



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

# Agenda

## Cabinet

Date: **Thursday 12 November 2020**

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Time: **2.00 pm**

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Place: **Virtual Meeting**

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For any further information please contact:

**Caroline McCleary**

Democratic Services Officer

0115 901 3910

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# Cabinet

## Membership

**Chair** Councillor John Clarke

**Vice-Chair** Councillor Michael Payne

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

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## **MINUTES CABINET**

**Thursday 8 October 2020**

Councillor John Clarke (Chair)

Councillor Michael Payne  
Councillor Peter Barnes  
Councillor David Ellis  
Councillor Gary Gregory

Councillor Jenny Hollingsworth  
Councillor Viv McCrossen  
Councillor Henry Wheeler

Officers in Attendance: M Hill, H Barrington, A Dubberley, L Juby, S Palmer  
and D Wakelin

**39 APOLOGIES FOR ABSENCE.**

None.

**40 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE  
MEETING HELD ON 10 SEPTEMBER 2020**

**RESOLVED:**

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

**41 DECLARATION OF INTERESTS.**

None

**42 FORMER GEDLING MINERAL LINE**

The Service Manager Community Relations introduced a report, which had been circulated in advance of the meeting updating Members on the feasibility work that has been undertaken regarding a future walking and cycling route along the former Gedling Mineral Line.

**RESOLVED to:**

- 1) Note the feasibility work that has been undertaken regarding a future walking and cycle route along the former Gedling Mineral Line; and
- 2) Approve that officers can proactively work with Network Rail, City and County partners to undertake:

- more detailed design work taking into account site constraints and improvements needed
- consultation with local residents on design work
- business planning for the future development of the former mineral line.

#### **43 TEMPORARY ACCOMMODATION**

The Service Manager Economic Growth and Regeneration presented a report, which had been circulated in advance of the meeting, updating members on the various work being done to support residents needing temporary accommodation.

##### **RESOLVED to:**

- 1) Note the work which is being undertaken by the Temporary Accommodation Officer Working Group to improve performance of the average length of time spent in temporary accommodation performance indicator as set out in the report;
- 2) Note the need for Gedling Borough Council to increase access to temporary accommodation provision (as an alternative to B&B provision) within the Borough and the work being undertaken to identify the preferred option(s) to secure additional temporary accommodation;
- 3) Note that an application has been made to Homes England for funding from the Next Steps Accommodation Programme; and
- 4) Authorise an application to be made to Homes England for the Council to obtain 'Investment Partner' status.

#### **44 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) ANNUAL AUDIT AND UPDATE**

The Director of Organisational Development and Democratic Services introduced a report, which had been circulated in advance of the meeting, updating Members on the Council's use of powers under the Regulation of Investigatory Powers Act between 1st April 2019 and 31st March 2020.

##### **RESOLVED to:**

- 1) Note the contents of the report; and
- 2) Approve amendments to the Council's Regulation of Investigatory Powers Act 2000 Policy document at Appendix 1 to the report.

#### **45 SELECTIVE LICENSING PHASE 2 CONSULTATION**

Councillor Payne left the meeting at 2:50 pm

The Food Health and Housing Manager introduced a report, which had been circulated in advance of the meeting, proposing the introduction of Phase 2 of the selective licensing scheme for the private rented sector and the associated decisions needed.

**RESOLVED to:**

- 1) Note the scheme of Selective Licensing as outlined in the proposal to declare a Selective Licensing Designation within the private rented sector – Phase 2 at Appendix 1 to the report;
- 2) Approve the proposal to declare a Selective Licensing Designation within the private rented sector contained at Appendix 1 to be issued for a 12 week public consultation; and
- 3) Note the proposed budget and resource requirements outlined in the financial implications section of this report.

**46 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.

**47 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.**

Under this item the Chief Executive gave a brief update on the very latest position with Covid-19:

- He said that the number of cases in the Gedling Borough is on the rise, although rates are not as high as in the City area
- Government funding of £48,000 had been received to support the Council with Covid related compliance and enforcement activities, including Covid marshals.
- It was understood that the Secretary of State was due to make an announcement early next week on additional measures to control the virus in Nottinghamshire.

The meeting finished at 3.10 pm

Signed by Chair:  
Date:



## Report to Cabinet

**Subject:** Prudential Code Indicator Monitoring 2020/21 and Quarterly Treasury Activity Report for Quarter ended 30 September 2020

**Date:** 12 November 2020

**Author:** Assistant Director - Finance

### Wards Affected

All

### Purpose

To inform Members of the performance monitoring of the 2020/21 Prudential Code Indicators, and to advise Members of the quarterly Treasury activity as required by the Treasury Management Strategy.

### Key Decision

This is not a key decision.

#### Recommendation

That:

1. Members note the report, together with the Treasury Activity Report 2020/21 for Quarter 2 at Appendix 1, and the Prudential and Treasury Indicator Monitoring 2020/21 for Quarter 2, at Appendix 2.

## 1 Background

1.1 The Council is required by regulations issued under the Local Government Act 2003 to report on its Prudential Code indicators and treasury activity. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

1.2 For 2020/21 the minimum reporting requirements are that the Full Council should

receive the following reports:

- An annual Treasury Strategy in advance of the year (the TMSS, considered by Cabinet on 13 February 2020 and subsequently approved by Full Council on 5 March 2020);
- A mid-year treasury update report (this report);
- An annual review following the end of the year describing the activity compared to the Strategy.

In accordance with best practice, quarterly monitoring reports for treasury activity are provided to Members, and this exceeds the minimum requirements.

- 1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report provides details of the position at 30 September 2020 and highlights compliance with the Council's policies.

## **2 Proposal**

### **2.1 Economic update - UK**

As expected, the Bank of England's Monetary Policy Committee (MPC) kept bank rate unchanged at its August and September meetings, along with the level of Quantitative Easing (QE). The Bank's forecasts were optimistic in three areas:

- The fall in GDP in the first half of 2020 was revised from 28% to 23% and subsequently to 21.8%. Whilst this was still one of the largest falls in output of any developed nation, it was to be expected as the UK economy is heavily skewed towards consumer-facing services, an area particularly vulnerable to damage by the lockdown;
- The peak in the unemployment rate was revised downwards from 9% in Q2 to 7.5% by Q4 of 2020;
- There may be excess demand in the economy by Q3 of 2022, causing CPI inflation to rise above the 2% target, based on market rate expectations for a further loosening of Bank of England policy. Even if Bank policy was unchanged, inflation was still projected to be above 2% in 2023.

The Bank of England indicated that it does not expect to use negative interest rates, at least in the next six months, and suggested that whilst negative rates can work in some circumstances, they would be "less effective as a tool to stimulate the economy" at a time when banks are worried about future loan losses. It suggested that it "has other instruments available", including QE and the use of forward guidance. The MPC indicated that it expected the £300bn of QE purchases announced between its March and June meetings to continue until "the turn of the year", implying that the pace of purchases will slow from £14bn per week at the height of the crisis, and around £7bn more recently, to around £4bn.

The minutes of the MPC meeting included multiple references to the downside risks that were judged to persist in both the short and medium term, and that there were already potential dangers with the spread of a second wave of the pandemic in many countries. At the date of preparing this report, the adverse impact on the UK and World economies of the second wave is clear. The number of infections is rising, along with fears about the economic impact of the increasing restrictions being placed on certain areas of the UK, including Gedling.

Until recently the Government's plan has been to deal with spikes in infection by local measures, with the intention of limiting the amount of economic damage, however on 31 October the Prime Minister announced that a second national lockdown would come into effect on Thursday 5 November and would last until 2 December - when the existing three-tier local system would recommence, with Nottinghamshire returning to tier 3, the very high alert level. Some ministers have already suggested that the new national lockdown may have to be extended, but the official line remains that it for 28 days only.

The Chancellor announced late in September that a second, less generous, six month package of support for jobs would be put in place. Changes to this second package were subsequently announced, and whilst still less generous than the first scheme the level of support has been increased. However, in the light of the announcement that a second national lockdown was to be implemented, the Government has also announced that the initial furlough scheme will be extended throughout November. The eventual wind-down of this more generous furlough scheme may cause the Bank of England to review the need for more support to the economy at a later date.

Brexit uncertainty ahead of the end of the transition period on 31 December 2020 is also likely to be a drag on the economy, and overall recovery is expected to be prolonged, after a sharp recovery during June to August - which still left the economy some 11.7% smaller than in February. The last three months of 2020 are expected to show no growth as consumers remain cautious in spending. There are also likely to be some painful longer term adjustments, eg. the use of office space and air travel may not recover to their previous levels for several years – if ever. There is also likely to be some reversal of globalisation, since the crisis has illustrated just how vulnerable long-distance supply chains can be. That said, digital services have already shown huge growth.

A key addition to the Bank's forward guidance was a new phrase in its policy statement that "it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% target sustainability". This has been interpreted by Link Asset Services as effectively saying that even if inflation rises to 2% in two years' time, action from the MPC to raise bank rate should not be expected until they can clearly see that the level of inflation is going to be persistently above target if they do not act.

## 2.2 Economic update – Rest of the World

US – Data in August was generally stronger than expected, and recovery from a contraction of 10.2% should continue over the coming months. However it is expected that growth will be dampened by continuing virus outbreaks in some states leading to further restrictions. The Federal Reserve (Fed) adjusted its inflation target from 2% to “maintaining an average of 2% over an unspecified period of time”. This aims to provide more stimulus for economic growth and higher employment levels. The Fed also called on Congress to end its political disagreement over providing more support for the unemployed, as there is a limit to what monetary policy can do when compared to more directed central government fiscal policy.

EU - The economy was recovering well towards the end of Q2 after a sharp drop in GDP, (eg. France 18.9%, Italy 17.6%) however the second wave of the pandemic could cause a significant slowdown in the pace of recovery, especially in countries more dependent on tourism. The fiscal support package, eventually agreed by the EU after prolonged disagreement between countries, is unlikely to provide significant support, or to be available quickly enough to make an appreciable difference in weaker countries. The European Central Bank (ECB) has struggled to get inflation up to its 2% target, and it is therefore expected that it will have to provide more monetary policy support through more quantitative easing in the absence of sufficient fiscal support.

## 2.3 Interest rate forecast

The Council’s treasury advisers, Link Asset Services (LAS) provided the following forecasts on 11 August 2020:

	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23
Bank Rate View	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month average earnings	0.05	0.05	0.05	0.05	0.05	0.05	-	-	-	-	-
6 month average earnings	0.10	0.10	0.10	0.10	0.10	0.10	-	-	-	-	-
12 month average earnings	0.15	0.15	0.15	0.15	0.15	0.15	-	-	-	-	-
5yr PWLB Rate	1.90	1.90	2.00	2.00	2.00	2.00	2.00	2.10	2.10	2.10	2.10
10yr PWLB Rate	2.10	2.10	2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.30
25yr PWLB Rate	2.50	2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70	2.70	2.70
50yr PWLB Rate	2.30	2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.50	2.50

The pandemic has done huge economic damage to the UK, and to economies around the world. After the Bank of England’s emergency action in March to cut Bank Rate, first to 0.25% and then to 0.10%, it remained unchanged at the meetings in August and September - although some forecasters had suggested that a cut into negative territory was possible. The Governor of the Bank has made it clear that he currently considers that such a move would do more damage than good, and that more quantitative easing is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank

Rate is expected within the forecast horizon ending on 31 March 2023, as economic recovery is expected to be only gradual and, therefore, prolonged.

HM Treasury has now concluded its consultation on amending PWLB rates but as yet the outcome is unknown. It is possible that rates will be subject to downward revision, however the timing of such a change is also unknown. The table above indicates that there is likely to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused by the lockdown. Inflation is also likely to be very low during this period, and could even turn negative in some major western economies during 2020/21.

#### 2.4 Investment strategy

The Treasury Management Strategy Statement (TMSS) for 2020/21, which includes the Annual Investment Strategy, was approved by Council on 5 March 2020, and sets out the Council's investment priorities as:

- Security of capital;
- Liquidity;
- Yield.

Whilst the Council will always seek to obtain the optimum return (yield) on its investments, this will at all times be commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate either to keep investments short term to cover cash flow needs, or to extend the period up to 12 months with highly rated financial institutions, selected by the use of the LAS creditworthiness methodology (see below) which includes consideration of sovereign ratings.

Investment counterparty limits for 2020/21 are generally **£3m** per individual counterparty, however a higher limit of **£4m** per Money Market Fund is considered prudent since such funds are already by definition highly diversified investment vehicles. There is no limit on Investment with the Debt Management Office (DMO) since this represents borrowing from central government. The Chief Financial Officer has delegated authority to vary these limits as appropriate, and to report any change to Cabinet as part of the next quarterly report. The limits with investment counterparties have not been exceeded during the period 1 April to 30 September 2020.

Credit ratings advice is taken from LAS and the Chief Financial Officer has adopted the LAS credit rating methodology for the selection of investment counterparties. This employs a sophisticated modelling approach utilising credit ratings from all three of the main rating agencies to give a suggested maximum duration for investments. Accordingly it does not place undue reliance on any one agency's ratings.

The methodology subsequently applies an “overlay” to take account of positive and negative credit watches and/or credit outlook information, which may increase or decrease the suggested duration of investments. It then applies a second overlay based on the credit default swap spreads for institutions, the monitoring of which has been shown to give an early warning of likely changes in credit ratings. It also incorporates sovereign ratings to ensure selection of counterparties from only the most creditworthy countries. The current Treasury Strategy permits the use of any UK counterparties subject to their individual credit ratings under the LAS methodology. It also permits the use of counterparties from other countries with a minimum sovereign rating of AA. For information, the UK currently has a rating of AA minus.

The LAS modelling approach combines all the various factors in a weighted scoring system and results in a series of colour coded bands which indicate the creditworthiness of counterparties. The colour bandings are as follows:

- Yellow 5 years (UK Government debt or its equivalent)
- Dark pink 5 years for Ultra Short Dated Bond Funds (credit score 1.25)
- Light pink 5 years for Ultra Short Dated Bond Funds (credit score 1.50)
- Purple 2 years
- Blue 1 year (nationalised or semi nationalised UK banks only)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

Although the credit rating agencies changed their outlook on many UK banks from stable to negative outlook during the quarter ended 30 June 2020, due to upcoming risks to banks’ earnings and asset quality during the economic downturn caused by the pandemic, the majority of ratings were affirmed due to the continuing strong credit profiles of UK banks. However, during Q1 and Q2 of 2020, banks did make provisions for “expected” credit losses and the rating changes reflected these provisions. During the quarters ahead, more information will emerge on “actual” levels of credit losses (quarterly performance is normally announced in the second half of the month following the end of the quarter.) This has the potential to cause rating agencies to revisit their initial rating adjustments later in 2020. These adjustments could be negative or positive, although it should also be borne in mind that UK banks went into this pandemic with strong balance sheets. Indeed, the Financial Policy Committee (FPC) report on 6 August revised down their expected credit losses for the banking sector to “somewhat less than £80bn”. They stated that, in their assessment, “banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC’s central projection”. The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC’s projection, with unemployment rising to above 15%.

All three of the major rating agencies have reviewed banks around the world, with similar results in many countries of most banks being placed on negative watch, but with a small number of actual downgrades.

Link have conducted some stress testing on their credit methodology-based list of counterparties to test for the results of a 1 notch downgrade to all long-term ratings from all agencies. Under such a scenario, only a very small number of potential counterparties moved from Green (100 days) to No Colour (not to be used). While there were a further 17 drops in other entities' suggested durations, these entities still remained potentially available for use.

Credit ratings are monitored weekly and the Council is also alerted to interim changes by its use of the LAS creditworthiness service, however ratings under the methodology, including sovereign ratings, will not necessarily be the sole determinant of the quality of an institution. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The ultimate decision on what is prudent and manageable for the Council will be taken by the Chief Financial Officer under the approved scheme of delegation.

## 2.5 Treasury Activity during Quarter 2 of 2020/21

The Treasury Activity Report for the quarter ended 30 September 2020 is attached at Appendix 1, in accordance with the Treasury Management Strategy.

Members will note that investment interest of £54,180 was generated from MMF activity, term deposits with banks and building societies, and the property fund, during the period from 1 April to 30 September 2020. This represents an overall equated rate for the Council of 0.49% and outperforms the benchmark 7 day LIBID rate, which averaged negative 0.06% for the same period. In cash terms this represents additional income to the General Fund of around £60,800 and was achieved by positive investment management, and in particular a favourable return on the property fund (see below). Performance in respect of the longer 3 month LIBID rate, which averaged 0.11%, still represents additional income of £42,000.

During the period from 1 April to 30 September 2020, significant use was made of the Council's three Money Market Funds (MMFs). These are AAA rated investment vehicles which allow the pooling of many billions of pounds into highly diversified funds, thus reducing risk. The current rates of return on these funds are between 0.01% and 0.12%, which whilst exceptionally low, remain generally higher than overnight treasury deposit rates, and the rate obtainable from the Debt Management Office (DMO) which for most durations is currently 0.01%, and indeed negative for overnight and very short term deposits.

The Council made an investment of £1m in the CCLA Local Authority Property Fund (LAPF) on 1 December 2017. The LAPF is a local government investment scheme approved by the Treasury under the Trustee Investments Act 1961 (section 11). Dividends are treated as revenue income and have in previous years averaged around 4%. However, in the current economic conditions it is anticipated that returns will be only around 70-75% of that, ie approximately 2.8-3.0%, for at least the first two quarters of 2020/21. This investment allows the Council to introduce a property element into its investment portfolio without the risks associated with the direct purchase of assets. It should be noted however that the capital value is not guaranteed and can fall as well as rise, as was the case in 2019/20 when the certificated value of the investment fell from £971k to £936k. CCLA fully expect this position to recover, however it serves to demonstrate that the investment must be seen as a long term commitment (see 2.9 below).

Interest rates in the market remain exceptionally low, and this is likely to continue in view of the pandemic, as well as the ongoing uncertainty surrounding Brexit and the ending of the transition period. As loans mature every effort is made to replace them at favourable rates, however security and liquidity will always be the overriding factors in the Council's treasury management. LAS currently forecast that Bank Rate is unlikely to rise again until at least mid-2023, however there is much uncertainty and interest rates are then expected to rise only gradually, and not significantly.

It is currently anticipated that the outturn for investment interest will be broadly in line with the current approved estimate of £95,000 for 2020/21. Whilst rates in the market are below those used in the estimates, the level of cash balances for short term investment has remained significantly higher than that estimated, and every effort has been made to maximise use of the most favourable rates available. In particular, two fixed term deposits made in February 2020 at 1.05% are making a significant contribution, along with the property fund.

## 2.6 New borrowing

At 30 September 2020 no new borrowing had been undertaken. The projected outturn for PWLB interest payable is £341,300, which represents a reduction on the current approved estimate of £393,800 due to an expectation that any new borrowing required will now be undertaken towards the end of the year. The impact of this reduction is included in the quarterly budget monitoring report elsewhere on the agenda.

The Council has approved a commercialisation programme aimed at the generation of funding to replace central government support which has been withdrawn. Significant additional borrowing would be required to support this commercial programme, and this would be supported by individual business case assessments and appropriate budget approvals, to demonstrate that each project generated a return sufficient to cover any borrowing costs. HM Treasury has now

concluded its consultation with regard to the use of PWLB for commercial investment (see 2.9 below) however the outcome is not yet known. A full review of the Council's Commercial Property Investment Strategy (CPIS) will be required following the publication of this outcome.

Advice will be taken from LAS with regard to the amount and timing of any additional borrowing, and should conditions become advantageous, some borrowing in advance of need will also be considered by the Chief Financial Officer. The Council's Capital Financing Requirement (CFR) represents its underlying need to borrow to finance capital investment. Due to favourable interest rates, borrowing in advance of need is sometimes desirable, with the result that the CFR can differ to the actual borrowing planned in the year. Investment guidance issued in February 2018 reaffirmed that Councils may not borrow in advance of need purely to profit from the investment of the extra sums borrowed, rather than prudent early borrowing for a demonstrable service objective, which is permitted.

Whilst borrowing rates remain low even after the 1% increase in PWLB rates on 9 October, investment rates are also exceptionally low, and serious consideration must be given to the cost of carrying any additional borrowing during the period prior to it being required for the financing of capital expenditure since this places a further burden on the General Fund.

## 2.7 Debt rescheduling

When the current day PWLB rate for the same term is higher than that being paid on an existing loan there is the potential for a discount to be receivable if the loan is repaid prematurely.

However, debt rescheduling opportunities are limited in the current economic climate, and due to the structure of PWLB interest rates. Advice in this regard will continue to be taken from LAS. No debt rescheduling has been undertaken during the period from 1 April to 30 September 2020.

## 2.8 Compliance with Prudential and treasury indicators

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limit. The Council's approved Prudential and Treasury Indicators (affordability limits) are included in the Treasury Management Strategy Statement (TMSS) approved by Full Council on 5 March 2020.

During the financial year to date the Council has at all times operated within the treasury limits and Prudential Indicators set out in the Council's TMSS, and in compliance with the Council's Treasury Management Practices. The Prudential and Treasury Indicators as at 30 September 2020 are shown at Appendix 2.

A) Prudential Indicators:

These indicators are based on estimates of expected outcomes, and are key indicators of “affordability”. They are monitored on a quarterly basis, and Appendix 2 compares the approved indicators with the projected outturn for 2020/21, and shows variances on the indicators, as described below:

a. Capital Expenditure

The capital programme includes both service related expenditure and commercial property investment.

The latest projected outturn shows that total capital expenditure is expected to be £10,123,400. This differs to the approved indicator of £11,225,600 due to the inclusion of approved carry-forward requests from 2019/20 and variations on the current year’s capital programme.

b. Capital Financing Requirement (CFR)

The CFR represents the historic outstanding capital expenditure which has not yet been paid for from capital or revenue resources, and is essentially a measure of the Council’s underlying borrowing need. The CFR does not increase indefinitely since the minimum revenue provision (MRP) is a statutory annual revenue charge for the economic consumption of capital assets.

The projected closing CFR for 2020/21 is £15,776,000. This differs to the approved indicator of £17,353,900, due to savings and deferrals on the 2019/20 capital programme, as well as to variations to the current year’s capital programme.

c. Gearing ratio

The concept of “gearing” compares the total underlying borrowing need (the CFR) to the Council’s total fixed assets and the gearing ratio can provide an early indication where debt levels are rising relative to long term assets held.

The projected gearing ratio at 31 March 2021 is 36%, which is slightly lower than the approved indicator of 37% but remains broadly comparable with the average gearing ratio for councils of a similar size.

d. Ratio of financing costs to net revenue stream – service related and commercial property

These indicators identify the trend in the cost of borrowing net of investment income against the net revenue stream. Financing costs represent the element of the Council’s budget to which it is committed even before providing any services.

The projected outturn of 18.46% for service related expenditure differs slightly to the approved indicator of 18.61% due to a reduction in MRP arising from savings and deferrals on the capital programme in 2019/20, and reduced PWLB interest payable in 2020/21 due to the timing of new borrowing.

The projected outturn in respect of commercial property is expected to be Nil. This differs to the approved indicator of 0.72% because no commercial investment activity was undertaken in 2019/20, and hence no MRP falls due in 2020/21, and similarly no PWLB interest is now anticipated to be attributable to commercial activities in 2020/21.

e. Ratio of commercial property income to net revenue stream

This indicator seeks to demonstrate the extent to which the loss of commercial property income would impact on the Council, ie. to measure the “proportionality” of commercial activity.

No commercial property acquisitions had been made at 30 September 2020 and the projected outturn for this indicator is Nil, which differs to the approved indicator of 1.41% because commercial investment opportunities are expected to be severely limited following the forthcoming publication of the outcome of HMT’s consultation on the use of PWL borrowing for commercial property purchases (see 2.9 below).

f. Maximum gross debt

The Council must ensure that its gross debt does not, except in the short term, exceed the opening capital financing requirement, plus estimates of any additional CFR for 2020/21 and the following two financial years. This allows flexibility for early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes. The Council’s gross debt at 30 September 2020 was £9.812m which was within the approved indicator.

g. Ratio of internal borrowing to CFR

The Council is currently maintaining an “internal borrowing” position, ie. the underlying borrowing need (CFR) has not yet been fully funded with loan debt as cash supporting the Council’s reserves and balances is being used as a temporary measure.

The projected outturn for internal borrowing is 19%, which is lower than the approved indicator of 26% due to variations to the capital programme - which in turn reduce the projected outturn for CFR and hence the difference between CFR and projected external borrowing.

## B) Treasury Management Indicators:

These indicators are based on limits, beyond which activities should not pass without management action. They include two key indicators of affordability and four key indicators of prudence.

### Affordability:

#### a. Operational boundary for external debt

This is the limit which external debt is not “normally” expected to exceed. In most cases, this would be a similar figure to the CFR, but it may be lower or higher depending on the levels of actual debt, and must allow for unusual cashflow movements.

#### b. Authorised limit for external debt

This limit represents a control on the “maximum” level of borrowing. It is the statutory limit determined under s3 (1) of the Local Government Act 2003 and represents the limit beyond which external debt is prohibited. The Authorised Limit must be set, and revised if necessary, by Full Council. It reflects a level of external debt which, while not desirable, could be afforded in the short term, but is not sustainable in the longer term. The Government retains an option to control either the total of all councils’ plans, or those of a specific council, although this power has not yet been exercised.

### Prudence:

#### c. Upper limits for the maturity structure of borrowing

These are set to reduce the Council’s exposure to large fixed rate sums falling due for refinancing.

#### d. Maximum new principal sums to be invested during 2020/21 for periods in excess of one year (365 days)

All such investments are classified as “non-specified”. This indicator is subject to the overall limit for non-specified investments set out in the TMSS, and to the overall limit per counterparty.

#### e. Interest rate exposure

The latest Treasury Management Code requires a statement in the TMSS explaining how interest rate exposure is managed and monitored by the Council, and this is repeated below:

*The Council has a general preference for fixed rate borrowing in order to minimise uncertainty and ensure stability in the charge to revenue, however it is acknowledged that in certain circumstances, some variable rate borrowing may be prudent, for example if interest rates are expected to fall. The Council's investments are generally for cashflow purposes and accordingly a mix of fixed and variable rates will be used to maximise flexibility and liquidity. Interest rate exposure will be managed and monitored on a daily basis by the Chief Financial Officer.*

Local indicators for the proportions of fixed and variable rate loans, have been retained by the Council for information purposes.

Appendix 2 shows the actual position as at 30 September 2020, and demonstrates that all activities are contained within the currently approved limits.

## 2.9 Other Issues

### a. PWLB Consultation

PWLB interest rates are linked to gilt yields, and on 9 October 2019 HM Treasury (HMT) imposed an additional margin of 1% over gilts to all PWLB rates across the board with no prior warning. A consultation with local authorities with regard to further amending these margins closed on 31 July 2020. The outcome of the consultation is still awaited.

What is clear from the consultation however is that whilst the PWLB certainty rate may be revised downwards, HMT will no longer allow local authorities to borrow money from the PWLB to purchase commercial property if the aim is primarily to generate an income stream (assets for yield). Indeed, the proposals include preventing an authority from undertaking any PWLB borrowing in a year in which it has even one such scheme in its capital programme.

The Council's current Commercial Property Investment Strategy (see 2.6 above) makes clear that investments would be made "primarily for return" and it is anticipated that the Council would also face significant difficulty meeting the definition of regeneration proposed in the consultation for schemes that would remain acceptable. Accordingly, a full review of the CPIS will be required once the results of the consultation are known.

### b. Suspension of the LAPF Property Fund

As discussed at 2.5 above, the Council has an investment of £1m in the CCLA Local Authority Property Fund (CCLA LAPF). Notice was received from CCLA in March 2020 that the LAPF property fund would be suspended, and that no subscriptions or redemptions could be made. Such suspension is a normal course of action in exceptional market conditions such as those experienced due to the coronavirus pandemic. Valuers could not be confident that their valuations truly reflected prevailing conditions, and where there is a material risk of disadvantage

to either party, all transactions must be suspended until the required level of certainty is re-established.

Notification was recently received from CCLA that dealing would recommence on 30 September, on the basis that conditions in the property market were deemed to have stabilised, and valuation clarity and certainty had improved. A 90 day notice period has also been introduced for redemptions from the property fund. This is in order to align the dealing terms of the fund with the liquidity of the underlying assets, and to ensure resilience during periods of market stress.

The property fund is viewed as a long term investment and the recent suspension should not cause undue concern.

c. Negative investment rates

While the Bank of England has indicated that it is unlikely to introduce a negative Bank Rate, at least in the next 6-12 months, some deposit accounts are already offering negative rates for shorter periods. As part of the response to the pandemic and lockdown, the Bank and the Government have provided financial markets and businesses with plentiful access to credit, either directly or through commercial banks. In addition, the Government has provided large sums of grants to local authorities to help deal with the Covid crisis. This has caused some local authorities to have sudden large increases in investment balances searching for an investment counterparty, some of which was only very short-term until those sums were able to be passed on.

Money market fund (MMF) yields have continued to drift lower. Some fund managers have suggested that they might resort to trimming fee levels to ensure that net yields for investors remain in positive territory where possible and practical. Investor cash flow uncertainty, and the need to maintain liquidity in these unprecedented times, has meant there is a glut of money at the very short end of the market, and this has seen a number of market operators, now including the DMO, offer nil or negative rates for very short term maturities. This is not universal, and MMFs are still offering a marginally positive return, as are a number of financial institutions.

Inter-local authority lending and borrowing rates have also declined due to the surge in the levels of cash seeking a short-term home at a time when many local authorities are probably having difficulties in accurately forecasting when disbursements of funds received will occur or when further large receipts will be received from the Government.

No other significant treasury management issues have arisen since approval of the TMSS on 5 March 2020 that should be brought to the attention of Members.

### **3 Alternative Options**

An alternative option is to fail to present a quarterly Prudential Code Indicator Monitoring and Treasury Activity Report, however this would contravene the requirement of the Council's Treasury Management Strategy Statement (TMSS).

### **4 Financial Implications**

No specific financial implications are attributable to this report.

### **5 Legal Implications**

There are no legal implications arising from this report.

### **6 Equalities Implications**

There are no equalities implications arising from this report.

### **7 Carbon Reduction/Environmental Sustainability Implications**

There are no carbon reduction/environmental sustainability implications arising from this report.

### **8 Appendices**

1. Treasury Activity Report 2020/21 for Quarter 2 (30 September 2020).
2. Prudential and Treasury Indicator Monitoring 2020/21 for Quarter 2.

### **9 Background Papers**

None identified.

### **10 Reasons for Recommendation**

To comply with the requirements of the Council's Treasury Management Strategy Statement.

**Statutory Officer approval:**

**Approved by:** Chief Financial Officer

**Date:** 4 November 2020

**Approved by:** Monitoring Officer

**Date:** 4 November 2020

**TREASURY ACTIVITY REPORT 2020/21**

**30.09.20 Q2**

**For Quarter ended 30 September 2020**

	<u>Position @ 1 July 2020</u> £	<u>Loans Made During Q2</u> £	<u>Loans Repaid During Q2</u> £	<u>Position @ 30 Sept 2020</u> £
<b><u>Long Term Borrowing</u></b>				
PWLB	9,811,577	0	0	9,811,577
<b>Total Long Term Borrowing</b>	<b>9,811,577</b>	<b>0</b>	<b>0</b>	<b>9,811,577</b>
<b><u>Temporary Borrowing</u></b>				
Local Authorities	0	0	0	0
Central Government	0	0	0	0
Banks & Other Institutions	0	0	0	0
<b>Total Temporary Borrowing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BORROWING</b>	<b>9,811,577</b>	<b>0</b>	<b>0</b>	<b>9,811,577</b>
<b><u>Long Term Investment</u></b>				
CCLA LAPF Property Fund	(1,000,000)	0	0	(1,000,000)
<b>Total Long Term Investment</b>	<b>(1,000,000)</b>	<b>0</b>	<b>0</b>	<b>(1,000,000)</b>
<b><u>Short Term Investment</u></b>				
Aberdeen Standard MMF	(4,000,000)	(350,000)	350,000	(4,000,000)
Bank of Scotland	(3,000,000)	(1,000,000)	1,000,000	(3,000,000)
Barclays	0	(1,300,000)	0	(1,300,000)
Blackrock MMF	(3,920,000)	(6,635,000)	9,635,000	(920,000)
CCLA PSDF (MMF)	(2,000,000)	(1,000,000)	0	(3,000,000)
Close Brothers	0	(2,000,000)	0	(2,000,000)
Debt Management Office	(6,370,000)	(5,745,000)	12,115,000	0
Goldman Sachs	0	0	0	0
HSBC Treasury	(3,000,000)	(9,070,000)	9,970,000	(2,100,000)
Local Authorities & Other	0	0	0	0
Nationwide	0	0	0	0
Santander	(3,000,000)	(1,000,000)	1,000,000	(3,000,000)
<b>Total Short Term Investment</b>	<b>(25,290,000)</b>	<b>(28,100,000)</b>	<b>34,070,000</b>	<b>(19,320,000)</b>
<b>TOTAL INVESTMENT (See below)</b>	<b>(26,290,000)</b>	<b>(28,100,000)</b>	<b>34,070,000</b>	<b>(20,320,000)</b>
<b>NET BORROWING / (INVESTMENT)</b>	<b>(16,478,423)</b>	<b>(28,100,000)</b>	<b>34,070,000</b>	<b>(10,508,423)</b>

**Temporary Borrowing & Investment Statistics at 30 September 2020**

**Investment:**

Fixed Rate Investment	(12,370,000)	(19,115,000)	23,085,000	(8,400,000)
Variable Rate Investment	(13,920,000)	(8,985,000)	10,985,000	(11,920,000)
<b>TOTAL INVESTMENT</b>	<b>(26,290,000)</b>	<b>(28,100,000)</b>	<b>34,070,000</b>	<b>(20,320,000)</b>

Proportion of Fixed Rate Investment	41.34%
Proportion of Variable Rate Investment	58.66%
Temporary Investment Interest Receivable	£ 54,180
Equated Temporary Investment	£ 11,084,398
Weighted Average Interest Rate Received (Interest Receivable / Equated Investment)	0.49%
7 Day LIBID (Benchmark) NB. Negative	-0.06%
3 Month LIBID	0.11%

**Borrowing:**

Temporary Borrowing Interest Payable	£ -
Equated Temporary Borrowing	£ -
Weighted Average Interest Rate Paid (Interest Payable / Equated Borrowing)	n/a
7 Day LIBOR (Benchmark)	0.07%

If LIBID	Better by
7 Day (6,634)	60,814
3 Month 12,163	42,017

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**Prudential and Treasury Management Indicators for 2020/21**  
**1 April 2020 to 30 September 2020**

Appendix 2

**A) Prudential Indicators**

Affordability:

- a) Capital Expenditure  
 b) Capital Financing Requirement  
 c) Gearing (CFR to Long Term Assets)  
 Ratio of Financing Costs to Net Revenue Stream-Services  
 Ratio of Financing Costs to Net Revenue Stream-Commercial  
 d) Total Ratio of Financing Costs to Net Revenue Stream

- e) Ratio of Commercial Income to Net Revenue Stream  
 f) Maximum Gross Debt  
 g) Ratio of Internal Borrowing to CFR

**B) Treasury Management Indicators**

Affordability:

- a) Operational Boundary for External Debt:  
 Borrowing  
 Other Long Term Liabilities  
 Total Operational Boundary  
 b) Authorised Limit for External Debt:  
 Borrowing  
 Other Long Term Liabilities  
 Total Authorised Limit

Prudence:

- c) Investment Treasury Indicator and limit:  
 Max. NEW principal sums invested in 2020/21 for periods  
 OVER 365 days (ie. non-specified investments), subject to  
 d) Upper & Lower limits for the maturity structure  
 of outstanding Borrowing during 2020/21:  
 Under 1 Year  
 1 Year to 2 Years  
 2 Years to 5 Years  
 5 Years to 10 Years  
 Over 10 Years  
 e) Upper limit for fixed interest rate exposure:  
 LOCAL INDICATOR - Investment Only  
 LOCAL INDICATOR - Borrowing Only  
 f) Upper limit for variable interest rate exposure:  
 LOCAL INDICATOR - Investment Only  
 LOCAL INDICATOR - Borrowing Only

	2020/21 Original Estimate (Council 5/3/20)	2020/21 Position at 30-Sep-20
£	11,225,600	£ 10,123,400
£	17,353,900	£ 15,776,000
	37%	36%
	18.61%	18.46%
	0.72%	0.00%
	19.33%	18.46%
	1.41%	0.00%
£	17,812,700	£ 9,811,577
	26%	19%
£	18,800,000	£ 9,811,577
£	1,500,000	£ -
£	20,300,000	£ 9,811,577
£	19,800,000	£ 9,811,577
£	1,500,000	£ -
£	21,300,000	£ 9,811,577
£	3,000,000	£ -
	40%	0%
	40%	0%
	50%	0%
	50%	0%
	100%	100%
	100.00%	41.34%
	100.00%	100.00%
	100.00%	58.66%
	50.00%	0.00%

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## Report to Cabinet

**Subject:** Quarterly Budget Monitoring and Virement Report – Quarter 2 September 2020 including Mid-Year Review of the Medium Term Financial Plan

**Date:** 12 November 2020

**Author:** Senior Leadership Team

### Wards Affected

Borough-wide

### Purpose

- To update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2020/21. The budgets include all approved carried forward amounts from the 2019/20 financial year.
- To request approval from Cabinet for the changes to the budget as set out in this report.
- To provide Cabinet with a mid-year update of the Medium Term Financial Plan (MTFP).

### Key Decision

This is a key decision.

### Recommendation(s)

Members are recommended to:

- 1) approve the **General Fund Budget virements set out in Appendix 1;**
- 2) approve the amendments to the **Capital programme set out in Appendix 3;**
- 3) note the use of reserves and funds during quarter two as detailed in **Appendix 2;**
- 4) note the mid-year review of the **Medium Term Financial Plan.**

## 1. Background

1.1 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.

1.2 To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are now embedded in the way the Council works. Whilst the budget and performance information is presented in 2 separate reports, they are reported to Cabinet together and will appear on the same agenda.

## 2. Proposal

### 2.1 General Fund Revenue Budget Summary

The following table summarises the overall financial position of the General Fund Revenue Budget and the expected total spend for the year. This information has been compiled using the best information made available to Financial Services by the relevant spending officers as at 30 September 2020.

In summary the Council's General Fund outturn is projected to be in line the approved budget of £11,602,700, including an overall contribution from earmarked reserves of £2,269,900. Members will recall approving at Quarter 1, the use of £420,600 of earmarked reserves to ensure the budget was maintained at its maximum due to the forecast budgetary impact of Covid-19. The latest position at quarter 2 includes a proposed transfer back to earmarked reserves of £100,000 enabled by the receipt of a fourth tranche of emergency Covid-19 grant funding announced by the Government as detailed in paragraph 2.2. The impact of Covid-19 will continue to be closely monitored throughout the year and further adjustments may be recommended in order to maintain a balanced budget and appropriate allocation of resources. A review of the Council's Medium Term Financial plan considering the impact of the Covid-19 pandemic on the resources available for the continued delivery of the Gedling Plan is detailed in section 3 of this report.

### General Fund Revenue Budget 2020/21 – Change Analysis

	£
<b>Net Council Budget for 2020-21 approved by Council on 5 March 2020 and Cabinet's Maximum Budget is:</b>	<b>11,602,700</b>
Up to the end of September 2020 expenditure less income totalled	4,058,247
In the remaining 9 months of year we expect net expenditure to be	7,544,453
<b>Total net revenue spend for the year is expected to be</b>	<b>11,602,700</b>
<b>Total Projected Revenue (Under) / Overspend 2020/21</b>	<b>0</b>

Appendix 1 outlines how the General Fund Revenue budget is divided between the Portfolios of the Council and includes a detailed variance analysis identifying the current proposed changes for quarter one against the approved budget for each Portfolio area. Cabinet is recommended to approve these changes.

The major variances detailed in Appendix 1 include:

Expenditure:

- Net additional expenditure due to the Covid-19 Pandemic of £82,600 as detailed in paragraph 2.2 and deferral of efficiencies totalling £50,800, the full list of which is included in the update on the delivery of the efficiency programme in paragraph 2.3;
- Deferrals of the 2020/21 efficiency programme of £38,000 not related to the Covid-19 pandemic, as listed in the efficiency table in section 2.3.

Income:

- Secondment of officer to Police and Crime Commissioner (£65,500);
- New Burdens Grant for the administration of Covid-19 related Business Support Grants (£130,000) offset by associated expenditure and transfer to reserves for future scheme administration;
- Covid-19 Emergency Grant Funding Tranche 4 (£167,000) partly offset by the reversal of use of earmarked reserves approved at quarter 1 £100,000 to cover the deficit due to Covid-19.

Details of the budget virements authorising the usage of Earmarked Reserves and Revenue Budget Funds as approved by the Chief Financial Officer and relevant Corporate Director in accordance with Financial Regulations are set out in **Appendix 2**. No virements were approved by Portfolio Holders for amounts of £50,000 or less during quarter two.

## 2.2 Budget Implications arising from the Covid-19 Pandemic

- 2.2.1 The financial impact of the Covid-19 pandemic is significant, as highlighted in the report to Cabinet on 18 June detailing the Council's response work. In addition to the amounts reported to Cabinet in the Quarter 1 Budget Monitoring Report, estimated additional expenditure pressures of £82,600 are expected bringing the total estimated Covid-19 related additional expenditure to £527,100 for the full financial year.

Quarter 1 reported estimated income losses for the full year of £2,825,600. The table below shows a net improvement in income from that previously reported totalling (£75,200) mainly relating to Leisure Centres, Waste Services and Taxi Licencing resulting in a total expected loss of income for 2020/21 of £2,750,400.

The total estimated budget impact for 2020/21 is £3,277,500. These pressures are presented net of any related savings or additional income and grants that have been identified.

<b>Covid-19 Related Expenditure at Quarter 2</b>	
	£
<b>Covid-19 Related Expenditure reported at Quarter 1</b>	<b>444,500</b>
<b>Quarter 2 Expenditure</b>	
Homeless accommodation (net of income)	7,000
Waste additional drivers	25,900
Street Care additional staff	11,000
Cemeteries agency staff	20,700
IT additional equipment for homeworking	18,000
<b>Additional Expenditure at Quarter 2</b>	<b>82,600</b>
<b>Total Additional Covid-19 Related Expenditure</b>	<b>527,100</b>

*Note: Key budget pressures included in quarter 1: agency staffing and IT costs to maintain service delivery; protective equipment; homeless accommodation; deferred efficiencies.*

<b>Covid-19 related Income losses at Quarter 2</b>	
	£
<b>Covid-19 Related Income Losses reported at Quarter 1</b>	<b>2,825,600</b>
<b>Quarter 2 Position</b>	
<b>Improved Net Income position from that previously reported</b> (including additional savings):	
• Leisure Centres	(72,500)
• Community Centres	(10,000)
• Bulky Household Waste Collection	(10,000)
• Garden Waste	(50,000)
• Licencing Fees	(15,000)
<b>Reduced Income:</b>	
• Parks and pitches reduced usage	13,200
• Tree Team reduced work due to staff isolation	3,000
• Advertising & Sponsorship income	15,300
<b>Income Reductions on Deferred Efficiencies</b>	
Details set out in efficiency table (paragraph 2.3)	50,800
<b>Quarter 2 Covid-19 net impact on Income</b>	<b>(75,200)</b>
<b>Total Covid-19 Impact on Income for 2020/21</b>	<b>2,750,400</b>

In addition to the 2020/21 income losses, an increased deficit on the Council's Collection Fund is expected due to irrecoverable council tax and business rates. Gedling's share of the increased deficit is currently forecast at £280,000 but due to the technical accounting treatment of the Collection Fund deficit, this does not need to be funded until next year, 2021/22. The government announced that it will extend the period over which these 2020/21 shortfalls in local taxation are accounted for, from 1 to 3 years. This is intended to ease immediate pressures when budget setting for 2021/22. The details of this will be set out in regulations later this year.

### 2.2.2 Central Government Emergency Funding

During the course of the pandemic the Government has announced the following tranches of emergency grant funding to support local authorities in responding to the pandemic and cover expenditure pressures and income shortfalls:

	£
Tranche 1 - announced March 2020	54,200
Tranche 2 – announced April 2020	1,178,400
Tranche 3 – announced July 2020	170,400
Tranche 4 – announced October 2020	167,000
<b>Total</b>	<b>1,570,000</b>

In addition to the grant awards detailed above, the government has also introduced an income compensation scheme, recognising the impact the pandemic has had on income from sales, fees and charges. This scheme will provide compensation for unforeseen losses that are irrecoverable during 2020/21 only. The income guarantee scheme will operate on a principles-based approach and includes a 5% deductible rate based on the 2020/21 approved budget, with the government providing compensation for 75p in every pound of relevant loss of eligible income thereafter. The scheme is restricted to compensating irrecoverable net losses, specifically from those customer and client receipts which are charged in return for a service, where demand has been reduced due to Covid, but excludes commercial revenues, including property rents.

The grant is accessed by completing three financial returns each covering a four-month period. The Council submitted its first claim covering income lost from April through to July totalling £683,000 at the end of September 2020, whilst we have not yet had confirmation of the amount of grant that will be paid it is anticipated that for the full year we should receive c£1,400k (which is in line with amounts originally reported at Quarter 1).

The MCHLG have confirmed that any grant awards from the income guarantee scheme will be in addition to the £1,570k grant detailed in the table above, for

which there is no scope for clawback in the grant conditions, and so can be used for all other pressures.

The Council have also made a claim for funding under the Government's Job Retention Scheme, to cover for the cost of furloughing casual staff at the Leisure Centres and Community Centres, currently estimated at **£34k** for the year.

2.2.3 The current estimate of the total net budget impact of the Covid-19 pandemic compared to that previously reported at quarter 1 is:

Budget Implications Covid-19	Quarter 1 £	Quarter 2 £	Movement £
Expenditure Pressures 2020/21	444,500	527,100	82,600
Income Losses 2020/21	2,825,600	2,750,400	(75,200)
Total 2020/21	3,270,100	3,277,500	7,400
Collection Fund Losses 2021/22 impact	280,000	280,000	0
<b>Total Covid Related Budget Pressures</b>	<b>3,550,100</b>	<b>3,557,500</b>	<b>7,400</b>
Total Grant Funding 2020/21	(2,835,000)	(3,004,000)	(169,000)
<b>Net Total Budget Impact</b>	<b>715,100</b>	<b>553,500</b>	<b>(161,600)</b>

In summary the net impact of Covid-19 now reported at quarter 2 and included in Appendix 1 is £553,500, a reduction in net costs of £161,600 compared to that previously reported due to the receipt of a fourth tranche of emergency grant funding. (Note: This does not include expenditure incurred during 2019/20 of £34,500 funded by the Council).

In addition to the above Covid related budget pressures the Council has also received New Burdens funding to recognise the additional workload being faced by the Council, which for quarter 2 includes Business Grants Administration £130,000 and Covid Compliance and Enforcement Grant £48,500 which are both currently expected to be fully offset by expenditure as detailed in Appendix 1.

2.2.4 There remains a significant amount of uncertainty around the full impact of the Covid-19 pandemic in 2020/21 with key risks including:

- a resurgence of the virus requiring further response activity. A second national lockdown commenced on 5 November requiring service closures, with expenditure/income impacts and funding not yet clear;
- uncertainties surrounding the capacity of, and the future demand for, our

chargeable services. The key risk issue is leisure centre income.

- the impact of the economic downturn on the tax collection and demand for our services for those most directly affected e.g. by predicted job losses.

The impact of Covid will continue to be closely monitored throughout the year in order to mitigate the current or any increased deficit by identifying in-year savings, options for the use of earmarked reserves, or if necessary, a request to Council to increase the 2020/21 budget funded by an increase in the use of General Fund Balances.

The impact of Covid-19 is expected to have an ongoing impact beyond 2020/21 and the potential Medium Term Financial Plan impacts are detailed at paragraph 3.

### 2.3 **Efficiency programme – Progress Update**

Since 2014/15 the Council has approved four separate budget reduction programmes totalling £6.5m net of risk provision. Previous progress has been positive and budget reductions achieved have been in line with the profiled estimate. Of the total programme, £1.705m net of risk provision remains to be delivered over the period 2020/21 to 2022/23.

In terms of 2020/21, the net programme due for delivery in 2020/21 is £808,000. Quarterly monitoring indicates the following:

<b>Movements on Efficiencies 2020/21</b>	
	<b>£</b>
<b>Approved Efficiency Programme 2020/21</b>	<b>(808,000)</b>
<b>Quarter 1 Deferrals</b>	256,500
<b>Application of the 2020/21 Budget Reduction Risk Provision</b>	(100,000)
<b>Revised programme for 2020/21</b>	<b>(651,500)</b>
<b>Deferred Efficiencies to 2021/22 at Quarter 2</b>	
Commercial property rent (net)	33,000
Sponsorship of flower beds	5,000
<b>Total</b>	<b>38,000</b>
<b>Deferred efficiencies due to Covid-19</b>	
Licencing Fee Increase	14,000
Charging Developments for Bins	27,500
Marketing - e-mail advertising	2,800
Marketing - Website Advertising	4,000
Marketing - Advertising	2,500
<b>Total</b>	<b>50,800</b>
<b>Quarter 2 Deferrals</b>	<b>88,800</b>
<b>Revised 2020/21 Efficiency Programme</b>	<b>(562,700)</b>

The £88,800 quarter 2 budget impact of these projects is included in Appendix 1. £50,800 of this due to Covid-19 and has been included in the Covid impact table above for completeness. The budget impact is only accounted for once in Appendix 1.

The cumulative deferred projects at quarter 2 are £345,300, the budget impact of these deferrals has been partially offset by the use of the Budget Reduction Risk Provision for 2020/21 of £100,000 in quarter 1.

Delivery of the 2020/21 programme will continue to be monitored and updates provided in future reports. The whole programme will be reviewed as part of budget process for 2021/22 to identify any risk issues and ensure new efficiency proposals are developed to replace any projects that are considered high risk of non-delivery e.g. commercial property income which is on hold pending consultation on the restrictions on borrowing for yield.

## 2.4 Capital Programme

Appendix 3 details the current projected position on the Capital Programme and its financing for 2020/21, analysed by Portfolio, and this is summarised in the table below. Cabinet is recommended to approve these changes

Quarter 2 amendments to the current Capital programme of (£2,523,300) are presented in the table below.

<b>Capital Budget 2020/21 - Change Analysis</b>	
	<b>£</b>
<b>Original 2020/21 budget approved by Council on 5 March 2020</b>	<b>11,225,600</b>
Approved Carry Forwards from 2019/20	1,507,100
Schemes Approved in Quarter 1	(86,000)
<b>Current approved budget for 2020/21</b>	<b>12,646,700</b>
<b>Proposed Amendments to the Programme at Quarter 2</b>	
<b>Additional Schemes:</b>	
Addition to Lambley Lane Changing Rooms (subject to securing grant funding)	70,000
Additional CCTV Conway Park (funded by revenue contrib.)	15,000
Arnold Leisure Centre Lift Replacement (funded by revenue contribution)	23,000
<b>Savings on Existing Schemes:</b>	
Arnold Leisure Centre Steel Pillar Works	(64,000)
Druids Car Park Boundary Wall	(10,000)
<b>Schemes Proposed for Deferral (see note below):</b>	
Station Road Housing Scheme Carlton	(165,300)
Vehicle Replacement Programme	(244,000)

PASC Tree/ Landscaping Equipment	(83,000)
Killisick Play Area Development	(111,000)
Calverton Enterprise Units	(1,370,000)
Hazelford Way Industrial Units	(350,000)
Customer Service Improvements (reception area)	(100,000)
Civic Centre Window Replacement	(134,000)
<b>Total Proposed Amendments</b>	<b>(2,523,300)</b>
<b>Proposed Revised Capital Programme 2020/21</b>	<b>10,123,400</b>
Actual Expenditure to Quarter 1 2020/21	787,657
Estimated Expenditure Quarter 2 - 4 2020/21	9,335,743
<b>Projected Capital Programme Outturn</b>	<b>10,123,400</b>

Details of the budget virements authorising the usage Capital Budget Funds e.g. Asset Management Fund as approved by the Chief Financial Officer and relevant Corporate Director in accordance with Financial Regulations are set out in **Appendix 2**.

Total schemes proposed for deferral are (£2,557,300), details of major schemes are as follows:

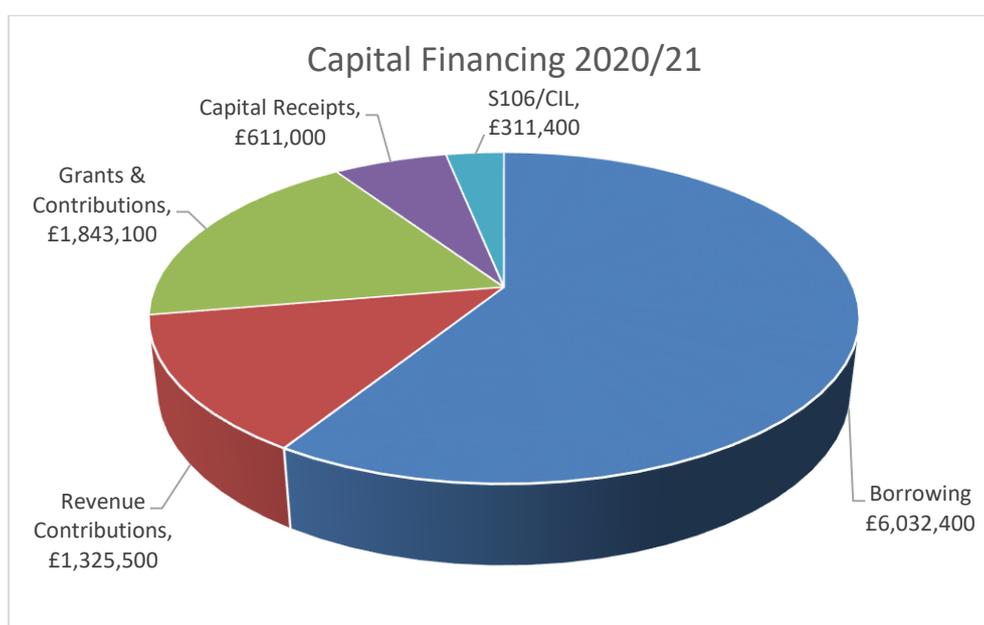
- Station Road Housing Carlton (£165,300) – a viability and option appraisal for the development of the site is nearing completion and will be subject of a Cabinet report in the near future with a start on site now expected early in 2021/22;
- Vehicle Replacement Programme (£244,000) – due to COVID19 there are significant delays in the supply chain for new vehicles resulting in a number of replacements being deferred until 2021/22. This deferral also reduces the amount of borrowing the authority needs to finance the capital programme in the current year. The maintenance cost associated with the retained vehicles will be accommodated in current budgets;
- Play Area Development (£111,000) – Both the Breckhill and Onchan Park schemes are expected to be completed in 2020/21. The deferral relates to the Killisick scheme, which is expected to commence in April subject to securing grant funding;
- Calverton Enterprise Units (£1,370,000) – Grant funding has not yet been secured in order to progress this scheme. The business case has been reviewed and a new bid submitted to the LEP for the next available round of funding;
- Hazelford Way Industrial Units (£350,000) – Scheme deferred for six months in order to assess the viability of leasing the units in the wake of Covid-19;
- Customer Service Improvements (£100,000) – Design works for this scheme were subject to a competition by Nottingham Trent University students, however the Covid-19 pandemic has delayed the delivery of the final project until 2021/22;

- Civic Centre Window Replacement (£134,000) – This represents the first year of a three programme which is currently being reviewed and considered for re-profiling in order to obtain best value from the procurement process. It will be re-assessed as part of the 2021/22 budget process and any changes presented for approval as part of the 2021/22 budget report.

Capital schemes are monitored on a quarterly basis, meetings are currently held between finance officers and service/project officers.

## 2.5 Capital Programme Financing

The projected method of financing the current capital programme requirement of £10,123,400 is detailed in Appendix 3 and summarised in the chart below.



## 2.6 Capital Receipts Monitoring

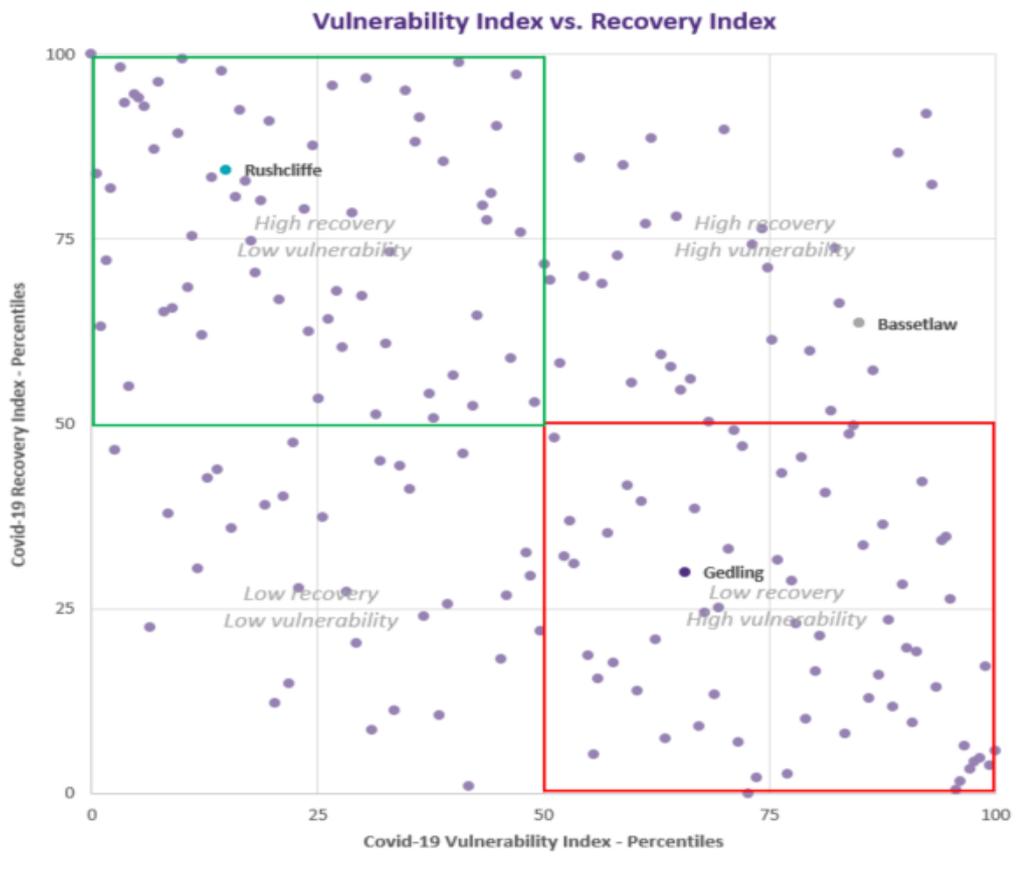
When the Council sells General Fund assets it is permitted to use this income to fund capital expenditure. The initial capital receipts estimate for 2020/21 projects that £611,000 will be generated and used to finance the capital programme in 2020/21. There is no change to the capital receipts estimate projected at quarter 2 monitoring.

## 3. Review of Medium Term Financial Plan

- 3.1 The impact of the Covid-19 pandemic presents significant financial challenges for the Council well beyond the current financial year. The Council's draft 2019/20 Annual Governance Statement, published with the draft 2019/20 Statement of Accounts, provided an estimate of the 2020/21 net budget impact of the Covid-19 pandemic of between £0.7m to £1m and included an action to review the ongoing impact on securing a sustainable Medium Term Financial Plan for presentation to Cabinet in the autumn. The latest estimate of the 2020/21 Covid-19 financial impact is an improved position of £0.554m as

detailed in paragraph 2.2.3. However, there remains a significant amount of uncertainty around the full impact of the Covid-19 pandemic both in the current financial year and in the medium term.

- 3.2 In the current climate a mid-year review of the Council’s MTFP forms an important aspect of effective financial management to inform our 2021/22 budget process and ensure that a sustainable financial position is secured in the medium term and the successful delivery of the Gedling Plan is supported.
- 3.3 A recent report commissioned by the Society of District Council Treasurers provides an insight to the potential ongoing Covid related impacts facing District Councils. Based on a set of national indicators the report provides a Vulnerability Index and a Recovery Index to help us understand the key vulnerabilities and how well placed we are to recover in the medium term. The resulting indicators place Gedling in the highest risk percentile in relation to other districts indicating a higher level of vulnerability to Covid and a lower ability to recover, primarily due to a higher than average number of people employed in ‘lower level’ occupations on below average income, coupled with a high number of businesses and a high level of employment considered to be in ‘at risk’ sectors. Other Nottinghamshire districts also in the highest risk percentile include Ashfield, Broxtowe and Mansfield.



### 3.4 Covid-19 Budget Risk Issues and Medium Term Financial Impacts

3.4.1 The ongoing financial implications of the Covid-19 pandemic on the Council's finances are expected to be wide-ranging, with a high degree of uncertainty. Some key medium term risks are detailed in the paragraphs below.

#### 3.4.2 Resurgence of the Virus

A resurgence of the virus requiring further response activity is an ongoing risk. Associated costs and the availability of government funding is uncertain.

#### 3.4.3 Increased Local Government Funding Uncertainty

2020 Comprehensive Spending Review – The Chancellor announced that there will be no Autumn Budget, focussing instead on continuing the Covid-19 support package. On 21 October, the Chancellor confirmed that the 2020 Comprehensive Spending Review, originally launched to set government department budgets for 2021/22 to 2023/24, will not now be implemented and instead a one year spending review will be completed which continues to inhibit meaningful financial planning. The District Councils' Network had requested that the Spending Review cover a three year period and that funding be included to cover all covid-related costs in 2021/22. The Local Government Finance Settlement is expected in December.

Fair Funding Review/Business Rates Retention – The Ministry of Housing, Communities and Local Government confirmed in April that the Fair Funding Review and the move to 75% Business Rates Retention would be deferred for a further year to allow councils to focus on meeting the public health challenge. This is the second year that the reforms have been deferred. Under the reforms the business rates system was due to be reset presenting a risk that accumulated business rates growth achieved in the system would be removed and so reducing income levels. At the time of the announcement the ministry said it was considering how to deal with retained growth next year and further details are not yet available.

#### 3.4.4 New Budget Pressures

New Services may arise upon implementation of the Council's approved Reset Strategy (approved by Cabinet on 18 June). Any new services that cannot be contained within the current base budget will need to be offset by additional efficiency targets in the absence of further government funding. Service development bids will be considered during the 2021/22 budget process.

Forecast Economic Downturn is expected to impact on:

- a) the demand for our services from those most directly affected e.g. due to predicted job losses. The Office for Budget Responsibility is projecting that the unemployment rate could peak at between 9.7% and 13.2% in the next few years. Increased demand for welfare support is likely to be experienced including, for example, increased claims for Housing Benefit and the Council Tax Reduction Scheme (see 3.4.5 below), and increased Housing Needs and Homelessness Support.

- b) Business rates and property rental income due to the forecast closure of businesses, particularly in the retail high streets. The long-term impact upon the market for the rental of property and offices is not yet known. The cultural shift of increased remote working could result in a reduced demand. (see 3.4.5 below)

*Income Reductions due to Service Restrictions and Change in Customer Behaviours* –Gedling’s budget for fees and charges is over £8m per annum and is a critical factor in maintaining a balanced budget. Uncertainties surrounding the capacity of, and the future demand for, our chargeable services will impact on the actual income in the medium term. The key risk issue is leisure centre income and the Institute for Fiscal Studies reports that compared to pre-covid plans for income generation, income from culture and leisure services across all sectors is forecast to decline by over 50%.

### 3.4.5 Collection Fund Income Council Tax and Business Rates

There are 2 aspects of Council Tax and Business Rates that will impact on the MTFP:

- a) Collectible sums due based on the council tax base and the business rates base.

Council Tax - There has been an increase in the applications for Council Tax Reduction since the start of the financial year for which Gedling operates a 100% scheme. To date this has reduced the expected collectible council tax by £850k which, during 2020/21, is partly offset by the Hardship Relief fund allocations leaving an increased cost in the region of £200k. There is no indication of future hardship relief funding. The increase in CTRS presents a risk to future collectible council tax levels in the MTFP. **A 1% drop in the council tax base is projected from 2021/22.**

Business Rates - The business rates base and trading conditions will be monitored as the Council continues to support business during the latest lockdown restrictions. Current forecasts for business rates income already assumes a reduction in business rates from 2021/22 due to the uncertainties surrounding the business rates retention system as detailed above and therefore no further reductions are included at this time.

- b) Collection Rates

Recovery action was suspended at the start of the year due to Covid. The latest collection rate for council tax as at September is 1.6% below expected levels equating to approximately £1.0m of cash not received. Business Rates is currently 2.2% behind expected collection rates equating to £300k but this is fluctuating month on month. Recovery action recommenced in September and improvements in collection rates are now expected.

Reductions in collectible rates and increased bad debts in 2020/21 will contribute to a deficit in the collection fund that would ordinarily need to be

recovered in the following year therefore affecting future income in the MTFP. It is important to remember that any deficit in the Collection Fund is shared by the major preceptor and central government. **Gedling's share of the forecast deficit for both Council Tax and Business Rates is c£300k.** Due to Covid-19 the government has announced that it will extend the period over which these 2020/21 shortfalls in local taxation are accounted for, from 1 to 3 years. This is intended to ease immediate pressures when budget setting for 2021/22.

Note: Business Rates Reliefs

In response to Covid the Government provided additional business rates relief to small businesses and retail, hospitality and leisure businesses, totalling £12.2m. This will be fully funded by s31 grant from Government. However, due to the technical accounting requirements there will be a timing difference between the receipt of the grant which must be accounted for in 2020/21 and the collection fund deficit created by the awarding of the reliefs which will not need to be paid until 2021/22 (this element of the collection fund deficit cannot be spread over 3 years). Therefore, at the 2020/21 year end there will be a surplus in the General Fund balance of approx. £4m (Gedling's share) which must be retained for payment of the deficit in 2021/22 and is therefore not included in the MTFP scenario at paragraph 3.6.

3.4.6 Capital Programme

The 2020/21 capital programme monitoring at paragraph 2.5 details a number of schemes that are deferred due to delays in commissioning and delivering as a result of Covid-19. The budget requirement of some schemes may increase due to market inflation but this is not expected to be significant, and schemes based on a viable business case including forecast rental income may be delayed until more certainty returns to the market e.g. Hazleford Way Newstead Industrial Unit Extension. There are no reductions in capital receipts expected. A full review of the capital programme will be completed during the budget process.

- 3.4.7 In this context it is appropriate to recognise increased risks in the medium term plan and to review both the minimum level of general fund balances and strategy adopted with regard to the structural imbalance in the current MTFP and taking steps to reduce this further. This can be considered further when more is known about the Spending Review intentions.

**3.5 Other MTFP Emerging Risk Issues**

3.5.1 2020/21 Pay Award

The Chancellor removed the 1% public sector pay cap in 2018/19 which impacted on pay expectations in local government. In Gedling pay increases equated to an average 3% for 2018/19 and 3.1% for 2019/20 – slightly higher than the national average of 2.8%. Estimated pay awards of 2% are included in the approved MTFP for 2020/21 to 2024/25. Whilst considered realistic assumptions at the time of the budget process it was recognised that uncertainties in the economy presented a risk that future awards could be higher.

This risk became a reality in 2020/21 when the pay award was agreed at 2.75%, 0.75% higher than estimated. This equates to an additional ongoing cost averaging £105,000 per annum. For 2020/21, this increase was included and approved as part the quarter one budget monitoring report presented to Cabinet in August, being funded by identified in-year savings. However, this does not provide resources to fund the ongoing budget requirement **and it is determined that a new efficiency target of £105,000 for the ongoing cost of the additional pay award be included in the efficiency targets** for allocation to service department as part of the 2020/21 budget process. Estimates for future pay awards are currently retained at 2% in the future years of the MTFP.

### 3.5.2 Review of the Current Approved Efficiency Programme

As detailed in paragraph 2.3, the current approved programme of £1.7m included in the current MTFP will be reviewed as part of budget process for 2021/22 to identify any risk issues and ensure new efficiency proposals are developed to replace any projects that are considered to be at high risk of non-delivery e.g. commercial property income which is on hold pending consultation on the restrictions on borrowing for yield.

## 3.6 Medium Term Financial Plan Scenarios

3.6.1 The table below presents a reasonable MTFP scenario (before mitigation options are considered), reflecting the key covid-related and other emerging risks detailed above in paragraph 3.5 summarised as follows:

Key MTFP Assumptions Changed:

- Increase in minimum general fund balance to c£1m (9.0%, up from 7.5%) in recognition of increased risks in the MTFP average £200k increase;
- 1% drop in council tax base and council tax yield due to increase CTRS claimants (£65k rising to £70.5k impact = increased contribution from balances required);
- Fees and Charges - 10% of key risk areas, improving in year 2 and recovering thereafter to 2020/21 original budget levels;
- Collection Fund Deficit – payment over 3 years as required due to Covid;
- Additional Pay Award 2020/21 ongoing impact requiring increased efficiency target £105k.

Key Assumptions Unchanged:

- Future Pay Award 2% - no change;
- Local Government Funding – no change;
- Council Tax Increase – no change £5 maximum each year without referendum;
- New Service Developments/Investments – none included assume to be accommodated in existing base or offset by additional efficiency savings.
- Capital programme delivered as planned.

## Summary MTFP Reasonable Scenario (Before Mitigation Measures)

	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000
<b>Net Council Budget (approved March 20)</b>	<b>11,229</b>	<b>10,990</b>	<b>11,388</b>	<b>11,703</b>
<b>Mid-Year Review</b>				
Pay Award (0.75%)	104	106	108	110
Collection Fund Deficit	100	100	100	0
Income Reductions (10% risk areas)	650	325	0	0
Recovery Deferred 20/21 Planning Income	(200)	0	0	0
<b>Total - Mid Year Review</b>	<b>654</b>	<b>531</b>	<b>208</b>	<b>110</b>
<b>Mid-Year Review Net Council Budget</b>	<b>11,883</b>	<b>11,521</b>	<b>11,596</b>	<b>11,813</b>
<b>General Fund Balance</b>				
<b>Opening Balance</b>	<b>2,753</b>	<b>1,283</b>	<b>480</b>	<b>(170)</b>
<b>Contribution To/(From) Balance (impact of CTRS increase £70k pa)</b>	<b>(1,470)</b>	<b>(803)</b>	<b>(650)</b>	<b>(541)</b>
<b>Closing Balance</b>	<b>1,283</b>	<b>480</b>	<b>(170)</b>	<b>(711)</b>
<b>Min GF Balance (9% Net Exp) (+1.5% avg impact £200k)</b>	<b>1,069</b>	<b>1,037</b>	<b>1,044</b>	<b>1,063</b>
<b>(Surplus)/Deficit on Balances</b>	<b>(214)</b>	<b>557</b>	<b>1,214</b>	<b>1,774</b>

*Without action to mitigate the additional budget impacts the Council General Fund Balance will fall to below minimum levels in 2022/23.*

3.6.2 In a worst case scenario income losses may be higher and additional service demand pressures may materialise. For example, each additional reduction in fees and charges income of 5% would cost another £325,000 which would need to be found from further efficiencies.

### 3.7 Strategy to Secure a Sustainable MTFP – Mitigation Measures

3.7.1 In the absence of additional Government funding, options to maintain a balanced budget and secure a sustainable MTFP include the use of reserves and/or an increase in the efficiency programme in accordance with the themes in the efficiency strategy i.e. service efficiencies, service reductions, income generation. The current approved MTFP assumes the use of the General Fund Balance (above minimum level) to support the budget whilst the current efficiency programme is delivered and whilst the balance could be used earlier than planned to cover covid-related expenditure this will then require the use of earmarked reserves in subsequent years or an acceleration of the efficiency programme to maintain a balanced position.

#### 3.7.2 Availability of Earmarked Reserves

SLT have completed a review of earmarked reserves and identified those without specific commitments that could be reclassified for general use and applied to support the short term budget impacts of Covid-19. As detailed in paragraph 2.1, the use of £320,000 from Earmarked Reserves is now proposed to maintain a balanced budget in 2020/21. The balance projected on Earmarked Reserves at 31 March 2021 currently stands at c£3.6m, and

whilst the majority is set aside to cover specific risk issues e.g. insurance risks, to support approved capital projects, to support ongoing service provision, including ring-fenced partner funds and grants, they may be diverted to support general expenditure should the need arise. In the region of £400,000 remains that does not have specific approved plans which could be reclassified for general use. If spending pressures did arise in those 'earmarked' areas, in-year additional savings would need to be identified at that time. The MTFP efficiency proposal below assumes the reclassification of £400,000 of reserves to provide interim support to the budget, enabling any new efficiency targets to be deferred until later in the MTFP. This provides time for Covid related budget pressures and uncertainties to become clearer and in the event the actual position is better, any new efficiency target can be removed

### 3.7.3 Potential New Efficiency Target Related to Covid

To secure a balanced MTFP, it may be necessary to include a new ongoing efficiency target in the 2021/22 report to Budget Council in March 2021. This will be based upon the final updated MTFP based on the latest information available in terms of both budget pressures and the actual local government finance settlement, which may include a New Homes Bonus which is not currently anticipated in the MTFP. **For information, based upon current estimates this target would be £400,000 with a recommended delivery profile of £100,000 2022/23 and £300,000 2023/24.** In a worst case scenario of further demand pressures and reductions in income the additional efficiency target would need to increase.

### 3.7.4 Summary MTFP Position Including Proposed Mitigation Measures

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
<b><u>Mid-Year Review Net Council Budget</u></b>	<b>11,883</b>	<b>11,521</b>	<b>11,596</b>	<b>11,813</b>
<b><u>Mitigation</u></b>				
Use of Earmarked Reserves	(100)	(300)	0	0
New Efficiency Target Covid Impact	0	(100)	(400)	(400)
New Efficiency Target Pay Award	(105)	(105)	(105)	(105)
<b>Total - Mid Year Review Mitigation</b>	<b>(205)</b>	<b>(505)</b>	<b>(505)</b>	<b>(505)</b>
<b>Mid-Year Review Net Council Budget</b>	<b>11,678</b>	<b>11,016</b>	<b>11,091</b>	<b>11,308</b>
<b><u>General Fund Balance</u></b>				
<b>Opening Balance</b>	<b>2,753</b>	<b>1,489</b>	<b>1,192</b>	<b>1,048</b>
<b>Contribution To/(From) Balance</b>	<b>(1,264)</b>	<b>(297)</b>	<b>(144)</b>	<b>(35)</b>
<b>Closing Balance</b>	<b>1,489</b>	<b>1,192</b>	<b>1,048</b>	<b>1,013</b>
<b>Min GF Balance (9% Net Exp) (+1.5%)</b>	<b>1,051</b>	<b>991</b>	<b>998</b>	<b>1,018</b>
<b>(Surplus)/Deficit on Balances</b>	<b>(438)</b>	<b>(201)</b>	<b>(50)</b>	<b>5</b>

3.7.5 The potential mitigation measures are at a level that not only achieve balances at broadly minimum levels but also deals with the structural imbalance that exists in the current MTFP of £360,000 which needs to be addressed. This would provide an improved baseline position as the MTFP is rolled to include 2025/26 and the inflationary pressures that will bring.

### 3.8 MTFP Review - Conclusion

3.8.1 Whilst the full impact of the Covid-19 pandemic remains incredibly uncertain, it is expected to have an ongoing impact on Council finances but the amounts are as yet unknown. In the absence of any additional government grant funding or recognition of additional resource requirements in the upcoming Spending Review, this will present a challenge for the Council in continuing to maintain a balanced budget, a sustainable MTFP and reserve balances at an adequate level, and so enable the delivery of the Gedling Plan and that excellent Council services can continue to be provided.

3.8.2 The 2021/22 budget process is currently underway and recommendations will be made to budget Council in March 2021 for any actions that are required to secure a balanced MTFP in light of the local government finance settlement and the most up to date covid related budget pressures. This may include recommendations for new efficiency targets and the use of earmarked reserves. Any new service development proposals will need to be offset by additional efficiency plans unless schemes are funded by grants or available earmarked reserves.

3.8.3 As the Council does not have substantial reserve balances to fall back it cannot be complacent and timely action to address risk issues will be imperative. In the event of a worst case scenario or non-delivery of agreed efficiency plans, emergency savings plans may need to be instigated e.g. interim service reductions.

3.8.4 The Council has a strong track record of good financial management which will continue to ensure that financial resilience and sustainability is secured.

## 4. Alternative Options

Option – Not to amend the original Council approved budgets during the year to reflect the latest projected outturn position.

Advantages:

- The final outturn position of the Council can be easily compared to its original intentions when the budget was set and areas of budget risk identified.

Disadvantages:

- Budgets not aligned to current budget pressures resulting in increased likelihood of budget overspend and emerging Council priorities not being addressed;

- Restrict the effectiveness of medium term planning process and preparation of the forward budget if pressures and areas of efficiency are not readily identifiable during budget preparation;
- Budget not reflective of latest performance information.

Reason for rejection – the option is not likely to result in the best outcomes in financial management or support delivery of priorities.

## **5 Financial Implications**

- 5.1 The nature of the report is such that it has significant resource implications across the Council. The report itself demonstrates how resources are being managed.

## **6 Legal Implications**

- 6.1 None arising directly from this report.

## **7 Equalities Implications**

- 7.1 None arising directly from this report.

## **8 Carbon Reduction/Environmental Sustainability Implications**

- 8.1 None arising directly from this report.

## **9 Appendices**

Appendix 1 - General Fund Revenue Budget 2020/21 – Budgetary Control Report

Appendix 2 - Use of Reserves and Revenue Fund Budgets

Appendix 3 - Capital Programme 2020/21 – Budgetary Control Report

## **10 Background Papers**

Detailed Quarterly Budgetary Control Exception Reports

## **11 Reasons for Recommendations**

- 11.1 To align the budgets to the current pressures and priorities and ensure the delivery of Council objectives is supported.

### **Statutory Officer Approval**

**Approved by:** Chief Financial Officer  
**Date:** 4 November 2020

**Approved by:** Monitoring Officer  
**Date:** 26 October 2020

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**Grand Summary****Revenue Quarterly Budgetary Control Report****Quarter 2 September 2020**

	<b>Current Approved Budget</b>	<b>Profiled Budget</b>	<b>Actual to date</b>	<b>Variance</b>	<b>%</b>	<b>Projected Outturn</b>	<b>Projected Annual Variance</b>
	£	£	£	£		£	£
Community Development	1,526,200	583,000	454,135	-128,865	-22	<b>1,507,000</b>	<b>-19,200</b>
Housing, Health & Well-being	4,344,700	1,550,418	2,693,860	1,143,442	74	<b>4,273,200</b>	<b>-71,500</b>
Public Protection	1,587,500	417,200	274,964	-142,236	-34	<b>1,594,900</b>	<b>7,400</b>
Environment	5,494,400	1,518,688	1,276,926	-241,762	-16	<b>5,617,900</b>	<b>123,500</b>
Growth & Regeneration	1,109,800	399,025	404,677	5,652	1	<b>1,049,900</b>	<b>-59,900</b>
Resources & Reputation	1,500	1,392,940	-1,046,315	-2,439,255	-175	<b>-170,300</b>	<b>-171,800</b>
<b>Total Portfolio Budget</b>	<b>14,064,100</b>	<b>5,861,271</b>	<b>4,058,247</b>	<b>-1,803,024</b>	<b>-31</b>	<b>13,872,600</b>	<b>-191,500</b>
<b>Transfer to/ -from Earmarked Reserves</b>	<b>-2,461,400</b>	<b>-31,850</b>	<b>0</b>	<b>31,850</b>	<b>-100</b>	<b>-2,269,900</b>	<b>191,500</b>
<b>Total General Fund Quarter 2</b>	<b>11,602,700</b>	<b>5,829,421</b>	<b>4,058,247</b>	<b>-1,771,174</b>		<b>11,602,700</b>	<b>0</b>
<b>Net Council Budget (Cabinet's General Fund Maximum Budget)</b>	<b>11,602,700</b>					<b>11,602,700</b>	<b>0</b>

**COMMUNITY DEVELOPMENT PORTFOLIO**

**BUDGETARY CONTROL REPORT - SEPTEMBER 2020**

**REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<b>Community Centres</b>					
Employee Expenses	146.0	133.4	12.6		Vacancies due Covid-19 related closures and lower bookings. Savings on utilities due to extended closure and fewer bookings. Cancellations and refunds of previously booked parties due to Covid-19 Government Grant Furlough Scheme
Premises Related Expenses	51.9	49.5	2.4		
Revenue Income	(84.6)	(80.8)		5.0	
			1.2		
<b><u>Democratic Mgt &amp; Representation</u></b>					
Supplies & Services	338.2	326.2	12.0		Reduced Chauffeur Costs and other Civic Expenditure from less Mayoral events attended due to Covid-19
Income	(8.4)	(4.4)		4.0	Lower income from hospitality events due to Covid-19
<b><u>All other budget heads</u></b>					
Including items previously reported	1,083.1	1,083.1			
<b>PORTFOLIO TOTAL</b>	<b>1,526.2</b>	<b>1,507.0</b>	<b>28.2</b>	<b>9.0</b>	<b>Net Portfolio Total £19.2K Favourable</b>

**HOUSING, HEALTH & WELLBEING PORTFOLIO**

**BUDGETARY CONTROL REPORT - SEPTEMBER 2020**

**REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<b>Housing Needs</b>	<b>£'000</b>	<b>£'000</b>			
Supplies & Services	391.9	421.9		30.0	Additional Temporary Accommodation cost due to Covid-19 partly offset by rental/benefit income.
Revenue Income	(371.9)	(394.9)	23.0		
<b>Calverton Leisure Centre</b>					
Employee Expenses	357.2	338.2	19.0		Savings from vacant posts and casual cover not being fully utilised due to reduced programmes Climate change levy recharge incorrect, refund received An increase in income due to the return of fitness members offset with lower than anticipated return to swimming lessons
Premises Related Expenses	124.0	119.1	4.9		
Revenue Income	(198.3)	(204.5)	6.2		
<b>Carlton Forum Leisure Centre</b>					
Revenue Income	(551.2)	(578.2)	27.0		An increase in income due to the return of fitness members offset with lower than anticipated return to swimming lessons
<b>Redhill Leisure Centre</b>					
Employee Expenses	384.5	375.1	9.4		Savings from vacant posts and casual cover not being fully utilised due to reduced programmes Income due to the return of fitness members than first anticipated offset with cancellations.
Revenue Income	(224.1)	(239.8)	15.7		
<b>Arnold Theatre</b>					
Employee Expenses	158.9	154.4	4.5		Savings from vacant posts and casual cover not being fully utilised due to reduced programmes Savings from the cost of films based on reduced number of performances since reopening offset with income from lower cinema attendances than first anticipated Attendances at the film shows are much lower than anticipated offset with associated savings
Supplies & Services	97.5	83.7	13.8		
Revenue Income	(135.4)	(118.6)		16.8	
<b>Arnold Leisure Centre</b>					
Revenue Income	(187.5)	(193.2)	4.5		Increase in public swimming offset with lower than expected swimming lesson income. Additional Government Grant Furlough Scheme
			1.2		
<b>Richard Herrod Centre</b>					
Revenue Income	(140.3)	(129.4)		10.9	Reduced Bar income
<b>Housing Benefit Administration</b>					
Employee expenses	464.6	467.1		2.5	Additional overtime due to Covid-19 offset with New Burdens Grant Below. New burdens Grant for Covid-19 related overtime
Revenue Income	429.3	426.8	2.5		
All other budget heads Including items previously reported	3,745.5	3,745.5			
<b>PORTFOLIO TOTAL</b>	<b>4,344.7</b>	<b>4,273.2</b>	<b>131.7</b>	<b>60.2</b>	<b>Net Portfolio Total £71.5K Favourable</b>

<b>PUBLIC PROTECTION PORTFOLIO</b>					
<b>BUDGETARY CONTROL REPORT - SEPTEMBER 2020</b>					
<b>REVENUE ITEMS TO BE REPORTED</b>					
Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<b><u>Licencing &amp; Hackney Carriages</u></b>	£'000	£'000			
Employee Expenses	130.6	129.6	1.0		Vacant posts
Supplies & Services	119.7	104.7	15.0		Reduced CRB Checks offset with associated income
Income	(629.9)	(615.9)		15.0	Recovery of some of the taxi licencing income removed at Qtr1, this offsets the additional loss from not increasing the licence fees in 2020/21 below.
			15.0		Deferred efficiency for no licencing fee increase in 2020/21 due to Covid-19
				14.0	
<b><u>Environmental Protection</u></b>					
Employee Expenses	226.3	218.3	8.0		Vacant posts
Supplies & Services	18.6	12.6	6.0		Saving on 2019/20 Eco Stars Scheme
<b><u>Comm Protection &amp; Dog Control</u></b>					
Employee Expenses	357.2	380.6	10.0		Vacant posts
				17.4	Budget adjustment for efficiency
				16.0	Pay protection on service efficiency offset with contribution from transformation fund in central provisions
				48.5	Establishment of a budget for Covid-19
			48.5		Enforcement offset with associated Government Grant funding.
<b><u>All other budget heads</u></b>					
Including items previously reported	1,365.0	1,365.0			
<b>PORTFOLIO TOTAL</b>	<b>1,587.5</b>	<b>1,594.9</b>	<b>103.5</b>	<b>110.9</b>	<b>Net Portfolio Total £7.4K Adverse</b>

<b>ENVIRONMENT PORTFOLIO</b>					
<b>BUDGETARY CONTROL REPORT - SEPTEMBER 2020</b>					
<b>REVENUE ITEMS TO BE REPORTED</b>					
Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<b>Waste Management</b>					
Employee Expenses	1,670.2	1,696.1		25.9	Additional Agency staff due to Covid-19.
Supplies & Services	76.8	96.8		20.0	Increased demand for bins, offset with additional Garden Waste income, below.
Revenue Income	(827.0)	(879.5)	20.0		
			60.0		Income for Garden Waste & Household Bulky Waste lowered at Qtr. 1 due to Covid-19 impact however income recovery has been greater than first anticipated
				27.5	Deferred efficiency for charging developments for bins due to Covid-19.
<b>Street Care</b>					
Employee Expenses	597.7	608.7		11.0	Additional agency staff due to Covid-19.
<b>Fleet Management</b>					
Revenue Income	(44.6)	(2.0)		42.6	Reduced sale of vehicles due to significant delays in the supply chain for replacement vehicles, however the cost of vehicle replacements in 2020/21 will also be significantly reduced. The cost of maintaining the existing vehicles will be met by existing resources
<b>Parks</b>					
Supplies & Services	140.3	153.5		13.2	Reduced income for rentals and ice cream concessions due to Covid-19.
Revenue Income	(116.2)	(111.2)		5.0	Deferred efficiency for sponsorship of flower beds
<b>Parks External Works</b>					
<b>Bestwood Country Park</b>					
Revenue Income	(193.0)	(208.0)	15.0		Shared service contract agreement to fund utility costs
Parks		15.0		15.0	Risk management tree inspection and mapping
<b>Tree Team</b>					
Revenue Income	(90.6)	(73.0)		14.6	Reduced income due to a lower number of customers
				3.0	Underachievement of income as result of staff isolation
<b>Pet Cremation</b>					
Revenue Income	(45.0)	(25.0)		20.0	Reduced income due to a lower number of customers
<b>Cemeteries</b>					
Employee Expenses	218.0	238.7		20.7	Agency staff for additional grave digging duties due to Covid-19.
<b>All other budget heads</b> (including items previously reported)	4,107.8	4,107.8			
<b>PORTFOLIO TOTAL</b>	<b>5,494.4</b>	<b>5,617.9</b>	<b>95.0</b>	<b>218.5</b>	<b>Net Portfolio Total</b> <b>£123.5K Adverse</b>

<b>GROWTH &amp; REGENERATION PORTFOLIO</b>					
<b>BUDGETARY CONTROL REPORT - SEPTEMBER 2020</b>					
<b>REVENUE ITEMS TO BE REPORTED</b>					
Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<b><u>Development Management</u></b>					
Supplies & Services	60.4	36.4		6.0	Viability assessments offset with income below CIL review deferred 21/22 off set by reduced contribution from reserves
Revenue Income	(676.5)	(683.5)	7.0		
<b><u>Economic Development</u></b>					
Employee Expenses	239.0	222.6	3.9		Vacant Posts
			12.5		Allocation of efficiency from Central Provisions
<b><u>Planning Policy</u></b>					
Employee Expenses	245.5	233.0	12.5		Allocation of efficiency from Central Provisions
<b><u>All other budget heads</u></b> (including items previously reported)	1,241.4	1,241.4			
<b>PORTFOLIO TOTAL</b>	<b>1,109.8</b>	<b>1,049.9</b>	<b>65.9</b>	<b>6.0</b>	<b>Net Portfolio Total £59.9K Favourable</b>

**RESOURCES & REPUTATION PORTFOLIO**  
**BUDGETARY CONTROL REPORT - SEPTEMBER 2020**  
**REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable	Adverse	
	£'000	£'000	£'000	£'000	
<b>Corporate Management</b>					
Employee Expenses	506.9	526.4		19.5	Interim management arrangements to December, pending the restructure offset with saving in Organisational Development Increased external audit charges. Secondment of Officer to the Police & Crime Commissioner
Supplies & Services Revenue Income	171.5 0.0	182.9 (65.5)	65.5	11.4	
<b>Organisational Development</b>					
Employee Expenses	198.6	175.9	22.7		Management saving offset with interim arrangements above and efficiency in Central Provisions
<b>Business Units</b>					
Revenue Income	(164.0)	(159.6)		4.4	Rental income deferred to 2021/22 due to slippage of the capital scheme in Hazleford way.
<b>Public Offices</b>					
Revenue Income	(147.0)	0.0		147.0	Removal of efficiency for commercial investment property rent pending consultation on public borrowing for yield, partly offset by reduced borrowing costs in Corporate Income and Expenditure
<b>Registration of Electors</b>					
Supplies & Services	23.7	35.2		11.5	Overspend in Postages Budget as more households register, partially by offset Government Grant
Revenue Income	(1.9)	(7.0)	5.1		Government Grant partially offsets additional postage costs.
<b>Information Technology</b>					
Supplies & Services	123.7	141.7		18.0	Additional IT equipment due to Covid-19
Income	(8.1)	(8.1)		2.0	Cessation of the contract to provide IT support to East Midlands Councils. New Burdens Grant for Covid-19 Related overtime
<b>Communications &amp; Publicity</b>					
Employee Expenses	165.0	172.0		7.0	Honorarium & additional hours offset by reduction in the consultancy budget below
Supplies & Services	57.2	50.2	7.0		Reduction in consultancy budget offset by additional expenditure above
Revenue Income	(16.3)	(1.0)		15.3	Reduced income from Advertising & Sponsorship income due to Covid-19
<b>Customers Services</b>					
Employee Expenses	814.3	785.9	28.4		Vacant Post
Revenue Income	(18.3)	(9.0)		9.3	Deferral of efficiencies for advertising
<b>Revenues - Local Taxation</b>					
Employee Expenses	353.8	364.8	11.0		Vacancy Savings Additional Agency staff for Covid-19 Business Support funded from New Burdens Grant Below Reduced court costs due to court closures due to Covid-19. New Burdens Business Grants received partially offset with a contribution to reserves New Burdens Grant to cover Covid-19 Related overtime, additional staffing and software requirements (partly offsets expenditure reported at quarter one prior to receipt of grant)
Supplies & Services	18,945.7	18,939.7	6.0	22.0	
Revenue Income	(19,008.5)	(19,120.3)	67.3	44.5	
<b>Financial Services</b>					
Employee Expenses	455.3	469.0		13.7	Additional staffing expenses to administer Covid-19 related Business Support Grants offset with New Burdens Grant below.
Income	0.0	(13.7)	13.7		New burdens grant to cover Covid-19 relate expenditure on Business Support Grants
<b>Central Provisions</b>					
Employee Expenses	76.4	99.5		19.9	Allocation of Service review efficiencies offset in Growth & Regeneration.
Transformation Fund	250.0	104.0	146.0	3.2	Adjustment to efficiencies partially offset in Public protection and Organisational Development Contribution to offset the addition pension strain in Non Distributed Costs and pay protection for Service Review offset in Public Protection
Income		(167.0)	167.0		Emergency Covid-19 government grant tranche 4 partly offset by reduced contribution from reserves previously approved at quarter 1 to cover the deficit due to Covid-19
<b>Non Distributed Costs</b>	124.6	254.6		130.0	Pension Strain for estimated increase in pension costs offset by a contribution from Transformation Fund Provision
<b>Corporate Income &amp; Expenditure</b>					
PWLB Interest	16.5 393.8	19.2 341.3		2.7	Drainage Board Levy increase Reduced PWLB Interest for commercial property investment offset by general service investment.

