



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

Agenda

Council

Date: **Wednesday 31 January 2018**

Time: **6.00 pm**

Place: **Council Chamber**

For any further information please contact:

Alec Dubberley

Service Manager, Democratic Services

0115 901 3906

Council

Membership

Mayor Councillor Viv McCrossen

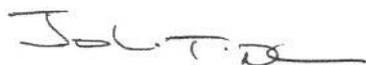
Deputy Mayor Councillor Barbara Miller

Councillor Michael Adams
Councillor Bruce Andrews
Councillor Pauline Allan
Councillor Emily Bailey Jay
Councillor Peter Barnes
Councillor Sandra Barnes
Councillor Chris Barnfather
Councillor Denis Beeston MBE
Councillor Alan Bexon
Councillor Tammy Bisset
Councillor Nicki Brooks
Councillor Bob Collis
Councillor John Clarke
Councillor Jim Creamer
Councillor Kevin Doyle
Councillor Boyd Elliott
Councillor David Ellis
Councillor Roxanne Ellis
Councillor Andrew Ellwood
Councillor Paul Feeney

Councillor Kathryn Fox
Councillor Gary Gregory
Councillor Helen Greensmith
Councillor Sarah Hewson
Councillor Jenny Hollingsworth
Councillor Meredith Lawrence
Councillor Marje Paling
Councillor John Parr
Councillor Michael Payne
Councillor Carol Pepper
Councillor Stephen Poole
Councillor Colin Powell
Councillor Alex Scroggie
Councillor Paul Stirland
Councillor John Truscott
Councillor Jane Walker
Councillor Muriel Weisz
Councillor Henry Wheeler
Councillor Paul Wilkinson

SUMMONS

A meeting of the Borough Council will be held in the Council Chamber, Civic Centre, Arnot Hill Park on Wednesday 31 January 2018 at 6.00 pm to transact the business as set out below.



John Robinson
Chief Executive

AGENDA

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- 1 Opening Prayers.
- 2 Apologies for Absence.
- 3 Mayor's Announcements.
- 4 To approve, as a correct record, the minutes of the meeting held on 15 November 2017. 11 - 18
- 5 Declaration of Interests.
- 6 To answer questions asked by the public under Standing Order 8.
- 7 To deal with any petitions received under Standing Order 8a.
- 8 To answer questions asked by Members of the Council under Standing Order 9.
- 9 Cross Border Taxi Licensing Enforcement 19 - 34
Report of the Service Manager, Public Protection.
- 10 Independent Remuneration Panel - Report and recommendations for 2018/19 35 - 42
Report of the Service Manager, Democratic Services.
- 11 Referral from the Appointment and Conditions of Service Committee: Pay Policy Statement 43 - 104

Report of the Service Manager, Organisational Development.

Council is recommended to adopt the Pay Policy Statement for publication on the Council's website.

12 Referral from Cabinet: Make Calverton Neighbourhood Plan 105 - 188

Report of the Service Manager, Planning Policy.

Council is recommended to:

1. Make the appended Calverton Neighbourhood Plan and associated Policies Map in accordance with the 2012 regulations;
2. Authorise the Planning Policy Service Manager to publicise the decision made by Council and the Calverton Neighbourhood Plan document in accordance with the 2012 regulations – confirming that the neighbourhood plan has been made; and
3. Delegate authority to the Planning Policy Service Manager to make any minor typographical or formatting amendments to the Calverton Neighbourhood Plan as appropriate, prior to publication.

13 Referral from Audit Committee: KPMG Annual Audit Letter 2016/17 189 - 198

Report of the Deputy Chief Executive and Director of Finance.

Council is recommended to note the contents of the Annual Audit Letter.

14 To receive questions and comments from Members concerning any matter dealt with by the Executive or by a Committee or Sub-Committee (Standing Order 11.1).

a Minutes of meeting Thursday 2 November 2017 of Cabinet 199 - 204

b Minutes of meeting Tuesday 7 November 2017 of Environment and Licensing Committee 205 - 208

c Minutes of meeting Monday 20 November 2017 of Overview and Scrutiny Committee 209 - 216

d Minutes of meeting Wednesday 22 November 2017 of Planning Committee 217 - 236

e Minutes of meeting Tuesday 28 November 2017 of Joint 237 - 242

Consultative and Safety Committee

- | | | |
|----------|--|------------------|
| f | Minutes of meeting Tuesday 5 December 2017 of Environment and Licensing Committee | 243 - 246 |
| g | Minutes of meeting Thursday 7 December 2017 of Cabinet | 247 - 250 |
| h | Minutes of meeting Tuesday 19 December 2017 of Audit Committee | 251 - 252 |
| i | Minutes of meeting Tuesday 19 December 2017 of Appointments and Conditions of Service Committee | 253 - 254 |
| j | Decisions made under delegated authority | 255 - 256 |
- 15 To consider comments, of which due notice has been given, under Standing Order 11.03(a).**
- 16 To consider motions under Standing Order 12.**

Motion One

“That this Council will become a “single-use plastic free” Council by phasing out the use of “single use plastic” (SUP) products such as bottles, cups, cutlery and drinking straws in council activities, where it is reasonable to do so, by April 2018 and to encourage our facilities’ users, local businesses and other local public agencies to do the same, by championing alternatives, such as reusable water bottles”

Proposer: Councillor Adams
Seconder: Councillor Barnfather

Motion Two

“In future, all meetings of the Council to which the public are entitled to attend should be recorded and provision be made for such in the Council 2018/19 budget.”

Proposer: Councillor Powell
Seconder: Councillor Adams

Motion Three

“Preamble

Since the beginning of the 20th century plastic has become the most commonly

used material and modern life is unthinkable without it. Unfortunately, what makes it so useful, such as its durability, light weight and low cost, also makes it problematic when it comes to its end of life phase.

The world's annual consumption of plastic materials has increased from around 5 million tonnes in the 1950s to nearly 300 million tonnes today.¹ The amount of plastic waste generated annually in the UK is estimated to be nearly 5 million tonnes.² Most families throw away about 40kg of plastic per year, which could otherwise be recycled.

According to recent scientific research, eight million metric tons of plastic waste makes its way into the world's oceans each year.³ The same report predicts that the amount of plastic debris is likely to increase greatly over the next decade unless nations take strong measures to dispose of their litter responsibly.

The consequences of plastic pollution on the marine environment are severe. Once in the ocean, plastic waste injures and kills fish, seabirds and marine mammals. Marine plastic pollution has impacted at least 267 species worldwide, including 86% of all sea turtle species, 44% of all seabird species and 43% of all marine mammal species. The impacts include fatalities as a result of ingestion, starvation, suffocation, infection, drowning, and entanglement.⁴

Moreover, plastic is not inert and chemical additives, some of them endocrine disruptors, can migrate into body tissue and enter the food chain ultimately ending up on our plates.

The massive pollution of world oceans with plastic debris has therefore emerged as a global challenge that requires both global and local response. Gedling should be a showcase for how to build a coherent strategy to optimize plastic waste policy.

Residents, independent groups and organisations in the Borough are already taking direct action to prevent existing plastic litter and use of single-use plastics. However, the amount of litter is increasing and clear action is needed to stop this pollution at source.

Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

All Members of Council will no doubt be aware of the fantastic work that is being done by Amy and Ella Meek of Arnold, to raise awareness about the damaging global impact of plastics in our oceans. Amy, 14 and Ella, 12 founded the campaign Kids Against Plastics two years ago to promote a better understanding about the environmental effects of single-use plastics. As well as personally getting their hands dirty picking up litter from the country's coastlines, Amy and Ella have been encouraging cafes to become 'plastics clever', including in their home town of Arnold.

Gedling Borough Council therefore:

- Thanks and congratulates Amy and Ella Meek for their amazing efforts to date to reduce single-use plastics.
- Supports Amy and Ella in raising awareness of this important environmental issue across the borough and in encouraging local businesses and other partners to pledge their commitment to reduce single-use plastics

This Council will:

1. Declare Gedling Borough Council will become 'single-use plastic free' - taking immediate steps to reduce single-use plastics within all of the Council's facilities and develop a robust strategy that encourages and enables the Borough's institutions, businesses and residents to adopt similar measures.

This will require changes in policy, strong leadership and championing from Gedling Borough Council around reducing our reliance on and use of single-use plastics (SUPs). Specifically:

- Phase out, with a view to ending all sales of SUP bottles in Gedling Borough Council buildings and phase out their use at all events hosted in Gedling Borough Council owned buildings, both public and private.
- Phase out the use of other SUP products in Gedling Borough Council owned buildings starting with (but not limited to) 'disposable' cups, cutlery and drinking straws.
- Work with the Council's Community Relations team and create policy in which single-use 'disposable' plastic cups are replaced at all borough events with reusable or deposit scheme cups. This will ultimately be a condition for obtaining the Council's permission, as landowner, to hold large scale events on its land.
- Work with tenants in Gedling Borough Council offices and commercial properties to phase out SUP bottles, cups, cutlery and straws.
- Launch an annual plastic free challenge month in July 2018 and encourage, enable and aid all Councillors, employees, residents, community groups, organisations and businesses in the borough to engage with it.

2. Write to the Leader of Nottinghamshire County Council requesting the County Council's support and positive action on the issues raised in this motion.
3. Request the Chief Executive to investigate and report back to Members on the impact on Gedling Borough Council of the Chinese Government's ban on imports of millions of tonnes of plastic waste, particularly given the fact British companies have shipped more than 1.5m tonnes of plastic waste to China since 2012.⁵

Proposer: Councillor Payne
Seconder: Councillor Hollingsworth

Sources

1. *Plastic Pollution, Introduction, Claire Le Guern Lytle*
(<http://plastic-pollution.org/>)
2. *The Waste & Resources Action Programme.* (www.wrap.org.uk)
3. J. Jambeck, "Plastic waste inputs from land into the ocean." (2015)
[<http://www.sciencemag.org/content/347/6223/768>]
4. D.W. Laist, "Impacts of marine debris: entanglement of marine life in marine debris including a comprehensive list of species with entanglement and ingestion records," in Coe, J.M. Rogers, D.B. (eds), *Marine Debris: Sources, Impacts, and Solutions:* Springer-Verlag, New York, (1997) 99-139.
5. *Chinese ban on plastic waste imports could see UK pollution rise,*
[<https://www.theguardian.com/environment/2017/dec/07/chinese-ban-on-plastic-waste-imports-could-see-uk-pollution-rise>] *The Guardian* (7 December 2017)"

MINUTES COUNCIL

Wednesday 15 November 2017

Councillor Viv McCrossen (Mayor)

Present:

Councillor Barbara Miller	Councillor Paul Feeney
Councillor Michael Adams	Councillor Kathryn Fox
Councillor Bruce Andrews	Councillor Helen Greensmith
Councillor Emily Bailey Jay	Councillor Jenny Hollingsworth
Councillor Peter Barnes	Councillor Meredith Lawrence
Councillor Sandra Barnes	Councillor Marje Paling
Councillor Chris Barnfather	Councillor John Parr
Councillor Denis Beeston MBE	Councillor Michael Payne
Councillor Alan Bexon	Councillor Carol Pepper
Councillor Tammy Bisset	Councillor Stephen Poole
Councillor Nicki Brooks	Councillor Colin Powell
Councillor Bob Collis	Councillor Alex Scroggie
Councillor John Clarke	Councillor Paul Stirland
Councillor Jim Creamer	Councillor John Truscott
Councillor Kevin Doyle	Councillor Jane Walker
Councillor David Ellis	Councillor Muriel Weisz
Councillor Roxanne Ellis	Councillor Henry Wheeler
Councillor Andrew Ellwood	Councillor Paul Wilkinson

Absent: Councillor Pauline Allan, Councillor Boyd Elliott,
Councillor Gary Gregory and Councillor Sarah
Hewson

30 OPENING PRAYERS.

A minutes silence was held following the passing of former Councillor Rod Kempster and local resident Dylan Barker. Councillors paid tribute to former Councillor Kempster's commitment to the people of Arnold and his long service to the community.

The Mayor's Chaplain delivered opening prayers.

31 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Allan, Gregory, Elliott and Hewson.

32 MAYOR'S ANNOUNCEMENTS.

The Mayor informed Members that she had been extremely busy since the last meeting of Council; having completed a 170 mile cycle for her charity and a number of civic events.

The Mayor had attended excellent events organised by the Gedling Play Forum, a neighbourhood gardening competition and had attended the Patchings Arts Festival, which she urged Members to attend in future as it was a credit to the Borough.

The Mayor had attended a number of events held at local residential care homes, meeting many residents of the Borough who were over the age of 100.

The Mayor had attended an amazing event at the Richard Herrod Centre, which was hosting the opening of the para bowls home nations competition, which would be used to select athletes to take part in the next Paralympic games. The Mayor paid tribute to the outstanding athletes taking part in the competition.

The Mayor had attended a Halloween event at the St. George's Centre which was attended by over 300 families. The Mayor praised the team who organised the event, which brought children, young people and families of Netherfield together.

The Mayor informed Members that she had been fortunate to visit the Borough's twin town of Vandoeuvre-les-Nancy, France and had discussed future co-operation.

The Mayor informed Members that the Wilkins Group, a local business, had recently won the International Trade Award at the Midlands Family Business Awards.

The Mayor informed Members that the order of business for the meeting would be varied and the referral from Cabinet regarding Arnold Market would be considered as the final item on the agenda.

33 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 12 JULY 2017.

RESOLVED:

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

34 DECLARATION OF INTERESTS.

None.

35 TO ANSWER QUESTIONS ASKED BY THE PUBLIC UNDER STANDING ORDER 8.

None received.

36 TO DEAL WITH ANY PETITIONS RECEIVED UNDER STANDING ORDER 8A.

None received.

37 TO ANSWER QUESTIONS ASKED BY MEMBERS OF THE COUNCIL UNDER STANDING ORDER 9.

Councillor Ellwood submitted the following question:

“In light of the start of the building of Gedling Access Road in 2018 and the likelihood that the existing footpath that connects Lambley Lane Recreation Ground with Gedling Country Park will be removed during the building of the Access Road; has the Council got any plans to retain access from the south side of the Country Park for walkers during the period of construction of the Access Road with a designated access point?”

Councillor Payne provided the following response along with a site plan for all Members:

“Following a request for information on what the Council will do to help retain access from Lambley Lane Rec to the south side of the Country Park for walkers during the period of construction of the Gedling Access Road [GAR] with a designated access point. I can inform you that;

Advance GAR Drainage Works are now taking place [for 12 weeks] which will be mildly disruptive. The contractor has indicated that the former mineral line path from Lambley Lane Rec. into the Country Park will remain open. But they will have to close it off for short durations most probably at the start and end of the day whilst plant is moved on and off the site. It is not envisaged that this path will have to be closed off other than these short duration times and a banksmen will stop pedestrians from using the access during this time. The times will be advertised on site by the contractor when this will be happening.

As a result of these works, part of the path around the lagoon shown on the attached plan in yellow, is now closed off and pedestrians are being diverted to access the country park via alternative access past the lagoons, via the vehicular access for the park up the concrete road also indicated on the map.

Regarding the issue of establishing a designated access point from the far end of Lambley Lane Rec. to the Country Park during the period of time when the main GAR construction works take place. Nearer the time Viaem have stated that they will let the Service Manager Parks & Street Care know timescales for this when they have a more detailed

programme, but works are currently estimated to commence Autumn 2018 at present.

Council Officers will recommend to Viaem - the Highways Authority, that they do 'all in their power' to retain access from Lambley Lane Rec to the south side of the Country Park for walkers during the period of construction of the Access Road with a designated access point. The path in question will have to be closed off for periods of time, hopefully some of short duration and it is hoped a banksmen will be present to stop pedestrians from using the access during this time. But when the main construction of this section of road takes place adjacent to the Country Park access will need to stop because of a health & Safety duty of care to local residents. The duration of this closure is unknown at present as programme plans for the works are still being drafted.

However the long term proposal is to retain the access from Lambley Lane Rec to the south side of the Country Park in the future by constructing a path that will run the full length of the Rec and beyond to the new traffic island being created just beyond the lagoons near to the current Methane Exaction plant where there will be formal access from the rec direction and from the new Keepmoat development."

38 REFERRAL FROM CABINET: PRUDENTIAL CODE INDICATOR MONITORING 2017/18 AND QUARTERLY TREASURY ACTIVITY REPORT FOR QUARTER ENDED 30 SEPTEMBER 2017

Consideration was given to a report of the Deputy Chief Executive and the Chief Financial Officer, which had been referred to Council by Cabinet.

RESOLVED to APPROVE:

- 1) The amendment to the Treasury Management Strategy Statement for 2017/18, to add the use of Property Funds to the list of approved investment instruments referred to at 2.7(i) of the report.

39 COUNCIL TAX REDUCTION SCHEME

Consideration was given to a report of the Deputy Chief Executive and Director of Finance seeking approval for the Council to continue to apply its current Council Tax Reduction Scheme without revision for the 2018/19 financial year.

RESOLVED:

1. That Council continues to apply the current Council Tax Reduction Scheme for the financial year 2018/19 without revision.

40 OVERVIEW AND SCRUTINY ANNUAL REPORT

Consideration was given to a report of the Chair of Overview and Scrutiny Committee, presenting the Overview and Scrutiny Annual Report.

RESOLVED:

To note the report.

41 CHANGES TO REPRESENTATION ON COMMITTEES

Consideration was given to a report of the Service Manager, Democratic Services, seeking approval for changes to the membership of Committees following a request from the Labour Group Business Manager.

RESOLVED to APPROVE the following changes to representation on the following committees:

1. Councillor Gregory is replaced by Councillor Wilkinson on the Environment and Licensing and Licensing Act Committees;
2. Councillor Gregory is appointed as a substitute member for the Environment and Licensing and Licensing Act Committees; and
3. Councillor Miller is replaced by Councillor Fox as a member of the Overview and Scrutiny Committee.

42 TO RECEIVE QUESTIONS AND COMMENTS FROM MEMBERS CONCERNING ANY MATTER DEALT WITH BY THE EXECUTIVE OR BY A COMMITTEE OR SUB-COMMITTEE (STANDING ORDER 11.1).

In accordance with Standing Order 11.1, a number of comments were made and responded to by the appropriate Cabinet Member or Committee Chair.

43 TO CONSIDER COMMENTS, OF WHICH DUE NOTICE HAS BEEN GIVEN, UNDER STANDING ORDER 11.03(A).

None received.

44 TO CONSIDER MOTIONS UNDER STANDING ORDER 12.

Upon a notice of motion received in the name of Councillor Adams, a proposition was moved by Councillor Adams and seconded by Councillor Doyle in the following terms:

“No scheduled meeting of the Council or Cabinet shall be cancelled, postponed or otherwise altered without the prior agreement of the Leader of the Council and the Leader of the Second Group, or their appointed representatives.”

An amendment to the motion was moved by Councillor David Ellis, and seconded by Councillor Collis in the following terms:

“No scheduled meeting of the Council shall be cancelled, postponed or otherwise altered without prior consultation with the Leader of the Council and the Leader of the Second Group, or their appointed representatives”.

And it was

RESOLVED that:

No scheduled meeting of the Council shall be cancelled, postponed or otherwise altered without prior consultation with the Leader of the Council and the Leader of the Second Group, or their appointed representatives.

45 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

46 REFERRAL FROM CABINET: ARNOLD MARKET

Consideration was given to a report of the Service Manager, Economic Growth which had been referred to Council by Cabinet.

RESOLVED:

To approve the establishment of the budget required to acquire the Arnold Market site (as shown on the Plan at Appendix 1 to the report) for no more than the sum set out in Exempt Appendix 2.

The meeting finished at 8.05 pm

Signed by Chair:

Date:

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Report to Council

Subject: Cross Border Taxi Licensing Enforcement

Date: 31st January 2018

Author: Service Manager – Public Protection

Purpose

This report seeks Council approval to delegate certain taxi licensing enforcement powers under the Local Government (Miscellaneous Provisions Act) 1976 to other licensing authorities in Nottinghamshire, as well as being retained by this authority, in order to enable authorised officers appointed by other licensing authorities to take enforcement action against Gedling Borough Council licensed vehicles and drivers operating in other licensing authority areas.

Where other licensing authorities have delegated such enforcement powers to Gedling Borough Council, the report also seeks Council's approval to delegate responsibility to the Director of Health and Community Wellbeing to appoint authorised officers in this authority to carry out enforcement against vehicles and drivers licensed by other licensing authorities operating within the borough of Gedling.

Background

- 1.1 In October 2010 the High Court in its decision in the case of Stockton on Tees Borough Council v Fidler, Hussain and Zamanian (2010 EWHC 2430) ruled that a Hackney Carriage and driver licensed in one controlled district, may work in another controlled district, undertaking private hire work, allocated to the driver through a licensed operator without the driver, vehicle or operator being licensed by the local authority for that controlled district.
- 1.2 In addition, following the introduction of the De-regulation Act 2015 in October 2015, private hire operators were able to sub-contract to taxi firms outside of the controlled area within which they were licensed. As a

result of the ruling and the changes to legislation, it has become increasingly difficult to regulate drivers and vehicles licensed by Gedling Borough Council, who are free to operate throughout Nottinghamshire and indeed the country.

- 1.3 Under the Local Government (Miscellaneous Provisions) Act 1976 (“the Act”) enforcement against Private hire vehicles and drivers can only be undertaken by authorised officers of the licensing authority who issued the licence, as such, Gedling licensed vehicles and drivers, being driven outside of the Gedling boundary cannot be the subject of enforcement action under the Act unless Gedling authorised officers conduct enforcement activity outside their area.
- 1.4 Historically, there has been joint enforcement operations undertaken inside the City boundary with the City Council authorised officers, but the ability to enforce outside the area has been limited due to resource.
- 1.5 In order to address this issue and to try and improve driver and vehicle standards across the County, Nottinghamshire authorities have been working together to find a way to work in partnership, and conduct enforcement across licensing boundaries.
- 1.6 Under section 101 of the Local Government Act 1972 it is possible for Gedling Borough Council to make arrangements to delegate the exercise of its function of taxi licensing enforcement to another local authority, whilst still exercising the function itself within Gedling Borough. The other local authority, if it accepts that transfer of function, would then deal with the enforcement function as if it were their own. That authority can put appropriate delegations in place and appoint authorised officer’s in its own organisation to undertake enforcement against Gedling licensed vehicles and driver’s operating in that authority’s area.
- 1.7 Likewise, as this is a problem which is shared across Nottinghamshire, other authorities are currently obtaining their own approvals to delegate their enforcement functions under the Act to Gedling Borough Council. If those arrangements are approved by Council, it would be practical to tie those enforcement functions in with Gedling’s own enforcement functions and delegate responsibility to the Director of Health and Community Wellbeing to appoint authorised officers within this authority to undertake enforcement against drivers and vehicles licensed by other licensing authorities but operating within the Gedling boundary.
- 1.8 In order to ensure this transfer of function works well at an operational level, officers have worked together on a document, originally put together by the City Council, which sets out how the cross border enforcement would work operationally, and how the information gathered through enforcement would be shared by the authorities. The document, entitled

“Cross Border Enforcement Operational Protocol – Private Hire and Hackney Carriage Vehicles and Drivers” (“the Protocol”), at Appendix A to this report, has already been signed by the City Council and Rushcliffe Borough Council and it is expected that it will ultimately be signed by all authorities listed in Appendix 1 of the Protocol. The Protocol provides that all authorities listed will, before signing the Protocol, provide written evidence to each other confirming the delegation of the enforcement powers.

1.9 The Protocol also sets out at Appendix 2, exactly which enforcement powers would be delegated to other licensing authorities. They are limited to the following sections under the Act:

- S.53 (3) – production of driver’s badge/licence for inspection to an authorised officer
- S.68 – authorised officer can require a vehicle to be inspected and tested at reasonable times and suspend the vehicle licence if not satisfied as to the vehicles fitness.
- S.73 obstruction of an authorised officer

To be clear, the authority delegating is still able to carry out these enforcement functions itself within its area. Any decisions which may need to be taken in relation to a licence following any enforcement action above would be passed back to the relevant authority to be dealt with. As such the Environment and Licensing Committee would not be taking decisions in relation to drivers from other licensed authority areas. Similarly, Committees of other licensing authority areas would not be making decisions in relation to licences issued by Gedling Borough Council.

Proposal

2.1 It is proposed that Council authorises the delegation of taxi-licensing enforcement functions as set out in Appendix 2 to Appendix A of this report to those authorities listed at Appendix 1 to Appendix A of this report, subject to those authorities accepting the delegation.

2.2 It is proposed that Gedling Borough Council accepts reciprocal delegations of the enforcement functions as set out in Appendix 2 to Appendix A of this report from those authorities listed in Appendix 1 to Appendix A of this report, once authority for those delegations has been given.

2.3 It is proposed that the Director of Health and Community Wellbeing be authorised to appoint authorised officers to carry out the enforcement functions transferred to this Council by the authorities listed in Appendix 1 to Appendix A of this report subject to those authorities delegating those

functions to Gedling Borough Council. The Director currently has delegated authority to appoint authorised officers in relation to this function in Gedling.

- 2.4 It is proposed that the Director of Health and Community Wellbeing in consultation with the Director of Organisational Development and Democratic Services, be authorised to finalise and sign the Protocol at Appendix A to this report in order to facilitate appropriate operational arrangements for cross border enforcement.
- 2.5 It is proposed that the Director of Organisational Development and Democratic Services be authorised to make the necessary amendments to the Constitution to reflect the delegations approved.

Financial Implications

- 4.1 Whilst the enforcement powers of Gedling will effectively widen as we will have authority to take enforcement action against drivers and vehicles from outside the area, it is expected these activities will be undertaken without utilising additional resources and within the existing Licensing budgets.

Appendices

- 5.1 Appendix A – Cross Border Enforcement Operational Protocol Private Hire and Hackney Carriage Vehicles and Drivers.

Background Papers

- 6.1 None identified

Recommendation(s)

It is recommended that Council:

- a) approve the delegation of taxi-licensing enforcement functions under the Local Government (Miscellaneous Provisions Act) 1976, as set out in Appendix 2 to Appendix A of this report, to those licensing authorities listed at Appendix 1 to Appendix A to this report, subject to those authorities accepting the delegation.
- b) accepts reciprocal delegations as set out in Appendix 2 to Appendix A to this report from those licensing authorities listed at Appendix 1 to Appendix A to this report once those delegations have been given.
- c) authorise the Director of Health and Community Wellbeing to appoint authorised officers to carry out enforcement functions under the Local

Government Miscellaneous Provisions Act 1976, as set out at Appendix 2 to Appendix A of this report, transferred to this authority by the authorities listed in Appendix 1 to Appendix A of this report, subject to those authorities delegating those functions to Gedling Borough Council.

- d) authorise the Director of Health and Community Wellbeing in consultation with the Director of Organisational Development and Democratic Services to finalise and sign the Protocol at Appendix A to this report.
- e) authorise the Director of Organisational Development and Democratic Services to make the necessary changes to the Constitution to reflect the approved delegations.

Reasons for Recommendations

To enable effective cross border enforcement to be taken against Hackney Carriage and Private Hire vehicles and drivers operating across Nottinghamshire by all Nottinghamshire authorities, at the right level, in the interests of public safety.

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Nottingham
City Council

**CROSS BORDER
ENFORCEMENT**

OPERATIONAL PROTOCOL

**PRIVATE HIRE & HACKNEY
CARRIAGE VEHICLES & DRIVERS**

**Nottingham City Council
Nottinghamshire District Councils**

Date & Version 271117 v5
Amendments:

1. APPLICATION AND BACKGROUND

- 1.1 This Operational Protocol ("Protocol") applies to the Partner Council's listed in the Schedule attached. The purpose of this Protocol is to facilitate the discharge of the Delegated Powers by Authorised Officers of the Partner Councils in relation to Private Hire and Hackney Carriage Vehicles and Drivers. The Protocol encourages a collaborative working partnership between all Partner Councils
- 1.2 This Protocol is intended to bind a Partner Council from the date of their signature hereto as reflected in Appendix 1 and will cease to apply to a Partner Council either by the withdrawal of the Delegated Power in accordance with paragraph 1.3 below or upon the expiry of 3 months written notice given to all other Partner Council(s) which ever shall occur first.
- 1.3 Notwithstanding the terms and conditions of this Protocol, it does not prejudice the right of any Partner Council to withdraw the Delegated Powers at any time or to exercise the Delegated Powers concurrently. However each Partner Council undertakes not to withdraw the Delegated Powers unreasonably.
- 1.4 For the avoidance of doubt, this Protocol shall cease to bind a Partner Council if the Delegated Functions ever become the responsibility of the Executive of that Council.

2. INTERPRETATION

For the purposes of this Protocol the following words or phrases shall have the following meaning:

Authorised Officers	Officers authorised by a Partner Council under section 80 of the 1976 Act
Contact Officer	a designated officer of a Partner Council for the purpose specified at Clause 3.3 of this Protocol.
Controlled District	an area in relation to which a resolution has been passed by a district council under section 45 of the 1976 Act applying Part II of that Act
Delegated Powers	the powers identified in Appendix 2
Enforcement Action	any action to be taken by a Partner Council as a result of information

	obtained from the exercise of the Delegated Powers of whatever nature
Hackney Carriage Vehicle	a vehicle licensed under section 37 of the 1847 Act
Hackney Carriage Driver	a driver licensed as such under section 46 of the 1847 Act
Licensing Partner Council	the Partner Council which has issued the licence for the vehicle/driver concerned
Partner Council	any Council listed in Appendix 1 to this Protocol
Personal Data	any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
Private Hire Vehicle	a vehicle licensed under section 48 of the 1976 Act
Private Hire Driver	a driver licensed as such under section 51 of the 1976 Act
1976 Act	the Local Government (Miscellaneous) Provisions Act 1976
1847 Act	the Town and Police Clauses Act 1847

3. WORKING ARRANGEMENTS

- 3.1 Authorised Officers may discharge the Delegated Powers in respect of Private Hire and Hackney Carriage Vehicles and Drivers licensed by any other Partner Council whilst such a vehicle and/ or driver are in the Controlled District of the Authorised Officer.
- 3.2 Each Partner Council will designate a Contact Officer to whom information, concerns and intelligence gathered in relation to any of its licensed Private Hire and Hackney Carriage Vehicles or Drivers can be passed by secure means, digitally or otherwise and in compliance with section 4 of this Protocol.
- 3.3 Where Enforcement Action is deemed necessary as a result of an exchange of information under 3.2 above the Partner Council supplying that information will provide all reasonable and necessary assistance to the Licensing Partner Council, including, if necessary the provision of witness statements and attendance at court.
- 3.4 In relation to the exercise of the Power under section 53 of the 1976 Act, an Authorised Officer requiring a hackney carriage/private hire driver to produce his driver's licence for inspection at the principal offices of their Licensing Partner Council shall both:-
 - a) warn the driver of the criminal offence committed if there is a failure to comply with his request, without a reasonable excuse and
 - b) notify the Licensing Partner Council as soon as reasonably practicable, of the request and provide the relevant details of the action in writing.
- 3.5 In relation to the exercise of the Power under section 68 of the 1976 Act:-
 - a) if an Authorised Officer is not satisfied as to the fitness of a hackney carriage or private hire vehicle they may suspend the vehicle licence until such time as an Authorised Officer of the Licensing Partner Council is so satisfied as to its condition.
 - b) If an Authorised Officer suspends the vehicle licence written notification of the suspension must be given by the Authorised Officer to the Licensing Partner Council as soon as practicable as well as to the proprietor of the vehicle.
- 3.6 Enforcement of the Power under section 68 of the 1976 Act: rests with the Licensing Partner Council which authorised the officer.
- 3.7 Where a joint operation between Partner Councils is being carried out Authorised Officer's remain at all times the responsibility of the Partner

Council by whom they are authorised and will provide all reasonable and necessary assistance to any other Partner Council involved in the operation. The Contact Officers of the Partner Councils involved in the joint operation will agree which Authorised Officer will be appointed to oversee the operation. Risk assessments should be carried out by the Lead Authority in any operation and agreed in advance with the relevant Partner Councils.

3.8 Unless there is prior agreement between Partner Councils no reimbursement will be made by one Partner Council to another for time spent/ cost incurred by any Authorised Officer in the exercise of any of the Delegated Powers pursuant to this Protocol.

3.9 Partner Councils will be solely responsible for the Health and Safety of their own Authorised Officers and provide training, support and assistance suitable to the role as required.

4. TRANSFER OF INFORMATION/INTELLIGENCE BETWEEN PARTNER COUNCILS

4.1 Information and intelligence shared by Partner Councils should be concise and accurate and provided in a timely manner to the relevant Contact Officer. Personal data should only be shared for a specific lawful purpose or where appropriate consent has been obtained.

4.2 This agreement does not give licence for unrestricted access to information another partner may hold. It sets out the parameters for the safe and secure sharing of information for a justifiable need to know purpose.

4.3 Partners are responsible for ensuring that their organisational and security measures protect the lawful use of information shared under this agreement.

4.4 partners will ensure that a reasonable level of security is applied to all data held appropriate to the level of risk and in accordance with the data protection principle 7 and any similar principle in successor legislation.

4.5 Partners employees processing information shared under this agreement are expected to be trained to a level that enables them to undertake their duties confidently, efficiently and lawfully.

4.6 Each partner has the power to audit the other to ensure compliance with the agreement.

4.7 Partners should have procedures in place to report misuse, loss, destruction, damage or unauthorised access, suspected or otherwise, of information. The partnership organisation originally supplying the information should be notified of any breach of confidentiality or

incident involving a risk or breach of the security of information supplied under this agreement.

4.8 Personal data shall not be transferred to a country or territory outside the EEA without an adequate level of protection for the rights and freedoms of the data subject in relation to the processing of personal data.

4.9 All Partner Councils agree:

- a) To process Personal Data and information fairly and lawful;
- b) To keep the Personal Data confidential at all times and ensure it is used only for the purpose intended.
- c) The Personal Data held will be secured and disclosed solely for the discharge of the defined delegated powers or as otherwise required by law. The data must and will not be used for any other purpose.
- d) Requests for information received from an individual or organisation not party to this Protocol, whether for Personal Data or other information, shall be answered by the Partner Council receiving such a request in accordance with the relevant legislation, but before making a decision as to disclosure the relevant party it shall first consult such other Partner Council(s) as may be required.
- e) Personal Data shall only be accessed or disclosed by or to Authorised Persons.
- f) For the avoidance of doubt Personal Data held by any Partner Council is held by that Council as data controller and each Partner Council agrees to fulfil all its obligations under the Data Protection Act 1998 and successor legislation including the General Data Protection Regulation.
- g) Any request for information by a Partner Council to another shall be answered promptly where such request is for the purpose of meeting or delivering the discharge of the Delegated Powers; but any such request will only be answered where to do so does not breach the Data Protection Act 1998 and successor legislation including the General Data protection Regulation, the Freedom of Information Act 2000; and/or other legislation
- h) Personal Data shall be retained for no longer than 12 months after which it shall be securely destroyed or, in the case of a prosecution by the Licensing Partner Council, until that prosecution has been discharged.

6. RESPONSIBILITIES AND ACTIONS OF PARTNER COUNCIL'S

6.1 The employing Partner Council shall be liable for the actions of the Authorised Officers within its employ and shall take all reasonable steps to ensure the competence of those persons in carrying out their functions and that they comply with legislative requirements and the spirit of this Protocol.

6.2 Information/intelligence provided between Partner Councils shall be used for the purpose intended and shall not be divulged to third parties unless to do so would be lawful.

7. **SIGNATORY PARTNER COUNCILS**

7.1 Before signing this Protocol each Partner Council will provide written evidence to each other Partner Council of its resolution in accordance with its constitution confirming the delegation of the Delegated Powers to the other Partner Councils pursuant to section 101 of the Local Government Act 1972 and its appropriate authority to enter into reciprocal arrangements for the exercise of those Delegated Powers.



Nottingham
City Council

Nottingham City Council

Name: Andrew Errington

Position: Director – Community Protection

Signature..... Date:
On behalf of Nottingham City Council Community Protection

Appendix 1

LIST OF COUNCILS

Ashfield District Council

Bassetlaw District Council

Broxtowe Borough Council

Gedling Borough Council

Mansfield District Council

Newark & Sherwood District Council

Nottingham City Council

Rushcliffe Borough Council

Appendix 2 - DELEGATED POWERS

Local Government (Miscellaneous) Provisions Act 19726

- S53(3)** produce drivers badge/licence for inspection
- S68** to inspect and test vehicles at reasonable times and suspend the licence if not satisfied as to their fitness.
- S73** obstruction of authorised officer



Report to Council

Subject: Independent Remuneration Panel - Report and recommendations for 2018/19

Date: 31 January 2018

Author: Service Manager Democratic Services

Purpose

To inform Council of the latest report from the Council's Independent Remuneration Panel (IRP), relating to member remuneration for 2018/19, and invite Council to consider the recommendations made by the Panel.

Background

The Council's Independent Remuneration Panel met earlier this month to carry out its annual review of members' allowances.

Following that meeting, the Panel prepared a report to members with regard to the level of members' allowances to be payable for 2018/19.

Proposal

The Panel's report, including associated recommendations, is attached at Appendix 1.

Should Council be minded to accept the Panel's recommendations, then the level of allowances to be paid to members for 2018/19 will be as set out at Appendix 2. It should be noted that amounts are only indicative at this stage as any pay award uplift has not been applied as it is yet to be agreed nationally.

Financial Implications

Should Council accept the Panel's recommendations, then costs can be accommodated from within existing budgets.

Appendices

Appendix 1 – Report of the Independent Remuneration Panel 2018/19

Appendix 2 – Indicative schedule of Members Allowances 2018/19

Recommendations

Council is recommended: -

- 1) To consider the report of the Independent Remuneration Panel and whether to accept the recommendations contained in the report;
- 2) Consequent on those recommendations, to agree the schedule of members' allowances for 2018/19 as attached at Appendix 2 to this report which will be subject to the pay award applied for senior management, once agreed; and
- 3) To authorise the Monitoring Officer to make appropriate amendments to Part 6 of the Constitution to reflect any changes to members' allowances agreed.

APPENDIX 1

Report of the Gedling Independent Remuneration Panel held on 12 January 2018.

Introduction

- 1.1 The Independent Remuneration Panel was established under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) to provide advice and recommendations to the Council on its Members' Allowances Scheme and amounts to be paid under it.
- 1.2 The panel received administrative support from the Service Manager, Democratic Services. Also present at the meeting, in an advisory capacity, were the Director of Organisational Development and Democratic Services (Monitoring Officer) and the Deputy Chief Executive (Chief Financial Officer).
- 1.2 The Panel's Terms of Reference are as follows:

The Independent Remuneration Panel will review, on an annual basis, the level and extent of allowance payments made to Borough Councillors having particular regard to:

- The role of Councillor and the importance of effective democratically accountable local government and community leadership;
- The scale and complexity of the Council's operations and changes taking place in the various roles Councillors are expected to fulfil and the particular responsibilities attached to the various roles;
- The time commitment required from Councillors to enable both the Council and individual Councillors to be effective in their various roles; and
- The importance of encouraging people from all backgrounds and circumstances to serve in local government without suffering financial loss as a consequence of their membership of the Council.

The Panel will also:

- Consider the level and extent of travel and subsistence allowances including dependent carers' allowance; and
- Review the payment of allowances and expenses payable in relation to attendance at seminars, conferences and other council business.

The Panel's operation:

- The Panel is comprised of five Independent Members (there are currently two vacancies).
- Panel members are recruited by public advertisement and should be of good standing in the community either as a resident and/or a stakeholder in the Borough. Ideally members should have sound knowledge of employment and financial matters with an understanding of the operations of a local authority.
- The Panel is advisory in nature and the recommendations it makes are not binding on the authority. However, the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) requires Council to "have regard" to the Panel's recommendations when setting its allowances.

Process

- 2.1 A Strategic Review of Members' Allowances took place in 2015. The Review looked in detail at all allowances paid to Members including the Basic Allowance and all positions attracting a Special Responsibility Allowance. The Review resulted in a completely rewritten scheme of members' allowances. The Panel made a series of recommendations to Council in March 2016 and a new scheme was agreed by Members. The Panel met at the end of 2016 to review the scheme for the 2017/18 year and aside from the 1% increase in line with the local government pay award, no changes to the scheme were recommended.
- 2.2 As is usual practice, all members of the Council were contacted directly and asked for their views on the current levels of allowances paid to members
- 2.3 One submission was received and the Panel duly considered it when making their recommendations.
- 2.4 All members of the Panel were present for the meeting (John Flowers, Ted Mills and Paul Mullins). It was noted that Pam Wisher had resigned from the panel since it last met due to relocating away from Nottinghamshire.

Panel's Deliberations

- 3.1 The Panel considered the one submission received. The submission talked about consideration being given to an increase in members' allowances to cover inflation. The submission also asked the panel to consider a separate allowance to cover the costs of items such as

stationary and telephone calls. It was the view of the Panel that increases to Members' Allowances should be closely aligned to increases in staff pay. The Panel concluded that as the staff pay award has not risen in line with inflation for a number of years it would be inappropriate for any rise pegged to inflation to be applied to members' allowances. The Panel felt that it would not be appropriate to introduce an allowance for telephone calls as part of the Members' allowances scheme when local councils are experiencing challenging financial times. The Panel also concluded that that because Members were told at induction that they could use stationery supplied by Members' Services, it would not be appropriate for a separate allowance to be paid for this purpose. The Panel finally concluded that because only one submission from a total of 41 councillors was received that the views put forward were not widely held. The Panel was therefore content not to propose any changes as a result of the submission.

- 3.2 The Panel was pleased to note the results of the recently held staff survey which had shown an overall decrease in the level of dissatisfaction among staff regarding their level of pay. This was due to the pay line review conducted in 2017.
- 3.3 The Panel next noted that the National Pay Award for Local Government staff had not yet been agreed. In previous years that Panel had recommended that Member' Allowances increase in line with the pay award for Senior Managers and saw no reason not to make this recommendation for the coming year.

Basic Allowance

- 3.3 On the issue of Basic Allowance the Members concluded that their findings and recommendations from the previous review were still relevant. A recommendation to increase the basic allowance in line with the pay award for senior managers was therefore agreed.

Special Responsibility Allowances (SRAs)

- 3.4 As with the Basic Allowance the Panel felt that no new information had come to light since the strategic review and there was no need to suggest any amendments to the levels of Special Responsibility Allowances that are currently paid. The Panel heard that since their last meeting there had been no material change in any role that attracted an SRA so a recommendation to increase allowances in line with the pay award for

senior managers was agreed.

- 3.8 Finally the Panel considered the allowances paid to co-opted members as well as mileage, subsistence and dependent carers' allowances. As these had all been reviewed recently the panel concluded that no adjustments to this were necessary.

Recommendations

- 1) That all Members' Allowance payable from 1 April 2018 should be increased in line with the pay award made to local government senior management once this is known; and
- 2) That no other changes to the members' allowances scheme should be made for the 2018/19 year.

APPENDIX 2

From 1 April 2018 until 31 March 2019 inclusive:

	Percentage of the Leader's Allowance	Per Annum (£)
Leader of Council	100%	13833.00*
Deputy Leader of the Council	80%	11066.00*
Cabinet Members	50%	6916.00*
Leader of 2nd Group	50%	6916.00*
Level One Committee Chair (Planning and Environment and Licensing Committees)	35%	4841.00*
Level Two Committee Chair (Audit and Overview and Scrutiny Committees)	25%	3458.00*
Level Three Committee Chair (Joint Consultative and Safety and Standards Committee)	10%	1383.00*
Mayor	37.5%	5187.00*
Deputy Mayor	12.5%	1729.00*
Policy Adviser	12.5%	1729.00*

1. From 1 April 2016 until 31 March 2017
the Basic Allowance payable to each Councillor 4027.00*
2. Co-opted Members 500.00
3. Dependent Carers Allowance and Travelling and Subsistence Allowance
are payable as appropriate.

* These amounts will be uplifted in line with the pay award agreed for Senior Managers working in Local Government should this be agreed by Council.

