda. As mentioned in sections 1.5, the council can increase council tax in 2023/24 by the greater of 2.99% or £5.00 without holding a referendum. A 1% increase in council tax is equivalent to £77,547 of net expenditure.

The council's Commercial Strategy and Action Plan, approved by Policy and Finance Committee on 27 January 2022, aims to make Newark and Sherwood an *"innovative and entrepreneurial Council that continually achieves positive annual financial contributions; by generating new revenue and*

delivering cost reductions, through trading and business improvements". The council has begun to benefit from the projects which have been completed to date since the Commercial Plan 2017-18 to 2020-21 was approved in October 2017 and expects to increasingly benefit in future years from the implementation of the current strategy. The council's work across the district (externally) and with services council-wide (internally) will be crucial to enabling the council's future sustainability and growth. This is particularly as changes to the local government finance system increase the rewards for councils able to facilitate local economic growth, as mentioned in section 1.4.

The table below shows which areas have the biggest increases in expenditure budgets in each of the last three years of the council's MTFP, compared to the equivalent budget in the year before:

Pressures	Increase in 2024/25 budget, compared to 2023/24 budget (£m)	Increase in 2025/26 budget, compared to 2024/25 budget (£m)	Increase in 2026/27 budget, compared to 2025/26 budget (£m)
Employees	0.482	0.316	0.438
Internal Drainage Board Levies	0.028	0.020	0.020
Electricity and gas costs	0.028	0.021	0.022

1.11 Risks Associated with the Budget Process

Budgets are only as accurate as the data available at the time they are developed. There are therefore risks that the proposed budgets in the council's MTFP will differ significantly from reality (actual expenditure and income). Some of the factors which could cause adverse variances are:

- higher than expected inflation and/or interest rates;
- the council receiving lower than expected amounts of grant funding and/or other income;
- the future differing significantly from the initial budgets proposed at the time of developing the MTFP;
- volatility of certain budget lines between years;
- underachievement of expected savings and/or efficiencies;
- unforeseen events and emergencies;
- unforeseen insurance costs or legal claims;
- lower than expected business rates growth.

Section 25 (Budget calculations: report on robustness of estimates etc) of the *Local Government Act 2003* requires local authority chief finance officers (Section 151 officers) to report on the adequacy of financial reserves in the council's proposed budget and robustness of estimates made. This section fulfils that requirement.

In considering the council's proposed budget for 2023/24 and the sensitivity of expenditure and income to changes, it should be noted that:

- a) a 1% increase in Council Tax is equivalent to £77,547 of net expenditure; and
- b) a £1 increase in Council Tax is equivalent to £41,790 of net expenditure.

Various assumptions were required to be made when preparing the proposed MTFP budgets. The two areas where it seems that variations between the proposed budget and reality could be greatest are employee pay and income receivable. Further details on each of these are below.

Employee Costs

Employee costs form a significant proportion of all district council budgets. Employee costs comprise 45% of the council's proposed controllable service expenditure budget for 2023/24 (total spend, excluding spend on capital costs, internal recharges and Housing Benefit payments).

This makes it less likely to achieve savings solely by reducing non-employee spend. It also means that the council would need to use a greater proportion of its reserves if the costs of future years' pay awards exceed the 5% pay award currently budgeted for 2023/24 and/or the 3% pay awards currently budgeted for subsequent years.

Currently vacancies are expected to amount to around 4.54% of total employee spend to the year end of 2022/23. With this in mind a forecast of 5% in 2023/24 and all future years.

Income

A significant part of the council's annual net budget is dependent on income from rents; sales, fees and charges; and other receipts. Officers have reviewed the income that services have achieved against the current and previous years' budgets and have considered factors expected to affect future income levels, to ensure the 2023/24 income budgets for services have been set at levels considered achievable. Officers will monitor this closely over the coming year and revised forecasts over the medium term will be updated for the MTFP to be developed for the 2024/25 - 2027/28 years.

Significant underperformance against budgeted income would increase the council's annual net expenditure, and thus place unbudgeted demand on council reserves. A 1% reduction in council income from fees and charges would cost around £56,000 in 2023/24.

Interest Rates

The proposed MTFP budgets include amounts for interest payable and interest receivable. This is because the council expects that it will both borrow money and lend money throughout the four years of the MTFP.

The council anticipates that it will use fixed interest rate loans when borrowing. This is so that the council knows exactly how much its loans will cost over their durations, and as this mitigates against the risk of interest rates and thus costs rising significantly over the loan period. As borrowing would be for longer than four years, the risk of the council being unable to borrow to repay existing debt (refinancing risk) does not apply.

The budgeted amounts have accounted for factors such as the amount of council funds expected to be available. The actual amounts of council interest payable and receivable for 2023/24 will likely differ from those budgeted.

The impact of a 1% change in interest rate would be insignificant on the council's overall budget.

Inflation

Most income budgets and non-pay expenditure budgets have been uplifted by 5%. Some costs, such as insurance and utilities, are expected to increase by more than 5%; and others, such as fixed-price goods and services, have been increased in line with contractual obligations.

The most recent month for which inflation data was available at the time of writing, December 2021, had a 8.2% increase in inflation (Consumer Prices Index (CPI)) from December 2021.

The small differences anticipated between actual inflation rates and the 5% budgeted for are expected to have insignificant impact on the council's budget.

1.12 Capital Investment Programme and Funding

The overall proposed General Fund Capital Programme for the period from 2023/24 and 2026/27 totals £78.631m. £30.437m is financed by external grant funding for the Southern Link Road (SLR), Towns Fund Projects, Shared and Rural Prosperity Funds and Disabled Facilities Grant (DFG's). One of the grants in relation to the SLR have already been received and are held on the Council's balance sheet as a conditional grant, albeit further funding has been approved from the Levelling up fund and Nottinghamshire County Council, which will ensure the delivery of the scheme. The Council has received 65% of the Levelling up Funding to date. The DFG funding is received via the Better Care Fund (BCF) and is subject to an annual bidding process.

Other external financing in the form of contributions from external partners amounts to £3.233m. This relates to a contribution from Nottinghamshire County Council of £3m for the Southern Link Road, along with an expectation of £0.225m of S106 funding towards the works to be identified at Southwell Leisure Centre.

Council internal capital resources employed amount to £15.636m, which relates to the Council's contribution to the funding gap in the Southern Link Road, the redevelopment of Clipstone Holding Centre, the purchase of the bins to provide the Glass Recycling service, Yorke Drive Pavilion, the Council's contribution to the works at Southwell Leisure Centre as described above and replacing parts of the Council's refuse fleet and other equipment.

In 2023/24 Community Infrastructure Levy receipts will be used to finance the cost of £5.540m to improve the A1 overbridge at Fernwood. This bridge is part of the highways mitigation work to deliver the expansion of Fernwood.

Borrowing is the balancing figure for the capital expenditure at £23,785m. This type of financing, attracts a charge to revenue called the Minimum Revenue Provision (MRP) calculated using the asset life method as approved by Council within the Treasury Management Strategy each year. The current method approved is the asset life method. This apportions notional borrowing incurred over the life of the asset, which is in line with the timeline for receiving economic benefits generated by the asset.

General Fund Revenue Reserves	Actual Balance at 31st March 2022	Estimated Balance at 31st March 2023	Estimated Balance at 31st March 2024	Estimated Balance at 31st March 2025	Estimated Balance at 31st March 2026
Council Funds					
Investment Realisation Fund	(90,935)	(0)	(0)	(0)	(0)
Election Expenses Fund	(76,783)	(47,783)	(47,783)	(47,783)	(47,783)
Insurance Fund Excesses & Self Insured	(183,669)	(90,000)	(90,000)	(90,000)	(90,000)
Insurance Risk Management Fund	(76,666)	0	0	0	0
Repairs And Renewals Fund	(2,400,744)	(2,334,173)	(2,334,173)	(2,334,173)	(2,334,173)
Building Control Surplus	(75,429)	(75,429)	(75,429)	(75,429)	(75,429)
Museum Purchases Fund	(39,784)	(39,784)	(39,784)	(39,784)	(39,784)
Training Provision	(190,452)	(200,000)	(200,000)	(200,000)	(200,000)
Community Safety Fund	(141,737)	(141,737)	(141,737)	(141,737)	(141,737)
Restructuring And Pay	(141,200)	0	0	0	0
Court Costs	(58,959)	0	0	0	0
Change Management/Capital Fund	(13,097,010)	(13,715,553)	(9,212,930)	(3,506,930)	(3,506,930)
Planning Costs Fund	(201,140)	(201,140)	(201,140)	(201,140)	(201,140)
Homelessness Fund	(306,472)	(433,612)	(666,152)	(866,152)	(1,066,152)
Revenue Grants Unapplied	(619,269)	(494,269)	(494,269)	(494,269)	(494,269)
Fuel And Energy Reserve	(62,142)	(0)	(0)	(0)	(0)
Refuse Bin Purchase	(15,000)	0	0	0	0
Energy & Home Support Reserve	(103,171)	(103,171)	(103,171)	(103,171)	(103,171)
Growth And Prosperity Fund	(127,366)	(127,366)	(127,366)	(127,366)	(127,366)
Emergency Planning Reserve	(42,651)	0	0	0	0
Other Earmarked Reserves	(25,774)	0	0	0	0
CSG/Enforcement Reserve	(46,910)	(30,910)	(30,910)	(30,910)	(30,910)
Management Carry Forwards	(992,524)	(310,841)	(310,841)	(310,841)	(310,841)
Flood Defence Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
NNDR Volatility Reserve	(793,348)	(500,000)	(500,000)	(500,000)	(500,000)
Community Initiative Fund	(154,045)	(157,368)	(157,368)	(157,368)	(157,368)
MTFP Reserve	(5,587,314)	(6,226,084)	(7,421,084)	(9,065,084)	(4,925,084)
Asset Maintenance Fund	(500,000)	(166,500)	(166,500)	(166,500)	(166,500)
Capital Project Feasibility Fund	(347,287)	(313,816)	(313,816)	(313,816)	(313,816)
Community Engagement	(220,110)	(0)	(0)	(0)	(0)
COVID Pressures	(186,250)	0	0	0	0
Collection Fund Budget	(6,249,736)	0	0	0	0
COVID Compliance Reserve	(198,233)	(0)	(0)	(0)	(0)
Theatre Centenary Legacy	(14,744)	(14,744)	(14,744)	(14,744)	(14,744)
Community Lottery Fund	(7,052)	(7,052)	(7,052)	(7,052)	(7,052)
Gen Fund Balance Brought forward	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
Capital					
Capital Financing Provison	(1,076,108)	571,729	1,325,900	1,406,300	1,456,700
General Fund Capital Receipts	(1,216,829)	(711,380)	(38,141)	(3,657,141)	(1,945,476)
GF Grants and Contributions Unapplied	(13,040,291)	(13,040,291)	(13,040,291)	(13,040,291)	(13,040,291)
Mansfield Crematorium	(144,801)	(144,801)	(144,801)	(144,801)	(144,801)
TOTAL	(50,457,136)	(40,661,275)	(36,158,782)	(35,835,382)	(30,133,317)



Report to: Cabinet Meeting: 21 February 2023

Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance

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

Lead Officer: Nick Wilson, Business Manager - Financial Services Ext 5317
Phil Ward, Business Manager – Revenues & Benefits, Ext 5347

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Localised Council Tax Support Scheme 2023/24
Purpose of Report	To confirm the continuation of the Localised Council Tax Support Scheme for 2023/24 with minor changes in accordance with the annual uprating amounts applied by the Department for Works and Pensions
Recommendations	That Cabinet recommends to Council the uprating of the applicable amounts, premiums, state benefits and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works & Pensions (DWP); whilst continuing the current Localised Council Tax Support Scheme for 2023/24 financial year.
Alternative Options Considered	An alternative option would be to increase the maximum award of 80% - the cost of doing this has been considered at 3.4 and 3.5 of this report.
Reason for Recommendations	To ensure the Council discharges its responsibilities to agree its Council Tax Support scheme by 11 March 2023.

1.0 Background

- 1.1 As part of the 2012 Welfare Reform Act the national Council Tax Benefit scheme was abolished and in accordance with the Local Government Act 2013 local authorities were required to introduce Localised Council Tax Support schemes from 1 April 2013.
- 1.2 Government funding for the new schemes was reduced by approximately 10%, for Newark and Sherwood claimants and this amounted to around £1m.
- 1.3 Support for Council Tax is now offered as reductions within the council tax system with claimants of state pension age receiving a discount of up to 100% thereby ensuring that they receive no reduction in support as a direct result of the reform.

- 1.4 Localisation provided local authorities with the flexibility to design Council Tax Support schemes for working age claimants taking into account the needs of vulnerable groups and the importance of supporting work incentives. Our current scheme provides the following:
- a) A maximum award of 80% of the liability that Council Tax Support would cover for properties in Bands A and B.
 - b) A maximum award of the liability that Council Tax Support would cover equivalent to a council tax band A charge for properties in Bands C to H.
 - c) No entitlement to Council Tax Support where claimants have in excess of £16,000 in capital.
 - d) A work incentive entitlement that maintains the current rate of council tax support for six weeks when moving into employment.
 - e) Providing additional support to vulnerable groups by applying the annual uprating of income and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions.

2.0 Proposal

- 2.1 Council Tax Support is calculated by comparing the claimant's income and capital to the applicable amount. The applicable amount is a notional figure made up of amounts set by the DWP each year and is a measure of someone's basic living requirements.
- 2.2 The applicable amount is made up of one or more of the following; dependent upon the makeup of the household:
- A personal allowance for the claimant/partner and children
 - Any qualifying premiums such as the disability living premium
- 2.3 By comparing the claimant(s) income and capital to the applicable amount a decision can then be made on the amount of any Council Tax Support entitlement.
- 2.4 This report asks Cabinet to recommend to Council uprating the applicable amounts, premiums, state benefits and disregard criteria in accordance with the annual uprating amounts applied by the Department for Works and Pensions (DWP); whilst continuing the current Localised Council Tax Support Scheme for 2023/24 financial year;
- 2.5 In consideration of the obligation to consider vulnerable groups within the design of our local scheme Child Benefit, War Pensions, Personal Independence Payments, Disability Living Allowance and Attendance Allowance continue to be disregarded as income and the disability premiums are retained to protect families with children and people with disabilities.
- 2.6 By applying the annual uprating of income and disregards to the 2023/24 scheme the Council will continue to maintain the current level of support to all Council Tax Support claimants.
- 2.7 Should the Council decide not to uprate the income and disregards in line with the annual uprating amounts applied by the DWP, this would then penalise claimants as where their income increases their applicable amount would remain the same as the current year. This would then potentially lead to a reduction in Council Tax support awarded.

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 (FIN22-23/5328)

- 3.2 As at the end of November 2022, the number of working age claimants eligible for Council Tax Support was 3,771 and the number of pensioners eligible for Council Tax Support was 2,931.
- 3.3 The value of support awarded to date for the 2022/23 year is £6.94m, in line with the forecast expenditure for the scheme. This would be forecast to increase for 2023/24 but will be dependent on the total Council Tax bill including preceptors, which at the time of writing this report are not available. The implications of an 80% award have been built into the Council Tax base in order to prepare the budget for 2023/24 elsewhere on this agenda.
- 3.4 The additional estimated cost of moving to a maximum (working age) award of up to 90% would be approximately £0.905m of which the cost to Newark and Sherwood District Council would be £0.075m.
- 3.5 The additional estimated cost of moving to a maximum (working age) award of 100% would be £1.981m of which the cost to Newark and Sherwood District Council would be an additional £0.150m.

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.

Adjudication and Operations Circular HB A1/203



Report to: Cabinet Meeting – 21 February 2023
 Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Deputy Chief Executive & Director - Resources
 Lead Officer: Nick Wilson, Business Manager – Financial Services, Ext. 5317

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Council Tax Empty Homes Premium
Purpose of Report	To present options for and propose changes to the current policy on charging a Council Tax premium on long term empty homes.
Recommendations	That Cabinet recommends to Full Council the proposal to increase the long-term empty home premium as set out in paragraph 2.2 of the report (Option 1), effective from 1 April 2023.
Alternative Options Considered	Section 2 of the report details the alternative options that have been considered as part of the production of this report.
Reasons for Recommendations	To assist the Council with achieving its objectives of creating more and better-quality homes through our roles as landlord, developer and planning authority and reducing crime and anti-social behaviour within our communities.

1.0 Background

- 1.1 In the Local Government Act 2012 Local Authorities in England were given delegated powers, under Section 11B of the Local Government Finance Act 1992 (as amended), to increase Council Tax by adding up to 50% to the Council Tax charge on some long-term empty properties. This is known as the 'long term empty home premium'.
- 1.2 In a report of the Director - Resources to Cabinet on 6 December 2012, it was agreed that the amount of Council Tax payable in respect of properties empty for more than 2 years, should be subject to an empty homes premium of 50% of their Council Tax payable, where regulations permit.
- 1.3 The amount that councils can charge for the long-term empty home premium was changed with the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018. The charges now permitted by the 2018 Act are as follows:

- from 2019/20, for properties empty for more than 2 years, the maximum long-term empty premium is 100%
- from 2020/21, for properties empty for more than 5 years, the maximum long-term empty premium is 200%
- from 2021/22, for properties empty for more than 10 years, the maximum long-term empty homes premium is 300%.

1.4 Government believes these changes could help to reduce the number of empty homes by incentivising owners to bring them back into use and thereby helping to meet the current housing shortage.

1.5 The Council Tax Base calculated on 1 December 2022 identified 234 properties that have been empty for more than 2 years. These properties currently attract a premium charge of 50% above the normal Council Tax liability. The total Council Tax liability, including the premium is £628,901.99, the premium element is £209,634.00, as shown in the table below.

CT Band	A	B	C	D	E	F	G	H	TOTAL
Long Term Empty Properties	133	26	28	21	16	5	5	0	234
Council Tax Liability	195,773.34	44,650.06	54,953.36	46,367.16	43,177.92	15,946.45	18,399.70		419,267.99
50% Premium Charge	97,886.67	22,325.03	27,476.68	23,183.58	21,588.96	7,973.23	9,199.85		209,634.00
TOTAL CHARGE	293,660.01	66,975.09	82,430.04	69,550.74	64,766.88	23,919.68	27,599.55		628,901.99

1.6 The element of the total Council Tax liability that relates to the Councils income is £51,830.05. The element of the premium charge that relates to the Councils income is £17,276.68.

1.7 Of the 234 long term empty homes, 40 have been empty for longer than 10 years, 73 have been empty between 5 and 10 years, 121 have been empty for longer than 2 years, but less than 5 years.

1.8 Information has been obtained from each of the 6 other District and Borough councils in Nottinghamshire regarding their policies. The table below shows the charging options relating to the long-term empty home premium across the County.

Council	Long Term Empty Home Premium charging
Ashfield	100% after 2 years, 200% after 5 years, 300% after 10 years
Bassetlaw	100% after 2 years, no increases
Broxtowe	100% after 2 years, 200% after 5 years, 300% after 10 years
Gedling	100% after 2 years, 200% after 5 years, 300% after 10 years
Mansfield	100% after 2 years, 200% after 5 years, 300% after 10 years
Newark	50% after 2 years, no increases
Rushcliffe	100% after 2 years, 200% after 5 years, 300% after 10 years

1.9 The above table shows the charging for long-term empty homes at Newark & Sherwood is significantly lower than the other Councils within Nottinghamshire. 5 of the Councils are charging the maximum possible to try and incentivise property occupation.

2.0 Proposal

2.1 As the regulations allow up to the maximums in the various time periods, there are a number of different options that could be used to charge in a premium. The paragraphs below set out the options.

2.2 The proposal to Cabinet is to increase the Council Tax long-term empty homes premium to the maximum allowed in regulations, for properties empty for more than 2 years to 100%, for properties empty for more than 5 years, but less than 10 years, to 200% and over 10 years to 300%.

2.3 The above proposal would best support Government policy in helping to reduce the number of empty homes by giving the highest incentive to owners to bring the properties back in to use, selling or renting the property.

2.4 **Option One** - This proposal would also maximise income to the Council Tax preceptors: Nottinghamshire County Council, Nottinghamshire Police and Crime Commissioner, the Nottinghamshire Fire Authority, Newark & Sherwood District Council and the numerous town and parish councils. The total Council Tax liability, including the premium would be £1,116,984.88, the premium element would be £697,716.89, as shown in the table below.

CT Band	A	B	C	D	E	F	G	H	TOTAL
Long Term Empty Properties	133	26	28	21	16	5	5	0	234
Average Council Tax	1,471.98	1,717.31	1,962.62	2,207.96	2,698.62	3,189.29	3,679.94	4,415.93	
Council Tax Liability	195,773.34	44,650.06	54,953.36	46,367.16	43,177.92	15,946.45	18,399.70		419,267.99
100% Premium Charge - 121 Properties	103,038.60	22,325.03	33,364.54	22,079.60	16,191.72	9,567.87	7,359.88		213,927.24
200% Premium Charge - 73 Properties	120,702.36	34,346.20	27,476.68	22,079.60	32,383.44	12,757.16	14,719.76		264,465.20
300% Premium Charge - 40 Properties	97,150.68	15,455.79	23,551.44	39,743.28	32,383.44		11,039.82		219,324.45
TOTAL CHARGE	516,664.98	116,777.08	139,346.02	130,269.64	124,136.52	38,271.48	51,519.16		1,116,984.88

2.5 The element of the total Council Tax liability that relates to the Councils income increases by £40,224.64 to £92,054.69.

- 2.6 **Option Two** - Based on the analysis at paragraph 1.8 another Council within Nottinghamshire currently charges a straight 100% premium after 2 years, with no further increases thereafter. This option would result in total Council Tax liability of £838,535.98, the premium element being £419,267.99.
- 2.7 Under this option, the element of the total Council Tax liability that relates to the Councils income increases by £17,276.68 to £69,106.73.
- 2.8 **Option Three** – additionally the Council could consider a hybrid of the above proposals, increasing the premium for properties empty for more than 2 years but less than 5 years to 100% and properties empty for more than 5 years to 200%. This option would result in total Council Tax liability of £1,043,876.73, the premium element being £624,608.74.
- 2.9 Under this hybrid option, the element of the total Council Tax liability that relates to the Councils income increase by £34,199.54 to £86,029.59.
- 2.10 Alternatively, there is no requirement for the Council to charge a premium, and hence the Council could decide not to levy a premium at all, to retain the current arrangements or the Council could seek to charge any percentage up to the maximum within the realms of the legislation.
- 2.11 The table below summarises the information above together with the increase council tax income for each of the preceptors under the 3 options:

	Newark & Sherwood DC	Notts County Council	Notts Police & Crime Commissioner	Notts Fire Authority	Parish & Town Councils	Additional premium chargeable
Option One	40,224.64	356,393.71	55,114.44	18,332.46	18,017.64	488,082.89
Option Two	17,276.68	153,072.84	23,671.92	7,873.88	7,738.66	209,633.98
Option Three	34,199.54	303,010.80	46,859.05	15,586.51	15,318.84	414,974.74

- 2.12 The table above shows the additional premium generated for each of the preceptors on the basis of the 234 properties that are long term empty as at the time of writing this report.
- 2.13 The Council will write to each of the current taxpayers impacted after this decision to inform them on the changes. Where the current taxpayer has no use for the property, the Council may consider the purchase of the property either through the HRA as part of the Housing Development Programme or/and the General Fund for the provision of accommodation for Refugees. The latter option could be partly funded by newly announced government grant. Any decision to purchase a property will be in conjunction with the S151 Officer and the Director Housing, Health and Wellbeing. Should this require additional budget from the Council, this will be brought back to Cabinet at the appropriate time.
- 2.14 This premium is the first in a suite of measure that the Council will be taking to combat homes that have been left empty over the longer term. A further report on Empty Homes Strategy will be brought back to Cabinet with the Council's aims and objectives, for which this decision will form part of, at a future cycle of Cabinet.

- 2.15 To supplement this report, the document attached at **Appendix A** outlines the identified aims and objectives, and initial action plan, in order to commence our approach to bringing empty homes back into use. Further reports will be presented to Cabinet following the introduction of these initial measures.

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 (FIN22-23/7649)

- 3.1 Based on the current number of long-term empty properties in Newark and Sherwood District, there would be an increase in the Collection Fund of £488,082.90. £40,224.65 would come directly to the Councils budget, the remaining funding would be shared with Council Tax preceptors at proportionate levels.
- 3.2 Any subsequent increase in homes brought back into occupation following long periods of being empty could attract grant funding from central government under a New Homes Bonus scheme.
- 3.3 The District Council currently has 4 empty homes that would meet the criteria as set out above. These are void properties that are part of a key regeneration site for the Council. Where these properties are not likely to be relet, the Council is taking steps in order to secure them ahead of the planned regeneration. The forecast cost will likely be £12,192 should these properties be vacant for the full financial year of 2023/24 (an increase of circa £6,000). This will be charged to the HRA.

Legal Implications

- 3.4 There are no legal implications as a direct consequence of this report. Increasing the Empty Homes Premium to 100% for properties empty for more than 2 years, to 200% for properties empty for more than 5 years, but less than 10 years, and to 300% for properties empty more than 10 years is in line with the Local Government Finance Act 1992 (as amended).
- 3.5 In accordance with the regulations, the new scheme will be promoted through a press release. All owners of long-term empty properties will be written to, to ensure that they are aware of the change.

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.

Background to our proposed approach to bringing empty homes back into use

The Newark & Sherwood District Council Community Plan (2020 - 2023) has a key objective of creating more and better-quality homes through our roles as landlord, developer and planning authority. In addition, there is also an objective of reducing crime and anti-social behaviour within our communities. These objectives can be directly influenced by a robust and committed empty home strategy.

As of 2022 Council Tax records show that there were 234 long term empty homes within the district. Whilst this trend broadly less than other authorities locally, it nevertheless represents a significant number of wasted empty properties within the district.

The majority of long-term empty properties within Newark & Sherwood are hidden amongst occupied residential dwellings and are often not generally considered empty or vacant until the condition and external appearance are considered to be below the standards expected by the surrounding community. Many, if not given the appropriate attention and encouragement to the owner, can become longer-term empty, eyesores, and negatively impact their neighbourhoods significantly.

Empty homes can have a significant negative impact on neighbouring properties and wider community because of poor maintenance of the home's physical structure, boundaries and garden areas. This often results in the homes becoming magnets for vandalism and anti-social behaviour which can also create high costs for local authority service providers.

Returning empty homes to use can be the quickest and most cost-effective way to increase the supply of housing. While it will not solve the housing problem, it can nevertheless play an important part in maximising existing housing stock for the benefit of the people of Newark & Sherwood.

Aims and Objectives

The following aims and objectives have been identified to create an approach that the Council can present to owners who have empty homes that could be brought back into use, and to those communities that are affected by what can be a blight of a long-term empty home.

- To reduce the number of empty homes and return empty homes back into use;
- To collect and record relevant, accurate and current information of empty homes within the District;
- To raise awareness of empty homes and promote our approach;
- To maximise income opportunities, including Council Tax Empty Homes Premium NHB and debt recovery;
- To provide advice, assistance and guidance to landlords and property owners around the options and consequences relating to the empty home.

Action Plan

Based on agreement to the objectives above, it is proposed that the following initial tasks be instigated with the aim of tackling what is a highly complex, and not always straightforward, problem. Following the introduction of these initial measures it is proposed to bring a further report to Cabinet setting out further details of the Councils strategy for dealing with empty homes based upon initial impact and responses the Council Tax Empty Homes Premium and guidance which will be sent out concurrently.

Activity	When	Lead BU
Implement the Council Tax Empty Homes Premium.	April 2023	Finance
Collect and record relevant information, including the address of all empty homes within the district and identify those properties that would be most effective from an enforcement standpoint, with the purpose of creating an empty homes' register.	April – Oct 2023	Planning Development/ Public Protection
Prepare an implementation plan which will identify the range of measures open to the Council to tackle empty homes. The implementation plan will also identify criteria for deciding which action should be taken and monitoring criteria to measure the impact and effectiveness of the strategy. This will include prioritising those most having negative impact, including heritage assets.	July – Dec 2023	Corporate Empty Homes Group
Provide support, guidance and information on returning empty homes back into use through the relevant Council departments including housing, revenues, finance, public protection and planning.	April 2023	Corporate Empty Homes Group



Report to: Cabinet Meeting - 21 February 2023
 Portfolio Holder: David Lloyd - Strategy, Performance & Finance
 Director Lead: John Robinson, Chief Executive

Report Summary	
Type of Report	Open Report, Key Decision.
Report Title	Response to the Cost-of-Living Crisis
Purpose of Report	To provide an update on the development of proposals to assist tenants and residents, local businesses and employees with the rise in the cost of living
Recommendations	Cabinet is recommended to support the initial list of proposals set out at paragraph 2.0 below.
Alternative Options Considered	A number of different ideas/options have been explored, with those contained at Section 2.0 being those considered to be of most value at the present time.
Reason for Recommendations	To support tenants, residents, businesses and employees with the rise in the cost of living.

1.0 Background

- 1.1 Many residents and businesses are facing significant rises in their cost of living, from rising interest rates, increased costs for services and high fuel, energy and food bills. Through its day-to-day services, the Council already provides a wide range of support to those who are most in need of support and at its meeting held on 6 December 2022, Cabinet agreed to establish a fund of £150,000 to support new and additional initiatives.
- 1.2 A cross-council group of officers have been working together to consider how best to allocate the fund and their initial set of proposals are set out below.

2.0 Proposals

2.1

Project/Activity	Detail	Funding (£)
Food and clothing vouchers	It is proposed to purchase £20,000 worth of food and clothing (supermarket vouchers) that will be dispensed through the food banks and food clubs across the district. Food banks will record the postcode of recipients and report monthly on spend outputs. These will be available to those in need and can cover, for example, school uniforms, warm clothes, food, etc.	£20,000 (funded by the Shared Prosperity Fund)

Project/Activity	Detail	Funding (£)
Fuel vouchers	Following liaison with Citizens Advice, it is proposed to provide fuel vouchers as part of their existing fuel bank scheme. CA will allocate the vouchers based on an assessment of need and available to those on pre-payment meters who often pay higher unit prices for their fuel.	£30,000 (funded by the Shared Prosperity Fund)
Awareness raising and signposting for support	It is proposed to create high profile promotional 'wraps' for two of our refuse trucks, highlighting the services available from our partners, Citizens Advice Sherwood & Newark and Notts and Lincs Credit Union, as well as a link to our cost of living website pages to direct people to advice and support.	£5,000
Debt advice and benefit maximisation	An additional service to enhance our current offer delivered through Citizens Advice with a particular focus on maximising benefit take up. The proposed funding is intended to support a mobile service offering outreach across the district at various hubs – offices, food clubs, community centres, etc. In other words, taking the service to places where the people who need it are likely to be.	£40,000 (including £20,000 from HRA)
Low Cost Healthy Food Project	Targeted programme to support upskilling of residents with cooking healthy low-cost meal. A four – six-week programme with a varied menu of meals, including the provision of a slow cooker for participants. Delivered in partnership with Inspire as part of the multiply programme.	£4,500 (including £2,250 from HRA)
Support to local food clubs	Following a significant drop in footfall at foodbanks in January, we have had feedback that some households simply cannot afford the £3.50 necessary for a food club parcel. This funding is proposed to set up a voucher scheme so that households in need who cannot afford the £3.50 can receive an emergency voucher from their local food club. This will be limited to no more than three times in a year.	£2,800 (including £1,400 from HRA)
Household and hygiene packs	In addition to support for food, the main pressure that residents are reporting through the food bank is pressure on hygiene and cleaning products. We are therefore proposing to develop packs that can be made available through local hubs, food clubs, referrals, schools, etc. The packs will include: Hygiene Packs: sanitary products, shampoo, conditioner, toothpaste and brushes, deodorant, shower gel, toilet rolls, etc. Household pack: Washing up liquid, bleach, cleaning cloth/sponge, anti-bacterial spray, washing powder/eco egg and the potential of a laundry drying kit (pegs and rope to encourage people to dry outside, tackling the cost of drying and impact on indoor condensation).	£10,000 (including £5,000 from HRA)

Project/Activity	Detail	Funding (£)
Distribution of energy boxes	Energy boxes containing items to help combat energy usage: suggested items being dehumidifier packs, LED bulbs, a plug timer, torch and hot water bottle to support those residents facing fuel insecurity. This will work out at £30 per box.	£10,000 (including £5,000 from HRA)
Webinars for Businesses	Offering 'help from the business experts' webinars with free access to specialist advice to support the challenges local businesses are facing with the rising cost of living. The approximate cost of this is £10,000.	£10,000
Social Media 'shop local' campaign	A campaign to encourage people to shop locally.	£15,000
Localised Council Tax Support take up trial	<p>Council Tax Support is a means/income tested discount that provides vital support to council taxpayers by reducing the amount of council tax due. Working age households can receive a discount of up to 80% of their council tax charge for households in Bands A and B up to £1,400 and for other bands a maximum discount equivalent to a Band A charge (£1,501).</p> <p>There are currently 6,682 households receiving Council Tax Support, the total value of that award is £6.9m, of these 3,527 are working age. A recent data mapping exercise has identified that there are 593 Council rented households in receipt of Universal Credit but have not applied for Council Tax Support. The likelihood is that if these households completed an application form a proportion of them would qualify for an award.</p> <p>It is proposed that a different approach is adopted for increasing take-up, namely home visits to support tenants to complete the online form and capture required evidence so that the claim can then be processed. Since these households are in receipt of an in work benefit it is envisaged that the visits would be made outside of normal working hours. As such, overtime would be required at £30.85 per hour in addition to mileage/fuel costs.</p> <p>To provide proof of concept, we propose 100 visits are made and a record kept of the number of successful applications awarded. A project board of officers from Housing Services and Revenues and Benefits would manage and monitor the project. If successful, the pilot would be extended to all households and could also be used to support tenants who qualify for Pension Credit.</p>	£2,500 (funded by the HRA)

3.0 Ongoing Work

3.1 It is important to emphasise that the initiatives set out above are in addition to the ongoing activities already in place, which include actions such as:

- Signposting businesses to support/grants via our website.
- Shortening processing times for business rate relief so businesses receive their money more quickly.
- Ongoing support to the four food clubs we assist to run independently.
- Running the “Fuelling You with Support” event on 30 November 2022 which brought together partners and agencies to provide a single event for residents to access support and advice.
- Continuing the ‘No Eviction Pledge’ which was introduced during the Pandemic, and ‘pledging’ that the Council will not pursue eviction whilst the tenant(s) are engaging with us and working with us to reduce their debt.
- Continuing our ‘Getting to Know You’ visits at the start of the tenancy, involving a conversation about a new tenant(s) situation and providing an opportunity to signpost for support where appropriate.

3.2 Support for Colleagues

In addition to the outlined above, the Council is providing support to staff by offering:

- 5% or £1500 interest free loan
- Free parking (2 years)
- £10 Leisure Centre Membership
- 20% off Microsoft and discounted Virgin Media Broadband and TV
- Credit Union Payroll Scheme
- Discreet Counselling and Support
- Free eye test and discount on specs for regular VDU users

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 (FIN22-23/8338)

4.1 Cabinet approved an allocation of £150,000 (funded £100,000 from the General Fund and £50,000 from the HRA) on the 6 December 2022 in order to fund new and additional initiatives to support residents and businesses.

4.2 The total cost of the proposals set out above amounts to £149,800. Based on the initiatives above budgets have been allocated into both the General Fund and the HRA, with an additional amount that can be contributed from the Shared Prosperity Fund. The tables at 2.1 and 2.2 above detail the proposed spend with the proportions to be allocated to the HRA and Shared Prosperity Fund where appropriate.

4.3 Based on the above, the table below shows the remaining allocations which will be set aside for further initiatives:

Fund	Original Allocation	Proposed spend above	Remaining funds
General Fund	£100,000	£63,650	£36,350
HRA	£50,000	£36,150	£13,850
Shared Prosperity Fund	£0	£50,000	£0 (Year one)
Total	£150,000	£149,800	£50,200

Background Papers and Published Documents

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

Cost of Living report to Cabinet, 06/12/2022



Report to: Cabinet Meeting: 21 February 2023

Portfolio Holder: Councillor David Lloyd, Strategy, Performance & Finance

Director Lead: Sanjiv Kohli, Deputy Chief Executive, Director - Resources and s151 Officer
Matt Lamb, Director of Planning and Growth

Lead Officer: Mark Eyre, Business Manager - Corporate Property Ext. 5670
Kevin Shutt HRA Development Manager, Ext. 5440

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	32 Stodman Street, Newark Update
Purpose of Report	To brief Members on the project, including procurement and revisions to the Council's Capital budget to allow a start on site at the earliest opportunity.
Recommendations	That Cabinet: <ol style="list-style-type: none"> a. note and welcome the updates provided; and b) approve an amendment to the Council's Capital Programme to the Maximum Capital budget detailed in Exempt Report in order to secure a contractor and delivery of the 32 Stodman Street project.
Alternative Options Considered	Cabinet could decide not to proceed with the development, which would result in the lack of a much-needed town centre intervention which has the full support of this Council, the Newark Towns Board, the Newark Town Investment Plan and Central Government who have approved the Newark Towns Fund. Moreover, Newark Towns Fund grant would be at risk if the project does not proceed.
Reason for Recommendations	The project, one of 9 priority Towns Fund and Town Investment Plan project will contribute to all of the Council's Community Plan objectives, including creating more and better-quality homes through our role as landlord and developer.

1.0 Background

1.1 In March 2022 Members will recall resolving, having secured planning permission and a pre-construction sale (to Arkwood Developments Ltd.), to add this scheme to the Council's Capital program such that a tender exercise could take place in order to secure

a preferred contractor. Since that time Officers have progressed with a range of procurement options, having received several tenders from interested parties. Detailed design work has advanced with the procurement of client's agent, M&E engineer, Structural and Civil Engineer and a Principal Designer. All of these consultants will be retained by NSDC should Members agree to proceed with the scheme due to the specialist nature of the project requiring continuity of specific site and project knowledge. The Council has also continued its preparatory works, including the removal of large amounts of asbestos and clearance of internal partition walls to ready the site for the proposed re-development.