<b>RESOURCES &amp; REPUTATION PORTFOLIO</b>					
<b>BUDGETARY CONTROL REPORT - SEPTEMBER 2020</b>					
<b>REVENUE ITEMS TO BE REPORTED</b>					
Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<b>Rent Allowances</b>	20.5 18,003.0 (18,058.5)	64.0 19,723.0 (19,792.0)	1,733.5	43.5 1,720.0	Increase in Bad Debt Provision Additional expenditure due to Universal Credit delays offset with associated subsidy
<b>All other budget heads</b> (including items previously reported)	(3,276.4)	(3,276.4)			
<b>PORTFOLIO TOTAL</b>	1.5	(170.3)			

**EARMARKED RESERVES**

**BUDGETARY CONTROL REPORT - SEPTEMBER 2020**

**REVENUE ITEMS TO BE REPORTED**

Budget Head	Current Approved Budget £'000	Latest Projected Outturn £'000	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<b><u>Transfer to/from Reserves</u></b>					
<b><u>Development Management</u></b>					
Reduced contribution from Local Plan (LDF) reserve	0.0	30.0		30.0	CIL review deferred to 21/22
<b><u>Revenue Local Taxation</u></b>					
Contribution to New Burdens Reserve	0.0	61.5		61.5	New Burdens Grant for administration of Business Support Grants
<b><u>Transformation Fund/Effic Reserve</u></b>					
		100.0		100.0	Part reversal of the use of earmarked reserves approved in quarter 1 to fund deficit due to Covid
<b><u>All other budget heads</u></b>					
Including items previously reported	(2,461.4)	(2,461.4)			
<b>RESERVES TOTAL</b>	<b>(2,461.4)</b>	<b>(2,269.9)</b>	-	<b>191.5</b>	<b>Net Reserves Total £191.5K Net Contribution to Reserves</b>

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## Appendix 2

Usage of Earmarked Reserves		
		£
<b>1</b>	<b>Community Development</b>	
	Honour Our Heroes project	10,000
	Contribution from Community & Crime Reserve	-10,000
<b>2</b>	<b>Environment</b>	
	Lighting improvements in Arnot Hill Park, survey and design	7,000
	Contribution from Risk Management Reserve	-7,000
	Thackerays Lane - repairs to bridge	8,000
	Contribution from Asset Management Reserve	-8,000
<b>3</b>	<b>Resources &amp; Reputation</b>	
	Property Condition Surveys	10,800
	Contribution from Property Management Reserve	-10,800
	Replacement of roller shutters in the Depot	12,700
	Contribution from Risk Management Reserve	-12,700
	<b>Total Expenditure</b>	<b>£48,500</b>
	<b>Total Reserves</b>	<b>-£48,500</b>

Usage of Capital Budget Funds		
		£
<b>2</b>	<b>Environment</b>	
	Council Chamber parking spaces	5,000
	Contribution from Asset Management Fund	-5,000
	Conway Road Recreation Ground	9,700
	Contribution from Asset Management Fund	-9,700
	Gedling Country Park Car Park Extension	19,000
	Contribution from Asset Management Fund	-19,000
<b>3</b>	<b>Resources &amp; Reputation</b>	
	Depot security barriers/signage	11,000
	Contribution from Asset Management Fund	-11,000
	<b>Total Expenditure</b>	<b>£44,700</b>
	<b>Total Funding</b>	<b>-£44,700</b>

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Project	Original Capital Programme	Carry F/wds	Approvals to September	CFO Approved Funds	Qtr 2 Proposals	Revised Capital Programme
	£000	£000	£000	£000	£000	£000
Aid to parishes	0.0	3.7				3.7
<b>Community Development</b>	<b>0.0</b>	<b>3.7</b>				<b>3.7</b>
Burton Road - Affordable Housing	12.0	0.0			0.0	12.0
Station Road Carlton	165.3	2.9			-165.3	2.9
AMF - CLC Changing Rooms	0.0	10.0				10.0
ALC Replacement Theatre System	35.0	0.0				35.0
AMF - ALC Lift Repairs	0.0	25.0			23.0	48.0
ALC Steel Pillar Work	180.0	0.0			-64.0	116.0
<b>Health &amp; Housing</b>	<b>392.3</b>	<b>37.9</b>		<b>0.0</b>	<b>-206.3</b>	<b>223.9</b>
Disabled Facilities Grants	1,000.0	83.0				1,083.0
DFG staff salaries	0.0	0.0				0.0
Conway Road Recreation Ground CCTV	0.0	0.0			15.0	15.0
<b>Public Protection</b>	<b>1,000.0</b>	<b>83.0</b>		<b>0.0</b>	<b>15.0</b>	<b>1,098.0</b>
Council Chamber parking spaces	0.0	15.0		5.0		20.0
Vehicle Replacement Programme	503.0	35.0			-244.0	294.0
Gedling Country Park	0.0	16.6				16.6
Cinder Path Netherfield	0.0	0.0				0.0
PASC Trees/Landscaping equipment	83.0	0.0			-83.0	0.0
Community Garden - Georgia Drive Redhill	10.0	0.0				10.0
Conway Road Recreation Ground	0.0	91.8		9.7		101.5
Gedling Country Park Seating Area	107.8	0.0				107.8
Gedling Country Park Viewing Platforms	0.0	42.8				42.8
Thackeray's Lane Nature Trail Lighting	0.0	0.0				0.0
Provision of Public Toilets	90.0	0.0				90.0
Play Area Development	333.0	0.0			-111.0	222.0
AMF - GCP Car Park Extension	0.0	102.6		19.0		121.6
AMF - Lambley Lane Changing Room & Pitch Renovation	95.0	0.0			70.0	165.0
Carlton Cem - Expansion/Car Park	278.9	0.0				278.9
<b>Environment</b>	<b>1,500.7</b>	<b>303.8</b>		<b>33.7</b>	<b>-368.0</b>	<b>1,470.2</b>
Calverton Enterprise Units	1,370.0	0.0			-1,370.0	0.0
Hazelford Way Industrial Units	350.0	0.0			-350.0	0.0
Arnold Market	983.6	0.0	0.0			983.6
Carlton Square Development	600.0	0.0	-150.0			450.0
Carlton Square Service Yard			25.0			25.0
<b>Growth &amp; Regeneration</b>	<b>3,303.6</b>	<b>0.0</b>	<b>-125.0</b>	<b>0.0</b>	<b>-1,720.0</b>	<b>1,458.6</b>
Civic Centre Public Toilets	0.0	72.0			0.0	72.0
Depot security barriers/signage	0.0	40.0		11.0		51.0
Carbon Reduction Initiatives	100.0	0.0				100.0
Customer Service Improvements	100.0	0.0			-100.0	0.0
IT Licences - Microsoft Office	112.0	65.0				177.0
Commercial Property	4,100.0	900.0				5,000.0
Arnold Drainage Works	0.0	0.0	39.0			39.0
Asset Management Fund	50.0	0.0		-44.7		5.3
AMF - Footpath Resurfacing	0.0	1.7				1.7
AMF - Hazelford Way	65.0	0.0				65.0
AMF - Sound System Civic Centre	50.0	0.0				50.0
AMF - Car Park Resurfacing	110.0	0.0				110.0
AMF - Boundary Druids Car Park	25.0	0.0			-10.0	15.0
AMF - Roadway Resurfacing	100.0	0.0				100.0
AMF - Civic Centre Window Replacement	134.0	0.0			-134.0	0.0
AMF - Civic Centre Toilet Replacement	83.0	0.0				83.0
<b>Resources &amp; Reputation</b>	<b>5,029.0</b>	<b>1,078.7</b>	<b>39.0</b>	<b>-33.7</b>	<b>-244.0</b>	<b>5,869.0</b>
<b>Total Programme</b>	<b>11,225.6</b>	<b>1,507.1</b>	<b>-86.0</b>	<b>0.0</b>	<b>-2,523.3</b>	<b>10,123.4</b>

**Capital Programme Expenditure & Resourcing**  
**Quarter 2 September 2020**

**Appendix 3**

Capital Expenditure	Original Budget	Revised Capital Programme Q1
	£000	£000
Community Development	0.0	3.7
Health & Housing	392.3	430.2
Public Protection	1,000.0	1,083.0
Environment	1,500.7	1,804.5
Growth & Regeneration	3,303.6	3,178.6
Resources & Reputation	5,029.0	6,146.7
<b>Total</b>	<b>11,225.6</b>	<b>12,646.7</b>

CFO Approved Funds	Proposed Amendments to Cabinet October (Q2)	Revised Capital Programme Q2
£000	£000	£000
0.0	0.0	3.7
0.0	-206.3	223.9
0.0	15.0	1,098.0
33.7	-368.0	1,470.2
0.0	-1,720.0	1,458.6
-33.7	-244.0	5,869.0
<b>0.0</b>	<b>-2,523.3</b>	<b>10,123.4</b>

Capital Financing	Original Budget	Total
	£000	£000
Borrowing	6,458.9	7,676.3
Revenue Contributions	1,321.2	1,395.6
Capital Receipts	611.0	611.0
S06/CIL	194.8	264.0
Grants & Contributions	2,639.7	2,699.8
<b>Total</b>	<b>11,225.6</b>	<b>12,646.7</b>

CFO Approved Funds	Approved by Cabinet October (Q2)	Total
£000	£000	£000
0.0	-1,643.9	6,032.4
0.0	-70.1	1,325.5
0.0	0.0	611.0
0.0	47.4	311.4
0.0	-856.7	1,843.1
<b>0.0</b>	<b>-2,523.3</b>	<b>10,123.4</b>



## Report to Cabinet

**Subject:** Gedling Plan Quarter 2 2020/21 Report

**Date:** 12 November 2020

**Author:** Senior Leadership Team

### Wards Affected

Borough-wide

### Purpose

To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2020-23 Gedling Plan at the end of 2020/21 quarter 2.

### Key Decision

This is not a key decision.

### Recommendation

#### THAT:

1. The progress against the Improvement Actions and Performance Indicators in the 2020-23 Gedling Plan for the end of 2020/21 quarter 2 be noted; and
2. The amendment to the performance indicator as set out in paragraph 2.7 be approved.

## 1 Background

- 1.1 The Council has made a commitment to closely align budget and performance management. This is in line with accepted good practice.
- 1.2 To deliver this commitment, systems to monitor performance against revenue and capital budgets, improvement activity and performance indicators have all been brought together and are now embedded in the way the Council works. Whilst the budget and performance information are presented in two separate reports, they are and will be reported to Cabinet together and will appear on the same agenda.

- 1.3 In addition, performance reports now focus more directly on the Council's priorities and offer an "early warning" system of instances where targets may not be secured.
- 1.4 As usual, comprehensive details about current performance against the Gedling Plan can be accessed through the following link on the Council's website:-

[http://www.gedling.gov.uk/council/aboutus/prioritiesplansandperformance/howwere  
doing/](http://www.gedling.gov.uk/council/aboutus/prioritiesplansandperformance/howweredoing/)

Members are recommended to view this document which provides valuable background detail to this summary paper. It provides a more in-depth review of indicators, actions and outcomes for 2020/21 quarter 2.

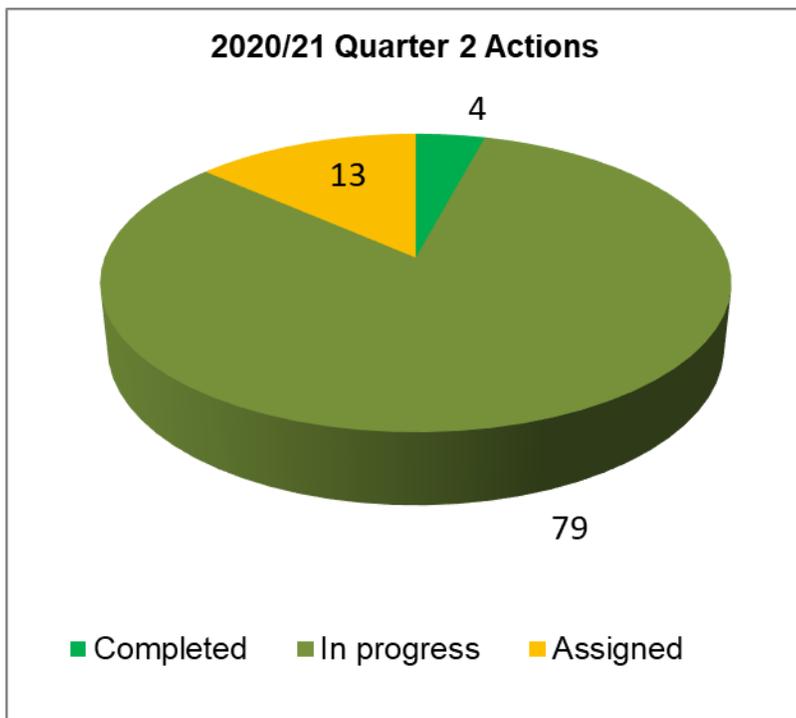
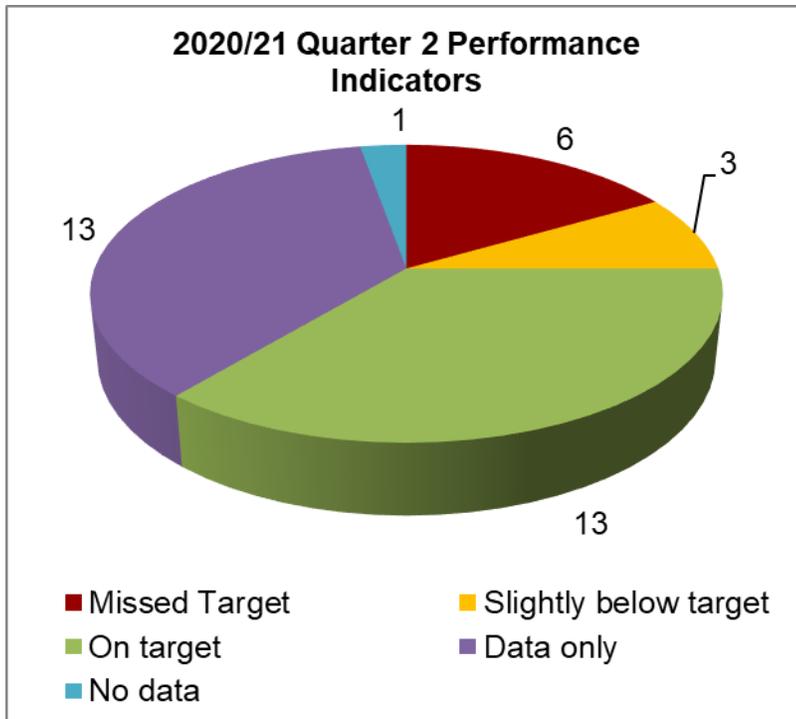
- 1.5 A full set of papers that appear on the website have been printed and these reports are available in the Members' Room. They contain explanations of variances from expected performance together with trend arrows for all the performance indicators within the Gedling Plan (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value) and progress bars for all Gedling Plan actions showing progress made against project milestones.
- 1.6 The assessment criteria used for actions and indicators is based on red, amber and green traffic light symbols. To be assessed as green performance indicators must be in line with their expected performance at this stage of the year, whilst actions must be on target against the "completed" or "in progress" milestones determined within the performance management system, Pentana.

## **2 Proposal**

- 2.1 It is proposed that Cabinet note the performance information for the Gedling Plan 2020-23 at the end of 2020/21 quarter 2 as set out below.

### **2.2 Overall Performance**

Overall performance at quarter 2 of 2020/21 against the Gedling Plan actions and indicators shows the following:



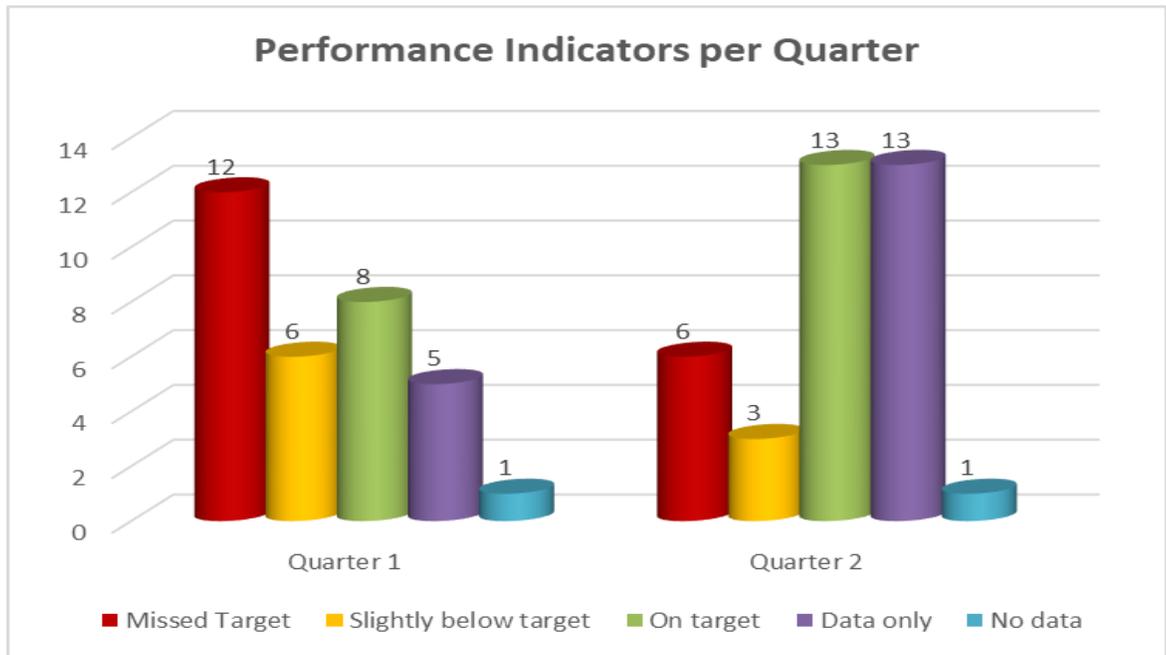
## Actions

- 2.3 At this stage the 96 actions included in the Gedling Plan 2020-23, four are complete, the rest are either in progress or assigned to an Officer. Members will be aware that a number of actions are due to be delivered across the 3 years of the Plan, some are expected to be started and completed in year 1, whereas other actions are not

due to commence until years 2 and 3. It must be noted that the data in this report refers to quarter 2 of 2020/21 and it is expected that the actions identified for the year will be met. Members will recall that, following review of the Gedling Plan in light of Covid-19, only two actions which were due to be started and completed in year 1 will not be achieved and these have been re-profiled for commencement in year 1 but completion in year 2.

**Indicators**

2.4 Overall indicator performance at the end of quarter 2 shows that out of a total of 36 indicators, 13 were on or above target, 3 were slightly below target and 6 indicators missed their target. Fourteen indicators are for tracking purposes only. The increase in the number of tracking indicators was agreed by Cabinet on 6 August due to the impact of Covid-19, resulting in a number of performance indicators moving from target led to tracking only. No data was available at this time for the Percentage of occupancy for all GBC owned car parks in Arnold.



2.5 Examples of particularly positive performance for quarter 2 include:

- Average time to process new Housing Benefit claims (in calendar days) now stands at 11.3 days down from last quarter’s 13.3 days
- Average time to process Housing Benefit change in circumstances (in calendar days) is 3 days against a target of 4 days
- 97.1% of calls to the contact centre answered (or call back made) against the target of 94.0%

- The number of Keep Me Posted email newsletter subscribers has continued to increase to 33,591
  - 18 long term empty homes in the Borough returned to use as a result of Gedling Borough Council intervention against a target of 10
  - 100% of Major planning applications processed within 13 weeks against a target of 90%
  - 89% of other planning applications processed within 8 weeks against a target of 85%
  - We now have over 18,061 garden waste customers, up from 16,500.
  - 97% of food premises scoring 4 or 5 in the national food hygiene rating scheme against a target of 90%
- 2.6 Of the 6 indicators shown red at the end of quarter 2, Service Managers have indicated that they are expected to miss or be slightly behind target at year end despite management action.
- 2.7 The following performance indicators missed their target at the end quarter 2 and are worthy of note. However from a Senior Leadership Team perspective there are no specific performance concerns to raise.

#### Employability Events

At the end of quarter 2 as a direct result of the Council's compliance with the Covid-19 restrictions imposed by government the number of school based employability events remains at zero. Following the review of the Gedling Plan at quarter 1 it was still anticipated that some events would have been possible, however it is now clear that this is unlikely to be the case and the target will not be met, therefore a request is made to change this performance indicator to a tracker indicator.

#### Waste

While the domestic waste collection weights have decreased by 783 tonnes in quarter 2 compared to quarter 1, the target for Residual household waste per household was missed (162.9kg against a target of 140kg). This is however an improvement on the position at the end of quarter 1 decreasing from 178kg and is still considered to be due to the impact of Covid-19 with more residents being at home during this period.

On a positive note, the target for percentage of household waste sent for reuse, recycling and composting has improved during quarter 2 and was above target (36.7% against a target of 36.0%).

## Housing

A further 53 Net additional homes were built in quarter 2, but this was below the target of 120. The construction during this period has been affected by lockdown restrictions which resulted in development pausing on many large and small sites within the Borough. To address why the target has been missed a Housing Delivery Action Plan was published 13<sup>th</sup> August 2020,

<https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/documents/HDAP%202020.pdf>. This Action Plan analyses the key reasons for the under delivery of the Council's housing requirement and identifies measures the Council intends to undertake to increase delivery of new housing.

The Action Plan looks at the planning policy context, provides an analysis of past housing delivery (with regards to past performance, progress on Local Plan housing allocations, engaging with developers and viability and infrastructure issues) and identifies a number of key actions which aim to improve housing delivery. A number of the actions identified in the Action Plan fall within the remit of the Council, whilst other actions will need to be supported by other stakeholders involved in delivering housing, in particular landowners and house builders.

No affordable homes were delivered against a target of 5, due to the ramifications of the pandemic on the construction industry, which are having a larger/longer impact that we first expected. Building sites have re-opened and construction has recommenced, but at a slower rate due to both the impact of social distancing in the work place and wider supply chain issues. We are expecting a number of affordable units to be delivered shortly.

## Homelessness and Welfare Support

The average length of time spent in temporary accommodation (in weeks) was 19.9 weeks against a target of 15 weeks at the end of quarter 2. Due to the current pandemic, there continues to be limited move on accommodation in both the private social markets meaning we continue to support people in temporary accommodation for periods in excess of the average 15 week target. Cabinet received a report in October which provided full details of the work programme being delivered to secure improved performance in this indicator.

## Sickness absence

At the end of quarter 2, this indicator showed 9.68 days against a target of 9 days. Whilst the quarter 2 outturn has exceeded target, the latest month's absence does show an improvement.

In recent months there has been a raised number of long-term cases. Although due to Covid-19 the case management meetings with Directors had ceased these have now been recommenced and cases actively managed. An audit has been conducted by our internal auditor of our sickness management processes and policy. The audit report has been received with some very positive comments about the quality of our

policy (its structure and balanced supportiveness with "robustness").

### **Achievements**

- 2.8 A separate report has been produced highlighting additional key achievements delivered during quarter 2, focusing on areas where the Council has made a real difference to people's lives. This is attached as Appendix 1 and is available on the Council's website and in hard copy in the Members' Room. The following outcomes are identified for particular attention:

**Humanitarian Centre** Up to the end of quarter 2, the Richard Herrod Centre Food distribution hub has packed and delivered 1359 parcels to some of the most vulnerable in the community, with up to 94 parcels a week leaving the centre.

**Council Tax Hardship Fund** The Council used government grant funding to establish a Council Tax Hardship Fund in quarter one to assist residents who need support with their finances as a result of the Coronavirus outbreak. The Fund helps working age families who are in receipt of Council Tax support and during quarter 2 the scheme was reviewed and the level of council tax reduction was increased from, up to £300, to, up to £450. Qualifying households automatically receive the reduction and do not need to contact the council in order to get the discount. By the end of September, awards totalling £647,820 had been made to 2007 individual households.

**Reinstatement of previously suspended services and reopening of previously closed facilities** During quarter 2 the following previously suspended services were reinstated and facilities previously closed, re-opened:

- Richard Herrod Leisure Centre theatre and bar re-opened from 4 July 2020.
- Play facilities including outdoor gyms and play parks re-opened from 4 July 2020.
- All public conveniences in the borough re-opened from 4 July 2020.
- The limit on numbers of mourners attending graveside funerals services was increased from 15 to 30 and attending services inside Cemetery buildings from 6 to a maximum of 20 from 4 July 2020.
- Civic Centre re-opened to the public on an appointment only basis from 6 July 2020.
- Café 1899 fully re-opened to the public from 10 July 2020
- Leisure Centres re-opened to the public from 25 July 2020.
- The prohibition on issuing temporary licences to use the Council's parks and open spaces for privately run events and activities was lifted 27 July.
- Return to original response time to reply to complaints with effect from 1 August 2020.
- Council operated community centres re-opened on a phased basis from 14 August.

**Business Grants** The revenues team and financial services team have successfully concluded the full administration and payment of over 1500 Small Business Grants / Retail and Hospitality and Leisure Grants totalling £16.8m, and over 150 Discretionary Business Grants totalling £896,250, providing support for businesses facing financial difficulty during the Covid-19 pandemic.

**Support for small and medium businesses across the borough** - The two businesses advisors have become embedded and businesses have started to actively seek them out and request their support. The Retail Business Advisor has engaged with businesses in all the main retail areas within the Borough, spending time in Arnold but also in Ravenshead and Carlton Hill. She has achieved this by spending time in the centres and actively going in and speaking directly to owners. She has had notable successes in Calverton assisting a florist who had just opened with accessing support as well as a business in Arnold needing help with marketing and promotion.

The Small Business Advisor has engaged with over 15 businesses. The interactions are more intense and prolonged with some businesses needing more support and advice; this was a key part of this role. She has helped businesses to access advice on bringing an idea to market, funding access, increasing sales as well as promoting employment schemes such as apprenticeships and Kickstart. The two Advisors have also worked together with businesses, each helping with a specific aspect.

**Gedling Country Park – Viewing Platforms opened July 2020** Following the successful £138,000 RDPE funding bid, work on the new viewing platforms at Gedling Country Park recommenced in May following lockdown. The Beacon View platform and the Lincoln View platform are now complete and are being enjoyed by visitors to the park taking daily exercise. Geographic points of interest are highlighted on interpretation panels and the project is deemed a great success by local residents who have been enjoying the views.

**Gedling ‘Big Clean’ Community Volunteer Initiative - Launch Event 2020** – Following this year’s Big Spring Clean cancellation due to Covid-19, The Big Clean Forum Group met in early September to re-arrange a new launch event. The launch event took place over the weekend of 26/27<sup>th</sup> September and involved groups from Woodthorpe, Carlton, Arnold and Mapperley all involved in helping to promote the Big Clean Community Volunteer Based Clean Up Initiatives.

### **3 Alternative Options**

- 3.1 Not to present an update on quarterly performance, in which case Executive members will not be aware of performance against the Gedling Plan 2020-23.

### **4 Financial Implications**

- 4.1 There are no financial implications arising out of this report.

## **5 Legal Implications**

5.1 There are no legal implications arising out of this report.

## **6 Equalities Implications**

6.1 There are no equalities implications arising out of this report.

## **7 Carbon Reduction/Sustainability Implications**

7.1 There are no carbon reduction/sustainability implications arising out of this report.

## **8 Appendices**

8.1 Appendix 1 – Examples of Outcomes achieved during Quarter 2 2020/21.

## **9 Background Papers**

9.1 None identified.

## **10 Reasons for Recommendations**

10.1 To ensure Members are informed of the performance against the Gedling Plan 2020-23.

### **Statutory Officer approval**

**Approved by the Chief Financial Officer**

**Date: 27 October 2020**

**Approved by the Monitoring Officer**

**Date: 27 October 2020**

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**GEDLING**

**PLAN**

**2020-2023**

**Examples of Achievements and  
Activities**

**During**

**Quarter 2 - 2020/21**

# Cohesive, Diverse and Safe COMMUNITIES

## Promote and encourage pride, good citizenship and participation

**Service requests to the Food, Health and Housing Team** - The Food, Health and Housing team concluded in Quarter 2, 100 investigations into service requests about 'Covid 19'. The queries range from enquiries from businesses about how to comply with the guidance but also reports from the community about businesses or households not following the guidance. Officers have been inundated with requests but have rose to the challenge to provide high quality advice and support to the communities in Gedling Borough to protect health and wellbeing.

In addition to responding to the service requests officers from the Food Health and Housing Team have been carrying out proactive spot checks at over 130 businesses in key areas of the borough where customers visit and businesses operate. Again this work is to support businesses and our communities.

**RESET - Pilot Covid-19 Secure targeted youth diversionary youth activities** - In partnership with Nottingham Forest Community Trust, NCC Youth Service and Notts Police, Covid-19 secure targeted youth outreach was provided in August 2020 at the following locations across the Borough:

- Calverton x2
- Colwick
- Carlton
- Newstead Village
- Netherfield
- Arnold
- Daybrook
- Warren Hill
- Bestwood Village
- Gedling

Activity was also delivered in Killisick by Notts Police with support from the Council.

## Reduce poverty and inequality and provide support to the most vulnerable

**Council Tax Hardship Fund** - The Council used government grant funding to establish a Council Tax Hardship Fund in quarter one to assist residents who need support with their finances as a result of the Coronavirus outbreak. The Fund helps working age families who are in receipt of Council Tax support and during quarter 2 the scheme was reviewed and the level of council tax reduction was increased from, up to £300, to, up to £450. Qualifying households automatically receive the reduction and do not need to contact the council in order to get the discount. By the end of September, awards totalling £647,820 had been made to 2007 individual households.

**Improvements to the access of facilities** - All leisure centres have had their hearing loops upgraded to ensure customers with a hearing impairment can still access the service with minimal inconvenience. New pool hoists have been purchased for Calverton, Arnold and Carlton Forum leisure centres to provide the necessary assistance for customers requiring supporting entering and exiting the pools.

**Mood Lighting in Calverton Pool** - New sensory lighting has been installed at Calverton Leisure Centre which will benefit customers with Autism and ADHD as it provides a calming relaxing environment. The leisure centre is currently in the process of developing a programme to maximise this new addition to the site and open up access to more customers with additional needs.

**Humanitarian Centre** - Up to the end of quarter 2, the RHC Food distribution hub has packed and delivered 1359 parcels to some of the most vulnerable in the community, with up to 94 parcels a week leaving the centre.

**Help for vulnerable residents** - Some of our leisure staff have also been helping our most vulnerable residents by contacting them by phone during the coronavirus outbreak to check if they need any help. Staff at Carlton Forum have contacted nearly 800 residents who are listed as vulnerable and who haven't responded to the government's communication and registration requests. The staff have been making the calls from the reception area at the forum which has been closed due to the outbreak. Over 850 requests from vulnerable residents for support including food parcels was received. Our Neighbourhood wardens and a host of volunteers have been helping to deliver the parcels to over 40 households who are still shielding and have no access to food.

**Homelessness and rough sleeping** – In October Cabinet approved the work programme of the Temporary Accommodation Officer Working Group. This involves securing funding from nest Steps Accommodation Programme for temporary accommodation to be used through the winter months and various initiatives/measures to be put in place to help prevent homelessness/rough sleeping. Cabinet also approved the work to explore the opportunity to improve the access and provision of temporary accommodation, which officers will be working on in the next quarter.

**Equalities** - The Project Management process has been updated to ensure that Equalities Implications are considered as part of the project management process. Significant progress has also been made to prepare an Equalities Framework and Action Plan with reference to the LGA Equality Framework for Local Government 2020 version and a new Equality and Diversity Policy drafted. These will be presented to Cabinet in November.

### **Improve social mobility and life chances**

**Locality work** – the work of the two locality workers have been re-directed towards the Covid-19 response and to help the most vulnerable residents in our deprived areas. Their work programme is also being revised to reflect the changing economic and social issues within the identified locality areas.

# High Performing COUNCIL

## Improve the customer experience of engaging with the Council

**Gedling Lotto** - The first ever Gedling Lotto draw took place, this initiative will see over £16,000 being raised annually for local good causes.

**Website Accessibility** - The GBC website accessibility statement has been published in time for the September deadline.

**RESET – Humanitarian calls** The customer services team have successfully absorbed the humanitarian calls into day to day work following the reopening of Leisure Services, which has freed up staff to return to their substantive roles.

**RESET - Reinstatement of previously suspended services and reopening of previously closed facilities** - During quarter 2 the following previously suspended services were reinstated and facilities previously closed, re-opened:

- Richard Herrod Leisure Centre theatre and bar re-opened from 4 July 2020.
- Play facilities including outdoor gyms and play parks re-opened from 4 July 2020.
- All public conveniences in the borough re-opened from 4 July 2020.
- The limit on numbers of mourners attending graveside funerals services was increased from 15 to 30 and attending services inside Cemetery buildings from 6 to a maximum of 20 from 4 July 2020.
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- The prohibition on issuing temporary licences to use the Council's parks and open spaces for privately run events and activities was lifted 27 July.
- Return to original response time to reply to complaints with effect from 1 August 2020.
- Council operated community centres re-opened on a phased basis from 14 August.

## Provide efficient and effective services

**Employment Policies** - Organisational Development work continues in respect to the development of strong and fair employment policies. Following a period of consultation the Appointments and Conditions of Service Committee has authorised the implementation of positive benefits to support staff in two policies areas. Firstly in respect to support measures to be put in place in response to the GMB Charter to stop domestic abuse and secondly a policy change to better support employees who might suffer the death of a child.

**RESET – Continued support to Covid-19 response and reset** - In addition to delivery of planned activity the Organisational Development Team has also been very much involved with the Council's response to the Covid19 pandemic. Members of the team have been an integral part of the Council's Incident Management Teams (IMT) both in terms of "response" and more lately "reset" tasks. As one of the largest employers in the borough the Council has had to ensure that it's guidance to managers and employees is technically accurate and appropriate to the services that we deliver and the OD team along with many other officers across the council

has been instrumental in providing this guidance. Other members of the OD team were seconded to support other prioritised areas of work at the height of the first wave of the pandemic; again this work was invaluable in the support our tenants and businesses.

**RESET – Leisure Marketing Plan** - The first phase of the Communications Team’s leisure marketing plan has been successful and achieved targets for the number of people returning to centres.

**RESET – Improved management of data to support continued remote working** - The Records and Retention Policy has been subject to a substantial review and it is intended to take it to November’s Cabinet for approval.

### **Maintain a positive and supportive working environment and strong employee morale**

**Employee Mental Health Awareness** - In support of work to improve mental health and wellbeing officers from the Organisational Development Team have assessed an on-line mental health awareness product that, subject to contract verification, will be rolled out to allow access across all employees of the council.

**Staff Q&A** -The first ever virtual staff Q&A event took place in quarter two with over 100 employees attending. Positive feedback has been received in respect of this.

**RESET – Re-occupation of council offices** - Officers worked extremely hard to put in place the following measures to ensure a covid secure environment for re-occupation of offices with effect from 15 September 2020:

- corporate risk assessments completed
- Covid secure risk assessment posters displayed
- practical measures for communal areas inc signage, entrance and exits, cleaning products in offices etc
- appropriate additional cleaning

Re-occupation could not proceed due to a change in government guidance.

**RESET – Review of the Constitution** - Significant progress has been made in reviewing and redrafting the Constitution to support agile and effective decision making. The following sections have been reviewed and approved by Senior Leadership Team.

Section 1 – Purpose, definition interpretation and Amendment of constitution

Section 2 - Members

Section 3 – Public Involvement in the Council

Section 5 – Overview and Scrutiny Committee

Section 6 – The Executive

Section 8 – Standards Committee

Section 10 – Environment and Licensing Committee

Section 11 – Licensing Act Committee

Section 13 – Joint Consultative and Safety Committee

Section 20 – Proper Officer Provisions

Section 26 – Member Code of Conduct

Section 28 – Petitions Policy

Section 29 – Members’ Allowances Scheme

A cross party working group to consider the revised Constitution has also been established with the first meeting to take place in November.

**RESET Continued support for remote working** - Supporting continued remote working has carried on during quarter 2 with the further roll out of softphones. In addition, webcams have been delivered and issued to staff without laptops to enable Teams video conferencing.

**Improve use of digital technologies**

**Ensuring staff have the right technology** -The IT team has worked with the lead, Alec Dubberley, on facilitating teams as an internal communications method to ensure staff have the right technology. This probably has an impact on health and wellbeing as well, in terms of effective communications within and between teams. Also, a number of applications and systems have been migrated onto up to date server versions.

# Vibrant ECONOMY

## Ensure a robust strategic development framework is in place

**Greater Nottingham Strategic Plan** - Gedling Borough Council is preparing the Greater Nottingham Strategic Plan with Broxtowe Borough Council, Nottingham City Council and Rushcliffe Borough Council to help guide future development across their combined areas. This Strategic Plan will form part 1 of Gedling Borough Council's Local Plan and replace the Aligned Core Strategy adopted in 2014. The Councils held a joint consultation on Growth Options from 6 July-14 September 2020 and generated a significant level of interest. The Growth Options consultation asks a series of questions on topics including housing growth, employment growth and economic development, climate change and carbon neutrality, city and town centres, the natural environment, urban design, the historic environment, safe and healthy communities, Green Belt and infrastructure provision. Comments received will inform the preparation of the Greater Nottingham Strategic Plan, which once drafted will be subject to further consultation in 2021.

## Provide more homes

**Station Road and Burton Road** – good progress is being made with the council owned sites at Station and Burton Road. Initial drawings have been prepared, which will help feed into the business case and subsequent Cabinet approval. Public consultation will be planned for the next quarter.

## Drive business growth, workforce development and job opportunities

**Internship Placements** - The arrangement to offer supported internship placements within the council was reviewed and has successfully identified the potential for up to three placements that will be possible from January 2021. This success has been possible due the energy and hard work within the Organisational Development Team, Parks and Street Care and our partners at Nottinghamshire County Council and West Notts College. The work has focussed on how we can deliver the placements rather than what will stop us doing this due to Covid restrictions.

**Work Placements** - Following a meeting with senior officers of Nottingham Trent University the Chief Executive has agreed to re-sign the compact agreement that supports partnership working. Although the Covid19 restrictions have put some barriers in place that has made the offer of placements difficult, this work still goes on with energy an currently two opportunities are being explored.

**Business Grants** - The revenues team and financial services team have successfully concluded the full administration and payment of over 1500 Small Business Grants / Retail and Hospitality and Leisure Grants totalling £16.8m, and over 150 Discretionary Business Grants totalling £896,250, providing support for businesses facing financial difficulty during the Covid-19 pandemic.

**Local Labour Agreements** -There has been some significant progress with the local labour agreements at Morrison, Persimmon and Chase Farm - looking at revised methods of involvement.

**Support for small and medium businesses across the borough** - The two business advisors have become embedded and businesses have started to actively seek them out and request their support. The Retail Business Advisor has engaged with businesses in all the main retail areas within the Borough, spending time in Arnold but also in Ravenshead and Carlton Hill. She has achieved this by spending time in the centres and actively going in and speaking directly to owners. She has had notable successes in Calverton assisting a florist who had just opened with accessing support as well as a business in Arnold needing help with marketing and promotion.

The Small Business Advisor has engaged with over 15 businesses. The interactions are more intense and prolonged with some businesses needing more support and advice; this was a key part of this role. She has helped businesses to access advice on bringing an idea to market, funding access, increasing sales as well as promoting employment schemes such as apprenticeships and Kickstart. The two Advisors have also worked together with businesses, each helping with a specific aspect.

### **Create thriving and vibrant town and local centres**

**Arnold Market Place redevelopment scheme** - Significant progress has been made with the Arnold Market Place redevelopment scheme: Cabinet and full Council approval has been received for the capital budget, is due to be determined at planning committee in mid-October and there have been detailed discussions with the main contractor. Expected start on site in December 2020.

**Carlton Square development** - Significant progress has been made with the Carlton Square improvement scheme. Cabinet approval has been received and the planning application has been submitted and is due to be determined at planning committee in mid-October. Discussions with the contractor have taken place, with a view to appointing them shortly. Expected start on site in January 2021.

**RESET - Re-opening the high streets safely** – as part of the re-opening the high street safely funding, officers have been working closely with retailer and businesses to ensure that they re-opened and are adhering to the changing government legislation.

# Sustainable ENVIRONMENT

## Provide an attractive and sustainable local environment that local people can enjoy

**Gedling Country Park – Viewing Platforms opened July 2020** - Following the successful £138,000 RDPE funding bid, work on the new viewing platforms at Gedling Country Park recommenced in May following lockdown. The Beacon View platform and the Lincoln View platform are now complete and are being enjoyed by visitors to the park taking daily exercise. Geographic points of interest are highlighted on interpretation panels and the project is deemed a great success by local residents who have been enjoying the views.

**Gedling Country Park – Additional Car Parking opened July 2020** - Work on the Extension Car Park was re-commenced by the contractor in May after lockdown. The new car park surface which consists of interlocking nylon grid system filled with limestone chippings is now complete. The project was completed in June.

**Gedling Country Park – Outdoor Seating Area** - Work has commenced on a new outdoor seating area adjacent to the visitor Café 1899 at GCP. When complete this will see a canopied seating area for 20 people plus, which will enable dog walkers to sit in shelter and drink a coffee in the inclement autumnal months ahead.

**Conway Rec Play Area opened August 2020** - Work to construct a new children's junior play area at Conway Road Recreation Ground is now complete. Contractors Proludic completed the work in June after lockdown to complete the project. The official opening for this new play facility was attended by the Mayor.

**Funding for Breck Hill Recreation Ground and Onchan Park** - Two recent FCC Communities Foundation grants bids have been successful. One for Breck Hill Recreation Ground which will see the refurbishment of the children's play area and one for Onchan Park which will see the installation of a Multi-Use Games Area, table tennis tables and DDA compliant pathways to allow access for all. Tenders for both have and are being prepared. HAGS have been awarded the Breck Hill Contract and will start work on site in November. The tender for the MUGA and table tennis tables is underway.

**Improvements to leisure facilities** - During the closure the pool filter media was replaced at Arnold Leisure Centre providing a safer more enjoyable environment for the customers and staff with regards to quality of water and disinfection quality. The circulation pumps were also changed at both Arnold and Carlton Forum leisure centres which has reduced the carbon footprint of the sites by being more energy efficient.

**Calverton Leisure Centre Changing Room Refurbishment** - The changing rooms on poolside at Calverton LC were very old, tired and in desperate need of refurbishment which were highlighted through customer feedback and partner complaints. The site undertook a total refurbishment including new flooring, toilets, cubicles, showers, toilets and urinals. New vanity units were introduced including hand and hair driers. A new vibrant colour scheme and an introduction of two additional private showers in the female changing room completed the transformation. Customer feedback has been positive since re-opening and we have received many compliments from both customers and our partners at the "School Swimming Service"

**Promote and protect the environment by minimising pollution and waste and becoming carbon neutral**

**Gedling 'Big Clean' Community Volunteer Initiative - Launch Event 2020** – Following this year's Big Spring Clean cancellation due to Covid-19, The Big Clean Forum Group met in early September to re-arrange a new launch event. The launch event took place over the weekend of 26/27<sup>th</sup> September and involved groups from Woodthorpe, Carlton, Arnold and Mapperley all involved in helping to promote the Big Clean Community Volunteer Based Clean Up Initiatives.

**Netherfield Community Activity Intensification Plan** - A 'Partnership' 5 days of Community Activity in Netherfield, titled the Netherfield Community Activity Intensification Plan is taking place over 5 weeks starting at the end of September and going on into October to include internal (PASC Street Cleansing, Community Safety Wardens), external (Police) and partners. This planned activity involves responsive and reactive activity for a wide range of issues including fly-tipping, graffiti, refuse bins on streets and litter due to parked vehicles. It involves leaflet letterbox drops and 'knocking on doors' as well as intensive Street Cleaning Operations to remove graffiti and fly-tips and to cleanse dense urban housing area streets and Netherfield Town Centre. It is hoped this initiative will support local residents and help to improve their environment whilst getting the message out about enviro-crime and the need to recycle.

# HEALTHY lifestyles

## Increase recreational activities

**RESET - Re-commencing sports in our Parks & Open Spaces** - Following the Covid-19 epidemic, on July 4<sup>th</sup> all the Borough Play Areas re-opened to the public as did our Public toilets. Cricket matches re-commenced across the Borough on 11 July 2020 and Football matches resumed on 20 August.

## Reduce levels of loneliness and isolation

**RESET - Reopening the leisure centres** - Following on from the announcement that leisure centres could re-open on 25 July, Redhill, Arnold, Calverton and Carlton Forum opened their doors initially offering swim, gym and classes. A tremendous amount of work went into making the facilities safe to both staff and customers including one way systems, improved cleaning regimes and equipment as well as staff training. Since July more of the facilities have opened up, including racket sports, 3G pitch hire and other club activities returning to the sites, and the pool and group exercise programmes have also continued to grow as customer demand has increased. Feedback from customers has been extremely positive: *“Just returned from my little ones first summer swimming session. I cannot praise the staff enough. The place was immaculate and all systems were in place to ensure Covid guidelines are followed. Thank you!”* Katie, borough resident.

**RESET - Opening of the Bonington Theatre & Cinema** - The Bonington Theatre & Cinema was one of the first cinemas to open as soon as restrictions were lifted from Saturday 4<sup>th</sup> July. One of the principal aims was to help address loneliness and mental health issues often faced by older people and those living alone, by providing a safe respite for local residents, offering a friendly welcome and an opportunity to enjoy some of the latest film releases. The social distancing measures and quality of customer service have proved to be reassuring and popular with patrons. Whilst attendances have been modest due to significantly reduced capacity, the frequency of attendance has been exceptional. *“What a wonderful job the management of the Bonington Theatre have done in order to ensure people are able to enjoy the delights of their films etc. in comfort and safety is outstanding. The way they have designed their auditorium is brilliant, whether people are in family groups or on their own, all are catered for. It certainly made sure my friend and I would not be afraid to go back whenever there was something we would like to see. Well done the Bonington!”*

**RESET - Active for Life specialist sessions** - Prior to April's lockdown Gedling's leisure centres held 26 sessions per week of specialist health sessions which provided targeted exercise in a sociable environment. When the facilities reopened in July it was decided not to reinstate these sessions immediately as most of those attending the sessions were elderly or had underlying medical conditions. However, following extensive consultation with the clients and instructors it was clear that these sessions were important to the individuals attending, and as a result 14 sessions were reinstated in September with social distancing and extra cleaning measures in place. The sessions have been successful and feedback from customers has been extremely positive, and we are now assessing what additional sessions can be added to the programme.

**Your Health Your Way** is Nottinghamshire's new Integrated Wellbeing Service funded by Nottinghamshire County Council and delivered by ABL Health. Their mission is to help all residents of Nottinghamshire (excluding Nottingham city) get more active, eat healthier, manage their weight, drink less alcohol and stop smoking, offering practical support for people to make life long healthy behaviour changes. ABL are working in partnership with Gedling's leisure facilities to provide 4 specialist sessions per week across Redhill and Carlton Forum Leisure Centres to work with residents of the Borough with a BMI of 30+ to help improve their health and wellbeing.



## Report to Cabinet

**Subject:** Corporate Health and Safety Annual Report 2019/20

**Date:** 12 November 2020

**Author:** Health, Safety and Emergency Planning Officer

### Wards Affected

Borough wide

### Purpose

To present the Corporate Health and Safety Annual report 2019/20 to Cabinet and seek officer delegations.

### Key Decision

This is not a key decision.

### Recommendations

#### THAT:

- 1) The Corporate Health and Safety Annual Report 2019/20 be noted.
- 2) To approve the formal officer delegations for Health and Safety functions as set out in Appendix 2.

## 1 Background

- 1.1 The Health and Safety at Work etc. Act 1974 imposes a number of obligations on employers, employees and others in regards health, safety and welfare in connection with work activities. In relation to the Council's role as an employer, these are executive functions that fall within the remit of Cabinet. These statutory duties are separate from the Council's role as an enforcement body, which ensures that other employers within the borough comply with their obligation under the Act and other applicable Health and Safety (H&S) legislation. It is important to note that the Health, Safety and Emergency Planning Officer (HSEPO) is not responsible for enforcement of these activities of other employers within the borough

where the Council is the responsible enforcement body. Those functions are a non-executive functions falling within the remit of the Environment and Licensing Committee and the Public Protection service area.

- 1.2 Reporting annually on H&S performance is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents (RoSPA). The Management of Health and Safety at Work regulations 1999 also requires all employers to periodically review their H&S management system.
- 1.3 Cabinet are asked to receive this annual H&S report to inform them of health and safety performance covering the period April 2019 – March 2020.
- 1.4 The Council manages a wide portfolio of services for a Borough of more than 117,900 people. Some of these services involve a potential significant risk of harm to our staff and others that our work activities could affect. To this end, to prevent injury and ill health, the Council's objective is to have a positive health and safety culture, a robust H&S management system and be committed to the principles of sensible risk management and compliance with our legal obligations.
- 1.5 To achieve this the Council has implemented a H&S management system that involves all staff, our partners, others and wider Council work activities. We retain a specialist Chartered Safety and Health Practitioner to maintain this system and train managers and staff to understand and control the risks that arise from our service to the community.
- 1.6 The HSEPO service and H&S Annual Report supports the Council's priorities and assists service areas in achieving the Council's overall vision of Serving People Improving Lives.

The HSEPO service supports the following Gedling Plan objectives:

- High Performing Council: To be a high performing, efficient and effective Council, to maintain a positive and supportive working environment and strong employee morale and improve use of digital technologies
- Healthy Lifestyles: To promote the health and well-being of our residents, to improve health and wellbeing and reduce health inequalities.

## **2 Proposal**

- 2.1 It is proposed that the Corporate Health and Safety Annual Report 2019/20 at Appendix 1 be noted.

- 2.2 There are currently no specific officer delegations in relation to health and safety functions, however Cabinet will recall approving 2 officer delegations in respect of business continuity functions on 2 July 2020. Therefore it is proposed that the officer delegations relating to health and safety functions at Appendix 2 (L1-L4) are approved.

### **3 Alternative Options**

- 3.1 Not to present an annual Health and Safety report, in which case Executive members will not be updated on H&S activity across the Council and understand whether the Council's commitment to the management of H&S risks are being managed effectively.
- 3.2 To not approve the officer delegations proposed. The Council could continue to operate without the approved delegations in place. However, this means that potentially dangerous work activities could be allowed to continue without the ability to immediately stop work on behalf of the Council. This could potentially result in non-compliance with health and safety legislation and result in the Council being liable for fines and prosecutions from the Health and Safety Executive. In addition, it would mean that amendments to operational documents would need to be made by Members.

### **4 Financial Implications**

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

### **5 Legal Implications**

- 5.1 The Council must comply with a number of statutory obligations in the Health and Safety at Work etc. Act 1974 and other H&S legislation, Health and Safety Executive Guidance, Approved Codes of Practice and other industry best practice.

### **6 Equalities Implications**

- 6.1 There are no equalities implications directly arising from this report.

### **7 Carbon Reduction/Environmental Sustainability Implications**

- 7.1 There are no carbon reduction/environmental sustainability implications directly arising from this report.

### **8 Appendices**

- 8.1 Appendix 1. Corporate Health and Safety Annual Report 2019/20

8.2 Appendix 2. Health & Safety and Emergency Planning delegations

8.3 Appendix 3. Risk definitions and assurance ratings

## **9 Background Papers**

9.1 None identified.

## **10 Reasons for Recommendations**

10.1 To ensure the Executive is updated in respect of Health and Safety activity across the Council in order to provide assurance of the Council's commitment to the management of health and safety and associated risks are being managed effectively.

10.2 To allow for smooth day-to-day operational management and avoid the Executive being burdened with operational decisions.

### **Statutory Officer approval**

**Approved on behalf of the Chief Financial Officer**

**Date:** 29 October 2020

**Approved on behalf of the  
Monitoring Officer**

**Date:** 22 October 2020

## CORPORATE ANNUAL HEALTH AND SAFETY REPORT 2019/20

### **1. Purpose of this report**

1.1 This report provides a summary of health and Safety activity of the Council for the period of 1 April 2019 to 31 March 2020 in order to provide assurance of the Council's commitment to the management of health and safety risks and the Council's H&S management system. The report also provides an update on the following:

- The Council's compliance with legislative and regulatory requirements;
- H&S corporate management system summary;
- Accidents and incidents reported;
- Training delivered;
- Occupational health provision;
- Inspections and audits;
- Joint consultation;
- Partnerships;
- Key achievements for the period 1 April 2019 to 31 March 2020;
- Planned activity during 2020/21;
- Risk;
- Conclusions.

### **2. Background and Corporate Management**

2.1 The health, safety and wellbeing (HSW) arrangements within the Council is of paramount importance. The Health, Safety and Emergency Planning Officer within the Council endeavours to continually monitor HSW performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, customers, volunteers our contractors and others are safeguarded.

2.2 The Health, Safety and Emergency Planning Officer (HSEPO) completed work tasks using two comprehensive H&S and Emergency planning / Business Continuity work plans during 2019/20. A work plan is a workplace strategy aimed at helping to solve problems, boost drive and focus and is commonly implemented for a period of twelve months.

2.3 AssessNET is the Council's main H&S software. The risk assessment module on AssessNET is now the single place for activity risk assessments to be generated, stored and accessed. AssessNET remains the main single

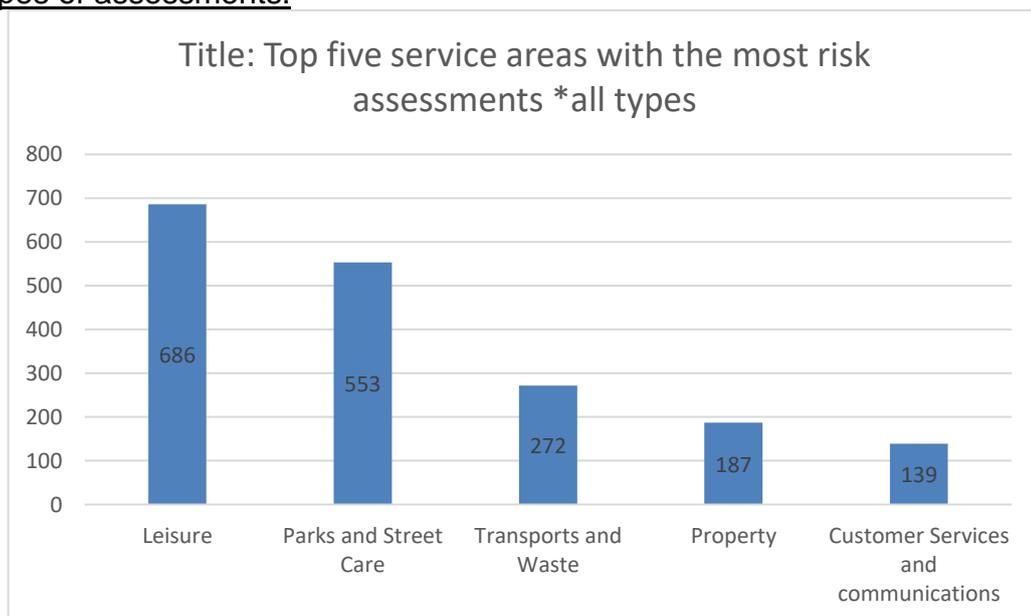
information depository through the AssessNET portal accessed through the Council's intranet page.

2.4 As a result of the first annual risk assessment return, the Council now has a better understanding of the risk assessment profile. There was 2342 risk assessments recorded in total. Bar chart 1 below shows the largest type of assessments at the Council are Activity Risk Assessments. Secondly, Manual handling, third Display Screen Equipment (DSE) assessments (DSE assessments consist of two types of assessments self-assessment and home worker assessments). The fourth highest assessment total was the Control of Substances Hazardous to Health (CoSHH) assessments and the fifthly Vibration assessments.

2.5 Bar Chart 1. The top five risk assessments by type for the whole Council.



2.6 Bar Chart 2. The top five service areas with the most risk assessments for all types of assessments.

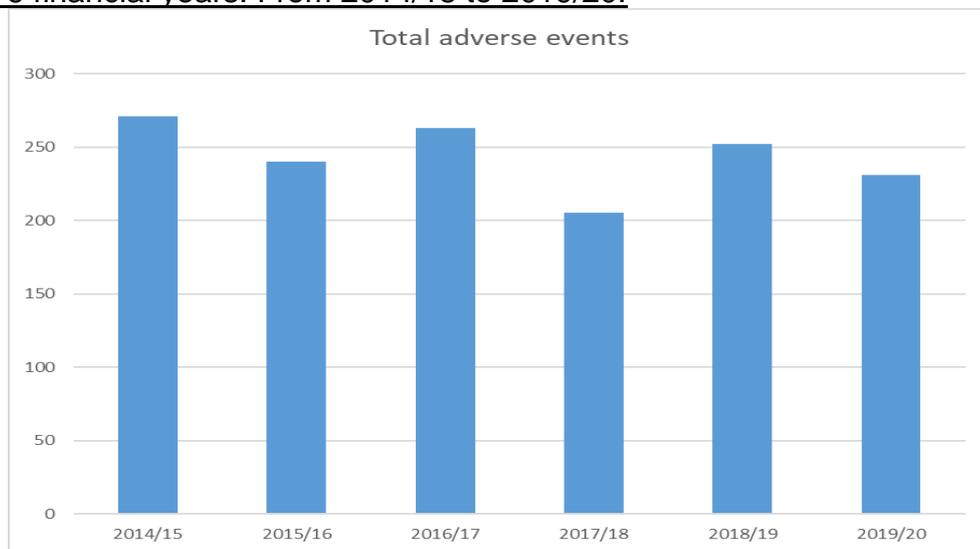


- 2.7 When both Leisure Services and Parks and Street Care risk assessments are combined together they total 1239 or 53% of Council H&S risk assessments. The five service areas listed combined together totals 1837, or 78% of Council H&S risk assessments. The remaining 22% of risk assessments amounts to all other remaining service areas not listed, in total 505 assessments.
- 2.8 The HSEPO maintains and updates Corporate Health and Safety Policies and Guidance. The Corporate Policies and Guidance documents are used by management and wider workforce to aid them in meeting Council and individual H&S responsibilities.

**3. Accidents and Incidents Reported**

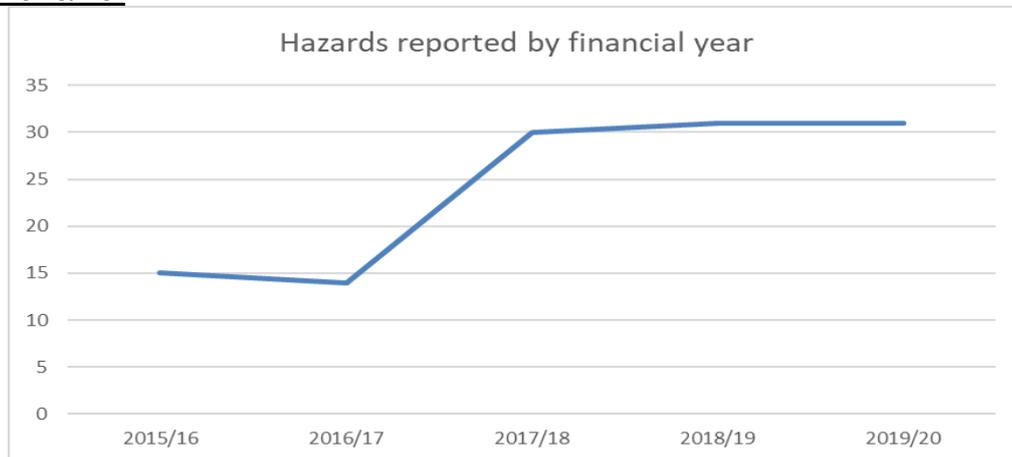
- 3.1 AssessNET is the Council’s main H&S software for recording accidents and incidents. The software enables an improved and immediate identification of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required.
- 3.2 The HSEPO has continued to collate, prepare and submit accident statistics and other safety reports for management to measure safety performance. A number of accidents, incidents and hazards reported has highlighted a need to review the approach to statutory and other workplace inspections. In addition, after analysis of manual handling related accidents. There will be a review of manual handling risk assessments and supporting the facilitation of training.
- 3.3 Information on accidents, incidents and ill health can aid the review of risk assessments, helping to develop solutions to potential risks. These records can also help to prevent future injuries and ill health and develop better training materials and mitigate costs from accidental loss.

**3.4 Bar chart 3. Total number of Accident and Incident (Adverse Events) for the last 6 financial years. From 2014/15 to 2019/20.**



3.5 The last six years of accident and incident reporting has maintained a fairly consistent level of reporting with no real significant increases or dips identified in the levels of reporting. For 2014/15; 2015/16; 2016/17; 2017/18; 2018/19 and 2019/20 saw 271; 240; 263; 205; 252, and 231 adverse events reported respectively.

3.6 Line chart 2. Shows the number of Hazard reports reported between 2015/16 to 2019/20.



3.7 The number of hazards reported initially doubled when AssessNET was first introduced (January 2018). The last two years have seen marginal increases in the levels of reporting. The year-on-year breakdown is as follows: 2015/16, 2016/17, 2017/18; 2018/19 to 2019/20 were 15, 14, 30, 31 and 31 respectively. A high level of hazard reports can be viewed as reflecting a healthy improving reporting culture. A healthy reporting culture has high levels of hazard and near miss reporting. These are the adverse events that the Council wants to be identified to help prevent someone getting hurt or property being damaged. It is believed that the increase in reporting is not a reflection of a worsening position, more a better reflection of reporting events that were possibly not reported historically via the previous paper based system.

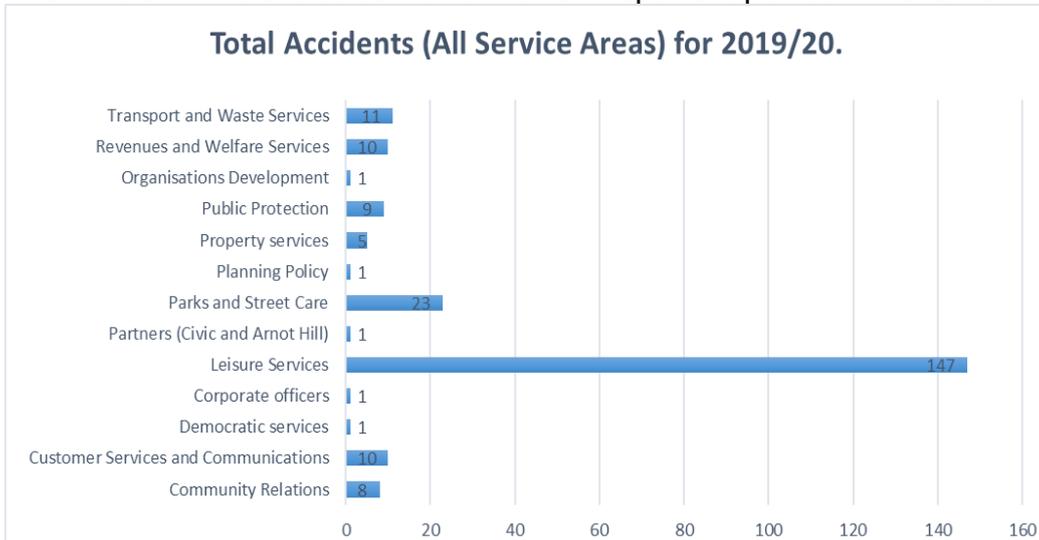
3.8 Bar chart 4. Property Damage reports for the last five financial years



3.9 It is believed that the level of property damage reports is not a reflection of a worsening position or that Council is seeing more damage to property or property being damaged by Council activities, nor that we have a more

accident prone workforce. Between 2015/16 to 2019/20 the cumulative year totals for property damage reports were 1, 6, 10, 34 and 37 respectively. The statistics are seen as an improving level of reporting by officers that is similar to the increase in hazards reported. It is therefore considered to be a better reflection of reality in comparison to under reporting in past years.

**3.10 Total Accidents service area breakdown (All service areas) for 2019/20**  
 There was 227 total accident and incident reports reported in 2019/20.



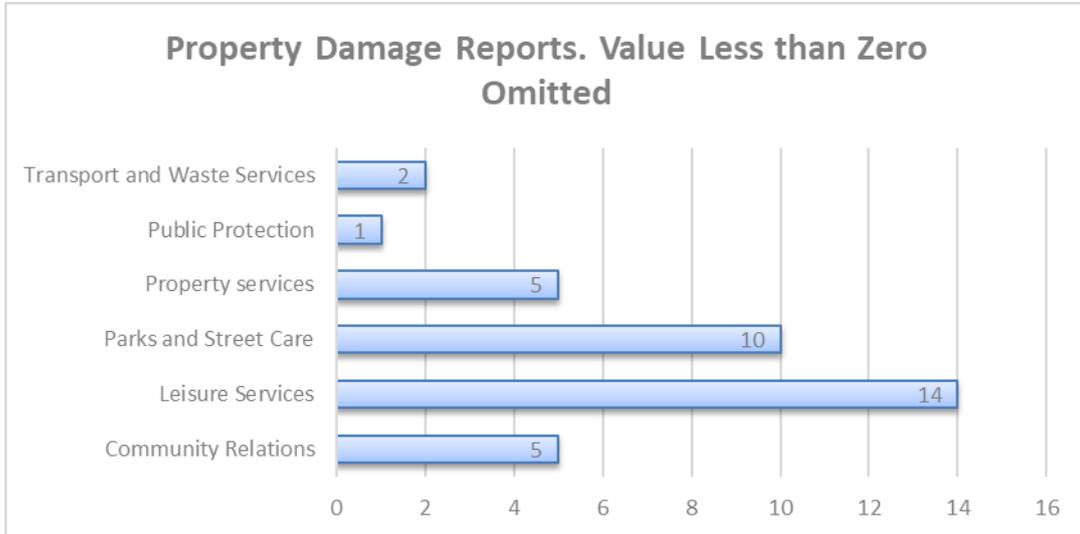
3.11 The accident statistic that clearly stands out is the 147 accident reports for Leisure services across the five centres. This value is broken down by 138 customer accidents and 9 involving employees. To provide some context to this level of reporting, Leisure Services over the past seven financial years has seen an overall decline in all accidents reported. This positive trend has mirrored a growing level of customer attending the centres over the same period. For example in 2019/20 Leisure Services as a whole welcomed 1,033,691 customers, these visits resulted in only 147 accidents. That equates to less than 0.01% of visitors having an accident. That is a very low accident rate.

3.12 There are many factors that have contributed towards Leisure Services H&S accident and incident reporting standards. There have been years of interventions, advice and support from the HSEPO, others factors include local management prioritising resource to H&S arrangements, AssessNET software improvements, Leisure Services risk management reserve investments, refurbishments that have improved H&S standards, external audit recommendations, improving contractor control, external accreditations and safety awards and improvements to the quality of accident and incident investigations. Leisure Services released staff to attend internally facilitated H&S training. They have also benefitted historically from attending external facilitated specialist training such as the National Pool Management Qualification and Pool Plant Operators training. Leisure have comprehensive arrangements in place for training lifeguards through the National Pool Lifeguard Qualification. In summary, the investment in staff training and local management putting that training into practice has clearly had wider positive

H&S impacts. Of course, these standards have to be maintained and continually improved.

3.13 **Breakdown of Property Damage reports for 2019/20**

There was 37 Property Damage reports reported in 2019/20. The breakdown is shown below.



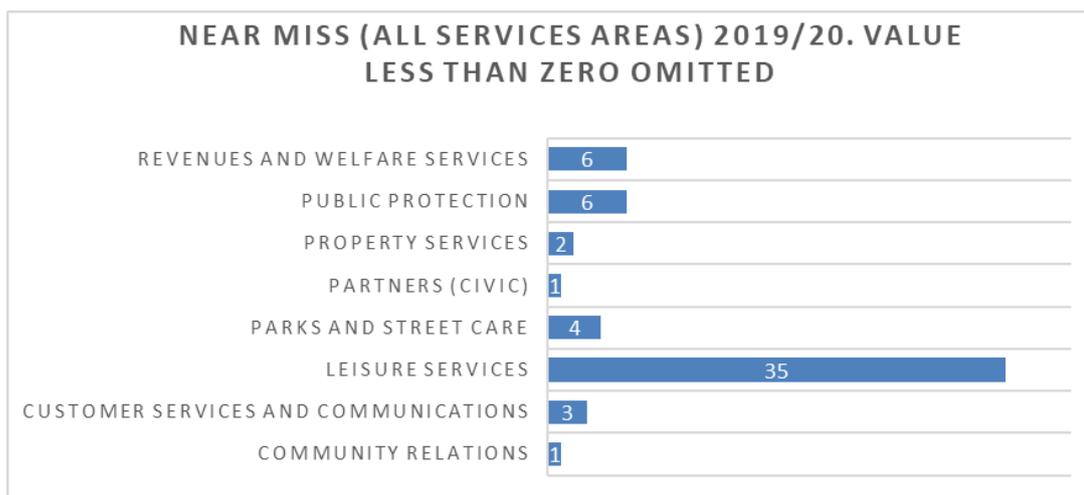
3.14 In summary, the property damage reports included:

- 7 Accidental damage / loss incidents;
- 1 Accidental Fire;
- 2 Arson attacks;
- 1 Faulty equipment incident;
- 2 Impact incidents;
- 1 Loss of Power event;
- 2 Storm damage incidents;
- 7 Theft and Attempted theft incidents;
- 1 Water damage incident;
- 10 Vandalism / Malicious Damage incidents.

3.15 **Total Near Miss reports for 2019/20**

Definition of a Near Miss. A **Near miss** is an event that, while not causing harm, has/had the potential to cause injury or ill health

There was 58 Near Miss reports reported in 2019/20. See bar chart below.



- 3.16 The property damage incidents of note was an arson attack on the Arnot Hill Park play area in May 2019, this resulted in £34,000 in replacement costs. In addition, the former Mapperley rail tunnel and Gedling Country Park were notable hot spots for high cost property damage reports. The accident fire event involved the loss of a Waste Freighter on the A60, this was a high cost event. The water damage incident involved costs associated with investigating the leak and repair works at a leisure centre. In addition, storm damage caused by Storm Ciara in February 2020 was also a particular event of note.

#### **4. Training Delivered**

- 4.1 The HSEPO delivered the H&S training plan for 2019/20. In addition to the planned activities there was additional sessions delivered at the request of local management. The training was either delivered by the HSEPO or commissioned from external providers. Where external training was arranged, providers were accredited and qualified to deliver the specialist courses and where necessary the course was tailored to the Council's needs. In terms of H&S competence of officers, to ensure the Council has competent staff to identify and manage risk, it is important that competence is evidenced at all levels throughout the Council. This is in part achieved through the provision of H&S training and development.
- 4.2 Both the manager's and employee duties to attend training is clearly outlined within the Council's H&S Policy. The Policy stipulates management duties to provide sufficient information, instruction, training and supervision, to this end to enable all employees to avoid accidents and hazards at work. The Policy clearly outlines that all employees have to attend all health and safety training sessions arranged on their behalf. It is generally understood in the workplace that employees will commonly avoid systems they do not know how to use, no matter how intuitive they may be, so training is a must and more often than not it is a statutory duty. However, in terms of the level of attendance at H&S training, there was several examples of late cancellations or non-attendance. The attendance at training needs to be improved and will continue to be monitored.

4.3 Course facilitated by the HSEPO during 2019/20 (including emergency planning training)

<u>Course type</u>	<b>Total employees /Councillors trained</b>
<b><u>Course type (Internal training) – 7</u></b>	
Needlestick (Sharps) awareness course.	12
Employee H&S Awareness course – mandatory for all employees (2 courses delivered)	45
Risk Assessment (incl. AssessNET) training for managers and supervisors.	16
Client officer and construction management training (contractor)	10
Control of Substances hazardous to health training for managers and supervisors.	6
Display Screen Equipment assessor training (for Managers and Supervisors)	10
<i>Total Internal training sessions attended</i>	<b>99</b>
<b><u>Course type (external training) – 11</u></b>	
Display screen equipment (DSE) risk management course, HSL	1
Violence and aggression (four sessions)	50
First aid (three sessions)	13
Level 3 award in Legionella Control for Responsible Persons	15
Legionella awareness (for nominated persons) Level 2 course.	9
Confined space training (Low risk)	4
<i>Total External training sessions attended</i>	<b>92</b>
<b><u>Emergency Planning Training - 6</u></b>	
Multi-agency Operational Response Training (MORT)	1
Emergency planning briefing session, for senior managers	6
Resilience Direct Administrator training	1
Elected member - emergency planning briefing	4
Evacuation and Shelter awareness training	5
LRF Cyber Workshop	1
<i>Total Emergency planning sessions attended</i>	<b>18</b>
<i>Combined training grand total of all training types</i>	<b>209</b>

## 5. Occupational Health Provision

5.1 H&S occupational health management and surveillance has continued to be managed and delivered by the HSEPO. A Personal Assistant to SLT provided temporary assistance in arranging and supporting the administration of health surveillance clinics and other administration duties, this support ended in January 2020.

5.2 The annual Health Fair is an important occupational health promotion. These events provide strong welfare interventions, which are also known to have links to reducing workplace sickness and ill health absence. The Health Fair 2019/20 was delivered on 15th January 2020. It was a very successful event.

The event was only possible with the support from Leisure Services and Community Relation Service colleagues.

- 5.3 The provision of occupational health is currently under contract with Orchard Health, they provide occupational health surveillance services. In addition, several occupational health interventions were completed by the HSEPO to support employees and managers.
- 5.4 Eyesight tests and the provision of corrective aids are a requirement of the Display Screen Equipment Regulations. The Council's external supplier of eye test vouchers is Specsavers. The vouchers on redemption cover the cost of the eye test and dependant on circumstance may pay a contribution towards the cost of corrective eye wear.
- 5.5 The Specsavers eye test vouchers include two types of Vouchers. A computer Visual Display Units (VDU) vouchers and the Driver's eye care vouchers. Driver's vouchers were issued to any Council officer that use any Council fleet vehicle as part of their duties. The levels of vouchers can naturally vary due to personal circumstances such as an employee eye condition, officer discomfort and possible changes in vision, optometrists and other sources. The number of vouchers issued are known to be lower than expected as some officers choose not to attend Specsavers and use other opticians that the Council does not provide financial support for.

## **6. Inspections and Audits**

- 6.1 The HSEPO completed planned and unannounced periodic inspections in 2019/20. These activities identified both good and improvement areas. For example, the HSEPO on identifying unsafe plant and working practices provided advice on addressing the issues and recommended remedial action. In extreme circumstances, the work activities were suspended or escalated to management.
- 6.2 The HSEPO assisted with five internal audits conducted by the Council's internal auditors. In addition, the Council uses an external contractor to audit all five centres in Leisure Services. The resource previously directed to audit the leisure centres is now utilised by the HSEPO to conduct audits in other service areas audited on a reduced cycle such as civic-based service areas.
- 6.3 The HSEPO completed seven internal H&S audits in 2019/20. The Covid-19 emergency, delayed the completion of the last H&S audit report of the year.
- 6.4 H&S audit grading has five grade descriptors available. They range from Excellent to Poor standard descriptors. The HSEPO sets the bar high on purpose for achieving excellent grades to drive higher standards.
- 6.5 The H&S Audit Grade descriptors for each grade are shown below as well as the colour coded system used.

Excellent
Good standard
Satisfactory standard
Unsatisfactory
Poor

6.6 The below table shows the service area and departments audited during 2019/20 and the rating achieved.

Service area / department audited	Rating
Customer services, Communications & IT (All departments)	Unsatisfactory
PASC – Cemeteries Department	Unsatisfactory
Public Protection - Neighbourhood Warden team	Unsatisfactory
Property services - Building services	Unsatisfactory
PASC - Pet Cremation	Unsatisfactory
Community Relations (All departments)	Good standard
Revenues and Welfare (All departments)	Unsatisfactory

6.7 The Council has now adopted a more stringent methodology for audit scores and as a result this has provided a higher number of results classified as unsatisfactory. In addition, Customer services and Communications was the first audit to go through the new iAuditor software questionnaire process. Please also refer to Appendix 3 for risk rating assurance assessments and direction of change between 2014/15 to 2019/20.

6.8 H&S audits in past years have been conducted on a largely risk-based approach. Generally, service areas based in the civic centre have been assessed as low risk. However, it is clear from the audit results, that the balance of the audit cycle was not quite right.

## 7. Joint Consultation

7.1 Three Corporate Health and Safety (CHAS) Group meetings were held in quarters 1, 2 and 3, with the exception of quarter 4 due to resourcing the Covid-19 emergency response effort. A briefing note was issued by the HSEPO for every quarter in 2019/20.

7.2 CHAS meetings are important consultation sessions with the workforce via CHAS representatives and the UNION safety representative. Every department has a CHAS representative that attends and represents their service.

## **8. Partnerships**

- 8.1 The HSEPO is currently the secretary for the Nottinghamshire Risk Management Group (NRMG). The NRMG is a group of H&S practitioners from across Nottinghamshire, two Derbyshire local authorities areas and two other non-local authority organisations. This is a valuable group for networking and sharing good practice and learning. The NRMG members also provide mutual aid request assistance.
- 8.2 To enable continued competent advice to the Council, the HSEPO maintained his H&S professional membership with the Institute of Occupational Safety and Health (IOSH). During 2019-20 the HSEPO was progressing towards attaining Chartered status. The HSEPO also maintained his full membership of the International Institute of Risk and Safety Management (IIRSM); with designatory letters of MIIRSM. The Council is a Corporate Member of The Royal Society for the Prevention of Accidents (RoSPA).

## **9. Summary of Key Achievements**

- 9.1 Achieved the highest officer attendance at the annual health promotion (Health fair 2019/20).
- 9.2 The Council has invested £117,500 into H&S risk mitigation measures (between 2015/16 and 2019/20), of which £23,000 was committed in 2019/20.
- 9.3 The Volunteer Policy was approved during 2019/20. This work was expedited to support the Covid-19 Humanitarian assistance 'Giving for Gedling' response.
- 9.4 The HSEPO through his working relationships internally and externally lead the project to procure an emergency high volume pump and trailer for flood emergencies for Colwick quays. The HSEPO worked with colleagues to develop the pump specification, procure, arrangements for training and instructions for deployment and established ongoing servicing. This also included the activation protocols between the Environment Agency, County Council and our emergency team. The procedures include river level gauge monitoring and understanding when the asset is activated, deployed and when it is stood-down.
- 9.5 The HSEPO attended a Display Screen Equipment risk management course at the Health and Safety Laboratory in September 2019. This provided a valuable opportunity to review DSE assessment processes and templates. Bringing these documents up to current best practice standards.

- 9.6 The Community Relations service area H&S audit report demonstrated that H&S had become firmly embedded as a priority within the service. Effective H&S management required prioritised resource. Following past learning in asbestos and legionella control, the Service Manager put H&S as the heart of personal development of the team and the delivery of high risk functions. This has clearly delivered positive results.
- 9.7 In addition, progress has been made at Killisick Community Centre, where a Children's Centre is based, with Nottinghamshire County Council and Nottinghamshire Healthcare Trust referring to it as one of the best managed sites in the County for H&S.
- 9.8 The HSEPO reviewed and updated the following corporate H&S Guidance in 2019/20:
1. Display Screen Equipment.
  2. Legionella.
  3. Client officer and Construction management.
  4. COSHH.
- 9.9 Two lone working reviews were completed by the HSEPO.
- 9.10 A review of Occupational health surveillance clinic feedback findings was completed by the HSEPO
- 9.11 H&S audits saw the introduction of iAuditor software. This now provides a consistent benchmarking tool and a percentage score for H&S audit scores.

