



Civic Centre,  
Arnot Hill Park,  
Arnold,  
Nottinghamshire,  
NG5 6LU

# Agenda

## Cabinet

Date: **Thursday 1 June 2017**

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Time: **12.30 pm**

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Place: **Reception Room**

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For any further information please contact:

**Lyndsey Parnell**

Senior Democratic Services Officer

0115 901 3910

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# Cabinet

## Membership

**Chair** Councillor John Clarke

**Vice-Chair** Councillor Michael Payne

Councillor Peter Barnes  
Councillor David Ellis  
Councillor Gary Gregory  
Councillor Jenny Hollingsworth  
Councillor Henry Wheeler

**Observers:** Councillor Chris Barnfather

## **AGENDA**

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## **MINUTES CABINET**

**Thursday 6 April 2017**

Councillor John Clarke (Chair)

Councillor Michael Payne  
Councillor Peter Barnes  
Councillor David Ellis

Councillor Gary Gregory  
Councillor Jenny Hollingsworth  
Councillor Henry Wheeler

Officers in Attendance: L Parnell, M Hill, J Robinson, D Wakelin, M Cryer,  
J Gray, J Sheil, P Whitworth and F Whyley

**83 APOLOGIES FOR ABSENCE.**

None received.

**84 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE  
MEETING HELD ON 9 MARCH 2017.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**85 DECLARATION OF INTERESTS.**

Councillor Clarke declared a non-pecuniary interest in the Bestwood Country Park Collaborative Agreement, as a member of the decision making body at Nottinghamshire County Council who had approved the agreement.

**86 WOODBOROUGH CONSERVATION AREA APPRAISAL**

The Service Manager, Planning Policy, introduced the report, which had been circulated prior to the meeting, seeking approval for the Woodborough Conservation Area Character Appraisal including proposed boundary changes to the Conservation Area and approval of the Management Plan which is included within the appraisal.

**RESOLVED to:**

- a) Approve the appended Woodborough Conservation Area Character Appraisal and Management Plan and the recommended boundary changes therein; and

- b) Authorise the Service Manager of Planning Policy to notify the Secretary of State of the boundary changes, and advertise the boundary changes as required by statute.

**87**

### **SHARED SERVICE FOR PROCUREMENT SERVICES**

The Deputy Chief Executive and Director of Finance presented the report, which had been circulated prior to the meeting, seeking approval for the Council to enter into a Shared Service contract for Procurement Services through the Nottinghamshire and Derbyshire Procurement Unit.

#### **RESOLVED:**

- a) To agree to the proposal to enter into a shared service arrangement for the provision of procurement services via the Nottinghamshire and Derbyshire Procurement Unit (NDPU) hosted by Bassetlaw District Council; and
- b) That the Deputy Chief Executive and Director of Finance be authorised to represent Gedling Borough Council on the Joint Procurement Board as part of the shared service arrangement.

**88**

### **BESTWOOD COUNTRY PARK COLLABORATIVE AGREEMENT**

Councillor Clarke, having declared an interest in the item, left the meeting.

The Service Manager, Parks and Street Care, presented a report, which had been circulated prior to the meeting, seeking approval to enter into a collaborative arrangement with Nottinghamshire County Council for the joint management of general operations and the visitor offer at Bestwood Country Park.

#### **RESOLVED to:**

- a) approve the establishment of a collaborative arrangement between Nottinghamshire County Council and Gedling Borough Council for the management of general operations and visitor offer at Bestwood Country Park;
- b) Authorise the Deputy Chief Executive and Director of Finance in consultation with the Director of Organisational Development and Democratic Services to negotiate and conclude a collaborative agreement to facilitate the collaborative arrangement; and
- c) Authorise the Deputy Chief Executive and Director of Finance to represent Gedling Borough Council on the Governance Board established as part of the collaborative agreement to oversee the collaborative arrangement.

Councillor Clarke re-entered the meeting,

**89 SOUTH NOTTINGHAMSHIRE HOMELESSNESS STRATEGY**

The Housing Strategy and Development Officer presented a report, which had been circulated prior to the meeting, updating Members on the development of the South Nottinghamshire Homelessness Strategy 2017-2021 following wider consultation and prior to final drafting

**RESOLVED to:**

- a) Note the progress on the South Nottinghamshire Homelessness Strategy.
- b) Agree that the strategy is presented again to Cabinet later in the year in its final format so seek approval to publish once the implications of the Homelessness Reduction Bill are fully known.

**90 FORWARD PLAN**

Consideration was given to a report of the Service Manager, Elections and Members' Services, which had been circulated prior to the meeting, detailing the Executive's draft Forward Plan for the next four month period.

**RESOLVED:**

To note the report.

**91 PROGRESS REPORTS FROM PORTFOLIO HOLDERS.**

**Councillor Michael Payne (Resources and Reputation)**

- Customers can now change their circumstances for Council Tax online.
- Staff mileage and expense claims can now be made online.
- The Communications Team had recently led on arranging the Pride of Gedling Awards with Nottingham Evening Post, which were superb.
- The "Keep Me Posted" service was advertised when council tax bills were sent out. This resulted in an additional 1000 subscribers.
- An April fool's video about dog fouling posted to social media by the Communications Team had received 22,000 views and had appeared on 80,000+ Facebook timelines.
- The IT team had been working with the Department of Work and Pensions' Job Centre to provide training and advice about computer use and providing information about grants to get a computer.

### **Councillor Jenny Hollingsworth (Growth and Regeneration)**

- The examination of the Local Plan has now concluded and the inspector had requested some updated information.
- An application had been made to the Homes and Communities Agency capacity funding to be used to deliver a number of projects aimed at bringing forward land for development.
- 2 business engagement events, in Calverton and Arnold, had been held and had been well received. A further two events are planned to take place.
- Industrial Strategy is out for consultation.
- A consultation on East Midlands Trains services is ongoing and a specific consultation will take place in Netherfield.
- Shareware now providing good quality clothing free of charge at the Beacon Church.
- Confirmation had been received that Sainsbury would build a superstore at the Colwick Loop Road site by 2020. The Leader asked that the Chief Executive and Member of Parliament be thanked for their lobbying of the company.

### **Councillor David Ellis (Public Protection)**

- The Council have been approved as part of the Notts Hygiene Accreditation Scheme to use the scheme to rate businesses providing tattoos, piercings and semi-permanent make up.
- A series of training courses on modern slavery had been held and attended by the Portfolio Holder.
- The Portfolio Holder attended the final event of Women's Month, a performance of the Vagina Monologues at the Bonington Theatre.

### **Councillor Gary Gregory (Community Development)**

- The Heritage Lottery Big Group had now had their first meeting.
- The Portfolio Holder had contacted Age UK about developing pop up shops in the Arnold area for the Men in Sheds and Arnold Arts Society.
- Ley Street park project opened by the Mayor.
- The Portfolio Holder had attended a meeting of the Senior's Council, which had been well organised and a number of projects had been set out.
- It had been agreed that part of Arnot Hill Park would be designated no smoking during Arnold Carnival.
- Arnold Arts Society would celebrate their 50<sup>th</sup> anniversary at Pondhills on the 10<sup>th</sup> of May.
- A book festival would be held from the 17<sup>th</sup> to 22<sup>nd</sup> of July.

### **Councillor Peter Barnes (Environment)**

- The Gedling Country Park visitor building was under construction and the park had been very busy over the weekend.
- Litter and dog fouling remain a problem across the Borough.

#### **Councillor Henry Wheeler (Housing, Health and Well-being)**

- Nottingham North East CCG had indicated that they are facing significant efficiency saving targets and were looking at combining resources with neighbours.
- Gedling was the first district to submit a formal bid to the Sport England local plans fund, covering health and wellbeing broadly.
- A sugar awareness campaign was to begin on 19 May.
- A very successful event had been held at Carlton Forum Leisure Centre with 237 swims in one day, free squash and table tennis and access to the health suite as part of International Women's Day.
- A young person was now taking part in the tobacco declaration working group aiming to get schools on board.
- Work was being undertaken to look at co-ordinating efforts across the public and third sector around domestic violence, sexual abuse and incest.

#### **Councillor John Clarke (Leader of the Council)**

- The Leader and Leader of the Opposition were looking at undertaking fundraising for a young person that they met at the Pride of Gedling awards.
- Age UK would be using Arnot Hill Park for their 75<sup>th</sup> national celebration.
- The Leader had recently met with Ariva trains regarding the local rail franchise.
- The Leader had been involved in an issue regarding the hedges at Gedling Country Park with Bloor Homes.
- The Council's Keep Me Posted service now had around 25,000 subscribers.

#### **92 MEMBER'S QUESTIONS TO PORTFOLIO HOLDERS.**

None.

#### **93 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.**

None.

The meeting finished at 1.55 pm

Signed by Chair:  
Date:



## **Report to Cabinet**

**Subject: Community Asset Transfer of Arnold Hill Community Centre to Eagle's Nest Church**

**Date: 1 June 2017**

**Author: Service Manager – Community Relations**

### **Wards Affected**

1.1 All

### **Purpose**

2.1 To obtain Cabinet approval for the community asset transfer of Arnold Hill Community Centre, from Gedling Borough Council to Eagles' Nest Church by way of a 99 year, full repairing lease.

2.2 To authorise the Deputy Chief Executive and Director of Finance to approve the terms of the lease.

### **Key Decision**

3.1 This is not a key decision.

### **Background**

#### Gedling Borough Council Community Asset Transfer Policy

4.1 Cabinet adopted a Community Asset Transfer Policy in October 2015. The aims of the policy are:

- To identify the process and tools that will enable the successful delivery of a future asset transfer programme.
- To recognise the capacity needs of local groups wishing to take on local authority assets.
- To ensure a thorough risk assessment of asset transfer is undertaken.
- To define the legal form a transfer agreement would take.

#### The Gedling Community Asset Transfer Development programme

4.2 The Community Relations Service Area has been working alongside a selection

of local community organisations in support of their pursuit of community asset transfer. One of these groups was Eagle's Nest Church who had expressed an interest in Arnold Hill Community Centre.

#### Eagle's Nest Church Community Asset Transfer Submission

4.3 In accordance with the Asset Transfer Policy, organisations wishing to take on more responsibility for a community facility must engage in consultation with relevant stakeholders, ensure that the required statutory policies and public liability insurances are in place and demonstrate a robust business plan for ongoing management of the facility. These details need to be submitted to the Council by way of a formal submission.

4.4 A submission was received from the Eagle's Nest Church on Friday 15<sup>th</sup> July 2016 and the public consultation period ended on 19<sup>th</sup> August. On 29 September 2016 Cabinet agreed that officers should enter into negotiations with the Eagle's Nest Church with a view to effect community asset transfer of the Arnold Hill Community Centre by way of a 99 year, full repairing lease under a 'peppercorn rent' arrangement.

4.5 In accordance with the Community Asset Transfer Policy, consideration has been given to the appropriate rental value of the lease. Section 123 of the Local Government Act 1972, gives the Council the power to dispose of land in a manner it wishes but stipulates it may not do so for a consideration less than best that can be reasonably obtained. The General Disposal Consent (England) 2003 enables the Council to dispose of land at less than best consideration that can reasonably be obtained in certain circumstances. A peppercorn rent has been agreed for Arnold Hill Community Centre following an assessment of Eagle's Nest Church's business plan. The plan sets out the intention for a multi-use community centre hub for the people of Arnold that develops new provision such as a seniors café, girls youth club, lifestyle and money management support, summer holiday activities, volunteer development and training and the continuation of the current health, education and arts and performance activities at the centre. It is therefore deemed the following circumstances apply in accordance with the General Disposal Consent (England) 2003:

- The asset transfer will contribute to the promotion and improvement of economic and social well-being of residents within the wider local area.

4.6 Members also noted on 29 September 2016, that any subsequent lease agreement would be subject to Cabinet approval following the successful completion of necessary facilities, legal and financial investigations and the establishment of an agreed transition plan for the community asset transfer. An operational transition plan has been agreed by Council officers and Eagles Nest Church to ensure the smooth transfer of the building. This covers key themes such as the transfer of health and safety responsibilities, contractor liaison, operational and maintenance procedures, transferring existing customers, liaison with Arnold Hill Academy as the owner of the car park and post transfer support offered by the Community Relations Service Area. The



Council's Legal and Property Services have investigated all relevant land issues, building and site covenants and current maintenance responsibilities and the transfer of these have been agreed with Eagle's Nest Church within the Heads of Terms following a period of negotiation. Financial investigations have also been undertaken; in particular some additional costs have been identified in support of the transfer process following consideration of the Legal and Property assessments. These additional costs are explained in the Financial Implications of this report.

#### Negotiating the terms of the lease

4.7 Officers have been negotiating the terms for the new lease agreement with Eagle's Nest Church and a Head of Terms has been agreed in principle by both parties.

4.8 In line with the Community Asset Transfer Policy, the Council and Eagle's Nest will enter into a transfer agreement that will monitor progress against the business plan included as part of the Asset Transfer Submission and ensure the areas covered in the operational transition plan are managed effectively post-transfer.

#### **Proposal**

5.1 It is proposed that:

- In accordance with the Community Asset Transfer Policy, Cabinet agree to the transfer of Arnold Hill Community Centre from the Council to Eagle's Nest Church by way of a 99 year, full repairing lease under a 'peppercorn rent arrangement'.
- The Deputy Chief Executive and Director of Finance be authorised to approve the terms of the lease.

#### **Alternative Options**

6.1 An alternative option is not to agree to the transfer of the Community Centre and maintain the current arrangements. In such circumstances, the Council would need to retain responsibility for the community centre management.

6.2 This option would restrict the Council in achieving best value and projected savings in the Community Centres Management budget, and limit the potential for innovation and growth of services to the community.

6.3 A further alternative is to consider the site for disposal. Arnold Hill Community Centre is one of the newest facilities in the Council's portfolio of community centres. The centre is in a prime location in an area of substantial community need. Retention of the centres' use as a community hub supports wider Council aims to develop and address the health, wellbeing and community resilience of that area.

6.4 Another option would be to effect community asset transfer of the Arnold Hill Community Centre by freehold transfer, under different lease arrangements or by

entering into a licence. This option would potentially restrict the ability of the new management organisation to access grant funding and to pursue other opportunities for sustainability and growth.

## **Financial Implications**

7.1 The external Community Ownership and Management of Assets funds previously received from the Cabinet Office has enabled the Council to meet the additional costs of commissioning surveys and consultancy support to allow organisations going forward with community asset transfer to undertake necessary organisational development, create business plans and to appoint independent legal and technical advice. Eagle's Nest Church has benefitted from this.

7.2 Subject to successful completion of the community asset transfer, the proposed budget savings for the Arnold Hill Community Centre cost centre will be £16,300 per annum based on 2016/17 budgets.

7.3 During the negotiation of the Head of Terms additional costs to the Council have been identified to support the transition of management from the Council to Eagle's Nest. This has totalled approximately £5,000, which will be met from the Transformation Fund, and relates to:

- Onsite works identified in the Centre's legionella management plan
- Removal of trees, shrubs and dated lamp columns in the car park area
- Extension of staffing on-site for a period of two months due to extended Heads of Terms negotiations
- Onsite utility and maintenance costs for a period of two months due to extended Heads of Terms negotiations.

## **Staffing implications**

8.1 The caretaker currently in post at Arnold Hill Community Centre is employed on a temporary contract which will cease when transfer is undertaken therefore no financial implications arise from the proposed asset transfer, i.e. redundancy. In addition TUPE does not apply.

## **Appendices**

9.1 None.

## **Background Papers**

10.1 Community Asset Transfer Policy

## **Recommendations**

11.1 It is recommended that Cabinet:

- a) In accordance with the Community Asset Transfer Policy, agree to the transfer of Arnold Hill Community Centre from Gedling Borough Council to Eagle's Nest Church by way of a 99 year, full repairing lease under a 'peppercorn rent' arrangement; and
- b) Authorise the Deputy Chief Executive and Director of Finance to approve the terms of the lease.

### **Reasons for Recommendations**

12.1 To facilitate a transfer of Arnold Hill Community Centre in accordance with the Council's Community Asset Transfer Policy and to enable officers to draw up a lease agreement that confirms the transfer of Arnold Hill Community Centre to Eagle's Nest Church.

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**Notice to the Chairman of the Overview and Scrutiny Committee under the  
Local Authorities (Executive Arrangements) (Access to Information) (England)  
Regulations 2012 – Regulation 10**

Notice is hereby given that the following Key Decision, which has not been published 28 clear days in advance in accordance with regulation 9 of the above Regulations, will be considered at the Cabinet meeting scheduled for 1 June 2017.

Council Plan and Budget Outturn and Budget Carry Forwards 2016/17

Reasons why compliance with regulation 9 is impracticable:

The Council is unable to publish details of the key decision 28 clear days in advance due to an error when publishing notice of key decisions. The Council is required to adhere to a statutory timetable for the closedown of accounts so it is necessary for this item to be reported to this meeting of Cabinet.

**John Robinson**  
**Chief Executive**

9 May 2017

**Notice under Regulation 11 of the Local Authorities (Executive Arrangements)  
(Access to Information) (England) Regulations 2012**

Notice is hereby given that the Chairman of the Overview and Scrutiny Committee has agreed that the following Key Decision, which will be considered at the Cabinet meeting scheduled for 1 June 2017 is urgent and cannot reasonable be deferred:

Council Plan and Budget Outturn and Budget Carry Forwards 2016/17

Reasons why the decision is urgent and cannot reasonably be deferred:

The Council is unable to publish details of the key decision 28 clear days in advance due to an error when publishing notice of key decisions. The Council is required to adhere to a statutory timetable for the closedown of accounts so it is necessary for this item to be reported to this meeting of Cabinet.

**John Robinson**  
**Chief Executive**

9 May 2017

## **Report to Cabinet**

**Subject:** Gedling Plan and Budget Outturn and Budget Carry Forwards 2016/17

**Date:** 1 June 2017

**Author:** Senior Leadership Team

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### **Wards Affected**

Borough-wide

### **Purpose**

This report presents the Gedling Plan and Budget Outturn and Budget Carry Forwards for 2016/17.

Cabinet is asked to note the final outturn position for 2016/17 and:

- a) Approve the movements on earmarked reserves and provisions;
- b) Note the capital carry-forward budgets approved by the Chief Financial Officer in accordance with Financial Regulations;
- c) Approve the carry forward of non-committed capital budgets from 2016/17 as additions to the 2017/18 budget for referral to Council, in accordance with Financial Regulations;
- d) Recommend that Council approve the method of financing the 2016/17 capital expenditure which includes making the Capital Determinations required by the Local Government and Housing Act 1989.

### **Key Decision**

This is a key decision

### **Background**

- 1.1 The Gedling Plan 2016-19 was approved by Council on 7 March 2016. The Plan set out the priorities, objectives and top actions for the Council along with the associated budgets.
  - 1.2 This report highlights continued good management of the Revenue and Capital budgets and overall Council performance.
-

- 1.3 During 2016/17 Cabinet received the usual Gedling Plan quarterly monitoring reports and approved a number of budget amendments to align resources to meet identified budget pressures, managing within the overall maximum revenue budget of £12,706,700 approved by Council. Capital budgets have also been monitored by Cabinet to ensure schemes are appropriately profiled, with the current estimate for 2016/17 being approved at £4,154,700.
- 1.4 The Council's Financial Regulations allow for the carry forward of capital and revenue budgets to the new financial year where there is an underspend against the approved budget. Approval of full Council is required for schemes, which are not contractually committed, with a value over £50,000 for Capital and £10,000 for Revenue. There is one capital scheme that requires Council approval. The Chief Financial Officer has delegated authority to approve all other carry forwards subject to reporting the source of the underspend and the subsequent use of the carry forward to the Portfolio Holder.
- 1.5 A full overview of our performance is shown on our website which can be accessed via the following link:
- <http://www.gedling.gov.uk/aboutus/howwework/prioritiesplansperformance/howisgedlingdoing/>
- Members are recommended to view these reports which provide valuable background detail to this summary paper. This provides a more in-depth review of indicators, actions and outcomes for quarter 4 and year end. A full set of papers that appear on the website have been printed and these reports are available in the Members' Room.
- 1.6 These reports contain explanations of variances from expected performance together with trend arrows for all the performance indicators within the Gedling Plan (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value) and progress bars for all Gedling Plan actions showing progress made against project milestones.
- 1.7 The assessment criteria used for actions and indicators is based on red amber and green traffic light symbols. To be assessed as green performance indicators must be in line with their expected performance at the end of the year, whilst actions must be on target against the "completed" or "in progress" milestones determined within Covalent.

## **Proposal**

### **2. Financial Performance and Budget Outturn 2016/17**

#### **2.1 General Fund Revenue Outturn 2016/17**

- 2.1.1 The actual net revenue expenditure for each Portfolio during 2016/17 is detailed in Appendix 1, together with explanations of major variances in expenditure and income.



2.1.2 The table below summarises the actual net expenditure for each Portfolio in 2016/17 compared to the current estimate. The current estimate is that approved by Cabinet in February 2017, adjusted by budget virements in the fourth quarter. During the financial year Cabinet approved a number of budget amendments as part of the quarterly monitoring process managing within the overall maximum budget approved by Council of **£12,706,700** (including budget carry forwards from 2015/16).

2.1.3 The table shows an overall General Fund underspend of **£40,734**, against the current estimate, equating to **0.3%**. Previous years have seen officers requesting carry forwards of underspends, however given the financial constraints that the Council is working under, no revenue carry forwards are being considered this year.

2.1.4 Given the extent of financial challenges facing the Council this represents a robust outturn position for the Council which leaves reserve balances above the estimated position. The outturn position will be analysed to identify any further underspends which can be removed from the future budget.

2.1.5 **General Fund Revenue Outturn 2016/17**

	Current Estimate 2016/17 £	Actual 2016/17 £	Variance to Current Estimate £
Community Development	1,578,500	1,533,753	(44,747)
Health & Housing	2,542,400	2,776,868	234,468
Public Protection	1,578,500	1,230,723	(347,777)
Environment	4,935,400	4,829,071	(106,329)
Growth & Regeneration	1,088,500	1,387,767	299,267
Resources & Reputation	1,862,500	1,314,343	(548,157)
<b>Net Portfolio Budget</b>	<b>13,585,800</b>	<b>13,072,525</b>	<b>(513,275)</b>
Transfers to/(from) Earmarked Reserves	(879,100)	(406,559)	472,541
<b>Net Council Budget</b>	<b>12,706,700</b>	<b>12,665,966</b>	<b>(40,734)</b>

<b>Less Financing:</b>			
Revenue Support Grant	(1,415,700)	(1,422,126)	(6,426)
Business Rates (net of Coll. Fund Deficit)	(2,700,300)	(3,035,204)	(334,904)
Council Tax	(5,526,600)	(5,526,537)	63
Council Tax Collection Fund Surplus	(100,100)	(100,082)	18
New Homes Bonus	(2,400,300)	(2,400,303)	(3)
<b>Transfer to/(from) General Fund Balance</b>	<b>(563,700)</b>	<b>(181,714)</b>	<b>(381,986)</b>

#### 2.1.6 **General Fund Balance at 31 March 2017**

The General Fund Balance at 31 March 2017 is £5,977,000, £382,000 higher than the current estimate of £5,595,000. This leaves £382,000 more than expected in balances which can be used to support the future budget and MTFP. This level of balances remains above the minimum required in the Council's Medium Term Financial Plan.

The £382,000 variance from the estimated closing General Fund Balance is analysed as follows:

- a) Additional Business Rates Income and Revenue Support Grant enable a contribution to balances of £341,000;
- b) The Revenue Budget underspend enables a reduced contribution from balances of £41,000.

Details of the total reserves held at 31 March 2017 are shown at Appendix 2.

#### **Major General Fund Revenue Variances from Current Estimate**

#### 2.1.7 **General Fund Financing Variances 2016/17**

Reasons for the variances in General Fund financing budgets are explained in the paragraphs below:

- **Revenue Support Grant (RSG) Funding**

During 2016/17 the Government top-sliced part of the RSG for allocation as New Homes Bonus effectively earmarking resources based on an estimate of the funds that would be required for that scheme. The actual resources distributed under that scheme was evidently finalised at an amount under the original estimate and the residual sums have been redistributed across Local Government on the basis of original funding allocations. This has resulted in additional grant funding of **£6,426** being allocated to Gedling.

- **Business Rates Retention**

Under the business rates retention scheme the portion of a local authority's income that comes from retained business rates will change according to movements in its local business rates income (which could move up or down) to provide an incentive for supporting local business growth.

The 2016/17 local government finance settlement provided each local authority with its baseline funding level against which movements in income will be measured. For Gedling this is £2,815,510.

Business Rates income in 2016/17 is based on the estimates provided to central government in January 2016 in the required statutory returns. Growth recognised in the accounts for 2016/17 is determined by a complex model in which it is initially recognised as income based on the estimated position, and is then adjusted in the following year, as required by regulation, via the Collection Fund surplus/deficit calculation which is based on actual outturn figures.

#### 2016/17 Business Rates Outturn

	Current Estimate 2016/17	Actual 2016/17	Variance
	£	£	£
Baseline Funding Level	(2,815,500)	(2,815,510)	(10)
Retained Growth Above Baseline	(358,700)	(613,707)	(255,007)
Renewables (100% Gedling)	(73,200)	(153,114)	(79,914)
<b>Total Income 2016/17</b>	<b>(3,247,400)</b>	<b>(3,582,331)</b>	<b>(334,931)</b>
Collection Fund Deficit	547,100	547,127	27
<b>Net Business Rates Income</b>	<b>(2,700,300)</b>	<b>(3,035,204)</b>	<b>(334,904)</b>

#### Business Rates Pooling

Gedling is a partner in a pooling arrangement with the other Nottinghamshire authorities (excluding the City). Under this arrangement each member makes the levy payments, if applicable, into the Pool that would ordinarily have been required to be paid to central government had the Pool not been in operation. The Pool funds are then distributed by Nottinghamshire County Council (as lead authority) to Pool Members on the basis of a Memorandum of Understanding. This ensures no Member is worse off by being in the Pool, by offering an equivalent “safety net mechanism” to that offered by central government for authorities not in a Pool, and then sharing any remaining surplus.

The Memorandum of Understanding requires that 50% of any Pool surplus be retained for use by the Combined Authority (or equivalent) for delivery of ‘N2’ projects and 50% would be distributed to individual Pool Members for local investment in economic development activity. This arrangement is continuing for 2016/17.

The Pool outturn figures for 2016/17 have been finalised with a sum of **£101,262** identified for redistribution to Gedling. This income is recognised in the Portfolio outturn figures and it is proposed that it be transferred to earmarked reserves for spend on economic development projects (see para 2.2.3). The equivalent sum will be held by the Pool for use by the Combined Authority.

#### 2.1.8 **Major Revenue Variances from Current Budget**

The underspend against the Net Portfolio Current Budget 2016/17 is £513,300 which is largely offset by net contributions to Earmarked Reserves of £472,500 which are detailed in paragraph 2.2.2. The major variances in the Net Portfolio budget are detailed below:

##### **Expenditure Variances in Excess of £10,000**

Additional expenditure has arisen in the following services:

- Economic Development projects £133,500 including Carlton Square and Arnold Town Centre projects, Tramline Extension feasibility and Apprenticeship, Skills and Employment activity (funded by contribution from earmarked reserves);
- Rent Allowances – £42,000 due to bad debt write offs.

Reductions in expenditure include:

- Employee Expenses – net saving of £184,000 against the current estimate. (Due to the underspend the budgeted transfer from the Transformation Reserve of £102,000 to offset the costs of redundancies has not been required);
- IT software £59,000 saving (£40,000 transferred to earmarked reserve);
- Fleet – net saving of £39,000 in respect of fuel, parts and licences;
- Car Park Maintenance saving £24,000;
- Utilities – net saving of £20,000 against the current estimate mainly in leisure centres and grounds maintenance;
- Economic Development consultancy £15,000 (transferred to earmarked reserves)
- Reduced Debtors bad debts provision £18,000;
- Internal Audit fees £13,000 saving due to reduced programme;
- Public Protection £12,000 saving on CCTV monitoring;
- Democratic Representation £12,000 saving on chauffeur and civic expenses;
- Estates £10,000 saving on consultancy (transferred to reserve).

## **Income Variances in Excess of £10,000**

Reductions in income include:

- Development Management £96,000 reduced planning fees (major application now expected in 2017/18);
- Local Taxation - Lower Council Tax Summons Costs income of £49,000 – improvements in recovery procedures have resulted in fewer cases reaching the summons stage. Council Tax collection rates have been maintained;

Additional income includes:

- Revenue S106 Contributions £81,400 (transferred to earmarked reserves for specific projects);
- Business Rates Pool Surplus £101,300 (transferred to earmarked reserves for economic regeneration projects);
- Leisure Centres £86,000 due to increased swimming lessons, DNA memberships and parties (part transferred to asset management reserve);
- Planning Policy New Burdens Grants £35,000 (transferred to earmarked reserves)
- Public Protection new grant for Crime Prevention £25,000;
- Cemetery Income £20,000 due to increased demand;
- Bulky Waste Income £15,000 due to increase in customers;
- Building Control Income of £15,000 due to increase in customers;
- Waste Recycling Credits £12,000

## **2.2 Earmarked Reserves and Provisions**

2.2.1 Reserves and provision requirements have been reviewed and transactions completed within the portfolio analysis.

### **2.2.2 Earmarked Revenue Reserves**

Earmarked Reserves are sums of money set aside to provide financing for future service expenditure plans and include specific external grants and contributions received.

The balance on Earmarked Reserves at 31 March 2017 is £4,504,000, £472,500 higher than the current estimate of £4,031,500. A full list of movements on Earmarked Revenue Reserves is included in Appendix 3 and these are proposed to Cabinet for approval. Reasons for the variance between the estimated and actual earmarked reserves are included in the portfolio analysis at Appendix 1.

### 2.2.3 New Contributions to Earmarked Reserves

Included in the Earmarked Reserves proposed for approval are 11 new contributions to reserves totalling £512,800 as follows:

- Business Rates Pool Reserve addition - £101,300 – this reserve contains the contributions from the Nottinghamshire Business Rates Pool for economic development projects as detailed in para 2.1.7;
- S106 Revenue Reserve - £81,400 - grants to fund future maintenance and project commitments;
- Asset Management Revenue Reserve addition - £105,000 - various service underspends to meet emerging maintenance pressures;
- Earmarked Grants addition - £41,400 – various grants received for specific projects;
- Transformation Fund addition - £40,000 – underspend in IT to meet the costs of digital transformation project work;
- Economic Development Fund addition - £30,000 – underspend in Economic Regeneration to provide for future project work;
- Community and Crime Reserve addition - £21,500 - from various service underspends to provide for community project work, including match funding for grant applications;
- Local Development Framework Reserve - £10,000 - from underspend in Planning Policy to provide for future inspection costs;
- Efficiency and Innovation Reserve addition - £35,000 - from underspend in Financial Services to provide for commercial consultancy and training expenses;
- Building Control Reserve addition - £29,200 – surplus on ring-fenced fee earning account (see para 2.4);
- Apprentice Reserve addition - £18,000 – underspend in leisure to fund intern.

### 2.2.4 Provisions

Provisions are made when an event has taken place that gives the Council an obligation that probably requires settlement but where the timing and precise amounts are uncertain. The table below details the movements in Provisions for 2016/17 which are now proposed to Cabinet for approval.

### Movement in Provisions

Description	Balance B/fwd 1/4/16	Movement in Year	Actual Balance 31/3/17
	£	£	£
Business Rates Appeals	942,000	96,000	1,038,000
Transferred Housing Stock – Environment Warranties	50,000	0	50,000
Transferred Stock Repairs	50,000	0	50,000
<b>Total</b>	<b>1,042,000</b>	<b>96,000</b>	<b>1,138,000</b>

Business Rate Appeals - The Business Rate Retention regime places a liability on the Council to refund ratepayers who successfully appeal against the rateable value of their properties on the rating list. A provision of £1,038,000 has been made, representing the Council's estimated share of such liabilities at 31 March 2017.

Transferred Stock Environmental Warranties - to provide for the payment of excesses under the Environmental Warranty provided to Gedling Homes under the Large Scale Voluntary Transfer (LSVT) arrangement. An excess of £25,000 makes it likely that the Council will be required to meet certain expenses over the life of the policy.

Transferred Stock Repairs - to provide for work required under warranties on the transferred properties referred to above.

### 2.2.5 Provisions for Bad Debts

Bad debts provisions are an estimate of the amount that will remain uncollectable after a certain time period and will require write off in the future accounts of the Council. They are calculated on the age and amounts of debt owed to the Council based on a hierarchical percentage i.e. the older the debt the greater the likelihood of non-collection. The table below details the movements in Bad Debts Provisions for 2016/17 which are now proposed to Cabinet for approval.

Description	Balance B/fwd 1/4/16	Movement in Year	Actual Balance 31/3/17
	£	£	£
Sundry Debts	175,000	(18,200)	156,800
Housing Benefit Debts	1,675,800	80,000	1,755,800
Business Rates Debts (GBC Share)	70,700	5,700	76,400
Council Tax Court Costs	113,000	6,000	119,000
<b>Total</b>	<b>2,034,600</b>	<b>73,400</b>	<b>2,108,000</b>

## 2.3 **Support Service Recharges and Capital Financing Variations (Non-Controllable)**

2.3.1 Detailed explanations of major variations at individual portfolio holder level are included at Appendix 1. Global changes in respect of the treatment of support services and capital financing can mask the detail of performance in individual areas and these 'non controllable costs' are also highlighted separately (see paragraphs below).

### 2.3.2 **Support Service Recharges**

The budgets of all central support, service administration and fleet providers have been monitored and updated as part of the quarterly budget monitoring process. Reallocation of support costs has been undertaken as part of the accounts closedown process based on actual outturn figures and therefore variances between the central support budgets and actual recharges have occurred as a result of this reappraisal. Variances resulting from the reappraisal of central support and service administration have occurred across the board, but the entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. **Overall, support services have underspent compared to the current estimate by £39,964 in 2016/17.**

### 2.3.3 **Capital Financing Charges**

Capital financing charges reflected in the Council's service department budgets include amortisation and depreciation.

Amortisation charges relate to the cost of Capital schemes where no asset is created and the capital expenditure is therefore charged to revenue in the year it occurs. Budget variances may occur because of capital scheme under and overspends and carry forwards/slippage. Depreciation reflects the usage of capital assets within the services and budget variances can occur due to the revaluation of assets.

The entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. The net cost to the General Fund is nil, as there is a corresponding credit within the Resources and Reputation Portfolio.

## 2.4 **Building Control Fee Earning Trading Account**

There is a statutory requirement to break even on the Building Control Fee Earning account to ensure the service is not subsidised by the council tax payer.

Following several difficult years the deficit owed to the General Fund at 31 March 2016 was £21,715. In 2016/17 a surplus of £50,952 has been achieved. This is mainly due to staff vacancies and additional income. The outstanding deficit has now been cleared with the remaining surplus of £29,237 transferred into the Building Control Reserve for use on future service improvements.



## 2.5 **Members Pot Outturn 2016/17**

In 2016/17 the Members Pot budget was £61,500 which has been spent on grants to third parties as detailed in Appendix 4.

