

# Agenda

## Cabinet

Date: **Thursday 4 September 2025**

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Time: **3.00 pm**

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Place: **Council Chamber**

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For any further information please contact:

**Democratic Services**

[committees@gedling.gov.uk](mailto:committees@gedling.gov.uk)

0115 901 3906

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# Cabinet

## Membership

<b>Chair</b>	Councillor John Clarke
<b>Vice-Chair</b>	Councillor Jenny Hollingsworth
	Councillor David Ellis
	Councillor Kathryn Fox
	Councillor Viv McCrossen
	Councillor Marje Paling
	Councillor Lynda Pearson
	Councillor Henry Wheeler

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#### Responsibility of committee:

Cabinet is the meeting of all executive members. The Executive will carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under the Constitution. Cabinet Portfolios are detailed within Section 6, Part 9 of the Council's Constitution.

## AGENDA

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| 1  | <b>Apologies for Absence.</b>   |           |
| 2  | <b>To approve, as a correct record, the minutes of the meeting held on 30/07/2025.</b>  | 5 - 6     |
| 3  | <b>Declaration of Interests.</b>  |           |
| 4  | <b>Forward Plan</b><br>Report of the Democratic Services Manager.   | 7 - 13    |
| 5  | <b>Community Infrastructure Levy Strategic Review – Consultation Response and Funding Decision</b><br>Report of the Community Infrastructure Levy Officer and Section 106 Monitoring Officer. | 15 - 92   |
| 6  | <b>Update on Houses in Multiple Occupation (HMOs) in Netherfield</b><br>Report of the Assistant Director of Development.  | 93 - 123  |
| 7  | <b>Temporary Maintenance Policy</b><br>Report of the Assistant Director of Housing and Resettlement.  | 125 - 226 |
| 8  | <b>Update on the work of the Policy Advisors</b><br>Report of the Chief Executive.  | 227 - 230 |
| 9  | <b>Budget Monitoring and Virement Report for the period April to July 2025</b><br>Report of the Senior Leadership Team.   | 231 - 253 |
| 10 | <b>Prudential Code Indicator Monitoring 2025/26 and Treasury Activity Report for the Period April 2025 to July 2025</b><br>Report of the Principal Finance Business Partner.                  | 255 - 269 |
| 11 | <b>Gedling Plan - Quarter 1 2025/26 Report</b><br>Report of the Senior Leadership Team.   | 271 - 292 |
| 12 | <b>Any other items the Chair considers urgent.</b>  |           |

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**MINUTES  
CABINET  
Wednesday 30 July 2025**

Councillor John Clarke (Chair)

Present:       Councillor David Ellis                               Councillor Lynda Pearson  
                  Councillor Kathryn Fox                           Councillor Henry Wheeler  
                  Councillor Viv McCrossen

Absent:         Councillor Jenny Hollingsworth and Councillor Marje Paling

Officers in     M Hill, F Whyley, T Adams, M Avery, N Osei, E McGinlay, L  
Attendance:    Squires

**12           APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Hollingsworth and Councillor Paling.

**13           TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 10.07.25.**

**RESOLVED:**

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

**14           DECLARATION OF INTERESTS.**

None

**15           UPDATE ON LOCAL GOVERNMENT REORGANISATION**

A report of the Chief Executive was circulated prior to the meeting for Cabinet to consider the outcome of the Full Council debate on Local Government Reorganisation and resolve the Council's position on which option to develop as a final proposal(s) for submission to Government in November 2025.

**RESOLVED:**

THAT CABINET:

a. Considered the options appraisal and summary document provided by Price Waterhouse Cooper (PWC) (Appendices 4 and 5 to the Full Council report).

b. Develop Option 1e as this Council's preferred option for submission as a final proposal to Government by 28 November 2025.

c. Further considers other viable options (should they be developed) that stop any part of the current Gedling Borough being merged with an expanded City area.

d. Supports a countywide approach to engagement activities during the period August to September 2025 tailored for different stakeholder groups across Gedling and Nottinghamshire.

e. Supports continued collaborative working with other local authorities across Nottingham and Nottinghamshire with a view to developing a final proposal for Local Government Reorganisation.

**16**

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

None.

The meeting finished at 8:05 pm

Signed by Chair:  
Date:



## **FORWARD PLAN FOR THE PERIOD 1 SEPTEMBER 2025 TO 31 MARCH 2026**

This Forward Plan sets out the details of the key and non-key decisions which the Executive Cabinet expect to take during the next six months.

The current members of the Executive Cabinet are:

Councillor John Clarke – Leader of the Council and Portfolio Holder for Corporate Resources and Performance

Councillor Jenny Hollingsworth – Deputy Leader and Portfolio Holder for Sustainable Growth and Economy

Councillor David Ellis – Portfolio Holder for Public Protection

Councillor Kathryn Fox – Portfolio Holder for Life Chances and Vulnerability

Councillor Marje Paling – Portfolio Holder for Environmental Services (Operations)

Page 7 Councillor Lynda Pearson – Portfolio Holder for Communities and Place

Councillor Viv McCrossen – Portfolio Holder for Climate Change and Natural Habitat

Councillor Henry Wheeler – Portfolio Holder for Lifestyles, 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>Community Infrastructure Levy Strategic Review – Consultation Response and Funding Decision</b> That Cabinet: a) Note the representations and comments received in relation to the Community Infrastructure Levy Strategic Review Consultation, and b) Approve the updating of the Council's Infrastructure List in accordance with the Officer recommendations.	<b>4 Sep 2025 Cabinet</b>	Lewis Widdowson, Planning Officer	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open  Yes
<b>Update on Houses in Multiple Occupation (HMOs) in Netherfield</b> To update Members of the suitability of implementing an Article 4 direction to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities) in the Netherfield Ward.	<b>4 Sep 2025 Cabinet</b>	John Krawczyk, Assistant Director - Development	Officer Report	Portfolio Holder for Communities and Place	Open  No
<b>Housing Strategy 2025-2030</b> The Housing Strategy set out Gedling Borough Councils vision and priorities for housing in the Borough over the next five year period.	<b>4 Sep 2025 Cabinet</b>	Paul Whitworth, Assistant Director - Housing and Resettlement	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open  Yes
<b>Burton and Station Road development options</b> To assess the potential development of the Burton and Station Road sites	<b>4 Sep 2025 Cabinet</b>	Paul Whitworth, Assistant Director - Housing and Resettlement	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Part exempt Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972  Yes

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Public / Exempt (and reason if the decision is to be taken in private)  Is this a key decision?
<b>Temporary Maintenance Policy</b> Temporary Maintenance Policy	<b>4 Sep 2025 Cabinet</b>	Paul Whitworth, Assistant Director - Housing and Resettlement	Officer Report	Portfolio Holder for Communities and Place	Open  Yes
<b>Update on the work of the Policy Advisors</b> To update Cabinet on the actions and activities that the Policy Advisors have undertaken since the last report to Cabinet in September 2024.	<b>4 Sep 2025 Cabinet</b>	Mike Hill, Chief Executive	Officer Report	Leader of the Council	Open  No
<b>Budget Monitoring and Virement Report for the period April to July 2025</b> To update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2025/26 and to request approval for the changes to the budget as set out in this report.	<b>4 Sep 2025 Cabinet</b>	Tina Adams, Chief Finance Officer & S151 Officer, Scott Anderson, Finance Business Partner	Officer Report	Leader of the Council	Open  Yes
<b>Prudential Code Indicator Monitoring 2025/26 and Treasury Activity Report for the Period April 2025 to July 2025</b> To inform Members of the performance monitoring of the 2025/26 Prudential Code Indicators, and to advise Members of the Treasury activity as required by the Treasury Management Strategy	<b>4 Sep 2025 Cabinet</b>  <b>17 Sep 2025 Council</b>	James Goodall	Officer Report	Leader of the Council	Open  Yes
<b>Gedling Plan - Quarter 1 2025/26 Report</b>	<b>4 Sep 2025 Cabinet</b>	Dan Reason, Assistant Director - Digital, data and technology	Officer Report	Portfolio Holder for Corporate Resources and Performance	Open  No

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Public / Exempt (and reason if the decision is to be taken in private)  Is this a key decision?
<b>Annual report of Senior Information Risk Owner 2024/25</b> To give members the annual report of Senior Information Risk Owner for the 2024/25 year	<b>4 Sep 2025 Cabinet</b>	Francesca Whyley, Deputy Chief Executive & Monitoring Officer	Officer Report	Portfolio Holder for Corporate Resources and Performance	Open  No
<b>Council Tax Reduction Scheme Consultation</b> The purpose of this report is to seek approval to consult on proposed changes to the operation of the Council's Council Tax Reduction Scheme.	<b>17 Sep 2025 Council</b>	Andrew Solley, Assistant Director   Revenues & Welfare Services	Officer Report	Leader of the Council	Open  Yes
<b>Leisure Transformation update</b> To give members an update on the Leisure Transformation project	<b>25 Sep 2025 Cabinet</b>	Lance Juby, Assistant Director of Communities, Leisure & Wellbeing	Officer Report	Portfolio Holder for Lifestyles, Health and Wellbeing	Open  Yes
<b>Ambition Arnold</b> To seek approval of design work to regenerate land at Arnold Leisure Centre, with delivery subject to significant funding either from government, private investors or a combination of the two.	<b>9 Oct 2025 Cabinet</b>	Nathan Wall, Assistant Director - Economic Growth and Regen	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open  Yes
<b>Artificial Intelligence (AI) Policy</b> To seek Cabinet approval for the introduction of an Artificial Intelligence Policy to ensure appropriate, lawful and ethical use of AI within the Council.	<b>9 Oct 2025 Cabinet</b>	Dan Reason, Assistant Director - Digital, data and technology	Officer Report	Leader of the Council	Open  Yes
<b>Business Case for Revised Cemetery Opening Hours</b>	<b>6 Nov 2025 Cabinet</b>	Sarah Troman, Andrew Burgin, Julie Snowdon	Officer Report	Portfolio Holder for Climate Change and Natural Habitat	Open  Yes

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Public / Exempt (and reason if the decision is to be taken in private)  Is this a key decision?
<b>Gedling Plan Q2 Performance 2025/2026 report</b> To inform Cabinet in summary of the position against Improvement Actions and Performance Indicators in the 2023-27 Gedling Plan at the end of Quarter 2 of 2025/26.	<b>6 Nov 2025 Cabinet</b>	Dan Reason, Assistant Director - Digital, data and technology	Officer Report	Portfolio Holder for Corporate Resources and Performance	Open  No
<b>Greater Carlton Long Term Plan for Neighbourhoods</b> To seek approval of the Regeneration Plan and 4 Year Investment Plan	<b>20 Nov 2025 Cabinet</b>	Nathan Wall, Assistant Director - Economic Growth and Regen	Officer Report	Leader of the Council	Open  Yes
<b>Fees and Charges 2026/27</b> To determine the level of fees and charges for 2026/27 in accordance with the Corporate Charging Policy.	<b>11 Dec 2025 Cabinet</b>  <b>21 Jan 2026 Council</b>	Scott Anderson, Finance Business Partner	Officer Report	Leader of the Council	Open  No
<b>Budget Monitoring and Virement Report – August to November 2025</b> To update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2025/26.  To request approval from Cabinet for the changes to the budget as set out in this report.	<b>29 Jan 2026 Cabinet</b>  <b>4 Mar 2026 Council</b>	Tina Adams, Chief Finance Officer & S151 Officer, Scott Anderson, Finance Business Partner	Officer Report	Leader of the Council	Open  Yes
<b>Prudential Code Indicator Monitoring 2025/26 and Treasury Activity Report for the period ended 30 November 2025</b> To inform Members of the performance monitoring of the 2025/26 Prudential Code Indicators, and to advise Members of the Treasury activity as required by the Treasury Management Strategy.	<b>29 Jan 2026 Cabinet</b>  <b>4 Mar 2026 Council</b>	James Goodall	Officer Report	Leader of the Council	Open  Yes

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Portfolio	Public / Exempt (and reason if the decision is to be taken in private)  Is this a key decision?
<b>Council Tax Reduction Scheme</b> The purpose of this report is to seek approval for the adoption of the Council's Council Tax Reduction Scheme for 2026/27.	<b>21 Jan 2026 Council</b>	Andrew Solley, Assistant Director   Revenues & Welfare Services	Officer Report	Leader of the Council	Open  Yes
<b>General Fund Revenue Budget 2026/27</b> This report sets out the revenue budget for 2026/27 which aligns to the Gedling Plan priorities, objectives and priority actions for the Council for the forthcoming year.	<b>19 Feb 2026 Cabinet</b>  <b>4 Mar 2026 Council</b>	Scott Anderson, Finance Business Partner	Officer Report	Leader of the Council	Open  Yes
<b>Capital Programme and Capital Investment Strategy 2026/27 to 2030/31</b> This report summarises: a) The proposed Capital Investment Strategy for 2026/27 to 2030/31. b) The proposed Capital Programme for 2026/27 through to 2028/29 for approval, and the indicative Capital Programme for 2029/30 and 2030/31, in light of the Council's priorities and the resources available; and c) The Flexible Use of Capital Receipts Strategy 2026/27.	<b>19 Feb 2026 Cabinet</b>  <b>4 Mar 2026 Council</b>	Scott Anderson, Finance Business Partner	Officer Report	Leader of the Council	Open  Yes
<b>Prudential and Treasury Indicators and Treasury Management Strategy Statement (TMSS) 2026/27</b> To present for Members' approval the Council's Prudential Code Indicators and Treasury Strategy for 2026/27, for referral to Full Council on 4 March 2026.	<b>19 Feb 2026 Cabinet</b>  <b>4 Mar 2026 Council</b>	James Goodall	Officer Report	Leader of the Council	Open  Yes





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## Report to Cabinet

**Subject:** Community Infrastructure Levy (CIL)  
Strategic Review

**Date:** 4<sup>th</sup> September 2025

**Author:** Community Infrastructure Levy and  
Section 106 Monitoring Officer

### Wards Affected

Borough-wide

### Purpose

That Cabinet:

- a) Note the representations and comments received in relation to the CIL Strategic Review public consultation, and
- b) Approve the updated Infrastructure List to include suitable strategic infrastructure projects in accordance with the following Officer recommendations.

### Key Decision

This is a Key Decision as it is likely to be significant in terms of its effect on the communities living or working in an area comprising of two or more wards in the Borough.

#### Recommendation(s)

**THAT Cabinet approves**

- 1) The addition of Project SIP5 - Carlton Leisure and Community Centre onto Gedling Borough Council's Infrastructure List for future funding through Strategic CIL receipts.
- 2) Projects SIP1, SIP2, SIP3 and SIP4 be held for future consideration as part of the Stage 2 full CIL Review to commence prior to the

**adoption of the Gedling Local Development Plan.**

- 3) Projects SIP6, SIP7, SIP8, SIP9, SIP10, SIP11 and SIP12 are not added to Gedling Borough Council's Infrastructure List.**
- 4) The existing Project Secondary School Contributions at Top Wighay Farm is retained on Gedling Borough Council's Infrastructure List.**
- 5) The existing Projects Gedling Access Road, Gedling County Park Visitors Centre, and Secondary School Contributions at Chase Farm / Gedling Colliery are removed from Gedling Borough Council's Infrastructure List.**
- 6) The publication of the revised Infrastructure List set out in Appendix 3 to the report.**

## **1 Policy Background**

- 1.1 The Planning Act 2008 introduced the Community Infrastructure Levy ("CIL") as a tool for local planning authorities in England and Wales to help deliver infrastructure to support the development of their area. CIL came into force on 6th April 2010 through the Community Infrastructure Levy Regulations 2010.
- 1.2 Gedling Borough Council introduced CIL in October 2015. Following an independent examination in March 2015 and approval at full council on 15<sup>th</sup> July that year, the Gedling Borough Council Community Infrastructure Levy Charging Schedule was adopted on 16<sup>th</sup> October 2015.
- 1.3 On 1<sup>st</sup> September 2019, the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 were published which introduced a new requirement into the Community Infrastructure Levy Regulations 2010 ("the CIL Regulations") for all Charging Authorities to publish an annual document, known as the "Infrastructure Funding Statement", before 31<sup>st</sup> December each calendar year.

