



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

Agenda

Cabinet

Date: **Thursday 5 September 2019**

Time: **2.00 pm**

Place: **Chappell Room**

For any further information please contact:

Alec Dubberley

Service Manager Democratic Services

0115 901 3906

Cabinet

Membership

Chair

Councillor John Clarke

Vice-Chair

Councillor Michael Payne

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

AGENDA

Page

- 1 Apologies for Absence.**
- 2 To approve, as a correct record, the minutes of the meeting held on 1 August 2019.** 5 - 8
- 3 Declaration of Interests.**
- 4 Establish a budget for Gedling Country Park Outside Seating Area** 9 - 11
Report of the Deputy Chief Executive and Director of Finance.
- 5 Establish a budget for Conway Road Recreation Ground Play Area Redevelopment** 13 - 34
Report of the Service Manager Parks and Street Care.
- 6 Gedling Borough Statement of Community Involvement** 35 - 80
Report of the Service Manager Planning Policy.
- 7 Review of complaints received by the Council and Annual Review Letter – Local Government and Social Care Ombudsman 2018/19** 81 - 97
Report of the Director of Organisational Development and Democratic Services.
- 8 Forward Plan** 99 - 103
Report of the Service Manager Democratic Services.
- 9 Any other items the Chair considers urgent.**

This page is intentionally left blank

MINUTES CABINET

Thursday 1 August 2019

Councillor John Clarke (Chair)

Councillor Peter Barnes
Councillor David Ellis

Councillor Jenny Hollingsworth
Councillor Viv McCrossen

Absent: Councillor Michael Payne, Councillor Gary Gregory
and Councillor Henry Wheeler

Officers in Attendance: K Bradford, H Barrington, M Hill, D Wakelin and
L Mellors

17 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Payne, Gregory
and Wheeler.

18 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 27 JUNE 2019.

RESOLVED:

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

19 DECLARATION OF INTERESTS.

None.

20 REPORT AND RECOMMENDATIONS OF THE HOUSEHOLD REFUSE RECYCLING SCRUTINY WORKING GROUP

The Chair of the Household Refuse Recycling Working Group
introduced a report, which had been circulated in advance of the
meeting, on the final report and recommendations of the Household
Refuse Recycling Working Group.

RESOLVED to:

- 1) Thank the working group for the report; and

- 2) Refer the report to the appropriate Cabinet Member in order for a response to be made to the Overview Scrutiny Committee at the next meeting.

21 PRUDENTIAL CODE INDICATOR MONITORING 2019/20 AND QUARTERLY TREASURY ACTIVITY REPORT FOR QUARTER ENDED 30 JUNE 2019

The Deputy Chief Executive and Director of Finance introduced a report, which had been circulated prior to the meeting, informing Members of the performance monitoring of the 2019/20 Prudential Code Indicators, and to advise Members of the quarterly treasury activity as required by the Treasury Management Strategy.

RESOLVED:

To note the report, together with the Treasury Activity Report 2019/20 for Quarter 1 at Appendix 1 to the report, and the Prudential and Treasury Indicator Monitoring 2019/20 for Quarter 1, at Appendix 2 to the report.

22 QUARTERLY (Q1) BUDGET MONITORING AND VIREMENT REPORT

The Deputy Chief Executive and Director of Finance introduced a report, which had been circulated prior to the meeting, providing details of the likely year-end financial position as at the end of quarter 1 of the 2019/20 financial year.

RESOLVED to:

- 1) Approve the General Fund Budget virements set out in Appendix 1 to the report;
- 2) Note the use of reserves and funds during quarter one as detailed in Appendix 2 to the report; and
- 3) Approve the changes to the capital programme included in paragraph 2.3 of the report.

23 GEDLING PLAN QUARTER 1 PERFORMANCE REPORT

The Chief Executive introduced a report, which had been circulated prior to the meeting, providing information about Council performance during quarter one of 2019/20.

RESOLVED:

To note progress against improvement actions and performance indicators in 2019/209 Gedling Plan.

24 GEDLING BOROUGH HOUSING DELIVERY ACTION PLAN AND FIVE YEAR HOUSING LAND SUPPLY ASSESSMENT 2019

The Service Manager Planning Policy introduced a report, which had been circulated prior to the meeting, presenting the Housing Delivery Action Plan and the updated Five Year Housing and Land Supply assessment.

Members were informed of a required amendment paragraph 1.28 of the report, where the date range should read “1 April 2019 to 31 March 2024” at the fifth bullet point.

RESOLVED to:

- 1) Approve the Gedling Borough Housing Delivery Action Plan 2019 for publication; and
- 2) Note the Gedling Borough Five Year Housing Land Supply 2019.

25 ANNUAL REPORT OF THE SENIOR INFORMATION RISK OWNER 2018/19

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated prior to the meeting, summarising the work of the Senior Information Risk owner during the 2018/19.

RESOLVED to:

- 1) Note the annual report of the Senior Information Risk Owner 2018/19;
- 2) Endorse the Information Governance Framework; and
- 3) Approve the continuation of the arrangements relating to the Data Protection Officer.

26 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) ANNUAL AUDIT AND UPDATE

Consideration was given to a report of the Service Manager – Legal Services, which had been circulated in advance of the meeting, updating Members on the Council’s use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA) between 1 April 2018 and 31 March 2019 in line with the Council’s RIPA policy.

RESOLVED:

To note the report.

27 FORWARD PLAN

Consideration was given to a report of the Service Manager, Democratic 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.

28 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

Under this item Cllr McCrossen spoke about the Youth Programme being introduced over this year's school holidays to provide events/activities for young people and congratulated the Community Relations Team for their hard work pulling the programme together.

The meeting finished at 3.25 pm

Signed by Chair:
Date:



Report to Cabinet

Subject: Establish a budget for Gedling Country Park Outside Seating Area

Date: 5 September 2019

Author: Mike Hill, Deputy Chief Executive

Wards Affected

Gedling, Plains, Dumbles, Phoenix, Porchester, & Trent Valley Wards.

Purpose

To obtain Cabinet approval to establish a capital budget and appropriate planning permissions for a new outdoor covered seating area at the Gedling Country Park Café 1899.

Key Decision

This is not a key decision.

Recommendation(s)

Cabinet approve the capital budget of £107,800 for the installation of a new outdoor covered seating area at the Gedling Country Park Café 1899, to be fully funded from Section 106 contributions.

Cabinet delegate authority to the Deputy Chief Executive and Director of Finance to apply for any necessary planning permissions and consents, should they be required, to create the seating area.

1. Background

- 1.1 Gedling Country Park is a flagship green space for the Council with large areas of open space, footpaths and wildlife for all to enjoy with stunning views over the surrounding areas. It is designated as a Local Nature reserve and has recently retained its "green flag" award status which

recognises well managed parks and green spaces.

- 1.2 The Council has ambitions to continually develop the park, and the installation of a new outdoor covered seating area immediately adjacent to Café 1899 is the latest of these projects to be considered.
- 1.3 The Café 1899 has been in operation for a few years now, and feedback from customers has made it clear that an outdoor covered seating area that provides protection from the sun in hot weather, or from the wind and rain in other times will provide a much needed facility for visitors and dog walkers alike.
- 1.4 A Section 106 open space contribution is available from the Spring Lane development (2007/0748) for spend at Gedling Country Park with a remaining balance of £107,800.
- 1.5 In order to secure a contractor and carry out the project, a budget must first be established in the capital programme.

2. Proposal

- 2.1 Approval is sought to establish a capital budget of £107,800 for the installation of an outdoor covered seating area at Gedling Country Park to be fully funded from Section 106 contributions.

3. Alternative Options

- 3.1 Not to set up the capital budget and use the Section 106 contribution on a different project at the country park. However this seating area is a request from customers of the park and café.

4. Financial implications

- 4.1 The total cost of the project will be determined once a specification has been prepared and contractors are asked to tender for the opportunity.
- 4.2 The budget for the works will be capped at a maximum of £107,800.
- 4.3 The installation of the outdoor covered seating area is expected to have a positive impact on the operation and profitability of the Café 1899.

5. Appendices

None.

6. Background Papers

None.

7. Reasons for Recommendations

- 7.1 All visitors to the country park will have the opportunity to visit the Café 1899 and the new seating area, which will provide an inviting area for relaxation and enjoyment. It will also enhance the experience for dog walkers who have not previously had the opportunity to relax in the Café environment and contribute to the delivery of the fitness and wellbeing agenda by providing a place for people to exercise.

This page is intentionally left blank



Report to Cabinet

Subject: Establish a budget for Conway Road Recreation Ground Play Area Redevelopment

Date: 5 September 2019

Author: Melvyn Cryer, Service Manager Parks & Street Care

Wards Affected

Gedling Ward, Netherfield Ward, Trent Valley Ward

Purpose

To obtain Cabinet approval to establish a capital budget for the redevelopment of Conway Road Recreation Ground Play Area from funding provided by FCC Communities Foundation Ltd (formerly known as WREN – Waste Recycling Environmental Ltd)

Key Decision

This is not a key decision

Recommendation(s)

THAT:

Cabinet approve a capital budget of £102,000 for the development of a new Conway Road Play Area which is partially funded by external grant funding from FCC Communities Foundation Ltd.

1 Background

- 1.1 Netherfield Steering Group, in partnership with Gedling Borough Council Parks and Street Care submitted a funding bid for £94,500 to FCC Communities Foundation Ltd to fund the development of a new play area at Conway Road Recreation Ground, a park which is Gedling Borough Council owned. The Netherfield Steering Group oversees the development and implementation of Netherfield

Locality Plan which was approved by Cabinet in 2013. The Steering Group held a series of consultation events within the Netherfield Ward namely Netherfield Primary School, St. Georges Centre and Conway Park Pavilion. The consultation events generated a lot of discussions around how the park should be improved. Discussions were also held with the two bowling clubs based at Conway Park who were keen to see the park improved and engaged with the process. The improvement works form part of a Development Plan setting out the strategic objective to improve the park with outline designs that were approved at the various consultation events held. [Appendix 1]. Also available is a “virtual reality fly through” developed to be used as part of any funding bids and to show residents what the park could like after the improvements had been implemented. The play area development is phase one of the project to improve the park. Funding is still being sought to improve the rest of the park. As part of the funding bid for phase one, FCC Communities Foundation Ltd require a contribution from a third party funding provider, this amount is 10.75% of the amount of total funding applied for. This amount is used to unlock the landfill tax from the central regulators. For this project the funding amount applied for is £94,500, therefore the amount of the 3rd party contributory payment is £10,200 which Gedling Borough Council have agreed to fund and will pay directly to FCC. Further costs of £7,500 to the Council will be the cost of the Contract Administration works being undertaken by the Environmental Management and Design Team at Via East Midlands who formed part of the original team that developed the Improvement Plan/Strategy for the Park as well as the outline designs. Via also helped with the bid submission by providing up to date figures for the bid based on recent tenders for similar projects within Nottinghamshire. Via has performed similar roles within the Borough.

- 1.2 This area has been identified in the Councils’ Green Space Strategy as offering insufficient play provision due to it’s built up nature and would benefit from such a new development. It is therefore one of the priorities of the neighbourhood and parks department teams to improve the current offer by introducing a new play area. Parks and Street Care have the responsibility to maintain the current park and they will continue with this arrangement including the new play area following its installation. The award of funding is not considered secured until the funding agreement between FCC Communities Foundation Ltd and GBC is in place. The funding agreement cannot be completed until GBC with the support of the Environmental Management and Design Team at Via have carried out a procurement exercise for the play area refurbishment, which will identify the winning supplier and identify the costs of individual pieces of play equipment and their installation costs. This breakdown information

is used to identify the actual items FCC Communities Foundation Ltd will be funding and the information is added as an appendix to the funding agreement.

- 1.3 In order to secure a contractor and carry out the project, a budget must be established in the Capital programme.

2 Proposal

That approval is given to set up a capital budget of £102,000 for the redevelopment of Conway Road Recreation Ground Play Area with £82,300 being funded by FCC Communities Foundation Ltd as per the offer letter received by the Council.

3 Alternative Options

Not to set up the capital budget and develop the play area now, but do so at a later date if other funding becomes available. Funding is available specifically for this project, GBC do not have the authority to expend this funding amount on any other project. The funding criteria requires Gedling Borough Council to enter into an agreement with FCC Communities Foundation Ltd within 6 months of being notified of the award, if this is not achieved the funding offer will be retracted and FCC Communities Foundation Ltd will use the funds on another project.

4 Financial Implications

4.1 Capital

The total cost of the project is £102,000, this to be funded from £94,500 by external grant from FCC Communities Foundation Ltd. [Appendix 2]. However the council need to contribute £10,200 of 3rd party contributions to receive this grant. [Appendix 3]. Therefore the Net grant received will be £84,300. Alongside this are £7,500 contract administration costs to Via East Midlands funded by GBC.

| Project funding summary | £ |
|---|-----------------|
| GBC Funded (£10.2k +£7.5k) | £17,700 |
| FCC Communities Net Grant (£94.5k - £10.2k GBC Contribution.) | £84,300 |
| Total capital costs of project | £102,000 |

4.2 Revenue

In addition the general maintenance and upkeep of the play area will be met from a new revenue maintenance budget of £1,800 per annum for audit and inspections and general repairs.

5 Appendices

1. Conway Park Development Plan
2. FCC Communities Grant approval and offer letter
3. Funding bid match funding confirmation letter [FCC Communities]

6 Background Papers

7 Reasons for Recommendations

The local residents will; benefit from a new Play Area. This will provide provision in an area that is currently deficient. The development is compliant with the Council's current Local Plan under the heading 'Healthy Lifestyles'

Improve health and wellbeing and reduce health inequalities

Support physically active lifestyles

Increase recreational activities and users to parks and open spaces

Reduce levels of loneliness and isolation

CONWAY PARK



**Landscape and Reclamation Team
Nottinghamshire County Council
County Hall
Loughborough Road
Nottingham
NG2 7QP**

Contents

| | |
|-----|----------------|
| 1.0 | INTRODUCTION |
| 2.0 | OUTLINE DESIGN |
| 3.0 | COSTS |
| 4.0 | REFERENCES |
| 5.0 | APPENDICES |

| | | |
|------------------|-----------------|------------------|
| Author: | Amanda Blicq | Date: July 2015 |
| Approved: | Cathy Gillespie | Date: March 2016 |

1.0 INTRODUCTION

Scope of Report

1.1 Conway Park lies to the east of Carlton, and is located between the Nottingham-Lincoln railway line and Conway Road. Maintained by Gedling Borough Council, and containing formal sports facilities (tennis courts and bowling greens), as well as an imposing brick built pavilion building, the park is nonetheless rather dated and does not appear well-used. It also lacks the facilities now expected by a proportion of the park visiting public eg. toilets, refreshments, and a children's play area.