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Report to: Appointments and Conditions of Service Committee

Subject: Localism Act: Pay Policy Statement

Date: 19 December 2017

Author: Service Manager; Organisational Development

1. Purpose of the report

The purpose of the report is to ask the Appointments and Conditions of Service Committee to approve the proposed Pay Policy Statement and method of implementation, and also to recommend its referral to, and adoption by Council for subsequent publication on the Council's website.

2. Background

The purpose of the Statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.

Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year for the following financial year. Other regulations also require the Council to openly publish certain information and of particular relevance to the Pay Policy Statement is the statutory Local Government Transparency Code 2015. This report presents a proposal for the Gedling Borough Council Pay Policy Statement 2017-18.

A Pay Policy Statement must set out the authority's policies relating to the:

- remuneration of its Chief Officers
- remuneration of its lowest-paid employees
- relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

The Statement must include the definition of lowest-paid employees adopted by the authority and the reasons for adopting that definition.

The Statement must include the authority's policies relating to the:

- level and elements of remuneration for each Chief Officer
- remuneration of Chief Officers on recruitment
- increases and additions to remuneration for each Chief Officer
- use of performance-related pay for Chief Officers
- use of bonuses for Chief Officers
- approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority
- publication of and access to information relating to remuneration of Chief Officers.

The Pay Policy Statement may include information relating to the policy on employment terms and conditions for all Chief Officers.

The Statement must be approved by a resolution of the authority before the 31 March immediately before the financial year to which it relates but may also be amended by resolution during the year; it must be published on the authority's website as soon as possible after approval. Publishing the Pay Policy Statement in the format recommended in Appendix 2 also meets the additional requirements under the statutory elements of the Local Government Transparency Code 2015 in particular relating to information about trade union facilities (time allowed for union duties), senior salaries and the pay multiple. The earlier 2014 Regulations also require that data under the Code is published on the first occasion before 3 February 2015 and annually thereafter. In order to comply with the publication requirement, it is intended that the Pay Policy Statement will be published on the Council's website straight after the Council resolution.

The term 'Chief Officer' referred to above includes:

- The Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989 (the Chief Executive)
- The Monitoring Officer designated under section 5(1) of that Act (the Director of Organisational Development and Communications)
- A statutory Chief Officer mentioned in section 2(6) of that Act (the Deputy Chief Executive and Director of Finance (and the Council's Section 151 Officer))
- A non-statutory Chief Officer mentioned in section 2(7) of that Act (the Director of Health and Community Wellbeing by virtue of reporting directly to the Head of Paid Service);
- A deputy Chief Officer mentioned in section 2(8) of that Act (all Service Managers by virtue of reporting directly to statutory and non-statutory Chief Officers).

Of the above listed posts only the Chief Executive, Deputy Chief Executive, Directors and the Service Managers for Financial and Legal Services are paid a salary above £62,000 per annum which is the value of the Senior Civil Service minimum pay band recommended under the Code of Practice for Data Transparency at which information on roles and remuneration of senior officers is published.

Local authorities were already required to publish, under the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817) 29, both the number of employees whose remuneration in that year was at least £50,000 and details of remuneration and job title of certain senior employees whose salary is at least £50,000.

For each “Chief Officer” as defined above, the Pay Policy Statement must include the following information:

- the Chief Officer’s salary,
- any bonuses payable,
- any charges, fees or allowances payable,
- any benefits in kind to which the Chief Officer is entitled,
- any increase or enhancement to the Chief Officer’s pension entitlement, and
- any amounts payable to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the authority.

Appendix 2 shows the proposal for the full Pay Policy Statement for Gedling Borough Council for the year 2018-19.

3. General approach to pay and publication of information

The proposed Pay Policy Statement has been drafted to comply with the requirements of the Localism Act 2011, the Local Government Transparency Code 2014, the requirements of the Accounts and Audit (England) Regulations 2011 and other best practice guidance offered by the Local Government Association and the Association of Local Authority Chief Executives.

The Localism Act in itself does not necessarily require the Authority to publish actual salary band amounts, however, other regulations and best practice do lead us to this position, particularly for Chief Officers. In the spirit of openness and transparency the proposed Pay Policy Statement encapsulates the principles derived from these myriad sources.

In order to meet the deadlines required by the Localism Act and the Transparency Code, the data used in this annual statement is current at 30 November in each year.

Although focused specifically on our own pay policies and related practices, other limited comparator data is also included in this introduction, particularly in respect to ratios between highest and lowest pay. The report shows that the Borough Council’s local ratio of highest:lowest pay rates is 6.47:1 - this compares favourably with the ratio of 20:1 suggested as a reasonable maximum figure in the original Hutton review into fair pay, and the many examples found in the private sector where multiples way in excess of this are not uncommon.

Key pay information, including such ratios of pay, has been collected from a range of Pay Policy Statements issued by other local councils. Unfortunately not all authorities readily publish up-to-date information and so comparison is difficult and some information is more than a year old. This data is shown at Appendix 1. Summary conclusions that may be drawn from this data include:

- In 2014 Gedling Borough Council and most neighbouring district councils moved to a minimum pay rate at, or around, the Living Wage Rate at that time. This represented a proportionately large change to the basic hourly rate. As senior pay levels have not altered at the same rate, this change has had the effect of materially reducing the highest:lowest pay ratio in a positive way for most district councils including Gedling. Although since 2014 not all Councils have continued to pay at the Living Wage Rate most, including Gedling, have policies that recognise the issue of low pay by applying policy to make salary payment at a rate above the lowest national pay point for local government.

- The average (mean) salary for a Nottinghamshire District Chief Executive (excluding Gedling BC) is around £107,092 at the top of grade. This means that the salary of the Chief Executive at Gedling is around 5.4% lower than for neighbouring district councils.
- The lowest pay rates in each organisation are similar with some difference likely to be accounted for by the timing of data production. Some organisations do pay at the Living Wage Foundation rate.
- Although not all districts have provided clear data about absolute levels of median pay in their current Pay Policy Statement, against those that have, Gedling's figure of £18,759 is an improvement of almost £900 against the previous year's figure. Although around 7% lower than the average for other district councils the local increases to pay following the local review in 2016 has resulted in improved effectiveness in terms of the filling of vacant posts that had previously been difficult to fill. Although the improvement to local pay has had an effect in raising levels of pay, there are a number of reasons for the median pay still being below the average for other districts including the fact that some organisations having outsourced services that traditionally contain a higher proportion of lower-paid workers. There is limited data provided about average (mean) levels of pay but the information available suggest that Gedling's average is around 3% lower than the average mean pay level for other district councils. Again, this variance can be influenced by a number of factors including the proportion of the workforce retained in-house in which pay levels are lower for large groups of employees such as leisure services waste and grounds maintenance.

4. Risks and responses

4.1 Relative pay

Pay is particularly relevant in a turbulent job market and in organisations where the size of the workforce is likely to contract but where the need for more developed skill sets is needed in the workforce that remains. These issues continue to be relevant to this organisation as the national agenda forces continued efficiencies to be implemented and for new models of working to be applied.

Following an independent review of the Council's pay structure a revised grading system was applied across the whole organisation from April 2016. Although there remain posts in the organisation that still prove difficult to fill, there is evidence that salary increases have helped to generate a good pool of response to vacancies for senior or specialist posts in occupational areas where we had previously experienced difficulty in attracting talent and as a consequence some excellent appointments have been made.

As a result of the local pay review our median earnings have increased from £17,891 last year to £18,759 this year. This change has reduced the ratio between the pay of the Chief Executive and median pay and although the ratio still remains higher than some other neighbouring district councils as identified in section 3, comparisons (where they are available) should not be treated on a "like-for-like" basis as the ratios will be affected by the staffing structures in place and which services still remain in-house.

A potential risk identified is that the Chief Executive's pay has remained un-reviewed for a number of years and currently stands at around 5.4% under the mean average of other district council chief executives. This is a reduction against last year's difference of 6.1% although the pay data will contain a margin of error due to the different "snapshot" dates available from Pay Policy Statement published data. No meaningful comparator analysis has been undertaken for Director-level posts for some time and if there was to be any review of senior pay, these posts might also be included in order to determine their fit against local market rates.

4.2 National Living Wage (NLW) and the national public sector pay agenda

Although the idea of a “living wage” has been a familiar one for some years through the work of the Living Wage Foundation, in July 2015 the Chancellor of the Exchequer announced that the UK Government would introduce a compulsory minimum wage premium for all staff over 25 years of age, and referred to it as the ‘national living wage’.

The government’s NLW rate was introduced in April 2016 and now currently stands at £7.50 per hour. Currently there is no impact to the Council as our normal minimum hourly rate of £8.19 per hour (other than for apprentices and intern training posts) is already set above this rate and well above the minimum pay point in the national pay spine. Nationally, however, the government’s ambition to be delivered through the Low Pay Commission is that the minimum wage for workers over the age of 25 should be set at 60% of median earnings by 2020. The government estimates that this would mean a rise to around £9 per hour by 2020.

Even with the likely lifting of the 1% “pay cap” that was imposed on public sector organisations in 2013 the change to the lowest pay rates in the national local government pay spine will not inflate sufficiently rapidly to meet this target. Consequently the Local Government Association is building proposals for consultation with trade unions to fundamentally review how the national pay spine might be developed over coming years to ensure that it is fit for purpose both in the short and medium terms.

There has been no firm proposal made yet by the “Employers’ Side” for a new pay spine model but once implemented, there is potential for there to be cost implication due to the increased pay bill necessary to meet new legislative requirements. Our salary estimates for next year reflect the changes that may be necessary. Also, if pay differentials are not properly maintained in the lower parts of the pay spine when it is reviewed then it will be necessary to ensure that the job evaluation scheme continues to reflect difference effectively to ensure that equal pay claims do not arise.

These issues are not new and although since the last Pay Policy Statement there has been no published material development in this area of national pay strategy for the public sector, it is expected that very shortly, a formal position will be announced.

It is proposed that once the national picture becomes clearer in respect to national pay points and general pay policy through guidance from the LGA, then a further report outlining the Council’s options will be brought to this committee for consideration.

5. Other developments

5.1 Principles of pay and reward; Pay Strategy

The committee had highlighted a need for a document to be included in the Pay Policy Statement that provided a more strategic overview of the Council’s position in relation to its policies covering pay. Consequently, a “principles of pay and reward” statement was included within the body of last year’s. The committee expressed a view that this document could be further developed into a Pay Strategy. Referencing the guidance offered by this committee a Pay Strategy has been developed through Senior Leadership Team and put to the Joint Consultative and Safety Committee in November for comment. The JCSC was supportive of the wording of proposed Pay Strategy that is now included in the Pay Policy Statement (at Appendix iA). The strategy document incorporates both strategic principles and operational practices.

5.2 Gender Pay Gap

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

The data to be collected, relevant at 31 March 2017 and each year thereafter is the:

- Mean gender pay gap
- Median gender pay gap
- Mean gender pay gap in bonus pay
- Median gender pay gap in bonus pay
- Percentage of males and females in each of the four pay quartiles.

Employers must both publish their gender pay gap data and a written statement on their public-facing website and report their data to government online using the gender pay gap reporting service.

Organisations must publish within a year of the snapshot date. This year's data and the narrative endorsed by Senior Leadership Team for Gedling Borough Council is now published and is included in the Pay Policy Statement at Appendix iB.

6. **Implementation of the Pay Policy Statement**

Subject to the views of this committee and the adoption at Council, the Pay Policy Statement will be published on the Council's website immediately after resolution, and annually thereafter and included in the Council's Publications Scheme. It will be published as a Microsoft Word document which is a "machine-readable" format as required by the Local Government Transparency Code 2014.

During any year, changes to policy approved by Committee and minor amendments to levels of earnings resulting from annual nationally-determined pay awards may be made to the published policy during the year without further referral back to Council. Otherwise, each year a Pay Policy Statement will be brought back to Council for formal approval and adoption.

7. **Recommendation**

The Appointments and Conditions of Service Committee is **recommended** to:

- i) Approve the proposed Pay Policy Statement and method of implementation and
- ii) Recommend its referral to, and adoption by, Council for subsequent publication on the Council's website.

APPENDIX 1

	Actual data at 30/11/17	Stated or derived data from 2017/18 Pay Policy Statements (Data assumed current at January 2017 unless otherwise stated)							
	Gedling BC	Ashfield DC	Bassetlaw DC	Broxtowe BC (Old PPS 2015/16)	Mansfield DC	Newark & Sh DC	Rushcliffe BC (Old PPS 2016/17)	Nottm City	Notts CC (Feb 2016)
Ratio of highest to lowest pay	6.47:1	6.39:1	6.38:1	7.41:1 (at top of grade)	6.19:1	7.2:1	7.79:1	10.11:1	10.68:1
Ratio of highest to average (mean) pay	4.53:1	N/a	4.3:1	N/a	4.31:1	N/a	N/a	7:1 (3:1 exc. Ch. Exec)	N/a
Ratio of highest to median pay	5.46:1	4.54:1	5.0:1	5.38:1	4.93:1	5.84:1	N/a	8:1 (3:1 exc. Ch. Exec)	8.92:1
Average (mean) pay (equivalent full time salary) £	£22,619	N/a	£24,172 Deduced	N/a	£22,843	N/a	N/a	£23,000 Deduced	N/a
Median pay (equivalent full time salary) £	£18,759	£22,434	£20,788 Deduced	£19,657 (est.)	£19,939	£19,642	N/a	£20,200 Deduced	£19,048
Highest paid worker (exc allowances etc) Top of grade assumed unless stated otherwise	£102,316	£101,758	103,938	Scale of £93,293-£105,757	£98,475	£114,625	£118,000	£161,600	£171,700 (Jan 17)
Lowest paid worker (FTE salary- not training post)	£15,807	£15,917 (At April 16)	£16,303 (At Nov 16)	£14,275	£15,917 (At April 16)	£15,917 (At April 16)	£15,144	£15,917 (including Living Wage supplement- at April 16)	£16,303 (including Living Wage supplement at Nov 16)

Data excludes training posts and temporary pay grades for TUPE transferees.

“N/a”: Not available in Pay Policy Statement

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Gedling Borough Council; Pay Policy Statement 2018-19

1. Introduction

Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement by 31 March each year. The purpose of the Statement is to increase accountability in relation to payments made to senior members of local authority staff by enabling public scrutiny.

The Pay Policy Statement has been drafted not only to meet the requirements of the Localism Act, but also is designed to reflect the principles of the Code of Recommended Practice for Local Authorities on Data Transparency (updated in 2015), the Accounts and Audit (England) Regulations 2011 and aspects of good practice highlighted by the Local Government Association and the Association of Local Authority Chief Executives. Furthermore, this year's statement also has regard to the guidance made available in February 2013 by the Department for Communities and Local Government in respect to "openness and accountability" as described in section 40 of the Localism Act.

2. Pay Policy Statement; Executive Summary

Details necessary for publication are explored fully in this Pay Policy Statement in sections three and four. The Executive Summary does not reflect all information required or recommended in the legislation and guidance described in the introduction above; however, it is designed to show key information in a simple, digestible format. Unless otherwise stated, data in these tables is current at 30 November 2017.

General Council pay data

Lowest rate of pay (Exc Training Grade)	£8.19 per hour (£15,807 p.a. full time)
Median rate of pay	£9.72 per hour (£18,759 p.a. full time)
Mean rate of pay	£11.72 per hour (£22,619 p.a. full time)
Highest rate of pay	£53.03 per hour (£102,316 p.a. full time)
Expression (as a multiple) of highest rate of pay against:	
Lowest pay:	6.47 times greater
Median pay:	5.46 times greater
Mean pay:	4.53 times greater

Job-related information for Chief Officers

Job Title of Senior posts ¹	Substantive post-Salary Band p.a. (pay pts in scale)	Enhancement to basic pay or Addition to basic pay (not related to main job)	For Senior Posts : Number of staff reports & total budget ² (Headcount @01/11/17)
Chief Executive John Robinson	£97,550 – £99,930 - £102,316	Yes- Election fees	32 staff (487 total) £1,597,500
Directors i) Dep C.E.& Director of Finance ii) Health & Community Wellbeing iii) O.D. & Democratic Services	i) £80,119 - £82,408 – £85,841 ii) & iii) £72,835 – £74,916 – £78,038 Progression is performance-related for all posts	No	i) 215 staff £36,593,700 ii) 159 staff £6,047,600 iii) 81 staff £3,547,300
Service Managers - Band 4; • Financial Services • Legal Services	£62,430 - £64,380 - £66,333	No	
Service Managers – Band 3; • Public Protection • Organisational Development • Economic Growth & Regen • Revenues & Welfare Support	£54,627 - £56,580 - £58,527	No	
Service Managers – Band 2; • Parks & Street Cleansing • Customer Services & Comms • Planning Policy • Development Services • Leisure & Culture • Community Relations • Transport & Waste	£46,824 - £48,774 - £50,724	No	
Service Managers – Band 1; • Democratic Services • Property	£42,921 - £44,874 - £46,824	No	

¹ As defined in Recommended Code of Practice for Data Transparency

² Total current gross expenditure budget (2017/18); includes employee costs.

3. Setting the scene

3.1 Pay Strategy

The Council's Pay Strategy is shown at Appendix iA. This document encapsulates both strategic principles and operational practices; it gives direction and intent and guidance for the practical application of these principles.

3.2 Gender Pay Gap

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

The data to be collected, relevant at 31 March 2017 and at that "snapshot date" each year thereafter is the:

- Mean gender pay gap
- Median gender pay gap
- Mean gender pay gap in bonus pay
- Median gender pay gap in bonus pay
- Percentage of males and females in each of the four pay quartiles.

As required in law, both our gender pay gap data and a written statement to add context to the data are available on our public-facing website

<http://www.gedling.gov.uk/council/aboutus/financeandaccounts/opendata/genderpaygapdata/> and on the government website <https://gender-pay-gap.service.gov.uk/Viewing/employer-details?view=hourly-rate&id=NJrXBcmvts-riV5pnRwp9Q%21%21> .

This year's data and the narrative endorsed by Senior Leadership Team for Gedling Borough Council are shown at Appendix iB.

3.2 Other relevant information

The following additional paragraphs and statements outline the Council's general position in respect to employment, pay and conditions of service and are pertinent to the requirements of the Localism Act:

- 1.1.1. As at November 2017, Gedling Borough Council employed 487 people (383.94 full time equivalents).
- 1.1.2. Of our posts, 19 are governed by the national conditions of service relating to the Joint Negotiating Committees (JNC) for Chief Executives and Chief Officers, these being the Chief Executive, one post of Deputy Chief Executive and Director of Finance, two Directors and 15 Service Managers. All other employees work within the national conditions of service covered by the National Joint Council (NJC) for Local Government Employees.
- 1.1.3. These national conditions of service are added to, and amended by, local terms and conditions detailed in the Employee Handbook and further modified at an individual

level by Statements of Employment (contracts) applying to particular employees or posts.

- 1.1.4. For the purposes of the Localism Act, report must be made on the pay policies relating specifically to “Chief Officers”. In the Act, included in the definition of what is a “Chief Officer” are any posts, statutory or not statutory, that report direct to the Chief Executive, or to a post that reports immediately to the Chief Officer. The purpose is to ensure that “Deputy Chief Officer” posts are included in the pay policy. Locally, for Gedling Borough Council this means that the Chief Executive, Deputy Chief Executive, Directors and Service Managers are covered in the Pay Policy Statement.
- 1.1.5. Policies relating to the setting of pay are determined by committee. Currently such decisions fall under the remit of the Appointments and Conditions of Service Committee (ACSC). Historically, all major decisions relating to pay policies have been the subject of consultation with the recognised unions representing employees of the Council, either direct with the unions, or more usually through discussion at the Joint Consultative and Safety Committee (JCSC) which is the recognised forum for formal consultation between employee representatives and the employer.
- 1.1.6. The Council has embraced the principles of Single Status (a term designed by national employers’ groups and trade unions to describe the equal treatment, in respect to terms and conditions, of all employees) since 2001. Gedling was one of the first local authorities in the region to formally implement the national NJC Job Evaluation Scheme. A pay policy was written at this time to reflect how NJC pay was to be applied within this scheme and this is shown at Appendix i. The NJC Job Evaluation Scheme continues to be used and pay grades are established using this tool for all NJC posts. Job assessment is carried out jointly by both management and union representatives.
- 1.1.7. The grading of JNC Service Manager posts is undertaken by Senior Leadership Team and is based on a locally-determined scoring matrix. This matrix and the scoring system used to determine grades are shown at Appendix ii. Pay grades for Directors and the Chief Executive are determined by Committee (ACSC).
- 1.1.8. The filling of, or promotion to all posts, be they governed by NJC or JNC conditions of service are dealt with under the same defined protocols. The general protocol for the filling of vacancies is shown at Appendix iii with a description of how this protocol is applied in a practical context shown at Appendix iv.
- 1.1.9. Other than in cases where there is a need to prevent redundancy through possible redeployment of existing employees, or where efficiencies or improved working can potentially be realised, all permanent vacancies are advertised externally and all appointments are made on merit as required by the Local Government and Housing Act 1989. There is an additional recognised protocol (appendix v) that allows temporary vacancies for periods of less than one year to be filled internally.
- 1.1.10. Appointments to the post of Chief Executive, Deputy Chief Executive or Director are made by the Appointments and Conditions of Service Committee, subject to no objections being raised by Cabinet. Appointment to all other posts including Chief

Officers defined within the Localism Act is made by officers delegated to act on behalf of the Chief Executive. The Council's constitution governs this process.

- 1.1.11. Dismissal of Statutory Officers (Head of Paid Service, Monitoring Officer and Chief Financial (Section 151) Officer) is made through the Appointments and Conditions of Service Committee which will first consider the case and make an initial determination that will be subsequently referred to an Independent Panel charged with making a recommendation to Council at which a decision will be taken to approve or reject the dismissal. Dismissal of Directors that are not Statutory Officers will not be referred to an Independent Panel. Dismissal from all other posts including Chief Officers defined within the Localism Act is made by the Chief Executive or to officers delegated to act on behalf of the Chief Executive. The Council's constitution sets out the process for dismissal of Statutory Officers and other Chief Officers. Where they exist, model procedures contained within national Chief Officers' terms and conditions will be used as guidance.
- 1.1.12. In respect to appointment to any post, where the grade of a post comprises a range of pay points, the general practice is that appointment is made to the bottom pay point other than in cases where the successful candidate can demonstrate that their experience or skill set is of relevant and exceptional nature. In such cases, for officers working under NJC conditions, a Service Manager may agree to commencement at a higher pay point. For a JNC post, the decision about pay on appointment will rest with the appointing officer or committee as appropriate.
- 1.1.13. For Directors governed by JNC conditions, pay at appointment and subsequent advancement through the pay grade is determined by the Chief Executive following consultation with the Appointments and Conditions of Service Committee as detailed in Appendix vi. The same general principles governing application of pay points apply both to external appointment and internal promotion.
- 1.1.14. The Council has an established training grade which mirrors the national pay rates for apprentices. The policy relating to the application of this arrangement was adopted in September 2016. Although potentially applicable to a training post of any type, the grade is designed to be applied specifically to apprentices employed directly by the Council.
- 1.1.15. As a general principle and where business need allows, the Council supports the sharing of posts (job share) between two or more people. Appointments will be made on merit. Appointment for any job share partner will be made within the confines of the pay grade, determined through job evaluation and within the principles as described above in relation to the determination of starting salary.
- 1.1.16. In 2013 supplementary guidance was offered by the Department for Communities and Local Government under section 40 of the Localism Act 2011 about decisions relating to appointments and dismissal from senior posts where the costs of such decisions are likely to be high. The Secretary of State considers that a salary of £100,000 is the right level for the threshold of such decisions.

In the year 2017/18 the only post at this pay level is that of Chief Executive. This post is defined as "senior" for the purpose of this guidance and consequently decisions relating to appointment and dismissal will be determined by full Council

following recommendation made by the Appointments and Conditions of Service Committee. This arrangement is incorporated within the Council's constitution.

- 1.1.17. Currently and until 2019, decisions relating to pension release and standard discretionary payments made at the maximum level under local Council policy will be taken by the Chief Executive under delegated powers. Any recommendation to not release pension or to apply discretionary payments below the maximum level permitted through Council policy would be referred to the Appeals and Retirements Committee, a committee delegated to act on behalf of Council.
- 1.1.18. Already published elsewhere in this Pay Policy Statement are the Council's key documents relating to severance policies and discretionary compensation for employees, including senior officers in the event of redundancy.
- 1.1.19. Access to the full set of local pension discretions required under Regulation 60(5) of the LGPS 2013 are shown on the Council's website under the "How we work" section at [http://www.gedling.gov.uk/media/Pension%20Discretions%20Policy%20\(March%202015\).pdf](http://www.gedling.gov.uk/media/Pension%20Discretions%20Policy%20(March%202015).pdf)

These discretions were approved as formal policy of the Council by the Appointments and Conditions of Service Committee in March 2015. In accordance with legal requirement the policy statements have been drafted to balance financial, business and employee needs and public interest as well as taking into account the general principle that no policy statement can unduly fetter the employer's ability to make decisions.

- 1.1.20. The Council has set its minimum pay point above the lowest pay point contained in the national NJC pay spine. The Council's reflects the recognition of the importance of fair pay in its statement of principles relating to pay and reward.
- 1.1.21. In the year 2015/16 the government announced an intention to pay a National Living Wage to be set at £7.20 in April 2016 rising by 2020 to 60% of national median pay, potentially around £9.00 per hour. This will have a material effect on public sector pay, particularly in respect to lower-paid employees. Detail is contained in Section 5 of this policy.
- 1.1.22. From 1 April 2017 all overtime (voluntary), stand-by and call out payments are enhanced by 7.69% to reflect the need to recognise an average of these payments for a four week holiday period each year (the period for which "normal pay" needs to be maintained). Any contractual overtime will be recognised as normal pay for the purpose of all holidays taken.
- 1.1.23. As required by the Transparency Code, structure diagrams of the Council showing all posts, including vacant posts, and pay bands are maintained on the Council's website together with contact details for Chief Officers.
- 1.1.24. The 2015 Transparency Code requires information about trade union facility time to be published. This is the amount of time that is allowed by the organisation for the representatives of the recognised trade unions to participate in approved union activities. For this Council the information is as follows:

- 1.1.24.1. There are six staff that are recognised as representatives (the Executive). This equates to 5.53 full time equivalents (FTEs).
- 1.1.24.2. There are no union representatives who devote at least 50% of their time to union duties.
- 1.1.24.3. It is estimated that the total salary cost of union representatives undertaking union duties over a year is £6,661.35.
- 1.1.24.4. It is estimated that the spending on unions as a percentage of the total pay bill is 0.051%.

1.2. This Pay Policy Statement is published on the Council's website.

4. Other specific reportable issues as defined in the Localism Act

4.1 Chief Officer pay

4.1.1 Basic pay

Pay scales for Chief Officers are shown in the Executive Summary table. These are current up to 30 November 2017.

4.1.2 The setting of basic pay grades and pay rates

There are a number of existing decisions and policies that determine Chief Officers' overall pay policy.

The Chief Executive's pay scale, and the pay scales for Directors (including the Deputy Chief Executive) are determined locally by the Appointments and Conditions of Service Committee following formal consultation with recognised unions through the Joint Consultative and Safety Committee. The pay scale for the Chief Executive was last formally reviewed in August 2011 as part of the Council's management review and restructuring exercise. More recently in 2016, the pay rate for the new post of Deputy Chief Executive and Director of Finance was determined by the ACSC and the pay rate for Directors was also confirmed. When setting these pay scales the committee took into account the need to balance affordability with fair pay for the work whilst also recognising pay levels for similar posts within the local market and pay differentials within the organisation.

The ACSC approved a performance-related pay scheme that applies all Directors. This is shown at Appendix vi. This confirms that appointment is generally at the bottom point of the pay scale and that progression through the scale is through satisfactory performance only.

The pay principles applying to the Service Managers as JNC officers were determined by ACSC after consultation through the JCSC process. The basis of these grades, how they relate to the pay of Directors and the matrix used by SLT to place these jobs into the appropriate grade are shown at Appendix ii.

As part of the implementation of the NJC national Job Evaluation Scheme in 2001, a pay policy was adopted by committee in 2001 (Appendix i). Basic job grades are still determined using this scheme and the basic principles set out therein. With the implementation of the job evaluation scheme came the setting of a "pay line" that equates each job's evaluation points to a job grade. The pay policy for the Council's NJC staff

defines how national spinal column points are associated to local job grades and is shown in Appendix i (and also as part of the Pay Strategy at Appendix iB).

The national pay awards for the period 2017/18 are reflected in the pay information for Gedling Borough Council shown in this Pay Policy Statement. Each year the 30 November is used as the reference period for pay information. For both JNC and NJC employees the national pay award applied from April 2017 equated to a headline figure of 1% for most employees although the lowest pay points in the pay spine achieved a higher percentage increase to reflect the government's ambition relating to the National Living Wage.

4.1.3 Enhancements to Chief Officers' basic pay

Following the review of local pay in 2016 pay grades have largely been simplified and are now designed to reflect a fair market rate for the job. Consequently previous policies that allowed additional payments to be applied either to Chief Officer or other NJC employees have now been removed.

Honorarium payments are not made to Chief Officers on JNC conditions of service as salaries are deemed to be inclusive of all job requirements at the most senior level.

4.1.4 Additional payments made to Chief Officers

The only additional payment made to Chief Officers relates to election expenses. The only post formally designated within legislation and to which expenses are paid is that of Chief Executive which is nominated as the Returning Officer. The role of Deputy Returning Officer may be applied to any other post and payment may not be made simply because of this designation.

Payments to the Returning Officer are governed as follows:

For national and European elections, fees are prescribed by the Electoral Commission.

For local elections, fees are determined within a local framework used by other district councils within the County. This framework is applied consistently and is known as "The County Scale". This is reviewed periodically by lead electoral officers within the boroughs.

4.2 Salary protection

The Council's Pay Protection Policy was reviewed as part of the 2011 reorganisation arrangements. A full description of the policy is shown at Appendix vii. This Pay Protection Policy applies to all employees of the Council, including Chief Officers as defined in the Localism Act. In essence, should a case of pay protection arise, for example due to redeployment or down-grading of a post, protection between an employee's salary at that time and the value of their new substantive post will apply in the following way:

- 100% for one year
- 75% for year two
- 50% for years three and four
- No protection thereafter.

Salary protection would not occur in cases where a post holder was down-graded to work of lower pay following disciplinary action.

2.3 Lowest-pay and the relationship with highest pay

4.3.1. Definition; “lowest pay”

The definition of “lowest pay” for the purpose of this Pay Policy Statement is, “The lowest spinal column point in the national pay spine that is used within the local pay and grading structure of the Council for non-training posts. As at November 2017 this is Spinal Column Point 11”.

The Council’s current Pay Strategy is shown at Appendix iA and the general Pay Policy is shown at Appendix i. This policy reflects the decision to adopt the national pay spine to form the basis of our grading structure. Although the national pay points within the national pay spine are still recognised, the decision was taken as part of the local pay review in 2016 to pay at SCP 11 as a minimum rate which is above the lowest rate for national pay points currently set at SCP 6.

4.3.2. Definition; “highest pay”

The definition of “highest pay” for the purpose of this Pay Policy Statement is, “The highest local spinal column point that forms part of the Chief Executive’s pay band”.

4.3.3 Relationship between highest and lowest pay

When expressed as a multiplier of pay, the Chief Executive’s salary is:

- 6.47 times greater than the lowest pay rate of the Council
- 4.53 times greater than the mean pay rate of the Council
- 5.46 times greater than the median pay rate of the Council

Although the Localism Act requires Authorities to publish the data, the original Hutton Review of fair pay in the public sector rejected calls for a fixed limit on pay multiples. However, to give guidance on what might be considered to be a reasonable pay multiple of highest pay against lowest pay, a ratio of 20:1 was suggested as part of the consultation during the review.

The pay ratio of highest to lowest pay in the private sector is variable depending on the size and nature of the business although some very high ratios exist, particularly in larger businesses. For the year 2012/13, the ratio in the Cooperative Group was 70:1. This scale of ratio is not uncommon today and many organisations have much greater gaps. In the voluntary and public sectors then high to low pay ratios are traditionally much lower.

The ratios within the Council’s pay structures are very much in line with other local councils of similar size and are certainly within the ranges outlined as being reasonable in the Hutton Review.

This relationship will be reported annually for comparison purposes.

The rates of for lowest, mean, median and highest pay are included in the Executive Summary table.

2.4 Payments made to Chief Officers on ceasing office

2.4.1 Conduct and Capability Policies

The Council's policies are stated in the employee handbook and where appropriate, also governed by the Council constitution.

Changes and variation to these policies are made following consultation with recognised unions and formal adoption by the Appointments and Conditions of Service Committee. For each of these policies, the scope of application is defined as follows, "The procedure applies in general terms to all employees of the Authority covered by the terms of the National Joint Council for Local Government Services. This includes full and part-time employees and temporary employees. Employees covered by the Joint Negotiating Committees for Chief Officers and Chief Executives and posts nominated as the Council's Monitoring and Section 151 Officers will have particular provisions applied to them under the Council's Standing Orders relating to staff [as detailed in the Council Constitution and available through the Gedling Borough Council web site]. In these cases, this Disciplinary and Capability Procedures will be applied as closely as possible subject to such modification as may be required pursuant to those Standing Orders."

Subject to the above definition of application, for conduct and capability dismissals all employees will receive only statutory payments due which may, depending on circumstance include notice pay (other than in cases of gross misconduct) and outstanding untaken leave entitlement.

2.4.2 Ill health retirement

All employees who are members of the local government pension scheme (LGPS) shall have applied to them a pension defined within the LGPS Regulations. Obligations under law requiring the payment of an appropriate notice period or outstanding unpaid holidays are honoured. No additional discretionary payments will be made. Authority to dismiss on grounds of ill health and authority for release of pension as determined within statute is delegated to the Chief Executive.

2.4.3 Termination of employment; Redundancy, efficiency and general pension discretions

The Council's Appeals and Retirements Committee has authority to make payment within the approved Early Retirement and Redundancy Policy (Appendix viii). The scheme of compensatory payment is clearly identified in this policy and is based on the table of compensation defined within the Employment Rights Act 1996. Under this local policy, for redundancy, payment including both statutory and discretionary payments is limited to a maximum of 60 weeks' pay and 30 weeks' pay for dismissal for reason of 'efficiency of service'.

The policies relating to redundancy and 'efficiency of service' are formally adopted by the Council and are drafted within the legislative framework of the Local Government (Early Termination of Employment)(Discretionary Payments) (England and Wales) Regulations 2006. Specifically, the policies reflect the need to define "a week's pay" and to detail the Council's severance payments. For removal of doubt, the Council currently defines "a week's pay" for the purpose of calculation of compensatory redundancy payments as "actual pay" rather than the statutory maximum figure.

Access to the full set of local pension discretions required under Regulation 60(5) of the LGPS 2013 are shown on the Council's website under the "How we work" section at [http://www.gedling.gov.uk/media/Pension%20Discretions%20Policy%20\(March%202015\).pdf](http://www.gedling.gov.uk/media/Pension%20Discretions%20Policy%20(March%202015).pdf)

These discretions were approved as formal policy of the Council by the Appointments and Conditions of Service Committee in March 2015 and detail the full range of policy decisions made that relate to payment of, or limitation to payment of pension benefits applicable to any employee.

The Council's Flexible Retirement Policy is shown at Appendix viii (at Appendix A of this document).

All employees, including Chief Officers are covered by these general policy arrangements. Sections 3.2.10-11 above detail the special arrangements applying to "senior posts" both in respect to appointment and dismissal.

5. Risks and opportunities

5.1 Relative pay

Last Pay Policy Statement for 2016 outlined the potential risk presented by the Council's positioning of pay within the market, particularly for professional and more senior posts.

The work that was undertaken during the year both by officers and by independent consultants led to a review of pay across the organisation and the subsequent implementation of a new pay and grading system in April 2016.

Indications are that in some of the professional areas where recruitment had proved to be difficult, the change in pay has impacted positively on the Council's ability to take on well-qualified staff.

The issue of pay had been highlighted as an issue of concern by a large proportion of employees across the Council in the 2015 employee survey; however following the pay review the latest 2017 survey results show an improvement of over 62% in terms of employees feeling satisfied with their level of pay.

5.2 National living wage

Although the idea of a "living wage" has been a familiar one for some years through the work of the Living Wage Foundation, in July 2015 the Chancellor of the Exchequer announced that the UK Government would introduce a compulsory minimum wage premium for all staff over 25 years of age, and referred to it as the 'national living wage'.

The government rate was introduced in April 2016 and was set at £7.20 per hour. Initially there was no impact to the Council as our minimum hourly rates are already above this for all jobs (other than apprentices and intern training posts), however, the government has expressed an intention that through the work of the Low Pay Commission, the minimum wage for people over the age of 25 should reach 60% of national median earnings by 2020. The government had estimated that this would mean a rise to around £9 per hour by 2020.

Should this ambition be fully realised there will be substantial impact on the public sector both in terms of affordability and also in respect to equal pay. At current pay levels, at least the

first three of the Council's local pay bands will be subsumed by the raised pay rate and differentials in work recognised through job evaluation will be removed in these and adjoining pay grades. Clearly this will have substantial employee relations issues. This is a matter that the LGA is considering as part of the annual pay review.

Once the national picture becomes clearer in respect to national pay points and general pay policy through guidance from the LGA then the local impact for the Council will be assessed and measures taken to reflect the requirements of the national pay agenda.

6. Review and publication

This Pay Policy Statement will be reviewed annually and reported to Council for approval.

The Statement will be made available to the public on the Council's website and will be included in the Council's Publications' Scheme in a format that complies with regulations governing transparency.

Pay Strategy

Purpose

This strategy identifies the principles by which pay is governed in the organisation and specifies how these principles are embedded in practice.

Pay

Strategic Principles

- We will pay sufficiently well to attract and retain talent in line with our ambitions, priorities and workforce strategy.
- When setting pay we will be sensitive to, and respectful of the need to balance fair pay with public interest.
- We recognise our social responsibility to support in appropriate ways, a commitment to paying our lowest-paid employees fairly.
- We are committed to developing employment opportunities for local residents. Training posts with training pay grades will be supported by the Council.
- We will keep pay under regular review and take action to maintain the ambitions stated in our pay principles.

Operational Practices

- Job grades for staff governed by conditions of the National Joint Council on Pay and Conditions of Service (NJC) are established locally but are based on national spinal column points.
- Job grades for the Chief Executive and Chief Officers are established locally using local pay points. General terms and conditions are governed by the appropriate national bodies, the Joint Negotiating Committees (JNC).
- Pay is linked to performance for NJC employees (Document 1), Directors (Document 2) and Service Managers (Document 3).
- Pay awards made under national pay bargaining are applied to all employees covered by the NJC and JNC conditions of service.
- Market supplements will be applied to basic pay in order to attract first class candidates into our workforce. Such supplements will be applied in the exceptional circumstances described in Document 4.
- Honoraria payments will be used for short periods of time, normally up to one year, to appropriately recognise and reward employees who are required by the Council to perform duties and responsibilities beyond those normally expected in their substantive post for a period exceeding four weeks. The level of payment will be determined by the

relevant service manager and the service manager responsible for the human resources function.

Equality

Strategic Principles

- Pay equality within the workforce will be maintained by ensuring that jobs are objectively graded through a job evaluation mechanism appropriate to NJC employees and to Service Managers.
- Pay grades will be designed in line with best practice to ensure that pay is non-discriminatory particularly in respect to gender.
- The Equal Pay Policy Statement sets out the general principles of pay and equality

Operational Practices

- A “Gender Pay Gap” review of pay will be undertaken annually within Government guidelines. Findings of this review, including any recommendations for action will be reported to Senior Leadership Team and to the Joint Consultative and Safety Committee.
- The NJC job evaluation scheme is used as a framework to determine job scores used as a basis for local pay.
- A locally-determined job evaluation scheme will be applied to service manager posts covered by JNC terms for Chief Offices.
- Job evaluation of new and changed NJC posts will be undertaken by management and union representatives.
- Job evaluation of new and changed JNC service manager posts will be undertaken by Senior Leadership Team.

Benefits and reward

Strategic principles

- We recognise that pay is only one element of reward. Recruitment, retention, engagement and happiness of employees are influenced by a wider package of measures. We will continually review terms, conditions, benefits and ways of working that will make Gedling Borough Council an employer of choice.
- We recognise that good physical and mental health of our employees is essential if employees are to attend work regularly and to give of their best.

Operational practices

- We provide practical support to improve the wellbeing of employees. This is achieved through practical measures such as the “Employee Assistance Programme” available to

all employees and designed to support employees through problems relating to mental health and financial and relationship difficulties.

- Adoption of flexible and agile working practices whenever practical to enable employees to deliver first rate service in ways that help them to balance personal and work commitments.
- Access to an employee benefits package, “Gedling Lifestyle” that helps to maximise employees’ earnings.
- Membership of “Our Gedling”, providing access for all employees to a range of events and activities designed to enhance personal wellbeing and health and to support a sense of community and engagement with work colleagues.
- Through active engagement with the workforce, employees’ perception of happiness in the workplace is measured and reported. Issues of common concern are identified and actions developed to improve both employee wellbeing and workplace efficiency.

Pay protection

Strategic principles

- When possible and appropriate, employees will be redeployed within the organisation if they cannot continue to work in their current job.

Operational practices

- Employees redeployed to a lower paid job following service reorganisation will receive pay protection. The nature of this protection will be defined through local policy.

Redundancy

Strategic principles

- Where possible the Council aims to redeploy employees rather than to declare redundancy.
- When this is not possible the Council will apply redundancy payments that recognise the need to balance support for the employee against the need to exercise appropriate restraint in the use of public money.

Operational practices

- The Early Retirement and Redundancy Policy, and the Protocol for Enabling Employee Security documents are used to assist the transition of employees between posts in appropriate circumstances.

- Employees returning to work with the Council following redundancy from either our own organisation or a similar public sector organisation will have applied to them any financial penalty required either by legislation or through national terms and conditions.

Pensions

Strategic principles

- Employees of the Council are eligible to participate in the local government pension scheme (LGPS).
- As required by LGPS Regulations, the Council will maintain a set of local policy decisions relating to discretions available to employers under the scheme.
- Discretions, formulated through appropriate committee of the Council, will recognise the need to balance support for the employee against the need to exercise appropriate restraint in the use of public money.

Operational practices

- The Council will maintain and publish a set of local pension discretions required by LGPS Regulations.

Legislation

Strategic principles

- The Council will ensure that pay and remuneration is treated correctly within relevant legislation.

Operational practices

- Tax and other statutory deductions including national insurance contributions will be made within legislation and under guidance of government agencies for employees, workers and contractors.

Policy statement to link pay to performance; NJC employees

- Usually employees appointed to a new post will start at the bottom incremental point of the grade for the post. Where it can be demonstrated through the selection process that the appointee has relevant experience or qualifications, the Service Manager may elect to appoint at a higher incremental point.
- Employees will progress to the next incremental point on their grade on 1 April of each year except where the employee has been in post less than six months. When an employee has been in post for less than six months at 1 April, they will progress to the next incremental point six months after appointment and thereafter on 1 April each year. This reflects national NJC conditions of service.
- Employees will normally progress automatically through the incremental scale as described above. In the exceptional circumstances that an employee is not meeting standards of performance or behaviour required then the Service Manager, after consultation with a senior HR officer, may withhold an increment. Any such action will be supported by an adverse probation report, extension of probationary service or other formal performance review mechanism.
- The reasons for withholding an increment will be explained to the employee and guidance given about areas for improvement such that incremental progression can continue when standards are met.
- Where an employee is dissatisfied with the reasons for withholding an annual increment, they may appeal in writing to the Chief Executive or other nominated JNC senior officer who will review the decision of the Service Manager. This appeal is final.

Contractual terms to link pay to performance; Director

Director; Pay and Performance Policy

- Appointment to any Director posts will be made at the bottom scale point of a three-point pay scale.
- A formal performance review will be conducted by the Chief Executive to determine suitability to progress to the mid-point of the grade after one year's service in post and following consultation with the Appointments and Conditions of Service Committee.
- Should the Chief Executive determine that performance is unsatisfactory, pay will remain at the bottom point of the pay grade
- Payment of the top pay point of the grade to be determined annually by formal performance review conducted by the Chief Executive and following consultation with the Appointments and Conditions of Service Committee. Subject to satisfactory performance, payment of the top pay point will be made following two years' service in post and, again subject to satisfactory performance, annually thereafter. Should the Chief Executive determine that performance is unsatisfactory, pay will remain at, or be reduced to, the mid-point of the pay grade.
- The detail of the performance review scheme is determined by the Chief Executive.