- 1.4 Included within the annual Infrastructure Funding Statement is the 'Infrastructure List' which is a list of future infrastructure projects to be funded through 'Developer Contributions' such as Section 106 and the CIL. This Infrastructure List supersedes the 'Regulation 123 List' which was adopted as part of the Charging Schedule by Gedling Borough Council on 16<sup>th</sup> October 2015.
- 1.5 In accordance with the CIL Regulations (as amended), and in order to ensure transparency in the way that Gedling Borough Council reviews its Infrastructure List, the Council adopted the Planning Obligations and Community Infrastructure Levy Guidance Note in December 2016 which sets out the processes and due diligence the Council will undertake when reviewing its Infrastructure List.

## **2 Consultation**

- 2.1 The CIL Regulations state that Charging Authorities, for the purposes of CIL, must use up to 80% of all 'CIL Receipts' collected to fund strategic infrastructure projects within the administrative boundary from which it was collected.

- 2.2 A motion was passed at Full Council on 17<sup>th</sup> April 2024 that *“This Council resolves to undertake a full review of the approach to Strategic and Neighbourhood Community Infrastructure Levy allocation following introduction of the updated regulations, to ensure it is expended effectively in local communities where development has or will take place and in consultation with those local communities and ward members and within the next year will commence a review of the current 123 infrastructure funding list and consult with communities and Councillors on appropriate infrastructure projects.”* Further to this Cabinet resolved to *“approve a 6-week consultation on the review of strategic projects set out in the Infrastructure List (formally Regulation 123 List)”* on 12<sup>th</sup> December 2024.
- 2.3 Gedling Borough Council commenced the 6-week consultation on 17<sup>th</sup> January 2025 and consulted with all relevant stakeholders who have registered an interest in the CIL, Elected Members, local developers, Parish Councils and local residents. A link to the consultation was also posted directly on both the Council’s ‘Have Your Say’ and ‘CIL’ webpages. The consultation was live for 6 weeks with the final deadline for representations to be submitted by 28<sup>th</sup> February 2025.
- 2.4 The consultation sought to understand the views of stakeholders and members of the public in relation to an initial list of potential strategic infrastructure projects which were identified by Officers using evidence from the emerging Greater Nottingham Strategic Plan and more specifically the draft Infrastructure Development Plan, along with several projects which were identified as potential Council priorities moving forwards.

2.5 A summary of the proposed strategic projects which were outlined within the CIL Strategic Infrastructure Project Review and Guidance Document are as follows:

- (SIP1) Active Travel Links
- (SIP2) Leapool Roundabout Park and Ride Service
- (SIP3) Blue / Green Infrastructure Improvement Works
- (SIP4) Ambition Arnold
- (SIP5) Carlton Leisure and Community Centre
- (SIP6) Gedling Country Park Heritage Centre

2.7 The consultation posed two questions to stakeholders and residents. The first question asked if the participant agreed with the projects identified for potential inclusion on the Council's Infrastructure List, whilst the second asked if there were any other Infrastructure Projects which the participant believed would be appropriate for inclusion on the Infrastructure List as a Strategic Project.

### **3 Consultation Responses**

3.1 In total the Council received 89 responses to the consultation. These representations contained, in some instances, responses addressing individual projects, whilst others responding to proposed projects as a collective. A summary of the representations and the broad views expressed on each project; a comprehensive list of each of the representations received; and relevant Officer comments is attached in Appendix 1.

- 3.2 A large proportion of the representations received were either silent on the proposed projects outlined within the CIL Strategic Infrastructure Project Review and Guidance Document or neither confirmed support for, nor objected to the projects. A proportion of the representations received did not agree with the inclusion of SIP5 and SIP6 on the Infrastructure List. These objections were often accompanied with requests to use CIL receipts to fund new infrastructure projects within Calverton Village, rather than Carlton or Arnold. Several new projects which relate to infrastructure projects within Calverton have been submitted for consideration as part of the responses to the consultation, these projects and comments are addressed in full in Section 5 of this report.
- 3.3 Whilst full and proper regard has been paid to all representations received in response to the consultation, the projects suggested in the responses specifically relating to Calverton, are not considered to be strategic in nature and as such not appropriate for inclusion on the Infrastructure List as part of this review. A more appropriate source of funding for the localised projects suggested in the responses specifically relating to Calverton is the Neighbourhood portion of the CIL.
- 3.4 Other points which reoccurred throughout the consultation are summarised below, where appropriate these comments are addressed within the specific project assessment within Section 5 of the report:
- An increase in Active Travel and Blue Green Infrastructure is positive.
  - Leapool Roundabout has potential but further research regarding funding is required.
  - Carlton already has a functioning leisure centre.
  - Gedling County Park Heritage Centre would be nice but is not considered a necessity.
  - More funding should be spent in Bestwood Village.



- More funding should be spent in Calverton.
- Calverton Leisure Centre should be improved, and
- CIL receipts from Calverton should not be spent outside of Calverton.

3.5 As well as seeking stakeholder and the public views on the proposed strategic infrastructure projects, the consultation also asked if participants had any other projects in mind which could be funded through the strategic portion of the CIL. In total six additional projects were submitted. These were as follows:

- Mapperley Allstars Community HUB, Gedling;
- Connectivity between Papplewick Village and Mansfield Road (Disused Calverton Railway Line);
- Expansion of Calverton Village Centre Car Parking;
- New Cemetery at Hollinwood Lane, Calverton;
- Development of William Lee Park into a heritage and leisure centre; and
- Play Area Redevelopment a Manor Park Infant and Nursery School, Calverton.

3.6 The Council should also note that prior to the Strategic CIL review being commenced a request was received for two new defibrillators at either end of Calverton Village using Strategic CIL. The Council noted the project at the time the request was made, however, the provision of two defibrillators within a village would not constitute a strategic infrastructure project and as such would not be appropriate for funding through the strategic portion of CIL receipts. The Council is mindful that this project was no longer included on the list of projects nominated for Calverton that was submitted to the Council during the consultation period.

- 3.7 Before assessing the projects nominated, it is important to provide the context of the recent changes to the Council's role in the Greater Nottingham Strategic Plan and the impact on some of the potential strategic CIL projects as outlined below.

#### **4 Greater Nottingham Strategic Plan and Gedling Local Development Plan**

- 4.1 The Aligned Core Strategy which was adopted in September 2014, forms Part 1 of the Gedling Local Plan and sets out the strategic context for the Part 2 Local Planning Document which was adopted in 2018. Combined, these documents set out the strategic policy direction for future development in the Borough up to 2028.
- 4.2 There is a legal requirement for Local Authorities to review local plans every five years. Gedling Borough Council had, until recently, been preparing the Greater Nottingham Strategic Plan (GNSP) in conjunction with Broxtowe Borough, Nottingham City and Rushcliffe Borough Councils. Several documents including the Growth Options (2020 and 2021), the Preferred Approach (2023) and the full Publication Draft plan (2024) had all been consulted on alongside the progression of further evidence base including a draft Infrastructure Delivery Plan.

- 4.3 Preparation of the GNSP had taken place in the context of the National Planning Policy Framework (NPPF) which sets out the governments planning policies for England and how these are expected to be applied. On 12<sup>th</sup> December 2024 a revised NPPF was published which included several wide-ranging changes as well as a change to the way in which the number of homes that needed to be identified on non-strategic sites were to be calculated resulting in an increase compared to the numbers in the Publication Draft GNSP. In light of the changes set out by the new NPPF, the GNSP no longer complied with the national policy and as such a report was taken to Cabinet on 13<sup>th</sup> February 2025 where approval was given for the Council to withdraw from the preparation of the Greater Nottingham Strategic Plan and commence the preparation of the Gedling Local Development Plan covering strategic and non-strategic matters. Full Council resolved to progress a Gedling Local Development Plan at its meeting on 5 March 2025.
- 4.4 As a result, the evidence base that was previously being progressed under the GNSP, including the draft Infrastructure Delivery Plan which is of specific importance to the Strategic CIL Review, will no longer be progressed. Instead, Gedling Borough Council has commenced work on drafting its own Infrastructure Delivery Plan to evidence and inform the preparation of the emerging Gedling Local Development Plan. This work cannot be completed until there is greater certainty around the location of proposed housing allocations.
- 4.5 A full review of the CIL Charging Schedule and Infrastructure List is proposed in advance of the adoption of the Gedling Local Development Plan which is anticipated in Spring 2028.

## **5 Project Assessment**

5.1 There is no requirement set out in the CIL Regulations to tie the expenditure of any strategic CIL receipt to a particular location or development given that the funds will be used for strategic infrastructure which should be considered to provide a benefit to the Borough as a whole. Any projects put forward for consideration will be assessed technically for compliance with the CIL Regulations. Where projects clearly comply with the CIL Regulations they will be assessed in detail by the Council against several key criteria including;

- Can the project be linked to new development;
- Public benefits;
- Deliverability and sustainability;
- Value for money; and
- Match funding opportunities.

5.2 The CIL Strategic Project Evaluation Sheet attached to this report as Appendix 2 sets out the Officer assessment of each project based on the level of detail available at the time. Each criterion is given a weighted score with the highest weighted consideration being match funding opportunities to ensure that the Council obtain the greatest value for money from its CIL receipts. Each overall score is then ranked to show which projects should be considered potentially essential / most desirable to mitigate the impact of new development delivered in Gedling Borough.

5.3 All six new projects which were detailed within the CIL Strategic Infrastructure Project Review and Guidance Document and the six further projects which were nominated during the consultation by various stakeholders have all been evaluated by officers (see Appendix 2). The table below provides a ranking for each project bases upon its final score.

<b>Project Name</b>	<b>Evaluation Score</b>	<b>Rank</b>
SIP5 - Carlton Leisure and Community Centre	58.5	<b>1<sup>st</sup></b>
SIP1 - Active Travel Links	51.5	<b>2<sup>nd</sup></b>
SIP3 - Blue / Green Infrastructure Improvement Works	51.5	<b>2<sup>nd</sup></b>
SIP4 - Ambition Arnold	48	<b>4<sup>th</sup></b>
SIP2 - Leapool Roundabout Park and Ride Service	41	<b>5<sup>th</sup></b>
SIP6 - Gedling Country Park Heritage Centre	41	<b>5<sup>th</sup></b>
SIP7 - MAS Community CIC HUB	35.5	<b>7<sup>th</sup></b>
SIP10 - New Cemetery at Hollinwood Lane	31.5	<b>8<sup>th</sup></b>
SIP11 - Re-development of William Lee Park	31.5	<b>8<sup>th</sup></b>
SIP12 - Manor Park Infant and Nursery School Play Area	31.5	<b>8<sup>th</sup></b>
SIP8 - Connectivity Between Papplewick & Mansfield Road	30.5	<b>11<sup>th</sup></b>
SIP9 - Expansion of Calverton Centre Car Parking	30.5	<b>11<sup>th</sup></b>

Table 2. Strategic project ranking list.

- 5.4 The project SIP5 - Carlton Leisure and Community Centre scored the highest when assessed against the relevant criteria ranking 1<sup>st</sup> out of all of the projects assessed. The project is considered to be of high strategic value given the potential risk of loss of services to Gedling Borough Councils Leisure Services should no action be taken. The redevelopment and improvement of leisure facilities are considered an entirely appropriate use of the Strategic CIL, being in compliance with the CIL Regulations and being able to demonstrate strong public benefits to residents of the borough. It should be noted that whilst the project did score low on two of the criteria within the evaluation, this was considered acceptable given that further studies into the costings and sources of match funding are underway as part of the Councils Leisure & Wellbeing Transformation project. These studies will take a holistic look at the Council's future Leisure Strategy regarding all its leisure facilities across the Borough. The Council are mindful of the comments received in relation calls for funding for Calverton Leisure Centre, however, based on the current studies and evidence collected, it is considered imperative that Carlton Forum Leisure Centre receives investment to protect and enhance an existing asset which attracts significant footfall but is ranked high on the Council's Corporate Risk Register due to critical infrastructure issues. Calverton Leisure Centre as with all the Council's other Leisure Facilities will continue to be assessed as part of the Councils Leisure & Wellbeing Transformation project. Taking the above into consideration, the project is expected to be deliverable and is deemed essential to ensure the Council's leisure facilities can meet the need of an increasing population for the Borough. It is therefore recommended that this project be included on the Infrastructure List.
- 5.5 The projects SIP1 – Active Travel Links and SIP3 – Blue Green Infrastructure Improvement Works, ranked joint 2<sup>nd</sup> when evaluated against the relevant criteria. These projects scored highly in both being

able to demonstrate a link to development and public benefits given the boroughwide nature of the proposals, however, details in relation to funding for specific projects are presently unavailable. These projects were initially identified through the draft Infrastructure Delivery Plan which was progressed alongside the GNSP. In light of the changes to national planning policy, but nevertheless being mindful of the otherwise relatively high scores for these projects, it is recommended that while these projects should not yet be included on the Infrastructure List, they remain in consideration to be further reviewed during the Stage 2 full CIL Review in advance of the adoption of Gedling's Local Development Plan.

- 5.6 The project SIP4 - Ambition Arnold is a developing long-term vision for Arnold town centre. The project would deliver significant benefits to Arnold Town Centre within the Borough, improving existing leisure and cultural facilities and improving the public realm. It is considered that the Strategic CIL would be an appropriate source of funding given the widespread footfall that Arnold Town Centre receives, however, the project requires significant external funding which is yet to be secured. It is therefore proposed that this project should not yet be included on the Infrastructure List but instead be retained for now until further evidence and detail has been provided from the Stage 2 full CIL Review in advance of the adoption of Gedling's Local Development Plan.
- 5.7 SIP2 - Leapool Roundabout Park and Ride Service ranked joint 5<sup>th</sup> out of projects identified. Whilst scoring highly in public benefit there are significant funding barriers and Nottinghamshire County Council, a key stakeholder in their capacity as the Highways Authority have concluded that presently the project is not feasible. Notwithstanding this, the County Council continue to investigate potential sources of funding and continue to safeguard the land for a new Park and Ride on this site and the site is identified on the extant Gedling Local Planning Document policies map. As such, it is recommended that this project should not yet be included

on the Infrastructure List but be carried over to be considered during the Stage 2 full CIL Review which will commence in advance of the adoption of Gedling's Local Development Plan when further evidence may be available.

5.8 The project SIP6 - Gedling Country Park Heritage Centre whilst ranking highly in certain criterion, specifically links to development, it is not considered that sufficient evidence is available to demonstrate how this project meets a specific need created by that development. In addition, no feasibility work has commenced to explore whether the project is viable. Whilst the project would provide a new local attraction, further enhancing one of the Council's Green Flag parks, it is not considered that this project can be recommended for inclusion on the Infrastructure List based on the information available to date. It is therefore recommended that this project is not included on the Infrastructure List.