2.0 Procurement

2.1 Procurement processes have taken place since late 2022, concluding in January 2023. A range of tender returns and prices have been received. Given market conditions, including inflationary pressures, it is clear that a change to the Council's capital program is required in order to deliver the scheme. A recommended revised Maximum Capital budget is detailed at Exempt Report. The Council's Business Manager, Corporate Property is confident the scheme can be delivered within this Maximum Budget. An indicative timetable for delivery, subject to agreement of the appointed contractor, is detailed below:

- Agreement to Lease and Lease executed for residential units – March 2023
- Mobilisation of Contractor – May–August 2023
- Demolition Phase and Enabling works – July– November 2023
- Construction Phase – December 2023–June 2025
- Completion – June 2025
- Sale by long lease of Residential Units – June 2025

3.0 Proposal/Details of Options Considered

3.1 It is recommended that the Council's Capital Program is increased to the Maximum Capital Budget as detailed in the Exempt Report, allowing officers to conclude procurement in order to appoint a contractor and deliver the scheme.

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.

Equalities Implications

3.1 The proposed development has full planning consent including consideration of all required access and equality requirements.

Financial Implications (FIN22-23/767)

3.2 The current budget within the capital program is detailed in the Exempt Report.

- 3.3 Officers are satisfied that the increase in the Maxim Capital Budget does not materially affect the overall Benefit Cost Ratio or Value for Money case in utilising Towns Fund grant.

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.

Redevelopment of 32 Stodman Street, Newark. Policy & Finance Committee, March 2022

Stodman Street Delivery Vehicle, Policy & Finance Committee, April 2021

Newark Towns Fund, Economic Development Committee, 18 November 2020

Newark Town Investment Plan 2020

Newark Towns Fund Update, Economic Development Committee, 16 June 2021

Newark Towns Fund Update, Policy & Finance Committee, 24 June 2021

32 Stodman Street OBC

32 Stodman Street FBC

Newark Towns Fund Update, Policy & Finance Committee, 23 September 2021

Newark Towns Fund Update, Policy & Finance Committee, 25 November 2021

Towns Fund Update, Economic Development Committee Report, 23 January 2022

Towns Fund Update, Policy & Finance Committee Report, 17 March 2022

Newark Town Investment Plan and Town Deal, Policy & Performance Improvement Committee, 28 November



Report to: Cabinet Meeting - 21 February 2023.
 Portfolio Holder: David Lloyd – Strategy, Performance & Finance
 Director Lead: Sanjiv Kohli, Director - Resources, Deputy Chief Executive and S151 Officer
 Lead Officer: Mark Eyre, Business Manager - Corporate Property

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Funding Requirement for Jubilee Bridge Maintenance Costs
Purpose of Report	This report is intended to brief Members on the options and financial implementations in relation to Jubilee Bridge, Newark.
Recommendations	Members are requested to approve option three for the reasons cited within the contents of this report. This is recommended that given the prolonged lifespan of the more durable materials and the lower repair costs. On approval of option three an estimated budget cost of £333,499.67 + Vat will then be added to the capital programme.
Alternative Options Considered	Not completing the works would result in the eventual closure of the bridge and the detrimental impact to the area because of poorly maintained public infrastructure. This is not recommended.
Reason for Recommendations	To ensure the maintenance of the Jubilee Bridge is undertaken to provide safe use and enhancement of the area for local residents.

1.0 Background

1.1 The Jubilee Bridge was constructed circa 2002. The bridge acts as one of the principal pedestrian crossing points across the river Trent. At this point of the river providing access from the Maltings Retail Park/Aldi on the West to Waitrose and the Newark Castle train station.

1.2 It is believed that as part of a ‘value engineering’ exercise to save costs, the originally designed and specified steel trays with tarmacadam infill to the approach ramps were substituted for softwood decking boards. These pressure treated softwood timber approach ramps are now life expired and after years of costly repairs, are now requiring full replacement.

1.3 Public bridges are required to have a ‘Principal Inspection’ every 6-years to ensure health and safety and that they are suitable for purpose. The Jubilee Bridges current inspection certificate expires on the 25th May 2023 and in its current condition the bridge is unlikely to pass its next inspection without undergoing necessary repairs.

1.4 Failure to complete repairs to the bridge in the spring / early summer of 2023 could result in the bridge having to be closed to the public should it fail its periodic ‘Principal Inspection’. The Corporate Property Business Unit have commissioned a specialist consultant to survey the Jubilee Bridge structure, to compile a schedule of proposed works to complete a full refurbishment of the bridge and to provide an estimate of the costs associated with these works. This specification is detailed in appendix I.

2.0 Proposal/Details of Options Considered

2.1 There are a number of options available for replacing or upgrading the existing softwood timber approach ramps which are noted as life expired. The breakdown of these costs is in appendix II. These three options are:

	Repair / Upgrade Option	Life Expectancy	Estimated Cost
01	Replace the existing softwood timber decking to the approach ramp with hardwood planks (approximately 75mm in depth)	20 – 25 years	£314,296.67 + Vat
02	Upgrade the existing approach ramp with powder coated steel plates including an anti-slip (shell grip) finish. Please Note: that this option is subject to approval by a structural engineer.	30 – 35 years	£323,899.67 + Vat
03	Upgrade the existing approach ramp with steel trays infilled with tarmacadam / hot rolled stone chippings to match the existing. Please Note: that this option is subject to approval by a structural engineer.	30 – 35 years	£333,499.67 + Vat

2.2 In addition to the proposed replacement of the existing life expired softwood timber approach ramps, other works have been identified. These include:

1. Upgrading of the existing life expired lighting to a new minimal LED lighting system
2. Replacement of the electrical cabling throughout the bridge structure
3. Removal of the failed C.C.T.V. system (please note that no replacement system is proposed)
4. A full clean and redecoration of the bridge steel work structure to all areas (following a number of areas of vandalism and green algae growth) - national recognised bridge paint system to be used (full type IV highway maintenance system).
5. General removal of briars and brambles etc. and general tidying of the bridge area and grounds.

The costs of these additional works are included in the overall cost of the options highlighted above. Removal of the CCTV has been checked with the public protection team in order to assess the demand for the cameras in the area. The camera in situ was put in when the bridge was constructed, specifically to prevent or detect any vandalism to it. It's not on the wider public realm network and we can only recall one relatively recent incident where footage was requested, therefore the current opinion is that CCTV is not required at this property.

- 2.3 Minimum works could be undertaken to ensure compliance and the re-issuing of a new 'Principal Inspection' certificate in the summer of 2023. However, minimum works would not address the remaining defects with the bridge which include failing existing lighting, the removal of the failed CCTV system and the decoration of the generally poor appearance of the bridge steelwork structure (which includes both historic graffiti and green algae growth on the high level (and low level) steelwork.
- 2.4 The survey report identifies the estimated costs to complete all of the required works and to bring the bridge back up to a desired standard, which in turn would result in minimum maintenance and repair works on the bridge for the next 10 to 15 years. A repair and maintenance budget of approximately £5K per year will still need to be held to complete general repairs and to remove / repair wanton vandalism etc.
- 2.5 Please Note: that the above costs are estimated costs predicted by our consultant Quantity Surveyor and that these costs can only be confirmed following competitive tender on the open market. It should be noted that the majority of the above costs can be broken down into three sections;
- The replacement of the existing life expired softwood timber approach ramps
 - The redecoration of the entire steel bridge structure
 - The safe access and egress (scaffolding and roped access etc.) to complete the above works in line with Construction Design and Management Regulations 2015, the Safety at Work Act 1974 and the Work at Height Regulations.
- 2.6 In conjunction with the undertaking of the proposed works officers undertake to liaise with Nottinghamshire County Highways to discuss the adoption of the bridge as a publicly maintained asset (this is likely to be subject to a Dowry payment to cover for future maintenance). Officers will also ensure that the works proposed are not detrimental to this process.
- 2.7 Option three is the recommended option as it is the opinion of officers and the consultants appointed that this will provide a lower costing bridge repair obligation in the future compared with the other options. The costing of this option are detailed as below in the Financial Implications section of this report.

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.

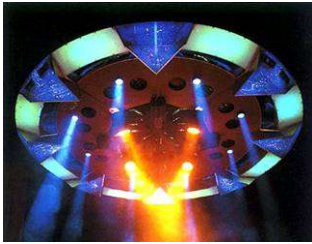
Financial FIN22-23/5379

- 3.1 The cost of option 3 £333,499.67 would need to be added to the Capital Programme, financed by borrowing. For the 35-year life span, this would cost £9,530 in Minimum Revenue Provision and £13,910 per year in interest.

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



williamsaunders
architecture : engineering : building consultancy



**SCHEDULE OF WORKS
BRIDGE MAINTENANCE WORKS**

for **NOTTINGHAM & SHERWOOD DISTRICT COUNCIL**

at **JUBILEE BRIDGE, NEWARK ON TRENT**

JOB NO: 12543-WMS-ZZ-ZZ-SH-B-10002-D2-P2

DATE: OCTOBER 2022

SCHEDULE OF WORK

**Jubilee Bridge
Newark on Trent**

1.00	<u>Liaison & Permissions</u>	
1.01	The contractor should allow for all costs / time (including any required applications / licences / closures etc.) associated with liaising with The Canal & River Trust, The Environment Agency, The Ramblers' Association and all other stakeholder agencies as required to undertake the works.	
2.00	<u>Access & Security</u>	
2.01	Allow here for hoarding/fencing required to prevent unauthorised entry to the site, working areas and any scaffold.	
2.02	Allow for restricted access to the site and a small site compound on site.	
	<i>N.B.: N&SDC do not own either the land on which the bridge sits on or the land which accesses the bridge location. Proposed site & location of site compound to be submitted with tender.</i>	
2.03	Allow to cut down & remove all grass, weeds, elders, brambles & overgrowth etc. to allow for all proposed works to be undertaken. All waste to be removed and safely disposed of off-site.	
2.04	Allow here for all access requirements as required for the safe execution of the works. This may include mansafe anchoring, temporary edge protection, scaffold & fall arrest netting for the duration of the works. This should include all elements required to execute the works in compliance with site specific considered RAMS which must be submitted along with the contractor's tender for consideration in the tender analysis. Full completion of a suitable Construction Phase H&S Plan for the works, incorporating the RAMS as submitted & agreed at tender stage, will subsequently be provided by the successful contractor in the project lead-in period.	
2.05	Allow here for specific rope access cost as required to carry out preparation & decoration of bridge towers/pylons [allowed for elsewhere].	

3.00	<u>Existing Lighting Removal</u>
3.01	To existing pedestrian deck lighting on approach ramps to East & West, remove all existing associated electrical supplies, conduit/trunking, deck light unit containment boxings and light units themselves, including all associated fixings – Estimated 14no. light units & containment boxings with circa 100m cable & trunking [Ph#01-02] . Any redundant brackets/mountings should be neatly cut/ground off prior to redecoration works. Incoming supply should be safely terminated at consumer unit/isolator/distribution board in Eastern service room beneath walkway [Ph#03] .
3.02	To hard surfacing over main bridge span, squarely neat cut around and remove existing light units, then fill holes and finish with suitable wearing tarmac, neatly bitumen sealed to margins. Remove all existing associated electrical supplies, conduit/trunking and deck light unit containment boxings, including all associated fixings – Estimated 8no. light units & containment boxings with circa 55m cable & trunking [Ph#04-05] . Any redundant brackets/mountings should be neatly cut/ground off prior to redecoration works. Incoming supply should be safely terminated at consumer unit/isolator/distribution board in Eastern service room beneath walkway.
3.03	To existing pedestrian deck balustrade obelisk light units [4No.], remove all in their entirety, including existing associated electrical supplies, conduit/trunking, containment boxings and light units themselves, including all associated fixings [Ph#06-07] . Any redundant brackets/mountings should be neatly cut/ground off prior to redecoration works. Incoming supply should be safely terminated at consumer unit/isolator/distribution board in Eastern service room beneath walkway.
3.04	To hard surfacing at end of approach ramp to Eastern side, squarely neat cut around and remove 7no. existing light units, cut off and terminate associated electrical supplies, then fill holes and finish with suitable wearing tarmac, neatly bitumen sealed to margins [Ph#08-09] .
3.05	To tactile paving at end of approach ramp to Eastern side, take-up all paving units, remove existing light unit, cut off and terminate associated electrical supply, infill voids, then re-lay pavers to a uniform level to the adjacent hard surfacing, with all pavers oriented & aligned correctly. Allow to supply matched paving units where light unit removed [Ph#10] .
3.06	Remove CCTV installation completely, including all redundant containment and cabling.

4.00**Balustrade Panels**

4.01

To all existing galvanised balustrade perforated panels where stainless steel fixings are missing from galvanised tab attachment locations, one existing fixing should be removed in order that a sufficient number of identical replacement fixings can be fabricated to replace all those that are missing **[Ph#11]**. In addition, a further 20no. fixings should be supplied to the client as spares, along with 4no. specific tools for the correct tightening of the fixings. All new fixings should be manufactured from 316L A4 Austenitic stainless steel to match existing. Estimated number of missing fixings is circa:

- East lower approach ramp – 12no.
- East upper approach ramp – 4no.
- Bridge Main Span – 6no.
- West approach ramp – 19no.

Total estimated requirement including spares is 61no.

5.00**Handrails & Balustrade Rails**

5.01

To 2no handrail supports [1no at each side] of Eastern approach ramp where hard surfacing meets existing timber deck boards, break out friable concrete packing beneath handrail base plates & reinstate with suitable epoxy resin mortar, neatly benched to interface **[Ph#12]**.

5.02

Where balustrade obelisk light units are removed, contractor is to fabricate & fix matched perforated hot-dip galvanised mild steel panel infills, tab & weld connected to adjacent balustrade member, leaving no edge gaps around greater than those existing around adjacent perforated panels. Actual design of infills by approval. All damage to existing galvanised finishes due to weld attachments to be sealed with zinc rich self-healing cold galvanising paint, applied to manufacturer's instructions **[Ph#06-07]**.

5.03

To all existing galvanised balustrade upper rails where bent/distorted, allow to straighten in-situ [circa 8no. sections across all areas] **[Ph#13]**.

5.04

To all existing galvanised balustrade perforated panels, rails & supports in their entirety, including handrails posts and base plates to hard surfaced areas of approaches, clean thoroughly & remove graffiti.

5.05

To all existing galvanised balustrade perforated panels, rails & supports in their entirety, including handrails posts and base plates to hard surfaced areas of approaches, prepare all localised areas of rust, neatly mask around and coat with zinc rich self-healing cold galvanising paint, applied to manufacturer's instructions **[e.g.Ph#14]**.

To Collection £

5.06	To all existing galvanised balustrade perforated panels, rails & supports in their entirety, allow to remove any padlocks, cable ties etc. fixed by the public and dispose of.
6.00	<u>Drainage</u>
6.01	Existing 2no. ACO channel drains to end of approach ramp East side require removal of gratings, full clearance of obstructions/silting [including any associated discharge pipe runs to soak away or mains branch], re-bedding of channel units to a uniform level to the adjacent hard surfacing [where required] and replacement of any damaged gratings. All gratings to be bitumen coated prior to placement/refixing [Ph#15-16] .
7.00	<u>Decoration</u>
7.01	To all currently paint finished steel bridge components in their entirety [including all span and approach members and supports, cable stays and towers/pylons], allow to prepare & redecorate using a suitable paint system to overcoat the existing. The actual paint system to be applied should encompass preparation of visibly rusted localised areas by a power-tool or blast cleaning method to a minimum surface preparation grade of St2 to ISO 8501-1: 2007 and general thorough cleaning & abrasion [where required to form a suitable key] of all general areas followed by a suitable applied paint system thereafter such as Akzo Nobel 'International', PPG Sigma, Jotun Marine or similar by approval. Actual system to be proposed by contractor and will be required to provide a minimum expected life cycle to first maintenance of 10 years.
7.02	The concrete of the walkway return to the Eastern approach ramp requires preparation and painting with 2no. coats KEIM Soldalit® exterior paint or similar by approval, all applied in compliance with manufacturer's recommendations [Ph#17] .
7.03	The concrete of the walkway return to the Eastern approach ramp requires preparation and painting with Coovar WB101 Anti-Graffiti Coating or similar by approval. [Additional option]
7.04	The concrete of the towers/pylons base to the West bank requires preparation and painting with 2no. coats KEIM Soldalit® exterior paint or similar by approval, all applied in compliance with manufacturer's recommendations [Ph#18] .
7.05	The concrete of the towers/pylons base to the West bank requires preparation and painting with Coovar WB101 Anti-Graffiti Coating or similar by approval. [Additional option]

8.00

Approach Ramps Deck Replacement

Contractor is to price all three options below & carry most expensive option only to collection page.

8.01

OPTION 1

Subject to structural loading confirmation, take up all existing timber decking boards & replace timber with additional steel bearers and steel deck plates finished with Bimagrip or similar thin surfacing by approval.

8.02

OPTION 2

Take up all existing timber decking boards & bearers to all approach ramps & replace with UK oak deck boards inlaid with 'Hi Grip Excel' factory applied non slip treatment fixed to UK oak bearers, pre-drilled, countersunk & sized as existing & fixed using A4 countersunk stainless steel fixings, again sized to match those existing. Circa 100m x 3m [total ramp length by width].

8.03

OPTION 3

Subject to structural loading confirmation, take up all existing timber decking boards & replace timber with steel trays with mastic asphalt infills.

9.00

Electrical Reinstatement

9.01

Carry out works as required to address C2 & C3 classification code items as identified in accompanying Viking Electrical Ltd. 'Electrical Installation Condition Report Ref: J5134 Jubilee Bridge'.

9.02

Replace the luminaires on the 2no lighting columns with new units to the same rating and test & certify following installation.

9.03

Renew any retained corroded containment with suitable new galvanised containment, including new galvanised containment where existing cables are retained and are currently clipped only. All new containment should be securely fixed to structural steel/substrates and suitably 'vandal-proof'. Contractor to clarify containment allowed for in tender submission.

To Collection £

9.04	Remove existing door & frame to Eastern service room beneath approach ramp & replace with circa. 910mm[w] x 1460mm[h] zinc coated, galvanised [to BS EN ISO 1461:2009 with a coating thickness commensurate with the thickness of the door steel construction] and stainless steel marine-grade steel security door with four point locking system & 150mm standard frame finished in RAL 9005 Jet Black Polyester Powder-Coat from N.G.F Industrial Doors, Unit 11 Allerton Bywater Networkcentre, Letchmire Road, Allerton Bywater, West Yorkshire, WF10 2DB or similar by approval. Actual size by contractor survey.
10.00	<u>Completion</u>
10.01	Contractor to allow for the reinstatement of any grassed/landscaped areas that have become damaged as a result of the works.
10.02	Remove all accumulated debris and discarded items from Eastern service room beneath approach ramp and dispose of.
10.03	Clear away all litter, debris and other rubbish which has accumulated during the contract period.
11.00	<u>Certification</u>
11.01	In order to obtain 'Practical Completion' the Principal Contractor must allow for all costs and associated works to obtain a 6-year Principal Inspection Certificate for a bridge from Via (East Midlands) / Nottinghamshire County Council before the site is handed back to the client and before Practical Completion can be formally agreed. The current inspection certificate expires on the 29th May 2023 and the current report is attached. (Once the bridge is closed to the public and works commence, it cannot reopen until the client is in receipt of a 6-year Principal Inspection Certificate).

PHOTOGRAPHS



Photo 01



Photo 02



Photo 03

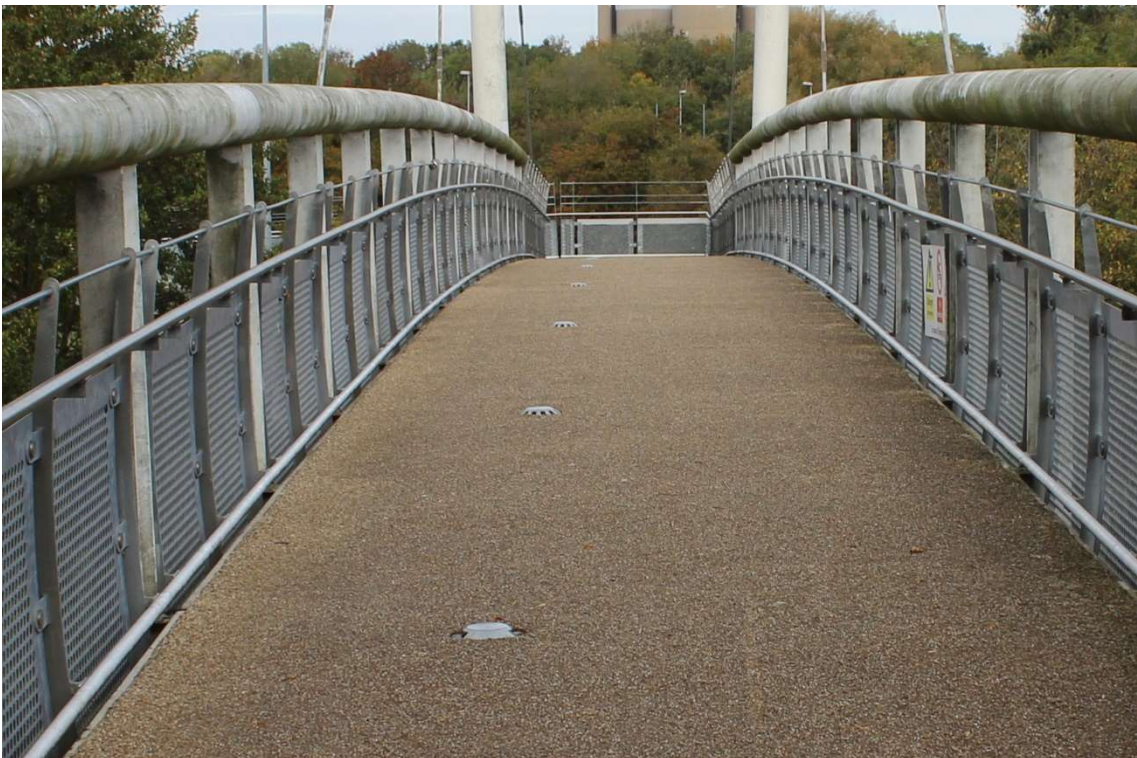


Photo 04



Photo 05



Photo 06



Photo 07



Photo 08



Photo 09



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18

PROPOSED MAINTENANCE WORKS - JUBILEE BRIDGE. JOB NO 12543

BUDGET ESTIMATE OF CONSTRUCTION COSTS - Rev 0 DRAFT - 02.12.2022

SCHEDULE OF WORKS REFERENCE:- 12543-WMS-ZZ-ZZ-SH-B-10002-D2-P1

	Quantity	Unit	Rate	Budget £	Notes
Access & Security					
Hoarding	1	sum	£ 1,250.00	£ 1,250.00	
Fencing	1	sum	£ 1,000.00	£ 1,000.00	
Scaffold	1	sum	£ 75,000.00	£ 75,000.00	Fully encapsulated scaffold to allow for captive blast
Fall Arrest Netting	1	sum	£ -	£ -	Included above
Rope Access	1	sum	£ 5,000.00	£ 5,000.00	Extra Over cost for works to towers only
Pontoon	1	sum	£ 5,000.00	£ 5,000.00	To allow access to underside of bridge where necessary
Edge Protection	1	sum	£ -	£ -	Included above
Site clearance					
Site clearance	1	sum	£ 7,500.00	£ 7,500.00	
Clearance of rubbish & Debris	1	sum	£ 5,000.00	£ 5,000.00	as report
Clear vegetation from Bridge	1	sum	£ 6,000.00	£ 6,000.00	
Existing Lighting Removal					
To Pedestrian deck as (photos 01; 02 & 03)	1	sum	£ 1,000.00	£ 1,000.00	Stripping out works
To Hard surfacing over main bridge (as photo 04 & 05)	1	sum	£ -	£ -	included above
To Pedestrian deck balustrade (as photo 06 & 07)	1	sum	£ -	£ -	included above
To hard surfacing approach (photo 08 & 09)	1	sum	£ -	£ -	included above
Electrical Works					
Code 2 & 3 conditions	1	sum	£ 835.00	£ 835.00	As Viking Electrical Electrical Installation Condition Report J5134
Strip out	1	sum	£ 440.00	£ 440.00	
New Lighting	1	Nr	£ 7,970.00	£ 7,970.00	
Balustrade Panels					
Replace missing s/s fixings - East lower approach ramp	12	Nr	£ 50.00	£ 600.00	Supply & Install
Replace missing s/s fixings - East upper approach ramp	4	Nr	£ 50.00	£ 200.00	Supply & Install
Replace missing s/s fixings - Bridge mid span	6	Nr	£ 50.00	£ 300.00	Supply & Install
Replace missing s/s fixings - West approach ramp	19	Nr	£ 50.00	£ 950.00	Supply & Install
Provision of Spare components	20	Nr	£ 50.00	£ 1,000.00	Supply only
Handrail & Balustrade Rails					
Handrail supports (as photo 12)	2	Nr	£ 500.00	£ 1,000.00	Supply & Install
Balustrade obelisk lights (as photo 06 & 07)	6	Nr	£ 500.00	£ 3,000.00	Supply & Install
Straighten balustrade in-situ (as photo 13)	8	Nr	£ 1,250.00	£ 10,000.00	Supply & Install
Clean balustrades & remove graffiti	1	Sum	£ 2,500.00	£ 2,500.00	Jet wash and use graffiti removal products
Drainage					
Clean and replace aco drainage channels (as photo 15 & 16)	2	items	£ 2,500.00	£ 5,000.00	
Decoration					
Clean, prepare and reccrete steel bridge members & supports	1036	m ²	£ 40.00	£ 41,440.00	Full Type IV highway maintenance system
Paint Concrete walkways Eastern side (as photo 17)	114	m ²	£ 25.00	£ 2,850.00	Type II system
Paint Concrete walkways Western side (as photo 18)	178	m ²	£ 25.00	£ 4,450.00	Type II system
Approach Ramps Deck Replacement					
Take up existing boards & replace with oak boards	0	m ²	£ 80.00	£ -	Hardwood material priced, EKI Hardwood products available
Take up existing boards & replace with steel deck boards	480	m ²	£ 100.00	£ 48,000.00	Supply and install treated steel with anti slip coating
Take up existing boards & replace with steel trays with mastic asphalt infill	0	m ²	£ 120.00	£ -	Would require design solution due to weight of mastic asphalt, calculations would be required
				£ 237,285.00	
Main Contractors Overhead / Prelims @ 10%				£ 23,728.50	
Design contingency @ 5%				£ 11,864.25	
Canal & River Trust					
Application fee	1	sum	£ 380.00	£ 380.00	
Maximum allowance to C&RT	1	sum	£ 5,000.00	£ 5,000.00	As code of Practice 2022 (see section 11 for fees)
Environmental Agency					
Permit for temp scaffolding	1	sum	£ 446.00	£ 446.00	
Permit for floating structures (rafts & Pontoons)	1	sum	£ 111.50	£ 111.50	Exemption of Permit under FRA28 may be unlikely due to pontoons & scaffolding requirements
Professional Fees @ 10%				£ 27,287.78	
Site Investigation & Surveys @ 1%				£ 2,372.85	
Subtotal				£ 308,475.88	
General Project Contingency (5%)				£ 15,423.79	
Total				£ 323,899.67	
Approach Ramps Deck Replacement - alternatives					
Take up existing boards & replace with oak boards	480	m ²	£ 80.00	£ 38,400.00	Hardwood material priced, EKI Hardwood products available
Take up existing boards & replace with steel trays with mastic asphalt infill	480	m ²	£ 120.00	£ 57,600.00	Would require design solution due to weight of mastic asphalt, calculations would be required
Assumptions & Exclusions					
6 months Project duration					
No Stoppages in river					
Exclusions					
VAT					
NSDC internal costs					
Financing costs					



Report to: Cabinet Meeting - 21 February 2023

Portfolio Holder: Councillor David Lloyd - Strategy, Performance & Finance

Director Lead: Matthew Finch, Director - Communities & Environment

Lead Officers: Andrew Kirk, Environmental Services Manager
 Ryan Oliff, Waste and Recycling Manager
 Ella Brady, Transformation & Service Improvement Manager

Report Summary	
Type of Report	Open. Key Decision.
Report Title	Outcome of the Consultation on a Kerbside Glass Service
Purpose of Report	For Members to consider the outcomes of the Consultation on a Kerbside Glass Service and consider resident views in a decision on implementation of a glass collection service.
Recommendations	That Cabinet: a) approve, based on resident support, the implementation of a glass collection service in the district as agreed by Cabinet (8 weekly, 140l bin) and assign the required budget (as laid out in 6.0); b) approve the next steps for implementing the service (as outlined in 5.0), including contacting all households, and assign £35,900 from the Change Management Reserve for the implementation activity.
Alternative Options Considered	Do not introduce the service.
Reason for Recommendations	To decide on the implementation of a kerbside glass collection service based on resident views and considering the costs and options presented to Cabinet on 1 November.

1.0 Background

1.1 Residents have repeatedly expressed their frustration at the lack of a kerbside glass recycling service in Newark & Sherwood. The results of the Council's Residents' Survey, in both 2018 and 2022, highlight waste and recycling collection as one of the most important services to residents. Glass is one of the few materials which is 100% recyclable with no loss in quality during the recycling process, every tonne of recycled glass that is melted saves approximately 670kg of carbon dioxide. Therefore, in response to resident feedback, officers were tasked with investigating the options for introduction of a kerbside glass recycling service.

- 1.2 A report was developed outlining the options for implementation of a kerbside glass service with the aim of establishing which is the most effective and cost-efficient option. This report was presented to the Policy & Performance Improvement Committee on 17 October 2022.
- 1.3 Policy & Performance Improvement Committee identified the best option for the service to be an eight weekly collection frequency using a 140-litre bin. They also recommended that the Council does not provide the service in the ROB area as it may have a detrimental impact upon the objects of a long-established charity. Instead, the Council should work alongside ROB to try to improve knowledge of the ROB service and take up in the communities it serves, furthering the charities objectives.
- 1.4 The Committee recommended to Cabinet that before a final decision is undertaken, public consultation on the recommended service option be undertaken given the significant capital and revenue costs involved.
- 1.5 These comments were taken to Cabinet on 1 November 2022, alongside the options report, and Cabinet agreed the following recommendations: -
- (a) revenue and capital costs identified within the proposed methodology for the scheme are included in the Council's budget proposals for 2023/24,*
 - (b) a period of public consultation is undertaken in relation to the implementation of the scheme and recommended service option,*
 - (c) a market research company is commissioned to undertake a consultation exercise at a maximum cost of £15k funded from existing budgets; and*
 - (d) a further report is brought to Cabinet on 21 February 2023 in order for a final decision to be made taking into account consultation responses.*
- 1.6 It was proposed to allocate budget for 23/24 based on strong support in the Residents' Survey, in order to ensure implementation in the financial year 23/24 if the final decision is to proceed. However, please note that it remains an option for the Council not to progress implementation of a scheme.

2.0 National Context

- 2.1 The National Waste Strategy (NWS) was released by Central Government in 2018 with the aim of standardising kerbside waste collections across England amongst other schemes, however the details of these proposals are still being awaited. There are two elements of this draft strategy relevant to consider in the decision to implement a kerbside glass collection service.

2.2 Glass Deposit-Return-Scheme (DRS)

Initially the strategy identified glass as a potential item for a Deposit Return Scheme (DRS). Under DRS, consumers pay a deposit when they purchase a drink which they get back when the empty bottle or can is returned to a designated drop off point. However, on 20 January 2023, the Department for Food, the Environment and Rural Affairs (Defra) published its response to the latest round of consultations on the DRS. The response confirms that the DRS is set to be implemented in 2025 covering England, Wales and Northern Ireland (Scotland have their own scheme). Defra's proposals also entailed excluding glass bottles from the scheme in England and Northern Ireland. Their

justification is that the UK consumes, and litters, more plastic drinks bottles/cans than glass bottles. They believe that, even with glass excluded, the DRS will lead to an 85% decrease in drinks container littering within three years. Therefore, based on recent indicators the risk of the introduction of a DRS in England reducing the amount of glass collected kerbside is low.

2.3 Consistency of Collections

Consultation is also underway on the possibility of weekly food waste collection. If this were to be introduced, it would require central government to mandate change in what is collected by the Waste Disposal Authority (in NSDC's case Nottinghamshire County Council). This could allow a change in what NSDC's silver bins will accept, for example, glass could be accepted under a changed contract. Various collection methods have been assessed and costed with the highest scoring option including co-mingling glass with plastic and cans and separating fibres (paper and card). These changes are in the medium to long term as consultation is still ongoing to decide on an outline for a service and then central government will need to assign funding for delivery. Currently, these changes are set to be implemented April 2025, but Nottinghamshire as a County are lobbying government for a more achievable date of April 2027. The other area of concern is the storage of vehicles, implementing glass would add an additional 3 vehicles to the fleet, and if food waste were to be implemented this would mean another 3. Brunel drive is already at capacity for storage and therefore a long-term solution will be required for keeping these vehicles. This could include the re-purposing of Farrar Close.

3.0 The Consultation

3.1 Methodology

A short five-question survey, with a detailed introduction explaining the options and context for the consultation, was available to residents between Friday 13 January and Sunday 12 February 2022 (see **appendix 1**). The survey was advertised via social media, council partners (such as parish councils) and via the 'green booklet' which was an information booklet sent to all households in the district in late January/early February. By connecting this consultation with a pre-planned booklet, we were able to reach every household in the district without spending any additional budget.

3.2 Response Rate

The survey was completed 6,315 times. This equates to 5.1% of the district's population completing a survey. Based on a 95% confidence level this means the survey has a 1% margin of error. This means that the results of the survey are accurate to within 2%. If we assume that each response was from a different household this means, we heard from 11.8% of Newark & Sherwood's households.

98% of respondents provided a Newark and Sherwood postcode allowing us to confirm their status as resident. The geographical spread of responses is in the table below: -

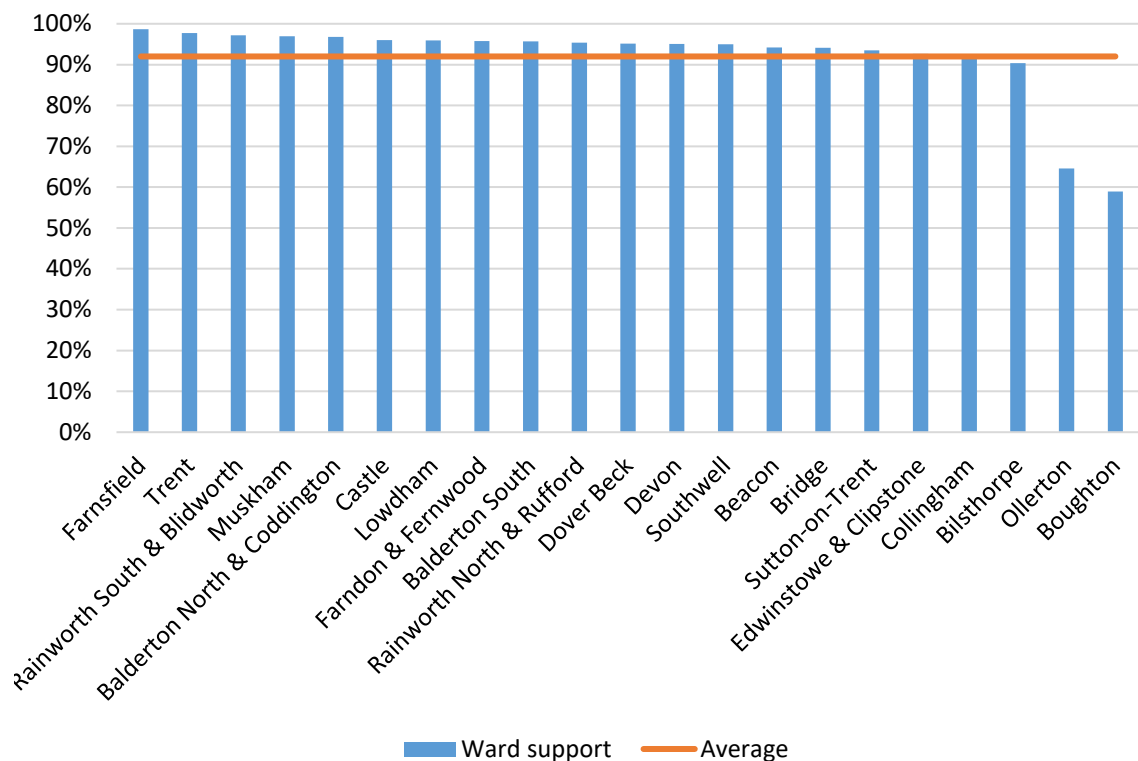
Ward	Number of responses	% of residents who responded in each ward
Balderton North & Coddington	340	5%
Balderton South	254	5%
Beacon	531	6%
Bilsthorpe	52	1%

Boughton	134	4%
Bridge	187	3%
Castle	150	5%
Collingham	288	5%
Devon	302	3%
Dover Beck	186	6%
Edwinstowe & Clipstone	545	5%
Farndon & Fernwood	476	7%
Farnsfield	294	9%
Lowdham	196	6%
Muskham	162	6%
Ollerton	333	4%
Rainworth North & Rufford	348	5%
Rainworth South & Blidworth	318	5%
Southwell	579	6%
Sutton-on-Trent	201	6%
Trent	310	11%

3.3 Results

92.7% (5,854) of respondents were in general support of the proposal to introduce a kerbside glass recycling service in Newark & Sherwood. 7.3% (461) were not in favour. The table below shows the percentage in support of introducing a service in each ward (from most to least in support): -

Ward	% of respondents in support of introducing a service
Farnsfield	99%
Trent	98%
Rainworth South & Blidworth	97%
Muskham	97%
Balderton North & Coddington	97%
Castle	96%
Lowdham	96%
Farndon & Fernwood	96%
Balderton South	96%
Rainworth North & Rufford	95%
Dover Beck	95%
Devon	95%
Southwell	95%
Beacon	94%
Bridge	94%
Sutton-on-Trent	94%
Edwinstowe & Clipstone	93%
Collingham	92%
Bilsthorpe	90%
Ollerton	65%
Boughton	59%



Support for introducing a scheme is strong across the district except for in Ollerton and Boughton. Outside these areas on average 95% of respondents are in support whereas in Ollerton and Boughton this drops to 62%. This is likely to be because many residents in these wards already have access to a service through ROB.