Contractual terms to link pay to performance; Service Manager

Service Managers' Pay and Performance Policy

- Service manager posts are based on a three-point pay scale related to the maximum pay of directors.
- Under normal circumstances, at the start of employment as a service manager, pay will be based on the bottom pay point of the grade.
- Progression to the next pay point will follow the general rules applying to NJC officers in respect to timing of awards.
- Directors line-manage service managers and are responsible for setting clear standards of expectation relating to performance or behaviour. Any shortfall against these expectations will be identified to the service manager by a director, normally at the time that the director becomes aware of the issue. Often, improvement will be sought through the introduction of appropriate support or training without further measures being employed. If however the matter is sufficiently serious or an improvement identified as necessary is not initially forthcoming within a timescale required by the director then that director may choose to freeze the service manager on their current pay point (prevent progression to the next pay point when it would otherwise have been made) or to reduce their pay by one or more pay points.
- One month's notice will be given of the intention to reduce pay.
- Should pay be reduced, this change will be applied for a minimum of six months. The length of reduction will be determined by the director. At the end of the period defined by the director, during which time progress against an improvement plan will be monitored, should improvement be satisfactory then pay will be returned to the previous.
- If pay is frozen then progress against an improvement plan will be monitored. If performance or behaviour does improve sufficiently then from the point at which this determined by the director then progression will be made to the next pay point. If further progression within the grade is possible then the top pay point will be paid one year from the date that the pay had been "un-frozen".
- The above measures may be applied outside a formal capability procedure. If, however, the measures are applied to a service manager and the measures are applied for a year or more, it is likely that the matter will be dealt with under a formal capability procedure.
- The broad terms and process of the Capability Procedure defined in the Employee Handbook will be used to deal with any serious or persistent problems of capability and the use of this formal procedure may be applied either in conjunction with or separate to the measures relating to pay freezing or reduction.

- A final right of appeal exists to a director's decision to freeze or reduce pay, or to the length of time for which this pay detriment is applied. This appeal should be addressed to, and will be dealt with by the Chief Executive or an officer nominated by the Chief Executive.

Market Supplements

- The pay and grading structure has been set to reflect the relative values of jobs within this organisation and at pay levels which reflect the general local employment pay levels. This has been achieved through the national job evaluation scheme for NJC officers and a local job evaluation scheme for service managers. However, there may be occasions where it is necessary to enhance the pay levels of specific groups of employees where it is proven that it is difficult to attract and retain employees because of external pay levels. Where such situations are identified, additional market factor supplements may be agreed.
- Payment of market factor supplements will be made taking into account the following factors:
 - Evidence of high levels of turnover in the particular staff group
 - Evidence of difficulties in recruiting to posts ie by low response rates to advertisements or inability to attract suitable candidates
 - Comparison with like jobs in other local authorities and more widely in the sector
- All current employees within the group affected will receive the payment.
- Clear criteria for receiving the payment will be determined such as the possession of specific qualifications and length of experience as examples.
- The supplement will be a number of increments applied to the normal spinal column points associated with the substantive grade. The number of increments awarded will be informed by the evidence supporting the payment of the market factor supplement.
- Payment will be made for a specific time period. The application of a supplement is not open-ended and the timing of a formal review will be identified when the arrangement is proposed.
- At the point of review, the supplement may be extended or removed. Where it is determined that a supplement is to be withdrawn, employees in receipt of these will be given 12 months' notice of withdrawal. At the end of that time they will revert to the substantive salary for their post.
- Senior Leadership Team will determine whether a supplement should be applied to specific posts, the number of additional pay points to be awarded and over what length of time, and will determine the action to be taken as the result of any review.

Gender Pay Gap at March 2017

Below is the data for this organisation as at 31 March 2017.

- Mean gender pay gap;	2.99%	
- Median gender pay gap;	1.92%	
- Bonus* payments:	Men 0%	Women 0.96%
- Mean gender pay gap in bonus* pay; Not applicable-	no men receive bonus payments	
- Median gender pay gap in bonus* pay; Not applicable-	no men receive bonus payments	
- Percentage of males and females in each of the four pay quartiles:		
Upper quartile:	Men	47.68%
	Women	52.32%
Upper middle quartile:	Men	54.90%
	Women	45.10%
Lower middle quartile:	Men	45.10%
	Women	54.90%
Lower quartile:	Men	48.37%
	Women	51.63%

* For the purpose of reporting, market supplement payments are included as “bonus payments”

In summary, the gender pay gaps identified do not appear to be large. Although not a matter of concern, there is some disparity and the organisation will continue to address areas where this occurs.

The mean gender pay gap is greater than the median pay gap. This suggests that although the ranges of pay are spread fairly equally between men and women there is a higher proportion of men that receive the very highest levels of pay. This said, in terms of the top quartile of pay, there is a higher proportion of women than men. The organisation considers itself to be supportive of development opportunities for women and recognises the complex needs of its employees through the practical application of supportive working practices and policies.

The two middle quartiles of pay are the areas that show the most disparity; the upper middle quartile showing more male employees and the lower middle quartile showing more women employees. Although over-simplistic, the pay groupings may define a split between “middle management” jobs and “technical support” jobs. There is scope to improve the proportion of women to be appointed or move upwards into the higher of the two bands. Practical measures to support such moves include the adoption of flexible working practices through change of policy and the commencement of an active apprenticeship programme that offers training to level three qualifications and beyond.

The proportion of men and women in the lower quartile is broadly similar although women do occupy a higher proportion of posts. Many of the jobs towards the lower end of pay scales are unskilled posts and part-time posts. The organisation does offer opportunity for training to upskill its workforce and to encourage upward movement of its staff. However, as the organisation flattens its structure in response to budgetary pressures and the continued implementation of

technology the opportunities for promotion out of the lower pay quartile will become less frequent. In wider society it is still often women that undertake care responsibilities which might make part-time working more attractive even though flexible working practice are applied to many better-paid posts in the organisation. Internal review was recently undertaken to build into process, the formal consideration of whether such flexible working practices can be applied to any new vacancy as it arises.

Pay Policy – Single Status Employees

1. Purpose of Policy

To establish the principles and arrangements for pay for all employees in the Authority linked to the job evaluation of all posts.

2. Objectives

- To ensure all pay arrangements reflect equal pay for work of equal value.
- To establish clear and consistent approaches to pay.
- To reflect how employees develop in skills and knowledge within a job.
- To provide a basis for establishing the grading system in relation to job evaluation.

3. Pay Points

The pay points for all employees covered by the single status agreement will be nationally agreed points 6 to 49. In the final grading structure it is possible that not all of the points will be utilised. If necessary local points will be developed within the single status pay and grading structure in order to meet organisational need.

4 Pay Award

The nationally agreed pay award determined at 1 April each year will be applied to the spinal column points used in the grading structure, including any locally set points.

5 Incremental Progression

- a. All jobs will be allocated to a scale consisting of a number of incremental points not exceeding 5. The scales will not overlap and depending on the final grading structure may not be continuous with the national spinal column points.
- b. In most cases employees appointed to a new post will start at the bottom incremental point of the grade for the post. Where it can be demonstrated through the selection process that an individual candidate has relevant experience or qualifications, appointment at a higher incremental point may be justified. This should be agreed by the Corporate Director following consultation with personnel to ensure consistency both within Departments and across the Authority.
- c. Employees will progress to the next incremental point on their grade on 1 April of each year except where the employee has been in post less than 6 months. Where an employee has been in post less than 6 months at 1 April, they will progress to the next incremental point 6 months after appointment and thereafter on 1 April each year.
- d. Employees will progress automatically through the incremental scale in accordance with paragraph c. In the exceptional circumstances that an employee is not meeting output and quality standards expected for a post the Corporate Director, after consultation with the Service Manager; Organisational Development, may withhold an increment. Any

such action will be supported by an adverse probation report, extension of probationary service or other formal performance review mechanism.

- e. The reasons for withholding an increment will be explained to the employee and guidance given about areas for improvement such that incremental progression can continue when standards are met.
- f. Where an individual employee is dissatisfied with the reasons for withholding an annual increment, they may appeal in writing to the Head of Paid Service, who will review the decision of the Corporate Director.

6. Market Factor Supplements

- a. The pay and grading structure has been set to reflect the relative values of jobs within this organisation and at pay levels which reflect the general local employment pay levels. However, there may be occasions where it is necessary to enhance the pay levels of specific groups of employees where it is proven that it is difficult to attract and retain employees because of external pay levels. Where such situations are identified, additional market factor supplements may be agreed.
- b. Payment of market factor supplements will be made taking into account the following factors:
 - Evidence of high levels of turnover in the particular staff group
 - Evidence of difficulties in recruiting to posts ie by low response rates to advertisements or inability to attract suitable candidates
 - Comparison with like jobs in other local authorities and more widely in the sector
 - All current employees within the group affected will receive the payment
 - Clear criteria for receiving the payment must be determined ie possession of specific qualifications and length of experience etc.
 - Payment will be made for a specific time period and subject to an annual review. Where it is determined that the supplements can no longer be justified, employees in receipt of these will be given 12 months' notice of withdrawal. At the end of that time they will revert to the substantive salary for their post.
- c. The amount to be awarded will be determined by the evidence gathered to support the need for a market factor supplement that would indicate the appropriate salary levels. The supplement will be a number of increments above the top of the grade, paid on a monthly basis.
- d. Senior Leadership Team will determine to which posts a market factor payment will be made and to the value of this payment.

7. Temporary Additional Responsibilities

In some situations employees may carry out a different role from their substantive job. Where such situations occur, the employee will receive the appropriate rate for carrying out these duties for the period they do so. For all other occasions they will be remunerated at the rate for the job undertaken.

8. Revised grading structure (updated to April 2016 following implementation of local pay changes)

Evaluated points for job		New grade	National Spinal Column Points in new grade	
From	To		From	To
200	270	Band 1	6	8
271	310	Band 2	9	11
311	350	Band 3	13	15
351	395	Band 4	17	19
396	440	Band 5	21	23
441	475	Band 6	25	27
476	515	Band 7	28	30
516	540	Band 8	32	34
541	580	Band 9	35	37
581	620	Band 10	39	41
621	650	Band 11	42	44
651	695	Band 12	45	47
696	735	Band 13	48	50
736	800	Band 14	54	56

For posts other than training posts, scp 6-10 are not used following the local pay policy changes in 2014 and 2016 that related to minimum pay levels.

Service Manager- assessment model

The assessment grid places each Service Manager post into one of three levels against five factors.

	High (level 1)	Higher (level 2)	Highest (level 3)
General impact	Decision-making is not often likely to be potentially contentious. Decisions made are important to the operational aspects of service delivery but are mainly likely to have short-term or limited internal or external impact. Limited or infrequent requirement to create or review substantial policies or processes.	There is a frequent need to take decisions that will potentially have substantial and long-term impact on the service area that have financial, operational or consequence.	There is a frequent need to take decisions that will potentially have substantial and long-term impact on the organisation (not just the service) that have financial, operational or I consequence.
Customer & organisational impact	There is a requirement to contribute to corporate policies or procedures in respect of the service area only.	There is some requirement to contribute to corporate policies or procedures. The job has significant political/reputational impact	There is a strong focus on the contribution to corporate policies or procedures. The job has major political/reputational impact
Complexity	The delivery of the service is largely operational and routine. There is a need to work with other services or agencies but the work is largely routine or transactional in nature. Policy/strategy work is generally for the service area only.	The delivery of the service is generally operational and routine although some aspects of the service need to frequently deliver solutions to problems or case management issues that are not straightforward and can have multiple outcomes.	The delivery of most aspects of the service is not easily determined by established guidance, procedures and process. The service is likely to have an emphasis on case management, problem solving, partnering (internal or external) or project working. Strategy work is complex and impacts on a substantial range of council services.
Market	Determined by market analytics (comparator jobs, Hay data etc.) as being a post that may be comparatively easy to fill. The service area may be limited in breadth. The local market would readily provide a number of good quality applicants for any vacancy advertised.	Reasonable prospect of some (perhaps few only) acceptable quality of applicants for any vacancy advertised.	A post that due to market conditions may be relatively difficult to recruit into. This may be due to the mix of skills required or the high value that the local market places on particular professional qualifications or experience.
Resources	There is scope for influence on the organisation's employees, finance, assets in respect of the service area only.	There is some scope for influence on the organisation's employees, finance, assets.	There is considerable scope for influence on the organisation's employees, finance, assets across

			the Council.
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General Principles

Service Manager posts have been placed into one of four pay bands based on the above conventions and the scoring model shown below. The following general guidelines are also proposed:

- Each factor is scored in accordance with the table below and total scores determine the pay band to be applied to each Service Manager post..
- The determination of placing will be undertaken by SLT.
- Appeal against placing will be to the Chief Executive in consultation with an HR officer and a union representative. The Chief Executive may agree that the banding of a post is reconsidered by SLT.
- An Equality Impact Assessment will be maintained to ensure that grading is not gender-biased. This will be reviewed periodically.
- The assessment of job scores may be reviewed periodically at the request of an employee or SLT particularly if a job changes or there is evidence that the market may treat the job differently to its initial assessment.
- Pay Bands are based on the following scoring matrix:

Pay Band	% of Directors maximum pay	Evaluated points total
Band 1	55-60%	5-7
Band 2	60-65%	8-10
Band 3	70-75%	11-13
Band 4	80-85%	14-15

Service Managers; linkage of pay to performance

- Service manager posts are based on a three-point pay scale related to the maximum pay of directors.
- Under normal circumstances, at the start of employment as a service manager, pay will be based on the bottom pay point of the grade.
- Progression to the next pay point will follow the general rules applying to NJC officers in respect to timing of awards.
- Directors line-manage service managers and are responsible for setting clear standards of expectation relating to performance or behaviour. Any shortfall against these expectations will be identified to the service manager by a director, normally at the time that the director becomes aware of the issue. Often, improvement will be sought through the introduction of appropriate support or training without further measures being employed. If however the matter is sufficiently serious or an improvement identified as necessary is not initially forthcoming within a timescale required by the director then that director may choose to freeze the service manager on their current pay point (prevent progression to the next pay point when it would otherwise have been made) or to reduce their pay by one or more pay points.

- One month's notice will be given of the intention to reduce pay.

- Should pay be reduced, this change will be applied for a minimum of six months. The length of reduction will be determined by the director. At the end of the period defined by the director, during which time progress against an improvement plan will be monitored, should improvement be satisfactory then pay will be returned to the previous pay point.
- If pay is frozen then progress against an improvement plan will be monitored. If performance or behaviour does improve sufficiently then from the point at which this determined by the director then progression will be made to the next pay point. If further progression within the grade is possible then the top pay point will be paid one year from the date that the pay had been “un-frozen”.
- The above measures may be applied outside a formal capability procedure. If, however, the measures are applied to a service manager and the measures are applied for a year or more, it is likely that the matter will be dealt with under a formal capability procedure.
- The broad terms and process of the Capability Procedure defined in the Employee Handbook will be used to deal with any serious or persistent problems of capability and the use of this formal procedure may be applied either in conjunction with or separate to the measures relating to pay freezing or reduction.
- A final right of appeal exists to a director’s decision to freeze or reduce pay, or to the length of time for which this pay detriment is applied. This appeal should be addressed to, and will be dealt with by the Chief Executive or an officer nominated by the Chief Executive.

Enabling employment security - Protocol for managing changes in posts throughout the Council

Updated December 2016

1. Background

As with most public sector organisations, the Council will be required to make budgetary savings for the foreseeable future. It is expected that these savings will not be able to be met by efficiencies alone and that some services may have to be significantly reduced or to cease.

This has implications for our workforce and as a good employer with a track record of working to avoid compulsory redundancy this protocol is intended to provide a supportive mechanism for managing change.

2. Aim

The aim of this protocol is to :

- give as much employment security as possible to existing employees
- utilise the existing skills and knowledge of employees for the overall benefit of the Council
- avoid redundancies as far as possible
- operate a fair process for retaining employees, where workload is changing
- offer personal development opportunities on a fair basis

3. Vacancy Management

In cases when employees are at potential risk of redundancy, the following protocol is observed:

- Confirmation by Senior Leadership Team that a vacant post can be filled.
- Consider, in liaison with Personnel Services, whether there are redeployees/ secondees identified across the Council for whom this post is suitable, or with some adjustment to the requirements it would be suitable. If so then redeployees/ secondees will be placed in the post. (see section 4.1 below).
- If there are no suitable candidates from posts at risk, then the post will initially be advertised internally. Managers will take a flexible approach to the requirements in the person specification such that existing employees can more easily be considered for the post. This may mean that the grade is reduced and/or there is a training period required before the individual can be placed on the full grade.
- Internally advertised posts might be on a permanent or temporary basis (where for example it is dependent on funding). Existing employees who take a temporary post will not lose their employment rights and at the end of the temporary appointment the aim will be for them to revert to either their existing job or an equivalent.

- Posts that are not filled internally will be advertised externally; however they will be on a temporary (less than) 12 month basis unless the Chief Executive determines that there are exceptional circumstances that justify the offer of a permanent position.
- New employees will be employed for a temporary period of less than 12 months. At the end of the temporary contract the post should be filled with an existing permanent employee or frozen. Extensions of employment for a new employee in any job, beyond 12 months will not be permitted, without the approval of the Chief Executive.

4. Identification of Posts 'at risk'

To facilitate the filling of vacancies by existing employees it is necessary to be clear where there are likely to be reduced services and/or efficiencies which ultimately will mean a reduced number of posts. This exercise was first carried out as part of the overall budget planning for 2011/12.

Where it has been identified that a reduction in posts is required, this should be detailed by Directors in terms of the numbers and types of posts. Essentially this is a potential redundancy situation. However, the aim of this protocol is to avoid redundancies. Such situations need to be managed with care and avoiding unnecessary concern.

Once identified, there will be consultation with the affected employees and Trade Unions on the proposed reductions, allowing the employees affected to propose alternatives, for example reduced hours working, career breaks etc. Since these proposals will be driven by financial constraints, it is unlikely that suggestions of additional work to be carried out, unless income generating will be suitable solutions.

At the conclusion of the consultation on the changes, the appropriate formal decisions will be made to put the changes into effect. The impact on the individual employee will be managed using the appropriate policies of the Council.

4.1 Same or Lower Graded Redeployments

The people occupying posts that have been identified as at risk will be placed into posts which might be suitable to their skills and knowledge. Where possible, alternative redeployments may be offered. These posts will not be advertised across the organisation. These posts may not be within the professional area of the affected post-holders, but it will be considered that their existing skills and knowledge can be applied to these posts. The posts offered may be on a lower grade than the post-holders currently occupy. The Council's protection policy will apply.

Where there are a number of people identified in an at risk group, all will be expected to give serious consideration to undertaking the redeployment. If the available post cannot be filled through voluntary application, then an assessment process will be undertaken to identify the most suitable person. (This is likely to be similar to the approved protocol for selection into posts following structural review).

If for any reason it is not appropriate to assess employees 'at risk' for redeployment, then a selection for redundancy exercise will be undertaken using criteria determined in

consultation with the Trade Unions, and the Council's redundancy and redeployment policy will be followed. This will lead to identification of redeployment opportunities and employees are required within the context of national employment law, to consider all reasonable offers of redeployment.

5. Secondments

In some situations the full definition of a redundancy situation may not apply – as described above. An opportunity may present itself within a team for a short term reduction in staffing requirements and therefore a requirement to place employees into temporary arrangements. Equally there may be vacancies within the organisation that are critical to fill and it is desirable that this is done internally, but not necessarily on a permanent basis.

It is also possible that vacant posts could be filled internally on a temporary basis by employees moving from lower priority service areas giving rise to savings. Such situations will be dealt with by a secondment arrangement.

Secondments agreed in this way will only be temporary arrangements, the employee who undertakes the secondment post will be entitled to return to their substantive post either at the end of a fixed term arrangement or when the need for the post becomes sustainable again, or another post becomes vacant for which they wish to be considered for redeployment.

If during the period of secondment, the individual's substantive post is identified for deletion, the individual will be treated as a redeployee, and the protocol described in Section 4 above will apply.

Before a post is released for secondment/redeployment, there will be a review of the requirements of the post, to enable successful appointment from employees who might otherwise have not met the minimum criteria. This may lead to a review of the post grade to ensure that the substantive grade of the post fully reflects the duties being carried out. If this situation arises, the grading of the post will be reviewed through the job evaluation scheme in consultation with the Trade Unions.

The protocol in such situations is as follows:

5.1 Same or lower Grade Secondments Identified

The protocol for placing people into same or lower graded secondments will be as above for posts at risk.

6. Higher Graded Secondment or Redeployment Identified

Where a secondment or redeployment post is identified at a higher grade than people requiring redeployment then there will be an internal advertisement for the post. This will enable all employees to be considered for this post – and may result in the person(s) at risk not being successful. However it will release another post within the organisation that may then be available for the secondee/redeployee.

If the higher graded post is within the contained professional area where there is an identified reduction then the applicants can be restricted to the group of employees 'at risk'. Appointment to the post will be on merit.

Redeployment at a higher grade may be a temporary or permanent arrangement depending on the circumstances. If the arrangement is temporary, at the end the individual is placed back into being 'at risk' and this protocol will continue to apply.

If no suitable secondee/redeployee is identified, then the process for vacancy management Section 3 above will be followed.

7. Equality and Diversity Implications

Using this protocol for dealing with the medium term difficulties can bring potential for conflict with the Council's commitment to equality and diversity. In terms of recruitment and employment, the Council has previously advertised all jobs either externally or internally for all employees. This protocol is a departure from this. In terms of the workforce profile, it will not help in ensuring that the employees of the Council are representative of the population. Currently our minority ethnic make-up is below that of the area, and by retaining recruitment internally, there are limited opportunities to address this.

However, for maintaining the morale and commitment of existing employees to achieve high performance in difficult times, it is necessary to balance these conflicting demands. Appointment to any vacancies, particularly where there is an increase in grade will be on merit, and if no internal candidates can meet the criteria, appointments will not be made. All employees within a group 'at risk' or faced with other change will be treated fairly and given equal chance for any secondments or redeployments.

8. Training and Development

Using this protocol should offer protection to existing employees, and will retain within the organisation valuable skills and expertise. However it has to be recognised that whether there is a secondment or a redeployment arrangement it is possible that posts might be filled by employees without relevant training or knowledge.

In such situations there is a commitment to provide this training to enable the employee to deliver the requirements of the post within a relatively short time (12 - 18 months). The grade of the post might be adjusted during this training time to reflect this and to ensure equity with comparable post holders.

If an employee at risk expresses a desire to fully retrain to a different professional area, and this requires considerable investment in qualifications etc; this will be considered. However this can only be agreed to if there is an ongoing demand for that skill, and if there is significant cost to the training (eg a degree) this can be met from existing budgets. The usual requirements of the PETs scheme will apply.

(P&R Committee September 2010; minor wording update December 2016)

Further guidance for managing changes in posts throughout the council

Further to the general protocol adopted by the Council to support organisational change, for most structural change further guidance is offered that places the terms of the protocol into a practical context. The text below describes the normal process that will be adopted to bring about structural change.

When proposals might lead to potential redundancies, in order to mitigate against compulsory redundancy situations the Council will use its general protocol (Appendix iii) to help ensure that, where possible, current employees are not displaced. In particular, new posts created in the proposals will be ring-fenced for competition from potentially displaced employees in the first instance. Should there be any displaced employees remaining following such a redeployment exercise, any remaining vacancies will then be advertised on an open, internal-only basis in order to try to create other suitable vacancies that might be suitable for redeployment. Throughout these processes, however, there is no guarantee of appointment as applicants will need to demonstrate the necessary skills and competency through the application and selection process.

At the “internal-only” stage, should there be no other internal applicants other than the “at risk” candidates, then these employees would not be re-interviewed at this stage without competition and such vacancies would be put out for external advertisement. Internal candidates, including those potentially at risk would then again be eligible to apply for these vacancies.

If there are employees that remain unplaced at the conclusion of this exercise, or if there are no posts suitable for redeployment through the above process at the time when an occupied post is deleted from the establishment, then the issue of redundancy notices may be necessary at that point, or earlier in if the council deems it appropriate and necessary in order to achieve business objectives.

Procedure for filling temporary vacancies

In order to recognise the current business climate as one of change and to help respond to the issues identified in the workforce development plan such as the need for succession planning, the Council will adopt the recruitment practice as follows:

Temporary Recruitment

- For all temporary posts of up to one year, where there is a likely prospect (determined jointly by the operational service manager and Service Manager for Organisational Development) that the temporary vacancy could be filled with a suitably qualified and experienced, high-calibre internal candidate, then the post will be advertised openly but internally in the first instance.

Normally, a full recruitment process will apply. However, there may be occasions where “expressions of interest” are invited through advertisement; the purpose of this is to speed up the process where the vacancy is particularly specialist and only a small number of people may be suitably qualified. In effect, it is a quick method of testing the internal market. Where this method is used and there is only one interested person, it will be sufficient to assess their suitability through a “targeted- question” interview; an application form may be unnecessary. If more than one person expresses an interest, all people will be required to complete an application form and a full selection process will be followed.

- Traineeships of up to a year are excluded from this arrangement to only advertise internally; all such vacancies will be advertised externally.
- Where a post becomes permanent after being occupied for a temporary period of any length, the vacancy will be advertised externally.
- Normally, where a short-term vacancy is identified, it will be filled by the above methods. In certain circumstances, particularly those where a reduced (partial) set of tasks or responsibilities need to be picked up within a team, the vacancy is specific and technical in nature, or the need to fill is exceptionally urgent, then an honorarium arrangement may be appropriate.

Honoraria

- A manager may seek, in conjunction with Service Manager for Organisational Development, to apply an honorarium in the following circumstances:
- A vacancy exists in the existing team and it is decided jointly by the service manager and Service Manager for Organisational Development that the vacancy should be filled on a short-term basis, but that there is not a need to fill the post at its full grade; the range of duties and level of responsibilities are reduced. OR
- In the short-term, additional duties and responsibilities are required of one or more post holders to recognise particular business needs even though there is no specific vacancy at a more senior level.
- “Principal Officers” (those posts graded at pay band 10 and above) have certain restrictions placed on them as to their inclusion in the honorarium scheme; although it will often be the case that simply working at a level beyond normal expectation for the grade will be covered by the Performance Incentive Scheme for Principal Officers, there may be occasions where a Principal Officer formally covers some or all of the duties of a more senior post for a period of more than four weeks. In such cases, it may be appropriate to apply an honorarium arrangement as for other posts.

- Honoraria payments will not normally go on beyond one year.
- The level of payment will normally be set at a fixed spinal column point or salary figure to represent the additional duties and responsibilities to be carried out by the employee.
- The level of payment will be agreed between the service manager and Service Manager for Organisational Development. This may be done by establishing a “felt-fair” spinal column point between the employee’s current pay point and the level of duties and responsibilities expected. Where it is difficult or contentious to identify a point in this way, job evaluation may be used to identify an appropriate pay band and then a point to be applied within this band will be agreed by the service manager and Service Manager for Organisational Development.
- Selection for honoraria may take place in a number of ways:
 - Where particular, specific skills are required and it is reasonable to expect that only one post holder will meet the criteria at a particular work base (for example, Civic Centre, specified Leisure Centre), the service manager may, following consultation with, and agreement by, Service Manager for Organisational Development, identify a particular individual to whom they wish to offer an honorarium.
 - Where a number of people within a team might be expected to be able to work up to a higher level, but people outside the team would not be expected to have the current skill-set required, the service manager would be expected, with appropriate assistance from Personnel Services to identify if there would be interest from a number of people to act up into a more senior role. If this were the case, the service manager would need either to offer the opportunity to all interested parties on some fair rota basis or decide on a single candidate following some formal assessment process similar to a recruitment exercise, such as a targeted interview (although this would not necessarily require application form). This exercise might be site-specific if there was a business or operational need to not alter or change staffing arrangements between work sites (for example; opportunity to act up to a duty manager role at a leisure centre may only be offered to employees currently working at that site).
 - In cases where there is potential for a particular vacant role to be filled by employees from other teams, locations or services within the Council, unless there was a specific urgent need to find someone to carry out a particular role for a short length of time in which case either of the two above scenarios might apply, then the process to identify suitable candidates would mirror the steps for temporary employment above, including appropriate advertisement (in effect, it would be a recruitment exercise rather than an honorarium arrangement).
 - Where a decision is taken to fill a post on a permanent basis that has been occupied at part or full duties by someone on an honorarium basis, the vacancy will be advertised externally.

Pay policy governing Directors' pay (including Deputy Chief Executive);

Appointment to any Director posts will be made at the bottom scale point of a three-point pay scale.

A formal performance review will be conducted by the Chief Executive to determine suitability to progress to the mid-point of the grade after one year's service in post and following consultation with the Appointments and Conditions of Service Committee.

Should the Chief Executive determine that performance is unsatisfactory, pay will remain at the bottom point of the pay grade

Payment of the top pay point of the grade to be determined annually by formal performance review conducted by the Chief Executive and following consultation with the Appointments and Conditions of Service Committee. Subject to satisfactory performance, payment of the top pay point will be made following two years' service in post and, again subject to satisfactory performance, annually thereafter. Should the Chief Executive determine that performance is unsatisfactory, pay will remain at, or be reduced to, the mid-point of the pay grade.

The detail of the performance review scheme is determined by the Chief Executive.

Pay Protection Policy

The general policy of the Council is that pay protection is applied over a four year period at a protected rate of 100% in the first 12 months, 75% in the second 12 months and 50% for a further 24 months from the date of commencing a post at a lower grade.

Early Retirement and Redundancy Policy

Aim

To establish fair and consistent criteria for the application of terms for early retirement and redundancy for all employees.

Objectives

To determine a policy for the management of early retirement, flexible retirement and redundancy.

To establish the various steps which would be taken to avoid early retirement and redundancy situations.

To determine a policy for enhancement of pension benefits where there are early retirement and redundancy situations.

To protect the ongoing viability of the pension fund through monitoring of pension enhancements and early release of pension benefits.

1. General Background

1.1 The Audit Commission's report 'Retiring Nature' published in 1997 on the planning and control of early retirement, recommended that Authorities establish greater controls on the enhancements and early release of pension benefits particularly to tackle the 'culture of expectation' that had built up around early retirement. They expressed concern that Authorities were not stating clearly the costs of individual decisions in terms of the actuarial strain arising from the early release of pension benefits. As a consequence Authorities were recommended to identify these costs to Members to inform the decisions being made.

1.2 In a report to Policy and Resources Committee on 20th July 1998 it was agreed that the actuarial strain for all early retirements would be calculated and would be paid into the pension fund over a three-year period to protect Gedling's part of the fund. It was also agreed that a sub-committee be established to consider all early retirement, ill health and redundancy situations, along with the relevant costs and savings in order to make a decision to release the employee. Following constitutional change the appropriate committee is now the Appeals and Retirements Committee.

1.3 As part of their Value for Money reviews, District Audit has also carried out a review of recent early retirement, ill health and redundancy decisions within Gedling. Generally, the pattern of early releases has been satisfactory meeting the requirements of good practice, however their recommendation, in line with those contained in 'Retiring Nature' is that a policy for determining the circumstances and enhancements given to employees should be agreed.

Managing early retirement and redundancy situations requires a proactive approach to minimise distress to individuals and ensure continuity of service provision. There can be no prescribed time limits to resolve any situations but there should be every effort made to avoid excessive waiting and uncertainty. Although there is a requirement for greater transparency about the costs of early retirement in terms of the strain on the superannuation fund, costs and affordability are not the only factors in resolving situations that arise. At all times the needs of the individual and the organisation must be carefully balanced.

New Discretionary Compensation Regulations arrangements were published on 6 November 2006 under which the Government withdrew the existing regulations which allowed the payment of additional discretionary compensation to employees whose employment was being terminated on grounds of redundancy or in the interests of the efficiency of the service and replaced them with a new set of regulations in response to the Age Discrimination legislation, effective from 1 October 2006.

2. Discretions

2.1 In accordance with the requirements of Regulation 7(1) of the Local Government (Early Termination Of Employment) (Discretionary Compensation) (England And Wales) Regulations 2006, Gedling Borough Council has agreed the following policy statement in respect of the discretions available under Regulations 5 and 6 of the same Regulations. Regulation 8 removes a previous discretion available to the Council.

2.1.1 Regulation 5

Redundancy payments will be calculated on the employee's actual week's pay.

2.1.2 Regulation 8

The Council no longer has discretion to waive or reduce contributions of employees who have completed 40 years membership of the Scheme. No repayment of waived contribution will be required from current or ex-employees in cases where payment "holidays" were granted.

3. Redeployment

3.1 When any potential early retirement situation arises consistent with ill-health, redundancy or efficiency of the service, every possible action will be taken to avoid termination of employment. Redeployment is an option that will always be considered.

3.2 In looking for possible redeployment opportunities, every effort will be made to match the employee's existing duties and terms and conditions. It will be necessary for both the individual employee and management to be as flexible as possible in making redeployments suitable.

3.3 Responsibilities of Management

- To make reasonable adjustments to duties and workplace to accommodate the employees needs
- To offer training and development where appropriate to enable the employee to undertake the duties of the redeployment
- To take steps to release vacancies for redeployment
- To offer career counselling to employees to enable them to take full advantage of opportunities offered: including trial interviews, training in completing application forms etc
- To offer trial periods of 4 weeks as required in the Employment Protection (Consolidation) Act and to extend this if it will assist in securing a redeployment
- To notify and consult with the Trade Unions as required by legislation.

3.4 Responsibilities of Employees

- To be flexible in their approach to considering redeployment opportunities
- To undertake training and development in order to undertake the duties of redeployments
- To make every effort to mitigate the requirement for redeployment by actively seeking alternative employment
- To undertake trial periods with a positive approach to ensuring the redeployment will be successful

3.5 Protection

In any redeployment situation, the provisions of the Authority's protection policy will apply. Consideration will be given to assistance with excess travelling expenses should there be a change of base. Reimbursement will be made on the basis of additional expenditure incurred by using public transport. An allowance may also be considered for excess travelling time incurred by a move of base. Both excess travelling expenses and additional travelling time will in any event only be awarded for a maximum period of three years.

3.6 Procedure

When a situation of potential redeployment arises, personnel should be advised immediately. The individual will be offered a personal counselling interview with a personnel officer to identify their own needs and interests.

It may be appropriate to freeze vacancies for redeployment and trial period options that will require the co-operation of management and other employees.

4. Policies and Procedures

The approved policies and procedures of the council are as follows:

4.1. Ill-health Retirement

4.1.1 Definition

This arises when an employee is no longer able to carry out the duties of their post, or comparable due to ill health. This will always be supported by advice from the Authority's recognised occupational health physician who will issue a certificate of permanent incapacity if in their opinion they meet this criterion. The LGPS 2008 Regulations amended the rules of how ill-health retirement is defined and treated.

4.1.2 General issues

Currently, if a certificate of permanent incapacity is issued and the employee is a member of the (Local Government Pension Scheme) LGPS then there are regulations within the scheme that determine the levels of enhancement offered. The Authority cannot alter these and the costs of the enhancement and early release are borne by the pension fund.

Should a certificate of permanent incapacity be issued then a recommendation will be put to the Chief Executive that the employee is dismissed on the grounds of capability due to their ill-health and that if they are a member of the superannuation scheme the appropriate mandatory enhancements and early release are actioned.

4.1.3 Procedure

When ill-health retirement situations arise, they will be identified by management in liaison with Personnel Services. Through counselling and welfare visits the individual's personal situation will be considered and a referral made to the Occupational Health Physician. The advice given will determine whether a recommendation is made for the individual to be given retirement on the grounds of ill health.

No recommendation will be made to the Chief Executive without the clear support of the Occupational Health Physician through the issuing of a certificate of permanent incapacity. In the absence of clear advice supporting ill health retirement and the employee continues to be absent through ill health, alternative courses of action may be considered including redeployment, flexible retirement, early retirement on the grounds of efficiency of the service and dismissal on the grounds of incapacity. The appropriate routes for any course of action will be followed in the interests of both the employee and the Authority.

4.1.4 Release of Pension Benefits

The requirements for release and enhancement of pension benefits on ill health retirement are specified in the Local Government Pension Scheme Regulations.

4.2 Flexible Retirement

4.2.1 Background

The Local Government Pension Scheme Regulations (LGPS) were amended so that from 1 April 2006, scheme members can, with their employer's consent, take a reduction in grade or hours and opt to receive the immediate payment of their pension benefits. In those cases where this is before the age of 60 the benefits are reduced to reflect the fact that payment is made earlier and for longer. The 2014 Regulations extend voluntary retirement age down to age 55. Potentially this means that flexible retirement is an option by request of the employee, however, there will be direct costs to the employer associated with this due to pension strain.

4.2.2 The Local Policy

The local Flexible Retirement Policy is shown at Appendix viii) a).

Where an employee makes a request to retire flexibly, they must first gain support for the reduction in working hours or job duties (and grade) from their Service Manager and Corporate Director. Where the early release of pension would result in a pension strain cost to the authority, approval for the reduction and release of pension will be subject to permission from the Council through the Appeals and Retirements Committee. Permission will only be granted where a business case is produced showing how the cost of the flexible retirement can be recouped over a period of three years.

4.3 Redundancy

4.3.1 Definition

This is defined within the Employment Rights Act as a dismissal which is attributable wholly or mainly to the fact that:

The employer has ceased or intends to cease:

a. to carry on the business for the purposes of which the employee was employed;

or

b. to carry on the business in the place where the employee was so employed;

or

ii. The requirements of the business for employees:

a. to carry out work of a particular kind;

or

b. to carry out work of a particular kind in the place where the employee was employed; have ceased or diminished, or are expected to cease or diminish

For the purposes of the interpretation of local policy, there is no differentiation between voluntary or compulsory redundancy except where relevant to the facts of the situation.

4.3.2 General Procedure

Where a potential redundancy situation arises there will be consultation with the Trade Unions as required by the Trade Union and Labour Relations (Consolidation) Act. A minimum of 90 days consultation will be given where the numbers of affected employees is greater than 100 otherwise consultation will begin at least 30 days before the first of the dismissals take effect.

In order for a redundancy to be justified it will be necessary for a post to be deleted from the establishment, which would demonstrate that there has been a cessation or diminution of the requirement for that type of work. This loss of a post should provide the financial saving necessary to offset the costs of the redundancy. Every effort will be taken to avoid redundancies, whether voluntary or compulsory through the following steps:

Release any temporary employees with less than one year's service to provide vacancies for employees at risk

Identify existing vacancies either for deletion to make the necessary saving or for redeployment for employees at risk

Search for volunteers for redundancy where their release would provide redeployment for an employee at risk

Freeze of relevant vacancies to ensure redeployment opportunities are maximised

Personal counselling and retraining offered to employees at risk to maximise opportunities for redeployment

If it is likely that a process of selection for redundancy is necessary then a fair and equitable set of criteria will be established. These will be different depending on the circumstances of the redundancy situation and will be subject to consultation with employees and trade Unions.

4.3.3 Release of Pension Benefits

Such cases are covered by the Council's approved policy, required under Regulation 6 of the Local Government (Early Termination of Employment)(Discretionary Compensation) (England and Wales) Regulations 2006. This is detailed in Appendix viii) b).

For the purposes of this policy, and as required under Regulation 5 of the Discretionary Compensation Regulations 2006, the Council has determined that redundancy payments will be calculated on actual week's pay. This applies also to compensatory payments made under the Council's scheme of payments defined in Appendix vii) b).

4.4 Efficiency of the Service

4.4.1 General Principles

Early retirement and release of pension, together with compensatory lump sum payments may be granted in cases where there is demonstrable business benefit to the Council (this may be financial or related to improvement in performance or quality of service delivery) arising from the payment.

4.4.2 Release of Pension Benefits

Such cases are covered by the Council's approved policy, required under Regulation 6 of the Local Government (Early Termination of Employment)(Discretionary Compensation) (England and Wales) Regulations 2006. This is detailed in Appendix vii) b).

For the purposes of this policy, the Council has determined that compensatory payments made under the Council's scheme of payments defined in Appendix viii) b) will be calculated on actual week's pay.

5. Financial Implications

5.1 Employing departments are required to identify how the costs of early retirement will be met prior to a recommendation to the Appeals and Retirements Committee. For ill health retirements, this will not be necessary as the individual's situation is such that it is not appropriate to only release employees where costs can be met. The regular actuarial revaluations, which take place for all pension scheme members, take into account the costs of ill health retirement up to an assumed level and consequently the costs are spread over time and across Departments.

5.2 For Early Retirement cases proposed on grounds of efficiency of the service, the Department will identify where savings can be made both by the release of the employee and from other areas of their budgets subject to the approval of the Appeals and Retirements Committee. It may not be necessary for savings to be fully identified in order for there to be agreement; an overall business case will be considered.

5.3 For Redundancy cases there will be an immediate saving from the disestablishment of a post, this will normally be sufficient to fund the redundancy payment and additional compensatory lump sum payment over a period of between one year and eighteen months. The reduction in the salary budget from the loss of the post should then be identified for meeting the costs of any actuarial. Normally these savings should be fully identified before a recommendation will be put to the committee.

5.4 In cases where early release of pension is requested through flexible retirement, a decision will be made taking into account both the financial business case and issues of service improvement, in a similar way to decision taken for cases of efficiency of the service.

6. Procedure

6.1 Following a referral to Personnel Services, when a redeployment situation is identified, all options will be explored by the Service Manager in conjunction with the Service Manager-Organisational Development. It is important that managers take responsibility for managing situations as they arise and that they take early action to prevent individual distress and to avoid excessive costs arising. It is recognised that each situation relates to an individual and their own personal circumstances. People will be treated with respect and with compassion to achieve an outcome which is satisfactory to them and to the Authority.

6.2 Taking into account the individual's preferences and requirements of the Authority a report will be taken to the Appeals and Retirements Committee by the Service Manager- Organisational Development and the Head of Paid Service, including financial comments by the relevant Corporate Director. The Committee will also be advised of developing situations as they arise prior to final recommendations being made.

6.3 Reports to the Appeals and Retirements Committee will be in a standard format and an annual monitoring report will also be presented to the committee with information on all retirements over the previous twelve months.

6.4 For the period up to 2016-17 the Chief Executive has delegated powers to release pension in cases of redundancy and to authorise the payment of maximum discretionary payment under the local scheme. Where a recommendation is made that a compensatory payment is to be made below this maximum, the decision will be referred back to the Appeals and Retirements Committee.

7. Monitoring

7.1 In accordance with Regulations 7 (2) and (3), any changes to the policy relating to retirement and its application, will not be made until one month after a statement setting out the intended changes has been published. There will be a review of this policy and associated procedures after twelve months of its approval.

FLEXIBLE RETIREMENT POLICY

1. The Scheme

With effect from 1 April 2006, changes to the Inland Revenue tax rules made it possible for employees who are aged 50 or over to draw their pension benefits whilst continuing in employment on reduced hours (or on a reduced grade) with the consent of the Gedling Borough Council – a form of ‘flexible retirement’. (Subsequently this age restriction has been raised to age 55.) Employees who take up this option may continue to pay into the Local Government Pension Scheme to build up further benefits in the Scheme up to the age of 75.

There will be a pension strain (the cost to the employer as a result of the pension being drawn early) if the employee is under 60 without sufficient pensionable service and, in these cases, permission to take flexible retirement will depend on whether there is a business case showing how the costs of the pension strain can be recouped over a maximum period of three years.

Discretionary decisions will be taken by the Appeals and Retirements Committee in all appropriate cases. A report setting out the business case will be needed to obtain permission for the employee to take flexible retirement.

Where an employee is under 65 and does not meet the 85-year rule, the Council may choose to waive, in whole or in part, any actuarial reduction to benefits as a result of them being drawn early. Reductions will usually only be waived in exceptional circumstances where there is a strong business case.