5.9 Projects SIP7, SIP9, SIP10, SIP11 and SIP12 were all submitted by various stakeholders as part of the Strategic CIL public consultation. Whilst each of the projects have their own individual merits in terms of public benefit, it is considered that due to the lack of strategic significance and the benefits to the Borough as a whole, that these projects would not be appropriate to be funded through the Strategic CIL. In addition to the Strategic CIL, Regulation 59A of the CIL Regulations places a duty on Charging Authorities to allocate at least 15% (up to a cap of £100 per existing council tax dwelling) of CIL receipts to spend on priorities that should be agreed with the local community in areas where development is taking place. This is known as the 'neighbourhood portion'. Where a Neighbourhood Plan has been adopted the 'neighbourhood portion' increases to 25% with no cap. Regulation 59A requires that where a Local Parish Council exists, the Charging Authority must pass the 'neighbourhood portion' of CIL receipts directly to the Local Parish Council for that area that any receipt has been collected in. Regulation



59C sets out that a local council must “*use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council’s area, or any part of that area, by funding; (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area*”. The Projects SIP7, SIP9, SIP10, SIP11 and SIP12 are all considered to meet a more localised need and, whilst there are clear public benefits to each of these projects, it is not evident how these address a strategic need for the Borough as a whole. It is therefore recommended that these projects would be more appropriately funded through the ‘neighbourhood portion’ of CIL rather than the Strategic receipts and the recommendation is that these projects are not included on the Infrastructure List.

- 5.10 The last remaining project which was submitted as a result of the Strategic CIL public consultation is SIP8 - Connectivity Between Papplewick & Mansfield Road. Having reviewed the project submission it is considered that this project is in fact intrinsically linked to the project SIP1 - Active Travel Links which looks to provide for enhancement and improvement works to travel links across the Borough. As previously identified above, project SIP1 is subject to further evidence detailing specific requirements and locations as to where these improvements are most required to meet the needs of new development. With this in mind it is recommended that this project be considered as part of the wider project SIP1 - Active Travel Links and reassessed during the Stage 2 full CIL Review in advance of the adoption of the Gedling Local Development Plan.

## **6 Current Infrastructure List Projects**

6.1 The existing Infrastructure List (formerly Regulation 123 List) refers to four projects as listed below:

- 1) Gedling Access Road, Gedling Colliery,
- 2) Gedling County Park Visitors Centre,
- 3) Gedling Colliery / Chase Farm Secondary School Contributions,  
and
- 4) Top Wighay Farm Secondary School Contributions.

Of these projects, the Gedling Access Road (GAR) and Visitors Centre have now been delivered, with the GAR being partly funded and the Visitors Centre (Café) being entirely funded from CIL receipts.

6.2 The project in relation to Secondary School Contributions at Gedling Colliery / Chase Farm is recommended to be removed from the Infrastructure List. Whilst this project has not been delivered, Nottinghamshire County Council, in its capacity as the Education Authority, have confirmed that this project is no longer necessary following completion of a Deed of Variation modifying the relevant Section 106 Agreement dated 3<sup>rd</sup> March 2017. The effect of the modification is that the previously defined 'Primary School Contribution' was repurposed for a 'Secondary School and Pedestrian Crossing Contribution', and as such the County Council are content with the removal of the Secondary School Contributions at Gedling Colliery / Chase Farm project from the Infrastructure List.

- 6.3 Finally, the project in relation to Secondary School Contributions at Top Wighay Farm remains extant as the development is yet to be commenced and no other sources of funding to deliver the project have been identified at this time. Nottinghamshire County Council have confirmed their support for the retention of this project the Infrastructure List. Once commenced the development at Top Wighay Farm will generate significant CIL receipts. The Strategic portion of these receipts will be used to cover the funding gap for Secondary School Contributions at Top Wighay Farm enabling other Strategic receipts collected throughout the Borough to deliver other Strategically important infrastructure included on the Infrastructure List, such as the development of Carlton Leisure and Community Centre as proposed.

## **7 Summary**

- 7.1 To conclude, of the projects currently on the Infrastructure List it is proposed that the following projects are now removed as they are no longer required: Gedling Access Road, Gedling County Park Visitors Centre, and Secondary School Contributions at Chase Farm. It is advised that the Secondary School Contributions at Top Wighay Farm is retained on the Infrastructure List as this project has not yet been developed and no alternative sources of funding have been identified.
- 7.2 Of the projects that were included in the CIL Strategic Infrastructure Project Review and Guidance Document, and those submitted in response to the Strategic CIL Review public consultation, it is considered that Project SIP5 - Carlton Leisure and Community Centre is most suitable for inclusion on the Infrastructure List given its link to a strategic need to meet the demands of development within the Borough. The project is envisaged to be deliverable and is a strategic priority for the Council moving forward to provide leisure facilities to the Borough's

residents.

- 7.3 Projects SIP1 - Active Travel Links (and by associated SIP8 - Connectivity Between Papplewick & Mansfield Road), SIP2 - Leapool Roundabout Park and Ride Service, SIP3 - Blue / Green Infrastructure Improvement Works and SIP4 – Ambition Arnold are all considered to meet the requirements of the CIL Regulations, however, given Gedling Borough Council's withdrawal from the GNSP it is considered appropriate to pause the inclusion of any of these projects until such a time as a more comprehensive evidence base has been collected through the Council's progression of its own Local Development Plan and any associated studies.
- 7.4 Projects SIP6 - Gedling Country Park Heritage Centre, SIP7 - MAS Community CIC HUB, SIP9 - Expansion of Calverton Centre Car Parking, SIP10 - New Cemetery at Hollinwood Lane, SIP11 - Re-development of William Lee Park and SIP12 - Manon Park Infant and Nursery School Play Area are all considered positive projects which each have merit in relation the public benefits they provide. Notwithstanding the above, it is considered that these projects (excluding SIP6) do not meet a strategic need within the borough and are more appropriately suited to funding through the Neighbourhood Portion of the CIL. Officers will liaise with the relevant stakeholders to advise how best to progress these projects outside of the Strategic CIL review. With regards to SIP6 whilst it could be considered to meet a strategic need given its association with the borough's flagship green space, there is insufficient evidence to progress with this project at this time.

## **8 Recommendations**

8.1 Taking into account all representations received during the Strategic CIL Review Consultation, and having carried out an evaluation of the submitted infrastructure projects, the following recommendations are made:

- 1) The addition of Project SIP5 - Carlton Leisure and Community Centre onto Gedling Borough Council's Infrastructure List for future funding through Strategic CIL receipts.
- 2) Projects SIP1, SIP2, SIP3 and SIP4 be held for future consideration as part of the Stage 2 full CIL Review in advance of the adoption of Gedling's Local Development Plan.
- 3) Projects SIP6, SIP7, SIP8, SIP9, SIP10, SIP11 and SIP12 are not added to Gedling Borough Council's Infrastructure List.
- 4) The existing project: Secondary School Contributions at Top Wighay Farm, is retained on Gedling Borough Council's Infrastructure List.
- 5) The existing projects: Gedling Access Road, Gedling County Park Visitors Centre, and Secondary School Contributions at Chase Farm / Gedling Colliery, are removed from Gedling Borough Council's Infrastructure List.
- 6) The publication of the revised Infrastructure List set out in Appendix 3 to the report.

## **9 Alternative Options**

9.1 Cabinet could not approve recommendations as set out in Section 8 of this report and could look to determine future strategic projects for inclusion on the Infrastructure List without further dialogue with relevant

stakeholders, however, this could result in significant lost opportunity and would not be in compliance with the Planning Obligations and Community Infrastructure Levy Guidance Note 2016 which sets out the Council's approach to reviewing the Infrastructure List and could result in insufficient Infrastructure Projects being available for the Council to fund through its collection of Strategic CIL Receipts.

- 9.2 Cabinet could pause the review until the Infrastructure Delivery Plan for the Gedling Local Development Plan has been completed which will allow a full review of the Gedling CIL to be undertaken, however, this could result in significant delays and a lack of approved strategic projects for the Council to fund using the strategic CIL in the interim period.

## **10 Financial Implications**

- 10.1 Failure to ensure that a suitable roster of Strategic projects is identified and included within the Infrastructure List could mean that the Council are unable to expend its Strategic portion of the CIL.
- 10.2 This report does not alter the amount of money that can be collected from developments through the use of the Community Infrastructure Levy (CIL) or Section 106 Planning Obligations.

## **11 Legal Implications**

- 11.1 Charging authorities that have adopted the Community Infrastructure Levy (CIL) must operate in accordance with the Community Infrastructure Levy Regulations 2010 (as amended). These regulations govern the lawful use of CIL receipts and as such the Council must ensure that all decisions regarding CIL are legally compliant. The Council also has a duty to conscientiously consider consultation responses before a decision is made ensuring that due regard is paid to the representations made.

## **12 Equalities Implications**

- 12.1 The Strategic CIL Review has been subject to a 6-week consultation with a wide range of stakeholders and members of the public. All representations received in response have been reported and considered.
- 12.2 An Equality Impact Assessment has been completed in respect of this proposal, attached at Appendix 4.

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

- 13.1 A Climate Impact Assessment has been completed in respect of this proposal, attached at Appendix 5.

## **14 Appendices**

- 14.1 Appendix 1: Strategic CIL Review Consultation Responses
- 14.2 Appendix 2: CIL Strategic Project Evaluation Sheet
- 14.3 Appendix 3: Revised Gedling Borough Council Infrastructure List
- 14.4 Appendix 4: Equality Impact Assessment Community Infrastructure Levy Strategic Review
- 14.5 Appendix 5: Climate Impact Assessment Community Infrastructure Levy Strategic Review

## **15 Background Papers**

- 15.1 Gedling Borough Council CIL Charging Schedule -  
[http://www.gedling.gov.uk/media/Charging%20Schedule%20\(Adoption%20July%202015\).pdf](http://www.gedling.gov.uk/media/Charging%20Schedule%20(Adoption%20July%202015).pdf)
- 15.2 Planning Obligations and Community Infrastructure Levy Guidance Note 2016

## **16 Reasons for Recommendations**

- 16.1 To comply with the Community Infrastructure Levy Regulations 2010 (as amended) and ensure that a suitable selection of Strategic Infrastructure projects are identified and set out within the Council's Infrastructure List.

### **Statutory Officer approval**

**Approved by:**

**Date:**

**On behalf of the Chief Financial Officer**

**Approved by:**

**Date:**

**On behalf of the Monitoring Officer**



# Appendix 1. Strategic CIL Review Consultation Responses

Question 1) Do you agree with the projects identified for inclusion on the Council Infrastructure List?	Question 2) Are there other strategic infrastructure projects that you consider could be included on the Infrastructure List to be delivered through the Strategic Portion of the CIL?	Officer Comments
<p>I agree with the SIP1, Active Travel, with particular reference to improving access to Gedling CP, the re-purposing of the former GNR railway line should be considered as a priority for its clear and substantial benefits, particularly as it offers a safe, green, traffic-free multiuser heritage route and can facilitate other public heritage benefits (see below).</p> <p>SIP6 - I agree with the ambition to create a local Gedling heritage centre, but would recommend a careful re-assessment of all options to ensure the most sustainable, heritage focused and best environmentally impactful project is identified (see suggestion below).</p>	<p>The Heritage Centre at Gedling CP is laudable, I fully support the idea of further celebrating and making accessible the local heritage of Gedling. Alternative locations for the heritage centre should be considered that could have additional heritage value and better environmental sustainability credentials. Investment in, and re-use of, a heritage building would avoid the need for a new building (as well as addressing local 'Heritage At Risk' issues). For instance, Gedling Old Station is an obvious opportunity and could be a better solution to a new build in the CP. It can be linked to the CP via another CIL priority, SIP1 'active travel routeway', along the former GNR, helping to spread the pressure of visitor numbers and reinvigorate Gedling village centre.</p>	<p>Comments noted.</p>
<p>No, SIP1 has the great merit as to general community benefits. SIP2 is an unfeasible project, as it has been postponed/dropped for very practical reasons. The site is badly situated and the proposed bus route links and lanes on Mansfield Road cannot be delivered without substantial land purchases and major civil engineering works. The site COULD serve other routes than Mansfield Road though, such as linking Mapperley Plains and the City/CMC sites via Oxclose Lane and the ring road, possibly using smaller buses. Please contact me for further discussions if required!</p> <p>SIP3 does have many merits, with sound community benefits. SIP4 Arnold is suffering due to national economic trends, which cannot be remedied by limited local expenditure as suggested. Political pressure on landlords could be brought to bear to rent on high rental levels: this would be beyond CIL. AMP is not a success as I suspect the units are only occupied by virtue of substantial rent discounts, the location is not popular, but perhaps Arnold town centre might see a resurgence if the present cafe culture could be encouraged?</p> <p>SIP5 This could be a useful founding gap filler for CIL. Timescale might be a problem though as the project looks well into the future</p> <p>SIP6 Enough money has gone into this project, it is functioning but another heritage centre might be too many. Please look FORWARDS, not a nostalgic look to a heavily tainted past from which lessons have still not been learnt (personal hobby horse....!)</p> <p>...and, keep up the good work.</p>	<p>Upgrade to Eagle Square market and stalls etc, now it is properly established. The area can still be very bleak, but there is viable economic activity developing, the useable area might need expanding to encourage more stallholders.</p>	<p>Comments noted. The comments in relation to Eagle Square market and stalls are consider to be a more appropriate use of CIL Neighbourhood Funding rather than the Strategic element of CIL.</p>
<p>A number of the friends of Onchan Park group who wholeheartedly love the prospect of a pavilion getting a refurb. We want the Park to be a gem. With this in mind I have 2 suggestions. 1. Will the package disabled access. 2. With the Park encouraging sport will they have an open access drink fountain to save the need for water bottles. This looks to be a brilliant project that the friends group strongly supports</p> <p>There are two projects which I would disagree with and they being Arnold Leisure Centre and Gedling Country Park. In as much that other areas in need of money to generate actions which I have listed in my other response.</p>	<p>We will produce a plan to help the Park shortly</p>	<p>Comments noted - appear to be more closely related to the recent CIL Non-Parish Neighbourhood Review consultation rather than the CIL Strategic Review.</p>
<p>Historic England do not have any specific projects to raise for consideration at this time. We always request that Councils consider the historic environment within their proposals and seek opportunities to protect and enhance the historic environment.</p> <p>Project SIP1 we would request if there are any opportunities to better reveal the significance of heritage assets, through the transport improvements.</p> <p>Project SIP2 if there are any opportunities to protect and enhance heritage assets and their significance through this project, we would urge them to be sought.</p> <p>Project SIP3 under the assessment of project section we would welcome a reference to the historic environment as a component of Green/ Blue Infrastructure so that it can be considered in any proposals and opportunities are sought if possible.</p> <p>Project SIP4 incorporates public realm improvements, of which there could be opportunities for the historic environment.</p> <p>Project SIP6 we are supportive of a heritage centre and welcome the inclusion of this project within the Community Infrastructure Levy Plan.</p>	<p>I do believe that money should be used in relation to Bestwood Village which is in need of Youth facilities to occupy the young who have no facilities to use. We need activities to occupy the older generation like Men in Sheds as there are no facilities to use, this is due to the lack of infrastructure within the Village for the residents to use and so the project would entail using the Miners Welfare grounds which could generate use of the Community Centre and surrounding grounds. With these you would bring together elderly and young which would combat loneliness, friendship, occupying their minds and with the men in sheds bring together peoples strengths and knowledge this would also bring together the youth of the community and for the young a place to make friends and generate Knowledge within their age range, plus it would have a big impact on the vandalism shown through boredom and much more could be done like putting a kitchen inside the Welfare so the wider community could come together as one. These are just some of my views that would have a big impact on an ever increasing community.</p> <p>N/A</p>	<p>Comments noted.</p>