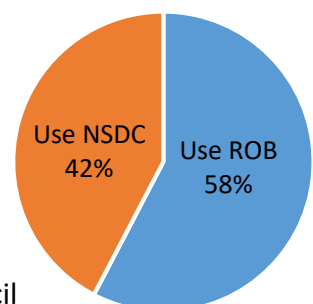
3.4 Take-up of the Service

We also asked respondents to, thinking about themselves and their household, tell us if they would take up the Council's kerbside glass recycling service. 5,425 (85.9% of respondents) would take up the service. For those that would not take up the service we asked why, giving 4 choices and an open text box. The choices and open text were analysed, and the findings are below:

- 366 (5.8%) - No, I prefer the ROB service (this was the only theme from the 'other' option raised by more than 1% of respondents)
- 151 (2.4%) - No, I don't generate that much glass waste
- 151 (2.4%) - No, this will cost the Council too much
- 129 (2.0%) - No, I have insufficient space to store a bin
- 31 (0.5%) - No, the proposed frequency of collection isn't right for me

3.5 Areas Served by ROB

We also asked respondents if they currently live in an area served by the Recycling Ollerton and Boughton (ROB) Scheme. 1,089 (17%) of respondents did live in a ROB area. We asked these respondents a specific question due to the existing service in this area. Namely, if the Council were to introduce a kerbside glass collection service would you be likely to continue to use (or start to use) the ROB scheme or would you be likely to use the new Council glass recycling scheme.



- 628 (58%) would be likely to continue to use (or start to use) the ROB scheme
- 461 (42%) would be likely to use the new Council glass recycling scheme

3.6 Emerging Themes

We also asked respondents to give us any other information they deemed relevant to inform the Council’s decision on a kerbside glass recycling service. At the time of writing 25% of these comments had been analysed and the only comments raised by more than 1% of respondents were in support/positive. However, the comments do repeatedly raise some questions that we will seek to answer (should the service be approved). There are: -

- Will there be bottle banks as well? For any recycling between collections or residents unable to keep a bin.
- Do residents need to do anything to their glass ready for recycling, such as sort by colour or clean the glass?
- Can the bin accept all glass? For example, jars and broken glass.
- Will there be an option to request a larger bin for larger households?

The remaining comments will be analysed, and the results appended to this report once completed.

4.0 Summary

4.1 In summary, the consultation shows that residents are overwhelmingly in favour of the introduction of a kerbside glass recycling service.

4.2 It also shows that some residents in the ROB area would prefer the Council service, and therefore if the service were to be implemented, we (the Council) would need the ability to serve this area in terms of vehicles and staff. Therefore, the full budget to cover the whole district (including ROB) would be required.

5.0 Next Steps

5.1 If NSDC were to decide to introduce a district wide kerbside glass service, based on the current market, the preparation and rollout of the service would take approximately 14 months (as laid out in the timeline below). This is mainly due to the lead in time on ordering waste vehicles (12-13 months) and the stock of 140l bins (2-3 months). These lead in times are a challenge, however the cost of the service would be built in for 2023/24’s budget to allow the ordering of the bins and vehicles and allow us to commence the service earlier in 2024 if lead times become more favourable.

Timeline	
Feb 23	Budget confirmed
Feb/Mar 23	Order the vehicles required
Mar/May 23	Audit the district to establish properties on communal bins
June 23	Send a letter to every household (additional detail below)
June/July 23	Households to confirm if they would like to ‘opt out’ of the service
Aug 23	Numbers finalised and appropriate number of bins ordered
Aug to Oct 23	Design glass rounds

Jan to Mar 24	Bins delivered
Feb 24	New staff recruited
Apr 24	Service commences

- 5.2 The simplest way to rollout the service would be to deliver a bin to every household. However, as shown in the consultation results, a quantum of residents would not want to receive the kerbside glass service, whether that it because they will continue to receive the ROB service, or they do not have the space or inclination to store the additional bin. Applying the outcomes of the consultation across the district this could be as many as 9,452 homes and ensuring that an appropriate number of bins are ordered will prevent over ordering and countless return journeys to remove individual unwanted bins.¹ Therefore, a different approach is required, namely sending a letter to every household in the district informing them of the service and offering them the opportunity to ‘opt out’ (by either completing an e-form on our website, calling us or e-mailing us). Sending a letter to all 54,000 homes in the district incurs a one-off cost of £29,000.
- 5.3 One letter would be used for the non-ROB homes informing the household of the service (what it would entail, frequency, start date etc.) and linking them to an e-form, phone number and e-mail where they can ‘opt out’ of the service if they do not want to receive a bin. If we hear nothing from a non-ROB household, we will still provide the service.
- 5.4 Another letter would be sent to homes within the ROB area providing detail on the two services available and directing residents to how they can receive either service. As above, they will have the ability to complete a webform, send us an e-mail or phone us. But for the ROB area homes (10,000 homes) we would also send a short paper form to accompany their letter with a free business return envelope (BRE). To allow ROB residents to complete a paper form and return it to us by post for free. This option would occur an additional cost of £6,900 as below: -
- £1,100 in additional printing costs (for the form and BRE)
 - £1,450 to £5,800 in postage costs (58p per BRE) minimum cost is a 20% return and maximum is from a 100% return.

There would also be a staffing resource required to process and input the returned paper forms. This would be absorbed by existing staff resource, but the cost would be to the value of £1,986.25 to £7,945.00 (minimum cost based on 20% returned and maximum on 100% returned). However, this additional option is likely to result in better engagement and more feedback from residents on which service they want to utilise.

6.0 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.

¹ Based on 58% of ROB homes not taking up the service and 8.3% of non-ROB homes not taking up the service.

Financial Implications (FIN22-23/4426)

- 6.1 The following Capital and Revenue Budgets are currently included in the Medium Term Financial Plan (MTFP) assuming implementation from September 2023 at the earliest. The commencement date will depend on vehicle lead in times. Should Members decide against implementing the service, these budgets can be removed.

Description	Capital	Revenue 2023/24 (6 months only)
Glass Recycling Bin Purchase	£1,411,909	
Glass Recycling Transfer Station	£38,400	
x3 Glass Collection Vehicles	£645,800	
Tele Handler	£42,000	
Staffing and running costs		£117,570
Total	£2,138,109	£117,570

- 6.2 Revenue costs are for a full year from 2024/25, along with the associated Minimum Revenue Provision for the Capital financed by Borrowing £130,221 per year from 24/25.
- 6.3 The one-off cost of £29,000 as per paragraph 5.3 can be funded from the Change Management Reserve. The additional £6,900 from 5.5 could also be funded from the Change Management Reserve.
- 6.4 A full breakdown of costs per year can be found at the link below.

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.

[Proposal for a Kerbside Glass Recycling Service in Newark and Sherwood](#), Cabinet, 01.11.2022

Consultation on a Kerbside Glass Recycling Service in Newark and Sherwood

We are exploring the possibility of providing a kerbside glass collection service and are keen to know your views on our proposed approach to this.

Please read the below information before completing our short survey. Your response will help us decide whether we introduce this new service and how we should go about this. The survey has five questions and will take no longer than **5 minutes to complete**. Please complete the survey by **midnight on Sunday 12 February 2023**.

Thank you for sharing your views with us.

If you have any difficulties completing this survey or would prefer to complete a paper copy of the survey please contact us:

- Telephone: 01636 650000
- Email: customerservices@newark-sherwooddc.gov.uk

Data Protection Statement

Newark and Sherwood District Council will only process any personally identifiable information that you provide in accordance with its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Further details of how the Council will manage your personal information are contained within the Privacy Notice which can be found on the Council's website:

www.newark-sherwooddc.gov.uk/yourcouncil/privacy

What you need to know...

What currently happens to your glass?

There are currently 49 bottle banks located across the district in places such as pubs, libraries, community centres and shop car parks which allow you to recycle your glass waste. For those who are unable to, or choose not to, use bottle banks and dispose of their glass in their green wheelie bin, this is taken to an energy recovery facility (ERF).

Why are we proposing a kerbside glass recycling scheme?

We want to recycle more and reduce the amount of glass that is sent to an ERF because this is inefficient as glass is such a recyclable material. A kerbside glass collection service would be more convenient for residents and is something that a significant number of you have asked us to consider.

How would the kerbside glass recycling scheme work?

We are proposing to provide you with an additional wheelie bin that will be about two-thirds of the size of a normal sized green bin. We would collect this bin every eight weeks. This might not appear very often, but our data indicates that it will be sufficient for most households. If it isn't working, we will review what we are doing and consider things like the frequency of the service and the size of the bin.

Why do we need an extra bin? Why can't we put our glass in our silver bin?

It makes sense to 'co-mingle' or mix up our dry recyclable items, putting glass, paper, cardboard, and plastics altogether in the same bin. Unfortunately, Newark and Sherwood District Council is only responsible for collecting your waste, Nottinghamshire County Council is responsible for disposing of it and has a long-standing contract with Veolia which prevents this from happening at the moment which means glass can't be put into the silver bin. Things may change in the future but for now, glass must be collected from a separate container.

I have not got enough room for another bin. Can I recycle my glass another way?

If you live in an area where it is not possible to store an extra bin (in flats for example) we will explore alternative ways to collect your glass waste. You will not have to have a glass recycling bin if you do not need or want one, and bottle banks will still be provided across the district.

Will introducing a kerbside glass recycling service cost me more money?

No, there will not be an extra charge for this service, although introducing a kerbside glass recycling service will cost the Council more money. There will be a one-off estimated cost of £1.7 million to purchase additional vehicles and bins and the annual running cost is estimated at between £250,000 and £400,000 a year, dependent on the number of residents who take up the scheme. These costs will be partly offset by income that can be generated from the sale of glass and the remaining cost will be met from our existing budgets.

I live in an area which is currently covered by the 'Recycling Ollerton and Boughton' (ROB) scheme. What will the arrangements be for me?

Some areas of the district are already offered a free kerbside glass recycling service, with a collection every two weeks, through a charity, ROB. ROB provides work-based opportunities for young adults with learning disabilities and further information, including which areas of the district are covered by the ROB scheme, is available on their website: www.recyclingollerton.co.uk. We want to work with ROB to maximise their scheme and support the work of the charity. However, residents living in the ROB area could choose to request our scheme if they prefer a wheelie bin to the box offered by ROB.

Please share your views on the proposed kerbside glass recycling service by answering the following questions.

1. Please provide your postcode

We ask for your postcode so we can confirm you are a Newark and Sherwood resident

2. In general, do you support the Council's proposal to introduce a kerbside glass recycling service in Newark and Sherwood? **Required question*

- Yes
- No

3. Thinking about yourself and your household, would you take up the Council's kerbside glass recycling service? **Required question*

- Yes
- No, I have insufficient space to store a bin
- No, this will cost the Council too much
- No, I don't generate that much glass waste
- No, the proposed frequency of collection isn't right for me
- No, other (please specify):

4. Is there anything else you wish to tell us to inform the Council's decision on a kerbside glass recycling service?

5. If you currently live in an area served by the Recycling Ollerton and Boughton (ROB) Scheme (highlighted in green or purple on the map below) please select one of the following options: **Required question*

- Not applicable, I do not live in the 'ROB' area.
- If the Council were to introduce a kerbside glass collection service, I would be likely to continue to use (or start to use) the ROB scheme.
- If the Council were to introduce a kerbside glass collection service, I would be likely to use the new Council glass recycling scheme.

Thank-you for taking the time to complete this survey. Your input is much appreciated.



Report to: Cabinet Meeting - 21 February 2023

Portfolio Holder: Councillor Keith Girling, Organisational Development & Governance

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

Lead Officer: Sarah Lawrie, Business Manager - HR & Training, Ext. 5447

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Pay Policy Statement 2023/24
Purpose of Report	To approve the proposed Pay Policy Statement for 2023/24 which we are required to produce annually in accordance with Section 38 (1) of the Localism Act 2011.
Recommendations	That Cabinet: a) approve the Pay Policy Statement for presentation to Full Council including amendments as detailed at section 2 of the report; and b) note the ongoing issues with recruitment and endorse a review of pay and market supplements.
Alternative Options Considered	No alternatives - the publication of the Pay Policy Statement is required by the Localism Act 2011.
Reason for Recommendations	Compliance with Section 38 (1) of the Localism Act 2011.

1.0 Background

1.1 In accordance with Section 38 (1) of the Localism Act 2011, Newark and Sherwood District Council along with all other English and Welsh local authorities were required to produce a Pay Policy Statement each financial year commencing April 2012. In complying with the duties in respect of pay accountability the Council must have regard to any guidance issued or approved by the Secretary of State in summary. Therefore, a Pay Policy Statement must set out the authority's policies for the financial year relating to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;

- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
 - the remuneration of Chief Officers.
- 1.2 The statement should also set out the authority's policies for the financial year relating to:
- a) the levels and elements of remuneration for each Chief Officer;
 - b) remuneration of Chief Officers on recruitment;
 - c) increases and additions to remuneration for each Chief Officer;
 - d) the use of performance related pay for each Chief Officer;
 - e) the use of bonuses for each Chief Officer;
 - f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and
 - g) the publication of and access to information relating to remuneration of Chief Officers.
- 1.3 The term 'remuneration' covers:
- a) the salary or the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
 - b) payments made by the authority to the Chief Officers for those services;
 - c) any bonuses payable by the authority to Chief Officers;
 - d) any charges, fees or allowances payable by the authority to Chief Officers;
 - e) any benefits in kind to which the Chief Officers are entitled as a result of their office or employment;
 - f) any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority; and any amounts payable by the authority to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the authority other than amounts that may be payable by virtue of any enactment.
- 1.4 Existing legislation already required the Council to publish statements relating to certain elements of officer remuneration, details of which are set out below:
- regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requires an authority to formulate, review and publish its policy on making discretionary payments on early termination of employment;
 - regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 requires the Council to publish its policy on increasing an employee's total pension scheme membership and on awarding additional pension.
- 1.5 Appropriate links to published policies and information are included within the final version of the Pay Policy Statement.
- 1.6 The Transparency Code also carries specific legal requirements to publish pay multiples, a list of employees with remuneration above £50k (in brackets of £5k), names of employees earning in excess of £150k and a chart for the top 3 tiers of the organisation which includes details regarding levels of responsibility for people/budgets and services.

1.7 Guidance issued by the Department for Communities and Local Government (DCLG) during 2013/2014 set out the arrangements for approval of severance packages in excess of £100,000. The 2014/2015 pay policy statement adopted by the Council included arrangements for approving severance packages over £75,000 and arrangements for delegation regarding Settlement Agreements.

1.8 **Pay Claim for 2023/24**

Pay Claims have been received as follows:

NJC – ‘Green Book’

- An increase of RPI + 2% on all spinal column points
- Consideration of a flat rate increase to hourly rates of pay in order to bring the minimum rate up to £15 per hour within two years
- A review and improvement of NJC terms for family leave and pay
- An additional day of annual leave for personal or well-being purposes
- A homeworking allowance for staff for whom it is a requirement to work from home
- A reduction in the working week by two hours
- A review of the pay spine, including looking at the top end, and discussions about the link between how remuneration can be used to improve retention.

JNC - Chief Officers

Awaiting claim

ALACE - Chief Executives

ALACE seeks a pay increase for all chief executives in April 2023 and subsequent years that is the same as the percentage increase for the top point on the scale for local government staff covered by the National Joint Council for Local Government Services. As set out above, if the pay offer is expressed in £s rather than a percentage for the NJC scale, we are seeking a pay increase for chief executives that is not less than the percentage increase for the top point on the NJC scale.

A pay briefing has been arranged by the LGA for 8th February.

The Council have budgeted for a 5% pay increase across all grades.

1.9 **Pay Issues – The National Living Wage**

The National Employers for local government services (LGS) represent the employers of over 1.5m local government workers in England, Wales and Northern Ireland. The local government workforce is the largest public sector workforce in the country and on average is also the lowest paid. Employees work in all parts of the community delivering vital public services for councils, schools, fire authorities, social care and thousands of other areas.

1.10 Since its introduction in 2014, the NLW has proven to be a challenge because of its constant close proximity to the bottom end of the LGS national pay spine, which is used by most councils. This has led to pay increases over the past few years to be bottom loaded at the bottom of the pay spine and has eroded the differentials in pay. For example:

The 2022 local government pay award of £1,925 on each pay point on the pay spine meant pay was increased by 10.5% on the bottom pay point to 4% at the top of the pay spine.

- 1.11 The chart below shows how the differentials have been eroded at the low end of the pay spine which means that unskilled and semi-skilled workers receive similar pay. This does not include the voluntary uplift through the Living Wage Foundation which was implemented in 2013 to support those on low pay and is reviewed annually. The current rate is £10.50 per hour and therefore is not currently applied to any posts.

	2016	2017	2018	2019	2020	2021	2022	% increase
NS1	£7.52	£7.78	£8.50	£9.00	£9.25	£9.50	£10.50	40%
NS2	£7.66	£7.90	£8.62	£9.00	£9.25	£9.60	£10.60	38%
NS3	£8.04	£8.19	£8.82	£9.36	£9.62	£9.79	£10.79	34%
NS4	£8.54	£8.70	£9.16	£9.55	£9.81	£9.99	£10.98	29%
NS5	£9.10	£9.21	£9.68	£9.94	£10.21	£10.19	£11.39	25%
Differential per hour between NS1 & NS5	£1.58	£1.43	£1.18	£0.94	£0.96	£0.69	£0.89	-43%

- 1.12 The following chart indicates roles on these lowest grades for comparison.

Post	Grade	Salary / Hour	Difference to NS1 / hour
Cleaner / Bar or Coffee Shop Staff	NS1	£10.50	n/a
Catering Assistant	NS2	£10.60	10p
Domestic Services Assistant / Technical Assistant / Lorry Park Attendant	NS3	£10.79	29p
Business Admin Assistant / Street Warden / Visitor Information Assistant	NS4	£10.98	48p
ICT First Line Tech / Waste Management Operative / Tenancy Assistant	NS5	£11.39	89p

- 1.13 The 2022 pay award also included the deletion of scale point 1, NS1, from 01 April 23, and therefore all NS1 graded staff, subject to consultation with the Unions, will be progressed onto NS2 effective 01 April 23.

1.14 The Current Recruitment Market

Recruitment remains challenging with more jobs than jobseekers, coupled with the cost of living, jobseekers are being choosy and selecting roles that pay more. Many sectors are also experiencing skills shortages. Whilst our benefits are generous, we are behind on base pay in the jobs market across a wide range of roles.

1.15 Job Evaluation

SLT have recently approved a review of other Job Evaluation models to determine whether these would better suit the needs of the Council in relation to pay to ensure it remains competitive and can attract and retain top quality employees. The current LGPS scheme was implemented in 2005 and has not been updated since, and as such no longer accurately reflects what is important or valuable in the modern world of work.

2.0 Proposal and Reasons for Recommendation

2.1 Summary of Proposed Changes to the 2023/24 Pay Policy Statement

Given that basic salaries on the pay spine will exceed the Living Wage Foundation rate, the voluntary application of the uplift is ceased on 31 March 2023.

This uplift has been in place at NSDC since 2013 and was initially implemented to support the lowest paid staff and has been applied annually since then. No employees have received this uplift in the current financial year since the 2022/23 pay increase was applied as the bottom loaded pay increases have meant that basic pay has come up significantly and is now in line with the 2022/23 rate of £10.50.

The new rate for the LWF from 01 April 2023 is £10.90 per hour and in light of NS1 being deleted from 01/04/23 and the pending pay increase due on 01/04/23 it is unlikely to have any impact, particularly given that NLW is tracking to reach £11.50 by 01/04/24 and the 2023/24 pay negotiations will have to take account of this (as negotiations are not normally in place before the due date).

	Pay 2022/23	Pay 2023/24	LWF 01/04/23
NS1	£10.50	deleted	£10.90
NS2	£10.60	tbc	£10.90
NS3	£10.79	tbc	£10.90
NS4	£10.98	tbc	n/a
NS5	£11.39	tbc	n/a

2.2 **Amendment to s5.6.2 to reflect the introduction of Vivup Staff Benefits Platform.**

The Council is in the process of introducing a staff benefits and lifestyle/shopping discounts platform, Vivup. There is no direct cost to the Council and staff will be able to access discounts on shopping, days out and other leisure activities using an online portal. Staff will also have access to purchase or lease items through a salary sacrifice scheme. Some of these items may be classed as benefit in kind.

2.3 A copy of the full Pay Policy Statement has been appended to this report for review (refer to **Appendix A**). Please note that where the Statement includes links to other policies these will be set up once the document is published on the Council's website.

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**

All costs associated with this document have been accounted for in the 2023/24 budget. As described above 5% has been budgeted for increases in pay across all grades.

3.2 **Equality Implications**

Due regard has been given to equality in relation to this document. As base pay has considerably increased over the past few years due to NLW to a comparative level to the LWF and therefore the proposal to remove the LWF as at 31/03/22 will not have a detrimental effect on any individual in itself.

Consideration should be given to the fact that there are more female than male employees in the lowest grades (NS1-4) it is likely the 2023/24 increase in pay will be negotiated to take account of the predicted NLW for 01/04/24 and exceed the LWF rate for 2023/24.

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 DISTRICT COUNCIL

Pay Policy Statement 2023/24

1. Introduction

1.1 This document sets out a Statement of Pay Policy for Newark & Sherwood District Council (the Council) for 2023/24 as required under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation. Pay details within this Statement are shown at rates as at 1 April 2022 pending finalisation of negotiations with the recognised Trades Unions for the period of 2023/24. Once the 1 April 2023/24 pay award has been agreed this Statement will be revised to reflect the new rates.

2. Objectives of the Policy

2.1 The objectives of the policy are to ensure:

- transparency in respect of the arrangements for rewarding staff in the organisation and fairness in respect of the reward relationship between the highest and lowest paid; and
- that all decisions on pay and reward for Chief Officers comply with the parameters defined within this Pay Policy Statement.

3. Policy Statement

3.1 The Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges;
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- operates within the provisions of Chief Officers pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operates within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services; and
- is affordable and transparent.

4. Scope of the Policy

4.1 Individuals Affected

This policy covers all employees within the organisation including those defined as Chief Officers within Section 2 of the Local Government and Housing Act 1989.

4.2 Council Policies

4.2.1 This statement sets out the Council's policy with regards to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

4.2.2 The statement also sets out the Council's policy on:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office or being employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

4.3 Pay Bargaining - the National Context

4.3.1 The Council is a member of the Local Government Employers Association for national collective bargaining purposes in respect of Chief Executives, Chief Officers and other employees of the Council. Separate negotiations and agreements are in place for each of these groups. Changes arising from national negotiations linked to remuneration generally take effect from 1 April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 April.

4.3.2 In accordance with the terms and conditions of employment for Council employees it is the Council's policy to implement national agreements regarding pay. In circumstances where nil pay is awarded as part of the collective bargaining process the Council will apply the same principle.

4.4 Remuneration of the Council's Lowest Paid Employees

4.4.1 All posts with the exception of Chief Officers engaged on JNC terms are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. This scheme was introduced during 2005 following the conclusion of single status negotiations. At the same time the Council also introduced a new grading structure to establish the link between evaluated posts and the Council's pay scales.

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure. This does not include grades or pay points set aside as trainee or development scales but relates to the minimum point for a competent employee appointed in to a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £20,258 for a full time post. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed above.

4.5 Pay Multiples

4.5.1 The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor can it ensure that employees are treated fairly and equitably in respect of the value and level of a role that they undertake.

4.5.2 In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect the level of responsibility in line with the approved job evaluation scheme or as determined locally for Chief Officers engaged on JNC terms.

4.5.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median¹ average earnings across the Council.

Pay multiples document [\[link to document to be inserted\]](#)

5. Remuneration of Chief Officers

5.1 For the purpose of this policy Chief Officer includes Chief and Deputy Chief Officers as defined by Section 2 of the Local Government and Housing Act 1989, some of whom may not be employed on Chief Officers' terms and conditions of service. For ease of reference a list of posts to which this policy applies along with the relevant sub sections of the Local Government and Housing Act 1989 has been set out below:

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);
- Assistant Director (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers on Zone 1 or above (Section 2 (8) of the Act).

¹ Within the Hutton Review it was suggested that the most appropriate pay multiple to track is that of top executive earnings to the median earnings of each organisation's workforce. Refer to para 2 Hutton Review of Fair Pay in the Public Sector: Final report (March 2011).

5.2 For the purpose of this policy the term remuneration includes:

- a) the salaries or the amounts payable to Chief Officers engaged by the authority under contracts of employment and / or contracts for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers;
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of their office or employment;
- f) any increase in or enhancement of pension entitlement where the increase or enhancement is as a result of a resolution of the Authority, and
- g) any amounts payable by the authority to a Chief Officer on ceasing to hold office under or be employed by the authority, other than Amounts that may be payable by virtue of any enactment.

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

The Chief Executive is engaged on Local Authority Chief Executives’ conditions of service, negotiated by the Joint Negotiating Committee (JNC). The Chief Executive also assumes the role of Head of Paid Service on behalf of the Council.

Terms and Conditions for Chief Executive [\[link to document to be inserted\]](#)

5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority. The salary scale for the post of Chief Executive was approved by the Chief Officers Appointments Panel. Details of the salary scale are included below:

Chief	Scale Point	Salary
	1	£114,766
	2	£119,106
	3	£123,446
	4	£127,787
	5	£132,128

Note: The role of Head of Paid Service forms an integral part of the Chief Executive’s role and is rewarded as part of the substantive role.

5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual’s qualifications, experience and current level of remuneration (where appropriate). Having considered all of these factors the Chief Officers Appointment Panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In the event that the post of Chief Executive became vacant a report including recommendations relating to the salary scale to be applied would be submitted to the Chief Officers Appointments Panel for their consideration before the post was advertised.

5.3.4 Increases and Additions to Remuneration

- Incremental Progression
Progression through the incremental scale will be subject to performance appraisal by nominated members to be assessed against agreed annual objectives.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Expenses
In accordance with nationally agreed terms the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.3.5 Arrangements for the Post of Returning Officer

In accordance with the national agreement the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Local Counting Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

In accordance with the agreement the Chief Executive's salary is deemed to be inclusive of all other fees and emoluments with the exception of Returning Officer duties where separate policy arrangements apply. Details of the policy relating to the appointment and remuneration of Returning Officer are set out below.

The Chief Executive has been formally appointed to act as the Council's Returning Officer. This extends to the role of Deputy Acting Returning Officer for UK Parliamentary Elections and Local Returning Officer for Nottinghamshire Police and Crime Commissioner Elections and Counting Officer for any national referendums. The fees associated with these elections/referendums are determined nationally by the Cabinet Office.

The Chief Executive also acts as Deputy Returning Officer for Nottinghamshire County Council elections, fees for which are determined by Nottinghamshire County Council. These appointments are independent of the Council.

For local government elections the Returning Officer can claim specific fees which are determined on a county wide basis across Nottinghamshire having regard to the fees set for national elections. These fees were subject to review and a benchmarking exercise in 2023 to ensure they were comparable with other county areas and appropriate given the National Minimum Wage. [\[link to document to be inserted\]](#)

5.3.6 General Terms and Conditions

In accordance with the national agreement the Chief Executive enjoys terms and conditions in all other respects no less favourable than those accorded to other officers employed by the Council.

5.4 Deputy Chief Executive/Directors/Business Managers graded at NS17 on JNC terms

5.4.1 Terms and Conditions of Service

The Deputy Chief Executive, Directors and Business Managers graded at NS17 are all engaged on the Conditions of Service for Chief Officers of Local Authorities negotiated by the Joint Negotiating Committee (JNC). In addition to the above some of the post holders assume statutory roles which are recompensed in accordance with the Statutory Officers' Honorarium Scheme.

Terms and Conditions for Chief Officers [[link to document to be inserted](#)]
Statutory Officers Honorarium Scheme [[link to document to be inserted](#)]

5.4.2 Remuneration

In line with the nationally agreed terms the salary paid to a Deputy Chief Executive or Director is determined locally by the employing authority.

The current salary scale for Chief Officers engaged on Chief Officer's terms is set out below.

5.4.3 Pay Scale for Deputy Chief Executives

Deputy	Scale Point	Salary
	1	£97,827
	2	£102,408
	3	£105,459
	4	£108,946

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role. The Council's Deputy Chief Executive also holds the title of Director of Resources. No additional remuneration is payable beyond the salary scale as detailed above. A list of posts included for the purpose of this policy has been set out below:

Deputy Chief Executive and Director of Resources

5.4.4 Pay Scale for Directors

Director	Scale Point	Salary
	1	£77,847
	2	£80,950
	3	£83,491
	4	£86,595
	5	£89,135

A list of posts included for the purpose of this policy has been set out below:

Director – Customer Services & Organisational Development
 Director – Planning and Growth
 Director – Communities & Environment
 Director – Housing, Health & Wellbeing

5.4.5 Pay Scale for Assistant Director

94%		
Director	Scale Point	Salary
	1	£73,176
	2	£76,093
	3	£78,481

A list of posts included for the purpose of this policy has been set out below:

Assistant Director – Law & Democratic Services

5.4.6 Pay Scale for Business Managers (NS17) engaged on JNC terms

Zone	Scale Point	Salary
Zone 1	101	£52,726
	102	£53,855
	103	£54,984
	104	£56,111
Zone 2	201	£57,242
	202	£58,371
	203	£59,499
	204	£60,629
Zone 3	301	£61,756
	302	£62,886
	303	£64,016
	304	£65,147
Zone 4	401	£66,277
	402	£67,407
	403	£68,538
	404	£69,669

The arrangements for assigning officers to Zones are included in the Pay and Grading Arrangements document for Officers engaged on JNC Chief Officer Terms and Conditions of Service. [\[link to document to be inserted\]](#)

A list of post holders engaged under JNC terms has been included below:

Business Manager – Public Protection
 Business Manager – Financial Services
 Business Manager – Planning Development
 Business Manager – Revenues & Benefits
 Business Manager – Environmental Services

Business Manager – Housing & Estates Management
Business Manager – Regeneration & Housing Strategy
Business Manager – ICT & Digital Services
Business Manager – Elections & Democratic Services
Business Manager – Housing Maintenance & Asset Management
Business Manager – Housing Income & Leaseholder Management
Business Manager – Heritage & Culture
Business Manager – Customer Services
Business Manager – HR & Training
Business Manager – Corporate Property
Business Manager – Economic Growth & Visitor Economy
Business Manager – Planning Policy & Infrastructure

5.4.7 Remuneration on Recruitment/Appointment

When determining the most appropriate scale point at which to offer a post consideration is given to the individual's qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest pay point on the pay scale.

5.4.8 Increases and additions to Remuneration

- Incremental Progression
Incremental progression for Directors and Assistant Directors is by annual increment until the top point of the grade is reached.

Full details of the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service can be accessed by following the attached link: [\[link to document to be inserted\]](#).

Once a Business Manager has been appointed to JNC conditions of service they will receive annual increments until they reach the top of the salary scale.

- Pay Awards
Pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Honoraria and Ex-gratia Payments
The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:
 - Head of Paid Service *
 - Monitoring Officer *
 - Chief Finance Officer* (commonly referred to as the Section 151 Officer)

**No Honorarium is paid for carrying out these duties at the substantive level where these are reflected in the terms and conditions of service but a payment is made to those deputising at this level.*

In addition to the above the scheme also outlines the arrangements for recompensing officers who assume the role of Deputy Monitoring Officer and Deputy Section 151 Officer.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be accessed by following the attached link: [\[link to document to be inserted\]](#)

- Expenses

In accordance with the national agreement the Council pays reasonable out-of-pocket expenses actually incurred.

5.4.9 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable) and Deputy Counting Officer.

5.4.10 General Terms and Conditions

In accordance with the national agreement except whether other terms and conditions are referred to in the agreement the Deputy Chief Executive and Directors shall enjoy terms and conditions not less favourable than those accorded to other officers employed by the Council.

5.4.11 Appointment of Officers to JNC Terms and Conditions of Appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739 they will be offered a revised contract of employment on JNC terms. If they accept the offer they will be subject to the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

5.5 Business Managers

5.5.1 Terms and Conditions of Service

One Business Manager is engaged on the National Agreement on Pay and Conditions of Service negotiated by the National Joint Council for local government services commonly referred to as NJC or Green Book terms.

The post holder engaged under NJC terms has been included below.

Business Manager – Administrative Services

Terms and conditions relating to Business Managers is available within the National Agreement on Pay and Conditions of Service document [[link to document to be inserted](#)].

5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1st October 2005 following completion of the negotiations relating to single status. The Council also has a pay policy outlining arrangements in respect of:

- Protection of Earnings
- Standby Payments
- Call-out Payments
- Weekend Working
- Night Working
- Shift Allowances
- Overtime Rates
- Bank Holiday Working

[[Link to protection of earnings document to be inserted](#)]
[[link to document\(s\) referenced above to be inserted](#)]

Market Supplement (which includes arrangements for officers engaged on JNC terms) [[link to document to be inserted](#)].

The current salary scale for the Business Manager engaged on NJC terms is set out below.

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary	Post
NS13	34 – £37,890	35 - £40,478	36 - £42,503	Business Manager – Administrative Services

Note: Changes to grade may occur in year as a consequence of revisions to job descriptions requiring re-evaluation of the posts under the terms of the current job evaluation scheme.

5.5.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer a post consideration is given to the individuals qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel comprising of a Deputy Chief Officer or above will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

5.5.4 Increases and Additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Other
Officers engaged on NJC conditions of service may in some circumstances receive honoraria/ex gratia payments as a consequence of undertaking duties in part or full at a higher level. The amount payable will differ according to each individual set of circumstances to be determined by the respective Director in conjunction with the Human Resources Section. Further details relating to the terms outlined within the NJC conditions of service can be accessed here [\[link to document to be inserted\]](#).
- Market Supplements
The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market for some posts. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council. In circumstances where this does occur the Council will follow the approved policy. [\[link to document to be inserted\]](#)
- Expenses
In accordance with the agreement the Council pays reasonable out-of-pocket expenses actually incurred.
- Meals and Accommodation Charges
Officers may receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the Travel and Subsistence Policy [\[link to document to be inserted\]](#).

5.5.5 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.5.6 General Terms and Conditions

Parts 2 and 3 of the green book including local arrangements can be found in the National Agreement on Pay and Conditions of Service document [\[link to document to be inserted\]](#).

5.6 General Policies on Remuneration and Recruitment

These policies apply irrespective of status and/or terms that officers of the Council are engaged on.

5.6.1 Performance Related Pay and Bonuses

The Council does not currently operate any form of performance-related pay or bonus schemes.

5.6.2 Benefits in Kind

The Council will be implementing a staff discounts and benefits platform, some of these options may be considered as Benefits in Kind, however, all options that may fall into this category are funded by the employee via a salary sacrifice scheme.

5.6.3 The Local Government Pension Scheme and Policies with regard to exercise of discretion.

All employees of the Council have the option to join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme and operates on the basis of employee/employer contributions with employee contribution rates differing according to earnings. Details of the scheme including current contribution rates can be accessed by following the attached link. www.lgpsregs.org

The scheme provides for exercise of discretion to allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy. Details can be found in the Redundancy and Discretionary Compensation Policy [[link to document to be inserted](#)]. This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

5.6.4 Payment of Chief Officers on their Ceasing to Hold Office or being employed by the Council

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension enhancements can be found in the Redundancy and Discretionary Compensation Policy (link above at 5.6.3). This policy applies to all officers of the Council irrespective of their status provided they have at least two years continuous service.

5.6.5 Severance Packages over £75,000

Where a member of staff applies for voluntary redundancy, early retirement, termination on the grounds of efficiency or is made compulsorily redundant the pension and redundancy entitlements are determined by the Chief Executive in consultation with the Discretionary Payments Panel which is made up of the Chief Executive, the Section 151 Officer and another Chief Officer. Where appropriate the panel may comprise the nominated deputy for the Chief Executive or the Section 151 Officer.

Appeals against the decisions of the Discretionary Payments Panel will normally be determined by an appeal panel comprising either the Chief Executive, their nominated deputy, the Section 151 Officer, their nominated deputy or another Chief Officer provided that they have not been involved in the initial determination. However in the case of Chief Officers any appeal shall be determined by the Policy & Finance Committee or a sub-committee appointed on their behalf acting as an appeals panel.

In the case of any voluntary redundancy, compulsory redundancy, efficiency or early retirement (including health-related which falls short of meeting the ill health early retirement regulations) in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

In determining the “*cost to the Council*” for the purposes of this policy, the following will be included:

- the cost of early release of pension (pension strain);
- the cost of any pension enhancement;
- the cost of any redundancy payment (statutory and discretionary);
- the cost of any holiday pay, other fees or pay in lieu of notice.

In determining the “*cost to the Council*”, pension benefits which have been purchased by the employee will be disregarded.