## 2.6 **Capital Outturn 2016/17**

2.6.1 A summary of the capital outturn is presented in the table below. The current estimate is that approved by Cabinet in February 2017. Capital outturn totals £3,582,139 compared to an approved budget of £4,154,700 a net under spend of £572,561. After accounting for carry forward requests of £507,100 the final underspend and reduced financing requirement on the capital programme is £65,461. The underspend of £65,461 is mainly due to efficiencies achieved in vehicle procurement.

2.6.2 The details of the outturn for individual schemes by Portfolio area are included at Appendix 5.

### 2.6.3 **Capital Outturn and Proposed Carry Forwards 2016/17**

<b>Portfolio</b>	<b>Current Estimate 2016/17</b>	<b>Actual Expenditure 2016/17</b>	<b>Variation</b>	<b>Proposed Carry Forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Community Development	104,600	80,471	(24,129)	<b>18,100</b>
Housing, Health & Wellbeing	577,900	457,501	(90,399)	<b>73,000</b>
Public Protection	635,000	591,993	(43,007)	<b>18,500</b>
Environment	2,837,200	2,422,174	(415,026)	<b>397,500</b>
Growth and Regeneration	0	0	0	<b>0</b>
Resources & Reputation	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>4,154,700</b>	<b>3,582,139</b>	<b>(572,561)</b>	<b>507,100</b>

### 2.6.4 **Proposed Capital Carry Forwards**

The capital carry forward requests total £507,100 against the current approved capital programme of £4,154,700 which represents 12% slippage for 2016/17. The level of funding available to finance the carry forwards is projected to be sufficient.

Attached at Appendix 6 are details of the schemes which the Chief Financial Officer has authorised to carry forward in line with the delegation arrangements, totalling £437,100. There is a further carry forward request of £70,000 for a non-committed scheme in excess of £50,000, which requires Council approval. This is for a vehicle replacement which was delayed due to changes made to the vehicle specification and tender process.

#### 2.6.5 Capital Financing 2016/17

The proposed method of financing the £3,582,139 capital expenditure incurred in 2016/17 is summarised below and full details are included in Appendix 7.

	£
Capital Receipts	872,145
Capital Grants and Contributions	992,450
General Fund Revenue Contributions	763,687
Borrowing	953,857
<b>Total Capital Financing</b>	<b>3,582,139</b>

#### 2.6.6 Usable Capital Reserves

A reserve is created for a specific purpose or to cover contingencies. In accordance with the accounting code, these usable reserves must be separately identified between those that are retained for Capital purposes, and those that are retained for Revenue purposes.

Capital reserves are used to fund the capital programme within the year and the position as at 31 March 2017 is as follows:

<b>Description</b>	<b>Balance Bfwd 01/04/16</b>	<b>Received In Year</b>	<b>Use In Year</b>	<b>Balance 31/03/17</b>
	£	£	£	£
Usable Capital Receipts	213,200	658,900	(872,100)	0
Capital Grants Unapplied	337,800	927,900	(992,500)	273,200
Revenue Contributions to Capital Schemes	0	952,200	(763,700)	188,500
CIL	0	85,600	0	85,600
<b>Total</b>	<b>551,000</b>	<b>2,624,600</b>	<b>(2,628,300)</b>	<b>547,300</b>

#### 2.6.7 Capital Determinations 2016/17

The Local Government and Housing Act 1989 requires each Local Authority to determine how its capital expenditure has been financed together with the amounts set aside from revenue as a provision for repayment of debt:

- (i) Section 42(2)(g) of the Local Government and Housing Act 1989 requires the Authority to determine the amount of expenditure which has been met out of money provided by other persons. This is:

	£
Capital grants receivable	778,450
Capital contributions	214,000

- (ii) Section 60(2) of the Act requires the Authority to determine the amount of usable capital receipts to be applied to meet expenditure incurred for capital purposes for 2016/17. This figure is £872,145.
- (iii) Section 63(1) of the Act requires the Authority to determine the amounts set aside from revenue accounts as provision for repayment of debt, known as the minimum revenue provision (MRP). This is calculated in accordance with the MRP policy for 2016/17 as approved by Council on 7 March 2016 and equates to £503,955.

## 2.7 **Statement of Accounts**

### 2.7.1 **Technical Adjustments to Revenue**

The Council is required to comply with International Financial Reporting Standards (IFRS) in the production of its Statement of Accounts which requires a number of technical adjustments to be made to portfolio totals. The adjusted totals are then presented in the Comprehensive Income and Expenditure Statement within the Statement of Accounts.

Adjustments will be made in respect of Employee Benefits i.e. holiday pay and pensions, and impairments arising from asset revaluations and further details are provided below. The adjustments themselves do not impact on the budget requirement or the amount to be raised by Council Tax and therefore do not affect the General Fund balance. No budgets are set for them and managers do not have direct control of the costs. They are therefore not included within the Outturn Portfolio balances at paragraph 2.1.5.

#### **Employee Benefits Holiday Pay**

Adjustments are required for untaken employee annual leave at the financial year end. This is to ensure the charge to the revenue account fully reflects the actual work undertaken during the year. The net impact on the Net Cost of Services for 2016/17 is £154,500, a reduction from 2015/16 of £300.

#### **Pension Benefits**

IFRS reporting standards require recognition in the Accounts of the benefit entitlements earned by employees during the period rather than the actual amount of employer's pension contributions payable upon which charges to council tax are based. Adjustments will be made to the service revenue accounts Net Costs of Services to remove the actual pension contributions payable and replace them with the benefit entitlements earned as provided by the Actuary. For 2016/17 this adjustment adds £554,000 to the Net Cost of Services.

### Asset Impairment

A capital asset impairment review is undertaken each year end by the Council's valuer. An assessment is made of whether the asset values currently held in the Council's Balance Sheet reflect both the current physical and market conditions and determine if an adjustment is required. If an asset is impaired i.e. the value is assessed to be lower than that currently held, then the asset value is written down with the accounting loss being charged to the Comprehensive Income and Expenditure Statement. There were no operational land and building asset impairments during 2016/17. However, impairment of investment assets of £307,600 has been recognised due to 2 sites being changed to community use and 5 sites declining in market value.

### 2.7.2 Pensions

The details regarding the Council's share of the Nottinghamshire County Council Pension Fund are provided for Members consideration at Appendix 8.

Barnett Waddingham are the Pension Fund's appointed Actuary, and their report sets out the assumptions used to prepare the IAS19 pension figures which are reported in Gedling's accounts. It is required that these assumptions are reviewed prior to agreeing their use and inclusion in the Statement of Accounts, and this review has been completed by the Deputy Chief Executive and Director of Finance.

### 2.7.3 Balance Sheet at 31 March 2017

Consideration of the Council's Balance Sheet does not feature significantly in the budget setting and monitoring, and yet if not managed and reviewed correctly, a number of balances may be hidden that could have a major impact on the revenue outturn in any one year. Balance sheet valuation and management is at the heart of changes being driven by International Financial Reporting Standards, and it is therefore important that in reviewing the Final Accounts, due consideration is given to the main features of the Balance Sheet and year to year changes as follows:

- Property, Plant and Equipment has increased by £2.1m to £28.9m due to capital expenditure e.g. Depot and Gedling Country Park and increases in the values of existing property;
- Borrowing has reduced from £7.8m to £6.8m due to a loan maturity which was not replaced;
- Pension Liability has increased by £11.7m to £52.4m mainly due to a change in the discount rate assumptions made by the Actuary. It should be noted that all of the Nottinghamshire District Councils have experienced similar increases this year.

### 3. **Performance Information**

- 3.1 Attached at Appendix 9 is summary of overall progress against priorities and objectives within the 2016-19 Gedling Plan at the end of the 2016/17

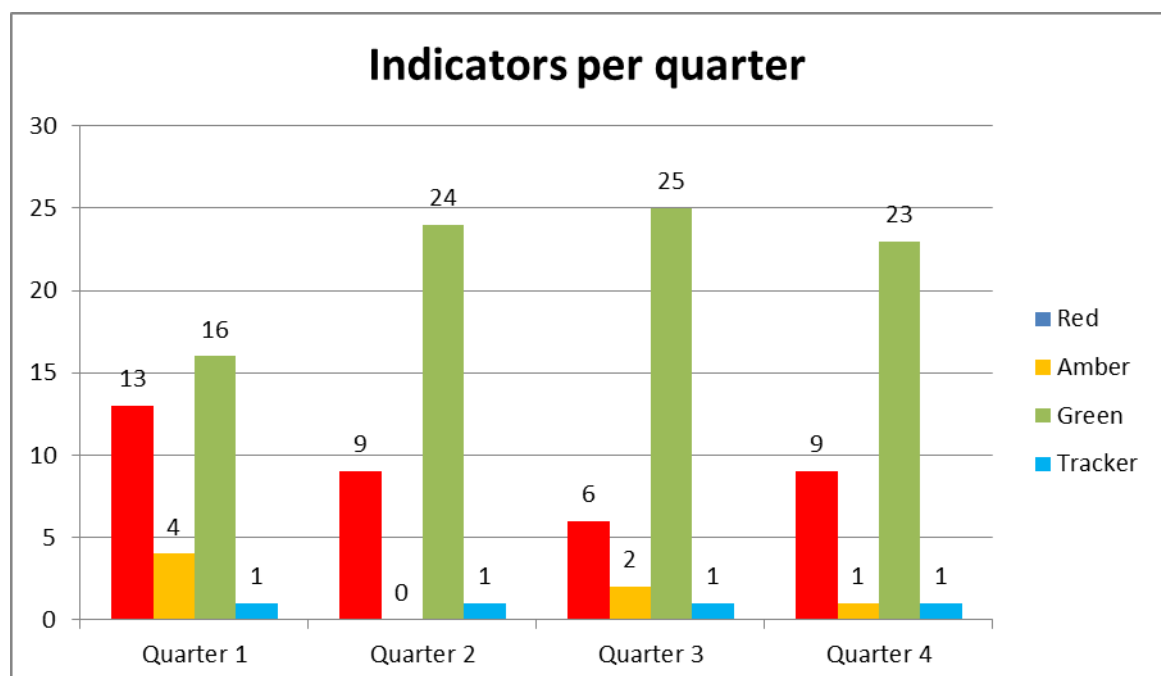
#### **Actions**

- 3.2 This is the first occasion we have reported progress at year end against a 3 year Gedling Plan 2016-19. Members will appreciate that some of the actions set out in the Plan are not due to commence until years 2 and 3 of the Plan whilst others will span different years. During 2016/17, progress has been made as expected on 79 of the actions, with only 1 action relating to the review and improvement of temporary housing overdue. Actions which continue and appear in the 2017/18 Gedling Plan are on track and their progress will be reported to Cabinet through 2017/18.
- 3.3 A comprehensive presentation on year end performance including some of the key achievements delivered during the year 2016-17 will be provided at the Cabinet meeting.

#### **Indicators**

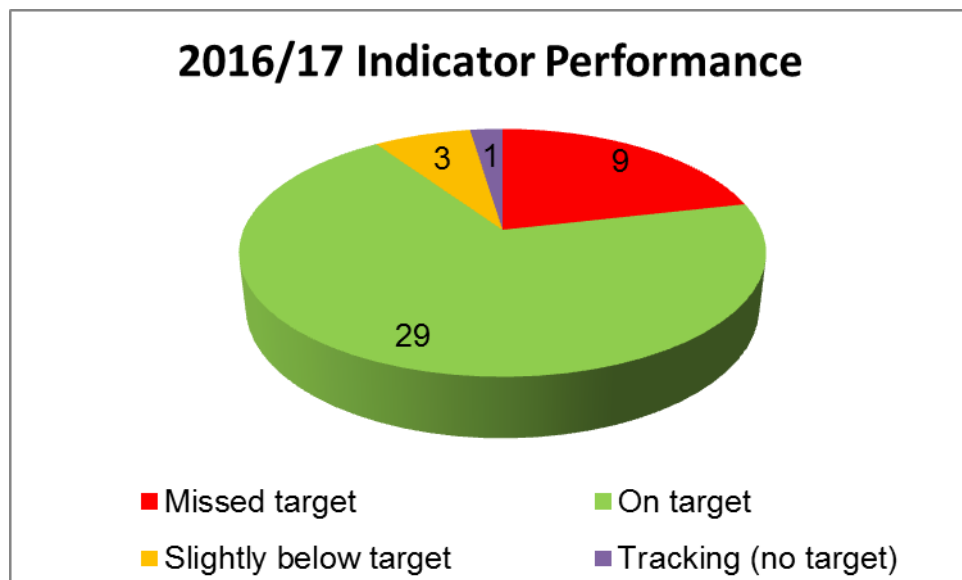
##### 3.4 Quarter 4

The following table shows the status of performance indicators appropriate for quarterly monitoring for each quarter throughout the year. During quarter 4, 23 of the 34 performance indicators that are appropriate for quarterly monitoring met the target and of the remaining 9 are red, 1 is amber and 1 indicator is for tracking purposes only.



### 3.5 Year End

In addition to the performance indicators which are monitored on a quarterly basis, there are a number of indicators which are reported on an annual basis. The diagram below shows the performance position at the end of the year in respect of all 42 indicators included in the Gedling Plan. Overall performance is good, with 32 of the indicators on target or slightly below target and 9 behind target. Members will recall that at the end of quarter 3, we were predicting 8 performance indicators to miss target at the end of the year.



#### **Performance review**

3.6 Examples of particularly positive performance at the end of 2016-17 include:-

- Percentage response rate to Individual Electoral Registration household canvass at 98% is higher than the target of 93% and has increased from 96%
- The number of attendances at Bonington Theatre productions has increased from 22,923 to 28,194 which are also significantly above the annual target of 25,500. The number of theatre shows and events has also increased, rising from 445 to 612 against a target of 400.
- Visits to our leisure centres have increased to 939,055 from 913,587.
- The number of long term empty homes that we have returned to use has increased to 5 from 1.
- Customer satisfaction with the overall customer service at 94.53% has exceeded the target of 85% and increased from 93.54%.

- The percentage of One Stop customers seen within 15 minutes has increased to 89% from 85% and has exceeded its current 83% target.
- The Council has hosted 26 pre apprenticeships (or similar) work experience placements, increasing from 15, and is above the target of 16.
- The percentage of Minor planning applications processed within 8 weeks has increased from 50.33% to 80.5%.
- The proportion of other planning applications processed within 8 weeks has increased from 66.9% to 80%

3.7 Whilst overall performance is good, the following areas are highlighted as being of concern and require focused attention in 2017/18.

#### Revenues and Welfare

The average time to process new Housing Benefit claims (in calendar days) has increased this year to 14 days. It is anticipated the improved performance seen in quarter 4 will be maintained during 2017/18.

The Housing Needs team transferred to the new Revenues and Welfare Section during 2016. The percentage of households who considered themselves as homeless who approached the Council and for whom housing advice resolved their situation failed to achieve its target and the average time to process homeless applications (number of working days) is higher than the target. It is hoped that reviewing processes will make them more streamlined and the target can be achieved in 2017/18.

The planned review and improvement of temporary housing has not been fully delivered this year, and discussions are currently taking place regarding taking on two leased properties and bringing another back into use which is expected to be resolved the end of May 2017.

#### Economic Growth and Regeneration

The number of small and medium sized enterprises supported to recruit their first apprentice did not meet the target of 30 this year. However, 25 employers have received some form of support via the Erasmus Pilot Programme to recruit (or working towards recruiting) their first apprentice.

The reason for the target of 30 not being achieved is that the pilot programme is still in its infancy (went live on 1st September 2016) therefore hasn't been live for the whole of 2016/17 financial year although the target will be based on 12 months delivery. 25 have been achieved in 7 months.

The number of employment agreements and pre-employment arrangements have not delivered the anticipated number of pre-employment training, placements in education, apprenticeship starts and jobs create. However, 3 Employment and Skills Plans have been agreed and targets have been delivered. This work has mainly related to IAG in schools and work experience. Not all indicators have been achieved as the Gedling Colliery site has not gone live yet. However, 13 outcomes have been achieved from contributions from Keepmoat, Woodhead and Bloor Homes, 8 work activities relating to IAG in schools, 2 Jobs Fairs/apprenticeship fairs were held and 3 work experience placements were delivered.

The number of affordable homes delivered were below target, however the site on Cavendish Road will deliver 42 affordable homes by the Autumn, and the three sites Gedling Homes have started to develop will deliver a further 66 units, which should be completed within 12 months.

#### Sickness absence

The Working Days Lost Due to Sickness Absence (rolling 12 month total) stands at 11.73 days against a target of 8.00 days. Unfortunately sickness levels during 2016/17 were high and for almost half of the year the rate of absence has been heavily influenced by the high number of cases of long term absence. Each case has a significant effect on a service's rate of absence. Even when long term cases of absence have reduced, the underlying rate of sickness has remained high. The policies relating to absence management are also being reviewed and measures considered that might have a positive impact on attendance during the year 17/18.

#### **Achievements**

- 3.8 A separate report is produced highlighting key achievements delivered during quarter 4, focusing on areas where the Council has made a real difference to people's lives. This is attached as Appendix 10 and is available on the Council's website and in hard copy in the Members' Room. The following outcomes are identified for particular attention:

**Improved Health Suite at Carlton Forum** – the health suite and refurbished changing rooms opened to members of the public in January, and provides a state of the art steam and sauna facility with relaxation area. So far 125 people have taken out membership of the health suite and 2,523 have used it on a pay and play basis.

**Disabled swimming lessons** – the number of participants continues to grow with positive feedback from customers.

'Excellent disability swimming lessons, instructors are very attentive to children's needs and this has helped them progress'.

'Arnold disability swimming lessons are amazing. A year ago my son was unable to swim and petrified of water. He can now swim 200m, jumps in, puts his head in



the water and loves it. All the instructors are truly amazing with each and every child they teach to swim. I never thought I would see the day that my son would love and enjoy swimming. Well done for offering swimming lesson for children with additional needs. The lessons are worth their weight in gold. Highly recommend them to anyone'.

**Girls Make It Happen – Celebration Event** - A partnership event between Gedling Sports Partnership and Gedling Borough Council was organised to mark the one year anniversary of the Girls Make It Happen project and International Women's Day. The event was held at Carlton Forum Leisure Centre where free swimming was offered to females all day. During the main event, taster sessions of a variety of exercise classes including Zumba, Clubbercise, Fight club and Pound Fit took place. The sessions were all fully attended. The sports hall hosted a series of stalls hosted by local providers, including Change Point, Mapperley Golf Club, Notts Roller Derby, Gedling Leisure Centres, Notts Women's Runners and Gedling Sports Partnership.

**Gedling Youth Council takes over Council Senior Leadership Team** - Gedling Youth Council took up the Children's Commissioner Takeover Challenge this year, opting to take over the Council's Senior Leadership Team meeting during March 2017. A nominated group of young people delivered a presentation and discussed the key priorities set by the Youth Council. These included young people's mental health, loneliness and isolation; emerging new racial and cultural intolerance; peer pressure and stress caused by the culture of social media; issues of body image and new perceptions of gender; the generation gap caused by technological developments and a subsequent need to develop a curriculum for life to address the above.

### **Digital Strategy**

- Council Tax customers can use online facilities for reporting moving house, single occupier status, disregard and exemptions, special arrangements, changing payment methods and requesting refunds.
- We supported the national Be Online 2017 event on Wednesday 8th March. It was aimed at helping people who don't use the Internet. The event was run by Communications, Customer Services, Economic Development and colleagues in Arnold Job Centre. Another event to support the national initiative is planned for October.
- Gary Bennett presented a session on Cyber Security at the Gedling Business Partnership meeting on Thursday 9th March.

**Increasing fuel efficiency** - The continuation of procuring and purchasing new more fuel efficient vehicles that meet the latest European Engine Standards to improve air quality and pollution has helped to reduce fuel usage. These include Euro VI refuse freighters with electric binlifts, a Euro VI precinct sweeper and more fuel efficient vans. This along with the use of the ESPO framework to achieve competitive prices and despite increases in fuel prices we have achieved a year end saving of £29,000 on fuel prices

**Top Wighay Farm Development Brief** – a revised brief for the Top Wighay Farm site has been adopted to help shape the future development on the site. The site was allocated for development in the Aligned Core Strategy, to accommodate housing and employment uses and supported by appropriate infrastructure. The key purpose of preparing a revised brief is to help achieve the range of uses and infrastructure to be provided, in order to guide the future development of the site. The document will be used to determine planning applications relating to the site.

### **Alternative Options**

- 4 This report provides a statement of the actual performance against the Gedling Plan for 2016/17 and as such there are no alternative options. The proposals for budget carry forwards are in accordance with the requirements of Financial Regulations and are submitted for Member consideration.

The approval of the capital financing method and determinations are statutorily required and as resources available for capital financing are severely restricted there are no alternative options available.

### **Financial Implications**

- 5 As detailed in the report.

### **Appendices**

- 6 Appendix 1 General Fund Revenue Outturn 2016/17 Variance Analysis  
Appendix 2 Summary General Fund Balances & Earmarked Reserves 2016/17  
Appendix 3 Movement in Earmarked Reserves 2016/17  
Appendix 4 Members Pot 2016/17  
Appendix 5 Capital Outturn 2016/17  
Appendix 6 Capital Budget Carry Forward Summary 2016/17  
Appendix 7 Capital Financing Summary 2016/17  
Appendix 8 Pension Fund Accounting Disclosures  
Appendix 9 Gedling Plan High Level Summary of Performance Outcomes 2016/17  
Appendix 10 Examples of Achievements and Activities 2016/17

### **Background Papers**

- 7 Gedling Plan 2016/17 and Quarterly Performance Monitoring Reports

## **Recommendations**

### **8 Members are recommended:**

- (a) To note the Gedling Plan Performance and Budget Outturn figures for 2016/17;**
- (b) To approve the movements in Reserves and Provisions as detailed in paragraphs 2.2 and 2.6.6;**
- (c) To note the capital carry forwards approved by the Chief Financial Officer of £437,100 included in Appendix 2, being amounts not in excess of £50,000 and committed schemes above £50,000.**
- (d) To refer to Council for approval:**
  - i) The capital carry forward of £70,000 for non-committed schemes in excess of £50,000;**
  - ii) The overall method of financing of the 2016/17 capital expenditure as set out in paragraph 2.6.5;**
  - iii) The capital determinations set out in paragraph 2.6.7.**

## **Reasons for Recommendations**

- 9 To ensure Members are informed of the performance against the Gedling Plan for 2016/17 and to comply with statutory requirements for capital financing.**

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	Current (Revised) Budget 2016/17		Actual Expenditure	Variation to Revised	Analysis of variance	
					Controllable variance	Non Controllable Variance
	£	£			£	£
<b>General Fund</b>						
Community Development	1,578,500	1,533,753	(44,747)	(77,205)	32,458	
Housing, Health & Well-being	2,542,400	2,776,868	234,468	(21,601)	256,069	
Public Protection	1,578,500	1,230,723	(347,777)	(50,530)	(297,247)	
Environment	4,935,400	4,829,071	(106,329)	(148,511)	42,182	
Growth & Regeneration	1,088,500	1,387,767	299,267	89,814	209,453	
Resources & Reputation	1,862,500	1,314,343	(548,157)	(305,242)	(242,915)	
<b>General Fund</b>	<b>13,585,800</b>	<b>13,072,525</b>	<b>(513,275)</b>	<b>(513,275)</b>	<b>0</b>	
<b>Transfer to/from Earmarked Reserves</b>	<b>(879,100)</b>	<b>(406,559)</b>	<b>472,541</b>	<b>0</b>	<b>0</b>	
<b>Total</b>	<b>12,706,700</b>	<b>12,665,966</b>	<b>(40,734)</b>	<b>(513,275)</b>	<b>0</b>	

## Community Development Portfolio. Outturn Summary 2016/17

	Current Approved Estimate 2016/17 £	Actual Expenditure £	Variation to Estimate £	Analysis of Variance	
				Controllable Budget Variance £	Non Controllable Recharge Variance £
<b>Community Development</b>					
Democratic Mgt & Representation	716,200	675,311	(40,889)	(11,676)	(29,213)
Localities	183,900	199,556	15,656	(15)	15,671
Community Grants	247,800	261,599	13,799	(2,412)	16,211
Disabled Grants	3,900	3,158	(742)	(511)	(231)
The Arts & Tourism	44,100	46,977	2,877	268	2,609
Sports Development	(1,300)	(49,271)	(47,971)	(56,085)	8,114
Community Centres	265,100	255,767	(9,333)	(6,549)	(2,784)
Events & Play	118,800	140,656	21,856	(226)	22,082
<b>Community Development</b>	<b>1,578,500</b>	<b>1,533,753</b>	<b>(44,747)</b>	<b>(77,205)</b>	<b>32,458</b>

<b>Transfer to/(from) Earmarked Reserves</b>	<b>(54,300)</b>	<b>2,351</b>	<b>56,651</b>	<b>0</b>	<b>0</b>
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<b>Total</b>	<b>1,524,200</b>	<b>1,536,104</b>	<b>11,904</b>	<b>(77,205)</b>	<b>32,458</b>
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### Total Controllable Variance for Portfolio of (£77K) underspend

#### Democratic Mgt & Representation - £12K Underspend

Variance mainly due to vacancies and a saving on the chauffeur and civic expenses.

#### Localities - £0K

No major variances

#### Community Grants - £2K Underspend

Small variances on salaries and training due to a delay in recruitment, all staff are now in place.

#### Disabled Grants - £1K Underspend

No major variances.

#### The Arts & Tourism - £0K Overspend

No major variances

#### Sports Development - £56K underspend

Variance due to savings on project costs caused by a temporary delay in delivery of a Community project, offset by contribution to reserve of unused S106 grant (see below).

#### Community Centres - £7K Underspend

Variances mainly due to vacancies covered by casual staff offset by an increase in NNDR costs due to delay in asset transfer. Additional income on private bookings, partially offset by a reduction in rental income.

#### Events & Play - £0K

No major variances

### Transfer To/(From) Earmarked Reserves Analysis - £57K

Variance on reserves mainly due to additional contributions to reserve for the unused element of the S106 grant for the Bestwood Health Project (£42,600) and additional new grant for the Doorsteps Project (£14,800).

## Housing, Health & Well-being Portfolio. Outturn Summary 2016/17

	Current		Variation to	Analysis of Variance	
	Approved Estimate 2016/17	Actual Expenditure		Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£
<b>Housing, Health &amp; Well-being</b>					
Housing Needs	463,300	459,512	(3,788)	(14,431)	10,643
Calverton Leisure Centre	223,700	203,953	(19,747)	(13,866)	(5,881)
Carlton Forum Leisure Centre	329,200	490,296	161,096	57,937	103,160
Redhill Leisure Centre	184,100	275,993	91,893	(19,004)	110,897
Arnold Theatre	65,800	82,721	16,921	(1,636)	18,558
Arnold Leisure Centre	456,700	467,726	11,026	(46,349)	57,375
Richard Herrod Centre	345,000	374,941	29,941	(4,202)	34,142
Health & Exercise	3,600	11,644	8,044	7,769	275
Council Tax Benefits	(21,000)	(14,361)	6,639	6,639	0
Rent Allowances	(88,700)	(46,260)	42,440	42,440	0
Housing Benefit Administration	581,200	472,455	(108,745)	(35,646)	(73,100)
Rent Rebates	(500)	(1,752)	(1,252)	(1,252)	0
<b>Housing, Health &amp; Well-being</b>	<b>2,542,400</b>	<b>2,776,868</b>	<b>234,468</b>	<b>(21,601)</b>	<b>256,069</b>

<b>Transfer to/(from) Earmarked Reserves</b>	<b>(52,200)</b>	<b>(19,092)</b>	<b>33,109</b>	<b>0</b>	<b>0</b>
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<b>Total</b>	<b>2,490,200</b>	<b>2,757,776</b>	<b>267,576</b>	<b>(21,601)</b>	<b>256,069</b>
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### Total Controllable Variance for Portfolio of (£22K) underspend

#### Housing Needs - £14K Underspend

Variance mainly due to the delay in recruiting an additional temporary housing needs officer, offset by a reduced contribution from reserves (see below) and a reduction in B&B usage, partly offset by reduced housing benefit contributions, a sundry debtor write off and an unachieved efficiency target.

#### Calverton Leisure Centre - £14K Underspend

Variance mainly due to increased income from party bookings, an increase in DNA memberships, savings on salaries due to vacancies covered by casual staff and lower utility recharges from the school.

#### Carlton Forum Leisure Centre - £58K Overspend

Variance mainly due to work being carried out on the changing rooms and pool plant areas, offset by contribution from reserve (see below) and reduced income due to unexpected pool closures, partly offset by salary savings due to vacancies being covered by casual staff and an underspend on base maintenance which has been transferred to reserves (see below).

#### Redhill Leisure Centre - £19K Underspend

Variances mainly due to vacancies being covered by casual staff, reduced instructor costs due to re-programming exercise options and an increase in DNA membership income, partly offset by joint use works to the sports hall funded from reserves (see below).

#### Arnold Theatre - £2K Underspend

Variance mainly due to savings on employee costs as shifts covered by casual staff. An increase in the cost of cinema productions is partially offset by additional income.

#### Arnold Leisure Centre - £46k Underspend

Variance mainly due to a large increase in swimming lessons and an increase in DNA membership, partly offset by additional instructors costs and an overall increase in utility costs.

#### Richard Herrod Centre - £4K Underspend

Variance mainly due to vacancies being covered by casual staff and a saving on utilities, partly offset by a reduction in solar panel income.

#### Health & Exercise - £7K Overspend

Variance mainly due to lower memberships of DNA Health Scheme than estimated.

#### Council Tax Benefits - £7K Overspend

Variance due to reduced level of liability changes arising from the run off of the CTB scheme, which was abolished in 2013.

**Rent Allowances - £42K Overspend**

Variance mainly due to significantly higher bad debt write offs, mitigated by a lower in year contribution to the bad debt provision following a review of aged debt at 31 March.

**Housing Benefit Administration - £36K Underspend**

Variance mainly due to an underspending on salaries due to vacancies, and to additional income from New Burdens Grant transferred to reserves (see below), overpayment recoveries and summons costs.

**Rent Rebates - £1K Underspend**

Variance mainly due to a subsidy adjustment on an historic HRA rebate claim.

**Transfer To/(From) Earmarked Reserves Analysis - £33K**

Variance mainly due to additional contributions to reserves for; contribution to the Asset Mgmt Reserve from Calverton LC (£10,000), contribution from base maintenance to the Asset Mgmt Fund (£25,000), contribution to the Apprentice Reserve for the leisure intern (£9,000), contribution to the Asset Mgmt Fund for the roof at Arnold LC (£45,000) and additional New Burdens grant (£7,500), reduced contributions from reserves for the delay in Temporary Housing Needs Officer (£14,400), delay in works at homeless accommodation (£3,500) and reduced contributions from the Risk Mgmt Reserve for asbestos surveys at various sites (£15,000). This is partly offset by increased contributions from reserves for joint use work carries out at Carlton Forum LC (-£86,000) and Calverton LC (-£10,800).



## Public Protection Portfolio. Outturn Summary 2016/17

	Current Approved Estimate 2016/17 £	Actual Expenditure £	Variation to Estimate £	Analysis of Variance	
				Controllable Budget Variance £	Non Controllable Recharge Variance £
<b>Public Protection</b>					
Licencing & Hackney Carriages	180,800	51,639	(129,161)	4,707	(133,868)
Environmental Protection	277,900	310,584	32,684	(2,510)	35,194
Food, Health & Safety	246,900	245,427	(1,473)	(10,707)	9,234
Comm Protection & Dog Control	544,500	510,407	(34,093)	(33,164)	(929)
Renovation Grants	328,400	112,665	(215,735)	(8,856)	(206,879)
<b>Public Protection</b>	<b>1,578,500</b>	<b>1,230,723</b>	<b>(347,777)</b>	<b>(50,530)</b>	<b>(297,247)</b>

<b>Transfer to/(from) Earmarked Reserves</b>	<b>7,800</b>	<b>32,625</b>	<b>24,825</b>	<b>0</b>	<b>0</b>
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<b>Total</b>	<b>1,586,300</b>	<b>1,263,348</b>	<b>(322,952)</b>	<b>(50,530)</b>	<b>(297,247)</b>
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### Total Controllable Variance for Portfolio of (£51K) underspend

#### Licencing & Hackney Carriages - £5K Overspend

Variance mainly due to reduced CRB income, offset by reduced CRB payments and a reduction in premises licencing fees.

#### Environmental Protection - £3K Underspend

Variance due to additional income from rechargeable works.

#### Food, Health & Safety - £11K Underspend

Variance due to a saving on salaries due to vacancies and a saving on stationery and water sampling, partly offset by reduced mobile home income.

#### Community Protection & Dog Control - £33K Underspend

Variance mainly due to additional grant income, savings from bringing the CCTV monitoring contract in house and savings on CCTV repairs and maintenance.

#### Renovation Grants - £9K Underspend

Variance due to an increase in improvement grant repayments and vacancies.

### Transfer To/(From) Earmarked Reserves Analysis - £25K

Variance due to reduced draw down from Earmarked Grants due to additional grants being received in year.

## Environment Portfolio. Outturn Summary 2016/17

	Current Approved Estimate 2016/17		Variation to Estimate	Analysis of Variance	
	£	Actual Expenditure £		Controllable Budget Variance £	Non Controllable Recharge Variance £
<b>Environment</b>					
Sustainability	0	0	0	0	0
Waste Management	2,107,100	2,045,153	(61,947)	(41,519)	(20,428)
Trade Waste	(101,300)	(126,990)	(25,690)	9,266	(34,956)
Street Care	898,300	891,372	(6,928)	(4,480)	(2,448)
Public Conveniences	24,800	21,112	(3,688)	(1,202)	(2,486)
Direct Services Service Support	0	0	0	0	0
Building Services	(14,900)	0	14,900	3,422	11,478
Car Parks	128,400	105,759	(22,641)	(15,253)	(7,388)
Fleet Management	200	0	(200)	(39,018)	38,818
Parks	2,017,000	1,988,660	(28,340)	(50,858)	22,518
Parks - External Works	(18,200)	(11,085)	7,115	(2,354)	9,469
Cemeteries	(106,000)	(84,911)	21,089	(6,515)	27,604
<b>Environment</b>	<b>4,935,400</b>	<b>4,829,071</b>	<b>(106,329)</b>	<b>(148,511)</b>	<b>42,182</b>
<b>Transfer to/(from) Earmarked Reserves</b>	<b>(367,600)</b>	<b>(281,903)</b>	<b>85,697</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>4,567,800</b>	<b>4,547,168</b>	<b>(20,632)</b>	<b>(148,511)</b>	<b>42,182</b>

### Total Controllable Variance for Portfolio of (£149K) underspend

#### Waste Management - £42K Underspend

Variance mainly due to additional income on Bulky Waste, savings on vacancies and additional NCC recycling credits.

#### Trade Waste - £9K Overspend

Variance mainly due to additional bin issues and a slight increase in disposal costs, partly offset by an increase in income.

#### Street Care - £4K Underspend

Variance due to increased income from trade sweeping and an underspend on maintenance.