<p>I am responding as a member of Pedals, the Nottingham cycle campaign group, having consulted with other members of the group. We are particularly keen to see the Active Travel Links to Gedling Country Park, the Blue-Green Infrastructure projects and the Arnold Town Centre project move forward. For the Gedling Country Park access should be improved from both Spring Lane and Chase Farm sides. This could include improving facilities on Mapperley Plains and a signed route through the residential estate; also link to the proposed greenway on the old railway. In all cases it is key that new infrastructure for walking and cycling connects conveniently and safely with existing networks. In the past there have been examples of good cycling infrastructure that has been unusable because it was not safely linked. It is important that the railway greenway should connect directly to Waldrom Road to the new housing developments there. At the South-west end, there should be safe links into Netherfield, and if possible to the North bank of the Trent. It would be good to see the route on the North bank of the Trent to be made continuous from Stoke Bardolph to Colwick Park, as it would then connect to the forthcoming Waterside bridge at Trent Basin.</p> <p>Park and Ride at Leapool could reduce traffic congestion on Mansfield Road. This could enable adequate cycle facilities to be put on Mansfield Road.</p>	<p>A suggestion for another project would be a cycle route from Leapool to Burntstump (probably along the A60). This would not only be a useful facility for leisure cyclists but would enable cycle commuting to employment at Burntstump (Police &amp; Park Hospital).</p>	<p>Comments noted.</p>
<p>No we don't agree, there is already a leisure centre at Carlton, there's no point in spending many millions of pounds on a new one when there are much more urgent infrastructure requirements across the borough, the same for a heritage centre at Gedling country park. We would prefer to see the money generated from new housing being spent where there is more urgent need, mitigating the affects of the developments that are funding the proposed projects.</p>	<p>Calverton centre car parking, this would involve Calverton parish council buying land and the council money used form a new car park, as already outlined to Mike Avery last year. In addition the large grassed overflow car park at the William Lee park site is massively overused and has become necessary because of all the extra vehicles in the village, this urgently needs a tarmac surface.</p> <p>New cemetery at Hollinwood Lane, Calverton parish council own this land 16 acres and will be soon starting this project subject to funding. There is a severe shortage of burial and ash interment spaces across the borough, this cemetery could last 100 years.</p> <p>Development of William Lee park into a heritage and leisure centre, Calverton parish council own this site, and could incorporate a 3G multi-use pitch, and large BMX track to answer the need in playing field strategy along with a museum/heritage trail based on the life of William Lee, which would be a valuable visitor destination.</p> <p>Manor Park infant and nursery school play area redevelopment, this school is the only one of the four in Calverton that has been overlooked in successive section 106 agreements, the main play equipment has been taken away and funds are not available from other sources, the school wish to provide a fun and stimulating environment which suits the diverse range of interests and needs of the children in the community allowing the children to play, grow and thrive in much sooner.</p> <p>Calverton needs parking in the village centre, more houses have been built and people don't walk to the shops or the doctors they usually drive there from the far ends of the village. There is still a park and ride situation with people from other villages driving to calverton to get the bus to Nottingham. Perhaps a park and ride at mapperley would help the issue for the oxtou, woodborough and epperstone people who park here, and then calverton people would be able to park. Calverton has a huge field for the new cemetery that would benefit the whole borough if it was funded and opened up.</p> <p>Not at that level of specificity, but to be honest, Calverton has been completely upon by Gedling Borough Council for well over a decade now. I did my best to resist some of it while I was a councillor (proposed leisure centre closure) but it would be nice in one of your strategic plans just to have some kind of acknowledgement that we exist over the hill and deserve the same access to facilities and funding in Calverton as everyone else in the Borough. It's become embarrassing to be a Labour party member in this village because of the way Gedling Borough Council have treated the village, not that politically neutral officers should be concerned about that of course, but GBCs name is mud in the village these days and that didn't use to be the case.</p>	<p>Comments noted.</p>
<p>I don't think a park and ride at leapool island would work. if you have driven that far you may as well drive into the city. Gedling country park is fine the way it is. Arnold town centre could be improved with some of the empty shops demolished and affordable housing building in the town centre. Retail has shrunk due to on line shopping. Young people need some nice housing in the town centre where there are buses.</p> <p>I agree with all of the Gedling Country Park schemes. You've just announced swingeing parking charges on that site that should provide more than enough income to support future improvements. It's already an excellent community asset. When you look at the way GBC has treated the very similar former colliery spoil-tip site in Calverton investing further significant sums in Gedling Country Park through this would be a disgrace and an insult to the people of Calverton. Similarly, Carlton Forum is already an excellent modern leisure centre with modern facilities. Where is the investment in Calverton Leisure Centre given the vast amount of development you've allowed in Calverton in recent years, and the receipts you have received? And Arnold is on about its 15th "masterplan" in the last 20 years. Stop chucking public money at it. You've done a great job on the market but unless you can get Asda to invest in a new store on Front Street the best you can do is to make it easier for existing retail units to apply for change of use to housing instead of encouraging more retail in a dwindling demand environment. I agree entirely with the Leapool Island Park and Ride scheme, which would be a great asset for commuters from Gedling Borough (and beyond) into Nottingham, and a potential money earner for the council. I also agree with investment into the Blue-Green infrastructure as outlined in the list.</p>	<p>N/A</p>	<p>Comments noted.</p>
<p>Manor Park infant&amp;nursery school are being left behind with not having money spent on outdoor equipment after what they had was taken away and condemned.</p> <p>There should be a new space created for all of the school in Calverton to use for life skill workshops- this could be used by CFS for practical work or project. The infant and juniors could use the space for hands on science investigations and project or covering a range of the arts.</p> <p>Yes these are needed for an expanding village</p>	<p>More needed for adhd children</p>	<p>Comments noted.</p>

<p>No. Carlton already has the Forum. It doesn't need another leisure centre building.</p> <p>What happens in Calverton????? We as a village are contributing millions of pounds towards CIL but appear to be getting not a lot back. Our swimming pool is half the size it needs to be to be used as a competitive pool. We have elderly folk who could use some sort of community facility to meet up regularly, which is in a central location.</p> <p>Strongly DISAGREE.</p> <p>Calverton needs help! URGENTLY!</p> <p>I don't agree that Carlton needs new Leisure Centre facilities as they have adequate Leisure Centre at present</p>	<p>CORE an essential community advisory service, reliant upon donations to continue surviving.</p> <p>More houses equals more strain. Funding for William Lee Park to allow our young generation to thrive. Funding for Manor Park playground.</p> <p>Funding for our community in Calverton.</p> <p>I do think Calverton would benefit from a bmx park and more car parking is definitely needed as we have so many more properties been built here already and plans for more</p> <p>Again money made from Calverton should only be spent on projects in Calverton.</p>	<p>Comments noted.</p> <p>Comments noted.</p> <p>Comments noted. The project suggested in response to Q2 is better suited, given its scale, for the Neighbourhood Portion of CIL. Given that the proposed project is situated within a Parished area of the Borough the expenditure of the Neighbourhood Portion of CIL Receipts would be determined by, and the responsibility of, the local Parish Council.</p> <p>Comments noted.</p>
<p>No I don't agree, you've had a lot of money from developers for Calverton and then spend that money elsewhere! I think it should be spent on updating Calverton and only Calverton.</p> <p>I Strongly disagree with the list of proposed projects. There is already a leisure centre in Carlton, there is no point in spending 20 or 30 million pounds on building a new one, especially when you don't spend any money on Calverton leisure centre, and there are far more, now urgent infrastructure projects that need implementing in the borough. Likewise for the proposed heritage centre at Gedling Country Park, how can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is more urgent need, mitigating the affects of impacts from the developments that are funding the proposed projects. We have a desperate need for improved infrastructure in Calverton right now, and we've still got around 300 planned houses to be built and occupied.</p> <p>Yes</p> <p>I do not agree with the projects, for example Carlton already has a good leisure centre, if it needs improvements, then invest in it but don't waste 30m in a whole new one-the remaining budget could then be used to upgrade calverton and Arnold too.</p> <p>Calverton project that does not seem to meet the brief of an infrastructure project is the heritage centre at Gedling country park. There are much more urge to issues that need addressing and money could be spent in.</p> <p>I strongly disagree with the list of proposed projects. There is already a leisure centre in Carlton, there is no point in spending 20 or 30 million pounds on building a new one, especially when you don't spend any money on Calverton leisure centre, and there are far more, now urgent infrastructure projects that need implementing in the borough. Likewise for the proposed heritage centre at Gedling Country Park, how can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is more urgent need, mitigating the affects of impacts from the developments that are funding the proposed projects. We have a desperate need for improved infrastructure in Calverton right now, and we've still got around 300 planned houses to be built and occupied.</p> <p>I do not agree with the projects on the council infrastructure list and instead would like to see the following projects in Calverton, funded by GBC using CIL money in coordination with Calverton Parish Council. Calverton has had significant housing development and as such its current infrastructure is falling and insufficient, the village requires additional parking spaces in the centre of the village for people who are using the village amenities such as GP, post office, shops. The play parks in Calverton have seen some wonderful development from the parish council but the park at William Lee would benefit from significant further redevelopment including the provision of a BMX / pump track - meeting the requirements of the play &amp; heritage strategies.</p>	<p>I would like to see the following infrastructure projects in Calverton, funded by GBC using CIL money in co-ordination with Calverton parish council.. Far more parking spaces in the centre of the village, if the parish council buy the land. In addition the grass overflow car park at William Lee park is used every day now, not just by park users, it's an unofficial park and ride, it urgently needs a tarmac surface. Hollinwood Lane cemetery needs starting, there is a desperate need for public burial and ash plots across the borough and this 16 acre cemetery would last 100 years. Development of the William Lee park further into a visitor and heritage centre, answering requirements of the playing and heritage strategies, including a 3G multi-play space, large BMX park, and a heritage centre based on William Lee, founder of the first part of the industrial revolution. Development of Manor Park Infant and Nursery School's playground, since the old main play equipment was condemned and removed. The school is the only one of the four schools in the village that has missed out on successive section 106 agreements from the new developments. The school needs a fun and stimulating environment which suits the diverse needs of the children in the community allowing the children to play, grow and thrive much sooner.</p> <p>Yes</p> <p>In Calverton we are desperate for additional parking by both sets of shops but nothing ever gets done about. Also, with several new housing estates having been built over the years we need new facilities for children, such as parks, play equipment, football pitches etc. Please consider investing in calverton as well as other areas- your current plan seems very out of line with reality.</p> <p>Would like to see the following infrastructure projects in Calverton, funded by GBC using CIL money in co-ordination with Calverton parish council. Far more parking spaces in the centre of the village, if the parish council buy the land. In addition the grass overflow car park at William Lee park is used every day now, not just by park users, it's an unofficial park and ride, it urgently needs a tarmac surface. Hollinwood Lane cemetery needs starting, there is a desperate need for public burial and ash plots across the borough and this 16 acre cemetery would last 100 years. 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There has been little / no investment in Calverton Leisure Centre and surely this needs consideration instead of a new Leisure centre in Carlton. In Calverton we have a desperate need for infrastructure, the roads, draining system etc cannot cope following the recent housing developments and the excellent GP practice is unable to cope with the demand of the local population due to the significant increase in local population. I would like to see some essential infrastructure projects considered instead of a heritage centre at Gedling country park. I am unsure how this is an infrastructure project.</p>	<p>Comments noted.</p> <p>Comments noted.</p> <p>Comments noted.</p> <p>Comments noted.</p>

[illegible]



[illegible]

Calverton is in much needed funds to improve the area. Other areas are much better equip than calverton.	I disagree with GBCs plans. Yet again the focus is on those areas where they are already thriving. Gedding Country Park, whilst a fantastic space, does not require any further developments. I cannot see any value adding anything further to area of GCP. I strongly disagree with improvements to Carlton Forum Leisure Centre. Carlton Forum is a large centre that is already well maintained. Instead the money should be spent on Calverton Leisure Centre. The changing areas within the Leisure Centre are disgusting. After taking my child there at the weekend, there was one working toilet, the other was covered in a bin liner and wrapping tape. It gives a disgusting view of the village and when the number of houses being built is continually increasing, it displays the Parish in a poor light especially when the Parish Council do so much for the village and champion it's voice. Arnold has had a large investment in recent years, with a change of market place, new buildings where the old market place is, but they aren't performing anywhere near where they used to as the high street is dying due to businesses leaving the area. If football is reducing due to the closing of stores, then why spend money when the return in investment is so low? Instead money should be spent within Calverton to strengthen its infrastructure.	New parking areas near the shops would bring in much needed trade for the small shops. The leisure centre would benefit from being renovated. They run youth projects there on a Thursday this could be improved and made available 5 days a week if there were better age appropriate zones in the area.	Comments noted.
		There are several projects within Calverton that have been started but never finished. This makes the village look gritty even though it's an expensive place to live. Such projects should include: the development and use of Hollinwood Lane Cemetery. Right now it's a glorified car park for horse trials and temporarily being used as a car park for the Miners Welfare (Top Club) whilst the 3G pitch work continues. The Cemetery needs to be opened and used to allow those who wish for their final resting place to be Calverton, to actually be able to do that. Additional projects include the expansion to William Lee Park. This area had become a hub for Calverton and it requires attention. For example, updates to the Tennis Courts and indoor football court such as resurfacing as the tree roots run through and it can cause users to fall and seriously injure themselves. In addition to this, tarmacking the additional parking area. The park is busy at the weekend due to football events, events in the Village Hall and general park attendance, the additional parking needs to be professionally finished. The park would also benefit from additional skateboarding/BMX ramps as the number currently present is not enough to meet the demands of the number of users.	Comments noted.
		The school's require further investment. Manor Park's play area was condemned, this requires replacing. Manor Park remains a popular school and play time improves the experience of their pupils, this requires investment now.	
	I completely disagree with the list of proposed projects, Carlton already has a great leisure centre, and Gedding park doesn't need a heritage centre.	We have a desperate need for improved infrastructure in Calverton right now, no parking, a leisure centre that only has a small pool, more housing is happening, we need to spend more money on Calverton, even Manor Park school has no climbing frames now the pirate ship was taken down	Comments noted.
	Strongly disagree with the proposals. Carlton already has a good leisure centre...why spend millions on another. How can a heritage centre at Gedding park be viewed as important infrastructure ?? I would prefer to see the money spent where there is more urgent need, mitigating the effects from the developments that are funding the proposed projects. We have another 300 houses planned for Calverton and already in desperate need of improved infrastructure.	Where I would prefer the money to be spent Parking in the centre of calverton. Hollinwood lane cemetery to be completed as there is a desperate need for burial spaces. Play equipment at Manor Park School.	Comments noted.
2020-04-29	I strongly disagree with the list of proposed projects. There is already a leisure centre in Calverton, there is no point in spending £20-30 million on a new one, especially when GBC don't spend any money on Calverton leisure centre and there are far more now urgent infrastructure projects that need implementing in the borough. Likewise for the proposed heritage centre at gedding country park. How can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is a urgent need, mitigating the affects of impacts from the developments that are funding the projects. There is a desperate need for improved infrastructure in calverton right now and there are still around 300 planned houses to be built and occupied.	I would like to see more parking spaces in the centre of the village, if the parish council buy the land. The grass overflow car park at William Lee park is used every day not just by park users but as an unofficial park and ride and this area urgently needs a tarmac surface. Hollinwood Lane cemetery needs starting. There is a desperate need for public burial and ash plots across the borough and this 16 acre cemetery would last 100 years. Development of the William Lee park further into a visitor and heritage centre, including a 3G multi play space, a large BMX park. Development of Manor Park Infant and Nursery school's playground, since the old main play equipment was condemned and removed. The school is the only one of four schools in the village that has missed out on successive section 106 agreements from the new developments. The school needs a fun and stimulating environment which suits the diverse needs of the children in the community allowing the children to play, grow and thrive much sooner.	Comments noted.
	We need more for the young and the old. People of Calverton shouldn't have to travel to a memory cafe for people with dementia or singing for your brain. We are starting to get some memory cafe but we need more. And need more for people who have had a stroke or something else.	We could do with more car park instead of more houses. Calverton could do with a bigger swimming pool. The one that we do have is not adequate I would go to calverton leisure centre more if we had a 25 m pool. At the moment when I do go swimming I have to go to Arnold leisure centre	Comments noted.
	I strongly disagree with the proposed projects as they don't benefit the majority of people in GBC area. People from Calverton are unable to access these projects by direct public transport so will be unable to benefit. I believe that the proposed Heritage Centre does not strictly comply with the terms of CIL funding. Given that Calverton has accommodated a disproportionate number of new housing, and therefore contributed a substantial amount of CIL funding, Calverton should by right, receive improvements in local village infrastructure rather than in other areas that Calverton residents are unlikely to access.	Calverton Parish Council have proposed several strategic CIL projects that have been worked up and benefit Calverton residents. The proposals meet a strategic need for the borough AND benefit the needs of Calverton residents within an expanding community. Please refer to CPC comments with which I totally agree.	Comments noted.
	No insufficient for the villages.	Most importantly, Calverton leisure requires modernisation and improvement of the access road. Consideration could also be given to developing the old pit loading yard into a country park, and converting the old railway into a walking/cycling track, initially to Longdale Lane and eventually to Hucknall. These proposals would benefit the people of Calverton using the CIL money directly generated from the expansion of housing in Calverton.	
		Lambley play Park needs new play equipment.	Comments noted. The project suggested in response to Q2 is better suited, given its scale, for the Neighbourhood Portion of CIL. Given that the proposed project is situated within a Parish area of the Borough the expenditure of the Neighbourhood Portion of CIL Receipts would be determined by, and the responsibility of, the local Parish Council.