Note: The Council will have regard to the Statutory Instrument laid before parliament on the 24 January 2017 which brought s41 of the Enterprise Act 2016 into force on 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

5.6.6 Settlement Agreements

The Chief Executive has delegated authority to determine the terms of Settlement Agreements relating to any member of staff.

In the case of any proposed Settlement Agreement in respect of a Chief Officer, the Chief Executive shall not determine the terms of the Settlement Agreement until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

5.6.7 Recruitment of Officers in receipt of Local Government / Fire Fighters Pension, Severance or Termination Payments

When considering whether to employ individuals in receipt of local government pension or fire fighter pensions the Council is required to have regard to the policy on Pension Abatement as determined by the relevant Administrative Body for the Pension Scheme. It should be noted that the Administrative Body for the purposes of discretion may differ according to where the individual was previously employed.

The Council's current policy on the appointment of former staff as consultants requires that any ex-employee who has taken voluntary redundancy or early retirement not be engaged as a consultant (including under a contract for services) without a formal committee resolution.

The Council will not refrain from re-employing former employees who have received payments for redundancy, severance or any other reasons defined under the terms of a settlement agreement or those individuals who have received similar payments from organisations listed on the Redundancy Modifications Order if it is satisfied that the individuals are the best candidates for the posts.

Where appropriate the Council will also have regard to the regulations and any associated guidance notes produced concerning Exit Pay Recovery for officers returning to the public sector follow exit.

This policy applies to all posts that are advertised within the Council irrespective of their status and is in-keeping with the Council's policy on Recruitment and Selection in respect of ensuring equality of opportunity.

5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than being employed direct by the Council) operating at the Chief Officer level. The Council will only engage individuals under contracts for services in exceptional circumstances and only for a temporary period of time.

6. Publication and Access to Information

6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced in it.

6.2 Local authorities must display details of the following data on their websites:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000;
- the name of each employee and details of their remuneration, for employees whose salary is at least £150,000;
- details of remuneration and job title of certain senior employees whose salary is between £50,000 and £150,000 and a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) for all employees whose salaries exceeds £50,000.

7. Equality Implications

7.1 This policy has been developed with due regard and consideration to Equalities matters and other policies, procedures and agreements currently in operation within the Council.

8. Approval/Review

8.1 Before it takes effect, the Pay Policy Statement has to be approved by a resolution of the Council.

- 8.2 In accordance with existing Constitutional arrangements proposed amendments to terms and conditions of employment are referred to Cabinet for consideration and approval, before being referred through to the Joint Consultative Committee (JCC) to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures is delegated to the Head of Paid Service after prior consultation at the JCC.
- 8.3 Given that the Pay Policy Statement relates to terms and conditions of employment as well as making reference to Human Resources policies and procedures it is appropriate for it to be considered by Cabinet and any amendments made thereto before it is referred on to Full Council for approval.
- 8.4 Any proposed changes to terms and conditions of employment including salaries arising from collaboration activities (e.g. shared services) will be subject to the prior approval of Cabinet.
- 8.5 A review of the Pay Policy Statement will take place annually. It will be referred to Full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the Pay Policy Statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Cabinet.



Report to: Cabinet Meeting - 21 February 2023

Portfolio Holders: Councillor Rhona Holloway – Economic Development & Visitors
Councillor David Lloyd – Strategy, Performance & Finance

Director Leads: Matt Lamb, Director - Planning & Growth
Suzanne Shead, Director - Housing, Health & Wellbeing

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

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Newark & Sherwood Plan Review - Amended Allocations & Development Management Development Plan Document Publication
Purpose of Report	To update Cabinet on the initial results of the period of public representation of the Amended Allocations & Development Management Development Plan Document (DPD). To seek approval to delay submission of the DPD because of the objection of the Environment Agency.
Recommendations	That Cabinet: a) note the initial results of the period of public representation of the Amended Allocations & Development Management Development Plan Document; and b) authorise the delay of the submission of the DPD to allow the Environment Agency to validate the results of the Tolney Lane Flood Alleviation Scheme modelling.
Alternative Options Considered	As set out at 2.3 without support by the Environment Agency for the overall strategy the DPD cannot currently be submitted.
Reason for Recommendations	a) To allow for the update to be noted. b) The objection of the Environment Agency means that submission of the DPD is not possible in March 2023.

1.0 Background

1.1 The Council has been conducting a review of its Development Plan the first element was completed by the adoption of an Amended Core Strategy in March 2019. The second element of the Development Plan the Allocations & Development Management DPD has been reviewed focusing on the following four elements:

- 1) Ensuring that the housing, employment, retail allocations continue to be deliverable and that any settlement specific planning policy issues continue to be appropriately addressed.
 - 2) Ensuring that the Development Management policies are in line with the Amended Core Strategy and the latest national planning policy.
 - 3) Updating housing policies contained in the Amended Core Strategy to reflect the latest Housing Needs Assessment and national planning policy
 - 4) The development of a strategy to deliver enough sites and pitches to meet the future needs of our Gypsy, Roma, Traveller (GRT) communities.
- 1.2 Full Council at an Extraordinary Meeting on the 9 of November 2022 approved the publication of an Amended Allocations & Development Management DPD to seek representations on its soundness. The period for representations ran from 14th November until the 9 January 2023. 63 organisation or individuals made in the region of 160 representations. Officers are currently analysing the representations in detail, but initial review suggests that the issues raised can be addressed by officers; however the representation from the Environment Agency was quickly identified as one with significant implications. The Environment Agency are objecting to various elements of our strategy in relation to GRT pitch provision at Tolney Lane and this report sets out the implications of this stance.
- 1.3 Cabinet will recall that the agreed GRT pitch provision strategy is made up of three elements:

Pitch Delivery Strategy		
Meeting the overall need by the following actions:		
1	2	3
Contribution from Existing Sites	Allocating new sites in private ownership	New sites facilitated by Council Action
Current sites with existing additional capacity contribute additional pitches	Sites in locations around Newark allocated for additional pitch provision	Purchase of a site to deliver on our own or with partners
Sites with potential to accommodate need have been identified.	Proposed sites on Tolney Lane can be brought out of flood risk	Work with private sector operators to bring sites back into GRT use.
Cross Cutting Action:		
Delivery of a flood safe access to Tolney Lane and associated mitigation work		

In order for the strategy to be successful all elements of it need to contribute towards supply and in particular the cross-cutting action of delivering a flood safe access to Tolney Lane is a requirement which unlocks additional capacity and provides flood safe access for existing residents.

2.0 Amendment Allocations & Development Management DPD – Environment Agency Representation

2.1 The District Council has been in detailed and productive discussions with the Environment Agency for a significant period of time. The Agency have been supportive of an overall approach which lessens flood risk for residents and provides a proper framework for making planning decisions in the Tolney Lane area. They have met with the Council's flood risk consultants who have explained the scheme and the results of the detailed flood modelling analysis to them. Our understanding had been that the work published alongside the DPD would be sufficient to progress to submission.

2.2 In making a representation to the DPD however the Environment Agency have raised a significant issue with the proposed flood allocation they state that:

“The proposed Gypsy and Traveller site allocations at Tolney Lane are located within an area of very high flood risk. A flood risk alleviation scheme has been proposed which involves raising the access road, to protect parts of the site from flooding and provide dry access and egress to the Tolney Lane area. However, this scheme is at an early stage in its development. An initial design and flood risk model has been provided however this has not been technically assessed by the Environment Agency. Our Evidence and Risk team need to check both the baseline model and design proposals to be assured that the scheme will work as intended, without increasing flood risk elsewhere. Typically this model assessment results in a series of updates and revisions to new models before they are fit for purpose. There is therefore a substantial risk that the model outputs may change, and not show the same benefits, or show an increase in flood risk elsewhere.”

They conclude:

“Given our concerns above we consider that the flood risk to the proposed site allocations on Tolney Lane should not therefore assume the potential benefits of the proposed flood alleviation scheme, and instead should be based on the current flood risk to the site and the currently approved and established baseline model data for this area, which is the Trent Fluvial Newark 2011 model. This model data shows the sole access road, Tolney Lane is situated in flood zone 3b. There is not therefore safe access and egress to the proposed site allocations.”

2.3 Put simply until such time that the Agency have validated the modelling work and are happy the proposed scheme could deliver the benefits currently demonstrated they are objecting to the elements of the DPD in relation to Tolney Lane. Given the centrality of these proposals to the delivery of the overall strategy it is not possible to submit the plan until the Agency has changed its stance.

3.0 Proposals

3.1 The Council and its flood risk consultants are working to have the modelling work which informs the Tolney Lane flood alleviation scheme validated by the Environment Agency. This process takes a number of months, and therefore it will not be possible to submit the Amended Allocations & Development Management DPD for examination as previously proposed in March.

3.2 There are a number of impacts of delay, principally that we will be further off having a strategy which meets the housing needs of the GRT community and a five year supply of sites but also means that the other new policies within the DPD are further off adoption. Officers will continue to work with the Agency to ensure that the modelling work can be validated as swiftly as possible. It is anticipated that Officers will present a report to Cabinet in June updating on progress and making recommendations.

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.

Assessing the Impact of the Amended Allocations & Development DPD on Sustainability, Equalities and Health

4.1 The Council has carried out an Integrated Impact Assessment (IIA) of the DPD. The IIA integrates Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA), Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA). The results of the IIA have concluded that:

- **Sustainability & Health** - Overall, the proposal in the Publication DPD are positive and very few negative impacts on the objectives of the IIA have been identified. The amended and new suite of development management policies provide significant beneficial impacts, particularly in relation to the Health and Sustainable Communities objectives.
- **Equality and Diversity** – Overall, the Publication Draft Amended A & DM DPD has a positive and beneficial impact in relation to equality and there are no new or amended policies which have been assessed as having any negative or conflicting impacts upon equality.

4.2 Any changes which are proposed for the DPD before it is submitted will be appraised using the same methodology.

Financial Implications

4.3 This report has no direct financial implications.

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 - 21 February 2023

Portfolio Holder: Councillor Rhona Holloway, Economic Development & Visitors

Director Lead: Matt Lamb- Director - Planning & Growth

Lead Officer: Neil Cuttell, Business Manager - Economic Growth & Visitor Economy, Tel. 07812 506982

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Next Steps with Delivery of the Forest Corner Masterplan & Project
Purpose of Report	An update for Cabinet on the work to develop a revised masterplan and strategy for the Forest Corner area near Edwinstowe. This includes proposals to allocate resource for 2023-24 and to develop a second phase of work to maximise the wider Sherwood Forest offer.
Recommendations	<p>The Cabinet:</p> <ol style="list-style-type: none"> a) note the update and endorse the direction of travel for the Forest Corner project; b) welcome plans to commence a second phase of work to develop the wider offer for Sherwood Forest; and c) approve £75k revenue for 2023-24 to sustain this work through project management, specialist studies and short-term improvements.
Alternative Options Considered	A 'do nothing' alternative has been considered with regard to the Forest Corner project. This would have significant reputational risk given the undertaking made to stakeholders in 2020 to revise the masterplan in light of consultation responses. It would also fail to realise the potential of the area and close the gap between visitor expectation and experience.
Reason for Recommendations	<p>These recommendations are made in order to ensure Cabinet is aware of recent work and intended next steps and to secure the necessary resources to maintain momentum.</p> <p>The proposals align with the Community Plan objectives to:</p> <ul style="list-style-type: none"> • Deliver inclusive and sustainable economic growth • Enhance and protect the district's natural environment <p>Improve the health and well-being of local residents</p>

1.0 Background

- 1.1 A number of proposals have been developed in recent years for development at Forest Corner, the area immediately north of Edwinstowe village which includes the Sherwood Forest Visitor Centre and acts as a primary entrance point to Sherwood Forest (a site location map is at appendix 2). A new visitor centre operated by the RSPB under a lease from Nottinghamshire County Council (NCC) opened in 2018 following the closure of the previous centre which had reached its end of life. The new centre is located outside of the Special Area of Conservation (SAC) in order to avoid the damage to protected habitat that had arisen from the previous centre (located within the SAC). The area also features NSDC owned properties including the Arts and Craft Centre, the youth hostel (leased to YHA) and the recently redeveloped gateway lodge.
- 1.2 Whilst the new visitor centre has provided modern facilities and interpretation, and regular events are hosted at the site, the overall experience at Forest Corner is widely acknowledged as falling short of visitor expectations given the internationally recognised brands of Robin Hood and Sherwood Forest. This gap was one of the drivers for the council's 2019 Destination Management Plan for the Sherwood Area and subsequent work to develop a masterplan for Forest Corner, which was supported by the Tourism Action Group as a needed, tangible, and (likely) deliverable intervention which could be transformational.
- 1.3 As outlined in a report to the Economic Development Committee in September 2020, an on-line consultation on a draft masterplan was carried out during the summer of 2020, setting out proposals for change in the area aiming to:
- Maximise the Sherwood Forest visitor offer and experience
 - Increase visitor volume, dwell time and dispersal to other attractions
 - Consider improved connectivity including to Edwinstowe village
- 1.4 The same report noted that the consultation (75% of the responses to which were from local residents) raised a number of concerns, centred around:
- Increasing traffic volumes, noise, car parking issues and pressures on local infrastructure
 - Potential negative environmental impacts on nature and wildlife
 - Overdevelopment and overcommercialisation

However, other respondents commented that there does need to be more for people of all ages to do, that the perceived loss of a Robin Hood experience/interpretation needs to be addressed and 'a proper tourist attraction' created.

- 1.5 Following the publication of the consultation response, it was clear that a range of landowner partners would need to be engaged, notably NCC in the first instance. A change in leadership at NCC has resulted in this project being a higher priority to the new leadership, with a relationship having been built amongst the officer and Member cohort to such a degree that this project will be the key focus of their future Visitor Economy Strategy. Moreover, following Covid recovery and LUF 2 priorities the Council now has an ability to focus resource on leading discussions.

Current Project

- 1.6 Discussions about Forest Corner resumed in mid-2022, with the RSPB and NCC both agreeing to work closely with the District Council to revise the masterplan and set out a strategy for realising the potential of the area. A workshop for officers of the three organisations was held on-site in late September 2022 to review the draft masterplan proposals in light of the consultation responses and explore the options for change within the area. Through this workshop and subsequent discussion, a strong consensus is developing regarding the changes that are desirable for the area, both short and long-term.
- 1.7 Supporting this activity, dedicated NSDC resources have been allocated to the project (currently utilising underspend from an officer vacancy) and steps taken to put the project on a firm footing. This has included setting up an internal project group which has met regularly since October 2022, putting in place structured project management arrangements with a number of workstreams established and developing the governance for the project in conjunction with RSPB and NCC. Stakeholder engagement has also resumed, though this remains targeted at this stage.
- 1.8 The work to date has reaffirmed the potential of the area and the opportunity to realise the objectives set out in the Council's Destination Management Plan for Sherwood and the subsequent draft masterplan for Forest Corner. Development in the area will bring growth to the visitor economy, creating local jobs, spend and skills. Done appropriately, it will also help to conserve and enhance the natural environment and valued habitats, bringing further potential for training and jobs within environmental sectors where future demand is set to outstrip supply.
- 1.9 One of the key workstreams within the project is 'connectivity', seeking to improve movements within and around the area by car as well as walking and cycling access. To this end, a year one allocation of Shared Prosperity Funding has been used to commission additional traffic survey information in liaison with NCC. This will provide key baseline data against which alternative proposals for the area can be modelled and assessed.

Wider Offer

- 1.10 The same period has also seen consultation on a revision to NCC's Visitor Economy Strategy, which includes a commitment to making the most of the brand of Robin Hood and Sherwood Forest.
- 1.11 This need to establish and promote a wider offer for Sherwood Forest (well beyond the Forest Corner site) has been a recurrent theme emerging from the Forest Corner project and previous stakeholder discussions. Maximising the Robin Hood brand also forms part of the expectations of the RSPB within their contractual arrangements. Forest Corner is part of this plan, albeit it is unlikely that Forest Corner will fulfil its potential or close the gap between reality and visitor expectations without a wider agreed offer in place. Developing and coordinating such an offer would realise opportunities to drive visitor economy growth and protect and enhance valuable natural assets.

District Council Roles

- 1.12 It is important to note that as well as leading the above policy work in collaboration with partners, the District Council has important planning and property roles relating to the Forest Corner site.
- 1.13 The Amended Core Strategy includes a number of planning policies relating to the area which includes designations for the Special Area of Conservation, a National Nature Reserve and Edwinstowe Conservation Area. Policy ShAP1 Sherwood Area and Sherwood Forest Regional Park includes the following:

The District Council will work with its partners to maintain and enhance the ecological, heritage and landscape value of the Sherwood Area whilst promoting sustainable and appropriate leisure, tourism and economic regeneration

Planning representatives are included within the internal project group and it will clearly be vital to ensure that proposals for the area remain in keeping with the district's planning policies.

- 1.14 As noted above, the District Council is also the landlord and manager of a number of properties in the area. It owns and manages the Arts and Crafts centre, opposite the RSPB visitor centre, which is currently well occupied with a range of craft and food and drink outlets including a café. It owns the youth hostel currently on a long lease to the YHA (lease terminates 30th April 2033) and a small new building at the entrance to Forest Corner that was intended to complement the visitor offer and has recently been leased to a dog treat bakery. However, this site has suffered from repeated break-ins and opportunities are currently being explored to utilise the Rural Crime Prevention Programme to fund target hardening initiatives to improve lighting, safety etc. and bring the building back into productive use. Again, colleagues from corporate property are part of the internal project group and future growth in the area offers the potential of increasing revenue for the council from its existing assets.

2.0 Proposal/Options Considered

- 2.1 As noted above, there is an emerging consensus around the nature of changes at Forest Corner that would realise the ambitions for the area. This includes the need to:
- Create a sense of arrival and destination
 - Host a permanent Robin Hood visitor offer
 - Create flexible areas for activities, events and 'programmable spaces' focusing on audiences including families and day visitors, and themes of environmental, outdoor experiences
 - Enable a logic and flow to the visitor journey through the site
 - Provide for a safer crossing arrangement of Swinecote Road
 - Manage traffic flows, mitigating the impact on the village and encouraging dispersal to sites and attractions across the wider area
 - Expand the range of current businesses catering to visitors and give them presence within the core visitor flow
 - Improve links with Thoresby Vale and Edwinstowe High Street (taking account of recommendations from the recent High Streets Task Force study)

Realising the above will require sensitivity regarding current land uses and stakeholder ambitions. Delivery will also depend on developing realistic options for funding and finance.

- 2.2 It is proposed that the current project with its workstreams continues with the aim of finalising a revised masterplan that articulates the above objectives in more detail, alongside a strategy for delivery in the short and long-term. The strategy will take account of the planning implications, potential funding, environmental impact and economic benefits. It will also set out a route for both short- and long-term changes including any further consultation and engagement that will be required. The intention is to come back to Cabinet in July once this work, including stakeholder engagement, has been undertaken and a strategy and masterplan are ready for approval.
- 2.3 In addition to the current project, it is proposed that a second phase of work commences, working closely with NCC, to develop and coordinate a wider offer for Sherwood Forest. This could build on the previous proposals for a Regional Park (which were well-received by partners), which remain within local planning policies. In any event, bringing leadership and coordination to a Sherwood Forest proposition would:
- Enable a more effective approach to habitat protection and enhancement
 - Bring a scale for both commercial opportunities and the development of skills in both the visitor economy and relating to land management and habitat protection
 - Ensure a visitor offer of greater scale, value and diversity can be developed and promoted, helping bridge the gap between reality and visitor expectation and reaching wider and deeper into potential visitor markets
 - Allow a properly coordinated gateway and dispersal model to be developed, spreading benefits to more attractions and relieving pressure on growth at popular sites
 - Enable a clear identity and brand to be established and used to leverage the global recognition of Robin Hood and Sherwood Forest
 - Allow a sense of arrival and destination to be created across the whole area, underpinned by a coherent signage and wayfinding strategy
 - Enable the current walking and cycling assets to be maximised through a proper network of trails
 - Mitigate environmental impact, including through developing alternative approaches to visitor movement that become more viable at scale
 - Open up additional sources of funding and finance, strengthening bid business cases
- 2.4 The prospect of a future Combined County Authority for Derbyshire and Nottinghamshire, with powers and funding devolved to an elected mayor, offers the potential for a Sherwood Forest offer to be fully developed and maximised. A Sherwood Forest Regional Park (or similar) would provide a good balance to the offer already in place in Derbyshire with the Peak District and National Forest, ensuring that Nottinghamshire can benefit in similar ways to a growing visitor economy. It would also present government with a new and distinct offer in support of its growth and levelling up objectives. The recent consultation on the devolution proposals featured a map showing the natural assets across the two counties that included Sherwood Forest (see Appendix 1). Yet at present the assets in Derbyshire make a far more effective contribution to the local and regional economy than is the case for Sherwood Forest.

2.5 In order to maintain momentum and deliver this work, it will be important that NSDC continues to allocate resource to the current project and second phase. This will include a leadership role to drive the agenda and raise profile. As noted above, activity during 2022-23 has been largely funded through existing resources supported by a small allocation of Shared Prosperity Funding to deliver specialist feasibility work. For 2023-24, it is proposed that a budget allocation of £75k revenue is made available within the Economic Growth and Visitor Economy business unit in order to support:

- Continued project management resource, working collaboratively with partners, coordinating the internal project group and establishing the second phase of the project
- Further specialist studies including sound economic analysis and ecological capacity analysis to underpin the proposals and pave the way for future business cases for funding and finance
- Short term improvements at the site that can help build local resident and wider stakeholder confidence. This could include signage and wayfinding improvements, including links to Edwinstowe village and Thoresby Vale, improvements to the arrival area and infrastructure to enable more 'pop-up' retail and experiences along the visitor route.

2.6 Implementing the proposals above will directly contribute to key priorities within the Council Plan, in particular to:

- Deliver inclusive and sustainable economic growth
- Enhance and protect the district's natural environment
- Improve the health and well-being of local residents

They will also enhance the council's reputation and relationship with key partners by taking a leadership role to realise the potential of not just the Forest Corner site but the wider Sherwood Forest area, addressing the long-standing mismatch of visitor expectation and reality of offer.

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 There are no detrimental implications within the content or recommendations of this report for Data Protection, Digital and Cyber Security, Equality and Diversity, Human Resources, Human Rights, Legal or Safeguarding.

Financial implications –(FIN22-23/4400)

3.2 The report proposes a requirement to fund £75k for the Forest Corner Project in 2023/24. The Business Manager (Economic Growth & Visitor Economy) has identified a carry forward budget request of £28k from 2022/23 that supported additional capacity in the delivery of the Forest Corner Project. This will be used for the continued project management resource identified at 2.5. The additional £47k will be funded from the Change Management Reserve for a 12 month period commencing April 2023.

Sustainability Implications

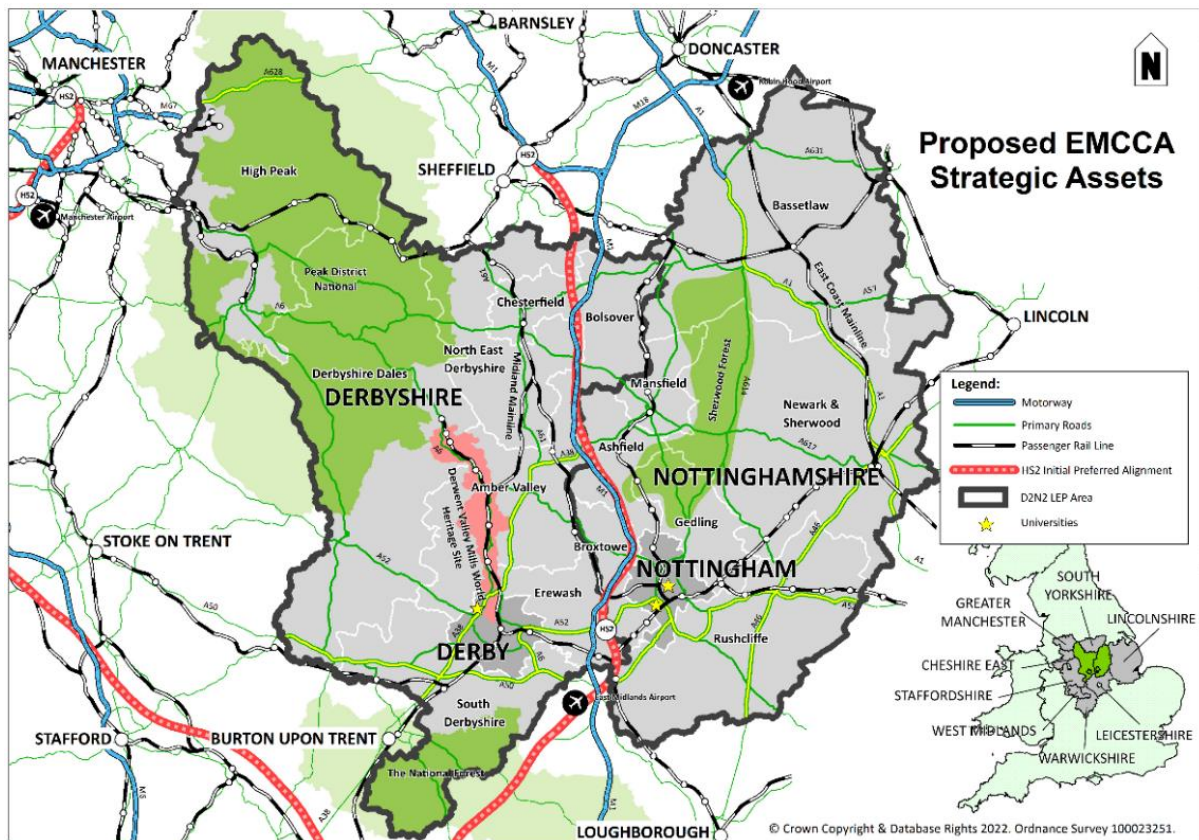
- 3.3 The environmental impact of any future development proposals at the Sherwood Forest site will be considered throughout the duration of this project. NSDC will seek to mitigate environmental impact and continue to enhance and protect our district's natural habitats, aligning with the Community Plan objectives of enhancing and protecting the district's natural environment and delivering inclusive and sustainable economic growth.

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.

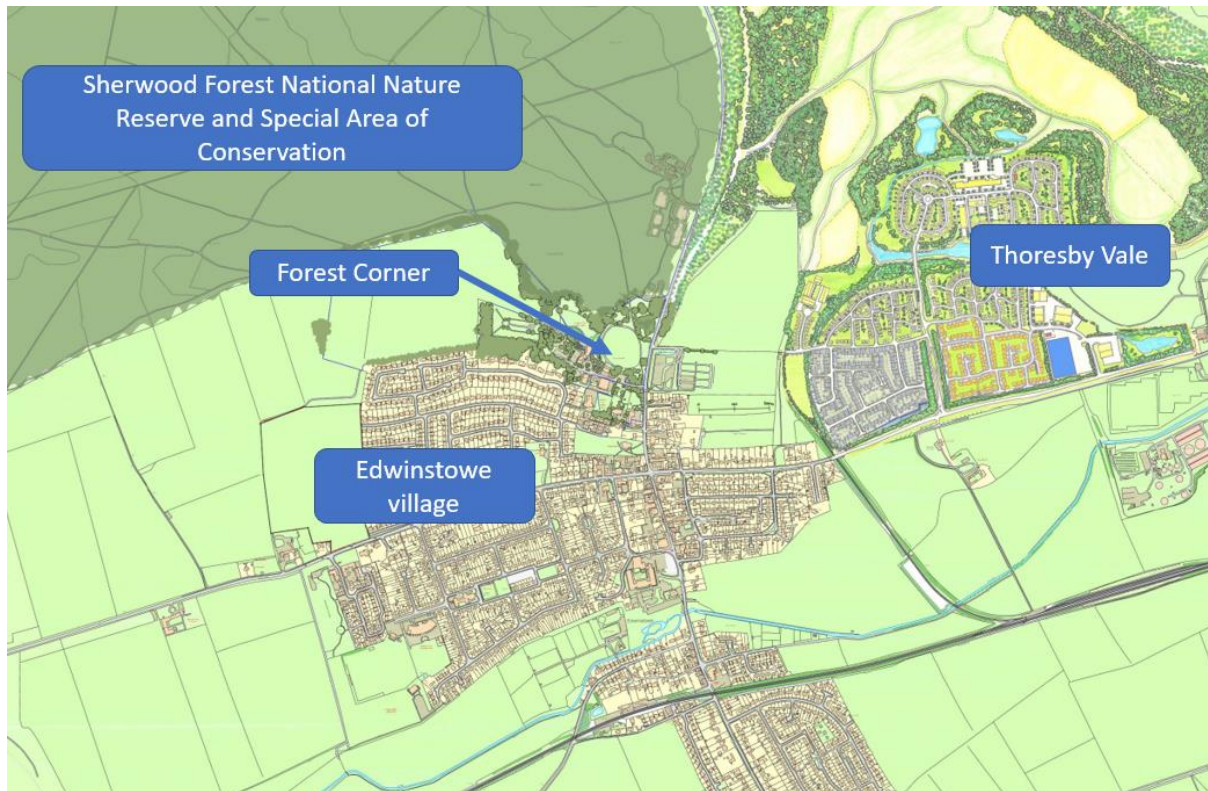
2020 Forest Corner Masterplan

Derbyshire and Nottinghamshire Map from Recent Devolution Consultation



Source – East Midlands Combined County Authority – Draft Proposal (Nov 2022)

Site Location Map



Source – 2020 Forest Corner Masterplan (Leonard Design), NSDC annotations



Report to: Cabinet Meeting - 21 February 2023

Portfolio Holder: Councillor Tim Wendels, Homes & Health

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

Lead Officer: Julie Davidson, Business Manager – Housing Services & Estates, 01636 655542

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Tenancy Agreement Review
Purpose of Report	To present the outcomes of the Council’s tenancy agreement review following tenant and officer consultation and set out the key changes proposed to the existing agreement along with a new draft tenancy agreement.
Recommendations	That Cabinet approve the adoption and implementation of the revised Tenancy Agreement
Alternative Options Considered	None
Reason for Recommendations	<p>The current tenancy agreement has been in use since 2010 and needs updating to reflect changes in the law, regulation, our policies and general accepted good practice.</p> <p>The revised agreement aligns with the Community Plan objectives:</p> <p><i>Create vibrant and self-sufficient local communities where residents look out for each other and actively contribute to their local area</i></p> <p><i>Improve the health and wellbeing of local residents</i></p> <p><i>Reduce crime and anti-social behaviour and increase feelings of safety in our communities</i></p>

1.0 Background

1.1 The current tenancy agreement has been in use since 2010 and needed updating to reflect changes in the law, regulation, our policies, and general accepted good practice. The review of the agreement was an activity in last year’s Housing & Estates Management Business Plan.

- 1.2 The review process included a working group consisting of members of the tenancy team and involved tenants.
- 1.3 The Council is legally obligated to consult with all tenants in line with section 103 of the Housing Act 1985; and this period of consultation commenced on 9 December 2022 and closed on 16 January 2023.
- 1.4 The draft agreement was also circulated to all housing business managers and their teams as well as our legal colleagues – comments have been acknowledged and incorporated as required.
- 1.5 In addition to the formal consultation detailed at 1.3 we also took the opportunity to speak with tenants during tenant engagement events during the same period from 9 December 2022 to 16 January 2023.

Event	No. of Tenants
The Circle Christmas event	8
Sherwood LIN	15
Coopers Rise Coffee Morning	15
The Hub	5
Tenant Forum	8
Rural LIN	3
Total	54

- 1.6 We received in total 19 responses from tenants during the consultation period, 48% of these were via the on-line feedback mechanism.
 - Four responses did not relate to the tenancy agreement, so respondents have been thanked and advised we had forwarded their comments onto the appropriate service area.
 - Seven tenants confirmed they were in agreement with the new tenancy agreement.
 - Fifteen responses were received with specific feedback; these have been considered with ten (66%) being incorporated into the agreement. These related to:
 - Including in the permission section that you need to seek permission if you wish to install a pond
 - Inclusion of consequence of fly tipping
 - Improved clarity and guidance regarding CCTV & the use of Smart Doorbells
 - Improved clarity if damage is caused by us or our contractor during works to their home
 - Referencing error corrected
 - The addition of foxes to the request at 11f “You must not do anything to encourage wild pigeons, rats, mice, foxes or grey squirrels on to your home, including the garden or communal areas, or other Council land.
 - Improved clarity and guidance regarding the keeping of pets
 - Improved clarity regarding the storage of fuel or any flammable liquid

2.0 Proposal

- 2.1 The proposed draft Tenancy Agreement and a table of key changes are attached as appendices to this report. These were endorsed by SLT on 31 January 2023 and are recommended for approval and adoption.
- 2.2 Once approved for implementation the new Tenancy Agreement will be sent out to all tenants along with a final Notice of Variation. It is worth noting that should tenants reject the changes that would mean terminating their tenancy, so by not doing this they are deemed to have accepted the new, amended conditions of tenancy.
- 2.3 This Notice of Variation and the revised agreement will be with all tenants by 3 April 2023 with a go live date of 1 May 2023. This provides the legislative 28-day notice period.

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 – FIN22-23/9821

The cost of printing and postage of the new tenancy agreement, along with the notice of variation will cost £15,000. Budget provision has been provided within the Housing Revenue Account.

3.2 Equalities Implications

An Equality Impact Assessment has been completed.

This revised agreement provides clear and transparent information for all tenants regarding their tenancy obligations, their rights and similarly for us as the landlord.

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

It is important that you read and understand this tenancy agreement as it sets out the conditions of your tenancy.

The Council's purpose is:

'Serving People, Improving Lives'

The Council's values are:

Ambitious and forward thinking

Focused on achieving the very best and always looking to improve and innovate

Caring and compassionate

Sensitive to the different needs and circumstances of others; seek to empower people to fulfil their potential

Commercial and business-like

Careful and creative with resources; securing value for money

Professional and reliable

Consistently delivering on promises; trusted to providing good quality and demonstrating integrity

Welcoming and responsive

Approachable, open to feedback and challenge and swift to act.

If you have any questions regarding your tenancy, then please contact us.

Terms and Definitions used within this Agreement:

Assignment

This is the transferring or giving another person the tenancy

Anti-Social Behaviour

This is conduct that has caused, or is likely to cause, harassment, alarm or distress to any person; conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises; conduct capable of causing housing-related nuisance or annoyance to any person.¹

Communal areas

The parts of the building or scheme, which all tenants may use, for example, stairways, entrances, landings, shared gardens, lawns and landscaped areas.

Council

Newark and Sherwood District Council (also referred to as the landlord)

Decant

When it is necessary for us to move tenants from their homes, due to a need for the property to undergo major work (which cannot reasonably be done with the tenant in residence) or where a property is to be demolished or disposed of.

Demoted tenancy

A secure tenancy, which is terminated and replaced with a demoted tenancy by order of the court. Demoted tenants have reduced rights similar to those of an introductory tenancy. In cases of anti-social behaviour, we may apply to the county court to have a secure tenancy reduced to a demoted tenancy.

Employees

Any contractor, agent or anyone employed by us.

Garden

Includes lawns, hedges, flowerbeds, trees, shrubs, outside walls, permitted hard standing and fences.

¹ Section 2 Anti-social Behaviour, Crime and Policing Act 2014

Introductory tenancy

A tenancy under Part V of the Housing Act 1996, which lasts for a trial period of 12 months (can be extended for a further 6 months in certain cases) and may then become a secure tenancy. Where an applicant has held an introductory tenancy with either another Local Authority or Housing Association, immediately prior to gaining a tenancy with Newark and Sherwood District Council, the length of this previous tenancy will be included in the 12-month trial period.

We can ask the court to end the tenancy if we have given you a notice saying that we intend to do so and you will have less protection than a secure tenant

Introductory tenant

A tenant who has an introductory tenancy as defined in chapter 1 part V of the Housing Act 1996

Lodger

A person who pays you money to let them occupy rooms in your home but doesn't have exclusive occupation of any part of the property

Neighbours

Everyone living in the area near your home, including other council tenants, people who own their own homes, live in privately rented accommodation, and housing association tenants.

Partner

Members of a couple in a relationship (including same gender relationships), who are living together.

Property

The home you live in and of which you are the tenant, including any garden but not including communal areas

Regulator for Social Housing

The independent regulator for social housing in England.

Relatives

Members of a person's family including their: spouse or partner (including civil partner) parents, children, grandparents, grandchildren, brothers, sisters, uncles, aunts, nephews, nieces, step relatives and adopted children.

Secure tenancy

A tenancy under Part 4 of the Housing Act 1985. A secure tenancy can only be ended by the landlord obtaining a court order. As a secure tenant, you have more protection than an introductory tenant

Secure tenant

A tenant who has a secure tenancy. An introductory tenant may become a secure tenant after the end of the trial period (12 or 18 months).

Service charge

This is a charge we make when we provide services for you, such as a laundry or when we clean communal areas. Your agreement will state whether you must pay these charges as part of your tenancy agreement

Support Charge

This is a charge we make when you live in supported accommodation where a careline is available for use.

Supported Accommodation

Housing designed for older people or people with disabilities. We only offer supported housing to people who are over the age of 60 or who demonstrate a need for this type of accommodation.

Sublet

Giving another person the right to live in **part** of the property. (They can be called a 'lodger' or 'subtenant') Secure tenants may only sublet **part** of the property if they have our written consent.

Succession

When a tenant dies, and either the existing tenant or someone else living at the property, such as a spouse or family member, is eligible to take over the tenancy.

Tenancy Agreement

This agreement which is a legally binding contract.

Tenant or Tenants

You, the person or people to whom we have granted the tenancy.

Tenancy Officer

Patch based officers delivering tenancy & estate management services working closely with tenants to ensure our communities are safe, happy and sustainable places to live.

Use and Occupation Charge

Use and Occupation Charge is the amount payable on a daily basis for each day of occupation beyond the termination of a tenancy

Vehicle

A car, bus, lorry, motorbike, bike and caravan or motor home.