#### Public Conveniences - £1K Underspend

No major variances

#### Building Services - £3K Overspend

Variance mainly due to an old sundry debtor write off, partly offset by a saving on consultancy fees.

#### Car Parks - £15K Underspend

Variance mainly due to an underspend on maintenance costs and reduced costs of cash collection, partly offset by a reduction in parking fine income.

#### Fleet Management - £39K Underspend

Underspends on fuel, vehicle parts, licences and vehicle hire mainly resulting from the acquisition of new, more fuel efficient vehicles many of which are still under warranty.

#### Parks - £51K Underspend

Variance due to additional S106 maintenance grant and rental income from pavilions. The balance of the S106 grant has been transferred to earmarked reserves for future draw down (see below).

#### Parks External Works - £2K Underspend

No major variances.

#### Cemeteries - £6K Underspend

Variance due to increased income from burials, this is partly offset by additional water charges and cost of assisted burials.

### Transfer To/(From) Earmarked Reserves Analysis - £86K

Variance mainly due to additional contributions to reserves from Car Parks for a contribution to the rebuilding of Oxengate Wall (£20,200), contribution towards improved usage of the Bartek system (£6,000), contribution to the Asset Mgmt fund for drainage works at the Depot (£15,000), contribution to the Community & Crime reserve for project match funding (£11,500), unused S106 maintenance grant (£38,800) and a reduced contribution from the Apprentice Reserve for the Fleet apprentice (£4,300), partly offset by a reduced contribution to the Asset Management Reserve for Car Parking fine income for future maintenance (-£12,000).

## Growth & Regeneration Portfolio. Outturn Summary 2016/17

	Current		Variation to	Analysis of Variance	
	Approved Estimate 2016/17	Actual Expenditure		Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£
<b>Growth &amp; Regeneration</b>					
Development Service Support	19,500	0	(19,500)	(8,519)	(10,981)
Development Management	462,300	548,832	86,532	98,707	(12,175)
Planning Policy	322,200	276,895	(45,305)	(43,848)	(1,456)
Building Control Account	56,200	57,046	846	2,358	(1,512)
Building Control Fee Earning Account	4,100	(46,851)	(50,951)	(54,823)	3,872
Land Charges	(62,700)	(30,804)	31,896	3,632	28,264
Economic Development	195,000	301,732	106,732	92,510	14,221
Housing Strategy	91,900	280,917	189,017	(203)	189,220
<b>Growth &amp; Regeneration</b>	<b>1,088,500</b>	<b>1,387,767</b>	<b>299,267</b>	<b>89,814</b>	<b>209,453</b>

<b>Transfer to/(from) Earmarked Reserves</b>	<b>(158,400)</b>	<b>(181,166)</b>	<b>(22,766)</b>	<b>0</b>	<b>0</b>
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<b>Total</b>	<b>930,100</b>	<b>1,206,601</b>	<b>276,501</b>	<b>89,814</b>	<b>209,453</b>
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### **Total Controllable Variance for Portfolio of £90K overspend**

#### **Development Support Service - £8K Underspend**

Variance mainly due to various underspends on supplies and services.

#### **Development Management - £99K Overspend**

Variance mainly due to a delay in major planning applications.

#### **Planning Policy - £44K Underspend**

Variance mainly due to additional Neighbourhood Grant income and New Burdens Grant income for Custom Builds, transferred to earmarked reserves (see below) and salary savings due to vacancies.

#### **Building Control Account - £2K Overspend**

No major variance.

#### **Building Control Fee Earning Account - £55K Underspend**

Variance due to salary savings from vacancies and an increase in Building Control income, partly offset by a transfer to the Building Control Reserve (see below).

#### **Land Charges - £4K Overspend**

Variance due to a reduction in income, partly offset by an additional New Burdens grant.

#### **Economic Development -£93K Overspend**

Variance mainly due to Economic Development project expenditure, offset by a contribution from reserve (see below), partly offset by salary savings and an underspend on consultancy fees transferred to reserves (see below).

#### **Housing Strategy - £0K**

No major variance.

### **Transfer To/(From) Earmarked Reserves Analysis - £23K**

Variance mainly due to a contribution from the Economic Development reserve to fund Econ Dev projects (-£133,500), partly offset by additional contributions to reserves from Planning Policy to top up the LDF reserve (£10,000), additional New Burdens funding for Custom Builds (£20,800), Building Control surplus (£29,200), Econ Dev to top up the Econ Dev fund (£30,000) and reduced contributions from the reserves for LDF funding (£9,000) and reduced expenditure on the Net Extension feasibility study (£6,000).

## Resources & Reputation Portfolio. Outturn Summary 2016/17

	Current		Variation to	Analysis of Variance	
	Approved Estimate 2016/17	Actual Expenditure		Controllable Budget Variance	Non Controllable Recharge Variance
	£	£	£	£	£
<b>Resources &amp; Reputation</b>					
Organisational Development	29,600	0	(29,600)	(9,368)	(20,232)
Audit, Risk Management, Health & Safety	96,200	0	(96,200)	(8,333)	(87,867)
Corporate Management	1,037,500	913,911	(123,589)	(14,596)	(108,993)
Emergency Planning	11,100	7,046	(4,054)	(2,692)	(1,362)
Legal Services	64,000	0	(64,000)	(16,918)	(47,082)
Central Print Room	(12,400)	0	12,400	(2,218)	14,618
Postages	(11,100)	0	11,100	(6,337)	17,437
Registration Of Electors	134,600	141,034	6,434	(9,505)	15,938
Elections	56,400	17,679	(38,721)	(6,166)	(32,555)
Estates & Valuation	53,200	0	(53,200)	2,547	(55,747)
Public Land & Buildings	(1,400)	95,195	96,595	(2,496)	99,092
Information Technology	83,600	0	(83,600)	(61,856)	(21,744)
Procurement	0	0	0	19,813	(19,813)
Communications & Publicity	1,700	0	(1,700)	(8,641)	6,941
Business Units	(22,500)	(31,309)	(8,809)	(599)	(8,210)
Public Offices	(53,500)	(799)	52,701	2,443	50,258
Corporate Administration	(10,200)	0	10,200	523	9,677
Financial Services	25,700	0	(25,700)	(54,440)	28,740
Customer Services	14,100	0	(14,100)	(32,325)	18,225
Insurance Premiums	27,200	23,557	(3,643)	3,997	(7,641)
Revenues-Local Taxation	492,400	490,847	(1,553)	(64,953)	63,400
Central Provisions Account	8,400	(17,548)	(25,948)	(25,948)	0
Non Distributed Costs	309,200	311,990	2,790	2,790	0
Corporate Income & Expenditure	179,000	169,083	(9,917)	(9,917)	0
Movement in Reserves	(650,300)	(806,342)	(156,042)	(45)	(155,997)
<b>Resources &amp; Reputation</b>	<b>1,862,500</b>	<b>1,314,343</b>	<b>(548,157)</b>	<b>(305,242)</b>	<b>(242,915)</b>
<b>Transfer to/(from) Earmarked Reserves</b>	<b>(254,400)</b>	<b>40,626</b>	<b>295,026</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>1,608,100</b>	<b>1,354,969</b>	<b>(253,131)</b>	<b>(305,242)</b>	<b>(242,915)</b>

### Total Controllable Variance for Portfolio of (£305K) underspend

#### Organisational Development - £9K Underspend

Variance due to salary savings and additional training income.

#### Audit, Risk Management, Health & Safety - £8K Underspend

Variance mainly due to savings on Risk Management consultancy fees and the cancellation of the annual health fair, partly offset by additional employee expenses.

#### Corporate Management - £15K Underspend

Variance due to underspends on the 'Leadership of Place Fund', transferred to reserve (see below), bank charges and stationery.

#### Emergency Planning - £3K Underspend

Variance due to reduced charges from other Local Authorities.

#### Legal Services - £17K Underspend

Variance due to underspends on technical books, consultancy, legal fees and bailiff fees.

#### Central Print Room - £2K Underspend

Variance due to a saving on stationery.

#### Postages - £6K Underspend

Variance due to a saving on postage as a result of reduced volumes.

#### Registration Of Electors - £10K Underspend

Variance due to additional IER funding and salary savings from vacancies.

**Elections - £6K Underspend**

Variance mainly due to savings on the Police and Crime Commissioners election.

**Estates & Valuation - £3K Overspend**

Variance due to an underspend on consultancy fees resulting from project delays, transferred to reserves (see below), offset by debtor write-offs relating to pre 2007.

**Public Land & Buildings - £2K Underspend**

Variance due to underspends on general repairs offset by Council Tax charges on empty properties.

**Information Technology - £62K Underspend**

Variance mainly due to savings on software licences and changes in the contributions to and from the IT Replacement Reserve (see below).

**Procurement - £20K Overspend**

Variance due to payment towards termination costs of current contract.

**Communications & Publicity - £9K Underspend**

Variance mainly due to savings on Corporate Consultation.

**Business Units - £1K Underspend**

No major variances.

**Public Offices - £2K Overspend**

Variance mainly due to overspends on premises and equipment repairs & maintenance, offset by additional rents income.

**Corporate Administration - £1K Overspend**

No major variance.

**Financial Services - £54K Underspend**

Variance mainly due to vacant posts, transferred to reserves (see below), and underspends on consultancy fees and technical books.

**Customer Services - £32K Underspend**

Variance mainly due to salary savings on vacant posts and an underspend on miscellaneous equipment.

**Insurance Premiums - £4K Overspend**

No major variances.

**Revenues-Local Taxation - £65K Underspend**

Variance represented by Gedling share of Nottinghamshire Rate Pool surplus, transferred to reserves (see below), a reduction in income from Summons Costs, and an underspend on salaries due to vacancies.

**Central Provisions Account - £26K Underspend**

Variance mainly due to the reduction in Sundry Debtors Bad Debt Provision and underspends on Reputation and Place and Transformation budgets, partly offset by a transfer to reserves (see below)

**Non Distributed Costs - £3K Overspend**

No major variance.

**Corporate Income & Expenditure - £10K Underspend**

Variance mainly due to additional interest received on investments.

**Movement In Reserves - £0K**

No major variances.

**Transfer To/(From) Earmarked Reserves Analysis - £295K**

Variance mainly due to additional contributions to reserves for: contribution to Asset Mgmt Reserves from Estates (£10,000), contribution to IT replacement reserve for Carlton Hub infrastructure work (£5,000), additional contribution from IT into the Transformation Fund for Digitalisation (£40,000), contribution from Finance to the Efficiency & Innovation reserve to fund commercial consultancy and training (£35,000), a contribution to the NNDR Pool Reserve (£101,200), and an additional contribution to the Community & Crime reserve to fund the Nottingham Playhouse (£5,000). In addition the following contributions from reserves were not required: reduced contribution from the IT replacement reserve (£11,000), reduced contribution from the Apprentice Reserve (£9,200) and a reduced contribution from the Transformation Fund for redundancies/pension strain not required (£73,300).

**GENERAL FUND BALANCE AND EARMARKED RESERVES 2016/17**

	<b>Current Estimate 2016/17 £000</b>	<b>Actual Outturn 2016/17 £000</b>	<b>Variance 2016/17 £000</b>
<b>General Fund Balance at 1 April 2016</b>	<b>6,159</b>	<b>6,159</b>	<b>0</b>
Plus:			
GBC Council Tax Requirement from Collection Fund	5,527	5,527	0
GBC share of declared previous year Collection Fund surplus	100	100	0
Business Rates	2,700	3,035	335
New Homes Bonus	2,400	2,400	0
RSG & Other grants	1,416	1,422	6
Parish Levy	584	584	0
Less:			
Committee Expenditure	(12,707)	(12,666)	41
Parish Precept	(584)	(584)	0
<b>General Fund Balance at 31 March 2017</b>	<b>5,595</b>	<b>5,977</b>	<b>382</b>
<b><i>Movement in General Fund Balance</i></b>	<b><i>(564)</i></b>	<b><i>(182)</i></b>	<b><i>382</i></b>
<b>Earmarked Reserves (see Appendix 4 for detail)</b>			
<b>Opening Balance 1 April 2016</b>	<b>4,911</b>	<b>4,911</b>	<b>0</b>
<b>Closing Balance 31 March 2017</b>	<b>4,032</b>	<b>4,504</b>	<b>472</b>
<b><i>Movement in Earmarked Reserves</i></b>	<b><i>(879)</i></b>	<b><i>(407)</i></b>	<b><i>472</i></b>
<b>Grand Total Reserves at 31 March 2017</b>	<b>9,627</b>	<b>10,481</b>	<b>854</b>

<b>Memorandum - Actual Movement on Balances 2016/17</b>		
<i>Reduction in General Fund Balance</i>	<b>£000's</b> <i>(182)</i>	
<i>Reduction in Earmarked Reserves</i>	<i>(407)</i>	
<b>Actual Reduction in Total Reserves 2016/17</b>	<b><i>(589)</i></b>	

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## Appendix 3

## Movement on Earmarked Reserves 2016/17

Reserve	Current Estimate 2016/17				Actuals 2016/17				Variance to Current Budget 2016/17			
	Opening Balance 01/04/16	Transfer to Reserve	Transfer from Reserve	Balance 31/03/17	Opening Balance 01/04/16	Transfer to Reserve	Transfer from Reserve	Balance 31/03/17	Opening Balance 01/04/16	Transfer to Reserve	Transfer from Reserve	Balance 31/03/17
	£	£	£	£	£	£	£	£	£	£	£	£
<b>Revenue Reserves</b>												
S106 Revenue Reserve	(95,253)		17,300	(77,953)	(95,253)	(81,391)	15,422	(161,222)	0	(81,391)	(1,878)	(83,269)
Leisure Strategy Reserve	(500,000)		358,500	(141,500)	(500,000)		358,500	(141,500)	0	0	0	0
Joint Use & Base Maintenance Reserve	(152,500)	(105,600)	120,000	(138,100)	(152,500)	(105,288)	225,672	(32,116)	0	312	105,672	105,984
Pub/Shop Radio Replacement Reserve	(16,500)	(3,500)		(20,000)	(16,500)	(3,500)		(20,000)	0	0	0	0
Building Control Reserve	0			0	0	(29,237)		(29,237)	0	(29,237)	0	(29,237)
Shops & Garages Repairs Reserve	(70,000)	(10,000)		(80,000)	(70,000)	(10,000)		(80,000)	0	0	0	0
Community & Crime Reserves	(11,900)			(11,900)	(11,900)	(21,500)		(33,400)	0	(21,500)	0	(21,500)
IT Replacement Reserve	(433,900)	(91,900)	120,000	(405,800)	(433,900)	(102,900)	109,103	(427,697)	0	(11,000)	(10,897)	(21,897)
Disabled Adaptations Reserve	(22,000)			(22,000)	(22,000)			(22,000)	0	0	0	0
Risk Mgmt Reserve/Budget Redn Risk Reserve	(340,900)		28,000	(312,900)	(340,900)		20,150	(320,750)	0	0	(7,850)	(7,850)
Housing & Housing Benefits Reserve	(473,500)		42,200	(431,300)	(473,500)		27,797	(445,703)	0	0	(14,403)	(14,403)
Insurance Reserve	(263,100)		15,100	(248,000)	(263,100)	(20,217)	20,806	(262,511)	0	(20,217)	5,706	(14,511)
Efficiency & Innovation Reserve	(126,300)		7,100	(119,200)	(126,300)	(35,000)		(161,300)	0	(35,000)	(7,100)	(42,100)
Asset Management Reserve	(208,600)	(82,400)	102,000	(189,000)	(208,600)	(175,400)	98,500	(285,500)	0	(93,000)	(3,500)	(96,500)
Local Development Framework Reserve	(148,900)	(8,600)	49,000	(108,500)	(148,900)	(18,600)	35,438	(132,062)	0	(10,000)	(13,562)	(23,562)
Earmarked Grants Reserve	(697,000)	(48,100)	272,600	(472,500)	(697,000)	(97,018)	246,825	(547,193)	0	(48,918)	(25,775)	(74,693)
CCTV Reserve	(241,500)	(40,800)	5,300	(277,000)	(241,500)	(40,800)	2,600	(279,700)	0	0	(2,700)	(2,700)
LA Mortgage Scheme Reserve (LAMS)	(88,200)	(22,400)		(110,600)	(88,200)	(22,400)		(110,600)	0	0	0	0
Rural Broadband Reserve	(30,747)		30,500	(247)	(30,747)		30,747	0	0	0	247	247
Apprentice Reserve	(61,300)		18,400	(42,900)	(61,300)	(17,908)	3,200	(76,008)	0	(17,908)	(15,200)	(33,108)
Land Charges	(25,000)			(25,000)	(25,000)			(25,000)	0	0	0	0
Transformation Fund Reserve	(256,600)	(48,300)	154,700	(150,200)	(256,600)	(40,000)	30,710	(265,890)	0	8,300	(123,990)	(115,690)
Economic Development Fund Reserve	(548,200)			(548,200)	(548,200)	(30,000)	133,510	(444,690)	0	(30,000)	133,510	103,510
NNDR Pool Reserve	(98,700)			(98,700)	(98,700)	(101,262)		(199,962)	0	(101,262)	0	(101,262)
<b>Total Revenue Reserves</b>	<b>(4,910,600)</b>	<b>(461,600)</b>	<b>1,340,700</b>	<b>(4,031,500)</b>	<b>(4,910,600)</b>	<b>(952,421)</b>	<b>1,358,980</b>	<b>(4,504,041)</b>	<b>0</b>	<b>(490,821)</b>	<b>18,280</b>	<b>(472,541)</b>

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## MEMBERS POT

**OUTTURN SUMMARY**  
**Members Pot Expenditure 2016-2017**

Budget 2016/17	£ 61,500	No. of Councillors:	41
		Spending their full allocation	41
		Part spending their allocation	0
Less Total Expenditure	61,500	Not spending their allocation	0
Overspend	<u>0</u>		
		Number of Boroughwide grants awarded	15

**Breakdown of Grants/Contributions**

Name	£ Amount	Name	£ Amount
1st A Porchester Brownies	£425.00	Gedling Asian Elders Association	£925.00
1st Burton Joyce Guides	£400.00	Gedling Homes	£1,500.00
1st Burton Joyce Rainbows	£65.00	Gedling Homes Britannia Court	£100.00
1st Calverton Brownies	£200.00	Gedling Junior Squash Club	£200.00
1st Calverton Cubs	£500.00	Gedling Play Forum	£1,558.00
1st Calverton Rainbows	£300.00	Gedling Southbank U14s Girls FC	£250.00
1st Calverton Scouts	-£100.00	Gedling Southbank U16s Girls FC	£900.00
1st Carlton (St Pauls) Rainbow Guides	£60.00	Gedling Sports Partnership	£150.00
1st Colwick Scout Group	£200.00	Gedling Village Family Gala	£350.00
1st Daybrook Rainbows & Brownies	£100.00	Gedling Voluntary Transport Scheme	£100.00
1st Gedling Guides	£50.00	Gedling WI	£50.00
1st Netherfield Rainbows, Brownies, Guides	£100.00	Hawthorne Primary & Nursery School	£500.00
1st Porchester Guides	-£40.00	Haywood Road Preschool Play Group	£227.90
1st Porchester Rainbows	£475.00	Hetty's	£200.00
1st Woodborough Girl Guides	£200.00	Infused Learning	£250.00
2nd Calverton Brownies	£100.00	International Womens Day	£1,935.00
37th Nottingham Boys Brigade	£200.00	Kids Skills 4 Life	£155.00
4th Nottingham Girls Brigade	£200.00	Killisick Junior School	£350.00
Age Concern Carlton & District	£450.00	K's Pantry	£250.00
Age UK Men in Sheds	£750.00	Lambley Parish Council	£675.00
All Hallows Church	£100.00	Linby cum Papplewick Parochial Church Council	£750.00
Arbrook Parents Forum	£313.00	Linby Parish Council	£650.00
Arnold Arts Society	£400.00	Mapperley Golf Club	£450.00
Arnold Association of Neighbourhood Watch Schemes	£245.00	Midlands Conference U15 Ice Hockey Team	£109.00
Arnold Association of Neighbourhood Scheme	£150.00	Netherfield & Colwick Senior Citizens	£500.00
Arnold Food Bank	£100.00	Netherfield Bank Community Choir	£360.00
Arnold Local Area Forum	£300.00	Netherfield Boys/Girls Football Club	£310.00
Arnold Local History Group	£250.00	Netherfield Forum	£420.00
Arnold Methodist Church	£600.00	Netherfield Parents Forum	£250.00
Arnold School of Boxing	£100.00	Netherfield Senior Citizens Line Dance Ass	£50.00
Arnold Swimming Club	£600.00	New Writers UK	£1,195.00
Arnold Town Football Club	£350.00	Newstead Parochial Church Council	£100.00
Bestwood Miners Welfare Sport Club	£310.00	Newstead Youth Club Committee	£400.00
Bestwood Village Hall Trust	£690.00	Next Door Dance	£800.00
Bonington Theatre	£100.00	North Midlands Power Lifting Association	£100.00
Brickyard Youth Club	£200.00	Nottingham Hospice	£800.00
Burton Joyce & Bulcote Village Hall	£100.00	PACT ( Parents & Carers Together)	£150.00
Burton Joyce & Bulcote WI	£500.00	Papplewick Parish Council	£550.00
Burton Joyce Football Club	£100.00	Park House Medical Centre	£55.00
Burton Joyce Parish Council	£250.00	Phoenix Boxing Club	£200.00
Burton Joyce Primary School	£300.00	Phoenix Farm Methodist Church	£300.00
Calverton and Gedling Art Society	£307.50	Phoenix Farm Open Door Project	£300.00
Calverton Baptist Church	£30.00	Phoenix Farm Playgroup	£100.00
Calverton Cricket Club	£500.00	Porchester Bowling Club	£325.00
Calverton Play Day	£400.00	Potter & Sons	£140.00
Calverton Working Mens Club	£300.00	Raleigh International	£400.00
Caribbean Elders	£100.00	Ravenshead Parish Council	£750.00
Caribbean Elders Lunch Club	£450.00	Rushcliffe Avenue Community Centre	£250.00
Carlton Male Voice Choir	£200.00	S Club St Wilfrids CofE School	£400.00
Carlton Operatic Society	£500.00	Shekiah Central	£100.00
Carlton St. Paul's PC	£150.00	Sherwood Community Fund	£150.00
Carlton Town Football Club	£710.00	St James Church	£200.00
Coppice Farm Primary School	£400.00	St Pauls Church Carlton	£200.00
Coppice Primary School	£300.00	St. Helens BJ Baby & Toddler Group	£400.00
Core Centre	£300.00	St. James Church	£300.00
Cornwater Junior Badminton Club	£250.00	St. James Porchester PCC	£50.00
CTK Cats Cheer Team	£480.00	St. John the Baptist Church	£150.00
Eagles Nest Church	£1,000.00	St. John the Baptist Primary School	£750.00
Eagles Nest Youth Club	£200.00	St. John's Church Carlton	£300.00
Flying High Expressive Arts Company	£250.00	St. Mark's Church Bestwood Village	£500.00
Foxhill Court Residents Fund	£500.00	St. Marks Church Woodthorpe	£200.00
Framework Elizabeth House	£300.00	St. Marys Church Arnold	£500.00
Framework Housing Association	£600.00	St. Pauls CC Carlton Foodbank	£110.00
Friends of Burton Road Jubilee Park	£50.00	St. Pauls Church	£200.00
Friends of Gedling Country Park	£1,525.00	St. Wilfrids CE Primary School	£600.00
Friends of Moor Pond Wood	£750.00	Stanhope Parents Forum	£100.00
Friends of Onchan Park	£360.00	Stanhope Preschool Group	£100.00
GBC - Bonington Theatre	£199.60	The Children's Society	£300.00
GBC - Communications Dept	£1,300.00	The Hucknall Byron Festival	£300.00
GBC - Events & Play	£1,575.00	The Village Lunch	£435.00
GBC - Localities	£1,100.00	Toddler Time	£50.00
GBC - Parks & Street Care	£2,495.00	Volunteer Outreach Working (VOW)	£500.00
GBC - Public Protection	£374.00	Warren Action Group	£1,000.00
		WE R HERE	£2,131.00
		Women's Autism Network Nottingham aka SWANN	£300.00
		Woodthorpe Parish Council	£335.00
		WPPM & Gedling Sports Partnership	£900.00

**MEMBERS POT**

**OUTTURN SUMMARY  
Members Pot Expenditure 2016-17**

Budget 2016/17	£ 12,500	Number of Boroughwide grants awarded	15
Less Total Expenditure	12,500		
Balance Unspent	<u>0</u>		

**Breakdown of Grants/Contributions**

	£		£
Name	Amount	Name	Amount
Arnold Town FC	£2,000.00		
Bestwood Village Hall Trust	£2,000.00		
Friends of Gedling Country Park	£2,220.00		
GBC Play & Events	£800.00		
Gedling Youth Council	£400.00		
International Womens Day	£500.00		
Kids Skills 4 Life	£265.00		
Mapperley Golf Club	£300.00		
New Writers UK	£1,500.00		
Next Door Dance Project	£550.00		
Rushcliffe CVS	£500.00		
Senior Council	£500.00		
We R Here	£965.00		
			<b>12,500</b>

**CAPITAL OUTTURN 2016/17**

PORTFOLIO	SCHEME	2016/17 APPROVED BUDGET £	2016/17 FINAL OUTTURN £	VARIANCE £	PROPOSED CARRY FORWARDS £
COMMUNITY RELATIONS	Aid to Parishes	18,100	0	(18,100)	18,100
	Aid to Parishes	86,500	80,471	(6,029)	0
		<b>104,600</b>	<b>80,471</b>	<b>(24,129)</b>	<b>18,100</b>
HOUSING, HEALTH & WELLBEING	Affordable Housing (S106 Commuted Sum)	186,000	186,000	0	0
	Station Road Carlton	0	2,265	2,265	0
	CF Health Suite and Changing Rooms	82,600	83,344	744	0
	Redhill Replace Gym Equipment 2014	0	0	0	0
	Redhill Lighting/Pitch	100,000	100,000	0	0
	ALC Refurbishment 2013	0	(19,981)	(19,981)	0
	ALC Replace Theatre Audio Visual Equipment	2,200	1,891	(309)	0
	ALC Boiler/Plant Room Upgrade	200,000	131,231	(68,769)	68,700
	ALC Flat Roof Replacement	7,100	2,751	(4,349)	4,300
		<b>577,900</b>	<b>487,501</b>	<b>(90,399)</b>	<b>73,000</b>
PUBLIC PROTECTION	CCTV Monitor Equipment Replacement	0	0	0	0
	CCTV Newstead	15,000	12,185	(2,815)	0
	Disabled Facilities Grants	528,000	489,859	(38,141)	18,500
	DFG staff salaries	92,000	89,949	(2,051)	0
		<b>635,000</b>	<b>591,993</b>	<b>(43,007)</b>	<b>18,500</b>
ENVIRONMENT	Depot Offices and Welfare Facility	389,900	389,166	(734)	0
	Civic Centre Public Toilets	22,000	0	(22,000)	22,000
	Relocation of Shopmobility	0	0	0	0
	Gedling Country Park Visitor Centre	878,600	760,000	(118,600)	118,600
	Replace Hayter Triple Mower FJ08HJY	28,000	19,763	(8,237)	0
	Replace Mercedes Econic FN07 BVC	0	0	0	0
	Replace Mercedes Econic FN07 BVG	6,500	1,364	(5,136)	5,100
	Replace Mercedes Econic FN07 BVH	0	0	0	0
	Replace Ford Transit/Tipper FH08GRK	30,000	22,782	(7,218)	0
	Replace Ford Transit/Tipper FN58UFB	30,000	26,129	(3,871)	0
	Replace VW Light Van FE57FHJ	42,000	0	(42,000)	42,000
	Volvo Gravedigger	30,000	26,288	(3,712)	0
	Replace Mercedes Econic FJ57FTX	0	0	0	0
	Replace Mercedes Econic FN07BVD	0	0	0	0
	Replace Transit/Box Van FN58UEM	26,000	29,693	3,693	0
	Replace Dennis Kerbsider VO08RZF	150,000	161,680	11,680	0
	Replace Swingo Sweeper AE60DYV	70,000	0	(70,000)	70,000
	Replace Ford Connect	0	0	0	0
	Replace Lewis Badger Loading Shovel FJ58KYN	35,000	0	(35,000)	35,000
	Replace Ford Transit/Tipper FN58UER	32,000	0	(32,000)	32,000
	Replace John Deere Tractor FJ58YBZ	40,000	15,265	(24,735)	0
	Replace Dennis Elite 32kg VO09MTE	175,000	171,848	(3,152)	0
	Replace Dennis Elite 32kg VO09MTF	175,000	171,438	(3,562)	0
	Replace Elite Narrow 24kg VX09WKD	165,000	166,316	1,316	0
	Replace 7.5kg Iveco Dog Bin FJ09HNC	38,000	0	(38,000)	38,000
	Replace Ford Transit FN58UEO	19,000	16,059	(2,941)	0
	Replace Ford Connect FN58UEZ	16,000	14,547	(1,453)	0
	New Freighter	155,000	164,906	9,906	0
	Gedling Country Park	284,200	249,332	(34,868)	34,800
	Carlton Cem - Expansion/Car Park	0	15,597	15,597	0
		<b>2,837,200</b>	<b>2,422,174</b>	<b>(415,026)</b>	<b>397,500</b>
RESOURCES & REPUTATION	Asset Management Fund	0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>		<b>4,154,700</b>	<b>3,582,139</b>	<b>(572,561)</b>	<b>507,100</b>

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**ALL COMMITTED CAPITAL CARRY FORWARD REQUESTS, PLUS UNCOMMITTED CAPITAL REQUESTS UNDER  
2016/17 to 2017/18**

**Schemes approved by the Chief Financial Officer**

**Department: All**

Ref's

A Work Committed (Ordered/Contract Agreed)

B Not Committed but affected by Policy Decision/  
significant impact on Service Prov'n

Scheme	Approved Budget £	2016/17 Actual				Reason for Carry Forward	
		Actual Exp 2016/17 £	Reserved Creditors 2016/17 £	Total 2016/17 Actual £	Carry Forward Requested £		
						Ref A/B	Details
Aid to Parishes	18,100	0	0	0	18,100	A	Awaiting claim from Parishes
ALC Boiler/Plant Room	200,000	131,231	0	131,231	68,700	A	Works still ongoing, due for completion May 17.
Disabled Facilities Grant	620,000	544,244	35,564	579,808	18,500	B	Unspent grant allocation, grant approved for carry forward by Notts County Council.
Replace Lewis Badger Loading Shovel	35,000	0		0	35,000	A	Delay due to having to find an alternative and amend specification.
Replace VW Light Van	42,000	0		0	42,000	A	Delay in arrival from manufacturer
Replace Ford Transit/Tipper	32,000	0		0	32,000	A	Delay in arrival from manufacturer
Replace Iveco Dog Bin	38,000	0		0	38,000	A	Delay in arrival from manufacturer
Signage on vehicles	6,500	1,364		1,364	5,100	A	Signage on multiple vehicles
Arnold LC Flat Roof Replacement	7,100	2,751	0	2,751	4,300	A	Delay in tender process, now due to commence in May 17.
Gedling Visitors Centre	878,600	693,723	66,277	760,000	118,600	A	Due for completion May 17.
Gedling Country Park	284,200	249,332	0	249,332	34,800	A	Fencing off of Rail Tunnel Entrance
Civic Centre Public Toilets	22,000	0	0	0	22,000	A	Delay due to changes within the scheme.
<b>TOTAL</b>	<b>2,183,500</b>	<b>1,622,645</b>	<b>101,841</b>	<b>1,724,486</b>	<b>437,100</b>		

**NON-COMMITTED CAPITAL CARRY FORWARD REQUESTS OVER £50,000**  
**2016/17 to 2017/18**

Department: Transport

Scheme	Approved Budget £	2016/17 Outturn				Reason for Carry Forward Details
		Actual Exp 2016/17 £	Reserved Creditors 2016/17 £	Total 2016/17 Actual £	Carry Forward Requested £	
Replace Schmidt Sweeper	70,000	0		0	70,000	Delay in vehicle purchase due to specification changes.
				0		
<b>TOTAL</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	



**CAPITAL FINANCING SUMMARY 2016/17**

	£	£	£
<b><u>CAPITAL EXPENDITURE 2016/17 REQUIRING FINANCING</u></b>			<b><u>3,582,139</u></b>
<b><u>RESOURCES APPLIED</u></b>			
<b><u>Money Provided by Other Persons</u></b>			
<b>Capital Grants Receivable:</b>			
Wren - Gedling Country Park	50,000		
HCA Affordable Housing	2,265		
Communities - Ley St Play Area	32,736		
Wren - Ley Street Play Area	43,799		
Performance Reward Grant	69,843		
Disabled Facility Grant	579,807	<u>778,450</u>	
 <b>Contributions:</b>			
S106 Affordable Housing	186,000		
NCC Ley Street Play Area	3,000		
NCC Redhill Pitch	25,000	<u>214,000</u>	
 <b>Total Money Provided by Other Persons</b>			<b>992,450</b>
 <b>Revenue Contributions</b>			<b>763,687</b>
 <b>Total Usable Capital Receipts Applied</b>			<b>872,145</b>
 <b>Total Prudential Borrowing Applied</b>			<b>953,857</b>
 <b><u>TOTAL RESOURCES APPLIED 2016/17</u></b>			<b><u>3,582,139</u></b>

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# **Gedling Borough Council**

## **Nottinghamshire County Council Pension Fund**

Pension accounting disclosure as at 31 March 2017  
Prepared in accordance with IAS19

13 April 2017

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## 1. Introduction

We have been instructed by Nottinghamshire County Council, the administering authority to the Nottinghamshire County Council Pension Fund (the Fund), to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme (the LGPS) to employees of Gedling Borough Council (the Employer) as at 31 March 2017.

This report is addressed to the Employer and its advisers; in particular, this report is likely to be of relevance to the Employer's auditor.

These figures are prepared in accordance with our understanding of International Accounting Standard 19 (IAS19).

This advice complies with all Generic Technical Actuarial Standards (TASs) and the Pensions TAS.

The figures quoted will form the basis of the balance sheet and funding status disclosures to be made by the Employer as at 31 March 2017 in respect of its pension obligations under the LGPS. The projected pension expense calculations for the year to 31 March 2018 may be used for the purpose of any interim financial reporting during the year to 31 March 2018. However, it may subsequently be necessary to adjust these projections following the occurrence of any material events such as curtailments, settlements or the discontinuance of the Employer's participation in the Fund.

Please note we have not made any allowance for IFRIC14 in our calculations. We would be happy to speak to the Employer or their auditor if more information is required.

IAS19 also requires the disclosure of any other employer provided pension benefits which are not paid from the Fund itself: examples include additional pensions paid on retirement under the Discretionary Payment Regulations. We have only valued such additional liabilities, which would not be covered in the formal LGPS valuation, to the extent that they have been notified to us and are as disclosed in Section 3 of this report.

## 2. Characteristics of defined benefit plans and associated risks

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings.

The administering authority for the Fund is Nottinghamshire County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

As administering authority to the Fund, Nottinghamshire County Council, after consultation with the Fund Actuary and other relevant parties, is responsible for the preparation and maintenance of the Funding Strategy Statement and the Investment Strategy Statement. These should be amended when appropriate based on the Fund's performance and funding.

Contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions.

On the Employer's withdrawal from the Fund, a cessation valuation will be carried out in accordance with Regulation 64 of the LGPS Regulations 2013 which will determine the termination contribution due by the Employer, on a set of assumptions deemed appropriate by the Fund Actuary.

In general, participating in a defined benefit pension scheme means that the Employer is exposed to a number of risks:

- Investment risk. The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges;
- Interest rate risk. The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cashflows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way;
- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation; and
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Nottinghamshire County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the Employer e.g. higher than expected investment returns or employers leaving the Fund with excess assets which eventually get inherited by the remaining employers.

### 3. Valuation data

#### Data sources

In completing our calculations for pension accounting purposes we have used the following items of data, which we received from Nottinghamshire County Council:

- The results of the valuation as at 31 March 2016 which was carried out for funding purposes;
- Estimated whole Fund income and expenditure items for the period to 31 March 2017;
- Estimated Fund returns based on Fund asset statements provided (or estimated where necessary) as at 31 March 2016 and 31 December 2016, Fund income and expenditure as noted above, and estimated market returns thereafter for the period to 31 March 2017;
- Estimated Fund income and expenditure in respect of the Employer for the period to 31 March 2017; and
- Details of any new early retirements for the period to 31 March 2017 that have been paid out on an unreduced basis, which are not anticipated in the normal employer service cost.

Although some of these data items have been estimated, we do not believe that they are likely to have a material effect on the results of this report. Further, we are not aware of any material changes or events since we received the data.

#### Employer membership statistics

The table below summarises the membership data, as at 31 March 2016 for members receiving funded benefits, and as at 31 March 2016 for any members receiving unfunded benefits.

Member data summary	Number	Salaries/Pensions	Average age
		£000s	
Actives	439	7,965	47
Deferred pensioners	525	863	44
Pensioners	530	2,444	73
Unfunded pensioners	95	136	78

The service cost for the year ending 31 March 2017 is calculated using an estimate of the total pensionable payroll during the year. The estimated total pensionable payroll during the year is £8,525,000, as advised by the Employer. The projected service cost for the year ending 31 March 2018 has been calculated assuming the payroll remains at this level over the year.

## Scheduled contributions

The table below summarises the minimum employer contributions due from Gedling Borough Council to the Fund over this inter-valuation period. The calculated cost of accrual of future benefits is 15.1% of payroll p.a.

Minimum employer contributions due for the period beginning	1 Apr 2017	1 Apr 2018	1 Apr 2019
Percent of payroll	15.1%	15.1%	15.1%
plus monetary amount (£000s)	575	588	602

However, Gedling Borough Council have agreed with the Administering Authority that they will prepay their monetary contributions for the three years to 31 March 2020 by making a single lump sum payment of £1,674,767 by 30 April 2017. This lump sum payment has received an actuarially equivalent discount to the monetary rates above and Gedling Borough Council have been notified separately of this amount. If they don't make this lump sum payment by 30 April 2017, the contribution rates set out above will apply as normal.

Gedling Borough Council may pay further amounts at any time and future periodic contributions, or the timing of contributions may be adjusted on a basis approved by us.

## Early retirements

We requested data on any early retirements in respect of the Employer from the administering authority for the year ending 31 March 2017.

We have been notified of three new early retirements during the year which were not allowed for at the previous accounting date. The total annual pension that came into payment was £29,200.

## Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2017 is estimated to be 23%. The actual return on Fund assets over the year may be different.



The estimated asset allocation for Gedling Borough Council as at 31 March 2017 is as follows:

Asset breakdown	31 Mar 2017		31 Mar 2016	
	£000s	%	£000s	%
Equities	50,479	70%	41,304	70%
Gilts	2,206	3%	1,846	3%
Other bonds	4,354	6%	4,058	7%
Property	8,024	11%	7,494	13%
Cash	3,631	5%	2,405	4%
Inflation-linked pooled fund	1,802	2%	1,670	3%
Infrastructure	1,677	2%	550	1%
<b>Total</b>	<b>72,173</b>	<b>100%</b>	<b>59,327</b>	<b>100%</b>

We have estimated the bid values where necessary. Please note that the individual percentages shown are to the nearest percentage point for each asset class and may not sum to 100%. The final asset allocation of the Fund assets as at 31 March 2017 is likely to be different from that shown due to estimation techniques.

Based on the above, the Employer's share of the assets of the Fund is approximately 1%.

We received the following information from the administering authority regarding the detail of their assets as at 31 December 2016, representing the percentages of the total Fund held in each asset class (split by those that have a quoted market price in an active market, and those that do not).

Asset breakdown		31 Dec 2016	
		% Quoted	% Unquoted
<b>Fixed Interest Government Securities</b>			
	UK	3.1%	-
	Overseas	-	-
<b>Corporate Bonds</b>			
	UK	5.8%	-
	Overseas	0.3%	-
<b>Equities</b>			
	UK	29.8%	0.1%
	Overseas	38.4%	-
<b>Property</b>			
	All	-	11.1%
<b>Others</b>			
	Private Equity	-	1.6%
	Infrastructure	-	2.3%
	Inflation linked	-	2.5%
	Cash/Temporary Investments	-	5.0%
<b>Total</b>		<b>77.3%</b>	<b>22.7%</b>

We do not have any further detail on the current asset allocation of the Fund; we suggest that if further information is required the administering authority is contacted in the first instance. Please note that as above, no adjustments for presentational purposes have been made to the percentages shown.

## **4. Actuarial methods and assumptions**

### **Valuation approach**

To assess the value of the Employer's liabilities at 31 March 2017, we have rolled forward the value of the Employer's liabilities calculated for the funding valuation as at 31 March 2016, using financial assumptions that comply with IAS19.

The full actuarial valuation involved projecting future cashflows to be paid from the Fund and placing a value on them. These cashflows include pensions currently being paid to members of the Fund as well as pensions (and lump sums) that may be payable in future to members of the Fund or their dependants. These pensions are linked to inflation and will normally be payable on retirement for the life of the member or a dependant following a member's death.

It is not possible to assess the accuracy of the estimated value of liabilities as at 31 March 2017 without completing a full valuation. However, we are satisfied that the approach of rolling forward the previous valuation data to 31 March 2017 should not introduce any material distortions in the results provided that the actual experience of the Employer and the Fund has been broadly in line with the underlying assumptions, and that the structure of the liabilities is substantially the same as at the latest formal valuation. From the information we have received there appears to be no evidence that this approach is inappropriate.

To calculate the asset share we have rolled forward the assets allocated to the Employer at 31 March 2016 allowing for investment returns (estimated where necessary), contributions paid into, and estimated benefits paid from, the Fund by and in respect of the Employer and its employees.

### **Demographic/Statistical assumptions**

We have adopted a set of demographic assumptions that are consistent with those used for the most recent Fund valuation, which was carried out as at 31 March 2016. These assumptions have been updated from those adopted at the last accounting date. The post retirement mortality tables adopted are the S2PA tables with a multiplier of 100% for males and 90% for females. These base tables are then projected using the CMI 2015 Model, allowing for a long-term rate of improvement of 1.5% p.a.

The assumed life expectations from age 65 are:

Life expectancy from age 65 (years)		31 Mar 2017	31 Mar 2016
Retiring today			
	Males	22.5	22.1
	Females	25.5	25.3
Retiring in 20 years			
	Males	24.7	24.4
	Females	27.8	27.7

We have also assumed that:

- Members will exchange half of their commutable pension for cash at retirement;
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age; and
- The proportion of the membership that had taken up the 50:50 option at the previous valuation date will remain the same.

## Financial assumptions

The financial assumptions used to calculate the results are as follows:

Assumptions as at	31 Mar 2017	31 Mar 2016	31 Mar 2015
	% p.a.	% p.a.	% p.a.
Discount rate	2.7%	3.6%	3.3%
Pension increases	2.7%	2.3%	2.4%
Salary increases	4.2%	4.1%	4.2%

These assumptions are set with reference to market conditions at 31 March 2017.

Our estimate of the duration of the Employer's liabilities is 19 years.

The discount rate is the annualised yield at the 19 year point on the Merrill Lynch AA-rated corporate bond yield curve which has been chosen to meet the requirements of IAS19 and with consideration of the duration of the Employer's liabilities. This is consistent with the approach used at the last accounting date.

The Retail Prices Index (RPI) increase assumption is set based on the difference between conventional gilt yields and index-linked gilt yields at the accounting date using data published by the Bank of England (BoE), specifically the 19 year point on the BoE market implied inflation curve. The RPI assumption is therefore 3.6% p.a. This is consistent with the approach used at the last accounting date.

As future pension increases are expected to be based on the Consumer Prices Index (CPI) rather than RPI, we have made a further assumption about CPI which is that it will be 0.9% p.a. below RPI i.e. 2.7% p.a. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods and recent independent forecasts. This is consistent with the approach used at the last accounting date.

Salaries are assumed to increase at 1.5% p.a. above CPI in addition to a promotional scale. However, we have allowed for a short-term overlay from 31 March 2016 to 31 March 2020 for salaries to rise in line with CPI.

## **Past service costs/gains**

Past service costs/gains arise as a result of introduction or withdrawal of, or changes to, member benefits. For example, an award of additional discretionary benefits to a member such as added years by a member would be considered a past service cost.

We are not aware of any additional benefits which were granted over the year ending 31 March 2017.

## **Curtailments**

We have calculated the cost of curtailments arising as a result of the payment of unreduced pensions on early retirement. The Employer may also have to account for non-pension related costs (e.g. lump sum payments on redundancy) but for the avoidance of doubt, we have only calculated the cost of curtailments which affect the Employer's LGPS pension liabilities.

We calculate the cost of curtailments at the point of exit, with interest applied to the accounting date accounted for separately.

Over the year, we understand that three former employees became entitled to unreduced early retirement benefits.

The capitalised cost of the additional benefits on IAS19 compliant assumptions is calculated at £326,000. This figure has been included within the service cost in the statement of profit or loss.

## **Settlements**

We are not aware of any liabilities being settled at a cost materially different to the accounting reserve during the year.

## 5. Results and disclosures

We estimate that the value of the net liability as at 31 March 2017 is a liability of £52,366,000.

The results of our calculations for the year ended 31 March 2017 are set out in the appendices below:

- Appendix 1 sets out the Statement of financial position as at 31 March 2017;
- Appendix 2 sets out the Statement of profit and loss for the year ended 31 March 2017;
- Appendix 3 details a reconciliation of assets and liabilities during the year;
- Appendix 4 shows a sensitivity analysis on the major assumptions;
- Appendix 5 shows the Re-measurements in other comprehensive income for the year;
- Appendix 6 contains our estimates of the projected profit and loss account costs for the year ending 31 March 2018. Please note that no allowance has been made for the costs of any early retirements or augmentations which may occur over the year and whose additional capitalised costs would be included in the value of liabilities. It is only an estimate so actual experience over the year is likely to differ. We have not provided balance sheet projections on the basis that they will depend upon market conditions and the asset value of the Fund at the end of the following year.

The figures presented in this report are prepared only for the purposes of IAS19. In particular, they are not relevant for calculations undertaken for funding purposes or for other statutory purposes under UK pensions legislation.

We would be pleased to answer any questions arising from this report.



**Ross Anderson FFA**  
**Actuary**

## Appendix 1 Statement of financial position as at 31 March 2017

Net pension asset as at	31 Mar 2017	31 Mar 2016	31 Mar 2015
	£000s	£000s	£000s
Present value of the defined benefit obligation	122,512	98,144	102,219
Fair value of Fund assets (bid value)	72,173	59,327	60,581
<b>Deficit / (Surplus)</b>	<b>50,339</b>	<b>38,817</b>	<b>41,638</b>
Present value of unfunded obligation	2,027	1,851	1,992
Unrecognised past service cost	-	-	-
Impact of asset ceiling	-	-	-
<b>Net defined benefit liability / (asset)</b>	<b>52,366</b>	<b>40,668</b>	<b>43,630</b>

## Appendix 2 Statement of profit and loss for the year to 31 March 2017

The amounts recognised in the profit and loss statement are:	Year to	Year to
	31 Mar 2017	31 Mar 2016
	£000s	£000s
Service cost	2,491	2,259
Net interest on the defined liability (asset)	1,429	1,413
Administration expenses	21	1
<b>Total loss (profit)</b>	<b>3,941</b>	<b>3,673</b>



## Appendix 3 Asset and benefit obligation reconciliation for the year to 31 March 2017

Reconciliation of opening & closing balances of the present value of the defined benefit obligation	Year to	Year to
	31 Mar 2017	31 Mar 2016
	£000s	£000s
<b>Opening defined benefit obligation</b>	<b>99,995</b>	<b>104,211</b>
Current service cost	2,165	2,259
Interest cost	3,558	3,399
Change in financial assumptions	24,839	(7,411)
Change in demographic assumptions	414	-
Experience loss/(gain) on defined benefit obligation	(4,406)	(3)
Liabilities assumed / (extinguished) on settlements	-	-
Estimated benefits paid net of transfers in	(2,769)	(2,831)
Past service costs, including curtailments	326	-
Contributions by Scheme participants and other employers	541	501
Unfunded pension payments	(124)	(130)
<b>Closing defined benefit obligation</b>	<b>124,539</b>	<b>99,995</b>

Reconciliation of opening & closing balances of the fair value of Fund assets	Year to	Year to
	31 Mar 2017	31 Mar 2016
	£000s	£000s
<b>Opening fair value of Fund assets</b>	<b>59,327</b>	<b>60,581</b>
Interest on assets	2,129	1,986
Return on assets less interest	11,452	(2,455)
Other actuarial gains/(losses)	(308)	-
Administration expenses	(21)	(1)
Contributions by employer including unfunded	1,946	1,676
Contributions by Scheme participants and other employers	541	501
Estimated benefits paid plus unfunded net of transfers in	(2,893)	(2,961)
Settlement prices received / (paid)	-	-
<b>Closing Fair value of Fund assets</b>	<b>72,173</b>	<b>59,327</b>

The total return on the fund assets for the year to 31 March 2017 is £13,581,000.

## Appendix 4 Sensitivity analysis

Sensitivity analysis	£000s	£000s	£000s
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	122,237	124,539	126,888
Projected service cost	3,349	3,432	3,517
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	124,889	124,539	124,193
Projected service cost	3,432	3,432	3,432
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
Present value of total obligation	126,536	124,539	122,581
Projected service cost	3,517	3,432	3,349
Adjustment to life expectancy assumptions	+1 Year	None	- 1 Year
Present value of total obligation	129,211	124,539	120,042
Projected service cost	3,541	3,432	3,326

## Appendix 5 Re-measurements in other comprehensive income

Remeasurement of the net assets / (defined liability)	Year to 31 Mar 2017 £000s	Year to 31 Mar 2016 £000s
Return on Fund assets in excess of interest	11,452	(2,455)
Other actuarial gains/(losses) on assets	(308)	-
Change in financial assumptions	(24,839)	7,411
Change in demographic assumptions	(414)	-
Experience gain/(loss) on defined benefit obligation	4,406	3
Changes in effect of asset ceiling	-	-
<b>Remeasurement of the net assets / (defined liability)</b>	<b>(9,703)</b>	<b>4,959</b>

## Appendix 6 Projected pension expense for the year to 31 March 2018

Projections for the year to 31 March 2018	Year to 31 Mar 2018 £000s
Service cost	3,432
Net interest on the defined liability (asset)	1,387
Administration expenses	26
<b>Total loss (profit)</b>	<b>4,845</b>
<b>Employer contributions</b>	1,862

Note that these figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2017. These projections are based on the assumptions as at 31 March 2017, as described in the main body of this report.

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**Overall  
Status**
**Gedling Plan 2016/19**


<b>Th</b>	<b>People</b>	
<b>Ob</b>	Improve health and wellbeing	
<b>Ob</b>	Promote and encourage pride, good citizenship and participation in the local area	
<b>Ob</b>	Reduce antisocial behaviour, crime and the fear of crime	
<b>Ob</b>	Reduce hardship and provide support to the most vulnerable	
<b>Th</b>	<b>Performance</b>	
<b>Ob</b>	Give tax payers value for money	
<b>Ob</b>	Improve the customer experience of dealing with the Council	
<b>Ob</b>	Maintain a positive and productive working environment and strong staff morale	
<b>Th</b>	<b>Place</b>	
<b>Ob</b>	Create more jobs and better access to them	
<b>Ob</b>	Ensure local people are well prepared and able to compete for jobs	
<b>Ob</b>	Provide an attractive and sustainable local environment that local people can enjoy and appreciate	
<b>Ob</b>	Provide more homes	







## **Examples of Achievements and Activities**

**During**

**Quarter 4 2016/17**

## PEOPLE

### Reduce anti-social behaviour, crime and the fear of crime

**Newstead Doorstep Sport Home Office Project** - StreetGames rewarded Newstead Doorstep Club with £100 voucher to show their appreciation to the group for ensuring that all final monitoring for the Home Office project was completed. The funding will be used to purchase new sports equipment for the sport sessions held on Monday nights in the village.

**Junior Netball for Girls** - Mapperley Ladies Netball Club are introducing a new junior section to the club at Carlton Le Willows school. A start up grant of £381 from the Council has been provided to fund facility hire and equipment for the first 10 weeks, support was also provided to promote sessions and offer advice on further funding and qualifications. 26 participants attended the first session.

**Girls Activities** - Support and funding provided from the Community Relations Service to introduce a girls beginners swimming sessions for 12+ at Calverton Leisure Centre and a casual table tennis session for girls aged 12+ at Carlton Le Willows Academy. The sessions will start in April 2017.

**Nottingham Ice Arena Learn to Skate programme** - Working in partnership with the Nottingham Ice Arena's learn to skate programme primary schools were identified to be invited to a free learn to skate taster programme. The following schools have been selected to take part in a session after the Easter Holidays; Hawthorn Primary, Arnold Mill Primary and Killisick Junior School.

**Safeguarding in Sport Course** - A Sports Coach UK Safeguarding in Sport Course was delivered on 22<sup>nd</sup> March. 19 participants took part in the course a number of them from Carlton Forum Swimming club.

### Improve health and wellbeing

**Improved Health Suite at Carlton Forum** – the health suite and refurbished changing rooms opened to members of the public in January, and provides a state of the art steam and sauna facility with relaxation area. So far 125 people have taken out membership of the health suite and 2,523 have used it on a pay and play basis.

**Swimming Lesson Direct Debits introduced** – From March we made it possible for people learning to swim to pay for their lessons by direct debit. Not only does this spread the costs through the year it also gives the member unlimited free public swimming to help advance their techniques and skills outside of the instructed session. So far 375 people have moved onto this payment plan. Free Swim sessions continue and are very popular.

**New Artificial Grass Pitches – Redhill 3G programme of use** - The final programme of use for the new Artificial Grass Pitch at Redhill Leisure Centre has been completed. The Council has been working with the key partner clubs Gedling Southbank FC and Arnold Town FC to ensure they get an equal share of available pitch use. This will also include some access from the professional partner club Nottingham Forest Community Trust. The pitch is scheduled to be handed over on Monday 10<sup>th</sup> April. Bookings will commence from 18<sup>th</sup> April.

**Increased venue bookings** - Future bookings for functions, conferences and meetings at the Richard Herrod Centre are at an all-time high for 2017.

**Sportivate membership increasing** – Currently there are 204 new members, the highest number we have signed up during the promotion.

**Increased visitors at Calverton Leisure Centre** – The number of users for 2016/17 has increased by 6,530 compared to the previous year. The total income for the entire financial year has also increased by £17k compared to last year (and this included a 6 week pool closure for refurbishments).

**Disabled swimming lessons** – the number of participants continues to grow with positive feedback from customers

‘Excellent disability swimming lessons, instructors are very attentive to children’s needs and this has helped them progress’.

‘Arnold disability swimming lessons are amazing. A year ago my son was unable to swim and petrified of water. He can now swim 200m, jumps in, puts his head in the water and loves it. All the instructors are truly amazing with each and every child they teach to swim. I never thought I would see the day that my son would love and enjoy swimming. Well done for offering swimming lesson for children with additional needs. The lessons are worth their weight in gold. Highly recommend them to anyone’.

**We Are Here – Calverton Self Esteem Course** - Funded by the Members Grants the Self Esteem course successfully ran in Calverton. The courses engage up to 6 individuals, 4 completed the course in Calverton which was held at the Sure start Centre. The feedback from the course was really positive with one individual gaining employment as a result.

**Community Health and Wellbeing Newsletter** - The first edition of the Community Health and Wellbeing Keep me Posted E-Newsletter was circulated to 390 subscribers. Content included information on Change Point Obesity and Weight Management Service, Health for Teens website, Walking in Gedling, talking therapies and Macmillan support. The newsletter will be circulated quarterly.

**Girls Make It Happen – Celebration Event** - A partnership event between Gedling Sports Partnership and Gedling Borough Council was organised to mark the one year anniversary of the Girls Make It Happen project and International Women’s Day. The event was held at Carlton Forum Leisure Centre where free swimming was offered to females all day. During the main event, taster sessions of a variety of exercise classes including Zumba, Clubbercise, Fight club and Pound Fit took place. The sessions were all fully attended. The sports hall hosted a series of stalls hosted by local providers, including Change Point, Mapperley Golf Club, Notts Roller Derby, Gedling Leisure Centres, Notts Women’s Runners and Gedling Sports Partnership.

**1km Arnot Hill Park Running Route** - A new Leaflet has been created to promote the new 1km route in Arnot Hill Park. The route follows the paths around the park making it accessible for all to walk, jog or run around the park. The new route will be promoted at an Easter park event and through social media too.

**Launch of Bestwood Village parkrun** - As part of the Bestwood Village Healthy Communities programme being delivered by the Council in partnership with local village representatives funding has been allocated to establish a new parkrun at Bestwood Country Park. The first event took place in January and the volunteer organised runs are scheduled every Saturday morning. 928 runners have participated in the first 12 weeks. Bestwood is the third parkrun for Gedling funded by the Council following the established adult and junior parkruns at Gedling Country Park.

**Improving food standards** - Due to people moving on to other roles and waiting for new people to arrive we have been a little short staffed, but with a little extra evening and weekend work we completed 405 visits and inspections to food businesses which met 100% of our food inspections due in 2016/17. The manager commented that is a fantastic achievement given the circumstances.

**Improving disabled peoples' homes** - despite staffing changes part way through the year officers completed 77 Disabled Facilities Grants for the year spending over £500,000 assisting residents with disabilities to live independently in their own homes.

## **Promote and encourage pride, good citizenship and participation in the local area**

**Ley Street Play Area and Trim Trail** - Netherfield Steering Group submitted successful bids to Nottinghamshire County Council's Supporting Communities Programme and WREN for a new play facility for juniors and Toddlers living in Netherfield.. The £32,000 will be used for a Trim Trail and WREN a further £45,738 for the play area.

Construction of the new play facility was completed in opened by the Mayor of Gedling Councillor Sandra Barnes, surrounded by children from Netherfield and St. John the Baptist Primary Schools who helped with the consultation and enjoyed playing on the new facilities.

**Friends of Gedling Country Park** – The Friends of Gedling Country Park have been successful in their application to Nottinghamshire County Council's 'Supporting Local Communities' fund. Working with GBC, the application will allow the Friends to commission an artist to create a piece of memorial art work for the Memorial Garden at Gedling Country Park.

**Gedling Youth Council takes over Council Senior Leadership Team** - Gedling Youth Council took up the Children's Commissioner Takeover Challenge this year, opting to take over the Council's Senior Leadership Team meeting during March 2017. A nominated group of young people delivered a presentation and discussed the key priorities set by the Youth Council. These included young people's mental health, loneliness and isolation; emerging new racial and cultural intolerance; peer pressure and stress caused by the culture of social media; issues of body image and new perceptions of gender; the generation gap caused by technological developments and a subsequent need to develop a curriculum for life to address the above. As a result of the meeting:

- Young people will each receive a Bronze Children's Commissioner Takeover Challenge certificate at the next Youth Council meeting
- The Chief Executive pledged to support a series of campaigns relating to the Youth Council priorities.
- Young people to have a more integrated role in the workings of the Council and decision making structures, i.e. Council meetings, Scrutiny.

- A review to be carried out of current Youth Centre Provision, in partnership with the NCC Youth Service.
- Council consultations to be directed through the Youth Council, i.e. the annual Gedling Conversation.
- The Youth Council to host an intergenerational event with the new Seniors Council to help build trust and mutual awareness, recognise and jointly address shared themes, i.e. Loneliness / isolation, mental health and cultural inclusion.

**Gedling Seniors Council** - An inaugural Seniors Council meeting was held on Friday 31<sup>st</sup> March 2017, delivered in partnership with the Age UK Aging Well conference and Nottinghamshire County Older Person's Advisory Group meeting. The event was very well attended by both Gedling and Countywide representatives of older voluntary and community groups, and a clear mandate was given to establish a Seniors Council for Gedling with the following focus

- To develop a set of priorities and terms of reference for engagement with the older community and statutory service providers.
- To advocate for services to the older community and promote greater take up of opportunities to older citizens through existing community networks
- To scrutinise and help to shape existing, new and emerging services and raise issues and concerns wherever services are not meeting need.
- To feed into the wider County Older Person's advisory group, particularly in respect of influencing national policy and decision making.

**Chinese New Year event** - The event was attended by 160 children and their families in January 2017 who took part in a variety of Chinese New Year themed arts and crafts activities. A Lion Dance took place outside the Civic Centre and the event also offered traditional Chinese storytelling and music from artist Ling Peng.

**International Women's Day Programme** - The Gedling International Women's Day (IWD) programme took place throughout March 2017 and included a range of voluntary, community, business and Council led events.

The programme culminated in the **Recognition and Celebration Event** hosted by the Mayor. The event, drawing on the national theme #BEBOLDFORCHANGE with a local focus on the women's role in a changing multicultural society, was attended by over 100 representatives of local community organisations and their families, women and family support / partner organisations, with a 40% representation from ethnic minority groups, along with members of the LGBTQI and older communities.

A number of successful outcomes were delivered as part of the programme:

- **The Gedling Caribbean Elders Group** is working with Catherine Ross of 'Museumand' The National Caribbean Heritage museum on an upcoming TV documentary and short film, as well an oral history travel stories project with Nottingham Trent University.
- The IWD Film Showing event and month of Women focussed films enhanced local interest in the Bonington Theatre, and the **Prospect Players Vagina Monologues production on 31<sup>st</sup> March** sold over 100 tickets.

- The **Girls Make It Happen** Women's sport activation event delivered jointly by Gedling Sports partnership and the Council and free taster activities attracted over 300 women and girls through the day, with significant uptake of swimming, badminton and health suite provision and high signup to Buena Vida and GBC led workout sessions.
- **The WE R HERE/New Writers Creative Writing workshop** had a high attendance from women survivors of trauma, raising the profile of that organisation and supporting our current efforts to get the service commissioned.
- Many older people engaged in the IWD programme have signed up to participate in the new Seniors Council, giving a stronger voice to ethnic minorities and older women.
- A month long programme of family after school craft workshops at **The Milk Lounge Breastfeeding Friendly Café** in Arnold
- A **Bulgarian Community Mothers' Day** event
- A **commemorative bench installation in the Gedling Country Park** coordinated by Nottingham City, Netherfield and Gedling WI divisions
- A programme of **women's support and information stalls** in the Foyer of the Civic Centre.

**Pride of Gedling Awards** arranged in conjunction with the Nottingham Post.

**Successful Keep Me Posted campaign** – conducted for Council Tax billing for the second year running. Last year the campaign resulted in a reduction of several thousand Council Tax related calls into Customer Services during the billing period. This means that customers who needed to get through on the phones for assistance were able to. In addition last year, it delivered additional efficiencies with an extra 1,000 customers signing up to Keep Me Posted, more direct debits were set up and more change in circumstances were notified to us online.

**Successful promotion of cleaning up after your dog** by posting an 'April Fool's Video' on Facebook. It had 22,000 views and appeared on 80,000 Facebook pages

## **Reduce hardship and provide support to the most vulnerable**

### **Initiatives to address loneliness and dementia**

**Disability Female Football Sessions** - Notts County Football in the Community have been awarded funding to deliver Disability Female Football Sessions in Gedling. The sessions have been running at Gedling and Netherfield Day Centres since January 2017.

**Bestwood Village Autism Support Group** - Support provided to a group of individuals looking to set up a new Autism support group in Bestwood Village. Initial support provided on governance and initial set up costs. The group has been allocated some funding from the Bestwood Village Healthy Communities budget for start-up costs for room hire equipment and training.

**Ley Street Day Centre Choir** - After a long break in sessions some singing workshops have resumed with Service Users at Ley Street Day Centre in Netherfield. The group have been working with music teacher Jane Ashworth and after just 6 sessions the group was confident

enough to perform to the whole Day Centre. Service Users have enjoyed the sessions immensely, as has the teacher and sessions will continue after Easter with Council staff now looking at how the sessions can be sustained in the longer term.

## **PERFORMANCE**

### **Improve the customer experience of dealing with the Council**

#### ***Digital Customer***

- Council Tax customers can use online facilities for reporting moving house, single occupier status, disregard and exemptions, special arrangements, changing payment methods and requesting refunds
- The website platform has been upgraded which is an integral part of the website refresh

#### ***Digital Council***

- Legal Services is now using a digital case management system and has implemented the Single Justice procedure which enables criminal proceedings to be issued on line

#### ***Digital Community***

- We supported the national Be Online 2017 event on Wednesday 8th March. It was aimed at helping people who don't use the Internet. The event was run by Communications, Customer Services, Economic Development and colleagues in Arnold Job Centre. Another event to support the national initiative is planned for October
- Gary Bennett presented a session on Cyber Security at the Gedling Business Partnership meeting on Thursday 9th March

**Improving our customer service** -Launched the new and refreshed Customer Promise to aid consistent customer service. Embedment of this has commenced with, presentations at staff briefings, signage in the Council buildings and a video version of the promise on our TV Screens.

### **Give tax payers value for money**

**Increasing fuel efficiency** - The continuation of procuring and purchasing new more fuel efficient vehicles that meet the latest European Engine Standards to improve air quality and pollution has helped to reduce fuel usage. These include Euro VI refuse freighters with electric binlifts, a Euro VI precinct sweeper and more fuel efficient vans. This along with the use of the ESPO framework to achieve competitive prices and despite increases in fuel prices we have achieved a year end saving of £29,000 on fuel prices.

**Generating income** – the Council's City and Guilds accredited training section has generated just under £20,000 from selling training courses to other authorities, carrying out safeguarding training for taxi drivers and providing training to local small businesses via ERASMUS.





## **Maintain a positive and productive working environment and strong staff morale**

**Employee Success** - Our career graded fitter has entered a World Skills UK competition for Heavy Vehicle Engineering. He has initially completed an online test and will know the results on the 2<sup>nd</sup> May. If he passes this test he will be entered into area finals being held at Stephenson's College Leicestershire in July and if he is successful in the area finals he will go to the national finals at the NEC Birmingham. (probably November 2017).

## **PLACE**

### **Ensure local people are well prepared and able to compete for jobs**

**Apprenticeship Success** - Our Light Vehicle and Grounds Maintenance Apprentice has completed his first year of a three year apprenticeship.

### **Create more jobs and better access to them**

During quarter four work has progressed on the Local Planning Document to carry forward the protection of appropriate employment sites. Consultation will take place during May/June 2016.

Work has been ongoing during quarter four to progress the planning application for the Gedling Colliery development site - this includes the development of an employment and skills plan for the term of the housing construction phase. Planning application likely to be determined in May 2016.

Economic Growth continues to promote business and financial support initiatives via the Business Keep Me Posted function on a monthly basis. In addition Economic Growth takes details on initiatives to the Gedling Business Partnership on a monthly basis. The department continues to promote the Gedling Apprenticeship Grant.

A letter will be sent to businesses located within the rural areas in Q4 to promote LEADER and the next funding round of the Nottinghamshire County Council Capital Fund.

Meetings have been held with the partnership manager from the Growth Hub to see how we can collaborate more and encourage Gedling based businesses to access support. We are looking at a range of options which including hosting Growth Hub events in the Borough, working on joint events and regular business surgeries at the Civic Centre.

17 employers have received support via the Erasmus+ apprenticeship support service to recruit an apprentice to date.

### **Provide more homes**

**Top Wighay Farm Development Brief** – a revised brief for the Top Wighay Farm site has been adopted to help shape the future development on the site. The site was allocated for development in the Aligned Core Strategy, to accommodate housing and employment uses and supported by appropriate infrastructure. The key purpose of preparing a revised brief is to help

achieve the range of uses and infrastructure to be provided, in order to guide the future development of the site. The document will be used to determine planning applications relating to the site.

**Examination of Local Planning Document** – the Local Planning Document was submitted for examination in October 2016 and an Inspector has been appointed by the Secretary of State to undertake the independent examination into whether the document is sound and complies with all the legal requirements. The criteria for soundness are whether the Plan's policies are positively prepared, justified, effective, and consistent with national policies. Hearing sessions have taken place over three weeks during February and March which have allowed interested parties to express their views to the Inspector. The Inspector is now considering whether or not she has sufficient information and can proceed to preparing her report.

## Report to Cabinet

**Subject:** Woodborough Conservation Appraisal and Management Plan

**Date:** 1<sup>st</sup> June 2017

**Author:** Service Manager Planning Policy

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### Wards Affected

Dumbles

### Purpose

The purpose of this report is to seek Cabinet approval for the Woodborough Conservation Area Character Appraisal including the proposed boundary changes to the Conservation Area; and the Management Plan which is included within the appraisal (attached as **Appendix B**).

### Key Decision

This is not a key decision

### Background

- 1.1 A report on the Woodborough Conservation Area Appraisal and Management Plan was taken to the Cabinet meeting on 6<sup>th</sup> April 2017, and Cabinet resolved to approve the Woodborough Conservation Area Character Appraisal and Management Plan and the recommended boundary changes therein, which were appended to the report. Unfortunately, a number of maps were omitted from the appended documents approved by Cabinet. In addition, some minor changes to the text of the documents which had been made prior to the meeting were not included in the documents appended to the Cabinet report on 6<sup>th</sup> April. Members are therefore now being asked to consider for approval, the Conservation Area Appraisal and Management Plan at Appendix B to this report which includes all maps and updated text omitted previously. Appendix B to this report is the version of the Appraisal which was circulated for consultation as detailed in this report.
- 1.2 The main changes from the version previously approved by Cabinet include:
  - The inclusion of Maps 1 -5 including in particular Map 1: Map of the Designated Woodborough Conservation Area, page 6; and Map 5: Proposed Extensions to the

Woodborough Conservation Area on page 61;

- Minor editing changes including additional text at paragraph 8.1 on the importance of open space in the village including Taylor's Croft on the north side of Main Street; and some text relating to open space has been moved from section 13 to section 8 which is for presentational reasons.
- 1.3 The considerations in this report are the same as those set out in the report to Cabinet dated 6<sup>th</sup> April 2017
  - 1.4 Under Sections 69-71 of the Planning (Listed Buildings & Conservation Areas) Act 1990 there is a duty on local planning authorities to determine which parts of their areas are of special architectural or historic interest and to designate them accordingly, in order that their character or appearance may be preserved or enhanced.
  - 1.5 The Woodborough Conservation Area was designated in 1974 and extended in 1999. It was not subject to a formal Character Appraisal at the time of its designation. Historic England advise that all local planning authorities are required to review their conservation areas every five years and to undertake a Character Appraisal. Trigpoint were commissioned in the summer of 2016 to carry out an appraisal to examine the historical development of the Conservation Area and to describe its present appearance, identifying those qualities that contribute to its significance as a place of special architectural and historic interest as required by paragraph 127 of the National Planning Policy framework (NPPF). The consultant was also commissioned to prepare a Management Plan that is incorporated within the appraisal.
  - 1.6 A Conservation Area Character Appraisal seeks to highlight the specific qualities of a place that contribute to its character and which are worthy of protection and enhancement. This provides a framework against which decisions about future development can be made.
  - 1.7 The Appraisal also provides the opportunity to re-assess the Conservation Area boundaries and it recommends a number of detailed boundary changes which are set out elsewhere in this report. The approved Appraisal will then be used to inform the consideration of management and development proposals within the Area. The Management Plan sets out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.
  - 1.8 The Appraisal has also been subject to public consultation between 16<sup>th</sup> November and 16<sup>th</sup> December 2016. This report summarises the results of the consultation and the Borough's response to specific comments is in **Appendix A**.