## **10. Planned Activity for 2020/21**

- 10.1 Due to significant emergency planning and business continuity commitments, the HSEPO work plan objectives will be much reduced in 2020/21. This will include:
- A review of the H&S Policy and the H&S management system,
  - Accident and incident investigations as well statutory reporting to the HSE,
  - H&S training delivery,
  - Audits, inspections and site visits to support Council functions,
  - Occupational health delivery and sourcing a new provider,
  - Corporate Guidance and instruction delivery,
  - H&S Software management (AssessNET and Lone working software),
- 10.2 All service areas and departments will be required to complete an Annual Statistical return and declaration for their departmental risk assessments.
- 10.3 To support the audit of the internal Health and Safety function to be conducted by the Council's internal auditors and answer follow-up enquiries to the previous audits.

## 11. Risk

- 11.1 The Corporate Risk Register specifically includes 'Failure to Protect Staff, including Health and Safety'. Which was amber at year end with a target risk rating of green. This was predominately to implement emergency evacuation templates and at the end of 2019/20 to implement 'Covid Secure' risk assessments for re-occupation of Council premises and reinstatement of services. Officers are engaged in assessing all of the potential risks, any ineffective systems, processes and equipment that can present danger to individuals or groups of employees. This is particularly relevant for service delivery and the associated health and safety and financial impacts. Officers will determine how these can be mitigated and managed.
- 11.2 The HSEPO will continue to identify risk. Once the risk is identified, it will be prioritised for action and managed accordingly. These risks will be managed through the Risk Management Strategy and Framework, departmental risk register and work plans. Several risks were identified in 2019/20. Recommendations have and are to be made to the Senior Leadership Team to address these known and emerging risks.
- 11.3 In 2019/20, a large amount of resource was directed to Brexit emergency preparedness, as well as several significant emergency response and recovery events including flooding in June, August and November 2019 along with Storm Ciara and Storm Dennis in February 2020 and latterly the Covid-19 significant emergency response. HSEPO was the lead officer for implementing the flood relief community and hardship grants and implementing the flood impact assessments. It is important to highlight, that one of the significant risks for the Council is the unpredictable nature of emergency incidents and the reactive nature of H&S requests. These types of emergencies remain a key risk in being able to achieve the H&S planned objectives of 2020/21.
- 11.4 Health and safety arrangements, such as internal and external facilitated training sessions will be planned and delivered in new Covid secure ways.
- 11.5 Failure of employees to attend H&S training increases the risk to the Council. It is therefore important that attendance is monitored and action taken if it does not improve.

## **12. Conclusions**

- 12.1 In summary 2019/20 was overall a successful year for maintaining the H&S management system with the available resource available. The unpredictable reactive nature of the role was undoubtedly a key factor in maintaining standards and making continual improvements to the H&S management system. These and other factors were monitored closely and where necessary escalated to SLT.
- 12.2 Please refer to Appendix 3 for risk rating assurance assessments, these position assessments provide year on year status comparators and the current year's direction of change.

<b>Health &amp; Safety and Emergency Planning Matters - Executive Functions</b>			
<b>Ref No.</b>	<b>Function</b>	<b>Authorised Officer</b>	<b>Consultation/ Limitation</b>
L1	To make amendments to any Health and Safety Policy or associated documents.	Head of Paid Service	
L2	To make amendments to any Health and Safety Policy or associated documents, which are: a) a minor variation; or b) required to be made to remove any inconsistency, ambiguity or typographical correction; or c) required to be made so as to put into effect any decision of the executive; or d) required to be made so as to reflect any changes in job titles or structural changes.	Health Safety and Emergency Planning Officer	
L3	To agree procedural documents including guidance and protocols setting out processes for the discharge of health and safety/emergency planning functions.	Health, Safety and Emergency Planning Officer	
L4	To suspend any Council activities which are being carried out (whether by Council employees or volunteers/contractors acting on the Council's behalf), which he reasonably believes are in breach of the Health and Safety at Work etc Act 1974 and any other relevant H&S legislation.	Health, Safety and Emergency Planning Officer	Where possible in consultation with the relevant Service Manager
L5	To approve minor updates to the Business Continuity Policy.	Director	
L6	To make amendments to the Business Impact Assessment templates and guidance to ensure they remain fit for purpose.	Health, Safety and Emergency Planning Officer	

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### Appendix 3. Risk definitions and assurance ratings

#### H&S enabler risk definitions

H&S recommendations are categorised, depending upon the level of associated risk, as follows:

Level	Category	Definition
1	High	Action is essential to manage exposure to fundamental risks that could expose the Council and its employees to loss. The majority of the significant risks relating to the area reviewed are not effectively managed.
2	Medium	Action is necessary to manage exposure to significant risks. There are a number of significant risks relating to the area reviewed that are not effectively managed.
3	Low	Action is desirable and should result in enhanced control or better effectiveness in H&S. The risks relating to the objectives of the areas reviewed are reasonably managed and are not cause for major concern.

**Summary overview of all H&S enabler types (year on year risk assessment performance)**

Risk No.	Risk type	Inherent Risk Assessment	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20 Current	Direction 19/20 (Improving, no change, or deteriorating)
1	Safety guidance, assistance & legislation	Very High	Low	Low	Medium	Medium	Medium	Medium	No change
2	Safety training delivery	High	Medium	Medium	Medium	Medium	Medium	Medium	No change
3	Safety Audits, Inspections and visits	Medium	Low	Medium	Low	Low	Low	Medium	Deteriorated
4	Accidents, Incidents, Investigations and learning	High	Medium	Medium	Medium	Medium	Low	Low	Improved
5	Occupational Health & promotion	High	Low	Medium	Medium	Medium	Medium	Medium	No change

## Assurance assessments comparing last two immediate financial years

### 1. Health and Safety Guidance, assistance and changes to H&S legislation

#### Assurance statements

The outlook in this area remains positive and is tracking towards a low risk rating. The Annual H&S declaration was a very useful exercise to raise awareness of the profile of risk assessments across the Council.

#### Assurance Assessment

Inherent risk rating	<b>Very High</b>	Increase (FFI/ sentences/ fines) and a Very High inherent risk
Residual risk rating 2019/20	<b>Medium</b>	

**Residual Risk Direction:** No change



### 2. H&S training delivery

#### Assurance statement

This year's risk rating remains unchanged. HSEPO has delivered a comprehensive training plan. However, there remains gaps in training logs and varying levels of attendance. H&S training requirements are not optional and mandatory training needs to be attended to satisfy our legal duties. It remains essential that all colleagues attend the right H&S course at the right times and that on the job training is being refreshed, despite busy work commitments. It is up to management to ensure that all colleagues requiring H&S training are trained and released from workplaces to attend.

#### Assurance Assessment

Inherent risk rating	<b>High</b>	No change to inherent risk
Residual risk rating 2019/20	<b>Medium</b>	

**Residual Risk Direction:** No change



### 3. H&S Audits, Inspections and Site visits

#### Assurance Statement

This year's risk rating has slightly deteriorated due to the results of the audits conducted. At this point, there is not a full suite of audits for the whole Council, therefore it would be premature to provide a completely conclusive assessment. A general observation is regarding the quantity and quality of service area departmental inspections. The new iAuditor software was introduced for H&S internal audits. With Leisure services now using an external contractor to audit their service, this released resource to audit civic-based service areas.

#### Assurance Assessment

Inherent risk rating	Medium	No change to inherent risk
Residual risk rating 2019/20	Medium	

**Residual Risk Direction:** Deteriorated



### 4. Accidents, Incidents, Investigations and learning

#### Assurance statement

A strong level of usage and improvements in reporting, as well as the quality and quantity of near miss and hazard reports have seen the Council's overall performance reach a tentative low risk rating. As stated last year it was a realistic expectation that once the new AssessNET reporting was fully embedded, the residual risk rating would improve.

#### Assurance Assessment:

Inherent risk rating	High	No change to the inherent risk
Residual risk rating 2019/20	Low	

**Residual Risk Direction:** Improving



## 5. Occupational Health and promotions

### Assurance statement

The residual risk has slightly deteriorated but remains at medium risk rating due to current controls. The HSEPO has worked hard to maintain compliance and achieved some significant work streams during the temporary administration support. However, significant periods of high support requests and external factors have also affected this risk area. The temporary assistance has now also ceased.

### Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2019/20	Medium	

**Residual Risk Direction:** No change



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## Report to Cabinet

**Subject:** Authority Monitoring Report April 2019 – March 2020

**Date:** 12<sup>th</sup> November 2020

**Author:** Service Manager - Planning Policy

### Wards Affected

Borough-Wide

### Purpose

This report is to inform Cabinet of Gedling Borough Council's Authority Monitoring Report April 2019 – March 2020.

### Key Decision

This is not a Key Decision.

### Recommendation(s)

#### THAT:

- 1) Cabinet receives and notes the content of the Authority Monitoring Report April 2019 – March 2020.

### 1 Background

- 1.1 The Authority Monitoring Report is prepared annually and the updated version covers the period 1 April 2019 to 31 March 2020.
- 1.2 The monitoring report contains information on the implementation of the Local Development Scheme and the extent to which the policies are being successfully implemented. The report also provides a baseline of information for the Borough.

1.3 The updated Authority Monitoring Report is attached as **Appendix A**.

1.4 Key updates in Gedling Borough in 2019/20 include:-

#### **Local Plan Delivery and Monitoring**

- All policies of the Aligned Core Strategy (Part 1 Local Plan) and the Local Planning Document (Part 2 Local Plan) are being implemented and monitored through this Authority Monitoring Report to inform future plan preparation.
- Progress has been made on the preparation of the Greater Nottingham Strategic Plan (GNSP) in conjunction Nottingham City, Broxtowe and Rushcliffe Councils. The Growth Options consultation took place in mid-2020. A joint evidence base is being prepared also in conjunction with Ashfield District Council and Erewash Borough Council, where appropriate. The GNSP will supersede the Aligned Core Strategy (Part 1 Local Plan).
- The Council continues to fulfill the Duty to Co-operate with neighbouring authorities as set out in Section 3.
- The Council adopted an updated Statement of Community Involvement (September 2019).

#### **Neighbourhood Plans**

- All policies specified in the Neighbourhood Plans for Burton Joyce, Calverton, Papplewick and Linby (adopted May 2019) are being implemented.

#### **Supplementary Planning Documents and Guidance**

- The Council adopted the Willow Farm Development Brief as informal planning guidance (December 2019).

## **2 Proposal**

2.1 To ask Cabinet to note the content of the Authority Monitoring Report April 2019 – March 2020.

## **3 Alternative Options**

- 3.1 Not to produce an Authority Monitoring Report. Regulation 34 of the Town and Country Planning (Local Planning)(England) Regulations 2012 require local planning authorities to produce a monitoring report. The report contains information on the implementation of the Local Development Scheme and the extent to which the policies are being successfully implemented.

#### **4 Financial Implications**

- 4.1 Implications for officer time for monitoring indicators in the Aligned Core Strategy and Local Planning Document which is contained within existing budgets.

#### **5 Legal Implications**

- 5.1 Regulation 34 of the Town and Country Planning (Local Planning)(England) Regulations 2012 require local planning authorities to produce a monitoring report.

#### **6 Equalities Implications**

- 6.1 An Equalities Impact Assessment has already been undertaken on the council's policies through the assessment of the adopted version of the Local Plan. The Authority Monitoring Report monitors the effectiveness of these policies.

#### **7 Carbon Reduction/Environmental Sustainability Implications**

- 7.1 The document monitors policies of the Local Plan which will help to protect the environment and respond to climate change.

#### **8 Appendices**

- 8.1 Appendix A – Authority Monitoring Report April 2019 – March 2020.

#### **9 Background Papers**

9.1 None

## 10 Reasons for Recommendations

10.1 To inform Cabinet of the Authority Monitoring Report.

### Statutory Officer approval

<b>Approved by:</b>	Alison Ball
<b>Date:</b>	30 October 2020
<b>Chief Financial Officer</b>	

<b>Approved by:</b>	Francesca Whyley
<b>Date:</b>	16 October 2020
<b>On behalf of the Monitoring Officer</b>	

# **Authority Monitoring Report:**

**April 2019 – March 2020**

**(October 2020)**

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# **1. Introduction**

- 1.1.** This Authority Monitoring Report is based upon the monitoring period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.
- 1.2.** The Authority Monitoring Report is required under Regulation 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012<sup>1</sup>.
- 1.3.** The National Planning Practice Guidance states that local planning authorities must publish information at least annually that shows progress with Local Plan preparation, reports any activity relating to the duty to cooperate and shows how the implementation of policies in the Local Plan is progressing.
- 1.4.** All of the monitoring indicators included in this report and their origins are set out in **Appendix 1**.

## Key Updates in Gedling Borough in 2019/20

### **Local Plan Delivery and Monitoring**

- All policies of the Aligned Core Strategy (Part 1 Local Plan) and the Local Planning Document (Part 2 Local Plan) are being implemented and monitored through this Authority Monitoring Report to inform future plan preparation.
- Progress has been made on the preparation of the Greater Nottingham Strategic Plan in conjunction Nottingham City, Broxtowe and Rushcliffe Councils. The Growth Options consultation took place in mid-2020. A joint evidence base is being prepared also in conjunction with Ashfield District Council and Erewash Borough Council, where appropriate. The Greater Nottingham Strategic Plan will supersede the Aligned Core Strategy (Part 1 Local Plan).
- The Council continues to fulfill the Duty to Co-operate with neighboring authorities as set out in Section 3.
- The Council adopted an updated Statement of Community Involvement (September 2019).

### **Neighbourhood Plans**

- All policies specified in the Neighborhood Plans for Burton Joyce, Calverton, Papplewick and Linby (adopted May 2019) are being implemented.

### **Supplementary Planning Documents and Guidance**

- The Council adopted the Willow Farm Development Brief as informal planning guidance (December 2019).

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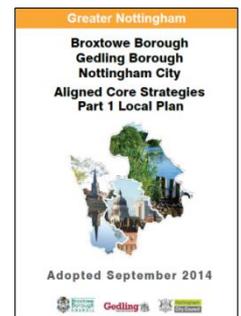
<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2012/767/regulation/34/made>

## **2. Development Plan Documents**

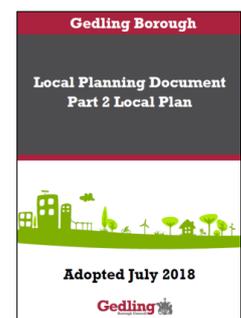
- 2.1.** Development Plan Documents set out the local planning policies for development in the area and comprises the Local Plan, Supplementary Planning Documents and Guidance, and Neighbourhood Plans. The Development Plan for Gedling Borough is summarised below.

### **Local Plan**

- 2.2.** Greater Nottingham Aligned Core Strategy (Part 1 Local Plan)<sup>2</sup>  
The Aligned Core Strategy was adopted in September 2014 and was prepared in conjunction with Nottingham City Council and Broxtowe Borough Council and in close co-operation with Erewash Borough Council and Rushcliffe Borough Council. In 2015, the Councils won the 'Plan of the Year' award by the Royal Town Planning Institute in recognition of their joint working. The document sets out the strategic policy direction for future development in Gedling Borough.



- 2.3.** Gedling Borough Local Planning Document (Part 2 Local Plan)<sup>3</sup>  
The Local Planning Document was adopted in July 2018 and superseded the Gedling Borough Replacement Local Plan (2005). The document sets out policies for the assessment of planning applications and site specific policies and allocations for new housing, employment, retail, community facilities, recreation and open space, nature conservation and other land uses.



### **Supplementary Planning Documents and Guidance**

- 2.4.** Councils may produce Supplementary Planning Documents (SPD) or guidance to support Local Plan policies. SPDs and guidance can be thematic or site specific and are a material consideration for determining planning applications. The following have been adopted in Gedling Borough and are available on the website<sup>4</sup>:-

#### **Development Brief SPDs/ Informal Guidance**

- Development brief for three sites to the north east of Arnold (January 2019)
- Top Wighay Farm Development Brief SPD (February 2017)
- Dark Lane, Calverton, Development Brief SPD (July 2008)
- Gedling Colliery and Chase Farm Development Brief SPD (June 2008)
- Willow Farm Development Brief informal guidance (December 2019)

#### **Topic Based SPDs/ Guidance**

- Air Quality and Emissions Mitigation Guidance (2019)

<sup>2</sup> [www.gedling.gov.uk/acs](http://www.gedling.gov.uk/acs)

<sup>3</sup> [www.gedling.gov.uk/lpd](http://www.gedling.gov.uk/lpd)

<sup>4</sup> [www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/adoptedlocalplanandpolicydocuments/supplementaryplanningdocumentsandguidance/](http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/adoptedlocalplanandpolicydocuments/supplementaryplanningdocumentsandguidance/)

- Planning Obligations Protocol (guidance) (June 2014)
- Parking Provision for Residential Developments SPD (May 2012)
- Affordable Housing SPD (December 2009)
- Open Space Provision for New Housing Development SPG (guidance) (November 2001)

## **Neighbourhood Planning**

**2.5.** Neighbourhood Plans are prepared and approved by the local community and set out planning policies for the specified neighbourhood area. There are currently four neighbourhood areas in Gedling Borough and more information is available on the Council's website<sup>5</sup>. The following progress has been made on each neighbourhood plan:-

- Burton Joyce Neighbourhood Plan – Approved by referendum on 29<sup>th</sup> November 2018 (94% 'YES' vote) and 'made' on 10<sup>th</sup> January 2019.
- Calverton Neighbourhood Plan – Approved by referendum on 30<sup>th</sup> November 2017 (94.63% 'YES' vote) and 'made' on 31<sup>st</sup> January 2018.
- Linby Neighbourhood Plan – Approved by referendum on 2<sup>nd</sup> May 2019 (92% 'YES' vote) and 'made' on 27<sup>th</sup> July 2019.
- Papplewick Neighbourhood Plan – Approved by referendum on 5<sup>th</sup> July 2018 (91.34% 'YES' vote) and 'made' on 6<sup>th</sup> September 2018.



**2.6.** Neighbourhood Development Orders are prepared and approved by the local community and grant planning permission for specific types of development in specific neighbourhood area. No such orders have been adopted or are being prepared in Gedling Borough.

## **Statement of Community Involvement**

**2.7.** The Statement of Community Involvement sets out the Borough Council's approach towards community consultation on planning applications and

<sup>5</sup>[www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/neighbourhoodplans](http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/neighbourhoodplans)

emerging planning policy documents. The document was last updated in September 2019 and is available on the Council's website<sup>6</sup>.

## **Local Development Scheme**

**2.8.** The Local Development Scheme sets out the Council's programme for preparing documents that will form part of the Local Plan, was last updated in January 2019, and is available on the website<sup>7</sup>. The Local Development Scheme sets out the below timetable for the preparation of the Greater Nottingham Strategic Plan:

<b>Table 1: Gedling Borough Local Development Scheme Timetable</b>	
<b>Stage</b>	<b>Dates</b>
Starting Evidence Base	September 2018
Consultation on SA scoping report	June 2019
Consultation on Growth Options	September 2019
Draft Publication Consultation	March 2020
Publication of Submission Document	September 2020
Submission of document and sustainability appraisal to Secretary of State	January 2021
Independent Examination Hearings (if required).	June 2021
Adoption	December 2021
Post production (monitoring and review mechanisms)	Ongoing

**2.9.** It was not possible to meet the timetable for 'Consultation on Growth Options' due to unanticipated delays in the Part 2 Local Plan examinations for Broxtowe, Nottingham City and Rushcliffe. Events elsewhere in the Country (the Inspectors for the West of England Plan have recommended it be withdrawn from examination) have also highlighted the importance of ensuring the early part of plan making is thoroughly evidence based, and that the Regulation 18 consultation (Options) is open and transparent, with a clear audit trail of how the preferred growth strategy has been arrived at. Restrictions on working practices affecting both the participating councils and consultants undertaking evidence work as a result of the Coronavirus pandemic have also contributed to delays. Significant progress is now being made and consultation on the Growth Options document took place between 6<sup>th</sup> July and 14<sup>th</sup> September 2020.

<sup>6</sup><http://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/documents/GBC%20SCI%20FINAL%202019.pdf>

<sup>7</sup><http://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/documents/FINAL%20GBC%20LDS%20February%202019.pdf>

## **3. Duty to Co-operate**

**3.1** The Duty to Co-operate was introduced in the Localism Act 2011 and progress is annually reported through the Authority Monitoring Report.

### **Local Planning Authorities**

- 3.2** The Council has undertaken the following Duty to Co-operate actions:-
- The Council is preparing the joint Greater Nottingham Strategic Plan with Nottingham City, Broxtowe, and Rushcliffe Councils. Consultation was undertaken on the Growth Options document between July and September 2020, which comprises the first formal stage of plan preparation. A joint evidence base is being prepared, some elements in conjunction with other Nottinghamshire authorities including Ashfield and Erewash Councils.
  - The Aligned Core Strategies (2014) were adopted in partnership with Nottingham City, Broxtowe, Erewash and Rushcliffe Councils.
  - The Planning Obligations Protocol (2014) sets out how cross boundary impacts will be addressed through S106 contributions and/or CIL.
  - The Inspector's Report on the Gedling Borough Council Local Planning Document: Part 2 Local Plan (June 2018) confirmed that the legal requirements of the Duty to Co-operate had been met.
  - Gedling Borough Council has worked with the Greater Nottingham authorities to prepare a joint statement of common ground, in accordance with Paragraph 27 of the National Planning Policy Framework. This was submitted to the Ministry of Housing, Communities and Local Government in late 2018 and a response is awaited.
  - The Greater Nottingham authorities facilitated a housing delivery workshop to consider barriers to the delivery of housing in the light of a significant stock of planning permissions for housing led development. Following this workshop, a development protocol, building on good practice already taking place across Greater Nottingham providers to deliver high quality, sustainable development was endorsed by Joint Planning Advisory Board and will be adopted and implemented by the partner Councils. Subsequent housing delivery workshops have been facilitated to consider barriers to housing delivery and to explore how to raise the environmental sustainability standard of housing developments.
  - The Greater Nottingham Authorities have prepared the joint Strategic Housing Land Availability Assessment (SHLAA) methodology report to facilitate consistency in the area.

### **Statutory Consultees**

**3.3** Gedling Borough Council has an ongoing collaborative relationship with statutory consultees, including the Environment Agency, Natural England, Historic England, the Highways Authority, Highways England, the Homes England and other key partners. Discussions with these organisations informed the evidence base supporting the Aligned Core Strategy (Part 1 Local Plan) and the Local Planning Document (Part 2 Local Plan) and neighbourhood plans. This includes taking a collaborative approach towards Sustainability

Appraisal, Habitats Regulations Assessment, site allocations and evidence base document where relevant. The Council continues to consult statutory consultees on plan-making matters and relevant planning applications.

## 4. Demographics of Gedling Borough

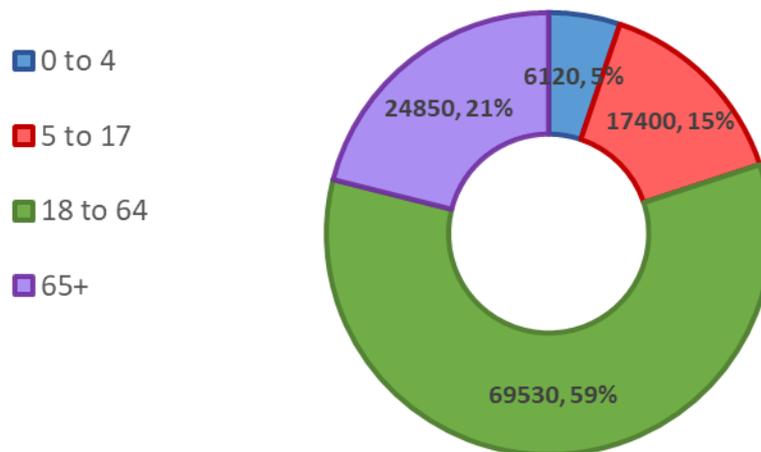
4.1. This section is informed by the 2011 Census which provides demographic information about Gedling's population and is updated every 10 years<sup>8</sup>. The government publishes population mid-estimates annually.

### Population

4.2. Key statistics about Gedling Borough's population are:-

- The population mid-2019 estimate was 117,900 compared with 113,700 in 2011 (+3.7%).
- According to 2018 based projections, the population of Gedling Borough is predicted to increase to 125,200 by 2030 and 130,100 by 2040.
- The gender split is 49% male (57,400) and 51% female (60,500).
- The Borough has an ageing population (65+) with 24,800 elderly residents in 2019 compared with 21,200 in 2011 (+17%). The Boroughs population split by age is shown in Chart 1 below.

**Chart 1: Gedling Borough population by age (mid 2019 estimate)**



### Deprivation

4.3. Gedling Borough has seen a gradual improvement in overall Index of Multiple Deprivation score from 15.29 in 2010 to 14.89 in 2019. In 2015, Gedling Borough Council had a national deprivation ranking of 207 out of the 317 Districts in England. The three most deprived wards are Netherfield, Daybrook and Cavendish.

### Ethnicity

4.4. Table 2 below shows the mix of ethnicities in Gedling Borough, according to the 2011 Census:-

<sup>8</sup> <https://www.ons.gov.uk/census/2011census>

**Table 2: Ethnic demographic information in Gedling Borough**

Ethnicity	Percentage
White: English/Welsh/Scottish/Northern Irish/British	90.3 %
White: Irish	0.8 %
White: Gypsy or Irish Traveller	0 %
White: Other White	1.9 %
Mixed/multiple ethnic group: White and Black Caribbean	1.3 %
Mixed/multiple ethnic group: White and Black African	0.2 %
Mixed/multiple ethnic group: White and Asian	0.5 %
Mixed/multiple ethnic group: Other Mixed	0.3 %
Asian/Asian British: Indian	1.2 %
Asian/Asian British: Pakistani	0.8 %
Asian/Asian British: Bangladeshi	0.1 %
Asian/Asian British: Chinese	0.4 %
Asian/Asian British: Other Asian	0.5 %
Black/African/Caribbean/Black British: African	0.3 %
Black/African/Caribbean/Black British: Caribbean	1.0 %
Black/African/Caribbean/Black British: Other Black	0.1 %
Other ethnic group: Arab	0.1 %
Other ethnic group: Any other ethnic group	0.2 %

## **5. Monitoring Local Plan Policies**

### **Overview and Interpretation**

**5.1.** This section monitors the implementation of the Local Plan against the monitoring indicators set out in the policies of the Greater Nottingham Aligned Core Strategies (Part 1 Local Plan) (ACS) and the Gedling Borough Local Planning Document (Part 2 Local Plan) (LPD). The Part 1 and Part 2 Local Plans were underpinned by a Sustainability Appraisal Monitoring Framework (SA) which included further monitoring indicators. All of the monitoring indicators and their origins are set out in **Appendix 1**.

**5.2.** The monitoring is split into the following planning topics:-

- Climate Change, Flood Risk and Water Management
- Environmental Protection
- Green Belt
- Natural Environment
- Open Space and Recreational Facilities
- Historic Environment
- Design
- Homes
- Retail and Community Facilities
- Transport
- Infrastructure and Developer Contributions

**5.3.** The relevant monitoring indicators are referenced and highlighted yellow throughout, and can be cross-referenced with Appendix 1:-

#### **Monitoring Indicators: ACS Policy & SA / LPD Policy & SA**

**5.4.** Reporting for each monitoring indicator will depend on the type of information available. Generally information is recorded with reference to the **monitoring period** (1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020) and the **base period** (2011, the start of the plan period for the Part 1 and Part 2 Local Plans). Where indicators have not been reported the reasons for this are explained. Some indicators include a more comprehensive time-lapse depending on the nature of the information.

## **Climate Change, Flood Risk and Water Management**

### **Energy/ Climate Change**

- 5.5.** Appendix 1 sets out that the Council will monitor renewable energy schemes; energy use by type and carbon dioxide emissions.

#### **Monitoring Indicators: ACS Policy 1 & SA 9, 10 / LPD Policy 1, 2 & SA 10, 11**

- Since 2011 planning permission has been granted for several private renewable energy schemes (Table 3).
- Between 2011 and 2018 in Gedling Borough, there was a decrease in average domestic electricity and gas use, a decrease in average industrial/commercial electric use and an increase in average industrial/commercial gas use (Table 4)<sup>9 10</sup>.
- Between 2011 and 2017, there was a decrease in energy consumption deriving from coal, manufactured fuels, electricity and an increase in energy consumption deriving from petroleum, gas and biofuels (Table 5)<sup>11</sup>.
- Between 2011 and 2018 the total carbon dioxide emissions per capita has reduced from 4.5 to 3.6 tonnes of CO<sub>2</sub> (Table 6)<sup>12</sup>.

**Table 3: Planning permissions granted for renewable energy schemes by type since 2011**

<b>Wind Turbines</b>
Single wind turbine with a generating capacity of 330 kW in Woodborough (2011/12)
Single wind turbine with generating capacity of 0.1mw at Burntstump landfill site in Calverton (2012/13)
Single wind turbine with a generating capacity of 2.5mw at Severn Trent Water site in Stoke Bardolph (2013/14).
Single wind turbine with a generating capacity of 0.5mw at Barracks Farm in Papplewick (2014/15)
Single wind turbine with a generating capacity of 1.5mw at Newstead and Annesley Country Park (2015/16).
<b>Solar</b>
Solar PVs installed at Council assets – Civic Centre, Jubilee House, the Depot and Richard Herrod Centre (2011/12).
Solar photovoltaic (PV) farm with an installed electricity generation capacity of 5.5 MWp (p-peak production) generating approximately 5,000,000 kWh of electricity per annum, on part of the former Gedling Colliery site (2014/15).
A 100kW Solar PV array at Little Tythe Farm, Blidworth Lane (2015/16).
Erection of a 4MW PV Solar Farm and associated infrastructure in Calverton (2016/17).
Solar PVs installed at Council assets - Visitor Centre at Gedling Country Park (2016/17).

<sup>9</sup> <https://www.gov.uk/government/collections/sub-national-gas-consumption-data>

<sup>10</sup> <https://www.gov.uk/government/collections/sub-national-electricity-consumption-data>

<sup>11</sup> <https://www.gov.uk/government/collections/total-final-energy-consumption-at-sub-national-level>

<sup>12</sup> <https://www.gov.uk/government/collections/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics>

<b>Biofuel</b>
Chimney for biomass boiler at Calverton Fish Farm (2010/11)
Biogas boilers at Sherwood Lodge Police HQ (2014/15)
Biomass boilers to provide up to 120kW energy at Charnwood Court Nursing Home (2017/18)

**Table 4: Average electricity and gas use per meter in kilowatt hours (kWh)**

	Electricity use per meter:		Gas use per meter:	
	Domestic users	Industrial/commercial users	Domestic users	Industrial/commercial users
2011	3,986	61,662	15,529	880,835
2018	3,612	50,783	14,468	981,629

**Table 5: Energy consumption by type in gigawatt hours (GWh)**

	Coal	Manufactured fuels	Petroleum products	Gas	Electricity	Bioenergy & wastes
2011	10.3	47.4	427.1	1,053.2	359.2	17.7
2017	6.2	32.9	430.0	1,067.0	344.2	28.0

**Table 6: Carbon dioxide emissions estimates: industry, domestic and transport sectors (tonnes of CO2 per capita)**

	Industry and commercial	Domestic	Transport	Total (t CO2) per capita
2011	165.6	244.0	103.0	4.5
2018	141.1	189.6	102.4	3.6

### Flooding and Water Quality

- 5.6.** Appendix 1 sets out that the Council will monitor the number of planning permissions implemented against Environment Agency and Local Lead Flood Authority advice, the number of developments incorporating Sustainable Urban Drainage Systems (SuDS) and the area of and number of households within Flood Zone 2 and 3.

### **Monitoring Indicators: ACS Policy 1 & SA 8 / LPD Policy 3, 4, 5, 6 & SA 8, 9**

- Zero planning permissions have been granted contrary to Environment Agency or Local Lead Flood Authority advice (including advice on flood risk, water quality and aquifers) since 2011<sup>13</sup>. Where objections from statutory bodies are received the Council takes due regard and technical matters would be satisfied by a planning condition upon granting permission.
- There has been an increase of 22.23 ha of land and 407 houses within Flood Zone 2 or 3 (Table 7).
- All large developments granted planning permission since 2011 have either incorporated Sustainable Drainage Systems or a condition was attached to

<sup>13</sup> <https://www.gov.uk/government/publications/environment-agency-objections-to-planning-on-the-basis-of-flood-risk>

the decision requiring details for the disposal of surface water to be approved before commencement of the development in accordance with the Council's standard approach.

<b>Table 7 – Area and households within Flood Zones 2 and 3</b>		
<b>Year</b>	<b>Area in Flood Zone 2 or Flood Zone 3</b>	<b>Number of households in Flood Zone 2 or Flood Zone 3</b>
2011	1,189.47 ha	4,600
2018	1,206.00 ha	n/a
2019	1,232.00 ha	5,033 (of which 3,681 in FZ3)
2020	1,211.70 ha	5,007 (of which 3,682 in FZ3)

### Waste Facilities

- 5.7.** Appendix 1 sets out that the Council will monitor the number of new waste management facilities by type.

### **Monitoring Indicators: ACS SA 9, 10 / LPD SA 10, 11**

- 5 new waste management facilities have been granted planning permission by Nottinghamshire County Council as waste authority since 2011 (Table 8)<sup>14</sup>.

<b>Table 8: Planning permissions granted for waste management facilities since 2011</b>	
<b>Site</b>	<b>Planning Permission Details/ Status</b>
Private Road No 2, Colwick Industrial Estate (2011/12)	Change of use of land and buildings for a waste management facility to handle wastes including metals, end of life vehicles and their associated parts including plastics & waste electrical components, aggregates and non-hazardous wastes.
Private Road No.4, Colwick Industrial Estate (2013/14)	Development of an anaerobic digestion facility. This is understood to be operational but may not be working at full capacity.
Land to the north of Stoke Lane, Stoke Bardolph (2017/18)	Change of use of land to accommodate a small sewage pumping station.
Private Road No 2, Colwick Industrial Estate, (2019/20)	Change of use of existing buildings from waste water transfer station and B1, B2 and B8 to plastic recycling.
Gedling Access Road - Land off Arnold Lane, Gedling (2019/20)	Application for habitat enhancement and provision of open space through sustainable use of material arising from the construction of the Gedling Access Road.

<sup>14</sup> <http://www.nottinghamshire.gov.uk/planningsearch/planapprch.aspx>

## **Environmental Protection**

### **Environmental Consultees**

- 5.8.** Appendix 1 sets out that the Council will monitor the number of planning applications approved against the advice of the Council's Public Protection (Scientific) Officer, the Coal Authority and the Health and Safety Executive.

### **Monitoring Indicators: LPD Policy 7, 8, 9, 10**

- Zero planning applications in 2019/20 were approved against the advice of Gedling Borough Council's Scientific Officer, who provides technical advice on land contamination and air quality.
- Zero planning permissions for major development have been granted contrary to advice from the Coal Authority since 2011. Where objections from statutory bodies are received the Council takes due regard and technical matters would be satisfied by a planning condition upon granting permission.
- Zero planning permissions for major development have been granted contrary to advice from the Health and Safety Executive since 2011. Where objections from statutory bodies are received the Council takes due regard and technical matters would be satisfied by a planning condition upon granting permission.

### **Air Quality**

- 5.9.** Appendix 1 sets out that the Council will monitor air quality management and whether development accords with the requirements of the Air Quality and Emissions Mitigation guidance.

### **Monitoring Indicators: LPD Policy 11 & SA 8, 9**

- There is 1 Air Quality Management Area (AQMA) in Gedling Borough. A60 Mansfield Road from its junction with Oxclose Lane and Cross Street south to its junction with Egerton Road in Woodthorpe was designated in April 2011 and an Air Quality Action Plan adopted in 2012.
- In 2019 the Council updated the 'Air Quality and Emissions Mitigation: Guidance for Developers', which sets out borough-wide measures to help reduce vehicle emissions occurring as a result of development. The document is incorporated into Policy LPD 11.
- The Council's Public Protection (Scientific) Officer is consulted where issues of air quality and emissions mitigation arise, and provides technical comments in relation to interpreting the Air Quality and Emissions Mitigation guidance. It is generally the approach that conditions where appropriate, or otherwise advisory notes, are attached to planning decisions where these are requested. The guidance is given weight under Policy LPD 11. Zero planning permissions have been granted where an objection has been raised by the Council's Public Protection (Scientific) Officer.

## **Green Belt**

### **Green Belt Land**

- 5.10.** Appendix 1 sets out that the Council will monitor the percentage of planning permissions granted contrary to policies LPD 13 and LPD 14 (proposals that increase the floor space of an existing building by >50%), the number of homes for rural workers granted planning permission, the location/area of land removed from the Green Belt and progress in producing a Part 2 Local Plan.

#### **Monitoring Indicators: ACS Policy 3 & LPD Policy 13, 14, 16, 17**

- Since the Local Planning Document (Part 2 Local Plan) was adopted, one planning permission has been granted with disproportionate additions above 50% of the original floor space, as set out in Policies LPD 13 and LPD 14. Table 9 sets out the reasons for these.
- Zero homes were granted for planning permission for rural workers in the Green Belt (in accordance with policy LPD 17) in 2019/20.
- Gedling Borough Council adopted the Local Planning Document: Part 2 Local Plan in July 2018. The Part 2 Local Plan released 215 hectares of Green Belt land across the Borough in accordance with Policy 3 of the Aligned Core Strategy. This represents a 2% reduction. 73% of Gedling Borough is now Green Belt (8,794 hectares).

**Table 9: Planning permissions granted for development in the Green Belt with an increase in floor space being over 50%**

Reference	Summary of reason for approval
2018/0569	Extension 104% over original floor space. Very Special Circumstances demonstrated

### **Safeguarded Land**

- 5.11.** Appendix 1 sets out that the Council will monitor the status of Safeguarded Land and why planning permissions (if any) have been granted.

#### **Monitoring Indicators: ACS Policy 3**

- The planning status of each Safeguarded Land site is set out in Table 10.

**Table 10: Planning status of Safeguarded Land (LPD 16)**

Site	Planning Status
Top Wighay Farm, Hucknall	Safeguarded for future development in the Part 2 Local Plan.
Oxton Road/ Flatts Lane, Calverton	Safeguarded for future development in the Part 2 Local Plan.
Moor Road, Bestwood Village	Safeguarded for future development in the Part 2 Local Plan.
Mapperley Golf	Safeguarded (Protected) from future development in the Part 2

Course	Local Plan.
Lodge Farm Lane, Arnold	Safeguarded (Protected) from future development in the Part 2 Local Plan.
Glebe Farm, Gedling Colliery	Safeguarded (Protected) from future development in the Part 2 Local Plan.
Spring Lane, Lambley	Safeguarded (Protected) from future development in the Part 2 Local Plan.

## **Natural Environment**

### **Nationally and Internationally Designated Site and Species**

**5.12.** Appendix 1 sets out that the Council will monitor Sites of Special Scientific Interest (SSSIs), progress on the designation of Special Protection Areas and losses/gains to priority habitats.

#### **Monitoring Indicators: ACS Policy 17 / LPD Policy 18 & SA 6, 7**

- There is 1 SSSI in Gedling Borough (Linby Quarries), the condition of which is 81.24 % 'favourable' and 18.76 % 'unfavourable – no change'<sup>15</sup>. There has been no net change in the monitoring period.
- The prospective Sherwood Forest Special Protection Area (pSPA) has been considered for being formally proposed for designation since prior to the preparation of the Aligned Core Strategy (Part 1 Local Plan). No progress has been made towards formal designation of the pSPA.
- Baseline information on losses/gains in priority habitat is not currently available for Gedling Borough.

### **Locally Designated Sites**

**5.13.** Appendix 1 sets out that the Council will monitor the number, area and net change of Local Nature Reserves and Local Wildlife/ Geological Sites and the number of Local Wildlife Sites under positive conservation management.

#### **Monitoring Indicators: ACS Policy 16, 17 & SA 6, 7 / LPD Policy 18 & SA 6, 7**

- There are 5 Local Nature Reserves in Gedling Borough all of which have a management plan in place (The Hobbucks Management plan recently expired and is being updated) (Table 11). Gedling Country Park was designated as a Local Nature Reserve during the monitoring period.
- Tables 12 and 13 set out the number and area of Local Wildlife Sites in Gedling Borough and the number of those under positive management using Single Data List Indicator 160<sup>16</sup>.
- Table 14 sets out the number and area of Local Geological Sites, which were first identified in 2018.

<sup>15</sup> <https://designatedsites.naturalengland.org.uk/SiteSearch.aspx>

<sup>16</sup> Nottinghamshire Biological and Geological Records Centre

**Table 11: Local nature reserves in Gedling Borough**

Site	Designated	Area (ha)	Management
Gedling House Woods	1992	4.7913	Friends of Gedling House Woods
Gedling House Meadow	2007	5.9287	Friends of Gedling House Woods
Netherfield Lagoons	2007	51.0077	Gedling Conservation Trust
The Hobbucks	2015	9.7907	Gedling Borough Council/ Friends of the Hobbucks
Gedling Country Park	2018	106.77	Gedling Borough Council supported by Friends of Gedling Country Park

**Table 12: Local wildlife sites**

Year	Total sites	Area (ha)
2011	87	1,198.06 ha
2019	86	1,275.37 ha
2020	85	1,284.45 ha

**Table 13: Local wildlife sites under positive management**

Year	Total sites	Sites under positive management	Percentage under positive management
2011/12	68	24	35.3%
2016/17	79	22	27.8%
2018/19	86	N/A	N/A
2019/20	85	N/A	N/A

**Table 14: Local geological sites**

Year	Total sites	Area (ha)
2018	5	20.68 ha

### Woodland and Ancient Woodland

**5.14.** Appendix 1 sets out that the Council will monitor net changes in woodland area and ancient woodland and the number of planning permissions resulting in the loss of ancient woodland.

#### **Monitoring Indicators: ACS SA 6, 7 / LPD Policy 18 & SA 6, 7**

- Forestry Commission statistics on woodland show as at March 2017 there was 1,764.4 hectares of woodland in Gedling Borough. This figure was 1,764.7 hectares in 2014 therefore the net change is negligible. Forestry Commission reports are available online<sup>17</sup>.
- The Forestry Commission recorded approximately 56.8 hectares of ancient woodland in Gedling Borough in 2019<sup>18</sup>. This represents no change during the monitoring period.

<sup>17</sup> <https://www.forestry.gov.uk/inventory>

<sup>18</sup> <http://www.magic.gov.uk/MagicMap.aspx> - it is noted that the ancient woodland inventory is not updated with regularity.

- During the monitoring period no planning permissions have been granted for the removal of trees within designated ancient woodland.

## **Open Space and Recreational Facilities**

### **Open Space – Planning Data**

- 5.15.** Appendix 1 sets out that the Council will monitor the setting of green infrastructure policies in Part 2 Local Plans; the area of new open spaces by type and net change; the number of open spaces and financial contributions towards open spaces secured via Section 106 agreements; the amount of greenfield land lost to new development, and the net change in Local Green Spaces.

#### **Monitoring Indicators: ACS Policy 16 & SA 6, 7/ LPD Policy 20, 21, 22 & SA 2, 6, 7**

- The Local Planning Document (Part 2 Local Plan) includes policies LPD 20 and LPD 21 which seek to protect existing green infrastructure and provide new green infrastructure (10% on sites 0.4 hectares and above).
- Table 15 shows the area of open space in the Borough by type, as recorded by the Council's Parks and Street Care team. It is noted that there is may be some overlap between the categories. The 2018 figure equates to the area of open spaces shown on the Local Planning Document Policies Map.
- Table 16 shows the amount of greenfield land lost to new large development for housing (10 dwellings or more) and other uses.
- New open spaces committed from s106 agreements during 2019/20 are set out in Table 17. The total number of s106 contributions related to open space in 2019/20 was £563,987.52.
- There are 29 Local Green Spaces in Gedling Borough, which are designated through the adoption of a Development Plan (see Table 18). There has been no net loss of designated Local Green Spaces.

**Table 15: Area of open space by type and net change**

<b>Type of Open Space</b>	<b>Area in LPD (2018) (ha)</b>	<b>Net change since 2018</b>
Allotments	24.41	N/A
Amenity greenspaces	112.83	N/A
Cemeteries	26.39	N/A
Green corridors	0.99	N/A
Natural and Semi Natural Urban Green	107.4	N/A
Outdoor sports facility	348.24	N/A
Parks and gardens	446.01	N/A
Play Areas/ Young People	22.09	N/A
Recreation Ground/ Sport	10.18	N/A

**Table 16: Amount of greenfield land (ha) lost to new large development since 2011 (land is considered 'lost' upon commencement of development)**

Year	Site Name	Type	Area lost
2011/12	Ashwater Drive allocation site	Residential	4.58 ha
2012/13	Howbeck Road allocation site	Residential	1.50 ha
	Main Street and Hollinwood Lane, Calverton	Residential	3.76 ha
2013/14	Park Road (Land Fronting), Bestwood Village	Residential	0.29 ha
2014/15	38 homes on part of the Top Wighay Farm strategic site	Residential	1.47 ha
2015/16	No loss		
2016/17	Spring Lane allocation site	Residential	9.88 ha
2017/18	North of Papplewick Lane strategic site	Residential	7.87 ha
2018/19	No loss		
2019/20	199 homes (phase 1) on part of the Teal Close strategic site	Residential	4.80 ha
	66-bedroom care home on the Teal Close strategic site	Residential care home	0.44 ha

**Table 17: New open space committed from s106 agreements (2019/20)**

Site	Area of open space	Maintenance	Off-Site Contributions
Land North West, Park Road, Calverton	-	£129,454.80 in event of adoption of Open Space by Council	£35,000.00 for William Lee Memorial Park, Calverton
Land at Brookfields Garden Centre, Mapperley Plains	-	£28,932.80	£69,160.52 to be used within 2km of the site
Land on Flatts Lane, Calverton	-	LAP or LEAP £60,500.00 Amenity Spaces £13,860.00	LAP or LEAP £133,298.00 Amenity Spaces £44,451.00
Land at Orchard Close, Burton Joyce	-	£15,400.00	£33,930.40 to be used within the village of Burton Joyce

**Table 18: Local Green Spaces in Gedling Borough**

Development Plan	Number of Local Green Spaces designated	Designation date
Gedling Borough Local Planning Document (Part 2 Local Plan)	9	July 2018
Calverton Neighbourhood Plan	4	November 2017
Papplewick Neighbourhood Plan	6 (including 2 duplicates also allocated in the Part 2 Local Plan)	July 2018
Linby Neighbourhood Plan	12	May 2019

## Recreational Open Space and Facilities

- 5.16.** Appendix 1 sets out that the Council will monitor Green Flag awarded open spaces; net changes to Country Parks, and the number of planning permissions for new tourism related accommodation.

### Monitoring Indicators: ACS Policy 16 & SA 3 / LPD Policy 24 & SA 2, 6, 7

- There are three Green Flag awarded parks in Gedling Borough – Arnot Hill Park, Gedling Country Park and Burton Road Jubilee Park (see Table 19).
- There are 5 Country Parks in Gedling Borough – Bestwood Country Park; Burntstump Country Park; Gedling Country Park; Newstead and Annesley Country Park and Newstead Abbey. No changes in designation have taken place during the monitoring period.
- No planning permissions for new tourist accommodation were granted during the monitoring period as shown in Table 20.

**Table 19: Green Flag awarded to open spaces in Gedling Borough since 2011**

Open Space	Award	Management
Arnot Hill Park	Since 2007	Managed by the Council and the Friends of Arnot Hill Park. Completed projects include improvements to the lake, play areas, buildings and security and installation of planting schemes and sculptures.
Gedling Country Park	Since 2016	Managed by the Council supported by the Friends of Gedling Country Park. Completed projects include the play area, café 1899, visitor centre and information, nature trail and sculptures, relocation of the Bee Hives onto the Butterfly walk, Ivan Gollop memorial garden, viewing platforms and extensions to the car park.
Burton Road Jubilee Park	2014-2018 2019	Green Flag awarded summer 2019. A new Friends of Burton Road Jubilee Park group is now involved with the management and development.

**Table 20: New tourist accommodation granted permission since the adoption of the Local Planning Document**

Accommodation Type	Location	Planning Reference
Construct 3 holiday lets	Fairview Farm, Ravenshead	2019/0177
Change of use to 3 holiday apartments	272 Longdale Lane	2018/0174
Proposed hotel	Lakeside, Mansfield Road, Bestwood	2018/0115

## **Historic Environment**

### **Heritage Assets**

- 5.17.** Appendix 1 sets out that the Council will monitor the number of heritage assets by type and area and the number and percentage of heritage assets at risk.

### **Monitoring Indicators: ACS Policy 11 & SA 6, 7 / LPD Policy 26, 27, 28, 29, 30, 31 & SA 3**

- The number of designated and non-designated heritage assets by type in Gedling Borough are:-
  - 195 Listed Buildings (6 Grade I, 15 Grade II\* and 174 Grade II). Two buildings were give Grade II listing status in May and July 2020 (outside the monitoring period)<sup>19</sup>
  - 9 Scheduled Monuments
  - 4 Registered Parks and Gardens
  - 6 Conservation Areas
  - 94 Non-Designated/Locally Listed Heritage Assets (currently identified)
- Recent Listed Building entries are reported on the website<sup>20</sup>.
- Appraisals have been adopted for each Conservation Area<sup>21</sup>. The area covered by each Conservation Areas in Gedling Borough is:-
  - Bestwood Village – 18.85 hectares
  - Calverton – 14.25 hectares
  - Lambley – 24.73 hectares
  - Linby – 25.54 hectares
  - Papplewick – 55.70 hectares
  - Woodborough – 45.43 hectares
- The area of each Registered Park and Garden in Gedling Borough is:-
  - Bestwood Pumping Station – 2.35 hectares
  - Newstead Abbey – 287.33 hectares
  - Papplewick Hall – 46.33 hectares
  - Papplewick Pumping Station – 2.75 hectares
- There are five (out of 214 – 2.3%) designated heritage assets at risk in Gedling Borough<sup>22</sup> and the Council has not identified non-designated heritage assets at risk (Table 21).
- The Council has adopted ‘Non Designated Heritage Assets: Selection Criteria (January 2019)’<sup>23</sup> in order to progress the implementation of Policy LPD 31.

<sup>19</sup> Calverton War Memorial in Calverton designated in May 2020 and the Clock Tower, formerly the general offices of Bestwood Coal and Iron Company in Bestwood Village designated in July 2020.

<sup>20</sup><https://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/heritage/listedandlocallyimportantheritageassets/>

<sup>21</sup><http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/heritage>

<sup>22</sup><https://historicengland.org.uk/advice/heritage-at-risk/search-register/advanced-search>

**Table 21: Heritage assets at risk by type**

Type of Heritage Asset	2012	2020
Listed Buildings	3	3
Conservation Areas	0	0
Scheduled Monuments	1	2
Registered Park and Gardens	0	0
Non-Designated Heritage Assets	0 (not identified)	0 (not identified)

Historic Environment – Planning Data

**5.18.** Appendix 1 sets out that the Council will monitor the number of planning applications approved against Historic England advice and the number of Section 106 contributions to manage or conserve heritage assets.

**Monitoring Indicators: LPD Policy 26, 29, 30 & SA 3**

- No planning applications were approved against Historic England advice.
- Zero Section 106 obligations during the monitoring period related to the management and conservation of heritage assets

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<sup>23</sup><https://www.gedling.gov.uk/heritage-assets>

## Design

### Design

- 5.19.** Appendix 1 sets out that the Council will monitor the density of new development, the number of homes built on residential garden land and progress on setting indicators to improve the standard of design in Part 2 Local Plans.

#### **Monitoring Indicators: ACS Policy 10 / LPD Policy 33, 34**

- The density of new homes delivered on large sites (50 or more dwellings in the urban area and 10 or more dwelling in the rural area) is shown in Table 22. The density policy in the Part 2 Local Plan provides the target of no new development of less than 30 dwelling per hectare, with the exception of no new development of less than 20 dwellings per hectare in Burton Joyce, Lambley, Ravenshead and Woodborough, no new development of less than 25 dwellings per hectare in Bestwood Village, Calverton and Newstead and locations where there is convincing evidence of a need for a different figure.
- Since 1 April 2011, 13% of new homes were constructed on residential garden land (see Table 23).
- The Part 2 Local Plan does not include indicators that monitor the improvement of the standard of design given that there is no framework in place to assess standard of design. The Part 1 Local Plan includes Policy 10 (Design and Enhancing Local Identity) and the Part 2 Local Plan includes policies LPD 32 (Amenity) and LPD 35 (Safe, Accessible and Inclusive Development), all of which are taken into consideration when determining planning applications.

**Table 22: Density of new homes completed on sites of 50 dwellings or more in the urban area and sites of 10 dwellings or more in the rural area (dwellings per hectare) (dph) since 2011**

	Urban area		Burton Joyce, Lambley, Ravenshead and Woodborough		Bestwood Village, Calverton and Newstead	
	No. of dwelling at up to 29 dph	No. of dwelling at 30 dph and over	No. of dwelling at up to 19 dph	No. of dwelling at 20 dph and over	No. of dwelling at up to 24 dph	No. of dwelling at 25 dph and over
2011/12	0	55	0	33	0	46
2012/13	0	158	0	13	3	0
2013/14	0	177	0	0	2	6
2014/15	0	136	0	1	4	77
2015/16	0	52	0	0	2	55
2016/17	0	27	1	12	0	9
2017/18	0	89	0	0	3	11
2018/19	0	163	1	0	0	15
2019/20	0	250	0	0	0	4

<b>Table 23: New homes completed on residential garden land since 2011</b>			
<b>Year</b>	<b>Total (net) completions</b>	<b>Number of completions on garden land</b>	<b>Percentage (%)</b>
2011/12	275	59	21 %
2012/13	227	32	14 %
2013/14	321	35	11 %
2014/15	311	30	10 %
2015/16	174	36	21 %
2016/17	198	40	20 %
2017/18	237	26	11 %
2018/19	286	29	10 %
2019/20	360	21	6 %
<b>TOTAL</b>	<b>2,389</b>	<b>308</b>	<b>13 %</b>

## Homes

### Housing Delivery – Allocations and Housing Supply

- 5.20.** Appendix 1 sets out that the Council will monitor the preparation of the Part 2 Local Plan; housing completions/ net additional homes; planning progress made on strategic and allocated housing sites; the Five Year Land Supply of deliverable housing sites; the number and area of housing completions on previously developed land and windfall sites; and progress made on the Gedling Colliery/Chase Farm as a regeneration site.

### **Monitoring Indicators: ACS Policy 2, 7 & SA / LPD Policy 40, 64, 65, 66, 67, 68, 69, 70 & SA 1**

- The Part 2 Local Plan was adopted in July 2018 and includes housing allocations in line with the objectives of the Part 1 Local Plan.
- 2,389 new homes (net) have been built between 1 April 2011 and 31 March 2020 (see Table 24).
- Progress on housing sites allocated in the Part 1 and Part 2 Local Plans is set out in Table 25.
- The Ministry of Housing, Communities and Local Government published the results of the Housing Delivery Test for 2019 for all councils in February 2020. The Housing Delivery Test result for 2019 for Gedling Borough Council is 58% and is based on the three year period 1 April 2016 to 31 March 2019. This is an improved performance in comparison with 51% with the previous Housing Delivery Test result for 2018. Following the Housing Delivery Test result for 2018, the Council was required to publish an Action Plan and a buffer of 20% was added to the supply of deliverable sites for the purposes of housing delivery assessment. The Housing Delivery Test result for 2019 means that the Council must continue to prepare an action plan and to apply a buffer of 20% to its calculated five year housing supply.
- The Council's Housing Delivery Action Plan has been updated and published in August 2020<sup>24</sup>.
- The Gedling Borough Five Year Housing Land Supply Assessment 2019<sup>25</sup> considers the Borough's supply of housing against the housing requirement set out in the Local Plan. Gedling Borough has a 5.08 year supply. The updated Five Year Housing Land Supply report will be published later in 2020.
- The Council updates its Brownfield Land Register<sup>26</sup> annually in accordance with the Housing and Planning Act 2015.
- Table 26 sets out the number of new home completions since 2011 on allocated, unallocated and safeguarded land sites. Allocated sites are those that are allocated for residential development. Unallocated sites are those that are not in allocated for residential development, otherwise known as "windfall sites". Safeguarded land is protected from development during the plan period in order to meet longer term development needs.

<sup>24</sup> <http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/monitoringreports/>

<sup>25</sup> <http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/monitoringreports/>

<sup>26</sup> <http://www.gedling.gov.uk/shlaa>

- Table 27 sets out the number of new homes completions on previously developed land since 2011.
- The Chase Farm/Gedling Colliery regeneration site is a strategic allocation in the Part 1 Local Plan and was subsequently allocated for housing and employment in the Part 2 Local Plan. A Supplementary Planning Document for the site was prepared in 2008<sup>27</sup>. Tables 25 and 32 set out progress made on the residential and employment allocations of this site.

**Table 24: Housing requirement and completions (net) during the plan period**

Locality	Aligned Core Strategy housing requirement 2011-2028	Local Planning Document 2011-2028	Completions 2011-2020
Urban area (Arnold and Carlton) including Teal Close and Gedling Colliery/Chase Farm sites	4,045	4,890	1,806
Around Hucknall:- North of Papplewick Lane Top Wighay Farm	Approx 1,300 homes including:- Up to 300 homes 1,000 homes	1,265 homes	98 38
Key Settlements for Growth:- Bestwood Village Calverton Ravenshead	Up to 560 homes Up to 1,055 homes Up to 330 homes	1,660 homes including:- 540 homes 820 homes 300 homes	75 194 108
Other villages:- Burton Joyce Lambley Linby Newstead Papplewick Stoke Bardolph Woodborough	Up to 260 homes	170 homes including:- 80 homes     50 homes	16 23 5 9 2 0 15
<b>Total</b>			<b>2,389</b>

**Table 25: Progress made on strategic sites and allocated housing sites**

Site	Progress & Planning Status
<b>Part 1 Local Plan: Strategic Allocations</b>	
Teal Close	Allocated for 830 homes. Site has outline planning permission for residential development, employment uses and other uses (2013/0546). First housing phase of 199 homes is currently under construction. Reserved matters (2019/0152) for the second housing phase of 354 dwellings granted in June 2020. Reserved matters application (2019/0560) for the third and final housing phase of 264

<sup>27</sup><http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/adoptedlocalplanandpolicydocuments/supplementaryplanningdocumentsandguidance/>

	dwellings pending consideration.
North of Papplewick Lane	Allocated for up to 300 homes. The site is currently under construction for 237 homes (2017/0201). Full planning application (2020/0258) for additional 18 homes submitted and pending consideration.
Top Wighay Farm	Allocated for 1,000 homes. Part of site for 38 homes (2014/0950) is built. A bid for Accelerated Construction Funding has been approved and will provide a considerable proportion of the total costs for infrastructure. A condition of the funding offer is to build out 805 homes at an accelerated pace and for the infrastructure into the first phase of the site to be completed by March 2021. It is expected that the first phase of the development will provide around 170 homes by March 2023 with further phases delivering a further 635 homes by 2028/29. Outline planning application for mixed-use development comprising 805 homes (2020/0050) pending consideration.
<b>Part 2 Local Plan: Housing Allocations</b>	
(H1) Rolleston Drive	Allocated for 140 homes. Subject to a bid for Accelerated Construction Funding from Homes England. The funding bid was successful but not taken up because the site was in the process of being sold. No planning application has been received.
(H2) Brookfields Garden Centre	Allocated for 90 homes. A combined development brief for three sites (H2, H7 and H8) to the north east of Arnold adopted in January 2019. Outline planning application (2017/0155) for up to 32 homes on part of the site granted in March 2020 and includes s106.
(H3) Willow Farm	Allocated for 110 homes. Development brief (informal guidance) adopted in February 2020.
(H4) Linden Grove	Allocated for 115 homes. Planning application submitted (2019/1186) and approved subject to the signing of a Section 106 agreement.
(H5) Lodge Farm Lane	Allocated for 150 homes. Outline planning application (2018/0347) for up to 148 dwellings granted in August 2019 subject to the signing of s106.
(H6) Spring Lane	Allocated for 150 homes. The site is now fully built.
(H7) Howbeck Road/ Mapperley Plains	Allocated for 205 homes. A combined development brief for three sites (H2, H7 and H8) to the north east of Arnold adopted in January 2019. Full planning application (2019/0213) for 164 dwellings on the majority of the site granted in October 2020 (outside the monitoring period) and includes s106.
(H8) Killisick Lane	Allocated for 230 homes. A combined development brief for three sites (H2, H7 and H8) to the north east of Arnold adopted in January 2019. The Local Planning Document includes a phasing policy to ensure that development of the site follows the extraction and progressive restoration of the adjoining quarry. Quarry extraction is on schedule to be complete by 2021.

(H9) Gedling Colliery/ Chase Farm	<p>Allocated for 1,050 homes (updating the strategic location made in the Aligned Core Strategy). Development brief adopted in June 2008. Full planning permission (2015/1376) for phase 1 (506 homes) and outline planning permission granted for subsequent phases. Site is currently under construction for phase 1. The full planning permission restricted the number of homes to be built in advance of the Gedling Access Road to 315. The Gedling Access Road has planning permission and a funding package has been put in place. The site is a priority for the Council and is located in a designated Housing Zone.</p> <p>Section 73 application to remove condition 2 of planning permission 2015/1376 to remove the construction cap of 315 dwellings and to allow building within Phase 1B prior to the completion of the Gedling Access Road approved at Planning Committee on 15th June 2020.</p>
(X1) Daybrook Laundry	Allocated for 50 homes.
(X2) Land West of A60 A	Allocated for 70 homes. Full planning permission for 72 dwellings (2016/0854) granted in December 2018 and includes s106. Application for a non-material amendment submitted in January 2020 approved.
(X3) Land West of A60 B	Allocated for 150 homes.
(H10) Hayden Lane	Allocated for 120 homes.
(H11) The Sycamores, Bestwood Village	Allocated for 25 homes. Full planning permission for eight dwellings (2018/0650) on part of the site granted in September 2018 and full planning permission for three homes (2019/0678) on the remainder of the site granted in November 2019.
(H12) Westhouse Farm, Bestwood Village	Allocated for 210 homes. Full planning permission for 101 homes (2018/0823) on part of the site allocation granted in August 2019 and includes s106.
(H13) Bestwood Business Park, Bestwood Village	Allocated for 220 homes. Outline planning permission (2014/0214) for up to 220 homes lapsed in March 2018.
(H14) Dark Lane, Calverton	Allocated for 70 homes. Outline planning permission (2012/1503) for 72 homes. Access road into the site constructed. Full planning application (2017/1263) for 54 homes on the majority part of the site granted in March 2019 subject to the signing of the s106.
(H15) Main Street, Calverton	Allocated for 75 homes. Outline planning application (2018/0360) for up to 79 dwellings granted in March 2019 subject to the signing of the s106.
(H16) Park Road, Calverton	Allocated for 390 homes. Outline permission (2018/0607) for up to 365 homes on the majority of the site granted in February 2020 and includes s106. Reserved matters planning application for 351 dwellings (2020/0020) pending consideration. Full application (2018/0817) for 20 bungalows

	on the small part of the site (the car park at North Green) granted in June 2019 subject to the signing of the s106.
(X4) Flatts Lane, Calverton	Allocated for 60 homes. Outline planning permission (2018/1143) for up to 84 dwellings granted in March 2020 and include s106.
(H17) Longdale Lane A, Ravenshead	Allocated for 30 homes.
(H18) Longdale Lane B, Ravenshead	Allocated for 30 homes. Outline planning application (2014/0273) for up to 31 homes granted in August 2018 subject to the signing of the s106.
(H19) Longdale Lane C, Ravenshead	Allocated for 70 homes. Outline planning permission (2013/0836) for up to 70 homes granted in October 2014. A reserved matters permission (2017/1164) for 47 dwellings granted in December 2019.
(X5) Kighill Lane A, Ravenshead	<p>Allocated for 20 homes.</p> <p>For the west part of the site (22 Kighill Lane) outline planning application for 6 residential units (2018/0727) was refused in September 2018. Appeal lodged (APP/N3020/W/19/3222258) but dismissed in December 2019. Two separate planning applications – outline application (2018/1166) for 6 custom build residential units and full application (2018/1186) for 6 residential units were refused in May 2019. Appeals lodged (APP/N3020/W/19/3232093 and APP/N3020/W/19/3232090) which both allowed in November 2019. Part of site is currently under construction for six dwellings (2018/1186).</p> <p>For the east part of the site (16 Kighill Lane) a new dwelling (2018/1004) was built on the part of the site in August 2019. Full planning application (2019/0129) for a new dwelling on part of the site was refused. Appeal lodged (APP/N3020/W/19/3234515) but dismissed. Outline planning application for up to eight dwellings was submitted in December 2019 and pending consideration (2019/1187).</p>
(X6) Kighill Lane B, Ravenshead	Allocated for 30 homes.
(H20) Mill Field Close, Burton Joyce	Allocated for 20 homes. The site is currently under construction for 14 homes (2018/0613).
(H21) Orchard Close, Burton Joyce	Allocated for 15 homes. Outline planning application (2018/1034) for up to 15 dwellings granted in February 2019 subject to the signing of the s106.
(H22) Station Road, Newstead	Allocated for 40 homes. Allocated in the Local Planning Document but not included in housing supply due to uncertainty over delivery, in part due to difficulties regarding access. The public house on site was demolished in early 2018.
(H23) Ash Grove, Woodborough	Allocated for 10 homes. Full planning permission (2007/0831) for 12 dwellings. Plot 1 (3 Ash Close) (2016/0888) was built in May 2018. Full planning permission

	for a dwelling on plot 2 (adjacent to 3 Ash Grove) granted in March 2020 (2019/1147).
(H24) Broad Close, Woodborough	Allocated for 15 homes. Two full planning applications - one for three detached houses to be accessed off Private Road (2019/1079) which has been approved subject to s106 agreement and one for 11 residential houses to be accessed off Broad Close (2019/1080) pending consideration.

**Table 26: New homes (net) completed on allocated, non-allocated and safeguarded sites since 2011**

	Completions	Allocated (%)	Unallocated (%)	Safeguarded (%)
2011/12	275	134 (49%)	141 (51%)	0 (0%)
2012/13	227	170 (75%)	57 (25%)	0 (0%)
2013/14	321	195 (61%)	120 (37%)	6 (2%)
2014/15	311	154 (50%)	98 (32%)	59 (19%)
2015/16	174	48 (28%)	78 (45%)	48 (28%)
2016/17	198	63 (32%)	135 (68%)	0 (0%)
2017/18	237	91 (38%)	146 (62%)	0 (0%)
2018/19	286	163 (57%)	123 (43%)	0 (0%)
2019/20	360	251 (70%)	109 (30%)	0 (0%)
<b>TOTAL</b>	<b>2,389</b>	<b>1,269 (53%)</b>	<b>1,007 (42%)</b>	<b>113 (5%)</b>

**Table 27: New homes completed on previously developed land (PDL) (gross) since 2011**

	New build	Conversions	Changes of Use	Total	All completions	PDL %
2011/12	117	3	9	129	295	44 %
2012/13	19	3	5	25	233	11 %
2013/14	54	23	12	89	327	27 %
2014/15	31	5	15	51	319	16 %
2015/16	37	5	11	53	192	28 %
2016/17	63	9	31	103	210	49 %
2017/18	101	15	25	141	261	54 %
2018/19	154	6	15	175	303	58 %
2019/20	137	5	43	185	367	50 %

#### Housing Delivery – By Type

**5.21.** Appendix 1 sets out that the Council will monitor the number of affordable housing completions (and by social, intermediate and affordable rent); the number of housing completions by dwelling type, size, tenure, density and location; the number of planning permissions for specialist accommodation; the number of planning permissions for live work units; and the delivery of self-build and custom homes.

**Monitoring Indicators: ACS Policy 8 / LPD Policy 36, 37, 39, 41, 42 & SA 1**

- Policy LPD 36 sets out affordable housing requirements of 10%, 20% or 30% dependent on sub-market location. Table 28 shows the overall percentage of housing completions that are affordable, the number of which are social, intermediate and affordable and the figure for commuted sums (where a financial contribution is taken for off-site affordable housing provision). Table 28 also provides an indication of the types of tenures completed in the Borough.
- As at 31<sup>st</sup> March 2020, the total commuted sums balance remaining for affordable housing was £801,447.
- The types of homes (flat/house) and bedroom size of homes completed between 1 April 2011 and 31 March 2020 are set out in Chart 2.
- The density of housing completions is set out in Table 22 above.
- Since 1 April 2011, six communal specialist accommodation units have been completed in the Borough, two currently have planning permission and one is currently under construction (see Table 29).
- The Council applies policy LPD 41 (live work units) where it is relevant to do so in determining a planning application.
- The Council maintains a joint self-build and custom build register with the other Greater Nottingham Authorities<sup>28</sup>. Information from the register has been used to support the determination of planning applications and will inform the implementation of Policy LPD 42 of the Part 2 Local Plan. Self-build homes are exempt from CIL if it is confirmed that the statutory criteria have been met. In 2019/20, 8 planning applications were approved for Self-Build and Custom Build dwellings and 6 CIL refunds were granted (subject to no disqualifying event taking place).

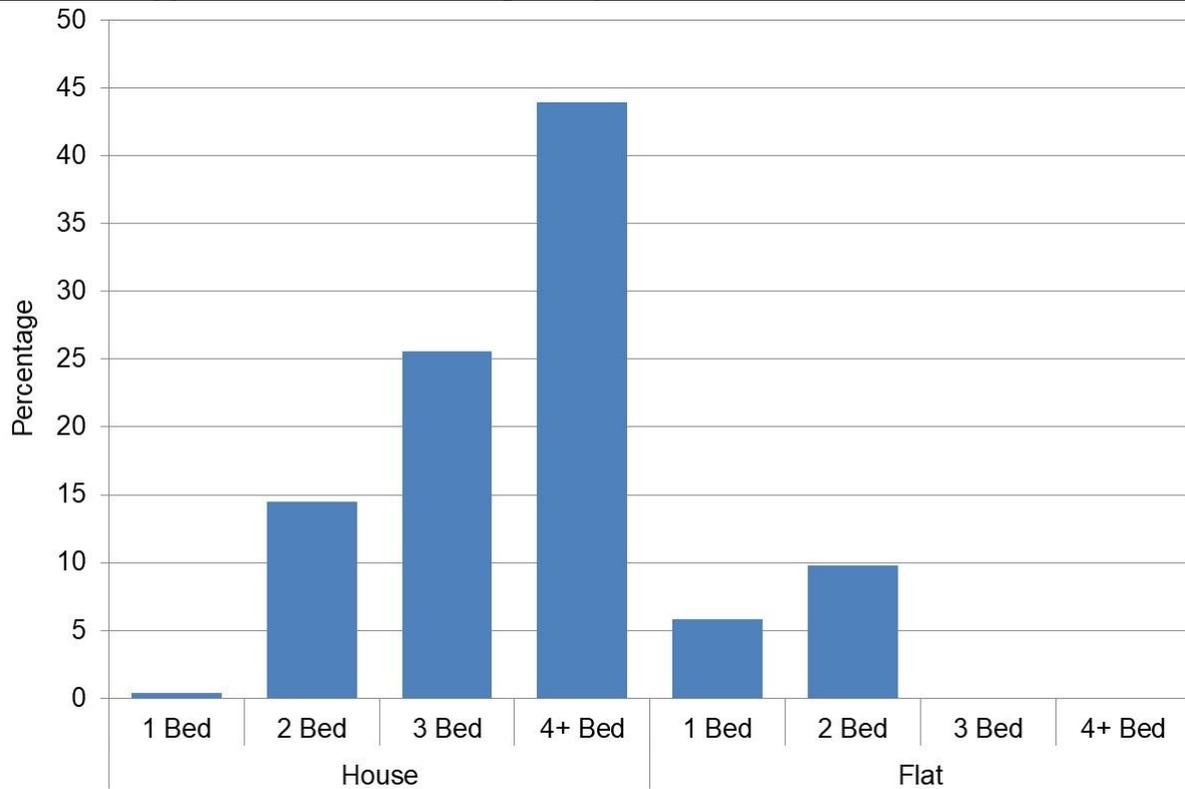
**Table 28: Percentage of affordable homes delivered since 2011**

	<b>Net completions</b>	<b>Affordable homes type delivered</b>	<b>Total affordable</b>
2011/12	275	Social Rent: 42 Intermediate: 12 Affordable Rent: n/a	54 (20%)
2012/13	227	Social Rent: 7 Intermediate: 12 Affordable Rent: 17	36 (16%)
2013/14	321	Social Rent: 7 Intermediate: 21 Affordable Rent: 28	56 (17%)
2014/15	311	Social/Affordable Rent: 23 Intermediate: 15	38 (12%)
2015/16	174	Social/Affordable Rent: 12 Intermediate: 6	18 (10%)
2016/17	198	Social Rent: 28 Intermediate: 11	39 (20%)

<sup>28</sup><http://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/selfbuildandcustombuildregister>

2017/18	237	Social Rent: 28 Intermediate: 24	52 (22%)
2018/19	286	Social Rent: 22 Intermediate: 28	50 (17%)
2019/20	360	Social/Affordable Rent: 11 Intermediate: 8	19 (5%)

**Chart 2: Type and size of housing completions since 2011**



**Table 29: Specialist accommodation/communal uses since 2011**

Site Name	Type	Net change	Status/date
Mansfield Road (738), Woodthorpe	Dementia care	+31 beds	New development. Completed April 2012.
The Maid Marian (Coppice Road), Arnold	Elderly	+64 beds	New development. Completed June 2012.
Grey Goose, Gedling	Elderly	+52 beds	New development. Completed Nov 2013.
St Andrews House, Mapperley	Elderly	+32 beds	Conversion of sheltered housing to apartments. Completed May 2015.
Braywood Gardens (Millbrook Drive), Carlton	Elderly	+12 beds	Extension of care home. Completed June 2016.
Moriah House, Carlton	Elderly	+16 beds	Extension of care home granted July 2017. Completed November 2018.
Westwolds, Burton Joyce	Elderly	+6 beds	Extension of care home granted October 2017.

Eden Lodge, Bestwood Village	Elderly	64 beds	Demolish and replace existing care home 2018/0318 & 2018/0319 granted September 2018.
Teal Close, Netherfield	Elderly	66 beds	Permission granted March 2020. Construction underway.

### Accessibility of Homes

**5.22.** Appendix 1 sets out that the Council will monitor the percentage of households with sustainable access to community facilities.

### **Monitoring Indicators: ACS Policy 12 & SA 9 / LPD SA 12**

- The percentage of households within 800 metres/ 10 minutes' walk of a bus stop with an hourly or better daytime bus service (weekdays 0600-1800) in Gedling Borough is 95% (February 2019)<sup>29</sup>. By comparison the percentage of such households within 400 metres/ 5 minutes' walk is 75%. The number of total households with access to public transport is not available.

### Empty Homes, Homelessness and House Prices

**5.23.** Appendix 1 sets out that the Council will monitor the number of vacant homes; the number of homelessness acceptances; average house prices; and population by group.

### **Monitoring Indicators: ACS SA 1 / LPD SA 1**

- The number of empty homes (those that are unoccupied for council tax purposes) by ownership type is set out in Table 30. The Council has taken measures to reduce empty homes including reducing the council tax discount that empty homes can benefit from, charging a council tax 100% premium on properties that have been empty for 2 to 5 years and a 200% premium on properties empty for over 5 years, operating a service to help owners of empty properties to find investors and employing an Empty Homes Officer.
- The number of homelessness acceptances is set out in Table 31. The Council prevents homelessness in the majority of cases by advocating on behalf of tenants; mediating between young people and their parents; and assisting people to find private or social rented housing. The significant rise in acceptances from 2018/19 reflects changes brought about by the Homelessness Reduction Act.
- Population by group is set out in the demographics section.
- Average house prices for all property types (detached, semi-detached, terraced and flats) have increased from £130,592 in March 2011 to £191,754 in March 2020<sup>30</sup> as shown in Chart 3 below.

<sup>29</sup> Information from Nottinghamshire County Council Performance, Intelligence and Policy.

<sup>30</sup> <http://landregistry.data.gov.uk/app/ukhpi>

**Table 30: Number of empty homes (unoccupied for Council Tax purposes) since 2013**

	2013	2014	2015	2016	2017	2018	2019	2020
Private	1735	1431	1490	1268	1372	1595	1391	1464
Local authority	3	3	0	1	2	2	5	6
Registered social housing	31	53	34	122	108	86	99	80
Total	1769	1487	1524	1391	1482	1683	1495	1550

**Table 31: Number of homelessness acceptances since 2012**

2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
56	51	74	75	100	99	351	358

**Chart 3: Average house prices in Gedling Borough (£)**



### Gypsy and Travellers Pitches

**5.24.** Appendix 1 sets out that the Council will monitor the number of pitches granted planning permission and delivered for gypsy and traveller communities.

### **Monitoring Indicators: ACS Policy 9 & SA 1 / LPD Policy 38 & SA 1**

- The South Nottinghamshire Gypsy and Traveller Accommodation Assessment (January 2016) indicated there is a requirement for 3 additional pitches in Gedling Borough between 2014 and 2029. The Part 2 Local Plan sets out that a site for three pitches will be identified in the built up area of Gedling Borough by 2019.
- No pitches have been granted planning permission or delivered in Gedling Borough since April 2011. Background evidence work is under preparation

and a review of the Accommodation Assessment is being undertaken as part of the review of the Aligned Core Strategy.

## Employment

### Employment Sites – Allocations and Supply

- 5.25.** Appendix 1 sets out that the Council will monitor planning progress made on strategic and allocated employment sites and the supply/ availability of employment land by type and area.

### **Monitoring Indicators: ACS Policy 4 & SA 12, 13, 14 / LPD Policy 71 & SA 13, 14, 15**

- Table 32 shows the progress made on employment allocations in the Part 1 and Part 2 Local Plans.
- The supply of employment land currently with extant planning permissions 8.8 hectares for mixed use B1-B8. Table 33 sets out these sites.

<b>Table 32: Progress made on allocated employment sites</b>	
<b>Allocated Site</b>	<b>Progress &amp; Planning Status</b>
Teal Close	7 hectare site allocated in the Local Planning Document. Outline planning permission (2013/0546) for employment uses (up to 18,000 square metres) granted in June 2014. Reserved matters application (2017/0800) was granted in October 2017 and included a phasing schedule for B1-B8 use which could potentially be delivered within 2019 subject to the provision of access. Reserved matters application (2019/0614) was granted permission in relation to part of the employment area in November 2019.
Top Wighay Farm	8.5 hectare site allocated in the Local Planning Document. No planning permission. The revised Development Brief SPD for this site was adopted in February 2017. An Environmental Impact Assessment application (2019/0875EIA) was granted that made reference to anticipated 6.6 hectares of B1 and B8 uses on the site.
Gedling Colliery/Chase Farm	5 hectare site allocated in the Local Planning Document for employment-led mixed use development reflecting opportunities to incorporate visitor-related facilities associated with Gedling Country Park. Planning committee has resolved to grant outline permission (2017/1571) for a mix of employment units (B1c/B2/b8), and pub/restaurant (A3/A4) unit on the allocated site subject to the signing of s106 agreement.
Hillcrest Park	1 hectare site allocated in the Local Planning Document. No planning permission.

<b>Table 33: Available supply of employment land with planning permission (sites above 1 ha site area or 1,000 square meters floor space)</b>		
<b>Site</b>	<b>Area</b>	<b>Use Class</b>
Teal Close	Outline Up to 18,000 sqm on 7 hectares of land (Partial reserved matters for 7688sqm B1-B8)	Mixed B1-B8
Colwick Quays	3200sqm on 0.8ha of land	Mixed B1-B8
Colwick Business Park	Net gain 3,449sqm on 0.5ha of land	B1(a)

Victoria Retail Park	618sqm on 1 hectare of land.	B1 and B8
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### Employment Development/ completions

**5.26.** Appendix 1 sets out that the Council will monitor the net addition of new B1a office floor space and industrial and warehouse development (i.e. by type and location); the area of employment land lost to residential and other uses; new industrial and warehouse floor space taken up on non-allocated sites; the number of planning permissions granted for rural/employment business development; the percentage of large developments including Local Labour Agreements

### **Monitoring Indicators: ACS Policy 4 & SA 12, 13, 14 / LPD Policy 44, 45, 47, 48 & SA 13, 14, 15**

- There has been no net new B1a office development during the monitoring period (over 1,000 square meters floor space or 1 hectare site size).
- There has been no net new industrial and warehouse development during the monitoring period (over 1,000 square meters floor space or 1 hectare site size).
- The area of employment land (above 0.1 hectares) lost to residential or other uses is set out in Table 34. During the monitoring period, the office block at DBH House in Carlton Square was converted and extended to provide 45 apartments in total.
- No planning permissions were granted for rural employment/business development (policy LPD 47) during the monitoring period.
- A minimum of eight developments in Gedling Borough included Local Labour Agreement (Table 35). This list is not definitive as some Local Labour Agreements are required by planning condition and are therefore difficult to monitor.

**Table 34: Area of employment land (above 0.1 hectares and development commenced) lost to residential or other uses since 2011**

Year	Losses in employment or regeneration area	Amount lost to residential development only
2011/12	0 ha	0.69 ha
2012/13	0.33 ha	0.33 ha
2013/14	0 ha	0 ha
2014/15	1.40 ha	0 ha
2015/16	0 ha	0 ha
2016/17	0 ha	0.22 ha
2017/18	0 ha	0 ha
2018/19	0 ha	0 ha
2019/20	0 ha	0.10 ha
<b>Total</b>	<b>1.73 ha</b>	<b>1.34 ha</b>

<b>Table 35: Local Labour Agreements secured</b>	
<b>Reference</b>	<b>Agreement</b>
2017/0455	Employment and Skills Plan
2016/0854	Local Labour Agreement
2018/0577	Local Labour Agreement
2018/0549	Employment and Skills Plan
	<b>Secured in 2019/20</b>
2018/0607	Employment and Skills Plan
2018/1143	Employment and Skills Plan
2018/1034	Employment and Skills Plan
2017/0155	Employment and Skills Plan

### Gedling Borough's Employment Profile

**5.27.** Appendix 1 sets out that the Council will monitor the overall number of jobs, Borough's employment supply, employment and unemployment rate, earnings by type, employment profile by type and the qualifications by type of the working age population.

### **Monitoring Indicators: ACS Policy 4 & SA 12, 13, 14 / LPD SA 13, 14, 15**

- Employment profile information is from the Office for National Statistics<sup>31</sup>.
- 78.0% of the working age population of Gedling Borough are qualified to NVQ2 or above. Table 36 shows a breakdown of qualifications by type.
- Table 37 shows the overall number of employee jobs in Gedling Borough.
- The employment and unemployment rate in Gedling Borough is set out in Table 38.
- The employment profile of Gedling Borough residents is shown in Table 39.
- The weekly earnings for full-time workers is shown in Table 40. Whilst wages have risen since 2011 the gap in pay between male and female full time employees has widened.

<b>Table 36: Qualifications of Gedling Borough working age residents by type (January 2019 – December 2019)</b>		
<b>Individual Levels</b>	<b>Number of residents</b>	<b>Percentage (%)</b>
NVQ4 and above	25,600	35.8
NVQ3 and above	40,000	56.1
NVQ2 and above	55,600	78.0
NVQ1 and above	62,500	87.7
Other qualifications	4,300	6.1
No qualifications	4,500	6.3

<sup>31</sup> <https://www.nomisweb.co.uk/reports/lmp/la/1946157165/report.aspx>

**Table 37: Employee jobs in Gedling Borough (excluding farm-based agriculture, self-employed, government-supported trainees and HM forces) (2011 and 2018)**

Year	(Full-time employee jobs)	(Part-time employee jobs)	Total employee jobs
2011	17,000	12,000	29,000
2018	19,000	12,000	31,000

**Table 38: Number of working age people (16+) in employment, self-employed and unemployed in Gedling Borough (2010/11 and 2019/20)**

Year	People in employment (including self-employed)	Self-employed	Unemployed
April 2010 – March 2011	56,300 (74.1%)	6,100 (7.0%)	3,700 (6.2%)
April 2019 – March 2020	59,200 (81.9%)	9,000 (10.7%)	2,100 (3.4%)

**Table 39: Employment Profile of Gedling Borough – by occupation (working age) (2010/11 and 2019/20)**

Employment Group	April 2010 – March 2011	April 2019 – March 2020
Managers, directors and senior officials	12.4%	39.4%
Professional occupations	17.6%	16.8%
Associate professional and technical	8.8%	12.4%
Administrative and secretarial	14.1%	9.9%
Skilled trades occupations	11.3%	6.9%
Caring, leisure and other service occupations	11.2%	10.6%
Sales and customer services occupations	8.0%	11.4%
Process plant and machine operatives	6.7%	10.4%
Elementary occupations	9.9%	11.4%

**Table 40: Earnings by residence (gross weekly pay) (2011 and 2019)**

	Male Full-Time Workers	Female Full-Time Workers	Full-Time Workers (all)
2011	£501.00	£387.10	£456.70
2019	£634.40	£466.10	£573.00

## Retail and Community Facilities

### Retail Monitoring

- 5.28.** Appendix 1 sets out that the Council will monitor retail need, the health and diversity of uses of local centres, the proportion of vacant units, the amount of B1a office floor space created in local centres; the number of planning permissions granted for upper floor uses; the amount of retail floor space approved outside of local centres; and the number of planning applications for A1 uses above 500 square meters with an Impact Assessment.