Where a request to voluntarily reduce hours with pension is made, managers must consult with Personnel Services before any decision is communicated to the employee. Personnel Services will request the necessary information from the County Council Pensions Team to enable the manager to construct the business case.

Where an employee voluntarily reduces their hours with pension, a trial period is not possible and therefore the change will form a permanent variation to their contract of employment.

An alternative option to reduction in hours with pension is reduction in grade with pension. Where an employee wishes to draw their pension linked to a reduction in their grade this will be subject as before to a business case for the early release of pension. There is no automatic right to be transferred into a lower-graded post, or for the duties within an existing post to be reduced or diminished, and an employee wishing to take this option will normally be expected to apply for the post in the normal manner and demonstrate competency via an appropriate process. Paragraphs 2-7 of this Scheme apply to reductions in grade with pensions in the same way as reductions in hours with pension. Successfully securing a lower-graded post, or a post with fewer hours through voluntary competition will not mean that the Council will automatically agree to a pension release; a sound business case will need to be made by the employee and their manager prior to the employee taking up “reduced” duties.

2. Appeal

2.1 A right of appeal exists against any recommendation made to the Appeals and Retirements Committee by the Head of Paid Service.

2.2 Prior to a report being made to the Appeals and Retirements Committee, the person who is the subject of the report will be notified of the recommendation to be made. If they do not agree with this recommendation, they will be allowed to submit a written appeal against this. The written appeal will be considered by the Appeals and Retirements Committee as part of its decision in regard to the report submitted. Where the committee may wish to ask the appellant for additional information, they may request that the appellant attends the meeting. Also, if the appellant wishes to make a personal statement of case, they may attend the committee meeting to do this. In either circumstance, the appellant will not be allowed to be present whilst the decision is discussed. If the appellant does attend the meeting, a union representative or work colleague may accompany them.

EARLY RETIREMENT POLICY

1. Early Retirement on Grounds of Redundancy

1.1 For all employees with two or more years' continuous local government service, including service covered by the Redundancy Payments Modification Order, (RPMO) who are dismissed by reason of redundancy, lump sum compensation will normally be payable (inclusive of any statutory redundancy payment) at a level of twice the statutory payment (as defined in compensation rules under the Employment Relations Act 1996) but based on an actual week's pay. This means that the maximum award normally made within the local scheme would be limited to 60 weeks' pay. Under exceptional circumstances, the Committee may agree variation to the normal payment scheme, but still within the 60 week maximum.

1.2 The service that will be taken into account when calculating entitlement to a redundancy payment under this policy will be continuous service with an organisation covered by the RPMO.

2. Early Retirement on Grounds of Efficiency of the Service

2.1 For an employee with two or more years' continuous local government service, (including service covered by the Redundancy Payments Modification Order), who is dismissed in the interests of the efficient exercise of the Council's functions, the Council shall have discretion to make a payment to the employee up to a maximum of 30 weeks' pay in circumstances where there is a demonstrable business benefit to the Council (this may be financial or related to improvement in performance or quality of service delivery) arising from the payment. Payment normally will be based on an amount equivalent to the number of weeks' payable (with no multiplier rate applying) under the ERA 1996 used in redundancy compensation calculations. Under exceptional circumstances, the Committee may vary the payment made, but still within the 30 week maximum.

3. Discretions

3.1 Discretions under this policy shall be applied by the Appeals and Retirements Committee.

3.2 In all cases, redundancy and compensatory lump sum payments covered within this policy will be based on actual week's pay.

4. Additional Membership of the Local Government Pension Scheme

4.1 Employees who are members of the LGPS and are either made redundant or dismissed in the efficient exercise of the Council's functions will have the option of being able to request that the Council converts their lump sum compensation (over and above the statutory minimum) into additional membership of the Local Government Pension Scheme (LGPS). The total amount of membership that can be purchased by the excess lump sum cannot exceed the shorter of:

- 6 2/3 years or;
- By the period by which the employee's total membership falls short of the total membership s/he would have had if s/he continued in the scheme until age 65.

4.2 The request by the employee to convert any of the lump sum into pension must be made at the time the case is brought to the Appeals and Retirements Committee, before the employee leaves the employment of the Council.

5. Appeal

5.1 A right of appeal exists against any recommendation made to the Appeals and Retirements Committee by the Head of Paid Service.

5.2 Prior to a report being made to Appeals and Retirements Committee, the person who is the subject of the report will be notified of the recommendation to be made. If they do not agree with this recommendation, they will be allowed to submit a written appeal against this. The written appeal will be considered by the Appeals and Retirements Committee as part of its decision in regard to the report submitted. Where the committee may wish to ask the appellant for additional information, they may request that the appellant attends the meeting. Also, if the appellant wishes to make a personal statement of case, they may attend the committee meeting to do this. In either circumstance, the appellant will not be allowed to be present whilst the decision is discussed. If the appellant does attend the meeting, a union representative or work colleague may accompany them.

6. Changes to this policy

In accordance with Regulations 7 (2) and (3), any changes to this policy and its application will not be made until one month after a statement setting out the intended changes has been published. The policy will be reviewed after one year to review its effectiveness.

7. Potential employment related claims

In those cases where there is a prospect of an employment related claim, a condition of the Council exercising its discretions under Regulations 5 and 6 may be that the employee agree to sign a compromise agreement under the Employment Rights Act 1996, by which the employee will agree not to pursue any legal claims, including unfair dismissal claims, against the Council. Where an employee unreasonably refuses to enter into such an agreement, the employee will be entitled only to the statutory minimum compensation (if any).

Report to Cabinet

Subject: Make Calverton Neighbourhood Plan

Date: 11th January 2018

Author: Service Manager Planning Policy

Wards Affected

Calverton Ward

Purpose

To seek Cabinet's approval and recommendation to Council that Council:

- 1.1. make the Calverton Neighbourhood Plan which was approved by referendum on 30th November 2017 and is attached at Appendices A and B; and
- 1.2. authorise the Planning Policy Service Manager to publicise the decision made by Council and the Calverton Neighbourhood Plan in accordance with statutory requirements – confirming that the neighbourhood plan has been made; and
- 1.3. authorise the Planning Policy Service Manager to make any minor typographical or formatting amendments to the Calverton Neighbourhood Plan as appropriate prior to publication.

Key Decision

- 2.1. This is not a key decision

Background

- 3.1. The ability for a town or parish council to produce a Neighbourhood Development Plan was introduced by the Localism Act 2011. The Town and Country Planning Act 1990 ("the 1990 Act"), the Planning and Compulsory Purchase Act 2004 (as amended by the Neighbourhood Planning Act 2017) ("the 2004 act"), and the Neighbourhood Planning (General) Regulations 2012 (as amended by the Neighbourhood Planning (General) (Amendment) Regulations 2015) ("the 2012 Regulations") provide the statutory process as to how a Neighbourhood Development Plan will be prepared and implemented.

3.2. Neighbourhood planning gives local communities the opportunity to set planning policies for their local area within their Neighbourhood Plan. The parish of Calverton was designated by the Council as a neighbourhood area on 16th January 2013. Following informal and formal consultation on the draft plan, it was submitted for examination and a public hearing session was held on 11th July 2017. The independent examiner issued his report on 11th September 2017 and the Council subsequently made available a Decision Statement under delegated authority to reflect that, subject to the Examiner’s proposed specific modifications, the Calverton Neighbourhood Plan should proceed to referendum.

3.3. The referendum held on 30th November 2017 met the legal requirements, and posed the question:

'Do you want Gedling Borough Council to use the Neighbourhood Plan for Calverton to help it decide planning applications in the neighbourhood area?'

3.4. The count took place on 30th November 2017 and 94.63% of those who voted were in favour of the plan being used to determine planning applications in Calverton. The results of the referendum were:

Results of the Calverton Neighbourhood Plan Referendum		
	Votes recorded	Percentage (%)
Number of votes cast in favour of 'YES'	1430	94.63
Number of votes cast in favour of 'NO'	80	5.29
Number of ballot papers rejected	1	
Turnout: 26.65% (1511 out of 5669)		

3.5. The result was that the Calverton Neighbourhood Plan was approved by referendum and as a result currently forms part of the statutory development plan for Gedling Borough under the 2004 Act (as amended by the Neighbourhood Planning Act 2017). This means that the Calverton Neighbourhood Plan is now being used in conjunction with the Gedling Borough Aligned Core Strategy (2014) and the Gedling Borough Replacement Local Plan (2005) to determine planning applications in the Neighbourhood Plan area (being the parish of Calverton).

3.6. The final statutory stage in preparing a Neighbourhood Plan is for the Council to determine whether or not to formally 'make' the Neighbourhood Plan. There is a statutory requirement for the Council to make a neighbourhood plan that has been approved by referendum within 8 weeks following the day following the referendum, If the Council decides to 'make' the Neighbourhood Plan it will continue to form part of

the statutory development plan. If the Council decides to not 'make' the Neighbourhood Plan it ceases to form part of the statutory development plan.

- 3.7. Given that the Calverton Neighbourhood Plan has been approved by referendum, the 2004 Act (as amended) requires the Council to make the neighbourhood plan unless it considers that making the plan would breach or be otherwise incompatible with any EU obligation to any of the Convention rights (within the meaning of the Human Rights Act).
- 3.8. The Calverton Neighbourhood Plan contains 23 policies that will be used alongside national and Borough Council planning policies to determine planning applications in Calverton. The key policy objectives of the Calverton Neighbourhood Plan are:
- Policies to ensure the sustainable growth of Calverton (for example housing, employment and the village centre)
 - Policies related to infrastructure, services and facilities in Calverton
 - Policies related to the built environment of Calverton (for example design and public realm)
 - Policies related to the natural environment of Calverton (for example Local Green and Open Space designations, flooding and biodiversity).
- 3.9. The neighbourhood planning process has provided the opportunity to empower the residents of Calverton to influence development in their local area through the use of the Calverton Neighbourhood Plan by Planning Officers to determine planning applications. This is compatible with the Government's Localism agenda.
- 3.10. As soon as possible after a neighbourhood plan is made by the Council both a 'decision statement' (setting out the reasons for making this decision) and the Calverton Neighbourhood Plan document must be published and made available on the Council website including details of when and where the document can be inspected. Persons who asked to be notified of the making of the Calverton Neighbourhood Plan must be notified including details of where and when it can be inspected.

Proposal

- 4.1. It is proposed that Cabinet recommend that Council 'make' the Calverton Neighbourhood Plan that was approved by referendum on 30th November 2017 by the residents of Calverton. The Calverton Neighbourhood Plan and associated Policies Map are attached at **Appendices A and B**.
- 4.2. It is proposed that Cabinet recommend that Council authorise the Planning Policy

Service Manager to publicise the decision made by Council and the Calverton Neighbourhood Plan in accordance with statutory requirements – confirming that the neighbourhood plan has been made.

- 4.3. It is proposed that Cabinet recommend that Council delegates authority to the Planning Policy Service Manager to make any minor typographical or formatting amendments to the Calverton Neighbourhood Plan as appropriate prior to publication.

Alternative Options

- 5.1. The alternative option is for Council not to 'make' the Calverton Neighbourhood Plan. This would result in the Neighbourhood Plan ceasing to be used to determine planning applications in Calverton. This option would contradict the referendum result expressed by the local residents of Calverton.
- 5.2. Given that the Calverton Neighbourhood Plan has been approved by referendum, the 2004 Act (as amended) requires the Council to 'make' the neighbourhood plan unless they consider that making the plan would breach or be otherwise incompatible with any EU obligation to any of the Convention rights (within the meaning of the Human Rights Act).

Financial Implications

- 6.1. Costs associated with 'making' the Calverton Neighbourhood Plan and using it to determine planning applications can be met from existing budgets. This may account for a limited amount of additional officer time when considering the full suite of policies applicable to any application in the neighbourhood area prior to a decision being reached.
- 6.2. Parish Councils without an adopted Neighbourhood Plan are entitled to 15% of Community Infrastructure Levy (CIL) receipts from development within their area. Parish Councils with an adopted Neighbourhood Plan are entitled to 25% (an additional 10%) of CIL receipts from development within their area. The Parish Council will be required to spend this money on infrastructure projects and their CIL expenditure must be agreed with the Borough Council.

Appendices

Appendix A: The Calverton Neighbourhood Plan

Appendix B: Calverton Neighbourhood Plan Policies Map

Background Papers

There are no background papers specifically related to this decision. Background information related to the Calverton Neighbourhood Plan process prior to this stage can be found on the following webpage: <https://www.gedling.gov.uk/calvertonplan/>

Recommendation

Cabinet is asked to recommend to Council that it:

- a) Makes the appended Calverton Neighbourhood Plan and associated Policies Map at **Appendices A and B** in accordance with the 2012 regulations.
- b) Authorises the Planning Policy Service Manager to publicise the decision made by Council and the Calverton Neighbourhood Plan document in accordance with the 2012 regulations – confirming that the neighbourhood plan has been made.
- c) Delegates authority to the Planning Policy Service Manager to make any minor typographical or formatting amendments to the Calverton Neighbourhood Plan as appropriate, prior to publication.

Reasons for Recommendations

In order to confirm the status of the Calverton Neighbourhood Plan as a statutory development plan document to be used to determine planning applications in the Neighbourhood Plan area (being the parish of Calverton).

Calverton Neighbourhood Plan



Final Plan

November 2017



Calverton

Calverton Neighbourhood Plan 2016-2028

Final Plan - November 2017

Produced under the Neighbourhood Planning Regulations 2012

Produced by the Neighbourhood Plan Working Group on behalf of Calverton Parish Council:

Councillor Mike Hope (Lead)
Councillor Emily Quilty
Helen Lee
Reverend Mike Arnold
Dave Musson
Chris Peck
Gareth Bott (Clerk to the Council)
Anthony Northcote (Professional Advisor)



The Parish Council received professional planning support from Anthony Northcote at NEIGHBOURHOOD-PLAN.CO.UK during the production of this Neighbourhood Plan.



NEIGHBOURHOOD-PLAN.CO.UK



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Foreword

The Calverton Neighbourhood Plan sets out the vision, objectives and policies to ensure the Parish of Calverton maintains its uniqueness over the period 2016 to 2028.

The Neighbourhood Plan will seek to enhance the natural environment, support and encourage high quality housing, local jobs and improved retail and leisure facilities in a healthy, green and attractive village.

The Neighbourhood Plan has been drawn up by a Working Group made up of Parish Councillors and local residents, working under the guidance of Calverton Parish Council which is the designated body for the plan area and provided the funding and support to enable the plan to go ahead.

This Neighbourhood Plan has been reviewed by residents and key stakeholders through an extensive consultation process. All comments and suggestions received as part of this consultation have been carefully considered and where viable and/or suitable the Neighbourhood Plan has been amended accordingly.

The Neighbourhood Plan sets down a series of planning policies which, once adopted by means of a parish referendum, will ultimately form part of Gedling's wider statutory development plan when it has been adopted, a process legally known as being 'made'.

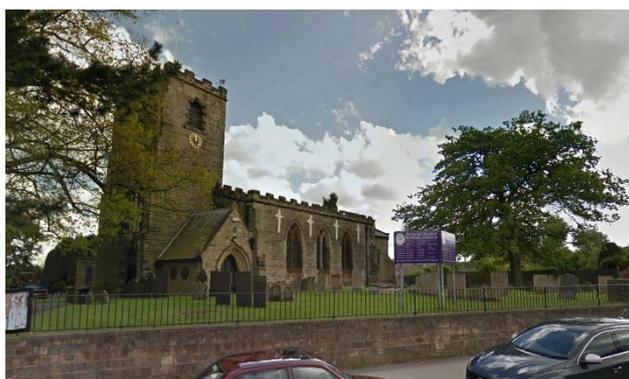


The Neighbourhood Plan must go to an Independent Examination and will finally be subjected to a local parish referendum requiring a majority "yes" vote of all those voting in the referendum for it to be accepted. In the event of a "yes" vote, Gedling Borough will proceed to "make" the Neighbourhood Plan for the Parish of Calverton.

It is intended that the policies will be reviewed periodically to monitor the cumulative effects of the policies and, if necessary, make changes to keep them up to date and relevant. This will be undertaken in conjunction with the Local Planning Authority, Gedling Borough Council.

Cllr Mike Hope
Lead Calverton Neighbourhood Plan Working Group

Cllr J Bailey
Chairman of Calverton Parish Council



Acknowledgements

Calverton Parish Council would like to extend their thanks to all those who have been involved with the formation of the Neighbourhood Plan. In undergoing this process, we have seen first-hand the passion that our community has for Calverton and how it develops over the coming years.

A working group drawn from the Parish Council and local residents have spent many days working through the plan and developing it in to the high-quality document you see here and we are very grateful for their time, commitment and valuable input.

We would especially like to thank the general public who have actively participated throughout the campaign. Without all their contributions, the Calverton Neighbourhood Plan would not exist and we would not have the opportunity to decide the village's future as we do now.

Additional thanks to:

- Neighbourhood Plan Working Group Volunteers
- Calverton Baptist Church
- Calverton Echo
- Calverton-Nottingham.com

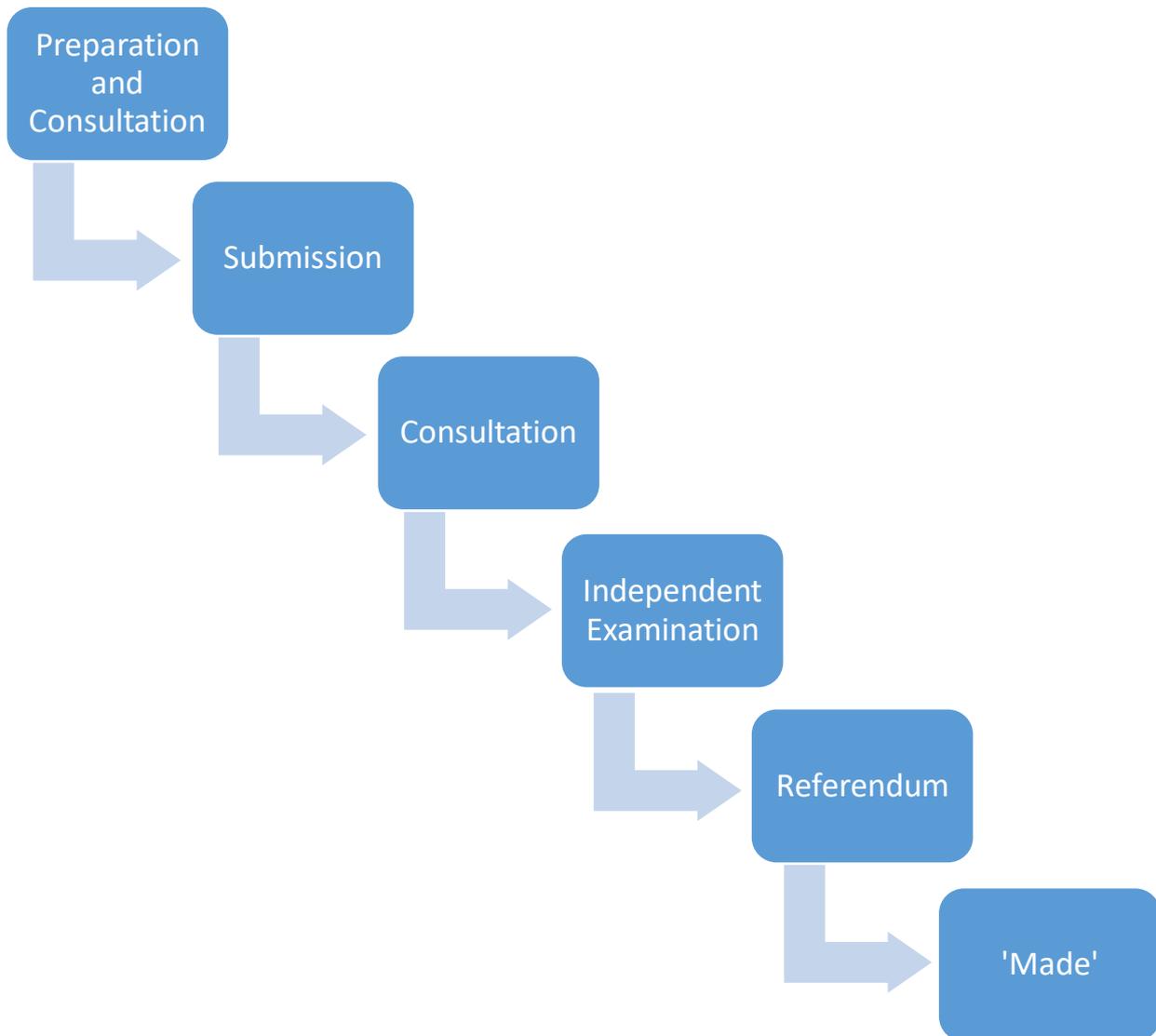
The Parish Council also acknowledges the support received from officers at Gedling Borough Council.

The Neighbourhood Plan Working Group and Calverton Parish Council gratefully acknowledge the support given to the Neighbourhood Plan consultation process by Reverend Mike Arnold and the members of Calverton Baptist Church. They kindly provided free use of the Church for the consultation events held both at the Issues Stage and the Draft Plan (Regulation 14) Stage.



Stages of Neighbourhood Plan Preparation

The Calverton Neighbourhood Plan has undergone the following steps:

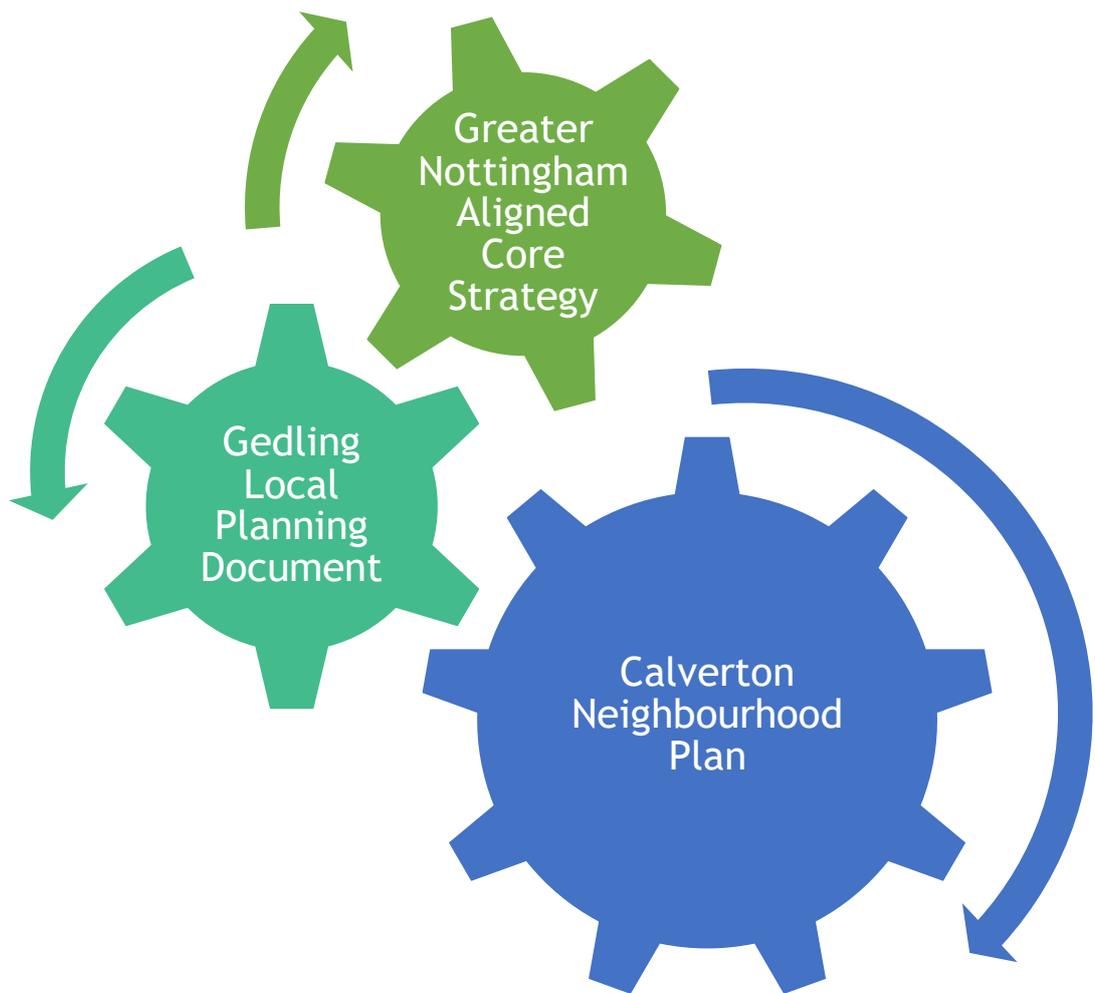


The Neighbourhood Plan was prepared by Calverton Parish Council following early involvement from the community. The Parish Council then undertook consultation over a 9 week period from July to September 2016, under Regulation 14 of the Neighbourhood Planning Regulations 2012. This related to the Pre-Submission version of the Calverton Neighbourhood Plan. The Neighbourhood Plan was then submitted to Gedling Borough Council in November 2016 under Regulation 15. Gedling Borough Council then held a further period of consultation as required under Regulation 16 for a 6 week period from January to March 2017. An Independent Examination was held over the summer of 2017, following that a number of modifications were made to the plan as recommended by the Independent Examiner. The plan went to a public referendum across the Parish of Calverton on the 30 November 2017.

Section 1

The Neighbourhood Plan

(This Section Forms Part of the Statutory Development Plan)



Introduction

1. The Localism Act 2011 introduced a new type of Community Led Plan. Communities now have the right to produce a Neighbourhood Plan, setting out policies on the development and use of land. Developing a Neighbourhood Plan is a way for communities to play a greater role in determining the future of their area.
2. The Calverton Neighbourhood Plan will form part of the statutory development plan once made. This means that Gedling Borough Council will have to determine planning applications within Calverton in accordance with this Neighbourhood Plan alongside other Development Plan Documents.
3. This Neighbourhood Plan is a true Community Led Plan. It has been prepared by the Parish Council through a working group made up of Parish Councillors and local residents. It has been informed by public consultation with the local community, including that undertaken previously by Gedling Borough Council on the Calverton Masterplan. The options for the Plan and the Plan itself have been shaped by the results of the previous public consultation to ensure that the Neighbourhood Plan accurately reflects the aspirations of the community.



National Planning Policy Framework (NPPF)

4. Throughout this Neighbourhood Plan reference is made to the National Planning Policy Framework (NPPF). The NPPF sets out the government's planning policies for England and how these are expected to be applied. It was published on 27 March 2012 and is now also supplemented by Planning Practice Guidance.
5. The NPPF provides a framework to produce locally distinctive Neighbourhood Plans which reflect the needs and aspirations of the community. The NPPF is clear that the planning system remains plan led. As set out in paragraph 2 of the NPPF, Section 38(6) of the Planning and Compulsory Purchase Act 2004 remains unchanged and requires that planning applications must be determined in accordance with the development plan, unless material considerations indicate otherwise.
6. At the heart of the NPPF is a presumption in favour of sustainable development. One of the most widely used definitions of sustainable development comes from the report of the World Commission on Environment and Development (the Brundtland Commission), 'Our Common Future' (1987), which defines it as *"development that meets the needs of the present without compromising the ability of future generations to meet*



their own needs". A more detailed definition is offered in the UK Sustainable Development Strategy, *Securing the Future*, which includes the following five guiding principles for sustainable development.

7. Ensuring a Strong, Healthy and Just Society - Meeting the diverse needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion and creating equal opportunity for all.

Using Sound Science Responsibly - Ensuring policy is developed and implemented on the basis of strong scientific evidence, whilst taking into account scientific uncertainty (through the precautionary principle) as well as public attitudes and values.

Promoting Good Governance - Actively promoting effective participative systems of levels of society - engaging people's creativity and diversity.

Achieving a Sustainable Economy - Building a strong, stable and sustainable economy which provides prosperity and governance in all opportunities for all, and in which environmental and social costs fall on those who impose them (polluter pays) and efficient resource use is incentivised.

Living within Environmental Limits - Respecting the limits of the planet's environment, resources and biodiversity - to improve our environment and ensure that the natural resources needed for life are unimpaired and remain so for future generations.

8. The Calverton Neighbourhood Plan contributes towards the achievement of sustainable development.



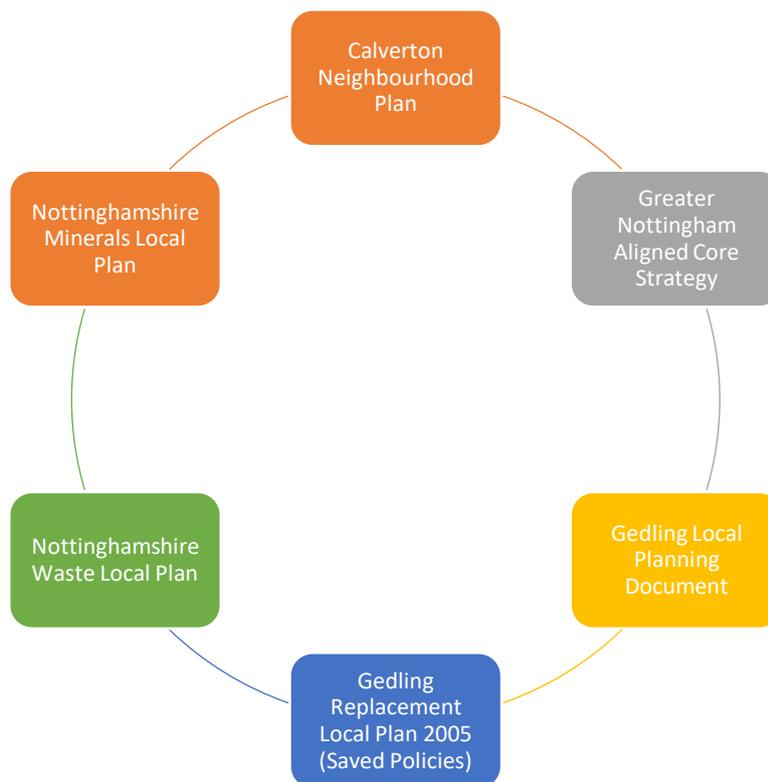
Structure of Neighbourhood Plan

9. The Neighbourhood Plan includes four themed sections: Growth; Infrastructure, Services and Facilities; Built Environment; and Natural Environment.
10. These are all issues that are important to the community and within each section policies are included to guide the development and use of land. Each Policy contains an introduction and explanatory text followed by the Policy itself in coloured text.
11. Following the themed sections, the Neighbourhood Plan contains an implementation and delivery section. It is important that Neighbourhood Plans are deliverable and this section includes the key projects arising from the Neighbourhood Plan and details of how they will be delivered.
12. The final section includes a list of non-planning issues that the community raised as being important. The Parish Council has not ignored these important issues, but as this is a statutory planning document it cannot include non-planning issues. This section is included in the Neighbourhood Plan to demonstrate to the community that all of their concerns have been taken into account and will be addressed by the Parish Council outside of the Neighbourhood Plan process.

The Development Plan

13. The 'Development Plan' for Calverton is made up of 5 elements as follows:

Relationship to Aligned Core Strategy and Local Planning Document



14. The Aligned Core Strategy (ACS) for Greater Nottingham, including Gedling Borough, was adopted on the 10th September 2014. The Aligned Core Strategy has been prepared in partnership with

the Councils in Greater Nottingham who have been working together to produce an aligned set of policies and principles on how the city region can develop between 2011 and 2028. The Aligned Core Strategies for Broxtowe, Gedling and Nottingham City are contained in one single document with Erewash Borough and Rushcliffe Borough producing aligned but separate Core Strategies.

15. The Aligned Core Strategy defines the spatial vision for the area, includes a number of objectives to achieve the vision and sets out the development strategy to meet these objectives. The document includes strategic planning policies to guide and control the overall scale, type and location of development including the allocation of strategic sites. It indicates the number of homes to be built by 2028, which is 7,250 homes for Gedling Borough. The Aligned Core Strategy recognises that each Council has local issues and priorities.

16. The Gedling Local Planning Document (LPD) includes more detailed planning policies that will work with the strategic policies set out in the Aligned Core Strategy and includes detailed policies for development management and the allocation of non-strategic development sites. The Local Planning Document also includes a Policies Map which illustrates the geographic extent of policies and proposals on a map.

17. The Gedling Borough Replacement Local Plan 2005 was in part replaced by the replaced by the Aligned Core Strategy. In common with all Local Plans in place, in 2008 it was necessary to decide which policies were to be 'saved'. As such certain policies ceased to have effect in 2008, other policies were superseded by the adoption of the Aligned Core Strategy. The remaining Gedling Borough Replacement Local Plan 2005 (Saved Policies) will be replaced upon the adoption of the Gedling Local Planning Document.

18. All policies within the Calverton Neighbourhood Plan should be read in conjunction with the Aligned Core Strategy and the Gedling Local Planning Document. When determining proposals for development, no policy will be applied in isolation and account will be taken of all relevant policies.

Strategic policies for the purposes of neighbourhood planning

19. The system of neighbourhood planning allows parish councils to produce neighbourhood plans to guide development at a local level. One of the requirements of such plans is that they should be in line with the 'strategic policies' of the adopted development plan for the local area.
20. Gedling Borough Council as the Local Planning Authority defines which policies are to be considered 'strategic' with regard to the production of a neighbourhood plan. They consider that in addition to the policies and allocations contained within the Aligned Core Strategy, which are all considered to be 'strategic', Gedling proposes that all of the policies, allocations and designations within the Local Planning Document are also considered 'strategic' for the purposes of neighbourhood planning.

Designation of Calverton Parish as a Neighbourhood Planning Area

21. A formal [application](#) was made by Calverton Parish Council in August 2012 as a 'relevant body' under Section 61G of the Town and Country Planning Act 1990 (as amended) for the designation of a neighbourhood area in order to develop a neighbourhood plan. The area of the Neighbourhood Plan is based upon the parish boundaries, which was seen as appropriate as this area is recognised as the distinct community of Calverton. The request was that the Parish Council be recognised as a Neighbourhood Area for the purpose of producing a neighbourhood plan, in accordance with the Neighbourhood Planning Regulations 2012.



22. Gedling Borough Council publicised this application to produce a Neighbourhood Plan for a 6 week period during October/November 2012 and no comments were received. In response to the application submitted by the Parish Council, the Borough Council has acknowledged that a neighbourhood plan area that reflects the Parish boundary would be a logical and appropriate area for the preparation of a neighbourhood plan.
23. As such, Gedling Borough Council designated the Parish of Calverton as a neighbourhood area (as requested by the Parish Council) on 16 January 2013. The name of the neighbourhood area is the 'Calverton Neighbourhood Area'.

Consultation with the Local Community

24. Since the designation of Calverton as a neighbourhood area, various elements of consultation have been undertaken regarding the future planning of the village. Gedling Borough Council employed URS to produce a [Masterplan](#) for Calverton to inform their Local

Planning Document. The Neighbourhood Plan builds upon the consultation undertaken on the Masterplan.

25. In June 2013, URS were commissioned by Gedling Borough Council to prepare three masterplan reports, one for each of the three settlements proposed for growth. The three Masterplanning reports form part of the evidence base informing the preparation of the Local Planning Document. The masterplan reports were informed by two rounds of consultation with local residents in each settlement (therefore a total of six workshops), which were run by URS staff and attended by Gedling Borough Council, and took place during autumn 2013.



26. The Parish Council undertook between November 2013 and January 2014 early work on the potential options for the Neighbourhood Plan. Public consultation was undertaken via an online questionnaire available on the Parish Council website and via a paper based questionnaire.

27. In March and April 2016 the Neighbourhood Plan Working Group undertook Issues consultation which involved liaison with Gedling Borough Council, statutory consultees, local organisations and local residents. A meeting was also been held with the prospective developer of the main housing allocation.

28. During a 9 week period from July to September 2016, consultation under Regulation 14 of the Neighbourhood Planning Regulations 2012 was held on the Pre-Submission version of the Calverton Neighbourhood Plan. The Neighbourhood Plan was submitted to Gedling Borough Council in November 2016 under Regulation 15, a further period of consultation was held under Regulation 16 for a 6 week period from January to March 2017. An Independent Examination was held over the summer of 2017, following that a number of modifications were made to the plan as recommended by the Independent Examiner. The plan went to a public referendum across the Parish of Calverton on 30 November 2017.

Associated Documents

29. The Neighbourhood Plan has a number of background and associated supporting documents as follows:
- Calverton NDP Evidence Base
 - Calverton NDP Statement of Consultation
 - Calverton NDP Basic Conditions Statement
 - Calverton NDP SEA Screening Opinion and HRA



Background on Calverton

Population and Historic Development

30. The village of Calverton is a Nottinghamshire parish about seven miles north-east of Nottingham, situated, like nearby Woodborough, and Lambley, on one of the small tributaries of the Dover Beck. The 2011 census found 7,076 inhabitants in 2,987 households. About two miles to the north of the village is the site of the supposed deserted settlement of Salterford.

31. The parish is bounded on the south-east by Woodborough, to the south-west by Arnold, to the north-west by Papplewick, Ravenshead and Blidworth, and to the north-east by Oxton and Epperstone.

32. During most of its existence Calverton was a forest village, in that part of Sherwood known as Thorney Wood Chase, with a rural economy limited by a lack of grazing land, in which handicrafts (like woodworking and the knitting of stockings), must in consequence have assumed a more than usual importance.



33. The parliamentary enclosure of 1780 brought some agrarian progress to the village, but it was not until the opening of a colliery in the 1930s, that the village began to assume its present identity, with new housing estates and marked population growth. The colliery closed in 1999 and while a small industrial estate provides some local employment, Calverton has taken on the character of a large commuter village.

Role in Gedling

34. Gedling Borough is a mix of urban and rural areas with around 113,500 residents of which around 80% live within the suburbs of Arnold and Carlton. Part of the north west of the Borough adjoins Hucknall which is located outside Gedling in Ashfield District but has close links to Nottingham City.

35. Other significant settlements within the Borough include: Bestwood, **Calverton** and Ravenshead which have good accessibility to a range of services and facilities and as such are identified as key settlements in the Aligned Core Strategy. Other villages in the Borough include: Burton Joyce, Lambley, Linby, Newstead, Stoke Bardolph and Woodborough.

36. Calverton is identified as a key settlement for growth in the Aligned Core Strategy and is located about 6 miles north-east of the urban area of Arnold. The character of the settlement is roughly split between the southern part which includes the historic core along Main Street and the northern part which includes the majority of the post-war development.

Local Services and Facilities

37. Calverton has a range of facilities these include:

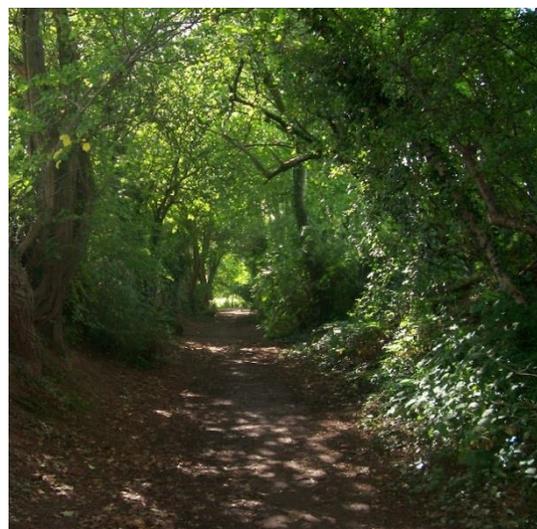
- a combined secondary school & leisure centre;
- an industrial estate;
- a primary school, an infants school & a junior school;
- a local centre including a library, small supermarket, doctors surgery, health clinic, dentist, a limited range of shops & post office;
- a new village hall & sports pavilion;
- a number of local parks;



Vision

38. Calverton is a popular and vibrant large village with a strong community ethos located within the Greater Nottingham Green Belt. The Calverton Neighbourhood Plan provides us with a valuable opportunity to build on the village's character and enhance its future through managing the growth of the village over the next fifteen years or so.

39. Our unique village character and landscape setting will be protected and the Plan will balance growth for the benefit of both existing and new residents. The village expansion will deliver a range of housing types, including affordable housing for local residents and their children - and will also maintain a balance of facilities by providing new or enhanced open spaces, community facilities, education and healthcare provision. The village will also incorporate much needed employment opportunities within the designated employment land.



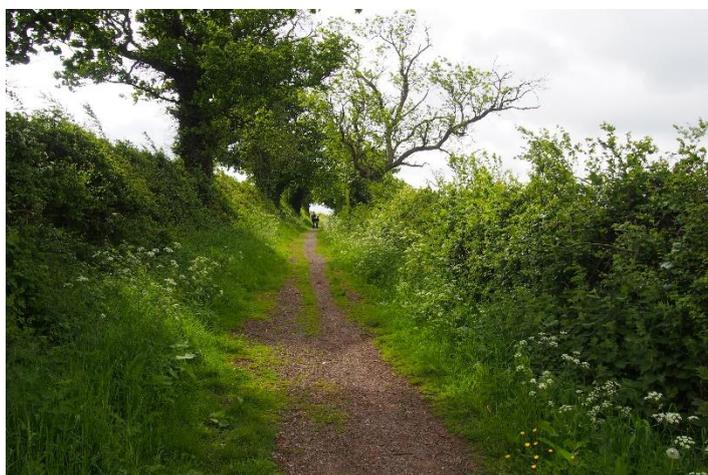
40. The overarching principle of the Neighbourhood Plan is that every resident and the village should benefit from the new development proposed and that an appropriate balance will be met between new housing development and new or improved infrastructure.

Objectives

41. The following objectives have been set out for the Calverton Neighbourhood Plan:

(A) Promote high quality and sustainable growth

- Provide for a balance of new homes and jobs to support the economic prosperity of our growing community and reduce the need to travel
- Ensure that new development is integrated into the existing community of Calverton
- Continue to improve the facilities on offer to support the growth of the local population
- Encourage high quality and accessible education, medical, youth and elderly provision for all our residents in line with growth in the village



- Employment land will be protected and regularly reviewed to maintain a prosperous economy and balanced community to improve local job opportunities
- Promote a vibrant Village Centre

(B) Protect and enhance Calverton's historic built environment

- Enhance the appearance and historic character of the village Conservation Area

(C) Protect and enhance Calverton's natural and historic environment, countryside and Green Belt setting

- Enhance the green infrastructure network through the creation of new open spaces and the protection and improvement of existing open spaces
- Protect the Green Belt from inappropriate development and ensure that the southern ridgeline is protected
- Improve attractive and accessible spaces for residents to live, work and play
- Ensure that new development does not increase the risk of flooding and every opportunity available to minimise the risk of pluvial (surface) water flooding is taken
- Create attractive approaches to the village from every direction
- Ensure that both new and existing communities are fully integrated



(D) Improve the Provision of Sustainable Transport throughout the Village

- Promote sustainable transport modes including safe cycling and walking provision

Policy Delivery of Objectives

42. The following table demonstrates how the policies set out in the Neighbourhood Plan meet the objectives contained within the previous chapter. The policies that have been developed seek to address at least one of the objectives.

	Objective A	Objective B	Objective C	Objective D
The Sustainable Growth of Calverton				
Policy G1 - Comprehensive Development	✓		✓	✓
Policy G2 - Developer Contributions	✓	✓	✓	✓
Policy G3 - Village Centre	✓	✓		✓
Policy G4 - Employment	✓		✓	
Policy G5 - Housing Mix	✓			
Infrastructure, Services and Facilities in Calverton				
Policy ISF1 - Sustainable Transport	✓			✓
Policy ISF2 - Car Parking	✓	✓		✓
Policy ISF3 - Highway Impact	✓	✓	✓	✓
Policy ISF4 - Infrastructure Provision	✓			
Policy ISF5 - Safeguarded Land for Community Facilities	✓			
Policy ISF6 - Educational Facilities	✓		✓	
Policy ISF7 - Community Assets	✓	✓	✓	✓
Policy ISF8 - Allotments	✓		✓	
The Built Environment of Calverton				
Policy BE1 - Design and Landscaping	✓	✓	✓	
Policy BE2 - Local Distinctiveness and Aesthetics	✓	✓	✓	
Policy BE3 - Public Realm	✓	✓	✓	✓
Policy BE4 - Parking Provision	✓	✓	✓	✓
Policy BE5 - Heritage Assets	✓	✓	✓	
The Natural Environment of Calverton				
Policy NE1 - Local Green Space	✓	✓	✓	
Policy NE2 - Open Space	✓	✓	✓	
Policy NE3 - Flooding	✓		✓	
Policy NE4 - Green Infrastructure	✓	✓	✓	
Policy NE5 - Biodiversity	✓		✓	

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The Sustainable Growth of Calverton



Growth

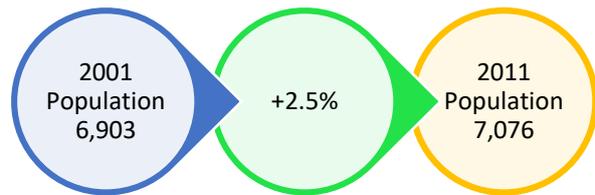
Housing; Employment and Retail

Background

1.1 The Office for National Statistics (ONS) makes a huge range of statistical data available at different levels. All data used in this section is from the 2011 Census unless otherwise stated.