<p>I Strongly disagree with the list of proposed projects. There is already a leisure centre in Carlton, there is no point in spending 20 or 30 million pounds on building a new one, especially when you don't spend any money on Calverton leisure centre, and there are far more, now urgent infrastructure projects that need implementing in the borough. Likewise for the proposed heritage centre at Gedling Country Park, how can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is more urgent need, mitigating the affects of impacts from the developments that are funding the proposed projects. We have a desperate need for improved infrastructure in Calverton right now, and we've still got around 300 planned houses to be built and occupied.</p>	<p>I would like to see the following infrastructure projects in Calverton, funded by GBC using CIL money in co-ordination with Calverton parish council. Far more parking spaces in the centre of the village, if the parish council buy the land. In addition the grass overflow car park at William Lee park is used every day now, not just by park users, it's an unofficial park and ride, it urgently needs a tarmac surface. Hollinwood Lane cemetery needs starting, there is a desperate need for public burial and ash plots across the borough and this 16 acre cemetery would last 100 years. Development of the William Lee park further into a visitor and heritage centre, answering requirements of the playing and heritage strategies, including a 3G multi-play space, large BMX park, and a heritage centre based on William Lee, founder of the first part of the industrial revolution. Development of Manor Park Infant and Nursery School's playground, since the old main play equipment was condemned and removed. The school is the only one of the four schools in the village that has missed out on successive section 105 agreements from the new developments. The school needs a fun and stimulating environment which suits the diverse needs of the children in the community allowing the children to play, grow and thrive much sooner.</p>	<p>Comments noted.</p>
<p>No as Calverton requires more investment I'm very much in favour of a Park&amp; Ride on the A60. This would assist in resolving parking issues in the outlying villages. I'm strongly opposed to the Carlton Leisure Centre. The facilities are already far in excess of those available in Calverton. Also opposed to further funding for Arnold Town Centre and Gedling Country Park - where much money has been invested already at the expense of Calverton for example.</p>	<p>See projects submitted by calverton parish Council I would like to see the following infrastructure projects in Calverton funded by GBC using CIL money in co-ordination with Calverton Parish Council: Parking project Create more parking spaces to alleviate the current difficulties Calverton Calverton Parish Council Purchase of the derelict house on Main Street - to enable car parking spaces along with a tarmac surface for the land adjacent to William Lee Park to enable further spaces. Hollinwood Lane cemetery requires starting to make available some plots which we are in desperate need for across the borough. Further funding to develop William Lee Park and add a heritage centre - historical interest- William Lee. Manor Park school is in desperate need of money to renovate the outdoor area which has previously been condemned. Calverton could once again be a bustling village as it used to be with some thoughtful additions to improve living conditions - which should be funded anyway by the 105 monies from all of the recent new build sites. Again maybe not related but roads would be top of my list infrastructure or not seems to me it's all about wasting money just to keep the borough budget high rather than it dropping on the following year</p>	<p>Comments noted. Comments noted.</p>
<p>No I don't agree with the ideas of what you are planning on the areas described yet again calverton put on the back burner again Arnold has had loads of things change with results that haven't made a difference I just see it as a huge waste of money to not have any increase in anything relating to increase publicity and infrastructure to Arnold as so many businesses are closing so Arnold is a dying trading area there not much attention due to it when really all of calverton and Arnold and other areas of borough areas all require funds resurfacing which is and should be top of anybody's list things that need doing maybe related to any of this but it would be top of the list</p>	<p>No</p>	<p>Comments noted.</p>
<p>they should be kept separate the councils will be no better off joining together so why change anything now</p>	<p>Calverton has increased its population by 100s in the last 10 years and it seems the county council are set to increase this hugely in the next 10. It will no longer be a village and will become a town in itself. It would make more sense to have fore thought and use money now - especially some of the money taken from Bellway, Langridge and Persimmon when they were given permission to build here. I live in one of the new builds - we can never find a place to park in the village, St Wilfrids square needs improving and people need access to the few amenities we have here - eg somewhere to park near the Co-op before there is an accident. The local schools need money spending on them - the infants school in particular needs funding support for the outdoor resources needed for the increasing number of children. Some adapted play equipment for the parks to support children with SEND would be a very useful addition to William Lee Park.</p>	<p>Comments would appear to relate more to Local Government Reorganisation (LGR) and not the Strategic CIL Review.</p>
<p>do not agree with the projects identified in the plan. Arnold Town centre has an improved area on the old market site which is already an attraction to shoppers. This could be further improved by lowering the rates for shops, so that more retailers would take up the empty ones and attract more footfall again. No infrastructure money is needed to help this situation. Gedling Country park has already had a lot of money spent on it. It is a lovely space which we visit often - although new parking charges are not a welcome ideal I can't see how a heritage centre there would attract more visitors. I would consider this a luxury and one we can't afford. Plenty of people already go to see what is there - the memorial gardens etc - no need to build anything else. Why a heritage building at Gedling Sad waste of councils money when so many other buildings are in dire straights</p>	<p>A larger health centre in Calverton to support the increasing population caused by new builds Improvement to Calverton leisure centre and more leisure infrastructure in the village</p>	<p>Comments noted.</p>

<p>Living in Calverton it is easy to see how forgotten we seem to be. We have many areas struggling to cope with all the added housing already built and planned for in the future. Doctors and chemist and schools to small to now cope with the size of our village. As a disabled person I have to shop local, and as no large supermarkets it costs more for food. Local leisure centre always been great, but it's clear it needs improving and seems to be being forgotten about. I believe money which was meant to be spent in Calverton is now being used to update Carlton leisure centre which has had improvement in the past. Where as Calverton needs that support. If we loose our leisure centre myself and my children wouldn't have the access to a pool and vital classes. Our village for to long has been ignored and we are not as affluent as perseved. We for one are a low income family trying our best to work with health issues. People are struggling in this village and we need to be seeing more support offered to improve the infrastructure of our Beautiful village full of people just trying to look after each other. But if the village keeps getting bigger and the money put forward to help with that growth doesn't go to us, then these difficulties will just keep getting larger.</p>	<p>Improved school places GP surgery improvements so to cope with the size of village. It can be over a month to wait for an appointment currently. A second chemist as 1 just can't cope with the amount of people who now live in Calverton, can be waiting days to get hold of vital medicine. Larger shops.</p>	<p>Comments noted.</p>
<p>No Arnold has far to much spent on it. The country park is not strategic.</p>	<p>Money needs spending in Calverton Gbc alongside the Parish council need to formulate plans to improve parking and amenities within the village and spend the money where it is earned.</p>	<p>Comments noted.</p>
<p>No. More should be spent on calverton Infrastructure i.e. leisure facilities. The changing rooms and toilets at terrible. Infrastructure changes must be equitable to increased population due to new building. Congestion due to lack of parking is a major issue in Calverton. Also additional provision for social need not reliance on the local Working Club eg Memory Cafe. An extension of health provision is now vital for the thousands more in the village (town). Provision of historical heritage of the village eg Kingswell/textile heritage and museum all need help and development. I disagree. Calverton is expanding so the council needs to put more money into our village amenities.</p>	<p>Local parking and shopping facilities need improvement.</p>	<p>Comments noted.</p>
<p>Resources appear to be going to areas to duplicate resources already in place there ie Carlton I strongly disagree with the list of projects. Carlton already has a good leisure centre so why waste millions of pounds on building a new one. It is time money was invested on Calverton leisure centre. I also don't believe that a heritage centre at Gedling Borough Country Park should be classed as an urgent infrastructure project. Nothing on the list for Calverton. A new leisure centre for Carlton and the 'Heritage Centre' for Gedling Country Park would be a total waste of money when more urgent improvements are required elsewhere. NO, you have given planning permission for so many new houses in Calverton, without ANY infrastructure provision. Please try parking in the Square to get to the doctors - good luck.</p>	<p>The inevitability of this expansion will be the inability of Calverton to cope with basic water flow. Finally this is money provided by housing expansion to attract in families so walk ways, schools and play areas all deserve support.</p>	<p>Comments noted.</p>
<p>I strongly disagree with the list of proposed projects, particularly the proposed 'heritage centre' at Gedling Country Park.</p>	<p>The Leisure Centre &amp; parking is a priority and there's space for improvement. The shopping centre is a disgrace and I don't understand why the council can't purchase it and renovate it and work with supermarkets to enhance the areas. School play areas need updating, also, car parking in Calverton is now inadequate because of the increased housing.</p>	<p>Comments noted.</p>
<p>Villages such as Calverton desperately need for improved infrastructure and that's before all the new houses are finished and occupied. I do not agree. Again there is nothing for the ever growing Calverton. Everything is Carlton and Arnold as ever. I Strongly disagree with the list of proposed projects. There is already a leisure centre in Carlton, there is no point in spending 20 or 30 million pounds on building a new one, especially when you don't spend any money on Calverton leisure centre, and there are far more, now urgent infrastructure projects that need implementing in the borough. Likewise for the proposed heritage centre at Gedling Country Park, how can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is more urgent need, mitigating the affects of impacts from the developments that are funding the proposed projects. We have a desperate need for improved infrastructure in Calverton right now, and we've still got around 300 planned houses to be built and occupied.</p>	<p>The infrastructure money should be spent where there is more urgent need to mitigate the affects of impacts from the developments that are funding the proposed projects. Calverton is in desperate need for improved infrastructure right now with all the houses that have been built (and still hundreds more planned to be built and occupied). We definitely need more car parking in Calverton and a new playground for Manor Park School. Improved bus services, road improvements in Calverton in the light of 300 even more homes to be built in the village. A guarantee that no more houses will be built on the green belt that only partially now surrounds the 'village' (small town).</p>	<p>Comments noted.</p>
<p>A structural improvement or total refurbishment of the Calverton, Nottingham - leisure centre/facilities will improve the experiences of hundreds of families and young children who will directly benefit from the refurbishment mentioned above.</p>	<p>Doctors, Car Parking, shops, potholes, pavements, the list goes on and one - Calverton the forgotten village. Please consider using CIL money to build the cemetery on Hollinwood Lane.</p>	<p>Comments noted.</p>
	<p>Something for the kids to do such as been suggested before like a skatepark or bmx track. Also to do something about the parking problems at both the shops and schools. I would like to see the following infrastructure projects in Calverton, funded by GBC using CIL money in co-ordination with Calverton parish council. Far more parking spaces in the centre of the village, if the parish council buy the land. In addition the grass overflow car park at William Lee park is used every day now, not just by park users, it's an unofficial park and ride, it urgently needs a tarmac surface. Hollinwood Lane cemetery needs starting, there is a desperate need for public burial and ash plots across the borough and this 16 acre cemetery would last 100 years. Development of the William Lee park further into a visitor and heritage centre, answering requirements of the playing and heritage strategies, including a 3G multi-play space, large BMX park, and a heritage centre based on William Lee, founder of the first part of the industrial revolution. Development of Manor Park Infant and Nursery School's playground, since the old main play equipment was condemned and removed. The school is the only one of the four schools in the village that has missed out on successive section 106 agreements from the new developments. The school needs a fun and stimulating environment which suits the diverse needs of the children in the community allowing the children to play, grow and thrive much sooner.</p>	<p>Comments noted.</p>



Far too much has been thrown at these areas already whilst Calverton grows in size and has no funding.

I don't agree with the proposed projects listed. Calverton always gets left out and generally we accept it. Seeing as we are doubling our population in the village why not ask the public of Calverton what the priority would be in our village. NHS facilities, schools extensions and our leisure centre which is so archaic.

I Strongly disagree with the list of proposed projects. There is already a leisure centre in Carlton, there is no point in spending 20 or 30 million pounds on building a new one, especially when you don't spend any money on Calverton leisure centre, and there are far more, now urgent infrastructure projects that need implementing in the borough. Likewise for the proposed heritage centre at Geding Country Park, how can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is more urgent need, mitigating the affects of impacts from the developments that are funding the proposed projects. We have desperate need for improved infrastructure in Calverton right now, and we've still got around 300 planned houses to be built and occupied.

I disagree with the proposals. Spend money in Claverton where hundreds and hundreds of new homes have been built. There has been no improvement to infrastructure to accommodate the increase in population, which is of detriment to the village.

I do not agree to the proposals, money spent in other areas when Calverton is severely lacking the infrastructure to keep up with the growth of the village is not acceptable.

I Strongly disagree with the list of proposed projects. There is already a leisure centre in Carlton, there is no point in spending 20 or 30 million pounds on building a new one, especially when you don't spend any money on Calverton leisure centre, and there are far more proposed heritage infrastructure projects that need implementing in the borough. Likewise the proposed leisure centre at Gedling Country Park, how can this be viewed as an important infrastructure project? I would prefer to see the infrastructure money spent where there is more urgent need, mitigating the affects or impacts from the developments that are ruining the proposed projects. We have a desperate need for improved infrastructure in Calverton right now, and we've still got around 300 planned houses to be built and 1500 planned.