We, Us, Our

Newark and Sherwood District Council

Written Permission

A letter from us giving you permission to carry out actions proposed by the tenant which will be decided on a case-by-case basis and not unreasonably withheld.

You, Your

The tenant and, in the case of joint tenants, each and all the joint tenants.

Section 1 Your Tenancy Agreement

1a By signing this agreement you are agreeing to become a tenant of Newark and Sherwood District Council.

1b You are entering into a legal contract with the Council. If there is anything in this agreement which you do not understand, you should contact us or get advice from Citizens Advice Bureau, a solicitor or Housing Advice Centre.

Please note: You are responsible for anything that you do in relation to the property or the tenancy, and you are also responsible for anything your friends, relatives (including children) and any other person living in or visiting your home do in relation to the property or the tenancy.

1c There are two kinds of tenancy:

- Introductory tenancy
- Secure tenancy

1d The central page of this agreement tells you whether your tenancy is an introductory tenancy or a secure tenancy.

1e This agreement gives you the right to live in the property. We will not interfere with this right unless any of the following apply:

- You break any of the conditions in this agreement.
- We built or adapted the property for a person with physical disabilities, and:
 - i. you no longer need that type of home; and
 - ii. we need the property for someone else with disabilities.
- We need to renovate or carry out major repair to the property which we cannot do unless you move out.
- You find another home and stop using the property as your main home.
- There is any other reason under the Housing Act 1985, The Housing Act 1996, The Housing Act 2004 or any other law, which allows us to interfere with your rights.

If any of the above applies, we may take legal action against you to end your tenancy and repossess your home. We may, for example, apply to the court for a demoted tenancy (if you hold a secure tenancy) or an injunction. If we take legal action, you will be responsible for court costs.

Section 2 of this tenancy agreement relates to introductory or demoted tenants only

Sections 3 to 14 relate to introductory and secure tenants, unless otherwise stated.

Notes

If you are having difficulties understanding any of the conditions in this tenancy agreement, you must contact us as soon as possible. That way we can work with you quickly to give you support, advice or help to sort out any problems without having to take legal action.

We can offer support or ask other support agencies or partners to help you. Below are just a few examples of the type of support we can give or help you to access:

- Giving you advice about rent arrears (unpaid rent), any benefits you might be entitled to and managing your money.
- Giving you advice about looking after your garden.
- Putting you in contact with support agencies such as Womens Aid, MIND, Citizens Advice, who can help you with sustaining your tenancy. Links to these agencies can be found on our website: www.newark-sherwooddc.gov.uk
- We may provide access to a mediation service. This service could help you to sort out any problems you may have with your neighbours.

We want to support tenants as much as we can, but please remember that if you do not follow the conditions of this tenancy agreement or refuse to act on our advice, help or support, you could lose your home.

Section 2 Introductory or Demoted Tenants only

2a You will start your tenancy as an introductory tenant unless, immediately before the tenancy starts you are an assured tenant of a registered social landlord, or other special circumstances provided for by law apply.

2b Your introductory tenancy will last for 12 months (this could be extended in certain circumstances to 18 months if the tenancy has not been completely satisfactory), which is called 'the trial period'. At the end of the trial period, your tenancy will become a secure tenancy. But if you break any condition of your introductory tenancy, it may come to an end before one year is up. If you do this, we can ask the court to give us an order for possession of your home. In that case, you would have to leave the property or we would take possession of your home if you refused to leave. As an introductory or demoted tenant you do not have security of tenure (Which means if we correctly follow the procedure below, a county court Judge will grant an order for possession).

We can obtain possession of the property by giving you a written notice of our intention to terminate your introductory tenancy. The notice will set out our reasons for wanting possession of the property and it will give a date after which we may go to court. However, you have a right to a review of our decision to evict. If you request a review, it will be completed before the date in the notice.

2c If you breach the conditions within the first 12 months of your introductory tenancy, we may serve a notice on you which will mean you will continue to be an introductory tenant for a further six months.

2d By law, during your introductory tenancy you do not have the same rights as a 'secure tenant'. You cannot:

- apply for the right to buy your home; or
- take part in a vote to change the landlord
- Assign (or pass on) your tenancy to anyone else
- Sub-let a room(s) in the property or take in a lodger
- Exchange properties with another tenant without our written permission

2e You must get our permission (which will not be unreasonably withheld), in writing, to do **any** alterations to the property (with the exception of internal decorating) including those of a structural nature and external structures, which includes ponds. We may refuse permission if you do not meet certain conditions, or we may include conditions in our written permission. If you do not seek permission, we may take steps to obtain possession of the property from you (See condition 2b) or to have any alterations returned to the original build structure. You would be recharged for the cost of any removal or renovations needed for us to return the property to its normal structure.

3 Your rights and responsibilities – for all Tenants

3a You can live in your home without interference from us for the length of your tenancy as long as you (and your friends, relatives and any other person living in or visiting your home) follow the conditions of this tenancy agreement and demonstrate respect for the rights of other people living or working in or visiting your area.

3b An exception to the above is if our employees, contractors or subcontractors need to come into your home as a condition of your tenancy agreement, to ensure you are complying with the terms of this agreement, or to adhere to our health and safety regulations as your Landlord, please refer to section 10.

3c We will comply with the Data Protection Act 2018 and the General Data Protection Regulation when dealing with personal data. This means that your personal data will be processed in accordance with the law and no personal data will be sold to third parties. It also means that you have certain rights, including the right to see data which we hold about you. We are only allowed to refuse access in limited circumstances, for example where information may identify a third party. You have the right to challenge information and may request the erasure or correction of records which you believe to be inaccurate. For further information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view the council's privacy notice on our website.

You have a right to information from us about your tenancy and about our repairing obligations, our policies and procedures on tenant consultation, housing allocation, rehousing, exchanging tenancy transfers, and our performance as a landlord. The consultation procedure is set out in sections 105 and 106A of the Housing Act 1985.

3d If you die, whilst you are a secure tenant, your tenancy can pass to your spouse or civil partner, as long as they occupy the property as their only or principal home at the time of your death. If you are not married and do not have a partner when you die, your tenancy will pass to a relative but only if, at the date of your death, they were living with you as their only or principal home and had been living with you without a break for the previous 12 months. This is called 'succession'.

If you have two or more relatives, who are qualified to succeed they may agree between them who will succeed, but if they don't agree we will decide between them. If you want to tell us who you want to succeed to your tenancy before you die, we will take this into account.

By law, a second succession is not possible (that is, if you are the successor to the tenancy and you die), but in certain circumstances we may pass the tenancy to a relative. Ask your tenancy officer for more information.

3e In certain circumstances where a succession takes place, we may invite the successor to move to another suitable property. If they refuse to move, we may apply to the court for a possession order. These circumstances are if the property:

- is adapted for people with disabilities and the successor does not need that type of property;
- is 'supported', or specifically designed for elderly people and the successor is not an elderly person
- is specifically designed for disabled people, and the successor is not a disabled person; or
- is under occupied – if you have more bedrooms than you need.

There are more details about how we may obtain possession in these circumstances in schedule 2 of the Housing Act 1985.

3f If you or members of your household have been temporarily moved to other accommodation under our decant policy so work can be carried out on the property, you must return to your home once the work has been completed. If you do not return when the work has been completed, we may ask the court for an order for possession of the temporary accommodation. If this happens, you may have to pay our legal costs and court costs.

3g If we move you into temporary accommodation you must continue to follow the conditions of your tenancy agreement.

Conditions 3j to 3 apply to secure tenants only

3h You have the right to take in a lodger as long as the property does not become overcrowded, and you must notify all the relevant authorities including the Council that administers any welfare benefits you are claiming of the presence of such lodgers on the property.

3i You must not assign your tenancy or sublet any part of the property unless we give you permission in writing, which will not be unreasonably withheld.

3j You have the right to mutually exchange the property with another tenant of Newark and Sherwood District Council, any other council tenant or a tenant of a housing association. You must ask for our written permission before you exchange, and we may refuse the exchange if you do not meet certain conditions covered by the law.

3k In certain circumstances you have the right to buy your home. Please contact the Council for details.

4 Our rights and responsibilities – for all Tenants

4a We will keep the structure and exterior of your home in repair and keep essential installations for the supply of water, gas, electricity, sanitation and heating in repair and proper working order.

4b We will complete repairs which we are responsible for under law. We will not be responsible for any loss or inconvenience suffered as a result of a failure of supply or service to the premises, supplied by a third party, where such failure is not caused by an act or omission on our part.

4c We will process your data in accordance with the Data Protection Act 2018 and the UK GDPR and will securely manage and protect any information we hold about you from accidental or unlawful disclosure. Where it is lawful and necessary, we may share your data with external organisations and agencies for the purposes of preventing or detecting crime, safeguarding, in accordance with our statutory obligations and as required to fulfil all aspects of the tenancy contract.

This includes the following laws (but there are others):

- Code of Data Matching Practice 2008
- Section 115 of the Crime and Disorder Act 1998.

4d Under sections 102 and 103 of the Housing Act 1985, subject to certain limited exceptions, we may change any of the conditions of this tenancy agreement. (Changing the rent is mentioned in condition 5e.) The act sets out the procedure we must follow which says that we must notify you of the changes, and ask for your comments and, once we have consulted you, give you at least four weeks' notice before the change takes place. You do not have the right to prevent the change from happening, but we will take into account all comments and views of tenants and others. If you do not want to accept the changes in your tenancy agreement you will need to end your tenancy and find a home somewhere else. If you do not do this, it is assumed you accept the changes. (It is important that you keep the notice safe so that you always know what your responsibilities are in relation to your tenancy agreement.)

4e If there is a disagreement about the conditions of your tenancy which we cannot sort out with you, the court has the power to make the final decision.

4f We have the right, upon giving you 24 hours' written notice, to come into your home at all reasonable times to inspect it or to carry out work in your home or an attached property. The Council, our employees, contractors, subcontractors and agents also have this right. (We do not have to give you 24 hours' notice in an emergency – please see section 9).

4g We will have properly served on you, any notice relating to your tenancy if we:

- give it to you personally;
- post it to you at the tenancy address;

- deliver it to or leave it at the property; or
- give it to someone acting on your behalf (for example a solicitor, parent, son or daughter).

Home contents and buildings insurance

We strongly advise you to insure the contents of your home for accidental damage. We do not insure our properties against accidental damage if you accidentally damage the structure or fittings in your home, we will charge you the cost of putting things right.

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5 Rent

5a Your tenancy is a weekly tenancy from Monday to Sunday. The weekly rent is due each Monday and you must pay it on time. You must make sure that your payment day and chosen payment method allows sufficient time for your payment to be credited to your rent account by the end of the week. If your rent account is not clear at the end of every week, you will be in arrears.

5b Normally there are 52 Mondays in a year, and we grant four 'no rent due' weeks which means that payment is due on 48 weeks. You will be expected to pay rent on no rent due weeks if you are in arrears. Occasionally there are 53 Mondays in a year, and on those occasions, rent is due on 49 weeks.

5c Your weekly rent is shown on the central page of this tenancy agreement. It is made up of one or more amounts, these charges are for:

- the basic rent
- service charges which may include charges for:
 - Communal Heating and Lighting
 - Support Charge
 - Communal Facilities
 - Intensive Housing Management
 - Grounds Maintenance
 - Communal Cleaning

Please note that the above is not exhaustive

5d You must pay your weekly rent every week or at any other time that you and we agree to. If you choose to pay your rent four-weekly or monthly, at no point during the four-week or monthly period should your rent account be in arrears. Payment for the whole period should be made in advance.

5e We may change any of the amounts shown in condition 5c above, and so your total weekly rent, by giving you at least four weeks' notice in writing. The notice will say what change we are going to make and the date on which the change will happen. From that date, under condition 5a, you will be responsible for paying the new weekly rent. (It is important that you keep the notice safe so that you always know what your responsibility is).

5f If you do not pay your weekly rent (that is, all the amounts shown in the central page of this tenancy agreement) when they are due, we may ask the court to make an order so we can have possession of the property. We may then take steps to evict you. You may also have to pay legal costs and court fees on top of the rent that you owe.

5g If you owe money from a previous tenancy with Newark and Sherwood District Council, details of the amount will be set out in the central page of this tenancy agreement. By signing this agreement, you are agreeing to repay the money you owe us.

5h If you are a joint tenant, you are both responsible for all of the rent and any other charges for the property when they are due, not just liable for a proportionate part of them.

5i We may offset any money that you owe us against any money we owe you. For example, if we demolish your home, we will give you a payment called a home loss payment. If you owe us rent, we will deduct this from the home loss payment before we paid any remaining balance to you.

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6 Anti - social behaviour

When tackling anti - social behaviour throughout the district, the Council implements our Anti - Social Behaviour Policy; a copy of this policy can be found on our website or by contacting us.

Very Important: You must make sure that no member of your household, including a lodger, or visitor, does any of the things mentioned in conditions 6a to 6k below. If they do, you will be held responsible under the terms of this agreement as if you had done any of them yourself.

Should you fail to comply with any of these conditions listed below action will be taken against your tenancy which could result in the loss of your home. We are unlikely to find you another permanent home if you are evicted because of anti-social behaviour.

6a You must not use the property and/or communal areas and/or the locality for any criminal immoral or illegal purposes. This includes, but is not limited to; using the property for the cultivation, supply, possession and/or use of illegal substances, the handling of stolen goods or the illegal abstraction of utilities.

6b You must not:

- Seek to harm, coerce, intimidate, inflict domestic violence or threaten violence against any other person.
- Use mental, emotional, financial, racist or sexual abuse to make any member of your household want or need to leave the property.
- You must not be, or threaten to be, violent towards or abuse (psychologically, physically, sexually, financially or emotionally) your partner, relative or any other person living with you as a member of your or your partner's family. Evidence of domestic violence does not rely on a criminal charge, and we may take legal action based on evidence from the victim or other witnesses

If you threaten violence towards or abuse anybody including any other person living with you as a member of your or your partner's family in the property, we may take action against you, including taking steps to evict you. We may also ask another agency to take action, such as the police.

6c You must not:

- physically or verbally abuse; or
- intimidate; or
- do anything that creates a health and safety risk to our employees or people acting on our behalf while they are performing their duties.

Physical abuse includes, but is not limited to, any actual or threatened assault, attack, violent act or aggression.

Verbal abuse includes, but is not limited to, any unreasonable abusive or foul language that is intended to or likely to cause alarm, distress or in order to intimidate somebody.

6d You must not cause, or do anything likely to cause, any nuisance to, or annoy, offend or harm, any:

- neighbour;
- other Council tenant;
- other person living, visiting or otherwise engaging in a lawful activity in the locality, or any member of their household, lodger or visitor.

6e You must not damage any property or belongings of the Council, any neighbours, any other Council tenant, any other person living, working or visiting in the locality, or any member of their household, lodger or visitor

6f You must not discriminate or threaten to discriminate against, intimidate or harass anybody in any way because of their age, gender, disability, race, religion or belief, or sexual orientation.

Discrimination, intimidation or harassment because of someone's age, gender, disability, race and nationality, religion or belief, transgender identity or sexual orientation will include any act of verbal or physical abuse directed at a person or people because of these reasons, when the victim believes that the attack is hate related or there is direct evidence of a racist reason behind the abuse. It is very different from other forms of harassment. Racial harassment and hate crime are classed as criminal offences and you will be breaking these conditions of tenancy if you commit it or allow it to be committed. We would also ask other agencies such as the police to investigate any allegation or incident of discrimination or hate crimes.

6g You must dispose of your household waste, furniture or other belongings properly. You must take reasonable care to make sure that they are not left in communal areas, your garden or the area near the property. You must also make sure that they do not cause a nuisance or annoyance to any person or create a health and safety risk. Incorrect disposal of your household waste, furniture or other belongings could lead to a court appearance and fine.

6h If the property is a flat with communal areas, it is your responsibility to keep these areas clean, tidy and free from any dangers. In some flats we employ contractors to clean communal areas; however, it remains your responsibility to keep these areas clean, tidy and free from dangers.

7 Using the property

7a You must live in the property as your only or main home. If you expect to be away from your home for longer than **six** weeks, you must tell us. (If you are a secure tenant but stop living in the property as your only or main home, you will stop being a secure tenant and you will lose some of your protective rights against eviction.) If we have reason to believe that you are not living in the property as your main home, we may ask the court for a possession order against you.

7b Once you have signed your tenancy agreement, you must move into the property on a date agreed with us.

7c If we have reason to believe that you have not moved into the property or that you have moved out without telling us, we may, for safety reasons, tell the electricity, gas and water services that we believe the property is empty.

7d You must not allow the property to become overcrowded. We may apply for a possession order if we find that the property is overcrowded.

7e If you live in any flat or maisonette **above** the ground floor you must obtain permission from us before laying laminate flooring (or similar material) or glazed vitreous or quarry floor tiling of any kind as this could cause noise nuisance to neighbouring properties.

7f Permission will not be granted in any circumstances for a log burner to be installed. Properties which are found to have installed log burners against this condition will be requested to remove it at their own cost.

7g You must not run a business from the property without our written permission. We will not refuse permission unless we believe that your business is likely to cause a nuisance to other people, damage the property or create a health and safety risk. As well as getting our permission you should get any planning or other permissions you need. If we give you permission, we may withdraw it if the business causes nuisance, damage or a health and safety risk in the future.

Below are some examples of businesses we will not allow you to run from your home.

- A vehicle maintenance business.
- A printing business.
- Any business involving the use of hydraulic equipment, industrial machinery or chemicals.
- A shop or wholesale business where customers would have to visit the property.
- Any business that would result in business vehicles being parked at the property or in the area near the property and causing nuisance and annoyance.
- An animal breeding business.
- A haulage or lorry business.
- Any business (either for profit or non-profit) or activity that would cause a nuisance and annoyance.

7g In order to ensure the health and safety of our staff, contractors or subcontractors, we request that the property is smoke free when our employees or agents attend your home by appointment

7h If the property has a door-entry system, you must use it properly. You must not (or allow anyone else to) interfere with the system rendering it ineffective.

7i If the property has either a hard wired or battery-operated smoke alarm and/or Carbon Monoxide monitor, you must not (or allow anyone else to) disconnect the alarm rendering it ineffective and you should test it's operation on a monthly basis.

7j If your home is supported housing accommodation, it is a condition of your tenancy that an additional support charge is paid. You can find details of the charges in the central page of this tenancy agreement.

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8. Installation of CCTV at the property

8a You must ask for permission prior to the installation of CCTV cameras at the property (which will not be reasonably withheld). This includes the installation of Smart Doorbells.

8b This permission is subject to strict adherence to conditions provided to you by the Council, failure to comply with these conditions will result in the permission being withdrawn.

8c Any camera installed must only be for the purpose of monitoring your own home and possessions. It should be positioned accordingly and within the boundary of the property and not include your neighbour's property or the activities of passers-by.

8d Any camera installed must only be the fixed type and not able to be controlled or turned in any way. Once the positioning is agreed with the relevant Council officer, the camera must not be moved.

8e The camera cannot be moved once installed. Newark and Sherwood District Council will have no responsibility for the data collected.

8f The storage of video or audio footage taken from any CCTV or doorbells is not permitted and subject to regulatory compliance i.e. GDPR as provided by the Information Commissioners Office.

8g In some instances the Police may recommend that an audio/video recording device be installed at the property with the intention to deter criminal behaviour, in this instance the Council will not refuse, however all outlined conditions in this section must be adhered to. This is providing you sign a declaration that you will NOT enable the audio function unless recommended by Police

8h In the case of Smart Doorbells, only wireless doorbells would be considered. Permission must be sought before installation and will not unreasonably be withheld. However, not all properties are suitable for these doorbells as they can record sound and may border a public walkway. Tenants must ensure that the range covered by the cameras does not exceed the property. They must also not use the cameras for any other purpose such as listening to private conversations or observing neighbours. As part of giving permission, the Council may check periodically on whether the camera continues to abide by the rules. If it does not, permission may be revoked, and you may be asked to remove the device.

Notes

Guidance on the use of domestic CCTV is contained on the Information Commissioners Website at www.ico.org.uk <https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>

9 Repairs and the condition of the property

9a You must take care of your home. You must pay us the cost of any repairs to the property that are needed because you have damaged it or neglected it. You are responsible for the costs of these repairs whether it is your fault (with the exception of fair wear and tear and accidental damage by fire) or that of any member of your household, any lodger or visitor.

9b You are responsible for any repairs which are over and above our responsibilities under law. If you would like to know whether you are responsible for certain repairs, you should contact us.

All the repairs that you are responsible for must be carried out to a good standard. Certified tradespeople must be used for repairs where appropriate, as outlined below. Please ask if you are unsure.

9c You are responsible for:

- decorating the inside of the property, which includes decorating as often as necessary to keep it in good decorative order;
- keeping the property clean and tidy;
- regularly sweeping the chimneys (if you use solid fuels such as coal or wood); and taking reasonable precautions to prevent fire and frost damage to the property;
- ensuring that your use of the property does not constitute a risk to health and safety.
- testing smoke alarms and carbon monoxide detectors where fitted
- replacement of toilet seats
- resetting electrical trip switches
- taking action to prevent and control condensation
- the repair and replacement of garden gates and gate furniture, fences, sheds unless adjacent to a public highway or designated play area.
- keeping the property pest and vermin free by way of pest control measures sought and paid for by yourself

9d You must report straight away any fault or repair that we are responsible for. This includes faults in:

- the structure and exterior of the building including the roof, chimney stack, drains, gutters, walls, doors and windows.
- any installations in the property, such as your central-heating system or an electric fire, fire alarms (where fitted), smoke alarms (not replacement of battery), carbon monoxide detectors (not replacement of battery).
- electrical wiring, gas and water pipes.

In the event that an employee, contractor or subcontractor causes accidental damage to the interior or exterior of your home when carrying out any works, we will consider this in line with our Compensation Policy.

9e In flats and maisonettes we will repair all communal parts including halls, stairways, lifts, passageways, rubbish chutes, lighting and other amenities provided for common use.

9f Any work, which you are responsible for under condition 8c above, must be carried out properly. If you do not meet your obligations under conditions 8c and 8d, you will have failed to take care of the property under condition 8a.

9g You are responsible for repairs which are necessary because you failed to report another repair to us in good time that you knew about or should reasonably been aware of, for example a leaking overflow causing damp to the property.

9h You are responsible for repairing and maintaining all improvements and fixtures and fittings you fit in your home, for example if you fit your own kitchen.

9i In certain circumstances where a tenant is making an excessive and unreasonable use of the repairs service we may recharge the cost of this service to the tenant.

9j Responsive repairs are delivered through an appointment system; however, where tenants fail to keep a prearranged appointment without reasonable cause a charge of £10 will be recharged to the tenant. There are similar arrangements for tenants to claim compensation for missed appointments, please refer to our website for further information.

9k You have a right to have repairs done within published time limits; details of these can be obtained from the Council. If we do not complete the repair by the stated time, you may be entitled to compensation.

Notes

When you report a repair we will tell you if it is our responsibility. If it is we will tell you when we will complete it by.

We will take care of your possessions and clean up after we have carried out a repair at your home.

Always ask to see the identity card of anyone who calls at your home. If you are not sure that they work for us, don't let them into your home and contact us.

10. Our right to enter your home

10a. You must let us have access to your home to do the following:

- Inspect or survey, for any reason, your home or adjoining property
- Carry out any repairs, servicing, treatment, modernisation, replacement or improvement works
- Carry out any safety inspections i.e. to undertake gas and electrical safety checks or fire door inspections
- Deal with any other matter for which we are responsible including inspecting the condition of your home
- To complete our Housing Management responsibilities and to ensure that you are complying with the conditions of this agreement and health and safety regulations

10b. If you do not let our employees, contractors, or subcontractors into your home after we have given you 24 hours' written notice we may:

- apply to the court for an order to allow us to enter your home to carry out work or inspect it. You will have to pay the court costs and any remedial works following forced entry to your home;

in an emergency, tell our employees, contractors or subcontractors to enter your home straight away (in which case we will put right any damage we cause). If you knew we needed to enter your home and you refused to let us, our employees, contractors or subcontractors in, we may charge you the cost of repairing the damage we caused to get into your home.

10c. Examples of emergencies include, but not limited to;

- fire,
- flood
- gas and water leaks
- threat or risk of personal injury
- concern of wellbeing/death
- threat or risk to the structure of our property.

11. Animals in your home

11a Permission will be required to keep animals, this will be decided on a case-by-case basis. This will not be unreasonably withheld. The Council will, however, take into account the type of property you live in, the number, type and breed of animals you want to keep and their welfare needs. Some of our properties are designated dog-free and you will be advised of this when being considered for the offer of a property.

11b All permissions given will be conditional, and these will be given to you upon approval of the permission request. The general terms of which will be that the animals do not cause damage to your home, garden or any shared areas and do not cause a nuisance or annoyance to neighbours or employees, contractors and subcontractors. You will also be required to make proper arrangements for their welfare and for the disposal of their waste.

11c The Council will ask you to remove or rehome animal if any of these conditions are not met.

11d You must not keep the following animals:

- Livestock
- Venomous or harmful insects, spiders, snakes or lizards
- Any dog the Dangerous Dogs Act 1991 applies to.
- Any animal the Dangerous Wild Animals Act 1976 applies to.
- Any dangerous animal.
- Any animal which causes a health and safety risk in the area.
- Any animal that is not bred to be a domestic pet.

11e You must not keep animals for commercial purposes or in numbers the Council considers to be on a commercial scale.

11f You must not do anything to encourage wild pigeons, rats, foxes, mice or grey squirrels on to your home, including the garden or communal areas, or other Council land.

11g You must first ask permission to build an aviary or keep pigeons in a pigeon loft.

You are liable for every action carried out by animals in your home, so where your pet/s trespasses, fouls public places including your home, communal area or the neighbourhood you will be held responsible and be expected to pay for any removal or remedial works required.

12 Gardens

12a You must keep your garden (if you have one) in a good, tidy and safe condition and free from rubbish and weeds. If you fail to do this and there is a Health & Safety risk, we may carry out all the necessary work and recharge you for doing this.

12b You must cut the grass and hedges in your garden regularly in the growing seasons. Hedges and fences should not exceed a maximum height of 1.8m (6ft) at the rear and 1.2m (4ft) at the front and side.

12c You must not put up, change or demolish a shed, greenhouse or garage, hard standing, or any other structure in your garden or communal areas without our written permission (which will not be unreasonably withheld).

12d You are responsible for the pruning and maintenance of all trees within your garden however you must ask for permission to cut down and/or remove any tree in your garden (which will not be unreasonably withheld).

12e You must not plant any tree or shrub which may cause damage to you or your neighbours' properties.

12f You must not alter the boundary of your home without our written permission (which will not be unreasonably withheld). This includes changing or putting up any fence, hedge, shrub, tree or boundary wall.

12g You must not park a vehicle, boat or caravan in your garden without our written permission, which will not be unreasonably withheld; any permission granted may be subject to conditions e.g. the provision of hard standing, dropped kerbs etc.

Permission will not be granted if there is a significant adverse affect upon the amenities of neighbouring properties

Notes

We will not give you permission to remove any tree that is protected by law.

13 Vehicles

13a You must not park, or allow to be parked, any car, caravan, trailer, motorcycle, lorry or other vehicle on any grass verge, crossover, communal area or paved or grassed area which belongs to us (including the garden areas of your home as stated in section 12g) unless it is a parking area that we have given you written permission to use.

13b You must not carry out any major repairs on any vehicle within the boundary of the property, communal area or locality.

13c You must not build a parking space, garage or driveway without our written permission (which will not be unreasonably withheld).

13d You must not park any vehicle on a shared driveway on the property or park in a way that blocks other tenants or residents' homes or the road or causes a health and safety risk.

13e If you or any member of your household, lodger or visitor to your home has a motorised disability scooter or wheelchair, you must store it safely and so as not to cause nuisance or annoyance to neighbours. If you live in a property which has a communal main entrance and communal corridors, you must only park it in your home or park it safely in communal areas reserved for this purpose.

Notes

We will refuse permission for you to park a caravan, motorhome or other large vehicle on a parking area in or near your home if doing so will;

- cause a nuisance or annoyance to your neighbours;
- damage the property; or
- cause health, safety or fire risks

14 Ending your tenancy

14a When ending your tenancy, you must give us not less than four full weeks' notice, in writing that ends before 12 noon on a Monday.

14b Once we have received your notice of termination, we will contact you to arrange an inspection of your home to ensure you leave the property in an acceptable condition; and where required we will work with you to achieve this prior to you handing your keys in.

14c When your tenancy ends, you must leave the property and hand the keys and fobs to us on or before that date and time. If you do not return the keys and fobs on time and we have to change the locks at the property, we will charge you for doing so.

14d You must remove all your furniture, personal belongings and rubbish from the property (including lofts, gardens, outbuildings and communal areas) by the date your tenancy ends. You will be responsible for all reasonable removal and/or storage charges when items are left in the property. We will secure the property and store belongings for 28 days. We will notify you of this at your last known address. If the items are not collected within 28 days we will dispose of them and you will be responsible for the reasonable costs of disposal. We may deduct the costs from any sale proceeds and if there are any costs outstanding you will be liable for these.

14e You must remove any greenhouse, garage, shed or other structure you have put in your garden unless we agree that you can leave it. If you do not, we will remove them and charge you for doing so.

14f You must make sure that any member of your household, lodger, or visitor leaves the property when your tenancy ends. If you fail to do so, and we have to apply to the court to make an order asking that person to leave the property, we may also ask the court to order you to pay us our legal costs and court fees and any rent we have lost until the property is empty.

14g You must make sure that any fixtures and fittings that you have installed or improvements you have made are in good condition and good working order. If they are not, we will put things right and may charge you for doing so. In some cases, you might be entitled to compensation for certain improvements you have made when you move home. Please see our Compensation Policy for more information.

14h In properties that require a parking permit, when you terminate your tenancy, you must return the permit with the keys.

15 Health and safety

You, any member of your household, lodger, or visitor to your home must not do the following;

- Use or store butane or propane gas within the boundary of the property (this includes your garden and any outbuildings), other than those required for general household use.
- Store petroleum spirit or any other highly flammable liquids in your home.
- Any inflammable liquid stored for fuel-powered garden equipment must not be stored in the home. It must be stored securely in an outside building.
- Keep any fuel powered vehicle inside your home or communal areas.

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Section	Original	Changes
Definitions	Agents	Remove
Definitions		Add ' Anti-social behaviour ' + Reference: This is conduct that has caused, or is likely to cause, harassment, alarm or distress to any person; conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises; conduct capable of causing housing-related nuisance or annoyance to any person. ¹
Definitions	Assign	Assignment
Definitions	Customer Service Team	Remove
Definitions		Add ' Decant ': When it is necessary for us to move tenants from their homes, due to a need for the property to undergo major work (which cannot reasonably be done with the tenant in residence) or where a property is to be demolished or disposed of.
Definitions – Introductory Tenancy Para 1, S2	the length of this previous tenancy may be included in the 12-month trial period.	the length of this previous tenancy will be included in the 12-month trial period.
Definitions – Lodger	A person who pays you money to let them occupy rooms in your property but doesn't have exclusive occupation of any part of the property, and who doesn't have the same rights as a subtenant.	Remove 'and who doesn't have the same rights as a subtenant.'
Definitions – Partner	A husband, wife or someone who lives with you as a husband or wife. 'Partner' includes a partner of the same sex.	Members of a couple in a relationship (including same gender relationships), who are living together
Definitions	Regulator for Social Housing : The independent regulator for social housing in England.	Move to after Property so it reads alphabetically

Definitions		Add ‘Support Charge’ : This is a charge we make when you live in supported accommodation where a careline is available for use.
Definitions	Supported housing	Supported Accommodation
Definitions - Sublet	Giving another person the right to live in part of the property. (They are called a ‘subtenant’) Secure tenants may only sublet part of the property if they have our written consent.	Giving another person the right to live in part of the property. (They can be called a ‘lodger’ or ‘subtenant’.) Secure tenants may only sublet part of the property if they have our written consent.
Definitions		Add ‘Succession’ : When a tenant dies, and either the existing tenant or someone else living at the property, such as a spouse or family member, takes over the tenancy.
Definitions		Add ‘Tenancy Agreement’ : This agreement which is a legally binding contract.
Definitions		Add ‘Tenant or Tenants’ : you, the person or people to whom we have granted the tenancy.
Definitions		Add ‘Tenancy Officer’ : Patch based officers delivering tenancy & estate management services, working closely with tenants to ensure our communities are safe, happy and sustainable places to live.
Definitions		Add ‘Use and Occupation’ : Use and Occupation Charge is the amount payable on a daily basis for each day of occupation beyond the termination of a tenancy
Definitions – Written Permission	A letter from us giving you permission to do certain things.	A letter from us giving you permission to carry out actions proposed by the tenant which will be decided on a case-by-case basis and not unreasonably withheld.
Section 1	1c Tenants, also living in properties managed by Newark and Sherwood District Council, who are your neighbours, have exactly the same rights and responsibilities as you have (but introductory and	Remove ‘1c Tenants, also living in properties managed by Newark and Sherwood District Council, who are your neighbours, have exactly the same rights and responsibilities as you have (but

	demoted tenants do not have the same protection from losing their home as secure tenants). Please note: You are responsible for anything that you do in relation to your property or the tenancy, and you are also responsible for anything your friends, relatives (including children) and any other person living in or visiting your home do in relation to your property or the tenancy.	introductory and demoted tenants do not have the same protection from losing their home as secure tenants).' Keeping the section from Please Note onwards Resume numbering from 1c onwards
Section 1	Sections 3 to 13 relate to introductory and secure tenants, unless otherwise stated.	Sections 3 to 14 relate to introductory and secure tenants, unless otherwise stated.
Section 1 – Notes, Bullet Point 3	Putting you in contact with support agencies who can help you with things such as fitting equipment and adaptations to your house, or helping you if you misuse alcohol or drugs.	Putting you in contact with support agencies such as Women’s Aid, MIND, Citizens Advice, who can help you with sustaining your tenancy. Links to these agencies can be found on our website: www.newark-sherwooddc.gov.uk
Section 1 – Notes, Bullet Point 4	Giving you advice about the repairs we are responsible for and what you should do about the repairs you are responsible for.	Remove
Section 2b, Para 1, S6	As an introductory tenant you do not have security of tenure (which means that we have the right to get a possession order from the court).	As an introductory or demoted tenant, you do not have security of tenure (which means that we have the right to get a possession order from the court).
Section 2e	In certain circumstances, we may give you permission to: <ul style="list-style-type: none"> • take in a lodger; • sublet your home; • make a structural change to the property; and • apply to exchange your home. 	Remove

<p>Section 2f</p>	<p>You must get our permission (which will not be unreasonably withheld), in writing, to do any of the things mentioned in condition 2e above. We may refuse permission if you do not meet certain conditions or we may include conditions in our written permission. If you do any of the things mentioned in condition 2e above, either without asking our permission or when we have refused permission, or if you break any condition included as part of our permission, we may take steps to obtain possession of your property from you. (See condition 2b.)</p>	<p>Becomes 2e</p> <p>You must get our permission (which will not be unreasonably withheld), in writing, to do any alterations to your property including those of a structural nature and external structures. We may refuse permission if you do not meet certain conditions, or we may include conditions in our written permission. If you do not seek permission, we may take steps to obtain possession of your property from you. (See condition 2b) or to have any alterations returned to the original build structure. You would be recharged for the cost of any removal or renovations needed for us to return the property to its normal structure.</p>
<p style="text-align: center;">Section 3 – Our Rights and Responsibilities becomes Section 3 Your Rights and Responsibilities – for all tenants Please refer to original numbered sections for individual clause changes</p> <p style="text-align: center;">Section 4 – Your Rights and Responsibilities – for all tenants becomes Section 4 – Our Rights and Responsibilities Please refer to original numbered sections for individual clause changes</p> <p style="text-align: center;">Note: Re-numbering and re-lettering will not be shown in the table of changes</p>		
<p>Section (4)a</p>	<p>This agreement gives you the right to live in your property</p>	<p>Remove</p>
<p>Section 3a</p>	<p>You can live in your property without interference from us for the length of your tenancy (except if our employees, contractors or subcontractors need to come into your home as a condition of your tenancy agreement) as long as you (and your friends, relatives and any other person living in or visiting your property) follow the conditions of this tenancy agreement and demonstrate respect for the rights of other people living or working in or visiting your area.</p>	<p>You can live in your property without interference from us for the length of your tenancy as long as you (and your friends, relatives and any other person living in or visiting your property) follow the conditions of this tenancy agreement and demonstrate respect for the rights of other people living or working in or visiting your area.</p>

Section 3b		An exception to the above is if our employees, contractors or subcontractors need to come into your home as a condition of your tenancy agreement, to ensure you are complying with the terms of this agreement, or to adhere to our health and safety regulations as your Landlord, please refer to section 10.
Section (4)c	<p>Data Protection Law gives you certain rights relating to the information we keep about you on file. The main rights that you have (which may be limited) are to:</p> <ul style="list-style-type: none"> • see the contents of the file; • have a copy of the file or parts of it if you pay a charge; • ask for any information that is not accurate in the file to be corrected. <p>In particular, the file will contain the details you have given us on your application for the tenancy or for transferring your tenancy. We will give you these details free of charge.</p>	Remove
Section 3c		We will comply with the Data Protection Act 2018 and the General Data Protection Regulation when dealing with personal data. This means that your personal data will be processed in accordance with the law and no personal data will be sold to third parties. It also means that you have certain rights, including the right to see data which we hold about you. We are only allowed to refuse access in limited circumstances, for example where information may identify a third party. You have the right to challenge information and may request the erasure or correction of