1.2 Nottinghamshire County Council's Landscape and Reclamation team has reviewed the existing amenities and proposed a development plan which retains the basic structure of the park but proposes options for refreshing the original amenities, encouraging increased use, and visits from a wider spectrum of the public whilst being mindful of ongoing maintenance costs in a constrained financial climate.

Existing Condition

1.2 The existing park shows clearly the original design concept; built in the inter-war years ?? to support the expansion of Carlton and provide local amenities, the layout and facilities reflect the planning and recreational aims of the time. A substantial brick pavilion is situated between two large bowling greens and six surfaced tennis courts; the remaining space is laid to lawn and occasional tree planting with a small and more formal paved sitting area to the south of the bowling greens. Maintenance is at a level that maintains the status quo, but is limited to grass cutting and general tidiness. The pavilion has ramped access but it is understood that finding regular users and associated revenue streams is difficult. Hardstanding is restricted to a large area of tarmac around the pavilion, and a small seating area to the east of the bowling greens; there is no all-weather route around the park, and seats are randomly located.

1.3 In the modern context the layout is not readily suited contemporary needs; the bowling greens and tennis court are still used, but in conjunction with the centrally placed pavilion, take up a large proportion of the central space. If the courts and greens are to be retained, future development or the installation of new amenities will have to be restricted to the narrow areas on the periphery of the park. However, one positive feature of the park is that the land is flat, so maintaining suitable gradients for access is not an issue.



View from main entrance towards pavilion



View of pavilion from south-west corner

2.0 OUTLINE DESIGN

Design Aims

2.1 The outline design was developed with the following aims in mind:

- retention of existing features, and minimal disturbance to existing park infrastructure
- a continued imperative for low level maintenance, new features to be sustainable
- introduction of features to attract new age groups whilst still encouraging existing users (eg. Bowls club)
- anticipate loss of mature trees with new tree planting
- rationalise hard-standing to optimise access and car parking areas
- improve ecological diversity
- rationalise space to create greater diversity of large and small spaces, secluded and more public
- introduction of all-weather path layout to optimise use of all spaces

2.2 The issue of raising a revenue stream for the pavilion has been discussed but is considered beyond the scope of this report, which focusses primarily on the physical dimensions of development; with improved amenities a user and revenue commitment will be easier to find. The outline proposals are discussed below:

Outline Design

2.3 The design features

- All-weather path, with associated activity (eg. adult gym, dog walking)
- Facilities for young people eg. children's playground
- Dog walk
- Adult gym
- Terrace, secluded and shaded seating area
- Meadow areas with tree planting
- Entrance/Avenue
- Designated parking



Existing seating area with low maintenance conifers



Grass and mature trees to north of tennis courts

All-Weather Path

2.4 An all-weather path running around the edge of the park would enable use of spaces that are otherwise incidental, and this proposal is considered essential to encouraging greater use of the park by all ages and mobilities. The park benefits from the key facilities of the bowling greens and tennis courts, but appears rarely used on a more casual basis. The area between the tennis courts and rear gardens of Conway Crescent is mown and contains mature specimen trees, but the approaches, through pinch points between the boundary fence and tennis courts, are uninviting. With walking for health encouraged for all ages, the simple provision of a path to provide a circuit, and with associated activities such as adult gym equipment or trim trail, and dog bins, would both open up less-used areas of the park and give greater opportunity for low key, informal recreation.

2.5 It is also suggested that a different maintenance regime is adopted here; Woodthorpe Park has had some success reducing the area of mown grass through the sowing of flower meadows. The proposed user groups would not require formality or exacting maintenance; ecological diversity would also be improved and a programme of additional tree planting should be undertaken to anticipate the loss of mature specimens and provide more screening to the neighbouring houses.

Facilities for Young People

2.6 Gedling's Green Space Strategy ¹ analysed the standard of play facilities and access across the borough, and concluded that there are large areas of the borough that do not meet national standards. The wards of Valley, Carlton and Carlton Hill (to the immediate north and west of Conway Road) were identified as being particularly deficient (at the time the study was carried out a large section of Conway Road fell into the Gedling ward which may have skewed results). The study concludes that where there is the highest deficiency of play facilities and a high proportion of young people, GBC should aim to place facilities within amenity green space or parks and gardens where there is currently none.

2.7 Conway Park currently caters largely for the older age groups and for more traditional forms of sport (tennis and bowling). Further analysis of census data and local need, and local consultation would be required to identify what types of formal play and/or activity are most suited to the locality. The outline design layout shows a children's playground; the site is located near housing and is fairly visible from the road. Activities for other age groups could be appropriate.



View from pavilion to entrance



Western corner

2.8 The outline proposals identify a location for play/teenage facilities between the tennis courts and the road, this being the only space in the park large enough to accommodate a new facility. But it also has advantages of being away from the bowling greens, can be readily accessed from the main drive, and is fairly visible from the road which will control anti-social behaviour to some extent.

Terrace/Seating Area

2.9 One of the prime design aims was to integrate the pavilion, currently standing in a sea of tarmac, into the overall function of the park. Whilst vehicular access is clearly important for continued use of the pavilion and access to the bowling greens, the outline design shows that there is sufficient space both for designated parking and the creation of a south-facing terrace linking the pavilion directly to the greens, and also to the existing seating area to the south-east. The proposals suggest a pedestrian-only paved area directly abutting the southern elevation of the pavilion, screened to some extent from the parking area, and linked to an enhanced and upgraded seating area to the south-east. Use of a pergola would provide relief from the sun on a warm day, and also an opportunity for climbing plants. It would also be a focal point linking the two sections of terrace.

2.10 The existing seating area is tidy, but comprises random bits of grass and path with no clear purpose. A redesign aims to replace grass with raised beds, and create more varied seating areas with secluded alcoves contrasting with more public spaces. The pergolas and taller planting behind the seating (along the railway line boundary) would also create a greater sense of enclosure and shelter.

Meadow

2.11 The creation of meadow areas is both to focus the grass mowing operations on areas that really need it, and to increase visual, sensory and ecological diversity. The land lying to the west of the bowling greens is another 'left-over' space that could contribute more to the overall park experience. Again, there are mature specimen trees, and sufficient space between the bowling green and site boundary to create a sinuous path making optimum use of the space.

Entrance

2.12 The outline plan of the park shows clearly the original design layout, with the centrally located entrance and avenue leading straight to the pavilion. It is unclear whether the double

line of shrubby *Cotoneaster* sp. is original, but the view into the park is now partly obscured by their low canopies. The drive edgings appear to be original but in modern times a dedicated footway needs to be provided, especially as regeneration of the park is likely to increase traffic volumes.

2.13 The proposals suggest removal of existing trees and shrubs, and replanting with taller avenue trees and reinstatement of grass on either side of the drive to give greater visibility.

Designated Parking

2.14 Access to the pavilion has clearly been modified for users with mobility issues and consequently it is expected that there is a continued need vehicular access and parking adjacent to the building. The plan shows that there is space within the existing hard-standing for additional parking without compromising maintenance and council access. However, a decision might be taken to impose parking restrictions; casual parking might be difficult to limit and control once the principle has been established.

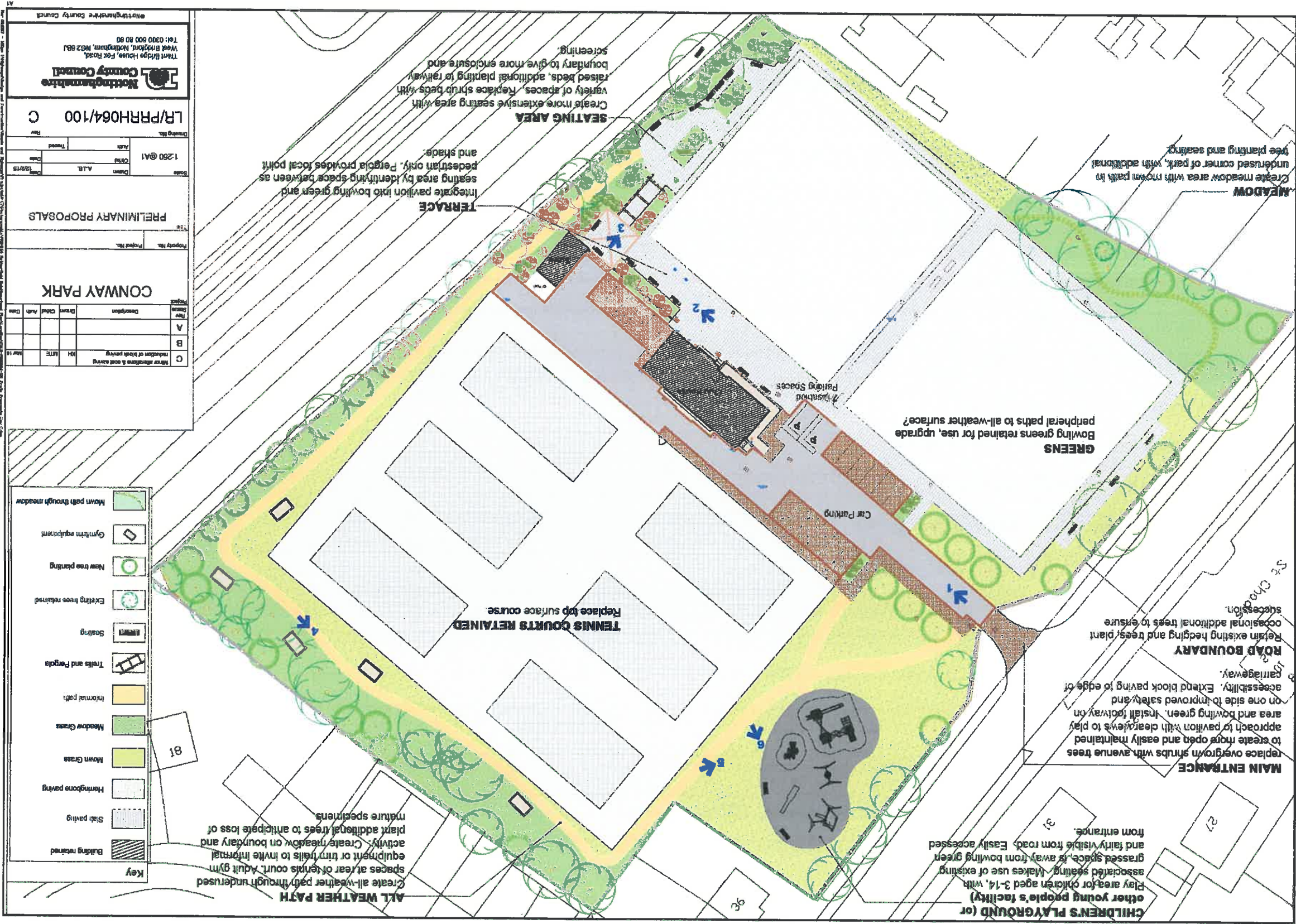
3.0 CONCLUSION

3.1 Being readily accessible from nearby residential streets, with no major roads to cross, the park lends itself to a facelift. Investment in access and circulation, as well more modern amenities and greater integration of existing facilities, would greatly increase recreational opportunity for the neighbourhood.

3.2 The exact nature of development needs to be examined in the context of the local demographic, other recreational and play provision in the area, and subject to consultation. The proposals are readily broken down into identifiable elements and development lends itself to phasing as funding becomes available. The table in Appendix 1 gives indicative costs for each element.