## **Proposal**

2. 1 It is proposed that Cabinet approves the attached Conservation Area Appraisal and Management Plan for Woodborough. The Appraisal has been subject to consultation and some amendments are proposed as a result of comments made as part of this consultation. These are distinguished in the attached Appraisal (at

**Appendix B)** with deletions shown by strikethrough text and additions are in underlined text. Please note the strikethrough version may mean that the page numbering varies from the contents page but will be corrected in the published version.

2.2 Turning to the attached appraisal key findings include:

- The importance of key views and vistas including for example, views south and north of Main Street at its eastern end;
- St Swithuns Church as a prominent landmark in the centre of the village;
- Two principal character zones: western end of Main Street, parts of Bank Hill, Foxwood Lane and Westfields Lane; and the eastern end of Main Street, Shelt Hill and Lowdham lane. The key characteristics of these character zones are identified in detail;
- Open space in the village is important including Taylor's Croft, the former parkland associated with Woodborough Hall and the agricultural landscape to the south of Main Street are historically important open spaces; and
- The characteristic mature tree cover is exceptional in quality and bears comparison with any village in Nottinghamshire. The Management Plan advises that unnecessary works to trees in the Conservation Area should be generally resisted and new buildings should not be permitted in close proximity to important trees.

Issues and opportunities

- 2.3 The appraisal notes that more recent development in the Conservation Area has had an impact on the character and appearance of the Area. Infill development has resulted in the loss of strip fields, paddocks and open land around historic buildings and the majority of mid to late 20<sup>th</sup> and early 21<sup>st</sup> century houses have not been assimilated into the Conservation Area or fit with the prevailing architectural styles. Home improvements (under permitted development rights) including the insertion of UPVC windows and doors have replaced traditional materials. The appraisal notes that without an Article 4 Direction (withdrawing certain development rights) such a trend would continue.
- 2.4 Overall the Conservation Area is considered to be in good order with most properties and open land well maintained. The former Co-op site is one exception which detracts from the appearance and character of the area and an opportunity for development which should be of a high standard of design, scale and layout and use traditional building materials common to the Area.

Proposed Boundary changes

- 2.5 The appraisal includes recommendations to extend the conservation area boundaries:
- extending the present boundary to the south of the village, to include the historic parkland to the south of Woodborough Hall. Whilst Woodborough Hall is included

within the Conservation Area its former open parkland is excluded. Remnants of this former parkland are still evident and it provides an attractive setting for the Grade II listed Woodborough Hall and contributes to the character and appearance of the Conservation Area;

- land south of Main Street between Bank Hill and Lingwood Lane is a legacy of an earlier historic landscape and makes a substantial contribution to the character and appearance of the Conservation Area and should be included within it;
- land adjacent to Bank Hill – the present Conservation Area boundary runs alongside the west side of Bank Hill excluding the row of Lime Trees. The appraisal states that it is understood that these trees were planted as part of Queen Victoria's jubilee celebrations in 1887 and being of local and historic value make an important contribution to the character and appearance of the Conservation Area and should be included within it.

### Consultation

2. 6 The Conservation Area appraisal has been made available to local residents for their comments. Letters have been sent to local residents living within or adjoining the Conservation Area, an advert placed in the Woodborough web, posters put up and information and documents made available at the Civic Centre and Woodborough Village Hall.
2. 7 Four questions were included within the consultation. In total, the Council received twelve complete or partially complete responses. A brief summary of the responses for each question is outlined below. Please refer to **Appendix A** for the detailed summary of responses received.

#### **Question 1a.**

#### **Do you agree with the proposals to extend the Conservation Area Boundaries to include land south of Woodborough Hall and land south of Main Street?**

2. 8 Nine responses were received for Question 1a. Eight responses selected 'yes', agreeing with the proposed extension. One response selected 'no', not agreeing with the proposed extension.
2. 9 Responses in agreement generally refer to the proposal's value in conserving Woodborough's character, historic assets and natural beauty. Responses in support make further suggestion to extend the boundary of the conservation area to include a private orchard and gardens behind the Shelt Hill cottages; the Desborough Factory; Stanley Wood (Jubilee Trees) and the open space associated with Bank Hill Cottages.
2. 10 The response in objection to the proposed extension included a critique of the draft plan. This response was made with particular reference to SHLAA site 6/828 (Park Avenue, Land South Of), which is situated within the proposed boundary extension. The grounds for objection include: that it is intended to prevent future development; the robustness of the methodology utilised; a lack of reference to relevant advice or

sources; misleading assessments of landscape views and historic mapping; no consideration of excluding sites consisting of modern development; the lack of importance of the proposed extension on the 'setting' of the conservation area; and the lack of significance of the proposed extension from a conservation perspective. Please refer to Table 2, Appendix A for further detail of this critique.

2. 11 The majority of responses support the inclusion of land south of Woodborough Hall and south of Main Street.

**Question 1b.**

**Do you agree with the proposals to extend the Conservation Area Boundaries to include land adjacent to Bank Hill?**

2. 12 Eight responses were received for Question 1b. All responses selected 'yes', agreeing with the proposed extension. As such, no objection to include land adjacent to Bank Hill within the Conservation Area has been recorded.

**Question 2.**

**Do you have any comments on the wording of the Conservation Area Appraisal?**

2. 13 Ten responses were received for Question 2. Many comments related to specific minor or factual correction issues, additional historic or local information, and some suggestions – all of which will be considered appropriately and amended accordingly. Please refer to Table 4, **Appendix A** for detail of these comments.
2. 14 Other comments suggested amendments to the Conservation Area boundary, and provided comments in general support of the document. The submitted objection and critique provided various comments relating to wording and presentation which are referred to above.

**Question 3.**

**Do you have any comments on the wording of the Management Plan (Included within Part 2 of the appraisal)?**

2. 15 Five responses were received for Question 3. General comments suggested that the management plan is updated in a few years to ensure it is a high-quality working document, and that development and decision-makers are guided by the plan at an early stage. One comment suggested 'The Meadows' be considered within the management plan. Other comments provided additional information which will be considered appropriately and amended accordingly

**Next Steps**

2. 16 Subject to Cabinet approval changes to the Conservation Area boundary must be notified to the Secretary of State (Communities) and advertised.
2. 17 The designation of a Conservation Area is not to prevent development but rather it is the purpose of the Woodborough Conservation Area Appraisal together with the Management Plan to inform and manage planning decisions so that new development can take place within the Conservation Area without harming its

special character and appearance.

## **Alternative Options**

3.1 Not to approve the Conservation Area Appraisal and recommended boundary changes which would mean that the boundaries of the Conservation Area would remain as they are currently but would exclude areas identified in the document which are of special architectural or historic interest. This option not to approve the Management Plan which will cover the existing and proposed extensions to the Conservation Area would result in the Borough having less control over development in the Conservation Area.

## **Financial Implications**

Costs associated with advertising changes to the Conservation Area boundary can be met from existing budgets.

## **Appendices**

**Appendix A:** Detailed Summary of Consultation Responses and GBC response

**Appendix B** Woodborough Conservation Area Appraisal and Management Plan

## **Background Papers**

None

## **Recommendation**

It is recommended that Cabinet:

- a) approve the appended Woodborough Conservation Area Character Appraisal and Management Plan at **Appendix B** and the recommended boundary changes therein; and
- b) delegate authority to the Service Manager of Planning Policy to make any minor formatting or typographical amendments to **Appendix B** prior to publication; and
- c) authorise the Service Manager of Planning Policy to notify the Secretary of State of the boundary changes, and advertise the boundary changes as required by statute.

## **Reasons for Recommendations**

To approve the Conservation Appraisal and Management Plan for the purposes of planning guidance.



1a. Do you agree with the proposals to extend the Conservation Area Boundaries to include land south of Woodborough Hall and land south of Main Street?

Table 1: Summary of ‘yes’ responses for Question 1a.

Option	Response	Summary of Comments	GBC Response
Yes	8	<p>In support:</p> <ul style="list-style-type: none"> <li>➤ The ancient park/farmland of Woodborough Hall (between Bank Hill and Lingwood Lane) is an integral part of the village's character and appearance, is historically important to the area's setting, and is an area of outstanding natural beauty.</li> <li>➤ Inclusion of former co-op site within new boundary ensures development is sensitive with respect of surrounding listed buildings.</li> <li>➤ Preserves ancient market garden that runs parallel to Park Avenue.</li> <li>➤ Extended conservation area extends the protection of important trees.</li> </ul> <p>Other comments:</p> <ul style="list-style-type: none"> <li>➤ The boundary should extend further behind the cottages on Shelt Hill &amp; the Shelt Hill/Main Street junction, where private gardens and a private orchard and the Desborough factory are situated on the Eastern side of 173-185 Main Street.</li> <li>➤ Boundary to south of Woodborough Hall should be expanded to include Stanley Wood (locally known as jubilee trees) and the open space associated with Bank Hill Cottages which provide a vantage point of Woodborough Hall parkland trees and the Cottages.</li> </ul>	<p>Comments noted - no change required.</p>       <p>The present boundary includes the former Desborough factory - no change required.</p>       <p>Noted – but it was considered that the proposed extension of the Conservation Area over the open pasture land to the south of Woodborough Hall was the limit of the land that</p>

		<p>➤ Key view approaching village with Bank Hill cottages to North and Open space to South.</p>	<p>had a direct historical relationship with the Conservation Area and contributed to its character and appearance – no change required.</p> <p>The importance of the Bank Hill approach has been referred to in the Appraisal - no change required</p>
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Table 2: Summary of 'no' responses for Question 1a.

Option	Response	Summary of Comments	GBC Response
No	1	<p>Grounds for objection:</p> <ul style="list-style-type: none"> <li>➤ Methodology – The methodology for assessing the character of the CA and contribution of landscape and setting to the significance of designated assets is not set out.</li> <li>- Methodology for assessing significance of areas in CA not informed by 'Conservation Principles, Policies and Guidance' and Understanding Place – Historic Area Assessments: Principles and Practice'.</li> <li>- Methodology for establishing and assessing setting not informed by GPA3 – assessment flawed because of omission.</li> <li>- Methodology for assessing landscape not informed by GVLIA3, which outlines establishing the importance and hierarchy of views.</li> </ul>	<p>The Character Appraisal is based on Historic England's Advice Note 1: <i>Conservation Area Designation, Appraisal and Management</i>, published in February 2016, which provides a clear methodology for assessing the historical development and the character and appearance of a conservation area.</p> <p>The Appraisal is also based on a professional understanding of the historic environment, informed by a raft of policy guidance principally published by Historic England.</p>

		<p>➤ Sources – Reference is not made to relevant advice or sources. The primary sources give guidance to form and content, not methodology.</p> <ul style="list-style-type: none"> <li>- NPPF 127 CA should be justified by special architectural or historic interest</li> <li>- NPPF 137 designation of CA is not intended to prevent new development. Objection on grounds that the proposed Extension 1 is contrary to this.</li> <li>- NPPF 138 not all elements of a conservation area necessarily contribute to its significance.</li> <li>- Methodological sources (see above).</li> <li>- 'The Character of Nottinghamshire's Historic Landscape' does not identify Category 3 'Parks and Gardens' land around Woodborough.</li> </ul> <p>➤ Landscape/Viewpoint Contribution – Assessment misleading and not to industry standard. It does not establish a hierarchy of viewpoints based on their accessibility and value for users. Without these regards viewpoint selection is seemingly random.</p> <ul style="list-style-type: none"> <li>- Figure 27 misleading as a key view, as this is not taken from public realm.</li> <li>- Figure 28 is incorrectly sited as a view from the existing CA. This view is inaccessible by foot and could only be taken whilst driving. Therefore appropriateness is overstated.</li> <li>- Assessment of viewpoints incomplete in that there are important views across the settlement from footpaths to the south.</li> </ul> <p>➤ Historic Mapping – Assessment misinterpreted and misreported. Claim that Land south of Woodborough Hall and across to Lingwood Lane is not borne out in the mapping</p>	<p>The Character Appraisal also acknowledges the policy guidance set out in the NPPF, and it makes clear that notwithstanding the various additional controls over development in a conservation area, that the designation of a conservation area is not intended to prevent new development.</p> <p>There is no suggestion that an 'industry standard' assessment has been made to assess the views, where 'industry standard' is referring to a qualified landscape architect.</p> <p>However the views shown in the Appraisal are available from the public realm and they reflect the quality of the landscape and tree planting with the open land to the south of Woodborough village.</p> <p>The Appraisal is not suggesting that all of the land south of Woodborough Hall and across to Lingwood Lane is historic parkland. Based on an assessment of historic</p>
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		<p>evidence, which do not refer to the area as 'parkland'. As such, claims to historical value are not supported by evidence and the Extension 1 allocation is not supported by a strong case in heritage terms.</p> <ul style="list-style-type: none"> <li>- Map regression concluded area from mid-point east may be described as having parkland character, but has never been parkland. Trees on eastern half are remnant of hedgerow trees and 20<sup>th</sup> century planting.</li> <li>- Sanderson Map misreported as referring to 'parkland' area in plan</li> </ul>	<p>mapping and the nature and quality of tree planting in this area, it is considered that the land to the south and east of Woodborough Hall to Park Avenue was part of a designed landscape associated with Woodborough Hall, the remaining land, east to Lingwood Lane, reflects a more historic agricultural landscape. It was therefore considered that these areas of land had special historic interest that contributed to the character and appearance of the Conservation Area and its overall significance.</p>
		<p>➤ Boundary – Due to development in the village, the review of the boundary should have excluded some areas before adding new areas.</p> <ul style="list-style-type: none"> <li>- Designation of White's Croft within 1999 CA does not reflect traditional village form and should be excluded within new CA.</li> </ul>	<p>It is accepted that there are elements of the Woodborough Conservation Area that have little or no special architectural or historic interest, but this is true of most conservation areas and the NPPF also recognises that not all elements of a conservation area will necessarily contribute to its significance.</p>
		<p>➤ Setting – The plan does not establish a landscape case, historic case or casual link between the land south of the Hall and the Hall itself.</p>	<p>The historic case for extending the Conservation Area has been noted above,</p>

		<ul style="list-style-type: none"> <li>- The 'village' is not a designated asset and does not have a 'setting' in the formal historic assessment sense.</li> <li>- Evidence from Sanderson's map misreported as no evidence of historic parkland on the map; the site has no ridge and furrow; and is debatable that this site contributes to significance of hall.</li> </ul> <p>➤ Significance –</p> <ul style="list-style-type: none"> <li>- The determination of significance can be assessed against four values: evidential values, aesthetic values, historic values and communal values.</li> <li>- The Hall has very high significance and Grade II* status, however neither the description of the village nor the list state the contribution of the landscapes gardens in relation to the significance of the Hall.</li> <li>- The Coach House group is of high significance as a baseline, but has no meaningful relationship with land outside the formal grounds.</li> <li>- 16a Bank Hill is of high significance as a baseline, but landscape does not contribute to this asset.</li> <li>- The CA is of high significance as a baseline. Rather than extending the CA without justification, the removal of modern elements within the existing boundary (for example, White's Croft) would better reveal the significance of the CA.</li> </ul>	<p>that this area of land has special historic interest that contributes to the character and appearance of the Conservation Area. It is also the case that the designated Conservation Area is an important designated heritage asset and consequently regard must be given to its setting.</p> <p>The Conservation Area has a high degree of significance that defines its 'sense of place', as it provides evidence of past human activity, it has buildings that are of considerable architectural interest, the historical legacy of the economic and social development of the village still influences village life today and there is still local attachment to the village's history.</p> <p>The proposed boundary extension to the south of the village also has significance, as it provides evidence of past human activity, the nature of the tree planting to the south of Woodborough Hall is the result of a designed</p>
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		<p>➤ Potential Advantage – There is no statement outlining the advantage of including a large area of agricultural land within the CA – therefore diluting the architectural and historic merit and significance of the CA.</p>	<p>landscape, and it also reflects something of the historical agricultural economy and the social status of the occupants of Woodborough Hall.</p> <p>Para. 127 of the NPPF clearly advises local planning authorities to ensure that a conservation area justifies its special status to avoid any devaluation of the concept of conservation. The historic importance of this land and its relationship to the Conservation Area has been discussed above, the inclusion of this land would not dilute the special architectural and historic interest of the Conservation Area or its significance.</p> <p><b>Conclusion</b> There are clearly competing views in relation to the inclusion of the land to the south and east of Woodborough Hall to Lingwood Lane within the Conservation Area. There are perhaps two main strands to this objection, firstly that the merits of this area of land have not been properly</p>
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			<p>assessed and it does not warrant inclusion in the Conservation Area contrary to para. 127 of the NPPF; and secondly, that the inclusion of land in a conservation area should not prevent new development as made clear by para. 137 of the NPPF. The Appraisal accepts that the inclusion of land within the Conservation Area should not necessarily prevent its future development, and it is considered that the assessment that has been carried out on this area of land suggests that it has historic landscape interest that contributes to the overall special architectural and historic interest of the Conservation Area and its significance, and for that reason warrants inclusion in the Conservation Area.</p> <p><b>No changes to recommendation.</b></p>
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1b. **Do you agree with the proposals to extend the Conservation Area Boundaries to include land adjacent to Bank Hill?**

N.B. 4 respondents did not record a response for this question.

Table 3 – Summary of responses for Question 1b.

Option	Response	Summary of Comments	GBC Response
Yes	8	<p>In support:</p> <ul style="list-style-type: none"> <li>➤ The lime trees provide an ‘impressive’ gateway into the village, contributing to its immediate landscape. As such they should be protected, maintained and conserved.</li> <li>➤ The trees are historically important as they were planted to celebrate Queen Victoria’s jubilee</li> </ul>	Noted – no changes required.
No	0	No relevant comments submitted.	



2. **Do you have any comments on the wording of the Conservation Area Appraisal?**

Table 4: Comments with reference to specific parts of the plan

Doc Ref.	Comment	GBC Response
Para 3.1.	Correction: Village is 7, not 6, miles from Nottingham city centre.	Noted – no changes required.
Para. 4.3. & Para. 11.7.	Correction: (first sentence) Main Street is not the principle route between Calverton and Lowdham – traffic would generally use Bonner Lane/ Moor Lane.	Noted – no changes required.
Para 4.5.	Suggestion: (final sentence) The western section of the village is enclosed by Park Avenue, Whites Croft, The Pastures and Broad Close.	Noted – no changes required.
Para 5.1.	Correction: ‘Tree Preservation Order’ should be in the plural.	The Woodborough area is covered by a single Tree preservation Order – no changes required.
Para 5.2.	Additional Information: The arrival of mains drainage and mains gas in 1967/8 permitted major development all through the village.	Noted – no changes required.
Section 6.0.	Additional Information: Historic development of land tenure since 1066 (summary of detailed points). <ul style="list-style-type: none"> <li>• Land given to Norman persons was split by William to prevent powerful land barons.</li> <li>• Narrow splits in land formed by Oxen teams using one-way plough (1 yard wide, 220 yard length)</li> <li>• Labourers settled on dwelling strips - constructed from mud and wattle.</li> <li>• After the Enclosure Act large land owners built better houses to satisfy workers and charge rents.</li> <li>• Sale of Woodborough Hall estate on 26/07/1922 of 864 acres over 40 lots.</li> </ul>	Noted – no changes required.
Para 6.8.	Correction: Reference to Figure 15 should be Figure 5.	Noted, the reference is intended to refer to photograph at Figure 15 – no

		changes required.
Para 6.11.	Additional Information: There were very few factories in the Lace Market – it was a centre for sales finishing.	Noted – for purposes of clarity delete: ‘available in such areas as Nottingham’s Lace Market’ from para. 6.11. <b>Changes made.</b>
Para 6.14	Correction: (second sentence) Point not true – the Methodist Chapel is still being used as a functional chapel. A decision has been taken recently that will lead to its closure in June 2017, with no decision regarding its future use yet made. Para 11.14 refers to another ex-Methodist Chapel that has been converted to residential use. The Chapel mentioned in para 6.14 is referred to in para 11.17 and implies it is use. Suspected the researcher confused these in para 6.14.	To correct the references to the various chapels in Woodborough: 1. replace paragraph 6.14 with the following: Alternative religious denominations also took a hold in the village in the early 19 <sup>th</sup> century, in the form of Methodist and Baptist establishments, three of the four original buildings surviving to the present day. The Wesleyan Methodist Chapel at the junction of Main Street and Roe Lane, dating from 1887, remains in use while the Primitive Methodist’s West End Chapel from 1851 survives on Main Street opposite its junction with White’s Croft, but it is now in residential use in a much altered and modernised form. The small Baptist Chapel on Shelt Hill at the east end of the village, opened in 1831, also remains in its original use

		<p>(Figure 23).</p> <p>2. replace paragraph 11.17 with the following: On the opposite side of Roe Lane to the Four Bells is the Methodist Chapel, that has been heavily altered in the mid 20<sup>th</sup> century following mining subsidence. Moving north on Roe Lane, the car park to the north of The Four Bells is largely omitted from the Conservation Area, but the eastern side of Roe Hill originally housed a number of framework knitters' cottages, now replaced by bungalows. This site lies outside the Conservation Area boundary, but historical maps provide an insight as to the historical use of buildings in the settlement. South of these, and within the Conservation Area, is a terrace of surviving framework knitters' cottages at New Row. <b>Changes made.</b></p>
Para 6.17	Correction: (second sentence) Shop has re-opened as a Spar Convenience store with functioning Post Office.	A recent change of circumstances – amend para. 6.17 to refer to the re-opening of the village shop and post office.
Para 8.3.	Correction: The formal gardens lie to the east and south of the Hall, only the walled kitchen garden lies to the North.	For clarity replace 'The more formal gardens to the north of

		the Hall', with 'The more formal gardens to the north and east of the Hall'.
Para 8.4.	Additional Information: Uneven areas close to Main Street may have a connection with soil excavated to build Race Horse stables in 1878.	Noted – the Historic Environment Record has recorded these features as lynchets – no change required.
Para 9.3.	Suggestion: Make reference to views to the east – where no modern development is visible.	Noted – no changes required.
Para 11.6.	Correction: Landscaped gardens lie to the south as well as the east.	Noted – no changes required.
Para. 11.9.	Correction (fourth sentence) 7-9 Main Street are not farmhouses, they are labourers cottages.	Noted – amend para. 11.9 to refer to labourers cottages rather than farmhouses. <b>Changes made.</b>
Para 11.13.	Additional Information: Typical post-1945 design.	A development date for Park Avenue cannot be verified – for clarity replace 'a 1930s housing development', with 'a mid-20 <sup>th</sup> century housing development'. <b>Changes made.</b>
Para 11.24.	Correction: (second sentence) Not 'Post enclosure' all the early plans show the typical narrow plots about 11 yards wide which would have been occupied by a farm worker.	For clarity replace 'narrow post-Enclosure plots' with 'narrow historic plots'. <b>Changes made.</b>
Para 11.25.	Correction: should read "such as no. 117 live 4 & 5 Main Street. (117A is at the front of the building, 117 at the rear).	Noted – amend para. 11.25 to refer to 117 Main Street rather than 117A. <b>Changes made.</b>
Para. 11.27.	Correction: (second sentence) The cottages had gardens at the south end, divided into plots for tenants (see auction catalogue 26.07.1922, all 12 sold for £510, income £59 pa at County Archives).	Noted – these gardens no longer appear to be existing - no changes required.

Para 13.12.	Additional Information: Respondent counted 130 growth rings on damaged Deodar tree in garden in 1992. Major planting for hall and garden likely undertaken by Mansfield Parkyns (c. 1852) or John Taylor (c. 1865).	Noted – amend para. 13.10 – replace ‘Most of these trees are of Victorian or Edwardian origin, and some are in decline’, with ‘These trees appear to be mainly Victorian in origin, most likely planted by Mansfield Parkyns (c. 1852) or John Taylor (c. 1865), and some are in decline.’ <b>Changes made.</b>
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Table 5: Comments with no reference to specific parts of the plan.

Topic	Comment	GBC Response
Area Boundary	Is it necessary to include Park Avenue within the Conservation Area boundary due to its origin as a typical utility council estate which have since had major alterations and extensions.	To develop a fairly consistent boundary, and to avoid having a hole in the middle of the enlarged Conservation Area, Park Avenue needs to be included in the Conservation Area. Whilst it may be a utilitarian housing estate, it is built on land formerly within the Woodborough Hall and it shows the evolution of the village. No changes required.
Area Boundary	Inclusion of Woodborough Hall as a conservation area is late, as large trees are now damaged/dying. The park is now two horse paddocks and the designation will only benefit a few houses which overlook it. (Relevant to Q1).	Noted – no changes required.
Area Boundary	Conservation Area boundary goes through the garden of no. 4 Shelt Hill.	Noted – the Conservation Area follows an older boundary shown on the Ordnance Survey map, no changes required.
Support of Document	Comprehensively presented, very thorough.	Noted
Support of Document	Travelling along Bank Hill examples the village's unique character and history – with traditional cottages and Jubilee Trees. Other entrances to the Village do not have such aspects.	Noted
Support of Document	Recognises importance of views from Main Street and to countryside valleys, and the importance of listed buildings.	Noted
Support of	Welcomes protection and recognitions for open space, rural nature, area	Noted

Document	history, tree stock,	
Support of Document	Concerns that opportunities to enhance the setting of St Swithun's Church will be lost without innovative proposals for Co-Op site. Long-standing concerns addressed in this plan.	Noted
Trees	The appraisal contains a section giving a good description of the trees in conservation area.	Noted
Trees	Reference to the surrounding protected trees on Lowdham Lane, Stanley Wood, Fox Covert and other areas, emphasise the importance of these whilst being outside the CA.	Noted
Objection (various)	Please refer to Table 2 above, which outlines various wording/content issues as justification for grounds of objection.	Noted – See Table 2 response.

3. **Do you have any comments on the wording of the Management Plan (Included within Part 2 of the appraisal)?**

Table 6: Summary of responses for question 3.

Doc Ref.	Comment	GBC Response
Para 2.6.	Additional Information: All the old walls would be 9 inch solid. Flemish Bond would mean using snap headers for a cavity wall. (Submitted in Q2).	Noted – but it is important to try to maintain a historic bonding pattern. No changes required.
Section 7, 10 and 11.	Additional Information: These sections should additionally acknowledge that the topography of Bank Hill – with views to the cottages from Jubilee Trees being unique and therefore worth preservation. (Submitted in Q1).	Noted – inclusion of the west side of Bank Hill in the Conservation Area will help to protect relationship between neighbouring cottages and the Jubilee Trees. No changes required.
General Comment	The management plan should contain details on how other open spaces, such as that adjacent to The Meadows, should be preserved. Such spaces evidence the historic open nature of the village.	Noted – important open spaces in the Conservation Area are recognised and have a high level of protection. Once adopted, the Part 2

		<p>Local Plan Policy LPD 28, part c, outlines that development which adversely affects the setting of the Conservation Area, including its character, appearance, and views into or out of, will not be permitted.</p> <p>Specifically, the Meadows is situated within the Green Belt in both existing and emerging policy. Therefore, 'special circumstances' in line with national policy must be demonstrated to permit any development on this land. No changes required.</p>
General Comment	The Council should commit to updating the management plan in a few years to ensure it continues to be a high-quality working document.	<p>Noted – The Council will continue to review the management plan as resources permit. No changes required.</p>
General Comment	Development proposals, and those responsible for decision-making, should be guided by all aspects identified in the plan at the 'very earliest stage'. Cumulative impacts of past development have had a detrimental impact on the village. Officer training on good decision-making with regards to Management Plans further suggested	<p>Noted – The adopted CA will be made publicly available on the Council website for future applicants to access. Council Planning Officers will be made aware of the CA and its relevance for the purpose of decision making. No changes required.</p>



**STRIKE THROUGH VERSION FOR CABINET**

**WOODBOROUGH CONSERVATION AREA  
CHARACTER APPRAISAL  
& MANAGEMENT PLAN**



**June 2017**

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## **PART 1: CONSERVATION AREA APPRAISAL**

## EXECUTIVE SUMMARY

### *Conservation Area Character Appraisal*

The purpose of the Character Appraisal is to examine the historical development of the Woodborough Conservation Area and to describe its present appearance, identifying those qualities that contribute to its significance as a place of special architectural and historic interest.

The Character Appraisal has identified a number of key elements that define the Area's 'special architectural or historic interest' and these include:

- *its architectural character* - the chronological, social and economic development of the Conservation Area has left a variety of historic residential properties as well as buildings that illustrate the agricultural and small scale industrial development of the village, with an extensive use of traditional materials, predominantly a red/orange brick with clay pantiles and timber fenestration;
- *its overall street pattern* – the Conservation Area has a distinctive linear form that has largely been dictated by the local topography, of the position of the village in a relatively shallow valley;
- *its distinctive landscape and topography* - the village is situated in a relatively shallow valley surrounded by open countryside that contributes to the rural and agricultural setting of the Conservation Area;
- *its important green spaces and tree coverage* – the surviving areas of open space in the village reflect the former agricultural character of Woodborough and the tree stock in the Conservation Area is also exceptional in quality and extent and bears comparison with any Nottinghamshire village.
- *the views and vistas through the Area* – the glimpsed views of St Swithun's Church in the centre of the Conservation Area along Main Street contribute to the setting of this listed building and the views from Main Street into the countryside to the north and south of the village reinforce the Area's rural setting.

*Management Plan*

Future development proposals in the Conservation Area will be determined having regard to the relevant local and national planning policies and the Character Appraisal is also accompanied by a Management Plan. This sets out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.

## 1.0 INTRODUCTION

1.1 The Woodborough Conservation Area was first designated in 1974 and extended in 1999. The boundaries of the Conservation Area encompass the village's historic core lying to the north and south of Main Street, and the northern section of Bank Hill, covering an area of some 28.8 hectares (71.2 acres) (Map 1).

1.2 The village lies in a shallow valley surrounded by rolling, high quality and mature, agricultural landscape. The village is of agricultural origin and the existing Conservation Area is linear in form, running east to west for almost a mile along Main Street.

1.3 At the heart of the Conservation Area is St Swithun's Church, which divides the historic settlement into two distinct character areas to the east and west of the church. The village is now mostly residential, comprising an historic core of older farmsteads (now converted to residential use) and rural cottages, although Woodborough Hall, the village school and two public houses add to the range of buildings within the Conservation Area. The village is very green, with a number of important open spaces and a high density of tree coverage, and it is surrounded by attractive open countryside that contributes to its setting.

1.4 The purpose of this Character Appraisal is to examine the historical development of the Conservation Area and to describe its present appearance, identifying those qualities that contribute to its significance as a place of special architectural and historic interest as required by paragraph 127 of the National Planning Policy Framework (NPPF). In particular the Appraisal includes a description of the various architectural styles, forms and features that underline the major phases in the development of the village as well as the important open spaces within the village, which together make a substantial contribution to the character and appearance of the Conservation Area (see sections 12 & 13).

1.5 The Appraisal also provides the opportunity to re-assess the Conservation Area boundaries and there is a strong case to extend the present boundary to the south of the village, to include the historic parkland to the south of Woodborough Hall and post-Enclosure agricultural landscape to the west of Lingwood Lane, and to the west of Bank Hill, to include an avenue of historic trees. The adopted Appraisal will then be used to inform the consideration of management and development proposals within the Area.

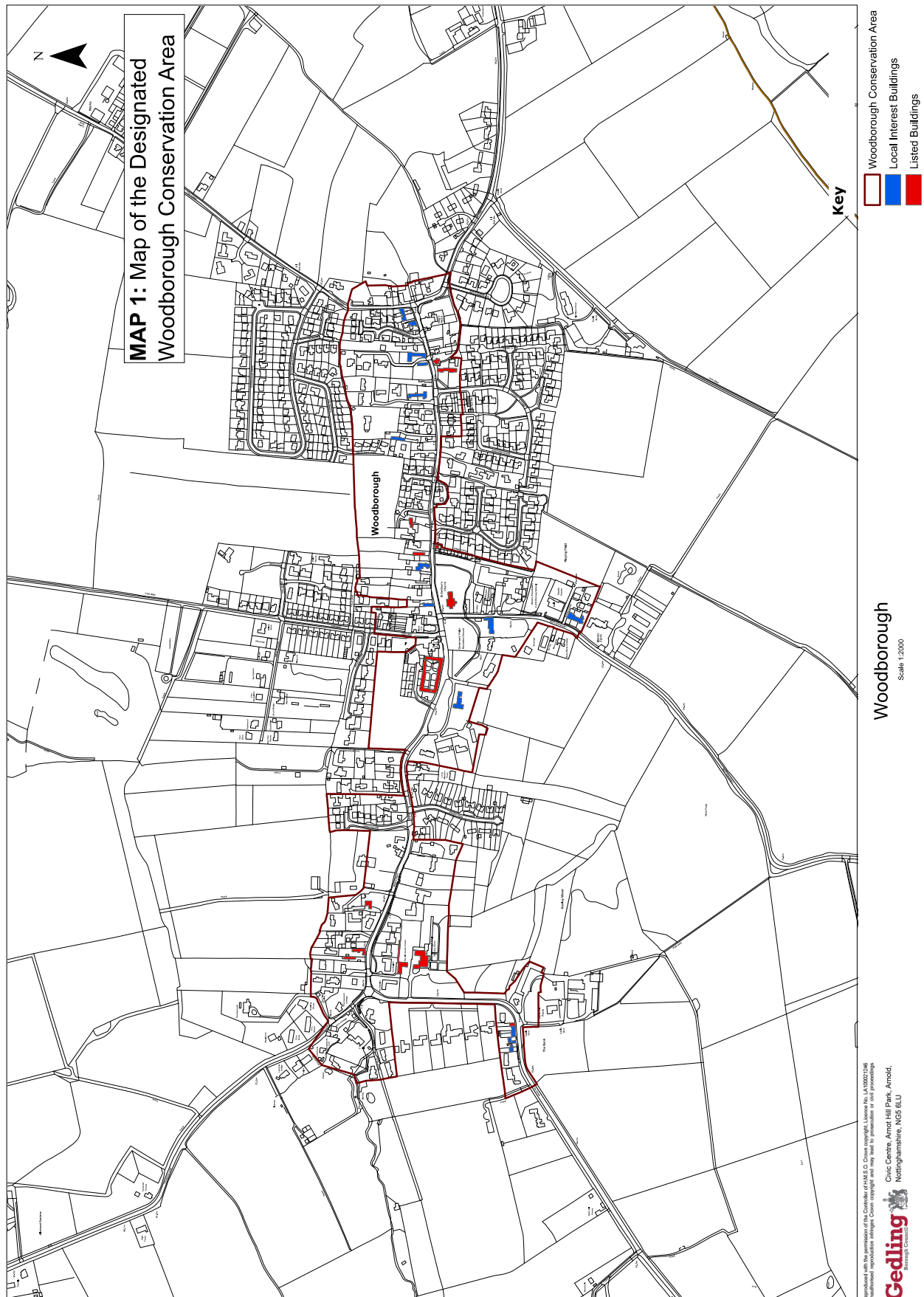
1.6 The Character Appraisal is also accompanied by a Management Plan for the

Conservation Area that sets out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.