I disagree with Gedling country park heritage centre inclusion on the grounds that the

introduction on parking fees should pay for this improvement,

I disagree with Carlton new leisure whilst calverton leisure centre is not improved and the village/town is expanding with 100's of new housing.

I disagree with park and ride at Lea pool roundabout unless it's part of greater project including tram network to cover Arnold, calverton and Gedling.

Strongly disagree with proposed list of projects. Would prefer to see the infrastructure money spent where there is a greater need, mitigating impacts from the developments that are funding the proposed projects.

Calverton have contributed a lot to the budget due to the amount of new housing built but we have no added infrastructure. We need an updated leisure centre, more parking, bigger schools, the roads need re surfacing.

There's some good stuff but Calverton is more urgent need for parking etc than a heritage centre at Gedling country park

Not enough is done for Calverton when we get all the houses! We need parking spaces so we can get to the shops and doctors and how about us being a heritage destination? Ps Manor Park school needs a new playground

Some of the projects are good but not as important as parking and facilities in Calverton, yes we would like the mineral line opened (but preferably with a tram?) but we need parking now!

Calverton is in desperate need of major infrastructure improves before some of the listed projects! You need to start spending the money to mitigate the new developments in our village

Investment urgently required in Calverton to improve and make services fit for purpose after three large new housing estates built.

Parking facilities in Calverton. Residents are facing an ongoing battle with inconsiderate parking due to no parking for people going to the shop, work and even commuting to town. I will point to my road in particular, Renais Way where I have a daily battle with these people and in particular St Wilfrids School drop off and pick up time. Parking over residents drives, parking on the pavement and parking in such a way residents cannot see to get on or off their drives safely. Many arguments and sometimes threats. All reported to the school, NCC parking enforcement, police, parish council and governors of the school, also MP and no one is either willing too or cannot do anything about it. Shocking.

**Schools extension. Gp facilities, leisure centre upgraded**

I would like to see the following infrastructure projects in Calverton, funded by GBC using CIL money in co-ordination with Calverton parish council... Far more parking spaces in the centre of the village, if the parish council buy the land. In addition the grass overflow car park at William Lee park is used every day now, not just by park users, it's an unofficial park and ride, it urgently needs a tarmac surface

Hollinwood Lane cemetery needs starting, there is a desperate need for public burial and ash plots across the borough and this 16 acre cemetery would last 100 years. Development of the William Lee park further into a visitor and heritage centre, answering requirements of playing and heritage strategies, including a 3G multi-play space, large BMX park, and a heritage centre based on William Lee, founder of the first part of the industrial revolution. Development of Manor Park Infant and Nursery School's playground since the old main play equipment was condemned and removed. The school is the only one of the four schools in the village that has missed out on successive section 106 agreements from the new developments. The school needs a fun and stimulating environment which suits the diverse needs of the children in the community allowing the children to play, grow and thrive much sooner.

**Spend the money in Calverton and improve infrastructure for the village.**

Calverton is in desperate need of additional parking around the existing shopping areas.

Further development of the villages play areas. Development of the local schools to keep up with the growth of the village. As well as much needed funding for Manor Park to improve their play area.

I would like to see the following infrastructure projects in Calverton, funded by GBC using CIL money in co-ordination with Calverton Parish Council. I think, if the parish council buy the land, in addition the grass overflow car park at William Lee park is used every day now, not just by park users, it's an unofficial park and ride, it urgently needs a tarmac surface. Hollinwood Lane cemetery needs starting, there is a desperate need for public burial and ash plots across the borough and this '16 acre cemetery would last' 100 years. Development of the William Lee park further into a visitor and heritage centre, answering requirements of the planning and heritage strategies, including a 3G multi-play space, large BMX park, and a heritage centre based on William Lee, founder of the first play and heritage strategies. Development of Manor Park Infant and Nursery School's playground, since the old main play equipment was condemned and removed. The school is the only one of the four schools in the village that has missed out on successive section 106 agreements from the new developments. The school needs a fun and stimulating environment which suits the diverse needs of the children in the community allowing the children to play, grow and thrive much sooner.

With calverton expanding and more cars, parking improvements required around village centre. A614/oxton rd junction require improving next to Arnold town football ground i.e. traffic lights or a roundabout. Leisure facilities improvement need to continue to be improved at William lee park, Seely park and collier road field.

Council. To see the following infrastructure projects in Calverton, funded by GBC using CIL money in coordination with Calverton parish would like more parking in the village centre, if the parish Council buy the land. Grass overflow parking at William Lee park needs earmarking. Hollinwood Lane cemetery needs starting. Development of Manor Park school's playground.

Comments noted.

As above

Parking in Calverton. A William Lee heritage centre. Upgrades to Manor Park school playground. A BMX park.

Additional parking in the square and at William Lee park, a new BMX park and 3G pitch, a William Lee heritage and visitor centre

Parking at st.wilfrids square and William Lee park. A large BMX and pump track. A 3G multi use pitch. A New playground for Manor Park school . A William Lee heritage centre.

All in Calverton, with the parish council as the lead agency.... Lots of new parking spaces. Small retail units. Improvements to Manor Park school playground. A William Lee museum. A large brnx park. A 3G multiplay pitch.

investment urgently required in calverton to improve and make services fit for purpose after three large new housing estates built.

<p>I would like projects to be invested into Calverton village, that will benefit the residents. I disagree with the projects listed on the CIL - we need increased infrastructure in Calverton. Increased housing and future development plans are putting an increased pressure and risk on our already creaking infrastructure that just isn't fit for purpose. It seems that proposals outlined are inequitable for example the proposal to introduce another leisure centre in Carlton. Why? They have one already? Calverton existing leisure centre needs a refresh and updating. Heritage Centre at Gedling country park? Residents of Calverton would prefer that money to be spent on creating safer environments for our children to learn and play - for example the playground at Manor Park Infants school would benefit from some funding to make urgent and necessary improvements.</p>	<p>I would like projects to be invested into Calverton village, that will benefit the residents. Funding for Manor Park Infants playground repairs and funding for the Calverton leisure and youth centre to make necessary improvements to buildings, make safe, encourage more people to want to use to get fit/socialise/reduce isolation/give our teens somewhere to socialise/reduce anti social behaviour etc etc.</p> <p>Perhaps consider funding to childrens centres/family hubs in the village that can provide more services to our community around mental health, run clubsw/vents/community groups etc etc</p>	<p>Comments noted. Comments noted.</p>
<p>No I don't agree with this list, fix the problems in Calverton. We need big improvements to Calverton since all the extra houses were built. Parking is a major issue in our village and getting worse. The infrastructure list is flawed as it does not tightly push funding to the communities affected by new development. This village has seen a huge increase in housing without improvements to the physical infrastructure such as GP's, buses across the borough and county, EV infrastructure etc, without this tight geographic approach the infrastructure list builds resentment in communities and fails to support cohesion.</p> <p>No to the ideas in Carlton &amp; Arnold, they're not benefitting Calverton which needs more car parking, affordable shopping.</p> <p>Items missing including infrastructure for the new homes within Calverton are not addressed, poor quality surgery, dental and shopping precinct from 1970's none of these are being addressed but the money is coming from all the new houses, at least do as you have done in Gedling, local shops charge between 150 and 300% more for the same items as a supermarket. Arnold has been financed enough with it's arc, now give the money back to Calverton</p>	<p>Improvements to the centre of the village to make it look nicer plus lots of extra parking as there are never enough spaces and it's causing real issues with residents and visitors from Woodborough and Lambley</p> <p>Children are our main concern</p> <p>I would expect the borough council to have a clear list developed with the parish council and community groups in Calverton rather than expecting a member of the public in a consultation exercise to provide one.</p>	<p>Comments noted.</p> <p>Comments noted.</p> <p>Comments noted. The Neighbourhood Portion of CIL is specifically designed to meet localised needs within the areas where CIL receipts have been collected. In areas with Parish Council the Neighbourhood Portion of CIL Receipts are passed directly to the Local Parish Council.</p> <p>Comments noted.</p> <p>Comments noted.</p>
<p>SIP3 No mention has been made to the Ouse Dyke which falls within Gedling - their could be opportunities to daylight sections of the watercourse which would be desirable, as well as improving the banks. Sections of the watercourse are concrete channel so of very limited ecological value. Removing concrete, grey infrastructure and re-meandering in sections where possible would be desirable. The Ouse Dyke is hidden away in most locations so it would be good to open it up and improve residents access to water. Many people in Gedling/Carlton may not even be aware it exists. Further opportunities would be to improve the cover along banks to improve shade and resilience to climate change/drought.</p> <p>Locally on the river Trent. We feel that the Blue-Green Infrastructure (BGI) wording could be more comprehensive to include the following information or something similar. BGI provides benefits such as air quality improvement, amenity provision, carbon sequestration, increased biodiversity, flood risk management, and health and wellbeing. De-paving and greening an area (e.g. through SuDs) can also help to provide local relief to high temperatures. BGI provides an opportunity to reconnect watercourses to their floodplains and should be considered alongside development proposals.</p>	<p>No to the ideas in Carlton &amp; Arnold, they're not benefitting Calverton which needs more car parking, affordable shopping.</p> <p>Aldi or Lidl, removal of leisure only status of land next to local council, there is sufficient space there for a new supermarket and health centre but local council states it's only to be used for leisure.</p>	<p>Comments noted.</p>
<p>SIP4 We should point out that, in line with our detailed comments in relation to the Ambition Arnold Executive Summary consultation which we responded to in September 2024 that the majority of Arnold lies within flood zone 1. However, we highlighted that there are surface water flooding issues impacting Arnold which in turn does impact the Day Brook which is located to the south of the settlement of Arnold. We therefore highlighted the importance of incorporating effective SuDS and BGI interventions to help manage this flood risk. It may be prudent to include reference to these comments or signpost readers back to our comments on the Ambition Arnold Executive Summary consultation response. Other considerations could include the incorporation of rain gardens, a pond, swales etc. If any tree planting is proposed, we recommend planting native species only.</p>	<p>N/A</p>	<p>Comments noted.</p>

<p>Active Travel Links (SIP1) - The County Council supports the inclusion of Active Travel Links (SIP1) on the Infrastructure List. The document refers to the priorities being broadly identified through consideration of demand data and policy fit and specifically identifies access to Gedling Country Park as the main priority. However, access to Gedling Country Park is rated as a low priority in the Local Cycling and Walking Infrastructure Plan (LCWIP) and, as a result, is not programmed for consideration until beyond 2036. It is therefore suggested that the description of Active Travel Links (SIP1) is broadened to enable improvements to the strategic cycle network across the whole borough, in accordance with the priorities in the LCWIP, rather than limited to links to Gedling Country Park. The County Council would particularly welcome reference to the A612 Corridor within the description of SIP1. The second phase of this project (shown in green below) is part-funded but the third phase (to connect to Colliery Way) is currently unfunded and is a long term priority.</p> <p>Leapool Roundabout Park and Ride Service (SIP2) - The County Council agrees with the inclusion of the Leapool P&amp;R Service on the Infrastructure List. Outcomes from the feasibility work undertaken previously were positive and through the East Midlands Combined County Authority there is potential funding on the horizon for capital schemes but also potential access to revenue funding which would allow for an update and undertaking of additional related feasibility work. It's also a scheme that is currently being modelled within the transport assessment mitigation strategy for the Greater Notts Strategic Plan.</p> <p>Blue-Green Infrastructure Improvement Works (SIP3) - The County Council supports the inclusion of Blue-Green Infrastructure Improvement Works (SIP3) on the Infrastructure List, particularly with reference to the Calverton Mineral Line. This project is featured as a medium priority in the LCWIP, and feasibility and costing work is ongoing. The County Council would recommend that this project is included as a distinct project within the Infrastructure List rather than an example of an improvement under SIP3.</p>	<p>It is unclear whether 'secondary school contributions at Top Wighay Farm' (TWF) is proposed to be retained on the list following this review. The County Council would request that a secondary school expansion to meet the needs of TWF is included on the Infrastructure List. There is forecast to be an insufficiency of secondary school places in the Hucknall Planning Area due to growth in pupil population from TWF. There is no funding through the S106 Agreement for TWF to support secondary school capacity and whilst funding may be provided through S106 from other schemes, a proportionate sum would still be required from CIL relative to the impact of TWF. Indicatively, the permitted 805 dwellings at TWF would yield 129 secondary aged pupils which would equate to a contribution of £3,904,830 based on the cost per place in NCC Developer Contributions Strategy.</p> <p>It is noted that 'secondary school contributions for Gedling Colliery / Chase Farm' will now be achieved through the S106 for this development, in light of the Council's decision to repurpose the primary school contribution to instead benefit Carlton Academy. On this basis, this project would not need to be retained on the Infrastructure List. However, the modification to the S106 is yet to be signed by the housing developer or the borough council and the support of the GBC is sought to secure this modification to enable the funds to be invested. Without this, the County Council cannot recommend that this item is removed from the Infrastructure List.</p>	<p>Comments noted.</p>
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**Active Travel Links (SIP1)** - The County Council supports the inclusion of Active Travel Links (SIP1) on the Infrastructure List. The document refers to the priorities being broody identified through consideration of demand data and policy fit and specifically identifies access to Gedling Country Park as the main priority. However, access to Gedling Country Park is rated as a low priority in the Local Cycling and Walking Infrastructure Plan (LCWIP) and as a result, is not programmed for consideration until beyond 2036. It is therefore suggested that the description of Active Travel Links (SIP1) is broadened to enable improvements to the strategic cycle network across the whole borough, in accordance with the priorities in the LCWIP, rather than limited to links to Gedling Country Park. The County Council would particularly welcome reference to the A612 Corridor within the description of SIP1. The second phase of this project (shown in green below) is part-funded but the third phase (to connect to Colliery Way) is currently unfunded and is a long term priority.

**Leaspool Roundabout Park and Ride Service (SIP2)** - The County Council agrees with the inclusion of the Leaspool Park Service on the Infrastructure List. Outcomes from the feasibility work undertaken previously were positive and through the East Midlands Combined County Authority there is potential funding on the horizon for capital schemes but also potential access to revenue funding which would allow for an update and undertaking of additional related feasibility work. It is also a scheme that is currently being modelled within the transport assessment mitigation strategy for the Greater Nottingham Strategic Plan.

**Blue-Green Infrastructure Improvement Works (SIP3)** - The County Council supports the inclusion of Blue-Green Infrastructure Improvement Works (SIP3) on the Infrastructure List particularly with reference to the Calverton Mineral Line. This project is featured as a medium priority in the LCWIP, and feasibility and costing work is ongoing. The County Council would recommend that this project is included as a distinct project within the Infrastructure List rather than an example of an improvement under SIP3.

It is unclear whether secondary school contributions at Top Withway Farm (TWIF) is proposed to be retained on the list following this review. The County Council would request that a secondary school expansion to meet the needs of TWIF is included on the Infrastructure List. There is forecast to be an insurmountable of secondary school places in the Hucknall Planning Area due to growth in pupil population from TWIF. There is no funding through the S106 Agreement for TWIF to support secondary school capacity and whilst funding may be provided through S106 from other schemes, a proportionate sum would still be required from CIL relative to the impact of TWIF. Indicatively, the permitted 805 dwellings at TWIF would yield 129 secondary aged pupils which would equate to a contribution of £3,904,830 based on the cost per place in NCC Developer Contributions Strategy.