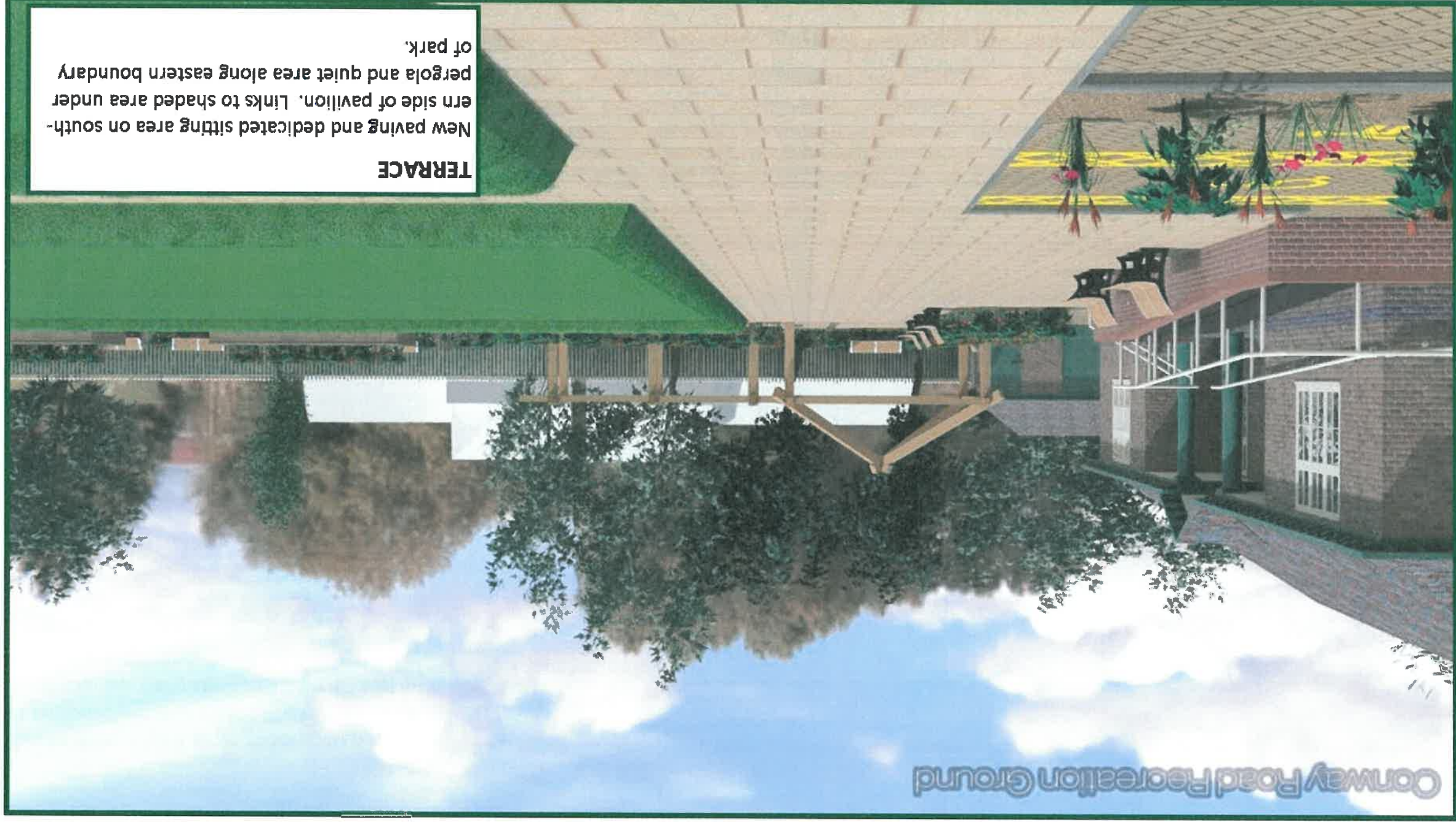
APPENDIX 1 - INDICATIVE COSTS

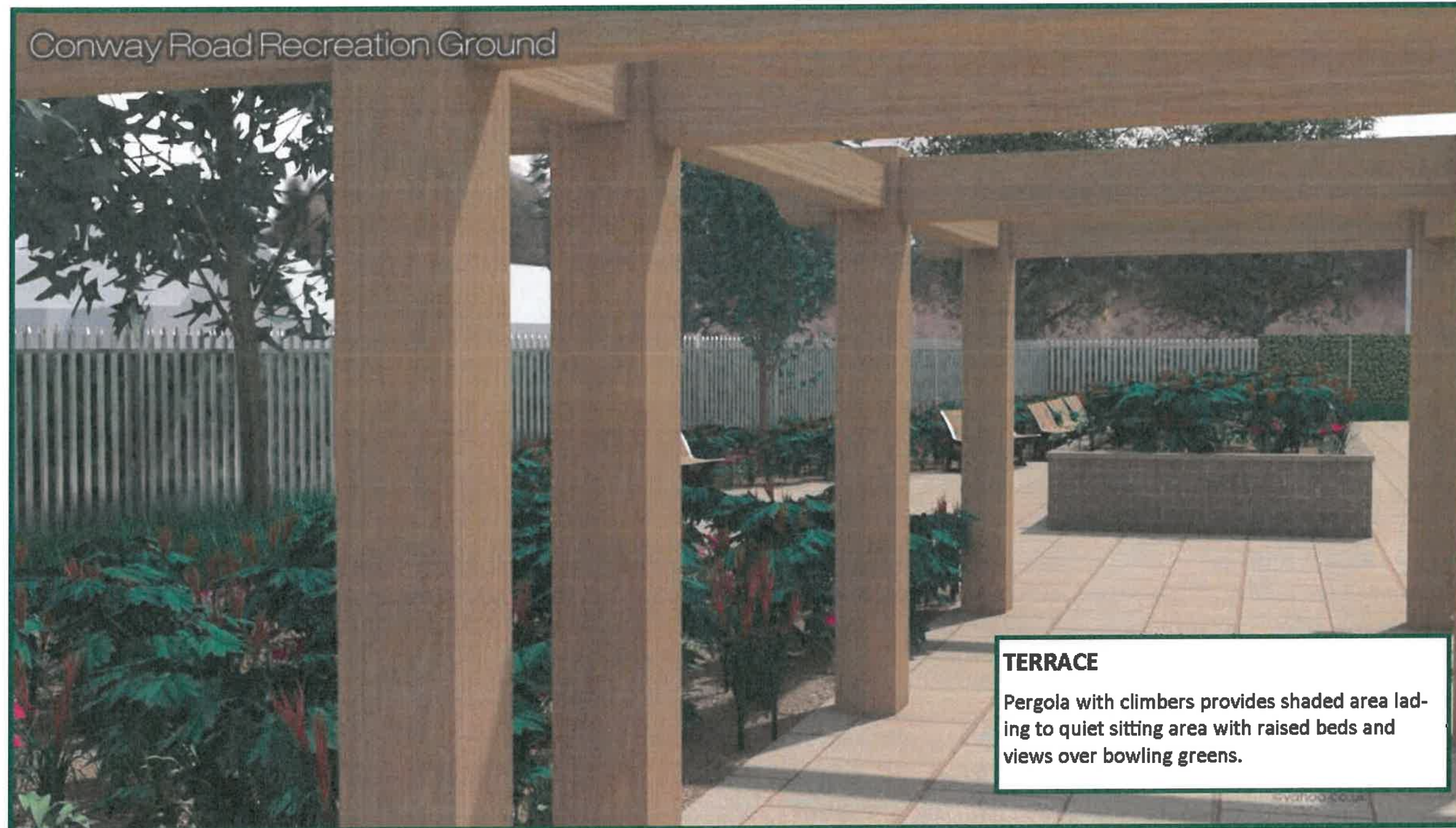
| | CONWAY PARK | £ |
|----|---|-------------------|
| 1 | Clearance works including tree surgery, shrub removal | 10,000.00 |
| 2 | Play Area - groundworks, supply of equipment and installation | 65,000.00 |
| 3 | Safety surfacing, 375 m ² @ £75 | 28,125.00 |
| 4 | Trim trail - equipment and installation, 5 items @ £2500 | 12,500.00 |
| 5 | Terrace & Bowling green paths – slab paving 1125 m ² @ £65 | 73,125.00 |
| 6 | Pergola | 20,000.00 |
| 7 | Seating - seats and installation 10 no @ £400 | 4,000.00 |
| 8 | Tree planting - 25 no @ £400 | 10,000.00 |
| 9 | Signage | 3,000.00 |
| 10 | Stone access paths 200 linm @ £55 | 11,000.00 |
| 11 | Block paving to vehicular area 250 m ² @ £80 | 20,000.00 |
| 12 | Block paving to pedestrian area 140 m ² @ £70 | 9,800.00 |
| 13 | Resurfacing tarmac vehicle access 645m ² @ £40 | 25,800.00 |
| 14 | Resurface top course tennis courts 3975 m ² @ £50 | 198,750.00 |
| 15 | Refurbish Bowling Green's x 1.5 @ £35,000 | 52,500.00 |
| 16 | Meadow seeding and preparation | 4,000.00 |
| | SUB-TOTAL | 548,850.00 |
| | 10% project contingency | 54,885.00 |
| | Design fees, contract procurement and management (approx. 7.85%) | 43,000.00 |
| | GRAND TOTAL | 646,735.00 |

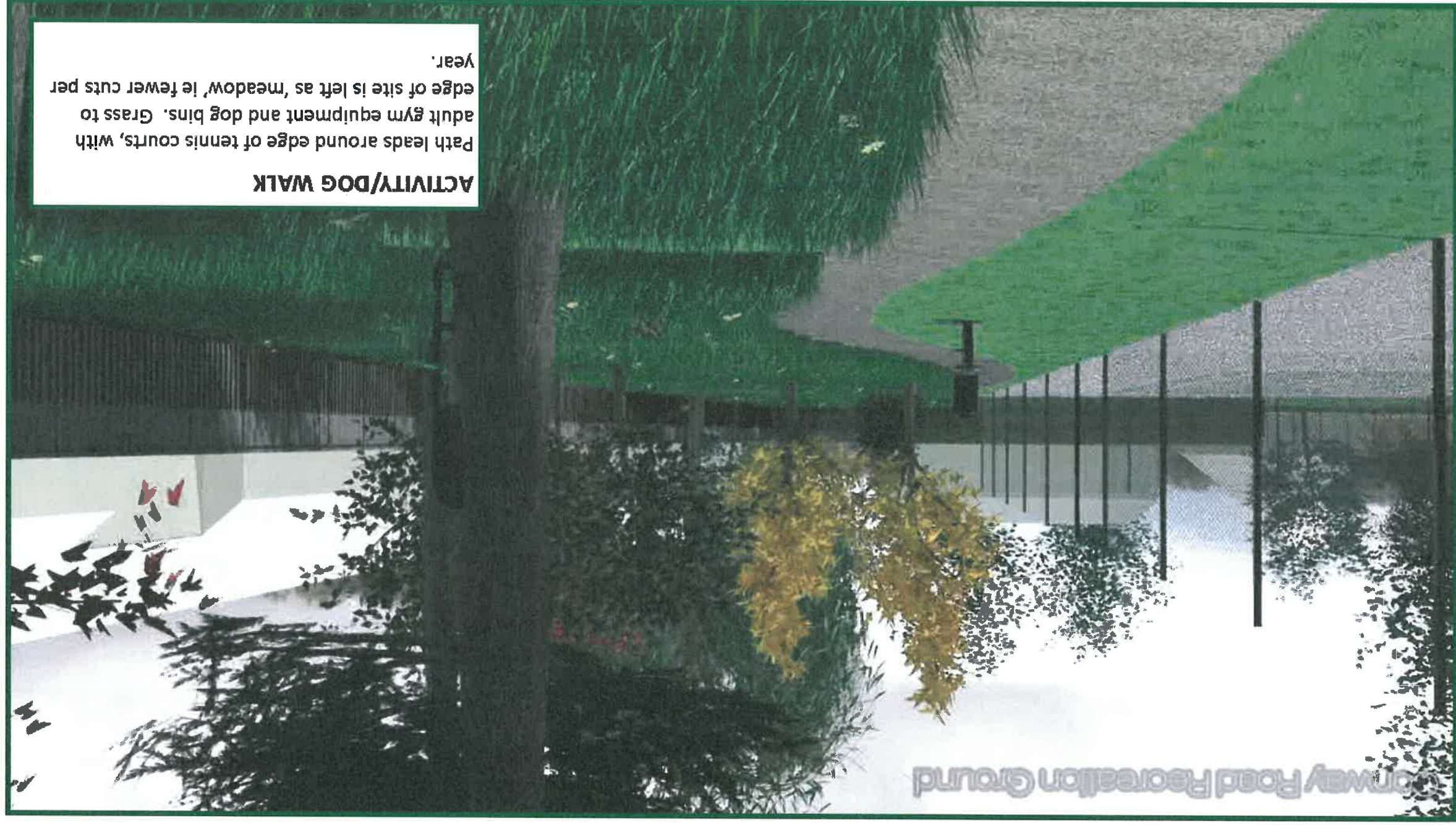




ENTRANCE
View into park from Conway Road, dedicated footway and parking spaces improve pedestrian safety and circulation. Block paving replaces tarmac.







ACTIVITY/DOG WALK

Path leads around edge of tennis courts, with adult gym equipment and dog bins. Grass to edge of site is left as 'meadow' ie fewer cuts per year.





4.0 REFERENCES

1. Gedling Borough Council, Green Space Strategy 2012 - 2017

Ms Jennifer Eurge
St Georges Centre
Netherfield
Nottingham
Nottinghamshire
United Kingdom (England)
NG4 2NN

06 June 2019
Our Ref: CF-1488

Dear Ms Eurge

Netherfield - Conway Park Play Area

The above application for funding has now been reviewed and assessed. I am pleased to inform you that the Board of Directors of FCC Communities Foundation have allocated a grant of up to **£94,486.91** towards the eligible costs of your project.

This allocation is subject to the following conditions:

1. Your project is successfully registered with the scheme's regulator ENTRUST. We will apply for this registration on your behalf.
2. Your agreement to our terms and conditions for distributing the Landfill Communities Fund money. These will be stated in our Funding Agreement that will be issued to you providing your project is registered by ENTRUST and once all of the information listed below has been provided.
3. Payment of £10,157.34 third party funding. Within the next 7 days we will issue your nominated contributor with a request for payment of the third party funding to FCC Recycling (UK) Ltd. Payment of this request must be made within 28 days of issue.
4. That the grant is offset towards the following elements:

| Description | Total Cost (£) | Amount Requested (£) |
|---|----------------|----------------------|
| Signage | £600.00 | £600.00 |
| seating | £4,000.00 | £4,000.00 |
| Design and Contract Administration Costs | £7,558.95 | £0.00 |
| Safety Surface Area 2 | £9,655.91 | £9,655.91 |
| tree/shrubbery planting | £180.00 | £180.00 |
| Play Area 1 equipment and Installation | £28,700.00 | £28,700.00 |
| Safety Surface Area 1 | £13,596.00 | £13,596.00 |
| re-seeding of grass area following works to play area | £2,000.00 | £2,000.00 |
| Pathway leading to Play Area | £9,135.00 | £9,135.00 |
| clearance of site | £2,020.00 | £2,020.00 |
| Play Area 2 equipment and installation | £24,600.00 | £24,600.00 |

| | | |
|--------------|--------------------|-------------------|
| Total | £102,045.86 | £94,486.91 |
|--------------|--------------------|-------------------|

In order for us to be able to issue your project with a Funding Agreement we require the additional information as set out in the email to which this letter is attached. Please forward the outstanding information within the next 8 weeks. If you are unable to do so please let us know as soon as possible when you anticipate the information will be available.

Please note you must not change the scope or delivery of your project without written permission from us. If you need to change any aspect of your project, or you register with ENTRUST as an Environmental Body, please contact me or your Grant Administrator who will be able to advise you further. Failure to inform us of changes may result in your funding being withdrawn.

On receipt of all outstanding information we will contact you to discuss the drawdown of your grant and the details we need to finalise and issue your Funding Agreement.

It is very important that you do not start work on your project, instruct contractors or make/authorise any payments relating to your project until you have signed and returned our Funding Agreement. Failure to do so will result in your grant being withdrawn.

Please note, on receipt of all outstanding information it can take up to 4 weeks to issue your Funding Agreement.

The grant offer is open for 6 months from the date of this letter, by which time your Funding Agreement must be issued. Please also note that our grant must be claimed in full before 6 June 2020.

You are encouraged to publicise your funding award and advice on doing this can be found in the enclosed guidance. Please contact us if you need further information.

If you have any queries regarding the content of this letter or would like to discuss any project related queries, please contact myself or the Grant Administrator.