Population

Calverton has a population of 7,076, risen only slightly from 6,903 (2001), a rise of only 2.5% over that 10 year period



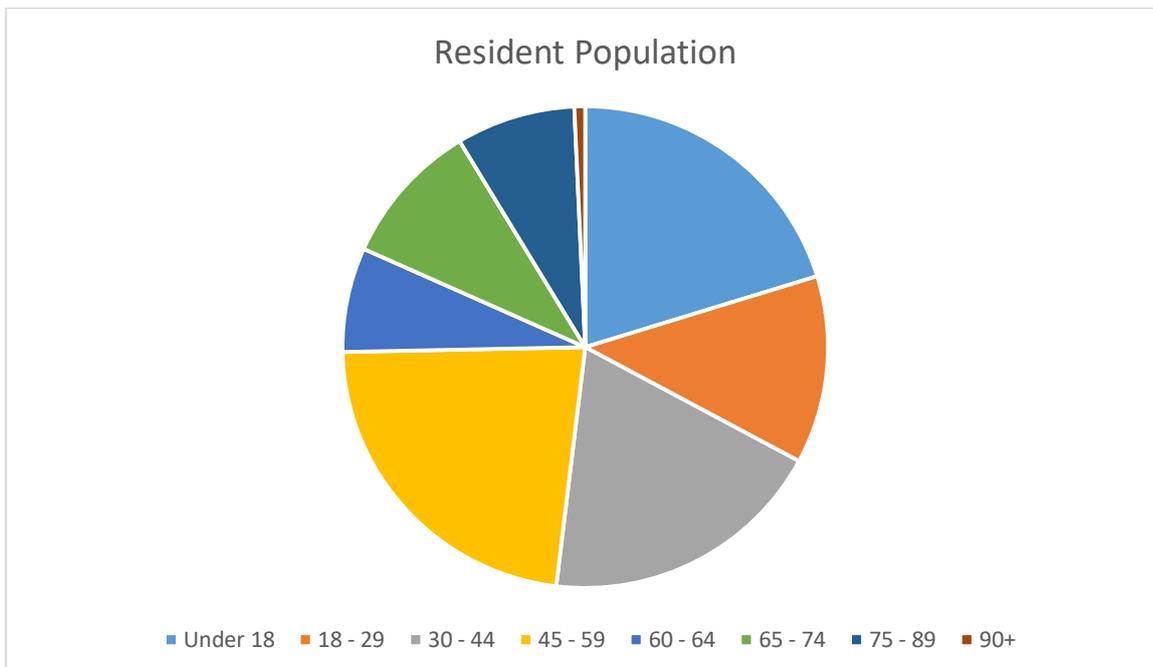
Parish Area

Calverton Parish covers an area of 1,916 Hectares

Resident Profile

Under 18	1,432	(20.24%)
18 - 29	892	(12.61%)
30 - 44	1,349	(19.06%)
45 - 59	1,611	(22.77%)
60 - 64	496	(7.01%)
65 - 74	683	(9.65%)
75 - 89	562	(7.94%)
90+	51	(0.72%)

The average age in Calverton is 41.4, older than Gedling at 40.0 and the East Midlands at 39.3
The number of Males is 3,372 (47.65%), with 3,704 Females (52.35%)



Ethnicity and Country of Birth

The Parish of Calverton is predominantly white (98.11%), 97.84% of residents were born within the UK

Dwellings

There are a total of 3,071 dwellings in Calverton, 76.83% owner occupied, 0.47% shared ownership, 10.92% social rented, and 10.48% private rented

Local Economy

According to the Census data the parish has 5,227 working age residents aged 16 to 74 out of those 3,713 are economically active (71.04%)

The working age residents can be broken down to the following categories:

- 38.91% of residents are in full time employment
- 16.59% of residents work part time
- 9.18% of residents are self-employed
- 3.18% of residents are unemployed
- 3.14% are economically inactive students

- 16.41% of residents are economically inactive due to retirement
- 3.16% of residents are economically inactive due to looking after a home or family
- 4.55% are classed as long-term sick
- 1.70% of residents are economically inactive for other reasons

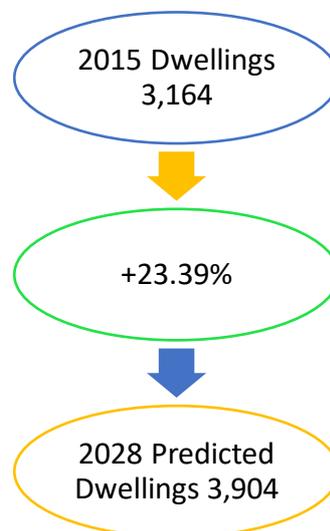
Transport

19.28% of households in Calverton have no vehicle availability

6.60% of residents travel to work by bus, 7.02% of residents travel to work on foot

Growth - Comprehensive Development

2.1 Calverton has seen 93 dwelling completions since 2011 (source Gedling AMR 2015), this gives a current baseline number of dwellings of 3,164 as at March 2015. The publication version of the Gedling Local Planning Document in Policy LPD63 indicates that a minimum of 740 homes are to be provided in Calverton. This is to be achieved through allocated sites encompassing 535 dwellings in Calverton. A further 129 dwellings with planning permission are expected to be completed between 2015/16 and 2020/21, this will represent total growth of 23.39% of the village over the period from 2015 to 2028.



2.2 Policy 2 (The Spatial Strategy) of the Aligned Core Strategy sets out the broad spatial distribution of new homes around Gedling Borough. It prescribes a strategy of urban concentration with regeneration. This means that development is mostly directed to locations within or adjacent to the main urban areas of Arnold and Carlton, followed by locations on the edge of the sub-regional centre of Hucknall and then locations at three settlements identified as key settlements for growth. Finally, growth at ‘other villages’ will be provided to meet local need only.

2.3 Calverton is identified as a key settlement for growth in the Aligned Core Strategy and is located about 6 miles north-east of the urban area of Arnold. The character of the settlement is roughly split between the southern part which includes the historic core along Main Street and the northern part which includes the majority of the post-war development. The Gedling

Local Planning Document identifies that Calverton has a good range of facilities compared to other similar sized settlements.

2.4 The Neighbourhood Plan does not allocate any housing or employment sites for growth, these are allocated in the Gedling Local Planning Document. The sites identified in the Gedling Local Planning Document have been allocated following a site selection process. This process considered a number of sites both within and adjacent to Calverton. The Gedling Local Planning Document considered that there were the exceptional circumstances required to amend the boundary of the Green Belt to allow residential development and provide Safeguarded Land for future development beyond the plan period.

2.5 The principal housing allocation for Calverton set out in the Gedling Local Planning Document is the 'Park Road' site. This lies to the north-west of the village and is largely agricultural land; a small area to the west is an unused car park. In this Neighbourhood Plan the entire area bounded by Park Road, Flatts Lane, Oxton Road, Hollinwood Lane and Collyer Road which includes the 'Park Road' site and any safeguarded land allocated in the Gedling Local Planning Document is referred to as the 'North-West Quadrant Urban Extension'.



2.6 It appears that Calverton is well provided for in terms of open space and leisure. New housing development should continue that trend, not least because it would constitute appropriate mitigation for the proposed Sherwood Forest Special Protection Area north of Oxton Road. Open space within the development should be additional to existing provision at William Lee Memorial Park.

2.7 Land along the western edge of the housing area should be retained as an open space landscape buffer in order to protect occupants of the new housing from the negative visual and acoustic impacts of the lorry park. This will also protect the amenity and setting of existing properties on North Green. Land adjacent to North Green and along Park Road are identified on the Policies Map as open frontages to be retained. North Green is an atypical area of housing that has always had a distinctly rural character relative to the principal built-up area of Calverton. In terms of Park Road, the principal purpose is to ensure that the existing roadside hedging and trees are retained as far as possible. This notation is not intended to prevent highway access and other pedestrian/cycle linkages being created to Park Road.



2.8 Based on the 'North-West Quadrant Urban Extension' being the main location for growth, the Parish Council will seek to ensure that the re-connection of Hollinwood Lane to Oxton Road is avoided, and that no vehicular through link to North Green is created.

2.9 In order to protect the potential of a site to be developed for its intended use, the Neighbourhood Plan needs to ensure that any proposal will not prejudice the development of

the remainder of the 'North-West Quadrant Urban Extension'. Any applications made to develop a small area of this or any other allocated site for the purpose for which it has been allocated, but in a manner which could restrict or prejudice the development of the remainder of the site, will not be permitted.

2.10 North Green is an atypical area of Calverton's built environment and its significance as a potential heritage asset of unique relevance to Calverton's colliery history has been highlighted as a result of the neighbourhood plan consultation process. North Green constitutes the only completed element of a discontinued part of the original housing scheme that was to have accompanied the construction of Calverton Colliery. This original scheme was architect-designed by a partnership that had included the renowned landscape architect Sir Geoffrey Jellicoe. It is documented that the intention had been to provide an extremely high quality residential environment for colliery workers, in an estate that was to have been isolated from the old village of Calverton through a combination of natural topography and landscaping.



2.11 With the interruption of World War II, this architectural vision failed to be completed; the rurally-isolated street of North Green is the legacy of this otherwise forgotten piece of Calverton's past. The current lack of heritage designation may at some point be addressed, in the meantime this area's unique contribution as an important part of Calverton's mining heritage is recognised within this neighbourhood plan. Any future development should not be detrimental to the rural setting of North Green; appropriate landscape buffers should be incorporated in any development to ensure this outcome is achieved. The street of North Green should remain as a no-through road, providing no form of access, vehicular or pedestrian, to any future development.

2.12 The Aligned Core Strategy identifies the importance of ensuring that the right mix of housing is provided and requires an appropriate mix of type, size and tenure in new housing development. As a consequence of the size of allocation in relation to the village, it is considered to be appropriate to require a Health Impact Assessment ensuring that the increased population will not adversely affect the excellent standard and quality of health provision currently available to local residents.



2.13 Without this policy, it is considered that ad-hoc development proposal would be difficult to resist and the required infrastructure and balanced development would not be delivered. It is noted that the 'North-West Quadrant Urban Extension' is in various parcels of ownership, however the concept of this area being planned comprehensively is considered to meet the aims of Policy LPD62 - Comprehensive Development of the Gedling Local Planning Document.

Policy G1 - Comprehensive Development

Proposals for residential development in the 'North-West Quadrant Urban Extension' will only be permitted where it is accompanied by an overall masterplan illustrating the following aspects:

- A high quality residential environment

- Highway access links including to/from the existing village road network and the feasibility of links to/from the B6386 Oxton Road
- Off-site highway improvements
- Footpath and Cycle links into the village
- Provision of open space and structural landscaping
- Retention of open frontages between new development and North Green and Park Road
- The inter-relationship between new development and the Community Hall & Sports Pavilion and William Lee Memorial Park
- Housing mix, including starter homes, affordable housing and housing for the elderly
- Ecological corridors
- Health Impact Assessment

Growth - Developer Contributions

3.1 As set out in the NPPF the government attaches great importance to ensuring that a sufficient choice of school places is available to meet the needs of existing and new communities. Linked to this, the NPPF is clear that the planning system should plan positively for the provision and use of community facilities and local services to enhance the sustainability of communities and residential environments.

3.2 Additional or new school provision, increased health capacity (GP and dentists) are needed in Calverton to accommodate growth. In consultation the GP practice agree that appropriate infrastructure should be provided as the village grows, and not as an afterthought. The surgery has been awarded an "Outstanding" status during their recent Care Quality Commission inspection and it remains their aim to continue to provide the same high standard of care to current and future residents of Calverton. In order to do this it is essential for the GP practice to grow.



3.3 The surgery are struggling in the building that they occupy, on occasion having more clinicians available to work than rooms free to consult from: the building is physically full to capacity. At present the GP surgery only just meets the recommended guidelines for doctor to patient ratios. However, as the village grows the GP Practice has indicated that they would need to employ more staff, and would require additional space for them. At present they are struggling to develop enhanced services to improve healthcare close to home due to constrained space.

3.4 In line with this need to grow, the practice owns a piece of land which was initially purchased to secure access to their existing property. The GP Practice has made it clear that their intentions are to build an appropriate, accessible, future-proof building to engage with the wider healthcare environment and to enable them to continue to meet the healthcare needs of the growing community. During consultation the GP Practice has made it clear that, should an opportunity arise elsewhere in the village they would not be averse to building in a different location.

3.5 The schools within Calverton include a Secondary School, The Colonel Frank Seely School (Age 11 - 18). There are 3 schools catering for Primary age, Manor Park Infant and Nursery School (Age 3 - 7); Sir John Sherbrooke Junior School (Age 7 - 11); and St Wilfrid's CofE Primary School (Age 4 - 11). All of these schools, except St Wilfrid's CofE Primary occupy a single site to the

west of Flatts Lane. St Wilfrid's CofE Primary is located south of Main Street near to the Village Centre.

3.6 The Primary level schools in Calverton have catchment areas that only cover the Parish of Calverton, The Colonel Frank Seely School has a catchment area covering other villages including Oxton, Woodborough, Lambley, Lowdham, Epperstone, Gonalston, Caythorpe, and Hoveringham.

3.7 Place Planning and Admissions Officers have analysed pupil projection data and have identified Calverton as an area which is expected to experience a shortage of places compared to anticipated demand (source Nottinghamshire School Place Planning and Capital Strategy June 2014).

3.8 The 2015 DfE School Capacity Data indicates the following:

- Manor Park Infant and Nursey School - Capacity 135, No. on Roll 123
- Sir John Sherbrooke Junior School - Capacity 200, No. on Roll 181
- St Wilfrid's Primary School - Capacity 243, No. on Roll 213
- Colonel Frank Seely - Capacity 997, No. on Roll 882



3.9 The 2015 DfE School Capacity Data indicates limited current available Primary School capacity and more current available Secondary School Capacity.

3.10 The village centre encompasses space which is in both public and private ownership. The retail core is privately owned, the two car parks, the library, the toilets, the health centre and parts of the main 'square' are in public ownership. Much of the publicly owned built environment is showing the physical signs of over-use and the levels of additional pressure from further use by an increased local population will require environmental improvements, such as to surfacing, layout and landscaping to cater effectively for increased levels of public use.

Policy G2 - Developer Contributions

Developer Contributions in the form of a Planning Obligation where appropriate will be sought to ensure that infrastructure provision within Calverton can accommodate the impact of new development. Developer Contributions will be sought towards:

- Education provision (nursery, primary, secondary, 16-18)
- Primary GP healthcare provision
- Village centre environmental improvements

Village Centre

4.1 Policy 6 of the Aligned Core Strategy identifies the network and hierarchy of centres across Greater Nottingham, this defines Calverton as a 'Local Centre'. In this Neighbourhood Plan we use the term 'Village Centre' which we consider to be more understandable to local residents. The 'Village Centre' boundary is defined in the Gedling Local Planning Document. The southern side of the Village Centre fronting Main Street is dominated visually by parked cars and further car parking at Oscars and off Crookdale Lane adds to dominance of car parking, although the level of parking provision is generally insufficient as it is fully occupied for most of the time.

The Village Centre known as St Wilfrid's Square does have an open frontage to part of Mansfield Lane, however the public realm is not of high quality.

4.2 St Wilfrid's Square has 17 units, these include national brands such as Greggs and Sainsburys Local and local independent stores. The slightly wider area which forms the overall Village Centre includes the Post Office, the Library, the Health Centre, the Core Community Hub, Public Toilets and the Doctors Surgery. During consultation the issue of people driving to Calverton to park cars and then get the bus to Nottingham, because there is free parking in the village, has been raised.

4.3 The Village Centre has the potential to create a unique focal point, attracting Families and ensuring a diverse mix of users within the Village Centre Area itself. An improved public realm benefits everyone; it benefits retailers, businesses, residents and visitors. Public realm enhancements can also contribute towards creating a distinctive centre to the village.



4.4 The term 'public realm' refers to the public spaces between buildings. It's the pavements, squares, seating, signage, materials and planting. Public Realm plays a key role in defining a village's wider image and in setting a welcoming or neglected feel. Investment in the public realm reaps both environmental and economic returns.

4.5 A CABE Report on street design quality found that simply improving street design can make a major difference to market values. The study found that in London public realm improvements added an average of 4.9% to retail rents. Investment in public realm can also lead to social benefits by promoting social cohesion and reducing levels of crime. The Parish Council believe that enhancing the public realm of the Village Centre will enhance its vitality and viability and help to create a Village Centre that the community are proud of.

4.6 The village centre encompasses space which is in both public and private ownership. The retail core is privately owned, the two car parks, the library, the toilets, the health centre and parts of the main 'square' are in public ownership. Much of the publicly owned built environment is showing the physical signs of over-use and the levels of additional pressure from further use by an increased local population will require environmental improvements, such as to surfacing, layout and landscaping to cater effectively for increased levels of public use.



4.7 The types of public realm improvements that may be sought include quality retail frontages, enhanced signage, provision of seating, provision of public art and landscape planting. As the level of current car parking provision is generally insufficient, it is fully occupied for most of the time, then any stand-alone proposals for additional car parking provision will in principle be supported. Any re-development proposal or new development

within the village centre will be expected to provide sufficient parking provision to meet the Gedling parking standards. If such provision cannot be provided on-site and of-site contribution to the expansion of the public car parking provision will be sought through negotiation.

4.8 In 2015 a survey by Gedling Borough Council (source Gedling AMR 2015) identified the mix of uses within Calverton Village Centre as:

- A1 (Retail) - 37%
- A2 (Financial & Professional Services) - 5%
- A3 (Restaurants & Cafes) - 0%
- A4 (Public Houses) - 0%
- A5 (Takeaways) - 16%
- Other Non-Retail Uses - 42%

4.9 The above is a snapshot in time and as in any local centre retail turnover and change does occur, for example there is now a cafe. The percentage of vacant units, identified in the Gedling the shopping centre surveys indicated a vacancy rate of 11% in Calverton Village Centre in 2015 up from 5% in 2011.

Policy G3 - Village Centre

Proposals in the 'Village Centre' that create new or enlarged retail units or involve other new development will be expected to contribute to the improvement of the Village Centre's public realm where viable.

Proposals which are able to deliver new car parking within or adjacent to the Village Centre will be looked on favourably, providing they are compliant with all other policies within the development plan.

Employment

5.1 Employment land relates to business use within Classes B1, B2 and B8 of the Town and Country Planning (Use Classes) Order 1987. This involves:

- Offices (B1a), Research and Development (B1b), and Light Industry (B1c);
- General Industry which includes manufacturing (B2); and
- Storage or Distribution Centres (B8).

5.2 Policy 4 of the Aligned Core Strategy sets out the employment requirements for the plan period 2011 to 2028, this includes a need for 10 hectares of land for Industrial and warehouse uses (B1(c), B2 and B8). The Gedling Local Planning Document allocates a site at Hillcrest Park, within Calverton Business Park on Hoyle Road located within an existing employment area off Mansfield Lane.



5.3 Calverton has two established employment areas, one area encompassing Daleside House, Hillcrest Park and Calverton Business Park located north of Park Road East, and west and south of Mansfield Lane. The second area is the former Calverton Colliery site west of Hollinwood Lane. The NPPF is clear that the planning system should do everything it can to support

sustainable economic growth. The Parish Council strongly support this and recognise the importance of keeping the village's economy strong and prosperous. Through this policy the Neighbourhood Plan is planning positively for the development needs of existing businesses and supporting future businesses in the village.

- 5.4 The Parish Council acknowledges that the long term protection of sites allocated for employment should be avoided. However, where there is a reasonable prospect of a site being used for employment use alternative uses should be avoided to ensure the retention of employment sites and premises at accessible locations.
- 5.5 Where a site is genuinely no longer suitable for employment use and there is no reasonable prospect of the site being used for employment purposes the Neighbourhood Plan will support change of use. Change of use to recreation, leisure or other purposes providing some ongoing local employment will be preferred as this will result in the retention of jobs within the village.
- 5.6 Where an applicant contends that the site is no longer needed for employment use, they will be expected to demonstrate that the site has been marketed for employment use for a continuous period of at least twelve months and at a fair market price reflecting the employment use.

Policy G4 - Employment

Proposals for economic development throughout Calverton will be favourably considered subject to compliance with other relevant planning policies. The regeneration and intensification of previously developed land will be particularly supported.

Existing established employment sites and premises and allocated employment sites will be protected from change of use to alternative uses.

Change of use of existing or allocated employment sites or premises will only be supported where the applicant has demonstrated that there is no demand for the site or premises to be used for employment uses.

Where it has been successfully demonstrated that the site or premises is no longer suitable for employment uses preference will be given to the change of use to community or leisure use.

Applications which facilitate working from home will be supported, provided that they are small scale and do not undermine neighbouring amenity.

Housing Mix

- 6.1 The Aligned Core Strategy identifies the importance of ensuring that the right mix of housing is provided and requires an appropriate mix of type, size and tenure in new housing development. The term 'appropriate mix' refers to the right amount of different homes to meet the needs of the people within the area, for instance flats or small houses for single people and couples, large houses for families and appropriate properties for older people.



6.2 The average age in Calverton is 41.4, older than Gedling at 40.0 and the East Midlands at 39.3. Gedling Homes the local Housing Association currently has no properties advertised as being available in Calverton. 19.33% of people in Calverton receive health care related benefits (source Gedling Insight/DWP), some 6.00% of people in Calverton are in bad health compared with 5.30% in Gedling (source 2011 Census).

6.3 Calverton housing stock falls into the following Council Tax Bands (source 2011 Census):
Band A - 35.74%; Band B - 21.10%; Band C - 23.02%; Band D - 12.55%; Band E - 5.47%; Band F - 1.29%; Band G - 0.73%; and Band H - 0.10%.

6.4 The housing stock in Calverton falls into the following sizes in terms of bedrooms (source 2011 Census):
0 Bedrooms - 0.17%; 1 Bedroom - 2.54%; 2 Bedrooms - 23.30%; 3 Bedrooms - 54.84%; 4 Bedrooms - 15.67%; and 5+ Bedrooms - 3.40%

6.5 The main difference in existing housing stock between Calverton and Gedling relates to 1 Bedroom units where Calverton at 2.54% is substantially below the Gedling average at 6.02%. In terms of Occupancy Rating (source 2011 Census), Calverton has 43.45% of dwellings with 2 or more bedrooms than required, this is higher than the Gedling average at 41.57%. This data would support the provision of smaller dwellings in Calverton.



6.6 The existing population aged over 60 years (25.3%) is somewhat higher than the England average (22.4%). Taking account of longer average lifespans projected for men and women within England, this is likely to result in a relatively high proportion of elderly residents within the village and Nottinghamshire as a whole, for the duration of the local plan period and beyond. Population estimates show that Gedling Borough has an ageing population. It is predicted that over 40% of the Borough's population will be over 50 by 2026.

Policy G5 - Housing Mix

Developments should include a mix of dwelling sizes including 1 or 2 bedroom starter homes, larger 3 or 4 bedroom family housing, executive housing and affordable housing.

Planning permission will be granted for developments which provide bungalow and other types of accommodation for elderly and disabled people as part of the above provision. Proposals for major development that do not include a mix of dwelling sizes and tenures and accommodation suitable for elderly and disabled people will be refused.

On all major development schemes, planning permission will be granted for the provision of plots for self-build subject to other policies in the development plan.

Affordable housing should be designed and delivered to be indistinguishable from market housing and should be distributed throughout the development as a whole.

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Infrastructure, Services and Facilities in Calverton



Infrastructure, Services and Facilities in Calverton

Education, Health, Transport and Leisure

Background

7.1 The consultation on the Neighbourhood Plan has demonstrated that the impact of growth on the Infrastructure, Services and Facilities in Calverton is a key concern. The local community has accepted that the village needs to accommodate growth, this must however be balanced against improvements to Infrastructure, Services and Facilities in Calverton.

7.2 Paragraph 70 of the NPPF states that local plans should guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the



community's ability to meet its day-to-day needs. Paragraph 28 of the NPPF highlights the importance of community facilities in villages.

Sustainable Transport

8.1 The Aligned Core Strategy promotes sustainable transport modes such as public transport, walking and cycling. It seeks to move away from the use of private car to help tackle climate change, pollution and congestion. Many routes within Calverton, particularly around the schools and the village centre are already at or close to capacity in peak times and managing travel demand must form a key part of the approach to transport planning.

8.2 Community transport services within Calverton are provided by the Gedling Community Car Scheme (operated by Rushcliffe CVS) and Ravenshead Community Transport. The village benefits from the high frequency Calverton Connection bus service. Nottinghamshire County Council Transport & Travel Services wish to explore with developers the provision of contributions for the provision of public transport services and waiting facilities including real time departure displays and raised kerbs, complemented by Automatic Vehicle Location (AVL), through Section 106 agreements where appropriate.

8.3 The village benefits from many ginnels and alleys which provide pedestrian linkages around the village. These form part of the character of Calverton and they should be protected.

Policy ISF1 - Sustainable Transport

Development proposals must demonstrate how opportunities for the use of sustainable modes of transport are maximised. This should be achieved through maximising the potential for cycling and walking throughout the site and linkages through to the village centre and services & facilities elsewhere in Calverton.

Car Parking

- 9.1 Calverton Parish Council provide two public car parks in the village centre, these operate at capacity for much of the time. Previously a privately owned car park to the west of Mansfield Lane had been available for general public use, however the owner has now withdrawn this discretionary public use. As St Wilfrid's Primary School has no parking facilities, parents need to make extensive use of the village centre car parks to drop off and collect their children. This increases the pressure on these car parks, as such the loss of any existing parking provision would affect the vitality and viability of the village centre.
- 9.2 New development will only be permitted where it will not result in on-street parking which can lead to highway safety and amenity concerns. The Gedling Local Planning Document relies on the 6Cs Design Guide for defined parking standards which need to be taken into account.



Policy ISF2 - Car Parking

The loss of public car and motorcycle parking spaces in the Village Centre will be resisted unless it can be demonstrated that the proposal is accessible by other sustainable transport modes and that the loss of any such spaces would not adversely affect the vitality and viability of the Village Centre.

Support will be given to the development of additional car parking provision in the Village Centre provided that it is of an appropriate scale, layout and design and has appropriate regard to the Conservation Area and other heritage assets.

Support will be given to improving the quality of parking in the Village Centre so that it is convenient, safe, secure and available for short-stay use in order to protect the viability of the Village Centre.

The loss of any privately owned or controlled parking provision will be resisted where it will result in additional on-street parking or reliance on public car parking provision.

Any new development in Calverton outside of the Village Centre will only be permitted where it has sufficient parking provision.

Any new development in Calverton Village Centre will only be permitted where it has sufficient parking provision within the development or where parking can be accommodated within the capacity of existing public car parks.

Highway Impact

- 10.1 Access to and from any development would be governed by the 6Cs Design Guide, which covers Nottinghamshire, Derbyshire, Leicestershire and the cities of Nottingham, Derby and Leicester. This sets out the requirements for highway infrastructure for new development in terms of access and internal layout. The 6Cs Design Guide states that a single major access road (6.75m carriageway width) can serve up to 400 units, and a normal access road (4.8m to 5.5m carriageway width) can serve up to 150 units.

10.2 Access to the 'North-West Quadrant Urban Extension' would likely be taken from Oxtan Road and Park Road. Both are relatively straightforward to provide opportunities for junction of a variety of types. Pedestrian/cyclist routes running to and from Park Road (near junctions with Flatts Lane, Seely Avenue and Collyer Road) would provide the best access to the village centre and its facilities (including existing schools). Ensuring good access by non-car modes provides the best opportunities to reduce vehicular movement from the new development into the village centre.



10.3 New development would create additional traffic on the local highway network. The amount of additional traffic can be estimated using the Trip Rate Information Computer System (TRICS). This is a database of traffic surveys covering a variety of land-use types across the United Kingdom. Estimates of future traffic are made by comparing the traffic generation of existing sites with the proposed development scenario.

10.4 The table below, shows the TRICS trip rates for private housing and calculates the likely number of trips that would be generated in the AM (0800 - 0900hrs) and PM (1700 - 1800hrs) peak hours.

Proposed Average Trip Generation Rates (Vehicular Trips per Hour) for Calverton Growth

Development Component	Rate Basis	AM (08:00 - 09:00)		PM (17:00 - 18:00)	
		Arrivals	Departures	Arrivals	Departures
Housing	Per unit	0.20	0.55	0.52	0.32
	664 units	133	365	345	212

Note - 664 units = 535 allocated units plus 129 units with planning permission

10.5 Vehicles routing away from Calverton would likely use the B6386 (Oxtan Road). This would mean routing through two junctions which are the locations of accident clusters (source Crashmap 2005 - 2014, inclusive)

- B6386 (Oxtan Road) / Flatts Lane / Whinbush Lane - 3 serious and 7 slight accidents
- Oxtan Road / Main Street / Gravelly Hill - 1 serious and 1 slight accidents



10.6 As such, any development would likely require contributions to safety schemes at the above locations, in particular the B6386 (Oxtan Road) / Flatts Lane / Whinbush Lane which has a poor safety record.

Policy ISF3 - Highway Impact

Where new development negatively impacts on the highway network, contributions will be sought from the developer to mitigate this effect. Contributions will be used to minimise and mitigate these impacts associated with the development.

New developments which involve alterations to existing highways and the provision of new highways must meet the following design criteria:

- Provide suitable measures to accommodate traffic (including at peak times)
- Improve the safety and attractiveness of the street scene
- Integrate appropriate traffic-calming measures within the development

Infrastructure Provision

11.1 The provision of medical services was a concern highlighted by many residents, and the delivery of new housing can help to influence the provision of such facilities. For the purposes of this baseline assessment, primary healthcare is defined as including general practitioner (GP) services and dental practitioners.

11.2 There is one GP practice and one dental surgery in Calverton, at the GP practice there is a total of seven GPs together with a total of nine nursing staff. The surgery also contains a dispensary. Dental provision is more limited, however, with only one dentist serving the village. Residents may therefore have to access dental care elsewhere dependent on the availability of appointments.



11.3 The surgery are struggling in the building that they occupy, on occasion having more clinicians available to work than rooms free to consult from: the building is physically full to capacity. At present the GP surgery meet the recommended guidelines for doctor to patient ratios. However, as the village grows the GP Practice has indicated that they would need to employ more staff, and would require additional space for them. At present they are struggling to develop enhanced services to improve healthcare close to home due to constrained space.

Policy ISF4 - Infrastructure Provision

New residential development will only be supported where it provides for the required community facilities and services including improvements to existing schools, GP surgeries and dentist surgeries and/or the provision of new schools, GP surgeries and dentist surgeries within Calverton commensurate with the need arising from the development. This is to ensure that the existing and new population have access to community facilities and services, school places, GPs and dentists.

New residential development on allocated housing sites will only be supported where it provides for the necessary community facilities and services, relevant to the size of the development, including children's play areas, sports playing pitches and open space, and allotments.

New residential development on allocated housing sites will only be supported where it provides the required highway infrastructure and pedestrian & cycling routes together with where necessary contributions to public transport infrastructure.

New residential development will only be supported where it provides improvements if necessary to the water and sewerage network, including sewage treatment capacity.

Community and Educational Facilities

12.1 The GP Practice has made it clear that their intentions are to build an appropriate, accessible, future-proof building to engage with the wider healthcare environment and to enable them to continue to meet the healthcare needs of the growing community. During consultation the GP Practice has made it clear that, should an opportunity arise elsewhere in the village we would not be averse to building in a different location.

Safeguarded

12.2 The Parish Council has identified land at Collyer Road as being potentially suitable for a Health Campus or other Community Facility Campus. This site has been identified as open space for many years, however its use for community purposes would relieve pressure on the village centre. The site is also of sufficient size to allow the retention of some open space alongside any new building.

Policy ISF5 - Safeguarded Land for Community Facilities

Land at Collyer Road is safeguarded for community use, any proposals for a new Health Campus or other Community Facility Campus on this site will be supported. Proposals to use this site for any non-community use will not be permitted unless the applicant has demonstrated that there is no reasonable prospect of the site being used for community use within the lifetime of the plan.

12.3 Given that the schools within Calverton are generally located on sites which are surrounded by existing built development there is very limited scope to extend the existing school sites. Given the proposals to grow Calverton it is important to retain the existing educational sites for education use.

Policy ISF6 - Educational Facilities

Land allocated on the Policies Map is safeguarded for educational use, any proposals for non-educational use will not be permitted.

Proposals for the expansion of existing schools in the Plan area will be supported where it can be demonstrated that:

- Expansion would not exacerbate existing access related or traffic circulation problems, or that suitable mitigation measures are being brought forward as part of the proposal;
- The development would not result in a significant loss of amenity to local residents or other adjacent users; and
- The development does not conflict with other Plan policies or proposals.

Where expansion of an existing school is not possible, and/or a proposal for a new school is brought forward, the proposal will be supported where it can be demonstrated that:

- The development would be safely accessible by pedestrians and cyclists and is well related to bus routes and/or there is adequate provision for waiting school buses to park;
- The development has appropriate vehicular access and does not adversely impact upon traffic circulation;

- The development would not result in a significant loss of amenity to local residents or other adjacent uses; and
- The development does not conflict with other Plan policies or proposals.

Community Assets

13.1 Community facilities are defined as village halls, church halls, community centres and multi-use facilities. These facilities typically provide community uses such as adult learning courses, events and activities. Community facilities can also provide space for arts or cultural activities, and serve wider purposes such as providing affordable space for events or small businesses to hire.



13.2 There is a relatively good provision of community and meeting space in Calverton, this includes: Calverton Library; Calverton Working Men's Club a private club but available for hosting community events; St Wilfrid's Church, a parish church but available for hosting community events; Methodist Church, a church but available for hosting community events; Baptist Church, a church but available for hosting community events; Roman Catholic Church, a church but available for hosting community events; The Core - Calverton, a Community centre; and The Top Club, a sports and community club.

13.3 The Core Centre in Calverton provides a range of services in the form of a 'One Stop Shop' providing Courses; Job Club; Citizens Advice Bureau; Legal Advice; Well-being services; Local Information; Office Services; and Volunteering.

13.4 Shopping and retail facilities are defined as including convenience goods of the type sold at local shops, newsagents, small grocery shops, and local community services such as drycleaners, hairdressers and cafes. Calverton has a small number of shops offering convenience goods and community services, mainly centred on St Wilfrid's Square. There is also a Post Office which serves the village.

13.5 Calverton Leisure Centre hosts a range of indoor activities and offers outdoor 3G football pitches. The leisure centre has an 18m swimming pool; a 3 court Badminton sports hall; a gymnasium; fitness suite; and 2 squash courts. A range of dance classes, exercise classes and multi-sport activities are also provided at the leisure centre. In addition, there are a variety of dedicated football facilities within the village, two golf courses and a hard surfaced sports court. Overall provision within and surrounding Calverton is good and is likely to cater to the majority of people's interests and for all ages.



13.6 Sports facilities in or within 800m of the Calverton study area include:

- Calverton Leisure Centre Badminton
- Squash
- Gym/fitness facilities
- Swimming pool
- Football
- Ramsdale Park Golf Centre Golf
- Springwater Golf Club Golf
- Calverton Miners Welfare FC Football
- Arnold Town Football Club Football
- Memorial Park Football
- Hard surfaced sports court

13.7 Retention of community assets is considered to be integral to ensuring that Calverton remains a sustainable and balanced community.

Policy ISF7 - Community Assets

Development proposals that result in the improvement of community facilities will be supported subject to their compliance with other development plan policies.

Development proposals that would result in the loss of the following types of community facility will be resisted unless it can be shown that they are poorly used, not viable or adequate provision is made elsewhere:

- Doctors, dentists and other healthcare facilities
- Sports and leisure facilities (including indoor and outdoor provision)
- Community centres and halls
- Places of worship and associated halls and spaces
- Library
- Post Office
- Public Houses
- Garage and Filling Station

13.8 There are two areas of Allotments within Calverton as follows:

- Bonner Lane allotments
- Collyer Road allotments



Policy ISF8 - Allotments

Development which would result in the loss of allotment land in the Plan area will not be permitted, unless suitable land, of at least equivalent quality and quantity, in a convenient location for the users, is provided fit for use, prior to the loss of the allotment land or any part of it.

The Built Environment of Calverton



The Built Environment of Calverton

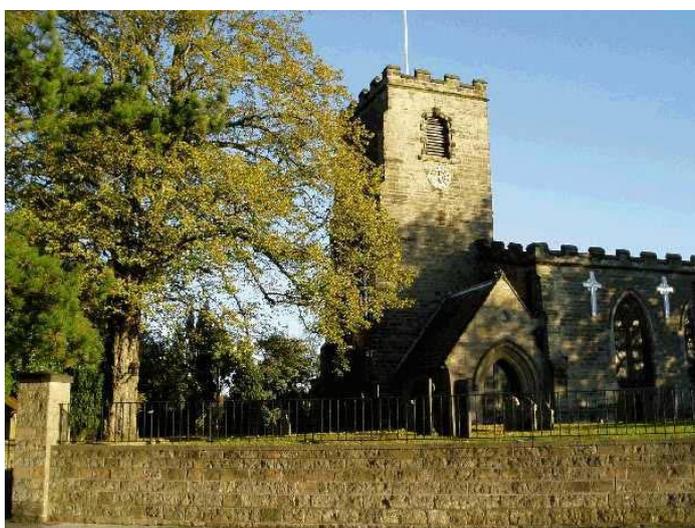
Heritage, Design and Aesthetics

Background

14.1 Design goes beyond architecture and deals with the interaction of people with places. It includes ensuring that development:

- is safe, accessible and legible for all users including those with mobility issues;
- reflects the existing character, local distinctiveness and heritage of places;
- facilitates interaction between different groups;
- offer opportunities for people to improve wellbeing;
- provides a good standard of amenity; and
- promotes efficient use of natural resources.

14.2 Section 7 of the NPPF, the design section of the NPPG and Policy 10 (Design and Enhancing Local Identity) of the Aligned Core Strategy all provide guidance on the design of development. Design is also affected by a number of other policies in the Aligned Core Strategy, such as those related to climate change, green infrastructure and heritage.



14.3 The NPPF places great importance on ensuring that development is well designed. Ensuring that development functions well and is safe and inclusive for all users is a central part of sustainable development.

14.4 The layout, form, pattern and arrangement of landscaping, open spaces and buildings should contribute to the creation of high quality environments. This policy provides guidance on the application of Policy 10 of the Aligned Core Strategy. It provides detail on how development can create attractive landscaped environments.

Policy BE1 - Design and Landscaping

All development on the edge of Calverton must provide soft landscaping on the approach into the village. The following design principles must be taken into account:

(a) The density of residential development should reduce towards the countryside edge with a larger proportion of detached dwellings with front gardens set in the landscape; and

(b) The landscape treatment should be designed to minimise but not obliterate views of the development except where required by a visual impact assessment; and

(c) Stands of trees should be used to either restrict or focus views of the development and to break up the form of the buildings; and

(d) Areas between new and existing development should include adequate landscaping to maintain identity; and

(e) The main frontages and accesses into any new housing development should create a high quality environment; and

(f) Accesses must ensure that good visibility is achieved for drivers.

All soft landscaping should contribute to supporting native fauna where possible, using the latest research available to support choices, which may include non-native plant species, more tolerate to future climate change.

Proposals must be supported by a plan clearly showing the extent of the landscaping and form this will take. Proposals will also need to make it clear how the landscaping will be managed in the future.

Local Distinctiveness

15.1 The design aims of the Calverton Neighbourhood Plan are that housing design should respond to local character and the history and identity of local surroundings. The Calverton Conservation Area Appraisal makes it clear that local materials are red brick and clay pantile construction. In addition materials should score highly against Building for Life criteria.

15.2 We recommend that houses should not exceed two storeys, and that bungalows for the elderly should form a proportion of the new housing. Road, footway and cycleway layouts should be developed to facilitate travel between the new development and the existing village and its centre, particularly by non-car modes. The road network should be designed to discourage longer-distance car journeys through the existing village, rather facilitating access onto the strategic road network.



15.3 Local distinctiveness in Calverton has been identified through the Calverton Conservation Area Appraisal and by local residents as:

- Traditional materials of red brick and clay pantile;
- Simple building form;
- Gently meandering roads;
- A mixture of tightly defined views of buildings with wider vistas of the open countryside;
- Buildings of one or two storeys;
- Walls or buildings fronting onto the street;
- Mix of plot sizes, with larger plots including planting, softening the streetscape.



Policy BE2 - Local Distinctiveness and Aesthetics

Development should be designed to a high quality that reinforces local distinctiveness.

Design should be guided by the overall scale, density, massing, height, landscape, layout, materials, detailing, roof orientation, relationship to back of pavement, wall to window ratios, proportion of windows, plan depth, plot width and access, the site and its surroundings including considerations of flood risk management.

Buildings on the fringes of major developments should have variations in height, style and position. They should reflect the local heritage design and characteristics with a variety of traditional and modern building materials. As a matter of good design, defensible space should be provided.

Careful consideration should be given to the servicing requirements of buildings to ensure that essential items such as car parking and space for the storage of waste and recycling bins are successfully integrated into the design, including access for service and emergency vehicles.

15.4 Open space should be dispersed throughout new development as part of the proposed Sherwood Forest Special Protection Area (pSPA) mitigation strategy. Being within walkable distance of open space is likely to reduce the pressure on the pSPA from dog-walkers.

15.5 A high quality public realm made up of high quality streets, pavements and other publicly accessible areas within Calverton is seen by local people as being an important element of the overall urban design of the village. A high quality public realm contributes to a high quality of life which can help to maintain healthy living, prevent anti-social behaviour and encourage high standards of property maintenance.



15.6 Open space, including public squares, parks or spaces contributing to the overall public realm should meet the percentage of site size standards set out in the Gedling Local Planning Document, which is 10% specified in Policy LPD21.

Policy BE3 - Public Realm

Development proposals which have the potential to impact on the public realm will be expected to demonstrate how they will contribute to high quality streets, pavements and other publicly accessible areas (the public realm) within Calverton, subject to complying with all other Neighbourhood Plan policies.

Where appropriate, improvements to the existing public realm, to ensure safe and high quality access for all users, should be delivered alongside proposals. Residential and commercial schemes should make provision for new public squares, parks or spaces of a scale and type appropriate to the development and its context.

Landscape schemes submitted with applications should demonstrate how they have been designed to:

- Encourage access for all users

- Reduce the risk of fly-tipping and other anti-social behaviour
- Be maintained in the long term

15.7 Whilst in highly sustainable locations accessible to services and facilities and non-car transport modes it can be appropriate to reduce parking provision or indeed provide no parking. The geographical nature of Calverton means that new development is likely to result in occupiers being reliant on car-borne modes of transport. Existing residential properties demonstrate high levels of car ownership with family houses often having in excess of two cars. Modern housing on Flatts Lane has demonstrated that if insufficient parking provision is made within the development layout then high levels of on-street parking occur. Such on-street parking detrimentally affect the quality of the built environment and can adversely affect the safety of pedestrians by making it more difficult for them to cross roads with suitable visibility for them and road users.



Policy BE4 - Parking Provision

All development proposals which include an element of residential development, including change of use to residential, must provide adequate space for vehicle parking to meet the expected needs of residents and visitors.