It is noted that secondary school contributions for Gedling Country / Chase Farm will now be achieved through the S106 for this development. In light of the Council's decision to re-purpose the primary school contribution to instead benefit Carlton Academy. On this basis, this project would not need to be retained on the Infrastructure List. However, the modification to the S106 is yet to be signed by the housing developer or the borough council and the support of the GBC is sought to secure this modification to enable the funds to be invested. Without this, the County Council cannot recommend that this item is removed from the Infrastructure List.

Comments noted.

Summary Table of Representations

	(SIP1) Active Travel Links	(SIP2) Leaspool Roundabout	(SIP3) Blue/Green Infrastructure	(SIP4) Ambition Arnold	(SIP5) Carlton Leisure and Community Centre	(SIP6) Gedling Country Park Heritage Centre
Support	4	4	4	3	2	3
Neutral	23	23	23	25	23	24
Object	22	25	22	27	52	48

Community Infrastructure Levy Project Evaluation			SIP1 - Active Travel Links			SIP2 - Leapool Roundabout Park and Ride Service			SIP3 - Blue / Green Infrastructure Improvement Works			SIP4 - Ambition Arnold		
			Score	Weighted Score	Comments	Score	Weighted Score	Comments	Score	Weighted Score	Comments	Score	Weighted Score	Comments
Criteria														
Relationship to Local Development			17.5	5	See project tab for comments	4	14	See project tab for comments	5	17.5	See project tab for comments	4	14	See project tab for comments
Public Benefits			17.5	5		4	14		5	17.5		4	14	
Deliverability and Sustainability			17.5	5		1	3.5		2	7		3	10.5	
Value for Money			17.5	5		1	3.5		1	3.5		1	3.5	
Match Funding			30	5		1	6.00		1	6.00		1	6.00	
			100%	100		51.50			51.50			48.00		
Ranking				2			5			2			4	

SIP5 - Carlton Leisure and Community Centre			SIP6 - Gedling Country Park Heritage Centre			SIP7 - MAS Community CIC HUB			SIP8 - Connectivity Between Papplewick & Mansfield		
Score	Weighted Score	Comments	Score	Weighted Score	Comments	Score	Weighted Score	Comments	Score	Weighted Score	Comments
5	17.5	See project tab for comments	4	14	See project tab for comments	2	7	See project tab for comments	2	7	See project tab for comments
5	17.5		3	10.5		0	0		3	10.5	
3	10.5		2	7		1	3.5		1	3.5	
2	7		1	3.5		2	7		1	3.5	
1	6		1	6		3	18		1	6	
	58.5			41			35.5			30.5	
	1			5			7			11	

SIP9 - Expansion of Calverton Centre Car Parking			SIP10 - New Cemetery at Hollinwood Lane			SIP11 - Re-development of William Lee Park			SIP12 - Manor Park Infant and Nursery School Play		
Score	Weighted Score	Comments	Score	Weighted Score	Comments	Score	Weighted Score	Comments	Score	Weighted Score	Comments
4	14	See project tab for comments	4	14	See project tab for comments	4	14	See project tab for comments	4	14	See project tab for comments
0	0		0	0		0	0		0	0	
1	3.5		3	10.5		3	10.5		3	10.5	
2	7		2	7		2	7		2	7	
1	6		0	0		0	0		0	0	
	30.5			31.5			31.5			31.5	
	11			8			8			8	

Description	Criteria
The nomination is able to demonstrate a direct link between the proposed project and the CIL Liable developments that have been constructed within the locality.	<b>Relationship to Development</b>
The nomination is able to demonstrate the positive impacts and opportunities the proposed project would create for the users and the wider general public. The project should be able to demonstrate how it contributes to the Councils Strategic Policies for its development plan. Where possible projects must be able to be utilised by all members of the public rather than any specific group/organisation.	<b>Wider Public Benefits</b>
The nomination demonstrates that the project is deliverable in a timely manner and that steps have been taken to approach and collaborate with any other stakeholders / contractors that would be involved in getting the project off the ground. The nomination should also include evidence to demonstrate that once the project has been delivered, appropriate measures are in place to ensure that the project will be managed / operational in a sustainable manner for the foreseeable future.	<b>Deliverability and Sustainability</b>
The nomination demonstrates that the project would provide good value for money and would be good combination of cost, quality and sustainability to meet the needs of the locality. Costs should include and detail ongoing maintenance costs and how these would be covered.	<b>Value for Money</b>
The nomination details other revenue sources of Match Funding which have been secured or are in the process of being secured. Match funding is a key consideration when evaluating the suitability of projects to ensure that maximum value can be obtained through the CIL Non-Parish Neighbourhood Receipts.	<b>Match Funding</b>

Assessment	Score	Interpretation
Excellent	5	<b>Exceeds the requirement</b> Exceptional demonstration by the nomination that the relevant project will clearly meet the aims/objectives of the relevant criteria. Submission identifies several factors that will offer potential added value, with substantial supporting evidence.
Good	4	<b>Satisfies the requirement with minor additional benefits</b> Above average demonstration by the nomination that the relevant project will clearly meet the aims/objectives of the relevant criteria. Submission identifies factors that will offer potential added value with supporting evidence.
Acceptable	3	<b>Satisfies the requirement</b> Demonstration by the nomination that the relevant project will clearly meet the aims/objectives of the relevant criteria.
Minor Reservations	2	<b>Satisfies the requirement with minor reservations</b> Some minor reservations of the nominations relevant suitability to meet the aims/objectives of the relevant criteria with little or no evidence to support submission.
Serious Reservations	1	<b>Satisfies the requirement with major reservations</b> Considerable reservations of the nominations relevant suitability to meet the aims/objectives of the relevant criteria with little or no evidence to support submission.
Unacceptable	0	<b>Does not meet the requirement</b> Does not comply and/or insufficient information provided to demonstrate that the nomination would meet the aims/objectives of the relevant criteria with little or no evidence to support the submission.

Final Rating	
<b>80+</b>	Likely to be considered essential Infrastructure for the future of the Borough.
<b>60-80</b>	Highly desirable and potentially time sensitive Infrasrtucture projects.
<b>40-60</b>	Desireable projects but not considered to be essential.
<b>20-40</b>	Projects that could have value but fall short on multiple criteria.
<b>0-20</b>	Projects that are not deemed suitable.

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<b>Gedling Borough Council's Infrastructure List</b>	
<b>Community Infrastructure Levy</b>	
Secondary School Contributions at Top Wighay Farm developments.	To be funded through Strategic portion of CIL Receipts collected from Top Wighay Farm development.
Carlton Leisure & Wellbeing Community Centre	To be funded through Strategic portion of CIL Receipts collected across the Borough.
Annual assessment of suitable Infrastructure projects identified in accordance with Regulation 59F of the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019.	To be funded through the Neighbourhood portion of CIL Receipts collected in the 'relevant area'.
<b>Section 106 Contributions</b>	
Provision of Affordable Housing Units either on-site or through capital contributions.	To be secured through Section 106 Obligations.
Provision of Open Spaces including new infrastructure and improvements to existing sites.	To be secured through Section 106 Obligations.
Provision for Primary Healthcare including new infrastructure and improvements of existing surgeries.	To be secured through Section 106 Obligations.
Any other future infrastructure which is deemed necessary, in accordance with the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019	To be secured through Section 106 Obligations.

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## Appendix 4: Equality Impact Assessment



Name of project, policy, function, service or proposal being assessed:	Community Infrastructure Levy Strategic Review				
The main objective of Community Infrastructure Levy Strategic Review	The objective of the above proposal is to approve the updating of Gedling Borough Council's Infrastructure List to include suitable strategic infrastructure projects in accordance with the following Officer recommendations.				
<p>What impact will the Community Infrastructure Levy Strategic Review have on the following groups? Please note that you should consider both external and internal impact:</p> <ul style="list-style-type: none"> <li>External (e.g. stakeholders, residents, local businesses etc.)</li> <li>Internal (staff)</li> </ul>					
Please use only 'Yes' where applicable		<b>Negative</b>	<b>Positive</b>	<b>Neutral</b>	<b>Comments</b>
<b><u>Gender</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Gender Reassignment</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Age</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Marriage and civil partnership</u></b>	External	-	-	Yes	No specific impact

	Internal	-	-	Yes	No specific impact
<b><u>Disability</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Race &amp; Ethnicity</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Sexual Orientation</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Religion or Belief (or no Belief)</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b><u>Pregnancy &amp; Maternity</u></b>	External	-	-	Yes	No specific impact
	Internal	-	-	Yes	No specific impact
<b>Other Groups</b> (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.) <hr/> Please state the group/s: <hr/>	External	-	-	Yes	To ensure the consultation is accessible to a wide range of people of different backgrounds including age, nationality and IT capabilities the consultation shall be carried out in various mediums including newsletters and webpages which can be translated into various languages for peoples

					whose native language is not English. A copy of the consultation will also be made available to the public in the Civic Centre Reception.
	Internal	-	-	Yes	No specific impact

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?		No	
Is there an opportunity to mitigate or alleviate any such impacts?		N/A	
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?		No	
In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer
Public consultation on the Community Infrastructure Levy Strategic Review	Six-week public consultation has been undertaken following approval by Cabinet.	A total of 89 representations have been received in response to the consultation.	Lewis Widdowson Community Infrastructure Levy Officer.

### Authorisation and Review

<b>Completing Officer</b>	<b>Lewis Widdowson</b>
<b>Authorising Head of Service/Director</b>	<b>Director of Place</b>
<b>Date</b>	<b>4<sup>th</sup> September 2025</b>
<b>Review date (if applicable)</b>	<b>N/A</b>

## Appendix 5: Climate Impact Assessment



Name of project, policy, function, service or proposal being assessed:	Community Infrastructure Levy Strategic Review			
The main objective of Community Infrastructure Levy Strategic Review	The objective of the above proposal is to approve the updating of Gedling Borough Council's Infrastructure List to include suitable strategic infrastructure projects in accordance with the following Officer recommendations.			
What impact will the Community Infrastructure Levy Strategic Review have on the following. Please read guidance before completing.				
Category	Negative	Positive	No impact/ Negligible change	Mitigation/ Comments
<u>Behaviour &amp; Culture Change</u>	-	-	Yes	No specific impact

<b><u>Built Environment</u></b>	-	Yes	-	The proposal seeks to identify suitable strategic infrastructure projects which will be included on a future revised Infrastructure List. The provision of new strategic infrastructure projects will play a key role in mitigating any impacts created by new development within Gedling Borough.
<b><u>Transport</u></b>	-	Yes	-	The proposal seeks to identify suitable strategic infrastructure projects which will be included on a future revised Infrastructure List. Such strategic projects include, but are not limited to, of new public transport improvements which would improve connectivity within Gedling Borough.

<b><u>Energy, Natural Resources &amp; Climate Change</u></b>	-	Yes	-	Strategic infrastructure projects will enhance and assist with the Council's delivery of a safe, attractive and clean Borough which is committed to tackling Climate Change.
<b><u>Waste Reduction &amp; Recycling</u></b>	-	-	Yes	No specific impact
<b><u>Blue-Green Infrastructure/Biodiversity</u></b>	-	Yes	-	Several of the projects identified for the public consultation are directly linked to Blue/Green Infrastructure and would play a key role in improving provision of such infrastructure throughout the Borough better connecting its residents and improving a healthy community.
<b><u>Procurement &amp; Purchasing</u></b>	-	-	Yes	No specific impact

In response to the information provided above please provide if there is any proposed action including any consultation that is going to be carried out

Planned Actions	Timeframe	Potential Outcome	Responsible Officer
Public consultation on the Community Infrastructure Levy Strategic Review	Six-week public consultation has been undertaken following approval by Cabinet.	A total of 89 representations have been received in response to the consultation.	Lewis Widdowson Community Infrastructure Levy Officer.

### Authorisation and Review

<b>Completing Officer</b>	<b>Lewis Widdowson</b>
<b>Authorising Head of Service/Director</b>	<b>Director of Place</b>
<b>Date</b>	<b>4<sup>th</sup> September 2025</b>
<b>Review date ( if applicable)</b>	<b>N/A</b>





## Community Infrastructure Levy Charging Schedule

Adopted July 2015

## **Introduction**

The Community Infrastructure Levy (CIL) is a new levy that local authorities can choose to charge on new developments in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development – for example, new or safer road schemes, park improvements or schools. The levy applies to most new buildings and charges are based on the size and type of the new development.

CIL is considered to be fairer, faster and more certain and transparent than the current system of planning obligations which are generally negotiated on a 'case-by case' basis. Levy rates have been set in consultation with local communities and developers and provide developers with much more certainty 'up front' about how much money they will be expected to contribute.

Levy rates must be set at a level which does not affect the viability of development in the area taking into account the cost of land, build costs, expected sales price and a return for the developer. Given the differences in land costs and sales prices across the Borough it is proposed to set different CIL rates in different parts of the Borough.

## **The Charging Authority**

The Borough of Gedling is a charging authority for the purposes of Part 11 of the Planning Act 2008 and may therefore charge the Community Infrastructure Levy (CIL) in respect of development in the Borough of Gedling. The Council is also the collecting authority for its administrative area.

## **Date of Approval**

The Charging Schedule was approved by the Council on 15<sup>th</sup> July 2015

## **Date of Effect**

The Charging Schedule will come into effect within three months of the date of Council approval.

## **Statutory Compliance**

The Charging Schedule has been prepared in accordance with the Community Infrastructure Levy Regulations 2010 (as amended), Part 11 of the Planning Act 2008 and statutory guidance in 'Community Infrastructure Levy: Guidance' (CLG, 2012).

In accordance with Regulation 14, in setting the CIL rate the Council has aimed to strike what it considers to be an appropriate balance between

- the desirability of funding from CIL (in whole or part) the actual and expected estimated total cost of infrastructure required to support the development of

its area, taking into account other actual and expected sources of funding;  
and

- the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.