### **Monitoring Indicators: ACS Policy 6 / LPD Policy 50, 51, 52 & SA 13, 14, 15**

- Retail need has been established in the ‘Broxtowe, Gedling, Nottingham City and Rushcliffe Retail Study (2015)’, the findings of which for Gedling Borough are summarised in Table 41.
- The health and diversity of each local centre is monitored by measuring the percentages of uses of ground floor frontages (Table 42). The target percentages are set out in Policy LPD 50 of the Part 2 Local Plan.
- Vacancies within each local centre between 2011 and 2020 are also shown in Table 42.
- No new B1a office floor space (over 1,000 sqm floor space or 1 hectare site size) has been completed in Arnold town centre during the monitoring period.
- No planning permissions for new retail development (over 1,000 sqm floor space or 1 hectare site size) were granted during the monitoring period. The amount of retail floor space approved outside of defined centres is set out in Table 43.
- Policy LPD 51 (Upper Floors) has been used to justify planning permissions for change of use of upper floors to retail uses and other uses. During the monitoring period permissions were granted for the use of a first floor roof area for mixed A3 and A4 use in Mapperley Plains and a change of use of part of a first floor to barbers (A1 use) in Carlton Hill.
- Zero applications for A1 uses above 500 sqm, and therefore requiring a Retail Impact Assessment under Policy LPD 52, were determined by the Council during the monitoring period.

**Table 41: Additional convenience and comparison goods retail floor space required in Gedling Borough**

Year	Type of retail floor space required	Arnold Town Centre (sqm)	Carlton Square District Centre (sqm)	Local Centres (sqm)	Rest of Borough (residual floor space) (sqm)	Total – Gedling Borough (sqm)
2019	Convenience	285	180	141	-5485	<b>-4879</b>
	Comparison	732	57	75	-2582	<b>-1715</b>
2024	Convenience	543	343	269	-4682	<b>-3527</b>
	Comparison	2091	159	210	-1195	<b>1265</b>
2028	Convenience	761	474	-4682	-4036	<b>-2427</b>
	Comparison	3392	266	345	231	<b>4234</b>

**Table 42: Percentage of use classes and vacancies of ground floor units within local centres in Gedling Borough (Sept 2019)**

Shopping Centre	% Frontage by Use Class						% Vacancies	
	A1	A2	A3	A4	A5	Other	2011	2019
Arnold Town Centre (Primary Area)	75%	15%	3%	6%	2%	8%	9%	8%
Arnold Town Centre (Secondary Area)	36%	12%	3%	10%	9%	31%	6%	11%
Burton Joyce Local Centre	31%	11%	4%	0%	9%	45%	0%	5%
Calverton Local Centre	37%	0%	9%	0%	12%	42%	5%	0%
Carlton Hill Local Centre	50%	7%	7%	4%	9%	23%	9%	7%
Carlton Square Local Centre	69%	0%	2%	0%	7%	22%	24%	5%
Gedling Village Local Centre	41%	5%	8%	7%	10%	30%	5%	0%
Mapperley Plains Local Centre	55%	11%	10%	8%	6%	10%	3%	5%
Netherfield Local Centre	36%	12%	6%	3%	5%	37%	13%	10%
Ravenshead Local Centre	55%	21%	0%	0%	6%	18%	0%	0%

**Table 43: Retail and other town centre use developments permitted outside of local centres (over 1,000 sqm floor space or 1 hectare site size) since 2011**

Site	Status
Victoria Retail Park (Unit 1)	Unit 1 demolished and re-developed for three new retail units (2011/0887). (Implemented)
The White Hart	Former public house demolished and redeveloped for a new retail food store. (Implemented)
Land South of Colwick Loop Road	Planning permission granted for new A4 public house and A3 restaurant or A5 hot food takeaway (2013/0497).
Land South of Colwick Loop Road	Planning permission granted for A1 retail, petrol filling station and B1/B2/B8 employment uses (2013/0500).
Teal Close	Planning permission granted for up to 28,000 square metres of retail, financial and professional services, food and drink, takeaway, non-residential institution and leisure uses. Condition applied to ensure that only 1,500 sqm of A1 floor space and no single unit to be larger than 750 sqm. (2013/0546)
Former B&Q, 786 Mansfield Road	Planning permission granted for installation of a mezzanine floor to add 1,115 sqm of A1 retail floor space within an existing retail building (2016/0808).

## Community Facilities

**5.29.** Appendix 1 sets out that the Council will monitor the number of community centres, GP practices, health facilities, leisure centres, museums and libraries and the development of major sporting facilities.

### Monitoring Indicators: ACS Policy 13 & SA 2, 3, 5 / SA 2, 5

- Community facilities within Gedling Borough include the following (see Table 44 for locations):-
  - 14 community centres – 5 council operated (Brickyard, Burton Road, Killisick, Pond Hills Lane, Westdale,)<sup>32</sup> and 9 independently operated (Newstead Centre, Netherfield St Georges Centre, Calverton Core Centre, Colwick Community Centre, Bestwood Village Community Centre, Older Person’s Welfare Arnold, Gedling Memorial Hall, Eagles Nest, Haywood Road). All community facilities regardless of ownership are equally important assets for improving the wellbeing of the local population.
  - 13 GP practices<sup>33</sup>
  - 6 leisure centres – 5 council operated and 1 operated by Ravenshead Parish Council (table does not include private sector facilities).
  - 2 accredited museums<sup>34</sup> (Papplewick Pumping Station and Newstead Abbey). The Borough’s unaccredited museums include Bestwood Winding Engine House; Burton Joyce Centre for Local History and Calverton Folk Museum.
  - 9 libraries<sup>35</sup>.
- No major sporting facilities have been developed in Gedling Borough since 1 April 2011.

**Table 44: Number of local facilities**

	Total	Arnold and Carlton	Bestwood Village	Burton Joyce and Stoke Bardolph	Calverton	Lambley	Linby, Papplewick and Newstead	Ravenshead	Woodborough
Community Centres	14	11	1	0	1	0	1	0	0
Leisure Centres	6	4	0	0	1	0	0	1	0
Libraries	9	6	0	1	1	0	0	1	0
GP Practices	13	10	0	2	1	0	0	0	0
Museums	2	0	0	0	0	0	2	0	0

<sup>32</sup> <https://www.gedling.gov.uk/resident/community/communitycentres/>

<sup>33</sup> Nottingham North and East Clinical Commissioning Group

<sup>34</sup> <https://finds.org.uk/contacts/accreditedmuseums>

<sup>35</sup> <https://www.inspireculture.org.uk/reading-information/find-a-library/>

## Community information

**5.30.** Appendix 1 sets out that the Council will monitor life expectancy at birth, residents' participation in sport and crime by type.

### Monitoring Indicators: ACS Policy 12 & SA 2, 4 / LPD Policy & SA 4

- Life expectancy within the Borough is set out in Table 45<sup>36</sup>.
- Residents' participation in sport in Gedling Borough is set out in Table 46<sup>37</sup> and Table 47<sup>38</sup>. The data in Table 46 comes from the Active People Survey which ran from 2005 to 2016 and has now been superseded by the Active Lives Survey. The data in Table 47 comes from the Active Lives Survey.
- The number of crimes in Gedling Borough has risen since 2014 (Table 48)<sup>39</sup>

**Table 45: Life expectancy in Gedling Borough**

	2013-15	2014-16	2015-17	2016-18
Male	79.4	80.0	80.1	80.9
Female	83.6	83.2	83.0	82.9

**Table 46: Adult (16+) participation in 3 x 30 minute sessions of moderate intensity activity per week in Gedling Borough**

	2011/12	2012/13	2013/14	2014/15	2015/16
Sport participation frequency	23.4%	26.8%	30.1%	24.1%	22.9%

**Table 47: Adult (16+) level of activity per week (not including gardening) in Gedling Borough**

	Inactive (<30 minutes per week)	Fairly Active (30-149 minutes per week)	Active (150+ minutes per week)	Adults taken part in sport or activity 2+ times in last 28 days
May 2016/17	28.9%	11.7%	59.4%	74.3%
May 2017/18	20.7%	13.6%	65.7%	81.3%
May 2018/19	25.1%	13.9%	61.0%	79.7%

**Table 48: Number of crimes by type in Gedling Borough**

	All crime	Burglary of a dwelling	Criminal damage	Robbery	Violence against the person
2015/16	3,663	Not available	680	40	1,132
2019/20	6,573	370	822	62	2,263

<sup>36</sup> <https://fingertips.phe.org.uk/search/expectancy#page/0/gid/1/pat/6/par/E12000004/ati/201/are/E07000173/iid/90366/age/1/sex/1>

<sup>37</sup> Active People Survey, Sport England.

<sup>38</sup> Active Lives Survey online tool, Sport England <https://activelives.sportengland.org>

<sup>39</sup> Nottinghamshire Police.

## Transport

### Transport – Planning data

- 5.31.** Appendix 1 sets out that the Council will monitor the percentage of planning permissions in accordance with LPD 57; the number of park and ride facilities granted; progress on the delivery of the Gedling Access Road and other schemes promoted in Infrastructure Delivery Plans; the number of major applications approved against County Highways advice; and the number of travel plans agreed.

### **Monitoring Indicators: ACS Policy 14, 15 / LPD Policy 57, 59, 60, 61**

- Policy LPD 57 (and the Parking Provision for Residential Developments SPD 2012) sets out parking standards for developments in Gedling Borough. Parking provision relates to small and large scale developments and the requirement can be influenced by site specific considerations. Conformity with Policy LPD 57 is a planning consideration for all proposals in Gedling Borough.
- Zero planning permissions for major development have been granted contrary to advice from the highways Authority since 2011. Where objections from statutory bodies are received the Council takes due regard and technical matters would be satisfied by a planning condition upon granting permission.
- Zero park and ride facilities have been granted during the monitoring period.
- Progress made on the delivery of transport schemes promoted in Policy LPD 60 and ACS 15 is set out in Table 49.
- One travel plan agreement was approved by Nottinghamshire County Council Highways in the Borough during the monitoring period.

**Table 49: Progress on local transport schemes supported in Policy LPD 60**

<b>Transport Scheme</b>	<b>Progress</b>
<b>Road</b>	
A60 Larch Farm Crossroads Improvements	The improvement scheme was completed on 20 <sup>th</sup> September 2019.
A60 Leapool to Sherwood Express Busway	The scheme was awarded funding from the Transforming Cities Fund in March 2020. Works to be completed by 2022/23 subject to completion of statutory procedures.
Gedling Access Road	The Gedling Access Road project commenced construction in January 2020 and is expected to be completed at the earliest in Autumn 2021.
A612 Daleside Road Improvement (bus priority linked to City Southern Growth Corridor)	The scheme was awarded funding from the Transforming Cities Fund in March 2020. Works to be completed by 2022/23 subject to completion of statutory procedures.
A612 Colwick Loop Road (bus priority linked to City Southern)	The scheme was awarded funding from the Transforming Cities Fund which was granted funding approval in March 2020. Works to be completed by 2022/23

Growth Corridor)	subject to completion of statutory procedures.
Fourth Trent Crossing	No safeguarded scheme but work is being undertaken to consider the merits of a fourth crossing.
<b>Rail</b>	
South Notts Rail Network (Netherfield to Gedling route)	The County Council is currently safeguarding a scheme for possible construction during the third Local Transport Plan for Nottinghamshire, 2011-2026. This scheme does not however feature in the LTP3 implementation programme for 20120/21.
Minerals Railway "Robin Hood Line" (near Bestwood Village) to Calverton	The County Council has acquired the former railway line for a possible multi user trail i.e. cycling and walking. The scheme is not however included in a construction programme and is being considered for future implementation within the Local Transport Plan period up to 2026.

### Transport Usage

**5.32.** Appendix 1 sets out that the Council will monitor the proportion of households with hourly or better daytime bus services to local centres; the number of cycling trips, the number of public transport trips, traffic growth, travel to work and railway station usage.

### **Monitoring Indicators: ACS Policy 14 & SA 11 / LPD Policy & SA 12**

- Traffic growth in Gedling Borough by cars and cycling is shown in Table 50<sup>40</sup>. Data for the number of individual journeys is not available.
- Estimated railway station usage in Gedling Borough is set out in Table 51<sup>41</sup>.
- The main mode of public transport in Gedling Borough is buses. Table 52 sets out the number of bus boardings registered for each service operator. (Data should be treated as indicative as recording depends on the operator).
- In 2011, the proportion of residents who travel to work by bus (9.2%), was lower than 2001 (15%). However, the 2011 level remains approximately twice the county and national average<sup>42</sup>.
- The percentage of households within 800 meters/10 minutes' walk of a bus stop with an hourly or better daytime bus service (weekdays 0600-1800) in Gedling Borough is 95% (February 2019)<sup>43</sup>.

**Table 50: Percentage (compared to 2010 baseline) of cycling and car traffic growth in Gedling Borough since 2010**

	Car traffic (%)	Cycling (%)
2010	Baseline	Baseline
2011	-0.1%	+7.6%
2012	-2.6%	-0.2%
2013	-0.7%	+5.8%

<sup>40</sup> Information from Nottinghamshire County Council Highways

<sup>41</sup> <http://orr.gov.uk/statistics/published-stats/station-usage-estimates>

<sup>42</sup> UK Census Data

<sup>43</sup> Information from Nottinghamshire County Council Performance, Intelligence and Policy.

2014	+3.1%	+11.2%
2015	+2.8%	+13.1%
2016	+3.0%	+11.9%
2017	+4.3%	+8.4%
2018	+3.0%	+12.3%
2019	No data available yet	+4.4%

**Table 51: Estimates of station usage (entries and exits) at railway stations in Gedling Borough since 2011**

	Burton Joyce	Carlton	Netherfield	Newstead
2011/12	6,786	22,372	7,410	34,750
2012/13	6,928	21,410	6,682	30,872
2013/14	5,302	20,298	5,382	28,624
2014/15	5,372	25,168	6,050	33,938
2015/16	8,228	36,344	6,544	31,932
2016/17	11,542	46,578	7,742	35,868
2017/18	16,270	54,316	8,650	41,802
2018/19	16,084	54,632	9,150	40,288

**Table 52: Bus boardings in Gedling Borough by operator**

Bus Operator	Bus boardings 2019/20
Nottingham City Transport	5,307,698
Trent Barton	490,254
Stagecoach East Midlands	89,201
Nottinghamshire County Council Fleet Service	7,875
Ravenshead Community Transport	2,378

## **Infrastructure and Developer Contributions**

### **Infrastructure Delivery**

- 5.33.** Appendix 1 sets out that the Council will monitor the implementation of individual schemes in the Infrastructure Delivery Plan and Part 2 Local Plans; that Authority Monitoring reports will be produced and the Infrastructure Delivery Plan periodically updated.

#### **Monitoring Indicators: ACS Policy 18**

- Gedling Borough Council updates the Authority Monitoring Report annually reporting on the monitoring indicators of the Local Plan Part 1 and 2 policies and the Sustainability Appraisal Monitoring Framework. The Infrastructure Delivery Plan is updated at each stage of local plan preparation and was last updated to support the Part 2 Local Plan.
- Given the range and number of projects referred to in the Infrastructure Delivery Plans it would be impractical to report on them in detail as part of the Authority Monitoring Report. However the Council does periodically review the status of individual schemes and information held on individual schemes can be provided on request.

### **Community Infrastructure Levy (CIL) and Section 106 contributions**

- 5.34.** Appendix 1 sets out that the Council will monitor the adoption of a CIL charging schedule and Section 106/ CIL funding.

#### **Monitoring Indicators: ACS Policy 19**

- Gedling Borough Council adopted the CIL charging schedule on 16<sup>th</sup> October 2015, which is based on a £/sqm calculation based on the use and location of proposed development. The Infrastructure Funding Statement, published December 2020, identifies the Council's priorities for future CIL funding. These include; the Gedling Access Road (GAR); Secondary School Contributions related to the Gedling Colliery/Chase Farm Strategic Site; and Secondary School Contributions related to the Top Wighay Farm Strategic Site. The CIL Monitoring Report is available online<sup>44</sup>. Table 53 sets out the key figures relating to CIL receipts.
- The Planning White Paper proposes significant changes to the current Planning system and many of the changes detailed within this document will directly and indirectly impact on the way that Local Authorities implement the Community Infrastructure Levy. As such, we have concluded that now would not be an appropriate time to be undertaking a review of our existing CIL charging schedule, given further changes to legislation which are expected in the future.

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<sup>44</sup> <http://www.gedling.gov.uk/cil/>

- The Council annually reports its Section 106 contributions, the full details of which are available online<sup>45</sup>. Table 54 sets out the key figures relating to Section 106 contributions.

<b>Table 53: Summary of Community Infrastructure Levy Contributions</b>	
Cumulative CIL position from 16 <sup>th</sup> October 2015 to 31 <sup>st</sup> March 2020	Amount (£)
Total CIL receipts	£1,545,538
Total receipts retained as at 31 March 2020	£1,276,678

<b>Table 54: Summary of Section 106 contributions</b>	
Section 106 position as at 31 March 2020	Amount (£)
Contributions spent on projects at 31 March 2020	£405,734
Total capital contributions held (Capital)	£1,793,994
Total revenue balance remaining (maintenance)	£162,632
Total contribution due (development commenced)	£2,359,042

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<sup>45</sup> To be confirmed.

## Appendix 1 – Monitoring Indicators

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
<b>Climate Change, Flood Risk and Water Management</b>		
Renewable energy – by type (wind turbines and other renewable energy schemes) and amount of installed capacity	No target	LPD1; LPD2; LPDSA10; LPDSA11; ACSSA9; ACSSA10
Energy per meter – by type	No target	LPDSA10; LPDSA11; ACSSA9; ACSSA10
Energy consumed – by type	No target	LPDSA10; LPDSA11; ACSSA9; ACSSA10
Carbon dioxide emissions per capita total	No target	LPDSA10; LPDSA11; ACSSA9; ACSSA10
Department of Energy & Climate Change’s ‘Carbon dioxide emissions within the scope of influence of local authorities’	To reduce per capita CO2 emissions and increase renewable power generation	ACS1
Area of land and number of households in Flood Zones 2 or 3 and without flood protection measures	No target	LPDSA8; LPDSA9; ACSSA8
Number of planning applications in flood risk areas approved against Environment Agency advice / Number of permissions in flood risk areas implemented against Environment Agency advice	Zero	LPD3; ACS1; LPDSA8; LPDSA9; ACSSA8
Number of planning applications approved against the Environment Agency advice on water quality	Zero	LPD5; LPDSA8; LPDSA9; ACSSA8
Number of planning applications approved against the Environment Agency advice on aquifer	Zero	LPD6; ACSSA8
Number of planning applications approved against the advice of the Lead Local Flood Authority	Zero	LPD4; LPDSA8; LPDSA9

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
Number of developments incorporating SUDS	LPD = No target. ACS = Increase the number of Sustainable Drainage Systems (SuDS)	LPD4; ACS1; LPDSA8; LPDSA9
New waste management facilities – by type	No target	LPDSA10; LPDSA11; ACSSA9; ACSSA10
<b>Environmental Protection</b>		
Number of planning applications approved against the advice of Gedling Borough Council's Public Protection (Scientific) Officer	Zero	LPD7; LPD10
Number of planning applications approved against the advice of the Coal Authority	Zero	LPD8
Number of planning applications approved against the advice of the Health and Safety Executive	Zero	LPD9
Development to accord with the requirements of the Air Quality and Emissions Mitigation guidance	Zero	LPD11
Air Quality Management	No Target	LPDSA8; LPDSA9
<b>Green Belt</b>		
Percentage of planning permissions granted against policy (increase in floor space over 50%)	Zero	LPD13; LPD14
Status of each area of Safeguarded Land and the reason why, if any, planning permission has been granted	No target	LPD16
Number of homes granted planning permission for rural workers	No target	LPD17
Production of part 2 Local Plan	Green Belt release in line with the needs set out in the Aligned Core Strategies	ACS3
Location and area of land removed from Green Belt	Green Belt release in line with the needs set out in the Aligned Core Strategies	ACS3

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
<b>Natural Environment</b>		
Net change in Site Special Scientific Interest	No net loss	LPD18; LPDSA6; LPDSA7
Number of SSSIs in a favourable condition	Improve management of biodiversity sites	ACS17
Number, area and net change of Local Nature Reserves	No net loss	LPD18; ACSSA6; ACSSA7; LPDSA6; LPDSA7
Number of Local Nature Reserves with a management plan in place	Increase in quality of open spaces & improve management of biodiversity sites	ACS16; ACS17
Number, area and net change in Local Wildlife Sites (formerly SINCs)	LPD = No net loss. ACS = Retain areas of biodiversity importance.	LPD18; ACS17; ACSSA6; ACSSA7; LPDSA6; LPDSA7
The number and percentage of Local Wildlife Sites with positive conservation management (using Single Data List Indicator 160)	LPD = Increase in percentage. ACS = Increase in quality of open spaces & improve management of biodiversity sites	LPD18; ACS16; ACS17; LPDSA6; LPDSA7
Net change in Local Geological Sites	No net loss	LPD18; LPDSA6; LPDSA7
Woodland area	No target	ACSSA6; ACSSA7
Number of planning permissions granted that result in loss of Ancient Woodland	Zero	LPD18
Net change in woodland and ancient woodland	No target	LPDSA6; LPDSA7
Losses and gains in priority habitat	No net loss	LPD18
Progress on designation and if designated what condition it is in (Special Protection Area)	Designation of and thereafter maintain or improve condition of Special Protection Area.	ACS17
<b>Open Space and Recreational Facilities</b>		
To be set locally (GI assets)	Increase the percentage of population with access to GI assets.	ACS16

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
Net change in certain types of open space/ area of new open space	No net loss	LPD20; LPDSA2; ACSSA6; ACSSA7; LPDSA6; LPDSA7
Amount of greenfield land lost to housing and other uses / Greenfield loss of new development (ha) in line with the ACS	No target	LPDSA6; LPDSA7; ACSSA6; ACSSA7
Open space managed to green flag award standard	Increase in quality of open spaces	ACS16; ACSSA3
New open space committed from s106 agreements	Increase in open space	LPD21
Number of s106 contributions related to open space	Increase quality of open spaces	ACS16
Net change in local green space	No net loss	LPD22; LPDSA2; LPDSA6; LPDSA7
Number of planning permissions for new tourist accommodation	No target	LPD24
Net change in country parks	No target	LPDSA2; LPDSA6; LPDSA7
<b>Historic Environment</b>		
Number of conservation area appraisals	LPD = Increase the number of conservation area appraisals. ACS = Increase quality of open spaces.	ACS11;
Number of and area of heritage assets conservation areas and Parks and Gardens	No target	LPDSA3; ACSSA6; ACSSA7
Number of heritage assets – Listed Buildings, Scheduled Ancient Monuments	No target	LPDSA3; ACSSA6; ACSSA7
Number of planning applications approved against Historic England advice (generally, historic parks and gardens and scheduled monuments)	Zero	LPD26; LPD29; LPD30; LPDSA3
Number and percentage of heritage assets (listed buildings, conservation areas, historic parks and gardens and scheduled monuments) on Heritage at Risk Register	LPD = Zero. ACS = Decrease number of heritage assets at risk	LPD26; LPD27; LPD28; LPD29; LPD30; ACS11; LPDSA3; ACSSA6; ACSSA7

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
No of s106 obligations to manage and conserve heritage assets	Increase	LPD26
Number of Locally Important Heritage Assets	No loss	LPD31; LPDSA3
Number and percentage of Locally Important Heritage Assets at risk	Zero	LPD31; LPDSA3
<b>Design</b>		
Indicators to be set locally by each Council	Improve the standards of design	ACS10
Density of new development	Burton Joyce, Lambley, Ravenshead and Woodborough = no less than 20 dwellings per hectare. Bestwood Village, Calverton and Newstead = no less than 25 dwellings per hectare	LPD33
Number of homes built on residential garden land	No target	LPD34
<b>Homes</b>		
Progress on the delivery of the sites allocated (housing)	All sites delivered by 2028.  Plus LPD64 only = (The Council will closely monitor progress on all allocated sites to identify any significant slippage or risk of no delivery and should this occur the Council will consider whether this warrants an early review of the Local Plan)	LPD64; LPD65; LPD66; LPD67; LPD68; LPD69; LPD70
Net additional homes	7,250 in Gedling	ACS2

Indicator	Target	ACS/ LPD Policy or SA Framework
Council supply of ready to develop housing sites	5 year (with additional buffer of 5% or 20% as appropriate) supply of deliverable housing sites	ACS2
Planning permissions of strategic allocations	5 year (with additional buffer of 5% or 20% as appropriate) supply of deliverable housing sites	ACS2
Preparation of part 2 Local Plans to meet objective of the Aligned Core Strategies	5 year (with additional buffer of 5% or 20% as appropriate) supply of deliverable housing sites	ACS2
Progress towards an allocation in part 2 Local Plans of Supplementary Planning Document	Delivery of Gedling Colliery/ Chase Farm	ACS7
Completion of site (Gedling Colliery) or certain elements of it (e.g. sqm of offices developed)	Delivery of Gedling Colliery/ Chase Farm	ACS7
Number of affordable housing delivered and commuted sums	1,450 affordable provision	LPD36
Affordable housing completions by Social Rent, Intermediate Housing, Affordable Rent	Provision of affordable housing – 1,450 in Gedling	ACS8
Type, size and tenure of new housing development/ completions	LPD = No target. ACS = Maintain an appropriate mix of house type, size and tenure	LPD37; ACS 8
Housing completions – affordable homes, dwelling types, density, location	No target	LPDSA1
Number of housing completions	No target	LPDSA1
Number of housing completions – affordable	No target	LPDSA1
Number of housing completions by dwelling type, size and density	No target	LPDSA1
Number and area of housing completions on previously developed land	No target	LPDSA1

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
Number of vacant dwellings – by type	No target	LPDSA1
% of households with access to services and facilities by public transport, walking and cycling within 30 minutes travel time with no more than a 400m walk to a stop	Improve accessibility from residential development to key community facilities and services	ACS12; ACSSA9;
Number of new homes with access to key community facilities and services – by walking, cycling and public transport	No target	LPDSA12
Number of pitches delivered (gypsy and travellers)	Three additional pitches provided by March 2019	LPD38
Number of plots/pitches allocated and granted planning permission for gypsy and traveller communities. Total number implemented.	Meet the needs of Gypsies, Travellers and Travelling Showpeople	ACS9; LPDSA1; ACSSA1
Number of planning permissions for specialist accommodation	No target	LPD39
New housing development on windfall sites	No target	LPD40
Number of planning permissions for live work units	No target	LPD41
Delivery of self-build and custom homes	No target	LPD42
Population – by group	No target	LPDSA1; ACSSA1
Average house prices	No target	LPDSA1; ACSSA1
Number of empty homes	No target	LPDSA1
Number of homelessness acceptances	No target	LPDSA1; ASCSA1
<b>Employment</b>		
Progress on the delivery of the sites allocated (employment)	All sites delivered by 2028.	LPD71
Planning permissions (strategic sites)	Delivery of strategic sites in the Aligned Core Strategy	ACS4
Supply of employment land – by type	No target	LPDSA13; LPDSA14; LPDSA15

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
Overall number of jobs in the plan area	Strengthen and diversify the economy and create 27,900 new jobs (Greater Nottingham)	ACS4
Net addition in new office floor space	Develop 23,000 sq m of office space in Gedling Borough	ACS4; LPDSA13; LPDSA14; LPDSA15
Available supply and net change in supply of industrial and warehouse	Maintain a minimum amount of industrial and warehouse supply of 33.5 hectares (Greater Nottingham)	ACS4
Net addition in new industrial and warehouse development	Develop 10 hectares in Gedling Borough	ACS4; LPDSA13; LPDSA14; LPDSA15
% of the working age population with NVQ level 2 or above / skills level of the working age population/ qualifications by type	Improve skill levels of the working age population	ACS4; LPDSA13; LPDSA14; LPDSA15; ACSSA12; ACSSA13; ACSSA14
Area of employment land lost to residential and other uses above (0.1 ha threshold)	No target	LPD44; LPDSA13; LPDSA14; LPDSA15; ACSSA12; ACSSA13; ACSSA14
New industrial and warehouse floor space taken up on non-allocated sites over 1,000 sq m or 1 hectare threshold	No target	LPD45
Number of planning permissions granted for rural employment/business development	No target	LPD47
Percentage of developments over 10 or more dwellings, 0.5 ha of employment land or those creating more than 15 jobs securing Local Labour Agreement	No target	LPD48
Employment supply	No target	LPDSA13; LPDSA14; LPDSA15
Employment and unemployment rate	No target	LPDSA13; LPDSA14; LPDSA15; ACSSA12; ACSSA13; ACSSA14
Earnings – by type	No target	ACSSA12; ACSSA13; ACSSA14
Employment profile – by type	No target	ACSSA12; ACSSA13; ACSSA14

Indicator	Target	ACS/ LPD Policy or SA Framework
Area of new floor space and land by type and location	No target	ACSSA12; ACSSA13; ACSSA14
Type and area of employment land availability (ha)	No target	ACSSA12; ACSSA13; ACSSA14
<b>Retail and Community Facilities</b>		
Planning permissions for retail and other town centre use development	Maintain or improve the vitality and viability of the centres within the plan area	ACS6; LPDSA13; LPDSA14; LPDSA15
New retail development	No target	LPDSA13; LPDSA14; LPDSA15
Assessment retail need (from Needs Study)	Maintain or improve the vitality and viability of the centres within the plan area	ACS6
Centre health checks	Maintain or improve the vitality and viability of the centres within the plan area	ACS6
Amount of new B1 office floor space created in town centres	Maintain or improve the vitality and viability of the centres within the plan area	ACS6
Amount of retail floor space approved outside of defined centres	Maintain or improve the vitality and viability of the centres within the plan area	ACS6
Percentage of frontages for individual uses/ diversity of uses in centres	No target	LPD50; LPDSA13; LPDSA14; LPDSA15
Proportion of vacant units	No target	LPDSA13; LPDSA14; LPDSA15
Number of planning permissions granted (upper floors)	None	LPD51
Number of planning applications for A1 uses 500 sq metres or more with an Impact Assessment	100%	LPD52
Life expectancy at birth	Improvements in health	ACS12; ACSSA2
Number of major sporting facilities developed	Increase in provision of major sporting facilities	ACS13
Residents participation in sport	No target	ACSSA2

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
Crime – by type	No target	LPDSA4; ACSSA4
Number of community centres, GP practices, health facilities leisure centres, museums and libraries	No target	LPDSA2; LPDSA5; ACSSA2; ACSSA5; ACSSA3
<b>Transport</b>		
Percentage of planning permissions in accordance with the policy	No target	LPD57
Number of park and ride facilities granted	No target	LPD59
Progress on the delivery of transport schemes promoted in the policy (LPD60)	All schemes delivered by 2028. In particular, the Council will closely monitor progress on the Gedling Access Road to identify any significant slippage or risk of no delivery and a decision made as to whether this warrants an early review of the Local Plan by December 2018.	LPD60
Number of major planning applications approved against Highway advice on road safety matters	Zero	LPD61
Proportion of households with hourly or better daytime bus service to town, district or city centre	Increase modal shift towards public transport, walking and cycling	ACS14; ACSSA11
Number of public transport trips	Increase modal shift towards public transport, walking and cycling	ACS14; ACSSA11
Plan area wide traffic growth	Increase modal shift towards public transport, walking and cycling	ACS14; ACSSA11; LPDSA12
Number of cycling trips	Increase modal shift towards public transport, walking and cycling	ACS14; ACSSA11; LPDSA12

<b>Indicator</b>	<b>Target</b>	<b>ACS/ LPD Policy or SA Framework</b>
Number of travel plans agreed	Increase in the number of developments supported by travel plans	ACS14
Railway station usage	No target	ACSSA11
Travel to work	No target	LPDSA12
Implementation of individual schemes as in the Infrastructure Delivery Plan (ACS 15)	Delivery of projects promoted in the policy (Gedling Access Road in Gedling)	ACS15
<b>Infrastructure and Developer Contributions</b>		
Implementation of individual schemes as in Infrastructure Delivery Plan and in Part 2 Local Plans	Delivery of infrastructure identified in the Infrastructure Delivery Plan and Part 2 Local Plans	ACS18
Authority Monitoring Reports and the periodic updates to the Infrastructure Delivery Plan	Delivery of infrastructure identified in the Infrastructure Delivery Plan and Part 2 Local Plans	ACS18
Adopt Community Infrastructure Levy charging schedule	Introduction of Community Infrastructure Levy	ACS19
Authority report on s106 contributions and Community Infrastructure Levy funding	Ensure appropriate developer contributions to infrastructure.	ACS19

No indicators for ACS A; ACS5; LPD12; LPD15; LPD19; LPD23; LPD25; LPD32; LPD35; LPD43; LPD46; LPD49; LPD53; LPD54; LPD55; LPD56; LPD58; LPD62; LPD63.



## Report to Cabinet

**Subject:** Bestwood Village Conservation Area Appraisal and Management Plan

**Date:** 12<sup>th</sup> November 2020

**Author:** Service Manager Planning Policy

### Wards Affected

Bestwood

### Purpose

The purpose of this paper is to seek Cabinet approval to publish the Bestwood Village Conservation Area Character Appraisal and the associated Management Plan (attached as **Appendix 1**), including proposed boundary changes to the Conservation Area (attached at **Appendix 2**).

### Key Decision

This is not a key decision.

### Recommendation(s)

#### THAT:

- 1) Approve the appended Bestwood Village Conservation Area Character Appraisal and Management Plan at **Appendix 1** and the recommended boundary changes therein (also attached at **Appendix 2**);
- 2) Authorise the Service Manager - Planning Policy to notify the Secretary of State of the boundary changes, publish the document and advertise the boundary changes as required by statute; and
- 3) Delegate authority to the Service Manager - Planning Policy to make any minor typographical, formatting or factual amendments to the Bestwood Conservation Area Appraisal and Management Plan as appropriate.

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## **1 Background**

- 1.1 Under Sections 69-71 of the Planning (Listed Buildings & Conservation Areas) Act 1990 (the 'ACT') there is a duty on local planning authorities to determine which parts of their areas are of special architectural or historic interest and to designate them accordingly, in order that their character or appearance may be preserved or enhanced.
- 1.2 The Bestwood Village Conservation Area was designated on 1<sup>st</sup> June 1992 and a Conservation Area Appraisal was adopted in May 2005. The format for these documents has considerably changed since 2005 as has guidance and this document re-appraises Bestwood and its Conservation Area boundary in the light of changes over time. The document sets out guidance for the preservation and control of change in a Management Plan to ensure the Conservation Area continues to retain its special architectural and historic interest.
- 1.3 The Council's Conservation and Heritage Officer has been actively involved in the preparation of the Conservation Area Appraisal and Management Plan working alongside Planning Policy. The document has also been subject to informal consultation with Bestwood Parish Council who have provided valuable comments and assistance.
- 1.4 A Conservation Area Character Appraisal seeks to highlight the specific qualities of a place that contribute to its character and which are worthy of protection and enhancement. This provides a framework against which decisions about future development can be made. The purpose of a Conservation Area is not to prevent development but rather it is to manage change in an informed manner that preserves and enhances the Conservation Area without harming its special character and appearance.
- 1.5 The Appraisal also provides the opportunity to re-assess the Conservation Area boundary to ensure it continues to have special architectural or historic interest to warrant designation and to amend the boundary accordingly and include new areas where appropriate. A number of boundary changes are proposed which are set out in this report.
- 1.6 The adopted Appraisal will be used to inform the consideration of management and development proposals within the Area. The Management Plan sets out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.

1.7 The Appraisal and Management Plan have been subject to public consultation between 17<sup>th</sup> July and 20<sup>th</sup> August 2020 in accordance with the requirements of S71 of the 'Act'. A number of comments were received and addressed elsewhere in this report.

## 2 Proposal

2.1 It is proposed that Cabinet approves the Bestwood Conservation Area Appraisal and Management Plan attached at **Appendix 1**. (It should be noted that the Conservation Area Appraisal incorporates the boundary amendments indicated at **Appendix 2**).

2.2 The key findings of the Appraisal include:

- The general topography that affords different views through the area creating interest;
- The head stock, winding gear and adjacent former electricity substation of Dynamo House, the last remnants of the mining infrastructure now surrounded by the green and landscaped spaces of the Bestwood Country Park;
- The regimented short terraces of miners' houses built in dark red brick with slate roofs, and some having front porches and brick walled front gardens providing architectural consistency and a sense of community living, punctuated by the long narrow spaces of the roads;
- The landmark buildings created for community and private use, being former Hawthorne Primary School, St Mark's Church, The Village Hall (former Miners' Welfare club), the former offices of the Bestwood Coal and Iron Company and the former Bestwood Hotel on Park Road;
- The green spaces of The Square, the cricket field, the cemetery and Bestwood Country Park; and
- The contribution of trees and the wider countryside setting of the village.

### Issues and Opportunities

2.3 Bestwood Village Conservation Area and its setting has significantly changed in the 15 years since the last Appraisal was published in 2005. Bestwood Country Park has matured and its trees and green landscaped areas have returned the former colliery site back to a more natural appearance, providing an important natural setting to the village centre.

However, the village has undergone a significant rise in housing numbers with large developments along Broad Valley Drive and High Main Drive.

- 2.4 The character and appearance of the Conservation Area has been eroded to a degree by often well intentioned home improvements not requiring planning permission. The continued loss of historic building features to existing mine workers' houses and replacement with unsympathetic modern equivalents have harmed their architectural and historic character. Poor extensions to buildings and poorly maintained gap sites present both a threat and an opportunity to the Conservation Area.
- 2.5 The Village Hall (Former Miners' Welfare building) at the corner of Park Road and Church Road has been swamped by unsympathetic extensions to its perimeter almost completely hiding the original early 20th century building. The open and now derelict land to the west of Church Road, immediately north of the Village Hall was previously used as a bowling green and tennis courts. This rectangular piece of land presents an opportunity for enhancement even though it no longer possesses the special interest to warrant continued inclusion in the Bestwood Village Conservation Area. A Conservation Brief has been prepared for this area and included as Appendix 1 to the Conservation Area Appraisal and Management Plan.
- 2.6 A Conservation Brief has also been prepared for the Land Surrounding the Recreation Ground which has significant development pressures. These include housing allocations identified in the Local Planning Document Part 2 Local Plan – The Sycamores (H11) and Bestwood Business Park (H13) – and also the Eden Lodge care home site which currently has extant planning permission for demolition and redevelopment (references 2019/0318 and 2019/0319). This Conservation Brief is attached as Appendix 2 to the Conservation Area Appraisal and Management Plan.
- 2.7 Conservation Area designation provides an opportunity to exercise greater control over issues such as design, appearance and siting. The Conservation Area ensures that any new development can be accommodated in a sympathetic manner with a considered approach to issues such as design, siting and the use of more traditional materials and the size and arrangement of window openings.

#### Proposed Boundary Changes

- 2.8 It is proposed to remove four areas from the Conservation Area (Areas A, B, C and E) and add one area to the Conservation Area (Area D) as shown on **Appendix 2**.

#### **Area A – LAND NORTH OF MAYES RISE AND SCHOOL WALK**

This area includes largely late 20<sup>th</sup> Century development and **is** not of sufficient special architectural or historic interest to warrant continued inclusion within the Conservation Area.

#### **Area B – LAND BETWEEN PARK ROAD AND BROAD VALLEY DRIVE**

This area comprises three separate terrace blocks of 21<sup>st</sup> century housing and associated gardens and access/parking. It also includes the car park area to the entrance to Bestwood Country Park and **is** not of sufficient special architectural or historic interest to warrant continued inclusion within the Conservation Area.

#### **Area C – HOUSING LAND SOUTH OF THE SYCAMORES, MOOR ROAD**

Allocated as housing land H11 between Moor Road, the sports ground and the industrial estate; this area is being developed for housing. Its character has changed and no longer is of sufficient interest to warrant continued inclusion within the Conservation Area.

#### **Area D – BESTWOOD VILLAGE SPORTS GROUND**

The village sports ground is shown to exist on the 1900 Ordnance Survey map for the village and was a leisure ground/cricket field for the use of the village and its workers and warrants inclusion for its historic links to the development of the mining village and as an important green space

#### **Area E – LAND BOUNDED BY MOOR ROAD, SCHOOL WALK, CHURCH ROAD AND THE VILLAGE HALL AND BOWLING GREEN.**

This is currently an unkempt area of open land and buildings that includes the community centre and land to its rear. It no longer has sufficient merit to warrant inclusion with the Conservation Area

#### Consultation

- 2.9 The Bestwood Conservation Area Appraisal & Management Plan has been made available on the Council's website for local residents to make comments. The COVID 19 social distancing guidelines meant that paper copies could not be made available within Bestwood Village during the consultation period that was between 17<sup>th</sup> July and 20<sup>th</sup> August 2020. However, paper copies could be viewed at the Civic Centre by appointment. Letters were sent to all households in Bestwood Village living within or adjoining the Conservation Area boundaries. Posters were put up around Bestwood Village and an officer made a presentation to Bestwood Parish Council at their July meeting. Approximately, 25

comments were received and are summarised in **Appendix 3** together with the Council's response.

- 2.10 Most of the concerns raised relate to the removal of the four areas from the Conservation Area believing that this would lead to development pressures and inappropriately designed development. Concerns also raised included the loss of protection to trees located within the areas proposed to be removed. The Parish Council noted that the Welfare and Community Centre block offers opportunities for enhancement but considered it should remain within the Conservation Area. Some respondents supported the inclusion of Area D – Bestwood Sports Ground.
- 2.11 As a general response, Conservation Area designation is not an embargo on development and it is important that Conservation Area designations only include areas of historic/architectural merit in accordance with the 1990 Act. Regardless, it will remain a planning consideration where relevant to ensure that any development is sensitive to the 'setting' of the Conservation Area. The NPPF, policies in the adopted Local Plan and Guidance from Historic England would also apply to ensure that development is sensitively designed within Conservation Areas and in their settings. With respect to the need to protect trees in areas to be removed, the trees specifically referred to at the southern end of Moor Road are protected through a group Tree Preservation Order. In addition, the protection of trees is an issue that has been anticipated and a number of provisional Tree Preservation Orders have been approved. The comments of the Parish Council about the Welfare and Community Block are noted but the area no longer has sufficient merit to warrant inclusion with the Conservation Area. However, the Conservation Area Brief sets out a number of principles to guide future development proposals for this area to ensure that development is in keeping with the design, materials, form and layout of the Conservation Area, to maintain key views and to take opportunities to better reveal the original form of the Village Hall building.
- 2.12 Other concerns were raised about the levels of housing growth provided for in the village, lack of shops and facilities, traffic and parking which are not matters which can be addressed through the Conservation Area Appraisal. Other general comments included criticism about the length of the document and that not everyone can access on-line consultation documents. The Council has produced a detailed document containing necessary information and guidance. The COVID 19 pandemic restrictions did mean paper copies could not be made available within Bestwood Village although a paper copy was available to view at the Civic Centre by appointment. The comments are summarised in **Appendix 3**

together with a detailed response. No significant changes are considered necessary as a result of these comments.

#### Next Steps

- 2.13 Subject to Cabinet approval, changes to the Conservation Area boundary must be notified to the Secretary of State (Communities) and advertised in the London Gazette and locally.

### **3 Alternative Options**

- 3.1 An alternative option is not to approve the updated Conservation Area Appraisal and Management Plan. This would result in the Borough Council relying on an outdated version of the document and not meeting its statutory requirements under S69 (2) of The 'Act' to review Conservation Areas and to ensure Bestwood Conservation Area continues to be sufficiently relevant and informative, including only those areas of special architectural or historic character within its boundary.

### **4 Financial Implications**

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

### **5 Legal Implications**

- 5.1 The Appraisal meets the Council's obligations required by the Planning (Listed Building and Conservation Areas) Act 1990. Under Sections 69 and 71 of the Act, the Council should review conservation area boundaries from time-to-time and formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.
- 5.2 The principal legal effect of the designation of an area as a Conservation Area is control over demolition of buildings (including structures classed as buildings in planning legislation) and less generous permitted development rights, under the Town and Country Planning (General Permitted Development) Order 2015.
- 5.3 The Act requires that the proposed boundary changes will need to be advertised in the London Gazette, locally and the Secretary of State (Communities) and Historic England will also be notified.

### **6 Equalities Implications**

- 6.1 It is not necessary to carry out an impact assessment, as the main impact would be on the ability of people to alter or extend their property. In this

case, no new residential properties are to be included within the amended boundaries of the Conservation Area.

## **7 Carbon Reduction/Environmental Sustainability Implications**

7.1 The document will help to protect the environment of the Conservation Area. There are no implications for climate change.

## **8 Appendices**

8.1 **Appendix 1:** Bestwood Conservation Area Appraisal and Management Plan

**Appendix 2:** Map showing proposed boundary changes

**Appendix 3:** Summary of comments and the Council's response

## **9 Background Papers**

9.1 None

## **10 Reasons for Recommendations**

10.1 The reasons for the recommendations are:

- a) For the purpose of planning guidance.
- b) To comply with statutory requirements and to publicise the approved document.
- c) For the purpose of efficiently rectifying minor errors as appropriate.

### **Statutory Officer approval**

**Approved by:** Alison Ball  
**Date:** 30 October 2020  
**Chief Financial Officer**

**Approved by:** Francesca Whyley  
**Date:** 16 October 2020  
**On behalf of the Monitoring Officer**

APPENDIX A

**BESTWOOD VILLAGE CONSERVATION AREA  
CHARACTER APPRAISAL AND MANAGEMENT PLAN  
(CABINET VERSION November 2020)**



November 2020

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

### **1.0 SUMMARY**

- 1.1 Conservation Areas are defined by section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990<sup>1</sup> as areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of Conservation Areas. In February 2019, Historic England published its updated guidance entitled “Conservation Area Appraisal, Designation and Management Advice Note 1 (Second Edition)”<sup>2</sup>. This updated Bestwood Village Conservation Area Character Appraisal and Management Plan follows the guidance set out by Historic England.
- 1.2 Bestwood Village was designated as a Conservation Area on 1 June 1992. In May 2005 a Conservation Area Appraisal was formally adopted. Since 2005 the guidance has changed considerably and this document re-appraises the Conservation Area and revisits the Conservation Area boundary in the light of changes over time. In a Management Plan current guidance is set out for the preservation and control of change to ensure that the Conservation Area continues to retain its special architectural and historic interest.
- 1.3 The purpose of this Character Appraisal and Management Plan is to assess the historical development of the Bestwood Village Conservation Area and to describe those qualities that contribute to its significance as a place of special architectural and historic interest. This document will outline the Council’s approach to new development proposals in the Conservation Area having regard to the relevant local and national planning policies at the time of writing. It is intended that future changes within the Conservation Area will be monitored and the Character Appraisal and the accompanying Management Plan will be reviewed every few years to ensure they continue to reflect up-to-date policies and the Conservation Area boundary continues to include only those areas of Bestwood Village that are of special architectural or historic interest.
- 1.4 Bestwood Village is a coal mining village established on land within the ownership of the Duke of St Alban’s when the mine shaft was sunk in 1872 aided by the support of John Lancaster MP for Wigan 1868-1874 with one purpose, to mine the coal for the economy. The houses, playing field, social club, the church and adjacent school, allotments, shop and the clock tower

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/1990/9/section/69>

<sup>2</sup> <https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/>

offices, the mine itself and all its associated industrial workings, railway tracks and infrastructure were built in the Industrial revolution a period of economic expansion linking Bestwood Village to the wider area including Nottingham to the south. Taking advantage of the new technology available the mine prospered but it still needed a labour force and workers were well catered for. The whole village was planned on a grid or rectilinear pattern of roads and houses set around green leisure spaces and designed to respond to the landform. To summarise, the key elements that make the special character as it stands today are:

- The general topography that affords different views through the area creating interest;
- The head stock, winding gear and adjacent former electricity substation of Dynamo House, the last remnants of the mining infrastructure now surrounded by the green and landscaped spaces of the Bestwood Country Park;
- The regimented short terraces of miners' houses built in dark red brick with slate roofs, and some having front porches and brick walled front gardens providing architectural consistency and a sense of community living, punctuated by the long narrow spaces of the roads;
- The landmark buildings created for community and private use, being former Hawthorne Primary School, St Mark's Church, The Village Hall (former Miners' Welfare club), the former offices of the Bestwood Coal and Iron Company and the former Bestwood Hotel on Park Road;
- The green spaces of The Square, the cricket field, the cemetery and Bestwood Country Park; and
- The contribution of trees and the wider countryside setting of the village.

1.5 All these features combine to give Bestwood Village its historic character and appearance and its sense of place and local distinctiveness which is rooted in its mining history and of all those who worked and lived to bring the coal up from the ground, a history which is still very evident today.

1.6 This document comes in two parts:-

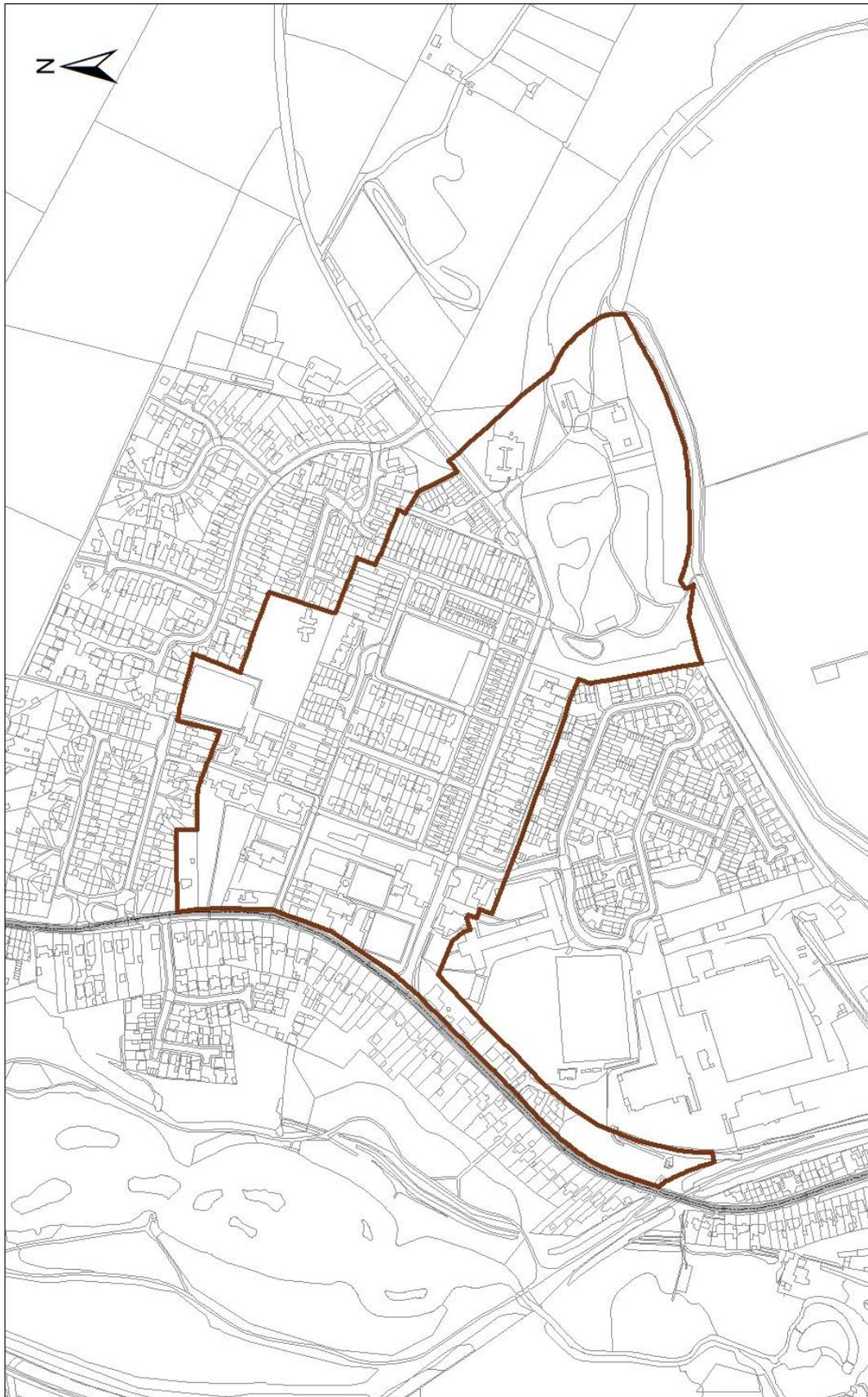
- Part 1 comprises a Character Appraisal that describes the special interest of the Bestwood Village Conservation Area and proposes revisions to the boundary; and
- Part 2 comprises a Management Plan that sets out guidance, policies and proposals for the preservation and enhancement of the Bestwood Village Conservation Area that can be carried out through the planning process.



## 2.0 INTRODUCTION

- 2.1 The existing boundary of Bestwood Village Conservation Area encompasses the historic core and industrial mining settlement that directly grew as a result of mining activity in the 19th and 20th centuries but omitting some of the more recent housing developments. The existing boundary is shown on **Map 1**. This boundary has been reviewed as part of the current appraisal taking into account the changes that have been made over time and recommendations for changes are set out in section 13 of the Character Appraisal. The proposed changes to the existing boundary of the Conservation Area are set out in **Map 11**.
- 2.2 The Character Appraisal assesses the historical development of the Conservation Area and describes its present appearance, identifying the specific qualities that contribute to its significance as a place of special architectural and historic interest as required by paragraph 186 of the National Planning Policy Framework. In particular, this Character Appraisal includes a description of architectural styles, forms and features that underline the major phases in the development of the village as well as important open spaces, which together make a substantial contribution to the character and appearance of the Conservation Area.
- 2.3 Once adopted, the Character Appraisal will be used to help inform decisions in relation to development to ensure proposals are sympathetic to the Area and its setting. The accompanying Management Plan, covered in Part 2 of this document, sets out planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.

**Map 1: Existing Bestwood Village Conservation Area Boundary**



Existing Conservation Area Boundary  
Borough Boundary

Existing Bestwood Village  
Conservation Area Boundary

Civic Centre, Arnot Hill Park, Arnold,  
Nottinghamshire, NG6 8LU



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### 3.0 LOCATION AND PATTERN OF DEVELOPMENT

- 3.1 Bestwood Village is located 6 miles to the north of Nottingham City centre on the edge of the Greater Nottingham conurbation. To the north lie the settlements of Papplewick and Linby and Ravenshead lies to the north east. The soil type that runs in a band north east/south west direction is lower mottled sandstone with pebble beds to the east and alluvium to the west. Coal measures are the dominant rock type to the west beyond a band of magnesium limestone that also runs north/south direction.
- 3.2 The boundary of the Conservation Area as proposed (as shown on **Map 11**) has been drawn to include those buildings and green spaces that directly relate to the planned layout and mining heritage of the village that developed following the sinking of the mine shaft in 1872. The boundary includes the original mine shaft Winding Engine House (Grade II\* Listed Building and Scheduled Monument) and former electricity substation, Dynamo house museum and tea room. It also includes the surrounding land which is now part of Bestwood Country Park and where once stood numerous buildings and rail tracks and that was landscaped to become an important leisure green space for residents and those visiting. Terrace houses along Park Road (**Photo 1**) and in and around the green space of The Square (**Photo 2**) are all included as are the former Bestwood Coal and Iron Company offices (including the clock tower), the Miners' Welfare, Bestwood Hotel (which has now been converted to flats), church and cemetery, former school and cricket pitch (recommended for inclusion). Bestwood Village was planned and built in a rectilinear pattern of development of long relatively narrow streets at right angles to each other, a grid pattern with green spaces of The Square and the allotments off Church Road and School Walk providing wider open spaces and affording longer views across open land between houses.

**Photo 1: View along Park Road displaying typical street layout of miners' houses with front gardens and brick boundary walls to the back edge of pavements**



**Photo 2: Terraced houses overlook the green space of The Square.**



- 3.3 Subsequent housing development on the edges of the original mining village adopts a 20th century style of development along curvilinear roads built to modern highway standards. These houses are outside the Conservation Area and not of sufficient interest as modern phased development to warrant inclusion with the Conservation Area.
- 3.4 Topography has also played its part in the character of the village with the north part of the Conservation Area on higher ground and providing views towards the south. The village history relates to the last 150 years and before that unlike many villages with medieval origins it largely did not exist for it was coal that brought the village to being. The first buildings erected were the mine buildings themselves together with St Mark's Church, former Hawthorne

Primary School and Miners' houses on Park Road constructed of dark red brick with slate roofs and with fine Victorian architectural detailing. The parish extends much further to include Bestwood Country Park, Bestwood Lodge and riding stables and the former Bestwood Pumping engine now known as Lakeside and situated on the Mansfield Road. To the south along Moor Road were iron furnaces that were established alongside the coal mining, the latter producing an ever-present source of fuel for the furnaces. Together they were managed by the Bestwood Coal and Iron Company.

- 3.5 The Conservation Area concentrates itself to the mining village and includes the landmark Winding Engine House to the pit head. To the west end of Park Road is the Clock Tower which may be seen upon entrance from the north and Papplewick while the Winding Engine House (**Photo 3** and cover) is now isolated following demolition of most of the buildings and tracks but has a natural setting within the Bestwood Country Park.

**Photo 3: Winding Engine House – Grade II\* Listed Building and Scheduled Monument**



**Photo 4: Dynamo House (former electricity substation)**



**Photo 5: Former Bestwood Coal and Iron Company offices (including the Clock Tower) (Grade II Listed)**



3.6 Like the mine workers' houses on Park Road and St Alban's Road (**Photos 6 & 7**) the pit buildings were constructed of red brick with slate roofs as was the church and the adjacent former school. This provided a consistency in building materials that ensures the buildings retain a coherent and consistent architectural styling and character. The larger buildings of the clock tower, hotel and Winding Engine House with their distinctive stone detailing provide landmarks through the village and between the houses, providing a legibility that binds these buildings to the mining heritage.

- 3.7 The miners' houses built by the contractor J. E. Hall of Nottingham were amongst the first to be built are on Park Road and St Alban's Road (**photos 6 & 7**) and incorporated fine detailing, front porches with slate roofs, vertical timber sash windows, painted timber Victorian front doors, red brick and coped walled front gardens, date stones and coat of arms depicting the initials of the Bestwood Coal and Iron Company that was responsible for the buildings. The architect Thomas Worthington who designed the houses was an advocate of better quality housing for the poor and each property had its own front and rear garden spaces, the streets designed so that this could be achieved. Those higher status houses on St Alban's Road and the Square were built for the foreman of the colliery and are larger and of greater architectural detailing reflecting that status.

**Photo 6: Terrace houses on Park Road (built in 1876)**



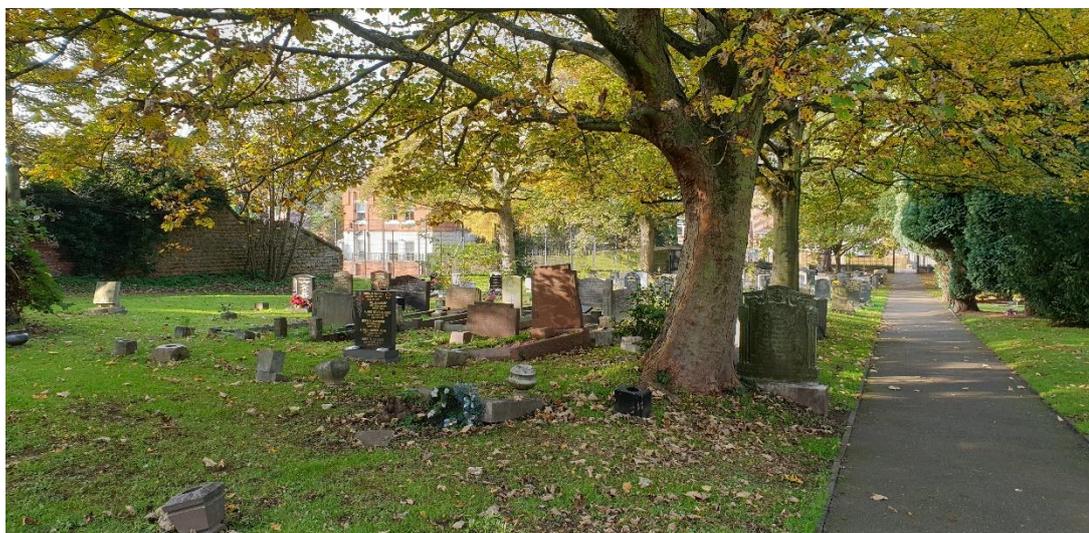
**Photo 7: Housing on St Alban's Road displays fine Victorian architectural detailing and were amongst the first houses built**



**Photo 8: St Mark's Church - a Non Designated Heritage Asset**



**Photo 9: St Mark's Cemetery has important trees and green space that positively contribute to the Conservation Area.**

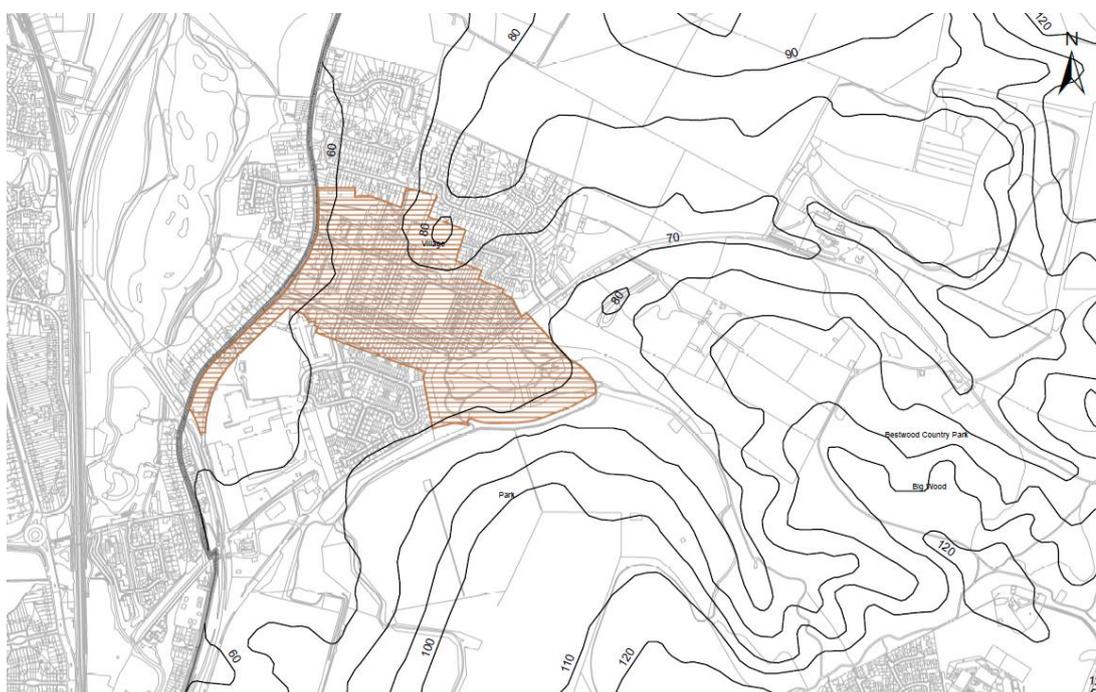


3.8 Aside from the listed buildings of the Winding Engine House and Dynamo House (being curtilage listed), the war memorial and the Clock Tower Offices, other key buildings within the village may be considered to be non-designated heritage assets. Houses along Park Road and the junction of St Alban's Road, St Mark's Church, the former Hawthorne Primary School, former hotel on Park Road, Miners' Welfare building. All of these make positive contributions to the character and appearance of the conservation area at varying levels of significance. See **Appendix A** and **Appendix B**.

## 4.0 LANDSCAPE SETTING

- 4.1 The landform across Bestwood Village and the surrounding area is characterised by changes in level with a gradual fall in height from 120 metres above ordnance datum within Bestwood Country Park to the far south and west to 80 metres on the south border of the Conservation Area and 70 metres within the village along Park Road (see **Map 2**). The land then rises gradually again to 80 metres to the north in the area of the sand pits while the land then falls to the west towards Moor Road and across the district boundary into Ashfield.

**Map 2: Landform/Contour Plan**



- 4.2 The original mining village of Bestwood where the houses, mine working buildings and railway tracks were built took advantage of the relatively level topography, the railway lines linking to the main line to the west. The buildings are sandwiched between the rising lands to the north and south. It is notable that the buildings in Bestwood Village are demonstrably of red brick rather than stone as seen at Papplewick to the north, reflecting the local economic situation at that time and the need to erect the houses and mine buildings quickly once the opportunity to sink the mine shaft was taken. Bricks could be sourced in abundance as could slate for roofing materials utilising the transport network. This contrasts with Papplewick, where its buildings used more locally sourced stone for buildings influenced by the economy, agriculture and the estate during the 18th and 19th centuries.
- 4.3 The setting of the village is influenced by Bestwood Country Park to the south and east, the farmlands to the north and built up area of Hucknall to the

northwest within Ashfield district, Moor Road providing the district boundary. The large open green spaces of Bestwood Country Park, its banks of mature trees, and the farm lands to the north provide a rural setting to the village and the green spaces within the Conservation Area provide a visual character link from within the village core to the lands beyond the village boundary. The Winding Engine House and accompanying Dynamo house are within the Conservation Area boundary and also the northern part of the Bestwood Country Park, the latter extending much further beyond and to the south of the Conservation Area.

- 4.4 The Greater Nottingham Landscape Character Assessment 2009<sup>3</sup> identifies the land to the north and south of the village as Policy Zone S PZ 2 'Killarney Park Wooded Farmlands' area, a landscape of an undulating landform with intermittent areas of woodland and large arable fields to the north of Bestwood Village. Historic field boundaries remain largely intact since their enclosure.

**Photo 10: View from Bestwood Country Park towards the village from the south east looking north-west.**



- 4.5 The original mining settlement is now surrounded by later 20th and 21st century housing development with an industrial park to its south west, railway line to the west with Hucknall beyond. Moor Road to the west is lined by 20th century dwellings that are within Ashfield district and beyond those are the Mill Lakes. To the north lies a sand quarry and then the open fields beyond that stretch towards the villages of Papplewick and Linby. Some 1.8 kilometres to the east beyond open fields and woodland is Bestwood Lodge Hotel which is Grade II\* Listed Building and designed by the architect S.S Teulon and erected in 1862.

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<sup>3</sup>[https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/naturalenvironment/Final%20Report%20-%20GBC%20EXTRACT%20\(updated%20Nov%202017\).pdf](https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/naturalenvironment/Final%20Report%20-%20GBC%20EXTRACT%20(updated%20Nov%202017).pdf)

## 5.0 HISTORIC DEVELOPMENT OF THE AREA

5.1 Bestwood Village is a 19th century purpose-built industrial colliery settlement. Its dwellings and infrastructure erected following the sinking of the mine shaft in 1872. The historical development of the village and pre-village site was usefully set out in the previous 2005 Bestwood Village Conservation Area Appraisal and is set out again and updated below:

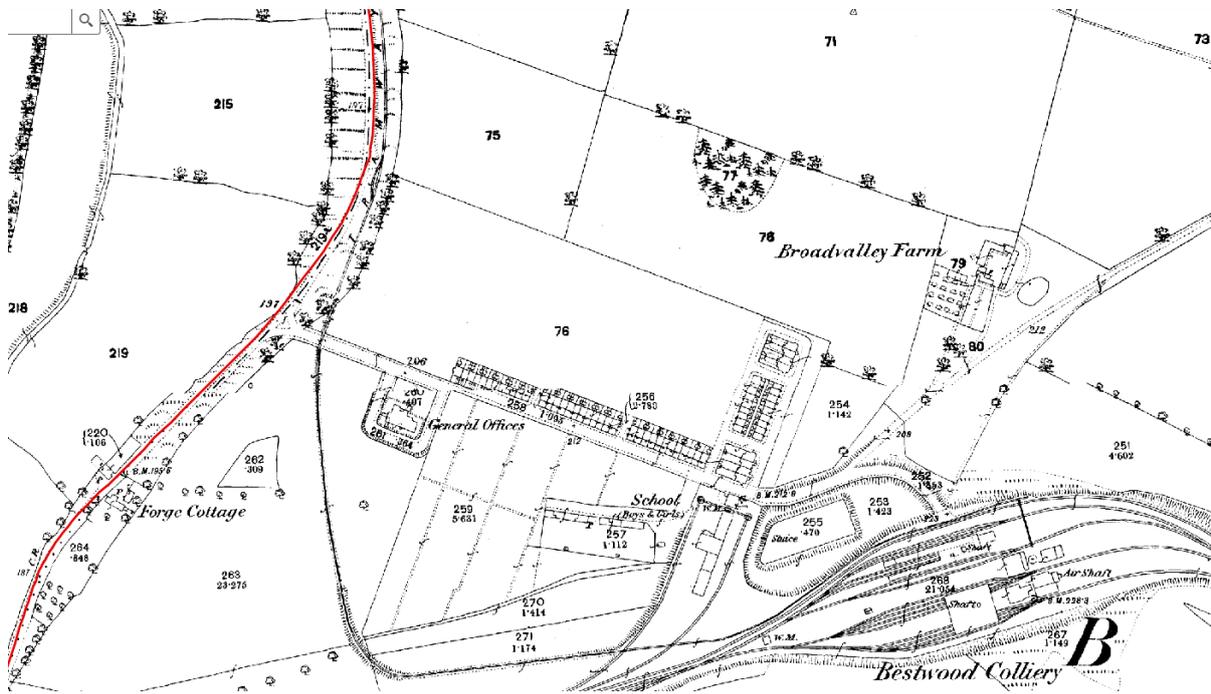
- 1105 - Bestwood Park created as Royal hunting ground.
- 1350 - Bestwood Park 'imparked' (enclosed) with timber from Linby Hay used for features of land management: woodland, heathland and arable zones.
- 1683 - Park granted by King Charles II to Henry Beauclerk, Duke of St Alban's.
- 1862 - Present Bestwood Lodge, a grade II\* listed building built for 10<sup>th</sup> Duke of St Alban's by S.S. Teulon.
- 1872 - Bestwood Colliery sunk by John Lancaster under lease from 10<sup>th</sup> Duke of St Alban's.
- 1876 - 64 houses built to a rectilinear pattern by Bestwood Coal and Iron Company on Park Road and St Alban's Road.
- 1876 – Bestwood Coal and Iron Company General Office by Thomas Worthington built on Park Road.
- 1878 – Original Hawthorne Primary School constructed. Named after Reverend Hawthorne, incumbent vicar 1885-1911.
- 1881 - Bestwood Iron Works opened with 2 blast furnaces.
- 1887 - St Mark's Church built at a cost of £1,746. Funds were provided by the Duke of St Alban's and the Lancaster family. It was originally intended to incorporate a tower and baptistery in the building. The school was built from proceeds raised by sacking a teacher and employing a student teacher. The resulting saving, the idea of the head teacher, Mr Robinson, paid for his house to be built.
- 1890 - Two further blast furnaces added to the Iron Works. The Village Hall (now Miners' Welfare) was built with funds donated by the Lancaster family. Considerably altered since construction.
- 1921 - War Memorial on Park Road unveiled by Lord Osborne Beauclerk, now grade II Listed.
- 1920s-1930s Lancaster Road, Church Road and the remainder of The Square built.
- 1928 - Iron Works closed.
- 1947 - Coal nationalisation.
- 1967 - Closure of Bestwood Colliery.
- 1950s-1980s Northern expansion of the village: Broad Valley Drive, Hill Road, Coronation Road and The Spinney built.

- 1985 - National Coal Board South Nottinghamshire Area Offices moved to Edwinstowe, from former Bestwood Coal and Iron Company offices. Site designated “Bestwood Business Park”. Ex-National Coal Board/British Coal housing stock in Nottinghamshire (including many 1870s properties at Bestwood Village) sold to Nottingham Community Housing Association, with sale of many properties to individual freeholders since.
- 1992 - Bestwood Village designated a Conservation Area by Gedling Borough Council.
- 2005 – Bestwood Village Conservation Area Appraisal adopted
- 2007–2012 - 175 houses built at High Main Drive.
- 2018 – Land at Beeston Close developed for housing.

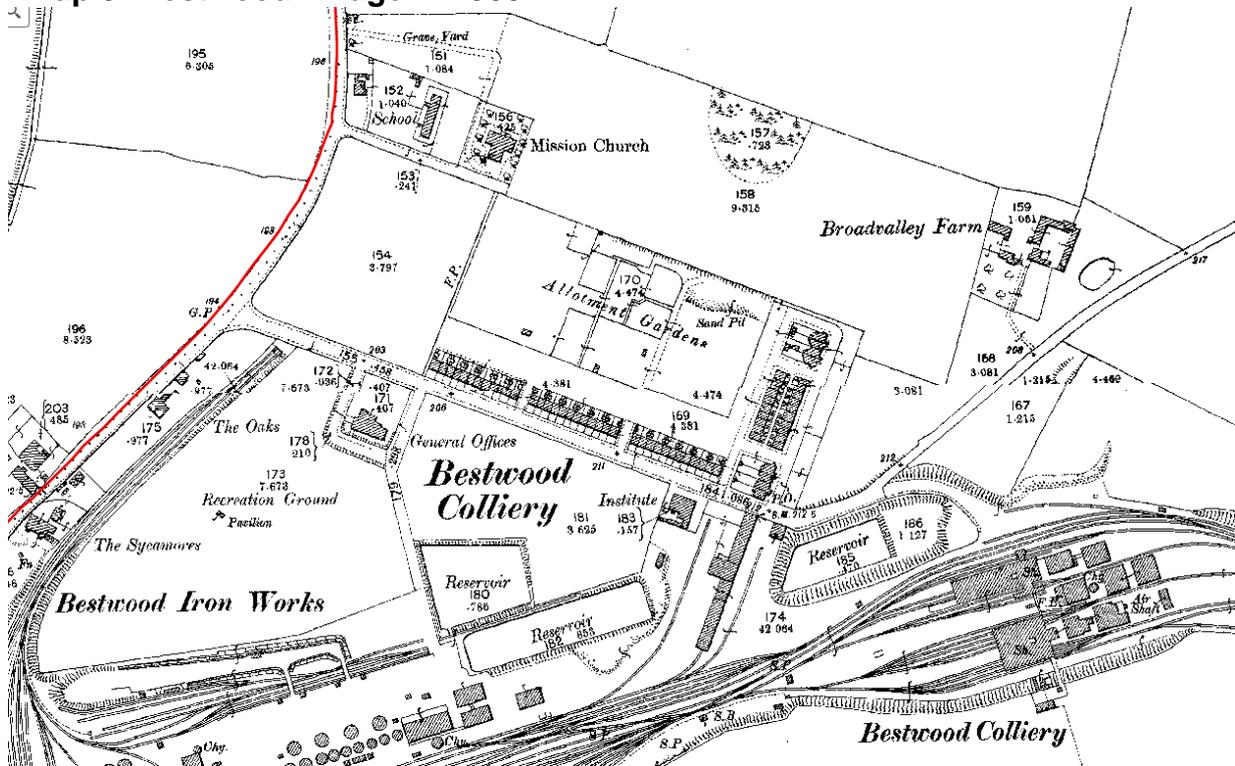
**Map 3: Sanderson’s Map 1837 – Twenty Miles around Mansfield (including Bestwood Village)**



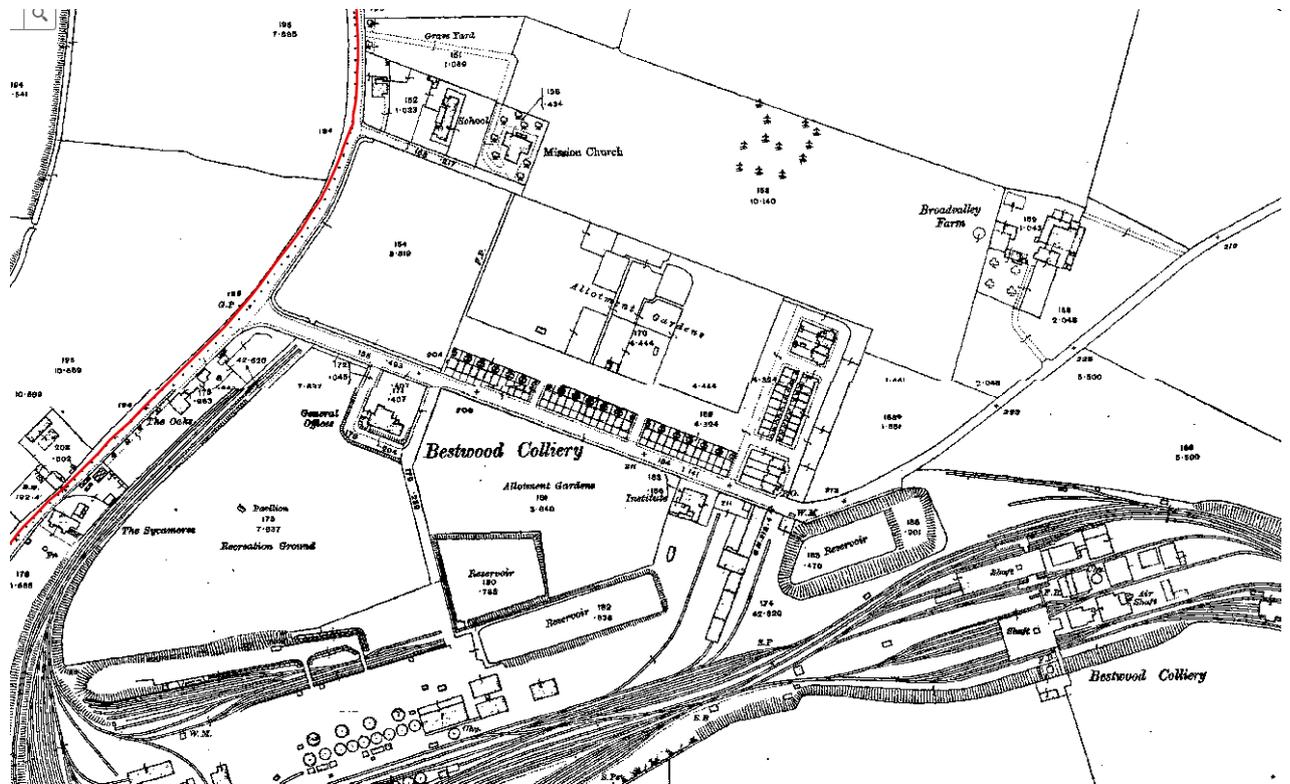
Map 4: Bestwood Village in 1880



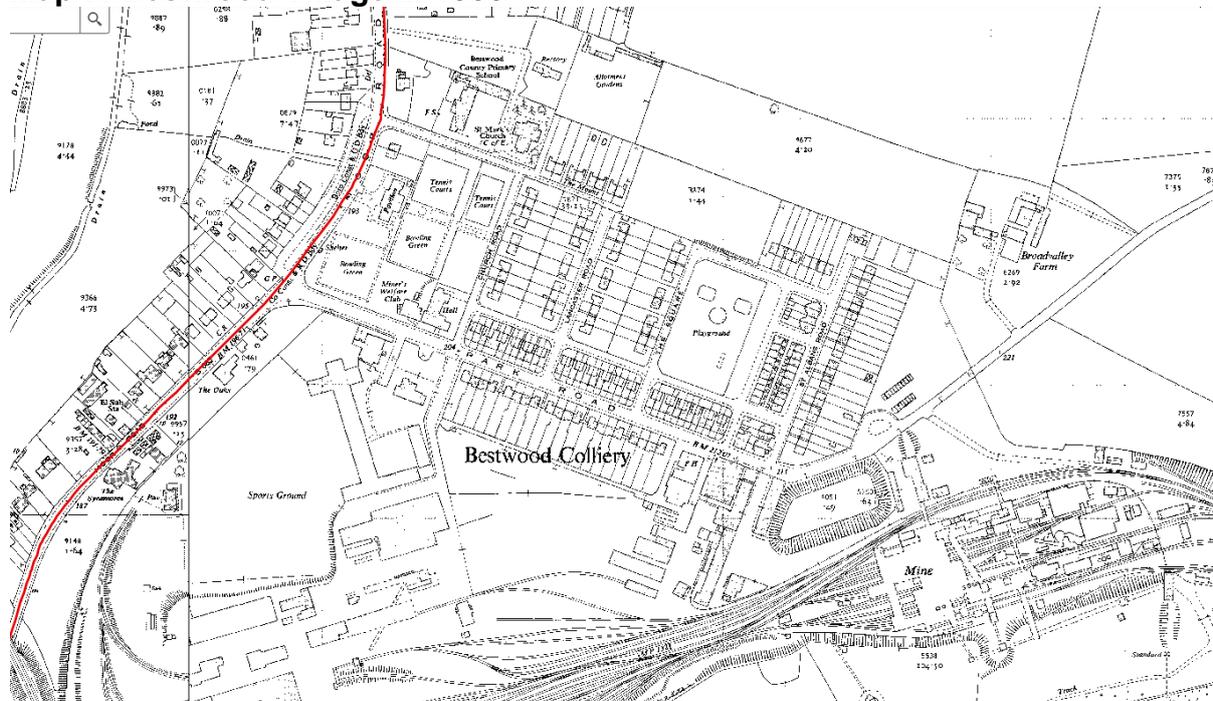
Map 5: Bestwood Village in 1900



Map 6: Bestwood Village in 1914



Map 7: Bestwood Village in 1950



- 5.2 Historic mapping provides an historical record of the evolution of the village. Sanderson's Map shows the area in 1837 (**Map 3**). The 1880 Ordnance Survey map (**Map 4**) clearly shows the first phase in the development of Bestwood Village (1870s) shortly after the sinking of the colliery and the initial phase of housing development. Of note are the former naming of 'The Sycamores' (Forge Cottage), Bestwood Coal and Iron Company offices, pit-head buildings including baths and the initial location of the 'Boys' and Girls' school to the south of Park Road, despite the Church School (east of Moor Road) having been built in 1878. The 1870s terraced housing on what is now Park Road can be identified, as can houses on St Alban's Road and The Square which back on to each other, separated by a central alleyway. The tramway running northwards, alongside Moor Road served a brickworks and quarry at Coblers Hill, approximately 1.2 km to the north of the Park Road/Moor Road junction.
- 5.3 By 1900 the Ordnance Survey map (**Map 5**) shows the layout of the colliery and Iron Works at the peak of their importance and development. Over 2,000 miners were employed at Bestwood Village, it being amongst the most productive mines in the country. By this time, the Iron Works had four blast furnaces and a large number of pit-head buildings can be seen surrounding the steam powered Winding Engine House which is now recognised as a Scheduled Ancient Monument and protected accordingly. Identifiable features that developed since the 1880 Ordnance Survey map include the Institute (Bestwood Hotel built in 1896), St Mark's Church (built in 1887), The Oaks, School House (built in 1887) and three reservoirs. The Coblers Hill tramway has since been removed, its route (south of Park Road) being incorporated into the new ironworks railway sidings and the recreation ground (which still exists today). The railway station was located to the south west of the Sycamore/recreation ground. In general terms the colliery village at that time was seen in what was predominantly an agricultural setting and landscape
- 5.4 In the 50 years following the publishing of the 1900 Ordnance Survey map the village had changed and grown considerably although the mine and its associated buildings and railway lines were still intact (**Maps 6 and 7**). An area of land shown in 1900 as allotment gardens was developed during the Inter-War period, providing the houses on Church Road, Lancaster Road and the western side of The Square. The Village Hall (built in 1928 and now the Miners' Welfare) is shown adjacent to Church Road. During the immediate post-war period there was substantial residential expansion to Bestwood Village, on Hill Road/Coronation Road estate and substantial "ribbon" development to the west of Moor Road (in Ashfield district). Newer Colliery buildings and railway

sidings have replaced the former ironworks and associated reservoirs, while the 1950s National Coal Board offices that later became used as a nursing home (Eden Lodge) have been developed on part of the recreation ground. At this date, the colliery continues to dominate the setting of the village even as its fortunes were in decline, post Nationalisation.

- 5.5 Bestwood Colliery closed in 1967 and the land was re-landscaped by Nottinghamshire County Council. A number of the colliery buildings associated directly with the pit and also the railway infrastructure including tracks and sidings were removed in the 1960's and 1970's leaving the Winding Engine House and an associated building that was used as an electricity substation (Dynamo House) and is now used as a café and visitor centre.
- 5.6 Clearly the population of Bestwood Village has grown in line with economic activity and the expansion of housing development in more recent time. The 2001 Census records a population of 1,655 including the residents at Killarney Park, Goosedale Lane. In 2004 the estimated population for Bestwood Village was 2,012 however in 2011 it was 1,969 according to the Office of National Statistics recording a slight fall. The village has expanded considerably since 2011.
- 5.7 Bestwood Village has undergone significant change in the latter part of the 20th century. Since 2007 modern housing developments, at the Mount and High Main Drive, have extended the built form on the edges of the Conservation Area. Not only this, further changes are proposed with planning applications in 2018 for the demolition of Eden Lodge nursing home and its replacement with a modern facility nursing home to meet current day standards and also erection of 12 dwellings.
- 5.8 To the immediate south of the recreation ground lies Bestwood Business Park recognised by its large industrial gabled and flat roofed metal clad framed buildings and large swathed area of car parking that in its current form detracts from the setting of the Conservation Area.

## 6.0 ARCHAEOLOGY

- 6.1 Bestwood Village history as set out above indicates that any significant archaeology is likely to be as a result of the industrial legacy that mining activity has had since the 1870's before which the land was unused. Primary to that legacy is the steam Winding Engine House now designated a Scheduled Monument. The significance of this should not be lost in terms of the impact that one of the most productive pits in England had at its peak. Bestwood Colliery Winding Engine House and Headstocks have been preserved and together with Dynamo House constitute the remnants of the former colliery surface workings. This structure is of national importance, and also carries Grade II\* listing in addition to its Scheduled Status giving it an extremely high level of heritage protection. It was built in 1873 by Wren & Hopkinson of Manchester and was in use over the Number 2 shaft until the colliery closed in 1967. It is built in elaborate Italian Gothic style of concrete and brick. This early use of structural concrete is of particular importance. Vertical winding engines were always rare in Great Britain and contained within the building are the only engines known to remain in their original working situation. In addition to the two single cylinder winding engines with overhead drums and brake gear, the pulleys and cage guides are also retained.
- 6.2 Given the village is principally of 19th century origin the potential for underground archaeology is low and is most likely to be concentrated within the area of the mine and its immediate environs. The Historic Environment Record held at Nottinghamshire County Council holds the counties archaeology records and is the depository for new records as and when they appear. Developers should consult the Historic Environment Record team as part of proposals for development.
- 6.3 Policy LPD 30 of the Gedling Borough Local Planning Document (2018) expects proposals for development to conserve and /or enhance the significance of the scheduled monument including within its setting. Setting is defined in the National Planning Policy Framework as "The surroundings in which the asset is experienced". Historic England 'Good Practice Advice in Planning Note 3' defines setting in more detail. Where development is likely to affect the mine and/or its surroundings there is a presumption that appropriate measures will be taken to protect remains by preservation in situ. However, where this is not practical then applicants shall make arrangements preceding excavation for assessing, recording and archiving remains to be undertaken by an accredited archaeologist in accordance with the Chartered Institute of Archaeology standards.