		<p>records which you believe to be inaccurate. For further information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view the council’s privacy notice on our website.</p> <p>You have a right to information from us about your tenancy and about our repairing obligations, our policies and procedures on tenant consultation, housing allocation, rehousing, exchanging tenancy transfers, and our performance as a landlord. The consultation procedure is set out in sections 105 and 106A of the Housing Act 1985.</p>
Section (4)d	<p>You have the right to see our policies on housing, rehousing and exchanging properties. In certain circumstances, we may charge you if you ask for copies of these policies.</p>	Remove
Section (4)e	<p>You have the right to be consulted about any proposals we make to change the way we manage, maintain, improve, demolish, sell or transfer council homes, or changes to services or facilities for council tenants. The consultation procedure is set out in sections 105 and 106A of the Housing Act 1985.</p>	Remove
Section 3d	<p>If you die, whilst you are a tenant, your tenancy can pass to your spouse or civil partner, as long as they occupy the property as their only or principal home at the time of your death. If you are not married and do not have a partner when you die, your tenancy will pass to a relative but only if, at the date of your death, they were living with you as their only or principal home and had been living with you</p>	<p>If you die, whilst you are a secure tenant, your tenancy can pass to your spouse or civil partner, as long as they occupy the property as their only or principal home at the time of your death. If you are not married and do not have a partner when you die, your tenancy will pass to a relative but only if, at the date of your death, they were living with you as their only or principal home and had been living</p>

	without a break for the previous 12 months. This is called ‘succession’.	with you without a break for the previous 12 months. This is called ‘succession’.
Section 3h	You have the right to take in a lodger as long as your property does not become overcrowded.	You have the right to take in a lodger as long as your property does not become overcrowded, and you must notify all the relevant authorities including the Council that administers any welfare benefits you are claiming of the presence of such lodgers on the property.
<p>Section 3 – Our Rights and Responsibilities becomes Section 3 Your Rights and Responsibilities – for all tenants Please refer to original numbered sections for individual clause changes</p> <p>Section 4 – Your Rights and Responsibilities – for all tenants becomes Section 4 – Our Rights and Responsibilities Please refer to original numbered sections for individual clause changes</p> <p>Note: Re-numbering and re-lettering will not be shown in the table of changes</p>		
Section 4a	We will keep the structure and exterior of your home in repair.	We will keep the structure and exterior of your home in repair and keep essential installations for the supply of water, gas, electricity, sanitation and heating in repair and proper working order.
Section 4b	We will keep essential installations for the supply of water, gas, electricity, sanitation and heating in repair and proper working order. We will not be responsible for any loss or inconvenience suffered as a result of a failure of supply or service to the premises, supplied by a third party, where such failure is not caused by an act or omission on our part.	We will complete repairs which we are responsible for under law. We will not be responsible for any loss or inconvenience suffered as a result of a failure of supply or service to the premises, supplied by a third party, where such failure is not caused by an act or omission on our part.
Section (3)c	We will complete repairs which we are responsible for under law.	Remove
Section 4c	We will follow the terms of the Data Protection Act 1998 and General Data Protection Regulation 2016/679 (Data Protection Law) safely manage and protect any information we hold about you from	We will process your data in accordance with the Data Protection Act 2018 and the UK GDPR and will securely manage and protect any information we hold about you from accidental or unlawful

	<p>accidental or unlawful disclosure. However, where the law allows us and where it is relevant, we may share this information with other business partners, contractors or statutory agencies.</p> <p>This includes the following laws (but there are others):</p> <ul style="list-style-type: none"> • Code of Data Matching Practice 2008 • Section 115 of the Crime and Disorder Act 1998. <p>We will also give Nottinghamshire Fire and Rescue Service your name and address so that they can contact you to arrange a free fire-safety assessment of your home.</p> <p>Nottinghamshire Fire and Rescue Service will keep your details confidential under the terms of Data Protection Law.</p>	<p>disclosure. Where it is lawful and necessary, we may share your data with external organisations and agencies for the purposes of preventing or detecting crime, safeguarding, in accordance with our statutory obligations and as required to fulfil all aspects of the tenancy contract.</p> <p>This includes the following laws (but there are others):</p> <ul style="list-style-type: none"> • Code of Data Matching Practice 2008 • Section 115 of the Crime and Disorder Act 1998.
<p>Section 4f</p>	<p>We have the right, upon giving you 24 hours’ written notice, to come into your home at all reasonable times to inspect it or to carry out work in your property or an attached property. The Council, our employees, contractors, subcontractors and agents also have this right. (We do not have to give you 24 hours’ notice in an emergency.</p>	<p>We have the right, upon giving you 24 hours’ written notice, to come into your home at all reasonable times to inspect it or to carry out work in your property or an attached property. Our contractors, subcontractors and agents also have this right. (We do not have to give you 24 hours’ notice in an emergency – please see section 9).</p>
<p>Section (3)h</p>	<p>If you do not let our employees, contractors, or subcontractors into your property after we have given you 24 hours’ written notice (under paragraph 3g or without notice in the case of an emergency) we may:</p> <ul style="list-style-type: none"> • apply to the court for an order to allow us to enter your property to carry out 	<p>Remove</p>

	<p>work or inspect it (you may also have to pay our costs of going to court); or</p> <ul style="list-style-type: none"> in an emergency, tell our employees, contractors or subcontractors to enter your property straight away (in which case we will put right any damage we cause). We may charge you the cost of repairing the damage we caused to get into your home if you knew we needed to enter your property and you refused to let us, our employees, contractors or subcontractors in. 	
Section (3)i	<p>We are not responsible if your possessions are lost or damaged unless we have lost or damaged your possessions through our negligence in your home. We are not responsible for putting right damage to your property that you have caused, even if you did it by accident. This also includes damage caused by any member of your household, or any lodger, subtenant or visitor.</p>	Remove
Section (3) Additional Information	<p>Additional Information</p> <p>If we do not meet our responsibilities as we promise in this tenancy agreement you can do the following.</p> <ul style="list-style-type: none"> Speak to our staff. Use our complaints procedure. website at www.newark-sherwooddc.gov.uk Contact the Local Government Ombudsman or Regulator for Social Housing 	Remove
Section 5a	<p>Your tenancy is a weekly tenancy from Monday to Sunday. The weekly rent is due each Monday and you must pay it on time. You must make sure that your payment day and chosen payment method allows sufficient time for your payment to be</p>	<p>Remove below paragraph from Section 5a – create new section 5b as below:</p> <p>Normally there are 52 Mondays in a year, and we grant four ‘no rent due’ weeks which means that</p>

	credited to your rent account by the end of the week. If your rent account is not clear at the end of every week, you will be in arrears. Normally there are 52 Mondays in a year, and we grant four ‘no rent due’ weeks which means that payment is due on 48 weeks. Occasionally there are 53 Mondays in a year, and on those occasions rent is due on 49 weeks. The amount of your weekly rent is shown in the central page of this tenancy agreement.	payment is due on 48 weeks. Occasionally there are 53 Mondays in a year, and on those occasions rent is due on 49 weeks. The amount of your weekly rent is shown in the central page of this tenancy agreement.
Section 5b	<p>Your weekly rent is made up of one or more amounts which are shown in the central page of this tenancy agreement. These charges are for:</p> <ul style="list-style-type: none"> • the basic rent; • the heating charge (where applicable); • the insurance charge (if you take out cover under our insurance scheme); • the service charge (where applicable) ; • the supported housing service and alarm system (where applicable) 	<p>Now becomes Section 5c, rewritten as:</p> <p>Your weekly rent is shown on the central page of this tenancy agreement. It is made up of one or more amounts, these charges are for:</p> <ul style="list-style-type: none"> • the basic rent • service charges which may include charges for; <ul style="list-style-type: none"> - Communal Heating & Lighting - Support Charge - Communal Facilities - Intensive Housing Management - Grounds Maintenance - Communal Cleaning <p>Please note the above list is not exhaustive</p>
Section (5c)	We work out your weekly rent by adding up all of these amounts. This is the weekly rent you must pay under condition 5a above. This total weekly rent is also shown in the central page of this tenancy agreement.	Remove
Section 5d	You must pay your weekly rent every week or at any other time that you and we agree to.	Add ‘You must pay your weekly rent every week or at any other time that you and we agree to. If you choose to pay your rent four-weekly or monthly, at no point during the four-week or monthly period

		should your rent account be in arrears. Payment for the whole period should be made in advance.'
Section 5e	We may change any of the amounts shown in condition 5b above, and so your total weekly rent, by giving you at least four weeks' notice in writing. The notice will say what change we are going to make and the date on which the change will happen. From that date, under condition 5a, you will be responsible for paying the new weekly rent. (It is important that you keep the notice safe so that you always know what your responsibility is).	We may change any of the amounts shown in condition 5c above, and so your total weekly rent, by giving you at least four weeks' notice in writing. The notice will say what change we are going to make and the date on which the change will happen. From that date, under condition 5a, you will be responsible for paying the new weekly rent. (It is important that you keep the notice safe so that you always know what your responsibility is).
Section	Original	Changes
Section 6, Para 1	Newark and Sherwood District Council aims to deliver the best possible service for tenants who are experiencing anti – social behaviour, this includes taking appropriate and proportionate action against perpetrators in line with the conditions captured in this section.	Remove
Section 6, Para 2	When tackling anti - social behaviour on the estates throughout the district Newark and Sherwood District Council implements our Anti - Social Behaviour Policy; a copy of this policy can be found on our website or by contacting us.	When tackling anti - social behaviour throughout the district Newark and Sherwood District Council implements our Anti - Social Behaviour Policy; a copy of this policy can be found on our website or by contacting us.
Section 6 'Very Important'	Very Important: You must make sure that no member of your household, including a lodger, subtenant, or visitor, does any of the things mentioned in conditions 6a to 6k below. If they do, you will be held responsible under the terms of this agreement as if you had done any of them yourself.	Very Important: You must make sure that no member of your household, including a lodger, or visitor, does any of the things mentioned in conditions 6a to 6k below. If they do, you will be held responsible under the terms of this agreement as if you had done any of them yourself. Should you fail to comply with any of these conditions listed below action will be taken against your tenancy which could result in the loss of your home. We are unlikely to find you another

		permanent home if you are evicted because of anti-social behaviour.
Section 6a	You must not use your property to carry out illegal or immoral activities or act antisocially in your property or in the locality.	You must not use the property and/or communal areas and/or the locality for any criminal, immoral or illegal purposes. This includes (without limitation) using the property for the cultivation, supply, possession and/or use of illegal substances, the handling of stolen goods or the illegal abstraction of utilities.
Section 6b	You must not, in your property or in the locality, use, possess, produce, or supply any drugs or substances that are illegal under the Misuse of Drugs Act 1971 or under any part of the criminal law.	<p>You must not:</p> <ul style="list-style-type: none"> • Seek to harm, coerce, intimidate, inflict domestic violence or threaten violence against any other person. • Use mental, emotional, financial, racist or sexual abuse enough to make any member of your household want/need to leave the property. • You must not be, or threaten to be, violent towards or abuse (psychologically, physically, sexually, financially or emotionally) your partner, relative or any other person living with you as a member of your or your partner’s family. Evidence of domestic violence does not rely on a criminal charge, and we may take legal action based on evidence from the victim or other witnesses. <p>If you threaten violence towards or abuse anybody including any other person living with you as a member of your or your partner’s family in your property, this includes visitors to your property we may take action against you, including taking steps to evict you. We may also ask another agency to take action, such as the police.</p>
Section 6	Section 6d – 6i	Becomes Section 6c – 6h

Section 6j	You must not use (or let anybody else use) any device or equipment, or do anything (or let anybody else do anything), which creates so much noise that it causes a nuisance or annoys your neighbours at anytime.	Remove
Section 6k	You must not be, or threaten to be, violent towards or abuse (psychologically, physically, sexually, financially or emotionally) your partner, relative or any other person living with you as a member of your or your partner's family. If you threaten violence towards or abuse anybody including any other person living with you as a member of your or your partner's family in your property, we may take action against you, including taking steps to evict you. We may also ask another agency to take action, such as the police. If someone is forced to leave the property because of your threatening behaviour, violence or abuse or through fear of threatening behaviour, violence or abuse, we can take action to end your tenancy and evict you from the property.	Remove
Section 7e	If you live in any flat or maisonette above the ground floor you must obtain permission from us before laying laminate flooring (or similar material) or glazed vitreous or quarry floor tiling of any kind as this could add greatly to the level of noise heard by another tenant in a property below yours.	If you live in any flat or maisonette above the ground floor you must obtain permission from us before laying laminate flooring (or similar material) or glazed vitreous or quarry floor tiling of any kind as this could cause noise nuisance to neighbouring properties.
Section 7f		Permission will not be granted in any circumstances for a log burner to be installed. Properties which are found to have installed log burners against this condition will be requested to remove it at their own cost.
Section 7g Para 2, Bullet Point 7	Any business that would cause a nuisance and annoyance.	Move to end of bullet points and change wording to:

		'Any business (either for profit or non-profit) or activity that would cause a nuisance and annoyance.'
Section 7h	If your property has a door-entry system, you must use it and use it properly. You must not (or allow anyone else to) interfere with the system rendering it ineffective.	If your property has a door-entry system, you must use it properly. You must not (or allow anyone else to) interfere with the system rendering it ineffective.
Section 7i	If your property has either a hard wired or battery operated smoke alarm, you must not (or allow anyone else to) disconnect the alarm rendering it ineffective.	If your property has either a hard wired or battery operated smoke alarm and/or Carbon Monoxide monitor, you must not (or allow anyone else to) disconnect the alarm rendering it ineffective.
Section 8	Repairs and the condition of your property	Now becomes <u>Section 8: Installation of CCTV at your property.</u>
Section 9		Roll on from new numbering. Section 9: Repairs and the condition of your property.
Section 9c	You are responsible for: <ul style="list-style-type: none"> • decorating the inside of the property, which includes decorating as often as necessary to keep it in good decorative order; • keeping your property clean and tidy; • regularly sweeping the chimneys (if you use solid fuels such as coal or wood); and taking reasonable precautions to prevent fire and frost damage to the property; • ensuring that your use of your property does not constitute a risk to health and safety. • Testing Smoke Alarms where fitted 	You are responsible for: <ul style="list-style-type: none"> • decorating the inside of the property, which includes decorating as often as necessary to keep it in good decorative order; • keeping your property clean and tidy; • regularly sweeping the chimneys (if you use solid fuels such as coal or wood); and taking reasonable precautions to prevent fire and frost damage to the property; • ensuring that your use of your property does not constitute a risk to health and safety.

		<ul style="list-style-type: none"> • testing Smoke Alarms and Carbon Monoxide detectors and changing batteries • replacement of toilet seats • resetting electrical trip switches • taking action to prevent and control condensation • the repair and replacement of garden gates and gate furniture, fences and sheds, unless adjacent to a public highway or designated play area • keeping your property pest and vermin free by way of pest control measures sought and paid for by yourself
Section 9d	<p>You must report straightaway any fault or repair that we are responsible for. This includes faults in:</p> <ul style="list-style-type: none"> • the structure and exterior of the building including the roof, chimney stack, drains, gutters, walls, doors and windows; • any installations in the property, such as your central-heating system or an electric fire, fire alarms (where fitted), smoke alarms (where fitted) • electrical wiring, gas and water pipes. 	<p>You must report straightaway any fault or repair that we are responsible for. This includes faults in:</p> <ul style="list-style-type: none"> • the structure and exterior of the building including the roof, chimney stack, drains, gutters, walls, doors and windows; • any installations in the property, such as your central-heating system or an electric fire, fire alarms (where fitted), smoke alarms (not replacement of battery) and carbon monoxide detectors (not replacement of battery). • electrical wiring, gas and water pipes.
Section (8)h	<p>You have the right to make any alterations, improvements or adaptations to the property and it is essential that you obtain written permission from us before doing any of the work. The work you propose may also require Building Regulation approval or planning permission or both. You are responsible for repairing and maintaining all improvements and fixtures and fittings you fit in your home, for example if you fit your own kitchen.</p>	Remove

Section 9h		Add 'You are responsible for repairing and maintaining all improvements and fixtures and fittings you fit in your home, for example if you fit your own kitchen.'
Section 9j	Responsive repairs are delivered through an appointment system; however where tenants fail to keep a prearranged appointment without reasonable cause a charge of £10 will be recharged to the tenant. There are similar arrangements for tenants to claim compensation for missed appointments, please refer to our Service Standards for further information.	Responsive repairs are delivered through an appointment system; however where tenants fail to keep a prearranged appointment without reasonable cause a charge of £10 will be recharged to the tenant. There are similar arrangements for tenants to claim compensation for missed appointments, please refer to our website for further information.
Section 9	Animals in your property	Now becomes <u>Section 10: Our right to enter your property</u>
Section 11		Roll on from new numbering. Section 11: Animals in your property
Section 9, Para 1 & 2	Subject to conditions '9a' to '9f' below, you may keep domestic pets at your property without our permission. Very Important: You must make sure that no member of your household, including a lodger, subtenant, or visitor, does any of the things mentioned in conditions '9a' to '9h' below. If they do, you will be responsible as if you had done any of them yourself.	Remove / Do not move over to Section 11
Section(9)a	Some of our properties are unsuitable for keeping dogs, so you must not keep a dog in these properties. If this applies to your property this will be indicated within this agreement.	Remove
Section 11a		Permissions will be required to keep animals; this will be decided on a case-by-case basis. This will not

		be unreasonably withheld. The Council will, however, take into account the type of property you live in, the number, type and breed of animals you want to keep and their welfare needs. Some of our properties are designated dog-free and you will be advised of this when being considered for the offer of a property.
Section 11b		All permissions given will be conditional; the general terms of which will be that the animals do not cause damage to your property, garden or any shared areas and do not cause a nuisance or annoyance to neighbours or employees, contractors and subcontractors. You will also be required to make proper arrangements for their welfare and for the disposal of their waste.
Section 11c		The Council will ask you to remove or rehome animal if any of these conditions are not met.
Section (9)b	<p>You must not keep the following animals at your property:</p> <ul style="list-style-type: none"> • Any dog the Dangerous Dogs Act 1991 applies to. • Any animal the Dangerous Wild Animals Act 1976 applies to. • Any dangerous animal. • Any livestock. • Any animal which causes a health and safety risk in the area. • Any animal that is not bred to be a domestic pet. 	<p>Becomes 11d and rewritten as below: You must not keep the following animals:</p> <ul style="list-style-type: none"> • Any Livestock • Venomous or harmful insects, spiders, snakes or lizards • Any dog the Dangerous Dogs Act 1991 applies to. • Any animal the Dangerous Wild Animals Act 1976 applies to. • Any dangerous animal. • Any animal which causes a health and safety risk in the area. • Any animal that is not bred to be a domestic pet.
Section 9	Sections 9c – Section 9 Notes	Remove

Section 11, End Para, Notes (new)		Add ' You are liable for every action carried out by animals in your property, so where your pet/s trespasses, fouls public places including your property, communal area or the neighbourhood you will be held responsible and be expected to pay for any removal or remedial works required.'
Section (10)	Gardens	Carry on from new numbering. Section 12: Gardens.
Section 12a	You must keep your garden (if you have one) in a good, tidy and safe condition and free from rubbish and weeds. If you fail to do this, we may carry out all the necessary work and recharge you for doing this.	You must keep your garden (if you have one) in a good, tidy and safe condition and free from rubbish and weeds. If you fail to do this and there is a Health & Safety risk, we may carry out all the necessary work and recharge you for doing this.
Section 12b	You must cut the grass and hedges in your garden regularly in the growing seasons. Hedges should be kept to a maximum height of 1.8m (6ft) at the rear and 1.2m (4ft) at the front and side.	You must cut the grass and hedges in your garden regularly in the growing seasons. Hedges and fences should not exceed a maximum height of 1.8m (6ft) at the rear and 1.2m (4ft) at the front and side.
Section 12d	You are responsible for the pruning and maintaining trees within your garden however you must ask for permission to cut down any tree in your garden (which will not be unreasonably withheld).	You are responsible for the pruning and maintaining trees within your garden however you must ask for permission to cut down and/or remove any tree in your garden (which will not be unreasonably withheld).
Section 12g (originally 10g)	You must not park a vehicle, boat or caravan in your garden without our written permission, which will not be unreasonably withheld; any permission granted may be subject to conditions e.g. The provision of hard standing dropped kerbs etc. Permission will not be granted if there is a significant adverse affect upon the amenities of neighbouring properties.	You must not park a vehicle, boat or caravan in your garden without our written permission, which will not be unreasonably withheld; any permission granted may be subject to conditions e.g. The provision of hard standing, dropped kerbs etc.
Section 12g (originally 10g)		Remove paragraph from 12g and add below as note:

		'Permission will not be granted if there is a significant adverse affect upon the amenities of neighbouring properties.'
Section 11	Vehicles	Carry on from new numbering. Section 13: Vehicles
Section (11), Para 1, Very Important	Very Important: You must make sure that no member of your household, including a lodger, subtenant, or visitor, does any of the things mentioned in conditions '11a' to '11e' below. If they do, you will be responsible as if you had done any of them yourself.	Remove
Section 13a	You must not park, or allow to be parked, any car, caravan, trailer, motorcycle, lorry or other vehicle on any grass verge, crossover, communal area or paved or grassed area which belongs to us (including the garden areas of your home as stated in section 10g) unless it is an parking area that we have given you written permission to use.	You must not park, or allow to be parked, any car, caravan, trailer, motorcycle, lorry or other vehicle on any grass verge, crossover, communal area or paved or grassed area which belongs to us (including the garden areas of your home as stated in section 12g) unless it is a parking area that we have given you written permission to use.
Section 13b	You must not carry out repairs on your car at your property unless it does not cause nuisance or annoyance to your neighbours.	You must not carry out any major repairs on any vehicle within the boundary of your property, communal area or locality.
Section 13c	You must not build a parking space, garage or driveway without our written permission.	You must not build a parking space, garage or driveway without our written permission (which will not be unreasonably withheld).
Section 13e	If you or any member of your household, lodger, subtenant, or visitor to your property has a motorised disability scooter or wheelchair, you must store it safely and so as not to cause nuisance or annoyance to neighbours. If you live in a property which has a communal main entrance and communal corridors you must only park it in your property or park it safely in communal areas reserved for this purpose.	If you or any member of your household, lodger or visitor to your property has a motorised disability scooter or wheelchair, you must store it safely and so as not to cause nuisance or annoyance to neighbours. If you live in a property which has a communal main entrance and communal corridors you must only park it in your property or park it safely in communal areas reserved for this purpose.

<p>Section 13 Notes</p>	<p>We will refuse permission to park a caravan, motor home or other large vehicle on a parking area in or near your property if doing so will:</p> <ul style="list-style-type: none"> • cause a nuisance or annoyance your neighbours; • damage your property; or • cause health and safety risks • Fire risks 	<p>We will refuse permission to park a caravan, motor home or other large vehicle on a parking area in or near your property if doing so will:</p> <ul style="list-style-type: none"> • cause a nuisance or annoyance to your neighbours; • damage your property; or • cause health, safety or fire risks
<p>Section 12</p>	<p>Ending your tenancy</p>	<p>Roll on new numbering. Now becomes Section 14: Ending your tenancy</p>
<p>Section 14b</p>		<p>Once we have received your notice of termination, we will contact you to arrange an inspection of your property to ensure you leave the property in an acceptable condition, and where required we will work with you to achieve this prior to you handing your keys in.</p>
<p>Section (12)b</p>	<p>When your tenancy ends, you must leave your property and hand the keys in to us at or before that date and time. If we have to change the locks at your property we will charge you for doing so.</p>	<p>Move to Section 14c and re-written as below: When your tenancy ends, you must leave your property and hand the keys and fobs in to us at or before that date and time. If we have to change the locks at your property we will charge you for doing so.</p>
<p>Section (12)c</p>	<p>You must remove all your furniture, personal belongings and rubbish from your property (including gardens, outbuildings and communal areas) by the date your tenancy ends. You will be responsible for all reasonable removal and/or storage charges when items are left in the property. We will remove and store for one month. We will notify you of this at your last known address. If the items are not collected within one month we will</p>	<p>Becomes 14c and re-written as below: You must remove all your furniture, personal belongings and rubbish from your property (including lofts, gardens, outbuildings and communal areas) by the date your tenancy ends. You will be responsible for all reasonable removal and/or storage charges when items are left in the property. We will ensure the property is secure and</p>

	dispose of them and you will be responsible for the reasonable costs of disposal. We may deduct the costs from any sale proceeds and if there are any costs outstanding you will be liable for these.	store belongings for 28 days. We will notify you of this at your last known address. If the items are not collected within 28 days we will dispose of them and you will be responsible for the reasonable costs of disposal. We may deduct the costs from any sale proceeds and if there are any costs outstanding you will be liable for these.
Section 14h		In properties that require a parking permit, when you terminate your tenancy, you must return the permit with the keys.'
Section 13	Health and Safety	Roll on new numbering. Now becomes Section 15: Health and Safety
Section 15c (originally 13c)	Keep a motorcycle or any other vehicle inside your home or communal areas.	Keep any fuel powered or motorised vehicle inside your home or communal areas.
Following consultation with tenants, the following amendments have been made:		
Section 2e		Inclusion of ponds
Section 6g		Inclusion of; 'Incorrect disposal of your household waste, furniture or other belongings could lead to a court appearance and fine.'
Section 8h		Addition of further information regarding smart doorbells; 'In the case of Smart Doorbells, only wireless doorbells would be considered. Permission must be sought before installation and will not unreasonably be withheld. However, not all properties are suitable for these doorbells as they can record sound and may boarder a public walkway. Tenants must ensure that the range covered by the cameras does not exceed the property. They must also not use the cameras for any other purpose such as listening to private conversations or observing neighbours. As part of

		giving permission, the Council may check periodically on whether the camera continues to abide by the rules. If it does not, permission may be revoked, and you may be asked to remove the device.'
Section 9b		Clarify point and change engineers for tradespeople.
Section 9d		Add addendum regarding accidental damage caused by employees; 'In the event that an employee, contractor or subcontractor causes accidental damage to the interior or exterior of your home when carrying out any works, we will consider this in line with our Compensation Policy.'
Section 11b		Clarity around permissions being conditional and that a copy of the Conditions will be given to the tenant upon approval of request.
Section 11f		Inclusion of foxes in the list of animals not to be encouraged to the property.
Section 13a	Reference made to Section 11g	Change reference made to 12g as this was incorrect.
Section 14g		Addition of ; 'In some cases, you might be entitled to compensation for certain improvements you have made when you move home. Please see our Compensation Policy for more information.'
Section 15		Add clarity with the addition of bullet point 3 – 'Any inflammable liquid stored for fuel-powered garden equipment must not be stored in the home. It must be stored securely in an outside building.'

8. Installation of CCTV at your property

8a You must ask for permission prior to the installation of CCTV cameras at your property (which will not be reasonably withheld). This includes the installation of Monitored Doorbells.

8b This permission is subject to strict adherence to conditions provided to you by the Council, failure to comply with these conditions will result in the permission being withdrawn.

8c Any camera installed must only be for the purpose of monitoring your own property and possessions. It should be positioned accordingly and within the boundary of your property and not include your neighbour's property or the activities of passers-by.

8d Any camera installed must only be the fixed type and not able to be controlled or turned in any way. You must NOT use the audio capability inappropriately or in any way that is not for its intended purpose. Once the positioning is agreed with the relevant Council officer, the camera must not be moved.

8e The camera cannot be moved once installed and should only cover the curtilage of your property. Newark and Sherwood District Council will have no responsibility for the data collected.

8f The storage of video or audio footage taken from any CCTV or doorbells is not permitted and subject to regulatory compliance i.e. GDPR as provided by the Information Commissioners Office.

8g In some instances the Police may recommend that an audio/video recording device be installed at the property with the intention to deter criminal behaviour, in this instance the Council will not refuse, however all outlined conditions in this section must be adhered to. This is providing you sign a declaration that you will NOT enable the audio function unless recommended by Police.

Notes

Guidance on the use of domestic CCTV is contained on the Information Commissioners Website at www.ico.org.uk <https://ico.org.uk/your-data-matters/domestic-cctv-systems-guidance-for-people-using-cctv/>

10. Our right to enter your property

10a. You must let us have access to your property to do the following:

- Inspect or survey, for any reason, your property or adjoining property
- Carry out any repairs, servicing, treatment, modernisation, replacement or improvement works
- Carry out any safety inspections i.e. to undertake gas and electrical safety checks and fire door inspections
- Deal with any other matter for which we are responsible including inspecting the condition of your property
- To ensure that you are complying with the conditions of this agreement and health and safety regulations

10b. If you do not let our employees, contractors, or subcontractors into your property after we have given you 24 hours' written notice we may:

- apply to the court for an order to allow us to enter your property to carry out work or inspect it. You will have to pay the court costs and any remedial works following forced entry to your property;
- in an emergency, tell our employees, contractors or subcontractors to enter your property straight away (in which case we will put right any damage we cause). If you knew we needed to enter your property and you refused to let us, our employees, contractors or subcontractors in, We may charge you the cost of repairing the damage we caused to get into your home.

10c. **Examples of emergencies include, but not limited to;**

- fire,
- flood

Agenda Page 279

- gas and water leaks
- threat or risk of personal injury
- concern of wellbeing/death
- threat or risk to the structure of our property.



Report to: Cabinet Meeting – 21 February 2023
 Portfolio Holder: Councillor Lloyd – Strategy, Performance & Finance
 Director Lead: Suzanne Shead, Director – Housing Health & Wellbeing
 Lead Officer: Andy Hardy, Sports, Community Facilities & Events Manager – Ext 5708

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Community Grant Scheme Awards
Purpose of Report	To advise Cabinet of the recommendations made by relevant Portfolio Holders in respects of grant applications submitted under the District Council’s Community Grant Scheme.
Recommendations	That Cabinet agree the recommendations of the Portfolio Holders as detailed in Appendix A of the report. <i>The justification for the recommendation is that the schemes have been assessed by Portfolio Holders and Members in respect of alignment to the Council’s wider ‘Community Plan’ objectives and each will provide community value and benefit when delivered.</i>
Alternative Options Considered	That the awards as recommended are increased which would require further additional budget provision.
Reason for Recommendations	To enable the approved schemes, submitted under Round Three of the Community Grant Scheme, to be delivered and thereby provide valuable community benefits aligned to the current approved Council Community Plan objectives.

1.0 Background

1.1 The Council has operated a number of grant schemes in recent years supporting Town and Parish Council’s and local community groups to support the delivery of projects and initiatives that benefit local communities with many notable successes. In order to streamline this process and make the grant scheme more widely accessible Full Council, at its meeting of 8 March 2022, took the decision to launch the new Community Grant Scheme. The new scheme replaces the Parish and Town Council’s Initiative Fund and the Community and Arts Grant scheme and has an annual budget of £100k to support applications. The scheme was introduced to enable local community partners to develop initiatives and projects that support the Council’s Community Plan objectives in order to benefit local communities and would run over three funding rounds each year.

- 1.2 Following the launch of the new Community Grant Scheme, 20 applications were approved in round one with awards totalling £73,543. A further 12 applications were approved for round two of the scheme with awards totalling £29,076.
- 1.3 Due to the success of the new grant scheme the initial budget was fully allocated by the second round of the programme therefore the Council agreed in January 2023 that a further £50K would be made available to deliver the final round of the scheme in the current financial year.

2.0 Proposal/Details of Options Considered

- 2.1 Each application was considered by the relevant Portfolio Holder, based on the primary focus of the proposals, for a recommendation and the outcome of each submission is presented for Cabinet approval. In considering the applications received Portfolio Holders were mindful of the available budget and the significant potential of overspend if all applications received full support, therefore a combination of recommendations have been proposed for the applications as detailed in Appendix A.
- 2.2 It is therefore proposed that Cabinet endorses and approves the recommendations of the Portfolio Holders as detailed in Appendix A of this report and that the awards be made to the successful applicants under the third and final round Community Grant Scheme 2022 – 2023.

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 The recommendations of the Portfolio Holders contained in this report take into consideration all relevant matters in relation to wider implications of the applications submitted. The nature of the applications received provide the Portfolio Holder with options to support or decline to support any application based on the applicant's overall proposal, the project's alignment and contribution to the delivery of the Council's Community Plan objectives, the financial status of the applicant body and its ability to deliver the project or initiative as set out in the applicant's proposal.
- 3.2 Where Portfolio Holders are not in a position to support applications, officers will use their best endeavours to support applicants as appropriate to assist them to identify other sources of funding to develop the projects.
- 3.3 Accordingly, only suitable applications have been recommended for approval for financial support and where such proposals require compliance with regulatory and/or legislation requirements these will be adhered to as a condition of the grant offer.

Financial Implications – FIN22-23/767

- 3.3 The budget allocation for 2022/23 is £100,500 with an additional allocation of £50,000 having also been agreed in January 2023, giving a total of £150,500. The round 1 schemes totalled £73,543, with additional schemes totalling £29,076 giving a combined total of £102,619. Any underspend in the current financial year will look to be carried forward into 2023/24 to be added to that years' allocation of £100,000.

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

Community Grants Scheme Summary Round 3 2022/23

Overview of decisions made by Panel.

Each application has been considered and assessed against five potential outcomes, as follows:

- **Approved in Full** – award given in full,
- **Partial Award** – contribution offered toward project costs,
- **Alternative Approach** – officers to explore alternative funding streams and opportunities,
- **Defer** – groups to resubmit applications with additional information supplied,
- **Not Approved** – due to available budget the application cannot be supported at this time.

CGS22/23-036 – 1st Coddington Scout Group

Homes and Health – Portfolio Holder – Cllr Wendels – Sponsor – Cllr Johno Lee

Extract from application:

We have received a quotation for the installation of a mezzanine floor to one half of our building which we use to store our camping equipment. We also store equipment for our regular hires including a dance troop and Jujitsu club however we are struggling for space.

We have a garden shed, however anything stored in there is subject to cold, damp and often results in mould therefore better storage within our hall would be the ideal solution.

As the building was built in 1846 the ceiling height is ample as confirmed by the local company who have provided a quote to provide a staircase to a new level made of steel and finished to current building regs standards. This would double our storage capacity at the hall which would allow us to be better organised and make it safer for us to retrieve equipment when we need it.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
8,725	5,000	57.3	Partial Award - £2,500

CGS22/23-037 – Lowdham Parish Council – Cocker Beck Project

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Tim Wendels

Extract from application:

Each year, in the winter, the area alongside the Cocker Beck become impassable for local residents as the soiled surface becomes waterlogged and is literally a mud bath.

Residents' have complained and requested action. This situation has been prevalent for a number of years after it rains, particularly in the winter months. It is a popular place for dog walkers. There is a slope that becomes rather slippery - this increases the difficulty when walkers try to avoid the very wettest parts.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
6,000	5,000	83.3	Partial Award - £2,500

CGS22/23-038 – Lowdham Parish Council – Serena Project

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Tim Wendels

Extract from application:

Paintwork needed on the bridge that crosses the Beck where the brickwork is chipped and paint peeling and in some places the metal is deteriorating for lack of attention.

The village centre is becoming somewhat of an eye-sore and work is needed to improve appearance as this area is often one of the first things people see when they come into the village.

Money would be spent to:

- Sand and apply paint to all bridges.
- Agree a common village colour and encourage the Post Office, Pharmacy and the Stores to adopt it – by providing some financial assistance to do so.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
4,800	4,800	100	Not Approved

CGS22/23-039 – Walesby Forest

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Tim Wildgust

Extract from application:

Walesby Forest has been running the Thursday Night Club, funded by Sport England, since April 2022. Unfortunately, their funding ends in March 2023. The club offers the children of Ollerton and surrounding areas an evening of adventurous activities per month, plus a dinner. It is aimed at 11 – 18-year-olds and in the last 10 months, we have had 168 children come along.

Ollerton children have very limited access to adventurous activities, it is in an area of deprivation, and the club allows them to have fun and be part of a big social group.

The club is supported by Active Notts, the Sherwood Forest Education partnership, Nottinghamshire Youth Services and Newark and Sherwood District Council.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
7,156	5,000	69.9	Partial Award - £2,000

CGS22/23-040 – Bulcote Parish Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Tim Wendels***Extract from application:**

The A612 between Lowdham and Burton Joyce passes through the Parish of Bulcote. The road is a major link from the east of Nottingham to and from the river crossing at Gunthorpe and is therefore extremely busy. The section of road between Lowdham and the edge of Bulcote Parish is a straight single carriageway; it has a speed restriction of 50mph up to the Bulcote boundary where it is reduced to 40mph and then it further reduces to 30mp when one is about to enter Burton Joyce (at the Gedling boundary).

The speed of traffic passing through Bulcote on the A612 is of great concern to the village and the Parish Council. Vehicles do not slow down at the 40mph sign when they enter Bulcote and instead slow down when they enter the built-up area of Burton Joyce where there are several interactive speed signs.

The grant application is to support the installation of a 40mph interactive speed sign on the boundary of Bulcote village.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
11,500	5,000	43.4	Approved in full - £5,000

CGS22/23-041 – Kirton Parish Council*Economic Development & Visitors – Portfolio Holder – Cllr Rhona Holloway – Sponsor – Cllr Tim Wildgust***Extract from application:**

The Parish of Kirton has an historic listed village centre which comprises of the Holy Trinity Parish Church, several listed farmhouses and cottages and the Historic Pinfold, which is situated within the church wall in the cliff where the Church stands on the Walesby Road. This is listed on the NSDC Heritage site under reference M9403.

The Pinfold has fallen into a state of disrepair, two good Water stone walls remain but a later brick wall is in poor condition and would require replacement and most importantly a front wall and gate would need to be totally rebuilt. This front wall would need to be constructed from Ancaster stone, specially cut by a mason to fit in with the Victorian Church wall that it abuts. The Parish Council would like to restore this historic asset to make it a place of interest for locals and tourists alike as it is situated in a triangle of historic pinfolds with the already restored ones in Laxton and Wellow.