A design-led approach should be taken to ensure parking is properly integrated into the layout of the scheme, minimises adverse impacts on surrounding uses, and facilitates traffic flow and accessibility for service and emergency vehicles.

Heritage

16.1 Heritage assets are buildings, monuments, sites, landscapes and townscapes which have historic or architectural significance; collectively they help make the historic environment. The protection of individual heritage assets is important not only to safeguard the significance of the asset itself but also to protect the wider historic environment.

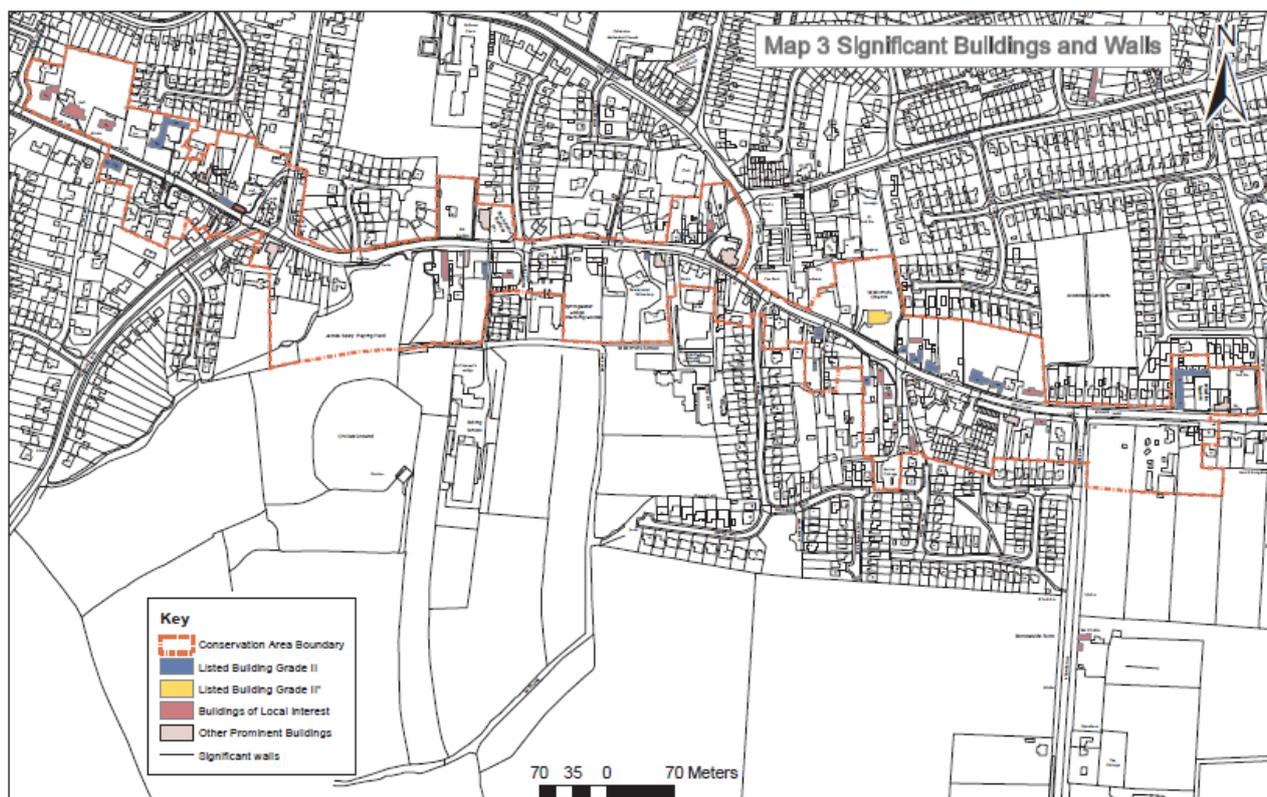
16.2 The historic environment contributes to:

- a sense of place, by providing local distinctiveness in terms of building styles
- and materials and providing landmark features;
- the local economy, by attracting visitors to specific heritage assets;
- quality of life, by creating attractive places to live and work including the
- provision of accessible recreation space and opportunities for community
- involvement in restoration work; and
- an understanding of the history of the United Kingdom, by offering physical
- links to the past.



16.3 Areas of special architectural or historic interest are designated as Conservation Areas to help preserve and enhance them for future generations. Once designated, there are restrictions on the nature of works within Conservation Areas that can be carried out to properties and trees without permission from the local planning authority. Section 72 of the 1990 Act also requires that “special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area”. The effect of development proposals on the special character and significance of Conservation Areas should be given considerable weight when determining planning applications.

16.4 The Calverton Conservation Area Appraisal is intended to highlight qualities of the area that are seen worthy of protection and enhancement.



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16.5 The Appraisal defines the special interest of the Calverton Conservation Area as being: *“Calverton’s historic core is architecturally distinct from, and has been engulfed by, the substantial post-War development that houses the vast majority of residents to the north of Main Street and west of George’s Lane. The key to Calverton’s architectural and historic interest in this core lies with the original framework knitters’ cottages (of which Calverton can justifiably claim to have more surviving examples than anywhere else in Nottinghamshire) and farm buildings, sitting along Main Street, the majority of which are of typical simple red brick and clay pantile construction. Many of the framework knitters’ cottages still retain their original wide windows designed to allow maximum light into the buildings. Although most of the farmland immediately to the south of Main Street has now been developed, the village’s rural past is nonetheless evident through the remaining small groupings of farm houses and farm workers cottages. These are often clustered*

around narrow historic trackways leading away from Main Street out of the village, and most front directly onto the street or are separated from it only by a narrow verge. A few examples of polite architecture exist within the Area, but these are in the minority.

While Main Street is today a busy thoroughfare, its gently meandering course, that widens and narrows on its way through the village, remains a distinctive section of Calverton. It affords often tightly defined views of historic cottages, with wider vistas of the still open countryside climbing up the ridge to the south of the village. While there are obvious modern interventions, the visual links along its length serve to underline a sense of historic continuity and give the village a clear sense of character among its expansive modern developments. It remains the village's social core, accommodating the library, shopping centre, playing field, churches and pubs.

It was evident from the response to the initial consultation process for this Appraisal, that the sense of historic continuity manifested along Main Street is clearly valued by many residents. Consequently, it is this aspect of the Conservation Areas that should be protected and enhanced in future with any further modern interventions or conversions (both along and off Main Street) respecting the street's predominant vernacular architecture and ensuring that views up and down its length are not compromised further."



- 16.6 A document was produced in October 2015 [Impact of Possible Development Sites on Heritage Assets in Gedling Borough Council \(to inform the preparation of the Local Planning Document\)](#). The purpose of the document is to assess the impact of the development of possible development sites in the Borough on the range of heritage assets, including Listed Buildings (and their settings), Conservation Areas, Registered Parks and Gardens, Scheduled Ancient Monuments, local interest buildings and other non-recorded historic buildings.

- 16.7 In relation to Calverton this highlights that potential sites on the southern side of the village would impact upon heritage assets, whereas sites to the north with a couple of exceptions would not generally impact upon heritage assets.



- 16.8 The Listed Buildings and Conservation Area Act (1990) requires the Government to compile a list of buildings of special architectural or historic interest. This ensures that the planning system is able to give weight to their conservation in making planning decisions.

- 16.9 Listed Buildings are grouped into three grades to reflect their relative interest. Buildings at Grade I are of exceptional interest, Grade II* are of particular importance while Grade II are of special interest. Listed Building Consent is required for all work to a Listed Building.

- 16.10 The Statutory list of Listed Buildings cites the following in Calverton:

Grade II*
Church of St. Wilfrid, Main Street

Grade II
Corner Cottage, The Avenue

Weavers Cottage, 6 The Avenue
1-8 Windles Square, Bonner Lane
Hollinwood House and attached outbuilding, Hollinwood Lane
Calverton House, Main Street
14 and 16 Main Street
18 Main Street
22 Main Street
Former Minta's Printing Works, Main Street
150 Main Street
Church View, 49 Main Street
135 Main Street
Museum Cottage, Main Street
221 and adjoining 215 Main Street
Lodge Farmhouse and adjoining stables, Oxton Road

- 16.11 The Statutory list of Ancient Monuments cites the following in Calverton:
Cockpit Hill, Ramsdale Park (Also partly in the parish of Arnold)
Fox Wood Earthworks (Mostly within the parish of Woodborough)
Two Roman camps 350m north east of Lodge Farm

- 16.12 It is necessary to recognise that important elements of Calverton's heritage derive significance from the inter-relationship between the built and natural environment. The heritage context of North Green is set out in Policy G1.



- 16.13 The Calverton Conservation Area Appraisal identifies a number of local buildings which have architectural, historic or townscape value but do not merit statutory listing. These buildings are classed as being of local interest. They are not afforded the full protection of statutory Listing, but under Policy BE5 the Neighbourhood Plan looks to safeguard these buildings, which again include ecclesiastical, industrial, agricultural and residential properties.

- 16.14 The Local List of buildings making a positive contribution to the character and appearance of the Calverton Conservation Area are:

Ecclesiastical and Educational Buildings

Old Church School/Institute, Burnor Pool (1846)
Old School House, 160 Main Street (C19th)
Old Labray School, 162-164 Main Street (Late C19th)
Baptist Chapel, The Nook (1832)

Agricultural and Industrial Buildings and Structures

Weaver's Cottage, 5 Main Street (C19th)
Barns, 18 Main Street (C19th)
Barns, 145 Main Street (C19th)
Pinfold, Main Street (C18th)



Other Residential Buildings

20 Burnor Pool Late (C18th)
24 Burnor Pool (C19th)
6 Main Street (C19th)
Yew Tree Cottage, 41 Main Street Late (C18th)

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The Natural Environment of Calverton



The Natural Environment of Calverton

Open Space, Landscape and Green Belt

Background

17.1 There are two Scheduled Ancient Monuments (SAMs), on the ridgeline to the south of the village, at Fox Wood and Ramsdale Hill, although both are partly outside the plan area. To the south of the village, there are three Sites of Importance for Nature Conservation - one along George's Lane, one just south of the existing village and one at Fox Wood. To the north of the village, Thorndale Plantation is a SINC and a Mature Landscape area.

17.2 To the north of the village lies the former Calverton Colliery pit tip site and the adjacent sites of the Foxcovert Nature Reserve and Watchwood Plantation. These areas make an important contribution to Calverton's landscape, biodiversity, green infrastructure and northern setting.

17.3 To the northwest and west of the village, William Lee Memorial Park and its associated open space, and Calverton Miners Welfare FC playing field are both important Open Spaces.

17.4 There is currently no internationally designated site within Gedling Borough. However, areas of woodland to the north of the plan area and extending into Gedling Borough have been identified as a prospective Special Protection Area (pSPA). A decision by the Government on whether to confirm the designation is expected in due course. In the meantime, the Neighbourhood Plan takes a precautionary approach and treats the pSPA as a confirmed European site.



Local Green Space

18.1 In 2012, the Government introduced a new designation of Local Green Space through the NPPF allowing local communities to put forward green areas of particular importance to them for protection. Once designated, planning permission will only be granted for the development of the sites in very special circumstances or if the development clearly enhances the Local Green Space for the purposes it was designated.

18.2 Local Green Space designation will not be appropriate for all green areas or open space. The designation should only be used:

- where the green space is in reasonably close proximity to the community it serves;
- where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance,

recreational value (including as a playing field), tranquillity or richness of its wildlife; and

- where the green area concerned is local in character and is not an extensive tract of land.

18.3 The sites listed in the policy have been assessed as according with the criteria for Local Green Space as set out in the NPPF and are therefore considered to be in reasonably close proximity to the community they serve; local in character and not an extensive tract of land; and demonstrably special to the local community and holding a particular local significance. A tabular assessment of each of the designated Local Green Spaces against the criteria set out in the NPPF, together with a brief summary of each of the areas is set out in the Appendices.



Policy NE1 - Local Green Space

The following sites are designated as Local Green Spaces:

- Land North of Park Road (William Lee Memorial Park and Adjacent Land)
- Land West of Seely Avenue (Ramsdale Avenue Park)
- Land South of Collyer Road
- Land West of Mansfield Lane (Cemetery)

The policy taken towards development in these areas is consistent with that taken towards development in Green Belt. Inappropriate development will not be allowed other than in very special circumstances. Development should not adversely affect the tranquillity of the Local Green Spaces.

Proposals adjacent to these sites will need to demonstrate that they will not harm the setting of the Local Green Space and where possible enhance access to the Local Green Space for people and wildlife.

Open Space

19.1 There is a good and varied provision of public open space within and surrounding Calverton. The fact that there are two allotment plots within the village suggests that this type of facility is generally in demand within the locality.

19.2 Undeveloped areas within Calverton include:

- James Seely Park
- William Lee Memorial Park
- Hall Park
- Ramsdale Avenue Park
- Lee Road Park
- Hollinwood
- Moorfield Farm wood
- Bonner Lane allotments
- Collyer Road allotments



19.3 Providing new play space as part of future development is likely to be encouraged, this needs to complement and supplement existing provision within the village.

Policy NE2 - Open Space

Open spaces within Calverton will be protected from encroachment. Every opportunity should be taken to enhance open spaces throughout the village, including the protection and enhancement of wildlife and its habitats.

The following sites are designated as Open Spaces:

- Land West of Jumelles Drive
- Land West of Stripes View
- Land North of Spindle View
- Land West of Broom Road
- Land North of Wood Grove
- Land North and East of North Green
- Land South of Whitedale Road
- Land East of Whitedale Road
- Land Along Dark Lane*

Proposals involving the loss of open spaces will only be supported, if following an assessment, it is clearly demonstrated that the open space is surplus to requirements or the open space would be replaced by equivalent or enhanced provision in a suitable location or the proposal involves the development of a sports or recreation facility the need for which clearly outweighs the loss.

Proposals for new areas of open space will be supported and should be designed to ensure that they provide a usable environment for people of all age groups and needs.

Where possible new areas of useable open space delivered as part of new development, should be provided within central locations within the development site to ensure good accessibility. Elsewhere new areas of open space should be located at sites which are accessible to the community it intends to serve.

(* This refers to the open space shown in planning permission Ref: 2012/1503)

Flooding

20.1 A number of historical flooding incidents have occurred in the village centre, the most recent in 2013. The flooding source is surface water after rainfall, although this could be exacerbated by poor drain maintenance. Along the Main Street corridor and surrounding streets, up to 500 people could be affected by flooding. Nottinghamshire County Council currently investigating remediation options.



20.2 Evidence gathered by the Environment Agency and the Lead Local Flood Authority identifies that the cause of the flooding along Main Street is surface water runoff from the fields to the south of the village. They however advised that “the number of properties that have been flooded has not hit any

triggers for grants or actions”. Further to this, they have suggested that the problem may be due to the lack of maintenance of privately owned land drains in the southern areas of the village.

20.3 Any new development is required to meet the requirements of the NPPF which states that the proposed development should not increase flood risk elsewhere and where possible should aim to reduce flood risk. Therefore, new development proposed in areas prone to flooding will be required to provide protective measures and will also be required to ensure that development does not increase the risk downstream.

20.4 Development at Calverton should consider the risk posed from surface water flooding and this risk should be addressed through a site-specific FRA. In addition, existing surface water flooding issues mean that the management of runoff from any development site should be given particular consideration. Where possible, the development should endeavour to discharge runoff via infiltration systems and/or limit the discharge to the greenfield rate.



20.5 Development should incorporate SUDS as standard, by ensuring that SUDS is developed as standard as part of all new development, it should be possible to ensure that the new housing results in no net additional surface water runoff. Flood swales also offer biodiversity and green infrastructure benefits.

Policy NE3 - Flooding

Development proposals will be expected to include sustainable drainage systems (SUDS). In addition to their principal role of flood risk management SUDS should offer additional benefits such as amenity value and biodiversity enhancement.

Development proposals will not be permitted where it will result in any additional surface water flows into the areas of surface water flood risk identified by the Environment Agency in Calverton, including the Main Street Corridor and Village Centre area.

Green Infrastructure

21.1 The Government is committed to halt the overall decline in biodiversity including by establishing coherent ecological networks. The NPPF requires the planning system to contribute to and enhance the natural and local environment by protecting valued landscapes and minimise impacts on biodiversity and, where possible, planning decisions should seek to provide a net gain in biodiversity. The provision of Green Infrastructure contributes to this overall objective. Aligned Core Strategy Policy 16 sets out a framework for Green Infrastructure, Parks and Open Space.

21.2 The designated nature conservation sites in Calverton form important gateway features which are integral parts of the setting to the parish and village. They sit on the main highway approaches into the village from the east along Nottingham Road; the north along Gravelly Hollow, Oxton Road and Whinbush Lane; and the south along St George's Lane. They also form important context to the southern ridge area and the footpaths along Spindle Lane and Dark Lane.



21.3 Aligned Core Strategy Policy 17 sets out the hierarchical approach to the consideration of any impacts on biodiversity in the following order to avoid - to mitigate and as a last resort compensate for any damage where it cannot be avoided.

Policy NE4 - Green Infrastructure

New development should protect, promote and enhance green infrastructure to deliver multi-functional benefits and contribute to the ecological network both as part of on site development proposals and if necessary through off site provision.

Within Calverton development will only be permitted where it does not adversely affect designated or prospective nature conservation sites.

Development proposals which provide alternative recreational opportunities which can reduce visitor pressures on the proposed Sherwood Forest Special Protection Area will be supported.

Biodiversity

22.1 Calverton's landscape incorporates areas of permanently uncultivated land that provide an important resource in terms of biodiversity, recreational and visual amenity. In addition to more expansive, semi-wild wooded areas there is a network of mature, ancient hedgerows that are integral to the established green infrastructure; functioning as important habitats in their own right and as wildlife corridors.



22.2 To ensure that this requirement only applies in relevant circumstances a threshold has been applied, this encompasses applications for major development, or any application in a designated nature conservation site, ancient woodland, designated local green space or designated open space.

Policy NE5 - Biodiversity

Applications for major development, or any application in a designated nature conservation site, ancient woodland, designated local green space or designated open space, must include a base line assessment of the habitats, species and overall biodiversity value for the site, where appropriate, proportionate to the size of the development.

The application must demonstrate how biodiversity will be conserved and enhanced by the development. Where the loss of habitat cannot be avoided, the application should include an offsetting undertaking to create a compensating habitat area, in a proportion of at least 2:1 to that which is lost, to ensure a net gain in biodiversity.

Development proposals which create additional habitat space, including roosting, nesting or shelter opportunities for wildlife, will be looked on favourably when considering the biodiversity value of a development. Development proposals that fail to mitigate or compensate for loss of important habitat or wildlife species will not normally be granted planning permission.

Unless it can be shown to be impracticable or financially unviable, wildlife corridors should be incorporated into all major development schemes.

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Implementation and Delivery

43. The implementation and delivery section sets out what actions are required to turn this Neighbourhood Plan into reality on the ground.

44. The Parish Council needs the help of public and private partners to create a sustainable community and deliver the policies set out in this Neighbourhood Plan. The Parish Council will work with a number of partners, including the following, to implement the Plan:

PARTNERS		
Local	County	National
Calverton Parish Council (PC)	Notts County Council (NCC)	Environment Agency (EA)
Gedling Borough Council (GBC)	Nottinghamshire Police (NP)	Historic England (HE)
Private Developers (PD)		Natural England (NE)
Local Schools (LS)		Forestry Commission (FC)
Local Bus Operators (LBO)		
Community Groups (CG)		
Local Residents (LR)		
Health Providers (HP)		

45. New development creates a need to provide new infrastructure, facilities and services to successfully incorporate new development into the surrounding area to benefit existing, new and future residents. Financial contributions will be sought from developers to combine with public funding to deliver the necessary facilities in infrastructure. The table below sets out the relevant implementation partners for the Neighbourhood Plan policies.

46. The Neighbourhood Plan provides a positive framework to ensure that development in Calverton will bring positive benefits to the village.

Policy	Delivery Partners	Implementation Method
The Sustainable Growth of Calverton		
Policy G1 - Comprehensive Development	PC, GBC, PD	Determination of Planning Applications
Policy G2 - Developer Contributions	PC, GBC, PD, NCC, HP	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy
Policy G3 - Village Centre	PC, GBC, PD, NCC, CG, LR	Determination of Planning Applications or Community Initiatives
Policy G4 - Employment	PC, GBC, PD	Determination of Planning Applications
Policy G5 - Housing Mix	PC, GBC, PD, LR	Determination of Planning Applications

Policy	Delivery Partners	Implementation Method
Infrastructure, Services and Facilities in Calverton		
Policy ISF1 - Sustainable Transport	PC, GBC, PD, NCC, CG, LR, LBO	Determination of Planning Applications
Policy ISF2 - Car Parking	PC, GBC, PD, NCC, CG, LR	Determination of Planning Applications
Policy ISF3 - Highway Impact	PC, GBC, PD, NCC	Determination of Planning Applications
Policy ISF4 - Infrastructure Provision	PC, GBC, PD, NCC, CG, LR, HP	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy
Policy ISF5 - Safeguarded Land for Community Facilities	PC, GBC	Determination of Planning Applications
Policy ISF6 - Educational Facilities	PC, GBC, PD, NCC, LS, CG, LR	Determination of Planning Applications
Policy ISF7 - Community Assets	PC, GBC, PD, NCC, CG, LR, HP, LS, FC, NE, HE	Determination of Planning Applications
Policy ISF8 - Allotments	PC, GBC, CG, LR	Determination of Planning Applications
The Built Environment of Calverton		
Policy BE1 - Design and Landscaping	PC, GBC, PD, NCC, HE, NP	Determination of Planning Applications
Policy BE2 - Local Distinctiveness and Aesthetics	PC, GBC, PD, NCC, HE	Determination of Planning Applications
Policy BE3 - Public Realm	PC, GBC, PD, NCC, CG, LR, HE	Determination of Planning Applications or Community Initiatives
Policy BE4 - Parking Provision	PC, GBC, PD, NCC	Determination of Planning Applications
Policy BE5 - Heritage Assets	PC, GBC, PD, HE	Determination of Planning Applications
The Natural Environment of Calverton		
Policy NE1 - Local Green Space	PC, GBC	Determination of Planning Applications
Policy NE2 - Open Space	PC, GBC, PD, NCC, LS, CG, LR, HE, NE, FC	Determination of Planning Applications
Policy NE3 - Flooding	PC, GBC, PD, NCC, EA	Determination of Planning Applications
Policy NE4 - Green Infrastructure	PC, GBC, PD, CG, LR, HE, NE	Determination of Planning Applications
Policy NE5 - Biodiversity	PC, GBC, PD, CG, LR, HE, NE	Determination of Planning Applications

47. Calverton Parish Council is committed to Localism and bringing greater locally informed influence over planning decisions and it will be the key organisation in the implementation, monitoring and review of the Neighbourhood Plan. The Council will build upon its excellent track record in engaging in planning decisions (reactively through being consulted and proactively through promoting the policies and proposals of this Plan), and by delivering projects and infrastructure for the local community. However, the Council recognises the need to involve a range of other organisations if the potential of this plan is to be realised.

48. In England, communities that draw up a Neighbourhood Plan and secure the consent of local people in a referendum, which is then legally “Made”, benefit from 25% of the Community Infrastructure Levy (CIL) revenues arising from development that takes place in their area. However this only applies to development permitted after the making of the

NP and is not applied retrospectively. Up until that time the provision of eligibility for 15% of the CIL generated in the area applies.

49. Contributions will be sought from developers through the Community Infrastructure Levy (CIL) and section 106 agreements securing actual provision and/or financial contributions at a level that adequately mitigates any impact on existing infrastructure and contributes towards new local facilities, where additional demand will be generated. The Neighbourhood Proportion of the CIL and any financial contributions not allocated to site-specific projects will be focused on assisting the delivery of community projects in Calverton.



50. In addition, the Parish Council will seek to influence annual and other budget decisions by the District and County Councils on housing, open space and recreation, economic development, community facilities and transport, through respective plans and strategies.
51. The Parish Council will also work with the appropriate agencies and organisations to develop funding bids aimed at achieving Neighbourhood Plan policies and objectives. This might include the Lottery, UK Government programmes, EU Funds and LEP programmes.
52. The Parish Council will following the Neighbourhood Plan being ‘made’ receive 25% of the Community Infrastructure Levy obtained from new development. The Parish Council will utilise the levy received to support the infrastructure priorities identified through the Neighbourhood Plan:
- Education provision (nursery, primary, secondary, 16-18);
 - Primary GP healthcare provision; and
 - Village centre environmental improvements.
53. In addition the Parish Council will utilise the levy received to support the locally provided infrastructure provision within the village such as:
- Community, play, recreation and sports facilities; and
 - Village centre car parking

Monitoring and Review

54. Continual plan review is a fundamental element of the planning system. It is important to check that the plan is being implemented correctly, ensure that outcomes match objectives and to change the plan if they are not. This Neighbourhood Plan will be carefully monitored and reviewed if it becomes apparent that the aim and objectives of the Plan are not being met.

55. The Neighbourhood Plan has been prepared to guide development up to 2028. This is in line with the adopted Aligned Core Strategy for Gedling - one of the documents which provides the strategic context for the Neighbourhood Plan. It is unlikely that the Neighbourhood Plan will remain current and entirely relevant for the entire plan period and may, in whole or in part, require some amendments before 2028.



56. There are a number of circumstances under which a partial review of the plan may be necessary, for example if housing need changes and the Aligned Core Strategy is reviewed. In accordance with best practice, Calverton Parish Council and its partners should consider undertaking a partial review of the Neighbourhood Plan every 5 years or so following finalisation.

Glossary

The majority of the glossary is copied from the NPPF to ensure consistency.

Affordable housing: Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Conservation (for heritage policy): The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Community Infrastructure Levy: A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

Development plan: This includes adopted Local Plans and Neighbourhood Plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Economic development: Development, including those within the B Use Classes, public and community uses and main town centre uses (but excluding housing development).

Ecological networks: These link sites of biodiversity importance.

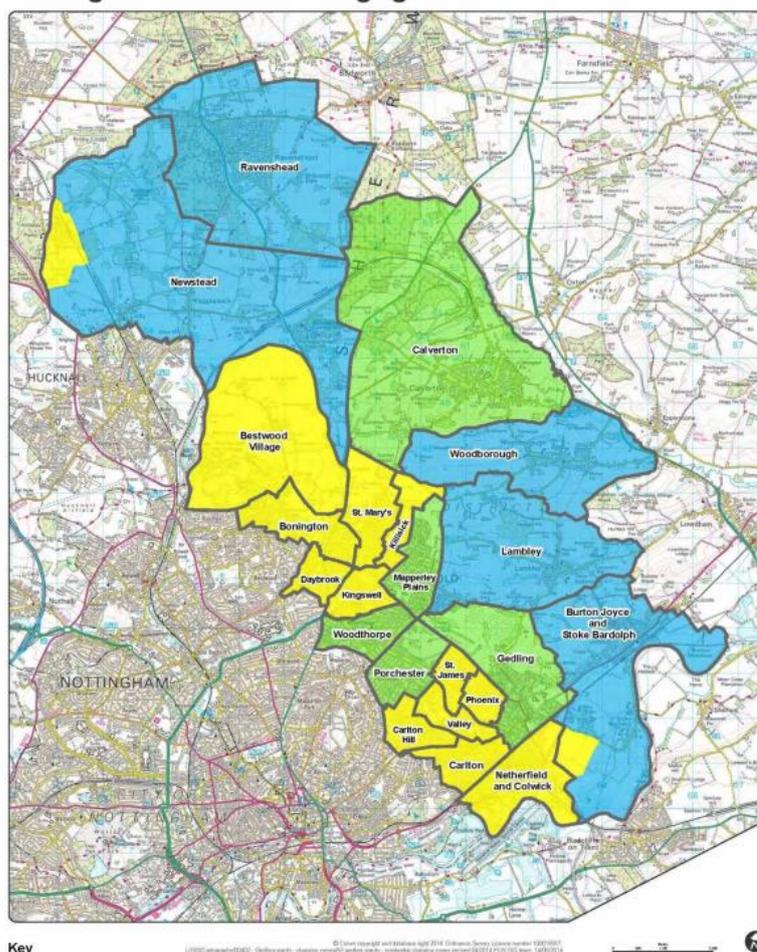
Green infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Heritage asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Inclusive design: Designing the built environment, including buildings and their surrounding spaces, to ensure that they can be accessed and used by everyone.

Gedling CIL - Residential Charging Zones



International, national and locally designated sites of importance for biodiversity: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

Local planning authority: The public authority whose duty it is to carry out specific planning functions for a particular area. The local planning authority for Calverton is Gedling Borough Council.

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes policies which have been saved under the 2004 Act.



Major development: Means (a) housing development involving 10 or more dwellings or having an area of 0.5 hectares or more where the number of dwellings is unknown; or (b) any development involving the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or (c) any development carried out on a site having an area of 1 hectare or more.

Neighbourhood plans: A plan prepared by a Town or Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Older people: People over retirement age, including the active, newly-retired through to the very frail elderly, whose housing needs can encompass accessible, adaptable general needs housing for those looking to downsize from family housing and the full range of retirement and specialised housing for those with support or care needs.

Open space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Planning condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning obligation: A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.



Previously developed land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or

forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

Renewable and low carbon energy: Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment - from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Significance (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

Site of Special Scientific Interest: Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Strategic Environmental Assessment: A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.



Supplementary planning documents: Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainable transport modes: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

Transport assessment: A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.

Wildlife corridor: Areas of habitat connecting wildlife populations.

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Appendix 1 - Descriptions of Designated Sites

Descriptions of Designated Local Green Spaces

57. Local Green Space designation will not be appropriate for all green areas or open space. The designation should only be used:

- where the green space is in reasonably 'close proximity' to the community it serves;
- where the green area has 'demonstrably special significance' to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
- where the green area concerned is 'local in character' and is not an extensive tract of land.



58. The tables below assesses the designated Local Green Spaces against the above criteria and briefly describes each area:

Land North of Park Road (William Lee Memorial Park and Adjacent Land)

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓	✓	✓	✓	✓

This area incorporates a mixture of formal and informal space, the new village hall is located within a corner of the site, with the area also incorporating sports pitches, a play area and bowls green. The area also includes a nature conservation area in the north-west corner. This Local Green Space plays an important role in the village which will become even more important once the North-West Quadrant is developed.

Land West of Seely Avenue (Ramsdale Avenue Park)

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓	✓		✓

This area is an important recreational area, surrounded on all sides by built housing development. As such it also performs a dual function as a breathing space and a visual gap.

Land South of Collyer Road

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓	✓	✓	✓	✓

This area is well-used for informal recreation and provides an important breathing space for local residents. It also makes an important contribution to the setting of the Calverton Conservation Area.

Land West of Mansfield Lane (Cemetery)

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓			✓		✓

This area is well-used for quiet reflection and provides a tranquil space for local residents. It also makes an important contribution to the streetscene of Mansfield Lane through the established and well maintained planting.

Descriptions of Designated Open Spaces

59. The Neighbourhood Plan also designates open space which does not meet the criteria for Local Green Space but nevertheless performs an important contribution to the streetscene. Each of these is described briefly below:

Land West of Jumelles Drive - An area of open space making a positive contribution to the streetscene

Land West of Stripes View - An area of open space making a positive contribution to the streetscene

Land North of Spindle View - An area of open space making a positive contribution to the streetscene

Land West of Broom Road - An area of open space making a positive contribution to the streetscene

Land North of Wood Grove - An area of open space making a positive contribution to the streetscene

Land North and East of North Green - An area of open space making a positive contribution to the streetscene and setting of North Green



Land South of Whitedale Road - An area of open space making a positive contribution to the streetscene

Land East of Whitedale Road - An area of open space making a positive contribution to the streetscene

Land Along Dark Lane - An area of open space making a positive contribution to the character of the new housing development underway

Descriptions of Other Designated Sites

60. The Neighbourhood Plan also designates other sites for a range of other uses, each of these is briefly described below:

Existing Employment Area North of Park Road - An established employment area located south and west of Mansfield Lane, north of Park Road and east of Flatts Lane/James Drive. This area contains Hoyle Road and the premises known as Calverton Business Park, Hill Crest Park, and Daleside House.

Existing Employment Area West of Hollinwood Lane - An established employment area located west of Hollinwood Lane, north of Calverton Miners Welfare and south of Oxtan Road. This area contains Calverton Court, the Household Waste Recycling Centre and is the former Calverton Colliery Pit Head site. This area includes the Richard Tuxford Export and Parts business, their site incorporates a further permitted waste activity.



Safeguarded Land for Community Facilities at Collyer Road - An area to the north of Collyer Road adjacent to and behind Calverton Methodist Church and adjacent to the Sure Start Children's Centre

Educational Facilities South of Park Road - The main education campus of Calverton containing the Colonel Frank Seely, Manor Park and the Sir John Sherbrooke schools, together with the Calverton Leisure Centre and the Sure Start Children's Centre



Educational Facilities South of Main Street - The historic education campus of Calverton which now contains St Wilfrid's Primary School

Allotments at Bonner Lane - Allotments

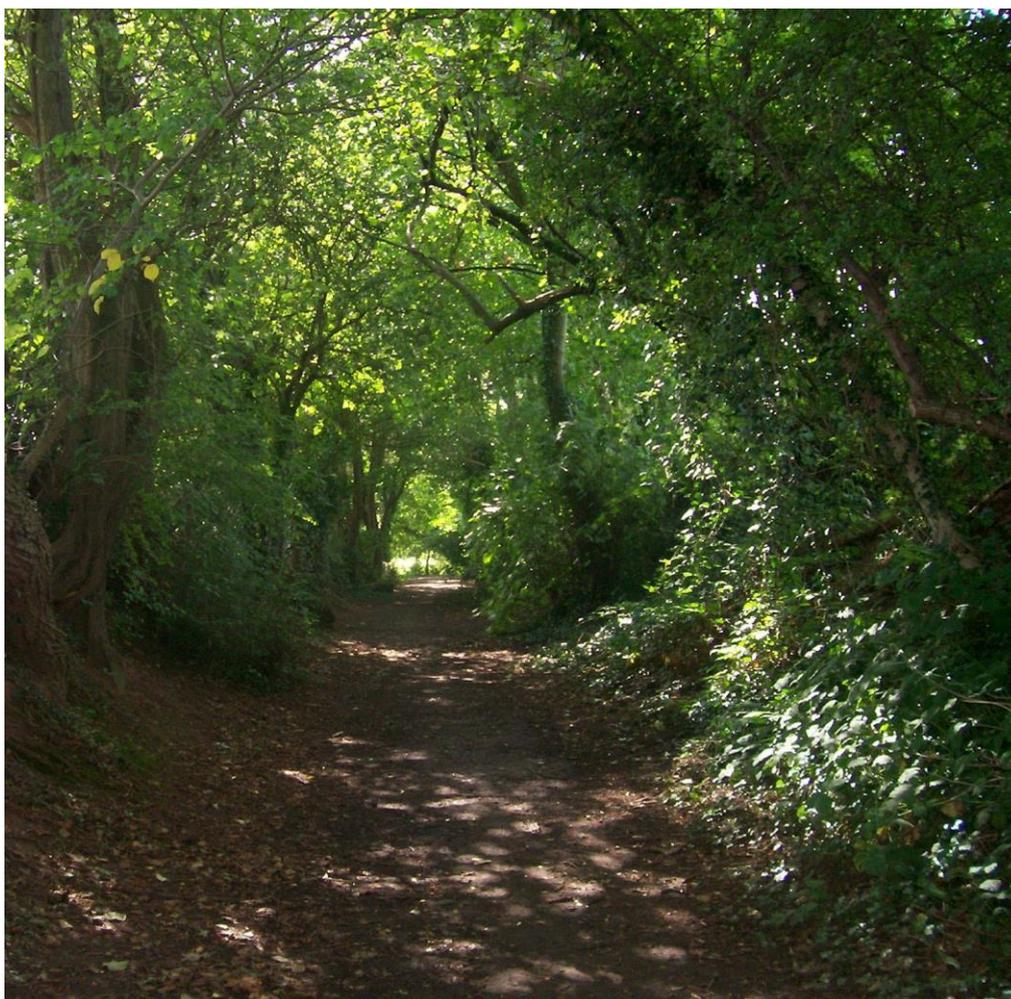
Allotments at Collyer Road and South of Lee Road - Allotments

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Section 2

Non-Planning Issues

(This Section Does Not Form
Part of the Statutory
Development Plan)



Non-Planning Issues

(This Does Not Form Part of the Statutory Development Plan - It Contains Community Aspirations and Parish Council Ambitions That Cannot be Included in Policies in the Neighbourhood Plan)

The Neighbourhood Plan consultation identified the issues that are important to the local community. Some of the issues identified were non-planning issues and so cannot be included in the main body of the Neighbourhood Plan. However, these issues are important to local people. To show the community that their comments have been taken into account and will be addressed by the Parish Council, all non-planning issues are included in this section.



Non-planning Objectives

Promote Investment in Calverton

- Encourage public and private investment from both inside and outside the town
- Ensure that decisions taken by Gedling Borough Council and Nottinghamshire County Council put the interests of Calverton first

Encourage the growth of retail, leisure and community facilities

- Work with providers to meet the needs of Calverton as a growing community and utilise the Community Infrastructure Levy funding due to the Parish Council to help to deliver projects
- Support the continued development of community spirit within the village

Protect and enhance Calverton's natural and historic environment and setting

- Ensure that the Green Belt is adequately protected

Promote Transport Improvement

- Work with partners to review and improve bus routes to ensure that Calverton is treated as a whole village
- Work with partners to address car parking across the village
- Work with partners to enhance highway safety

There are a number of non-planning issues and objectives that the Parish Council and the Neighbourhood Plan Working Group would like to be addressed to help deliver improvements to the village alongside the policies and proposals in the Neighbourhood Plan.



Transport

Transport - Car Parking in the Village Centre

The Parish Council will work with Nottinghamshire County Council to consider whether further parking restrictions and/or provision of designated on-street parking is needed around the village centre in order to protect public and highway safety.

The Parish Council will work with local residents and businesses to assess the potential of introducing a two-hour parking limit on the village centre public car parks to encourage greater turnover of use and prevent use by commuters parking all day to catch the Calverton Flyer into Nottingham.

Transport - Car Parking in the Local Retail on Flatts Lane

The Parish Council will work with Nottinghamshire County Council, the Co-op and other retailers to consider whether further opportunities to create designated on-street pull-ins on the privately owned frontage may exist to avoid highway conflict adjacent to the Flatts Lane / Collyer Road junction.

Transport - Car Parking at Schools in Calverton

The Parish Council will work with Nottinghamshire County Council, Nottinghamshire Police and St Wilfrid's Primary School to consider whether further parking restrictions and/or provision of designated parking is needed around the school in order to protect public and highway safety. This could include discussions with BT as to whether or not the site of the BT telephone exchange could be used as a parent drop-off and collection facility.

The Parish Council will work with Nottinghamshire County Council, Nottinghamshire Police, and Sir Frank Seely/John Sherbrooke Junior/Manor Infants Schools to consider whether further parking restrictions and/or provision of designated parking is needed around the school in order to protect public and highway safety and to minimise the impact on residential amenity.



Transport - Highway Safety

All of the access points into Calverton with the exception of Moor Lane onto the A6097 are uncontrolled. The Moor Lane access to the west which is outside of the Plan area has traffic light signalisation.

As we identify in Policy ISF3, vehicles routing away from the new development in Calverton would likely use the B6386 (Oxton Road). This would mean routing through two junctions which are the locations of accident clusters (source Crashmap 2005 - 2014, inclusive)

- B6386 (Oxton Road) / Flatts Lane / Whinbush Lane - 3 serious and 7 slight accidents
- Oxton Road / Main Street / Gravelly Hill - 1 serious and 1 slight accidents

As such, any development would likely require contributions to safety schemes at the above locations, in particular the B6386 (Oxton Road) / Flatts Lane / Whinbush Lane which has a poor safety record.

As well as working with the developers of the North-West Quadrant, the Parish Council will work with Nottinghamshire County Council to secure road safety improvements at the following junctions:

- B6386 (Oxton Road) / Flatts Lane / Whinbush Lane
- Oxton Road / Main Street / Gravelly Hill
- B6386 (Oxton Road) / A614 (Ollerton Road)

Transport - Public Transport

The Parish Council will work with Nottinghamshire County Council and Local Bus Operators to secure the extension of the bus routes within Calverton to take in more of the west of the village, particularly given the proposed development at the North-West Quadrant.

Village Centre

Public Realm

The Parish Council will work with the owners of St Wilfrid's Square to try and secure investment into improving the public realm and building quality of the Square. The design of the Square is somewhat dated and the Parish Council will work with the owners, anchor retailers and Gedling Borough Council to see whether a retailer led redevelopment of the whole Square could be secured. Any such redevelopment should take into account parking provision, the contribution the open area of the Square currently provides and the relationship to the Conservation Area. Any redevelopment should take the opportunity to address the fact that the Square currently 'turns it back' on the surrounding area.

Housing Development

Dark Lane Development

Given the very strong public feelings expressed through the Neighbourhood Plan consultation with regard to the permitted housing development at Dark Lane. The Parish Council will work with Gedling Borough Council to ensure strict adherence to the approved plans and the conditions on the planning consent together the requirements of the Planning Obligation entered into by the developer.

In particular The Parish Council will work with Gedling Borough Council to ensure that the financial contributions secured from the developer are utilised to secure the necessary infrastructure improvements within Calverton as part of the delivery of the objectives of the Neighbourhood Plan. The financial contributions due are:

Open Space - £30,232.16; Open Space Maintenance £55,777.50; and Primary Healthcare £68,900.00.



Completed Hollinwood Lane Development

The Parish Council will work with Gedling Borough Council to ensure that the financial contributions secured from the developer for healthcare are utilised to secure the necessary

infrastructure improvements within Calverton. The financial contribution made and currently held by the Clinical Commissioning Group is £114,000.00 for Primary Healthcare.

Health Campus

Safeguarded Land for Community Facilities

Land at Collyer Road is safeguarded through Policy ISF5 for community use, any proposals for a new Health Campus or other Community Facility Campus on this site will be supported. The Parish Council will work with the Partners at The Calverton Practice (Doctors), the NHS services based at the Health Centre and with the owners of Calverton Dental Practice to secure funding for a relocation into a purpose built Health Campus. The Parish Council will also work with Nottinghamshire County Council to see whether a co-location of the Library into the Health Campus making it a Health and Community Campus is viable.

Calverton Colliery Site

Restoration and Public Access

The Parish Council will work with Nottinghamshire County Council and The Coal Authority to secure the restoration of the final parts of the former colliery site north of Oxtan Road. This includes removal of the remnant hardstanding, lagoons and utilitarian security fencing.

The Parish Council will also work with The Coal Authority, Nottinghamshire County Council, Gedling Borough Council and the Forestry Commission to secure greater public access opportunities to the former tip area to help relieve visitor pressures on Watchwood Forest which is part of the proposed Special Protection Area and which Natural England has identified as being at risk from visitor pressures.



The Parish Council would like to explore the potential for the stopping-up of the entire length of Gravelly Hollow as a public highway.

Landscaping

The Parish Council will also work with the owners of the former pit head site off Hollinwood Lane to try and secure a wider landscaping belt along the western boundary to Hollinwood Lane to enhance the screening and visual buffer between the residential area and the employment area.

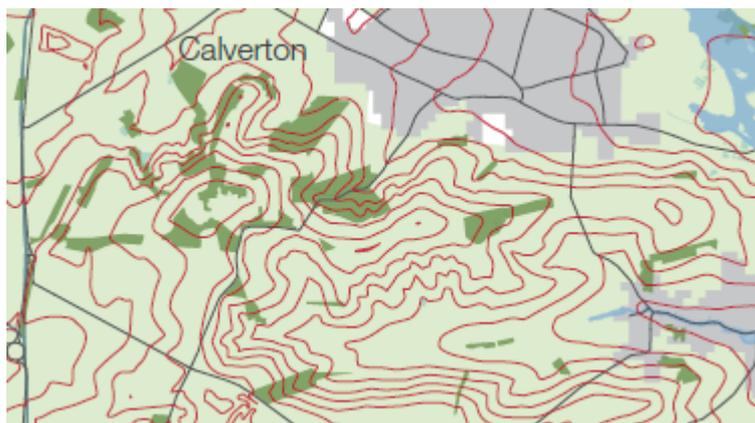
Setting of Calverton

Land South of the Village

The Parish Council and the local community continue to consider that development south of the village is considered unsuitable on a range of criteria, including landscape character, potential impact on the setting of heritage assets and village centre conservation area, significant lack of support from the local community, perceived high environmental value of the land (including three SINCs), topography, location relative to transport infrastructure, the difficulty of access onto George's Lane and surface water flood risk. It also lacks defensible boundaries, except for the

ridgeline, but using the ridgeline as a defensible boundary would clearly be undesirable in terms both of visual impact and policy.