## **7.0 CHARACTER AND INTERRELATIONSHIP OF SPACES WITHIN THE CONSERVATION AREA**

- 7.1 The relationship of spaces and their interaction with the planned built form of the village and to its wider countryside surroundings is important in helping to define the character of Bestwood Village. The built form of the original village itself is relatively compact, rectilinear in form and resulting in the enclosure of long narrow spaces of the roads that are lined by housing. The character is also seen in the differentiation of public and private spaces, green spaces or the private gardens with their boundary walls to the back edge of footpaths. The walls providing a visual connection along road frontages.
- 7.2 Two distinctive overall character areas exist within the Conservation Area which are the area of the miners' houses, punctuated by a number of green spaces and then that part of the Bestwood Country Park incorporating the mine Winding Engine House and its immediate environs. The old village is principally defined by its sense of enclosure between housing and institutional or communal buildings, the regimented pattern of terraced houses and their front and rear garden plots. Whereas the wheel house and environs is now landscaped open green space with semi mature trees with views in to the area from St Alban's Road/Park Road and near the car park upon entrance from Park Road. Longer views are seen from the open upland areas to the south and former colliery spoil heaps now landscaped.

**Photo 11: Bestwood Country Park, landscape following the pit closure**



**Photo 12: Carriage wheels from the former mine works rolling stock and adjacent car park mark the entrance to Bestwood Country Park within the setting of the Conservation Area**



7.3 Within the built areas of the Conservation Area the enclosed wider green spaces and longer spaces of the roads terminated by buildings or trees are important to the character of the area. The sloping nature of the landform allows longer views from the northern parts of the Conservation Area looking south and from the south looking north from the former colliery spoil heaps now landscaped. More restricted although long views are afforded from Moor Road and along Park Road where the land is relatively level.

**Photo 13 (right): Glimpsed view at entrance to the Bestwood Country Park from Park Road and close to the area of the now dismantled former pit head baths and rail tracks**



## 8.0 CONTRIBUTION MADE BY GREEN SPACE AND TREES

- 8.1 Green spaces, trees and hedgerows make an important contribution to the character of the Conservation Area. Important green spaces and trees are highlighted on **Map 8**. Trees are located in and around green spaces and particularly the cemetery within the built area and Bestwood Country Park where belts of trees have been planted over the past 20 years or so around the area of the Headstocks and now becoming mature.
- 8.2 Within the old village, hedgerows are not commonly found. However they do appear from time to time within gardens behind walls. Areas along Moor Road, in front of the clock tower, The Square and the cemetery have hedges while a mature hedge marks the boundary to the Bestwood Country Park on Park Road. It is the green spaces and the trees that combine to provide the village and its surroundings with what is an important aspect of the village character and natural landscape setting. The green open space of the cemetery has a central footpath running from the gated entrance to the top of the cemetery and connecting through to St Mark's Church. The cemetery and the area around the church is planted with a number of mature deciduous and conifer trees that provide colour, shading and natural beauty amidst the green space and the gravestones, making a positive contribution to the village conservation area and natural setting for the church. A Tree Preservation Order protects the trees as does its Conservation Area status.

**Photo 14 and 15: St Mark's Church surrounded by mature trees**



- 8.3 Most notable of the green spaces are The Square, a large planned leisure space around which housing was developed as part of the philanthropic planned layout of the mining village. The Square makes a positive contribution to the character and appearance of the Conservation Area for the open views

it affords and the natural contrast and setting to the housing that surrounds it. Other leisure space set aside as part of the planned development of the village are the bowling green and the recreation ground, the latter not included within the Conservation Area previously but now proposed for inclusion because the green spaces provide an historical and social significance to the leisure activities of the past and now the present. The recreation ground located immediately north of the Iron Works first appeared on the 1900 Ordnance survey map (**Map 5**). The most significant other spaces previously identified are the land to the immediate north of the Miners' Welfare, land off Beeston Close that was previously overgrown and now being developed for housing and land opposite the entrance to Bestwood Country Park now also developed. The land north of the Miners' Welfare appears as previously developed land with hard surfacing and once occupied by tennis courts. This is unkempt scrub land that lies in the heart of the village requiring a positive plan for its enhancement. Open space around the Grade II Listed War Memorial and to the front of the clock tower makes an important contribution to the character of the area, the clock tower being part of the former Bestwood Coal and Iron Company offices, set within a larger space that provides a setting for the building. The low hedgerows around the war memorial provide a natural feature around this important monument which is a grade II listed building.

**Photo 16: The Square**



- 8.4 The large space of the Bestwood Country Park provides the home for the Headstocks and engine house for the now closed pit. The land around the remaining buildings has been landscaped following the dismantling of the rail tracks and a number of buildings to provide a green setting for what remains. Mature trees have been planted to delineate the lower lying level areas around

the buildings forming a protective barrier to the space and punctuated by footpaths allowing access to the open lands to the south within the wider Bestwood Country Park area. The area around the former pit head baths was planted with trees after closure of the mine and the results today are of an area of mature trees and green spaces that have changed the character and appearance of the area significantly from its former colliery use.

**Photos 17 and 18: Dynamo House (top) and Winding Engine House (bottom) in Bestwood Country Park**





-  Proposed Conservation Area Boundary
-  Existing Conservation Area Boundary
-  Key Open Space
-  Key Green Space
-  Tree Preservation Order (Boundary)
-  Tree Preservation Order (Individual)
-  Borough Boundary

**Map 8 -  
Key Open/Green Space  
and Trees**

Civic Centre, Amot Hill Park, Amot,  
Nottinghamshire, NG6 8LU



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## 9.0 KEY VIEWS AND VISTAS

- 9.1 Bestwood Village's rectilinear plan form and its position set with higher grounds to the north and to a greater extent the south ensures there are a variety of short and long views both within the Conservation Area and from its surroundings. The topography and pattern of development of built form, open green spaces and trees combine to provide special character and interest with long, short, hidden and glimpsed views experienced consistently.
- 9.2 Perhaps the key view within the Conservation Area is along Park Road. Recorded in the previous 2005 Bestwood Village Conservation Area Appraisal is the view towards the Headstocks looking east along Park Road with the miners' houses enclosing the space and the Headstocks terminating the view. Since 2005, the trees that were planted as part of the landscaping scheme at that time now obscure the Headstocks in longer views from Park Road and the Headstocks no longer dominate the view, which is now terminated by mature trees and illustrative of the changes that have occurred. The trees and landscaping relate the centre of the village to its wider surroundings and Bestwood Country Park in appearance and natural character. **Map 9** and **Photos 12, 13, 15 17, 18** highlight important views and vistas that contribute to the special character and appearance and setting of the Conservation Area.
- 9.3 There are key views along the roads that separate the miners' houses and also across the wider spaces of The Square, the cemetery, land adjacent to Church Road and in front of the former Bestwood Coal and Iron Company offices towards the Miners' Welfare building. In contrast there are longer views from the Bestwood Country Park that show the wider landscape setting and together they make an important contribution to the character and appearance of the Conservation Area. Longer views upon entrance in to the core of the village from the north are highlighted by the landmark clock tower of the former Bestwood Coal and Iron Company offices.

**Photo 19: The 2005 Bestwood Village Conservation Area Appraisal showed that the Headstocks dominated the view along Park Road at that time.**

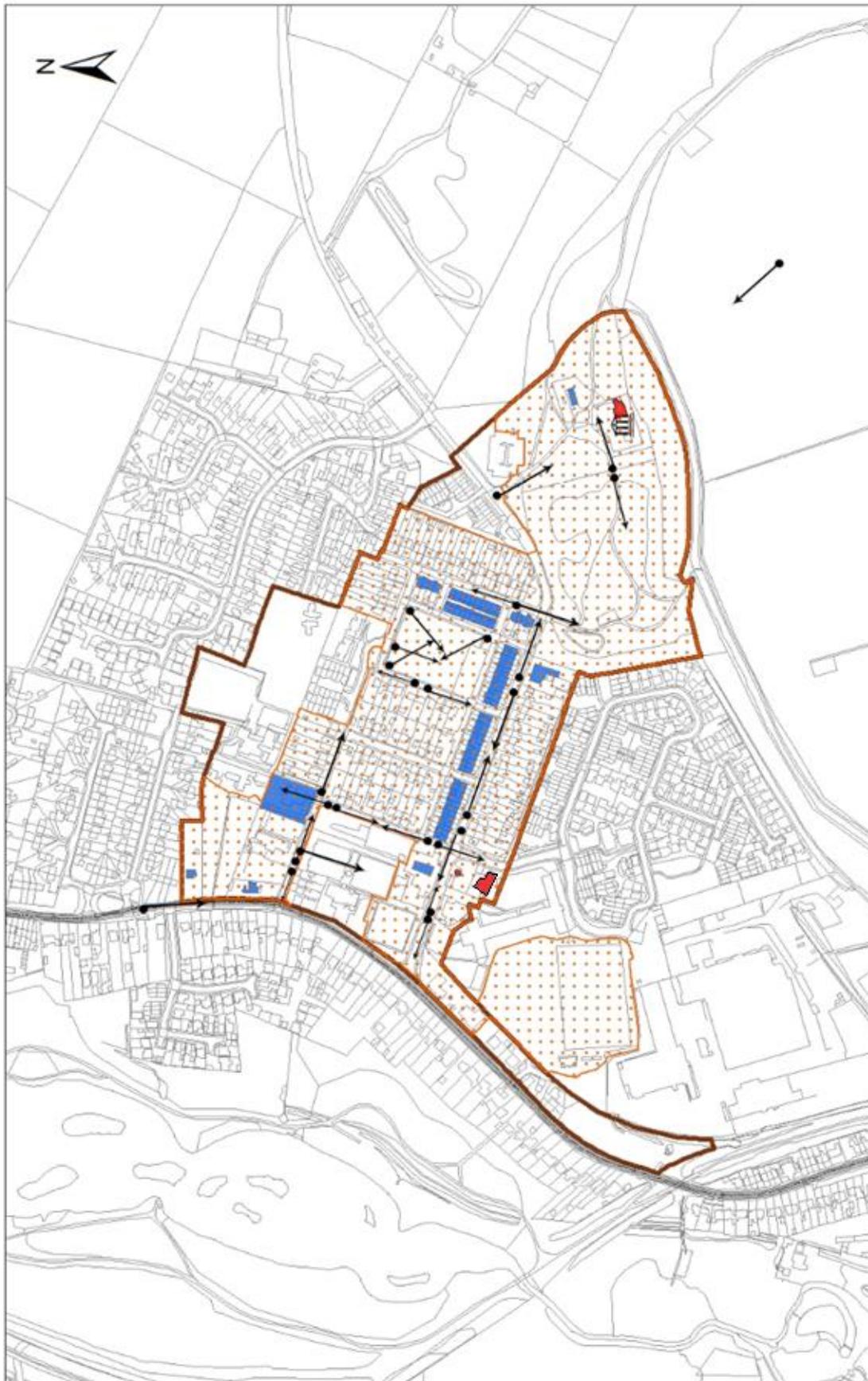


**Photo 20: The view is now terminated by mature trees that mark the entrance to Bestwood Country Park with the Headstocks hidden from view.**



**Photo 21: Long view upon entrance from the north with former Bestwood Coal and Iron Company Clock Tower**





- Proposed Conservation Area Boundary
- Existing Conservation Area Boundary
- Listed Buildings
- Local Heritage Assets
- Scheduled Monument
- Borough Boundary
- Views and Vistas

**Map 9 -  
Key Views**

**Gedling**  
Borough Council

Chris Cantles, Amos Hill Park, Arnold,  
Nottinghamshire, NG6 8LU

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## 10.0 PREVAILING ACTIVITY AND USES

10.1 Bestwood Village emerged following the sinking of the mine shaft in 1872 and it is a prime example of a planned mining village that encompassed all aspects and the needs of everyday living all with one purpose to provide the infrastructure and support for coal production. Chiefly, this involved building housing and social facilities that still exist today long after the mine itself closed in 1967. Terraced houses of two storeys built of red brick and with slate roofs, many bearing the emblem of the Bestwood Coal and Iron Company were built along Park Road and St Alban's Road and that provided the workers with homes close to their work. More housing was built to the north and east around The Square and the boundary of the Conservation Area includes all housing associated with the historic development of the original mining village. Communal buildings are part of the built fabric including the school (built in 1878) and St Mark's Church (built in 1887) built shortly after the houses on Park Road, again utilising red brick and slate roof tiles. A new replacement school building to the north of Bestwood Village was erected in the late 2010s, leaving the boarded former Hawthorne Primary School, redundant, its future uncertain although still very much a part of the historic fabric of the village. Other buildings of note are the former Bestwood Hotel now used for private residential use and the former Bestwood Coal and Iron Company offices that are occupied by various businesses.

**Photo 22: Former Hawthorne Primary School**



10.2 The village has been extended considerably since the war with phases of housing development surrounding the original mining village and extending the built form. Notably the housing development after the war to Hill Road and Coronation Road, highlighted in the 2005 Bestwood Village Conservation Area Appraisal as the last phase of miners' housing before its closure, is

omitted from the Conservation Area due to its physical separation from the rest of the mining village while they also lack the special interest to warrant inclusion. Following on housing has dominated the development of Bestwood Village along Broad Valley Drive and from 2011 High Main Drive with the previously overgrown land at the Mount off Beeston Close and land at the Sycamores off Moor Road now also being developed for housing. One exception to this is Bestwood Business Park to the south and west of High Main Dive, an area of industrial warehousing close to the former Iron Works and railway lines although this development has no significance to the historic village core and is not within the Conservation Area.

- 10.3 The use of planned spaces has also changed and most significantly the part of the Conservation Area that has the former engine house and Headstocks is now included within Bestwood Country Park. The Headstocks are well preserved and protected by Scheduled Monument status and are a museum piece while Dynamo House, a former electricity substation building is well preserved and used as a café and information centre. The whole landscape has changed since the closure of the mine, with the green landscaping of the areas that were once occupied by buildings and railway lines, footpaths that permeate to connect to the wider Bestwood Country Park to the south and enclosed by mature trees that have grown considerably since 2005 obscuring the Headstocks in longer views.

## 11.0 ARCHITECTURAL AND HISTORIC QUALITIES OF THE BUILDINGS

- 11.1 The built form and architectural styles within Bestwood Village Conservation Area display the principle characteristics of the mid to late Victorian era and the arts and crafts style of architectural detailing seen at the turn of the century with simple miners' houses displaying features and commonality in materials that provides uniformity and cohesion that binds the buildings of the mining village together in a special and unique relationship.
- 11.2 The typical miners' houses (**Photos 1, 2, 6, 7, 19 and 20**) are in terrace rows with those on Park Road being built in 1876 and comprising 36 dwellings in three blocks of 12. Historic maps show these are amongst the first to be built by the Bestwood Coal and Iron Company. Designed by the Manchester architect Thomas Worthington, they are distinctive for their elaborate date stones and the initials of the Bestwood Coal and Iron Company denoting their origins as miners' houses. Building features included dark red bricks using English bond brick patterns, slate roofs, stone dressings, vertical two over two timber sliding sash windows with margin lights and panelled upper half glazed front doors with slate roofed hoods over, small front gardens having low brick walls with saddle back copings and brick gate piers with stone pyramidal copings defining their boundaries from the footpath.

**Photo 23 Park Road in the 1980's**



**Photo 24 Park Road in 2020**



- 11.3 Most windows and doors have lost their originals and are of UPVC which detracts from their character and appearance, presenting flat white, wide

frames out of accord with the age and architecture of the buildings as designed. UPVC is not able to replicate the fine slender mouldings of the original timber windows. Other works that have harmed the significance of the houses are the cladding to front elevations to some properties. The overall consistent design of the houses as a terrace row is being diminished.

**Photo 25: Timber Vertical Plain Sash windows**



**Photo 26: Canted Bay Window with slate roof**



**Photo 27: Brick wall in English Bond having alternating courses of headers and stretchers**



- 11.4 The social status of the miners is reflected in the house types they occupied. Those on St Alban's Road (**Photo 7**) are more elaborate in their detailing and design. Numbers 1-4 and 15-18 St Alban's Road comprise two blocks of four

higher status housing. They have half hipped slate roofs with finials and overhanging eaves, large chimneys, bay windows, covered porches having timber stud with brick nogging between. Bricks to walls were laid in English Bond of alternate stretchers and headers. In plan form these were larger buildings.

- 11.5 Terraced miners' houses on the north side of Park Road (**Photos 6, 19 and 20**) are smaller, contrasting with the interwar houses on the south side of the road which are larger and more varied in their designs with projecting wings and including hipped roofs with overhanging eaves and stone quoins to walls. They also have flat roof stone door hoods more associated with classical designs but again many windows are now UPVC and some are rendered. Low brick front walls mark the boundary to their front gardens. Similar interwar buildings were erected on the west side of The Square and other red brick interwar houses with medium sized gardens were erected on the former allotments on Lancaster Road and Church Road but having fewer architectural details.
- 11.6 Key landmark buildings that were erected in the late 19th century include The Bestwood Hotel on Park Road (built in 1896), the former Bestwood Coal and Iron Company offices on Park Road, St Mark's Church and The former Hawthorne Primary School and School Walk.

**Photo 28: Former Bestwood Hotel**



- 11.7 Bestwood Hotel (**Photo 28**) which is now converted to flats is constructed of dark red brick and includes an elaborate Norman style doorway with a frieze panel to the south-eastern wall. The slate roofs include a balcony with balustrades, gables and hips terminating in elaborate finials. Casement windows have terracotta mullions and transoms; the frontage forms a visible landmark within the Park Road street scene and stands close to the entrance to Bestwood Country Park.

**Photo 29: Former Bestwood Coal and Iron Company offices**



- 11.8 The former Bestwood Coal and Iron Company offices (**Photo 29**) form a large brick and gabled slate roofed office building set within an extensive tarmac curtilage and having a number of decorative stone bands and a spire-like pyramidal slate roofed clock tower forming a prominent landmark. Designed by Thomas Worthington of Manchester, the building is of an asymmetrical design with coped gables projecting from each elevation and an open porch area below the clock tower with adjacent gabled bay. The Clock Tower is highly visible and seen in longer views as a landmark (**Photo 21**).
- 11.9 St Mark's Church (**Photos 8 and 15**) forms a prominent building at the junction of Church Road and School Walk. Constructed in 1887, it is predominantly red brick, with stone dressings, cills, pointed and round-arched windows, buttresses, and a plain tile roof. Of note is the church's south elevation, including a wood and tile bell cover supported on stone corbels, with the bell below.
- 11.10 The original 1878 Hawthorne Primary School building (**Photo 22**) was constructed of red brick and slate with a decorated ridge and single storey hipped roof extension. The windows which are boarded are large metal casements, though early photographs illustrate a different design. The school grounds are on two levels and include grassed and tarmac elements, bounded by a concrete and chain link fence.
- 11.11 The grade II\* listed Winding Engine House and Head Stocks (**Photo 3** and cover photo) is the most significant building as a remnant of the mining heritage of the village and being key to highlighting and understanding village

history and its importance to the development of Bestwood Village. The list description describes the building (erected 1873) as being constructed of concrete and brick with stucco quoins and moulded brick and ashlar dressings. It has hipped slate and flat concrete roofs and built in the Italianate Gothic style. The building houses vertical winding engines and is notable for the early use of structural concrete. Designated heritage assets are highlighted on **Map 10** and are listed in **Appendix A**.

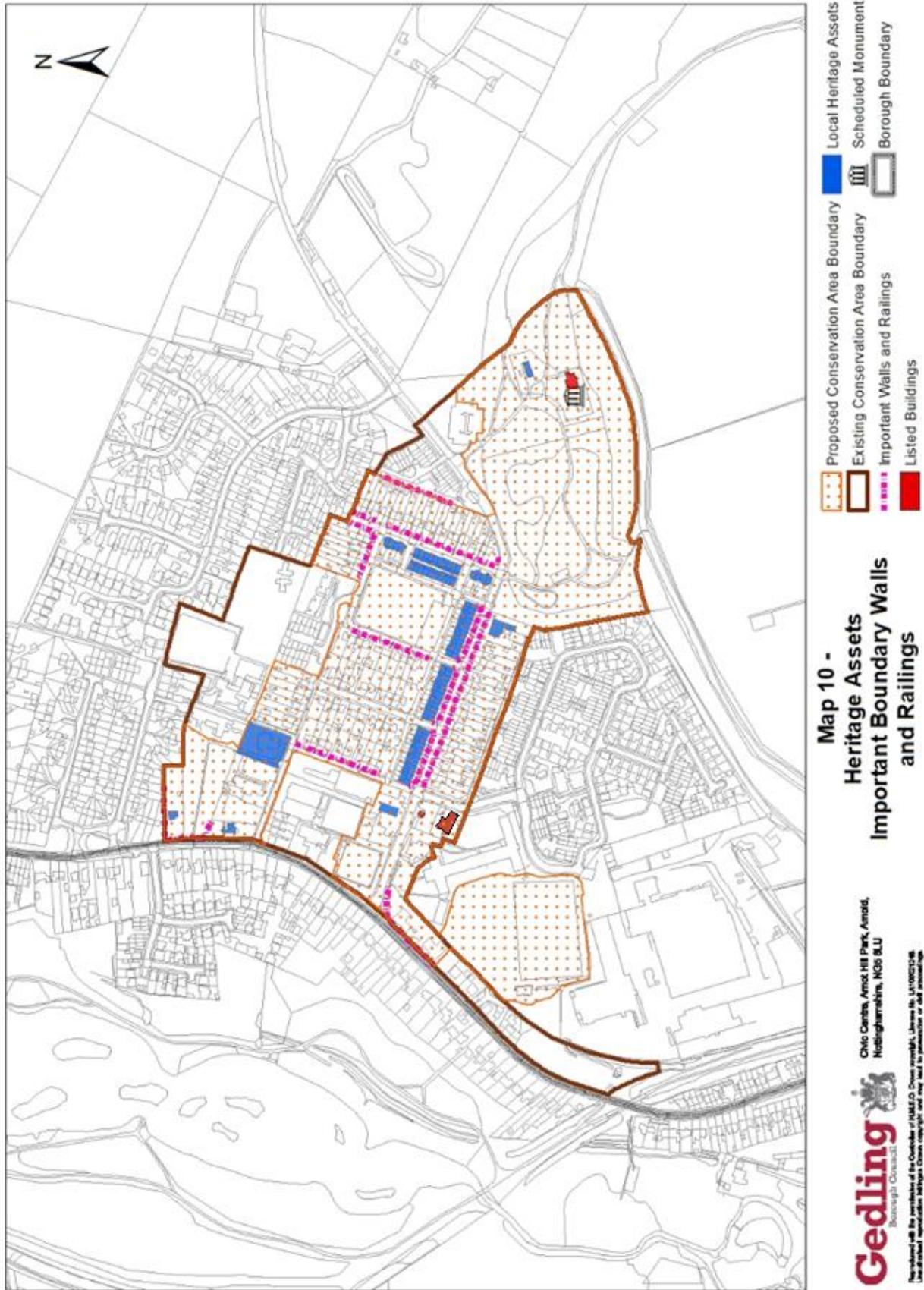


**Photo 30: Grade II Listed War Memorial**

The War Memorial built in 1920 is constructed of Portland stone and is located on the south side of Park Road. It has a round moulded plinth of three steps on which stands a concave sided moulded base with inscribed panels each side. On top of the base is a Roman Doric column having a moulded capital, bronze tablet and cross.

- 11.12 The Miners' Welfare building (**Photo 31**) on Church Road/Park Road is largely obscured with later inappropriate extensions that don't respect its character or setting. It remains however an important legacy of the social contribution to the mining community as it expanded as was the bowling green and recreation/sports ground close by.
- 11.13 The Oaks on Moor Road is a large 19th century brick house and has been converted into offices. It is currently in use as a building services company office. The property displays traditional building features with slate roof, tall brick chimneys, overhanging eaves with brick dentil course below, decorated timber barge boards to gables with timber finials at the apex of gable ends. Its front façade has a pair of stacked canted bay windows with stone surrounds either side of a central door with fanlight over. Its original sash windows have been replaced with white PVCU windows that harm its special character. It has also been extended on two storeys. However, ancillary buildings within the curtilage including a hexagonal red brick building with hipped roof provide additional interest. A coursed stone wall with half round copings marks its boundary on Moor Road and the entrance has pyramidal stone coped gate piers.

- 11.14 One of the features commonly seen in the village are the brick boundary walls that mark the boundaries of houses front and back. The garden walls are an important feature that help make up the original plan form of the settlement and provide a cohesion and consistency to the character and appearance of the Conservation Area. There are stone walls along Moor Road and that are an important feature that should be retained where possible. Railings provide an important and visually permeable boundary to the cemetery so that the green space and mature trees are seen in longer views.
- 11.15 Important buildings, boundary walls and railings are highlighted on **Map 10**. The later buildings that surround the original village core are of less significance and not included within the conservation area. Designated buildings and structures (Listed buildings) and non- designated buildings (Not statutorily listed but being of Local importance) are all heritage assets and those located within the Bestwood Village Conservation Area are highlighted at **appendices A and B to the Character Appraisal**.



## 12.0 ISSUES, PRESSURES, THREATS AND OPPORTUNITIES

- 12.1 Bestwood Village Conservation Area and its setting has significantly changed in the 15 years since the last Appraisal was published in 2005. Bestwood Country Park has matured and its trees and green landscaped areas have returned the former colliery site back to a more natural appearance, providing an important natural setting to the village centre. However, the village has undergone a significant rise in housing numbers with large developments along Broad Valley Drive and High Main Drive. Other pockets of space are increasingly under pressure for development. In addition, the continued loss of historic building features to existing mine workers' houses and replacement with unsympathetic modern equivalents have harmed their architectural and historic character. Poor extensions to buildings and poorly maintained gap sites present both a threat and an opportunity to the conservation area.
- 12.2 Conservation Area designation provides an opportunity to exercise greater control over issues such as design, appearance and siting. The Conservation Area ensures that any new development can be accommodated in a sympathetic manner with a considered approach to issues such as design, siting and the use of more traditional materials and the size and arrangement of window openings.
- 12.3 The oldest properties within the Conservation Area were built with typical later Victorian detailing. The replacement of timber sash windows with UPVC in almost all the original miners' houses has eroded their historic character (**Photo 20**). These are often inserted for reasons of thermal efficiency and ease of maintenance however in unlisted buildings there are alternatives that may be used and that give greater respect to original designs. For example, when UPVC windows require changing, in unlisted Victorian buildings slim double glazed timber vertical sash windows could be used and these have been developed so that original style mouldings can still be achieved while improving thermal efficiencies and avoiding the need for secondary glazing which is the preferred choice in listed buildings. UPVC windows offer flat wide reflective frames unable to replicate the finer mouldings of timber originals and also use unsustainable materials.
- 12.4 The Village Hall (Former Miners' Welfare building) at the corner of Park Road and Church Road has been swamped by unsympathetic extensions to its perimeter almost completely hiding the original early 20th century building, the roof and upper parts only of which are now visible. In general terms, extensions to buildings within the Conservation Area should serve to enable the continued use of the building but at the same time be sympathetic to its architecture. In cases where original buildings have suffered from

unsympathetic extensions there may be opportunities to better reveal their significance.

- 12.5 The loss of traditional buildings is rare in Bestwood Village, however pressure from development has resulted in the loss of the 19th century Sycamores which has given way to more housing upon its land following its demolition. Proposals for demolition of traditional buildings highlighted in this Character Appraisal that positively contribute to the character and appearance of the Conservation Area will be resisted without clear and convincing justification.

**Photo 31: Village Hall (Former Miners' Welfare)**



- 12.6 The open and now derelict land to the west of Church Road, immediately north of the Village Hall and that was the Miners' Welfare building was previously used as a bowling green and tennis courts. The modern 20th century community centre off Moor Road is currently used by the boxing club. This rectangular piece of land presents an opportunity for enhancement even though it no longer possesses the special interest to warrant continued inclusion in the Bestwood Village Conservation Area. The opportunity lies in an integrated sympathetic comprehensive development of the whole block between Moor Road, Church Road, Park Road and School Walk to enhance the setting of the Conservation Area to its benefit. Guidance is provided in the Management Plan, covered in the Part 2 of this document, for potential developments that may come forward in the future with a view to respecting the setting and context of the Conservation Area, its heritage assets, character and appearance.
- 12.7 The sports ground was in use in 1900 and represents part of the social fabric and history providing leisure space for the mine workers and others who came to the village following its subsequent expansion. The industrial estate adjacent and immediately to the south of here is allocated for housing (site H13) in the Gedling Borough Council Local Planning Document (2018) and

there may in the future be opportunities to enhance the setting of the Conservation Area should this site come forward as allocated. Land to the south of the Sycamores allocated as site H11 in the Local Planning Document is currently being developed for housing.

**Photo 32: Land adjacent and north of the Village Hall**



- 12.8 The issues highlighted above and in previous sections illustrate the importance of careful management, particularly with regard to any future development. The use of local materials, combined with sensitive design is likely to be most successful. Modern designs which utilise traditional materials and respect the scale and proportions of the surrounding historic buildings can work very well. Conversely, traditional designs can fail when modern requirements are imposed, resulting in features such as overly wide roof spans, or the use of inappropriate materials, such as render, concrete roof tiles and UPVC windows and doors, or unnecessary decorative detail. Any new design, whether traditional or modern, should be informed by the issues highlighted in this Character Appraisal and should respect the special character of the Conservation Area. A Management Plan is set out further in **Part 2** of this document.

## 13.0 REVIEW OF THE CONSERVATION AREA BOUNDARY

- 13.1 In reviewing the Bestwood Village Conservation Area, consideration has been given to possible revisions to the conservation area boundary that currently covers the original mining settlement. In accordance with the provisions of section 69 of The (Listed buildings and Conservation Areas) Act 1990 it is important that such areas continue to warrant inclusion as areas of special architectural and/or historic Interest. Paragraph 186 of the National Planning Policy Framework states that: ‘When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.’
- 13.2 In assessing potential alterations to the Bestwood Village Conservation Area boundary, full regard has been given to the planning policy guidance.
- 13.3 **Map 11** shows the following areas that have been considered as part of the boundary review of Bestwood Village Conservation Area:-

### **Area A – LAND NORTH OF MAYES RISE AND SCHOOL WALK**

The land to the north of Mayes Rise includes the early 20th century former rectory now used as a care home, housing and the former Hawthorne Primary School, the latter two erected after the closure of the pit and are late 20th century and not of sufficient special architectural or historic interest to warrant continued inclusion within the Conservation Area.

#### **Recommendation**

It is recommended to remove the land north of Mayes Rise and School Walk marked as area A on the map from within the Conservation Area.

### **Area B – LAND BETWEEN PARK ROAD AND BROAD VALLEY DRIVE**

This area comprises three separate terrace blocks of 21st century housing and associated gardens and access/parking. It also includes the car park area to the entrance to Bestwood Country Park. The area is a modern development emerging long after the mine closed and has insufficient special architectural or historic interest to warrant inclusion within the Conservation Area.

#### **Recommendation**

It is recommended to remove the area of land between Park Road and Broad Valley drive, east of rear garden plots to housing on St Alban’s Road. Also to

remove the car park at the entrance to Bestwood Country Park This land is marked as area B on the map.

### **Area C – HOUSING LAND SOUTH OF THE SYCAMORES, MOOR ROAD**

Allocated as housing land H11 between Moor Road, the sports ground and the industrial estate; this area is being developed for housing and stretches north east/south west along the east side of Moor Road towards the area of the former Iron Works. Its character has changed and no longer is of sufficient interest to warrant continued inclusion within the Conservation Area.

#### **Recommendation**

That land marked as area C on the map is removed from within the Conservation Area as its character and appearance has considerably changed and no longer warrants inclusion within the Conservation Area.

### **Area D – BESTWOOD VILLAGE SPORTS GROUND**

The village sports ground is shown to exist on the 1900 Ordnance Survey map for the village and was a leisure ground/cricket field for the use of the village and its workers and warrants inclusion for its historic links to the development of the mining village and as an important green space.

#### **Recommendation**

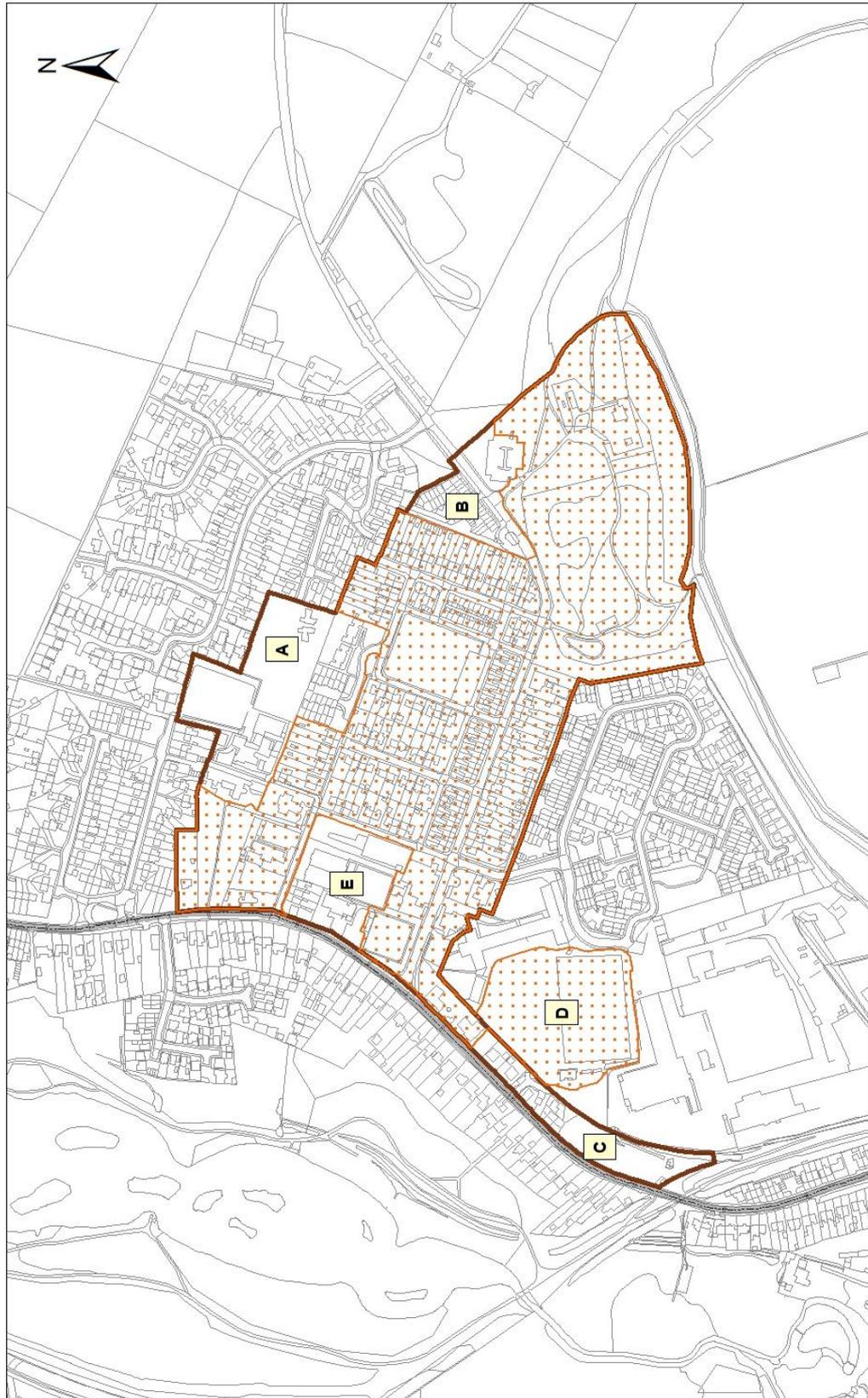
That the area marked D on the map that includes the sports ground is included within the Conservation Area for its historic links to the growth of the mining village in the 19th and early 20th centuries.

### **Area E – LAND BOUNDED BY MOOR ROAD, SCHOOL WALK, CHURCH ROAD AND THE VILLAGE HALL AND BOWLING GREEN.**

This is currently an unkempt area of open land and buildings that includes the community centre and land to its rear. It no longer has sufficient merit to warrant inclusion with the Conservation Area however remains important to the setting of the Conservation Area due to its location and for which there are Local Plan policies in place to encourage appropriate enhancement.

#### **Recommendation**

That the land and buildings marked as area E on the map are removed from within the Conservation Area due to its lack of character and appearance and lack of continued special interest.



**Map 11 -  
Proposed Revisions  
to the Conservation  
Area Boundary**

  
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Nottinghamshire, NG6 8LU  
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## **APPENDIX A: DESIGNATED HERITAGE ASSETS WITHIN THE CONSERVATION AREA**

There are three buildings (see list below) within the Conservation Area that have statutory Listed Building status (see **Map 10**), which is afforded to those buildings recognised as being of special architectural or historic interest. The Winding Engine House is also a Scheduled Monument and designated heritage asset. The Management Plan, covered in the Part 2 of this document, refers to the relevant local and national planning policies that relate to their protection.

### **Scheduled Monument and Grade II\* Listed building**

- Bestwood Winding Engine House and Headstocks at former Bestwood Colliery

### **Grade II Listed Building**

- War Memorial, Park Road
- The Clock Tower Office Building

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

Gedling Borough Aligned Core Strategy Part 1 Local Plan (2014)

- Policy 11: The Historic Environment

Gedling Borough Local Planning Document Part 2 Local Plan (2018)

- Policy LPD 26 - Heritage Assets
- Policy LPD 27 - Listed Buildings

## **APPENDIX B: KEY UNLISTED BUILDINGS WITHIN THE CONSERVATION AREA**

### **Contribution of Unlisted Buildings**

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

The Gedling Borough Local Planning Document Part 2 Local Plan (2018) has identified 6 buildings of local interest within the Conservation Area (see also **Map 10**).

In addition, any buildings not included on this list of local interest buildings, but which meet the criteria set out in Gedling Borough Council's Locally Important Heritage Assets: Selection Criteria (September 2018) and/or Historic England guidance on Local Heritage Listing Advice Note 7 may also be considered to be of local significance.

### **Local Interest Buildings (Non Designated Heritage Assets)**

- Bestwood former Hotel, Park Road;
- St Mark's Church and adjoining cemetery, The Mount;
- 21 – 56 Park Road;
- 1-4 St Alban's Road;
- 2-20 The Square; and
- Former Hawthorne Primary School, School Walk. It is confirmed that this building meets the criteria for a Non Designated Heritage Asset.

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

Gedling Borough Aligned Core Strategy Part 1 Local Plan (2014)

- Policy 11: The Historic Environment

Gedling Borough Local Planning Document Part 2 Local Plan (2018)

- Policy LPD 26 - Heritage Assets
- Policy LPD 31 - Locally Important Heritage Assets

## **PART 2: MANAGEMENT PLAN**

### **1.0 INTRODUCTION**

- 1.1 The designation of a Conservation Area is not intended to prevent further development from taking place within the area. However, it is the purpose of the Character Appraisal together with the Management Plan to inform the controlled management of change with regard to planning decisions so that new development can take place within the Conservation Area without harming its special character and appearance in accordance with the national and local planning policies. In preparing this Management Plan the Council satisfies the duty placed upon local authorities by section 71 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990<sup>4</sup> to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- 1.2 The Character Appraisal, covered in the first part of this document, describes the special architectural and historic interest of the Conservation Area. The aim of this Management Plan is to set out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process. In particular, reconciling the key planning issues arising from the pressures for new development with the objectives of the heritage policies set out in the Gedling Borough Aligned Core Strategy Part 1 Local Plan (2014) and the Gedling Borough Local Planning Document Part 2 Local Plan (2018). These being underpinned by the requirements set out in the National Planning Policy Framework.

### **2.0 PLANNING POLICY CONTEXT**

#### **2.1 Historic Environment**

Conservation Areas are defined by section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Section 72 then requires local planning authorities to pay special attention 'to the desirability of preserving or enhancing the character or appearance of the area' when making decisions on development proposals within a Conservation Area. In addition, Schedule 17 of the Enterprise and

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<sup>4</sup> <http://www.legislation.gov.uk/ukpga/1990/9/section/71>

Regulatory Reform Act 2013<sup>5</sup> makes it clear that it is an offence to demolish an unlisted building in a Conservation Area without the benefit of planning permission.

- 2.2 Conservation Areas are designated heritage assets and paragraph 184 of the National Planning Policy Framework states that these assets are ‘to be conserved in a manner appropriate to their significance’. The 1990 Act requires local planning authorities to review their Conservation Areas from time to time which should ensure that they continue to hold the special architectural and historic interest that warranted their designation in the first place. The National Planning Policy Framework at paragraph 186 requires that the concept of conservation is not devalued through the designation of areas that lack special interest.

### **3.0 PLANNING APPLICATIONS FOR NEW DEVELOPMENT**

- 3.1 The National Planning Policy Framework and the Gedling Borough Aligned Core Strategy are supported by Policy LPD 28 of the Gedling Borough Local Planning Document recognising that new development in Conservation Areas should preserve or enhance the character or appearance of Conservation Areas and within their setting. Therefore in order to properly assess the impact of new proposals, planning applications for development in or within the setting of the Conservation Area should be made in full and be accompanied by all of the necessary supporting information, such as a design and access statement, heritage impact assessment, tree survey report and landscaping proposals. Advice on this process may be obtained by contacting the planning department at Gedling Borough Council. A heritage impact statement is required in accordance with paragraph 189 of the National Planning Policy Framework to describe the significance of the heritage asset being affected, including within its setting. The level of detail required should be proportionate to the assets importance and sufficient to assess the impact of the proposals upon that significance. There should be clear and convincing justification for the works proposed and a scheme of mitigation where potential harm may be caused to an asset.
- 3.2 Outline planning applications for new development in the Conservation Area are not usually appropriate as they do not offer sufficient information to assess the potential impact of a proposal on the character and appearance of the Conservation Area. Where outline applications are submitted within or affecting the setting of a Conservation Area, the Council may request the submission of some or all of the reserved matters details as specified by Section 5 of the Town

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<sup>5</sup> <http://www.legislation.gov.uk/ukpga/2013/24/schedule/17/enacted>

and Country Planning (Development Management Procedure) (England) Order 2015<sup>6</sup>. This enables the Council to require further details where it is of the opinion that these are required in order to consider an outline planning application.

- 3.3 Within the Conservation Area, development proposals should be of an appropriate design and scale. The Character Appraisal has identified that, as a result of its historical development, the Area has a distinct pattern of development that typically consists of terraced rows with front and rear gardens in narrow plots set in a rectilinear plan form and utilizing common natural building materials and architecturally distinct building features. Interspersed are the public and private buildings that provide landmarks and legibility. This character of a 19th century mining community has given the Conservation Area great individuality that marks it out as an area of special architectural and historic interest. This character can easily be eroded and therefore future development proposals will be expected to protect and reflect this historic pattern of development.
- 3.4 The emphasis for new proposals will be on high quality design and this can be influenced by the overall scale and form of the development, the materials of construction and architectural detailing. New developments should therefore be of a similar scale, height and plan form to the neighbouring properties where most properties are a maximum of two storeys and built using high quality natural materials incorporating detailing as commonly seen elsewhere to provide character and interest. Buildings should utilise the colour of brick that harmonizes with existing buildings close by and referenced by context such as the dark red bricks for the mining houses. Bricks can be laid using English bond pattern and building features can be employed such as gable end verge details, stone lintels and cills, timber windows and timber half or fully panelled doors, door hoods/porches, brick chimneys and natural slate roofs with overhanging eaves. It is not necessary for new housing to match exactly the detailing of the miners' houses but to be sympathetic in their form, character and appearance.
- 3.5 Roofs should normally be covered in natural slate. Concrete roof tiles are out of place within the conservation area and visually intrusive and they should be avoided. New developments should respect the traditional eaves details, which typically have projecting joist ends under projecting eaves or with a soffit and fascia. Dormer windows within roofs should be avoided as there is no precedent for them in the Conservation Area, and any roof lights should be 'conservation style' in design, materials and size and should be fitted flush with the plane of the roof.

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<sup>6</sup> <http://www.legislation.gov.uk/ukxi/2015/595/article/5/made>

- 3.6 Windows and doors make a very important contribution to the character and appearance of the Conservation Area, and there is a broad range of window and door types throughout the Conservation Area. Original windows and doors should be retained and repaired in order to keep the integrity of the original design and to preserve the character and proportions of the host property, but overall the survival rate of original windows and doors has not been good and a substantial number of properties have fitted replacement UPVC windows and doors which greatly detract from the appearance and character of the Area. The use of UPVC nearly always leads to unsuitably detailed windows and doors and should generally be avoided in the Conservation Area.
- 3.7 To maintain the character of the Conservation Area new developments (not listed buildings) should look to use timber casement windows or sashes that are designed with slim double glazing. Such windows can more closely copy original styles than UPVC and will respect the traditional character and appearance of the Conservation Area to a greater degree. Timber casement windows should use flush fitting opening lights that reflect the proportions of windows in historic buildings, with a regular arrangement of windows on the principal elevation.

## **4.0 HOUSEHOLDER EXTENSIONS AND ALTERATIONS**

- 4.1 Householder extensions and alterations, whether built under permitted development rights or built with planning permission, have the capacity to damage the character and appearance of the Conservation Area. Permitted development rights within Conservation Areas are more restrictive and, in most cases, planning permission will be required for extensions and alterations. Cladding any part of the exterior of a dwelling will require planning permission. Householders are therefore advised to contact the planning department at Gedling Borough Council prior to starting any works to the exterior of the building.
- 4.2 Where proposed householder extensions and alterations require planning permission, the works should be subservient to the main building and not alter the form and composition of its main elevations, such as by changing or enlarging window openings or by moving doors. Extensions and alterations should always be built from materials that complement the host building in terms of quality, texture and colour as well as the method of construction. Proposals should take every effort to minimise the effect on the surrounding area.

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

5.1 Planning permission is required for the installation of solar panels on domestic premises within a Conservation Area, where these would be installed on a wall which fronts a highway. Planning permission and/or listed building consent is required for the installation of solar panels on, or within the curtilage of, a Listed Building. Planning permission is not required for the installation of solar panels on the roof of a domestic premises provided:-

- The solar panel would not protrude more than 0.2 metres beyond the roof plane or be higher than the highest part of the roof (excluding the chimney);
- The solar panel should be sited, so far as practicable, so as to minimise its effect on the external appearance of the building;
- The solar panel should be sited, so far as practicable, so as to minimise its effect on the amenity of the area; and
- The solar panel should be removed as soon as reasonably practicable when no longer needed.

5.2 The installation or alteration of satellite dishes (microwave antenna) within a Conservation Area may require planning permission, subject to the proposal meeting certain technical criteria. Applicants are advised in any case to contact the planning department at Gedling Borough Council prior to starting works. In any case, satellite dishes (microwave antenna) within a Conservation Area that face onto and are visible from a highway will require planning permission.

5.3 The installation of alarm boxes generally does not require planning permission. Proprietors should however seek to install such apparatus in line with the below recommendations.

5.4 In order to preserve the originality of the Conservation Area, the installation of solar panels, satellite dishes and alarm boxes should be carefully located so as to minimise the impact on the character and appearance of the building and surrounding area. Usually this would mean installing apparatus that is discreetly located to side/rear elevations; that is not overly visually prominent in terms of positioning, materials and colour; and minimises the visibility of wiring within the façade of the building. Proprietors should be mindful of these considerations, even in cases where works are permitted development, in order to align with the objectives of this Management Plan.

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

6.1 There is a general presumption against the demolition of any buildings within a Conservation Area, including those that are not listed. It is a criminal offence to carry out the demolition of a building within a Conservation Area without planning permission, other than in the following circumstances:-

- The building has an externally measured cubic content of less than 115 cubic metres, or any part of such a building, other than a pre-1925 tombstone;
- Any gate, wall, fence or means of enclosure which is less than one metre high where abutting on a highway (including a public footpath or bridleway), waterway or open space, or less than two metres high in any other case; and
- Any building erected since 1 January 1914 and in use, or last used, for the purposes of agriculture or forestry.

6.2 The presumption in favour of retaining buildings ensures that buildings and structures that make a positive contribution to the character and appearance of the Conservation Area are not lost. Proprietors are advised to contact the planning department at Gedling Borough Council prior to demolishing any structures within the Conservation Area.

6.3 Where demolition is permissible, any replacement buildings will be required to enhance the character or appearance of the Conservation Area. To avoid unsightly gaps in the Conservation Area, the Council will also seek assurances that all reasonable steps have been taken by the applicant to ensure that the new development proceeds following the demolition works, as advised by paragraph 198 of the National Planning Policy Framework.

## **7.0 PRESERVATION AND ENHANCEMENT OF HERITAGE ASSETS IN THE CONSERVATION AREA**

7.1 Where any buildings of architectural or historic interest within the Conservation Area are left unoccupied, resulting in their deterioration due to neglect and a lack of maintenance, the Council will work with owners to secure the appropriate repair and if appropriate, the re-use of the buildings to promote their long-term viability.

7.2 However, if the Council considers that any Listed Buildings or unlisted buildings within the Conservation Area are not being properly maintained then it will look

to serve urgent works notices to secure their proper preservation, as provided for by sections 54 and 76 of the Planning (Listed Building and Conservation Areas) Act 1990.

- 7.3 In more extreme circumstances the Council may also consider the use of Repairs Notices under section 48 of the Planning (Listed Building and Conservation Areas) Act 1990 to secure works considered reasonably necessary for the proper preservation of listed buildings within the Area. Such a notice could lead to the compulsory acquisition of the Listed Building by the Council.
- 7.4 The Council may use its powers under section 215 of the Planning Act (Listed Building and Conservation Areas) Act 1990 to require areas of land that are untidy or derelict to be improved.
- 7.5 Very few of the historic buildings in the village can be described as being vacant or in a derelict or deteriorating condition. The most notable exceptions are:-
- The former Hawthorne Primary School on School Walk which is currently boarded. Its preservation will be reliant upon a new use along with the adjacent land, which was its playground. Any proposals should first seek to reuse the building and enhance it in a manner appropriate to its character and significance as a local heritage asset;
  - St Mark's Church. Although in use, appears to be in need of repairs; and
  - The former Miners' Welfare building and now community hall, which has been engulfed in inappropriate extensions that harm its appearance and setting. Proposals that seek to better reveal the significance of the hall and its original appearance would be welcomed.
- 7.6 There is a significant area of open land that is currently fenced off and sandwiched between the Village Hall, School Walk, Moor Road and Church Road. This large unkempt area of land detracts from the character and appearance of the Conservation Area and is deemed no longer to have the special character and appearance worthy of its continued inclusion within the Conservation Area. Yet, it will remain on the edge and within the setting of the Conservation Area, St Mark's Church, the former Hawthorne Primary School and Village Hall. It is significant in this regard and, as such, its enhancement and reuse will play a key role in the improvement of the area.
- 7.7 It is anticipated that there is likely to be significant pressure for development within the setting of the Conservation Area in the future, given the availability of sites in proximity to the area. In particular, two large potential development sites are located either adjoining or adjoining and partially within the revised Conservation Area boundary - 'Land West of Church Road' and 'Land Surrounding Recreation Ground (Former Sycamores, Bestwood Business Park

and Eden Lodge)'. If developed unsympathetically, these sites would present a significant threat to the setting of the Conservation Area. There is therefore an opportunity to enhance the setting of the Conservation Area and remove existing unsympathetic features. The conservation briefs set out in Appendix 1 and Appendix 2 provide a steer to owners and/or potential developers as to what the land may be used for and are a material consideration for considering planning applications on these sites.

- 7.8 Many important buildings within the Conservation Area and which are highlighted on **Map 10** have suffered from a gradual erosion of their historic character through the loss of traditional building features. Article 4 directions can remove permitted development rights of owners to make certain identified alterations to important buildings highlighted in the Character Appraisal, covered in the Part 1 of this document, to prevent the loss of their traditional features. Over time, most have since lost their original windows and doors with UPVC replacements being commonly found. Article 4 directions can also protect a range of other building features such as chimneys, gutters and roof tiles. An Article 4 direction should remain an option to protect the character and appearance of these buildings and to uphold the principles of Conservation Area designation. It is, however, with the advent of improved technology an advantage that buildings which are not statutorily listed but are of local importance could use timber slim double glazed sashes that more closely represent their original counterparts while improving thermal efficiencies.
- 7.9 Section 77 of the 1990 Act allows local planning authorities to operate grant schemes that seek to preserve and enhance the Conservation Area. Such schemes that are normally managed by a local planning authority in partnership with Historic England or the National Lottery Fund could if appropriate be employed to help restore the character and appearance of buildings and public spaces within the Conservation Area.

## **8.0 HISTORICALLY SIGNIFICANT BOUNDARY WALLS AND RAILINGS**

- 8.1 A notable historic feature within the Conservation Area are boundary walls and railings. Historically significant boundary walls and railings are identified in section 11 and **Map 10** of the Character Appraisal, covered in Part 1 of this document. Significant walls are predominantly constructed of red brick with decorative blue brick features and generally form the boundaries of terraced housing. Examples of original boundary walls with railings also feature within the Conservation Area, most notably those associated with Park Road, Moor Road, the cemetery and St Mark's Church. Stone walls also feature along Moor Road.

- 8.2 Planning permission is required for the demolition of boundary walls within the Conservation Area. As a matter of principle, the Council will resist proposals to remove any walls that make a significant contribution to the character and appearance of the Conservation Area.

## 9.0 PROTECTION OF IMPORTANT OPEN SPACES AND TREES

- 9.1 The Conservation Area has identified important green spaces that should be preserved and these are highlighted on **Map 8**. New development should take account of their significance and proposals that may harm their continued significance will be resisted without clear and convincing justification. In particular the green spaces of the cemetery, The Square, bowling green, recreation ground and Bestwood Country Park are significant to the history, character and appearance of the Conservation Area.
- 9.2 **Map 8** sets out the locations of significant trees within the Conservation Area. Tree Preservation Orders (TPOs) have been made within the Conservation Area, surrounding St Mark's Church and graveyard. Proposed works to trees protected by a TPO require the permission of the local planning authority. In addition, all trees within the Conservation Area are automatically protected by their inclusion. Prior to removing any trees within the Conservation Area, and just as if a tree had a TPO, landowners must give six weeks' notice in writing to the Council in order for the Council to consider whether or not a TPO is justified in the interests of amenity. Removing trees within a Conservation Area without serving proper notice is a criminal offence and may be subject to a heavy fine.
- 9.3 The potential impact of a development proposal on any trees in the Conservation Area is a material consideration in assessing that proposal. In addition any demolition proposals will also need to provide for the protection of important trees affected.
- 9.4 To maintain the presence of significant trees within the Conservation Area, unnecessary works to trees will be resisted. New buildings will not be permitted in close proximity to important trees unless it can be demonstrated that this will have no significant negative impact upon the health of the tree. The Council will require developers to follow the guidelines set out in the latest British Standards (BS5837:2012 Trees in relation to design, demolition and construction), particularly in respect of such matters as the proximity of new structures to trees, the implementation of tree protection plans and the submission of arboricultural impact assessments by suitably qualified arboricultural consultants.

## 10.0 PROTECTION OF IMPORTANT VIEWS

- 10.1 Development proposals should consider the topography of the Conservation Area and the key views through the Area, as described in sections 4 and 9 of the Character Appraisal (see also **Map 2** and **Map 9**), covered in Part 1 of this document. New development proposals will be expected to identify and retain key views through or out of the Conservation Area.

## 11.0 SETTING OF LISTED BUILDINGS

- 11.1 There are three listed structures within the Conservation Area. The War Memorial on Park Road (Grade II), The Clock Tower Offices (Grade II) and the Bestwood Colliery Winding Engine House (Grade II\* Listed Building and Scheduled Monument). These structures make a significant contribution to the character and appearance of the Conservation Area and listed building consent is required for any works of demolition, extension or alteration to a listed building that would affect its character as a building of special architectural or historic interest. In addition works to Scheduled Monuments may require specific Scheduled Monument Consent from Historic England/ the relevant Secretary of State.
- 11.2 The National Planning Policy Framework recognises that the significance of a listed building can also be harmed by development within its setting. Consequently, any development proposals within the setting of a Listed Building will need to demonstrate that their setting is not compromised by the proposed development, as required by the relevant national and local planning policies as set out in section 2 of this Management Plan. Historic England has published detailed advice in its Good Practice Advice in Planning: 3 – The Setting of Heritage Assets<sup>7</sup>.

## 12.0 KEY UNLISTED BUILDINGS

- 12.1 In addition to statutorily listed buildings and structures, the Council will resist harmful development to, or within the setting of, other key buildings of significance within the Conservation Area (see **Map 10**). These key unlisted buildings also make an important contribution to the character and appearance of the area and the retention of these buildings and their setting will be

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<sup>7</sup> <https://historicengland.org.uk/images-books/publications/gpa3-setting-of-heritage-assets/heag180-gpa3-setting-heritage-assets/>

encouraged as required by the relevant national and local planning policies highlighted in section 2 of the Management Plan. The Council has a local list of non-designated heritage assets within the Conservation Area which are considered as heritage assets in the context of the National Planning Policy Framework. Those non designated heritage assets within Bestwood Village are identified in section 11 and appendix B of the Character Appraisal (see also **Map 10**).

## **13.0 ARCHAEOLOGY**

- 13.1 Policy LPD 30: Archaeology of the Local Planning Document Part 2 Local Plan (2018) sets out that in areas of high archaeological potential or an area which is likely to contain archaeological remains, new development proposals should take appropriate measures to either protect remains by preservation in situ, or where this is not justifiable or practical, applicants should provide for excavation, recording and archiving of the remains. Development proposals within the Conservation Area requiring excavation works should be preceded by a considered archaeological assessment and investigation in order to identify the potential of the site and prepare a suitable archaeological strategy. Within the Conservation Area and its setting, development proposals that may affect the areas around the former colliery will require an archaeological assessment.

## APPENDIX 1: LAND WEST OF CHURCH ROAD CONSERVATION BRIEF



The land west of Church Road currently contains the Village Hall, Community Centre, bowling green and parcels of derelict land. Historically this site remained undeveloped until circa 1928 when the Village Hall was built and subsequently several recreation spaces (tennis courts and bowling green). This site was previously identified in the Bestwood Village Conservation Area, but was removed during the 2020 boundary review due to its poor contribution to the significance of the designation.

### Weaknesses/Threats

- The Village Hall situated on the south-east corner of the site has had considerable alterations with flat-roofed extensions on all elevations. Ground level features of the original Village Hall have therefore been lost.
- The Community Centre situated on the west boundary is a modern flat-roofed building of low architectural quality and does not positively contribute to the setting of the Conservation Area.

- The large area of derelict land along the east and north boundaries (fronting Church Road and School Walk) has a degraded appearance and significantly detracts from the setting of the Conservation Area.
- The land has an overall negative impact on the amenity of the area and disrupts the visual relationship between heritage assets such as the former Hawthorne Primary School and St Mark's Church to the north and the village centre and the former Bestwood Coal and Iron Company offices to the south. In particular, frontages comprising predominantly wire fencing along Church Road and School Walk and the façade of the Village Hall along Park Road significantly harm the setting of the Conservation Area.

### Strengths/Opportunities

- The first floor/roof of the original Village Hall remains visible. There may be an opportunity to remove insensitive flat roofed extensions on all elevations to reveal original façade features as a precursor to full restoration and reuse. A more sympathetic extension may be possible.
- Two private green spaces exist within the site – the existing bowling green to the south-west corner and the green space in the centre. There is an opportunity to retain/enhance these spaces, which were historically both bowling greens.
- Opportunity to retain/enhance views from Church Road between St Mark's Church and the former Bestwood Coal and Iron Company offices.
- Opportunity to reuse the derelict land for development such as housing that incorporates sensitive design, form and layout that relates in its character to and takes account of the wider Conservation Area.

### Development Management Considerations

It is expected that any development proposals relating to the Land West of Church Road should respond to the following heritage considerations:-

**Type of development** – it is anticipated that the greatest pressure for development will be for housing. Proposals should seek to retain the active bowling green to the south-west of the site and its associated pavilion; to enhance the green space to the centre of the site (redundant bowling green and former tennis courts); retain the original Village Hall and better reveal its significance by removing insensitive flat roofed structures (if the original ground floor facades are still in situ) to improve its setting. A more sympathetically designed extension may help in retaining the building in use while also enhancing the Bestwood Village Conservation Area. Proposals that seek to enhance the site of the Community Hall will be encouraged.

**Heights** – proposals should be no greater than two stories with eaves/ridge heights corresponding to existing housing in proximity so as to successfully integrate in to the existing pattern of development and not impact upon the primacy and local prominence of the former Bestwood Coal and Iron Company offices.

**Views** – Proposals should seek to respect and where possible enhance the views between the north and south ends of Church Road to preserve the visual relationship of St Mark’s Church, the former Hawthorne Primary School and the Village Hall and clock tower beyond. This would be achievable by ensuring any development is set back from the street and has low-level boundary treatment that visually relates to existing development along Church Road.

**Materials/Design/Style** – Proposals should use dark red brick with roofs having overhanging eaves using natural slate so as to respond to the prevailing character of residential development within the Conservation Area and surrounding heritage assets. Windows and doors should be of timber and reflect traditional patterns but may use advanced technologies to meet modern housing requirements. Windows to have stone window heads and cills along Church Road. Cladding or other modern features should be avoided along street frontages. Large industrial units and flat roofed buildings will not be appropriate and nor would be incongruous features within the setting of the Conservation Area. Brickwork detailing should be incorporated to respond to prevailing styles. For example using bricks laid in English bond patterns.

**Form/Layout** – The layout of proposals should respond to the prevailing layout of the Conservation Area. Notably development should respond to the existing character and context of the Conservation Area such as the blocked forms created by The Square, Lancaster Road and Church Road, and the linear layout along Park Road where terraced housing is seen to the back edge of pavements. Proposals for terraced housing or semi- detached properties with spaces between will be supported. Development should have regard to the changing levels/topography of the site and respond sensitively to ensure successful scheme.

**Permitted Development Rights** – planning permissions should seek to remove permitted development rights that permit alterations to the frontages of new buildings that are within the direct setting of the Conservation Area. The purpose of this would be to protect aesthetic features agreed through the development management process.

**National and Local Policies**

Proposed developments within the Conservation Area and or its setting should take account of the following relevant planning policy criteria:-

National Planning Policy Framework

- Section 16 – Conserving and enhancing the historic environment (Paragraphs 184-202)

Gedling Borough Aligned Core Strategy Part 1 Local Plan (2014)

- Policy 11 - The Historic Environment

Gedling Borough Local Planning Document Part 2 Local Plan (2018)

- Policy LPD 26 – Heritage Assets
- Policy LPD 27 – Listed Buildings
- Policy LPD 28 – Conservation Areas
- Policy LPD 30 – Archaeology
- Policy LPD 31 – Locally Important Heritage assets

## APPENDIX 2: LAND SURROUNDING RECREATION GROUND CONSERVATION BRIEF



The Land Surrounding the Recreation Ground has significant development pressures – including housing allocations identified in the Local Planning Document Part 2 Local Plan – The Sycamores (H11) and Bestwood Business Park (H13) – and also the Eden Lodge care home site which currently has extant planning permission for demolition and redevelopment (references 2019/0318 and 2019/0319). Historically the recreation ground was first identified on the 1900 map which was, in part, justification for the proposed extension of the boundary of the Conservation Area to include the site as part of the 2020 boundary review.

### Weaknesses/Threats

- The recreation ground is surrounded in all directions by varied development types/forms/styles (business park, residential and care home) which together provide a mismatched setting to the recreation ground. Development proposals could exacerbate this if developed in an unsympathetic manner.
- Development proposals may seek to remove boundary trees in order to maximise development potential or have an unintentional consequences that damage the health of the trees. Loss of trees to the south and west

boundaries of the recreation ground would reduce the greened amenity that provides the setting for the field.

- The principle of new modern development within the setting of the recreation ground has been established through 21<sup>st</sup> century housing development which is situated to the south-east of the recreation ground.

#### Strengths/Opportunities

- The recreation ground has remained intact since circa 1950, when part of the original ground was lost to accommodate the existing Eden Lodge development. The opportunity is to consolidate and support the principle of this established historic use.
- The recreation ground is a Protected Open Space under Policy LPD 20 of the Local Planning Document Part 2 Local Plan and therefore there is a principle against future development of the ground.
- Significant trees frame the south and west boundaries of the site, providing an attractive natural visual barrier to the setting of the recreation ground.
- Built form surrounding the recreation ground should incorporate sensitive design in order not to harm the setting of the ground.

#### Development Management Considerations

It is expected that any development proposals relating to the land surrounding the Recreation Ground responds to the following heritage considerations:-

**Type of development** – The principle of residential development surrounding the recreation ground is established through existing development and Local Planning Document housing allocations. No development of the recreation ground, other than that associated with its use, will be acceptable in order to preserve the sports ground and its setting. Proposals within the setting of the ground should be sympathetic in their type, form and detailing to the existing character of those developments within the Conservation Area.

**Heights** – Proposals should be no greater than two stories with eaves/ridge heights corresponding to existing housing in proximity so as to successfully integrate in to the existing pattern of development and not impact upon the primacy and local prominence of the former Bestwood Coal and Iron Company offices.

**Views** – Proposals should seek to maintain and enhance existing boundary trees surrounding the recreation ground and incorporate new planting to screen views of new developments. Where new development is visible from the

recreation ground, the advice provided relating to materials/design/style should be followed.

**Materials/Design/Style** – Aspects of proposals that are visible from the recreation ground should be red brick with slate roofing so as to respond to the prevailing character of historic views from the recreation ground, in particular the former Bestwood Coal and Iron Company offices. Whilst there is a precedent of modern 21<sup>st</sup> century residential development within the vicinity of the park, the overall design/style of new dwellings that are visible from the recreation ground should as a minimum respond to historical design features within the Conservation Area.

**Form/Layout** – This Management Plan does not seek to prescribe the form/layout of the entirety of the surrounding residential development. However overall layouts should seek to include boundary trees to provide visual screening and areas of green buffers/open spaces between the boundaries of housing blocks and the recreation ground.

**Permitted Development Rights** – Planning applications for development that come forward may have their permitted development rights removed to control alterations to the frontages of new buildings that are within the direct setting of the Conservation Area. The purpose of this would be to protect aesthetic features agreed through the development management process.

### **National and Local Policies**

Proposed developments within the Conservation Area and or its setting should take account of the following relevant planning policy criteria.

#### National Planning Policy Framework

- Section 16 – Conserving and enhancing the historic environment (Paragraphs 184-202)

#### Gedling Borough Aligned Core Strategy Part 1 Local Plan (2014)

- Policy 11 -The Historic Environment

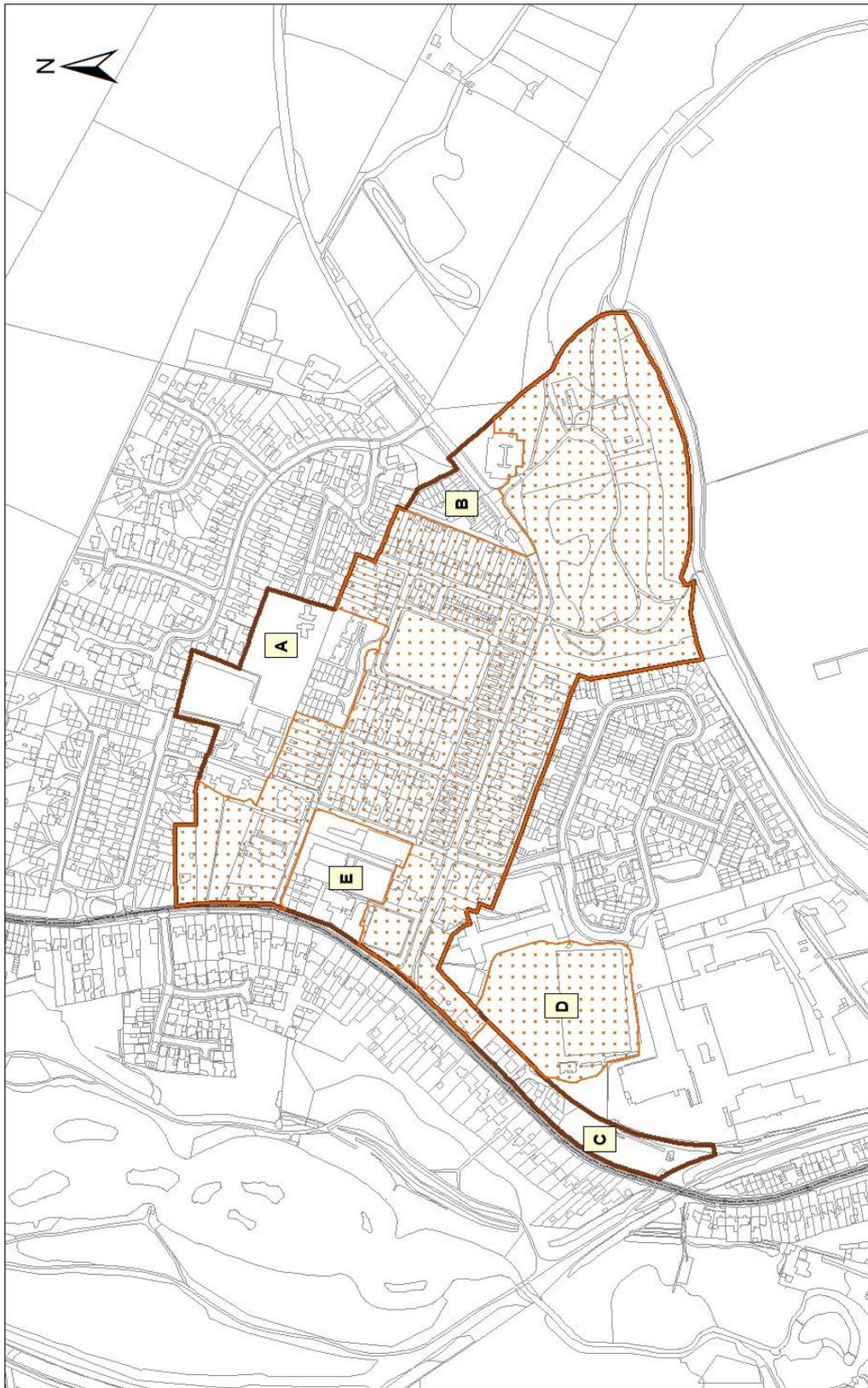
#### Gedling Borough Local Planning Document Part 2 Local Plan (2018)

- Policy LPD 26 – Heritage Assets
- Policy LPD 27 – Listed Buildings
- Policy LPD 28 – Conservation Areas
- Policy LPD 30 – Archaeology
- Policy LPD 31 – Locally Important Heritage assets

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- Planning (Listed Buildings and Conservation Areas) Act 1990
- National Planning Policy Framework (2019)
- Department of The Environment – List of Buildings of Special Architectural or Historic Interest – Borough Of Gedling Nottinghamshire (1987)

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**Map 11 -  
Proposed Revisions  
to the Conservation  
Area Boundary**

  
**Gedling**  
Borough Council  
Civic Centre, Arnot Hill Park, Arnot,  
Nottinghamshire, NG6 8LU  
Prepared at the request of the Council of Gedling Borough Council, 14/09/2016.  
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## APPENDIX 3 – Detailed Summary of Consultation Responses and GBC Response

### Overview

**Question 1:** Do you agree with, or have any comments on, the proposed amendments to the boundaries of the Bestwood Village Conservation Area (Map 11, Page 46)?

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
Boundary Amendment Area E – Land Bounded by Moor Road, School Walk, Church Road and the Village Hall and Bowling Green.	Disagree with the removal of Area E from the Conservation Area for the following reasons:- <ul style="list-style-type: none"> <li>The area is a key feature of the village, well maintained, and provides a green, social and active space for residents.</li> </ul>	It is not proposed to remove the bowling green nor the Village Hall from the Conservation Area. The area to be removed from the Conservation Area comprises four modern dwellings, a modern community centre building, and associated derelict land that is unkempt that detracts from the significance of the overall Conservation Area. Whilst the land will no longer be within the Conservation Area, it will remain important to the setting of the Conservation Area. <b>No changes required.</b>
Boundary Amendment Area D – Bestwood Village Sports Ground	Agree with the proposal to include Area D within the Conservation Area, which is a key feature of the village, well maintained, and provides a green and active space for residents.  Another respondent agreed with the inclusion of area D.	Noted. <b>No changes required.</b>
Boundary Amendment Area C – Housing Land south	Disagree with the removal of Area C from the Conservation Area for the following reasons:-	This area, most notably the Sycamores, has been redeveloped in the 21 <sup>st</sup> century and is therefore no longer of sufficient historic interest. The stone wall extends well beyond the Conservation Area.

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
of the Sycamores, Moor Road	<ul style="list-style-type: none"> <li>Loss of protection to the main arterial route to the village including stone walling, trees and bushes all of which provide charm/appeal for drivers and residents.</li> </ul>	<p>This is an area assessment and the area/character off Moor Road (area C) has changed significantly. To retain this just to keep the stone wall boundary to the road is not sufficient reason on its own.</p> <p><b>No changes required.</b></p>
Boundary Amendment Area B – Land between Park Road and Broad Valley Drive	<p>Disagree with the removal of Area from the Conservation Area for the following reasons:-</p> <ul style="list-style-type: none"> <li>Object to any new building within this area that will spoil the look and feel of the area.</li> <li>Removal of the Broad Valley Road dwellings from the Conservation Area is unacceptable – why can't boundaries stay the same?</li> </ul>	<p>This area comprises a car park and modern 21<sup>st</sup> century housing development, and therefore has insufficient special architectural or historic interest to warrant inclusion within the Conservation Area. There are no proposals to develop the car park which is currently in functional use. The Broad Valley Road dwellings were developed since the previous appraisal was adopted (2005) which further justifies this proposed boundary amendment. <b>No changes required.</b></p>
Boundary Amendment Area A – Land north of Mayes Rise and School Walk	<p>Disagree with the removal of Area A from the Conservation Area for the following reasons:-</p> <ul style="list-style-type: none"> <li>Amendments will allow housing development on this site.</li> <li>Paragraphs 7.12 and 7.13 of the 2005 appraisal sought to protect this green area.</li> </ul>	<p>The Old School building is proposed to remain within the Conservation Area boundary. The associated area proposed to be removed from the area comprises 20<sup>th</sup> century buildings (including Hawthorne Nursing Home and modern former school buildings) and a field – all of which are considered to lack sufficient architectural/historic merit to meet the legal criteria for being included within a Conservation Area. It is furthermore considered that including less significant areas would weaken the credibility of the overall Conservation Area designation.</p>

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
		<p>The Council is not aware of any proposal for this area to be developed. However should this be proposed in the future, planning protections remain to ensure that any development is sensitive to the 'setting' of the Conservation Area. It is also noted that Conservation Area designation is not an embargo on development and that the National Planning Policy Framework paragraph 200-201 supports sensitive new development <i>within</i> Conservation Areas. <b>No changes required.</b></p>
Boundary Amendments A, B, C and E	<p>Overarching concern that the removal of parts of the Conservation Area reduced planning controls and will result in negative changes being permitted. That areas are no longer considered worthy of designation ignores the fact that the Council originally designated these areas.</p> <p>Question that little notice has been taken to Conservation Area status, for example recent development in Area C. Concern that removal of areas from the Conservation Area is a tactic to enable further development.</p>	<p>Conservation Area designation is not an embargo on development and it is important that Conservation Area designations only include areas of historic/architectural merit. Regardless, it will remain a planning consideration where relevant to ensure that any development is sensitive to the 'setting' of the Conservation Area.</p> <p>The Conservation Area was last reviewed in 2005. In this time, development and changes have inevitably happened in the village. Additionally changes to government guidance and good practice have occurred in this time. Areas proposed to be removed from the Conservation Area have been assessed on their historic/architectural merit based on an up to date assessment.</p>

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
		<p>The Council has a legal duty to consider Conservation Areas a part of planning decisions and did so in relation to the development referred to in Area C.</p> <p>The assessment made has been in accordance with Historic England best practice with the best interest of the Conservation Area as a planning tool in mind. Future development has not formed a consideration in any boundary alteration discussions. <b>No changes required.</b></p>
	<p>Church Road where the welfare club is, is poorly maintained and needs development. I believe it is important that these areas remain in the conservation area to ensure they are developed sensitive to the historic character of the area.</p>	<p>The area to be removed from the Conservation Area comprises four modern dwellings, a modern community centre building, and associated derelict land that is unkempt that detracts from the significance of the overall Conservation Area. The land remains important to the setting of the Conservation Area. Regardless, it will remain a planning consideration where relevant to ensure that any development is sensitive to the 'setting' of the Conservation Area. <b>No changes required.</b></p>
<p>Boundary Amendment Area A – Land north of Mayes Rise and School Walk????</p>	<p>Concerned that the conservation plan brings the area down to The Square at its top end. There is a small piece of land which rises up here. If this small piece of land (presently maintained by council) is taken out of the conservation area there is a risk that it will be developed without due regard for the historic importance of the rest of the houses on The Square.</p>	<p>The associated area proposed to be removed from the area comprises 20<sup>th</sup> century buildings (including Hawthorne Nursing Home and modern former school buildings) and a field – all of which are considered to lack sufficient architectural/historic merit to meet the legal criteria for being included within a Conservation Area. The area of land off Keepers Close has planning</p>

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
		<p>permission for residential development (under construction at the time of writing) and is not open space maintained by the Council.</p> <p>Conservation Area designation is not an embargo on development and it is important that Conservation Area designations only include areas of historic/architectural merit. Regardless, it will remain a planning consideration where relevant to ensure that any development is sensitive to the 'setting' of the Conservation Area. <b>No changes required.</b></p>
	<p>The car park for the Country Park has been removed from the Conservation Area. Again, the risk is that it could be developed and reduce the size of BWCP.</p>	<p>This area comprises a car park and modern 21<sup>st</sup> century housing development, and therefore has insufficient special architectural or historic interest to warrant inclusion within the Conservation Area. There are no proposals to develop the car park which is currently in functional use. The Broad Valley Road dwellings were developed since the previous appraisal was adopted (2005) which further justifies this proposed boundary amendment. <b>No changes required.</b></p>
	<p>The south end of Moor Road, which you propose to remove, is actually a wooded area full of mature trees. Maintaining such areas has to be of benefit for the community and the environment.</p>	<p>The trees at the southern end of Moor Road Area C are protected by a Group Tree Preservation Order. <b>No changes required.</b></p>
	<p>Agree the welfare and community centre block offers 'opportunities for enhancement' (p42). Should the block not remain included, and support</p>	<p>Note comments on the welfare and community centres offers opportunities for enhancement. A brief has been included at Appendix 1 to promote</p>

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
	be given to landowner and Parish Council to develop appropriately for community need within the constraints of the conservation area?	<p>the site for appropriate development. The Council will seek discussions with the landowner and other key stakeholders when resources permit.</p> <p>The area to be removed from the Conservation Area comprises four modern dwellings, a modern community centre building, and associated derelict land that is unkempt that detracts from the significance of the overall Conservation Area. The land remains important to the setting of the Conservation Area. <b>No changes required.</b></p>
	Note the trees and wall along Moor Rd. is there a reason protection is being removed from part of this area? I'd suggest it should continue to be extended to the footpath as shown on the attached map.	<p>This area, most notably the Sycamores, has been redeveloped in the 21<sup>st</sup> century and is therefore no longer of sufficient historic interest. The stone wall extends well beyond the Conservation Area. This is an area assessment and the area/character off Moor Road (area C) has changed significantly. To retain this just to keep the stone wall boundary to the road is not sufficient reason on its own.</p> <p>The trees are protected by a group Tree Preservation Order. <b>No changes required.</b></p>
General	There has been a number of developments in the area since the 2005 appraisal, which at paragraph 7.25 highlighted the impact of traffic along Moor Road. Concern that the village has had a significant increase in traffic due to housebuilding.	Noted. <b>No changes required</b>

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
General	Concern that the village only has a corner shop/post office as a local amenity.	The principle of new amenities within the Conservation Area would generally be supported by the Council, subject to site specific considerations (such as highway safety, amenity, design, etc.). However, the Council has no direct role in providing new shops. <b>No changes required</b>
General	Concern that cars park on the road across from Bestwood Country Park. Propose this area is double lined.	This is not a matter that can be resolved through this consultation. It is suggested that the respondent raises this with Nottinghamshire County Council as the responsible highways authority. The Council has a legal duty to consider Conservation Areas a part of planning decisions.

**Question 2:** Do you have any comments on the wording of the Conservation Area Character Appraisal (pages 3-48)?

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
General	The wording of the appraisal fails to acknowledge that the council has been at fault for the degradation of character and appearance of the areas proposed to be removed from the Conservation Area – including granting planning permissions in areas B and C	The Council has a legal duty to consider Conservation Areas as part of planning decisions and planning decisions referred to have done so. Planning applications must be determined in accordance with local plan policies, which requires a range of issues to be taken into account. Planning decisions are publicly available on the website.

	The Bestwood Miners Welfare site is mentioned a number of times and it's quite a complex site and organisation. Specifically, on p 4, perhaps the welfare should be referred to as 'the Village Hall within the welfare' as that is the bit identified as needing to be conserved	Noted. Agreed to refer to the "Village Hall" on page 4.
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**Question 3: Do you have any comments on the wording of the Conservation Area Management Plan (pages 49-67)?**

No comments received

**Question 4: Do you have any other comments?**

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
General	Stop meddling. Waste of time and money. This process is to justify officer wages.	Local authorities have a duty under Section 69(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to review conservation area boundaries and to review conservation area appraisals to highlight and protect significant heritage features.
General	A representation raised the following matters:- <ul style="list-style-type: none"> <li>Concern that recent and potential future new housing development will result in the unique charm of the village being lost.</li> </ul>	These matters raised are not matters that can be resolved through this consultation as they do not relate to the conservation area appraisal.  In relation to development, this consultation does not propose future growth. The purpose of the

	<ul style="list-style-type: none"> <li>• Concern that services/facilities are not available currently to accommodate further growth.</li> <li>• Concern that the 14 speed humps on Moor Road have an invasive antisocial impact on the surrounding area (including the negative impact of motorists exceeding speed limits, vibration stress causing structural damage to households, and pollution caused by stop/starting). Propose speed humps are replaced with camera/digital displays.</li> <li>• Propose a vehicle weight restriction is imposed along Moor Road to reduce HGV's cutting through.</li> </ul>	<p>Conservation Area is to highlight and protect significant heritage features. It is suggested that the respondent may wish to provide their own comments on relevant future planning applications.</p> <p>In relation to speed humps, vibration transfer, pollution and weight restrictions, it is recommended that the respondent raises this with Nottinghamshire County Council as the responsible highways authority</p>
General	Plead that the Council listens to local residents on this consultation and development proposals	Noted
General	Bestwood Village struggles with the consequence of over development within the Gedling, Ashfield and Nottingham City boundaries Gedling should take a lead and halt future development.	The Conservation Area appraisal does not propose future development, but is one of the considerations that will be used to help determine future planning applications and, if appropriate, to guide future development. The purpose of the Conservation Area is highlight and protect significant heritage features. It is suggested that the respondent may wish to provide their own comments on relevant future planning applications.
	A number of original red brick walls removed during my time living on The Square – when I rang the Council and asked whether planning permission would be required for this. I was told it would not	Guidance is provided in paragraph 6.1 of the Conservation Area Management Plan which states that demolition of walls requires planning permission but there are exceptions including

	be. The conservation plan suggests that planning permission would be required for such changes.	where a wall is under 1 metre in height where it abuts a highway or less than 2 metres high elsewhere.
	What is the intention regarding enforcement with reference to detailed points such as satellite dishes, walls, windows etc? Is there any plan in place to communicate with residents in the properties concerned, or to encourage compliance. Parish Council is willing to work with GBC for example, in valuing our heritage work.	The Council has an enforcement policy to take action in appropriate circumstances. The suggestion to raise awareness of valuing heritage in the local community has merit and the Council will give further consideration to this proposal.
	Could the yellow and purple areas in the picture below (historic leisure facilities, sports pitches and site of annual village bonfire event) be recognised as local leisure space?	Plan requested on 18/09/2020. This is not a matter for the Conservation Area Appraisal but for the forthcoming Local Plan review and will be kept on file.

**Question 5: Feedback – Please share your views about your experience of this consultation in order for us to improve our service.**

Document Reference	Comment	GBC Response ( <b>action in bold</b> )
General	Would appreciate if somebody could answer my questions.	Noted. <b>This report of responses has been e-mailed to all respondents.</b>
General	The length of the document at 68 pages may put off most people from understanding and replying to the consultation.	Noted. The Council has produced a detailed review to provide useful planning guidance to cover all of the historic elements of the village. It is noted that some may be put off – the Council has

		publicised the main element (the boundary amendments) via site notices throughout the village to enhance local understanding.
General	The process also predominantly implies that everybody has appropriate reading and writing skills and that everyone has the technological means to access Microsoft Word and provide a response via e-mail. I accept that you do offer a paper review at the council offices but again that assumes people can travel to do this. There should be a more universal means for the council to gain public feedback on any type of proposal especially in a concentrated area such as Bestwood Village.	Usually the Council would endeavour to provide a physical copy within the local area. Due to the Coronavirus situation, this consultation has been hosted predominantly online with a physical copy at the Council offices where officers can control appropriate quarantining of documents. Contact details have been made available to ensure the Council can respond to individual accessibility requirements.