Yours sincerely

Cheryl Raynor
Grant Manager

Enc Funding Success Guidance
 Publicity Guidance



Report to Cabinet

Subject: Gedling Borough Statement of Community Involvement August 2019

Date: 5th September 2019

Author: Service Manager Planning Policy

Wards Affected

All

Purpose

To seek approval for the adoption of the attached Gedling Borough Statement of Community Involvement.

Key Decision

Yes

Recommendation(s)

THAT:

- 1) Cabinet adopts the attached Statement of Community Involvement August 2019**

1 Background

- 1.1 It is a legal requirement for Gedling Borough to have in place a Statement of Community Involvement setting out the Council's policy for involving people in the preparation of development plans and for consulting people on planning applications. Gedling Borough Council adopted its first Statement of Community Involvement in October 2006 with a revised version being adopted in 2014.

- 1.2 The Statement of Community Involvement (SCI) has been revised in order to reflect recent changes to the planning system. In particular there is a requirement for the Council to include its policy on supporting neighbourhood plan making in the Borough. Revisions are also required to reflect current good practice. It is also opportune to revise the SCI at this time as the review of the Aligned Core Strategy (ACS) adopted in 2014 has commenced with a consultation on an issues and options document planned to take place in the near future. It has also been changed in the light of comments made on a consultation draft version made available earlier this year (see below). The revised SCI is attached as **Appendix A**. The new text included to reflect changes made since the previous 2014 version of the SCI are underlined for convenience. The recommendation is to approve the whole SCI document.
- 1.3 The draft SCI document was subject to consultation between 29th May and 28th June 2019. A number of comments have been received. A summary of the comments and the Council's response is attached as **Appendix B**. The revisions will continue to ensure that the level consultation to be carried out will meet or exceed the minimum statutory requirements set out by government.

2 Proposal

- 2.1 The revised SCI is attached as **Appendix A** and Cabinet is asked to approve the document.
- 2.2 Respondents made a number of comments including some which were supportive in nature. Certain comments related to general planning matters such as the decision making process, environmental protections and developer contributions as opposed to seeking changes to the document. General comments included the need to avoid jargon and to explain certain terms. This point is accepted and unnecessary jargon has therefore been removed and other terms defined in a glossary. Consultees requested that certain sections of the text (as it relates to early engagement and the streamlining of the local plan) reflect more fully the wording in the National Planning Policy Guidance and this has also been accepted.
- 2.3 Other more specific comments have led to changes in the document and the changes are set out in the Council's response to the individual comments. The schedule also sets out reasons why other comments seeking changes have not been accepted. In summary, the consultation has led to a number of changes to the SCI and as stated above the SCI

will continue to set out a level of consultation which meets or exceeds the minimum legal requirements.

3 Alternative Options

- 3.1 One alternative option is to rely on the existing adopted SCI (2014). However, this is not up to date and does not reflect the latest government guidance. It would also be timely to adopt a revised document in time to be used for the planned ACS review issues and options consultation.

4 Financial Implications

- 4.1 None.

5 Appendices

- 5.1 Appendix A - Gedling Borough Statement of Community Involvement August 2019
- 5.2 Appendix B – Summary of comments made on the draft Statement of Community Involvement May 2019 and the Council's response.

6 Background Papers

- 6.1 None

7 Reasons for Recommendations

- 7.1 To approve the Gedling Borough Statement of Community Involvement
August 2019

GEDLING BOROUGH

Consultation Draft Statement of Community Involvement

Cabinet Version 5th September 2019

**Planning Policy Section
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU**

**Tel: 0115 901 3757
planningpolicy@gedling.gov.uk**

www.gedling.gov.uk



1. Introduction

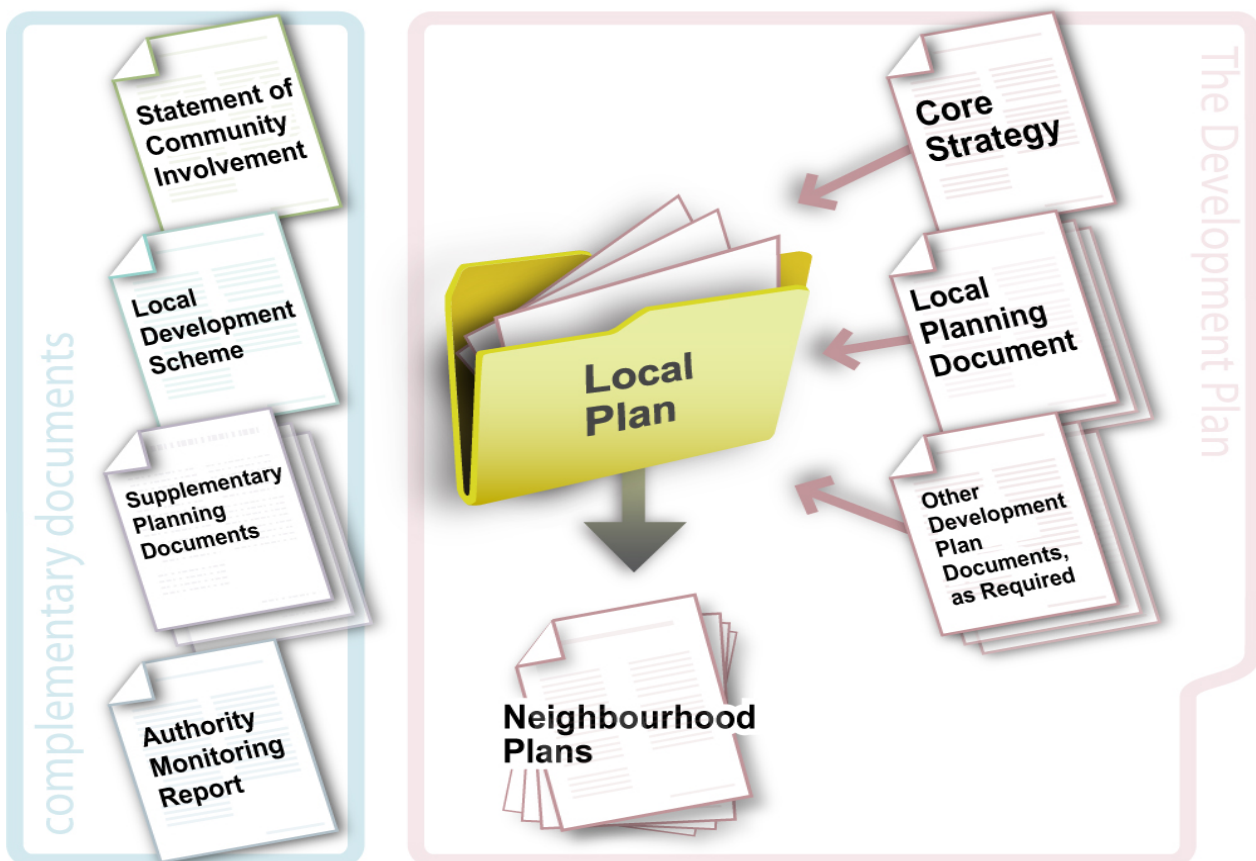
- 1.1 This Statement of Community Involvement sets out our policies on community consultation and involvement in planning policy documents and planning applications. This Statement replaces the adopted version of the Statement of Community Involvement (called Statement of Consultation) adopted in 2014. It exceeds the minimum legal requirements for consultation set out in the Planning Acts and regulations. A glossary of terms used in the document is attached at **Appendix 2** to help the reader.

2. Planning Policy

The Local Plan (formerly Local Development Framework)

- 2.1 The Local Plan sets out how the Borough will develop in the future. It comprises a set of planning documents collectively called Development Plan Documents and in combination this constitutes the development plan as shown in the diagram below. These plans are subject to a statutory process including community involvement. They must be supported by a sustainability appraisal, equalities impact assessment and subject to an independent examination.

The Local Plan



Local Plans containing strategic policies

- 2.2 The National Planning Policy Framework states that: the development plan must include strategic policies which can be contained in joint or individual local plans by authorities working together or independently. In the context of the Greater Nottingham area the individual councils are working together to align core strategies containing key strategic policies with each authority responsible for its own individual core strategy (known as part 1 Local Plans - please see paragraph 2.10 for more details).
- 2.3 Strategic policies should set out the overall strategy for the pattern, scale and quality of development including for:
- Housing, employment, retail, leisure and other commercial development;
 - infrastructure or transport;
 - Community facilities; and
 - Conservation and enhancement of the natural, built and historic environment.

Local Plans containing non-strategic policies and Neighbourhood Plans

- 2.4 The NPPF goes on to state that: policies to address non-strategic matters should be included in local plans that contain both strategic policies and non-strategic policies; and/or neighbourhood plans that contain just non-strategic policies. Non-strategic policies set out more detailed policies for specific areas, neighbourhoods or types of development.
- 2.5 In addition to their core strategies, the Greater Nottingham councils have included planning policies of both a strategic and non-strategic nature in more detailed local plans (called Part 2 Local Plans - please see paragraph 2.12 for more details).
- 2.6 A number of Neighbourhood Plans have been made in Gedling Borough which contain non-strategic policies. These are prepared by Parish Councils or Neighbourhood Planning Forums who are largely responsible for their production. However, Gedling Borough Council provides a supporting role including carrying out the formal consultation and in doing so Gedling Borough Council will follow the principles set out for consulting on Local Plans in paragraph 2.9 below. For more detail on which Parishes are covered by neighbourhood Plans and Gedling Borough Council's approach to supporting their preparation see paragraphs 2.14 – 2.16.'

Supplementary Planning Documents

- 2.7 Supplementary Planning Documents give further explanation and detail to the Local Plan. They are subject to statutory procedures including community involvement but are not subject to independent examination.
- 2.8 Other documents that support a Local Plan include:
- Local Development Scheme - sets out the programme for the preparation of the Local Plan and also lists supplementary planning documents to be prepared
 - Statement of Community Involvement (this document)

- Authority Monitoring Report

Principles

2.9 We will abide by the following principles when consulting on the Local Plan:

- Plans should be shaped by early proportionate and effective engagement with communities, organisations, businesses and other consultees;
- Consultation will be transparent, open and accessible to all sections of the community, enabling the community to engage with the planning system, not just those who are familiar with it;
- The consultation process will allow local communities and consultees to see how ideas have developed at various stages with effective feedback and;
- Wherever possible, consultation will be carried out in tandem with other community engagement initiatives.

Consultation on Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)

- 2.10 Gedling Borough Council along with Broxtowe Borough Council and Nottingham City Council have prepared the Greater Nottingham Aligned Core Strategies (ACS) which forms Part 1 of the Local Plan for each of the three councils. The other councils within the Greater Nottingham Housing Market Area, namely Erewash Borough and Rushcliffe Borough, have produced separate but aligned Core Strategies.
- 2.11 The Greater Nottingham councils are now undertaking a review of the Aligned Core Strategies to an agreed timetable. The history of joint working and achievements in producing Aligned Core Strategies demonstrate that there is an established and successful model of joint working across the Nottingham Housing Market Area and this is set to continue. The National Planning Policy Framework 2019 has introduced a requirement for councils to prepare a Statement of Common Ground to identify cross boundary matters and set out how they will be addressed.
- 2.12 Gedling Borough Council adopted the Local Planning Document on 18 July 2018 which forms Part 2 of the Council's Local Plan and conforms to the Aligned Core Strategy. A review of the Local Planning Document will follow on from the review of the Aligned Core Strategy and the timetable will be published at an appropriate time in the future.
- 2.13 The Government does not set out precise detail of how a council should prepare a plan but rather considers councils are best placed to decide the exact process and how to engage with their communities. However, the Regulations¹ do prescribe certain stages where the public are to be consulted and this is shown in **Appendix 1**. Essentially the consultation policy will be the same for both Development Plan Documents (like the Gedling Borough Local Planning Document) and for Supplementary Planning

¹ The Regulations are set out in The Town and Country Planning, (Local Planning) (England) Regulations 2012 as amended.

Documents. However, there are slight differences between the two as Supplementary Planning Documents are not subject to the formal examination process.

Who we will consult

For Development Plan Documents

- Statutory organisations² including councils, infrastructure providers and government bodies as legally required or those likely to have an interest;
- Organisations representing local geographical, economic, social and other communities or those likely to have an interest;
- Local businesses, voluntary and other organisations;
- Others who have expressed an interest in the subject matter; and
- The general public.

For Supplementary Planning Documents

- Statutory organisations³ including councils, infrastructure providers and government bodies as legally required or those likely to have an interest;
- Other consultees likely to have an interest;
- The general public.

How we will consult

For Development Planning Documents

- Before starting a consultation, we will prepare a consultation strategy;
- We will contact statutory consultees and organisations and individuals registered on the Planning Policy database direct;
- We will publicise consultations by methods such as leaflets, websites, posters, displays, commercial, community and social media, social network sites, existing community groups, community events and joining with other consultations;
- We will write to properties likely to be directly affected by an allocated site and put up site notices around the site;
- We will leave consultation documents on display at certain locations open to the public like Council offices and libraries;
- Consultation documents will be made available on Gedling Borough Council's web site;
- We will consider organising events such as stakeholder meetings or workshops; and
- We will publish comments received and/or provide a summary as soon as possible. We will explain how these comments have been considered when decisions are taken; and at the discretion of the Service Manager Planning Policy, we will give consultation documents to community groups, councils and statutory organisations;

² Town and Country Planning, (Local Planning) (England) Regulations 2012 as amended by The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.

³ Statutory consultees are listed in the regulations referenced above.

For Supplementary Planning Documents

- Before starting a consultation, we will prepare a consultation strategy;
- We will write to properties likely to be directly affected by an allocated site and put up site notices around the site;
- We will contact appropriate organisations and individuals direct;
- We will publicise consultations by methods such as leaflets, websites, posters, displays, commercial, community and social media, social network sites, existing community groups, community events and joining with other consultations;
- We will leave consultation documents on display at certain locations open to the public like Council offices and libraries;
- Consultation Documents will be made available on Gedling Borough Council's website ;
- We will consider organising events such as stakeholder meetings or workshops; and
- We will publish comments received and/or provide a summary as soon as possible. We will explain how these comments have been considered when decisions are taken.
- At the discretion of the Service Manager Planning Policy, we will give consultation documents to community groups, councils and statutory organisations;

*When we will consult**For Development Plan Documents*

- We will ask for views on issues, ideas and information from appropriate organisations, individuals or communities;
- After considering the initial comments we will consult on documents which explain issues to be considered and which may also include potential options;
- We will consider the need to prepare documents for additional consultation stages setting out further options, information or a preferred option or other useful content; and
- We will formally publish the proposed submission document for at least six weeks representations prior to independent examination.