The main aim of the project is to restore the Pinfold.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
24,472	5,000	20.4	Not Approved

CGS22/23-042 – Newark Book Festival

Economic Development & Visitors/Homes & Health – Portfolio Holders – Cllr Rhona Holloway & Cllr Tim Wendels – Sponsor – Cllr Keith Girling

Extract from application:

Newark Book Festival will develop an ambitious, inspiring, and creative programme for 2023 that draws on local and national talent to support literacy and skills development. Through a collaborative approach NBF will reach communities across Newark and Sherwood ensuring the festival means more to more people.

The theme will be **Our World** and will grow partnerships, building from our pilot outreach work in 22. Newark will be the creative hub to which the schools and touring events in the community will connect. We will create a programme of author events, debates, street theatre, music, artist in residence, schools, family events and workshops. A target growth area will be young people and will use creativity and literature to address the many challenges communities are currently facing.

New areas that we are developing and focusing upon include:

- Volunteer development
- A Young Ambassadors' Programme
- Arts Award provision
- Touring & community programmes
- Links with wider cultural events programme

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
62,810	5,000	7.9	Not Approved

CGS22/23-043 – Bilsthorpe Parish Council

Cleaner, Safer, Greener - Portfolio Holder – Cllr Jackson - Sponsor – Cllr Holloway

Extract from application:

Bilsthorpe Parish Council (BPC) owns and manages two green spaces within the Village. Both have an abundance of play equipment for all ages but only Maid Marian Park has sufficient seating for visitors to rest, reflect and be in nature. Our aim in this application is to provide a pleasant seating area for all, slightly away from the busy play area. This will improve the facilities for locals and visitors, improve the appearance of the park and provide additional waste bins to aid with providing a cleaner village environment.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
1,730	1,730	100	Approved in full - £1,730

CGS22/23-044 – Wellow Toft Holders & Owners Association

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Louis Brailsford & Cllr Tom Smith

Extract from application:

This grant is to enable the continued maintenance and mowing of the common land in Wellow to allow the Maypole Celebration to take place and provide continued open access for villagers and the wider community to the open space that the common land provides.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,450	1,225	50	Not Approved

CGS22/23-045 – Oxton Parish Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Roger Jackson

Extract from application:

AIM: To replace the current dilapidated wooden fence around the toddler play area of the play park at Oxton Recreation Ground.

OBJECTIVE: To provide a safe haven for the safety and security of toddlers, the area needs to be fenced off from the older children's play area. The fence will also stop off-lead dogs causing safety and harassment issues with the toddlers.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
5,208	4,340	83.3	Partial Award - £2,000

CGS22/23-046 – Bilsthorpe Scout Group

Homes and Health – Portfolio Holder – Cllr Tim Wendels - Sponsor – Cllr Rhona Holloway

Extract from application:

Bilsthorpe Scout Group need to replace the groups mess tent. Mess tents are used on camps and sleep outs as an area where the whole group can come together to congregate and eat.

The Scouting Movement is a worldwide organisation and in Bilsthorpe we are a very small part of what is an amazing movement. We class ourselves as being part of the scouting family and with this we support people in need and serve our community.

The purchase of this equipment will support young people to get outside in their local area and also further away on camps, giving the residents of Newark & Sherwood the support to build on a healthy lifestyle and better wellbeing.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
1,655	1,655	100	Approved in full - £1,655

CGS22/23-047 – Caythorpe Parish Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Roger Jackson***Extract from application:**

Caythorpe Parish Council has two noticeboards, one is very old and worn and the other, we refurbished a couple of years ago, however it is too small for our needs and will need constant refurbishment to maintain. We would very much like to replace the old noticeboard with a new, larger noticeboard as part of the King's Coronation. The location is in the centre of the village, and we feel it will add to the beautiful village scene. Caythorpe is a small Parish with many of the older residents relying on the noticeboards for information, and particularly the care home that is opposite the village hall where the noticeboard will be situated.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,122	2,230	71.4	Partial Award - £1,115

CGS22/23-048 – Collingham Bowls Club*Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Emma Davis & Cllr Linda Dales***Extract from application:**

The club pavilion kitchen was built in 1933 and the extension in 1956. We are renovating but have no spare funds for new carpet/vinyl flooring.

The pavilion is in desperate need for refurbishment to make it warmer and a more pleasant environment. The new vinyl will be anti-slip which will be much safer. The current carpet is threadbare in parts and is well past its sell by date.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,087	3,087	100	Alternative Approach

CGS22/23-049 – Walesby Junior Football Club*Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Tim Wildgust***Extract from application:**

Walesby Junior Football Club is a non-profit junior football club who provide youth football coaching to the young people of Walesby and its surrounding areas. We have 12 junior teams of approximately 170 young people comprising from under 7s – under 18s who all play within the local competitive leagues (Young Elizabethan League & KickStart). We have approximately 30 volunteers who give their time to our club as committee members, coaches, and assistant coaches.

We aim to provide the young people of our local communities a place where they can play their favourite sport as part of a team and be part of a wider football community; giving them a sense of identity and an interest they can take pride in. We offer our young people weekly coaching sessions with their teams, as well as additional more specialist training sessions such as goalkeeper training.

We pride ourselves in never turning a young person away regardless of their sporting talent and level of ability. We are a place our young people can come to feel part of something and learn, not only sport, but also teamwork, communication, and leadership skills.

Geographically we fall within and close to areas of Newark & Sherwood with higher deprivation than other areas and for this reason we encourage the club to be not only somewhere our young people can enjoy but also their families. As stated above, our ethos is for everyone to feel welcome, and we have a number of families who live in poverty, and we support them financially to pay the football club's fees and registrations, so their children are not isolated further.

As a group of coaches, we enjoy supporting and encouraging our teams to play to the best of their abilities and always celebrate both individuals and teams' successes both on and off the pitch.

The funding will be used to purchase equipment and floodlights.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
4,585.62	4,585.62	100	Partial Award - £4,000

CGS22/23-050 – Blidworth Parish Council – Sherwood Park

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Yvonne Woodhead & Cllr Tina Thompson

Extract from application:

The Parish Council would like to provide picnic benches and a seating area at Sherwood Park, this would be incorporated into a wildflower meadow.

This project would make an area of peace and well-being and improve mental health for residents and users of the park.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
4,436	4,463	100	Partial Award - £1,785

CGS22/23-051 – Sherwood Forest Trust

Economic Development & Visitors – Portfolio Holder – Cllr Rhona Holloway – Sponsor – Cllr Scott Carlton

Extract from application:

Project name: Major Oak Woodland Festival (MOWF) 2023. It was 10 years ago that the first Major Oak Woodland Festival was organised by the Sherwood Forest Trust (SFT) and since then, it has become a very well attended event at the Sherwood Forest Country Park (now known as the National Nature Reserve), and the biggest of its kind in Nottinghamshire. (The only time we did not operate was in 2020 and 2021 because of Covid 19 lockdowns). The grant would be a contribution towards hosting the MOWF 2023.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
12,100	4,850	40	Not Approved

CGS22/23-052 – Balderton Parish Council

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Betty Brooks

Extract from application:

To repair the Millennium Clock Tower outside the Lakeside Shopping Centre. The clock has not been working for several years.

As the clock is Balderton's only installation to commemorate the Millennium. A working clock would be beneficial as one that is not running correctly reflects badly on the village. The clock is in a central location near local schools and shops. A lot of the residents have commented on the fact that it is not working.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,160	1,800	83.3	Partial Award - £500

CGS22/23-053 – Farndon Cricket Club

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Ivor Walker

Extract from application:

We are looking for a grant to provide new cricket nets on our training area, which was previously the bowling green on Farndon Playing Field.

In 2020, the cricket club approached the Parish Council with a view to re-generating the bowling green that had been unused since the bowls group disbanded in 2017. The main aim of the club is to provide training facilities for junior members along with some facilities for our senior teams. This has now been extended to our newly formed women's team. Due to the condition of the bowling green this will require substantial costs, as well as new structures to change it from a bowling green to a cricket training facility. With our new pavilion, our existing cricket nets are now unusable due to location so we need to provide an alternative. When we erected our current cricket nets in the mid-90s we only needed single lane nets. Now we have multiple junior teams and women's teams we require a dual net facility to accommodate the numbers we have at our club.

We recently completed on a 50-year lease to provide security for this facility.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
40,600	5,000	12.3	Partial Award - £2,000

CGS22/23-054 – Southwell Town Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Penny Rainbow***Extract from application:**

Our project will remove the old skatepark in Southwell and build a new concrete multi-wheel park designed with and for our community. Newark and Sherwood District Council is being asked to support the Bramley Apple Trio Pad. Inspired by the stained-glass windows in Southwell Minster which incorporates the internationally famous Bramley Apple, the kicker pad is a trio circular manual pad, circular kicker, and circular floor gap. Green pigment will be used to reflect the famous apple's colour complete with stalk and leaves. The Bramley Apple Trio Pad will be a focal point of the skatepark design visually as well as being an excellent learning obstacle for beginners and an opportunity for the more advanced skater to improve their technique.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
166,588.22	5,000	3	Defer

CGS22/23-055 – North Muskham Parish Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Sue Saddington***Extract from application:**

The Parish Council has recently been successful in obtaining grant funding for the extension of the play area at North Muskham, based at Muskham Rural Community Centre, to provide equipment for our younger age group as the existing equipment wasn't accessible for them. However, while the existing equipment is in good repair, the surface underneath it needs replacement. There is a mix of grass matting and rubber tiles, both of which are coming to the end of natural life.

The aim of the project is to maximise the life of the existing play equipment, and to provide a safe environment for children to play and enjoy being outdoors, by replacing the surfacing with a bonded rubber mulch.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
9,285	5,000	53.8	Partial Award - £2,000

CGS22/23-056 – Winthorpe with Langford Parish Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson – Sponsor – Cllr Linda Dales***Extract from application:**

The Parish council would like to create a beautiful space at the heart of the community. The community has already undertaken to plant a tree and place a bench. The overall aim would be to create a space for villagers to meet and congregate and chat, providing an overall improvement in the wellbeing of our residents. The space would also hopefully bring in more customers for our local pub and be home to a heritage board for the village. It is also the start and end point for our numerous heritage trails we have created and published for visitors to use.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,538.48	3,538.48	100	Not Approved

CGS22/23-057 – Southwell City Football Club

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Peter Harris

Extract from application:

The football club need to build a new storage block for goals storage. Southwell City Football Club have over 30 teams (boys and girls) from U6 to U18. The junior teams (U7-U12) play their home games at the Memorial Ground on Bishops Drive, Southwell. Due the recent increase in the number of teams, we are in desperate need of improved storage facilities to store the goals, nets, corner flags and other equipment that is used on match days. This grant would go towards creating a suitable storage facility for which we have received approval from the local town council.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
9,800	5,000	51	Partial Award - £2,500

CGS22/23-058 – Newark & Sherwood CVS

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Lydia Hurst, Cllr Lee Brazier & Cllr Paul Peacock

Extract from application:

We would like to hold three free fun days in the school holidays one in May half term and two in the main summer holidays. We are looking to use the days to promote other services that can assist families with the Cost-of-Living Crisis. We know there is stigma particularly with working families around accessing help and support with the cost of living. We would like to work with local schools to promote these fun days with children being the focus of the day in the hope that when families attend the fun days, they will engage with invited partners who are offering support.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
3,597	3,597	100	Alternative Approach

CGS22/23-059 – Epperstone Parish Council

Homes & Health – Portfolio Holder – Cllr Tim Wendels – Sponsor – Cllr Roger Jackson

Extract from application:

There is a requirement for a defibrillator at the Village Hall. Due to the increased attendance at social events and use of the playing fields and football pitches. It is a genuine safety need and one which can be sustained by additional charging for use of the hall and playing fields.

In addition to this, we would also like to apply for a new sign for the village hall. To reflect the great maintenance work undertaken by the PC. It also is to reflect the importance of safety and support for any unexpected situation that would involve a possible cardiac arrest, we have an aging population that supports the venue at every level. Attending the many social events, supporting the football teams who use the facilities, the Tennis Club who have a regular attendance of young and old and lastly the wellness classes held within the Village Hall.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,512.30	2,093.59	83.3	Partial Award - £527

CGS22/23-060 – Gunthorpe Village Play Park

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr Roger Jackson

Extract from application:

We are applying for the grant to enhance the playpark by purchasing a new piece of equipment for younger children to enjoy and that can be used by many children as the park gets very busy.

The new equipment will drive more people to the park during the day, after school, weekends and attract families from outside the village.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
12,120	4,500	37.1	Partial Award - £2,500

CGS22/23-061 – Sutton on Trent Parish Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr Sylvia Michael

Extract from application:

The Parish Council pays a nominal rent to Newark & Sherwood District Council for Sternthorpe Close playing field, just off Grassthorpe Road in the centre of the village.

The play area has recently been repainted but the surfacing underneath the equipment needs replacement to meet current standards. There is a mix of grass matting and rubber tiles, both of which are coming to the end of natural life.

The aim of the project is to maximise the life of the existing play equipment, and to provide a safe environment for children to play and enjoy being outdoors, by replacing the surfacing with a bonded rubber mulch.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
16,608	5,000	30.1	Partial Award - £2,000

CGS22/23-062 – Farnsfield Methodist Church*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr Bruce Laughton***Extract from application:**

We would like to install a new full central heating system which can cope with the growing demands of the use of the two main areas of the premises, i.e., the sanctuary and the day centre room behind it. The new boiler will be situated in the sanctuary and separate heating controls will be available for each room, making the system simpler, more economical, and more fit for purpose.

Of immediate concern is that the necessary asbestos inspection carried out prior to the work commencing revealed some asbestos removal is necessary. It will need to be removed before work can start on the replacement system and because of where it is situated the works need to be undertaken together.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
28,265.07	5,000	17.6	Defer

CGS22/23-063 – Kings Clipstone Parish Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr Scott Carlton***Extract from application:**

The Parish Council feel now is the right time to develop an outdoor play area for the younger residents in the form of a small safe play area with swings sited on the village field next to the Village Shed. Which, if this bid is successful and with support from N&SDC Community Funding we hope to bring to fruition.

Residents feel that we now need to cater for much younger children in the village to get them an outdoor social space hence this funding application to support the creation of a safe play space with swings.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
6,954	4,995	71.8	Partial Award - £2,000

CGS22/23-064 – Kneesall, Kirton and Ompton Parish Council*Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr Sylvia Michael***Extract from application:**

To create a petanque/boules playing area alongside extending children's play area on school lane, Kneesall. The petanque/boules playing 'pit' will be situated alongside the children's play area behind Kneesall Primary School. It will be available to all the villagers and will hopefully lead to interaction with other local villages.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
2,958.18	2,958.18	100	Partial Award - £1,918

CGS22/23-065 – Edwinstowe Food Hub

Health and Homes – Portfolio Holder – Cllr Tim Wendels - Sponsor – Cllr Paul Peacock

Extract from application:

We are applying for funding to:

- To provide breakfast bags during school holidays to families with school age children who receive free school meals or are in financial hardship.
- To ensure all children have access to nutritious food at the start of every day
- To support families in financial difficulty during school holidays, a time when an additional financial burden falls on parents and carers when children are at home.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
7,029	5,000	71.1	Not Approved

CGS22/23-066 – Cauntton Parish Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr Sue Saddington

Extract from application:

We are applying for a grant for the installation of a new dog waste bin.

Cauntton Parish works very hard at keeping the village very clean and ‘Best kept village’ ready, the residents are pro-active in all the village clean ups and looking after the environment. We are very proud of our village, and we encourage locals to walk as much as possible which is why we like to provide as many dog bins as we can in high volume areas.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£348	£290	83.3	Approved in full - £290

CGS22/23-067 – Sam’s Workplace

Homes and Health – Portfolio Holder – Cllr Tim Wendels - Sponsor – Cllr Louis Brailsford & Cllr Tom Smith

Extract from application:

We are hoping to set up a salad bar which will support healthy eating in the Rainworth area. This grant will be used to purchase salad consumables.

There are plenty of takeaways within Rainworth, but as a community cafe we are looking at how to make things healthier and still just as tasty, so we hope that with the introduction of a salad bar we could provide more choice for our local community, and a new learning avenue for our adults with learning disabilities.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£5,000	£5,000	100	Not Approved

CGS22/23-068 – Farndon Parish Council

Homes and Health – Portfolio Holder – Cllr Tim Wendels - Sponsor – Cllr Ivor Walker

Extract from application:

As we emerge from lockdown, the Parish Council became aware and concerned that there was a section of our community that were suffering with social isolation. In conjunction with one of our local businesses, the Rose & Crown, we established the Farndon Friendship Group with a view to providing a safe space for the more vulnerable and isolated people in our community.

Since the initial meeting in December 2021, the club has grown from a group of 4, to supporting over 30 people.

The club meet on a Thursday lunchtime between 12:15pm and 2pm, sandwiches and a cake lunch is provided, together with copious amounts of tea and coffee. No charge is made as we wanted to ensure that there was no barrier to people attending.

The funding will be used to continue to provide a free lunch and refreshments on a weekly basis.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£5,000	£5,000	100	Not Approved

CGS22/23-069 – Halam PTFA

Homes and Health – Portfolio Holder – Cllr Tim Wendels - Sponsor – Cllr Rainbow

Extract from application:

To build a wooden gazebo style outdoor classroom at Halam C of E Primary School to create an outdoor space for congregating for stories, craft, workshops, lessons, play time and extra time outdoors all year round.

The project will aid the health and wellbeing of the pupils and teachers at Halam C of E School. This will really improve the ability for the teachers and children to be outside 12 months of the year and really immerse in nature. This fits in with the community Plan Objectives to improve the lives of the residents and will contribute towards making a difference to the children in the community.

The aim of the project is to provide a good quality structure with solid base that will last for 10 years and beyond.

We have already raised £11,500 through fund raising towards a total project cost of £18,000.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£18,110.60	£5,000	33	Partial Award - £2,000

CGS22/23-070 – Newark Town Council

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Cllr David Lloyd

Extract from application:

Newark Town Council are working in partnership with Newark and Sherwood District Council and The Polish Cultural Institute to support the installation of a bronze statue of General Sikorski within the grounds of Newark Cemetery. The statue has been commissioned and funded by the Polish Cultural Institute and is currently being cast in preparation for installation and unveiling on 4 July 2023. This date is significant as it will mark the 80-year anniversary of the death of General Sikorski.

In 2021 a statue of Irena Sendler that was gifted to Newark and Sherwood by the Polish Institute was installed in Fountain Gardens, Newark. The statue has been extremely well received by residents and visitors and is now part of a school's project that will help to tell the story of Irena's remarkable life. Newark has long had close links with Poland and the Polish community as Newark cemetery was the resting place of General Wladyslaw Sikorski, Poland's wartime leader, until his body was returned to Krakow in September 1993.

Newark Town Council were approached following the repatriation of the first three Polish presidents-in-exile on 6 November 2022 and were asked if they would accept the gift of a Statue of General Sikorski. Plans are now in place to receive the statue along with an unveiling event that will be very high profile.

The cost of the statue is covered but the statue will require a fitting plinth and the installation costs that are not currently included and will need to be met for the project to go ahead. The project will provide a lasting legacy for the district and further consolidate the special relationship that exists between the two countries.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£43,000	£5,000	11.6	Approved in full

CGS22/23-071 – RHP Colts Football Club

Homes and Health – Portfolio Holder – Cllr Tim Wendels - Sponsor – Cllr Max Cope

Extract from application:

We are applying for a grant to improve equipment and provide quality training sessions to our young children and adults. Within our club we offer sessions for children with diverse needs and support EAL children and families.

We aim to get as many local children as possible off the streets and engaging in our fun sessions and giving them the opportunity to play in leagues and cups to achieve their best potential. We believe our training sessions are beneficial to our players as it encourages them to improve their skills and to form positive peer relationships.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£980	£980	100	Approved in full - £980

CGS22/23-072 – Muskham Primary School

Cleaner, Safer, Greener – Portfolio Holder – Cllr Roger Jackson - Sponsor – Sue Saddington

Extract from application:

Our aims, if the funding is granted, is to provide a cost-effective space for a variety of different people to use for multiple activities to improve the health and wellbeing of residents and combat isolation.

We currently have a MUGA which needs rejuvenation. This work was completed six years ago and needs re-doing every 4-5 years. Due to a very good system of upkeep, we have been able to extend its state of good condition. However, in the last 6 months, it has become clear that it is time for it to be rejuvenated again. Unfortunately, the school do not have the funds to pay for this in full.

<u>Total Project Cost £</u>	<u>Amount Requested £</u>	<u>Percentage %</u>	<u>Portfolio Holder Decision</u>
£8,000	£3,500	43.7	Partial Award - £1,500



Report to: Cabinet Meeting - 21 February 2023
 Portfolio Holder: Councillor Roger Jackson, Cleaner, Safer, Greener
 Director Lead: Matthew Finch, Director - Communities & Environment
 Lead Officer: Ben Stacey, Street Scene Manager, Ext. 5738

Report Summary	
Type of Report	Open Report, Key Decision
Report Title	Plans for a programme of playground improvement works
Purpose of Report	To put forward a programme that will modernise a number of Newark and Sherwood’s play areas and equipment provision. The programme will replace aging equipment for new, imaginative pieces of play equipment and include inclusive play equipment for all ability users where possible to do so. It also puts forward plans for consultation on exciting, new play facilities at one of Newark and Sherwood’s award winning, Green Flag parks.
Recommendations	<p>That Cabinet:</p> <ul style="list-style-type: none"> a) approve the replacement and modernisation programme at the ten sites across Newark & Sherwood that are identified in the report; b) approve, in principle, that a budget of £349, 201 is entered into the General Fund and Housing Revenue Account capital budgets for 2023/24, subject to approval from Cabinet; c) subject to the above, Cabinet approve that public consultation is sought on the plans to develop a new Castle-style playground and outdoor fitness zone at the Sconce and Devon Park, and on plans for improvements at the Turner Lane play park in Boughton and the Cleveland Square play park in Newark; and d) support the medium-term development of a formal play park and play equipment policy, together with a complementary asset register, to guide the future development and investment in play parks in its ownership across Newark and Sherwood.

Alternative Options Considered	Given the age of the equipment, doing nothing was not deemed to be a viable option. The plan to develop a play park and play equipment policy, together with an asset register, will lead to a cycle of play park improvements at all sites over the medium and longer term.
Reason for Recommendations	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.

1.0 Background

- 1.1 Newark & Sherwood District Council has four award-winning Green Flag parks in its ownership – Sconce and Devon Park and the Castle Grounds 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 the 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 has recently included a programme of re-surfacing several, to ensure that they are fit for purpose and are safe to use, and the inclusion of some accessible play equipment for the first time.
- 1.4 However, what became apparent, is that some aging equipment is now becoming costly to maintain and that it has become outdated not only from a perspective of finding replacement parts, but also as far modern, play parks are considered which offer inclusive equipment for all users.
- 1.5 Furthermore, with the current cost of living challenge, play parks and our wider park offerings have the ability to offer children and families engaging places to visit at no cost to them, whilst the Council’s latest resident survey showed the importance residents placed upon our parks and green spaces has risen over recent times.
- 1.6 Against this context and building on the priority works that have already been undertaken, in 2022 officers undertook an extensive assessment across those thirty sites, to develop an improvement programme – based upon the age of the assets, the need for inclusive equipment for all ability users, refurbishment requirements and, where possible, opportunities for exciting new developments based upon the space available and the fit with the Council’s wider aspirations within the Community Plan.

2.0 Proposal/Details of Options Considered

- 2.1 Under the proposals that have been put together, the existing sites listed below would benefit from the investment programme:

Vicar Water County Park

The proposals for Vicar Water Country Park will modernise the play area and equipment and included a more inclusive play offering. As well as being an award-winning Green Flag Park and a destination for many visitors as a result, it is also central to a large residential settlement in Clipstone who would benefit from the new offer. The cost associated with these works is £16,500.

Mead Way Play Park, Balderton

This play area is located next to a large area of housing which could greatly increase with proposed new housing. The play park is aging and currently has no provision for inclusive play, despite being close to a school for children with special educational needs who may be attracted to use this modernised facility after school. The cost associated with these works is £31,923.44

Lincoln Road Recreation Ground Play Area, Newark

This play area is located next to a large housing estate which is subject to re-development. The planning development does not include works to the play area which is in need of modernisation and does not currently have any inclusive play equipment. The cost associated with this site is £27,500.

Thorpe Oaks Play Area, Coddington

The area surrounding the Thorpe Oaks play area was recently the subject of improvement works to mitigate the risk of unauthorised encampments accessing the site. The Council has also extensively planted new trees at the site as part of its successful bid to the Government's Urban Tree Challenge Fund. The proposed works will bring an inclusive play offering and update equipment in a large residential settlement at a cost of £24,626.88

Hillcote Drive, Clipstone; Old Tannery Drive, Lowdham; Grove Street Play Area in Newark

These three sites would benefit from extensive refurbishment and new equipment at a cost of £24,620.86. These are small but very well used play areas in high residential areas. They are all around the same age and this has come up as an action in our independent full safety inspection.

Sconce and Devon Park in Newark

Sconce and Devon Park in Newark is an award-winning Green Flag Park, attached to the edge of the largest settlement in Newark and Sherwood. Whilst the existing play area has benefitted over recent times from the inclusion of accessible play equipment, there is scope to add new, imaginative play equipment and go further in terms of the accessible offer. The cost of these works is £26,038.92.

Sustainable Future

In this process we will seek to use materials that have been recycled to be used in the build. Using as little virgin material as possible in the manufacturing process, we will be looking to source equipment and materials such as post-consumer recycling such as ocean waste, used textiles, food packaging waste, or used plastic bags. Wood to be sourced from sustainable forestry operations.

- 2.2 In addition to the eight general fund sites above, the Council has additionally budgeted £100,000 from the Housing Revenue Account to undertake refurbishment and improvement works at two further play parks on HRA land.

Cleveland Square, Newark, and Turner Lane in Boughton

Both sites are aging and there is scope to undertake improvements at both sites. At Boughton, the works would build on the successful graffiti project completed in 21/22 and feedback from tenants about creating quality play space for a wider age group. The Council is proposing that a period of public engagement is entered into with users and nearby residents to understand how those communities would like to see the sites developed so they are fit for the future. A budget of £100,000 has been identified to fund improvement works, partly from pooling existing equipment replacement budget and an allocation from the efficiency savings achieved through bringing housing back into direct management. This project is clearly one to bring added value to both areas and an excellent opportunity for youth engagement and involvement.

- 2.3 As stated earlier in the report, the importance residents place upon the Council's parks and open spaces has increased over recent times, as evidenced by the latest resident survey. With the cost-of-living challenge, there is the potential that this may increase further.
- 2.4 Within the Community Plan, objectives are included which seek to enhance and protect the district's natural environment, as indeed there is to improve the health and wellbeing of local residents.
- 2.5 Within that context the programme also includes exciting plans for two major, new additions to the Green Flag Sconce and Devon Park:

Outdoor Fitness Area at Sconce and Devon Park (Appendix 2)

The park is already heavily used by those wanting to exercise – whether that be informal activities such as walking or through more structured activities such as the very popular park runs which now take place twice a week. Over recent times, the park has also become popular with personal trainers who use the site, to take small classes.

The proposals would see the inclusion of a dedicated outdoor fitness zone which would be free to use, tie in with the wider objectives of the park and the Council's community plan and be of benefit to users who, for whatever reason, choose not to go to an existing gym. The new site could also be used by the Sports Development Team within the Council's wholly owned leisure company, Active4Today. The cost associated with the development would be £44,000.

A new Castle-themed play area at Sconce and Devon Park (Appendix 1)

In undertaking the review of play area provision, officers came to the view that Sconce and Devon's existing play area provision was not of a comparable size and scale to the offer of the Green Flag Park that it sits in.

As such, a proposal has been put forward for a new Castle-themed play park to tie in with the Town's civil war history. As well as the historic Sconce earthwork on the site, the town boasts an extensive heritage offer and is looking to improve this still further with the development of the Castle Gatehouse project. However, due to the listed

nature of the Castle's grounds, there is no scope to develop a complimentary play park offer to the Gatehouse project and this therefore provides another rationale to developing a play park offer for children at the Sconce and Devon site.

A further aspiration of the development is that the play park would become an attraction in its own right, drawing more visitors into the Green Flag Park and into Newark and Sherwood with the potential economic benefits that could bring in terms of secondary spend and visitors learning more about what the town and wider place has to offer. The cost of this development would be £45,990.69.

In both of these proposed developments, it is recommended that a period of public consultation is entered into to test the desire for the two developments and shape the final proposals.

- 2.6 The proposals above have been put forward following an extensive officer review, looking at the age of the equipment, the cost and the ability to refurbish and the opportunity to improve the offer.
- 2.7 At present, there is no national accreditation on play parks and, as such, officers are proposing that the approach used to make the assessments in 2022 is now formally contained within a Play Park Plan for Newark and Sherwood. Alongside this, the aspiration is to develop a complementary asset register for all our sites which will then guide future investment over the longer-term. There may be scope for towns and parishes across Newark and Sherwood to apply that policy in making judgements about their own play park assets and in seeking local grants or funding support to ensure high standards of play equipment across Newark and Sherwood – irrespective of who owns the asset.

3.0 Equalities 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.

During the roll out of these schemes full consultation will take place with user groups where appropriate. Consideration will be given to suitability of any inclusive play equipment.

Financial Implications (FIN22-23/5903)

A completed Capital Appraisal Form was completed in October 2022, which was scored and agreed for inclusion in the 2023/24 Capital Programme to be presented to Cabinet in February for approval.

The projected project cost is £249,200.79 plus VAT which includes £8,000 of match funding from the Minor to Major Accessibility Project. Since the Capital Appraisal form, a further £100,000 Housing budget for two housing area Playgrounds as per paragraph 2 taking the total Capital Cost £349,200.79 plus VAT summarised below along with suggested financing.

Playground Improvements	General Fund	HRA
Total Expenditure	249,200	100,000
<i>Financing:</i>		
Minor to Major Grant	(8,000)	
Major Repairs Reserve		(44,000)
HRA Efficiency Savings (RCCO)		(56,000)
Capital Reserve	(241,200)	
Total Financing	(249,200)	(100,000)

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

SCONCE & DEVON CASTLE

AGE
4-12⁺
RANGE

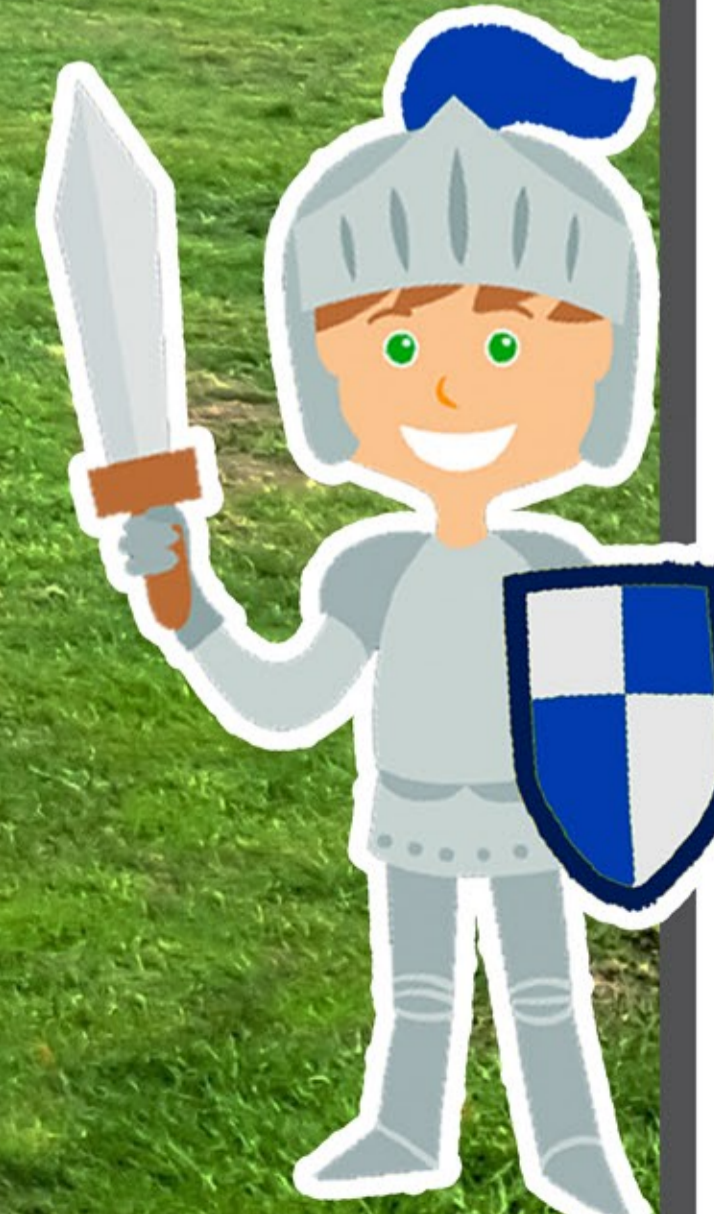
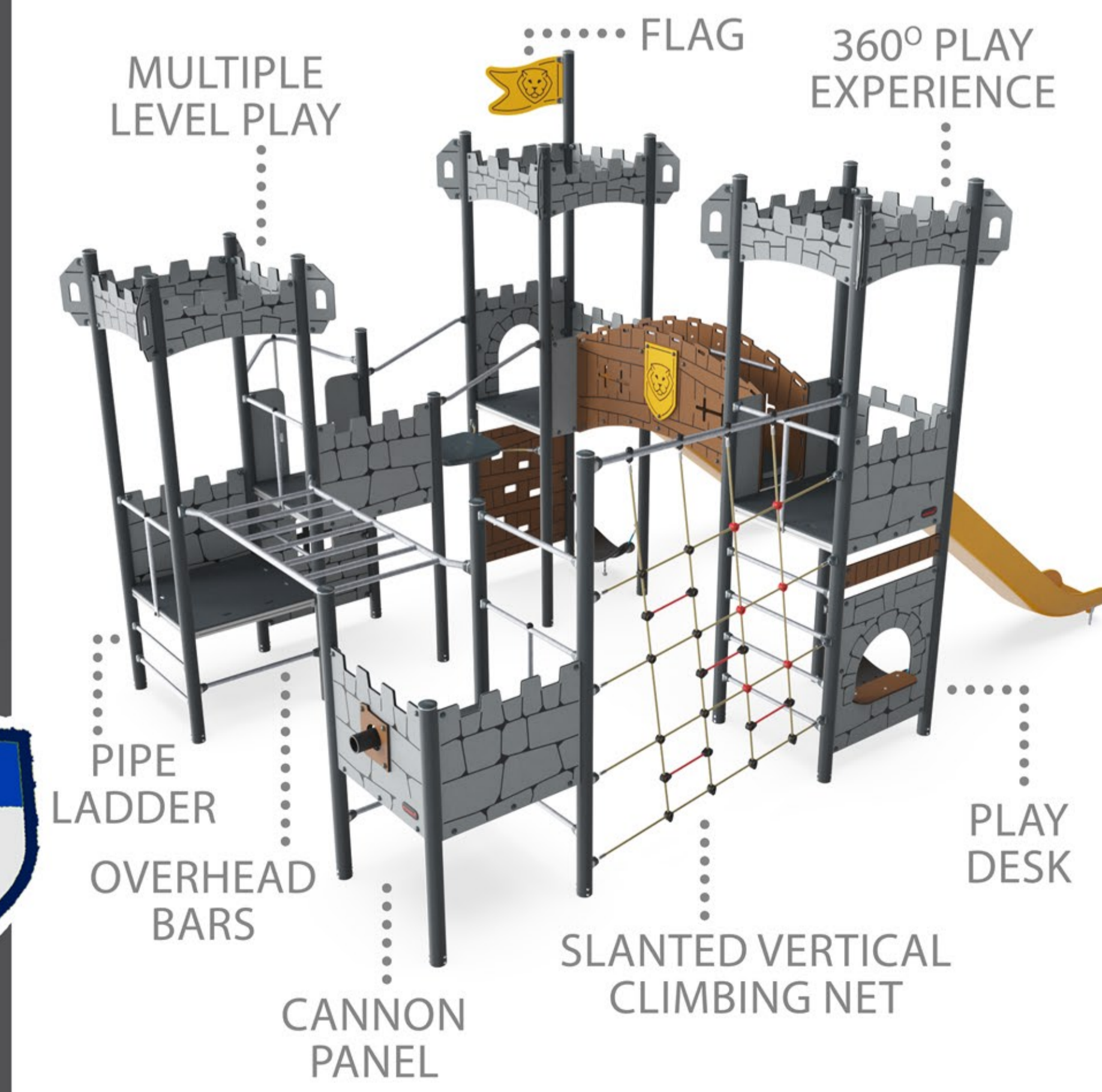
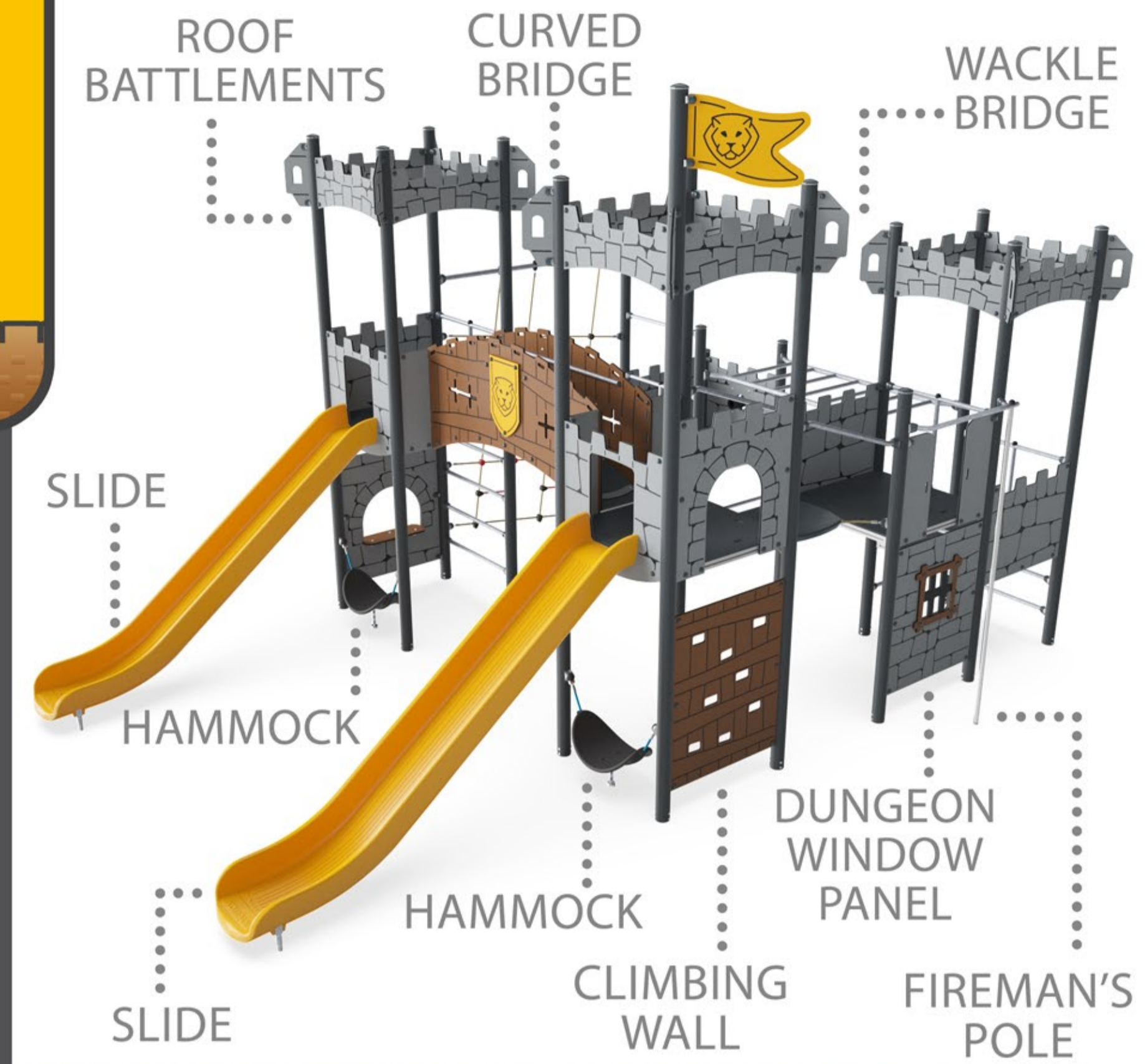
40⁺
USERS

25⁺
PLAY
FEATURES

WE HAVE PROVIDED A **SPECTACULAR** CASTLE STRUCTURE WITH FOUR TOWERS AND A PLAY EXPERIENCE ON **THREE LEVELS** FOR USERS OF ALL ABILITIES AND AGES. THE CASTLE IS POSITIONED OUTSIDE OF THE EXISTING FENCE AREA AND CLOSE TO THE EMBANKMENT SLIDE TO **MAXIMISE IMAGINATIVE** AND **EXCITING PLAY**. THE CASTLE LINKS PERFECTLY WITH THE **HERITAGE OF THE TOWN** AND IN PARTICULAR THE PARK AND ITS CONNECTION TO THE ENGLISH CIVIL WAR.