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## Report to Cabinet

**Subject:** Lambley Conservation Area Appraisal and Management Plan

**Date:** 12<sup>th</sup> November 2020

**Author:** Service Manager Planning Policy

### Wards Affected

Dumbles

### Purpose

The purpose of this report is to seek Cabinet approval to publish the Lambley Conservation Area Character Appraisal and the associated Management Plan (attached as **Appendix A**), including proposed boundary changes to the Conservation Area (attached at **Appendix B**).

### Key Decision

This is not a key decision.

### Recommendation(s)

#### THAT:

- 1) Approve the appended Lambley Conservation Area Character Appraisal and Management Plan at **Appendix A** and the recommended boundary changes therein (also attached at **Appendix B**);
- 2) Authorise the Service Manager - Planning Policy to notify the Secretary of State of the boundary changes, publish the document and advertise the boundary changes as required by statute; and
- 3) Delegates authority to the Service Manager - Planning Policy to make any minor typographical, formatting or factual amendments to the Lambley Conservation Area Appraisal and Management Plan as appropriate

## **1 Background**

- 1.1 Under Sections 69-71 of the Planning (Listed Buildings & Conservation Areas) Act 1990 (the 'ACT') there is a duty on local planning authorities to determine which parts of their areas are of special architectural or historic interest and to designate them accordingly, in order that their character or appearance may be preserved or enhanced.
- 1.2 The Lambley Conservation Area was designated in 1976 and extended in 2007. The format for these documents has considerably changed since 2007 as has guidance and this document re-appraises Lambley and its Conservation Area boundary in the light of changes over time. The document sets out guidance for the preservation and control of change in a Management Plan to ensure the Conservation Area continues to retain its special architectural and historic interest. This appraisal will supersede the previous version adopted on 6th September 2007.
- 1.3 The Council's Conservation and Heritage Officer has been actively involved in the preparation of the Conservation Area Appraisal and Management Plan working alongside Planning Policy. The document has also been subject to informal consultation with Lambley Parish Council and Lambley Local History Society who have provided valuable comments and assistance.
- 1.4 A Conservation Area Character Appraisal seeks to highlight the specific qualities of a place that contribute to its character and which are worthy of protection and enhancement. This provides a framework against which decisions about future development can be made. The purpose of a Conservation Area is not to prevent development but rather it is to manage change in an informed manner that preserves and enhances the Conservation Area without harming its special character and appearance.
- 1.5 The Appraisal also provides the opportunity to re-assess the Conservation Area boundary to ensure it continues to have special architectural or historic interest to warrant designation and to amend the boundary accordingly and include new areas where appropriate. Two relatively minor boundary changes are proposed which are set out in this report.
- 1.6 The adopted Appraisal will be used to inform the consideration of management and development proposals within the Area. The Management Plan sets out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.
- 1.7 The Appraisal and Management Plan have been subject to public consultation between 17<sup>th</sup> July and 20<sup>th</sup> August 2020 in accordance with

the requirements of S71 of the 'Act'. No comments were received however, as both Lambley Parish Council and Lambley Local History Society were consulted on a pre-publication draft version of the document and provided valuable comments and assistance, appropriate amendments were made to the draft prior to formal public consultation.

## 2 Proposal

2.1 It is proposed that Cabinet approves the Lambley Conservation Area Appraisal and Management Plan attached at **Appendix A**. (It should be noted that the Conservation Area Appraisal incorporates the boundary amendments indicated at **Appendix B**).

2.2 The key findings of the Appraisal include:

- Its architectural character - the chronological, social and economic development of the village is evident from the range of buildings within the Conservation Area with buildings that illustrate the agricultural and small scale industrial development of the village, with extensive use of traditional materials predominantly red/orange brick and red pantiles with timber windows.
- Its overall street pattern - the historic street pattern provides spatial and visual qualities that combine with the existing buildings to give the historic core of Lambley a unique character. The street pattern has largely been dictated by the local topography, the position of the village within the two Dumbles valleys with the medieval core located at their confluence.
- Its distinctive landscape and topography – the village is situated in the two Dumbles valleys and along Cocker Beck surrounded by high quality mature countryside that contributes to the rural and agricultural setting of the Conservation Area.
- Important green spaces - open space within the village contributes to the Conservation Area's character including the Lambley Pingle, Reed Pond and the treed lined Dumbles. The Pingle, which is a privately owned open space, is at the heart of the village and is of both archaeological importance and spatial importance. It is highly significant in terms of the setting and character of this part of the Conservation Area.
- The views and vistas through the area - there is a strong distinction between views within the conservation area and those into and out from the Conservation Area from high points in and around the village. The views from Main Street across the Pingle contribute to

the setting of the Grade I Listed Holy Trinity Church.

#### Issues and Opportunities

- 2.3 There is a significant amount of relatively modern (1950s onward) housing development within the Conservation Area. Most development has been on small infill plots with a few examples of small estate type development such as Cocker Beck, The Dumbles and part of Orchard Rise. With the exception of some infill developments, this more modern development is suburban in character and not in keeping with the form of architecture in the village in terms of materials, scale and massing. However, this is not unusual within a Conservation Area and does not devalue the purpose or contribution that such designation makes to the quality of the village.
- 2.4 The character and appearance of the Conservation Area has been eroded to a degree by often well intentioned home improvements not requiring planning permission such as the insertion of upvc double glazed windows and doors that have replaced more traditional wooden windows and doors. Despite such changes, the majority of altered buildings retain their basic historic character.
- 2.5 Gedling Borough Council's approach to the consideration of new development proposals in the Conservation Area is set out in the accompanying Management Plan. Overall, the Conservation Area is in good order, most properties and open land are well maintained. There are few opportunities for development within the Conservation Area as described in paragraph 200 of the NPPF, which encourages local planning authorities to look for development opportunities for new development so as to enhance or better reveal the significance of the historic asset.

#### Proposed Boundary Changes

- 2.6 A minor extension to the boundary at the southeast corner is proposed to include the whole of the footpath (or back lane) running from the cemetery to Spring Lane as shown on **Appendix 2**. This footpath or back lane running to the rear of historical plot boundaries towards the open fields to the west has historical significance as an original back lane. Presently the boundary is tight to the rear property boundaries but it is logical to move the boundary to the edge of the adjacent field to include the whole footpath and its associated trees, hedgerows and herbage so that it is located within the Conservation Area.
- 2.7 Minor alterations are also proposed to the boundaries to exclude some modern properties close to the Church, which are unnecessarily included within the Conservation Area and whose design and form is not in keeping with the more traditional type of design in the Conservation Area.

## Consultation

- 2.8 The Lambley Conservation Area Appraisal & Management Plan has been made available on the Council's website for local residents to make comments. The COVID 19 social distancing guidelines meant that paper copies could not be made available within Lambley Village during the consultation period that was between 17<sup>th</sup> July and 20<sup>th</sup> August 2020. However, paper copies could be viewed at the Civic Centre by appointment. Letters were sent to all households in Lambley Village living within or adjoining the Conservation Area boundaries. Posters were put up around Lambley Village and an officer made a presentation to Lambley Parish Council at their July meeting. No relevant comments were received.

## Next Steps

- 2.8 Subject to Cabinet approval, changes to the Conservation Area boundary must be notified to the Secretary of State (Communities) and advertised in the London Gazette and locally.

## **3 Alternative Options**

- 3.1 An alternative option is not to approve the updated Conservation Area Appraisal and Management Plan. This would result in the Borough Council relying on an outdated version of the document and not meeting its statutory requirements under S69 (2) of The 'Act' to review Conservation Areas and to ensure Lambley Conservation Area continues to be sufficiently relevant and informative, including only those areas of special architectural or historic character within its boundary.

## **4 Financial Implications**

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

## **5 Legal Implications**

- 5.1 The Appraisal meets the Council's obligations required by the Planning (Listed Building and Conservation Areas) Act 1990. Under Sections 69 and 71 of the Act, the Council should review conservation area boundaries from time-to-time and formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.
- 5.2 The principal legal effect of the designation of an area as a Conservation Area is control over demolition of buildings (including structures classed as buildings in planning legislation) and less generous permitted development rights, under the Town and Country Planning (General Permitted

Development) Order 2015.

- 5.3 The Act requires that the proposed boundary changes will need to be advertised in the London Gazette, locally and the Secretary of State (Communities) and Historic England will also be notified.

## **6 Equalities Implications**

- 6.1 It is not necessary to carry out an impact assessment, as the main impact would be on the ability of people to alter or extend their property. In this case, no new residential properties are to be included within the amended boundaries of the Conservation Area. The minor change to the boundary to the south to include the whole footpath would mean the inclusion of some trees within the Conservation Area Boundary, which would require permission for any pruning or felling of trees. The designation does not prevent people being able to do this, rather it ensures that added controls are in place to ensure that development does not harm the character of the Conservation Area.

## **7 Carbon Reduction/Environmental Sustainability Implications**

- 7.1 The document will help to protect the environment of the Conservation Area. There are no implications for climate change.

## **8 Appendices**

- 8.1 **Appendix 1:** Lambley Conservation Area Appraisal and Management Plan  
**Appendix 2:** Map showing proposed boundary changes

## **9 Background Papers**

- 9.1 None

## **10 Reasons for Recommendations**

- 10.1 The reasons for the recommendations are:
- a) For the purpose of planning guidance.
  - b) To comply with statutory requirements and to publicise the approved document.
  - c) For the purpose of efficiently rectifying minor errors as appropriate.

**Statutory Officer approval**

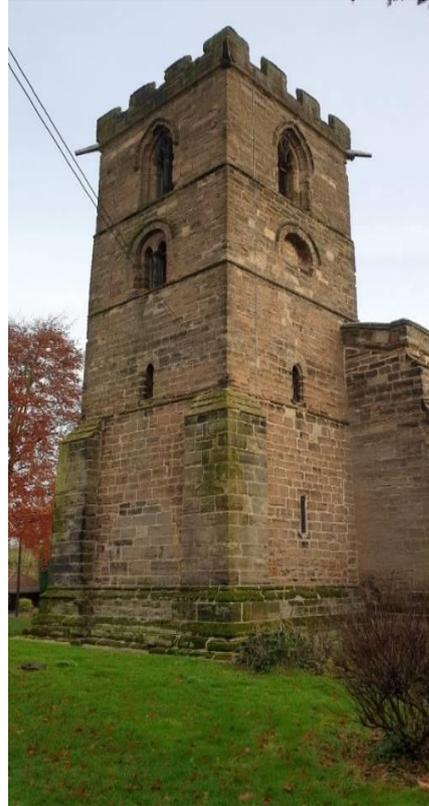
**Approved by:** Alison Ball  
**Date:** 30 October 2020  
**Chief Financial Officer**

**Approved by:** Francesca Whyley  
**Date:** 16 October 2020  
**On behalf of the Monitoring Officer**

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## Appendix 1

# LAMBLEY VILLAGE CONSERVATION AREA CHARACTER APPRAISAL & MANAGEMENT PLAN NOVEMBER 2020



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## **Executive Summary**

### **Conservation Area Character Appraisal**

- 1.1 Conservation areas are defined by section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of Conservation Areas. In February 2019 Historic England published its updated guidance entitled “Conservation Area Appraisal, Designation and Management Advice Note 1 (Second Edition)”. The updated Lambley Character Appraisal and Management Plan follows the guidance set out by Historic England.
- 1.2 The Lambley Conservation Area was designated in 1976 and extended in 2007. The format for these documents has considerably changed since 2007 as has guidance and this document re-appraises Lambley, its Conservation Area boundary in the light of changes over time and sets out guidance for the preservation and control of change in a Management Plan to ensure the Conservation Area continues to retain its special architectural and historic interest.
- 1.3 The purpose of the Character Appraisal is to examine the historical development of the Lambley Conservation Area and to describe its present appearance, identifying those qualities that contribute to its significance as a place of special architectural and historic interest.
- 1.4 The Character Appraisal has identified a number of key elements that define the Conservation Area’s special architectural or historic interest and these include:-
  - Its architectural character - the chronological, social and economic development of the village is evident from the range of buildings within the Conservation Area with buildings that illustrate the agricultural and small scale industrial development of the village, with extensive use of traditional materials predominantly red/orange brick and red pantiles with timber windows.
  - Its overall street pattern - the historic street pattern provides spatial and visual qualities that combine with the existing buildings to give the historic core of Lambley a unique character. The street pattern has largely been dictated by the local topography, the position of the village within the two Dumbles valleys with the medieval core located at their confluence making a “horseshoe” shape in the landscape.

- Its distinctive landscape and topography – the village is situated in the two Dumbles valleys and along Cocker Beck surrounded by high quality mature countryside that contributes to the rural and agricultural setting of the Conservation Area.
- Important green spaces - open space within the village contributes to the Conservation Area's character including the Lambley Pingle, Reed Pond and the treed lined Dumbles. The Pingle, which is a privately owned open space, is at the heart of the village and is of both archaeological importance and spatial importance. It is highly significant in terms of the setting and character of this part of the Conservation Area.
- The views and vistas through the area - there is a strong distinction between views within the conservation area and those into and out from the Conservation Area from high points in and around the village. The views from Main Street across the Pingle contribute to the setting of the Grade I Listed Holy Trinity Church. Views along Church Street and the western section of Main Street are more constrained by the Dumbles streams and meandering streets. Moving up the hillsides along Mill Lane and Green Lane views across the village and out into the open countryside show the rural nature of the village which is significant in terms of the setting of the Conservation Area.

### Management Plan

- 1.5 The designation of a conservation area is not intended to prevent further development from taking place within the area. However, it is the purpose of the Lambley Village Conservation Area Appraisal together with the Management Plan to inform and manage planning decisions so that new development can take place within the Conservation Area without harming its special character and appearance in accordance with the Section 71 of the Act and local planning policies. The Management Plan sets out the broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process.



**Photo 1:** Traditional "Finger Signpost"

## Introduction

- 2.1 The Conservation Area contains the historic core of the village which is concentrated in the eastern part of the village. It also includes the three “green” approaches to the village namely parts of the Lambley Dumble and the Bottom Dumble and along Park Lane. The Conservation Area excludes most of the modern estates and outlying groups of houses along Park Lane and Catfoot Lane and the existing boundaries of the Conservation Area and heritage assets are shown on **Map 1 page 8**.
- 2.2 The village of Lambley lies within a shallow dip surrounded by rolling, high quality and mature agricultural landscape. The main routes within the village follow the natural line of the Dumbles Streams and it is along these meandering streams where the earlier development of the village is located forming a “horseshoe” type shape in the landscape. The village is agricultural in origin with early settlers influenced by the presence of the two Dumbles streams and by their confluence close to the junction of Main Street and Church Street. The existing Conservation Area covers just over half the village and is concentrated at its eastern end the historic heart of the settlement but also stretches out along Main Street, Lambley Dumble, Bottom Dumble and Green Lane.
- 2.3 The purpose of this Character Appraisal is to examine the historical development of the Conservation Area and to describe its present appearance, identifying the specific qualities that contribute to its significance as a place of special architectural and historic interest<sup>1</sup> as required by paragraph 186 of the National Planning Policy Framework (NPPF). In particular, this Appraisal includes a description of the various architectural styles, forms and features that underline the major phases in the development of the village as well as the important open spaces within the village, which together make a substantial contribution to the character and appearance of the Conservation Area. The Lambley Historical Society and its website has proved to be an invaluable source of information and reference<sup>2</sup>.
- 2.4 The Appraisal also provides the opportunity to re-assess the Conservation Area boundaries and a minor boundary change to the southern eastern boundary is recommended. There is also a case for excluding a small area containing essentially modern developments from the Conservation Area, which are unnecessarily included.
- 2.5 The Character Appraisal is also accompanied by a Management Plan for the Conservation Area that sets out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process. A glossary is also included explaining the terms used in this document.

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<sup>1</sup> Please note that the omission of any particular tree, building, feature or space from a map should not be taken to imply that it has no value to the character of the Conservation Area.

<sup>2</sup> <http://www.lambleyheritage.co.uk/>

- 2.6 The scope and arrangement of the Character Appraisal is based on Historic England's Advice Note 1: Conservation Area Appraisal, Designation and Management, published in February 2019<sup>3</sup>.

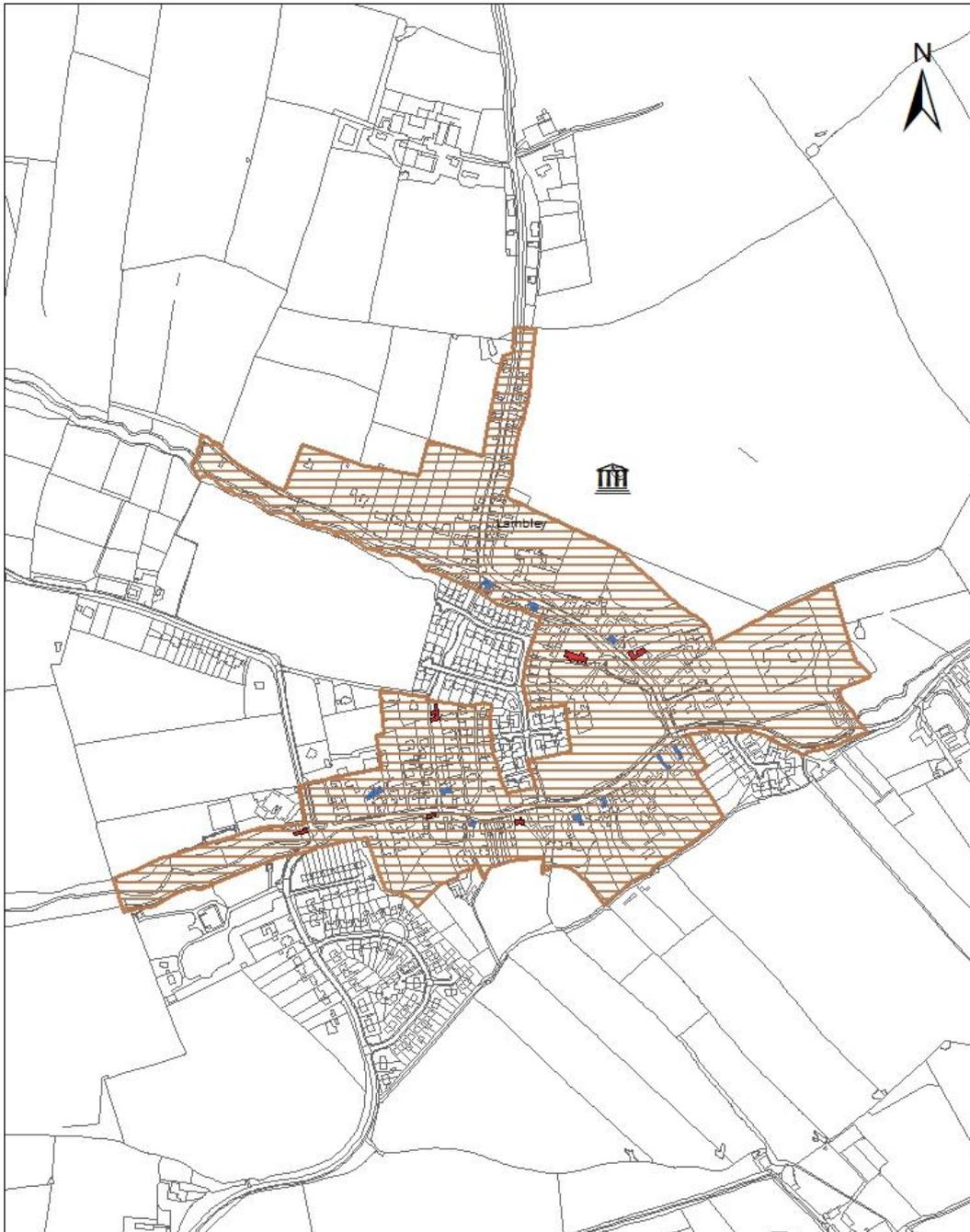


**Photo 2:** Bottom Dumble and footbridge at the western edge of the Conservation Area circa 2007

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<sup>3</sup> <https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/>

### Map 1: Existing Conservation Area Boundary and Heritage Assets



**Gedling**  
Borough Council

Civic Centre, Arnot Hill Park, Arnold,  
Nottinghamshire, NG5 8LU

**Lambley**

-  Conservation Area
-  Listed Buildings
-  Local Interest Buildings
-  Scheduled Monument

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## Location and Plan Form

- 3.1 Lambley is located about six miles from the centre of Nottingham by road. Arnold forming part of the Nottingham urban area is located to the west. Carlton also part of the Nottingham urban area is located to the south west, the village of Burton Joyce lies to the south and to the north is the village of Woodborough. Despite the proximity of the Nottingham urban area the village of Lambley has retained its rural character.
- 3.2 The form and layout of the historic parts of the village has been shaped by the local topography with the village situated in a dip in the landscape formed by the valleys of the two Dumbles Streams and their confluence in the historic core of the village. Land levels within the Conservation Area fall from about 80 m above ordnance datum (AOD) at the edge of the Conservation Area on Green Lane to about 48 m AOD at the base of the Cocker Beck on the eastern side of the village.
- 3.3 The chronological, social and economic development of the village is evident from the range of buildings within the Conservation Area with buildings that illustrate the agricultural and small-scale industrial development of the village with extensive use of traditional materials predominantly red/orange brick and red pantiles with timber windows. The Grade I Listed Holy Trinity Church is one of the finest examples of its kind in Nottinghamshire. In addition there are a number of Grade II Listed Buildings as well as other important historic buildings that can be considered to be non-designated heritage assets which together define the essential character and appearance of the Conservation Area and its overall significance (see **Appendices 1, 2 and 3**).



**Photo 3:** View north from the southern boundary of the Conservation Area

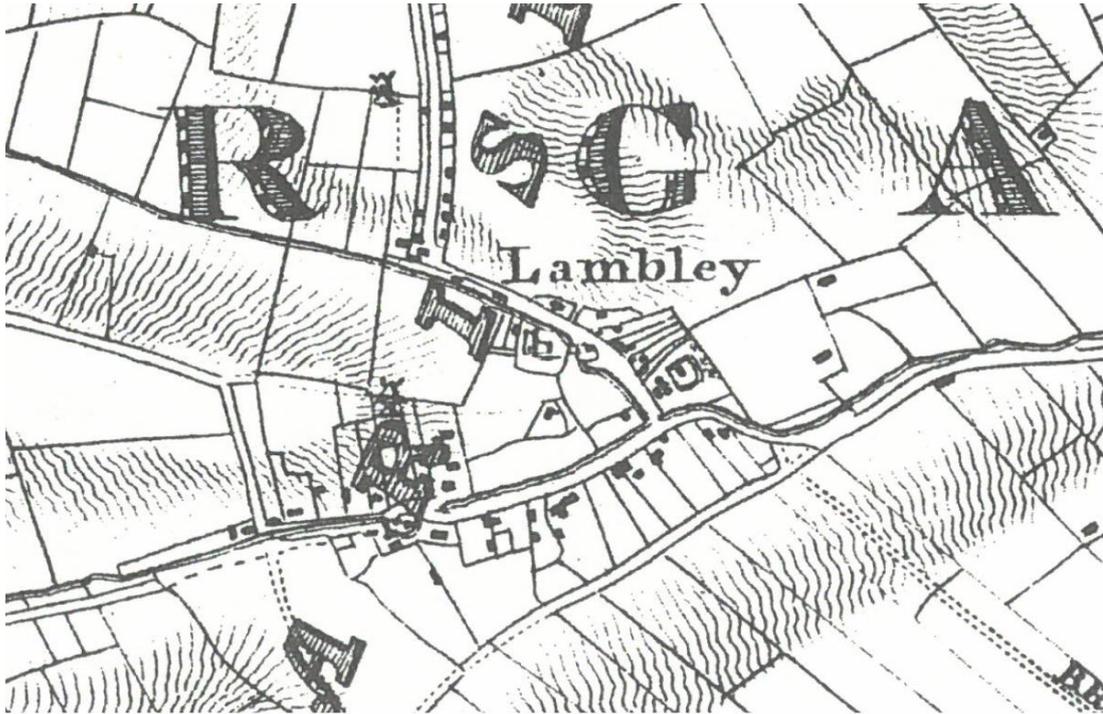
## General Character and Plan Form

- 4.1 The village has been shaped by the surrounding countryside, agriculture, its medieval past and the framework knitting industry. A key characteristic and integral to the evolution of the village are the Dumbles features and their topography providing relatively narrow natural routes for roads and paths to follow. The underlying geology comprises Mercia Mudstone and Waterstones. During the last ice age the Dumble streams flowed with melting ice water which cut in to the soft bedrock forming the characteristic Dumble Valleys.
- 4.2 The medieval part of the village developed at the confluence of the two watercourses, which encloses a triangular area of land or spur. The Holy Trinity Church is located within this area. To the south of the Church is a privately owned open area known as the Lambley Pingle.



**Photo 5:** Aerial photograph of Lambley showing the tree lined Dumbles and the Pingle in the centre of the photograph.

- 4.3 Main Street running in an east west direction is the principal route between Arnold and Lowdham, whilst Green Lane leads to Woodborough. Church Street joins Main Street close to the confluence of the two streams and connects Main Street to Green Lane. From its origins within the Pingle, development of the village moved in a westward and northward direction along the main routes. The main part of the medieval village can be identified through the property boundaries of the eastern section of Main Street and the southern section of Church Street. Here long narrow plots go back from the street and end in a common boundary or back lane once the boundary between the village and start of the open fields (clearly visible on the Sanderson Map below showing the Medieval Core). Green Lane was the village green where animals were grazed and markets held.



George Sanderson's Map 1835 'Twenty Miles around Mansfield' showing the medieval core of the Village

- 4.4 Open and green space within the village contributes to the Conservation Area's character including the Lambley Pingle, Reed Pond and the tree lined Dumbles. The Lambley Pingle is at the heart of the village and is of both archaeological and spatial importance. It is highly significant in terms of the setting and character of this part of the Conservation Area providing views from Main Street across to the Church. Within the village, views are enclosed by the valley sides and their vegetation or the meandering streets. The street scene here provides characteristic views of traditional village streets that have evolved over centuries. The majority of the buildings are in residential use, former agricultural buildings converted to residential properties and former Framework knitting cottages much in evidence. Key larger buildings within the Conservation Area include the Holy Trinity Church, the nursery school on Church Street, the Methodist Chapel and the three public houses being The Lambley, Robin Hood and The Woodlark.
- 4.5 The historic street pattern provides spatial and visual qualities that combine with the existing buildings to give the historic core of Lambley a unique character. Modern infill development dating from the mid twentieth century to early twenty first century has taken place and are not always in keeping in terms of materials and form. On the western side of the village outside of the Conservation Area larger scale development occurred in the mid twentieth century that has not been in keeping with the traditional form and plan of the village being developed on the higher slopes of the valleys. At the east end of the village some modern cul de sac type developments cut across the traditional form of the village although these are not overly dominant. Some modern developments encroach into the Pingle and partly obscure views of the Church, harming its setting. In

this context, it is vital that any further encroachment into this open area is avoided in future.



**Photo 6:** The Lambley Pingle

## Landscape Setting

- 5.1 Lambley sits in the Dumble valleys surrounded by rolling hills. The meandering tree lined Dumbles are a distinctive feature running through the village connecting it to the wider countryside and helping to blend the village into its landscape setting. As they approach the village, the Lambley and Bottom Dumble to the west make a strong contribution to the character of the Conservation Area. Similarly, the Cocker Beck flowing out to the east forms a distinctive natural feature as it exits Lambley and is notable when approaching the village from the east.



**Photo 7:** View northwards from the top of Catfoot Lane towards the Bottom Dumble



**Photo 8:** Looking north from the bridle path leading to Burton Joyce showing the village nestling in the valley with the surrounding rolling hills. Holy Trinity Church is bottom centre.

- 5.2 The landscape surrounding the village is high quality predominantly agricultural in use being a mix of arable and pasture. The village is located within The Dumbles Rolling Farmland as identified in the Nottinghamshire Landscape Assessment and assesses the landscape condition as good with a strong landscape character. The assessment describes the landscape as a series of rolling hills and ravine like valleys, which appears well wooded due to high numbers of hedgerow trees, dense woodland along streams, and scattered clumps of woodland on high ground. Field patterns tend to be regular and geometric on the slopes with a narrow field pattern in the valleys often following watercourses. The field boundaries tend to be hedges with frequent hedgerow trees which are generally dense and well maintained.
- 5.3 The change of levels is highly evident on Green Lane when approaching the village from the edge of the Conservation Area. At its northern end there are extensive views across the village to the countryside beyond with the views becoming much more enclosed at the bottom of Green Lane (**photo 9 – below**).



**Photo 9:** View southeast from the top of Green Lane

- 5.4 The western section of Main Street offers occasional glimpses to the countryside, for example, a good viewpoint looking past the grade II Listed 53 Main Street (**Photo 10 below**). However after the junction with Orchard Rise there are extensive views northward across the Pingle. From Main Street, the church tower and the old nineteenth century cottage at 19 Main Street are clearly visible providing a pleasant view although some more modern 1960/70s development intrudes unsympathetically into the scene.



**Photo 10:** 52 Main Street circa 2007 showing the view to the open countryside.

- 5.5 Like the western parts of Main Street, Church Street is fairly enclosed by the Dumbles vegetation and built development. It is in this location where the most spectacular views close up of the church can be found for example from Church Street immediately to the south, and from the church yard itself which forms a small but important enclosed space next to the church.

- 5.6 The built form of the village is predominantly red/orange brick and red pan tile buildings. The village nestles in the valley and benefits from a degree of screening from trees and hedgerows on the fringes of the settlement and is generally well integrated into the landscape setting although more modern development has to a degree encroached onto the upper slopes of the valley sides. The Dumble Streams and Cocker Beck are strong natural features running through the village. Together with the open spaces visible from the surrounding slopes this gives a strong rural setting to the village.



**Photo 11:** Reed Pond

## Historic Development of the Area

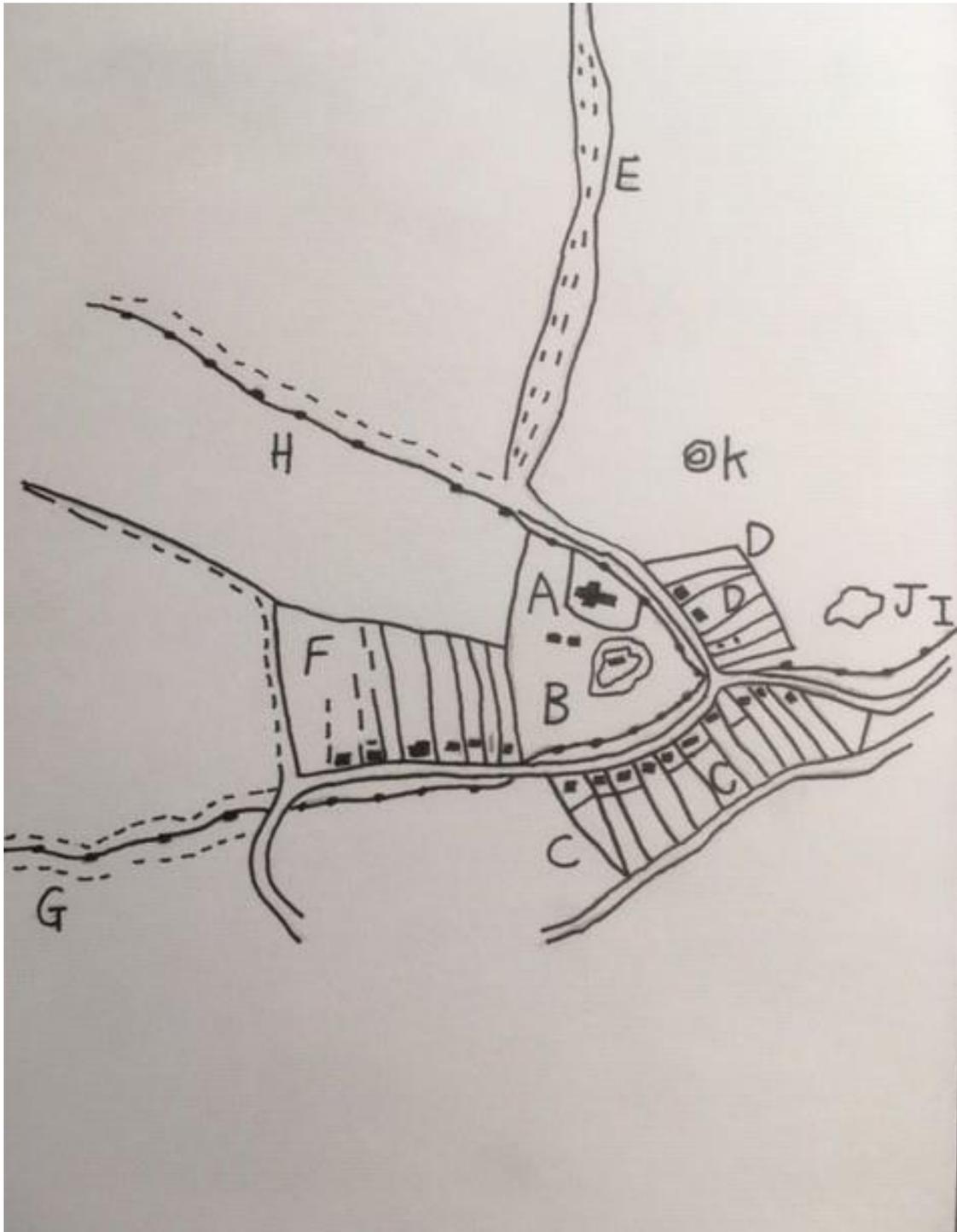
- 6.1 Despite archaeological evidence suggesting that people inhabited the area around Lambley for thousands of years, the origin of the village is more likely to be ninth or tenth century.
- 6.2 To the north east of the village on high ground is situated Round Hill Scheduled Monument. Previously believed to be a fort, however, more recent excavation has revealed a mill bearing which would indicate a post mill mound and possibly medieval in origin and probably associated with the nearby manor house.
- 6.3 In the medieval period Lambley was located within the Sherwood Forest. The name Lambley dates from or shortly before this period, being old English for a “clearing for sheep or lambs”.
- 6.4 The Domesday Book (1086) mentions the manor of Lambley as being in the ownership of the Saxon lord Ulchet at the time of the Norman Conquest before passing to another Saxon, Alden. The Domesday Book records the population as 30, which means the population was probably around 100 as only working males were recorded. Unusually for the time, the manor was not passed on to a new Norman lord and Alden retained possession his descendants becoming the Cromwell family, the principal medieval family within the village. Sir Ralph Cromwell (see brief biography in the footnote <sup>4</sup>) is probably the most important individual reported to be born in Lambley (a biographical note is set out in the footnote of this page). Born in the Manor House, Sir Ralph Cromwell had a long successful career in politics and diplomacy rising to become Lord Treasurer of England (1433 - 1444).



**Photo 12:** Holy Trinity Church eastern façade which includes the badge of Sir Ralph Cromwell in stone panels either side of the east window.

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<sup>4</sup> Biog. Ralph de Cromwell (1393 – 1456), 3<sup>rd</sup> Baron Cromwell. Privy Councillor to Henry VI from 1422. The Right Honourable The Lord Cromwell: Treasurer of England (1433 – 1443); Chamberlain of the Household twice (1425 – 1432 and 1450 – 1455). As well as Lambley Manor developed residential estates including Tattershall Castle, Lincolnshire and South Wingfield, Derbyshire. The Cromwell family held several manors in Nottinghamshire including Cromwell about six miles north of Newark-on-Trent from where the family took its name.



Map based on work by Gedling Borough Council depicting Medieval Lambley based on street names, historic maps and property boundaries.

**Key**

**A:** Holy Trinity Church; **B:** Moated manor house and outbuildings; **C:** Houses along Main Street; **D:** Houses along Church Street; **E:** Village Green; **F:** Further houses along Main Street (tentative); **G:** Lambley Dumble; **H:** Bottom Dumble; **I:** Cocker Beck and Park Lane; **J:** Stew or Fish Pond; **K:** Windmill

- 6.5 A new church was built in the 12th Century to replace the one recorded in the Domesday survey. Sir Ralph Cromwell who was the last of the line of the Cromwells died in 1456 and the manor and estate eventually passed to the Clifton family. Sir Ralph Cromwell made provision in his will to rebuild the church which was carried out some time after his death due to legal issues over the inheritance. The rebuilding took place probably during the 1470s as the church was re-dedicated in 1480. The Holy Trinity Church is regarded by the art historian Nikolaus Pevsner as one of the finest perpendicular churches in Nottinghamshire<sup>5</sup>. It is the resting place of Cromwell's parents and bears Sir Ralph Cromwell's badge of office on the eastern façade of the church.
- 6.6 The former Manor is likely to have been located within the Pingle close to the church and stew ponds are evident at the eastern end of the village, which have now been restored and known locally as Reed Pond. There is some debate about the exact location of the Manor House as some commentators identify the site of the Manor House as being on the site of the Old Rectory, which was itself demolished in the early 1970s to make way for the modern Cocker Beck development.



**Photo 13:** The Old Rectory reproduced with the kind permission of Lambley Historical Society

- 6.7 Agriculture has had an important role in shaping the village and like most of the Midlands used the open field system with villagers living in houses in the village and cultivating the open fields of which there were typically two or three. Medieval evidence identifies a West Field, North Field and East Field at Lambley. These large fields were sub divided into long narrow strips called furlongs and farmed in such a way that created the characteristic "ridge and furrow" markings still evident in certain fields surrounding the village. During the 15th Century, the medieval enclosure movement provided sheep grazing

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<sup>5</sup> Pevsner – The Buildings of England

enclosures which would have affected the layout of the village and fields. There is evidence that the village departed from the open field system due to the enclosures in medieval times as these earlier enclosures had already resulted in most of Lambley district being enclosed as set out in the findings of the Publication – Lambley A Village Study 1982. This study also states that later enclosures occurred in 1794 when about 600 acres was enclosed specifically to divide up the open fields, coppices, commons and waste land. A further enclosure act followed in 1841.

- 6.8 Flemish weavers were recorded within the village during the 15th Century. However, the invention of the stocking frame stimulated the existing knitting industry in villages like Lambley and the population of the village increased significantly during the first half of the nineteenth Century. The population rose from 467 in 1801 to 951 in 1851. The village developed to the west along Main Street and north along Church Street and Green Lane with numerous Framework Knitters cottages being built or existing buildings adapted for this purpose. These “long tall and thin” houses with wide windows are a characteristic of the industry, with houses specially built or existing ones adapted for accommodating the large stocking frames with the long windows providing abundant natural light.



**Photo 14:** Green Lane (from postcard) reproduced with the kind permission of Lambley Historical Society

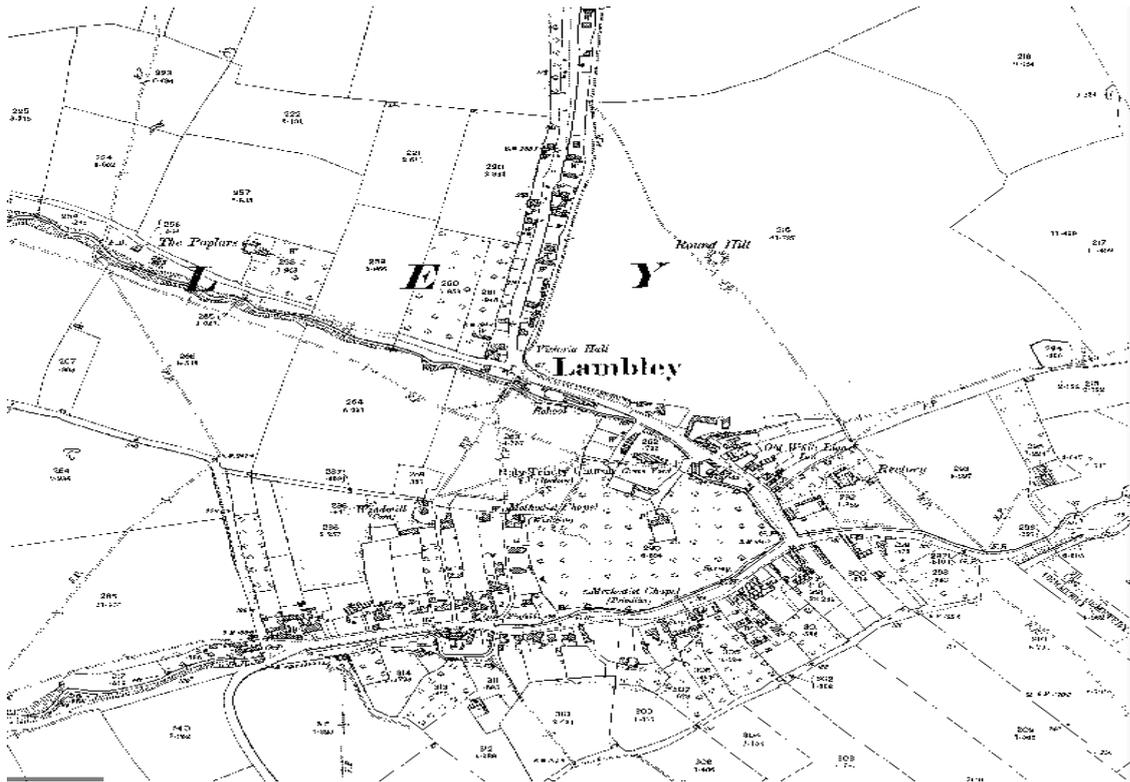
- 6.9 Lambley A Village Study publication shows from census returns that 44.4% of the population was engaged in the hosiery trade in 1851 and 39.1% in 1871. The same publication states the number of stocking frames in existence in Lambley was less than 100 in 1669 but by 1844 the village had 381 frames, which is more than recorded for nearby Woodborough, but less than Calverton. The importance of the knitting industry for local employment is clearly demonstrated by these figures. Although farming must have been important to the village economy, it employed 7.4 % of the population in 1851 and 8.9% in

1871. However, it may be that some of the small holders may have supplemented their farming incomes by knitting. The opening of Gedling Colliery in 1899 also provided employment for local villagers.

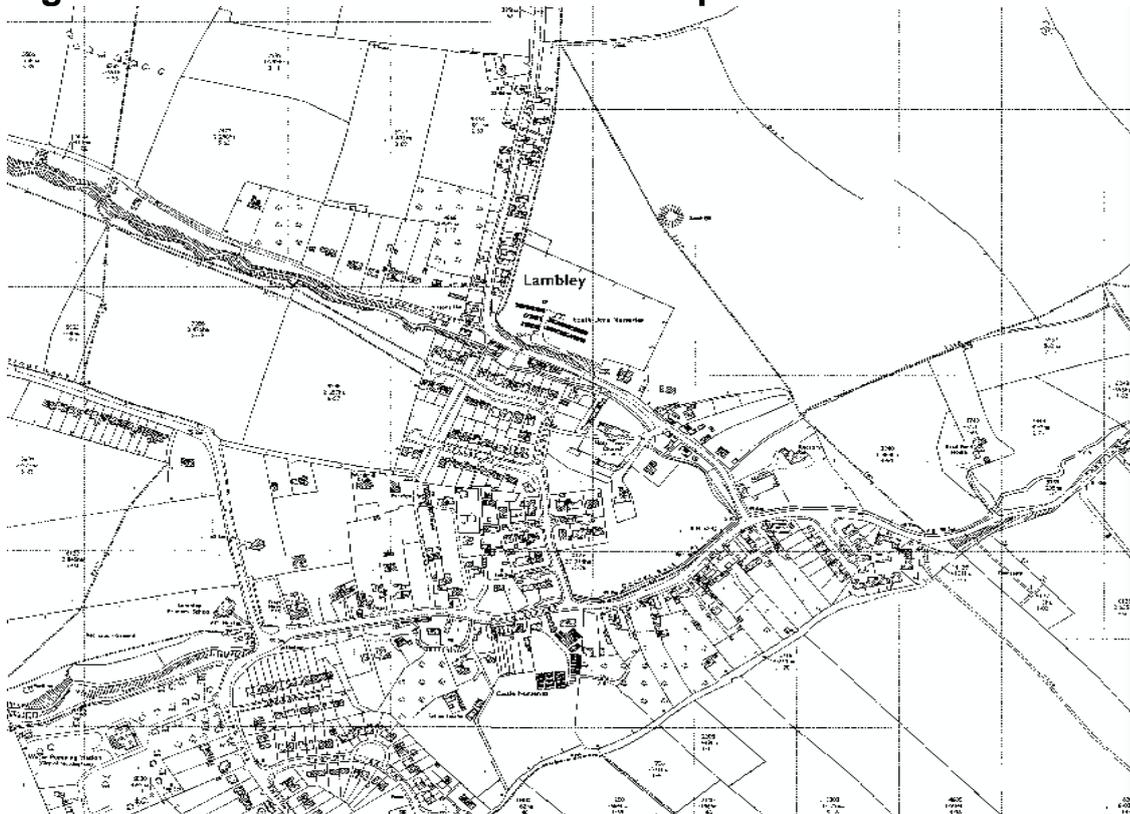
- 6.10 There have been numerous Rectors including Halstead Cobden appointed in 1847, he built a new Rectory that was sited in what is now Cocker Beck; which was demolished in 1973. Cobden was also instrumental in the setting up of a new school in 1847 to be built on Church Street to meet the needs of the increased population. The building is still in use as a nursery. A new school was opened at the bottom of Catfoot Lane in 1906. The rise of non-conformism together with other factors resulted in the Methodist Chapel (now a domestic residence) being built on Chapel Lane in 1828. The Primitive Methodists bought a plot of land on Main Street with the Methodist Chapel opening in 1849 now closed and in use as a commercial premises.
- 6.11 By the 1940s the village occupations were mainly of miners and farmers. The village layout described earlier as a horseshoe shape (following the line of the Dumbles valleys) was little changed until the 1950s when new development contrasted with this older more traditional layout and took place on the slopes above the Dumbles. Firstly a significant extension on the south western edge (Cromwell Crescent 1950s/60s) and secondly on an area marked on old maps as "Steele's Orchard" giving rise to the name of the new housing estate on Orchard Rise and Steele's Way. These more modern estates are not in keeping with the traditional type of development within the village and have been excluded from the Conservation Area. Infill development has also been significant in recent decades within the older parts of the village including for example, along Church Street, Main Street, Chapel Lane and Mill Lane.



**Photo 15:** The school at the bottom of Catfoot Lane (reproduced with the kind permission of the Lambley Historical Society)



**Figure 1: extract from 1900 historic map**



**Figure 2 extract from the 1970 historic map**



**Photo 16:** Agriculture is still important to the local economy.

## Archaeology

- 7.1 A record exists for the Lambley Pingle in the Nottinghamshire Heritage Environment Record (HER) classed as a medieval moat in the form of an earthwork. The description is of a moat, buildings and outbuildings as described in an account from 1459. The moat appears on the 1609 Sherwood Forest Map but without buildings. This land belonged to Sir Ralph Cromwell with some earthworks still surviving and was probably the site of the manorial curia (Manorial Court) of the Cromwell family (as stated earlier it may have been the site of the Manor House itself as its exact location is uncertain).

## Character and Relationships of Spaces within the Conservation Area

- 8.1 **Map 2 on page 25** shows important landscape features within the village. The village lacks a commercial core; the centre of the village remaining open probably due to the historical boundaries of the privately owned Manor and open Pingle. The Pingle is at the heart of the village and is of both archaeological importance and spatial importance. It is highly significant in terms of the setting and character of this part of the Conservation Area providing views from Main Street across to the Church.
- 8.2 Other important areas of open space and green corridors include Reed Pond Nature Reserve, Lambley Dumble, Bottom Dumble and the Cocker Beck. The former is a stew pond now restored which sits at the eastern end of the village and contains a large number of trees and herbage forming a significant natural feature at the eastern end of the village.



**Photo 17:** The Lambley Dumble at the western end of the Village

- 8.3 The Lambley Dumble and Bottom Dumble converge to form the Cocker Beck and these watercourses define the layout of the village. These contain large numbers of native trees and vegetation. They are most prominent at the edges of the village with their tree and hedge lined banks integrating the village into the surrounding countryside. Within the village, the banks become narrower and in places obscured by roads, buildings and plant growth but none the less form important green corridors through the village (**photo 18 below**).



**Photo 18:** The Bottom Dumble with Church Street on the right.

- 8.4 Gardens within the Conservation Area provide attractive features in themselves but also provide fitting settings for a number of buildings (such as 45 Main Street **photo 19 below**) and help maintain the low density of development that is associated with villages.



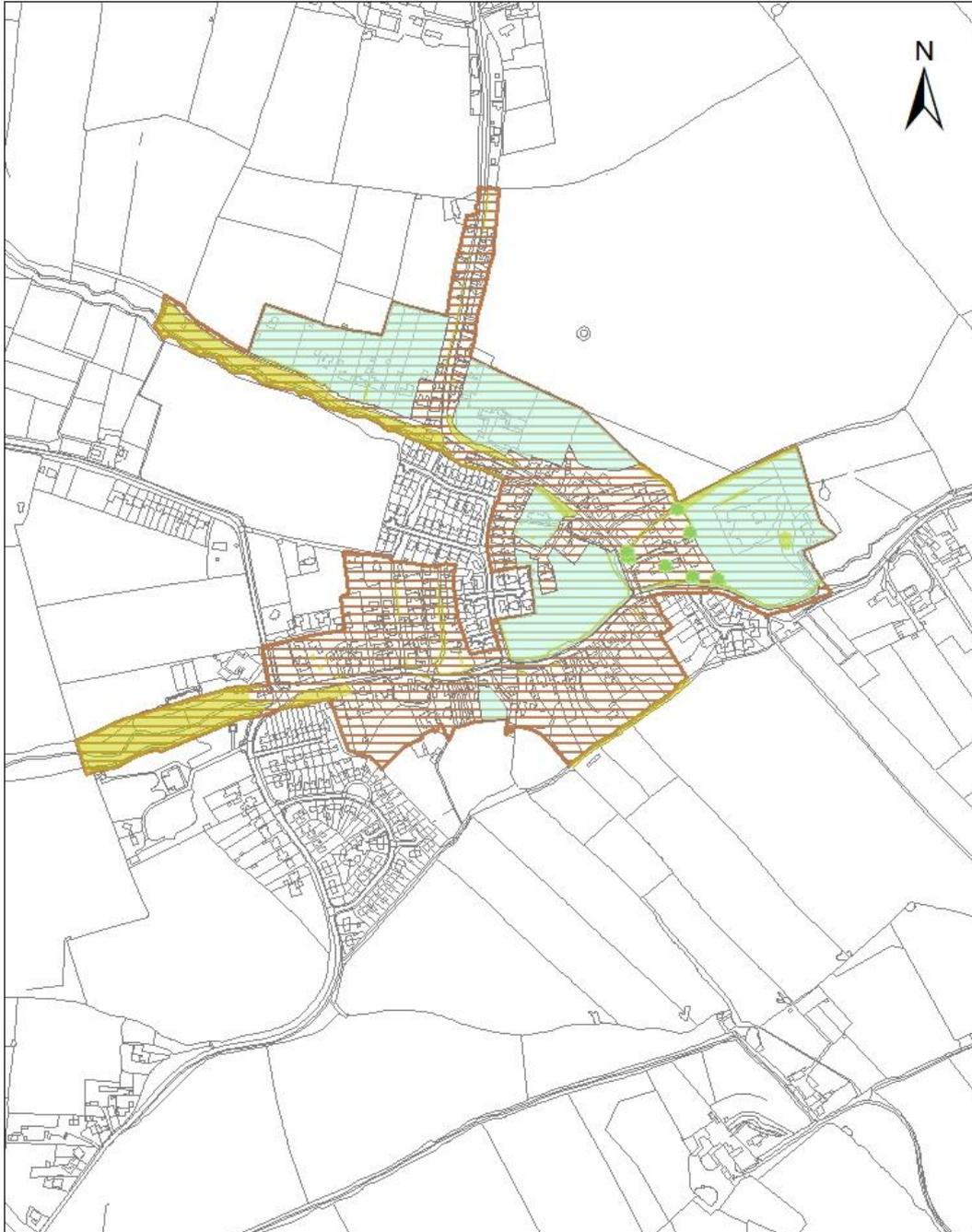
**Photo 19:** Front Garden at 45 Main Street

- 8.5 As house plots have evolved over centuries, there is no strong sense of uniformity to garden size, which reinforces the organic form of the Conservation Area.
- 8.6 The density and importance of tree cover increases towards the village edges, mostly around the Dumbles and Reed Pond. There is no significant area of planned planting or parkland and the vast majority of trees are of native species, often self-seeded. In this respect, trees contribute to the informal rural character of the area.



**Photo 20:** The Lambley Dumble flowing through the eastern end of the village.

## Map 2: Landscape Features within the Village



## Key Views and Vistas

- 9.1 **Map 3 on page 28** shows key views and vistas and also existing public rights of way in the village. There is a strong distinction between views within the Conservation Area and those into and out of the Conservation Area from high points in and around the village. The difference is a result of the changes in topography and landscape. Views within the Conservation Area are more restricted, constrained by the lower slopes of the Dumbles and meandering Streets. A major exception being views across the Pingle from Main Street towards the Church. Views along Main Street and Church Street follow subtle curves as the streets follow the course of each stream. Occasional glimpses of open countryside may be seen between buildings sometimes opening up to reveal the surrounding hillsides.



**Photo 21:** Church Street circa 1908 (left) reproduced with the kind permission of Lambley Historical Society and **Photo 22** similar viewpoint present day (right).

- 9.2 Moving up the hillsides along Mill Lane and Green Lane views across the village and out into the open countryside are to be revealed (**photo 23 – page 27**). From vantage points on roads and the good footpath network around the village are opportunities to view the village within the surrounding landscape. From the edge of the Conservation Area at the top of Catfoot Lane, there are panoramic views to the north and west. To the north west is an excellent view of the Dumble where the Conservation Area boundary begins at the footbridge close to Dumbles Cottage (**photo 2 – on page 7**). This view is highly significant and emphasises the integration of the village with the surrounding landscape

on this western side. Green Lane is highly visible to the north as it ascends the slope. This lane with its grouping of framework knitters cottages stepping up the slope is the site of the former village green and therefore significant historically. It is bounded by open countryside on both sides. On the western side are some open fields rising northwards from the Dumble and although containing some modern detached properties is important in terms of the setting of the Conservation Area (**photo 24 below**). The open spaces between the cottages on Green Lane are also important in terms of the character of this part of the village.

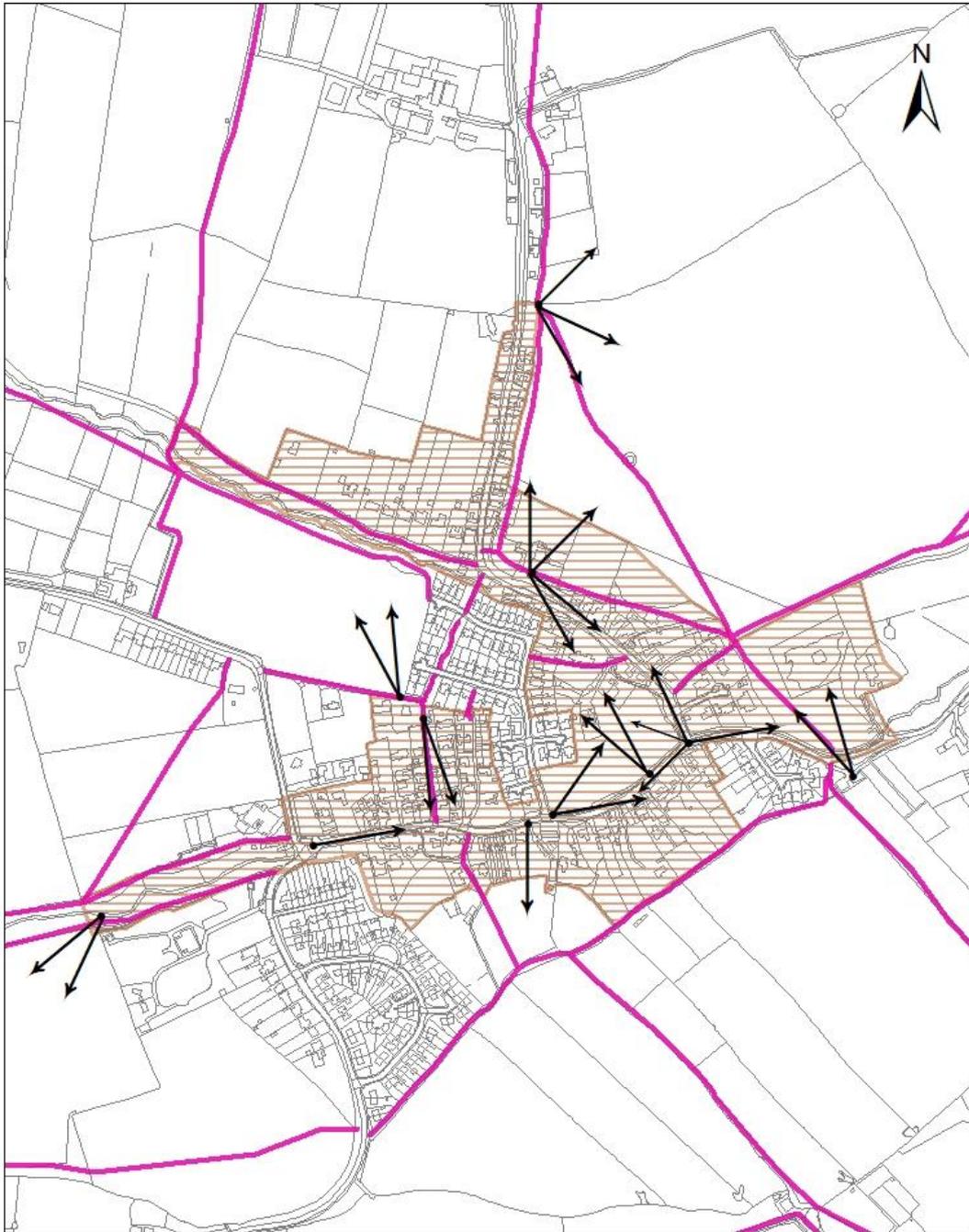


**Photo 23:** View south to the surrounding countryside from Mill Lane



**Photo 24:** View from Catfoot Lane towards Green Lane

### Map 3: Key Views and Vistas



**Gedling**  
Borough Council

Civic Centre, Arnot Hill Park, Arnold,  
Nottinghamshire, NG5 8LU

**Lambley**

→ Views and Vistas

— Rights of Way

Existing Conservation Area

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## **Activity and Prevailing Uses**

- 10.1 The occupations of the residents of Lambley in the eighteenth century would be typical trades of a farming community such as a blacksmith, shopkeepers, bakers, tailors etc. The majority would be agricultural workers, weavers and silk stocking makers. The legacy of these activities is reflected in the buildings, which remain in the Conservation Area: small domestic cottages, farm buildings, small shops and workshops. Lambley is now a predominantly residential settlement lacking any commercial centre and the majority of working people commute out of the village for employment.
- 10.2 The development and prosperity of the early settlement relied on an agricultural economy based originally on the open fields system until these were enclosed from the medieval period until the nineteenth century. The legacy of this agricultural economy is reflected in many of the surviving cottages and more substantial farm buildings in the Conservation Area. In the eighteenth and nineteenth centuries, the local economy diversified when framework knitting developed as evidenced by the numerous framework knitters' cottages and the purpose built knitting factory at Main Street.
- 10.3 The growth of the village during the nineteenth century is reflected in the improvements and growth in community facilities, in particular the new school on Church Street and places of worship at Chapel Lane and on Main Street. All of these buildings are located within the Conservation Area.
- 10.4 Despite the settlement expansion that occurred from the mid twentieth century the historic core and much of the rural setting has survived reasonably intact and these elements along with the basic street pattern form the basis of the Conservation Area.

## **Architectural and Historic Qualities of the Buildings**

- 11.1 The assessment considers the architectural and historic qualities of the village on an area-by-area basis for convenience as follows:
- Catfoot Lane and Spring Lane;
  - Western section of Main Street;
  - Eastern section of Main Street and the Pingle;
  - Church Street;
  - Green Lane;
  - Mill Lane and Chapel Lane;
  - Park Lane;
  - Lambley Pingle;
  - Lambley Dumble and Bottom Dumble.

Junction with Catfoot Lane and Spring Lane

- 11.2 Spring Lane sweeps into Lambley village from the west. The tree lined Lambley Dumble comes into view before the bend where the stream disappears into a culvert beneath Spring Lane before re-emerging some distance further down the street on the other side of the road. As the bend unwinds there is a more contrasting urban street scene softened by the presence of trees, hedgerows and vegetation on the south side of the road. Catfoot Lane rises sharply to the north and Main Street starts immediately past the Catfoot Lane junction.



**Photo 25:** The western edge of the Conservation Area

- 11.3 On the corner of Spring Lane and Catfoot Lane stands the Grade II Listed Brookside House, an attractive late 17th Century timber framed, brick and rendered house (**photo 26 below**). The garden falls away to the stream and together with the mature trees makes a pleasant scene.



**Photo 26:** Brookside House

- 11.4 Whilst the extent of the road surface, road markings and the car park for the public house detracts from the area it is fairly open with a small open space and seating area on the junction adding to the quality. There is little street clutter such as unnecessary signage or advertising boards and the traditional “finger” signpost at the bottom of Catfoot Lane makes a positive contribution.

#### Main Street western section

- 11.5 The western section of Main Street commences with the junction of Catfoot Lane and Spring Lane and stretches to 48 Main Street on the south side of Main Street and the more open area (Pinfold) on the north side of the street. There is a mixture of historic and more modern residential homes in this section. The residential homes are generally set back from the road and their front gardens and boundary treatments make a positive contribution to the quality of the area. On the southern side of Main Street are a number of relatively modern large houses in big plots. The Lambley Dumble emerges on this side of the road further down and is fenced off with a low brick wall topped with green metal railings. The design and materials of the modern houses along this stretch is not traditional and the design detracts from the Conservation Area, but their low density lessens any impact and overall they have a relatively neutral effect on the Conservation Area. There are some relatively recent infill residential developments on Mill Lane.
- 11.6 The Lambley Public House dominates the street scene when approaching from the west. This is a large late eighteenth century building with sixteen pane sash windows. It appears slightly separated from the rest of the village and slightly set back from the road at a higher level which gives it prominence and a sense of importance (**photo 27 below**).



**Photo 27:** View of The Lambley from Main Street

- 11.7 A good example of the traditional framework knitters’ cottages can be found at 23 – 29 Main Street, a row of cottages set back from the road. With a south to southwest

facing aspect, the row are constructed of simple red brick, some of which have rendered walls and the roofs are of clay pantiles. The long windows characteristic of the framework knitters' cottage are evident.

- 11.8 Number 18 Main Street has a grade II listing and is a former general store. This building has original features including Yorkshire sash windows and a raised dentilated eaves course of bricks. This is a prominent building facing and opening onto the street and an important building within the Conservation Area (**photo 28 below**).



**Photo 28:** No 18 Main Street

- 11.9 Almost opposite 18 Main Street on the other side of the road is 45 Main Street which retains several original features. This includes a loading hoist and loading door to the upper storey associated with its previous use as a bakery (**photo 29 below**).



**Photo 29:** No 45 Main Street

- 11.10 Numbers 32 – 46 Main Street, which forms a row of houses, and the detached 48 Main Street at the end of the row make an interesting group of Edwardian Middle Class houses, which are prominent on the curving Main Street. Though typical of their period their 'pattern-book' design and attention to detail contrasts with the simplicity of traditional building within the Conservation Area (**photo 30 below**).



**Photo 30:** Numbers 32 to 46 and 48 Main Street

- 11.11 To the rear of 48 Main Street is the former I & R Morley knitting factory opened around 1890. This brick built two-storey building is a tall structure and originally comprised of two large rooms to house the machinery with large windows to provide natural light.
- 11.12 This is predominantly a residential area of modern and older properties along the fairly busy Main Street. The more modern properties tend to be large detached houses in large plots and fairly low in terms of density. There are good examples of more

traditional older cottages with some original features. Where houses are set back from the road front gardens and trees make an important contribution to the character of the area especially the northern side of Main Street. Boundary treatments include a mixture of walls and hedges and some railings are present along the Lambley Dumble.

#### Main Street eastern section and the Pingle

- 11.13 The eastern section stretches from 52 Main Street to the start of Park Lane. Built development is located on the south side of the street opposite the Pingle. The buildings are predominantly historic nineteenth and eighteenth century buildings built to a high density for the village. The density increases towards Park Lane with buildings built directly onto the street or clustered around yards. The age of the buildings corresponds with the centre of the village as this is where settlement patterns have been established the longest and probably reflects the development pressures arising from the rise of the Framework Knitting Industry and the large growth in the local population that occurred in the nineteenth century.
- 11.14 To the north of Main Street is the Lambley Pingle (**photo 31 below**) which is relatively undeveloped and is bounded by the natural stream of the Lambley Dumble and presents a solid natural boundary. This natural feature is an important characteristic of the Conservation Area and the Pingle is both aesthetically pleasing and an important historical survival in that it maintains the connection between the village and Manor House.



**Photo 31:** The Lambley Pingle from Main Street.

- 11.15 The variety of historic buildings on the south side of Main Street opposite the Pingle is remarkable. Some detached houses remain but many have been converted into cottages or extended to accommodate cottages. In some places, new terraces of houses have been built end on with their gable ends facing the street. Other cottages have been built within former farmyards or back gardens. Former outbuildings have

also been converted into cottages. While this pattern of development is seen throughout the Conservation Area, it is within this section of Main Street that it is most clearly experienced. Consequently, the historic value of this area is high.



**Photo 32:** South side of Main Street

- 11.16 Many of the historic buildings have been altered including the use of modern UPVC replacement windows and a number of extensions and conversions which obscure the traditional appearance. However, the simple and traditional character of these buildings remains.
- 11.17 There are several notable buildings including 52 Main Street (**photo 33 below**). This is a grade II listed building being timber framed with parts dating back to the seventeenth century. Originally two houses, and probably the oldest house in the village, it is a notable and rare survivor of village architecture predating the period of rebuilding and village expansion in the late eighteenth century. In the context of the village, it is a landmark building whose age makes a distinct and instant impression. The property also retains a good range of single storey nineteenth century outbuildings. The gap between the outbuildings and the house provides one of the few views into the adjoining countryside along this section of Main Street.



**Photo 33:** 52 Main Street grade II listed building circa 2007

- 11.18 62 Main Street is a good example of a late eighteenth century or early nineteenth century house with fine brickwork, pantile roof and kneeled gables. This property is set back from the road and has a front garden behind a low brick wall. A K6 type phone box (as designed by Sir Giles Gilbert Scott) is located on the corner of the brick wall adding to the character of the area and is used as the village library/book exchange. The front garden and boundary treatment complements the house and the street scene. This house has some historic significance being the Old Methodist Chapel.
- 11.19 The Methodist Chapel now a commercial premises has a balanced façade behind a plain almost barn like body (**photo 34 below**). The upper storey has two tall windows beneath round brick arches, a painted date stone of 1849 and a triangular pediment with dentilated brick detailing. A single storey flat roofed porch entrance from the street detracts from the building to a certain extent. The chapel adds visual interest to a street of houses and has social and historic significance.



**Photo 34:** Methodist Church and 68 Main Street behind

- 11.20 Set back slightly from the chapel is number 68 Main Street, a tall thin house of the mid nineteenth century (**photo 34 above**). The building is notable for the quality of its construction. The brickwork has a neat crisp quality, sash windows have marginal glazing bars and are set under cambered flat arches and slate is used to differentiate itself from its neighbours. Of particular interest are the high eaves and tall expanse of brickwork above the first floor windows which must be for practical rather than aesthetic reasons, as it unbalances the appearance of the front elevation. The most likely reason is that it increases the area of the attic, the lack of windows suggesting that it is unlikely it would have been used to accommodate framework knitting.

- 11.21 80 Main Street and 2 to 4 Ross Lane is a row of cottages running back from the road (**photo 35 below**). Built at various points in the mid to late nineteenth century they clearly show the way that housing was slotted and squeezed into existing plots.



**Photo 35:** 80 Main Street and 2 to 4 Ross Lane circa 2007

- 11.22 At the eastern edge of Main Street lies an important group of historic buildings in 88 to 102 Main Street and 1 and 3 Park Lane (**photos 36 below and 37- page 38**). Three properties run at right angles to the street with one set back and facing the street (Beck House 90 Main Street, **photo 38- page 38**) which was previously a row of three or possibly four cottages. Apart from Beck House these are tall thin buildings which have been converted or extended to accommodate cottages. These buildings are typically simple in design with the characteristic long window openings much in evidence. Changes to the brickwork and windows document the complex change that has occurred to these properties over the last two hundred years. By comparison, Beck House is markedly grander with a rendered front elevation with multi paned sash windows.



**Photo 36:** 88 Main Street



**Photo 37:** Nos 1 to 3 Park Lane



**Photo 38:** Beck House

- 11.23 This section of Main Street was where most of the village shops were located including the post office and the old Co-op building which has a distinctive three gabled roof facing the street. Next door to this building is the Robin Hood Public House which originally comprised of three separate dwellings.



**Photo 39:** The Robin Hood Public House, Main Street. The old Co-op store with its triple gables is to the right.

11.24 The Lambley Dumble is a significant natural feature on the north side of Main Street with the hedged lined route, narrow grassy banks and occasional groups of trees. On the southern side, the density of buildings and layout of buildings tight to the street leaves little space for noticeable gardens and tree cover. Traditional boundaries are comprised of low brick walls and hedgerows with some good examples (for example at number 62 Main Street) but they occur sporadically. Consequentially, there is not a strong sense of continuity.

11.25 Views are limited due to the curve of the street, enclosure by buildings and the hedgerow and trees along the Lambley Dumble. However, views over the Pingle boundary hedge provide views of 19 and 21 Church Street and the Holy Trinity Church.

### Church Street



**Photo 40:** View along Church Street with the Old School House on the right.

- 11.26 The beginning of Church Street is marked by a traditional finger post sign after which the street crosses over a small brick built bridge over the Cocker Beck. The street follows the line of the Bottom Dumble on its western side, it's planted and self-seeded trees and shrubs providing a strong natural feature. The street is quieter than Main Street and less densely developed.
- 11.27 On the eastern side of the street is a modern housing development in a cul de sac arrangement (Cocker Beck) dating from the 1970s. This development took place on the site of the Old Rectory demolished in 1973. The design, materials and layout detract from the character and do not harmonize with the more traditional development in the village. However, this development is well screened by mature trees covered by Tree Preservation Orders, mitigating its visual impact.
- 11.28 The Dumble diverts slightly from Church Street being to the rear of the first property encountered on the western side which is a relatively modern property dating from the 1970s. Its relatively modern style and design does not make a positive contribution to the Conservation Area. However, number 10 Church Street is a fine house dated mid to late nineteenth century of some quality with bay windows and a strong garden setting.



**Photo 41:** Number 16 Church Street

- 11.29 The next grouping of historic buildings is reached just before and opposite the entrance to the Church. This grouping of historic buildings from the seventeenth to nineteenth centuries and different styles makes a strong and traditional street scene. The property at 16 Church Street is a Grade II Listed Building dating from the early seventeenth century (**photo 41 above**). The brick walls of the cottage are roughcast with plaster mixed with gravel. It has a steep roof with pantiles and raking dormers. Number 20 – 22A is a terrace of cottages dating from the nineteenth century (**photo 43 – page 41**). Beyond is number 24 (see **photo 42 below**) a locally designated heritage building dating from the eighteenth century which is a tall house with a large expanse of brickwork between the first floor windows and the eaves incorporating a

large attic. The simple brickwork is decorated with two brick bands or string courses of chequered brick that run above the ground floor and first floor windows.



**Photo 42:** No 24 Church Street



**Photo 43:** 20 – 22A Church Street

11.30 The Bottom Dumble re-joins Church Street at the entrance drive to the church over which a small brick built bridge must be crossed. Holy Trinity Church a Grade I listed building dominates Church Street and is also a landmark capable of being seen throughout the village and from the more outlying countryside. Views of the lower part of the building are slightly obscured by nearby trees and properties from certain view points. Part of the lower tower dates from about 1170 with the majority of the church being rebuilt around 1470. Some of the best views of the church may be found from

close up including the fine eastern façade from Church Street and the bell tower from the churchyard (see **photos 45, 46 and 47 on - page 43**).

- 11.31 Going further west along Church Street there are some modern infill properties on the north side of the road mitigated to some degree by their boundary treatment, front gardens and garden trees. The Bottom Dumble continues on the other side of the road providing a natural feature before the former school is reached, it being built around 1850. This building has retained its original bell tower feature. Further on is the Woodlark Inn, opened in 1833 and is a good example of a nineteenth century purpose built public house (**photo 44 - below**). This old Inn is very prominent on the bend of the road when approached from Green Lane. Opposite the old school and the Woodlark Inn is an earthen bank. This feature rises steeply to several metres above the level of Church Street and is heavily tree lined, adding a strong natural feature on the eastern part of the street.
- 11.32 The views along Church Street are relatively constrained by natural features, rising ground levels and the meandering street scene. Most buildings front onto the street and property boundaries are not a strong feature although some brick walls are present. The green edges formed by the Dumble, Pingle and the earth bank are key features and give the street an almost continuous natural quality.
- 11.33 The relationship between the natural and built environment is very strong along Church Street and should be respected within development proposals. Planting and space around buildings should be maintained, as should views of Holy Trinity Church.



**Photo 44:** The Woodlark Inn



**Photo 45:** Holy Trinity Church from Church Street



**Photo 46:** The Bottom Dumble and Church Street (left) and **Photo 47** Holy Trinity Eastern Façade (right)

Green Lane



**Photo 48:** Looking north up Green Lane

- 11.34 From the brow of the hill close to the northern edge of the Conservation Area on Green Lane there are wide views across the village and beyond. The gradient of the road increases as it descends into the village. Green Lane itself was the location of the former village green being long and narrow with the existing rear property boundaries defining its boundaries between what would have been the once open fields. The Enclosure Act of 1792 led to the parcelling off of the green to individual owners. These parcels were then developed with housing and cottages as framework knitting grew and the village population increased.
- 11.35 There are a number of modern and old properties on either side of the road. The western side of the road is more open in character. Most of the cottages are built end on with their gable ends facing the road affording the fronts of the houses a more southerly aspect. A number exhibit the characteristics of the framework knitters' cottage being tall and thin with pantile roofs with the long windows for fenestration. These houses step down in response to the landform in order to deal with the change in levels and taking advantage of a southerly aspect.
- 11.36 The houses are ranged up the hillside interspersed with the occasional long narrow garden plot or field. Some of the plots have been developed as distinct groups of cottages including some facing the road but set back somewhat. The building form gives a strong pattern on the street edge, the gable end alternating with boundary walls.

- 11.37 Most of the houses have been altered with a number being extended, UPVC windows added as well as UPVC extensions in some cases. One or two have been adapted or altered to open onto the street with doors and windows built into the gable end. However, numbers 30, 34, 38 and 33 Green Lane are an interesting group and whilst altered are good examples of the weavers cottage. Numbers 30 and 38 have their gable ends facing the Lane whilst number 34 is set back and orientated so that its front elevation faces the street. Number 33 Green Lane on the other side of the road was previously the same as number 30 extended in the 1950s resulting in a double gable, which is a distinct feature albeit a relatively recent one. The scale and mass of Number 3 Green Lane dominates the bottom of the Lane and though well considered its scale, materials and design are out of character with the Conservation Area and village generally.
- 11.38 Boundary treatments are a mix of hedgerows, walls and fencing of various ages and quality. Walls tend to be more predominant towards the lower end of the Lane with hedgerows more common on the higher section and these green boundaries on both sides help integrate the built form of the village with the surrounding countryside. Opposite number 3 Green Lane the green hedge boundary continues onto the earth bank giving a strong rural character to this part of the village.



**Photo 49:** View south down Green Lane with 38 Green Lane left number 38 with the double gable is on the right and number 30 the white rendered cottage in the background.

Mill Lane and Chapel Lane



**Photo 50:** Looking north up Mill Lane



**Photo 51:** Looking north up Chapel Lane

- 11.39 Mill Lane and Chapel Lane run at right angles from Main Street up the northern Hillside of Lambley Dumble. The former led to a windmill (now demolished), while the latter led to a Wesleyan Chapel (now 24 Chapel Lane). Historically the lanes were sparsely developed with just a few cottages and houses set in small plots of land, sandwiched between the back gardens of Main Street. Both lanes afford good views southwards to the open countryside.

#### Mill Lane

- 11.40 The east side contains two nineteenth century cottages with long front gardens. At the top of the hill is Mill House, the former miller's house, located on the east side of the track. This grade II listed building, dating from around 1820, has a well-proportioned front elevation with a mix of multi-paned vertical sash and Yorkshire sash windows (**photo 52 below**). The site of the mill now contains two modern bungalows. Some relatively recent infill development has occurred on the west side of Mill Lane.



**Photo 52:** Mill House

#### Chapel Lane

- 11.41 The west side of Chapel Lane has been largely infilled with relatively recent development leading to a more mixed character although the more modern houses on the west side are in most cases well screened by a hedgerow and trees. The eastern side of Chapel Lane contains a number of traditional houses and cottages all of which have their gable end on to the lane. Number 24 is the former Wesleyan Chapel built in 1807. The property has been considerably altered by its conversion to a house. A very weathered date or inscription stone can be seen on its front elevation and the original rounded arch doorway, which has been bricked up, is also visible. The Lane is relatively enclosed by hedgerows and trees for much of its length but becomes more open near the top, from which the Lane turns into a twitchel and runs around the back of Steeles Way and becomes suburban in character.



**Photo 53:** Cottages on Chapel Lane

### Park Lane



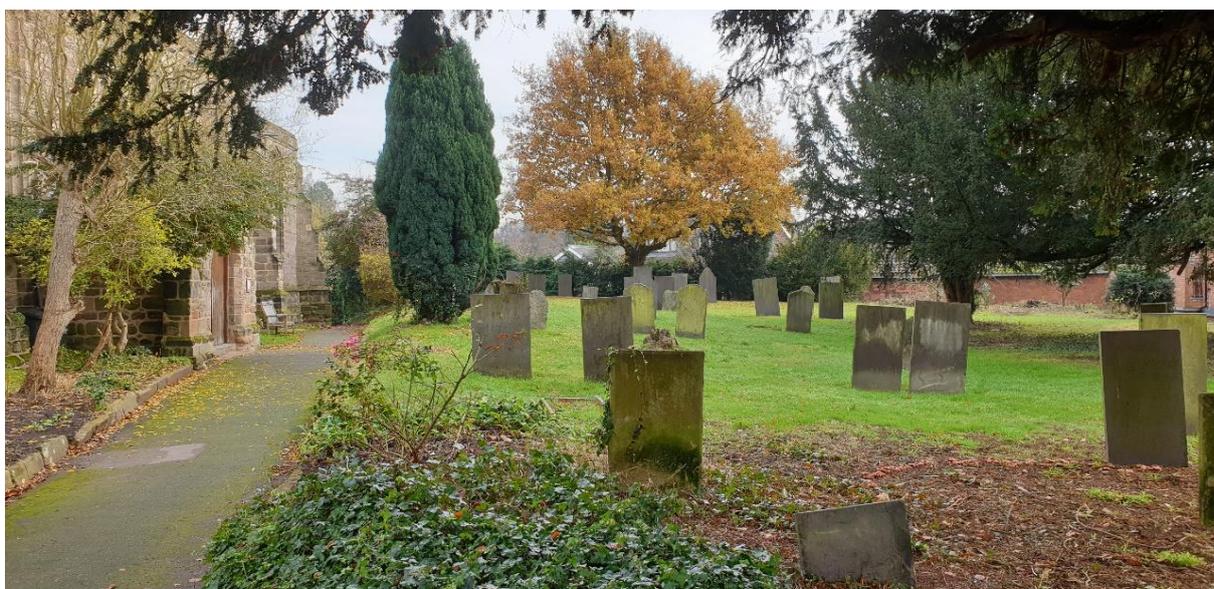
**Photo 54:** Reed Pond circa 2007

- 11.42 The Conservation Area stretches out a short length along Park Lane to include the Reed Pond nature reserve (**photo 54 above**). The former house Reed Pond House has now been demolished and a modern replacement dwelling erected. The reserve is an area of green space with a large spring fed pond in the middle. The pond was originally a medieval stew or fishpond that was later filled in, before being reopened in 1974. The pond and surrounding greenspace combine to make an attractive natural space adjacent to the village. The nature reserve provides good views south and north to the surrounding countryside. At the time of writing, the Parish Council are in the process of purchasing the nature reserve and have established a Friends of Reed Pond Group to restore and manage the reserve. Care should be taken not to impact

on the setting of the reserve in a way, which would detract from its natural character. Similarly, the green entrance to the village along Park Lane needs to be maintained and added to in order to retain a link between the village and countryside.

### Lambley Pingle

- 11.43 It is worth re-emphasising the archaeological and spatial importance of the Pingle. The relationship between this space, Dumble streams, their confluence and the surrounding streetscape is fundamental to the evolution of the village and central to defining the character of the Conservation Area and village.
- 11.44 Located at the northern edge of the Pingle is a large and plain nineteenth century house previously two houses and now named “The Pingle”. It has been rendered with a slate roof and possibly occupies the same site as the original manor house. The Old Barn is located adjacent the churchyard which is a converted threshing barn of the late eighteenth to early nineteenth century. The rear of this building backs onto the churchyard and provides a blank elevation of brickwork to the churchyard, which helps maintain the setting of the church.



**Photo 55:** Lambley Churchyard – forms an important local space and the Old Barn forms a walled backdrop to the churchyard on the right of the photo.

### Lambley Dumble and Bottom Dumble

- 11.45 The southwest boundary of the Conservation Area starts where Lambley Dumble meets the edge of the village. It has a strong natural character with much mature, native vegetation and tree cover lining the banks of the small stream that flows through the Dumble. Footpaths follow the course of the stream on both sides.
- 11.46 The Bottom Dumble shares many of the natural characteristics of Lambley Dumble, proving a strong natural environment at the village edge and important in terms of the setting of the Conservation Area. The sides of the Bottom Dumble are considerably steeper than Lambley Dumble, which allows a greater degree of natural plant growth

especially on the south bank. A small wooden footbridge crosses the Dumble just after Dumbles Cottage. This cottage dates from the nineteenth century and appears isolated in the strong natural setting, which adds greatly to its character. Moving back into the village number 28 the Dumbles is a fine eighteenth century house of red brick with sash windows set in a large plot. Further, down the Dumbles along the north side there is a number of modern houses the design of which is suburban rather than traditional and the strong natural character breaks down here.

- 11.47 Both Dumbles bring the surrounding countryside into the village greatly adding to the sense of rural character, and both areas should be seen as making a strong contribution to the character of the Conservation Area.



**Photo 56:** Dumbles Cottage at the west of the Conservation Area - note K6 phone box but probably not in original location

## Summary of Architectural and Historic Qualities

### Essential Characteristics

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

- Large number of vernacular buildings mostly related to farmsteads, workers cottages, local historic trades including stores/trade buildings and community facilities related to worship and education;
- Domestic scale of the village, mostly two storey lower in height than modern residential development with steeply pitched roofs and narrow plan forms;
- A mix of detached, paired and terrace housing;
- A variety of chimney stacks;
- Historic properties which sit gable end to the street;
- Historic streets, lanes and byways that remain legible.

### Building Materials

12.2 There is a range of building materials with red/orange brick being the most common material. Some buildings have been rendered. Roofs are typically covered with clay pantiles although some are in slate. There is also a range of window styles including timber vertical and horizontal (Yorkshire) sliding sash windows, framework knitters' windows and casements. Arched brick openings are common. However, a number of houses have lost their original timber windows and doors, which have been replaced by upvc that lacks the scale and proportion of the originals and detract from the appearance of the relevant buildings and Conservation Area.

12.3 Architectural detailing is minimal, limited to simple elliptical window and door arches. Eaves courses of brickwork laid in dog-tooth or dentil pattern are common. Although most properties are plain, their elevations are well ordered and proportioned, with openings neatly aligned vertically and horizontally. The most common type of construction is Flemish bond brickwork or irregular Flemish Bond with an alternate header/stretcher course every third or fourth course.



**Photo 57:** Irregular Flemish Bond with Dog-toothed eaves.



**Photo 58:** Dentilated eaves

Street Furniture



**Photo 59:** Traditional Finger Post sign at the bottom of Catfoot Lane

- 12.4 Street furniture, such as benches and signs are low key and traditional in character, which is to be welcomed. Road signs and markings are kept to a minimum and the

retention of the traditional finger post signs and some traditional cast lampposts make a positive contribution to the character of the Conservation Area. There is one traditional K6 phone box located on Main Street which is now the village library/book exchange.



**Photo 60:** Traditionally styled lamppost on Church Street

### Boundary Treatment

- 12.5 There is a mix of boundary treatments comprising, brick walls, hedges and fences. Low brick built walls occur in places such as parts of Church Street and parts of Main Street although they tend to be on the north side of the former and south side of the latter and where they occur they make a positive contribution. Many historic properties

open direct on to the Street itself. Hedgerows especially those located along the Dumbles streams make an important contribution.

### **Contribution made by Trees within the Conservation Area**

- 13.1 The trees in and around Cocker Beck are protected by Tree Preservation Orders. Trees are significant natural features on the street scene and help screen the more modern development which is not in keeping with the traditional character of Church Street.
- 13.2 There are numerous individual and groups of trees of quality in the Conservation Area including a row of beech trees in front of the Church on Church Street. All trees within a Conservation Area are protected from works and felling without prior approval of the local planning authority.
- 13.3 The density and importance of tree cover increases towards the village edges, mostly around the Dumbles and Reed Pond. The vast majority of trees are of native species such as Alder, Ash, Hawthorn, Oak and Willow, often self-seeded. In this respect, trees contribute to the informal rural character of the area.