For Supplementary Planning Documents

- We will ask for views on issues, ideas and information from appropriate organisations, individuals on communities;
- After considering the initial comments we will carry out informal consultation;
- We will consult on a draft version of the Supplementary Planning Document for at least four weeks; and
- We will adopt the Supplementary Planning Document and inform those who have commented that this is the case.

Neighbourhood Planning Support

2.14 Gedling Borough Council is also obliged to provide assistance to Parish Councils or Neighbourhood Forums to help them produce Neighbourhood Plans. The Council's role is set out in legislation⁴ which also prescribes certain statutory deadlines.

2.15 A number of Neighbourhood Plans have now been produced and form part of the development plan including:

- Burton Joyce Neighbourhood Plan;
- Calverton Neighbourhood Plan;
- Linby Neighbourhood Plan; and
- Papplewick Neighbourhood Plan.

2.16 We will continue to support neighbourhood planning by:

- Being proactive in providing information, mapping expertise and advice on strategic environmental assessments;
- Providing informal comments on draft documents in advance of statutory consultations;
- Fulfilling our duties and taking decisions as soon as possible and within the statutory time periods, unless otherwise agreed;
- Providing a clear and transparent decision making timetable on request;
- Publishing the Submission Regulation 16 Neighbourhood Plan for a minimum of six weeks and inviting representations; and
- Constructively engaging with the Parish Council throughout the process including when considering the recommendations of the independent examiner of a Neighbourhood Development Plan or Order proposal.

Seldom Heard Groups

2.17 We are committed to providing fair and equal access to planning services. Resources will be directed towards those 'seldom heard groups' identified in Equality assessments to ensure those affected by the plan have a chance to be involved and to ensure we meet our statutory obligations under equalities legislation.

2.18 We will ensure information is made available in a variety of formats, including Braille, large print, and other languages on request.

⁴ [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)

Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016
Neighbourhood Planning (General) and Development Management Procedure (Amendment) regulations 2017

3. Planning Applications

- 3.1 Planning decisions can often be controversial. There will often be good reasons for and against any development and the Borough Council must apply planning criteria in a reasonable manner. The important issue is to make the decision making process as clear, transparent and inclusive as possible. It is important to realise that the number of objections to a proposal is not a determining factor and applications can only be refused for clear planning- related reasons. The Council can only take into account “material planning considerations” when deciding planning applications. Guidance on these considerations is set out in **Appendix 3**.
- 3.2 Gedling Borough Council is not responsible for determining all planning applications within the Borough. Nottinghamshire County Council control certain categories of applications, such as minerals and waste developments – and in these cases, they will be responsible for any consultation.

Pre-application stage

- 3.3 The aim of pre-application consultation is to encourage discussion before a formal application is made. The process can help to identify improvements and overcome objections at a later stage. At the pre-application stage, we will:-
- Actively encourage and hold pre-application discussions with prospective applicants whatever the scale proposed. Planning proposals such as those which may give rise to local controversy, on sensitive sites or of a significant scale may require wider communication and this will commence at the pre-application stage. Consultation will be normally limited to technical consultees such as County Highways, Environment Agency, and Conservation advice;
 - For the more significant applications, encourage applicants to engage with the community including exhibitions and other events to publicise their proposals; and
- 3.4 Details of charges made for providing pre-application advice are set out on the Council’s website.

Planning Application Stage

How we will publicise planning applications

- 3.5 We are required by law⁵ to give publicity to all planning applications. The Borough Council’s publicity policy for various categories of applications is set out in the following table:-

⁵ Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

| Type of Development | Publicity Required |
|--|---|
| Major development submitted with an environmental statement; Development affecting a public right of way | Posting of a site notice and notice in a local newspaper. |
| Applications involving a departure from the development plan; | Notice in local newspaper and either a site notice or neighbour notification letter. |
| Major Development (a) 10 or more dwellings or where the site is 1.0. ha or more; and (b) for all other uses, floor space of 1000 sq. m or more or site area of 1 ha or more. | Notice in local newspaper and either a site notice or neighbour notification letter. |
| Minor Development (all other development) | Site notice or neighbour ⁶ notification letter. |
| Amendments to Planning Applications under an application made under Section 73 ⁷ . | As set out above. |
| Listed Buildings and development in Conservation Areas | Notice in local newspaper and site notice. |
| Appeals | People who have previously made comments will be notified by letter or e-mail as well as all original consultees. |
| <u>Applications for works to trees covered by a Tree Preservation Order</u> | <u>Site notice or neighbour notification letter.</u> |

How we will consult

- Anyone can comment not just those who have received a letter. All planning applications are available for inspection at the Civic Centre in Arnold during office hours or can be seen on the Public Access System on the Council's website⁸. The availability of information on major planning applications will be considered on a case by case basis and if it is judged necessary information will be made available at places additional to the Civic Centre:
- We will consult various specialists and relevant organisations including statutory

⁶ Neighbouring properties include those directly adjoining the development site.

⁷ Under Section 73 of the Town and Country Planning Act 1990 an application can be made to vary or remove conditions associated with a planning permission. One of the uses of a section 73 application is to seek a minor material amendment. Note non material amendments to planning applications will not be subject to further consultation.

⁸ <http://www.gedling.gov.uk/>

consultees⁹ such as parish councils¹⁰, the Environment Agency and Natural England and other organisations as appropriate such as district and parish councils which adjoin Gedling Borough.

- There is a statutory consultation period of 21 days and all comments must be received within the specified consultation period. Comments can be sent by letter, email or through the Planning Public Access System on the Council's website. Only those received through the Public Access System will be acknowledged as having been received. Comments should consider 'material planning considerations' (see **Appendix 3** for further information).

Amendments to Applications

- 3.6 Where amendments to applications are negotiated and result in amended proposals, additional consultation of between 7 and 14 days will be undertaken, unless the amendments are very minor in nature and are not materially different to the original plans.

The Decision

- 3.7 The Council decides many planning applications under delegated powers. Applications which raise material planning objections will be referred to a panel of elected members who recommend whether an application should be determined under delegated powers or by Planning Committee. Applications that are for more than 9 dwellings or for commercial developments over 5,000 square metres are dealt with by Planning Committee. Any comments received on planning applications will be considered within the Recommendation report. All reports are available for viewing on the Council's website.
- 3.8 The Borough Council provides an opportunity for residents and applicants to speak on those applications determined by the Planning Committee. Only one speaker is allowed in support and one in opposition of any proposal. Each speaker is allowed a maximum of three minutes and this is carefully controlled by an Officer of the Council.
- 3.9 The applicant/agent will receive a decision notice detailing conditions and reasons for approval or reasons for refusal. A copy of the decision notice is kept on file and is available on the Council's website.
- 3.10 To check on the progress of a planning application:
- Contact the case officer or call the duty planner on 0115 901 3719 or call in at the Civic Centre

⁹ As set out in Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) Order 2015.

¹⁰ Under the Neighbourhood Planning Act, Local Planning Authorities must also consult Neighbourhood Forums on planning applications if they have been set up to produce a Neighbourhood Plan. Currently there are no Neighbourhood Forums within Gedling Borough.

4. Further Information

- 4.1 If you wish to know more about the Statement of Community Involvement or any aspect of planning policy or planning applications, please contact us at the address shown below. Information on the Aligned Core Strategy and the Local Planning Document and the development plan process is also available on the Borough Council's website.

By post: Gedling Borough Council
Planning and Economic Development
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

By telephone (0115) 901 3733 for planning policy
(0115) 901 3719 for planning applications

By e-mail: planningpolicy@gedling.gov.uk for planning policy.
P&EServiceSupport@gedling.gov.uk for planning applications.

Website: www.gedling.gov.uk

Please contact the Planning Policy section should you require information made available in a variety of formats, including Braille, large print, and other languages.

Appendix 1

Stages of preparation of a development plan document

| Development Plan Document Stage | Consultation |
|--|--|
| Early tasks | This stage involves the Council gathering evidence including concerns and proposals the community may wish to make regarding planning issues. This stage also involves consultation on the Sustainability Appraisal Scoping Report and Equalities Impact Assessment. |
| Pre-submission (regulation 18) | This is a key stage of plan development and community engagement is crucial. The Council will normally consult on issues and options in the early stages of this process and will continue to engage with stakeholders and the community throughout the pre-submission stage using a variety of methods. |
| Pre-submission Consultation or publication stage (regulation 19) | This stage involves a formal consultation on the final proposed submission document, when the Council will invite all interested parties to submit representations. The consultation will last six weeks. The Council will consider any representations received. |
| Submission (regulation 22) | The Council will formally submit the development plan document to the Planning Inspectorate for independent examination. |
| Examination | Interested parties can seek to make representations to the independent Planning Inspector. |
| Adoption | This is a formal process for Gedling Borough Council to adopt the document as part of the Local Plan. |

Appendix 2

Glossary of Terms and Abbreviations

Adoption: The formal approval by a Council of the final version of a Development Plan Document once the Inspector has found it sound.

Aligned Core Strategy: The key strategic plan for the area, setting out the long term vision for the area, objectives and strategic policies for:

- Housing, employment, retail, leisure and other commercial development;
- Infrastructure for transport, telecommunications, utilities and flood risk etc.;
- Community facilities such as health and education; and
- Conservation and enhancement of the natural, built and historic environment

Authority Monitoring report (AMR): A report produced by local planning authorities assessing progress with and the effectiveness of the Local Plan.

Core Strategy: see Aligned Core Strategy above.

Development Plan: This includes adopted Local Plans and Neighbourhood Plans.

Development Plan Document: A spatial planning document which is part of the Local Plan, subject to extensive consultation and independent examination;

Development Management: Development management describes the range of activities and interactions in dealing with planning applications so that the control of development becomes a more positive and proactive process.

Equality Impact Assessment (EqIA): A management tool that makes sure that policies and working practices do not discriminate against certain groups and that opportunities are taken to promote equality.

Housing Market Area (HMA): Geographical area defined by household demand and preferences for housing. They reflect the key functional linkages between places where people live and work. The Nottingham Core Housing Market Area consists of the council areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe, together with the Hucknall part of Ashfield.

Local Development Scheme (LDS): A project plan setting out the timetable for the preparation of planning documents.

Local Plan: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. For Gedling Borough Council the Aligned Core Strategy forms part 1 of the Local Plan and the Local Planning Document forms part 2 of the Local Plan.

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 provides the framework within which Local Plans and Neighbourhood Plans can be produced.

Neighbourhood Plans: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area.

Nottingham Core Housing Market Area: See Housing Market Area above.

Planning Condition: A condition imposed on a grant of planning permission.

Planning Inspectorate (PINS): Independent agency which examines Local Plans to ensure they are sound. Also decides planning appeals for individual planning applications.

Spatial Objectives: principles by which the Spatial Vision will be delivered.

Spatial Planning: Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function for example, investment decisions which are not being delivered solely or mainly through the granting of planning permission such as investment in university research programmes or health care.

Spatial Vision: A brief description of how an area will be changed by the end of a plan period.

Statement of Common Ground: this is a document that local authorities use to identify cross boundary planning issues and how they are to be addressed by the partner Councils working together.

Supplementary Planning Document (SPD): A document which adds further detail to the policies in the Local Plan. It can be used to provide further guidance for development on specific sites, or on particular issues, such as design.

Sustainability Appraisal (SA): Examines the social, environmental and economic effects of strategies and policies in a Local Plan from the beginning of its preparation

Appendix 3

Guidance on “Material Planning Considerations”

The Council can only take into account “material planning considerations” when deciding planning applications. Examples of “material planning considerations” include:

- Residential amenity
- Highway safety and traffic;
- Design and appearance;
- Impact on Listed Buildings, Conservation Areas, trees; and
- The planning policies of the Council.

Examples of non-planning issues include:

- Private property rights;
- Access for maintenance;
- Covenants;
- Loss of view;
- Property values,
- Competition; and
- Applicants morals or motives.

This page is intentionally left blank

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-----------------------------|--|---|-------------------------------|---|
| Burton Joyce Parish Council | <p>The value of a Neighbourhood Plan has been brought into question in terms of its influence in planning decision making. With no statutory obligation to take on board comments made by the Parish Council it remains a consultee as it did prior to the NP with concerns being no more than “considered”.</p> <p>The NP identified a need for smaller affordable housing but this is not being reflected in development approvals. Applications are deliberately staying below the 15 houses trigger.</p> | | | <p>This is a comment on the weight given to neighbourhood plans relates to the determination of planning applications rather than the wording of the SCI. . No change proposed.</p> <p>The issue raised concerning affordable housing relates to the determination of planning applications and not the SCI. No change proposed.</p> <p>Noted but the threshold for affordable housing is not an SCOI matter.</p> |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------|--|--|-------------------------------|---|
| CPRE | | Limiting consultation at the pre-application stage is too narrow. Other organisations such as the Nottinghamshire CPRE and communities should be consulted early in the process. It should not be left to the applicants to carry out pre-application consultation as the local authority can be neutral. Early involvement minimizes the danger of community resentment later on. | | The NPPF stresses the importance of providing pre-application advice which can help speed up the planning process. It is an opportunity for the LPA to identify issues early on particularly of a technical nature and hence consultation is normally limited to technical consultees. It is given on a non-prejudicial basis and does not bind the decision of the Planning Committee. The planning application will be subject to separate consultation including with the community in accord with the SCI. No change. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|--|---|--------------------------------------|--|
| CPRE | | GBC propose only to allow valid responses via the on-line system. This creates additional barriers to participation and excludes those without access to a computer. A simple e-mail address should be offered. | | Preference is to receive comments via the on-line system , however, we will accept representations sent by e-mail or letter to the address set out in the SCI. |
| CPRE | | The reference to the dedicated phone number for Development Management Services is welcomed. | | Noted |
| Highways England | The SCI states that the Council shall consult appropriate organisations on Supplementary Planning Documents where development plans have the potential to affect the | | | Agreed |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------------|--|---|-------------------------------|--|
| | integrity of the Strategic Road Network, Highways England should be consulted. | | | |
| Highways England | | Support pre-application engagement. In Highways England experience pre-application discussions where appropriate provides the applicant with the opportunity to address concerns prior to the submission of the planning application. | | Noted. |
| Local Councillor | Queries what is meant by the reference to “other consultees including the public as appropriate” | | | It may not be necessary to consult with every consultee depending on the nature of the planning application. However, it is proposed to clarify this point as follows: . Change the bullets |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------|---|---|----------------------------------|---|
| | | | | <p>directly under paragraph 2.13 to:-</p> <p>For Development Plan Documents</p> <ul style="list-style-type: none"> • Statutory organisations including Councils, infrastructure providers and government bodies as legally required or those likely to have an interest; • Organisations representing local geographical, economic, social and other communities or those likely to have an interest; • Local businesses, voluntary and other organisations; • Others who have expressed an |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------------|--|---|-------------------------------|---|
| | | | | <p>interest in the subject matter; and</p> <ul style="list-style-type: none"> • The general public. <p>For Supplementary Planning Documents</p> <ul style="list-style-type: none"> • Statutory organisations¹ including councils, infrastructure providers and government bodies as legally required or those likely to have an interest; • Other consultees likely to have an interest; • The general public. |
| Local Councillor | | I am concerned under 3.3 that no reference is made to Parish Councils especially those with a | | The NPPF stresses the importance of providing pre-application advice which can help speed |

¹ Statutory consultees are listed in the regulations referenced above.