CASTLE TOWER



FITNESS LOCATION 1

Newton & Sherwood District Council - Science & Design Park - CAS 16/10/2021/20/21/01/28/09/2022 | D&A



FITNESS LOCATION 2



Report to: Cabinet Meeting - 21 February 2023

Portfolio Holder: Councillor Roger Jackson - Cleaner, Safer, Greener.

Director Lead: Matthew Finch, Director - Communities & Environment

Lead Officers: Ella Brady, Transformation & Service Improvement Manager, Ext. 5279
 Alan Batty, Business Manager - Public Protection, Ext. 5467

Report Summary	
Type of Report	Open Report, Non-Key Decision
Report Title	Anti-Social Behaviour (ASB) Working Group Review
Purpose of Report	To seek Cabinet decision on recommendations made by the ASB Policy & Performance Improvement Working Group.
Recommendations	That Cabinet approve the recommendations of the ASB Working Group as endorsed by the Policy & Performance Improvement Committee. These are set out in section 2 of the report. Noting that a timeline of 9 months is added to recommendation (q) to ensure it is undertaken within an appropriate timeframe.
Alternative Options Considered	Alternative recommendations and suggestions were debated throughout the working group process. These were outlined in the original working group report (Appendix 1) .
Reason for Recommendation	To consider the work the Council currently undertakes to tackle ASB within the district and to suggest ways in which this could be enhanced.

1.0 Background

- 1.1 Policy & Performance Improvement Committee (PPIC) set-up a working group to look at ASB on 13 June 2022. The working group, chaired by Councillor Ronnie White, was set up to look at current ASB working practices with a view to making recommendations about how they can be improved further.
- 1.2 A report **(Appendix 1)** for PPIC was produced by the working group members and officers, outlining the outcomes of the five sessions. The outcomes of this review were presented to PPI Committee on 28 November 2022 and endorsed for final decision by the Portfolio Holder.

2.0 Proposals

The following recommendations are put forward as a result of the working group review.

Improve Communications

- a. Launch an ASB communications campaign that aims to help residents define and identify cases of ASB and publicises how they can be reported to the council and its partners.
- b. An ASB communications plan to be developed annually as a business-as-usual task to keep residents informed with ongoing initiatives and updates from across the district. Which includes;-
- c. a quarterly ASB newsletter created by the Community Safety team that provides updates to all members and selected partners.
- d. Information on ASB and current initiatives to be included as part of the member induction process.
- e. Review the ASB online reporting process and make it more user friendly to coincide with the communications campaign.

Community Protection Officers (CPOs)

- f. Implement changes to the way the CPOs operate to improve visibility in the community, considering locations and times of activity.
- g. the purchase of an additional hybrid vehicle so that the Council can increase the capacity and presence of CPOs in the district by officers being able to work independently where appropriate rather than restricted to working in pairs. This would incur an approximate cost of £30,000.
- h. Upgrade the charging infrastructure at Castle House which will result in the current two electric vehicles fully recharging in a significantly reduced timescale and lead to increased capacity of the team
- i. Review the location of the stray dog kennel once the current contract expires to look to a closer location and therefore improved performance.

Partnership working

- j. To continue to work closely with partners and ensure the council retains a strong focus on a collaborative approach to tackling ASB, particularly with the Police. The working group also ask that there is a request to extend the police's early intervention initiatives into primary schools and whether a focus on youth forums would be useful.
- k. To continue to fund the Police Partnership Analyst post for the period 2023/24.
- l. Develop mentalhealth first aid training for those that work within the ASB and other related teams to enable them to better understand and sign post where mental health issues are related to those involved in ASB.

The Community Safety Charter

- m. The Council sign the Community Safety Charter and advocate for partners to do the same.

CCTV

- n. 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 taking action to remove obstructions which may impare the visibility of specific cameras.

- o. Undertake further research on the appropriateness of the use of facial recognition.
- p. 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.
- q. A further piece of work is commission to assess the feasibility of bringing the CCTV operation back in house.

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 (FIN22-23/9715)

- 3.1 Not all of the proposed actions have financial implications, those that do, are summarised in the table below. Achrononym

Recommendation	Description	Capital £	Revenue £	Notes
g.	x1 New Hybrid Vehicle	£30,000	£3,000	Running costs
h.	Upgrade Charging infrastructure	£50,000	Unknown	£25,000 Distribution Network Operator (DNO) + up to £25k for ultra fast charging
k.	Continue funding Partnership Analyst	£0	£17,500	2023/24 onwards

- 3.2 Should the above recommendations be endorsed:

- g. the Capital Programme budget should be increased by £30,000 to purchase one additional hybrid van. This should be financed from the change management reserve, to minimise the impact on the revenue budget.

An additional £3,000 will need added to the Environmental Services budget as a growth item, which would be recharged to Public Protection.

- h. Quotes have been requested from Metric and BP regarding the charge points, but at the moment, an indicative cost would be £25k with a further cost of £18,000 - £25,000 for the ultra fast charge point. Other charge points have attracted government funding, so some investigation into whether this would be applicable here will be required. There will be additional revenue costs if the ultra fast charge points are installed as this will result in additional electricity costs.

- k. the additional budget required to pay for the Council's share of the Partnership Analyst post in 2023/24 and future years would need to be included as a growth item as part of the 2023/24 budget setting process.
- 3.3 Regarding recommendation k., the Bassetlaw, Newark and Sherwood Community Safety Partnership (CSP) consists of the two district councils, Nottinghamshire County Council and the Nottinghamshire Office of the Police and Crime Commissioner (PCC). For 2023/24, it is currently proposed that the Partnership Analyst spends their time working equally for the two district councils. It is currently proposed that the estimated cost of the analyst, currently £35,000, be split equally between the two district councils. The Council would therefore need to add £17,500 to its budget in 2023/24 and future years to pay for its share of the post.
- 3.4 The Domestic Abuse Act 2021 placed new duties on English local authorities. As a result of this legislation, the Council has received £31,000 annually in 2021/22 and 2022/23 to fund the costs of its new duties. The Council currently expects to receive similar amounts in future years. If the Council does receive this grant funding, it may use some of the monies received towards the costs of the Partnership Analyst, subject to agreement between the relevant officers.

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 Policy and Performance Improvement Committee Meeting 28 November 2022

Director Lead: Matthew Finch, Director of Communities and Environment

Lead Officers: Alan Batty, Public Protection Business Manager

William Marshall, Transformation & Service Improvement Officer

Report Summary	
Reason for report	To outline recommendations from the Anti-Social Behaviour working group
Report Title	Recommendations from the review of Anti-Social Behaviour
Purpose of Report	To present the findings of the Anti-Social Behaviour Working Group to Policy and Performance Improvement Committee.
Recommendations	PPIC are asked to endorse the proposed recommendations, as summarised in 4.0, that aim to reduce ASB and ultimately help make residents feel safer in the district, for decision by Cabinet.

1.0 Background

- 1.1 On the 13 June 2022 the Policy and Performance Improvement Committee (PPIC) approved a Working Group to undertake a review of Anti-Social Behaviour (ASB) within Newark and Sherwood. The working group, chaired by Councillor Ronnie White, was set up with the aim of reducing ASB and ultimately helping make residents feel safer in the district.
- 1.2 There is no single definition of what is meant by ASB. The Council have adopted the definition applied by the Anti-Social Behaviour Crime and Policing Act 2014:
- conduct that has caused, or is likely to cause, harassment, alarm or distress to any person,
 - conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises,
 - conduct capable of causing housing-related nuisance or annoyance to any person, or
 - conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of business premises
- 1.3 ASB can have a large detrimental effect on communities and individuals that experience it. Reducing crime and tackling ASB is an issue of high importance to the residents of Newark and Sherwood. The results of the 2022 Resident's Survey showed that it was rated the third most important service to residents. Furthermore, it was also rated as the service that was second most in need of improvement.

2.0 Summary of the Review

- 2.1 The group met five times between July and October with input from the following working group members;
- Cllr Ronnie White (Chair)
 - Cllr Penny Rainbow
 - Cllr Lee Brazier
 - Cllr Betty Brooks
 - Cllr Scott Carlton
 - Cllr Jack Kellas
- 2.2 The working group was supported by colleagues from Public Protection who, considering the direction given by members, gathered information and data to inform the sessions supporting members to reach informed recommendations. The working group also met with the Police, Newark and Sherwood’s Acting Inspector and Early Intervention Officer, as well as ASB officers from the Council’s tenancy team to discuss ASB within the Council’s social housing estate.
- 2.3 The Working Group understood that ASB is a complex issue that requires a proactive and collaborative approach in order to successfully reduce the number of incidents. The review into ASB was comprehensive and took the following approach:
- Meeting 1: A scene setting presentation on the role of the Council and Community Safety team in tackling ASB, the key issues and how ASB is currently tackled.
 - Meeting 2: A review of CCTV and its utilisation.
 - Meeting 3: Partnership working with the Police and how to maximise this relationship.
 - Meeting 4: How early intervention tackles ASB and the possible impact of the ‘Community Safety Charter’.
 - Meeting 5: A review of ASB in the Council’s social housing.

3.0 Proposals

3.1 Introduction

The recommendations in this report are designed to improve how the Council handles ASB in the district and therefore directly contributes to the community plan objective to ‘reduce crime and anti-social behaviour and increase feelings of safety in our communities’. Members involved in the working group acknowledged and supported the approach of the anti-social behaviour team. Consultation with residents between 2018 and 2022 show that feelings of safety have increased in the district. With that said, the Council strive to continually improve performance and the recommendations within this report are made with that in mind. There were 5 themes identified with recommendations for each.



3.2 Improve Communications

3.2.1 Reporting anti-social behaviour is key to the success of the Council, and its partners, in reducing/tackling incidents. The data received allows us to target key areas and provides the evidence to assign Council and Police resource. It is only with accurate identification and reporting that issues can be handled and addressed at a local level. The group identified some current barriers to reporting;

- Residents are not always able to identify instances of ASB,
- Residents do not always know who to report it to,
- Residents are not always sure how to report ASB, and
- Residents do not always feel their report is acted upon, we need to 'close the loop' and inform the public about what is done when a report of ASB is received.

3.2.2 Recognising these issues, the Community Safety team have been piloting a Community Safety Newsletter. The aim of the newsletter is to provide members and selected partners with information about the team, what services they provide, upcoming news and events as well as some select performance figures. Members are often the first point of contact for residents when raising issues in the community. Therefore, keeping members apprised of updates within the team would be a valuable exercise. The group reviewed the newsletter and felt that members and partners would benefit from circulating this newsletter on a quarterly basis. In a similar vein, the working group also believes it would be valuable for information on ASB to be included as part of the member induction process.

3.2.3 Given the importance that ASB incidents are reported, we need to ensure that the process of reporting is as easy as possible. Whilst it is currently possible to report incidents online through the Council's website, it can be challenging to navigate and it could be made more user friendly by moving the reporting button to the front page of the website.

3.2.4 Considering the other barriers identified, the group also recommended the Council run a wide-ranging communications campaign to increase understanding of what ASB is and how to report it. As well as creating an annual communications plan, developed in collaboration with colleagues from Communications, to help improve how the council engages with the public when discussing ASB, to ensure consistent messaging and inform the public about some of the successes the council have had in tackling ASB in the district.

3.2.5 Actions (No costs as can be delivered within existing resource)

1. Launch an ASB communications campaign that aims to help residents define and identify cases of ASB and how they can be reported to the council and its partners.
2. An ASB communications plan to be developed annually as a business-as-usual task to keep residents informed with ongoing initiatives and updates from across the district.
3. Endorse a quarterly ASB newsletter created by the Community Safety team that provides updates to all members and selected partners.
4. Information on ASB and current initiatives to be included as part of the member induction process.
5. Review the ASB online reporting process and make it more user friendly.

3.3 Community Protection Officers

There are four Community Protection Officers (CPOs) who work across the district, within communities to tackle ASB, amongst other things. They sit within the Public Protection team and are a valuable resource in tackling ASB. However, the group did identify three areas for improvement in the work of the CPOs.

3.3.1 First Area of Improvement: Refocus the Role

The CPO role was impacted by the outbreak of the Covid-19 pandemic. In the period of 'deep lockdown' during 2020 they fulfilled a wide range of roles outside of their normal duties including delivering food parcels and prescriptions. These were incredibly valuable services delivered under challenging circumstances. However, with the return to a more typical way of life and work, it is important that the CPO role reflects this. The working group recommends that there are certain changes made to how the CPOs operate. By splitting the district up into smaller areas and changing the working pattern of officers to be more in line with when incidents of ASB occur, officers will be better placed to effectively tackle ASB. Additionally, the role should be re-focussed based on the principle of increasing visibility and having more of a presence in the community in order to ensure the role is fit for purpose when tackling ASB.

3.3.2 Second Area of Improvement: Efficiencies

In line with the Council's Climate Emergency Strategy the CPOs are currently piloting two electric vehicles to carry out their duties. However, due to the reactive nature of the CPO role and the geographic size of the district, the limited range of these vehicles can cause operational issues. This can mean that different areas receive varying levels of service due to capacity. The working group suggested to explore whether there is scope in the future or not to exchange the two electric vehicles currently used by the CPOs with two other vehicles currently used elsewhere in the council's fleet. Additionally, four CPOs currently share two vehicles. Therefore, whilst being mindful of the costs involved the working group recommend that the purchase of one additional hybrid vehicle be considered. This vehicle would create greater resilience in the service and increase the capacity of the CPOs meaning that an increased presence in the district would be operationally possible. Additionally it is likely that three vehicles in total will be enough to service the four officers with CPOs being predominately based in town centres which are easily accessible on foot. In current market conditions a hybrid vehicle would cost approximately £30,000 in total. On any existing or new vehicles, it should also be considered whether an updated livery, which places an emphasis on reporting ASB would remind residents of the importance of informing the council about ASB incidents.

A further option is to upgrade to 'fast' charging infrastructure (50 miles of charge in 15 minutes) to allow the CPOs to continue to use the electric vehicles throughout the duration of their shift and give officers more capacity. This would mean that CPOs will not experience the same limitations from lengthy electric charging.

3.3.3 Third Area of Improvement: Stray Dog Service

The Council has a legal responsibility to collect stray dogs found in the district. Currently the Council uses a kennelling service in Worksop to house any stray dogs that are collected. Whilst this does not directly impact the Council's ASB service, as discussed above, there are issues with the range of the current vehicles used by officers. The long distances involved in travelling to and from the kennels impacts the capacity that the CPOs have and takes away from their other duties. With this in mind, the working group recommends that the service is reviewed at the conclusion of the current contract, in May 2024, to determine if more local kennels are suitable in an attempt to reduce the travel time for officers.

3.3.4 ACTIONS (Costs associated with 2 and 3)

1. Implement changes to the way the CPOs operate to improve visibility in the community.
2. Consider the purchase of an additional hybrid vehicle, which would cost approximately £30,000 so that the Council can increase the capacity and presence of CPOs in the district. explore whether there is scope in the future or not to exchange the two electric vehicles currently used by the CPOs with two other vehicles currently used elsewhere in the council's fleet.

3. Consider upgrading the charging infrastructure at Castle House to increase the capacity of the electric vehicles.
4. Review the location of the stray dog kennel once the current contract expires.

3.4 Partnership Working

3.4.1 Throughout the working group process, it was clear that ASB is a highly complex issue with many causes and influencing factors. There is no singular way of working that will eradicate the problem entirely. Success in tackling ASB requires a collaborative approach that shares good working practices and intelligence. The working group recommends that the Community Safety team continue to work closely with partners, in particular colleagues in the Police's Beat and Early Intervention teams. The working group also ask that the Police look into the possibility of extending their early intervention initiatives into primary schools if possible and whether a focus on youth forums would be useful.

3.4.2 Understanding ASB, where and when it takes place, identifying and understanding any trends in behaviour and who potential perpetrators are, are all vital elements in helping to address and tackle the problem. Having up-to-date intelligence and data is therefore very important in order to successfully reduce ASB in the district. Currently ASB data is collated by the Newark and Sherwood and Bassetlaw Community Safety Partnership analyst. Data is taken from the police computer and is reported back on a monthly basis to the partnership. Funding for the analyst after 22/23 has not been secured. With the majority of ASB incidents being reported directly to the Police, the analyst and the data that they provide are important tools to inform the actions of the ASB team. The working group therefore recommends that Cabinet consider the ongoing funding of the partnership analyst.

3.4.3 The Partnership Analyst has been instrumental in supporting the bids for Safer Streets funding. Over the past three years the data provided to support the Safer Streets bids has allow the council to receive over £1,000,000 in additional funding.

3.4.3 The links between mental health and anti-social behaviour are complex and require careful investigation. Up to a third of ASB perpetrators experience challenges with their mental wellbeing. The working group were very keen to explore the possibility of having a designated mental health professional to work across the council's Community Safety and Housing teams. However after further exploration there are of variety of issues that might make this problematic. Employing an individual in this type of role would cost up to £50,000 per year. Furthermore they would have to have a clinical supervisor which would further add to the costs associated with this position and raises the question whether this role is best suited to sit within the National Health Service. NSDC currently has a number of mental health champions who have knowledge of how to refer individuals to the support that they need and the council have found this to be a very effective way of working. With this in mind, a more pragmatic approach to addressing the link between ASB and mental health at a local government level might be to ensure the ASB, housing and other related teams receive mental health first aid training and awareness training. This will give them the skills and understanding to effectively support individuals, as well as connect them to partners and charities that can provide further assistance.

3.4.4 Actions (Costs associated with 2)

1. Continue to work closely with partners and ensure the council retains a strong focus on a collaborative approach to tackling ASB, particularly with the Police. The working group also ask that they consider extending their early intervention initiatives into primary schools if possible and whether a focus on youth forums would be useful.
2. Consider the continued funding of the Police Partnership Analyst for 2023/24.

3. Explore the possibility of providing those that work within the ASB and other related teams with mental health first aid training.

3.5 The Community Safety Charter

3.5.1 The Community Safety Charter (CSC) is an initiative set up by the Neighbourhood Watch Network with the aim to involve a wide range of local organisations in crime prevention and work towards the goal of eliminating harassment, ASB and intimidation. The CSC is a free scheme that will allow the Council to deliver clear and consistent messaging through their promotional material, have access to interactive training modules and share ideas and good practices with other groups and organisations. Signing up to the CSC will also demonstrate the council's commitment to help create a more positive, safer environment for those that live in the district.

3.5.2 Neighbourhood Watch groups are valuable crime prevention initiatives and members also noted the ongoing partnership building work between the Council local neighbourhood watch schemes.

3.5.3 ACTIONS (No costs as delivered within current resource)

1. The council sign the Community Safety Charter and advocate for partners to do the same.

3.6 CCTV

3.6.1 CCTV is a valuable tool that the council takes advantage of to both help prevent ASB as well as identify perpetrators. Logically the success of CCTV cameras is dependent on having a clear field of view. The working group did identify some instances in which cameras have been blocked through the construction of new buildings and overgrown trees for example. Currently the locations of cameras are not changed unless a problem has been identified with the field of vision. Therefore, the working group recommends that the location of CCTV cameras is reviewed on an annual basis and action is taken to remove obstructions where necessary.

3.6.2 It is possible for some of the CCTV cameras used by the council to utilise a facial recognition facility, however this is currently switched off. There was consideration given to whether this facility could be utilised more however there are a number of issues that mean implementation would be challenging. Firstly, the software used in the CCTV control room would need to be upgraded to allow for facial recognition to be used. Secondly it could be considered a violation of privacy. Facial recognition cameras scan the identities of all those that come within range of the cameras and stores this data for future use. A recent court case brought against the South Wales police has raised a question over the legality of facial recognition. It is because of these issues that the use a facial recognition facility should not to be implemented by the council at this time. Instead the working group recommends that further research is carried out into the use of facial recognition and explore whether its use might be viable in the future or not.

3.6.3 When a call is made to the CCTV control room, an operator must be on site to answer the call and view the relevant cameras regardless of the time of day. There are approximately 70 screens and hundreds of cameras that must be monitored so it is unrealistic to expect all of them to be viewed at once. There is currently a CCTV partnership agreement in place between Newark and Sherwood District Council, Ashfield District Council and Broxtowe Borough Council. The costs of maintaining and running the CCTV control room are shared amongst the partners. The services provided by the control room are varied. The main function is to provide CCTV monitoring but the control room is also used by all three authorities for out of

hours calls (out-of-hours housing repair calls for example). The working group therefore recommends that the ASB team 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. The working group would also like consideration being given to the possibility of bringing the CCTV operation back in house.

3.6.4 ACTIONS

1. The location of CCTV cameras is reviewed on an annual basis and action is taken to remove obstructions where necessary.
2. Further research is carried out into the use of facial recognition.
3. ASB team 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.
4. The working group would also like consideration being given to the possibility of bringing the CCTV operation back in house.

4.0 Summary of Recommendations

Improve Communications

- a. Launch an ASB communications campaign that aims to help residents define and identify cases of ASB and how they can be reported to the council and its partners.
- b. An ASB communications plan to be developed annually as a business-as-usual task to keep residents informed with ongoing initiatives and updates from across the district.
- c. Endorse a quarterly ASB newsletter created by the Community Safety team that provides updates to all members and selected partners.
- d. Information on ASB and current initiatives to be included as part of the member induction process.
- e. Review the ASB online reporting process and make it more user friendly.

CPOs

- f. Implement changes to the way the CPOs operate to improve visibility in the community.
- g. Consider the purchase of an additional hybrid vehicle so that the Council can increase the capacity and presence of CPOs in the district at an approximate cost of £30,000. and explore whether there is scope in the future or not to exchange the two electric vehicles currently used by the CPOs with two other vehicles currently used elsewhere in the council's fleet.
- h. Consider upgrading the charging infrastructure at Castle House to increase the capacity of the electric vehicles.
- i. Review the location of the stray dog kennel once the current contract expires.

Partnership working

- j. Continue to work closely with partners and ensure the council retains a strong focus on a collaborative approach to tackling ASB, particularly with the Police. The working group also ask that they consider extending their early intervention initiatives into primary schools if possible and whether a focus on youth forums would be useful.
- k. Consider the continued funding of the Police Partnership Analyst for 2023/24.
- l. Explore the possibility of providing those that work within the ASB and other related teams with mental health first aid training.

The Community Safety Charter

- m. The council sign the Community Safety Charter and advocate for partners to do the same.

CCTV

- n. The location of CCTV cameras is reviewed on an annual basis and action is taken to remove obstructions where necessary.
- o. Further research is carried out into the use of facial recognition.
- p. ASB team 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.
- q. Consideration being given to the possibility of bringing the CCTV operation back in house.

5.0 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.

5.1 Financial Implications (FIN22-23/9715)

5.2 Not all of the proposed actions have financial implications, those that do, are summarised below.

Recommendation	Description	Capital £	Revenue £	Notes
g.	X1 New Hybrid Vehicle	£30,000	£3,000	Running costs
h.	Upgrade Charging infrastructure	£50,000	Unknown	£25,000 DNO + up to £25k for ultra fast charging
k.	Continue funding Partnership Analyst	£0	£17,500	2023/24 onwards

5.3 Should the above recommendations be endorsed:

- g. the Capital Programme budget should be increased by £30,000 to purchase one additional hybrid van. This should be financed from the change management reserve, to minimise the impact on the revenue budget.

An additional £3,000 will need added to the Environmental Services budget as a growth item, which would be recharged to Public Protection.

- h. Quotes have been requested from Metric and BP regarding the charge points, but at the moment, an indicative cost would be £25k with a further cost of £18,000 - £25,000 for the ultra fast charge point. Other charge points have attracted government funding, so some investigation into whether this would be applicable here will be required. There will be additional revenue costs if the ultra fast charge points are installed as this will result in additional electricity costs.
- k. the additional budget required to pay for the Council’s share of the Partnership Analyst post in 2023/24 and future years would need to be included as a growth item as part of the 2023/24 budget setting process.

- 5.4 Regarding recommendation k., the Bassetlaw, Newark and Sherwood Community Safety Partnership (CSP) consists of the two district councils, Nottinghamshire County Council and the Nottinghamshire Office of the Police and Crime Commissioner (PCC). For 2023/24, it is currently proposed that the Partnership Analyst spends their time working equally for the two district councils. It is currently proposed that the estimated cost of the analyst, currently £35,000, be split equally between the two district councils. The Council would therefore need to add £17,500 to its budget in 2023/24 and future years to pay for its share of the post.
- 5.5 The Domestic Abuse Act 2021 placed new duties on English local authorities. As a result of this legislation, the Council has received £31,000 annually in 2021/22 and 2022/23 to fund the costs of its new duties. The Council currently expects to receive similar amounts in future years. If the Council does receive this grant funding, it may use some of the monies received towards the costs of the Partnership Analyst, subject to agreement between the relevant officers.

Background Papers and Published Documents

None



Report to: Cabinet Meeting - 21 February 2023

Portfolio Holder: Councillor Roger Jackson, Cleaner, Safer, Greener

Director Lead: Matthew Finch, Director - Communities & Environment

Lead Officer: Ryan Oliff, Waste & Recycling Manager, Ext. 5682

Report Summary	
Type of Report	Open Report, Non–Key Decision
Report Title	Changes to the Collection of Waste - Upholstered Domestic Seating
Purpose of Report	To notify of the required operational changes to ensure legal compliance associated with how waste containing Persistent Organic Pollutants (POPs) is collected and disposed of.
Recommendations	<p>That Cabinet:</p> <ul style="list-style-type: none"> a) approve the proposed changes detailed in this report to ensure that there are sufficient resources to facilitate the changes in collections; b) approve that 3 additional staff be added to the establishment in line with paragraph 4.1 below; and c) approve the vehicle purchase to be financed from the change management reserve in line with paragraph 4.1 below.
Alternative Options Considered	Officers have considered alternatives to the proposed solution and consulted Councils across Nottinghamshire. Some are choosing to re-direct cleansing resources to undertake this function, whilst others have no plans as yet. The size of Newark and Sherwood, accounting for one-third of the landmass of Nottinghamshire, and the volume of fly tips due to its size and connectivity to main trunk roads, are considerations specific to the N&S area. Given the Community Plan objectives to cleaner, safer and greener, it is also not recommended to divert away resources from cleansing duties.
Reason for Recommendations	In order to meet the new legislative requirements and mitigate the risk of service reduction in cleansing services which are valued by local residents and a key component of the Council’s work to create a Cleaner, Safer, Greener Newark & Sherwood as set out in the Community Plan.

	The community plan includes an objective of enhancing and protecting the district’s natural environment and the proposed changes will ensure that POPs are disposed of properly and prevented from being distributed geographically.
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1.0 Background

1.1 On 25 August 2022, the Environment Agency contacted all local authorities in England to notify them that the way Waste Upholstered Domestic Seating (WUDS) is to be collected and disposed of is to change.

The Environment Agency has undertaken an investigation and confirmed the widespread presence of very large quantities of Persistent Organic Pollutants (POPs) and other hazardous chemicals in both the textiles and foam of upholstered domestic seating. Items that we would refer to as Bulky Waste items. The law requires that POPs in this type of waste are destroyed to prevent lasting environmental harm and impacts on the food chain. This means waste containing POPs must be incinerated and must not be re-used, recycled or landfilled.

1.2 The new legislation requires all waste containing POPs are to be kept separate at all parts of the collection and transport process.

1.3 We collected nearly 7,000 bulky items from around 3500 properties in 2021/22. Just over 40% of these items would fall under the new regulations and will need collecting separately. This averages at 54 items per week. 65% of these items are settees/sofas and 35% are armchairs /office chairs or dining chairs.

All bulky waste items (apart from electrical items) have traditionally been collected together and crushed in the back of a refuse collection vehicle. They are then disposed of together when the load is ejected at the waste transfer station. Under the new legislation this will no longer be an acceptable practice.

1.4 In 2021-22, over 2500 fly tipped jobs were completed. The figures show that 12 items per week that would be considered POP are cleared across the district. Traditionally all fly tipped items have been collected together in a Hit Squad type vehicle. New legislation means that the POP items contained within a fly tip will also need to be collected and transported separately from other waste.

2.0 Proposal/Details of Options Considered

2.1 The Environment Agency advised that all upholstered items will require incineration from 1 January 2023 which is a County/Veolia responsibility. There was no specific reference that collections needed to take place from this date and we were working to an operational live date of 1 April 2023. However, we were notified by Nottinghamshire County Council during the week before Christmas that there is a requirement for all collection authorities to collect and transport all upholstered items (including sofas, sofa beds, armchairs, kitchen and dining room chairs, foot stools, office chairs, futons, bean bags and sofa cushions) to Veolia’s Waste Transfer Station at Welshcroft Close at Kirkby-in-Ashfield from 1 January 2023.

- 2.2 As our traditional transport infrastructure will not be acceptable moving forward, we will need to purchase an additional, differently specified vehicle to carry out both Bulky Waste and Fly Tip POP collections. This vehicle will then need to transport the items directly to the dedicated transfer station at Kirkby in Ashfield.
- 2.3 Travelling to the waste transfer station will add a significant amount of journey time to empty the vehicle. Kirkby in Ashfield is 25 miles from Newark and a return journey would take 1.5 hours. It is 35 miles from the furthest point in the district and would have a return journey time of 2 hours. We will also need to factor in the unloading time as there will be up to 7 Councils using the facility potentially leading to extended waiting times before we can manually unload each item.
- 2.4 The Persistent Organic Pollutants Regulations 2007 is enforceable by the EA from 1 January and whilst they have a duty to enforce the legislation, they do have a margin of discretion as to how to exercise the powers in a reasonable and proportionate manner.

They have advised that from January 2023, the intention is to review the state of compliance nationally and to contact non-complying local authorities. The expectation is that local authorities work towards compliance including putting in contingency plans.

From August 2023, the EA will be undertaking targeted site visits, reviewing processes, carrying out audits and tracking waste movements. They will then consider whether enforcement action is proportionate and appropriate.

It is important that as a responsible local authority, we are setting the standard in terms of legal compliance. Veolia have also committed to ensuring compliance and therefore if POP items were mixed with other waste and tipped at a Veolia facility, it would result in a rejected load and leave us with no other disposal outlet to accept this waste.

- 2.5 The collection of the upholstered furniture will take place over 5 days with the number of bookings being distributed across the week to reflect the additional journey time (those on the West of the district will be significantly nearer to the disposal point than those on the East).

The collections will be carried out by 2 operatives in a 7.5 tonne truck and they would collect 10-14 booked jobs per day plus any reported fly tipped jobs in that area. The team would make 1 or 2 trips to the transfer station at Kirkby-in- Ashfield.

Residents will be required to make a separate booking for these items and will be advised to present them separately from any non-POP items. The items must be collected separately and can only be transported mixed with other POP items. The regulations also require the POP items to remain intact to prevent any of the persistent organic pollutants from escaping into the environment. Therefore, a refuse collection vehicle would not be appropriate due to the compaction of waste and van/truck would be required

- 2.6 History has shown that all changes in legislation that result in an item or material becoming more difficult to dispose of will have a knock-on effect on fly tipping figures and officers are expecting the number of fly-tipped items to increase.

- 2.7 The bulky waste booking system will be amended to allow residents to make a separate booking in a similar way to how a fridge/freezer is booked. 11% of bookings include both POP and non-POP items so there is a need to be able to separate these bookings and the teams will be using a handheld electronic device to manage the work.
- 2.8 The team that collects bulky waste also collect waste from schools and a number of HMO/assisted living complexes. As the proposed new team will be collecting the POP bulky items, this will reduce the number of bookings and items that the usual 'excess' crew would be collecting. This will free up capacity to generate income with additional paid domestic or commercial bulky waste collections.
- 2.9 Officers are still awaiting industry guidance on the health and safety requirements of collecting these items. It is anticipated that there will be guidance from the Waste Industry Safety and Health forum in the coming weeks, but this will be after collections have started. Operatives are issued with gloves as part of their standard PPE, but they will be instructed to wear a mask if they are handling POP items that are damaged as an added precaution. The current risk assessment will be updated to reflect this and will be reviewed as further industry guidance is published.
- 2.10 The Business Manager had included a note in the Fees & Charges for bulky waste for 2023-24 to reflect this new service so this can be reviewed after the initial collection period from January 2023. The current pricing structure is £13 for the first item and £7 for subsequent items which will include POP and non-POP items.
- 2.11 Officers have considered alternatives to the proposed solution and consulted Councils across Nottinghamshire. Some Councils are choosing to re-direct cleansing resources to undertake this function, whilst others have no plans as yet. The size of Newark and Sherwood, accounting for one-third of the landmass of Nottinghamshire, and the volume of fly tips due to its size and connectivity to main trunk roads, are considerations specific to the N&S area. Given the Community Plan objectives to cleaner, safer and greener, it is also not recommended to divert away resources from cleansing duties.

3.0 Short Term Collection Arrangements

- 3.1 In response to the short notice period to be compliant, a 3.5 tonne vehicle has been hired for 8 weeks at a cost of £300 per week. It will be staffed by garden waste operatives who are stood down from week commencing 2nd January and the following weeks it will be resourced by street cleansing operatives who will be re-deployed to carry out the collections from week commencing 9th January. This is a very short-term fix and can in no way be considered to be even a medium-term fix.
- 3.2 The website has been updated to reflect the changes and to advise residents who have POP and non-POP items that there will be a different crew collecting these items and it is likely to result in different collection times. There are similar messages for those reporting fly tipping.

4.0 **Implications**

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

4.1 **Financial Implications (FIN22-23/1338)**

As per paragraph 3, the short-term arrangements are costing £300 pw. This cost can be funded from existing Environmental Service revenue budgets.

The table below sets out the costs that have been added to 2023/24 Capital and Revenue Budget in order to facilitate the changes in the collections.

There will be a requirement for 3 FTE's at grade NS05 to cover the post and to provide cover for annual leave and sickness.

A 7.5 tonne truck with a tail lift will be required to carry out these collections at a cost of approximately £75,000, along with running costs in the region of £22,000. It is recommended that the vehicle purchase is financed by the Change Management Reserve.

Expenditure	Capital	Revenue
New Vehicle	75,000	
Vehicle Running Costs		22,010
Staffing Costs (inc on costs)*		89,610
Total	75,000	111,620

**Estimated at the top of the scale*

The lead times involved in acquiring a vehicle can be extensive. It is anticipated that should vehicle need to be hired into 2023/24 financial year, that the costs can be funded from the additional budgets set up for running costs.

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.

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

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