Although the flatter land to the south between the base of the hills and the southern edge of the village lacks topographical constraints, the Parish Council consider that this area is not suitable to be developed on the basis of the other constraints outlined above. The Parish Council will continue to use the mechanisms available to it to resist development which would harm the importance of the inter-relationship between the southern ridge and the core of the village along Main Street.



The Calverton Conservation Area Appraisal highlights the importance of the inter-relationship between the southern ridge and the core of the village along Main Street: *“While Main Street is today a busy thoroughfare, its gently meandering course, that widens and narrows on its way through the village, remains a distinctive section of Calverton. It affords often tightly defined views of historic cottages, with wider vistas of the still open countryside climbing up the ridge to the south of the village.”*

The Calverton Conservation Area Appraisal goes on to identify: *“Calverton’s massive expansion has meant that the historic village no longer exists within its original rural context. Even so, Calverton’s setting in the valley of the Dover Beck and the distinctive rolling topography of this Dumble Farmland give much of the Conservation Area a strong sense of rural enclosure. The ever present southerly views from the Conservation Area as the land rises up to the ridge and Fox Wood, along with those out into the Mature Landscape Areas east of the village from Windles Square, contribute significantly to this atmosphere. As open land only cuts into the village core now at the James Seely Playing Field, any development in these areas would seriously compromise Conservation Area’s semi-rural setting.”*



The Green Belt to the south of the village, i.e. to the south of Main Street and to the south of Bonner Lane including the land around Bonner Hill/Foxwood Lane, George’s Lane and Hollinwood Lane is considered by local residents to be particularly special to the overall setting of Calverton.

The value of the land south of the village to the local community exceeds the value it has as green belt land in the context of the wider local plan area. The southern setting of the village is used intensively by residents from across the Parish, with a network of public



footpaths/bridleways and features such as Spindle Lane which has expansive views, Ramsdale Golf Course, Millennium Wood, James Seely Park with its Rookery area, and Dark Lane. Its importance as a visual amenity both to active recreational users of the area and to residents who appreciate it as a scenic backdrop to the village.

The Parish Council will work to ensure that the contribution made to the setting of the village by the Scheduled Ancient Monuments at Fox Wood and Cockpit Hill is retained. The historic interest of the ridgeline is not confined to the designated assets but includes features such as the earthworks within the wooded hillside around Georges Lane and also Dark Lane, a track potentially dating from the Iron Age, with the Keen Well area of particular note. The landscape to the south of the village is also of great importance to the setting of the Calverton Conservation Area and provides a useful link with the village's origins as a linear agricultural settlement as detailed in the Calverton Conservation Area Appraisal.



Another important part of Calverton's natural environment, combining intensive recreational use and landscape value, is the Carrington Lane Area. This area consists of Carrington Lane and the Mature Landscape to its east and northeast up to, and including, the Dover Beck and Oxton Woods (the Thorndale Plantation).

Calverton Neighbourhood Plan 2016-2028

Final Plan
November 2017

Calverton Neighbourhood Plan is led by a Working Group made up of local volunteers supported by Calverton Parish Council

For any query relating to the Neighbourhood Plan contact:

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Calverton Parish Council
The Council Room, Main Street
Calverton, Nottingham, NG14 6FG

Tel: 0115 965 4560

Email: clerk2thecouncil@btconnect.com

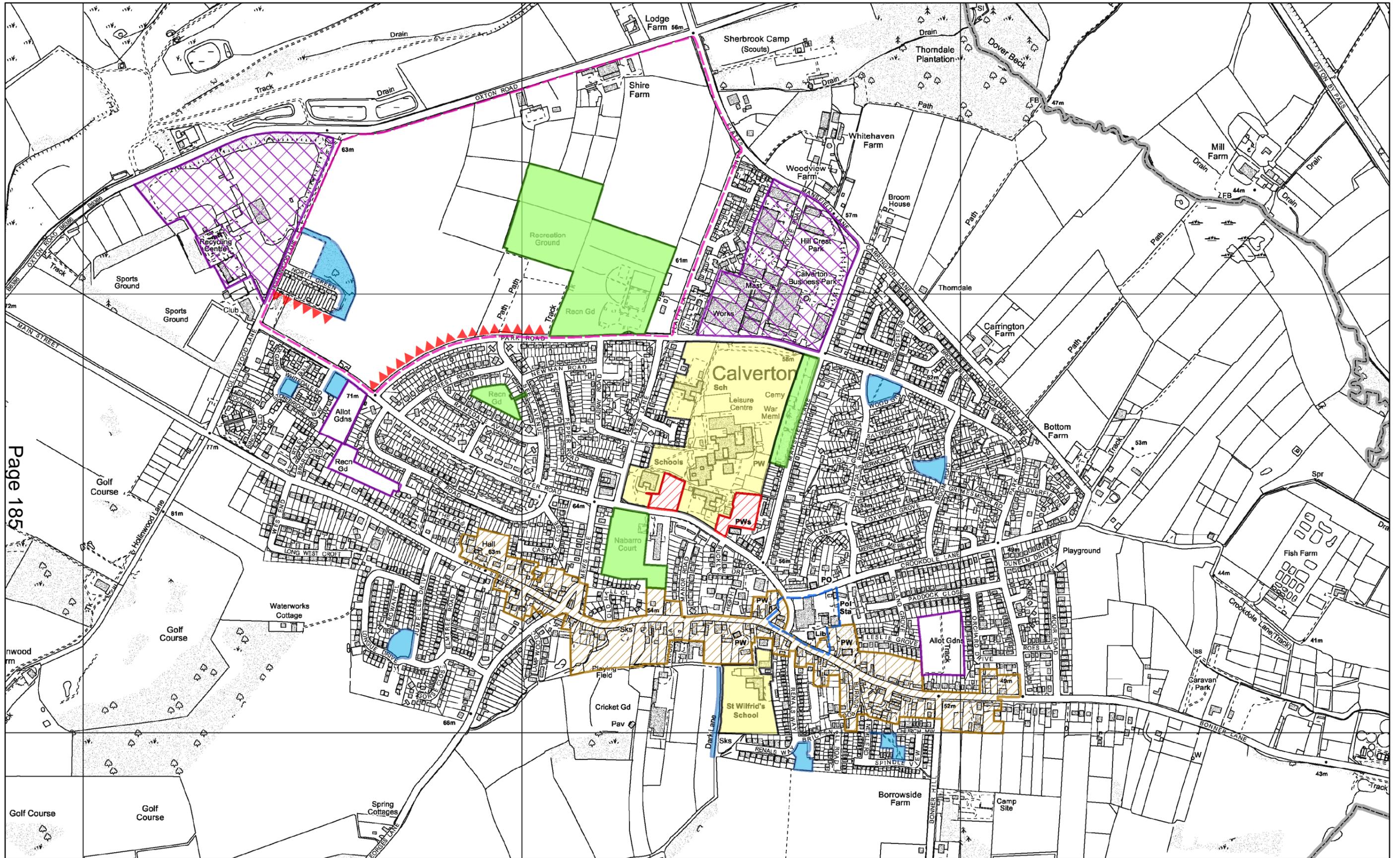
Web: www.calvertonpc.co.uk



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Calverton Neighbourhood Plan Policies Map Final Plan - November 2017



- | | | | |
|---|---|---|---------------------------------------|
|  | Land Safeguarded for Community Facilities (Policy ISF5) |  | Existing Employment Areas (Policy G4) |
|  | Education Sites (Policy ISF6) |  | Local Green Space (Policy NE1) |
|  | North West Quadrant Urban Extension (Policy G1) |  | Conservation Area (Policy BE5) |
|  | Village Centre (Policy G3) |  | Retain Open Frontage (Policy G1) |
|  | Allotments (Policy ISF8) |  | Plan Area Boundary |
|  | Open Space (Policy NE2) | | |

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Report to Audit Committee

Subject: KPMG Annual Audit Letter 2016/17
Date: 19 December 2017
Author: Deputy Chief Executive and Director of Finance

1. Purpose of the Report

To inform Members of the outcome of the external audit work in respect of 2016/17.

2. Background

The external auditor's Annual Audit Letter summarises the outcomes from the audit work at Gedling Borough Council in relation to the 2016/17 audit year. Although it is addressed to Members of the Authority, it is also intended to communicate these key messages to key external stakeholders, including members of the public, and will be placed on the Authority's website

3. Proposal

As external auditors, KPMG have concluded their audit work for 2016/17 and outcomes are summarised in the Annual Audit Letter attached at Appendix 1. The letter confirms that an unqualified audit opinion was issued in respect of both the Council's Financial Statements and the Value for Money arrangements. It is proposed that the letter is accepted and be recommended to Full Council.

4. Resource Implications

There are no specific resource implications arising from this report.

5. Recommendation

That the Audit Committee receive and accept the KPMG Annual Audit Letter for 2016/17 (Appendix 1) and recommends the report to full Council on 31

January 2018.

6. Appendices

1. KPMG Annual Audit Letter 2016/17.



Annual Audit Letter 2016/17

Gedling Borough Council

kpmg.com/uk

October 2017

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- 2. Audit fees 6

This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. Public Sector Audit Appointments issued a document entitled Statement of Responsibilities of Auditors and Audited Bodies summarising where the responsibilities of auditors begin and end and what is expected from audited bodies. We draw your attention to this document which is available on Public Sector Audit Appointment's website (www.psaa.co.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Andrew Bush, the engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact the national lead partner for all of KPMG's work under our contract with Public Sector Audit Appointments Limited, Andrew Sayers (andrew.sayers@kpmg.co.uk). After this, if you are still dissatisfied with how your complaint has been handled you can access PSAA's complaints procedure by emailing generalenquiries@psaa.co.uk, by telephoning 020 7072 7445 or by writing to Public Sector Audit Appointments Limited, 3rd Floor, Local Government House, Smith Square, London, SW1P 3HZ.

The contacts at KPMG in connection with this report are:

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Thomas Tandy

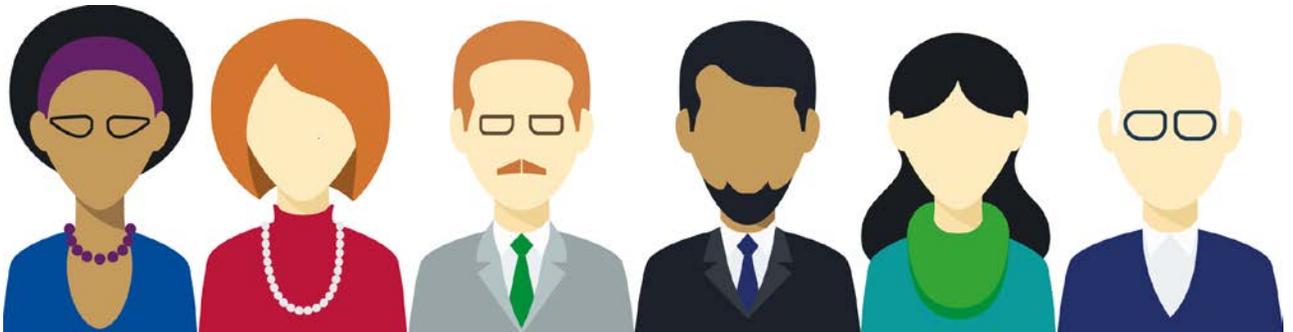
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Section one

Summary

This Annual Audit Letter summarises the outcome from our audit work at Gedling Borough Council in relation to the 2016/17 audit year. Although it is addressed to Members of the Authority, it is also intended to communicate these key messages to key external stakeholders, including members of the public, and will be placed on the Authority's website.

VFM conclusion

We issued an unqualified conclusion on the Authority's arrangements to secure value for money (VFM conclusion) for 2016/17 on 28 September 2017. This means we are satisfied that during the year the Authority had appropriate arrangements for securing economy, efficiency and effectiveness in the use of its resources.

To arrive at our conclusion we looked at the Authority's arrangements to make informed decision making, sustainable resource deployment and working with partners and third parties.

VFM risk areas

We undertook a risk assessment as part of our VFM audit work to identify the key areas impacting on our VFM conclusion and considered the arrangements you have put in place to mitigate these risks.

Our work identified the following VFM risk which we reported against in our External Audit Report 2016/17.

- **Financial resilience in the local and national economy** - we reviewed the Authority's financial performance and position for the 2016/17 year, not noting any specific short term issues or concerns regarding its financial position. The Authority has a good track record of delivering savings plans to date.

The Authority has delivered its financial plan for 2016/17 and required savings for the year. Granular budget information and variances are provided to Cabinet for scrutiny, and there is transparency over the future financial challenges the Authority faces in the medium term. Most notably, the Authority is required to generate a further £1.9m of savings, and at present has not worked up detailed plans, which inherently presents a risk to achievement. The Authority is cognisant of these challenges and is subsequently driving initiatives, including a commercialism agenda, housing development and also a leisure strategy.

Audit opinion

We issued an unqualified opinion on the Authority's financial statements on 28 September 2017. This means that we believe the financial statements give a true and fair view of the financial position of the Authority and of its expenditure and income for the year.



Section one

Financial statements audit

As part of our planning work we identified one significant audit risk to the financial statements: Significant changes in the pension liability due to LGPS Triennial Valuation. There were no matters of any significance arising as a result of our audit work in this key risk areas.

The Authority has good processes in place for the production of the accounts and provided a strong draft set of accounts for audit. This was supported by good quality supporting working papers. Officers dealt efficiently with audit queries and the audit process has been completed within the planned timescales.

Based on our work we raised five recommendations, none of which were considered high priority, four were rated medium priority in regards to continuing to refresh savings plans, considering the Authority's policy for discretionary redundancy, evidencing review of pension strain costs associated with restructures, and user access and password settings for key IT systems.

We did not identify any material adjustments. The Authority made a small number of non-trivial adjustments, which were mainly of a presentational nature.

Other information accompanying the financial statements

Whilst not explicitly covered by our audit opinion, we review other information that accompanies the financial statements to consider its material consistency with the audited accounts. This year we reviewed the Annual Governance Statement and Narrative Report. We concluded that they were consistent with our understanding and agreed a small number of minor amendments.

Whole of Government Accounts

The Authority prepares a consolidation pack to support the production of Whole of Government Accounts by HM Treasury. We are not required to review your pack in detail as the Authority falls below the threshold where an audit is required. As required by the guidance we have confirmed this with the National Audit Office.

Certificate

We issued our certificate on 28 September 2017. The certificate confirms that we have concluded the audit for 2016/17 in accordance with the requirements of the Local Audit & Accountability Act 2014 and the Code of Audit Practice.

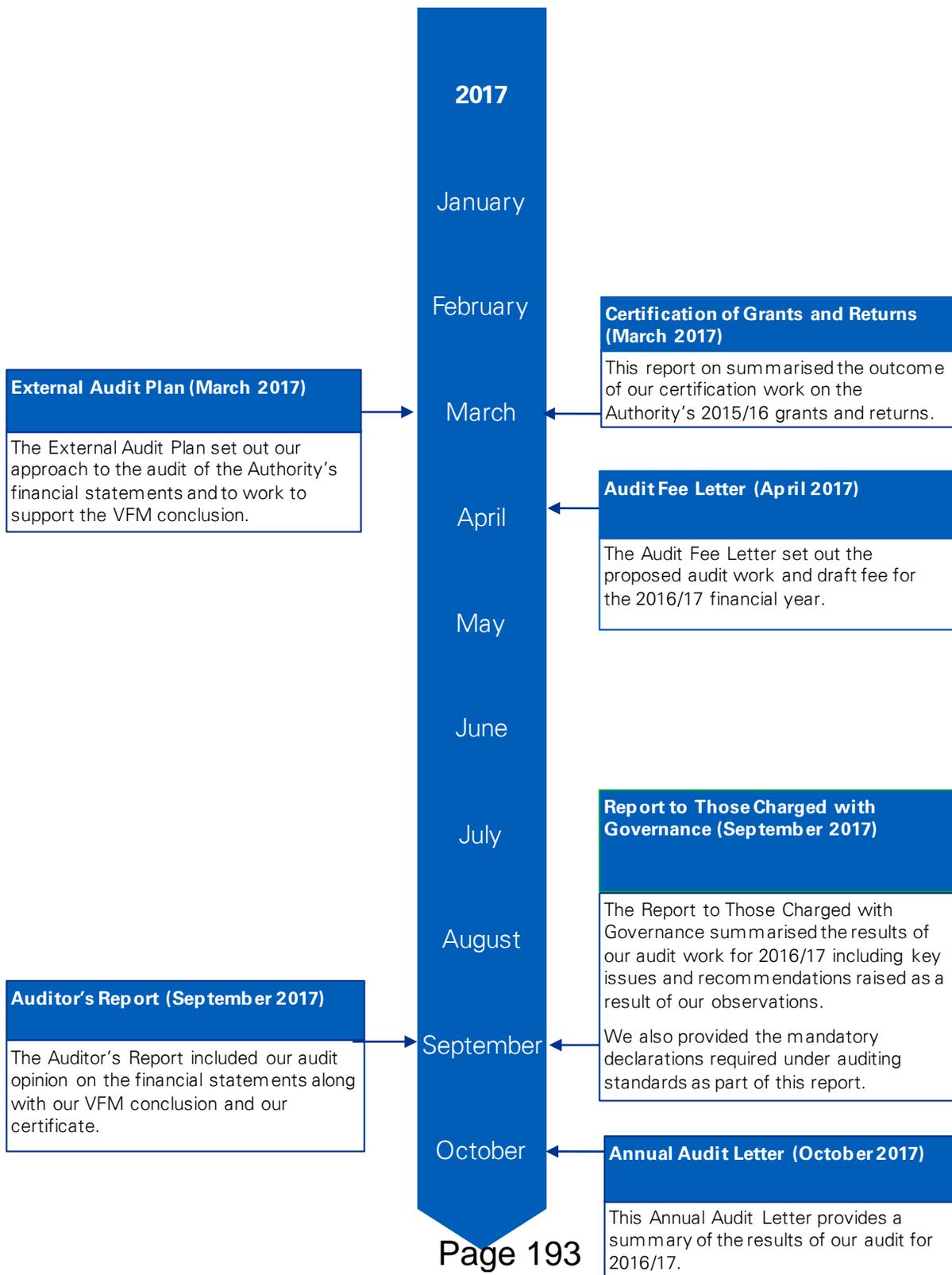
Audit fee

Our fee for 2016/17 was £42,570, excluding VAT which is the same as the prior year. We have agreed £800 additional fee in relation to further work undertaken in year, however this is still subject to final agreement and PSAA approval. Further detail is contained in Appendix 2.

Appendix 1

Summary of reports issued

This appendix summarises the reports we issued since our last Annual Audit Letter. These reports can be accessed via the Audit Committee pages on the Authority's website at www.authorityname.gov.uk.



Appendix 2

Audit fees

This appendix provides information on our final fees for the 2016/17 audit.

To ensure transparency about the extent of our fee relationship with the Authority we have summarised below the outturn against the 2016/17 planned audit fee.

External audit

Our fee for the 2016/17 audit of Gedling Borough Council was £42,570 (PY £42,570). An additional fee of £800 in relation to the work undertaken in respect of the CIES restatement has also been discussed with the Authority and is subject to final determination by Public Sector Audit Appointments.

Certification of grants and returns

Under our terms of engagement with Public Sector Audit Appointments we undertake prescribed work in order to certify the Authority's housing benefit grant claim. This certification work is still ongoing. The final fee will be confirmed through our reporting on the outcome of that work in January 2018. The planned fee however is £10,313 (PY £10,562).

Other services

In May 2011 the Council engaged KPMG to provide services to assist with the recovery of VAT in respect of sports fields and related facilities. The fee was originally contingent however following our appointment as external auditor in 2012/13 was converted to an agreed fixed fee basis which was approved by Public Sector Appointments Limited (PSAA) in 2016 of which £33k had been billed up to 2015-16). There have been no fees billed for 2016/17.

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MINUTES CABINET

Thursday 2 November 2017

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Peter Barnes
Councillor David Ellis

Councillor Jenny Hollingsworth
Councillor Henry Wheeler

Observers: Councillor Chris Barnfather

Absent: Councillor Gary Gregory

Officers in Attendance: D Alvey, H Barrington, A Dubberley, M Hill and
D Wakelin

48 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Gregory.

49 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 12 OCTOBER 2017.

RESOLVED:

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

50 DECLARATION OF INTERESTS.

None

51 QUARTER 2 BUDGET MONITORING, PERFORMANCE DIGEST & VIREMENT REPORT

The Deputy Chief Executive introduced a report, which had been circulated prior to the meeting, informing Members of the likely outturn of the Revenue and Capital Budgets for the 2017/18 financial year as at the end of Quarter 2. The Director of Organisational Development and Democratic Services provided some details of performance for the same period.

RESOLVED to:

- 1) Note the progress against Improvement Actions and Performance Indicators in the 2017/19 Gedling Plan;
- 2) Approve the General Fund Revenue Budget virements included in Appendix 1 to the report;
- 3) Note the use of reserves and funds during quarter two as detailed in Appendix 2 to the report; and
- 4) Approve the changes to the capital programme included in paragraph 2.2.3 of the report.

52 PRUDENTIAL CODE INDICATOR MONITORING 2017/18 AND QUARTERLY TREASURY ACTIVITY REPORT FOR QUARTER ENDED 30 SEPTEMBER 2017

The Deputy Chief Executive introduced a report, which had been circulated prior to the meeting, informing Members of the performance monitoring of the 2017/18 Prudential Code Indicators, and advising Members of the quarterly treasury activity, as required by the Treasury Management Strategy.

RESOLVED to:

- 1) Note the report, together with the Treasury Activity Report 2017/18 for Quarter 2, at Appendix 1 to the report, and the Prudential and Treasury Indicator Monitoring 2017/18 for Quarter 2, at Appendix 3 to the report; and
- 2) Approve the amendment to the Treasury Management Strategy Statement for 2017/18, to add the use of Property Funds to the list of approved investment instruments referred to at 2.7(i) above, and refer the amendment to Full Council for approval as required by the regulations.

53 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.

54 PROGRESS REPORTS FROM PORTFOLIO HOLDERS.

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

- A new accountable officer was in post at the Clinical Commissioning Group who would be overseeing a restructure of the group.
- A recent meeting was held which provided an update on the work of the CCG including planned improvements to some GP premises, work to support young carers through their schools, an action plan to address falls in the elderly and work to help diabetes sufferers manage their own conditions more effectively.

Councillor Jenny Hollingsworth (Growth and Regeneration)

- The most recent Gedling Business Partnership meeting was well attended although new businesses are always welcome.
- An Apprenticeship Fair would be held in February.
- A meeting was held last month to update on housing delivery progress and work with developers to encourage construction on stalled sites has taken place.

Councillor David Ellis (Public Protection)

- The Council's "Warm Homes on Prescription" scheme had been recently recognised as the best in the East Midlands.
- Consultation events on the Selective Licensing Scheme for Netherfield had taken place and further such events were planned.

Councillor Peter Barnes (Environment)

- Work was underway to design a scheme to install at the new Haywood Road Park.
- Improvement works at Carlton Cemetery were progressing well and scheduled for completion at the end of the month.
- Work to secure the disused tunnel at the Country Park was now complete.

Councillor Michael Payne (Resources and Reputation)

- Reminders for residents on when to put their bins out were now being sent to residents who had opted-in via the keep me posted service.

Councillor John Clarke (Leader of the Council)

- From the Community Development portfolio it was reported that the play days across the Borough were very well attended.
- A recent informal meeting was held with Members of the Seniors Council who would be meeting again in the New Year.
- A useful meeting was recently held with other Nottinghamshire Districts to share best practice on how to deal with illegal traveller encampments.
- The Bonington Theatre would be live streaming performances of the National Ballet from the Royal Opera House.
- A meeting was recently held with Gedling Homes to discuss a range of issues.

55 MEMBER'S QUESTIONS TO PORTFOLIO HOLDERS.

None received.

56 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

57 EXCLUSION OF PRESS AND PUBLIC

Councillor Clarke introduced a report relating to the purchase of Arnold Market. He explained that there was information in the report that was commercially sensitive and legally privileged. He therefore moved that the press and public be excluded from the meeting for consideration of the item.

RESOLVED:

That Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

58 ARNOLD MARKET

The Service Manager for Economic Growth and Regeneration introduced a report, including a not for publication appendix, which had been circulated prior to the meeting, seeking approval to acquire the Arnold Market site and associated buildings.

RESOLVED:

- 1) To recommend to Council that a budget is established to acquire the Arnold Market site (as shown on the Plan at Appendix 1 to the report) for no more than the sum set out in Exempt Appendix 2 to the report;
- 2) That subject to budget approval by Council to:
 - a) Approve the acquisition of the site using the Council's powers under Section 226 of the Town and Country Planning Act 1990;
 - b) Delegate authority to the Chief Executive to agree Heads of Terms for the acquisition of the site (as shown on the Plan at Appendix 1 to the report), to make a formal offer for no more than the maximum price set out in Exempt Appendix 2 to the report, and, subject to the offer being accepted, to complete the acquisition of the site; and
 - c) Authorise officers to progress proposals for improvements to the appearance of the site and its operation, the details of which will be reported to members at a future date.

The meeting finished at 2.25 pm

Signed by Chair:
Date:

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 7 November 2017

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Jane Walker
Councillor Bruce Andrews Councillor Meredith Lawrence
Councillor Bob Collis Councillor Stephen Poole
Councillor Carol Pepper Councillor Paul Wilkinson
Councillor Alex Scroggie

Absent: Councillor Sandra Barnes, Councillor Gary Gregory,
Councillor Sarah Hewson and Councillor Barbara
Miller

Officers in Attendance: R Pentlow, L Chaplin, K Nealon and L Parnell

129 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Barnes, Gregory, Hewson and Miller.

Councillors Lawrence, Poole and Wilkinson attended as substitutes.

130 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 10 OCTOBER 2017.

RESOLVED:

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

131 DECLARATION OF INTERESTS.

The Chair declared a non-pecuniary interest in the application for a one year joint Hackney Carriage/Private Hire Driver's License from IL on behalf of all Members as the applicant is a Council contractor. Councillor Lawrence declared a personal interest in the application due to his relationship with the applicant and declared that he would leave the meeting during consideration of the application.

132 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

133 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

134 APPLICATION FOR A ONE YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - ZA

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for ZA.

ZA attended the meeting with Councillor Khan of Nottingham City Council and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve ZA's application for a Joint Hackney Carriage/Private Hire Driver's Licence for a period of 1 year.

135 APPLICATION FOR A ONE YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - IL

Councillor Lawrence left the meeting.

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for IL.

IL attended the meeting with Councillor Khan of Nottingham City Council and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve IL's application for a Joint Hackney Carriage/Private Hire Driver's Licence for a period of 1 year.

136

APPLICATION FOR A THREE YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - AI

Councillor Lawrence returned to the meeting.

Consideration was given to a report from Corporate Director, David Wakelin, regarding an application for a renewal of a Joint Hackney Carriage/Private Hire Driver's Licence from AI.

AI attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To refuse AI's application for a renewal of Joint Hackney Carriage/Private Hire Driver's Licence on the grounds that he is not a fit and proper person.

AI was advised of his right to appeal against the decision of the Committee.

Councillor Walker left the meeting.

137

APPLICATION FOR A THREE YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - MDS

MDS did not attend the meeting.

RESOLVED:

To defer consideration of the application for a Joint Hackney Carriage/Private Hire Driver's Licence from MDS to a future meeting of the Committee. If MDS does not attend his next appointment, his application will be treated as withdrawn.

The meeting finished at 6.25 pm

Signed by Chair:
Date:

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MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 20 November 2017

Councillor Meredith Lawrence (Chair)

Councillor Paul Feeney	Councillor Helen Greensmith
Councillor Bruce Andrews	Councillor Marje Paling
Councillor Sandra Barnes	Councillor Stephen Poole
Councillor Tammy Bisset	Councillor Alex Scroggie
Councillor Kevin Doyle	Councillor John Truscott
Councillor Roxanne Ellis	Councillor Kathryn Fox

Apologies for absence:

Officers in Attendance: H Lee, M Hill, M Hurst and D Wakelin

Guests in Attendance Councillor H Wheeler

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2017.

RESOLVED:

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

3 DECLARATION OF INTERESTS.

None.

4 COLLECTION OF REFUSE BINS

Councillor Lawrence welcomed Mark Hurst, Service Manager Transport and Waste and Mike Hill, Deputy Chief Executive and Director of Finance, informed members of the committee that this item would be first on the agenda.

Mark Hurst discussed questions identified in advance of the meeting.

- Members were informed that bin lids were lifted for contamination and should any be found a sticker placed on the bin requesting that the contamination be removed with a contact number to ring for collection when this had been done. If contamination is further down the bin there is little that can be done.
- The relationship with Veolia is in its early days for the new management team. Veolia supplied two members of staff to walk in front of the refuse crews in both Ashfield and Mansfield to inspect recycling bins and speak to residents regarding contamination. Limited funding has not enabled this in Gedling. Gedling Borough does not have a contractual relationship with Veolia as such, it is a contract arranged and managed by Nottinghamshire County Council and they have due regard for value for money, new ideas and business continuity.
- Innovative ideas for a more efficient, smarter and effective service include
 - Use of simple vehicle signage to highlight the removal of contaminants from the recycling bin i.e. food waste, nappies, plastic bags, textiles and glass.
 - Updating policies and procedures for waste collection into one document, which would include the policy for addressing bins on streets.
 - Digitalisation of the service with the introduction of Wi-Fi in the depot, 3G on vehicle cameras to enable live footage to be viewed and the utilisation of electronic forms for vehicle servicing/repairs and taxi inspections.
- Directions for bin use, bin colours and collection schedules are highlighted on the bin collection calendar; Gedling is constrained by the literature issued by the County Council and Veolia. Visual displays on the side of vehicles can be of great assistance.
- The problem of bins left on streets has been a long standing issue. There have been discussions with neighbourhood wardens following complaints received, from a waste point of view and with PASC due to obstructions for the street sweepers. We are not in a position to enforce or issue any fixed penalties. The wardens do however try and engage with residents where possible to explain the problem. In addition if a problem is reported to customer services a letter is sent out to the resident to try and resolve the problem.
- 1350 people have signed up for bin collection reminders and residents were informed about National Recycling Week by Facebook.

During discussion the members of the committee raised the following points:

- Bins in car parks and other areas are causing problems in Netherfield. Mark Hurst was not aware of this and has agreed to meet Councillor Miller to discuss this problem
- There is a need for more education about what, and how, to recycle
- The type of plastic that can be recycled is very confusing. The new bin calendar should assist with this issue. Information is also made available through the Contacts magazine, Facebook and Twitter
- Local authorities have different recycling policies.

RESOLVED to:

- To thank Mark Hurst for an interesting and informative presentation; and to
- Note the report.

5 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE

The committee welcomed Councillor Henry Wheeler, Portfolio Holder for Health, Housing and Wellbeing to discuss a range of issues relating to his area of responsibility. Dave Wakelin, Director of Health and Community Wellbeing also attended the meeting.

Councillor Wheeler explained briefly the areas of responsibility in his Portfolio, gave a presentation and discussed questions identified in advance of the meeting.

The Playing Pitch Strategy has been moving forward; Arnold 3G pitches were handed over to the school/leisure Centre on Friday 6th October 2017 and officially launched in October 2017. Since the handover, and launch, a significant programme of use has developed and a winter programme is now in place, this includes Arnold Town and Gedling Southbank FC utilising the pitch for match play and training, advanced coaching centre sessions and a youth diversionary session for young people who attend Redhill Youth Club. Weekday use is currently at 56%, at peak time and 82% (6 – 9pm); this does not include additional casual bookings.

The Carlton le Willows Academy 3G proposals are progressing, Gedling Borough and Nottinghamshire County Council are offering match

funding to support a Football Foundation bid for a new 3G facility. The Academy is currently working with Nottinghamshire FA to build an application to the Foundation for the shortfall of the funding required to complete the project.

A number of regular activities that take place across the borough have been developed and supported by the Council to increase participation in sport and physical activities including:

- The StreetGames doorstep sport programmes, sessions in Redhill and Netherfield, and StreetGames Club 1 initiative using leisure centres, initially in Calverton
- The Get Going in Gedling walking scheme
- Park runs
- DNA Health
- Support and promotion for local community sports clubs
- coaching sessions at Redhill and football sessions linked to Redhill Youth Club, In association with Nottingham Forest Community Trust

Health inequalities are addressed across the borough by the Health and Wellbeing Delivery Group working with partners, sharing updates, good practice and ideas on projects and initiatives. This includes work with the NNECCG, Notts. County Council Public Health and Change Point. The Authority assists a range of support groups to address mental health, loneliness, social isolation and other long term health conditions. The Breast Feeding Friendly initiative is supported and there are 20 locations in Gedling with Breast Feeding Friendly accreditation. National campaigns are backed, a recent example of this is as part of National Older Peoples Day a 'Get up and Go' event was delivered at Carlton Forum. The Council has been delivering the Bestwood Village Healthy Communities programme in partnership with the local community. This has included development of Bestwood Country Park parkrun, dementia friends training and a new autism support group for local parents.

Gedling is committed to work with and promote measures which tackle excessive weight and promote healthy lifestyles. Working with, and promoting, ChangePoint, the County Council commissioned Obesity and Weight management service, supporting Sugar Awareness week, promoting the healthy lifestyle message in the local community via Contacts and social media and supporting the Healthy Options Takeaway Scheme. One area of concern is the private catering arrangement undertaken in academy schools which provide poor nutrition and promotes poor food choices. It was explained that in their role as school governors members of the committee may be able to assert some influence in promoting healthy option choices by schools.

The proliferation of fast food takeaways was also perceived as an issue and the use of exclusion zones around schools was discussed.

Members considered the possibility of improving the leisure centres to make them a competitor to the private leisure providers. They were informed about the emerging leisure transformation strategy is looking to the future and provision of leisure in the borough.

Action to tackle smoking includes:

- Working with the commissioned smoking cessation service Smokefreelife Nottinghamshire
- Working with Bestwood Village Healthy Communities project to introduce a support session in the village.
- Delivering Smokefree events notably the Arnold Carnival and Killisick fun day
- Changes in staffing policies
- Supporting the ASSIST youth Service Smoking Prevention Service which works with local schools.

A Senior's Council was established in March 2017 and has held two meetings to date. Reducing isolation, how to recruit more members to the Council and how intergenerational working with the Youth Council could be developed have been discussed.

A range of preventative measure to reduce the number of people presenting themselves to the council as homeless exist including support for a range of services including Direct Help and Advice, Framework, MoneySorted in D2N2 – Debt advice and the CAB. To meet the requirements of the Homelessness Reduction Act 2017 two homelessness prevention officers will be appointed but January 2018, there will be an upgrade in computer systems, additional training for officers and acquiring more leased properties. As Gedling has no housing stock it is entirely dependent on local housing associations and the private rented sector. The majority of people presenting homeless are from private sector evictions. The lack of affordable homes needs addressing urgently. The authority is working with the County Council to identify Extra Care Provision to meet the needs of older peoples. Ways of increasing the number of adaptable dwellings, improving the hospitals discharge scheme and housing related support are also a priorities. During discussion members learnt the there has been an increase in repossessions because of mortgage arrears, there is very little temporary accommodation in the borough, only eleven properties. It was suggested that the public could offer spare rooms to homeless people, this can be done but is difficult to negotiate and there are also

issues relating to safeguarding. Not all properties are suitable for disabled facilities grants and more purpose built accommodation is needed with a more proactive approach to building houses for life.

The Council is supporting the refugee resettlement programme and working with Nottingham City Council delivered two volunteer engagement events and as a result a Language Café' has been established. Members asked if there had been any progress on funding for unaccompanied child refugees and were informed that John Robinson was working on this East Midlands Councils who are currently waiting for a response from the government regressing improved funding.

Arrangements are in place with the DWP for benefit staff to provide 'personal budgeting support to help Universal Credit (UC) claimants to budget, prioritise bills, set up bank accounts etc. There have only been a few cases in Gedling thus far but the number is expected to rapidly increase next year. As they increase and housing benefit caseloads decrease staff will be released to provide support. Half of the current caseload is pensioners who will not be affected by the change.

Members were concerned about the possibility of hardship to families caused by the change to UC. They were informed that when it eventually rolls out in Gedling that there will be very few making the transition.

There has been an unsuccessful bid with Sport England to explore how the Troubled Families Programme could become more active in Gedling. Gedling now hosts the Gedling Children' and Families Locality Management Group key partners include Public Health, NNECCG, local schools as well as the Youth Service link to the Troubled Families programme.

Councillor B Andrews left the meeting at 7.00pm.

RESOLVED to:

- To thank Councillor Wheeler for a very interesting and informative presentation; and
- Note the report.

6 COUNCIL PLAN 2017/19: OVERVIEW OF QUARTER 2

This item was removed from the agenda and will be included in a future committee agenda.

7 SCRUTINY WORK PROGRAMME

COMPLETED SCRUTINY REVIEWS

- **Elderly Person's Working Group**

The responses to the recommendations arising from the working group were discussed. All the recommendations were accepted or partially accepted and a six month update on the progress of implementing the recommendations was requested. Members asked for additional information regarding safeguarding training for hotel staff.

- **The Obesity Working Group**

The Leisure Services six month progress report on the implementation of agreed recommendations made by the report was discussed. Members were disappointed by the lack of progress regarding the implementation of healthier foods in leisure centres but considered that this was something that could be addressed by the Leisure Transformation project.

INFORMATION UPDATES FROM PREVIOUS COMMITTEES

- **The Armed Forces Community Covenant**

Members discussed and noted the additional information provided.

- **Coordination of grass cutting and litter picks.**

Members requested additional information about how coordination of County Council verge mowing and Gedling litter picking has been addressed.

- **Coordination of litter picks and litter on football pitches.**

Members noted the additional information and asked for a copy of the letter sent to football teams and any responses received to be available at the next Committee.

SCRUTINY REVIEWS 2017/2018

- **Gedling Councillor Standard**

Members were informed this would be starting shortly.

- **Improving the effectiveness of scrutiny**

Members were updated on progress of the review and the draft scope that had been developed.

- **Promoting Transparency of the Council**

After discussion it was decided that the three Members who had agreed to be involved in the working group would meet and develop a draft scope, for discussion at the next Committee. Related to this item Members raised the problem of the poor quality of the microphones in the Council Chamber.

EAST MIDLANDS SCRUTINY NETWORK

Councillor Lawrence invited members of the Committee to the Network meeting on the 1st September.

RESOLVED to:

- Note the information regarding the completed scrutiny reviews.
- Request additional information relating to litter issues.
- Note the information relating to scrutiny working groups.
- Circulate information regarding the Scrutiny Network.

8 REPORTS AND NOTICES RECEIVED BY THE CHAIR OF OVERVIEW AND SCRUTINY

Members considered a report, which had been circulated in advance of the meeting, which included information on items referred to the Chair as required by the Constitution.

9 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.30 pm

Signed by Chair:
Date:

MINUTES PLANNING COMMITTEE

Wednesday 22 November 2017

Councillor John Truscott (Chair)

In Attendance: Councillor Barbara Miller Councillor Meredith Lawrence
Councillor Michael Adams Councillor Marje Paling
Councillor Pauline Allan Councillor Colin Powell
Councillor Chris Barnfather Councillor Paul Stirland
Councillor Alan Bexon Councillor Paul Wilkinson
Councillor Bob Collis Councillor Henry Wheeler
Councillor Kevin Doyle Councillor Muriel Weisz
Councillor David Ellis

Absent: Councillor Gary Gregory

Officers in Attendance: M Avery, D Gray, C Goodall and S Oleksiw

73 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Gregory. Councillor Weisz attended as a substitute.

74 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 OCTOBER 2017.

RESOLVED:

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

75 DECLARATION OF INTERESTS

Councillor Wilkinson declared a personal interest in items 5 and 6 of the agenda as he attends meetings of Gedling Conservation Trust as a representative of the Council.

76 APPLICATION NO. 2016/0913- LAND ADJACENT CALVERTON COLLIERY, OFF OXTON ROAD, CALVERTON

Change of use of part of the Colliery site for use by radio controlled model aircraft, including a grass runway strip and parking area.

The Service Manager – Development Services introduced the application and explained that further to the publication of the report, an additional letter of objection had been received which expressed concern around noise and the welfare of livestock on farmland in close proximity to the site.

Larissa Williamson, a local resident, spoke in objection to the application.

RESOLVED:

To defer consideration of the application pending the outcome of further discussion with the applicant regarding hours of operation and practicalities of the proximity of the flying zone to neighbouring livestock.

77 APPLICATION NO.2017/0999- LAND OFF TEAL CLOSE, NETHERFIELD

Variation of Conditions 32, 33 & 35 and removal of Condition 34 attached to outline planning application No. 2013/0546 comprising residential development (up to 830 units), employment uses (use classes B1,B2, B8) a community hub (use classes A1-A5 and D1) primary school, hotel (use class C1), care home (use class C2) playing pitches and changing facilities, public open space, allotments, structural landscaping, access arrangements and an ecology park, and demolition of existing structures.

The Service Manager – Development Services introduced the report.

RESOLVED:

To grant variation to planning conditions 32, 33 and 35 and the removal of condition 34 attached to the Outline Planning Permission Reference: 2013/0546 by issuing a replacement planning permission subject to the applicant entering into a deed of variation amending the original Section 106 Agreement with the Borough Council as local planning authority for the provision of, or financial contributions towards, the Gedling Access Road, Junction Mitigation Measures, Public Transport, Travel Plan Monitoring, Educational Facilities, Primary Healthcare, Affordable Housing, Open Space, an Ecology Park and Air Quality Monitoring; and subject to the following amended conditions:

Conditions

- 1 Application for the approval of reserved matters shall be made to the Local Planning Authority not later than five years from the 30th

June 2014. Details of Appearance, Landscaping, Layout and Scale (hereinafter called the reserved matters) for each phase of development shall be submitted to and approved in writing by the Local Planning Authority before any development within that phase begins and the development shall be carried out as approved. The development hereby permitted shall commence no later than two years from the date of approval of the last reserved matters to be approved.

- 2 The development shall be carried out in accordance with the Schedule of Development revision B submitted on the 10th October 2013 and the following plans; Site Location Plan DE076_016; Parameters Plan DE076_014 Rev B. The vehicular accesses to the site shall be constructed in general accordance, subject to detailed design, with drawing numbers: 90372_002, 90372_003 (Revision B), deposited on 20th May 2013; and drawing number: 90372_001 (Revision E), received on 6th August 2013.
- 3 No phase of development shall commence until a Phasing Schedule has been submitted and approved in writing by the Local Planning Authority. The development hereby approved shall be carried out in phases in accordance with the approved Phasing Schedule unless otherwise agreed in writing by the Local Planning Authority prior to the commencement of a particular phase.
- 4 The development hereby approved comprises;(1) up to 830 residential dwellings; (2) up to 18,000 square metres of business use falling within use classes B1 'Business', B2 'General Industrial' and B8 'Storage and Distribution'; (3) the creation of a local centre and commercial centre of up to 2,800 square metres within use classes falling into A1 'Shop', A2 'Financial', A3 'Restaurant and café', A4 'Drinking Establishment', A5 'Hot Food Takeaway', B1 'Business' and D1 'Non-residential institutions'; (4) a Hotel providing up to 150 beds; (5) up to 500 square metres of uses falling with use classes D1 ' Non- residential institutions' and D2 'Assembly and Leisure' (additional to (3) above); (6) a one form entry primary school which shall cover a minimum of 1.1ha; (7) a C2 'Residential Institution' of up to 60 beds; and (8) general opening space including landscaping, children's play areas, allotments and playing pitches as indicated on the approved parameters plan.
- 5 The total B1 'Business' floor area within the business and/or local centre and commercial areas hereby approved shall comprise not more than 4,500 square metres. The local centre shall not comprise of more than 2,499 square metres floor area of A1 'Shop' or D2 'Assembly and Leisure' uses.