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------------|--|--|-------------------------------|--|
| | | Neighbourhood Plan. It seems to me that much is decided at the pre-application stage when the community has no input. What is sure is that there appears to be a dialogue between GBC and the applicant which leads to the applicant putting forward an application which they know GBC will support long before the public have to be involved! | | up the planning process. It is an opportunity for the LPA to identify issues early on particularly of a technical nature and hence consultation is normally limited to technical consultees. Pre-application professional advice is given on an informal non-prejudicial basis and does not bind the decision of the Planning Committee. The planning application will be subject to separate consultation including with the Parish Councils in accord with the SCI. No change. |
| Local Councillor | | I have been told that the Parish Council | | Speakers are restricted to |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|--|--------------------------------------|--|
| | | representatives cannot speak on behalf of their community but that is not mentioned in the draft. Hopefully if that is the case from now on they will have that right. | | applicants, residents and residents associations and limited to people who have made written comments. A maximum of 3 minutes per speaker is allowed, unless extended at the Chair of the Committee's discretion. |
| Local Councillor | | Greater clarity is needed regarding making a representation at a GBC council meeting in relation to speaking. Request that Parish Councils be notified of objections to planning applications raised by neighbours as practiced at N&SDC. Request that notifications are sent | | Notifying Parish Councils of objections by neighbours would be too onerous. A summary of objections are in the officer's report which is available to view on-line. Decision notices are also available on line. No change proposed. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|--|--------------------------------------|--|
| | | to the PC when decision notices are issued with access to stated conditions. | | |
| Local Resident | OK | OK | OK | Noted. |
| Local Resident | Environmental protections should be given high priority – developers should be aware that plans should show where existing habitat is to be retained and incorporated into plans. | | | The Local Planning Document identifies biodiversity sites including Local Wildlife Sites and SSSIs are shown on the Policies Map which is available to developers to inform the preparation of planning applications. Information on Nature conservation and Geological sites is also available on the GBC webpage ² under the heading Natural Environment. Policies protecting Nature Conservation sites are |

² <http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/>

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|--|--|---|---|
| | | | | included in the Local Plan. Planning applications will be determined in accordance with the Local Plan. No change required. |
| Local Resident | It would appear all areas are covered | Ditto | It is better to have community involvement, and whilst the document refers to “unheard groups” the Council must ensure that all residents of Gedling are able to comment in any way on proposals. | Noted. |
| Local Resident | Section 2.2 use of the word “may” in relation to producing a core strategy provides a let out and should be replaced by “will” | | | Paragraph 2.2 explains that development plan documents may include certain types of plans and Councils have a degree of choice over the types |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|----------------|--|---|--|--|
| | | | | of plan they choose to prepare. However agree that the NPPF requires LPAs to produce development plans that must include strategic policies. Agree the SCI will be reworded to reflect guidance in paragraph 17 of the NPPF. |
| Local Resident | | 3.5 definition of neighbours is an issue and needs to be clearer for example a house behind could be on a different street. | | Neighbouring properties are identified through the Development Management process as being any directly adjoining property to the proposed development site. No change required. |
| Local Resident | | | The statement generally makes good sense. Refers to local groups such as | Noted. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|--|---|---|
| | | | Gedling Village Preservation Society, Friends of Gedling Country Park and Gedling House Woods who may have a view on local developments. | |
| Local Resident | No comments | No comments | Concerns about only one resident being allowed to speak. In the case of larger developments it is not always possible to agree who should speak greater flexibility is required over this. Likewise the three minute ruling on speaking needs looking at. | The principle that one speaker is allowed in support of the proposal and one against is considered good practice and one in common use. Speakers are restricted to applicants, residents and residents associations and limited to people who have made written comments. A maximum of 3 minutes per speaker is allowed, unless extended at the Chair |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|---|--|---|
| | | | | of the Committee's discretion. The duration of three minutes is adequate to set out the key objections. If more than one person wishes to address the meeting, all parties with a common interest should normally agree who should represent them or split the three minutes between them. It is important to conduct business in a timely matter and no change required. |
| Local Resident | Section 2 strikes the right balance | No | No | Noted. |
| Local Resident | No comments | Historic England should be named as a relevant organisation where the application is within any wider | No comments | Regulations set out the requirements for consulting with Historic England in relation to Historic Parks and Listed |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------|--|--|-------------------------------|---|
| | | setting of Grade 2 Listed Building | | Buildings. The proposal to consult Historic England on proposals within the wider setting of Grade II buildings is difficult to interpret as there is no accepted definition of what constitutes the “setting”. In any case it is not considered necessary and would be somewhat onerous. No change required. |
| | | When amendments are negotiated which satisfies objections no further consultation will be undertaken. Parish Councils raising strong objection especially in relation to a material considerations within Conservation Areas have no involvement | | It is for the decision maker to consider whether objections have been satisfied. Requests for further consultation would be considered on a case by case basis depending upon the nature of the amendments. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|--|--|---|
| | | in the negotiation process. There is no appeal process to an independent body for a PC to question the decision. | | There is no appeal process to an independent body – a matter which is outside the scope of this document. However, complaints relating to the planning application process can be made to the Local Government Ombudsman. No change required. |
| Local Resident | No | No | No | Noted. |
| Local Resident | Nothing in section 2 refers to consulting on the removal of trees and hedges. | Pleased section 3.5 references nature conservation. However there is nothing specific on trees. | Quite a difficult read for anyone unfamiliar with the planning process. Opportunity to include trees under their own heading. They are not covered adequately by BREEAM standards nor does the TPO process give any protection (only 207 | Accept the SCI should be more easily readable through removal of unnecessary jargon and explanation of terms in a glossary. It is not felt necessary to have a separate section on trees as the document is |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|----------------|--|---|--|--|
| | | | trees covered in the whole area). Including a section specifically on trees will ensure developers are not given a green light for destroying trees. | intended to cover consultation on all development. Applications for work to trees protected by a TPO are posted on a site notice and a neighbour letter sent out. Agree to clarify this point by amending the table below paragraph 3.5. |
| Local Resident | No | No | Saw this on social media – surely contact should be made with local residents that will be impacted. | For planning applications, the SCI commits the Council to write to residents immediately adjoining a proposed development site. In relation to plan making, in addition to site notices residents likely to be affected by a proposed site allocation would receive a letter. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|--|--|--|
| | | | | No change required. |
| Local Resident | | | This response was recorded in section 6 of the feedback questionnaire. Despite having a Neighbourhood Plan for Calverton all Planning seems to respond to the landowners rather than the residents of the village, even after public meetings! | Paragraph 47 of the NPPF states that: Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. The development plan includes the ACS, LPD and Neighbourhood Plan. Comments on planning applications are summarised and addressed in the officer's report. No change required. |
| Mellish RFC | No comments | No comments | No comments | Noted. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------------------|--|--|--|---|
| Natural England | We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy. | We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters in participating in the process of determining planning applications. | All planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk | Support welcomed and consultation contact details noted. |
| Nottingham North and East CCG | Respondent assumes CCG is included in the statutory organisations however, health is not mentioned anywhere in the document. | | | It is confirmed that the CCG is included as a statutory consultee on the planning policy consultation database. No change required. |
| Nottingham North and East CCG | | As set out in the Nottinghamshire Spatial Health Framework 2019 – 2022 – early engagement in the | | Agree. Change the wording of the first bullet in paragraph 2.9 to read: |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------------------|--|---|---|---|
| | | planning process is fundamental to ensure health and wellbeing is fully embedded and will enable the consideration of health/social care infrastructure requirements to meet the needs of the population. | | <ul style="list-style-type: none"> Plans should be shaped by early, proportionate and effective engagement with communities, organisations, businesses and other consultees. |
| Nottingham North and East CCG | | | <p>Healthcare contributions or planning is not clear in the document. We would like the CCG to be consulted on at the earliest possible stage for all applications over 25 dwellings direct to our generic estates inbox: noweccg.estates@nhs.net.</p> <p>We would also like regular contact and</p> | <p>The Nottingham North and East CCG is consulted on all major planning applications which includes:</p> <ul style="list-style-type: none"> (a) 10 or more dwellings or where the site is 0.5 ha or more; and (b) for all other uses, floor space of 1000 sq. m or more or site area of 1 ha or more. |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|--------------------------|--|---|---|--|
| | | | communications from the planning team and updates on status and triggers of previously requested S106 funds. Feel free to contact the team on the email address above with any queries. | <p>Planning applications can be tracked on the Council's on-line system where officer reports and decision notices are publicly available. Weekly lists of planning applications are also available.</p> <p>The CCGs are encouraged to engage with the local plan preparation process at the earliest opportunity to make the case for developer contributions so that they can be identified in the local plan. No change required.</p> |
| Severn Trent | No objections | No objections | No objections | Noted. |
| Willow Farm Action Group | | | Need to ensure that planning jargon contained in the | Agree – include a glossary to the |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|--------------------------|---|---|-------------------------------------|--|
| | | | document is more clearly explained. | document and remove unnecessary jargon. |
| Willow Farm Action Group | The majority of the public are unlikely to know what a sustainability appraisal is. | | | Agree - include a definition in the proposed glossary. |
| Willow Farm Action Group | What is an overarching spatial vision. | | | Agree - include a definition in the proposed glossary. |
| Willow Farm Action Group | First bullet refers to “we will involve the public and consultees at the earliest opportunity. Prefers the wording at paragraph 16 of the NPPF which refers to “shaped by early proportionate and effective engagement between plan makers and communities. | | | Agree reword paragraph 2.9 of the SCI to reflect NPPF paragraph 16 as follows: <ul style="list-style-type: none"> Plans should be shaped by early, proportionate and effective engagement with communities, organisations, businesses and |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|--------------------------|---|---|-------------------------------|---|
| | | | | other consultees. |
| Willow Farm Action Group | NPPF paragraph 128 states that applicants should work closely with those affected by their proposals to evolve designs that take account of the community. Whilst this responsibility rests with the applicant the lpa has an important role to play in facilitating/supporting this contact. | | | As the respondent states the onus is on the developer to engage with the community. The SCI commits the Council to encourage applicants to carry out early engagement with the community and this is considered sufficient. However, it is not possible to compel developers to carry out engagement. No change required. |
| Willow Farm Action Group | List of consultees appear sufficiently broad to cover all those likely to have a general interest in the plans. | | | Noted |
| Willow Farm Action Group | Bullet point refers to “we will write to | | | Agree change bullet point 4 under the |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|------------|--|---|-------------------------------|---|
| | properties in the immediate vicinity of allocated sites and put up site notices around the site”. Should be widened to include those properties that will be directly affected by the allocated sites for example along an existing cul-de-sac to be used as an access road. | | | <p>heading: <i>For Development Planning Documents</i> to read</p> <ul style="list-style-type: none"> We will write to properties likely to be directly affected by an allocated site and put up site notices around the site. <p>Repeat above wording for Supplementary Planning Documents.</p> <p>Please note for planning applications we will write to adjoining properties as set out in the SCI and required under the regulations. No change required.</p> |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|--------------------------|--|---|-------------------------------|--|
| Willow Farm Action Group | Would like to see the retention of support in relation to the provision of flyers etc. to local community groups to deliver information. | | | <p>Agree subject to this being at the discretion of the Service Manager for Planning Policy. Add new bullet:</p> <p>At the discretion of the Service Manager for Planning Policy we will give appropriate consultation documents to community groups, councils and statutory organisations;</p> |
| Willow Farm Action Group | LPA has an important role to play in facilitating contact between the developer and local residents – this should be included within this section. | | | The pre-application stage is set out in paragraph 3.3 of the SCI which states that that: for more significant applications discuss with applicants the need to engage with the community. This is |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|--------------------------|---|--|--------------------------------------|---|
| | | | | considered sufficient. No change required. |
| Willow Farm Action Group | | Section 3.3 - Pre-application stage – does not capture the essence of the NPPF paragraph 128 guidance with reference to applicants working closely with those affected by their proposals. | | Pre-application advice is given on an informal basis and is often technical in nature. It is not practical to formally consult residents at this stage which would be very resource intensive. Consultation is undertaken in accordance with the regulations. No change required. |
| Willow Farm Action Group | | 4.4 - There is an over reliance on site notices a neighbour letter should always be sent. | | It is normally the case that neighbour letters are sent to adjoining properties. However, sending letters in every case would be too onerous. No change required. |
| Willow Farm Action Group | | The document includes reference to material planning | | Agreed. A brief guide on “material considerations” will be |

| Respondent | Question 1 – comments on the section relating to Planning Policy | Question 2 – comments on the section relating to Development Management | Question 3 – general comments | GBC response |
|-------------------|---|--|--|---|
| | | considerations, GBC should provide further guidance on material planning guidance on planning applications in a separate document/on line resource to assist. References to this guidance should be made in notification letters flyers etc. | | attached as an appendix to the SCI. Proposed change include new Appendix 3. |
| Village Vision | No | No | No | Noted. |



Report to Cabinet

Subject: Review of complaints received by the Council and Annual Review Letter – Local Government and Social Care Ombudsman 2018/19

Date: 5th September 2019

Author: Director of Organisational Development and Democratic Services

Wards Affected

Not applicable.