### **Issues, Pressures, threats and Opportunities**

- 14.1 There is a significant amount of relatively modern (1950s onward) housing development within the Conservation Area. Most development has been on small infill plots with a few examples of small estate type development such as Cocker Beck, The Dumbles and part of Orchard Rise. With the exception of some infill developments, this more modern development is suburban in character and not in keeping with the form of architecture in the village in terms of materials, scale and massing. It has also been built to a low density, which has reduced the coherency of historic character in Lambley without overwhelming it. This is not unusual within a Conservation Area and does not devalue the purpose or contribution that such designation makes to the quality of the village.

#### Alterations

- 14.2 The character and appearance of the Conservation Area has been eroded to a degree by often well intentioned home improvements not requiring planning permission such as the insertion of upvc double glazed windows and doors that have replaced more traditional wooden windows and doors. There are a number of poorly designed or over-large extensions, some with unsympathetic flat roofs in evidence. Despite such changes, the majority of altered buildings retain their basic historic character.
- 14.3 The Lambley Public House is a fine building however, its large hard surfaced car park detracts slightly from the area although some recent planting on its boundary should help screen this open area.

- 14.4 Gedling Borough Council's approach to the consideration of new development proposals in the Conservation Area is set out in the accompanying Management Plan. Overall, the Conservation Area is in good order, most properties and open land are well maintained. There are few opportunities for development within the Conservation Area as described in paragraph 200 of the NPPF, which encourages local planning authorities to look for development opportunities for new development so as to enhance or better reveal the significance of the historic asset.
- 14.5 The need for high quality design should extend to the development of sites outside but on the periphery of the Conservation Area, where new development can also affect the overall character and appearance of the Conservation Area and its setting.



**Photo 61:** Repairs to brickwork do not match the older type and unsympathetic cement rich pointing that does not match the original mortar type and finish on older structures should be avoided.

## Extensions to the Conservation Area Boundary

- 15.1 A minor extension to the boundary at the southeast corner is proposed to include the whole of the footpath (or back lane) running from the cemetery to Spring Lane as shown on **Map 4**. This footpath or back lane running to the rear of historical plot boundaries towards the open fields to the west has historical significance as an original back lane. Presently the boundary is tight to the rear property boundaries but it is

logical to move the boundary to the edge of the adjacent field to include the whole footpath and its associated trees, hedgerows and herbage so that it is located within the Conservation Area.



**Photo 62:** South-eastern boundary "Back Lane".

- 15.2 Minor alterations are also proposed to the boundaries to exclude some modern properties close to the Church as shown on **Map 4** which are unnecessarily included within the Conservation Area and whose design and form is not in keeping with the more traditional type of design in the Conservation Area.



## **Appendix 1: Designated Heritage Assets within the Conservation Area**

### Statutory Listed Buildings within the Conservation Area

- The Church of Holy Trinity (Grade I) originally from the 11<sup>th</sup> Century but largely rebuilt around 1470
- Brookside House, C17th Grade II Listed Buildings
- 52 Main Street C17th Grade II Listed Building
- 16 Church Street C18th Grade II Listed Building
- 18 Main Street C18th Grade II Listed Building
- Mill House C19th Grade II Listed Building

## **Appendix 2: Scheduled Monument**

- Round Hill Scheduled Monument late medieval or post medieval mound believed to be a fort, however, more recent excavation has revealed a mill bearing which would indicate a post mill mound

### **Appendix 3: Key Unlisted Buildings within the Conservation Area**

- 24 Church Street C18th
- School Room, 47 Church Street C19th
- Woodlark Inn, Church Street, C19th
- 45 Main Street, C19th
- Little Dumble, 62 Main Street C19th
- Methodist Church, Main Street C19th
- 88 Main Street C18th
- 98/100 Main Street (Brandreth's shop) C18th
- Village Scene, Main Street
- 23 – 29 Main Street

## Part 2: Management Plan for Lambley Village Conservation Area

### Introduction

- 1.1 The designation of a Conservation Area is not intended to prevent further development from taking place within the area. However, it is the purpose of the Lambley Village Conservation Area Appraisal together with the Management Plan to inform and manage planning decisions so that new development can take place within the Conservation Area without harming its special character and appearance in accordance with the national and local planning policies.
- 1.2 The Character Appraisal, covered in the first part of this document, describes the special architectural and historic interest of the Conservation Area. The aim of the Management Plan is to set out broad planning guidance by which the objectives of preserving and enhancing the unique character and appearance of the Conservation Area can be pursued through the planning process. In particular, reconciling the key planning issues arising from the pressures for new development with the objectives of the heritage policies set out in the Aligned Core Strategies: Part 1 Local Plan (September 2014) and the Local Planning Document: Part 2 Local Plan (July 2018).

### Planning Policy context

- 2.1 Conservation Areas are defined by section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Section 72 then requires Councils to pay special attention 'to the desirability of preserving or enhancing the character or appearance of the area' when making decisions on development proposals within a Conservation Area. In addition, Schedule 17 of the Enterprise and Regulatory Reform Act, 2013 makes it clear that it is an offence to demolish an unlisted building in a Conservation Area without the benefit of planning permission.
- 2.2 Conservation Areas are designated heritage assets and paragraph 184 of the NPPF states that these assets are 'to be conserved in a manner appropriate to their significance'. The 1990 Act requires local authorities to review their Conservation Areas from time to time which should ensure that they continue to hold the special architectural and historic interest that warranted their designation in the first place. The NPPF at paragraph 186 requires that the concept of conservation is not devalued through the designation of areas that lack special interest.

### Planning Applications for New Development

- 3.1 Within the Conservation Area all proposals for new development are expected to preserve and/or enhance the area's character and appearance. Therefore, in order to properly assess the impact of new proposals, planning applications for development

in the Conservation Area should be made in full and be accompanied by all of the necessary supporting information, such as a design and access statement, heritage impact assessment, tree survey report and landscaping proposals.

- 3.2 Outline planning applications for new development in the Conservation Area are not usually appropriate as they do not offer sufficient information to judge the potential impact of a proposal on the character and appearance of the Conservation Area. Where outline applications are submitted within or affecting a Conservation Area, the Council may request the submission of some or all of the reserved matters details as specified by Section 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Section 5 enables the Council to require further details where it is of the opinion that these are required in order to consider an outline planning application.
- 3.3 Within the Conservation Area development proposals should be of an appropriate design and scale. The Conservation Area Appraisal has identified that as a result of its historical development the Area has a distinct grain or pattern of development that typically consists of single detached houses often built at 90° and sitting at the front of deep, narrow plots (see paragraphs 12.1 to 12.3 of the Appraisal). This grain has given the Conservation Area great individuality, and it makes an important contribution to the character and significance of the Conservation Area. However, it can be easily degraded and therefore future development proposals will be expected to protect and reflect this historic grain. New development should reflect the historic pattern of development to ensure continued variety and mixture of building types and spaces.
- 3.4 The emphasis for new proposals will be on high quality design and this can be influenced by the overall scale and form of the development, the materials of construction and architectural detailing, such as doors and windows (see paragraphs 12.2 and 12.3 of the Appraisal).
- 3.5 New developments should therefore be of a similar scale and plan form to the neighbouring properties and in Lambley, most properties are a maximum of two storeys and built with a narrow span with a predominantly linear plan form, as was largely influenced by the nature of the historic landholdings.
- 3.6 The use of high quality materials and detailing is also essential. The most common building materials in the village are brick with pantile roofing tiles. As described in paragraph 12.2 of the Appraisal the local brick has a red/orange appearance. New development should therefore look to specify bricks that reflect this prevailing colour and texture, and should be laid in a Flemish Bond to reflect the common bonding pattern in the Conservation Area.
- 3.7 Roofs should normally be covered in pantiles, although in some cases slate or plain clay tiles may be acceptable. However concrete roof tiles are out of place and visually intrusive and they should be avoided.
- 3.8 Dormer windows are not prevalent within the village and should generally be avoided; however they may be acceptable in certain locations. Rooflights should be 'conservation style' in design, materials and size and should be fitted flush with the plane of the roof.

- 3.9 New developments should also respect the traditional eaves details, which typically have a brick dentil course rather than soffits and fascia.
- 3.10 Windows and doors also make a very important contribution to the character and appearance of the Conservation Area, and there is a broad range of window and door types throughout the Conservation Area. To maintain the character of the Conservation Area the window frames should be made of timber that are designed with slim double glazing. Such windows can more closely copy original styles than UPVC and will respect the traditional character and appearance of the Conservation Area to a greater degree. Fenestration should reflect the proportions of windows in the more historic buildings, with a regular arrangement of windows on the principal elevation, and timber paneled doors.
- 3.11 Original windows and doors in order to keep the integrity of the original design and to preserve the character and proportions of the host property, but overall the survival rate of original windows and doors has not been good and a substantial number of properties have fitted replacement upvc windows and doors which greatly detract from the appearance and character of the Conservation Area. The use of UPVC nearly always leads to unsuitably detailed windows and doors and should generally be avoided in the Conservation Area.

#### Householder Extensions/Alterations

- 4.1 Householder extensions/ alterations, whether built under permitted development rights or built with planning permission, have the capacity to damage the character and appearance of the Conservation Area. Permitted development rights within Conservation Areas are more restrictive and in most cases, planning permission will be required for extensions and alterations. Cladding any part of the exterior of a dwelling will require planning consent. Householders are therefore advised to contact the planning department prior to starting any works to the exterior of the building.
- 4.2 Where proposed householder extensions and alterations require planning permission, the works should be subservient to the main building and not alter the form and composition of its main elevations, such as by changing or enlarging window openings or by moving doors. Extensions and alterations should always be built from materials that complement the host building in terms of quality, texture and colour as well as the method of construction. Proposals should take every effort to minimise the effect on the surrounding area.

#### Solar Panels, Satellite Dishes and Alarm Boxes

- 4.3 Planning permission is required for the installation of solar panels on domestic premises within a Conservation Area, where these would be installed on a wall which fronts a highway. Planning permission and/or Listed Building Consent is required for the installation of solar panels on, or within the curtilage of, a Listed Building. Planning

permission is not required for the installation of solar panels on the roof of a domestic premises provided:-

- The solar panel would not protrude more than 0.2 metres beyond the roof plane or be higher than the highest part of the roof (excluding the chimney)
- The solar panel should be sited, so far as practicable, so as to minimise its effect on the external appearance of the building
- The solar panel should be sited, so far as practicable, so as to minimise its effect on the amenity of the area
- The solar panel should be removed as soon as reasonably practicable when no longer needed

4.4 The installation or alteration of satellite dishes (microwave antenna) within a conservation area may require planning permission, subject to the proposal meeting certain technical criteria. Applicants are advised in any case to contact the planning department prior to starting works. In any case, satellite dishes (microwave antenna) within a conservation area that face onto and are visible from a highway will require planning permission.

4.5 The installation of alarm boxes generally does not require planning permission. Proprietors should however seek to install such apparatus in line with the below recommendations.

4.6 In order to preserve the originality of the Conservation Area, the installation of solar panels, satellite dishes and alarm boxes should be carefully located so as to minimise the impact on the character of the building and surrounding area. Usually this would mean installing apparatus that is discreetly located to side/rear elevations; that is not overly visually prominent in terms of positioning, materials and colour; and minimises the visibility of wiring within the façade of the building. Proprietors should be mindful of these considerations, even in cases where works are permitted development, in order to align with the objectives of this Management Plan.

### Demolition of Buildings within the Conservation Area

5.1 There is a general presumption against the demolition of any buildings within a Conservation Area, including those that are not listed. It is a criminal offence<sup>6</sup> to carry out the demolition of a building within a Conservation Area without planning permission, other than in the following circumstances<sup>7</sup>:-

- The building has an externally measured cubic content of less than 115 cubic metres, or any part of such a building, other than a pre-1925 tombstone
- Any gate, wall, fence or means of enclosure which is less than one metre high where abutting on a highway (including a public footpath or bridleway), waterway or open space, or less than two metres high in any other case;

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<sup>6</sup> Schedule 17 of the Enterprise and Regulatory Reform Act (2013)

<sup>7</sup> The Conservation Area (Application of Section 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990) Direction 2015

- any building erected since 1 January 1914 and in use, or last used, for the purposes of agriculture or forestry.

- 5.2 The presumption in favour of retaining buildings ensures that buildings and structures that make a positive contribution to the character and appearance of the Conservation Area are not lost. Proprietors are advised to contact the planning department prior to demolishing any structures within the conservation area.
- 5.3 Proposals to demolish any of the Area's historic buildings will need to be fully justified and demonstrate that the potential harm to the significance of the Conservation Area is offset by the public benefits of the proposals as required by the National Planning Policy Framework. Where demolition is permissible, any replacement buildings will be required to enhance the character or appearance of the Area, and to avoid unsightly gaps in the Conservation Area, the Council will also seek assurances that all reasonable steps have been taken by the applicant to ensure that the new development proceeds following the demolition works.

#### Historically Significant Boundary Walls and Railings

- 6.1 As set out in Section 5 of the Management Plan, Planning permission is required for the demolition of boundary walls within the Conservation Area. As a matter of principle, the Council will resist proposals to remove any walls that make a significant contribution to the character and appearance of the Conservation Area.

#### Protection of Important Views

- 7.1 Development proposals should also consider the topography of the Conservation Area as described in the Appraisal (see section 5 and Map 3) and the key views through the Area.
- 7.2 The section Key Views and Vistas in the Conservation Area Appraisal has identified a number of key local views (see also the Conservation Area plan), particularly of the Church Tower across the Pingle from Main Street. Views from the higher elevations of the village including from Mill Lane and Chapel Lane southwards and from Catfoot Lane northwards. Also the limited opportunities from Main Street where glimpsed views can be obtained between existing buildings. New development proposals will therefore be expected to identify and retain these key views through or out of the Conservation Area.

#### Historically Significant Open Spaces

- 8.1 The sections on the Character and Relationship of open space in the Conservation Area Appraisal have identified the importance of the key open spaces within the Conservation Area to its overall character and appearance.
- 8.2 These areas of undeveloped land make an important contribution to the Area's overall character and appearance and also to the setting of its key historic buildings. Any new

development proposals that would result in the loss of these important green spaces will be resisted.

### Protection of Trees

- 9.1 There are a number of Tree Preservation Orders (TPO) within the Conservation Area located on and around Cocker Beck. However, other trees including those associated with Reed Pond and the Dumbles make an important contribution to the character of the Conservation Area. All trees within a Conservation Area are protected. Prior to removing any trees within the Conservation Area, landowners must give notice of six weeks to the Council in order for the Council to consider whether or not a TPO is justified in the interests of amenity<sup>8</sup>. Removing trees within a Conservation Area without serving proper notice is a criminal offence.
- 9.2 Furthermore the potential impact of a development proposal on any tree in the Conservation Area is a material consideration in the consideration of that proposal. In addition, any demolition proposals will also need to provide for the protection of any important trees in accordance with the British Standards guidelines.
- 9.3 To maintain the presence of significant trees within the Conservation Area, unnecessary works to trees will be resisted. New buildings will not be permitted in close proximity to important trees unless it can be demonstrated that this will have no significant negative impact upon the health of the tree. Council will require developers to follow the guidelines set out in the latest British Standards (BS5837:2012 *Trees in relation to design, demolition and construction*), particularly in respect of such matters as the proximity of new structures to trees, the implementation of tree protection plans and the submission of arboricultural impact assessments by suitably qualified arboricultural consultants.

### Listed Buildings and scheduled Monuments

- 10.1 There are six listed structures within the Conservation Area including the Grade I Listed Holy Trinity Church with the remainder being Grade II (see **Appendix 1** for list). These structures make a significant contribution to the character and appearance of the Area and Listed Building Consent is required for any works of demolition, extension or alteration to a listed building that would affect its character as a building of special architectural or historic interest. There is one Scheduled Monument – Round Hill likely to be a post mill mound. Works to Scheduled Monuments may require specific Scheduled Monument Consent from Historic England/ the relevant Secretary of State and this should be obtained prior to works going ahead.

### Setting of Listed buildings

- 10.2 Whilst the setting of a listed building itself is not designated, the National Planning Policy Framework recognises that the significance of a listed building can also be harmed by development within its setting. Consequently, any development proposals within the vicinity of a Listed Building will need to demonstrate that their setting is not

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<sup>8</sup> Section 211 Town and Country Planning Act (1990)

compromised by the proposed development, as required by the relevant national and local planning policies (see NPPF paragraph 194 – 196 and LPD Policy 27 (Listed Buildings)).

#### Key Unlisted Buildings within the Conservation Area

- 11.1 In addition to statutorily listed buildings and structures, the Council will resist harmful development to, or within the setting of, other key buildings of significance (see **Appendix 3** for list and **Map 1** showing Heritage Assets). These buildings also make an important contribution to the character and appearance of the Conservation Area and the retention of these buildings and their setting will be encouraged as required by the relevant national and local planning policies set out above. The Council has a local list of non-designated heritage assets which, as set out in the National Planning Policy Framework, are considered as heritage assets.

#### Archaeology

- 12.1 Policy LPD30: Archaeology of the Local Planning Document: Part 1 Local Plan (July 2018) sets out that in areas of high archaeological potential or an area which is likely to contain archaeological remains, new development proposals should take appropriate measures to either protect remains by preservation in situ, or where this is not justifiable or practical, applicants should provide for excavation, recording and archiving of the remains. Development proposals within the Conservation Area requiring excavation works should be preceded by a considered archaeological assessment and investigation in order to identify the potential of the site and prepare a suitable archaeological strategy.

## Glossary

**Above Ordnance Datum** - In the British Isles, an ordnance datum or OD is a vertical datum used by an ordnance survey as the basis for deriving altitudes on maps. A spot height may be expressed as AOD for "above ordnance datum". Usually mean sea level (MSL) is used for the datum.

**Arboriculture** – tree cultivation, tree surveys, and management

**Aspect** - the direction in which a building, window, room faces, or the view that can be seen because of this direction

**Cambered Flat arches.** The Woodlark has Cambered Flat arches as shown in the photo below.



**Photo cambered flat arch window at the Woodlark**

**Casement** – opening window with hinges at the side.



**Photo – casement windows**

**Dentilated eaves** – usually found at eaves level or used as a string course. Alternate brick headers project from the wall as below.



**Photo dentilated eaves**

**Dog tooth eaves or cogging** – decorative dog tooth brickwork laid diagonally below the eaves as below.



**Photo of dog tooth eaves**

**Designated Heritage Asset** – A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

**Dormer Window** – windows projecting from the roof which provide light to rooms within the roof space such as the raked C17th or C18th dormers at Church Street below.



**Photo raked dormers at Church Street, Lambley**

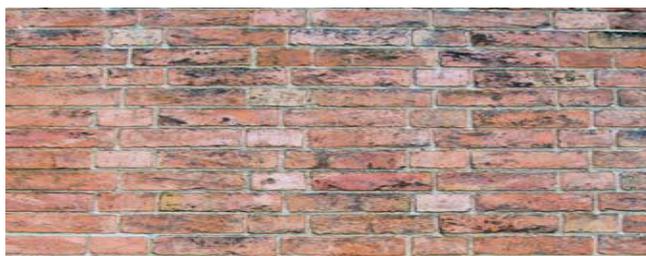
**Bell Tower** – A bell tower is a tower that contains one or more bells, or that is designed to hold bells even if it has none. The Old School House has a bell tower below.



**Photo of bell tower the Old School House, Lambley**

**Fenestration** – the arrangement of windows on a building.

**Flemish Bond** – this is a bonding of brickwork where the headers (shorter face of the brick) alternates with the stretcher (longer face of the brick). It is the most common form of brick bond on historic buildings. Interestingly it is a misnomer as it is not native to Flanders but originates in parts of central and more northern Europe.



**Photo of Flemish Bond type brickwork**

**Heritage assets** – are buildings, monuments, sites, landscapes and townscapes which have historic or architectural significance; collectively they help make up the historic environment.

**Infill development** – defined as limited or small-scale development within a gap within the village which is enclosed by buildings on at least two sides.

**Gables** – is the generally triangular portion of a wall between the edges of the converging roof. Gables that are end on to the street are referred to as being perpendicular to the street.

**Lintel** – a beam or stone which bears the load over an opening.

**Open field system** - the traditional medieval system of farming in England, in which land was divided into strips and managed by an individual only in the growing season, being available to the community for grazing animals during the rest of the year.

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

**Pattern Design Book** - A pattern book, or architectural pattern book, is a book of architectural designs, usually providing enough for non-architects to build structures.

**Perpendicular** - the Perpendicular style that developed in the later 14th and 15th centuries in England is distinctively English. It is characterised by soaring vertical lines huge narrow-traceried windows, far more glass than stone, and exuberant fan-vaulted, hammerbeam or 'angel' roofs.

**Pingle** – an enclosed piece of ground.

**Pinfold** – An animal compound or enclosure.

**Post Mill** - The post mill is the earliest type of European windmill introduced to England soon after the Norman Conquest. In these windmills a large central vertical post supported the whole machinery and storage. The whole body could then turn around the post to bring the sails into the wind. The vertical post would sit on a trestle – a wooden substructure supporting the post. In the case of Round Hill, Lambley the mound is the visible remains of the foundations resulting in an earthwork.



**Photo of a post mill, Old Mill Lambley**

**Rendered** – Render is a plastered finish for external walls that gives a smooth finish and protects brickwork against the elements like this row in Church Street.



**Photo of rendered cottages in Church Street**

**Stretcher Bond** – one of the most common forms of brick bonding which is composed of stretchers (longer face of brick) laid in rows.



**Photo of stretcher bond type brickwork**

**Windows Sash** – the moveable frames in a window in which window panes are set. Vertical Sash windows on Beck House below.



**Photo of Beck House with vertical sash windows**

**Scale and massing** – terms in architecture which refers to the perception of the general shape and form as well as size of a building.

**Scheduled Monument** – Nationally important monument usually archaeological remains, that enjoy greater protection against inappropriate development through the Ancient Monuments and Archaeological Areas Act 1979.

**Setting of a Heritage Asset** for e.g. a Listed Building – the NPPF defines this as: ‘The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may effect the ability to appreciate that significance or may be neutral’.

**Significance** – The NPPF defines this as follows: ‘The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical appearance, but also from its setting’.

**Street Furniture** – (for heritage policy) objects and pieces of equipment publicly available on typical streets including signage, lampposts, seating, litter bins etc.

**Tracery Window** – ornamental stone work in the top of a window usually in a church such as the east window at Holy Trinity Church below.



**Photo Tracery window on east façade of Holy Trinity Church**

**Tree Preservation Order** - A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity.

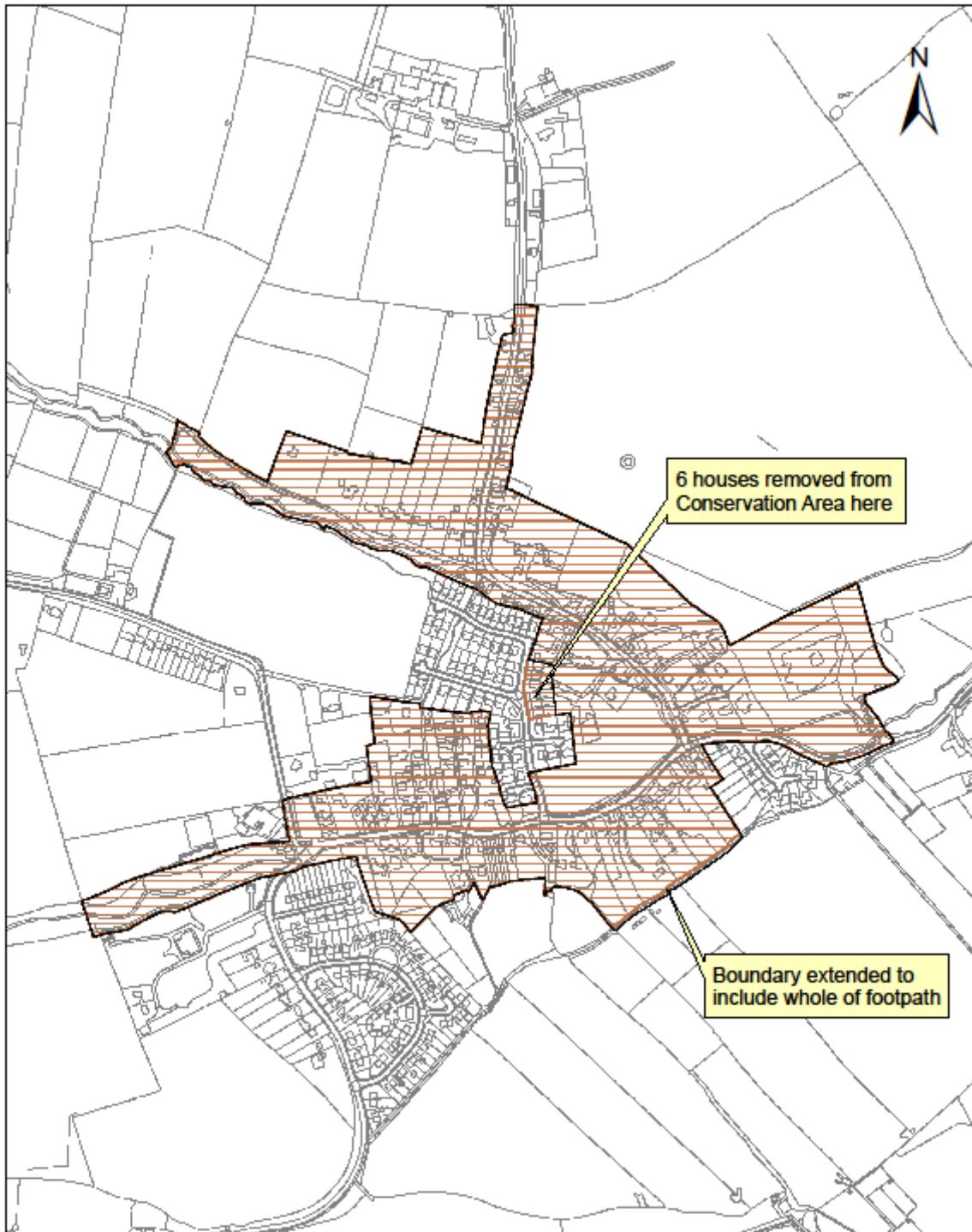
**Vernacular Architecture** – architecture created from mostly local materials, using local methods of building construction, local living needs and conditions.

**Yorkshire Sliding Sash:** a horizontal sliding sash window as seen at 18 Main Street.



**Photo of 18 Main Street with horizontal Yorkshire sliding sash windows.**

## Appendix 2



**Gedling**  
Borough Council

100, Centre, Area 101, 101st Street,  
Nottingham, NG5 8UJ

**Lambley**

□ Proposed New Conservation Area  
▨ Existing Conservation Area

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## Report to Cabinet

**Subject:** Records Retention and Disposal Policy

**Date:** 12 November 2020

**Author:** Director of Organisational Development and Democratic Services

### Wards Affected

All wards

### Purpose

To update Members on the review of the Council's Records Retention and Disposal Policy and to seek approval of the updated Records Retention and Disposal Policy at Appendix 1.

### Key Decision

This is not a key decision.

### Recommendation(s)

**THAT Cabinet:**

- 1) **Approves the updated Records Retention and Disposal Policy at Appendix 1.**

## 1 Background

- 1.1 As part of information governance, it is important that clear processes are in place to govern records management. The retention and disposal of records, many of which may contain personal data or special category data must be undertaken in a way that complies with legislative

requirements. The benefits of effective records management are:

- protecting Council business critical records and improvement of business resilience
- ensuring Council information can be found and retrieved quickly and efficiently
- complying with legal and regulatory requirements
- reducing risk for litigation, audit and government investigations
- minimising storage requirements and reducing costs

- 1.2 The Local Government Act 1972, requires local authorities to have “proper arrangements in place” to deal with Council records. In addition, access to information and how information will be processed must be in compliance with the General Data Protection Regulations 2016 (GDPR), the Data Protection Act 2018 (DPA), the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). This is in addition to other legislative requirements governing the retention of records, for example, legislation may require that certain data held by the Council must not be destroyed and in some circumstances, it may be necessary to keep records for a certain period of time in case they are needed in the course of legal proceedings.
- 1.3 The Council’s current Records Retention and Disposal Policy has been in place for several years, however, as technology has developed, legislation has changed, and the areas of work undertaken by the Council have grown, it has become necessary to review the Records Retention and Disposal Policy, to ensure that it remains fit for purpose and complies with legislative requirements.
- 1.4 The review of the Records Retention and Disposal Policy has been undertaken in consultation with Service Managers across all departments to ensure that all work streams are incorporated. In addition, the review has been undertaken to reflect requirements in the GDPR and DPA which require that records containing personal data are not kept longer than necessary for their lawful purpose.
- 1.5 Data retention periods have been reviewed having regard to the Information Asset Registers (IARs) held for each service area. The IARS document all personal data held by service areas and include reference to any statutory timescales for retention of data. The Records Retention and Disposal Policy now provides clear timescales for the retention of data and sets out when data should be destroyed and when it is necessary to retain certain records. The policy is broken down into work areas making it easy to follow.

- 1.6 Many records are now held electronically, but the policy applies to all records whether paper or otherwise. Many IT systems will have data archiving and destruction facilities, other records will require manual destruction, such destruction should always be conducted in a secure way and in accordance with the Records Retention and Disposal Policy. Since the introduction of GDPR and the DPA in 2018, there has been a real push across the organisation to data cleanse. A series of “bin it weeks” were held across the Council where service areas were provided with secure waste bins to place records for disposal. There has also been a push on destruction of electronic records, which has seen an increase in capacity for electronic storage.
- 1.7 Good records management is essential to demonstrate accountability under the GDPR and DPA. A robust Records Retention and Disposal Policy provides clarity to officers around data storage and has been identified as necessary both through internal audit and ICO guidance.
- 1.8 As well as setting out clear timescales for data retention across service areas, the Records Retention and Disposal Policy has been updated to set out roles and responsibilities with regard to records retention and disposal. Whilst every officer is required to comply with the policy, the Senior Information Risk Owner (SIRO), currently the Director of Organisational Development and Democratic Services is responsible for managing information risk for the Council. As part of the report from the SIRO presented to Cabinet 6 August 2020, reference was made to the review of the Records Retention and Disposal Policy. Service Managers are responsible for managing the information held within their service areas and must ensure staff are aware of the importance of records management as well as ensuring compliance with the Records Retention and Disposal Policy.

## **2 Proposal**

- 2.1 It is proposed that members approve the updated Records Retention and Disposal Policy at Appendix 1 to this report. This policy has been prepared with input from all service areas and forms part of a suite of policy documents that demonstrate the Council’s commitment to good information governance and compliance with legislative requirements.

## **3 Alternative Options**

- 3.1 Members could determine not to approve the amended policy document or propose alternative amendments, however, the policy document has been prepared taking into account all relevant legislative requirements and with the input of all service areas.

#### **4 Financial Implications**

- 4.1 There are no financial implications arising from this report.

#### **5 Legal Implications**

- 5.1 Records Retention and Disposal is key to good information governance. Providing clear timescales to staff and customers as to how long their data and other Council information is held ensures compliance with relevant legislation including the GDPR, DPA, FOIA and EIR. A policy setting out appropriate timescales and legal justification for retention periods, is necessary to demonstrate compliance with legislation, and reduces the risk of legal challenge, from information being held unlawfully.

#### **6 Equalities Implications**

- 6.1 There are no equalities implications arising directly out of this report.

#### **7 Carbon Reduction/Sustainability Implications**

- 7.1 There are no carbon reduction/sustainability implications arising out of this report.

#### **8 Appendices**

- 8.1 Appendix 1 – Gedling Borough Council’s Records Retention and Disposal Policy

## **9 Background Papers**

9.1 None

## **10 Reasons for Recommendations**

10.1 To ensure that the Council's Records Retention and Disposal policy remains relevant, complies with legislative requirements and is fit for purpose.

### **Statutory Officer approval**

**Approved by:** Tina Adams  
**Date:** 21 October 2020  
**On behalf of the Chief Financial Officer**

**Approved by:** Francesca Whyley  
**Date:** 21 October 2020  
**On behalf of the Monitoring Officer**

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# Records Retention & Disposal Policy

**Document Management:**

<b>Reference</b>	Records Retention & Disposal Policy V1.0
<b>Date</b>	October 2020
<b>Author</b>	Information and Practice Manager
<b>Approved by</b>	Service Manager Legal Services

**Version history:**

<b>Date</b>	<b>Action / Revision notes</b>	<b>Version no.</b>	<b>Author</b>

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## Policy Statement

Information is a vital asset for the provision of services to the public and for the efficient management of Council services and resources. It plays a key part in governance, service planning and delivery as well as performance management. It is important therefore to ensure that these records are managed effectively and in a manner which supports the Council in meeting its statutory obligations, particularly with regard to General Data Protection Regulation 2016 (“GDPR”) and the Data Protection Act 2018 (“DPA”).

The purpose of this policy is to provide the Council with a simple record management framework that will make sure that records are effectively managed during their lifecycle throughout the organisation.

This policy seeks to ensure that vital records are protected to enable the Council to function and recover swiftly after a disaster. Business continuity plans and procedures will be in place to guide rapid recovery.

The Council will require all staff to undertake periodic training with respect to record management along with accessing appropriate training with regard to Data Protection and Freedom of Information.

### 1. Scope of the Policy

1.1 This policy and supporting schedule forms part of the Council’s information governance framework and should be read in conjunction with the policies and procedures set out in section 4. It applies to:

- All information systems within the organisation (both electronic and paper based).
- All data, information and records owned by the Council, but also including those held by contractors or partner organisations on behalf of, or as a result of their relationship with, the Council.
- Any information that is owned by other organisations, but may be accessed and used by Council employees.
- Information in whatever storage format and however transmitted (i.e. paper, voice, photo, video, audio or any digital format. It will also cover formats that are developed and used in the future.)
- All employees of the Council, Council members, temporary workers, volunteers, student placements etc.
- The employees of any other organisations having access to Council information; for example, auditors, contractors, and other partner agencies where there is no specific information sharing protocol in place.

1.2 The procedures outlined in this Policy are in addition to the Council’s complaints procedures and other statutory reporting procedures applying to some service areas.

### 2. Roles and Responsibilities

2.1 There are a number of specific roles in relation to records management set out below, however, it is the responsibility of *all* members of the council, *all* council staff *and* volunteers, *and* companies or persons providing services or undertaking contracts on behalf of Gedling Borough Council, to, when undertaking council business:

- Keep full, accurate and reliable records appropriate for the actions being recorded, whatever the medium in which they are created. Where record content and format has been laid down in council procedures, these procedures should be followed
- Create new types of records and ICT systems only after consulting this policy and information governance staff
- Ensure that the records are filed (physically or electronically) in the correct place with filenames, indexes or metadata created so that they can be retrieved when required
- Ensure that the records are stored securely from unauthorised access or alteration
- Store records in an environment which will prevent their physical deterioration
- Ensure that the records will be maintained in a format allowing them to be read regardless of technological change
- Keep draft, duplicate and surrogate copies of records only as long as needed for immediate business purposes
- Ensure that the records are disposed of securely when no longer required for business purposes (with the guidance of the Council's Retention Schedule).
- Destroy records, including drafts, surrogates and duplicates, only in accordance with the Council's Disposal Procedures

## **2.2 Senior Leadership Team (SLT)**

2.2.1 SLT is responsible for the Council's strategic direction in relation to information management and sets the tone for the records management culture. Key responsibilities at this level include:

- To ensure that records management is recognised as a corporate programme and receives the necessary levels of organisational support and the resources required to ensure effectiveness.
- To support and enforce the Records Retention & Disposal Policy.

## **2.3 Senior Information Risk Owner (SIRO)**

2.3.1 The Director of Organisational Development and Democratic Services is the Council's designated SIRO and responsible for managing information risk for the Council. The SIRO has responsibility for the operational aspects of records management. Such duties include:

- Development, implementation and maintenance of the Records Retention & Disposal Policy and associated procedures
- Work with service delivery teams in determining what records they should keep for their work and where and how they should keep them
- Develop, implement and maintain guidance in respect of disposal schedules
- Raise staff awareness of records management procedures and provide ad-hoc advice when required
- Carry out regular reviews of all aspects of the records management programme and make recommendations for improvement
- Provide regular training to staff to ensure that they are aware of their obligations regarding Data Protection, Freedom of Information and Records Management.

## **2.4 Service Manager – responsible for IT**

2.4.1 The Service Manager – Customer Services and Communications shall ensure that there are disaster recovery and business continuity plans in place to ensure the recovery of electronic data in the event of an incident affecting Council systems. This responsibility is managed through the [Information Security Policy](#).

## 2.5 Information Asset Owners - Service Managers

2.5.1 Service Managers are the Council's designated Information Asset Owners and have the day-to-day responsibilities for managing records in their own service delivery teams. Key tasks at this level include:

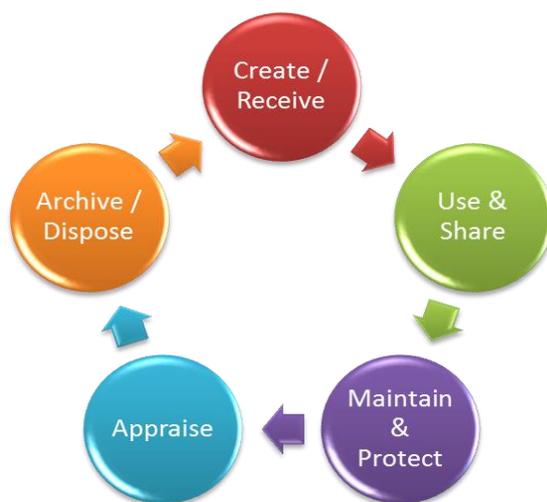
- Ensuring staff awareness of the importance of records management.
- To ensure proper provision for the implementation of the Records Retention & Disposal Policy is made within their service area\team
- Accountable for identifying, understanding and addressing risks to information assets within their service areas.
- To put local procedures in place to ensure records are created, captured and maintained which provide evidence of the Council's functions, policies, decisions, procedures and activities
- To ensure action plans for implementation of the policy are incorporated into appropriate service plans
- To ensure that access to records is controlled and used only for business purposes
- To notify the SIRO of any concerns regarding the management of their records.
- To maintain accurate Information Asset Registers.

## 2.6 Data Protection Officer

2.6.1 The Service Manager – Legal Services is the Council's designated Data Protection Officer. Managers and staff should consult the Data Protection Officer when they are proposing a new system or changes to the way that they collect and/or process personal data, or if there has been a security breach relating to personal data. The Data Protection Policy and the [Information Security Policy](#) provide further information about data security procedures.

## 3. Records Management Principles

3.1 The management of records is based on a simple lifecycle as shown in the diagram below:



### 3.2 Create or Receive

3.2.1 Records must be created or received in a manner that ensures their

authenticity, reliability and integrity so that they can be used to provide evidence of a transaction or activity.

3.2.2 A record must be an accurate and factual account of an event or transaction. It should not include irrelevant or derogatory personal comments or opinions about an individual.

3.2.3 Classification/categorisation of records occurs at this stage. The council operates exclusively at 'OFFICIAL' level. Some records may be sensitive and should be marked as 'OFFICIAL-SENSITIVE'. More details on this marking scheme can be found in the [Information Security Policy](#) under 'Data Management'. It is important to classify your records to ensure that you are following the correct security protocols later in the lifecycle.

### 3.3 Use and Share

3.3.1 Records must only be used for the purpose of conducting the Council's business and in line with established practices and procedures.

3.3.2 Where there is a need to share or disseminate the record, the user shall ensure that the record is authorised for sharing to the recipient. In particular, where the record contains personal data or information, the correct procedures for sharing and a lawful basis for sharing must be established in accordance with the GDPR and DPA.

### 3.4 Maintain and Protect

3.4.1 Each department will identify and have in place a well-structured record keeping system that documents its activities and provides for quick and easy access for any related information.

3.4.2 There will be procedures in place to protect records against unauthorised addition, deletion, alteration, use or concealment.

3.4.3 Each department shall have in place procedures to ensure the accuracy and completeness of records held.

3.4.4 There will be procedures in place to monitor the movement and location of records so that they can be easily retrieved and so that there is an audit trail.

3.4.5 Retention periods will be determined and documented for all records. These shall be based on statutory requirements, codes of practice or good practice recommendations from professional and other reputable bodies. Where there is no such guidance it is the responsibility of the relevant Information Asset Owner to determine a suitable retention period. An agreed retention schedule is in place and updated regularly. The retention schedule is appended to this policy document.

### 3.5 Appraise

3.5.1 Records must not be kept longer than is necessary, therefore, records shall be reviewed on a regular basis, at least annually, to determine whether they should be maintained as 'live' records, destroyed or archived.

3.5.2 Some records may need to be 'converted' into statistical data where this

hasn't occurred as part of their use. This should be done before moving onto the next stage of the lifecycle.

3.5.3 The retention schedule attached to this policy shall be used in determining the length of time that records shall be retained.

3.5.4 Reviews of records shall be recorded with outcomes clearly logged for audit trail purposes.

### **3.6 Archive/Dispose**

3.6.1 Following appraisal, the process of archiving and destruction terminates the lifecycle of the record.

3.6.2 Records marked for archive retention shall be kept in long term storage by the Council. Where paper records are to be retained, the Information Asset Owner shall ensure suitable conditions for protecting the documents from the elements. Paper records must be stored in a manner that enables effective retrieval.

3.6.3 All records, regardless of format, must be stored securely and in line with the Information Security Policy. Access must be controlled. All records must be marked with a retention and disposal date in line with the retention schedule.

3.6.4 Records subject to an ongoing Freedom of Information/Data Protection request must not be destroyed until the end of the period in which an appeal can be made.

3.6.5 Once it has been determined that a record is no longer required, it must be securely disposed of in accordance with the Council's Information Security Policy. All formats of the record must be destroyed at the same time. Documentation of the disposal of records must be completed and retained.

## **4. Related Policies and Guidance**

4.1 As referred to throughout, this policy should be read in conjunction with the following:

- Information Security Policy
- Data Protection Policy
- Data Protection Policy – Appropriate Policy Document
- Detailed Employee Guidance on Access to Information
- Freedom of Information Compliance and complaints procedure
- Freedom of Information Charging Policy
- Information Asset Register
- Any Data Processing or Information Sharing Agreements
- The Publication Scheme
- Staff Handbook
- Policy governing the operation of CCTV

## **5. Monitoring and Review**

5.1 This policy and the retention schedule are subject to formal review at least every 3 years and will be amended and re-issued as necessary. Should amendments be required in between reviews, Members and Officers shall be notified accordingly.

- 5.2 The application of the records management procedures will be monitored against both quantitative and qualitative indicators. Those managers responsible for the management of their records in accordance with this policy will carry out compliance audits which will be monitored periodically.

## Gedling Borough Council – Retention and Disposal Schedule

The retention schedule contains all the retention periods which have been agreed across The Council. These are minimum retention periods, so once documentation has reached the end of its retention period you may wish to review it to see if it needs to be retained any longer. If you decide that records should be kept for a longer period of time then this decision should be documented and a new review date assigned.

GDPR states that personal information must not be kept for longer than necessary. If you wish to keep personal data beyond the retention period shown in this document then please contact the Data Protection Officer [dataprotectionofficer@gedling.gov.uk](mailto:dataprotectionofficer@gedling.gov.uk) for further advice or assistance.

When records have reached the end of their agreed retention period they should be securely disposed of. Please see the [Information Security Policy](#) for further information.

The schedule is arranged into different sections or classifications. This is to assist the SIRO to manage the schedule and to allow users to navigate around the document by function. If there is no entry under a “blue” heading line, then it means no record series have yet been assigned to that section.

To find a particular section of the retention schedule you can either search the whole retention schedule using a keyword or you can use the Quick Find Guide below which will take you to the beginning of each section.

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Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>CR COMMUNITY RELATIONS</b>				
CR1 - Policy and Strategy	Policy or Strategy Document	10 years	Shred & Delete	No
	Monitoring Information, including service plan	5 years	Shred & Delete	No
CR2 - Partnership Records	Reports, plans, minutes	6 years	Shred & Delete	No
CR3 - All Projects, including Youth and Seniors Council	Reports, plans, minutes	6 years	Shred & Delete	Yes
CR4 - Consultation	Consultation on major policies	5 years Returns - after use	Shred & Delete	No
	Consultation on minor policies	1 year Returns - after use	Shred & Delete	No
CR5 - Grants	Members and VCS Grants	6 years	Shred & Delete	No
CR6 - Finance and budgets	Financial	6 years	Delete	No
CR7 - External Funding	Application forms	Life of project	Shred & Delete	No
	Monitoring Reports	Determined by Funder	Shred & Delete	No
CR8 - Health Referrals	Customer/Patient Info	6 Years	Shred & Delete	Yes
CR9 - Service Level Agreements/Contracts/Tenders	Common Practice	Ordinary Contracts: 6 years after the terms of contract have expired Contracts Under Seal: 12 years after the terms of contract have expired	Shred & Delete	No
CR10 - Equipment for Loan	Record of equipment	Until equipment is disposed of	Delete	No
CR11 - Community Centres	Block bookings/One off bookings/leases/licences	6 years from expiry	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	NOP'S	Working document until no longer required	Shred	Yes
	Contractor Information and Works	6 years	Shred & Delete	No
	Service Certificates	6 years	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CR12 - Health and Safety	Incident forms/reports	Adult - 3 years from closure Children - 25 years from closure	Shred & Delete	No
	All other health and safety records	3 years	Shred & Delete	No
CR13 - Staff	Team Meetings	2 years	Delete	No
	Leave sheets	2 years	Shred	No
	Timesheets	2 years	Shred	Yes
	Training	40 years	Shred & Delete	No
	Post Related information	5 years after post deleted	Delete	No
CR14 - Events	Contractor Information and Works	6 years	Shred & Delete	No
	Food Tenders	6 years	Shred & Delete	Yes
	Stallholder Applications	6 years	Shred & Delete	Yes
CR15 - Customer Communication	Letters, emails	1 year (unless it's around a serious complaint in which case 3 years)	Shred & Delete	Yes
	Mailing lists and Databases	Life of project	Shred & Delete	Yes
CR16 - Communications and Marketing	E-newsletters	Life of project	Archive	No
	Published PR Work, including media publications	Archive after use	Archive	No
CR17 - Audit Records	Internal Audit Reports	2 years	Shred & Delete	
CR18 - Heritage Records	Maps, Publications, Research	7 Years	Shred & Delete	No
CR19 - Other Records	Any Other Records	Archive after use	Archive	No
<b>CSC CUSTOMER SERVICES AND COMMUNICATIONS</b>				
<b>CSC1 - Communications</b>				
CSC1.1 - Press/media requests	press enquiries and press releases	Indefinitely	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC1.2 - Proactive publicity	Press releases, posters, leaflets etc., social media posts	Kept indefinitely for reference	N/A	No
CSC1.3 - Promotional material	Posters, leaflets, social media campaigns, press releases	Kept indefinitely for reference	N/A	No
CSC1.4 - Managing and updating website	Emails from colleagues requesting updates	Kept indefinitely for reference	N/A	No
CSC1.5 - Maintaining Social Media	Emails from colleagues requesting updates	1 Year	Delete	Yes
CSC1.6 - Website management	T4 System	1 Year	Delete	Yes
CSC1.7 - Email Newsletter (Keep me posted)	Names, Email addresses and address	Current	Delete	Yes
	Staff email addresses	Current	Delete when customer unsubscribes	Yes
CSC1.8 - Task Management	Trello dashboard	Kept indefinitely for reference	N/A	No
CSC1.9 - Service Area Management	Staffing information	Indefinitely for reference	N/A	No
	Recruitment Information	Current	Delete	Yes
	Team Workplans	Current	Delete	No
	Performance Management	Current and previous plan	Delete	Yes
	Business Continuity	Indefinitely	N/A	No
	Projects	Current and previous plan	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>CSC2 Administration</b>				
CSC2.1 - Incoming mail	Incoming mail not required to be scanned by Corporate Administration	n/a mail is distributed to Business Units	n/a	n/a
	Incoming mail - Licensing scanning	6 months	Shred	Yes
	Incoming mail - Council Tax and housing benefit scanning	3 months	Shred	Yes
CSC2.2 - Outgoing mail	Outgoing mail	n/a All outgoing mail leaves the post room daily	n/a	n/a
CSC2.3 - Scanning	Scanning not administered by Corporate Administration	owned by the respective Business unit not Admin Services	n/a	yes
CSC2.4 - Indexing	Indexing	owned by the respective Business unit not Admin Services	n/a	yes
CSC2.5 - Admin Time Sheet information	Admin Time Sheet information	Indefinitely	N/A	No
CSC2.6 - Night safe log	Electronic record	1 year	Shred	Yes
CSC2.7 - Creditor return Cheque sheet	paper record	1 year	Shred	Yes
<b>CSC3 - Customer Services</b>				
CSC3.1 - Customer Services including Contact Centre	Customer Record	7 years from date of incident for Qmatics and 1 year for call recordings.	N/A	Yes
	Policies and procedures	Keep current and last previous version	Delete	No
	Workflow scripts	Current	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Staff Rotas	Current period only	Shred & Delete	Yes
CSC3.2 - Cheques paying in	Cheque Paying in Book stubs	1 year	Shred	No
CSC3.3 - Complaints	Comments and Complaints	6 years plus current for reports - cheques 1 year	Shred & Delete	Yes
CSC3.4 - Service Area Management	Staffing information	Indefinitely for reference	N/A	No
	Recruitment Information	Current	Delete	Yes
	Team Workplans	Current	Delete	No
	Performance Management	Current and previous plan	Delete	Yes
	Business Continuity	Indefinitely	N/A	No
	Projects	Current and previous plan	Delete	Yes
	Orders, Tenders and Contracts	Ordinary Contract: 6 years after terms of the contract have expired Contract Under Seal: 12 years after the terms of the contract have expired	Delete	No
CSC3.5 - Lost property log	Electronic log	1 year	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC3.6 - Cheques returned for Creditors, Revs and Bens	Paper record	1 year	Shred	Yes
CSC3.7 - Access card log	Paper record	6 months	Shred	Yes
CSC3.8 - Parcel sign for sheet	Paper record	6 months	Shred	Yes
CSC3.9 - Gedling Homes log for keys and docs	Paper record	6 months	Shred	Yes
CSC3.10 - Food voucher register	Electronic record	1 year	Delete	Yes
CSC3.11 - Handovers	GBC home system	6 years plus current	N/A	Yes
CSC3.12 - Online forms	GBC home system	Indefinitely	N/A	Yes
CSC3.13 - Calendars	GBC home system	Indefinitely	N/A	Yes
CSC3.14 - Housing Needs scanning	Docs bought in by public	1 week	Shred	Yes
CSC3.15 - Cash taken over £1000 report	Electronic report	1 year	Delete	Yes
CSC3.16 - Radar key applications	Paper record	1 year	Shred	Yes
CSC3.17 - Room Bookings	GBC home system	Indefinitely	N/A	Yes
<b>CSC4 Information Technology</b>				
CSC4.1 - Data network, E-mail, Internet access, telephony, web infrastructure	Technical Diagrams Protocols Standards Contractual information Project Documentation	current plus most recent	Manual Delete	Yes
	Logon logs (SysAid)	Indefinite	to be determined	Yes
	Email Logs (Email Laundry)	1 year	Automatic Delete	Yes
	Email Logs (Sophos Appliance)	30 days	Automatic Delete	Yes
	Email logs (PureMessage)	Current	Manual Delete as processed	Yes
	Telephony Logs (TigerPrism)	Indefinite	to be determined	Yes
	Web access logs (Trustwave)	Indefinite	Manual Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
CSC4.2 - ICT Security management	Protocols Standards Technical Documents Diagrams	current plus most recent	Delete	Yes
	Historic Access Control Forms (before process moved to SysAid)	current plus 1 year after staff member leaves organisation	Shred	Yes
	Authentication logs Firewall logs File access logs Server logs	6 Months	Automatic removal	Yes
CSC4.3 - ICT Service desk support	Backup Tapes (backup of all onsite data)	current plus most recent backup tapes - daily tapes - monthly cycle Monthly tapes – 1 Year annual tapes - 6 years plus current	Backup tapes - degaussing	Yes
	Service requests, project documentation, asset register, knowledge base, user ID's	Indefinite	Delete	Yes
CSC4.4 - ICT service delivery	Protocols Standards Emails	current plus most recent	Delete	Yes
CSC4.5 - ICT development	Project Documentation Technical Documents	current plus most recent	Delete	N/A
<b>DEM - DEMOCRATIC SERVICES</b>				
DEM1.1 - Electoral services	Election Results	Permanent	Shred once scanned	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Nomination Papers	1 year from date of election	Shred	Yes
	Ballot Papers	1 year from date of election	Shred	No
	Marked Copies of Registers	1 year from date of election	Shred following scanning	Yes
	Candidate Election Expenses Forms	2 years (note: Parish 1 year)	Shred	Yes
	Corresponding Number Lists etc.	1 year from date of election	Shred	Yes
	Absent Vote Election Paperwork (including security statements)	1 year from date of election	Shred	Yes
	Previous Registers of Electors	15 years	Delete	Yes
	Current Register of Electors (including updates)	1 year	Paper copy to be Archived following publication of new Register	Yes
	Current Annual Registration HEFs	Until scanned and processed onto xpress	Shred	Yes
	Current Annual Registration ITRs	Until change of individual at property	Shred	Yes
	Absent Voter Applications	For period specified or up to 5 years	Shred	Yes
	Notification as ERO to the Information Commissioner	1 year	Delete	No
	Mobile phone numbers and names of electors and members of staff on Gov.uk notify service	up to 1 year	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Information on Party Nominating Officers	Retention for relevant period as indicated on forms	Shred	
DEM1.2 - Committee Administration	Signed Minutes (1974 to present)	Permanent	N/A	Yes
	Audio Recordings of Committee Meetings	6 months	Delete audio file	Yes
	Clerks Notes from Meeting	1 meeting cycle	Shred & Delete	Yes
	Agendas (from earliest kept to present day)	Permanent	N/A	Yes
	Register of Interests (Parish)	3 years following resignation or end of term.	Shred & Delete	Yes
	Register of Interests (Council)	3 years following resignation or end of term.	Shred & Delete	Yes
	Acceptance of Office	whilst in office (maximum 4 years)	Shred	No
	Constitution	Permanent or until updated	N/A	No
	Gifts & Hospitality Register		Shred	No
	Member Notifications to the Information Commissioners Office	1 year	Delete expired electronic record/emails	No
Business Continuity Paperwork	Operational life plus previous policy	Delete	No	

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEM1.3 - Data Protection	ICO notifications (Electoral Registration Officer of Gedling Borough Council)	Current year plus previous year	Delete	No
<b>DEV - DEVELOPMENT SERVICES</b>				
<b>DEV1 - Building Control</b>				
DEV1.1 - Building Control Registers		Indefinite	N/A	No
DEV1.2 - Building applications in relation to listed or other significant buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates	Indefinite	N/A	Yes
DEV1.3 - Approval of building applications for all other buildings	Building files, Plans, Specifications, Correspondence, Applications, Permits, Certificates, Objections	Destroy 15 years after construction completed	Shred & Delete	Yes
DEV1.4 - Inspection of building work for the purpose of ensuring compliance	Cert of final inspections. Building inspection records, Diaries	Destroy 10 years after the issue of a certificate of final inspection	Shred & Delete	Yes
DEV1.5 - Decision Notices	Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV1.6 - Enforcement of breaches in the Building Act, Building Regulations and control unauthorised development.	Enforcement Notices, Prosecutions	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV1.7 - Building Act Section 35, 36 and 95 Notices	Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes
DEV1.8 - Control and enforce dangerous structures and demolitions to maintain public safety.	"Building Act Section 77 and 78 Dangerous Structure Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV1.9 - Building Act Section 80, 81 and 82 Demolition Notices"	Notices	Retain for 15 years from the date of deposit	Shred & Delete	Yes
<b>DEV2 - Land Charges</b>				
DEV2.1 - Land Charges LLC1 register	Registrations	Permanent	Paper plans to be destroyed	Yes
DEV2.2 - Land Charges - Con29 Data	Registrations	Permanent	Paper plans to be destroyed	Yes
DEV2.3 - Request for search - including form, receipt and plan	Search request forms, plans, support information (e.g. payment receipt)	6 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>DEV3 - Street naming and Numbering</b>				
DEV3.1 - Request for changes to an address - including form, receipt and plan	Address request for change forms/emails, plans, support information (e.g.: payment receipt) and letter of confirmation	2 years	Shred & Delete	Yes
DEV3.2 - Street name and numbering schemes including approved scheme and correspondence	Approved name and numbering scheme, plans, support information (e.g.: payment receipt), consultee correspondence and letter of confirmation	7 years after last action	Shred & Delete	No
<b>DEV4 - Development Management</b>				
DEV4.1 - Planning and related Applications (including Appeals)	Application forms, plans, supporting information, payment receipts, decision notices etc.	Permanent	N/A	Yes
DEV4.2 - Pre-Application Advice	Application forms, plans, supporting information, payment receipts, decision notices etc.	Permanent	N/A	Yes
DEV4.3 - Enforcement investigations - breach	Service request forms, plans, supporting information, payment receipts, decision etc.	6 years	Shred & delete	Yes
DEV4.4 - Enforcement investigations - no breach	Service request forms, plans, supporting information, payment receipts destroy after two years. Decisions Permanent.	6 years	Shred & delete	Yes
DEV4.5 - Enforcement Notices, PCN's, Breach of Conditions Notices, 215 Notices, Injunctions	Enforcement notice, correspondence, legal advice etc	Permanent	Shred & delete	Yes
DEV4.6 - Community Infrastructure Levy	Forms, notices and payments	until liability has been paid in full or	Shred & delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
		exemption clawback expired and entry removed from land charges register		
DEV4.7 - Planning Committee (agendas and presentations)	Agendas and powerpoint presentations	2 years from date of committee	Delete	Yes
DEV4.8 - Statistical Information	Spreadsheets/PDF/WORD documents	4 years	Shred & Delete	No
DEV4.9 - Procurement information	Tender documents	6 years	Shred & Delete	No
DEV4.10 - Householder and Commercial - Do I require planning permission? Enquiries	Application forms, plans, supporting information, payment receipts, decision notices etc.	Permanent	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>DEV5 - Tree Preservation Orders</b>				
DEV5.1 - TPO Orders		Permanent	N/A	Yes
DEV5.2 - TPO Notifications - TPO Notifications and decisions (to undertake works) and supporting information	Application forms, plans, support information (e.g. tree survey) and decision letter	Permanent	N/A	No
<b>DEV6 - Conservation Areas</b>				
DEV6.1 - Conservation Area Information	Designated conservation areas, historic reference material, appraisals, imagery, paper, plans/maps, photographs	Permanent	N/A	No
DEV6.2 - Listed Buildings	historic reference material, imagery, paper plans/maps, photographs	Permanent	N/A	No
<b>DEV7 - Planning Policy</b>				
DEV7.1 - Developing policies for existing and future land uses within the Borough	Core Strategy, Local Plan, Supplementary Planning Documents, neighbourhood plans correspondence, draft documents. To include responses submitted as part of consultation exercises.	Destroy information relating to the activity of developing policies when plan is superseded or withdrawn. Destroy SPDs once site has been built. Retain final documents in perpetuity.	Shred & Delete	Yes
DEV7.2 - Consulting and holding comments on draft planning policy documents using consultation software.	Core Strategy, Local Plan, Supplementary Planning Documents, neighbourhood plans correspondence, draft documents.	Until contract with software provider is terminated (anticipated December 2019).	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	To include responses submitted as part of consultation exercises.			

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV7.3 - Preparation of evidence based documents to inform policy preparation	Documents, Reports, correspondence, mapping	Initial brief and final document to be retained until document in perpetuity. Other correspondence and drafts - 1 year after the policy document it has informed has been adopted.	Shred & Delete	Yes
DEV7.4 - Providing policy comments on GBC planning applications	Memos	Retain from start of plan period (currently 2011)	Delete	Yes
DEV7.5 - Holding information on heritage issues	Conservation area appraisals, photos, correspondence	Indefinite. Information on the preparation of conservation area appraisals held until superseded.	Shred & Delete	Yes
DEV7.6 - Applications for funding	Correspondence, bids, invoices	Until funding has been spent for 7 years after funding award.	Shred & Delete	Yes
DEV7.7 - Maintaining the Self Build and Custom Build register	Correspondence, includes personal and financial information	Until name removed from register. When name removed, all information is retained apart from personal/sensitive information.	Delete	Yes

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Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
DEV7.8 - Monitoring local plans	Includes the production of the Authority Monitoring Reports, Five Year Land Supply Assessments and Housing Delivery Action Plans) Reports, correspondence, AMRs, 5YLSs, HDAPs.	Retain final reports in perpetuity and background information on housing, employment and retail matters. Other information to be destroyed once document has been superseded.	Shred & Delete	Yes
DEV7.9 - Undertaking the Council's Strategic Housing Land Availability Assessment and maintaining the Brownfield Land Register	Reports, correspondence, plans	Indefinite. Information relating to a site deleted once completed or on request (if site withdrawn).	Shred & Delete	Yes

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## **ED - ECONOMIC GROWTH AND REGENERATION**

### **ED1 - Economic Growth**

ED1.1 - Apprenticeship Grants	Loan Applications and approvals	7 years	Shred & delete	Yes
	Loan Documentation	8 years	Shred & delete	Yes
ED1.2 - Key Account management	Summary records of confidential discussions, contact details	3 years	Shred & delete	Yes
ED1.3 - PDRs	PDRS	5 years	Shred & delete	Yes
ED1.4 - Contractual Information	Contracts for services supporting pre-employment skills, careers events etc.	Ordinary Contract: 6 years after terms of the contract have expired Contract Under Seal: 12 years after the	Shred & delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
		terms of the contract have expired		
<b>ED2 - Housing Development and Strategy</b>				
ED2.1 - Shared Ownership applications	Application & decision	7 years	Shred & delete	Yes
ED2.2 - Asylum Rehousing Scheme	Details of nominated families and address	Held centrally	N/A	Yes
ED2.3 - Landlords Forum	Contact email addresses	7 years	Shred & delete	Yes
ED2.4 - Snap shots of the housing register	Name, address, property size, disability, significant volume 800+ applications	Indefinite as supports key policies	N/A	Yes
ED2.5 - Housing Needs surveys	Responses from residents	7 years	Shred & delete	Yes
ED2.6 - Funding applications inc' viability appraisals	Viability appraisals commercially sensitive	7 years	Shred & delete	No
ED2.7 - S.106 Negotiations	Viability appraisals commercially sensitive	7 years	Shred & delete	No
<b>FN - FINANCIAL SERVICES</b>				
<b>FN1 - Accounts and Audit Reporting</b>				
FN1.1 - Consolidation of financial transactions on an annual basis for corporate reporting purposes	Consolidated annual reports	7 years	Delete	No
	Statement of financial position	7 years	Delete	No
	Consolidated financial statements	7 years	Delete	No
FN1.2 - Consolidation of financial transactions on a periodic (less than annual)	Consolidated monthly and quarterly reports	Destroy when administrative use is	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
basis, superseding those from the previous period. Does not include journals and subsidiary ledgers and cash books	Consolidated monthly and quarterly financial statement	concluded - retained for 2 financial years	Delete	No
	Working papers for the preparation of the above		Delete	No
FN1.3 - Related Party Declarations Member/Officers - Statement of Accounts	Declaration Forms	7 Years including current	Shred & Delete	Yes
<b>FN2 - Financial Transactions Management</b>				
FN2.1 - Identification of the receipt, expenditure and write-offs of public money	Allowances	7 Years	Shred & Delete	Yes
	Purchase orders	7 Years	Shred & Delete	Yes
	Invoices	7 Years	Shred & Delete	Yes
	Credit Card statements	7 Years	Shred & Delete	Yes
	Cash books	7 Years	Shred & Delete	Yes
	Receipts	7 Years	Shred & Delete	Yes
	Cheque counterfoils	7 Years	Shred & Delete	Yes
	Bank statements	7 Years	Shred & Delete	Yes
	Subsidiary ledgers (annual)	7 Years	Shred & Delete	Yes
	Journals (annual)	7 Years	Shred & Delete	Yes
FN2.2 - Process to balance and reconcile financial accounts	Vouchers	7 Years	Shred & Delete	Yes
	Reconcilliation summaries of Accounts	7 Years	Shred & Delete	No
	Controls reports and FMS	7 Years	Shred & Delete	No
FN2.3 - Taxation Records VAT	Reconcillation statements	7 Years	Shred & Delete	No
	VAT records	7 Years	Shred & Delete	No
<b>FN3 - Payroll</b>				
FN3.1 - Collection of National Insurance Numbers	Notification and input records	2 years after employee ceases employment	Shred & Delete	Yes
FN3.2 - Payment of employees	Authority sheets	6 years	Shred & Delete	Yes
	Payroll deduction authorities	6 years	Shred & Delete	Yes
	Payroll disbursement	6 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
FN3.3 - Salary records	Employee pay records	6 years	Shred & Delete	Yes
	Employee taxation records	6 years	Shred & Delete	Yes
	Bank details - current	6 years after employment has ended	Shred & Delete	Yes
	Pension estimates and awards	Retain until age 85	Shred & Delete	Yes
	Statutory sick pay forms	6 years	Shred & Delete	Yes
	Pay, deductions, expenses or benefits, payroll giving schemes	Six years plus current	Shred & Delete	Yes
	HMRC reports and payments	Six years plus current	Shred & Delete	No
	Tax code notices	Six years plus current	Shred & Delete	Yes
	Pension documents	Indefinitely	N/A	Yes
FN3.3 - Salary records	Employee pay history	7 years	Shred & Delete	Yes
	Salary rates register	7 years	Shred & Delete	Yes
	Salary ledger	7 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>FN4 - Financial Provisions Budgets and Estimates</b>				
FN4.1 - Finalising and developing the annual budget	Annual Budget	7 years	Shred & Delete	No
	Draft budgets	7 years	Shred & Delete	No
	Departmental budgets	7 years	Shred & Delete	No
	Draft estimates	7 years	Shred & Delete	No
	Working papers	7 years	Shred & Delete	No
FN4.2 - Budget reporting in relation to actual revenue and expenditure	Quarterly statements	7 years	Shred & Delete	No
<b>FN5 - Loans and Investments</b>				
FN5.1 - Borrowing money and investments to enable the Council to perform its functions and exercise its powers	Loan files	7 years after the loans have been repaid	Shred & Delete	No
FN5.2 - Summary management of loans and investments	Loans register	7 years after the loans have been repaid	Shred & Delete	No
<b>FN6 - Bank Account Records</b>				
FN6.1 - Cheques and associated records	Cancelled Cheques	7 years	Shred & Delete	No
	Dishonoured cheques	7 years	Shred & Delete	No
	Stoppage of cheque payment notices	7 years	Shred & Delete	No
	Outstanding Cheque list	7 years	Shred & Delete	No
FN6.2 - Bank deposits	Bank deposit books/slips/butts	7 years	Shred & Delete	No
	Bank deposit summary sheets. Summary of daily banking, cheque schedule	7 years	Shred & Delete	No
	Register of cheques lodged for collection	7 years	Shred & Delete	No
FN6.3 - Bank reconciliations	Reconciliations files/sheets	7 years	Shred & Delete	No
	Daily list of paid cheques	7 years	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Unpaid cheques records	7 years	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
FN6.4 - Bank statements	Bank statements, periodic reconciliations	7 years	Shred & Delete	No
	Bank certificates of balance	7 years	Shred & Delete	Yes
FN6.5 - Electronic banking and electronic funds transfer		7 years	Shred & Delete	Yes
<b>FN7 - Expenditure Records</b>				
FN7.1 - Petty Cash Records	Petty cash records/books/sheets/receipts	7 years	Shred & Delete	No
	Postal cash book/sheets	7 years	Shred & Delete	No
FN7.2 - Creditors	Creditors history records, list/reports	7 years	Shred & Delete	No
FN7.3 - Invoices/Vouchers	Statement of accounts outstanding, Outstanding orders, credit notes, vouchers, purchase orders and requisitions	7 years	Shred & Delete	Yes
	Statement of accounts rendered, Statement of accounts - payable	7 years	Shred & Delete	Yes
FN7.4 - Ledgers	General and subsidiary ledgers	7 years	Shred & Delete	Yes
	Related Records	7 years	Shred & Delete	Yes
	Journals	7 years	Shred & Delete	Yes
	Trial balances and Reconciliations	7 years	Shred & Delete	Yes
<b>FN8 - Procurement and Contract Management</b>				
FN8.1 - Contract Register	Contract Register current and archived	7 years after contract expiry	Delete	Yes
FN8.2 - Orders greater than £5000	Greater than £5000 orders	7 years after contract expiry	Delete	Yes
<b>FN9 - Risk Management</b>				
FN9.1 - Risk Management	Risk Register	7 Years including current	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>FN10 - Internal Audit</b>				
FN10.1 - Internal Audit	Internal Audit reports	7 Years	Delete	Yes
FN10.2 - Management of investigations (including Fraud)	Audit investigations	7 Years	Shred & Delete	Yes
<b>FN11 - Insurance</b>				
FN11.1 - Management of insurance arrangements	Insurance Policies, Certificates of Insurance, Scheme of Arrangement Documents,	7 years after the insurance policy/ scheme of arrangement has expired, except Liability Policies - destroy 40 years after the policy expires.	Confidential Waste, Shred & Delete	No
FN11.2 - Insurance for local authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policy schedules and correspondence	7 years after the insurance policy has expired	Confidential Waste, Shred & Delete	No
FN11.3 - Renewal of insurance policies	insurance policy renewal records, correspondence	5 years after the insurance policy has been renewed	Confidential Waste, Shred & Delete	No
FN11.4 - Insurance claims records against the local authority or local authority officers	claims records, correspondence	7 years after all obligations/ entitlements are concluded (allowing for the claimant to reach 25 years of age if a minor at the time of the incident being claimed for)	Confidential Waste, Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LE - LEISURE</b>				
<b>LE1 - Membership</b>				
LE1.1 - Membership database (Clarity)	Leisure Cards	7 years after expired leisure card	Anonymised in Clarity (all personal data removed)	Yes
	Direct Debit	7 years from cancellation of DD	Delete (including debtor spreadsheet)	Yes
LE1.2 - Swimming Lessons (CoursePro)	Customer Info	1 year after expired swim membership	Removed from CoursePro	Yes
<b>LE2 - Bonington Theatre</b>				
LE2.1 - Bonington Theatre	Customer Info	7 years after expired leisure card	Anonymised in Clarity (all personal data removed)	Yes
	Theatre Hire	6 years	Shred & delete	Yes
	Movie Contracts	Ordinary Contracts: 6 years after the terms of contract have expired Contracts Under Seal: 12 years after the terms of contract have expired	Shred & delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LE3 - Leisure General</b>				
LE3.1 - Grant and funding applications	applications, records	Dependant on funding contract, usually 6 years	Shred & delete	No
LE3.2 - Purchase Orders	Financial	6 years	Delete	Yes
LE3.3 - Service Level Agreements/Contracts	Common Practice	Ordinary Contracts: 6 years after the terms of contract have expired Contracts Under Seal: 12 years after the terms of contract have expired	Shred & delete	No
LE3.4 - Block bookings/One off bookings	Customer info	6 years	Shred & delete	Yes
LE3.5 - Health and safety (accident, incident forms)	incident forms/reports	Adult - 3 years from closure Children - 25 years from closure	Shred & delete	Yes
LE3.6 - Staff	Rotas	2 years	Shred / delete	Yes
	Leave sheets	2 years	Shred	Yes
	Timesheets	2 years	Shred	Yes
	Training	40 years	Shred & delete	Yes
LE3.7 - Customer communication	Letters, emails, telephone calls, online forms	1 year	Shred & delete	Yes
	Member emails and texts	1 month	Delete	Yes
LE3.8 - CCTV	Customer Info	28 days	Automatic over write of data	Yes
LE3.9 - Boditrax System	Customer Info		Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LS - LEGAL SERVICES</b>				
<b>LS1 - Litigation</b>				
LS1.1 - Managing, undertaking or defending for or against litigation on behalf of the Council	Criminal case files, Civil Case files, Correspondence, Community Protection, Environmental Protection, Food Health and Safety, Planning prosecution files, Housing and land possession files, Judicial Review	7 years after last action. Major litigation offer to Archivist for review	Shred & Delete	Yes
LS1.2 - Debt Recovery	Debt Claims, Invoices	7 years after last action/payment	Shred & Delete	Yes
<b>LS2 - General Advice</b>				
LS2.1 - Providing legal advice on a point of Law	Advice	Destroy 3 Years after last action	Shred & Delete	Yes

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Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LS3 - Agreements</b>				
LS3.1 - Agreement of terms between organisations (Note this does not include contractual agreements)	Agreements/Service level agreements	Destroy 6 years after agreement expires or is terminated	Shred & Delete	Yes
<b>LS4 - Conveyancing</b>				
LS4.1 - Changing ownership of land or property	Conveyancing Files	Destroy 12 years after closure	Shred & Delete	Yes
LS4.2 - Management of Land Acquisition	Conveyancing Purchase Files, Legal Documents relating to the purchase	Retain for life of property or building plus 12 years	Shred & Delete	Yes
LS4.3 - Management of Land Disposal (by Sale or write-off)	Conveyancing File, Legal Documents relating to the sale, Particulars of sale documents	Destroy 12 years after all obligations and entitlements are concluded	Shred & Delete	Yes
LS4.4 - Leases & Tenancy Agreements	Lease Files, process of awarding tenancies, signed tenancy agreements	Destroy 12 years after terms of the agreement have expired	Shred & Delete	Yes
<b>LS5 - Licences and Car Parks</b>				
LS5.1 - Licence agreements for use/access of GBC land	Licence agreements, insurance certificates, Correspondence	Destroy 6 years after surrender, expiry or termination of the Licence	Shred & Delete	Yes
LS5.2 - Car Park Orders		Until superseded, current and previous version	Shred & Delete	No
<b>LS6 - Procurement</b>				

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
LS6.1 - Development and specification of a contract	Draft Contract, Tender Specifications, Correspondence	Ordinary Contract Destroy 6 years after terms of the contract have expired Contract Under Seal Destroy 12 years after the terms of the contract have expired	Shred & Delete	Yes
LS6.2 - Awarding a contract	Signed Contract	Ordinary Contract Destroy 6 years after terms of the contract have expired Contract Under Seal Destroy 12 years after the terms of the contract have expired	Shred & Delete	Yes
LS6.3 - Issuing and Return of Tender	Opening Notice	Destroy 1 year after start of contract	Shred & Delete	Yes
LS6.4 - Evaluation and Successful Tender Documents	Evaluation Criteria, Tender Documents, Quotations	Ordinary Contract Destroy 6 years after terms of the contract have expired Contract Under Seal Destroy 12 years after the terms of the contract have expired	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LS6 - Planning</b>				
LS6.1 - Certificates of lawful use	Certificates, Correspondence	Certificates – indefinitely Files and Advice – 6 years after last action	Shred & Delete	Yes
LS6.2 - Enforcement	Enforcement Notices (For Planning Prosecutions see 'LS1 - Litigation' above)	Notice – Indefinitely Files and Advice - 6 years after last action	Shred & Delete	Yes
LS6.3 - Section 106 Agreements	Agreements, Correspondence	Under Seal - 12 years after the terms of the 106 have expired Files and advice - 6 years after last action	Shred & Delete	Yes
LS6.4 - Tree Preservation Orders (TPO)	Orders	Orders – Indefinitely Files and advice - 6 years after last action	Shred & Delete	Yes
<b>LS7 - Data Protection</b>				
LS7.1 - ICO Registration	ICO notifications for Council and Elected Members	Current year plus previous year	Shred & Delete	No
LS7.2 - Data Sharing Agreements	Data Sharing Register and Individual agreements	Destroy 6 years after terms of the agreement have expired	Shred & Delete	Yes
LS7.3 - Data Protection Training	Training Material and guidance notes	Life of current version	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Training attendance logs	10 years after last date of employment	Delete	Yes
<b>LS8 - Information Governance</b>				
LS8.1 - Subject Access Requests	Subject Access Requests and responses	2 Years + current	Shred & Delete	Yes
LS8.2 - Freedom of Information, EIR and Re-use of Public Sector Information	FOIA,EIR and RPSI requests and responses	2 Years + current	Shred & Delete	Yes
LS8.3 - Performance and statistical information	Reports	Indefinite	N/A	No
LS8.3 - Training	Training Material and guidance notes	Life of current version	Delete	No
LS8.5 - Information Management	Policies	Keep current and last previous version	Delete	No
	Information Asset Register	Life of current version	Delete	No
	Retention and Disposal Policy and Schedule	Keep current and last previous version	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LS9 - Monitoring Officer</b>				
LS9.1 - Data Breach Register	Data Breach Register and individual incident reports	Permanent (Register) Reports 6 years	Delete	Yes
LS9.2 - Standards investigations	Standards investigation files	Destroy after 7 years	Delete	Yes
LS9.3 - RIPA	Central Register, Applications, General advice	Destroy after 3 years unless used in proceedings as evidence then 7 years after last action.	Delete	Yes
LS9.4 - Gifts & Hospitality Register	Central Register	Destroy after 6 years	Delete	Yes
LS9.5 - Ombudsman Records	Correspondence, file notes	Destroy after 6 years	Delete	Yes
<b>LS10 - Gedling Legal</b>				
LS10.1 - Legal work for other public bodies	Instructions and advice, client correspondence	As per GBC retention period depending on matter type	Delete	Yes
<b>LS11 - Policies</b>				
LS11.1 - Corporate Policy documents	Corporate policies	Keep current and last previous version	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>LS12 - Staffing</b>				
LS12.1 - Individual staff performance	Performance reviews (PDRs)	10 years after last date of employment	Delete	Yes
	Client Feedback forms	6 years or life of matter	Delete	Yes
LS12.2 - Sickness records	Correspondence re: sickness records; reports	10 years after last date of employment	Shred & Delete	Yes
LS12.3 - Team meeting agendas & minutes	Agendas, minutes	Destroy after 3 years	Delete	Yes
LS12.4 - Work experience & interns	Correspondence, work schedules, applications for successful candidates	Employment of individual + 6 years	Delete	Yes
	Correspondence, applications for unsuccessful applicants	Date of Interview + 6 months	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>OD - ORGANISATIONAL DEVELOPMENT</b>				
<b>OD1 - Personnel Administration</b>				
OD1 - Summary management systems that allow the monitoring & management of employees in summary form	The summary information that this record class attempts to capture: Name, DoB, DoA, Work history, Position/designation, Titles and dates held Employment register - Permanent staff, Temporary staff, Casual staff. Registers of personnel files, Personal history, Superannuation history, Salary master record	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD1.2 - Administration of employees to ensure entitlements & obligations are in accordance with agreed employment requirements	Medical clearance	25 years after last date of employment	Automatic-electronic through system routine	Yes
	Letter of appointment	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Letter of acceptance	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Details of assigned duties	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Probation reports	10 years after last date of employment	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Medical examinations	25 years after last date of employment	Automatic-electronic through system routine	Yes
	Personal particulars	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Educational qualifications	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Declarations of pecuniary interests	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Secrecy undertakings	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Employment contracts	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD1.3 - Records relating to staff working with children / vulnerable adults	Disclosure Form	6 Months	Shred & Delete	Yes
	Record of disclosure	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD1.4 - Full employment files	Personnel records of leavers containing all employee record (contracts/ discipline/ warnings etc) are held on microfiche and CD ROM up to c. 2008 prior to IDOX.	Retain on system that cannot be modified.	N/A	Yes
	All IDOX records prior to 1 April 2017 are archived as a single file record (no categories) and so it is not possible to separate records	25 years after date of scanning into system (IDOX records between	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	for Delete times. Records contain medical and H&S information and so will be deleted after 25 years from scanning date to ensure that relevant records are retained.	c.2008 and March 2017)		