- 6 The total amount of A1 'Shop' floor space shall not exceed 1,500 square metres and no individual A1 'Shop' unit shall exceed 750 square metres (measured internally).
- 7 Applications for the approval of reserved matters for each phase of development shall include a written statement setting out how that particular phase has been designed to take account of the approved Parameters Plan drawing reference DE076_014 Rev. B.
- 8 Prior to the commencement of any phase of development hereby approved a site level survey plan shall be undertaken for that phase of development showing existing site levels. This existing site level survey plan shall be submitted to and approved in writing by the Local Planning Authority.
- 9 Buildings comprising Less Vulnerable uses (as defined by the National Planning Policy Framework) and their associated vehicle access routes within the development hereby approved shall have finished floor levels at no lower than 20.660m Ordnance Datum (AOD) where existing levels are at or exceed that level. Where existing levels are below 20.660m Ordnance Datum (AOD), set finished floor levels shall be a minimum of 20.660m Ordnance Datum (AOD) or 600mm above existing ground levels, whichever is lower.
- 10 Prior to the commencement of any phase of development hereby approved a scheme for that phase of development to provide flood prevention design for More Vulnerable uses (as defined by the National Planning Policy Framework) shall be submitted to and approved in writing by the Local Planning Authority. The flood prevention design scheme shall: (1) Set finished floor levels for all More Vulnerable buildings and associated vehicular access routes to the east of the A612 to 20.960 m above Ordnance Datum (AOD); (2) Set finished floor levels for all More Vulnerable buildings and associated vehicular access routes to the west of the A612 to 20.650 m above Ordnance Datum (AOD); and (3) provide a minimum of 300mm flood resilience measures for all More Vulnerable buildings. The scheme for each phase shall be implemented in accordance with the approved details prior to occupation of buildings within that phase.
- 11 Prior to the commencement of any phase of development hereby approved a scheme to provide flood resilience design for Less Vulnerable development, as defined by the National Planning Policy Framework, within that phase of development shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in accordance with the approved details prior to the occupation of any buildings within that phase and subsequently maintained.

- 12 Prior to the occupation of any building(s) falling within use classes C3 'dwelling houses', C2 'Residential institutions', C1 'Hotels' or D1 'Non-residential institutions', a Verification Report confirming the finished base slab and wearing course levels of that building(s) and the finished levels of internal road(s) serving that building(s) within the particular phase shall be submitted to and approved in writing by the Local Planning Authority. The Verification Report for each phase shall also include confirmation that the approved flood resilient construction methods approved under condition 10 for More Vulnerable uses accords with the approved details.
- 13 Prior to the commencement of any phase of development hereby approved a scheme to provide a minimum of an 8 metre unobstructed easement from all watercourses, culverted watercourses and flood defence structures, including the Ouse Dyke (Main River) and any ordinary watercourses, within that phase has been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in accordance with the approved details prior to occupation of any buildings within that phase or any other features (i.e. playing fields) being brought into use and subsequently maintained.
- 14 Prior to the commencement of any phase of development hereby approved an evacuation plan for all Less Vulnerable development at risk of flooding within that phase shall be submitted to, and approved in writing by, the Local Planning Authority. The approved scheme shall be implemented prior to the occupation of any buildings within that phase and subsequently maintained.
- 15 No ground raising or permanent built structures shall be built within the modelled floodplain of the Ouse Dyke as shown in the Flood Risk Assessment, November 2013, submitted as part of the outline planning application hereby approved.
- 16 Prior to the commencement of any phase of development hereby approved, a surface water drainage scheme for that phase of development, based on sustainable drainage principles and an assessment of the hydrological and hydro geological context of the development, shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the approved details prior to the occupation of any buildings within that phase. The scheme (s) to be submitted shall demonstrate: (1) The utilisation of holding sustainable drainage techniques; (2) The limitation of surface water run-off to equivalent greenfield rates; (3) A minimum of two forms of surface water treatment to be provided prior to discharge from the site, in accordance with CIRIA C697; (4) The ability to accommodate surface water run-off on-site up to the critical 1 in 100 year event

plus an appropriate allowance for climate change, based upon the submission of drainage calculations; and (5) Responsibility for the future maintenance of drainage features.

- 17 Prior to the commencement of any phase of development hereby approved a scheme to dispose of foul drainage for that phase of development shall be submitted to, and approved in writing by, the Local Planning Authority. The scheme (s) shall be implemented as approved.
- 18 Prior to the commencement of each phase of development hereby approved a remediation strategy that addresses the provision of the following components to deal with the risks associated with contamination of that phase of the site, together with a programme for submission and prior approval of the component elements, shall each be submitted to and approved, in writing, by the local planning authority: (1) A preliminary risk assessment which has identified; (a) all previous uses (b)potential contaminants associated with those uses; and (c) a conceptual model of the site indicating sources, pathways and receptors potentially unacceptable risks arising from contamination at the site; (2). A site investigation scheme, based on (1) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those off site; and (3) The results of the site investigation and the detailed risk assessment referred to in (2) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how and when they are to be undertaken. The scheme(s) and all details identified therein shall be implemented in accordance with the approved details. Any changes to these components require the express written consent of the Local Planning Authority.
- 19 Prior to the commencement of each phase of development hereby approved a verification plan shall be submitted to and approved in writing by the Local Planning Authority. The verification plan shall provide details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in (3) (of condition above 18) are complete and identifies any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action. The verification plan(s) and all details identified therein shall be implemented in accordance with the approved details. Any changes to these components require the express written consent of the Local Planning Authority.
- 20 In the event that contamination is found at any time when carrying out the approved development that was not previously identified pursuant to condition 18 above must be reported in writing immediately to the Local Planning Authority and once the Local

Planning Authority has identified the part of the site affected by the unexpected contamination development must be halted on that part of the site until an assessment has been undertaken in accordance with the requirements set out in condition 18 and 19 above, and where remediation is necessary a remediation scheme, together with a timetable for its implementation and verification reporting, has been submitted to and approved in writing by the Local Planning Authority. The development must then proceed in accordance with the approved details.

- 21 Prior to the commencement of each phase of development hereby approved, details of any lighting to be used during the construction of that particular phase of development shall be submitted to and approved in writing by the Local Planning Authority. The details to be submitted shall indicate the location and type of lighting to be utilised together with luminance levels and hours that lighting will be in operation. The lighting of the construction of any approved phase of development shall be lit in accordance with the approved details.
- 22 Details of any lighting to be provided (other than street lighting and lighting within domestic curtilages) during the operational phase of that phase of development shall be submitted to and approved in writing by the Local Planning Authority prior to its implementation. The details to be submitted shall indicate the location and type of lighting to be utilised together with luminance levels and hours that any such lighting will be in operation. The lighting of the development during its operational phase shall be carried out in accordance with the details approved.
- 23 If the sports pavilion to the north of the A612 is not demolished by the 30th June 2014, then in accordance with the submitted Bat Activity Surveys at the sports pavilion off Teal Close report further bat survey work shall be undertaken and an assessment report together with any proposed mitigation measures shall be submitted to and approved in writing by the Local Planning Authority, prior to any demolition taking place. Any approved mitigation measures shall be carried out in accordance with the approved details. In the unlikely event that bat(s) are found during the demolition of the sports pavilion then the procedure set out in the appendix to the Bat Activity Surveys at the sports pavilion off Teal Close report (dated 24th June 2013) shall be followed.
- 24 Prior to the commencement of each phase of development hereby approved a Construction Environmental Management Plan (CEMP) for that phase of development shall be submitted to and approved in writing by the Local Planning Authority. Each CEMP shall include the following details; (1) the hedgerow and tree protection measures that shall be implemented for all retained woodland, trees and hedgerows approved as part of the

landscaping details to be submitted as part of the reserved matters pursuant to this application. A statement shall also be provided which details how the protection measures shall be implemented so as to minimise damage and disturbance to habitats within the vicinity and the species they support. The protection measures shall accord with current British Standards in relation to design, demolition and construction (BS5837:2012 or any subsequent revision); (2) the measures that shall be implemented during the construction of that particular phase of the development so as to minimise water runoff and works pollution entering watercourses; and (3) the measures that shall be implemented so as to avoid any disturbance to nesting birds during that particular phase of construction.(4) details of traffic routes for Heavy Good Vehicular movements during the construction of that phase of development. (5) details of wheel washing facilities to be used by vehicles entering and leaving site during the construction of that phase of development ; and (6) details of how the principle of Best Practicable Means shall be applied in relation to minimising impact on the surrounding area during the construction of that particular phase of development in relation to noise and vibration and safeguarding air quality. The approved CEMP(s) and all details therein shall be implemented in accordance with the approved details.

- 25 Prior to the commencement of each phase of development hereby approved a written scheme of archaeological investigation related to that phase shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out strictly in accordance with the approved scheme(s)
- 26 Prior to the commencement of any development on the existing playing pitches located to the west of the A612 (including the demolition of the existing sports pavilion) replacement playing pitches (including associated changing room facilities) hereby approved to the east of the A612 shall have been provided and shall be operational.
- 27 Prior to the commencement of development of the playing pitches to be provided to the east of the A612 details of the following shall be submitted to and approved in writing by the Local Planning Authority; (1) the location and specification of the playing pitches to be provided together with details of their drainage; (2) the location and specifications of the changing room facilities to be provided; and (3) a schedule of maintenance of the playing pitches and associated drainage. The playing pitches and changing room facilities shall be provided, managed and maintained in accordance with the approved details.
- 28 Prior to first occupation of the development hereby approved, other than the business development to be accessed from Stoke

Lane, construction details of the site access junctions from the A612 as show in outline on plan references 90372_001 Revision E and 90372_002 shall be submitted to and approved in writing by the Local Planning Authority. Along with the construction details to be submitted, shall also be submitted to and approved in writing by the Local Planning Authority a programme of implementation of construction details of the site access. The site access details to be submitted pursuant to plan reference 903732_002 shall also include provision of a physical strip/central refuge fronting the proposed access to prevent vehicles from u-turning and associated signing and lining. The approved detailed access arrangements shall thereafter be implemented in accordance with the approved programme of implementation, related to the phasing of the development.

- 29 Prior to first occupation of the business floor space (Class B1, B2, B8) hereby approved (aside from any B1 use contained in the Local Centre) the access from Stoke Lane as shown in outline on plan reference 90372_003 Revision B shall be provided in accordance with the construction details to be first submitted to and approved in writing by the Local Planning Authority. The business floorspace hereby approved (Class B1, B2, B8) (aside from any B1 use contained in the Local Centre) shall only be accessed via Stoke Lane, other than in an emergency.
- 30 Prior to first occupation of the development hereby approved a u-turn prohibition shall be implemented by means of a legal Traffic Regulation Order and appropriate signs shall be provided at the A612/Stoke Lane junction for the A612 west approach in accordance with details to be first submitted and approved in writing by the Local Planning Authority.
- 31 Prior to the commencement of the development hereby approved details shall be submitted to and approved in writing by the local planning authority in relation to the extension of the 40mph speed restrictions by amendment of the existing Traffic Regulation Order along Stoke Lane towards west of its junction with the A612 covering the site frontage. Details shall also include the location of proposed signing/lining and street lighting to accommodate the extension. The extended 40mph speed restriction area shall be provided in accordance with the approved details prior to first occupation of the development, unless otherwise agreed in writing by the local planning authority.
- 32 Prior to the first occupation of the development hereby approved construction details of the mitigation measures at the Lowdham Roundabout as shown in outline on plan reference 90371/PSTN/003 shall be submitted to and approved in writing by the Local Planning Authority. The mitigation measures at the Lowdham Roundabout shall be implemented in accordance with

the approved details prior to the occupation of the 325th dwelling of the development hereby approved.

- 33 Prior to the first occupation of the development hereby approved construction details of the mitigation measures to be provided at A612 Mile End Road/Colwick Loop Road junction as shown in outline on plan reference 90372/PSTN/005 Revision A shall be submitted to and approved in writing by the Local Planning Authority. The mitigation measures at the junction shall be provided in accordance with the approved details prior to the occupation of the 175th dwelling of the development hereby approved.
- 34 DELETED.
- 35 Prior to the first occupation of the development hereby approved details of a new shared footway/cycleway to be provided along the northern boundary of the site shall be submitted to and approved in writing by the Local Planning Authority. The shared footway/cycleway shall be provided in accordance with the approved details prior to the occupation of the 30th dwelling of the development hereby approved.
- 36 Prior to the commencement of each phase of development hereby approved details of a local labour agreement to cover the construction of that phase of development shall be submitted to and approved in writing by the Local Planning Authority. The local labour agreement shall be implemented in accordance with the approved details, unless otherwise agreed in writing by the Local Planning Authority.

Reasons

- 1 In order to comply with Section 51 of the Planning and Compulsory Purchase Act 2004 and Section 92 of the Town and Country Planning Act 1990.
- 2 For the avoidance of doubt.
- 3 To provide a degree of flexibility to assist the delivery of the site, that also enables the Local Authority to monitor and manage the supply of housing and employment land.
- 4 To define the consent and to ensure that a satisfactory form of development is obtained.
- 5 A limit has been placed on B1 uses in order to ensure an appropriate balance of uses. A limit has also been placed on the

amount of A1 and D2 uses in order to ensure that there is no adverse impact on any surrounding local centres.

- 6 A limit has been placed on the amount of A1 uses to ensure that such uses are commensurate with the scale of the proposed development and would not cause harm to viability of the nearby Netherfield Centre.
- 7 To ensure that a satisfactory development is achieved that takes account of the Parameters Plan.
- 8 To establish existing site levels in order to ensure that finished floor levels accord with conditions 9 to 12 below and that flood risk is appropriately mitigated in line with the National Planning Policy Framework.
- 9 To reduce the risk of flooding to the proposed development and future occupants.
- 10 To reduce the risk of flooding to the proposed development and future occupants.
- 11 To reduce the impact of flooding to the proposed development.
- 12 To ensure that finished floor levels accord with conditions 9 and 10 above and that approved flood resilient measures have been provided in order to reduce the risk of flooding to the proposed development and future occupants.
- 13 To allow for future maintenance, emergency access, natural morphology, and improvements of the watercourses. Please note that our records show a culverted watercourse located between the storage pond (immediately south of the A612) and the Ouse Dyke, which will require further investigation at detailed design stage.
- 14 To confirm that all occupants and site users can access and egress the site safely during time of flood.
- 15 To prevent an increase in flood risk elsewhere.
- 16 To prevent the increased risk of flooding elsewhere.
- 17 To ensure that the proposals are appropriate and protective of controlled waters.
- 18 The submitted Phase 1 Desk Study, Curtins Consulting, January 2013 (preliminary risk assessment) identifies potential for contamination. This condition is required to ensure that the risks

posed to controlled waters are investigated and remediated as necessary and that the site is remediated appropriately.

- 19 The submitted Phase 1 Desk Study, Curtins Consulting, January 2013 (preliminary risk assessment) identifies potential for contamination. This condition is required to ensure that the risks posed to controlled waters are investigated and remediated as necessary and that the site is remediated appropriately.
- 20 This condition is required to ensure that the risks posed to controlled waters or the environment are investigated and remediated as necessary.
- 21 To minimise light spill around the development during the construction of the development as inappropriate lighting could have an adverse impact on nocturnal species such as bats.
- 22 To minimise light spill around the development during the operation of the development as inappropriate lighting could have an adverse impact on nocturnal species such as bats.
- 23 To ensure that the demolition of the sports pavilion has no adverse impact upon bats and to ensure that the development accords with paragraph 118 of the National Planning Policy Framework.
- 24 To ensure that appropriate measures are taken to protect the local environment in terms of impact on trees; hedgerows and woodland, flora and fauna, water quality, air quality and on the amenity of neighbouring uses.
- 25 To ensure that the site is surveyed appropriately to identify any potential archaeology and if found is appropriately dealt with.
- 26 To ensure that the replacement recreation ground is in operation prior to the existing pitches being removed, so as to protect sports facilities and ensure continuity for those sports affected by the proposed development.
- 27 To ensure that the required replacement playing pitches and changing room facilities are provided appropriately in order to provide satisfactory replacement facilities for those to be lost as part of the development hereby approved.
- 28 In the interests of highway safety.
- 29 In the interests of highway safety.
- 30 In the interests of highway safety.

- 31 In the interests of highway safety.
- 32 In the interests of highway safety.
- 33 In the interests of highway safety.
- 34 DELETED.
- 35 To promote sustainable travel.
- 36 To seek to ensure that the construction of the site employs wherever possible local people and assists economic growth in the area.

Reasons for Decision

The development has been considered in accordance with the National Planning Policy Framework, the adopted Local Plan and Emerging Aligned Core Strategy, where appropriate. In the opinion of the Borough Council the proposed development largely accords with the relevant policies of these frameworks and plans. Where the development conflicts with the Local Plan, it is the opinion of the Borough Council that other material considerations indicate that permission should be granted. The benefits of granting the proposal outweigh any adverse impact of departing from the Local Plan. Environmental information has been taken into consideration by the Borough Council in reaching this decision.

Date Recommended: 2nd November 2017

78 APPLICATION NO. 2017/0800- LAND OFF TEAL CLOSE, NETHERFIELD

Reserved Matters Application for the erection of 199 dwellings (C3), including 10 affordable units, and the associated infrastructure including landscaping, community uses/changing rooms (D2), playing pitches, a NEAP and public open space and an ecological park.

The Service Manager – Development Services introduced the report and verbally updated Members on additional conditions relating to the submission and approval of materials for the external elevations of the development and the hard landscaping. Further to publication of the report, two additional letters of representation were received.

Mr Chris Gowlett spoke in support of the application on behalf of the applicant.

RESOLVED:

That the Borough Council grants approval for the details set out in the reserved matters relating to layout, scale, appearance and landscaping, subject to the following amended conditions:

Conditions

- 1 The reserved matters hereby granted shall be constructed in accordance with the following approved plans: TGDP/TCG-Ph1/PL1 REV B; TGDP/TCG-Ph1/AHP, TGDP/TCGN/CS1 REV A, TGDP/TCGN/ALN, TGDP/TCGN/BIC REV A, TGDP/TCGN/CHE REV A, TGDP/TCGN/CLA, TGDP/TCGN/COR REV B, TGDP/TCGN/HAN REV A, TGDP/TCGN/HAT REV A, TGDP/TCGN/KEN REV A, TGDP/TCGN/LEI-FEA REV A, TGDP/TCGN/LEI REV A, TGDP/TCGN/LUM, TGDP/TCGN/ROS, TGDP/TCGN/RUF REV A, TGDP/TCGN/WIN REV A & TGDP/TCGN/YAR received on 30 October 2017 and JBA 16/196 01 Rev A, JBA 16/196 02 Rev A, JBA 16/196 03 Rev A, JBA 16/196 04 Rev A, JBA 16/196 05 Rev A, 16-196-DT01, JBA 16/196 11 Rev B, JBA 16/196 12 Rev B, JBA 16/196 13 Rev B, JBA 16/196 14 Rev C, JBA 16/196 15 Rev C, JBA 16/196 16 Rev C, TEA/PL/06 C, TEA/PL/06 Rev A , SGD-01 REV C and ADC1612-DR-051-P4 received by the Local Planning Authority on the 6, 10 and 13 November 2017.
- 2 Before the development of the sport pitches and associated facilities hereby permitted commences a detailed assessment of ground conditions of the land proposed for the outdoors sports pitches/playing fields shall be undertaken (including drainage and topography) in consultation with Sport England, to identify constraints which could affect playing field quality. Based on the results of this assessment, a detailed scheme shall be submitted to and approved in writing by the Local Planning Authority before the development of the sport pitches and associated facilities is to be commenced. The scheme shall ensure that the sports pitches/playing fields would be provided to an acceptable quality and constructed and laid out in accordance with standards and methodologies set out in the guidance note "Natural Turf for Sport" (Sport England 2011), which shall include where appropriate pitch under drainage and a scheme of maintenance. The sport pitches/playing fields shall thereafter be implemented and maintained in accordance with the approved scheme.
- 3 Before the development of the sport pitches and associated facilities hereby permitted commences, details of the proposed floodlights and columns relating to their siting, design, appearance, height, together with an assessment of light spillage to restrict any predominant spillage of light occurring to neighbouring land including the impact on biodiversity related matters shall be submitted to and approved in writing by the Local

Planning Authority. The floodlights shall be constructed strictly in accordance with the approved details.

- 4 The approved floodlights shall not be operational (illuminated) between 22:00hrs and midnight or between midnight and 07:30 hrs on any day.
- 5 The sports pitches/playing fields hereby permitted shall be used solely for the purposes of outdoor sport and for no other purpose within Class D2 of the Town and Country Planning (Use Classes) Order 1987 (as amended) or in any provision equivalent to that class in statutory instrument revoking and re-enacting that order with or without modification.
- 6 Before development hereby approved is first commenced, precise details and elevations of the community hub / changing rooms development shall be submitted to and approved in writing by the Local Planning Authority. Details of the materials to be used in the construction of the external surfaces of the development hereby permitted (including details of all new external doors/window frames and decorative details), shall be submitted to the Local Planning Authority in writing. The development shall thereafter be completed only in accordance with the approved details and materials.
- 7 No part of the development hereby permitted shall be brought into use until the visibility splays shown on drawing no. TDGP/TCG-Ph1/PL1 Rev B - Planning Layout Ph1 are provided. The area within the visibility splays referred to in this condition shall thereafter be kept free of all obstructions, structures or erections exceeding 0.6 metres in height above carriageway level.
- 8 No part of the development hereby permitted shall be brought into use until the associated parking/turning/servicing areas are surfaced in a hard bound material (not loose gravel) for 5 metres behind the highway boundary. The surfaced parking/turning/servicing areas shall be maintained in such hard bound material for the life of the development.
- 9 No part of the development hereby permitted shall be brought into use until the access driveway / parking / turning areas is constructed with provision to prevent the unregulated discharge of surface water from the driveway/parking/turning areas to the public highway in accordance with details first submitted to and approved in writing by the LPA. The provision to prevent the unregulated discharge of surface water to the public highway shall then be retained for the life of the development.
- 10 Notwithstanding the submitted details, prior to the commencement of development, precise details of all external

facing and roofing materials to be used in the construction of the hereby approved dwellings shall be submitted to and approved in writing by the Local Planning Authority.

- 11 Notwithstanding the submitted details, prior to the commencement of development, precise details of all hard landscaping materials to be used in the construction of private driveways shall be submitted to and approved in writing by the Local Planning Authority.

Reasons

- 1 For the avoidance of doubt.
- 2 To ensure that the appropriate designed and equipped playing/sports facilities are provided which are fit for purpose and comply with saved Policies ENV1 and R1 in the Replacement Gedling Borough Council Local Plan (2005) (certain policies Saved 2014) and Policies 10 and 13 of the Aligned Core Strategy (September 2014) and comply with the objectives of the National Planning Policy Framework.
- 3 To ensure that the site is not used in a manner likely to cause significant light nuisance or disturbance or loss of visual amenities to nearby and future occupiers and to protect and minimise any potential adverse impacts on biodiversity interests and comply with saved Policies ENV1 and ENV36 in the Replacement Gedling Borough Council Local Plan (2005) (certain policies Saved 2014) and Policies 10 and 17 of the Aligned Core Strategy (September 2014) and the aims and objectives of the National Planning Policy Framework.
- 4 To ensure that the site is not used in a manner likely to cause significant light nuisance or disturbance or loss of visual amenities to nearby and future occupiers and to protect and minimise any potential adverse impacts on biodiversity interests and comply with saved Policies ENV1 and ENV36 in the Replacement Gedling Borough Council Local Plan (2005) (certain policies Saved 2014) and Policies 10 and 17 of the Aligned Core Strategy (September 2014) and the aims and objectives of the National Planning Policy Framework.
- 5 To ensure the facility is managed and maintained to deliver effective and efficient sporting facilities that are fit for purpose, sustainable and meet with the aims and objectives of the National Planning Policy Framework.
- 6 To protect the visual amenities of the locality and nearby residential occupiers and to ensure that the development would

be constructed of materials, texture and design quality and comply with saved Policy ENV1 in the Replacement Gedling Borough Council Local Plan (2005) (certain policies Saved 2014).

- 7 In the interests of highway safety.
- 8 To ensure that adequate off-street parking provision is made to reduce the possibility of the proposed development leading to on-street parking problems in the area.
- 9 To ensure surface water from the site is not deposited on the public highway causing dangers to road users.
- 10 In the interest of visual amenity.
- 11 In the interest of visual amenity.

Reasons for Decision

Notes to Applicant

The applicant should note that notwithstanding any planning permission that if any highway forming part of the development is to be adopted by the Highways Authority, the new roads and any highway drainage will be required to comply with the 6C's Design Guide in conjunction with Highway Development Control's requirements for Nottinghamshire County Council as the Highway Authority: (a) The Advanced Payments Code in the Highways Act 1980 applies and under section 219 of the Act payment will be required from the owner of the land fronting a private street on which a new building is to be erected. The developer should contact the Highway Authority with regard to compliance with the Code, or alternatively to the issue of a Section 38 Agreement and bond under the Highways Act 1980; (b) It is essential that design calculations and detailed construction drawings for the proposed works are submitted to and approved by the County Council (or Borough Council) in writing before any work commences on site. Correspondence with the Highway Authority should be addressed to:- Highways Development Control Section Highways (South)

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0845 762 6848. Further information is also available on The Coal Authority website at www.coal.decc.gov.uk. Property specific summary information on past, current and future coal mining activity can be obtained from The Coal Authority's Property Search Service on 0845 762 6848 or at www.groundstability.com.

The Borough Council seeks to be proactive and act in a positive manner as required by Paragraphs 186 & 187 of the National Planning Policy Framework. The Borough Council has acted on this advice.

The Borough Council requests that the applicant considers incorporating provision for residential dwellings (with dedicated parking) to have dedicated outside electric power points, to allow residents to charge electric/hybrid vehicles into the future (see IET Code of Practice for EV Charging Equipment Installation). Also, consideration should be given to the installation of Low NOx Boilers: DEFRA, in their document entitled 'improving air quality in the UK' - Tackling nitrogen dioxide in our towns and cities' Dec 2015, are keen to encourage further use of low NOx boilers both in domestic and commercial premises.

This application relates solely to the matters reserved by condition attached to outline planning permission reference 2013/0546 and any subsequent Section 73 application to vary details approved for this phase of development. Prior to development commencing all outstanding pre commencement matters reserved by condition attached to this approval 2017/0800 and any outstanding matters attached to outline planning approval 2013/0546, Section 73 Application 2017/0999 or any subsequent Section 73 application, whichever is relevant, must be approved in writing.

Date Recommended: 30th October 2017

79 PROPOSED TPO- 91 DEER PARK DRIVE, BESTWOOD

Protection of 1 No. Oak Tree.

RESOLVED:

That the Service Manager, Development Services, in consultation with the Director of Organisational Development and Democratic Services, be authorised to make a Tree Preservation Order in respect of the oak tree situated in the front garden of 91 Deer Park Drive, Bestwood.

80 ENFORCEMENT REF. 0151/2016- LAND AT WEST LODGE, STATION AVENUE, NEWSTEAD ABBEY PARK

Unauthorised construction of a bridge and storage of a shipping container.

RESOLVED:

That the Service Manager, Development Services in conjunction with the Director of Organisational Development & Democratic Services be authorised to take all necessary enforcement action including the service

of any enforcement notices and proceedings through the courts to ensure the bridge, associated fence and the green shipping container be removed from the land.

81 ENFORCEMENT REF. 0179/2017- LAND AT NO. 8 MIDDLEBECK AVENUE, ARNOLD.

Unauthorised material change of use of residential dwelling and garden (Use Class C3) to a mixed use of residential dwelling and garden (Use Class C3) and a car sales business (sui generis) and storage of vehicles in connection with that business (Use Class B8)

RESOLVED:

That the Service Manager, Development Services, in conjunction with the Director of Organisational Development & Democratic Services, be authorised to take all enforcement action including the service of any necessary enforcement notices and proceedings through the courts if required to ensure;

- (a) the cessation of the unauthorised business use; and
- (b) the removal of the vehicles and any other items not considered to be incidental or ancillary to the domestic residential use

82 FIVE YEAR HOUSING LAND SUPPLY ASSESSMENT 2017

RESOLVED:

To note the report.

83 PLANNING DELEGATION PANEL ACTION SHEETS

RESOLVED:

To note the information.

84 ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.40 pm

Signed by Chair:
Date:

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Further comments received from affected staff since the agenda was printed were reported to members.

RESOLVED to:

- 1) Note the feedback received from staff and trade unions to the proposals;
- 2) Note the revised proposals contained in section 4 of the report and offer the following comments to the Chief Executive to consider:
 - a) In future should additional working hours become available at centres then steps should be taken to give affected post holders priority when recruitment takes place;
 - b) Officers should carefully monitor the effect of the changes both in terms of standards of cleanliness and customer satisfaction;
 - c) Ensure that adequate staffing arrangements are in place should a medical emergency arise at one of the centres;
 - d) Ensure that options to introduce self-service functions to customers are assessed to improve the customer experience; and
 - e) Concern was expressed that while Members appreciated the need for financial savings, the lower paid members of the workforce appeared to be exclusively affected by the proposals.
- 3) Support the recommendations for consideration by the Chief Executive who, under delegated authority, will authorise the implementation of changes with effect from 1st January 2018.

108

PAY STRATEGY

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, seeking views on a Pay Strategy that will be endorsed through the Appointments and Conditions of Service Committee as part of the annual Pay Policy Statement to be considered for approval by Full Council.

RESOLVED to:

- 1) Support the proposals made by Senior Leadership Team for implementation; and

- 2) Recommend that the Appointments and Conditions of Service Committee endorse the Pay Policy Statement in which the Pay Strategy will be contained and which will subsequently be considered by Full Council for approval.

109 NORMAL PAY DURING HOLIDAYS

The Service Manager Organisational Development introduced a report, which was circulated prior to the meeting, to formally close consultation on proposed implementation methods to recognise the requirement in law to make normal payments during a four-week period of annual leave each year.

RESOLVED:

To support the proposal and close consultation on the proposal identified to recognise all additional payments in the calculation of normal pay for the minimum four-week holiday period required in European law.

110 STAND-BY AND CALL OUT; POLICY REVIEW

The Service Manager Organisational Development introduced a report, which was circulated prior to the meeting, seeking views on local policy changes relating to the provision of out-of-hours' stand-by and call out arrangements before formal changes to policy are presented to the Appointments and Conditions of Service Committee.

RESOLVED to:

Confirm support the proposals made in sections 3.1- 3.4 of the report to introduce changes to the Stand-by and Call Out Policy within the timescales suggested and consequently to support the progression to the Appointments and Conditions of Service Committee of the revised Stand-by and Call Out Policy proposed at Appendix 4 to the report.

111 SICKNESS ABSENCE- TRENDS

The Service Manager, Organisational Development, presented the report, which had been circulated prior to the meeting, informing the Committee of the current levels of sickness absence in the organisation and to examine trends.

RESOLVED:

To note the information.

112 APPRENTICESHIP STRATEGY

The Service Manager Organisational Development presented a report, which had been circulated prior to the meeting, seeking comments on a draft Apprenticeship Strategy which would be required for when the Council begins hosting its own apprentices.

RESOLVED:

To support the strategy for inclusion in the suite of documents that supports the Council's Accredited Apprenticeship Centre.

113 GENDER PAY GAP

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, informing Members of the new requirement in law to publish information to show the gender pay gap within this, and other large organisations.

RESOLVED:

To note the information.

114 MINOR CHANGES TO ESTABLISHMENT

The Service Manager, Organisational Development, presented a report, which was circulated in advance of the meeting, which gave details of minor changes to the establishment.

RESOLVED:

To note the report.

115 CURRENT STAFFING ISSUES

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, which gave information about current issues affecting the workforce.

RESOLVED:

To note the report.

116 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.15 pm

Signed by Chair:
Date:

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 5 December 2017

Councillor Marje Paling (Chair)

Present: Councillor Nicki Brooks Councillor Alex Scroggie
Councillor Bruce Andrews Councillor Jane Walker
Councillor Sandra Barnes Councillor Paul Wilkinson
Councillor Bob Collis Councillor Stephen Poole

Absent: Councillor Sarah Hewson, Councillor Barbara Miller
and Councillor Carol Pepper

Officers in Attendance: P Gibbs, L Chaplin and L Mellors

138 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Hewson, Pepper and Miller.

Councillor Poole and Lawrence attended as substitutes.

139 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 07 NOVEMBER 2017.

RESOLVED:

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

Minute Item 135 remove 'with Councillor Khan of Nottingham City Council' to read IL attended the meeting and addressed the Committee.

140 DECLARATION OF INTERESTS.

None.

141 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

142 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

143 CHANGE OF CIRCUMSTANCE OF JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE- MES

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a change of circumstances of Joint Hackney Carriage/Private Hire Driver's Licence for MES.

MES attended the meeting along with a friend and both addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted no departure from policy.

RESOLVED:

To revoke the Hackney Carriage/Private Hire Driver's Licence held by MES with immediate effect.

MES was advised of his right to appeal against the decision of the Committee.

144 APPLICATION FOR A ONE YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE- BH

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for BH.

BH attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve BH's application for a Joint Hackney Carriage/Private Hire Driver's Licence for a period of 1 year.

145 APPLICATION FOR A ONE YEAR HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - DD

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for DD.

DD attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve DD's application for a Joint Hackney Carriage/Private Hire Driver's Licence for a period of 1 year and issued with a warning that his behaviour had fallen below the required standard.

146 APPLICATION FOR A ONE YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE- NA

Consideration was given to a report from Corporate Director, David Wakelin, regarding an application for a renewal of a Joint Hackney Carriage/Private Hire Driver's Licence from NA.

NA attended the meeting and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from this policy.

RESOLVED:

To refuse NA's application for a renewal of Joint Hackney Carriage/Private Hire Driver's Licence on the grounds that he is not a fit and proper person.

NA was advised of his right to appeal against the decision of the Committee.

147 APPLICATION FOR A THREE YEAR JOINT HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE- HI

Consideration was given to a report by Director of Health and Community Wellbeing, which had been circulated prior to the meeting, regarding an application for a Joint Hackney Carriage/Private Hire Driver's Licence for HI.

HI attended the meeting with a friend and addressed the Committee.

In making its decision, the Committee applied the Council's approved Policy and Guidelines. On the basis of what it heard, the Committee was satisfied on balance that no exceptional circumstances existed which warranted departure from policy.

RESOLVED:

To approve HI's application for a Joint Hackney Carriage/Private Hire Driver's Licence for a period of 3 years subject to immigration checks and right to work in the UK.

The meeting finished at 6.35 pm

Signed by Chair:
Date:

MINUTES CABINET

Thursday 7 December 2017

Councillor John Clarke (Chair)

Councillor Peter Barnes
Councillor David Ellis
Councillor Gary Gregory

Councillor Jenny Hollingsworth
Councillor Henry Wheeler

Observers: Councillor Chris Barnfather

Absent: Councillor Michael Payne

Officers in Attendance: H Barrington, M Hill, J Robinson, D Wakelin and
A Dubberley

59 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillor Payne.

60 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2017.

RESOLVED:

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

61 DECLARATION OF INTERESTS.

None

62 SOUTH NOTTINGHAMSHIRE HOMELESSNESS STRATEGY

The Housing Strategy and Development Officer presented a report, which had been circulated prior to the meeting, seeking approval of the South Nottinghamshire Homelessness Strategy. Members received an update on the recently enacted Homelessness Bill which would place a greater emphasis on local authorities taking measures to prevent homelessness in the future.

RESOLVED:

To approve the South Nottinghamshire Homelessness Strategy as detailed at Appendix one to the report.

63 GEDLING CONVERSATION 2017

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated prior to the meeting, giving feedback to Cabinet on the recently held Gedling Conversation.

RESOLVED:

To note the feedback on the Gedling Conversation 2017.

64 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) ANNUAL AUDIT AND UPDATE

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated prior to the meeting, updating Members in relation to the Council's use of powers under the Regulation of Investigatory Powers Act 2000 during 2016-17.

RESOLVED:

To note the report.

65 CHANGE TO OUTSIDE BODY REPRESENTATION

Consideration was given to a report of the Service Manager Democratic Services, seeking approval to change the Council's representation on the Board of Nottingham Express Transit.

RESOLVED:

To appoint Councillor John Clarke as Gedling Borough Council's representative on the Nottingham Express Transit Development Board in place of Councillor Hollingsworth.

66 PROGRESS REPORTS FROM PORTFOLIO HOLDERS.

Councillor Peter Barnes (Environment)

- A Spring Clean campaign will take place next year as usual.
- Local Children were to be involved in a project promoting changes to items that can be recycled.
- Work on the Cinder path project was progressing.

Councillor Jenny Hollingsworth (Growth and Regeneration)

- Local Plan examination hearing finished this week and it was hoped that the plan could be formally adopted in the summer.

- The Calverton Neighbourhood Plan was supported at referendum and will be adopted next year.
- The Showhome was open at former Gedling Colliery site.
- Successful business networking meeting was held in November.
- Drury Joinery, a local business, has won a European award for their work with apprentices.

Councillor Gary Gregory (Community Development)

- Asset transfer of Community Centres was progressing and further meetings with groups were planned
- The Seniors Council and Youth Council continue to meet to discuss a range of issues.
- Sure Start are continuing with Saturday morning Dad's Club and Nature walks at the Country Park.

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

- Recruitment of Homelessness prevention officers was currently taking place.
- Well done to all involved in the Royal Ballet showings at the Bonnington Theatre which were sold out.
- Use of swimming pools and memberships at Leisure Centres continue to increase.

Councillor David Ellis (Public Protection)

- Consultation on the Selective Licensing Scheme in Netherfield continues. Further consultation events are planned and there has been mixed feedback from landlords.
- Gedling's Taxi Licensing teams continue to work with neighbouring local authorities on enforcement.
- Two requests for a "community trigger" in relation to Anti-Social Behaviour were recently taken forward.
- Environmental Health Officers have recently taken action to stop a restaurant illegally selling takeaway items to a third party shop for re-sale.

None.

68

ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 2.05 pm

Signed by Chair:
Date:

MINUTES AUDIT COMMITTEE

Tuesday 19 December 2017

Councillor Paul Feeney (Chair)

Councillor Bob Collis
Councillor Sandra Barnes
Councillor Chris Barnfather

Councillor Boyd Elliott
Councillor Helen Greensmith
Councillor Viv McCrossen

Officers in Attendance: L Parnell and M Hill

44 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None received.

45 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2017.

RESOLVED:

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

46 DECLARATION OF INTERESTS.

None.

47 INTERNAL AUDIT PROGRESS REPORT 2017/18

Mr Ali of RSM, the Council's internal audit provider, presented the report, which had been circulated prior to the meeting, summarising the outcome of internal audit activity completed for the period September to December 2017.

Members requested further information about the cyber security audit and asked that the exercise be undertaken again with feedback to the Audit Committee and to the business managers of each political group in respect to Members who may require additional training.

RESOLVED:

To note the report.

48 KPMG ANNUAL AUDIT LETTER 2016/17

The Deputy Chief Executive and Director of Finance presented a report, which had been circulated prior to the meeting, informing Members of the outcome of external audit work in 2016/17.

RESOLVED to:

1. Receive and accept the KPMG Annual Audit Letter 2016/17; and
2. Recommend the report to Council for information.

49

CORPORATE RISK MANAGEMENT SCORECARD

The Deputy Chief Executive and Director of Finance presented a report, which had been circulated prior to the meeting, updating Members on the current level of assurance that can be provided against each corporate risk.

Members requested more detailed information be provided to Committee in relation to sickness absence.

RESOLVED:

To note the progress of actions identified within the Corporate Risk Register.

50

ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.05 pm

Signed by Chair:
Date:

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Tuesday 19 December 2017

Councillor John Clarke (Chair)

Councillor Michael Payne	Councillor Marje Paling
Councillor Chris Barnfather	Councillor Colin Powell
Councillor Bob Collis	

Apologies for absence: Councillor Michael Adams

Officers in Attendance: D Archer, L Parnell and J Robinson

7 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Adams.

8 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2017.

RESOLVED:

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

9 DECLARATION OF INTERESTS.

None.

10 PAY POLICY STATEMENT

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, seeking approval of the proposed Pay Policy Statement and method of implementation and referral to Council for adoption and publication.

RESOLVED to:

1. Approve the Pay Policy Statement and method of implementation subject the an amendment to paragraph 4.1.2 to read “The pay scale for the Chief Executive was last **formally** reviewed in August 2011”; and
2. Recommend its referral to, and adoption by, Council for subsequent publication on the Council’s website.

11 MECHANISM TO BETTER INFORM POLICY DEVELOPMENT

The Chief Executive presented the report, which had been circulated prior to the meeting, seeking Members' views about establishing a mechanism to enable committee to better inform policy development.

RESOLVED to:

1. Consult the Appointment and Conditions of Service Committee, for in principle agreement, on draft policies prior to consultation at the Joint Consultative and Safety Committee.

12 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

13 EXCLUSION OF THE PRESS AND PUBLIC.

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

14 STAND-BY AND CALL OUT POLICY REVIEW

The Chief Executive presented a report, which had been circulated prior to the meeting, reporting feedback from the Joint Consultative and Safety Committee in order to inform the decisions of this committee in respect to implementation of the change to policy.

RESOLVED to:

1. Adopt the revised Stand-by and Call Out Policy.
2. Confirm the implementation date of these new arrangements to be with immediate effect

The meeting finished at 4.55 pm

Signed by Chair:
Date:

DECISIONS MADE UNDER DELEGATED AUTHORITY

<u>Business</u>	<u>Summary</u>	<u>Ref.</u>	<u>Date</u>	<u>Portfolio</u>
New addition to fees and charges for 2017/18 (TV Screens)	To set fees for advertising on Council owned TV screens	D646	11/01/2018	Resources and Reputation
National Non-Domestic Rates - Discretionary Relief Application	To consider an application for discretionary relief under section 47 of the Local Government Finance Act 1988	D645	11/01/2018	Resources and Reputation
Nottinghamshire Minerals Local Plan Issues and Options consultation paper	To agree a response to the County Council's Minerals Local Plan Issues and Options consultation paper.	D643	11/01/2018	Growth and Regeneration
Proposed Street Names for development of Land off Papplewick Lane Linby Nottingham	To approve new street names	D647	09/01/2018	Growth and Regeneration
Gedling Severe Weather Emergency Protocol (SWEP)	To implement the Gedling Severe Weather Emergency Protocol.	D642	19/12/2017	Housing, Health and Wellbeing
Housing Assistance (discretionary Warm Homes on Prescription) Grant	To approve discretionary Housing Assistance Grant to an elderly couple and their disabled son whose household income exceeds £16,000	D641	19/12/2017	Public Protection
Deed of Release of Restrictive Covenant on Land at Bewcastle Road	To request a release of a covenant and sell a plot of land in council ownership	D638	12/12/2017	Resources and Reputation

and the potential sale of land adjacent 11 Pennine Close, Bestwood

Demolition of 10 Burton Road, Carlton Square ref: 636

To approve the demolition of 10 Burton Road, Carlton.

D636

18/12/2017

Resources and Reputation

Transfer of the freehold interest in the open space land at Spring Lane, Mapperley

To transfer the freehold interest to the Council of a plot of land to be used as a public open space.

D630

12/12/2017

Resources and Reputation

National Non-Domestic Rates Pubs Relief

To approve the Council's guidance determining an application for discretionary pubs relief

D637

12/12/2017

Resources and Reputation

Sale of Cornerstone House, 32 Tilford Road, Newstead

To approve the sale of Cornerstone House, 32 Tilford Road, Newstead

D635

05/12/2017

Resources and Reputation

Planning for the right homes in the right places: consultation paper

To agree a response to the government's consultation paper: Planning for the right homes in the right places: consultation proposals.

D628

03/11/2017

Growth and Regeneration