Purpose

To inform Members of the receipt of the Annual Review letter from the Office of the Local Government and Social Care Ombudsman and the complaints dealt with by the Council through the internal Complaints Procedure during the year 2018-19 and to seek approval for minor changes to the Complaints, Compliments and Comments Policy.

Key Decision

This is not a Key Decision

Recommendations

THAT:

- a)** The details of the Annual Review letter from the Local Government and Social Care Ombudsman and the information in relation to the number of complaints dealt with by the Council through the internal complaints procedure in 2018/19 are noted; and
- b)** The amendments to the Council's Complaints, Compliments and Comments Policy as detailed in the report and as shown at Appendix 2 are approved.

Background

- 1.1.1 Members will be aware of the Council's arrangements for dealing with formal complaints, full details of which are available on the website and provided in the Council's Complaints, Compliments and Comments Policy. The Policy was reviewed in 2018 and an updated version approved by Cabinet on 2 August 2018.
- 1.2 The departmental analysis of complaints by Service area appears below. Members are to note that some of the columns will not add up because some complaints have not been dealt with entirely within the year and therefore fall outside the monitoring period.
- 1.3 Between 1 April 2018 and 31 March 2019, the Council received 256 complaints as follows:

| Service | Complaints received | Upheld/partially upheld | Not upheld |
|--|---------------------|-------------------------|------------|
| Community Relations | 1 | 0 | 1 |
| Customer Services & Communications | 5 | 3 | 2 |
| Economic Growth & Regeneration | 1 | 0 | 1 |
| Democratic Services | 0 | 0 | 0 |
| Legal Services | 0 | 0 | 0 |
| Leisure | 11 | 1 | 10 |
| Organisational Development | 0 | 0 | 0 |
| Parks & Street Care | 52 | 5 | 47 |
| Planning | 19 | 1 | 18 |
| Property Services | 5 | 2 | 3 |
| Public Protection | 20 | 2 | 18 |
| Revenues & Welfare Support (Housing) | 9 | 2 | 7 |
| Revenues & Welfare Support (Revenues & Benefits) | 60 | 29 | 31 |
| Waste | 73 | 20 | 53 |
| Total | 256 | 65 | 191 |

This is a reduction on the 279 complaints received during 2017/18.

- 1.6 Where a complaint is not upheld in full or in part, the complainant may ask for it to be considered further under Stage 2 of the complaints procedure. 27 complaints were considered under Stage 2 between 1 April 2018 and 31 March 2019 as follows:

| Service | Stage 2 complaints | Upheld/partially upheld | Not Upheld |
|---------------------|--------------------|-------------------------|------------|
| Community Relations | 0 | 0 | 0 |
| Customer Services & | 0 | 0 | 0 |

| | | | |
|--|-----------|----------|-----------|
| Communications | | | |
| Economic Growth & Regeneration | 0 | 0 | 0 |
| Democratic Services | 0 | 0 | 0 |
| Legal Services | 0 | 0 | 0 |
| Leisure | 1 | 0 | 1 |
| Organisational Development | 0 | 0 | 0 |
| Parks and Street Care | 4 | 2 | 2 |
| Planning | 12 | 0 | 12 |
| Property Services | 0 | 0 | 0 |
| Public Protection | 2 | 0 | 2 |
| Revenues & Welfare Support (Housing) | 0 | 0 | 0 |
| Revenues & Welfare Support (Revenues & Benefits) | 7 | 3 | 4 |
| Waste | 1 | 0 | 1 |
| Total | 27 | 5 | 22 |

- 1.7 If the complainant is not happy with the response at Stage 2 he or she is entitled to refer the complaint to the Local Government and Social Care Ombudsman. Between 1 April 2018 and 31 March 2019, 9 complaints were received by the Council via the Ombudsman, which is an increase from the 4 complaints received the previous year. A summary of the decisions of the LGO appears in the table below. Two of the complaints received from the Ombudsman in 18/19 were not determined until 19/20 as indicated below.

| Service | Decision of LGO |
|----------------------|------------------------------------|
| Planning | Not upheld: no maladministration |
| Leisure | Not upheld: no maladministration |
| Planning | Closed after initial enquiries |
| Planning | Not Upheld: no maladministration |
| Planning | Not Upheld: no maladministration |
| Parks and Streetcare | Determined in 19/20 not upheld |
| Planning | Determined 19/20 not upheld |
| Revenues | Referred back for local resolution |
| Planning | Referred back for local resolution |

- 1.8 The Annual Review letter for the year ending 31 March 2019 is attached at Appendix 1. The statistics include all the complaints and enquiries received by the Ombudsman in 2018/19 and decided by the Ombudsman in 18/19. Members are to note that the number of complaints and enquiries received do not match the Council's figures as a number of cases will have been received and decided in different business years. In addition, those categorised as 'referred back for local resolution' by the Ombudsman include those who are signposted back to the Council and therefore are not treated as an Ombudsman complaint. The Council may never ultimately be contacted by some complainants who have approached the Ombudsman as the

Ombudsman may refer them back to the Council and they never subsequently get in touch.

- 1.9 Since April 2013, the Ombudsman has been publishing all decisions on complaints they receive. Decision statements are published on the Ombudsman website at www.lgo.org.uk no earlier than three months after the date of the final decision. The information published does not name the complainant or any individual involved with the complaint. The Ombudsman also retains discretion not to publish a decision, for example where it would not be in the interests of the person complaining to publish or where there's a reason in law not to.
- 1.10 In addition, the Ombudsman has published its review of local government complaints for 2018/19. The report provides complaint statistics for each English local authority, all in one place. A copy of the review is available on the Ombudsman website.
- 1.11 Senior Leadership Team (SLT) receives quarterly reports on complaints and compliments. Upheld complaints are considered in detail together with remedial action proposed to avoid the subject of the complaint arising again, where possible. In addition, an explanation is provided where a complaint response has been sent outside the 10 working day period set out in the Policy. This focus has resulted in an improvement in complaint response times since 2015/16 and just under 90% of complaints received in 2017/18 and 2018/19 were responded to within 10 working days.
- 1.12 In considering the details of individual complaints it is evident that service areas are responding to complaints as a priority and in a timely fashion, however where complaints come in late during a working day, in effect, services have only 9 working days to respond. In addition, complex complaints are being dealt with, in particular by Planning Services and Revenues Services, where it is not realistic to provide a thorough response to the complainant within 10 working days. The current Policy allows for an extension to the 10 working day response time, but there are currently no limits on the length of extension allowed. This does not provide a clear time frame for customers or officers dealing with complaints and does not assist appropriate monitoring.

Proposal

- 2.1 It is proposed that Cabinet note the contents of the report in respect of complaints data and the Local Government and Social Care Ombudsman's Annual letter.
- 2.2 It is also proposed that the following minor amendments to the Policy are made to enable complaints to be dealt with within reasonable timescales and to ensure clarity for customers and officers in relation to more complex complaints:

- a. Making it clear that the timescales for acknowledging and providing a full response to a complaint will commence the first full working day following receipt of the complaint. For example, this would mean that if a complaint is received at 4pm on a Friday, the 10 working days for responding will commence the following Monday.
 - b. Amending the facility to extend timescales in complex or exceptional cases from an undefined period to a maximum period of 20 working days at the discretion of the lead SLT member for the relevant service area.
- 2.3 In addition, it is proposed that reference to the requirement to log complaints referred by the Ombudsman on the LGO system is removed. At the time the LGO system was introduced, Legal Services did not have a case management system in place, therefore the LGO system was created to ensure Ombudsman complaints could be managed and monitored. However, this can now be achieved through the legal case management system.
- 2.4 A copy of the amended Policy is attached at Appendix 2 for approval with the amendments shown in strikethrough and italics for ease of reference.

Alternative Options

- 3 Members could amend the Policy to provide different timescales for responses than those proposed. Customers however should have their complaints dealt with in a timely manner and should have clarity around timescales for provision of a response. By amending the commencement date for responses, this will ensure that where responses are received late on a working day managers still have 10 working days to respond. Also, the complex complaints responses now have to be dealt with within a reasonable and clear time.

Financial Implications

- 4 None arising from this report.

Appendices

- 5.1 Appendix 1 – Local Government and Social Care Ombudsman Annual Review Letter.
- 5.2 Appendix 2 - Complaints, Compliments and Comments Policy with proposed amendments.

Background Papers

- 6 None identified.

Reasons for Recommendations

- 7.1 To alert the Executive to the contents of the Local Government Ombudsman Annual Review Letter and raise awareness of the complaints received by the Council during 2018/19.
- 7.2 To ensure the Council's Policy and processes for dealing with complaints remains fit for purpose, transparent and provides officers and customers with a reasonable timescale for handling and responding to complaints.

Local Government & Social Care OMBUDSMAN

24 July 2019

By email

Karen Bradford
Chief Executive
Gedling Borough Council

Dear Ms Bradford

Annual Review letter 2019

I write to you with our annual summary of statistics on the complaints made to the Local Government and Social Care Ombudsman about your authority for the year ending 31 March 2019. The enclosed tables present the number of complaints and enquiries received about your authority, the decisions we made, and your authority's compliance with recommendations during the period. I hope this information will prove helpful in assessing your authority's performance in handling complaints.

Complaint statistics

As ever, I would stress that the number of complaints, taken alone, is not necessarily a reliable indicator of an authority's performance. The volume of complaints should be considered alongside the uphold rate (how often we found fault when we investigated a complaint), and alongside statistics that indicate your authority's willingness to accept fault and put things right when they go wrong. We also provide a figure for the number of cases where your authority provided a satisfactory remedy before the complaint reached us, and new statistics about your authority's compliance with recommendations we have made; both of which offer a more comprehensive and insightful view of your authority's approach to complaint handling.

The new statistics on compliance are the result of a series of changes we have made to how we make and monitor our recommendations to remedy the fault we find. Our recommendations are specific and often include a time-frame for completion, allowing us to follow up with authorities and seek evidence that recommendations have been implemented. These changes mean we can provide these new statistics about your authority's compliance with our recommendations.

I want to emphasise the statistics in this letter reflect the data we hold and may not necessarily align with the data your authority holds. For example, our numbers include

enquiries from people we signpost back to your authority, some of whom may never contact you.

In line with usual practice, we are publishing our annual data for all authorities on our website, alongside our annual review of local government complaints. For the first time, this includes data on authorities' compliance with our recommendations. This collated data further aids the scrutiny of local services and we encourage you to share learning from the report, which highlights key cases we have investigated during the year.

New interactive data map

In recent years we have been taking steps to move away from a simplistic focus on complaint volumes and instead focus on the lessons learned and the wider improvements we can achieve through our recommendations to improve services for the many. Our ambition is outlined in our [corporate strategy 2018-21](#) and commits us to publishing the outcomes of our investigations and the occasions our recommendations result in improvements for local services.

The result of this work is the launch of an interactive map of council performance on our website later this month. [Your Council's Performance](#) shows annual performance data for all councils in England, with links to our published decision statements, public interest reports, annual letters and information about service improvements that have been agreed by each council. It also highlights those instances where your authority offered a suitable remedy to resolve a complaint before the matter came to us, and your authority's compliance with the recommendations we have made to remedy complaints.

The intention of this new tool is to place a focus on your authority's compliance with investigations. It is a useful snapshot of the service improvement recommendations your authority has agreed to. It also highlights the wider outcomes of our investigations to the public, advocacy and advice organisations, and others who have a role in holding local councils to account.

I hope you, and colleagues, find the map a useful addition to the data we publish. We are the first UK public sector ombudsman scheme to provide compliance data in such a way and believe the launch of this innovative work will lead to improved scrutiny of councils as well as providing increased recognition to the improvements councils have agreed to make following our interventions.

Complaint handling training

We have a well-established and successful training programme supporting local authorities and independent care providers to help improve local complaint handling. In 2018-19 we delivered 71 courses, training more than 900 people, including our first 'open courses' in Effective Complaint Handling for local authorities. Due to their popularity we are running six more open courses for local authorities in 2019-20, in York, Manchester, Coventry and London. To find out more visit www.lgo.org.uk/training.

Finally, I am conscious of the resource pressures that many authorities are working within, and which are often the context for the problems that we investigate. In response to that situation we have published a significant piece of research this year looking at some of the

common issues we are finding as a result of change and budget constraints. Called, [Under Pressure](#), this report provides a contribution to the debate about how local government can navigate the unprecedented changes affecting the sector. I commend this to you, along with our revised guidance on [Good Administrative Practice](#). I hope that together these are a timely reminder of the value of getting the basics right at a time of great change.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'MK' followed by a stylized flourish.

Michael King
Local Government and Social Care Ombudsman
Chair, Commission for Local Administration in England

Local Authority Report: Gedling Borough Council
For the Period Ending: 31/03/2019

For further information on how to interpret our statistics, please visit our [website](#)

Complaints and enquiries received

| Adult Care Services | Benefits and Tax | Corporate and Other Services | Education and Children's Services | Environment Services | Highways and Transport | Housing | Planning and Development | Other | Total |
|---------------------|------------------|------------------------------|-----------------------------------|----------------------|------------------------|---------|--------------------------|-------|-------|
| 0 | 3 | 1 | 0 | 2 | 1 | 0 | 6 | 1 | 14 |

Decisions made

| | | | | Detailed Investigations | | | |
|---|--------------|------------------------------------|--------------------------------|-------------------------|--------|-----------------|-------|
| Incomplete or Invalid | Advice Given | Referred back for Local Resolution | Closed After Initial Enquiries | Not Upheld | Upheld | Uphold Rate (%) | Total |
| 2 | 0 | 4 | 3 | 5 | 0 | 0 | 14 |
| Note: The uphold rate shows how often we found evidence of fault. It is expressed as a percentage of the total number of detailed investigations we completed. | | | | | | | |

Satisfactory remedy provided by authority

| Upheld cases where the authority had provided a satisfactory remedy before the complaint reached the Ombudsman | % of upheld cases |
|---|-------------------|
| 0 | 0 |
| Note: These are the cases in which we decided that, while the authority did get things wrong, it offered a satisfactory way to resolve it before the complaint came to us. | |

Compliance with Ombudsman recommendations

| Complaints where compliance with the recommended remedy was recorded during the year* | Complaints where the authority complied with our recommendations on-time | Complaints where the authority complied with our recommendations late | Complaints where the authority has not complied with our recommendations | |
|--|--|---|--|-------------------|
| 0 | 0 | 0 | 0 | Number |
| | 0% | | - | Compliance rate** |
| Notes: * This is the number of complaints where we have recorded a response (or failure to respond) to our recommendation for a remedy during the reporting year. This includes complaints that may have been decided in the preceding year but where the data for compliance falls within the current reporting year. ** The compliance rate is based on the number of complaints where the authority has provided evidence of their compliance with our recommendations to remedy a fault. This includes instances where an authority has accepted and implemented our recommendation but provided late evidence of that. | | | | |

This page is intentionally left blank

Complaints, Compliments and Comments Policy

The Council is committed to continually improving the quality of, and access to, the services it provides. This policy covers all services delivered by the Council, or for which it has responsibility, it does not include services where there are separate complaints procedures, for example the conduct of elections, the conduct of Councillors or requests for information under the Freedom of Information Act, Environmental Information Regulations or Data Protection Act. In addition, issues which are in court or have already been heard by a court or tribunal fall outside this policy.