1.7 The scope and arrangement of the Character Appraisal is based on Historic England's Advice Note 1: *Conservation Area Designation, Appraisal and Management*, published in February 2016.



Conservation Area Character Appraisal & Management Plan



## 2.0 PLANNING POLICY CONTEXT

2.1 Conservation areas are defined by section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of conservation areas, and Section 72 requires Councils to pay special attention *'to the desirability of preserving or enhancing the character or appearance of the area'* when making decisions on development proposals within a conservation area. In addition, Schedule 17 of the Enterprise and Regulatory Reform Act, 2013 makes it clear that it is an offence to demolish an unlisted building in a conservation area without the benefit of planning permission.

2.2 Conservation areas are now classified as designated heritage assets and paragraph 17 of the NPPF makes it clear that the conservation of heritage assets in a manner appropriate to their significance is a core land-use planning principle that should underpin both plan-making and decision-taking, and paragraph 131 expects local planning authorities to take account of the desirability of sustaining and enhancing the significance of the heritage asset when determining planning applications.

2.3 These national planning policy objectives are supported by Gedling Borough Council's Replacement Local Plan (adopted 2005) and the Aligned Core Strategy (adopted 2014). Policy ENV15 of the Replacement Local Plan recognises that new development should take account of its impact on the Conservation Area. Policy ENV14 seeks to ensure that a change of use of a building within the Conservation Area preserves and enhances its contribution towards the character or appearance of the area. Policy ENV22 safeguards the appearance or character of local interest buildings and their settings.

2.4 Policy 11 of the recently adopted Greater Nottingham Aligned Core Strategy states: *'Proposals and initiatives will be supported where the historic environment and heritage assets and their settings are conserved and/or enhanced in line with their interest and significance. Planning decisions will have regard to the contribution heritage assets can have to the delivery of wider social, cultural, economic and environmental objectives'*. Policy 11 also makes clear that conservation area Appraisals and management plans will be used to assist in the protection and enjoyment of the historic environment.

2.5 In addition the policy objectives of the emerging Local Planning Document (*Publication Draft May 2016*), which will work with the Aligned Core Strategy, seek to protect and enhance the Borough's historic environment. In particular Policy LPD26: *Heritage Assets* seeks to ensure that new development proposals preserve and/or enhance the significance of a heritage asset and more specifically Policy LPD28: *Conservation Areas* requires new development proposals to accord with a series of design criteria to ensure that they preserve or enhance the character or appearance of the Conservation Area and its setting, and avoid the unwarranted demolition of buildings and structures that contribute to the character or appearance of the Conservation Area.

2.6 Therefore the combination of local and national planning policies gives the local planning authority additional controls over new development, alterations to existing buildings, demolition of existing buildings, work to trees and advertisements on commercial premises within the Conservation Area. In particular, the Council will expect all new development to be of a high quality and to respond positively to its historic setting. The demolition of buildings and boundary structures within the Conservation Area also requires planning permission, and in assessing any proposals for demolition consideration will be given to the contribution that the building makes to the Conservation Area. For householders in the Conservation Area, there are stricter controls over domestic extensions and garden buildings, although more minor changes can still be undertaken without the need for planning permission. In addition 6 weeks notice of any works to trees within the Area must be given to the local planning authority so that these works can be properly assessed and allow the authority the opportunity to consider whether the trees should be specifically protected. The local planning authority's approach to the consideration of development proposals in the Conservation Area is set out in the accompanying management plan.

2.7 However the designation of a conservation area is not intended to prevent new development, and paragraph 137 of the NPPF encourages local planning authorities to look for opportunities for new development within conservation areas. This Appraisal and management plan are therefore intended to inform the consideration of development proposals within the Woodborough Conservation Area to ensure that future changes can be accommodated in an informed and sympathetic way, without adversely affecting the Area's special qualities, having regard to the objectives of the national and local planning policies.

### 3.0 LOCATION AND CONTEXT

3.1 Woodborough village is located about 6  $\frac{1}{2}$  miles to the north-east of Nottingham City Centre. Calverton lies to the north-west and Lowdham to the south-east. The boundary of the Conservation Area has been drawn around the historic core of the village, to the north and south of Main Street and the northern part of Bank Hill.

3.2 The overall linear form and layout of the historic core of the village has largely been dictated by the local topography, with the village situated in a shallow valley between Hunger Hill to the south, and Bonner Hill to the north and alongside the small brook that runs through the village, flowing from west to east alongside Main Street, before joining Dover Beck to the east of the village. Land levels within the Conservation Area drop sharply from about 61 metres above ordnance datum (AOD) on Bank Hill to about 48 metres AOD at its junction with Main Street, from where Main Street falls more gently eastwards along its length to about 42 metres AOD at the Nags Head public house at the junction of Main Street with Shelt Hill.

3.3 As a result of its historical development, the Conservation Area consists of two main character areas (Map 2). The first lies to the west of St Swithun's Church, along Main Street and Bank Hill, and this includes the mid-late 18<sup>th</sup> century Bank Hill Farmhouse and a group of early 19<sup>th</sup> century cottages. From this elevated position the road drops sharply to the north and includes the eastern end of Foxwood Lane and the western end of Main Street. This area is more open, with buildings set back from the road with green spaces between. The roads are winding with a high level of tree cover and hedges.

3.4 The second character area commences at St Swithun's Church, which dominates the centre of the village, and continues east along Main Street. The road straightens somewhat, and historic buildings of domestic scale stand hard to the back edge of the pavement. There are numerous views out of the village towards the countryside which reinforce the rural location of the village.

3.5 In addition to these two main character areas, Woodborough Hall and its grounds, lying to the east of Bank Hill, form a subsidiary character area. The formality of the building and its landscaped grounds are indicative of the former high social status of this property in this otherwise vernacular village.

3.6 The chronological, social and economic development of the village is now evident from the range of buildings within the Conservation Area, with buildings that illustrate the

agricultural and small scale industrial development of the village, with an extensive use of traditional materials, predominantly a red/orange brick with clay pantiles and timber fenestration. The Grade II\* listed St Swithun's Church and Woodborough Hall (Figures 1 & 2), in addition to a number of Grade II listed as well as other important historic buildings that can be considered to be non-designated heritage assets as defined by the NPPF, define the essential character and appearance of the Conservation Area and its overall significance (see Appendices 1 & 2).



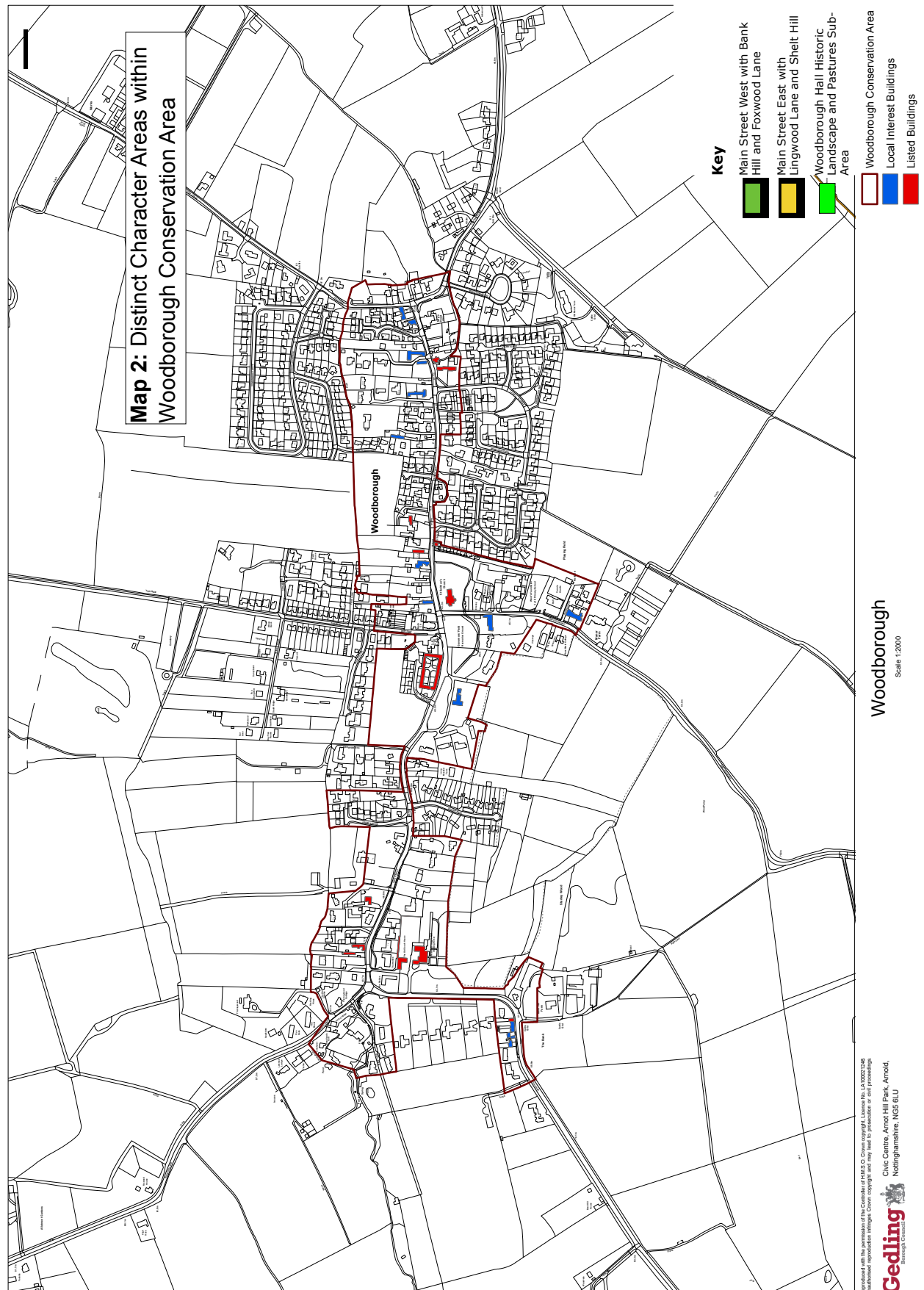
**Figure 1:** View of St Swithun's Church from Main Street





**Figure 2:** Front elevation of Woodborough Hall

Conservation Area Character Appraisal & Management Plan



## 4.0 GENERAL CHARACTER AND PLAN FORM

4.1 The historic character and overall form of the Conservation Area is largely derived from its origins as a small rural settlement and subsequent development of framework knitting as an important domestic cottage industry from the 16<sup>th</sup> century, with the development of knitters' workshops, buildings characterised by long windows required to provide adequate light.

4.2 Open space within the village also contributes to the Conservation Area's character and this includes land associated with the church, meadows, paddocks and large gardens around properties and farmsteads. Outside of the village the valley sides are discernable, particularly to the south, over the roofs of buildings and through gaps between buildings, forming a wider and more open setting for the historic core of the village.

4.3 Main Street, which runs in a pronounced east-west direction, is a principal route between Calverton and Lowdham, whilst Bank Hill leads south-west towards Arnold and these roads form the basic structure of the Conservation Area. Running north and south off Main Street is a series of historic lanes and byways that create a more intricate framework within the village and this historic layout is still evident in the present Conservation Area. The Woodborough brook, roughly following the alignment of Main Street, is both open and culverted, and the sound and movement of water contributes to the Area's character.

4.4 The historic settlement has clearly developed in a predominantly linear fashion and appears to have lacked an obvious social or commercial centre, there is no evidence of Woodborough having a village green or a Medieval market space. The majority of the buildings within the Conservation Area are now principally residential in use, former agricultural buildings and knitters' workshops are now largely incorporated into residential properties, but there is also a number of key larger scale buildings within the Conservation Area, including the Church of St Swithun; Woodborough Hall, set away from the road in its own landscaped grounds; buildings associated with Manor Farm; the former school on Lingwood Lane; and two public houses, the Four Bells and the Nag's Head.

4.5 The historic street pattern now provides spatial and visual qualities that combine with the existing buildings to give the historic core of Woodborough a unique character. However the Conservation Area has experienced considerable infill development, with housing dating from the mid-20<sup>th</sup> to early 21<sup>st</sup> century, apparent in its deviation away from vernacular materials and form. In the centre of the village new development has continued in a northerly and



southerly direction away from principal axis of Main Street, changing the historic linear plan form of the village to that of rows of modern roadside housing with small culs-de-sac off. This is particularly pronounced in the eastern section of the village. The western section remains much more open, and although infill plots have been developed and more land is now in plots, it is not enclosed by blocks or strips of modern development.

## 5.0 LANDSCAPE SETTING

5.1 The setting of the village in the landscape and the influence of the local topography on the form of the village is discernible. Set in a shallow valley, which commences west of the junction between Bank Hill and Main Street, the majority of the Conservation Area follows the 45 - 40 metre contour lines from west to east along Main Street. The western extent of the Conservation Area on Bank Hill is the highest at 61 metres above ordnance datum (AOD) from where the road drops dramatically down to its junction with Main Street, at about 48 metres AOD. The valley sides to the south are gentle, rising up to Hunger Hill and High Pastures. The change of land levels is more evident to the north of Main Street, with the steepest ascent being up Roe Lane, which then becomes Roe Hill. The landscape surrounding the settlement is high quality, predominantly agricultural in use, dotted with groups of mature tree, many of which are included in the area's extensive Tree Preservation Order. A brook, originating in the westernmost extent of the valley, runs through the village and as a consequence land either side of Main Street lies within its flood zone.

5.2 Despite the presence of the late 20<sup>th</sup> century development to the south of Main Street on its eastern section, there are numerous views south, outside of the Conservation Area, towards Ploughman Wood and Hunger Hill. These views significantly reinforce the rural and agricultural setting of the Conservation Area. Along the western section of Main Street the presence of vegetation, historic and modern development, combined with topography, limit the number of views south. However, the change in the settlement's landscape setting is marked by the ascent up Bank Hill, and also in views up Park Avenue towards Stanley Wood.

5.3 Views north from Main Street, outside of the Conservation Area, contribute to the landscape setting of the Area, but these are not as strong as those south. On the eastern end of Main Street, views are marred by the presence of modern housing development to the west of Shelt Hill, which is dominant on the skyline. In the centre of the village the views are channelled up Roe Hill, with this steep landscape setting reinforcing the fact that Woodborough is a valley settlement.

5.4 The Bank Hill approach into the village from the west is noteworthy, with the road twisting and winding, and dropping sharply into the village (Figure 3). Foxwood Lane, at the western end of Main Street, provides a gentler descent into the village, but dense tree cover and houses standing above the level of the road preclude any meaningful views outwards (Figure 4). Lingwood Lane drops gently down to the north, with views outwards precluded by

the bend in the road.



**Figure 3:** The Bank Hill entrance to the Conservation Area



**Figure 4:** The Foxwood Lane entrance to the Conservation Area

5.5 The Church of St Swithun stands on the valley floor in an elbow of the brook, and although it is quite a dominant structure in the centre of the village, it does not have a major presence in the wider landscape. Its square tower is not prominent on approaches into the Conservation Area, the Church is best experienced in close quarters (Figure 1). The wider setting of Woodborough Hall is also restricted by the local topography, but Stanley Wood provides a pleasing landscape context.

## 6.0 HISTORIC DEVELOPMENT OF THE AREA

6.1 The village of Woodborough has a varied and interesting history, and the Woodborough Local History group provides a detailed account of the historical development of the village (<http://myweb.tiscali.co.uk/woodboroughheritage/>).

6.2 The initial beginnings of the settlement of Woodborough can be traced back to pre-Norman Conquest times as evidenced by the Iron Age remnants of a fort, now a Scheduled Monument, at Foxwood, just over a mile to the west of the present village. This was named Udeburgh, from the Saxon 'burgh' for a fort and 'ude' for a wood, from which the present village's name was finally derived.

6.3 The earliest written account mentioning Udeburgh is the Domesday Book of 1086, which notes land in the ownerships of the Archbishop of York and Southwell Minster as well as three local thanes, Ulchel, Aluric and Aldene, each with his own manor house and retinue. However, the redistribution of lands following the Norman Conquest saw the whole estate passed on to supporters of William, including the Peveril family, and thence to a family, probably of Norman origin, who took the name of the village, '*de Wodeburg*'.

6.4 The Domesday Book also notes the existence of a mill, (possibly the site of the existing mill, outside the village proper) and, possibly, a Saxon church. A tentative link can be made between the early settlement and the present day in the proposition that Woodborough Hall, at the west end of the historic village, may occupy the site of Ulchel's Saxon manor.

6.5 In the early 14<sup>th</sup> century the estate became the property of the Strelley family from the village of Strelley, west of Nottingham. The Strelley family connection remains tangible in various fragments of heraldry inside St Swithun's Church, which is an historic focal point and the oldest building in the village. It is speculated that the first church in the village would have been of Anglo-Danish workmanship, dated between AD 971 and 1086. However, following the Norman Conquest the Archbishop of York authorised a more substantial Norman church in stone and this was undertaken by the *de Wodeburg* family around 1150. Parts of this building survive within the present church, which largely dates from 1356 and was the work of the Strelley family, with subsequent additions (the tower dates from the 1550s) and restorations from the 16<sup>th</sup> century to the present day.

6.6 The Strelley family owned the estate, the Manor of Woodborough Hall, until 1640,

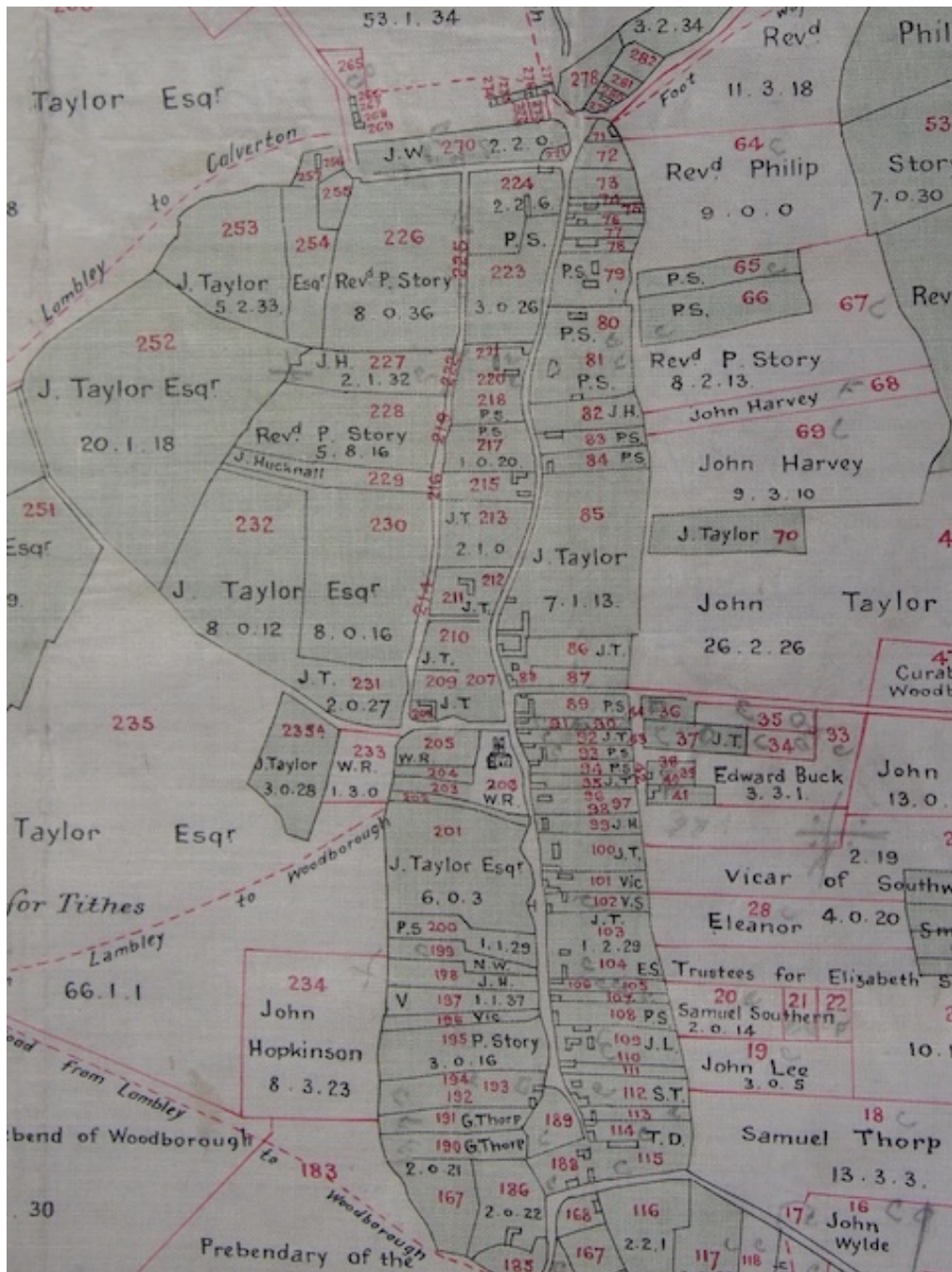
when it was sold to the Lacock family. Philip Lacock replaced the original dwelling with the present hall in around 1660, which is most likely the second oldest building in the village, albeit subsequently altered in the mid 19<sup>th</sup> century by T.C. Hine to its current form. The Lacock family was also responsible for Hall Farmhouse, now 29 Main Street, dated at 1710, the farm for which was developed to supply the Hall, and this building was also remodelled in the 1870s.

6.7 The linear form of the village with its series of narrow plots extending to the north and south of Main Street towards the original open fields around the village was established by the 17<sup>th</sup> century. A map of the village and its surrounding land from 1609 on the Woodborough Local History website shows this distinctive pattern of land holding on both sides of Main Street to the east and west of St Swithun's Church, with houses built close to the road frontage, particularly along its northern edge given that the southern side appears to be more prone to flooding. The layout of these plots reflects the agricultural subsistence nature of the local economy; each dwelling having its own strip of land to supply food for its inhabitants, and this is pattern continued until the Enclosure Award at the end of the 18<sup>th</sup> century.

6.8 The enclosure of the open fields following the Woodborough Enclosure Award of 1795-1798 had a profound effect on both the local landscape and the economic and social structure of the village, with larger fields held in private ownership enclosed by hedges, replacing the traditional open fields. However the Enclosure Award map (see Figure 5) illustrates that the structure of the linear plots, with houses fronting the street and built at 90° to Main Street, typically described in the Enclosure Award as a '*house and homestead*' (see [photo](#) Figure 15), was maintained and these distinctive plots survive to some degree today and make a significant contribution to the character of the Conservation Area and reflects the agricultural origins of the village.

6.9 Whilst Woodborough Hall is not shown on the Enclosure Award map, it does show relatively substantial parcels of land that form the site of the Hall under the ownership of Elizabeth Bainbrigge, with allotment no. 224 described as '*a messuage called the Hall and the outhouses, yards and gardens*' and allotment no. 223 being described as '*The Hall orchard*'. The land directly to the south of the Hall and possibly forming its wider parkland is identified as parcel no. 226, '*The Rye Close*'.





**Figure 5:** Extract from the Woodborough Enclosure Award Map

(Source: Nottinghamshire Records Office)

6.10 Although agriculture remained a dominant activity in the village the development of domestic framework knitting has also left a legacy in many of the buildings within the village. Many agricultural labourers supplemented their work in agriculture with employment in domestic framework knitting, producing high quality hosiery for sale outside the village, and

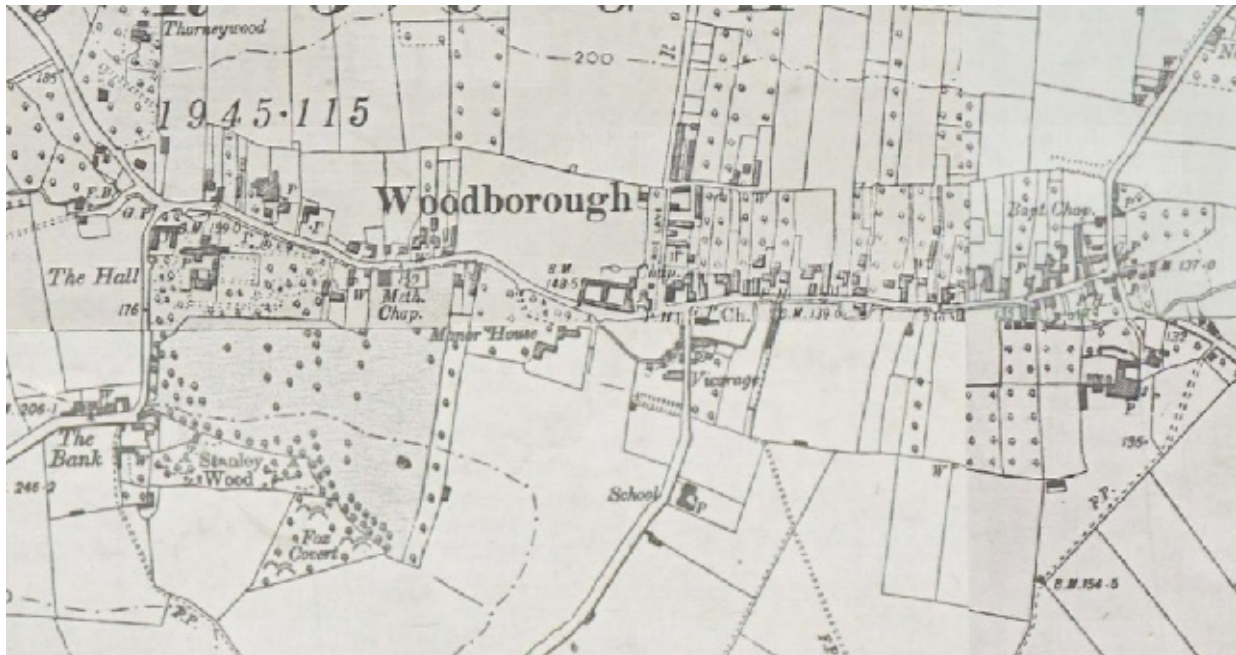
many rural cottages were adapted to accommodate workshops. The Woodborough Local History group website has details of the framework knitters' buildings in the village.

6.11 A notable resident, William Lee, is acknowledged to have been the inventor of the stocking frame in 1589, the first manifestation of mechanisation in the production of clothing, and forerunner of the framework knitting industry. Although it took some years for his invention to be practically developed, by the 18<sup>th</sup> century framework knitting had developed as a domestic cottage industry throughout the East Midlands and Woodborough's population consequently leapt from 250 in 1750 to 800 in the 1830s. Woodborough's particular specialty was the production of stockings, including silk hose, and the industry survived until the early 20<sup>th</sup> century before the economies of factory production, ~~available in such areas as Nottingham's Lace Market~~, rendered the domestic industry unviable and obsolete.

6.12 The key manifestation of the industry was the conversion of some cottages to provide knitters workshops, and the development of others specifically as dwellings-cum-workplaces. The introduction of long horizontal windows to naturally light the work areas is the principal external clue to the origins of these buildings, many of which survive in the present village. The lack of extensive curtilages to some of these dwellings, as at Church Walk, is another indication of their non-agricultural origins. A 19<sup>th</sup> century development of the domestic framework knitter's cottage was the frame shop, larger premises more akin to a factory system of production, and a former factory premises (Desborough's) still survives at the entrance to the Conservation Area on the east side of Shelt Hill, although the property is now converted to a dwellinghouse. With the demise of framework knitting many villagers developed allotments in the countryside surrounding the village and a local market gardening industry was developed supplying fresh vegetables to Nottingham through the Sneinton market.

6.13 Whilst the growth of the village over the 19<sup>th</sup> century and into the early 20<sup>th</sup> century was relatively slow, as shown on the historic Ordnance Survey maps (see Figures 6 & 7), various educational and religious institutions were founded during this period, several of which survive, some in adapted guises. Formal education first came in 1736 through an endowment from the Wood family, which had long standing local connections. A cottage on Lingwood Lane, close to the church, was converted to provide a schoolroom, the vicar also being the schoolmaster. Following the introduction of compulsory education in 1875, a purpose designed new building was constructed in 1878 on the





**Figure 6:** Extract from the 1887 Ordnance Survey map



**Figure 7:** Extract from the 1912 Ordnance Survey map

opposite side of the road. The original school was then enlarged to become the vicarage, now 'the Old Vicarage', and remains an attractive feature of the village. The 1878 school building was itself replaced by a new pre-fabricated school building in the 1960s, built under the Consortium of Local Authorities Special Programme (CLASP), and the old school was subsequently converted to residential accommodation.

~~6.14 Alternative religious denominations also took a hold in the village in the early 19<sup>th</sup> century, in the form of Methodist and Baptist establishments, three of the four original buildings surviving to the present day. The original Methodist Chapel on Roe Hill, dating from 1826 remains in use as the village institute while its larger successor from 1887 survives at the corner of Roe Lane and Main Street, in a much altered and modernised form and is now in residential use. The small Baptist Chapel on Shelt Hill at the east end of the village, opened in 1831, also remains in its original use (Figure 23).~~

6.14 Alternative religious denominations also took a hold in the village in the early 19<sup>th</sup> century, in the form of Methodist and Baptist establishments, three of the four original buildings surviving to the present day. The Wesleyan Methodist Chapel at the junction of Main Street and Roe Lane, dating from 1887, remains in use while the Primitive Methodist's West End Chapel from 1851 survives on Main Street opposite its junction with White's Croft, but it is now in residential use in a much altered and modernised form. The small Baptist Chapel on Shelt Hill at the east end of the village, opened in 1831, also remains in its original use (Figure 23).

6.15 A new business with agricultural links which originated in the late 19<sup>th</sup> century was the Racehorse Stables developed by Robert Howett, now the Manor Farm Buildings (Figure 8). Howett occupied The Manor just west of the centre of the village, and adapted the 18<sup>th</sup> century Manor Farm complex on the opposite side of Main Street for this equine business, providing a group of stables in the form of two quadrangles with an uncharacteristically long two storey range fronting directly onto the street. The complex continued in farming use following the demise of the racehorse business, but was ultimately released for redevelopment in 1990 and is now converted to residential use. The sheer mass of this building easily surpasses the domestic scale of the rest of Woodborough, but despite this incongruity its Grade II listing confirms its architectural importance in the village.



**Figure 8:** Former racehorse Stables developed by Robert Howett in 1878

6.16 Various other commercial businesses also developed along Main Street in the Victorian period, not least a number of ale houses, some in converted dwellings, others purpose built. Of these, two survive in business, although only the Nag's Head at the east end dates from the period. The Four Bells, an alternative focal point to the church in the centre of the village, replaced an 18<sup>th</sup> century inn in 1928 and makes an attractive counterpoint to the church and Methodist Chapel in its ornate Arts and Crafts style. Two other former inns survive as dwellings along the main thoroughfare.

6.17 The village had a small number of shops in its heyday before mass car ownership made more distant choices readily available. ~~These included a Co-Op store and post office, but despite an expanded population from modern housing development, both of these have closed and it remains to be seen whether a project to reopen the surviving shop unit can be successful.~~ Until recently, the Co-op store and post office in the village had closed, despite an expanded population from modern housing development. However, these units have recently re-opened as a Spar Convenience and post office.

6.18 The 20<sup>th</sup> and 21<sup>st</sup> centuries have been something of a two edged sword for Woodborough. The ostensibly attractive charm of a single street of red brick cottages

punctuated by the tree lined gurgling brook and assorted institutional buildings and other quality residences shrouded in their sylvan garden settings, has been significantly affected by modern residential development, particularly at the east end of the settlement, both to the north and south of the historic Main Street. Open spaces which previously abutted the street have been lost and the historic character of the village compromised by the development of parts of its immediate open setting. Other changes have included new development within the grounds of historic buildings, including garden spaces, and within the curtilages of agricultural cottages and farms. The gradual diminution of the social status of Woodborough Hall and the loss of its residential use have also changed the social framework of the community.

6.19 The corollary of this scale of change is that a settlement which had seen its traditional economic base whittled away has experienced an injection of new residents with the means and capacity to strengthen the community, support its facilities and care for its heritage, as demonstrated by the various organisations which lend their support to community ventures including appreciation of its history and surviving artefacts. Historic buildings which might otherwise have fallen into long-term decay have been rejuvenated and there is a real sense that the settlement has a sustainable future, provided it can balance the need to adapt to modern life with the recognition of the importance of protecting its irreplaceable and distinctive historic character expressed in its buildings and the spaces between.

## 7.0 ARCHAEOLOGY

7.1 There has been very little previous archaeological investigation carried out within Woodborough. However the Nottinghamshire Historic Environment Record (HER) indicates that the Woodborough Conservation Area covers the historic settlement core and the surviving evidence of the earlier settlement in the pattern of streets, housing plots and the age of many of the properties would suggest that there is good potential for below ground archaeology within the Conservation Area.

7.2 Policy LPD30: *Archaeology* of the emerging Local Planning Document (May 2016) recognises that in areas of high archaeological potential or an area which is likely to contain archaeological remains, new development proposals should take appropriate measures to either protect remains by preservation in situ, or where this is not justifiable or practical, applicants should provide for excavation, recording and archiving of the remains. Consequently development proposals within the Conservation Area requiring excavation works should be preceded by a considered archaeological assessment and investigation in order to identify the potential of the site and prepare a suitable archaeological strategy.

## 8.0 CHARACTER AND INTERRELATIONSHIP OF OPEN SPACES WITHIN THE CONSERVATION AREA

8.1 Woodborough village lacks a commercial core, however, the church and its associated grounds constitute the centre of the village and the Conservation Area. The principal areas of open space within the Conservation Area tend to be associated with significant historic buildings, such as the churchyard around the Church of St Swithun, the recreation ground to the west of the Church, and land to the south of Woodborough Hall (Map 3). However other areas of less formal open space in the village are also important as these reflect the former agricultural origins of Woodborough and these include land with Taylor's Croft on the north side of Main Street and the remnants of former open strip fields around the village. The Pinfold, albeit an enclosed space, is an important historic asset associated with the movement of livestock in the village.