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD1.6 - Equal Employment opportunities	Documents created in the process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies	Destroy 5 years after action completed	Shred & Delete	Yes
	Documents created in the process of applying changes to personal records arising from investigation into application of policy in respect to equal treatment.	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD1.7 - Recruitment to an established post	Advertisements	Retain on IT-based systems (without facility to readily erase or modify)	N/A	No
	Applications	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Referee reports	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Interview reports (successful candidate)	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Unsuccessful applicants (interview notes and other documents)	6 months	Shred & delete	Yes
OD1.8 - Termination of Employment	Resignation	10 years after last date of employment	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Redundancy (Section 188)	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Dismissal	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Retirement	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD1.9 - Selection of an individual for a statutory position	Vacancies & application records	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Interview notes	6 months after interview	N/A	Yes
	Prospective staff records	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Registers of applicants	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Unsuccessful applications records	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
<b>OD2 - Employee and Industrial Relations</b>				
OD2.1 - Identification & development of significant directions concerning industrial matters	Generic agreements and awards	Destroy 5 years after administrative use is concluded	Delete	No
	Negotiations		Delete	No
	Disputes		Delete	No
	Claims lodged		Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD2.2 - Liaison processes of minor and routine industrial matters	Daily industrial relations management	Destroy 5 years after administrative use is concluded	Delete	Yes
OD2.3 - Processing of disciplinary and grievances investigation where proved and warning or instruction given	Investigation, complaint, warnings	10 years after last date of employment	Automatic-electronic through system routine	Yes
OD2.4 - Processing of disciplinary and grievances investigation where unfounded	Investigation, complaint	10 years after last date of employment	Automatic-electronic through system routine	Yes
<b>OD3 - Staff Monitoring</b>				
OD3.1 - Performance	Probation reports	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Performance plans	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Departmental performance reporting Generic project and bulk PI data. Personal email addresses	Email addresses removed when individual leaves employment	Removal of email address from system	Yes
OD3.2 - Process of monitoring staff leave and attendance	Sick leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Jury service	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Study leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Special and personal leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Attendance books	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Flexitime sheets	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Leave applications	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
	Annual leave	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD3.3 - Financial reward	Correspondance	10 years after last date of employment	Automatic-electronic through system routine	Yes
<b>OD4 - Training and Development</b>				
OD4.1 - Routine staff training	Course individual staff assessment	Retain on IT-based systems (without facility to readily erase or modify)	N/A	Yes
OD4.2 - Training concerning children	Course individual staff assessment	10 years after last date of employment	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Training register	10 years after last date of employment	Shred & Delete	Yes
OD4.3 - Occupational health and safety training	OH&S training register	10 years after last date of employment	Shred & Delete	Yes
OD4.4 - Training materials	Handouts/ Presentations	1 year after course is superseded	Shred & Delete	No
OD4.5 - Training proof of completion	Certificates	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Awards	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Exam results	10 years after last date of employment	Automatic-electronic through system routine	Yes
	Digital record of apprentice	Retain on IT-based systems - Skilsure - (without facility to readily erase or modify)	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>OD5 - Health</b>				
OD5.1 - Occupational Health Records	Health questionnaire, Medical clearance, Adjustment to work place, Restrictions, Recommendations	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.2 - Health Declaration	Self-declaration form	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.3 - Health referrals (through HR/ welfare route)	Medical reports from doctors of consultants, correspondence with the appointed medical advisor	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.4 - Papers relating to any injury at work	accident book, incident forms	25 years after last date of employment	Automatic-electronic through system routine	Yes
OD5.5 - Medical reports of those exposed to a substance hazardous to health	Lead (Control of Lead at Work Regs 1980), Asbestos (Control of Asbestos at Work Regs 1996), Compressed Air (Work in Compressed Air Regs 1996)	25 years after last date of employment	Automatic-electronic through system routine	Yes
	Radiation (Ionising Radiation Regs 1985)	25 years after last date of employment	Automatic-electronic through system routine	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
OD5.6 - Medical / Self Certificates - unrelated to industrial injury	Sick notes	25 years after last date of employment	Automatic-electronic through system routine	Yes
<b>PP - PUBLIC PROTECTION</b>				
<b>PP1 - Community Safety</b>				
PP1.1 - Investigation of Anti-Social Behaviour (ASB) cases	Investigation files (letters, photos, video footage, emails, statements)	7 years after the closure of an investigation.	Shred & Delete	Yes
PP1.2 - Investigation of Anti-Social Behaviour (ASB) cases (information for complex case panel)	Information on individuals as perpetrators or victims of ASB held on ESINS hosted site	7 years after the closure of an investigation.	Delete shared files	Yes
	Case files where legal process has taken place	6 years from date of last action	Shred & Delete	Yes
PP1.3 - Safeguarding	Cases involving safeguarding issues	Indefinitely	Shred & Delete	Yes
PP1.4 - Emergency Planning	Incident data (predominantly flooding records)	Indefinitely	Delete	No
PP1.5 - Disabled Access	Emergency Plans and associated documentation	Plans lifetime plus the last plan	Delete	No
PP1.6 - Risk Management	Planning application responses	1 year	Delete	No
	Risk Registers (strategic and operational)	2 years after last action	Delete	No
	Evidence supporting entry onto the Risk Register	1 year after removal from the live register unless risk assessment demonstrates a need to retain for a longer period e.g. serious nature of the incident	Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Individual entries on the Violent Persons Risk Register	1 year after removal from the live register unless risk assessment demonstrates a need to retain for a longer period e.g. serious nature of the incident	Delete	Yes
PP1.7 - Domestic Abuse Co-Ordination	Business Continuity Plans	Plans lifetime plus the last plan	Shred & Delete; Remove from Resilience Direct	Yes
	Documents associated with the administration of the Sanctuary Scheme	6 years after completion of the works	Delete	Yes
	Multi Agency Risk Assessment Conference (MARAC) records and minutes	2 years	Delete	Yes
PP1.8 - Domestic Homicide Review	Domestic Homicide Review	6 years	Delete	Yes
PP1.9 - CCTV	Equality Impact Assessments	6 years	Delete	No
	CCTV footage	28 days	Overwrites itself on a rolling 28 day period	Yes
	RIPA authorisations to view live CCTV	3 years	Delete	No
	Re-deployable Camera Installations	2 years	Delete	No
	Incident Logs	Indefinitely	Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>PP2 - Licensing</b>				
PP2.1 - The administration of applications, registration, certification and licences in relation to the Council's registration requirements	Applications for animal registration, Applications for registration of a business premises, Application for release of animals impounded, Registers	Destroy 6 years after registration expires	Shred & Delete	Yes
PP2.2 - Certificates of registration	Taxi Drivers, Beauty therapists, Animal movement licences, Gaming, Disabled parking permits, Registration to sell poison	Destroy 6 years after registration expires	Shred & Delete	Yes
PP2.3 - Licensing sites for the holding or use of toxic or hazardous substances, (including petroleum, agricultural chemical products or herbicides)	Health and Safety licensing, Hazardous substances, Contaminated land register/pollution	Indefinitely	N/A	Yes
<b>PP3 - Environmental Health</b>				
PP3.1 - Food Safety and Hygiene	Service request records	5 years from last action	Shred & Delete	Yes
	commercial premises files	last 2 inspection records	Shred & Delete	Yes
	Investigation files	6 Years from last action	Shred & Delete	Yes
	food sampling records	3 years	Shred & Delete	Yes
PP3.2 - Noise and nuisance investigations	service request records	5 years	Shred & Delete	Yes
	Investigation files	6 Years from last action	Shred & Delete	Yes
PP3.3 - Local Air Quality Management	Commercial premises records	last 2 inspection records. Permits - last two copies	Shred & Delete	Yes
	Air quality results	review every 10 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Public register	Indefinitely	Shred & Delete	Yes
PP3.4 - Contaminated Land		10 years	Shred & Delete	Yes
PP3.5 - Private Water Supplies	Premises files	5 years	Shred & Delete	Yes
PP3.6 - Safeguarding	Internal safeguarding cases	7 Years	Shred & Delete	Yes
PP3.7 - Community Safety	Anti-Social Behaviour and Vulnerable persons case management	7 Years	Shred & Delete	Yes
PP3.8 - Private Sector Housing Enforcement	Service request records	5 years	Shred & Delete	Yes
PP3.9 - Disabled Facilities Grants	DFG grant files	10 years	Shred & Delete	Yes
	Decent homes grant files	10 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>PR - PROPERTY SERVICES</b>				
<b>PR1 - Asset Management</b>				
PR1.1 - Property Income Management	Property Files	1 year post termination	Shred & Delete	Yes
PR1.2 - Asset management reports	Consolidated property and buildings annual reports, Summary of leased property, Summary of local authority's owned property, Site register, Register of leases	7 years after administrative use is concluded	Shred & Delete	Yes
PR1.3 - Asset valuation	Register & background papers Property files	7 years after administrative use is concluded	Shred & Delete	Yes
PR1.4 - Acquisition of Land process (Lease or purchase)	Property Files, legal documents relating to the purchase, plans	Retain for the life of property or building and ownership plus 12 years	Shred & Delete	Yes
PR1.5 - Disposal of Land process (write off or sale)	Property Files, legal documents relating to the sale, Particulars of sale documents	15 years after all obligations and entitlements are concluded	Shred & Delete	Yes
PR1.6 - Management of Buildings and Estates	Project specifications, Plans, Installation manuals, Certificates of approval	Retain for the life of property or building	Shred & Delete	No
PR1.7 - Process involved in the caretaking, development and renovation of property	Work orders, Tender documents, Conditions of contracts	7 Years after the conclusion of transaction that the record supports	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PR1.8 - Managing leased and licenced property	Lease agreements, Rental expenditure authorities, Valuation queries, Applications for leases, licences and rental revision, Landlord's Consents, Schedules of condition	15 years after the expiry of the lease	Shred & Delete	Yes
PR1.9 - Property occupancy management	Requests for works, Cleaning, etc.	7 Years after the conclusion of transaction that the record supports	Shred & Delete	Yes
PR1.10 - Title deeds and other documents relating to freehold property	Deeds	Transfer to new freeholder on disposal or destroy on registration	Shred & Delete	Yes
PR1.11 - Signed Leases	Lease, Memoranda of Terms	16 years after expiry	Shred & Delete	Yes
PR1.12 - Agreements	Sub-letting agreements, Wayleave agreements	12 years after expiry	Shred & Delete	Yes
PR1.13 - Licences	Licences to enter GBC land	16 years after surrender, expiry or termination	Shred & Delete	Yes
PR1.14 - Photographic Records	Catalogues of photographs, Site photographs, work in progress, complete works, publicity photographs	12 years after project or event	Shred & Delete	No
<b>PR2 - Car Parks</b>				
PR2.1 - Car Parks	Parking PCN court cases 1998-2015	6 years from last action	Shred & Delete	Yes
	Parking Penalty Charge Notices and payment receipts 1998-2011	6 years	Shred & Delete	Yes
	Daily takings sheets car Parks 2007-	1 year	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
	Season Ticket Receipts 2010-	1 year since last transaction	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>PSC – PARKS AND STREET CARE</b>				
<b>PSC1 - Parks and Streetcare General</b>				
PSC1.1 - Correspondence - complaints, suggestions, praise, enquiries - routine matters	Letters, emails	Destroy 2 years after administrative use is concluded	Shred & delete	Yes
PSC1.2 - Correspondence - complaints, suggestions, praise, enquiries - detailed matters	Written correspondence, reports, notes, judgements	Destroy 6 years after administrative use is concluded	Shred & delete	Yes
PSC1.3 - Financial records	Invoices, credit card statements, petty cash records, receipts, journals	Destroy 6 years plus current after the conclusion of the financial transaction that the record supports	Shred & delete	No
PSC1.4 - Project documentation	Plans, grant applications & correspondence, tender documents,	2 years end of project grant applications - 6 years plus current, if tender awarded - contract then 12 years	Shred & delete	No
PSC1.5 - Policies, procedures and strategies - development	Consultation details, draft documents, organisation charts, background information, plans, policies and strategies	current plus last version	Shred & delete	No
PSC1.6 - Policies, procedures and strategies - monitoring and review	Monitoring reports	life of current plus last version	Shred & delete	No
PSC1.7 - Staff monitoring	Monitoring performance, attendance & leave	See OD3	Shred & delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
PSC1.8 - Asset management - land, property and vehicles	Maintenance, servicing, inspections, inventories, usage surveys	life of current plus last version	Shred & delete	No
<b>PSC2 - Play Areas</b>				
PSC2.1 - Annual play inspection reports	Written reports	6 Years from destruction of the equipment	Delete	No
PSC2.2 - Routine play inspection reports	Written reports	6 Years from destruction of the equipment	Delete	No
PSC2.3 - Plans, schedules	Details of equipment	Life of play area plus 6 years	Shred & Delete	No
<b>PSC3 - Cemeteries</b>				
PSC3.1 - Recording the location of burials and identity of deceased individuals	Register of interments, Cemetery register, cemetery plans	Indefinite	Shred & Delete	Yes
PSC3.2 - Correspondence relating to cemeteries	correspondence	6 years after administrative use is concluded	Shred & Delete	Yes
PSC3.3 - Closed Churchyards	Memorial safety inspection reports	6 years	Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>PSC4 - Sports pavilions, visitor centres &amp; other buildings</b>				
PSC4.1 - Asset management records	Schedules, bills of quantity	7 years after last action	Shred & Delete	No
PSC4.2 - Property records	Plans, installation manuals, project specifications	Retain for life of building	Shred & Delete	No
PSC4.3 - Management documentation - grants	Application forms, contracts, grant returns	6 years after the conclusion of the financial transaction that the record supports	Shred & Delete	No
PSC4.4 - Management documentation - scheduling	Local Nature Reserve designations	Permanent - offer to archivist	Shred & Delete	No
<b>PSC5 - Public Conveniences</b>				
PSC5.1 - Asset management records	Schedules, bills of quantity	Destroy 7 years after last action	Shred & Delete	No
PSC5.2 - Property records	Plans, installation manuals, project specifications	Retain for life of building	Shred & Delete	No
<b>RWS - REVENUES AND WELFARE SERVICES</b>				
<b>RWS1 - Business Rates</b>				
RWS1.1 - Valuation of business properties for the purpose of charging business rates	Valuation list	For all valuation periods	Delete	No
RWS1.2 - Maintaining changes to rateable values/Delete/new assessments	Valuation schedules	For all valuation periods	Delete	No
RWS1.3 - Inspection records	Electronic	Permanent	N/A	Yes
RWS1.4 - Discretionary relief reviews	Electronic	Permanent	N/A	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
RWS1.5 - Recording information for rateable properties identifying the person or company rated, including details of the value of the property.	Electronic records	Permanent	N/A	Yes
RWS1.6 - Rating system record	Electronic records	Permanent	N/A	Yes
RWS1.7 - NDR Government returns	Electronic records	Permanent	N/A	No
<b>RWS2 - Council Tax</b>				
RWS2.1 - Maintaining changes to council tax bands/Delete/new assessments	Banding schedules	Permanent	N/A	No
RWS2.2 - Inspection records	Electronic records	Permanent	N/A	Yes
RWS2.3 - Council tax records including identifying the person or company rated, including details of the value of the property	Electronic records	Permanent	N/A	Yes
RWS2.4 - Council Tax personal and property record	Electronic records	Permanent	N/A	Yes
RWS2.5 - Council Tax Government returns	Electronic records	6 years	Delete	No
<b>RWS 3 - Recovery and Enforcement Action</b>				
RWS3.1 - Application for liability orders against defaulters (council tax and business rates)	Authorised/signed approval by magistrate	Permanent	N/A	Yes
RWS3.2 - Bankruptcy, Charging Order and Committal proceedings. Enforcement Agent and AOE action	proof of debt and associated correspondence/paper based record	7 years	Delete	Yes
<b>RWS4 - Sundry Debtors</b>				
RWS4.1 - Recovery of sundry debtors	Electronic records	Permanent	N/A	Yes
RWS4.2 - Sundry debtor personal record	Electronic records	Permanent	N/A	Yes
<b>RWS5 - Housing Benefit and Council Tax Support</b>				

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
RWS5.1 - Benefit records including creating the benefit claim	Electronic records	Permanent	N/A	Yes
RWS5.2 - Financial information in support of claim	Electronic records	Permanent	N/A	Yes
RWS5.3 - Benefit personal records	Electronic records	Permanent	N/A	Yes
RWS5.4 - Fraud	Electronic records	6 years from sanction	Delete	Yes
<b>RWS6 - Homelessness</b>				
RWS6.1 - Prevention of Homelessness	Housing prevention case file/agreement	- 2 years + current year, with the exception of financial transactions which should be retained for 7 years	Shred & Delete	Yes
	Prevention database	2 years + current year	Shred & Delete	Yes
RWS6.2 - Statutory Homelessness	Homeless Application	7 years for those we have accepted a duty. All those found to be intentional or non-priority should be retained for 2 years only.	Shred & Delete	Yes
	Statutory application database		Shred & Delete	Yes
	Homelessness Reviews		Shred & Delete	Yes

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
<b>RWS7 - General Admin</b>				
RWS7.1 - Scanning and indexing of Revenues and Welfare Support mail	Correspondence/completed application forms	2 months	Shred	Yes
<b>TW - Transport and Waste Services</b>				
<b>TW1 - Waste Collection</b>				
TW1.1 - Arranging the collection or transportation of household waste	System Record, Spreadsheets, Contracts	2 years after last action	Shred & Delete	No
TW1.2 - Arranging the collection or transportation of controlled waste	System Record, Spreadsheets, Contracts	6 years after last action	Shred & Delete	No
<b>TW2 - Waste Disposal</b>				
TW2.1 - Managing the use, type and amount of waste to be disposed at a specific site	Agreements	6 years after expiry of agreement	Shred & Delete	No
TW2.2 - Management of sites used for the disposal of waste within the local authority	System Record, Spreadsheets, Contracts	10 years after site closure	Shred & Delete	No
<b>TW3 - Other Waste Services</b>				
TW3.1 - Bottle banks and recycling bring sites	Contracts, emails	6 years after last action	Shred & Delete	No
TW3.2 - Bulky waste	Applications, System Records	Held centrally	6 years	Yes
TW3.3 - Clinical and medical waste	System Record, Spreadsheet	Held by Rushcliffe Borough Council	N/A	Yes
TW3.4 - Commercial waste	System Record, Spreadsheets, Contracts	6 years after last action	Shred & Delete	Yes
<b>TW4 - Transport Management</b>				
TW4.1 - Acquisition and disposal of vehicles through lease or purchase	Leases, Contracts, Quotes, Approvals, Fleet authorisation numbers	7 years after the disposal of the vehicle	Shred & Delete	No

Ref - Description	Record Types	Retention Period	Action at End of Retention	Contains Personal Info
TW4.2 - Managing allocation & maintenance of vehicles	Allocation and authorisation for vehicles, Maintenance, MOT and Services	7 years after the sale or disposal of the vehicle	Shred & Delete	No
TW4.3 - Recording vehicle usage	Vehicle usage reports	3 Years after the sale or disposal of the vehicle	Shred & Delete	No
TW4.4 - Recording drivers usage	Bartec system, digital tachograph card and waste crew sheets.	2 years after closure	Shred & Delete	Yes
TW4.5 - Insuring local authority vehicles	Insurance policies, correspondence	7 years after the terms of the policy have expired	Shred & Delete	No
TW4.6 - Renewal of insurance policies	Insurance policy renewal records, Correspondence	5 years after the policy has been renewed	Shred & Delete	No
TW4.7 - Vehicle CCTV recording system	Individual unit hard drive	Approximately 28 days recording before overwritten, any clips taken after an incident are disposed of on conclusion	Delete	Yes



## Report to Cabinet

**Subject:** Equalities Update

**Date:** 12 November 2020

**Author:** Director of Organisational Development and Democratic Services

### Wards Affected

Not applicable

### Purpose

To update Members on work surrounding equalities, to seek approval to go out for public consultation on a new Equality Framework and Action Plan and Equality and Diversity Policy: and seek approval to put in place a clear structure to demonstrate leadership and organisational commitment, challenge inequalities and drive an improvement agenda

### Key Decision

This is a key decision as the Equality and Diversity Policy is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards of the Borough.

### Recommendation

#### THAT Cabinet:

- 1) Approves the Equality Framework and Action Plan at Appendix 1 to go out for wider consultation as detailed in this report.
- 2) Approves the draft Equality and Diversity Policy at Appendix 2 to go out for wider consultation as detailed in this report.
- 3) Approves the formation of a corporate Strategic Equalities and Diversity Group as detailed in this report.
- 4) Notes the work undertaken to date in relation to the Equality Policy (Employment).

## 1 Background

- 1.1 Members will be aware of the public sector equality duty and requirements placed on the Council in respect of equality through the Equality Act 2010 (EA2010).
- 1.2 Under EA2010 the Council has a statutory duty to eliminate discrimination and promote good relations and equality of opportunity for its service users and workforce.
- 1.3 Specifically, the statutory grounds of the public sector equality duty are found at section 149 of the EA2010 and, in summary, require the Council to, in the exercise of its functions, have due regard to the need to:
  - eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are:

- Age
  - Disability
  - Gender reassignment
  - Pregnancy and maternity
  - Race,
  - Religion or belief
  - Sex
  - Sexual orientation
  - Marriage and Civil partnership
- 1.4 The EA2010 places a statutory duty on the Council to publish at least one objective, at least every four years aimed at achieving the above.
  - 1.5 The Council's equalities objectives are now embedded in the Gedling Plan and, as such, are subject to review, monitoring and publication in line with this.
  - 1.6 The current Gedling Plan was approved by Cabinet on the 13 February 2020, full Council on 5 March 2020 and has been reviewed in light of the Covid-19 pandemic. The specific equalities objectives published within the Plan are as follows:

Priority

Objectives

**Cohesive, Diverse and Safe Communities Healthy Lifestyles**

- Reduce poverty and inequality and provide support to the most vulnerable
- Improve social mobility and life chances

**Healthy Lifestyles**

- Improve health and well-being and reduce health inequalities
- Reduce levels of loneliness and isolation.

1.7 Further statutory duties required are for the council to publish equality information and to publish a report detailing its gender pay gap annually. The latest gender pay gap report was approved for publication by Senior Leadership Team on the 4 August 2020 and, along with the latest equality information, is published on the Council's website.

1.8 In 2019 an Equalities Review Group, comprising of key officers, was progressing a review the Council's current approach to equality and diversity and considering how the Council could further promote and deliver the equality objectives. This work was halted as a result of the Covid-19 pandemic, but re-started earlier this year.

1.9 As a result of the review, an Equality Framework and Action Plan has been developed, taking into consideration the Local Government Association Equality Framework for Local Government 2020 (EFLG). The EFLG is designed to help organisations, review and improve their equalities performance and meet the public sector equality duty. The EFLG consists of four 'improvement modules';

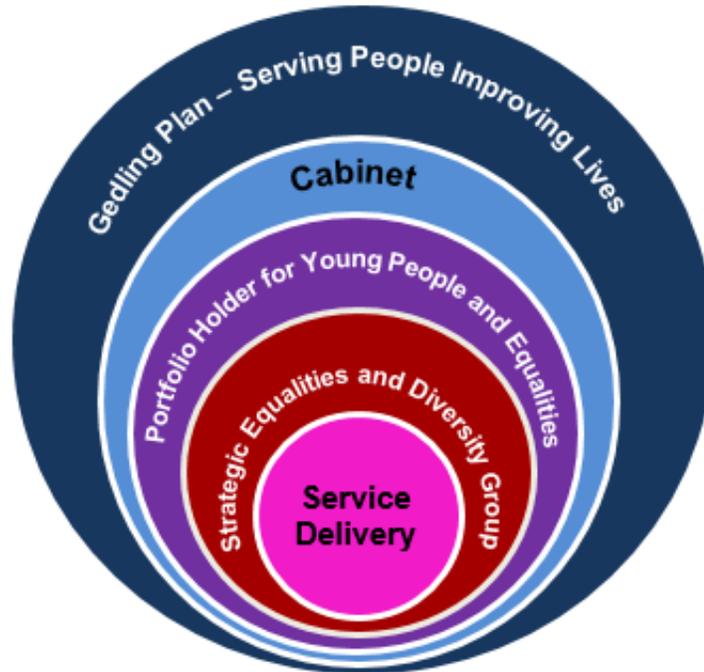
1. Understanding and Working with your Communities
2. Leadership and Organisational Commitment
3. Responsive Services and Customer Care
4. Diverse and Engaged Workforce

In addition, it uses a self-assessment process against three levels of achievement;

- Developing
- Achieving
- Excellent

The levels of achievement are progressive and cumulative so an organisation can plan and chart its progression against different priorities.

- 1.10 The Equalities Framework and Action Plan, which can be found at Appendix 1, assesses the Council against the 'Developing' level criteria and sets out the measures the Council already has in place to deliver good equality outcomes and the activity the Council needs to progress to seek further improvement.
- 1.11 A key and significant task arising from the equality review was the need to develop a new cohesive Equality and Diversity Policy for the Council. Whilst there are already several separate guidance and policy documents that reflect the Council's commitment to equality and diversity, it was felt that an overarching Equality and Diversity Policy was necessary. A draft of this policy document has been prepared and is attached at Appendix 2. This draft policy, sets out clearly the commitment that the Council has to promote equality and diversity both within the organisation and through service delivery. The policy highlights the legislative requirement to comply with the EA2010 and sets out how we will demonstrate our commitment and compliance with the legislation across four areas:
- Developing plans, policies, practices and decision making
  - Providing Services
  - Employment
  - Partnership, procurement and commissioning
- 1.12 This policy highlights and links to a number of other supporting documents, guidance and policies which are already approved or in the process of being approved, such as guidance on Equality Impact Assessments, the Gedling Plan and the Compliments, Complaints and Comments policy. The Equality and Diversity Policy sets out the Council's commitments and responsibilities in relation to equality, and highlights the need to ensure all staff are aware of and comply with the policy. The policy also sets out the Council's responsibilities in respect of reasonable adjustments, including detail of when such adjustments must be made and when they may not.
- 1.13 The draft policy also sets out how equalities and diversity will be further embedded across the Council. This includes senior leaders, Members and officers, acting as ambassadors for equalities and diversity and putting in place a clear structure, represented in the diagram below, to demonstrate leadership and organisational commitment, challenge inequalities and drive an improvement agenda. This includes establishing a corporate Strategic Equalities and Diversity Group, chaired by the Portfolio holder for Young People and Equalities.



1.14 In terms of the group mentioned at paragraph 1.13, it is proposed that membership will be comprised of the Leader, Deputy Leader, Portfolio holder for Young People and Equalities, Policy Advisor for Young People and Equalities, one representative from each of the opposition groups, the Chief Executive, the Director with lead responsibility for equality and diversity and any other Cabinet Member who may wish to attend. The group will be responsible for the following;

- Providing leadership and acting as ambassadors for equality and diversity issues, leading by example and encouraging the integration and embedment of equality and diversity in all of the council's functions. This may involve setting up and overseeing the work of sub-groups (Diversity Action Groups) as required
- Oversee, support and monitor progress of the Equality Framework and Action Plan.
- Consult and seek representation from staff, Members, user groups, service users, residents, businesses and partners.

1.15 In accordance with the draft policy, and our public sector equality duty, a consultation on both the Equalities Framework and Action Plan and the draft policy is advised to ensure that we can obtain the views of our communities prior to any final approval. This framework and policy need to reflect our statutory responsibilities but also our wider ambitions for

promoting equality across the borough. Both documents are for our residents and service users, so they should feel engaged in the process of developing them. Following consultation and the subsequent approval of any final version of the framework and policy, it is proposed that a more user friendly, shorter version of the policy is prepared in plain English for service users.

1.16 Alongside work on the “outward facing” Equality and Diversity Policy, a review has also been undertaken of the Council’s Equality Opportunity Policy in respect of staff and employment, which forms part of the Employee Handbook. This policy is more inward facing, and focuses on the responsibilities the Council has to staff in relation to equality of opportunity. This policy has been reviewed and updated and is now referred to as the Equality Policy (Employment). This policy provides clarity on statutory responsibility and organisational responsibilities in relation to equality. As it relates to staff, approval is required through a separate route, through the Appointments and Conditions of Service Committee, following Senior Leadership Team and Joint Consultative and Safety Committee approval, following consultation with the Unions.

1.17 In addition to the work of the Equality Review Group, there is work going on across the organisation which contributes towards achievement of the Council’s equality objectives including;

- the Council is assessed as a Disability Confident Employer
- adoption of the Menopause in the Workplace Policy
- the creation of a specific equalities lead within Cabinet and supporting policy advisor role
- continuing support of both the Senior and Youth Council
- the requirement for service areas to highlight equalities implications within reports
- completion of Equalities Impact Assessments when proposing new services or changing the way existing services are delivered
- regular consultation with the public and stakeholders on plans eg development of Arnold Market and Carlton Square

## **2 Proposal**

2.1 The Equality Review Group have prepared an Equality Framework and Action Plan to ensure that the Council’s equality objectives and statutory duties are fulfilled and continually reviewed. This is a useful framework to ensure that equality and diversity remains intrinsic in our service delivery and workforce. It is proposed that Cabinet approve the Equality Framework and Action Plan at Appendix 1 to be published for a period of consultation of four weeks. During the consultation the policy will be available on the Council’s website and we will contact partners,

stakeholders and community groups to ensure awareness of the consultation across the Borough. Members will note as part of that Equality Framework and Action Plan that an annual report on the plan will be brought to Cabinet in 2021/22.

- 2.2 The Equality and Diversity Policy at Appendix 2 has been prepared to provide clear guidance to staff and residents in relation to our commitment to promoting equality and diversity. The draft policy requires further input from service users, as such, it is proposed that the policy be approved to be published for a period of consultation of four weeks. During the consultation the policy will be available on the Council's website and we will contact partners, stakeholders and community groups to ensure awareness of the consultation across the Borough.
- 2.3 It is proposed that Cabinet approve the formation of a corporate Strategic Equalities and Diversity Group as detailed at paragraphs 1.13 and 1.14.
- 2.4 It is proposed that members note the ongoing work in relation to the Equality Policy (Employment) which will be subject to separate approval as detailed in this report.

### **3 Alternative Options**

- 3.1 Members could choose not to approve the attached Equality Framework and Action plan, or approve a different plan. This action plan has been prepared taking into account EA2010 and our statutory responsibilities as well as the LGA Equality Framework for Local Government and other guidance in respect of equalities, and having considered work done by other neighbouring authorities. It is considered a sound plan to support our objectives and promote equality and diversity.
- 3.2 Members could choose not approve the draft policy at Appendix 2 to go out to consultation. At this stage, the policy is only in draft and as such, before a final version can be approved the views of service users, residents and stakeholders is considered to be necessary to ensure the policy is fit for purpose.

### **4 Financial Implications**

- 4.1 To fully support the commitment to delivering the framework and further improvements in respect of equalities and diversity, and embedding it across the Council, additional officer resource may be required.

### **5 Legal Implications**

- 5.1 As detailed in the report, the Council has a statutory duty to comply with

the requirements of the EA2010. The Equality Framework and Action Plan, draft Equality and Diversity Policy, Equality Policy (Employment) and all other work detailed in the report demonstrates how the Council seeks to comply with its responsibilities under the EA2010. Whilst consultation on the draft Equality and Diversity Policy may not be statutorily required, it is best practice, and is in line with the public sector equality duty to include the views of those impacted by the policy to ensure that it is fair and fit for purpose. The consultation responses should be considered before any final policy is brought back to Cabinet for approval.

## **6 Equalities Implications**

- 6.1 By its nature the work undertaken within this area is aimed to strengthen equality of access to services for all residents and staff.
- 6.2 As the Equality and Diversity Policy will be consulted on, this will give the opportunity for consideration of the views of residents and staff to be taken into account.

## **7 Carbon Reduction/Sustainability Implications**

- 7.1 There are no Carbon Reduction/Sustainability Implications arising from this report.

## **8 Appendices**

- 8.1 Appendix 1 – Equality Framework and Action Plan  
Appendix 2 – Equality and Diversity Policy (Draft)

## **9 Background Papers**

- 9.1 None

## **10 Reasons for Recommendations**

- 10.1 To ensure progress towards achieving the Council's set equalities objectives and meeting compliance with relevant legislation.
- 10.2 To ensure the views of service users, residents and stakeholders are obtained.
- 10.3 To keep Members updated on the progress of the Equality Policy (Employment) which will be subject to separate approval.

**Statutory Officer approval**

**Approved by: Chief Financial Officer**

**Date: 30 October 2020**

**Approved by: Monitoring Officer**

**Date: 23 October 2020**

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## **Equality Framework and Action Plan 2020/23**

### **Introduction**

- 1.1 This Equality Framework and Action Plan 2020/23 has been prepared with reference to the LGA Equality Framework for Local Government 2020 version, which is intended to help Councils:
- deliver accessible and responsive services to customers and residents in their communities including those from protected characteristics;
  - employ a workforce that reflects the diversity of the area they are serving;
  - provide equality of opportunity for all staff; and
  - meet the requirements of the Public Sector Equality Duty.
- 1.2 The LGA Equality Framework seeks to do this by:
- Identifying the areas of activity that Councils need to be address to deliver good equality outcomes.
  - Helping Councils to understand how they can build equality into processes and practices.
  - Supporting organisations to become inclusive employers.
  - Enabling Councils to informally self-assess their progress on the equality improvement journey and determine where and how they need to improve.
  - Providing the framework for an LGA Equality peer challenge.
- 1.3 The Framework sets out four modules for improvement underpinned by a range of criteria and practical guidance that can help a Council plan, implement and deliver real equality outcomes for employees and the community. The four modules are:
- Understanding and working with your communities
  - Leadership and Organisational Commitment
  - Responsive Services and Customer Care
  - Diverse and Engaged Workforce
- 1.4 For each module there are three levels: Developing; Achieving and Excellent. The levels are progressive and cumulative so an organisation can plan and chart its progression against different priorities.
- 1.5 The following high level Framework and Action Plan assesses the Council against the 'Developing' level criteria and identifies areas for further improvement. It demonstrates that the Council has made an organisational commitment to improving equality; has, or is putting in place, processes to deliver on equality issues and meet statutory requirements; and is working towards exceeding those statutory requirements. It sets out the action the Council intends to take over the period 2020-23 and will be underpinned by a detailed operational action plan which identifies responsible officers and timescales for delivery.

## UNDERSTANDING AND WORKING WITH YOUR COMMUNITIES

### **Collecting and Sharing Information**

*The organisation has gathered and published information and data on the profile of its communities and the extent of inequality and disadvantage. Plans are in place to collect, share and use equality information with partners.*

*Criteria:*

*The organisation is clear about what sources of information (both local and national) are relevant and useful.*

*The organisation knows what information is already being collected – internally and by its partners, including voluntary and community sector stakeholders.*

*Some information and data has been gathered and published.*

*The organisation is working with its partners to ensure information is shared effectively.*

*Partners ensure efficient collection of data that avoids duplication.*

*The authority is compliant with GDPR legislation in its collection, analysis storage and use of data and information*

The Council already has the following in place to demonstrate commitment:

A Data Hub is available on the intranet which provides an easily accessible online portal for access to data that will inform and evidence decision-making, service planning and other project work. This ensures it is easily accessed, shared and used by departments across the Council. It includes an array of information such as population, health, housing, education, mosaic and economy data. It includes Gedling Insight information and specifically data from the ‘Gedling Conversation’ Residents’ Satisfaction survey. The information is from the Council’s own sources or a range of external sites and is available at borough, ward and lower output areas levels.

Specifically data is captured about health inequality, including Public Health England data, Primary Care data, Nottinghamshire County Council Public Health data together with local qualitative knowledge from working in communities.

We also gather and collate data to help inform delivery of key projects in the Gedling Plan, for example specific data re health and wellbeing and data to inform the Sport and Physical Activity Strategy.

In accordance with equalities legislation, equalities information is gathered and published on an annual basis on the Council’s website.

The Council also recognises that its partners collect relevant information in particular, the Primary Care Network Health profile data which identifies health need and Joint strategic needs assessment conducted by the County Council. These data sources are used to direct the Council’s work.

The Council is currently working with Newark CVS which has been commissioned by the CCG to obtain insight to understand the local community sector supporting address health inequalities and access to healthcare.

Recognising that we work in a complex environment the Council does seek to ensure information is shared with partners effectively. The Gedling Health and Wellbeing partnership has considered equalities data and agreed actions as part of the Health and Wellbeing Plan as a partnership to address inequality. In addition, at the first Interfaith Forum meeting, it was agreed that the Council would share key equalities data to inform discussion.

The Council does share relevant data with voluntary sector organisations to support bids for funding, where requested. Gedling Insight information is also published on the Council’s website.

The Council has procedures in place to ensure it is compliant with GDPR legislation in its collection, analysis storage and use of data and information. There are also robust and effective data sharing protocols in place for sharing information between partners and to ensure compliance with data protection legislation.

The Council intends to take the following action to demonstrate further commitment:

- 1) Ensure all equalities data held or collected is published on the data hub.
- 2) The Council does not currently collect data in respect of all the protected characteristics and should consider whether additional data should be collected and how. Any data collection must be GDPR/DPA compliant.
- 3) The Joint Needs Assessment data includes useful data but due to lack of resources the Council does not have the capacity to go through it in as much detail as it could. It could be analysed in depth and used more in strategic planning.
- 4) Update the Community page of the Council’s website to ensure Gedling Insight information is easily accessible to voluntary and community organisations. Recognising there is a gap in relation to data held by voluntary and community sector stakeholders due to the lack of a local CVS, consider whether any additional data needs to be shared on this page.
- 5) Participate in the planned government intention to produce Ethnicity Pay Gap data.
- 6) Review the Equality and Diversity Monitoring Form to ensure consistency of data collection.

**Analysing and using data and information**

*Systems are being developed to analyse soft and hard data/intelligence about communities, their needs and aspirations.*

*Criteria:*

*The organisation is developing and improving systems for collating and analysing the different sets of data being collected.*

*Information is collected by front-line staff or key decision makers and taken account of.*

*The authority is compliant with GDPR legislation, analysis and use of data and information*

The Council already has the following in place to demonstrate commitment:

Equality information is collected by Organisational Development, Housing Needs and Leisure, reported to Senior Leadership Team and published on the Council's website.

The Council has procedures in place to ensure it is compliant with GDPR legislation in its collection, analysis storage and use of data and information.

The identification of equalities objectives is embedded in the Service Plan/Gedling Plan preparation process. These objectives have been identified following a SWOT analysis. The datasets used as part of that SWOT analysis includes equalities information.

Actions identified to deliver those equalities objectives are subject to the same performance management process as other objectives in the Gedling Plan and Service Plans. Progress against the Gedling Plan actions is subject to quarterly monitoring to Senior Leadership Team, Cabinet and Overview & Scrutiny Committee. This ensures that senior officers and Members are kept informed.

Progress against the Gedling Plan actions is also published on the Council's website which ensures that the public are able to monitor progress.

Equalities data is also used to inform bids for external funding and used for specific projects such as preparation of Sport and Physical Activity Strategy and the Annual Monitoring Report (planning) and Impact Assessments for policy development.

The template Equality Impact Assessment form requires equality data to be included so that the decision maker has due regard to the public sector equality duty.

The Council intends to take the following action to demonstrate further commitment:

- 1) Consider whether equalities information should be gathered by additional front-line services.
- 2) Data currently gathered does not cover all protected characteristics. Conduct gap analysis and consider whether additional data should be collected.
- 3) Ensure all equalities data is published on the data hub, so that it is readily available and can be taken into account in shaping services and when making decisions.

**Effective  
Community  
Engagement**

*Inclusive community engagement structures are being developed throughout the organisation. There are opportunities for communities to be involved in decision making.*

*Criteria:*

*The organisation has an engagement strategy. It is clear about different levels of engagement (i.e. informing, consulting, participating, co-producing) and when these are appropriate.*

*Engagement structures are in place*

*There are opportunities for protected groups to be engaged with decision making.*

*The organisation can evidence examples of these opportunities.*

*Shared engagement structures/mechanisms are in development with partners.*

*There are some shared engagement activities with partners.*

The Council already has the following in place to demonstrate commitment:

The Council has in place a Statement of Community Involvement sets out our policies on community consultation and involvement in planning policy documents and planning applications.

Regular consultation are carried out with our communities, including the biennial Residents' Satisfaction Survey, statutory consultations and ad hoc consultations.

Some engagement structures are in place, including the Youth Council and Seniors' Council. The Council has a Community Relations Service with specific responsibility to engage with communities. This engagement is conducted in a number of ways based on a community database; including regular newsletters, Locality co-ordinators working in particular areas in the borough and a Community development co-ordinator role (commissioned by health partners to work across South Nottinghamshire).

Our customers are able to engage with the Council in a number of ways to ensure maximum accessibility. We interact through a variety of communication channels - face to face, telephone, email, letter, social media and the website.

There are opportunities for protected groups to be engaged with decision making; specifically through the Youth Council, Seniors' Council and Interfaith Forum. The Community Relations Service has actively encouraged broader representation on those groups from the Caribbean Elders and Asian Elders groups.

In response to the Covid-19 pandemic, a partnership with Church Leaders was formed and they were included in decision making regarding food banks and support to the vulnerable.

There are some shared engagement activities with partners in place. These include the Social prescribing project, which is funded by the integrated Care Partnership. The Council is working with the co-production providers to inform social prescribing; specifically developing proposals to inform how health partners engage with the community.

In addition, as part of the LRF response to the Covid-19 pandemic, the County Council developed a hub to support vulnerable individuals which enabled better collaboration with the Council.

The Council intends to take the following action to demonstrate further commitment:

- 1) Consider developing an Engagement Strategy which provides clarity about different levels of engagement (i.e. informing, consulting, participating, co-producing) and when these are appropriate.
- 2) Develop a Community Engagement Toolkit.
- 3) Create and implement a Communications Strategy.
- 4) Consider broadening the scope of the Interfaith Forum to include representatives from other protected groups.
- 5) Identify whether there are any gaps in consultation with protected groups. If so consider whether national organisations which representation those protected groups should be consulted
- 6) Locality co-ordinators work with Locality Steering Groups which predominantly involve partners and stakeholders to inform action plans. Identify whether there are any gaps in representation which need to be filled to better reflect the demographic of the areas.
- 7) Undertake the targeted youth engagement work planned.

**Fostering good community relations**

*Structures are in place within the organisation and across partnerships to understand community relationships and map community tensions.*

*Criteria:*

*There are joint partnerships responsible for monitoring community tensions.*

*The Community Safety Strategy addresses the issue of community cohesiveness*

*Council leaflets/ posters/ communications/ events promote positive relations.*

The Council already has the following in place to demonstrate commitment:

The Council is involved in a number of joint partnerships responsible for monitoring community tensions. The Council is a member of the South Nottinghamshire Community Safety Partnership. Statutory and voluntary partners participate in the SNCSP with a common aim of reducing crime and disorder, anti-social behaviour and promoting healthy and safe communities. The Safer Nottinghamshire Board has a sub group for Hate Crime and membership is drawn from all relevant local statutory and community partnership organisations. In addition there is a countywide Prevent Steering Group with a broad cross section of organisations.

On a practical level Nottinghamshire Police and Public Protection staff are physically located in Jubilee House which enables close working arrangements.

The Policing and Crime Plan (OPCC) and local Community Safety Partnership strategic structures and approaches are in place to identify, monitor and respond to community cohesion issues.

Hate crime and harassment is monitored and analysed by the Hate Crime Steering Group of the Safer Nottinghamshire Board and local borough hate crime issues and

concerns are discussed at the Anti-social Behaviour group addressing repeat victimisation in particular. Partnership action is taken at a local level by relevant local delivery partners and actions to address the issues that have been identified. Activity to tackle wider community tension concerns are co-ordinated through the Safer Nottinghamshire Board.

The Portfolio Holder for Public Protection and Portfolio Holder for Community Development are updated on community tensions and activity. All members informally report community intelligence in to the Council and Police.

Council activity and events seek to promote positive relations, in particular recognising the following national days/weeks:

Feb - National Apprenticeship week, World Cancer day, Time to Talk Day

March - International Women's Day, Disabled Access Day, National Intergenerational Week and Flag to be flown for International Day against Homophobia, Transphobia and Biphobia

May - Dementia Action Week, National Children's Day, Mental Health Awareness Week

June - Refugee week and flag to be flown for LGBT Pride Month

July - World Youth Skills Day

August - World Breastfeeding week

September - World Suicide Prevention Day, World Alzheimer's day, Disability Awareness Day

October - World Mental Health Day, World Menopause Day

Communications seek to support those with protected characteristics and promote positive relations; such as the Health and Wellbeing E-Newsletter and Leisure E-Newsletter which include signposting to relevant services and promoting public health campaigns.

A number of events are delivered / commissioned for those with protected characteristics and to promote positive relations: such as targeted Youth activities, Play days, International Women's Day event, Intergenerational event and the event to recognise female representation in Gedling. The Arnold Carnival also provides a platform to local charities to fundraise and engage with the community. Arnold Churches together have a service in the park on Sunday morning, a carers roadshow is held and Men in Sheds attend.

The Public Protection (Community Safety) and Community Relations Services within the local authority work alongside partner organisations to engage positively, both proactively and responsively, to build, maintain and develop good relations between diverse communities.

Specific events have been held to forge positive relations between diverse communities, such as the Syrian refugees / Seniors' Council event which was held to foster good relations with Syrian community. An Intergeneration Conference was held in 2019 bringing together the Youth Council and Seniors Council. In addition the Council has facilitated the Police Inspector's attendance at the Caribbean elders' group meeting.

The Council intends to take the following action to demonstrate further commitment:

- 1) Whilst the Council already works with a number of groups representing those in our community with protected characteristics it is recognised that there are gaps. Consideration should be given to identifying and engaging with groups which represent other protected groups (e.g. Gender reassignment, disability).
- 2) Arrange the heritage tour of the borough for representatives from the Seniors Council, Caribbean elders and Syrian refugee community which has been delayed as a consequence of the Covid-19 pandemic. Consulted them on proposals for the heritage way to ensure access for different groups.

**Participation in public life**

*The organisation has a clear understanding of the level of participation in public life by different communities/protected characteristics. This can include involvement in local democracy and representation e.g. school governors, councillors, board members of voluntary/statutory sector organisations.*

*Criteria:*

*Information/data is gathered about the extent of involvement in public life*

The Council already has the following in place to demonstrate commitment:

The Youth Council, Youth Mayor and Seniors Council are in place and actively supported by the Council to ensure local people, including under- represented groups, are given the opportunity for public participation.

Councillors are appointed to a number of outside bodies (voluntary and community organisations).

The Council intends to take the following action to demonstrate further commitment:

- 1) Collect information about the level of participation by different communities/protected characteristics as an elected Member (borough Council) and identify where there is under-representation.
- 2) When conducting public consultation, ensure that organisations representing protected groups are given the opportunity to participate.
- 3) Explore further opportunities to promote the Youth Council and Senior's Council and their activities and achievements.

## LEADERSHIP AND ORGANISATIONAL COMMITMENT

### Leadership

*The political and executive leadership have publically committed to reducing inequality, fostering good relations and challenging discrimination.*

#### Criteria:

*Senior leaders in the organisation have stated their commitment to a diverse workforce and have made clear what is expected from staff when delivering services to the community.*

*Leadership on equality is demonstrated in a way that is recognised and understood by the organisation and local communities.*

*Leaders have publicly committed to improving equality in their area.*

*The organisation has established and publicised a strong business case for its equality work.*

*The organisation regularly communicates its commitment to promoting equality to staff and the community*

*There is evidence that publications reflect the organisation's commitment to equality and fostering good relations.*

The Council already has the following in place to demonstrate commitment:

The Gedling Plan 2020-23 includes a commitment to improving equality specifically identifying the following priorities and objectives:

Cohesive, Diverse and Safe Communities – To promote strong, resilient communities and reduce hardship and inequality

- Promote and encourage pride, good citizenship and participation
- Reduce poverty and inequality and provide support for the most vulnerable
- Improve social mobility and life chances

Healthy Lifestyles – To promote the health and wellbeing of our residents

- Improve health and wellbeing and reduce health inequalities

The Portfolio Holder for Young People and Equalities has been appointed with lead responsibility for equalities. The Portfolio holder is supported by a Policy Advisor for Young People and Equalities.

The Director of Organisational Development and Democratic Services has been identified as the organisational lead for equality and diversity.

The Code of Conduct for Members which was approved by full Council requires councillors to:

- treat others with respect
- not bully or harass any person
- not to do anything which may cause the Council to breach the Equality Act 2010

Publications reflect the Council's commitment to equality and fostering good relations, by being offered in different formats. The website is also accessible.

A specific paragraph was introduced into the report template from 1 April 2020 to ensure that equality considerations inform decision making. The report template guidance notes include guidance on what should be considered.

The Council intends to take the following action to demonstrate further commitment:

- 1) Introduce a revised Equality and Diversity Policy which includes:
  - A clear commitment from senior leaders to a diverse workforce and clarity on what is expected from staff when delivering services to the community in a way that is recognised and understood by the Council and local communities.
  - A commitment from senior leaders to improving equality in their area.
- 2) Put in place a clear structure, including the creation of a Strategic Equalities & Diversity Group, to demonstrate leadership and organisational commitment, challenge inequalities and drive an improvement agenda.
- 3) Arrange Councillor training on the Policy and equalities obligations.
- 4) Ensure the Council's website complies with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

**Priorities and Partnership Working**

*Partnership working arrangements are being reviewed with the voluntary and community sector and the wider community to ensure that local equality priorities are addressed*

*Criteria:*

*Corporate and partnership documents capture the commitment of the organisation and partners to equality.*

*Equality objectives are reflected in local strategic planning.*

The Council already has the following in place to demonstrate commitment:

The Council has a Partnerships register in place.

The Gedling Plan captures the Council's commitment to equality.

The Gedling Health & Wellbeing Partnership (comprising Community Relations, Leisure, Public Protection, Housing strategy, CCG, Notts CC Public health, Jigsaw Homes and a range of other commissioned health services) terms of reference makes it clear that the "ultimate aim is to act efficiently and effectively to improve the health and wellbeing of Gedling residents and to reduce inequalities across the borough". The Partnership has set out its shared objectives and outcomes in the Health and Wellbeing action plan. The Council's commitment to these outcomes is embedded in the Gedling Plan which the inclusion of an action to "Maintain active involvement in the County wide Health and Wellbeing Board, South Nottinghamshire Integrated Care system and continue to support delivery of the Health and Wellbeing Plan".

The Partnership monitors, reviews and evaluates performance against the Plan and this is also reported to Senior Leadership Team as part of the Gedling Plan quarterly performance monitoring.

The Council intends to take the following action to demonstrate further commitment:

- 1) Explore whether there are additional partnership arrangements where shared equality priorities, objectives and outcomes for the borough should be established.

**Assessing Equality Impact in Policy and Decision Making**

*Due regard is taken to the aims of the general equality duty when making decisions and when setting policies*

*Criteria:*

*The organisation has an agreed approach to conducting equality analysis/ impact assessment of policy and service decisions.*

*Training and support on equality analysis/ impact assessment is available.*

*Impact assessments take account of the views of those affected by the policy or decision.*

*There is a process for ensuring that equality impact assessments are sufficiently robust.*

The Council already has the following in place to demonstrate commitment:

The Council has published an Equality Impact Assessment (EIA) template and guidance on the intranet to ensure there is a standard approach to equality analysis/ impact assessment of policy and service decisions. The EIA ensures that consideration is given to the impact of the policy/decision on those in protected groups and what changes could be made to address any negative impacts.

The Customer Insight Officer provides advice and guidance on the completion of the EIA where required.

A specific paragraph was introduced into the report template from 1 April 2020 to ensure that equality considerations inform decision making. Where an Equality Impact Assessment is required, a copy of the completed EIA is appended to the decision report which ensures that the decision-maker can take into account the impact on those in protected groups when making the decision.

An EIA is carried out as part of annual budget setting process to ensure that decisions around budget growth, cuts and savings have taken account of cumulative impact. In addition, a high level EIA is carried out for each service plan which identified the projects/activity which require a more detailed EIA.

The Council intends to take the following action to demonstrate further commitment:

- 1) Review the current EIA template.
- 2) Review the current information and guidance on the intranet to ensure that it is up to date and fit for purpose.
- 3) Publish the revised EIA template and guidance on the intranet.
- 4) Deliver training to all managers on the revised template and guidance so that they understand when an EIA is required and how to conduct a robust and meaningful assessment.
- 5) Publish completed EIAs on the intranet.
- 6) Ensure equality considerations are imbedded into the new project management process.

**Equality Objectives and Annual Reporting**

*Equality objectives for the organisation have been set and published in accordance with the requirements to support the public sector Equality Duty.*

*Criteria:*

*The specific duty to publish equality objectives has been met*

*Objectives are underpinned by robust equality analysis.*

*Objectives are SMART(Specific, Measurable Realistic, Achievable and Timely)*

The Council already has the following in place to demonstrate commitment:

The identification of equalities objectives is embedded in the Service Plan/Gedling Plan preparation process. These objectives have been identified following a SWOT analysis. The datasets used as part of that SWOT analysis includes equalities information.

Actions identified to deliver those equalities objectives are subject to the same performance management process as other objectives in the Gedling Plan and Service Plans. Progress against the Gedling Plan actions is subject to quarterly monitoring to Senior Leadership Team, Cabinet and Overview & Scrutiny Committee. This ensures that senior officers and Members are kept informed.

Progress against the Gedling Plan actions is also published on the Council's website which ensures that the public are able to monitor progress.

The specific duty to publish equality objectives has been met. They are specifically referenced in the Cabinet report seeking approval for the Gedling Plan 2020-23 and published separately on the Council's website with equalities information.

The Council intends to take the following action to demonstrate further commitment:

- 1) Raise awareness of the equality objectives across the Council by ensuring they are published on the intranet.
- 2) Introduce an Annual Equality report to Cabinet, which includes an update on progress of the action plan.

<b>Performance Monitoring and Scrutiny</b>	<i>Appropriate structures are in place to ensure delivery and review of equality objectives.</i>
<p><i>Criteria:</i>  <i>There is an appropriate and accountable leadership group/ board/ forum who have responsibility for the equality agenda.</i>  <i>There are resources for supporting equality work.</i></p>	
<p>The Council already has the following in place to demonstrate commitment:</p>	
<p>The Portfolio Holder for Young People and Equalities has been appointed with lead responsibility for equalities. The Portfolio holder is supported by a Policy Advisor for Young People and Equalities.</p> <p>The Director of Organisational Development and Democratic Services has been identified as the organisational lead for equality and diversity.</p> <p>The Gedling Plan is approved by following the process set out in the Budget and Policy Framework. Given the fact that equalities objectives are included in the Gedling Plan, the Overview and Scrutiny Committee is able to scrutinise and challenge the equality analysis/ impact assessment objective setting and monitoring as part of that process.</p> <p>Actions identified to deliver the equalities objectives are subject to the same performance management process as other objectives in the Gedling Plan and Service Plans. Progress against the Gedling Plan actions is subject to quarterly monitoring to Senior Leadership Team, Cabinet and Overview &amp; Scrutiny Committee. This ensures that senior officers and Members are kept informed.</p> <p>Progress against the Gedling Plan actions is also published on the Council's website which ensures that the public are able to monitor progress.</p>	
<p>The Council intends to take the following action to demonstrate further commitment:</p>	
<ol style="list-style-type: none"> <li>1) The Council does not have an Equalities Officer or dedicated resource to progress equalities work. Consideration could be given to allocating specific resources for supporting equality work.</li> <li>2) Consider specifically requesting Overview and Scrutiny Committee to scrutinise and challenge equality analysis/ impact assessment objective setting and monitoring.</li> </ol>	

<b>RESPONSIVE SERVICES AND CUSTOMER CARE</b>	
<b>Commissioning and Procuring Services</b>	<i>The organisation ensures that procurement and commissioning processes and practice take account of the diverse needs of clients, and that providers understand the requirements of the public sector Equality Duty.</i>
<p><i>Criteria:</i>  <i>Guidance is available for suppliers on the equality requirements for the procurement and commissioning process.</i>  <i>There are standard equality clauses for contracts.</i></p>	
The Council already has the following in place to demonstrate commitment:	
<p>Procurement instruction forms ask whether specific equality implications need to be considered as part of the procurement process.</p> <p>The Council includes an equalities questionnaire as part of its invitation to tender package which is assessed as part of the due diligence process when selecting suppliers. Equalities Information is also sought through the Contractor's Questionnaire as part of the tender process.</p> <p>Standard equality clauses are included in contracts.</p> <p>The Council has considered how the public pound is spent in regards to local procurement and influence on the local economy. A specific Service Plan Performance Indicator relates to payment of invoices for local businesses within 10 days.</p> <p>Social value requirements may form part of the evaluation requirements in a tender/quote process but not in respect of every contract.</p>	
The Council intends to take the following action to demonstrate further commitment:	
<ol style="list-style-type: none"> <li>1) Guidance should be available for suppliers on the equality requirements for the procurement and commissioning process.</li> <li>2) Contract specifications should take account of the different needs of users, for example through equality analysis/ impact assessments.</li> <li>3) Monitoring requirements to be built into contracts to ensure equality issues are addressed.</li> <li>4) Introduce an established Social Value Framework (which could be included in the Procurement Strategy), that includes provision for the Social value of contracts to be measured.</li> </ol>	
<b>Integration of equality objectives into service planning</b>	<i>Structures are in place to ensure equality outcomes are integrated into business objectives.</i>

<p><i>Criteria:</i>  <i>Service plans are monitored regularly to ensure that equality objectives are being met.</i>  <i>Equality analysis is fed into planning and assessment of service plans.</i>  <i>Customer care policies highlight the needs of protected groups.</i></p>	
<p>The Council already has the following in place to demonstrate commitment:</p>	
<p>Progress against the Gedling Plan/Service Plans is monitored on a quarterly basis to ensure that equality objectives are being met.</p> <p>A SWOT analysis has been carried out as part of the Service Plan/Gedling Plan preparation process. The datasets used as part of that SWOT analysis includes equalities information. In addition, a high level equality impact assessment is carried out for each service plan which identified the projects/activity which require a more detailed EIA.</p> <p>Service delivery generally offers equality of access via different methods (face to face, email, telephone, in writing, online, social media). A Visiting Officer in Customer Services ensures home visits are made to our most vulnerable residents to enable them to access much needed funds and resources available to them.</p> <p>The Complaints, Compliments and Comments Policy recognises the needs of protected groups, enabling communications in different formats.</p> <p>The approved Customer Promise includes the following commitments:          “We Will:</p> <ul style="list-style-type: none"> <li>• Treat you in the right way</li> <li>• Be friendly, helpful and polite</li> <li>• Treat you fairly and with respect</li> <li>• Be sensitive to different needs”</li> </ul>	
<p>The Council intends to take the following action to demonstrate further commitment:</p>	
<p>1) Consider whether any additional equalities data and evidence should be collected and considered as part of the service planning process.</p>	
<p><b>Service Delivery</b></p>	<p><i>The organisation has systems to collect, analyse and measure how satisfied all sections of the community are with services.</i></p>
<p><i>Criteria:</i>  <i>There are mechanisms in place for service users to be consulted about service development and delivery</i>  <i>Social Value and Collaborative Principles are reflected in the organisations practical service delivery.</i>  <i>The organisation is able to analyse and measure whether all sections of the community are able to access services.</i></p>	

*It is clear who Service users are. Services carry out mapping exercises to identify and review current participation and to highlight gaps.*

*The organisation collects data about user satisfaction with its services. The mapping and satisfaction data collected is disaggregated by different equality groups or vulnerable communities.*

*Complaints are disaggregated by protected groups. There are mechanisms in place to enable staff to introduce business improvements.*

*Appropriate mechanisms are in place to ensure that Human Rights considerations are identified when planning services and that customers and citizens are treated with dignity and respect.*

The Council already has the following in place to demonstrate commitment:

There are some examples where service users are consulted about service development and delivery.

A biennial Mystery Shopper exercise is conducted to enable the Council to analyse and measure whether all sections of the community are able to access services.

In relation to accessibility, all four of our leisure centres, the Richard Herrod Centre, The Bonington Cinema and Theatre and Gedling Country Park have been awarded the CredAbility Kite Mark. The Kite Mark denotes that facilities and provisions are in place to suit the needs of our disabled customers and also their carers.

Service User data is collected by Leisure and housing needs with reference to protected characteristics.

Data about access to services and user satisfaction, where collected, is used to support equality analyses/ equality impacts assessment.

The Council's Complaints, Compliments and Comments Policy provides a clear and accessible process for managing customer feedback effectively. At the end of the process Customer Services may contact customers to evaluate our response. 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

Each quarter, the Service Manager (Customer Services and Communications) collates 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. SLT receives detailed quarterly reports on complaints and compliments received from customers. An annual complaints report is also presented to Cabinet and Overview and Scrutiny Committee. The report to SLT ensures that customers' experiences are analysed and remedial action is identified and acted upon. Further analysis will be carried out where there is an underlying issue or trend to identify whether additional improvements need to be

made. This focussed attention on complaints data has seen complaints in a number of service areas reduce and customer service improve.

The Council also conducts a biennial Resident's Satisfaction Survey to develop its strategies and understand what residents think and need; and identify any areas where there might be a need for further improvement. The results of the Satisfaction Survey are reported to SLT and Cabinet and used to inform the Gedling Plan. An assessment is also made to understand whether the profile of respondent is proportionate to the profile of the borough. For a number of years the profile of the respondents in terms of ethnicity and gender seems fairly proportionate to the profile of the borough; however the age profile of the respondents is skewed towards the older population. The overall responses in 2019 show that satisfaction with the Council and its services is very positive compared to the results in 2017.

The Council has policies and procedures in place for Community Asset Transfers and Community Right to Challenge to support delivery of services by local communities instead of the local authority.

The Council intends to take the following action to demonstrate further commitment:

- 1) Consider further development of mechanisms for service users to be consulted about service development and delivery.
- 2) Explore opportunities for Social Value and Collaborative Principles to be reflected in the practical service delivery.
- 3) Consider whether additional services should collect data to understand who Service users are.
- 4) Ensure that relevant services carry out mapping exercises to identify and review current participation and to highlight gaps.
- 5) Disaggregate complaints, compliments and residents' satisfaction data by different protected groups. Analyse the data to identify and introduce business improvements.
- 6) Review the Equality Impact Assessment form and guidance to ensure that it makes it clear that data about access to services and user satisfaction should be considered.
- 7) Human Rights refresher training should be delivered to Officers and Members to ensure that:
  - human rights issues are understood and considered when delivering services to customers;
  - decision makers have up to date knowledge; and
  - appropriate mechanisms are in place to ensure that human rights considerations are identified when planning services and that customers and citizens are treated with dignity and respect.

## DIVERSE AND ENGAGED WORKFORCE

### Workforce Diversity

*The organisation understands its local labour market, and has mechanisms in place to monitor its workforce against protected characteristics.*

**Criteria:**

*The organisation is clear about its local labour market.  
It has begun to identify the steps it needs to take to achieve a diverse workforce. These are reflected in recruitment policies and procedures.  
The progress of protected groups through the organisational hierarchy is monitored. Equality mapping data is used as part of the analysis.  
Recruitment and selection is monitored at all stages of the process by protected characteristics.*

The Council already has the following in place to demonstrate commitment:

As part of the annual Equality Information, workforce data is collected (disability, race, gender, age and religion) within the workforce as a whole and in the top 5%, reported to Senior Leadership Team and published on the Council’s website. The data is also analysed to identify where there is underrepresentation when compared to the profile of the borough and whether any specific action is required to redress the balance.

A Performance Indicator reports against visible BME in borough compared to the workforce. This is reported to SLT on an annual basis.

In order to achieve a diverse workforce, targeted recruitment advertisements are sent to direct to community organisations that represent protected groups. In addition, the Gender Pay Gap is reported to SLT and published on an annual basis including narrative of reasons for gap and where necessary, planned actions to narrow the gap.

The Gender Pay Gap and annual equality information is also used to monitor progress of protected groups through the organisational hierarchy.

The workforce profile broadly matches the local labour market/community profile and this is continuously monitored and is reported to SLT annually. There is some underrepresentation particularly in the senior management of the organisation.

The Gender Pay Gap is very good. There are some “gaps” for other protected characteristics within the workforce but there is a reasonable explanation for the gaps (change is slow due to low turnover of posts).

Recruitment and selection is monitored at all stages of the process for a variety of protected characteristics. This data is included the annual Equality Information reported to SLT and published on the website. Where there is evidence of disproportionality, appropriate action will be taken to reverse the trends.

Recruitment and Selection training is provided to managers which focuses on systematic application of objective assessment against criteria. In addition, the application and shortlisting process have been designed to be “blind” to identification of protected criteria.

Where Members are involved in recruitment to senior posts at Appointments and Conditions of Service Committee, advice and support is provided by the Service Manager: Organisational Development to ensure that the same systematic application of objective assessment against criteria is carried out.

Good use is made of flexible working arrangements and career pathway initiatives to address potential barriers and under representation. Our flexible working policies are exceptional (including flexitime/ consideration of flexible working at point of vacancy authorisation by SLT/ buying of additional leave/ special leave). Training is well supported across the organisation generally with opportunities for succession planning through honoraria arrangements and “acting up” although there are no specific programmes for people with protected characteristics.

The Council intends to take the following action to demonstrate further commitment:

- 1) Explore whether additional data needs to be gathered to ensure the Council is clear about its local labour market
- 2) Develop a new Workforce Strategy, which includes equality as one of its strands and a specific action relating to those protected groups which are not fully represented in the workforce (race and disability - to review the community groups targeted to receive job vacancy information with objective being a higher rate of application and selection).
- 3) Ensure that Appointments and Conditions of Service Committee are trained in recruitment and selection (including unconscious bias).

**Inclusive Strategies and Policies**

*The organisation’s workforce strategies and policies include equality considerations and objectives.*

*Criteria:*

*All employment policies and procedures comply with equality legislation and employment codes of practice*

*The organisation’s workforce strategy identifies equality issues.*

*Targets and objectives are based on internal monitoring, staff consultation and the assessment of the local labour market and barriers to employment.*

*New/changing employment policies and procedures are assessed for their impact on people with protected characteristics.*

*All employment and training related policies are regularly reviewed.*

*The council is using its workforce data to develop training and development strategies that can support a wider equalities agenda for employees.*

The Council already has the following in place to demonstrate commitment:

The Council's employment policies and procedures comply with equality legislation and employment codes of practice.

Performance indicators are in place to cover a range of metrics that focus both on employees with protected characteristics in the general workforce and also in respect to the top 5% of the workforce (in terms of pay). The PIs have targets set against them and are reported to SLT on an annual basis. As a Disability Confident employer, measures are also in place to try to overcome barriers to employment including a "guaranteed interview scheme".

Equality information is collected by Organisational Development relating to recruitment and the workforce and reported to Senior Leadership Team. When necessary, changes will be made as a result of equality analysis findings. The current performance indicators show that the workforce is not fully representative of people with protected characteristics of race and disability.

There are many policies that are designed to support employees with protected characteristics (Attendance Management Policy/ Flexible and Agile Working Policy/ Flexitime Policy/ Menopause in the Workplace Policy) and a number of measures of support were agreed in 2020 to comply with the GMB Charter against domestic abuse. Some policies have a review built in after introduction e.g. Menopause in the Workplace and Flexible Working policies which includes consultation with Unions and management as appropriate to determine if they are fit for purpose.

The Council has an extensive set of policies and practices to enhance workforce equality and diversity including equal pay, flexible working and family friendly policies: including Adoption Policy; Equal Opportunity Policy; Equal Pay Policy Statement; Flexible and Agile Working Policy; Flexible Retirement Policy; Menopause in the Workplace Policy; flexitime; flexible working; job evaluation; and special leave.

The employment policies are included in the Employee Handbook which is readily accessible to Managers and employees or through Organisational Development. The "Managers' page" of the Intranet also sets out key policies for managers to reference. To ensure consistent application of policy some employee relations training has been delivered to managers and this will be developed to be delivered in a more structured and regular way to all managers. All managers responsible for recruitment have been trained in Recruitment & Selection.

New policies are promoted to staff in a number of ways, such as poster campaigns which have been used to promote some policies (such as the Time Out Policy that allows staff to buy additional time to spend away from work) and news stories on the intranet (for policy changes e.g. Menopause in the Workplace Policy).

Due to capacity issues within Organisational Development not all employment and training related policies are regularly reviewed. However, the range of policies

continues to be developed; workforce policy development is dynamic with periodic review for example the Flexible and Agile Working Policy reviewed in 2019.

In order to support a wider equalities agenda for employees, training is delivered through an equalities workbook to all employees which must be completed at the commencement of their employment and through recruitment and selection training to managers. Training is based on legislation and best practice.

A range of inclusive structures are in place to engage and involve staff; including the Our Gedling Group (employee engagement group), annual Employee Awards, Employee Conference, support and recognition of trade unions, Suggestion Scheme and an Employee survey (biennial).

In relation to participation and engagement, the 2019 employee survey showed the highest rate of employee satisfaction with high rates of questionnaire return. There is active participation in the Our Gedling and Employee Awards by all teams across the Council.

The Council intends to take the following action to demonstrate further commitment:

- 1) Complete the review of the Equality Policy (Employment) which is currently underway and ensure it includes a reasonable adjustments policy (employment).
- 2) Develop a new Workforce Strategy, which includes equality as one of its strands and a specific action relating to those protected groups which are not fully represented in the workforce (race and disability - to review the community groups targeted to receive job vacancy information with objective being a higher rate of application and selection).
- 3) Once approved, put in place measures to implement and monitor the equality aspects of the workforce strategy.
- 4) Ensure that an EIA is carried out when introducing new/amending employment policies and procedures to ensure they are assessed for their impact on people with protected characteristics.
- 5) Put in places processes to ensure all employment and training related policies are regularly reviewed.
- 6) Proactively use workforce data to develop training and development strategies that can support a wider equalities agenda for employees.
- 7) Further develop employee relations training for managers developed so that it is delivered in a more structured and regular way to all managers.

**Collecting, Analysing and Publishing Workforce Data**

*Systems are in place to collect and analyse employment data across a range of practices (recruitment, training, leavers, grievance and disciplinaries etc).*

*Criteria:*

*The organisation reports annually on its Gender Pay Gap.*

*People are encouraged to provide data and there are initiatives in place to increase the disclosure of equality information by staff.  
Diversity monitoring information is separated from recruitment decisions and held securely.  
GDPR processes are in place and regulations are being met.*

The Council already has the following in place to demonstrate commitment:

The Council reports annually on its Gender Pay Gap. The data is reported to Senior Leadership Team, Portfolio Holder for Young People and Equalities and Joint Consultative and Safety Committee and uploaded to the relevant government website. The data is assessed by Senior Leadership Team to determine whether any actions are required to achieve a gender-neutral state in terms of mean pay differential.

The Council also prepares and publishes an annual Pay Policy Statement.

Diversity monitoring information is gathered as part of the recruitment process but is separated from recruitment decisions and held securely. An in-house on-line system has been developed so ensure that these good practices are applied consistently.

Processes are in place to ensure compliance with the GDPR and Data Protection Act 2018 and training has been provided to staff. A recent exercise was undertaken in 2019 to encourage all employees to update their personal information within the self-serve HR system (ResourceLink) including personal data relating to equalities/protected characteristics.

Workforce data is collected, reported to Senior Leadership Team and published on the Council's website. The data is also analysed to identify where there is underrepresentation when compared to the profile of the borough and whether any specific action is required to redress the balance.

At the point of recruitment, data is transferred from the application system into the HR system and so that data that is collected through the recruitment exercise properly informs the HR system. This system ensures that full data is effectively and systematically collected.

The Council is a 'Disability Confident' employer.

The Council intends to take the following action to demonstrate further commitment:

- 1) Continue to encourage employees to provide relevant data and introduce initiatives to increase the disclosure of equality information by employees.
- 2) Continue to review activity to maintain the Disability Confident employer standard.

**Learning and Development**

*The organisation carries out regular assessments of the training and learning and development needs required to ensure its*

	<i>councillors and officers are equipped to understand their equality duties and take action to deliver equality outcomes.</i>
<p><i>Criteria:</i>  <i>An assessment has been made as to what equality-related training, learning or development is required</i>  <i>Appropriate behavioural competencies have been identified for the workforce.</i>  <i>The learning and development plan/strategy take account of equality issues.</i>  <i>Induction training for new Members includes equality and all Members are offered Equality training.</i>  <i>Appraisal processes ensure staff and managers are aware of their equality-related responsibilities and accountabilities</i></p>	
<p>The Council already has the following in place to demonstrate commitment:</p>	
<p>All employees (including decision-makers) are required to complete the Equalities Workbook when their employment commenced and are therefore exposed to equalities and diversity training.</p> <p>There is evidence that equality issues are mainstreamed into all training (e.g. training on customer care), for example within the management and leadership training that is delivered. The Code of Conduct training for Members also covers a requirement to comply with the Equalities Act.</p> <p>Different methods are used to promote learning and development to a wide audience, including workbook, workshops, standard courses, webinars and coaching.</p> <p>Appropriate behavioural competencies have been identified for the workforce through the Gedling Employee, Gedling Manager and Gedling Leader Standards. These standards are used to: assess individual performance; assess personal development needs; recruit great employees into our business; move unsuitable people out of our organisation; and through all of the above, to improve the organisation's performance.</p> <p>The use of these standards through the Performance and Development Review (PDR) processes ensures staff and managers are aware of their equality-related responsibilities and accountabilities. In particular, "Caring and considerate" (vulnerable people) is a core value in the Gedling Employee and all employees are assessed against this.</p>	
<p>The Council intends to take the following action to demonstrate further commitment:</p>	
<ol style="list-style-type: none"> <li>1) Introduce regular equality and diversity refresher training for all employees, which includes 'unconscious bias'.</li> <li>2) Explore delivery of equality training through on-line material that would be accessible to all employees.</li> <li>3) Re-commission the training drama group to deliver equalities-based training which was due to be delivered at the Employee Conference 2020.</li> </ol>	

- 4) When planning learning and development for employees ensure that equality issues are taken account of.
- 5) Introduce equality training for all Members.
- 6) Ensure that induction training for new Members following the next borough elections includes equality training.

**Health and Wellbeing**

*The organisation has begun to consider how it can address the key employee health and wellbeing issues*

*Criteria:*

*The organisation uses workforce data and other information from staff to determine what its health and wellbeing priorities are*

*The organisation has assessed all aspects of the working environment to ensure that the needs of all its employees are met*

*A range of inclusive mechanisms are in place to engage and involve staff*

*Policies and systems are in place to identify, prevent and deal effectively with harassment and bullying at work.*

*The organisation has a policy for Reasonable Adjustments for staff and Members and managers are trained to implement it.*

*Occupational health services are provided*

*The organisation has started to address mental health issues in the workplace*

The Council already has the following in place to demonstrate commitment:

The Council collects employee absence data and reports it to Joint Consultative and Safety Committee on an annual basis. This data is used to determine what the health and wellbeing priorities should be. A “fast track” physiotherapy service has been introduced after the data showed that muscular-skeletal problems resulted in high levels of absence. Mental health (stress and anxiety) is also recognised as an issue that results in substantial absence and as a consequence the Council has:

- Launched the Employee Assistance Programme scheme;
- Commissioned team member/ manager training sessions; and
- Committed to acquisition of on-line mental health awareness support package

Risk assessments, through which all aspects of the working environment have been assessed to ensure that the needs of all its employees are met, are in place. In addition personal and private risk assessments have been carried out in relation to employees who have particular needs (e.g. as a result of disability, pregnancy or race). All employees also take part in annual PDR process which is an opportunity for individual needs to be raised and addressed.

The Suggestion Scheme, Our Gedling Group, Employee survey, Employee Conference and Employee Awards are in place to engage and involve staff.

An Anti-harassment policy, Disciplinary Procedure and Grievance Procedure are in place to identify, prevent and deal effectively with harassment and bullying at work. The Employee Assistance Programme is in place to provide support to staff. The Code of Conduct for Members also includes an obligation not to bully or harass any person.

The consideration of reasonable adjustments are dealt with within the Attendance Management Policy and guidance can be obtained from Occupational health. Reasonable Adjustments are provided in a timely fashion across the Council. Cases are managed within policy and consistently with support from Organisational Development. For issues of mental health time limits are specified in the Absence Management Policy for referral to Occupational Health. Employees are also encouraged to make an application to Access to Work where they require help at work which is not covered by the obligation to make reasonable adjustments.

Occupational health services are provided by an external provider and referral to occupational health is a normal part of welfare case management.

The Council has started to address mental health issues in the workplace, with the introduction of the Employee Assistance Programme, acquisition of an awareness package and commissioning training for team members and managers in the Attendance Management Policy. It is recognised that not all managers may be personally confident to deal with mental health issues of staff in their team and so support is provided through our Organisational Development who are experienced and confident practitioners able to support managers (and individual employees).

Harassment and bullying incidents are monitored and analysed regularly as part of the monitoring of disciplinary and grievance cases. These are reported to SLT annually in terms of race and gender as part of the annual equalities information and published on the Council's website.

Allegations would always be investigated and appropriate action taken to address the issues that have been identified through existing policy.

Through its training and employee policies the Council has adopted the social model of disability. The council focus is on "ability" not "disability" and the approach seeks to remove barriers in order to enable employment.

The Council intends to take the following action to demonstrate further commitment:

- 1) Complete the review of the Equality Policy (Employment) which is currently underway and ensure it includes a reasonable adjustments policy (employment).
- 2) Provide training so that managers understand how to implement reasonable adjustments.
- 3) Further develop the close relationship with occupational health to identify and address absence trends.
- 4) Deliver the team member and manager training for support of mental health in the workplace which has been delayed due to the covid pandemic (planned 2021).

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# **Gedling Borough Council's Equality and Diversity Policy**

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## **1. Introduction**

1.1 This is Gedling Borough Council's Equality and Diversity Policy covering our commitment to enhancing equality and diversity.

1.2 This policy is part of a set of policies, guidance and information around equality and diversity which includes:

- Equality Impact Assessment and guidance – to analyse the effects of our policies, procedures, and services on people and make sure our decisions are fair, informed and lawful
- Recruitment and employment policies and standards including the Equality Policy (Employment)
- Learning and development opportunities including equality training
- Code of Conduct for Members
- Complaints, Compliments and Comments Policy
- Procurement equality standards and clauses in contracts for organisations providing services on our behalf
- Equality objectives
- Gedling Plan
- Equalities information and data about diversity characteristics and needs, community feedback and employment/community/customer data
- Equality Framework and Action Plan

1.3 Whether you are an employee, job applicant, volunteer, elected Member, customer, partner, visitor to Gedling or resident of the borough, we aim to provide you with services and opportunities without barriers to equality. If you do face any barriers we hope that we can sort them out for you.

1.4 Everyone who works for Gedling Borough Council (as an employee, contractor or volunteer) is expected to adhere to this policy.

1.5 Councillors (Members of Gedling Borough Council) are bound by their Code of Conduct.

## **2. What is Equality?**

2.1 Equality is about valuing a person 'as an equal' and treating people according to their needs and characteristics to achieve an equal or fair outcome – it is not necessarily about treating everyone the same.

2.2 An equal society values human diversity, recognising that diversity brings a range of skills, knowledge, values, styles, perspective, experience and ideas that secure the borough's future as a place where people want to live, work and prosper, and challenges the inequalities that destroy this diversity and divides our society.

2.3 By promoting and embracing equality as an organisation, we are serving our communities and improving the lives of our residents and our staff.

2.4 Equality brings quality for everyone and the creation of a fairer society where everyone can participate and achieve their potential.

2.5 As an organisation we recognise that it is only by meeting people's needs, engaging with our communities, having accessible services and a diverse workforce and respecting diversity that we will achieve equality.

### **3. Our Commitment**

3.1 Gedling Borough Council is committed to the public sector equality duty under the Equality Act 2010 ('the Act') and in the exercise of its functions we will have due regard to the need to: eliminate discrimination, harassment and victimisation, advance equality of opportunity and challenge prejudice, in order to advance the achievement of equality and fostering good relations between diverse groups in the Borough.

3.2 Gedling Borough Council is committed to promoting and providing equality and diversity in all our areas of responsibility both as a major employer and key service deliverer. We see the diversity of our Borough as a real strength, and we are committed to ensuring that equality and diversity lies at the heart of all our work and decision making across the Council.

3.3 Gedling Borough Council will challenge unfair treatment, prejudice, discrimination, harassment, victimisation and bullying on grounds of the following protected characteristics:

- Age
- Disability
- Gender identity
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

This includes discrimination by association and perception.

3.4 Together, through leadership, management supervision, personal responsibility, guidance and training we will aim to create a culture which demonstrates our commitment to equality where people can feel confident of being treated with fairness, dignity and tolerance irrespective of their personal circumstances, background or lifestyle. We will aim to ensure that everyone working for the Council

understands about equality and diversity and how to operate in a non-discriminatory and inclusive way.

3.5 The Equality Act 2010 (“the Act”) places a legal duty on the Council and those working for the Council to operate in accordance with the Act. The Council acknowledges and welcomes its legal duties and uses the legislation and national guidance as a framework to improve or maintain standards and be accountable to residents. As an organisation we are not just driven by legislative requirements and this policy and the work we do is a response to our local needs.

#### **4. How will we make sure we fulfil our commitment?**

##### **4.1 In developing plans, policies, practices and making decisions – WE WILL:**

- design our plans, policies and practices to meet the needs of all our communities by using detailed research and data, consulting and engaging with relevant stakeholders and the communities, following our legal duties and using our experience of good practice.
- make sure that our plans, policies and practices do not unfairly discriminate against people with protected characteristics by doing robust equality impact assessments, acting on the results and understanding who is affected.
- make sure that all our employees, members, volunteers, customers, partners, contractors and residents are aware of this policy, our responsibilities and commitment to equality.
- make sure that in decision making, our Members have all the relevant information needed to ensure decisions are taken in a way that promotes equality and seeks to reduce inequality.
- make sure that we fully understand and assess the equality impacts of our budget setting and savings decisions.

##### **4.2 In providing services – WE WILL:**

- take into account the diverse needs of our communities and provide services that are relevant to those needs.
- make sure our services are accessible to as many as possible including access to physical premises and access to information about our services and make reasonable adjustments where appropriate (see Appendix 1).
- ensure our website is maintained to address the needs of different audiences.

- engage with as many sections of the community as possible when we consult about our services.
- promote and celebrate diversity within our borough.
- treat customers fairly according to their needs, doing what matters to them and not making assumptions.
- encourage our communities to take part in public events and engage with the Council in how we deliver our services.
- keep our services under review to ensure that we are not discriminating unfairly and identify where improvements can be made.
- keep listening to the views of our residents and communities to ensure we take their views into account when reviewing or changing services.
- comply with our legal responsibilities.
- listen to complaints about our services and act promptly to deal with complaints discrimination, harassment, victimisation and bullying.

#### **4.3 In employment – WE WILL:**

- have regard to our Equality Policy (Employment).
- do everything we can to make sure our workplace is free from discrimination, oppression, bullying, harassment and victimisation and will act promptly on any complaints.
- ensure employees are made aware of the Equality Policy (Employment) and how this is relevant to them in the workplace and in the work that they do..
- treat all employees, volunteers and job applicants fairly.
- make sure that we work to relevant legislation and statutory codes.
- listen to our employees ideas for service improvement and delivery.
- provide a safe and inclusive working environment and make reasonable adjustments for employees where appropriate.
- provide a culture that promotes and advances equality within the organisation.

#### **4.4 In partnerships, procurement and commissioning services – WE WILL:**

- seek to work with organisations who have the same approach to equality and diversity as we do.
- make sure that our commitment to equality is embedded in our contract documentation and procurement processes.
- take appropriate action for any failure by our contractor's to comply with any equality condition or requirements.
- ensure any contractors or partners we work with are aware of and adhere to this policy.
- share our knowledge of our diverse communities with our contractors and partners to ensure that services are delivered in a relevant way.
- listen to the views of our partners and contactors to ensure we keep our work and practices under review and improve our services and practices when necessary.

### **5. Responsibilities**

5.1 A number of individuals and groups have specific roles in meeting our equality and diversity responsibilities. There is a clear structure in place to demonstrate our leadership and organisational commitment, challenge inequalities and drive an improvement agenda.

5.2 All Councillors are responsible for demonstrating commitment to equality and diversity in their work and decision making, and striving to improve equality in their wards.

5.3 The Leader of the Council and Cabinet Members will act as ambassadors by promoting the Council's approach to equality and diversity across the organisation and in the wider community. They have the responsibility of approving this policy, and ensuring equality considerations are taken into account when making decisions.

5.4 The Portfolio Holder for Young People and Equalities is responsible for functions in relation to equality and is supported by a Policy Advisor for Young People and Equalities. Together they will work with senior leaders to promote equality and diversity within the organisation and engage with communities to ensure equality in service delivery.

5.5 The Portfolio Holder for Young People and Equalities will chair a Strategic Equalities & Diversity Group which comprises the Leader, Deputy Leader, Policy

Advisor for Young People and Equalities, one representative from each of the opposition groups, the Chief Executive and the Director with lead responsibility for equality and diversity. Any other Cabinet Member may attend if they wish. The Group will provide leadership and act as ambassadors for equality and diversity issues, leading by example and encouraging the integration and embedment of equality and diversity in all of the council's functions; oversee, support and monitor progress of the Equality Framework and Action Plan and consult and seek representation from staff, Members, user groups, service users, residents, businesses and partners. This Strategic Equalities & Diversity Group may set up and oversee the work of a number of sub-groups (Diversity Action Groups) as required.

- 5.6 The Chief Executive is responsible for encouraging continued proper regard for equal opportunities issues at a strategic level within the Council with reference to employment, to achieve a diverse and engaged workforce, and service delivery, to ensure responsive services and customer care; instigating action to address areas of concern highlighted by trends or patterns in monitoring data and developing strategic measures and policies to ensure equality across all employment issues within the Council.
- 5.7 Senior Leadership Team and Service Managers have responsibility for developing and encouraging a culture that promotes equality and diversity in employment and service delivery. They also have responsibility to ensure implementation and awareness of and compliance with this policy, and to investigate any complaints in relation to equality and diversity in a fair and effective way.
- 5.8 The Director of Organisational Development and Democratic Services has lead responsibility for equality and diversity within the organisation and is responsible for maintaining and reviewing this policy, providing performance management information relating to equality that informs SLT and managers, ensuring the provision of training for Members and officers in relation to equality and diversity awareness, publishing relevant equality data including equality objectives and ensuring that the Council meets its statutory responsibilities in relation to equality.
- 5.9 Service Managers are responsible for ensuring equality and diversity considerations are embedded in Service Plans and are central to service delivery, dealing with breaches of this policy and ensuring compliance with statutory responsibilities at a practical level through management of employees
- 5.10 All employees have a personal responsibility to act in accordance with Equality law and other codes of conduct and policies endorsed or adopted by the Council which govern acceptable behaviour. Employees have a personal responsibility to ensure that the Council's commitment to equality and diversity is fulfilled and that this policy is complied with. Failure to comply with this policy will always be investigated under the Council's Disciplinary Procedure and may result in disciplinary action.

5.11 All contractors, partners and volunteers should be made aware of this policy and act in compliance with it.

## **6. Monitoring and Review**

6.1 This policy will be regularly reviewed but at least every 3 years to ensure it remains fit for purpose. We will ensure that we engage with residents and staff to enable this policy to be reviewed, taking into account the views of those who use our services or work for, or with us.

## Appendix 1

### Reasonable Adjustments

1. The Equality Act 2010 (“the Act”) requires reasonable adjustments to be provided for people who are “disabled”. Under the Act this means they have a “physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities”.
2. The duty is to make “reasonable adjustments” if the way that we carry out our functions places a disabled person at a “substantial disadvantage” compared to someone who is not disabled.

### Our Legal Duties

3. Anyone providing goods, facilities or services to the public or a section of the public, or carrying out public functions, who find that there are barriers to disabled people in the way they do things must consider making adjustments. If those adjustments are reasonable they must be made.
4. The duty is ‘anticipatory’. This means a service provider cannot wait until a disabled person wants to use the service. They must think in advance about what disabled people with a range of impairments, such as visual, hearing, mobility impairment or a learning disability, might reasonably need.

### What are Reasonable Adjustments?

5. Reasonable adjustments are not defined by the Act. There is a Code of Practice which gives guidance as to the kind of adjustments that could be made. Depending on the individual’s needs, these might include, for example:
  - Providing documents or correspondence in larger print, or with a specific colour contrast, which may help people with conditions such as dyslexia
  - Giving someone more time than would usually be allowed to provide further information or comments on their complaint
  - Using the telephone rather than written communication (e.g. for someone with a visual disability)
  - Communicating with a person through their representative or advocate
  - Arranging for a single point of contact at the council’s premises

- Providing access to an 'easyread' version of our decision for those with a learning disability
  - Providing a person who uses British Sign Language (BSL) with a fully qualified interpreter
6. We will raise awareness of reasonable adjustments by:
- Publishing this policy on our website
  - Asking people whether they need any additional help or assistance.
  - Making sure that our staff are aware of their responsibilities.
  - Including a statement in our publications that invites people to contact us if they need us to adapt the way we communicate
7. We consider each request individually and aim to agree any adjustments with individuals to avoid us making incorrect assumptions about needs.

### **Our response to requests**

8. Before making an adjustment, we will take into account the Code of Practice and we need to consider some important factors, including:
- What the disadvantage would be if the adjustments were not made
  - Whether the adjustment will be effective in reducing the disadvantage
  - How practical it is to make it
  - Whether it would disrupt our other activities unreasonably
  - The cost and availability of internal resources, such as staff available, finance and also possible external help
9. Although we will try to agree a reasonable adjustment with a minimum of delay, in some cases we may need to consider the request in more detail for a longer period of time.

### **Circumstances when the council decides not to meet the request for reasonable adjustments**

10. There may be circumstances where we decide not to meet the request as we might, for example, consider the request itself not to be reasonable. This might be because we need to take into account the cost or resource implications of making the adjustment. If providing the adjustment or meeting it would interfere with our ability to meet our legal obligations, we may decide the adjustment is not “reasonable”.

### **Complaints about failure to provide reasonable adjustments**

11. If someone is dissatisfied with our response to their request for reasonable adjustment, or with the reasonable adjustment provided, they can complain to us about this. We will respond in accordance with our Complaints, Compliments and Comments Policy.



## **Report to Cabinet**

**Subject:** Forward Plan

**Date:** 12 November 2020

**Author:** Service Manager, Democratic Services

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### **Wards Affected**

Borough-wide.

### **Purpose**

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

### **Key Decision**

This is not a Key Decision.

### **Background**

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

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

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

### **Proposal**

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

### **Alternative Options**

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

### **Financial Implications**

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

### **Appendices**

- 5 Appendix 1 – Forward Plan

### **Background Papers**

- 6 None identified.

### **Recommendation(s)**

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

### **Reasons for Recommendations**

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

# Gedling

Borough Council



## FORWARD PLAN

### FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2020 TO 28 FEBRUARY 2021

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?
<b>Housing Allocation Policy</b> Approval to agree the final changes to the Housing Allocation Policy, following public consultation.	<b>10 Dec 2020 Cabinet</b>	Joelle Davies, Service Manager Economic Growth and Regeneration	Officer Report	Portfolio Holder for Housing, Health and Wellbeing	Open  Yes
<b>Station Road and Burton Road Regeneration Sites</b> Approval is being sought to progress with the next steps for the Station Road and Burton Road regeneration sites	<b>10 Dec 2020 Cabinet</b>	Joelle Davies, Service Manager Economic Growth and Regeneration	Officer Report	Portfolio Holder for Growth and Regeneration	Open  Yes
<b>Development of Calverton Business Units</b> Agreement to pursue development of additional Calverton Business Units and required permissions	<b>10 Dec 2020 Cabinet</b>	Jeffery Kenyon, Economic Growth Manager	Officer Report	Portfolio Holder for Growth and Regeneration	Part exempt This report will contain financial information relating to the cost and operation of the new units as well as the sources of funding that will be used.  Yes
<b>Budget Monitoring (Q3) and Virement Report</b> To update members on financial performance information for the 3rd quarter of the 2020/21 year.	<b>28 Jan 2021 Cabinet</b>	Tina Adams, Principal Finance Business Partner	Officer Report	Portfolio Holder for Resources and Reputation	Open  Yes
<b>Gedling Plan Quarter 3 Performance Report</b> To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2020/2021 Gedling Plan for the most recent quarter	<b>28 Jan 2021 Cabinet</b>	Helen Barrington, Director of Organisational Development and Democratic Services	Officer Report	Leader of the Council	Open  Yes