A clear and accessible Complaints, Compliments and Comments process allows the Council to demonstrate its commitment to managing customer feedback effectively.

This purpose of this Policy is to ensure that:

- Providing feedback to the Council is made as easy as possible.
- Feedback is dealt with promptly and efficiently.
- There is effective communication between council staff and both the person making the complaint and any other partners involved in the complaint from an early stage.
- Every effort is made to resolve any complaints that are received at an early stage.
- The Council learns from all feedback received taking appropriate steps to improve service provision or celebrate good feedback.
- There is clarity on the roles of staff with the process.
- Credibility and accountability are maintained through meaningful review and monitoring.

Definitions

For the purpose of this Policy “feedback” includes compliments, comments and complaints and the following definitions will be used;

Compliments

Compliments are specific expressions of satisfaction from customers concerning a function or a service provided by the Council. A simple thank you, usually at the end of a contact, would not normally be considered a compliment.

Comments

Comments are views or suggestions that customers may have about a service that is provided by the Council or an initial request for a service.

Complaints

There is often confusion about what constitutes a complaint, which leads to complaints mistakenly being labelled as requests for service. A request for service is not a situation where the Customer is requesting an item or service that is missing/has been missed, this is a complaint. However a complaint about a taxi driver or noisy neighbour would be treated as a request for service.

Where there is any doubt whether the customer’s feedback is a complaint, a comment or a request for service, it is to be treated as a complaint.

A complaint is also any expression of dissatisfaction with the standard of a service that is provided by the Council. This may include the action or lack of action taken by the Council and/or the way in which the service has been provided, including the conduct of staff. This will also include situations where customers state that the perceived failure has repeatedly occurred.

This may include complaints about:

- failure to provide a service, or inadequate standard of service
- how we met a customer's needs
- how we communicated with a customer
- how long we took to deal with a case
- treatment by or attitude of a member of staff
- failure to follow the appropriate administrative process.

The above definitions also extend to complaints in respect of partners or contractors providing services on behalf of the Council, in these cases the contracting/managing department is responsible for ensuring that complaints are investigated, resolved and responded to.

There is no difference between a formal and an informal complaint. Both are expressions of dissatisfaction that require attention as a complaint and a response.

Whistleblowing

A complaint of a serious nature which gives rise to concerns about fraud or corruption will be dealt with under the Council's Whistleblowing procedures.

English language requirement for Public Sector workers

The Council is under a duty to ensure that all staff in customer facing roles are fluent in spoken English to the extent necessary to enable them to perform their role effectively.

If a customer feels that a member of staff in a customer facing role has insufficient proficiency in spoken English for the performance of their role they can complain to the Council. This complaint will then be investigated and a response provided in accordance with the Policy.

Please note that a complaint about a member of staff's accent, dialect, origin or nationality will not be considered a legitimate complaint.

How a customer may provide feedback

A customer may provide feedback either;

- by using the on-line complaints form on the Council's website
- by telephone
- in writing (by email or letter)
- in person
- via a Councillor

We will respond to customers in writing, unless it is appropriate to respond via other channels of contact (for example the telephone or in person).

Customers are encouraged to put their complaints in writing to give as much information as possible to aid investigation. If they are making a verbal complaint, we will take down their details and confirm with them that they wish the complaint to be investigated and how to contact them with the outcome of the investigation. Standard forms are available on the Council's website and at all Council reception areas.

The Council's Leisure Centres have 'comments books' available for customers in the Reception areas. The Manager of the Leisure Centre reviews these each day and provides a response in the book, this can be checked by the customer who made the comment, and other customers which ensures there is comprehensive feedback.

The Council will ensure that reasonable adjustments are made to help customers access and use the Council's services. The Council will provide assistance to those who may struggle with providing feedback or require information in another language or format.

Recording compliments, complaints and comments

The Service Manager (Customer Services and Communications) is responsible for the Council's compliments, complaints and comments system.

To ensure that there is consistency across the different Council departments, Service Managers must designate appropriate staff to receive and deal with any feedback regarding their service area. They must also ensure that relevant staff in their departments are aware of the importance of recognising what compliments and complaints are and are dealt with and recorded on the Council's compliments, complaints and comments system.

All compliments and complaints must be recorded promptly in the Council's compliments, complaints and comments system and dealt with in the agreed timescales. This will allow the Council to; take into account customer feedback, pass on compliments to relevant staff, learn from mistakes, identify improvements to service delivery and identify training needs.

Where there is a complaint involving more than one department of the Council then the departments involved will identify a lead officer to investigate and deal with the complaint.

If a complaint involves more than one organisation, for example Nottinghamshire County Council, the dealing department should ensure that communication is made with the third party to ensure the Customer receives a proper response and to avoid customers being passed back and forth between organisations.

Guidance for managing compliments

All compliments should be acknowledged and, if relating to a specific individual or team, relevant staff informed that a compliment has been received.

Guidance for managing comments

All comments should be acknowledged, appropriate action taken and, where relevant, feedback given to the customer within 10 days of receipt.

Framework for managing complaints

The Council has a three stage complaint process:

For the purposes of calculating the timescales set out below, day 1 is the first full working day following receipt of the complaint.

“Appropriate Director” means the Chief Executive, Deputy Chief Executive or Director responsible for the relevant service area.

Stage 1 - Service Department Complaint (Investigated at point of service delivery)

1. An acknowledgement should be sent within 2 working days of receipt of the complaint.
2. A full response should be sent within 10 working days of receipt of the complaint. If this is not possible because of the complexity of the complaint, *the timescale may be extended up to a maximum of 20 working days at the discretion of the appropriate Director. This discretion will only be exercised in exceptional cases.* The customer will be advised that the investigation is continuing and *given the new timescale for a full response* ~~giving an indication of when it will be completed.~~
3. The customer will be advised in the Council's response of what they need to do to progress to stage 2 if they remain dissatisfied with the outcome of the complaint.

Stage 2 - Service Department Reviews

1. An acknowledgement should be sent within 2 working days of receipt of the request for a review.
2. The relevant Service Manager (or Director if the stage 1 complaint was dealt with by the Service Manager) will ensure that an objective review is carried out for any stage 2 complaint that is received. As well as reviewing the original complaint and the Council's response under stage 1 of the complaints procedure it will also take in to account any further relevant information provided by the customer.
3. A full response should be sent within 10 working days of the request for a review. If this is not possible, because of the complexity of the complaint, *the timescale may be extended up to a maximum of 20 working days at the discretion of the appropriate Director (or Chief Executive where the Director is dealing with the response). This discretion will only be exercised in exceptional cases.* The customer will be advised that the investigation is continuing and *given the new timescale for a full response* ~~giving an indication of when it will be completed.~~ Regular contact should be maintained until the complaint is resolved.
4. The customer will be advised in the response that they may complain further to the Local Government and Social Care Ombudsman if they remain dissatisfied with the outcome and sent details of their procedure.

Stage 3 – Referral to the Local Government and Social Care Ombudsman (Ombudsman)

Any correspondence received from/sent to the Ombudsman will be handled by the Council's Service Manager: Legal Services on behalf of the Council's Monitoring Officer ~~who will enter the referral on to the LGO system.~~ The actual referral will also be sent to the relevant Service Manager for their comments.

Feedback relating to staff behaviour

Notifying staff of compliments made about them can improve staff satisfaction, staff morale, customer service and performance. Where a complaint relates to a specific member of staff, the complaint will be investigated in an appropriate way, which may include consideration under the Council's Disciplinary Procedure.

Remedies

Where a complaint investigation identifies that things have gone wrong an appropriate remedy will be determined. Appropriate remedies could include:

- An apology
- An explanation of what went wrong
- Actions to put things right
- Some form of compensation to the customer (in line with delegated powers)

The guiding principle must be that, where possible, the customer is put back in the position they would have been if things had not gone wrong.

Evaluating our response to customers

Customer Services may contact customers, following resolution, asking them to complete a satisfaction form. The aim of this is to provide information to help the Council determine:

- Whether the complaint procedure was accessible and easy to use.
- Levels of satisfaction with the way the complaint was handled and remedy offered

Monitoring

Service Managers should ensure that they monitor and review outcomes of all feedback that they receive within their departments to identify trends and to use them for discussion at team meetings, staff development and PDRs.

Each quarter, the Service Manager (Customer Services and Communications) will collate details relating to the number of compliments and complaints received by the Council for each Service area. These details will be entered onto the Council's Corporate Performance Management System. Following this the Customer Insight Officer will prepare a report and analysis for consideration by Senior Leadership Team.

Unreasonably persistent complainants

On occasions certain complaints can be difficult to resolve and can cause anxiety and distress to customers and employees. Whilst the aim of the council is always to try to find a way to resolve matters, there are occasions when customers become unreasonable or unreasonably persistent in their actions to obtain the outcome that they want.

There is a need to ensure that these complaints are dealt with fairly. However, there is also a need to ensure that Council resources are used effectively and that other customers or employees do not suffer any detriment as a result of their behaviour. There is a separate policy to deal with any unreasonably persistent complainants.

This page is intentionally left blank



Report to Cabinet

Subject: Forward Plan

Date: 5 September 2019

Author: Service Manager, Democratic Services

Wards Affected

Borough-wide.

Purpose

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

Key Decision

This is not a Key Decision.

Recommendation

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

Background

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

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

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

Proposal

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

Alternative Options

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

Financial Implications

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

Appendices

- 5 Appendix 1 – Forward Plan

Background Papers

- 6 None identified.

Reasons for Recommendations

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



FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 SEPTEMBER 2019 TO 31 DECEMBER 2019

This Forward Plan sets out the details of the key and non-key decisions which the Executive Cabinet, individual Executive Members or Officers expect to take during the next four month period.

The current members of the Executive Cabinet are:

Councillor John Clarke – Leader of the Council

Councillor Michael Payne – Deputy Leader and Portfolio Holder for Resources and Reputation

Councillor Peter Barnes – Portfolio Holder for Environment

Councillor David Ellis – Portfolio Holder for Public Protection

Councillor Gary Gregory – Portfolio Holder for Community Development

Councillor Jenny Hollingsworth – Portfolio Holder for Growth and Regeneration

Councillor Viv McCrossen – Portfolio Holder for Young People and Equalities

Councillor Henry Wheeler – Portfolio Holder for Health and Wellbeing.

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each key decision, within the time period indicated.

| Description of the decision | Date decision is expected to be taken and who will take the decision? | Responsible Officer | Documents to be considered by the decision maker | Cabinet Portfolio | Open / Exempt (and reason if the decision is to be taken in private) |
|---|---|--|--|--|--|
| | | | | | Is this a Key Decision? |
| Haywood Road Community Centre For Cabinet to consider community asset transfer of Haywood Road Community Centre to Haywood Road Community Association. | 10 Oct 2019 Cabinet | Lance Juby, Service Manager Community Relations | | Portfolio Holder for Community Development | Open No |
| Quarterly (Q2) Budget Monitoring and Virement Report To update members on financial performance information for the 2nd quarter of the 2019/20 year. | 7 Nov 2019 Cabinet | Alison Ball, Service Manager Finance | | Portfolio Holder for Resources and Reputation | Open Yes |
| Gedling Plan Quarter 2 Performance Report To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2019/2020 Gedling Plan for the most recent quarter | 7 Nov 2019 Cabinet | Helen Barrington, Director of Organisational Development & Democratic Services | | Leader of the Council | Open No |
| Quarterly (Q3) Budget Monitoring and Virement Report To update members on financial performance information for the 3rd quarter of the 2019/20 year. | 30 Jan 2020 Cabinet | Alison Ball, Service Manager Finance | | Portfolio Holder for Resources and Reputation | Open Yes |
| Gedling Plan Quarter 3 Performance Report To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2019/2020 Gedling Plan for the most recent quarter | 30 Jan 2020 Cabinet | Helen Barrington, Director of Organisational Development & Democratic Services | | Leader of the Council | Open No |
| Gedling Plan 2020/21 (including General Fund Revenue Budget) To approve the priorities, objectives and top actions for the Council for the forthcoming year with the associated revenue budget. | 13 Feb 2020 Cabinet 5 Mar 2020 Council | Alison Ball, Service Manager Finance | | Leader/Portfolio Holder for Resources and Reputation | Open Yes |

| Description of the decision | Date decision is expected to be taken and who will take the decision? | Responsible Officer | Documents to be considered by the decision maker | Cabinet Portfolio | Public / Exempt (and reason if the decision is to be taken in private) Is this a key decision? |
|--|---|---|--|---|---|
| Capital Programme and Capital Investment Strategy To approve the capital investment strategy and capital spending programme for the next financial year. | 13 Feb 2020 Cabinet 5 Mar 2020 Council | Alison Ball, Service Manager Finance | | Portfolio Holder for Resources and Reputation | Open Yes |
| Willow Farm Development Brief June 2019 For Cabinet to approve a development brief for land at Willow Farm. | 12 Dec 2019 Cabinet | Graeme Foster, Principal Planning Officer | | Portfolio Holder for Growth and Regeneration | Open Yes |

This page is intentionally left blank