8.2 Bank Hill forms the western approach to the Conservation Area (Figure 3). This drops sharply from the north, down to Foxwood Lane and Main Street. Bank Hill is enclosed by a series of stone walls, hedgerows and trees. The latter, in particular, limit views into the grounds of Woodborough Hall. The landscaped parkland associated with the Hall, which is shown on Sanderson's map of 1835 (*Twenty Miles around Mansfield*) (HER MNT26784), in conjunction with areas of surviving ridge and furrow, contribute to the sylvan setting and significance of this listed building and the setting of the Conservation Area, and warrant consideration for inclusion within the Conservation Area boundary (Figures 27 & 28).

8.3 The more formal gardens to the north and east of the Hall have been developed with late 20<sup>th</sup> century housing. The western side of Bank Hill was historically devoid of development, but is now flanked by late 20<sup>th</sup> century houses. Foxwood Lane forms the north-western approach to the village (Figure 4). This lane was historically undeveloped, but now has several detached houses along the roadside. Therefore, the character of this part of the Conservation Area has changed from one that was historically relatively open around the Hall, but is now flanked by housing.

8.4 Moving east along Main Street, this principal route through the village is a unifying factor, linking the majority of the Conservation Area. Main Street winds gently, restricting long street views and as one traverses it buildings and open spaces are gradually revealed (Figure 9). Despite the presence of modern infill development north and south of Main Street, and a large number of trees, this part of the Conservation Area remains more open in character,



particularly to the north. The paddock on the north side of Main Street, between The Meadows, Taylor's Croft and Broad Close is also identified by the HER as containing a number of linear banks and lynchets (banks of earth built up on the downslope of a field by ploughing in the Medieval period) behind Manor Farm (HER reference L10289) and this open land contributes to the significance of Manor Farm Buildings, and reflects the juxtaposition of the historic open fields with Main Street, which has been lost elsewhere. Unfortunately infill development has encroached on all sides.



**Figure 9:** Restricted views along the upper part of Main Street

8.5 The Manor, to the south of Main Street, is surrounded by dense mature vegetation and iron railings set above a stone dwarf wall. As such, it does not have a strong visual presence on Main Street. The open land to the south of The Manor contributes to the setting of the Conservation Area and also has historic interest in its own right, providing an example of Woodborough's post-Enclosure agricultural landscape, and warrants consideration for inclusion within the Conservation Area boundary.

8.6 In the centre of the village, squeezed between the brook and Main Street, is a small recreation ground (Governors' Field (Figure 10)) and the churchyard around St Swithun's

Church, which together create a sense of openness in this part of the Conservation Area that is further reinforced on the north side of Main Street by the forecourt of The Four Bells, the public house being set back from the road. The recreation ground is enclosed by railings that offer an open frontage, while the church and churchyard, both elevated above the level of the road, are enclosed by a red brick boundary wall (Figure 1). The presence of the solid Manor Farm Buildings and impervious boundary to the Manor provide a pleasing contrast with this space. At Lingwood Lane, the eye is drawn south, with the road winding up towards the former schoolhouse.



**Figure 10:** The Governors' Field from Main Street

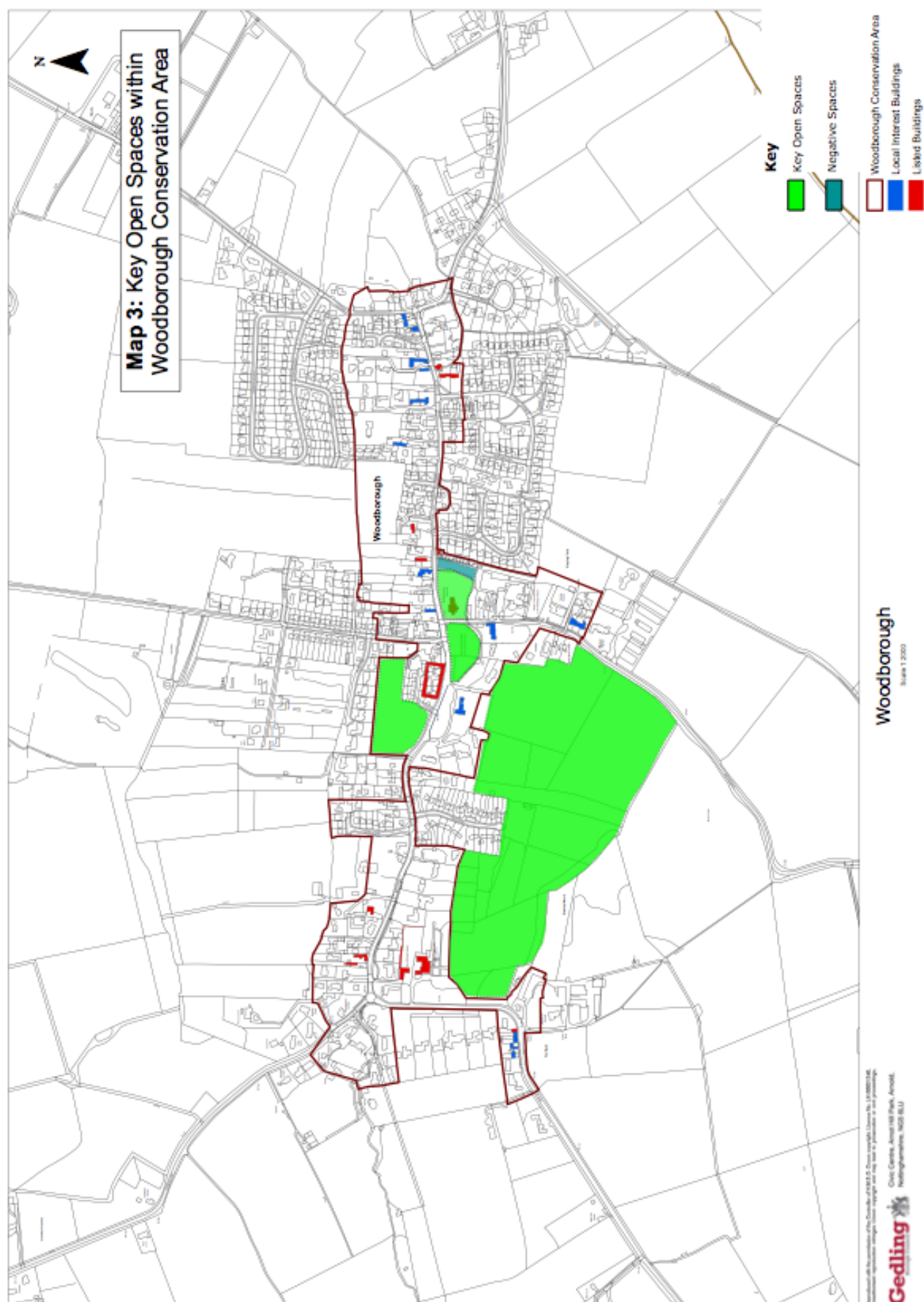
8.7 The eastern part of the Conservation Area offers a markedly different character to the western part. Main Street drops gently to the east, and the road is perceptibly straighter. Residential development is concentrated along the roadside edge, with a large proportion of buildings sitting hard to the back edge of the pavement, providing an almost unbroken frontage with fewer open breaks. However, gaps between the buildings still afford glimpsed views through to the countryside beyond, particularly to the south. This interrelationship reinforces the rural and agricultural character of Woodborough. However, modern infill development and culs-de-sac have weakened this significant interrelationship.



8.8 The Conservation Area terminates around the junction between Main Street, Shelt Hill and Lowdham Lane (Figure 11). The Nag's Head public house's car park constitutes a neutral part of the Area, being uncharacteristically open. However, it again reinforces the interrelationship between the historic built form of the settlement and the mature agricultural land along the valley floor with views over the car park on the approach into the Conservation Area along Shelt Hill.



**Figure 11:** The termination of the Conservation Area at the junction between Main Street, Shelt Hill and Lowdham Lane



## 9.0 KEY VIEWS AND VISTAS

9.1 The Conservation Area is predominantly linear in plan form, with the exception of Bank Hill, Foxwood Lane and Shelt Hill and as a result the main views through the Conservation Area tend to be channeled along the main roads through the Area (Map 4).

9.2 Views into the village on approaches from the west are limited by the topography and changes in road direction. In contrast, as one approaches from the east, open views of the pastoral landscape to the south of the settlement reinforce Woodborough's character as a rural settlement. Shelt Hill rises steeply from its junction with Main Street and whilst views to the north are terminated by modern housing development, the view south from Shelt Hill extends over the car park of the Nags Head to the valley sides on the southern edge of the village, connecting it with its rural setting (Figure 12).

9.3 Moving west along Main Street from Shelt Hill, there are numerous views south, out of the Conservation Area, over and between historic and modern buildings. Again,



**Figure 12:** View south along Shelt Hill from the former Desborough factory towards its junction with Main Street, with views across the Nags Head car park

these views are important as they reinforce the Area's rural character. Views to the



north are also significant, but, as a consequence of modern development on the hillside, these are not as strong as those south.

9.4 St Swithun's Church is centrally placed within the Conservation Area, but it is not a particularly prominent landmark building in the village. However one of the most important views of the church is that over Taylor's Croft from about no. 55 Main Street, this provides the first view of the church tower in the Conservation Area on the approach from the west and makes a substantial contribution to the setting of the listed church (Figure 13).



**Figure 13:** The view of the church tower over Taylor's Croft from Main Street

9.5 Dropping down to Main Street from Lingwood Lane, does however provide some views of the church tower over the neighbouring cottages (Figure 14). However, views of the tower unfold gradually moving south along Roe Hill and Roe Lane – at first viewed against the backdrop of the valley sides to the south, and then above the ridgeline as one moves closer to Main Street. The Church itself has a strong presence at the junction between Main Street, Roe Lane and Lingwood Lane, with the recreation ground, churchyard and open frontage of The Four Bells providing open space around the building.

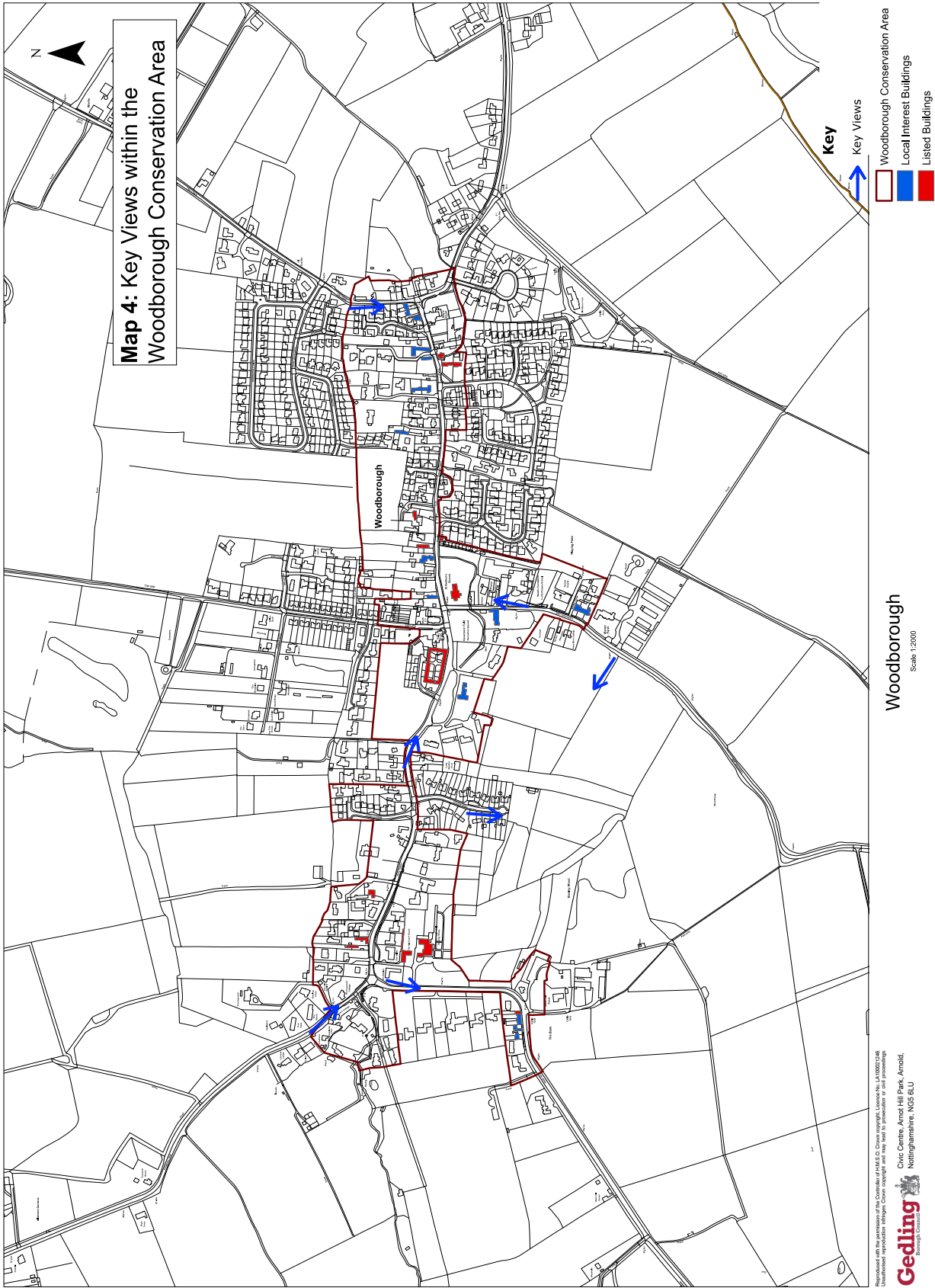
9.6 In the western part of the Conservation Area, Main Street is more sinuous,

interspersed with paddocks, historic and modern development. Manor Farm Buildings is a large brick building, sitting to the back of the pavement. It is prominent in views from both the west and east. Its mass is offset somewhat by the dense green boundary of the Manor to the south. Further west, Foxwood Lane affords marginal views both into and outside of the Conservation Area. Woodborough Hall on Bank Hill is shrouded by tree cover, and there are only glimpsed views of the building, although the row of common Lime trees are a distinctive feature on the west side of Bank Hill. However, at the terminus of Park Avenue, there is a vista south-west towards Stanley Wood, and this contributes to an understanding of Woodborough Hall and the extent of its former grounds.

9.7 The former parkland associated with Woodborough Hall and the pasture land to the south of Main Street also make an important contribution to the rural character and setting of the Conservation Area as is evident from the views from Lingwood Lane and Park Avenue (Figures 27 & 28).



**Figure 14:** View north along Lingwood Lane towards its junction with Main Street, with views of St Swithun's church tower



## 10.0 ACTIVITY AND PREVAILING USES

10.1 The occupations of residents of Woodborough in the 18<sup>th</sup> century were typical trades for the time – blacksmith, butcher, roper, shopkeeper, baker, tailor, dyer and so forth. The majority were husbandmen, yeomen, labourers, weavers and silk stocking makers. The legacy of many of these activities is reflected in the buildings that remain in the Conservation Area: small modest domestic cottages, farm buildings, small shops, workshops, wheelwrights, carpenters, dressmakers, all servicing those who worked on the land. Local shop trades also served the surrounding rural communities.

10.2 Woodborough is now a predominantly residential settlement lacking any commercial centre and whilst the proportion of people economically active is 65.4% of the village (2011 Census) the majority travel out of the village for employment. The few local jobs are in agriculture and service industries (school and public houses).

10.3 The development and prosperity of the early settlement relied on an agricultural economy based on a system of open fields, meadows and common land and this continued until these lands were enclosed. The legacy of this agricultural economy is reflected in many of the surviving cottages (Figure 15) and traditional farm buildings in the Conservation Area as well as the Area's setting. In the 18<sup>th</sup> and 19<sup>th</sup> centuries the economy diversified when framework knitting developed as an economic alternative and many buildings now provide evidence of the purpose-built knitters' workshops.

10.4 The growth of the village during the 19<sup>th</sup> century is reflected in the improvements and growth of community facilities with a new school, places of worship and social amenities and most of these new public buildings are included within the Conservation Area. The school moved from its humble abode in what is now the Old Vicarage to the purpose built, 1878 school on Lingwood Lane, now converted to residential use, and subsequently replaced by a single storey structure in 1968.

10.5 The Co-op store that was sited to the west of Church Walk has now been demolished leaving an unsightly gap site that detracts from the overall character and appearance of the Conservation Area (Figure 16).

10.6 Despite the settlement expansion that occurred during the 20<sup>th</sup> century to the south-east and north-east of the village, the historic core and key parts of its rural setting survived



reasonably intact and these elements along with the basic historic street pattern now form the basis of the Conservation Area.



**Figure 15:** Row of traditional farm labourers' cottages on Main Street, shown on the Enclosure Award Map as a *'house and homestead'*



**Figure 16:** The site of the former Co-op store off Main Street with former framework knitters cottage in the background



## 11.0 ANALYSIS OF CHARACTER ZONES

11.1 There are two principal character zones within the Conservation Area (Map 2):

- the western end of Main Street and parts of Bank Hill, Foxwood Lane and Westfields Lane; and
- the eastern end of Main Street and parts of Lingwood Lane and Shelt Hill.

11.2 Woodborough Hall and its grounds form a distinctive subsidiary character area at the west end of the village (Map 2).

### **Western end of Main Street and parts of Bank Hill, Foxwood Lane and Westfields Lane**

11.3 Bank Hill, Foxwood Lane and Westfields Lane define the western boundaries of the Conservation Area. The entrance to the Conservation Area along Bank Hill is defined by a group of 19<sup>th</sup> century cottages that stand slightly back from the road (Figure 3). They are composed of red brick with non-original casement windows, pantile roofs, with gables facing the road at each end. Red brick chimney stacks straddle the ridgeline. No. 16a is a Grade II listed former workshop with framework knitters' windows. Its roof is finished with plain tiles.

11.4 On the eastern side of Bank Hill, on the corner where it drops down to Main Street, stands Bank Hill Farm (Figure 3). The mid/late 18<sup>th</sup> century farmhouse and a range of outbuildings surround a crewyard, an open yard for keeping cattle in during winter. The farmhouse is principally red brick, but its west facing elevation is rendered. The gable-ended roof is finished with pantiles, with rather small red brick chimney stacks at each gable end. The house is slightly elevated, with the principal elevation facing the pronounced bend in the road. The windows are non-original casements.

11.5 Moving north, down the hill towards Main Street, a series of houses, nos. 4 -14 Bank Hill, lie to the west of the road, outside of the Conservation Area. These houses are set back behind a service road that runs parallel to the Bank Hill and a line of mature Lime trees on the verge between these two roads that were planted to mark Queen Victoria's Golden Jubilee in 1887, make a distinctive contribution to the appearance of the Conservation Area and complement the verdant boundary of Woodborough Hall, opposite (Figure 17).



**Figure 17:** Lime trees planted alongside Bank Hill to mark Queen Victoria's Golden Jubilee in 1887

11.6 To the east of Bank Hill is Woodborough Hall, Grade II\*, originally the largest residence in the settlement, as befitting the building's former status as a manor house (Figure 2). It dates from the 17<sup>th</sup> century, with 19<sup>th</sup> century alterations, and a late 20<sup>th</sup> century single storey extension to the east. The primary three storey Hall is composed of brick, rendered, with ashlar dressings. The principal elevation faces south, away from Main Street. Parts of its former landscaped grounds remain legible, particularly to the south. The building is set away from road, and this, combined with dense tree cover, means it does not have a strong visual presence on Bank Hill. Bank Hill is bounded by a low stone wall, hedgerows, trees and grass verges, a soft palette of materials. The associated old coach house and adjoining garden wall and greenhouse lie to the north of the Hall. These date from the 19<sup>th</sup> century. Further north, between the Hall and its associated outbuildings, modern infill development has taken place, detracting from the setting of the Hall.

11.7 At the junction between Main Street and Bank Hill, the Conservation Area continues west, taking in parts of Foxwood Lane and Westfields Lane with a cluster of modern

bungalows. The brook, originating further west, enters the village between these two lanes, and is both visible and audible. Historically, this part of the Conservation Area had a few isolated farmhouses, but now has a series of 20<sup>th</sup> century dwellings, positioned at various angles adjacent to the lanes. The north side of Foxwood Lane is elevated above the road, and the height and prominence of the modest dwellings is accentuated by their elevated position (Figure 4). It is also a busy thoroughfare, as Foxwood Lane and Main Street constitute a principal route between Calverton and Lowdham.

11.8 Moving east, back to Main Street, a large number of trees stand in front of, and between dwellings. These contrast pleasantly with stone boundary walls. Late 20<sup>th</sup> century dwellings on the southern side of Main Street are built within the former grounds of Woodborough Hall following the sale of the land by the Ministry of Defence to help with the upkeep of the Hall.

11.9 To the north, the historic Ordnance Survey Maps (Figures 6 & 7) illustrated long linear parcels of land running north to south, with cottages following the same orientation. In the present, much infill development has taken place, with houses set back at varying distances from the road. This precludes a visual connection with the landscape beyond. There are three Grade II listed former ~~farmhouses~~ labourers cottages in this area: Elm Cottage (nos. 7-9 Main Street), The Chimneys (no. 11 Main Street), and Hall Farmhouse (no. 29 Main Street). Elm Cottage and The Chimneys are set at right angles to the road. The Cottage dates from the early 18<sup>th</sup> century, and is composed of brick with a plain tile roof and a combination of glazing bar sashes and casement windows. The Chimneys dates from the late 18<sup>th</sup> century, and as its name suggests, has numerous chimney-stacks visible from the road. It is also of red brick, set above a stone plinth, with a plain tile roof. It has a combination of horizontal (Yorkshire) sash and multi-pane casement windows. On the south-east corner of The Chimneys stands a Grade II listed K6 telephone kiosk. Now redundant, it has found an admirable new use, housing a defibrillator.

11.10 Hall Farmhouse lies further east. This was completed in 1710 for Philip Lacock Esq, as recorded by a plaque over the door. It originally served as the home farm for Woodborough Hall, and the remains of its outbuildings have been converted to residential use. The principal house is of red brick with a plain tile roof and shouldered coped gables. The windows are mainly mullioned glazing bar casements. Although set slightly back from the road, the building is prominent on Main Street, largely as a result of its vertical emphasis.

11.11 To the east is no. 35 Main Street that sits to the rear of a large open field, and whilst this open space contributes to the overall character of the Conservation Area there is an extant planning permission for residential development on this site. Adjacent to no. 35 is Cottage Farm, a detached two storey dwelling with a prominent elevation to the street, that originally served as a public house (Figure 18). The house has distinctive mullion and transom casement windows with projecting brick rain hoods above the first floor windows. To the side of the house is a range of traditional farm outbuildings that sit within a narrow garden that extends back from Main Street, providing views to the countryside to the north of the village.



**Figure 18:** Cottage Farm on Main Street, a former public house

11.12 Further east on Main Street, a significant number of historically undeveloped fields have been infilled by mid-late 20<sup>th</sup> century houses. White's Croft lies within the Conservation Area boundary, but this late 20<sup>th</sup> century cul-de-sac is not in keeping with the historic plan form of the settlement. Continuing east, some 19<sup>th</sup> century cottages remain, but The Meadows (a cul-de-sac excluded from the Conservation Area boundary) further compounds the impact of infill development.



11.13 Back to the south of Main Street, sporadic infill development on land formerly owned by Woodborough Hall has taken place, occupying the former orchards. However, a large number of trees and the intermittent presence of the brook are a unifying presence. Park Avenue, a 1930s mid-20<sup>th</sup> century housing development built within the former grounds of Woodborough Hall presents a splayed frontage to Main Street that contains five substantial trees which contribute to the character of the Conservation Area and reflect the origins of this land as part of the Woodborough Hall grounds (Figure 19). Views along Park Avenue are channeled southwards providing views to the countryside and Stanley Wood to the south of the village.

11.14 West of what is now Park Avenue stood the Smithy, now demolished, and Primitive Methodist Chapel, now extended and converted into a dwellinghouse. Opposite Park Avenue is a small cluster of cottages that extends back from Main Street. Beyond Park Avenue the road twists south-east and from beyond no. 55 Main Street it provides the first views of the church tower over the open meadow of Taylor's Croft, which contributes to the setting of the listed church (Figure 14).



**Figure 19:** Trees at the entrance to Park Avenue that were originally within the grounds of Woodborough Hall

11.15 Moving east the Manor stands to the south of Main Street, somewhat shielded from the road by a thick blanket of tree cover and railings set above a stone dwarf wall. Infill development is present to the west of the Manor. To the north lies Manor Farm Buildings, Grade II listed, and the open meadow (Taylor's Croft) to the west contributes to the setting of this building. The more recent developments on The Meadows, Broad Close and Taylor's Croft have encroached upon this open space. Manor Farm Buildings themselves announce the change in character of the Conservation Area (Figure 8). Their large form, sitting hard to the back edge of the pavement, is unlike the other domestic properties at the west end of the village. These red brick, late 18<sup>th</sup> century former racehorse stables and barns dominate the streetscape with their monumental form, their shouldered gable ends prominent. Now converted to residential use, they convey the importance of the Manor Farm to the workings of the Hall. The dense verdant boundary of the Manor to the south acts as a foil to their imposing frontage.

11.16 Further east is the transitional zone of the Conservation Area. Main Street forms a junction with Roe Lane and Lingwood Lane. The Four Bells, dating from the 1920s, stands on the site of one of the earliest public houses in Woodborough. Previously known as The Eight Bells, the first licensee was recorded in 1762. The building is of fine Arts and Crafts style, employing timber framing, rendered and herringbone brick infill panels, red brick and tall twinned chimney stacks. In contrast with many historic buildings in the village, the roof is completed with slate. Its steep roof combined with transverse and half-timbered angled gables provide a pleasing palette of materials at this important focal point.

~~11.17 Moving north on Roe Lane, the car park to the north of The Four Bells is largely omitted from the Conservation Area, but the eastern side of Roe Hill originally housed a number of framework knitters' cottages, now replaced by bungalows. This site lies outside the Conservation Area boundary, but historical maps provide an insight as to the historical use of buildings in the settlement. South of these, and within the Conservation Area, is a terrace of surviving framework knitters' cottages at New Row on either side of which are the existing and former Methodist Chapels, the chapel standing adjacent to Main Street having been heavily altered in the mid 20<sup>th</sup> century following mining subsidence.~~

11.17 On the opposite side of Roe Lane to the Four Bells is the Methodist Chapel, that has been heavily altered in the mid 20<sup>th</sup> century following mining subsidence. Moving north on

Roe Lane, the car park to the north of The Four Bells is largely omitted from the Conservation Area, but the eastern side of Roe Hill originally housed a number of framework knitters' cottages, now replaced by bungalows. This site lies outside the Conservation Area boundary, but historical maps provide an insight as to the historical use of buildings in the settlement. South of these, and within the Conservation Area, is a terrace of surviving framework knitters' cottages at New Row.

11.18 To the south of The Four Bells lies the Governors Field recreation ground (Figure 10). This area of public open space is enclosed by wrought iron railings that continue along Main Street from the frontage of The Manor, and is accessed through a gate opposite the Church. The brook curves around the southern edge of the grounds, passing under Lingwood Lane, reappearing on the southern side of the churchyard.

#### **Eastern end of Main Street, and parts of Lingwood Lane and Shelt Hill**

11.19 The junction of Lingwood Lane with Main Street marks the start of the second character zone within the Conservation Area, which lies to the east of the church and follows Main Street to its junction with Shelt Hill and Lowdham Lane. The character of the Area changes significantly from a more open structure with tree-lined spaces, to one dominated by a higher density built form, both historic and modern. The Conservation Area boundary encompasses all the buildings along the north side of Main Street, including their long rear curtilages. To the south of Main Street the boundary excludes the late 20<sup>th</sup> century development on Pinfold Close and Small's Croft and only includes historic buildings at the eastern end of Main Street that directly front onto the street.

11.20 Lingwood Lane rises southwards from the church, heading towards Lambley. Moving past the church a row of possibly 18<sup>th</sup> century framework knitters' cottages stands south of the brook, their lack of curtilage indicative of their non-agricultural function (Figure 14). Further to the south, Lingwood Lane tells the story of the education facilities in Woodborough. The Old Vicarage on the west side was the location of the village's first endowed school from 1736. In 1878 a purpose built school was opened on the opposite side of Lingwood Lane, with the original building being extended to become the Vicarage. The former 18<sup>th</sup> century school sits hard to the back of the road, and is composed of red brick with a plain tile roof. There are few windows apparent in public views. In terms of its materials and form, it makes an important contribution to the streetscape.

11.21 To the east of Lingwood Lane, a new pre-fabricated CLASP school building replaced the 1878 school and it remains in use as the village school. These pre-fabricated, modular CLASP buildings were popular in coal mining areas as any sections damaged by mining subsidence could be easily replaced.

11.22 The 1878 school building is typical Victorian, composed of red brick with a steep plain tiled roofs featuring a series of transverse gables. The former school building has now been converted to residential use, with the extant school being housed in single prefabricated structures to the north.

11.23 St Swithun's Church, Grade II\* listed, stands at the junction of Main Street with Lingwood Lane and it marks the centre of the Conservation Area (Figure 1). The church dates from at least the 12<sup>th</sup> century, with alterations in the 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 19<sup>th</sup> centuries. It is composed of coursed and squared rubble and dressed stone. The west tower is square, and somewhat diminished in height, rising only marginally above the ridge of the main roof. The churchyard, which is bounded by the brook on its southern and eastern sides, is elevated above street level and enclosed by a red brick wall. Next to Woodborough Hall, the church constitutes one of the largest structures in the village, and is the earliest in date.

11.24 Along the north side of the Main Street opposite the church is a series of two storey single span cottages that are built of red brick with steeply pitched roofs, and with their gables fronting onto Main Street (Figure 15). The linear form of these cottages reflects the narrow ~~post-Enclosure~~ narrow historic plots that the properties sit on (see para. 6.8 above). Two of these cottages, the Old Post Office and no. 105 Main Street, appear to have served as shops as shown by the surviving shop front in the gable of no. 105 and the single entrance doors tucked into the side elevations close to the road frontage (Figure 20). Some of these cottages also have barns and other outbuildings within their curtilages, which contribute to their significance and understanding of their agricultural history. Examples include the Grade II listed pigeoncote and stables at no. 121 Main Street.

11.25 Some of these cottages diversified from agricultural to domestic industrial use in the 18<sup>th</sup> and 19<sup>th</sup> centuries, when many of the villagers were engaged in the framework knitting industry. The chief manifestation of this use was the introduction of long horizontal windows affording natural light to the workspaces, such as at no. ~~117a~~ 117 Main Street (The Old Frame Cottage) where the presence of long narrow windows towards the rear of the building indicates



a former knitters workshop (Figure 21).

11.26 Interspersed with the historic buildings are several modern infill developments. Whilst there are also several buildings of local interest in this area, the modern developments have degraded the immediate setting of these buildings and the character of the Conservation Area.



**Figure 20:** Historic former shop front at no. 105 Main Street

11.27 Along the south side of Main Street, east of the Church, the site of the former Co Op store is vacant and its future appears to be in doubt. This area of unkempt open land detracts from the appearance of the Conservation Area and from the setting of Church Row immediately to the east, a terrace of 19<sup>th</sup> century framework knitters' cottages, which are unusual in having no apparent external curtilages (Figure 16).

11.28 Moving east along Main Street, the Pinfold, Grade II listed, dates from the early 19<sup>th</sup> century, and has been restored as a communal space for the Queen's Diamond Jubilee in 2012 by the Woodborough Community Association. Opposite Pinfold Close is a large detached former farmhouse, no. 121, Main Street, that is set back from the road behind a

large garden that provides an attractive open space in the street frontage and it sits behind a low Bulwell stone boundary wall that runs along the street frontage. To the east of the house is the Grade II listed dovecote and alongside that a former threshing barn, now converted to a dwellinghouse, that has its end gable against the back edge of the pavement.

11.29 Beyond Pinfold Close the historic character of Conservation Area on the north side of Main Street becomes more fragmented, the building line is less distinct and more recent developments become more prevalent, sitting between the more historic cottages. The Conservation Area does however extend onto the south side of Main Street to include the former agricultural cottages at nos. 150 & 152/156 Main Street, both of which are Grade II listed, that are built in red brick with plain and pantiled roofs and date from the early 19<sup>th</sup> century.

11.30 At the southern end of Main Street, its junction with Shelt Hill is framed by an L-shaped grouping of traditional cottages (nos. 173-185 Main Street) that extend around an open garden, which has a low Bulwell stone boundary wall to the pavement side (Figure 22), and opposite lies the Nag's Head public house, a 19<sup>th</sup> century hostelry with an open car park bordering Lowdham Lane and Main Street.

11.31 The Conservation Area boundary extends north along Shelt Hill and includes the Baptist Chapel, dated 1831, on its western side (Figure 23) and former Desborough's framework knitting factory on its eastern side (Figure 12). This building has been converted to residential use and it stands high above Shelt Hill and provides an impressive gateway feature at this entrance to the Conservation Area.



**Figure 21:** Framework knitters workshop at the rear of The Old Frame Cottage on Main Street

11.32 The historic setting of this eastern part of the Conservation Area has been altered by modern housing development immediately south of Main Street, including the Small's Croft development, and north west of Shelt Hill, including Dover Beck Drive.





**Figure 22:** L-shaped range of traditional cottages at nos. 173-185 Main Street



**Figure 23:** The Baptist Chapel on the western side of Shelt Hill

## 12.0 ARCHITECTURAL AND HISTORIC QUALITIES OF THE BUILDINGS

### Essential Characteristics

12.1 Woodborough's built environment presents a diversity of architectural styles, forms and features that underline the major phases in its historic development. The typical architectural forms and characteristics are:

- Large number of vernacular buildings mostly related to farmsteads, workers' cottages and local historic trades including stores/trade buildings and community facilities relating to worship, education and recreation;
- Domestic scale of the village, mostly 2-storey, lower in height than modern residential development, with steeply pitched roofs and narrow plan forms (with the exception of the Church, Hall and Manor Farm outbuildings);
- A mix of detached, paired and terraced housing;
- A variety of chimney-stacks;
- Historic properties which sit with gable ends to the Main Street;
- Historic streets, lanes and byways that remain legible today.

### Buildings Materials

12.2 There is a range of building materials in the Conservation Area, although red brick is the common building material, typically laid in a Flemish bond (alternating headers and stretchers) to add visual interest to the principal elevations of the properties (Figure 24). Historically the brick is likely to have come from the local brick yard near Bank Hill, which was active between 1750 – 1900, although in the later part of the 19<sup>th</sup> century brick also came in from Nottingham. These local bricks also had distinctive red/orange tones due to the high iron content in the clay and were typically waterstruck to give a smooth texture to the brick face.

12.3 Other building materials include the occasional use of render on roadside elevations, and stone, although this is more limited, being used in the principal building in the Conservation Area, the St Swithun's Church and for ashlar detailing on Woodborough Hall and Hall Farmhouse and more extensively for boundary walls. Dentilled brick eaves are also common, rather than soffits and fascia boards, and there is the occasional use of diapered brick.

12.4 Roofs are typically covered with clay pantiles, with lower courses in a plain tile. Chimney stacks are built of red brick with chimney pots from the local brick yards.

12.5 Given the variety of property types in the Area there is also a range of window styles including timber vertical and horizontal (Yorkshire) sliding sash windows (Figure 25), framework knitters' windows and casements. Arched brick openings are common. However a number of houses have lost their original timber windows and doors, which have been replaced by upvc that lacks the scale and proportion of the originals and detract from the appearance of the Area.

12.6 Throughout the Conservation Area the original stone and brick boundary walls are still evident to the front of the properties, defining the back edge of the pavement and enclosing the street scene. In the main these walls are constructed of either coursed Bulwell stone with half-round copings, or brick, with either half-round or triangular shaped copings.



**Figure 24:** Flemish bond at the Four Bells



**Figure 25:** Yorkshire sliding sash at  
The Chimneys

## 13.0 CONTRIBUTION MADE BY TREES WITHIN THE CONSERVATION AREA

13.1 The tree stock in the Conservation Area is exceptional in quality and extent and bears comparison with any Nottinghamshire village and it follows the principal character areas set out in this Conservation Area Appraisal with most of the principal trees to be found towards the western end of Main Street and within Woodborough Hall and its grounds. There is also significant planting outside the of the Conservation Area, for example the avenue of mature Sycamores out along the Lowdham Lane, which contributes the rural setting of the Conservation Area.

13.2 The backbone of the tree cover comprises numbers of mature deciduous trees from the late nineteenth and early twentieth centuries. Several Limes have attained great size and are allocated fairly generous space in the development around them.

13.3 There is as much planting, typically ornamental, from the mid to late twentieth century. Some of these trees, for example the unusual variegated Tulip tree (*Liriodendron tulipifera* 'Variegata') are located well away from houses and are placed to become the big old trees of the future.

13.4 Conifers such as the Cedar of Lebanon also form part of the mature tree stock, principally in the subsidiary character area around Woodborough Hall. There is a notable Monterey cypress (*Cupressus macrocarpa*) in Main Street. Monterey cypresses of this size are more typically found in Devon and Cornwall.

### *Trees West of St Swithun's Church, and within the grounds of Woodborough Hall*

13.5 The oldest and most prominent trees throughout this character area are likely to have been planted by incumbents of Woodborough Hall (excepting several Wellingtonia (*Sequoiadendron giganteum*) at Woodborough Manor). As individuals or groups these defined the limits of the formal grounds of the Hall, providing both shelter and privacy. The principal species are Beech (*Fagus sylvatica*) Oak (*Quercus robur*) and common Lime (*Tilia x europaea*).

13.6 Many of these trees are now in private gardens as the village has developed in the 20<sup>th</sup> century and it is encouraging that most have been allocated a generous space. Notable specimens include a Silver Pendent Lime (*Tilia petiolaris*) at 30 Main Street, which is possibly

the tallest tree in Woodborough, and an ancient English Oak with a trunk circumference of 5.4 metres alongside the beck in the garden of 72 Main Street.

13.7 To the south of the present settlement the fields have the feel of parkland with scattered open grown Oaks providing shelter for stock. Stanley Wood and Fox Covert to the south of the Hall appear open to grazing so they lack an understorey and the natural regeneration of tree seedlings is most unlikely. Stanley Wood mainly comprises Sycamore and Ash and is prominent in the landscape with glimpsed views from most directions.

13.8 There are 2 rows of common Lime trees planted in the village and both are impressive. The longer runs up the western side of Bank Hill from Hall Corner to no. 14, and it is understood that these were planted to celebrate Queen Victoria's jubilee in 1887 (Figure 17). There are now 14 trees, and a gap outside no. 6 has been closed with young Tulip (*Liriodendron tulipifera*) and Western Hemlock (*Tsuga heterophylla*), which is an imaginative choice, although it would have been more natural to infill the gap with Lime trees. The second row frames the entry to Park Avenue, comprising 5 tall trees with clean stems, and 2 adjacent trees of lesser stature (Figure 19). Lime is famously long lived and despite their size these trees should be regarded as no more than middle aged.

13.9 A more recent row of trees (Norway maple (*Acer platanoides*)) planted along the Main Street boundary of the recreation ground will make an additional fine feature, although consideration should be given to some selective removal to allow the better individual specimens to fill out and form their distinctive massive domed canopies (Figure 10).

13.10 The grounds of Woodborough Hall are mainly coniferous with a typical selection of species planted in mixed groups to form copses along Bank Hill and to the east of the present boundary. ~~Most of these trees are of Victorian or Edwardian origin, and some are in decline.~~ These trees appear to be mainly Victorian in origin, most likely planted by Mansfield Parkyns (c. 1852) or John Taylor (c. 1865), and some are in decline. The principal planted species are various Cedars (*Cedrus spp*) and Austrian pine (*Pinus nigra var Nigra*) with smaller numbers of Wellingtonia, Coast redwood (*Sequoia sempervirens*), Lawson's cypress (*Chamaecyparis lawsoniana*), Scots pine (*Pinus sylvestris*), Blue Colorado spruce (*Picea pungens 'Glauca'*) and others. Self seeded Yew (*Taxus baccata*) is common throughout, forming an understorey which provides seclusion and privacy.



13.11 The formal gardens are laid out with trees chosen for yellow or variegated foliage, mostly varieties of Lawson's cypress, Yew and Holly, interspersed with the finely cut foliage of Japanese maple (*Acer palmatum and japonicum spp*). The tallest trees, which include a fine specimen on the lawn, are *Chamaecyparis lawsoniana* 'Erecta'.

#### *Trees East of St Swithun's Church*

13.12 Whilst naturally enough there are plenty of smaller ornamental trees throughout the gardens of Woodborough, bigger trees are largely absent from the village Conservation Area to the east of Swithun's church, although the Monterey cypress (*Cupressus macrocarpa*) at no. 153, Main Street is a notable exception.

13.13 Despite this change in character a number of Yew trees, and Copper beech (*Fagus sylvatica purpurea*) in particular, reflect some themes of the western area. The Copper beech planted into shrubbery at the junction of Small's Croft and Main Street has the potential to become a focal point in the village.

13.14 The principal trees in this area are those in St Swithun's churchyard (Figure 1). They include Yews and Lime, several Cedars, a mature Oak beside the beck, and a young Walnut (*Juglans regia*). Woodborough possesses several old Walnuts, a relatively short lived tree which is decrepit and full of character in old age. These include a specimen in the garden of no. 72, Main Street, and one outside the conservation area at no. 6, Old Manor Close. Although grown for nut production, crops are far less reliable than in more westerly parts of England.

#### *Summary*

13.15 Overall, pressure on trees may be expected from climate change, pests and diseases, and encroaching development. There is a natural churn of ornamental trees that are short lived or of modest size, which should be managed with a light touch by the local planning authority. However the primary aim for the management of the principal trees within the Conservation Area should be to secure the future of trees that are long lived and to afford them the space in which to become large, rather than being cramped by new development.



## **14.0 ISSUES, PRESSURES, THREATS AND OPPORTUNITIES**

14.1 Certain elements within the Conservation Area can detract from its special character and these include such changes as the loss of original windows and doors, creation of openings in historic building lines to create access to new houses, and the existence of unattractive gap sites.

### **Land and Buildings of Poor Visual Quality**

14.2 More recent development in the Conservation Area has had an impact on the character and appearance of the Area. Infill development has resulted in the loss of significant strip fields, paddocks and open land around historic buildings. In particular, the culs-de-sac north and south of Main Street's eastern end have eroded a large part of the Area's agricultural setting. Within the Conservation Area infill development to the north and south of Main Street's western end has resulted in the loss of open space around the Manor and Manor Farm outbuildings, Woodborough Hall and farmhouses. The majority of these mid-late 20<sup>th</sup> and early 21<sup>st</sup> century houses have not been comfortably assimilated into the Conservation Area as their design, scale and appearance do not fit with the prevailing architectural styles.

14.3 The site of the Co-operative store, east of the churchyard to St Swithun's, has not been redeveloped. In its current state it detracts from the character and appearance of the Area (Figure 16).

14.4 Whilst the two remaining public houses, the Nag's Head and The Four Bells contribute to the vitality of the village, their associated car parks are neutral. In particular, that serving The Four Bells has a harsh finish and sense of openness uncharacteristic in the Area. However, the car park serving the Nag's Head does afford views out of the Conservation Area (Figure 12).

14.5 The form, materials and massing of the 1960s schoolhouse is not in keeping with the architectural character of the Area. It is unfortunate that the late 19<sup>th</sup> century school did not remain in educational use, however, it is acknowledged that its conversion to residential has retained the building.

### **Alterations**

14.6 The character and appearance of the Conservation Area has also been eroded by often well-intentioned home improvements that do not require planning permission, such as

the insertion of upvc double-glazed windows and doors that have replaced more traditional detailing.

14.7 These changes are undertaken under the permitted development allowances and without an Article 4 Direction to control these improvements the historic character and fabric of the Conservation Area will continue to diminish.

### **Boundary Treatments**

14.8 The removal of traditional boundary treatments to create access to new housing developments creates gaps in the streetscape. Visibility splays and modern boundary treatments and hardstandings detract from the appearance of the area.

### **Opportunities for New Development**

14.9 The local planning authority's approach to the consideration of new development proposals in the Conservation Area is set out in the accompanying management plan. On the whole the Conservation Area is in good order, most properties and open land are well maintained. As a result there are few obvious opportunity sites for new development as described in paragraph 137 of the NPPF, which encourages local planning authorities to look for development opportunities within conservation areas.

14.10 However the Appraisal has identified that the site of the former Co-op store alongside St Swithun's detracts from the character and appearance of the Area and is therefore a prime site for redevelopment. However any development proposals brought forward for this site will be expected to be of a high standard of design, scale and layout and use materials that are commonly found in the Conservation Area in order that the new development can be accommodated in a sympathetic manner into the Conservation Area and preserve the setting of this Grade II\* building.

14.11 The need for high quality design should also extend to the development of sites that lie outside but on the periphery of the Conservation Area, where new development can also affect the overall character and appearance of the Conservation Area and its setting.

## 15.0 EXTENSIONS TO THE CONSERVATION AREA BOUNDARY

### Extension 1: Grounds of Woodborough Hall and Land to the South of Main Street

15.1 The land to the south of Main Street, between Bank Hill and Lingwood Lane, contains the remnants of an historic landscape, and as well provide an open and rural setting that contributes to the character and appearance of the Conservation Area, this land also has historic and archaeological interest.

15.2 Whilst Woodborough Hall is included within the Conservation Area, its former open parkland that is situated to the south of the Hall is excluded from the Conservation Area. This open parkland is shown on historic Ordnance Survey maps as 'parkland' extending from the south side of the Hall and butting up to Stanley Wood and Fox Covert (see Figure 26). The remnants of this parkland are still evident in the landscape as open grazing land with a scattering of open Oaks, as identified in the tree survey (Figures 27 & 28 and see para. 13.7 above).

15.3 This former parkland was an integral part of the land holding attached to the Grade II listed Woodborough Hall and it provides an attractive setting for the Hall as well contributing to the character and appearance of the Conservation Area.



**Figure 26:** Extracts from the OS maps of 1899 that show the historic parkland attached to Woodborough Hall



**Figure 27:** View over the former parkland to the south of Woodborough Hall from Park Avenue



**Figure 28:** View over the former parkland and countryside on the south of Woodborough Conservation Area from Lingwood Lane

15.4 As consequence of this proposed extension the existing properties on Park Avenue would also be included within the Conservation Area. Whilst the properties in this cul-de-sac are of no special historic or architectural interest, they are built on land that was formerly within the grounds of Woodborough Hall and they illustrate the way in which land along the south side of Main Street belonging to Woodborough Hall was sold off for development in the 20<sup>th</sup> century.

15.5 In addition this former parkland butts up to a narrow strip of land on its eastern boundary. This strip is clearly shown on the Woodborough Enclosure Map and it is now a surviving example of the narrow agricultural strips that were a typical feature in the post-Enclosure landscape around Woodborough, and it is therefore of some historic and archaeological interest.

15.6 For these reasons it is considered that the land to the south of Main Street, between Bank Hill and Lingwood Lane, is the legacy of an earlier historic landscape and as a such it has considerable historic and archaeological interest that makes a substantial contribution to the character and appearance of the Woodborough Conservation Area and its overall significance.

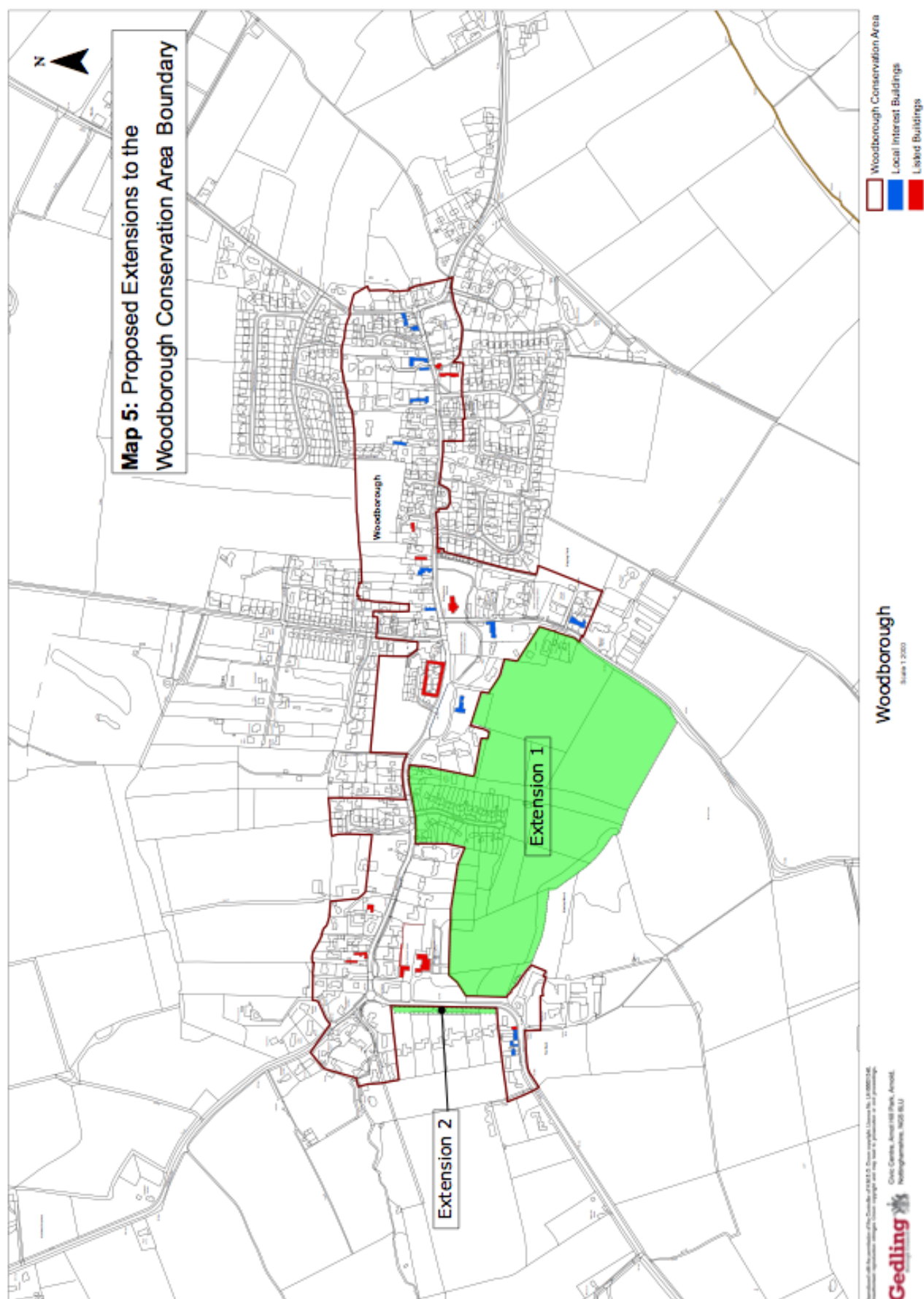
15.7 **It is therefore recommended** that the Conservation Area boundary should be redrawn to incorporate the land to south of Main Street between Bank Hill and Lingwood Lane as shown on the proposed Conservation Area boundary plan (Map 5).

### **Extension 2: Land Adjacent Bank Hill**

15.8 At present the Conservation Area boundary runs along the west side of Bank Hill, and as a consequence a strip of land alongside Bank Hill (between Bank Hill and the service road to the front of nos. nos. 4 -14 Bank Hill) that contains a row of common Lime trees is excluded from the Conservation Area. It is understood that these trees were planted by the village as part of Queen Victoria's jubilee celebrations in 1887 and they have been identified as important specimens in the tree survey (Figure 17 and para. 13.8 above). These trees are clearly of local and historic value and they make a significant contribution to character and appearance of the Conservation Area.

15.9 **It is therefore recommended** that the Conservation Area boundary should be redrawn along Bank Hill to incorporate these trees within the Conservation Area as shown on the proposed Conservation Area boundary plan (Map 5).







## APPENDIX 1: DESIGNATED HERITAGE ASSETS WITHIN THE CONSERVATION AREA

### Listed Buildings

Despite having a range of historic buildings, only 16 buildings and structures within the Woodborough Conservation Area are designated as listed buildings and therefore afforded statutory protection.

These buildings are shown on the Conservation Area plan and they include the following:

- Church of St Swithun, Main Street (Grade II\*)
- Woodborough Hall, Bank End (Grade II\*)
- No. 16A, Bank Hill (Grade II)
- Chimneys, Main Street (Grade II)
- Manor Farm Buildings, Main Street (Grade II)
- No. 117 and Adjoining Workshop, Main Street (Grade II)
- No. 150, Main Street (Grade II)
- Old Coach House and Adjoining Garden Wall and Greenhouse at Woodborough Hall (Grade II)
- Elm Cottage, nos. 7 and 9, Main Street (Grade II)
- Hall Farmhouse, no. 29, Main Street (Grade II)
- Nos. 152 and 156, Main Street (Grade II)
- Water Pump in East Courtyard at Manor Farm Buildings, Main Street (Grade II)
- Water Pump and Trough at no. 121, Main Street (Grade II)
- K6 Telephone Kiosk, Main Street (Grade II)
- Pigeoncote and Adjoining Stables at no. 121, Main Street (Grade II)
- The Pinfold, Main Street (Grade II)

### Development Plan Policies Relating to Listed Buildings

- Greater Nottingham Aligned Core Strategy (adopted September 2014)

*Policy 11: The Historic Environment*

- Gedling Borough Local Planning Document (*Publication Draft May 2016*)

*Policy LPD 26 - Heritage Assets*

*Policy LPD 27 - Listed Buildings*

## APPENDIX 2: KEY UNLISTED BUILDINGS WITHIN THE CONSERVATION AREA

### Contribution of Unlisted Buildings

In addition to the statutory listed buildings in the Conservation Area, many of the unlisted buildings within the Conservation Area make an important contribution to its character or appearance, and these can include, for example: landmark buildings; buildings that provide evidence of the chronological development of the Conservation Area; buildings that reflect important architectural elements or materials, or other characteristics, buildings that reflect former uses; or buildings that hold significance to the local community.

Those unlisted buildings that make a particularly significant contribution to the Woodborough Conservation Area, and are included on the Council's local list (see also the Conservation Area plan), are:

- *Nos. 18-30 (evens only) Bank Hill* – a group of 19<sup>th</sup> century cottages with 20<sup>th</sup> century alterations. No. 24 is a small detached cottage set back from the others. Adjoining No. 18 is a Grade II listed former workshop with framework knitters' windows.
- *Old School, Lingwood Lane* – purpose designed school built in 1878, now converted to residential use. Much decorative brickwork and a plain tile roof. Some vertical sliding sash windows remain.
- *Old Vicarage and outbuildings, Lingwood Lane* – 18<sup>th</sup>/19<sup>th</sup> century house, accommodating the school in the 18<sup>th</sup> and 19<sup>th</sup> centuries, later becoming the vicarage. Both horizontal and vertical sash windows remain. The lowest, earlier, structure has dormer windows, whilst the later block has a turreted tower attached to it. Adjoining Victorian outbuildings have cast iron ventilators and tie bars.
- *Woodborough Manor, Main Street* – 19<sup>th</sup> century rendered L-shaped house, showing remains of an earlier lower house, with porch and six panel half glazed door in return angle. Iron finials on ground floor bay windows. The grounds are surrounded by a dwarf boundary wall with iron gates and railings.
- *The Old Post House, no. 101 Main Street* – 18<sup>th</sup>/19<sup>th</sup> century brick cottage with some original windows surviving.
- *Punch Bowl House, no. 111 Main Street* – 18<sup>th</sup> century former public house which appears as such in 19<sup>th</sup> century directories of the area.

- *Nos. 143-145 Main Street* – pair of cottages, rendered and altered during the 20<sup>th</sup> century. Some horizontal sliding sashes survive along with framework knitters' windows to No. 145.
- *No. 153 Main Street* – 19<sup>th</sup> century cottage with 20<sup>th</sup> century alterations. There is some diaper work to the street front. Single storey stables to rear.
- *No. 161 Main Street and adjacent barns* – brick farmhouse with tie bars, modern windows and evidence of a raised roof level. Adjacent barns have three A frames, two of which are dated 1785 and one dated 1841, which may have come from the milking parlour demolished in 1995. The main barn was converted to a dwelling around 1995-6 and the large feature windows were inserted in the previously bricked-up threshing door entrance.
- *Nos. 173, 175, 179, 181 & 185 Main Street* – group of brick cottages arranged in an L-shape. (No. 177 Main Street was excluded because of its late 20<sup>th</sup> century alterations.)
- *Bank Farm, Bank Hill* – Outbuildings and farmhouse surrounding crew yard.

#### **Development Plan Policies Relating to Key Unlisted Listed Buildings**

- Greater Nottingham Aligned Core Strategy (adopted September 2014)

*Policy 11: The Historic Environment*

- Gedling Borough Local Planning Document (*Publication Draft May 2016*)

*Policy LPD 26 - Heritage Assets*

*Policy LPD 31 - Locally Important Heritage Assets*

## **PART 2: MANAGEMENT PLAN**

## **1.0 INTRODUCTION**

1.1 The designation of a conservation area is not intended to prevent further development from taking place within the area. However, it is the purpose of the Woodborough Conservation Area Appraisal together with the Management Plan to inform and manage planning decisions so that new development can take place within the Conservation Area without harming its special character and appearance in accordance with the national and local planning policies.

1.2 The Character Appraisal, covered in the first part of this document, describes its special architectural and historic interest and the aim of the Management Plan is to set out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process. In particular, reconciling the key planning issues arising from the pressures for new development with the objectives of the Policy LPD 28: *Conservation Areas* of the Local Planning Document (*Publication Draft, May 2016*).

## **2.0 PLANNING APPLICATIONS FOR NEW DEVELOPMENT**

2.1 Within the Conservation Area all proposals for new development are expected to either preserve or enhance its character and appearance. Therefore in order to properly assess the impact of new proposals, planning applications for development in the Conservation Area should be made in full and be accompanied by all of the necessary supporting information, such as a design and access statement, heritage impact assessment, tree survey report and landscaping proposals.

2.2 Outline planning applications for new development in the Conservation Area are not usually appropriate as they do not offer sufficient information to judge the potential impact of a proposal on the character and appearance of the Conservation Area. Where outline applications are submitted, the Council may request the submission of some or all of the reserved matters details as specified by Section 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

2.3 Within the Conservation Area development proposals should be of an appropriate design and scale. The Conservation Area Appraisal has identified that as a result of its historical development the Area has a distinct grain or pattern of development that typically consists of single detached houses often built at 90° and sitting at the front of deep, narrow

plots (see para. 6.8 of the Appraisal). This grain has given the Conservation Area great individuality, and it makes an important contribution to the character and significance of the Conservation Area. However it can be easily degraded and therefore future development proposals will be expected to protect and reflect this historic grain.

2.4 The emphasis for new proposals will be on high quality design and this can be influenced by the overall scale and form of the development, the materials of construction and architectural detailing, such as doors and windows (see section 12 of the Appraisal).

2.5 New developments should therefore be of a similar scale and plan form to the neighbouring properties and in Woodborough most properties are a maximum of two storeys and built with a narrow span with a predominantly linear plan form, as was largely influenced by the nature of the historic landholdings.

2.6 The use of high quality materials and detailing is also essential. The most common building materials in the village are brick with a pantile roofing tiles. As described in section 12 of the Appraisal the local brick has a distinctive red/orange appearance and a soft waterstruck face. New development should therefore look to specify bricks that reflect this prevailing colour and texture, and should be laid in a Flemish bond to reflect the common bonding pattern in the Conservation Area.

2.7 Roofs should normally be covered in pantiles, although in some cases plain clay tiles may be acceptable. However concrete roof tiles are out of place and visually intrusive and they should be avoided.

2.8 Dormer windows within roofs should be avoided as there is no precedent for them in the Conservation Area, and any rooflights should be 'conservation style' in design, materials and size and should be fitted flush with the plane of the roof.

2.9 New developments should also respect the traditional eaves details, which typically have a brick dentil course rather than soffits and fascia.

2.10 Windows and doors also make a very important contribution to the character and appearance of the Conservation Area, and there is a broad range of window and door types throughout the Conservation Area.

2.11 Original windows and doors should be retained and repaired in order to keep the integrity of the original design and to preserve the character and proportions of the host property, but overall the survival rate of original windows and doors has not been good and a substantial number of properties have fitted replacement upvc windows and doors which greatly detract from the appearance and character of the Area.

2.12 To maintain the character of the Conservation Area new developments should look to use timber casement windows, with flush fitting opening lights, which reflect the proportions of windows in the more historic buildings, with a regular arrangement of windows on the principal elevation, and timber panelled doors. The use of upvc nearly always leads to unsuitably detailed windows and doors and should generally be avoided in the Conservation Area.

### **3.0 HOUSEHOLDER EXTENSIONS**

3.1 Householder extensions and alterations whether built under permitted development allowances or built with planning permission also have the capacity to damage the character and appearance of the Area. However permitted development allowances for properties in the Conservation Area are more restrictive and in many cases works to extend existing houses, such as side and rear extensions and roof alterations, will need planning permission. Cladding any part of the exterior of a dwelling will also need consent.

3.2 Therefore where such work needs consent, domestic extensions should remain subservient to the main building and not alter the form and composition of its main elevations, such as by changing or enlarging window openings or by moving doors. New extensions should always be built from materials that complement the host building in terms of quality, texture and colour as well as the method of construction.

### **4.0 SOLAR PANELS, SATELLITE DISHES AND ALARM BOXES**

4.1 The installation of solar panels, satellite dishes and alarm boxes can have a detrimental impact on the appearance of a building and the wider area. Where possible they should be carefully located on side or rear elevations to minimise the impact on the character of the building, although planning permission is required to install solar panels and satellite dishes that face towards a highway.

## **5.0 DEMOLITION OF BUILDINGS WITHIN THE CONSERVATION AREA**

5.1 There is an overall presumption in favour of retaining buildings and structures that make a positive contribution to the character and appearance of the Conservation Area. In addition planning permission is required to demolish most buildings and boundary walls within the Conservation Area and Schedule 17 of the Enterprise and Regulatory Reform Act, 2013 makes it clear that it is an offence to demolish an unlisted building in a conservation area without the benefit of planning permission.

5.2 Section 11 of the Conservation Area Appraisal has identified the importance of the more historic buildings to the character and appearance of the Conservation Area, these are buildings that generally originate from the 19<sup>th</sup> century and earlier. It is considered that given the survival rate and overall good condition of this building stock, no historic buildings in the village can be described as being vacant or in a derelict or deteriorating condition. Therefore any proposals to demolish any of the Area's historic buildings will need to be fully justified and demonstrate that the potential harm to the significance of the Conservation Area is offset by the public benefits of the proposals as required by paragraph 138 of the National Planning Policy Framework.

5.3 Where demolition is permissible, any replacement buildings will be required to enhance the character or appearance of the Area, and to avoid unsightly gaps in the Conservation Area, the Council will also seek assurances that all reasonable steps have been taken by the applicant to ensure that the new development proceeds following the demolition works, as advised by paragraph 136 of the National Planning Policy Framework.

## **6.0 HISTORICALLY SIGNIFICANT BOUNDARY WALLS**

6.1 A prominent feature throughout the Conservation Area are the boundary walls that are built along the back edge of the pavement (see para. 12.6 of the Appraisal), and these are predominantly constructed of Bulwell stone, but also of brick. Planning permission is required for the demolition of boundary walls within the Conservation Area and the Council will resist proposals to remove any walls that make a significant contribution to the character and appearance of the Conservation Area.

6.2 In new development proposals, where alterations to any existing boundary walls are shown to be necessary, such as to form a new vehicular access, the Council will expect that



the works will be limited to the minimum necessary and that any new openings are defined by gate piers.

## **7.0 PROTECTION OF IMPORTANT VIEWS**

7.1 Development proposals should also consider the topography of the Conservation Area as described in the Appraisal (see sections 3 and 5) and the key views through the Area.

7.2 Section 9 of the Conservation Area Appraisal has identified a number of key local views (see also the Conservation Area plan), particularly of the Church tower along Main Street across Taylor's Croft, towards Stanley Wood from Park Avenue and from Shelt Hill over the Nag's Head car park, and also the numerous opportunities where glimpsed views of the surrounding countryside can be obtained between the existing buildings, which are also extremely important for connecting the village with its wider rural setting. New development proposals will therefore be expected to identify and retain these key views through or out of the Conservation Area.

## **8.0 HISTORICALLY SIGNIFICANT OPEN SPACES**

8.1 Sections 8 and 11 of the Conservation Area Appraisal have identified the importance the key open spaces within the Conservation Area to its overall character and appearance.

8.2 In particular Taylor's Croft, the former parkland associated with Woodborough Hall and the agricultural landscape to the south of Main Street, between Bank Hill and Lingwood Lane, have been identified as being historically important open spaces within the Conservation Area. These areas of undeveloped open land make an important contribution to the Area's overall character and appearance and also to the setting of its key historic buildings. Any new development proposals that would result in the loss of these important green spaces will be resisted.

## **9.0 PROTECTION OF TREES**

9.1 Section 13 of the Conservation Area Appraisal has shown that tree stock in the Conservation Area is also exceptional in quality and these trees make an important contribution to the Area's character and appearance, but they also require proper management over time. Many of the trees in the Conservation Area are included within the extensive Tree Preservation Order (TPO) that covers Woodborough and its surroundings, but any trees omitted from the TPO are automatically protected by their inclusion within the

Conservation area. Consequently notice must be given to the local planning authority before any works are carried out to any trees in the Conservation Area.

9.2 Furthermore the potential impact of a development proposal on any trees in the Conservation Area is also a material consideration in the consideration of that proposal.

9.3 To maintain the present degree of tree coverage within the village, unnecessary works to trees within the Conservation Area will generally be resisted. New buildings will not be permitted in close proximity to important trees, and to understand and minimise the impact of any new buildings on established trees the Council will require developers to follow the guidelines set out in the latest British Standards (BS5837:2012 *Trees in relation to design, demolition and construction*), particularly in respect of such matters as the proximity of new structures to trees, the implementation of tree protection plans and the submission of arboricultural impact assessments by suitably qualified arboricultural consultants.

9.4 In addition any demolition proposals will also need to provide for the protection of any important trees in accordance with the British Standards guidelines.

## **10.0 SETTING OF LISTED BUILDINGS**

10.1 Appendix 1 of the Conservation Area Appraisal identifies the listed buildings within the Conservation Area. These buildings make a significant contribution to the character and appearance of the Area and listed building consent is required for any works of demolition, extension or alteration to a listed building that would affect its character as a building of special architectural or historic interest.

10.2 However the National Planning Policy Framework also recognises that the significance of a listed building can also be harmed by development within its setting (paragraph 132). Consequently any development proposals within the vicinity of any of the Area's listed buildings will need to demonstrate that their setting is not compromised by the proposed development, as required by Policy 11: The Historic Environment of the Greater Nottingham Aligned Core Strategy and Policy LPD26: *Heritage Assets* of the emerging Local Planning Document (May 2016).

## **11.0 KEY UNLISTED BUILDINGS WITHIN THE CONSERVATION AREA**

11.1 Appendix 2 of the Conservation Area Appraisal identifies a number of key unlisted buildings within the Conservation Area. These buildings also make an important contribution to the character and appearance of the Area and the retention of these buildings and their setting will be encouraged. Consequently the impact of any new development on these key unlisted buildings will be taken into account in the assessment of the planning application as required by Policy 11: The Historic Environment of the Greater Nottingham Aligned Core Strategy and Policies LPD26: *Heritage Assets* & LPD31: *Locally Important Heritage Assets* of the emerging Local Planning Document (May 2016).

## **12.0 ARCHAEOLOGY**

12.1 Policy LPD30: *Archaeology* of the emerging Local Planning Document (May 2016) recognises that in areas of high archaeological potential or an area which is likely to contain archaeological remains, new development proposals should take appropriate measures to either protect remains by preservation in situ, or where this is not justifiable or practical, applicants should provide for excavation, recording and archiving of the remains.

12.2 Section 7 of the Conservation Area Appraisal has indicated that there is likely to be a good potential for below ground archaeology within the Conservation Area. Consequently development proposals within the Conservation Area requiring excavation works should be preceded by a considered archaeological assessment and investigation in order to identify the potential of the site and prepare a suitable archaeological strategy.

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## **Report to Cabinet**

**Subject:** Forward Plan

**Date:** xxxx 2014

**Author:** Service Manager, Elections and Members' Services

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### **Wards Affected**

Borough-wide.

### **Purpose**

To present the Executive's draft Forward Plan for the next four month period.

### **Key Decision**

This is not a Key Decision.

### **Background**

- 1 The Council is required by law to give to give notice of key decisions that are scheduled to be taken by the Executive.

A key decision is one which is financially significant, in terms of spending or savings, for the service or function concerned (more than £500,000), or which will have a significant impact on communities, in two or more wards in the Borough.

In the interests of effective coordination and public transparency, the plan includes any item that is likely to require an Executive decision of the Council, Cabinet or Cabinet Member (whether a key decision or not). The Forward Plan covers the following 4 months and must be updated on a rolling monthly basis. All items have been discussed and approved by the Senior Leadership Team.

### **Proposal**

- 2 The Forward Plan is ultimately the responsibility of the Leader and Cabinet as it contains Executive business due for decision. The Plan is therefore presented at this meeting to give Cabinet the opportunity to discuss, amend or delete any item that is listed.

### **Alternative Options**

- 3.1 Cabinet could decide not agree with any of the items are suggested for inclusion in the plan. This would then be referred back to the Senior Leadership Team.
- 3.2 Cabinet could decide to move the date for consideration of any item.

### **Financial Implications**

- 4 There are no financial implications directly arising from this report.

### **Appendices**

- 5 Appendix 1 – Forward Plan

### **Background Papers**

- 6 None identified.

### **Recommendation(s)**

It is recommended THAT Cabinet note the contents of the draft Forward Plan making comments where appropriate.

### **Reasons for Recommendations**

- 7 To promote the items that are due for decision by Gedling Borough Council's Executive over the following four month period.