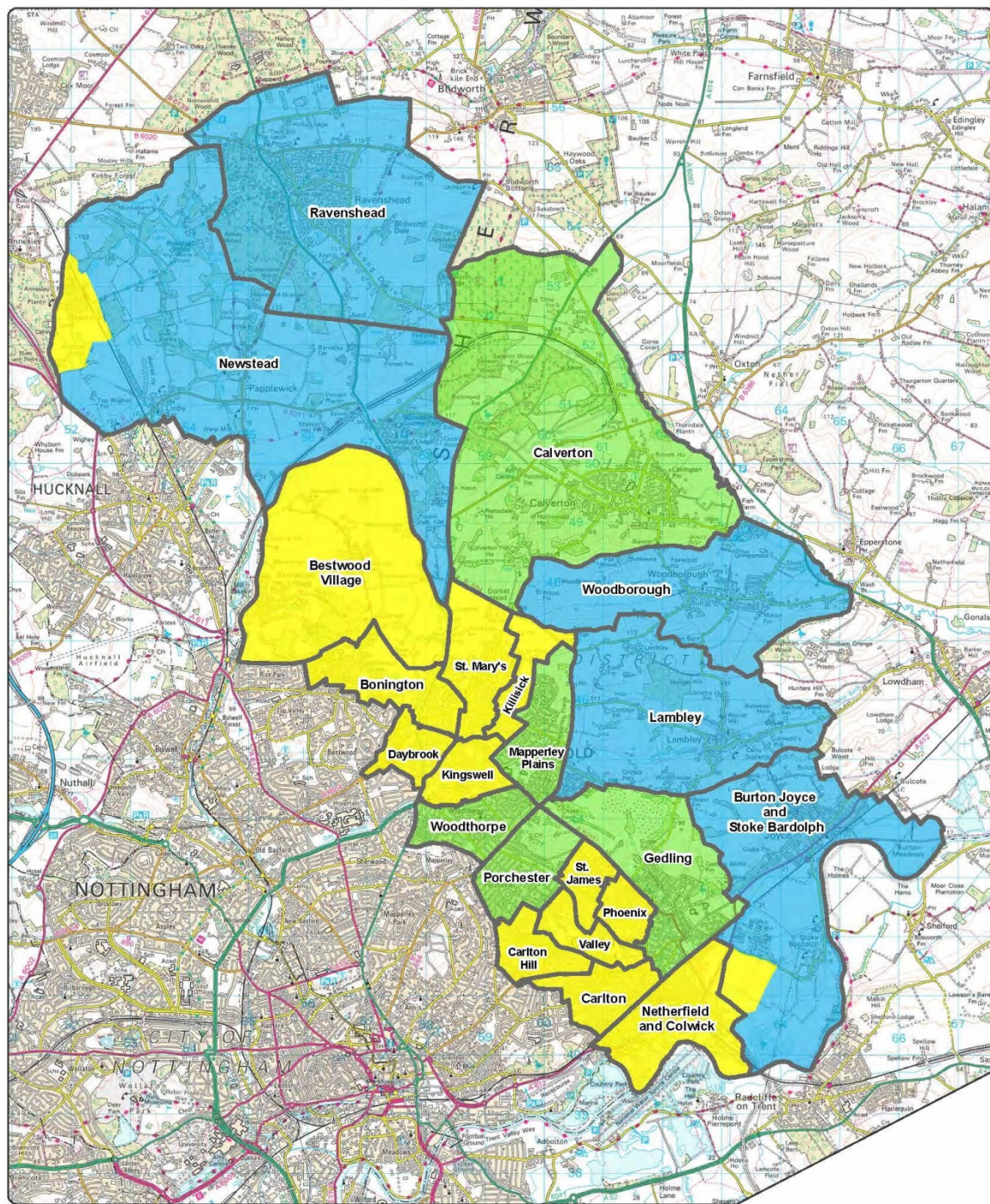
### CIL Rate

The rate at which CIL will be charged shall be:

Development Type			
Residential	Zone 1	Zone 2	Zone 3
	£0/sqm	£45/sqm	£70/sqm
Commercial	Borough wide		
Retail A1, A2, A3, A4, A5	£60/sqm		
All other uses	£0/sqm		



# Gedling CIL - Residential Charging Zones



## Key

-  Wards
-  Zone 1
-  Zone 2
-  Zone 3

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 LUGISCartography00402 - Gedling wards - charging zones/3 gedling wards - residential charging zones revised 04/2014 PLUV GIS team 14/05/2014

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## **Liability to pay CIL**

Liability to pay CIL occurs on the grant of the related planning permission that first permits the proposed development, such as the grant of full planning, change of use or approval of the last reserved matter on the grant of outline planning.

## **CIL payment**

GBC will issue a liability notice following the grant of the planning permission for the chargeable development. The notice will be sent to the applicant, the owner and any party who has assumed liability for the CIL.

The Regulations state that CIL becomes payable upon the commencement of development (defined by reference to section 56(4) of the TCPA 1990 and includes works of demolition and construction and preparatory works such as digging foundations and installing services). The Council proposes to introduce an instalments payments policy as set out below:

<b>Chargeable Amount</b>	<b>Timescale</b>
Less than £15,000	Full payment within 90 days of development commencing
Between £15,000 and £50,000	First instalment (25%) within 90 days Second instalment (50%) within 270 days Third instalment (25%) within 360 days
Between £50,000 and £100,000	First instalment (25%) within 90 days Second instalment (50%) within 360 days Third instalment (25%) within 540 days
Over £100,000	First instalment (25%) within 90 days Second instalment (25%) within 270 days Third instalment (25%) within 540 days Fourth instalment (25%) within 720 days

## **Calculating the Charge**

GBC will calculate the amount of CIL payable ("chargeable amount") in respect of a chargeable development in accordance with regulation 40 of the Community Infrastructure Levy Regulations 2010, as amended in 2011, 2012 and 2014.

Under Regulation 40, the CIL rate will be index linked with the Royal Institute of Chartered Surveyors "All In Tender Price Index".

## **Existing Floorspace on a Development Site**

Regulation 40 provides that the total floorspace of any existing buildings on a development site should be subtracted from the floorspace of the chargeable development, where the existing buildings have been in use for at least six months within the period of 36 months ending on the day planning permission first permits the chargeable development.

## **Exemptions and Reliefs**

The following forms of development are exempt from paying CIL:

- buildings into which people do not normally go, or go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery (Regulation 6);
- developments of under 100 sq m that do not result in the creation of 1 or more additional dwellings (Regulation 42);
- development by a charity where the development will be used wholly or mainly for charitable purposes (Regulation 43) and
- self-build housing or self-build communal development (Regulation 54A)

The following types of development are able to apply for relief from paying CIL:

- social housing (Regulations 48, 49, 50, 51, 52, 53, 54).

In addition, the Council has the option to offer discretionary relief for:

- development by a charity where the profits of the development will be used for charitable purposes (Regulations. 44, 45, 46, 47, 48); and
- exceptional circumstances (Regulations 55, 56, 57, 58).

The Council's policy on whether discretionary relief is offered will be set out in a separate policy document, in accordance with the relevant regulations.

## **Regulation 123 List of Projects to be funded by CIL**

### **Project 1**

<u>Project Location:</u>	Gedling Colliery
<u>Project Description:</u>	Gedling Access Road to facilitate development of Gedling Colliery/Chase Farm
<u>Progress:</u>	Full application granted December 2014. Application for first phase 315 dwellings anticipated summer 2015
<u>Estimated Cost:</u>	£32,400,000
<u>Funding:</u>	£26,200,000
<u>Gap</u>	£6,200,000

### **Project 2**

<u>Project Location:</u>	Gedling Colliery Country Park
<u>Project Description:</u>	Visitor Centre
<u>Progress:</u>	Not yet started
<u>Estimated Cost:</u>	£1,000,000
<u>Funding</u>	£ 0
<u>Gap</u>	£1,000,000

### **Project 3**

<u>Project Location:</u>	Gedling Colliery / Chase Farm
<u>Project Description:</u>	Secondary School Contributions
<u>Progress:</u>	Not yet started
<u>Estimated Cost:</u>	£1,689,000
<u>Funding</u>	£0
<u>Gap</u>	£1,689,000

## **Project 4**

<u>Project Location:</u>	Top Wighay Farm
<u>Project Description:</u>	Secondary School Contributions
<u>Progress:</u>	Not yet started
<u>Estimated Cost:</u>	£2,816,000
<u>Funding:</u>	£0
<u>Gap:</u>	£2,816,000

## **Further Information**

Further information on the Community Infrastructure Levy is available on the Borough Council's website [www.gedling.gov.uk](http://www.gedling.gov.uk) or contact the Planning Policy team at [planningpolicy@gedling.gov.uk](mailto:planningpolicy@gedling.gov.uk) or tel (0115) 901 3757.





## **Planning Obligations and Community Infrastructure Levy**

### **Guidance Note**

**December 2016**

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## **1. Introduction**

- 1.1. This document is based upon the policies of the adopted Gedling Borough Aligned Core Strategy (2014), the adopted Gedling Borough Replacement Local Plan (2005) and the emerging Local Planning Document. This guidance should be read in conjunction with the Gedling Borough Council Community Infrastructure Levy Charging Schedule adopted July 2015.
- 1.2. This guidance explains how the Community Infrastructure Levy (CIL) and Section 106 will be used together to deliver planning obligations and will demonstrate that developers will not be required to pay twice for the provision of infrastructure through both a CIL charge and Section 106 contributions.
- 1.3. The guidance provides a clear and transparent system that identifies what infrastructure will be funded through CIL and in what circumstances would infrastructure be required in addition to the CIL payment as a planning obligation.
- 1.4. The document will identify how the Council will deal with CIL and Planning Obligations including the identification of clear procedures involved in the application and setting of contributions.

## **2. Legislative and Policy Framework**

- 2.1. The legislative and policy framework for planning obligations includes the following:
- Town and Country Planning Act 1990 (as amended);
  - Planning Act 2008 (as amended);
  - The Community Infrastructure Levy Regulations 2010 (as amended);
  - The National Planning Policy Framework (NPPF) (2012);
  - The Planning Practice Guidance (PPG) (2014);
  - Gedling Borough Aligned Core Strategy (2014);

- Gedling Borough Replacement Local Plan (2005) and
- Emerging Local Planning Document (2016)

2.2. Paragraph 206 of the NPPF states that planning conditions should only be imposed where they are necessary, relevant and reasonable in all other respects.

2.3. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition and where they meet the three tests set out CIL Regulation 122 and paragraph 204 of the NPPF:

*‘A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is –*

- a) Necessary to make the development acceptable in planning terms;*
- b) Directly related to the development; and*
- c) Fairly and reasonably related in scale and kind to the development.’*

2.4. If a planning obligation does not meet all of these tests it cannot legally be taken into account in granting planning permission. The local authority needs to be convinced that, without the obligation, permission should be refused.

2.5. Planning obligations cannot be used to deliver projects which will be provided for by CIL. The Gedling Community Infrastructure Levy Regulation 123 List sets out the infrastructure projects that the Council may fund, in whole or in part, through CIL and which cannot be the subject of an obligation.

2.6. Regulation 123 of the CIL Regulations 2010 (as amended) limits the pooling of planning obligations towards infrastructure not on the Regulation 123 List. The pooling limit includes all planning obligations entered into since 6 April 2010. No more than five separate planning obligations may be pooled towards an infrastructure type or project. This includes planning obligations attached to applications under Section 73 of the Town and Country Planning Act 1990, which vary a planning condition. Phased payments as part of a

planning obligation collectively count as a single obligation. There are no pooling limits in relation to affordable housing and for infrastructure that is not capable of being funded by CIL

2.7. In the 2014 Aligned Core Strategy Policy 19: Developer Contributions identifies what all developments are expected to contribute towards in relation to the provision and maintenance of new infrastructure as consequence of development. The policy also identifies that the Council intend to introduce the Community Infrastructure Levy to secure the necessary infrastructure to meet the Core Strategy objectives.

2.8. The Council have prepared a number of SPDs, documents and informal guidance that provides further interpretation of the policies contained with the Gedling Borough Replacement Local Plan (2005) and Gedling Borough Aligned Core Strategy (2014). The following GBC SPDs, documents and informal guidance provides the current basis for the requirement of Planning Obligations and the Community Infrastructure Levy.

#### **Affordable Housing**

##### ***Affordable Housing SPD (2009)***

[http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/affordable\\_housing\\_spd\\_final\\_dec2009.pdf](http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/affordable_housing_spd_final_dec2009.pdf)

#### **Open Space and Leisure**

##### ***Open Space SPD (2001)***

[http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/open\\_space\\_planning\\_guidance\\_document\\_\(final\\_edition\).pdf](http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/open_space_planning_guidance_document_(final_edition).pdf)

#### **Air Quality**

##### ***Guidance on Air Quality and Emissions Mitigation (informal guidance) (2015)***

<http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/GBC%20AQ%20PLANNING%20GUIDANCE%20Aug2015v2.pdf>

#### **Economic Development**

##### ***Greater Nottingham Aligned Core Strategies Part 1 Local Plan (2014) – Policy 4: Employment Provision and Economic Development***

[http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/adopted\\_alignedcorestrategy/ACS%20Main%20Publication%20First%20Draft%20\(Au](http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/adopted_alignedcorestrategy/ACS%20Main%20Publication%20First%20Draft%20(Au)

[gust%202014\)%203-9-14.pdf](#)

**Primary Healthcare**

***Greater Nottingham Aligned Core Strategies Part 1 Local Plan (2014) –  
Policy 12: Local Services and Health Lifestyles***

[http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/adopted  
alignedcorestrategy/ACS%20Main%20Publication%20First%20Draft%20\(Au  
gust%202014\)%203-9-14.pdf](#)

**Community Infrastructure Levy**

***Community Infrastructure Levy Charging Schedule (2015)***

[http://www.gedling.gov.uk/media/documents/planningbuildingcontrol/cils/Cha  
rging%20Schedule%20\(Adoption%20July%202015\).pdf](#)

### **3. Community Infrastructure Levy**

#### **3.1. The Gedling Borough Council Community Infrastructure Levy Charge**

Schedule was approved by the Council on 15<sup>th</sup> July 2015. The Charging Schedule came into effect on 15<sup>th</sup> October 2015. The Gedling Borough Council CIL Charging Schedule can be viewed at: [www.gedling.gov.uk/CIL](http://www.gedling.gov.uk/CIL).

#### **3.2. A broad definition of 'infrastructure' for the purposes of CIL funding is set out in section 216(2) of the Planning Act 2008 and includes:**

- Road and other transport facilities;
- Flood defences;
- Schools and other education facilities;
- Medical facilities;
- Sporting and recreational facilities; and
- Open spaces.

#### **3.3. The evidence supporting the CIL Charging Schedule shows that developments would still be viable even though CIL would exceed past levels of S106 contributions.**

#### **3.4. The Council's approach in the supporting Viability Appraisal reflects appropriate industry costs and is set at an appropriate and realistic rate. Contingency costs and significant viability buffers are built in and provide reasonable margins for any additional costs. The viability assessments carried out as part of the preparation of the CIL demonstrate that the rates contained in the CIL Charging Schedule have been set realistically and can be borne by most developments without making projects commercially unviable. This represents a cautious but realistic approach to viability and the CIL rates in the Borough.**

## **4. Gedling Borough Council Approach to Contributions**

4.1. This section sets out Gedling Borough Council's approach towards seeking planning contributions from development schemes. It looks at the interaction between planning obligations and CIL, the process for seeking planning obligations, and the Council's approach to viability considerations. This section provides worked examples.

### **Interaction between Planning Obligations and CIL**

4.2. CIL payments will be sought in line with the Borough's adopted CIL Charging Schedule. In addition to CIL, developers will still be expected to mitigate any impact on the environment or local infrastructure that arises directly as a result of the development, in line with the tests set out in CIL Regulation 122 and NPPF paragraph 204. The following will still continue to be provided through planning obligations:

- Affordable housing (as this is outside the scope of CIL);
- Infrastructure that is required as a result of specific development (and is not included in the Regulation 123 list);
- Commuted sums for the maintenance of facilities/infrastructure that the developer would like another body to adopt; and
- Mitigating the direct negative impacts of development.

4.3. Figure 1 below sets out a summary of what may be required from a typical development scheme. This is provided as an illustration only, and there may be specific cases which vary from this for justifiable reasons. Applicants are advised to consult the Planning Department at an early stage in the process in order to discuss requirements relating to specific development proposals.



*Figure 1 Potential contributions from development schemes (illustrative only)*

<b>Type of development scheme</b>	<b>Standard CIL charge</b>	<b>Potential planning obligations</b>
Residential extension less than 100 m <sup>2</sup>	No	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> </ul>
Residential extensions of 100 m <sup>2</sup> +	Yes (Residential Charging Zones 2 and 3 only)	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> </ul>
1 to 14 dwellings <ul style="list-style-type: none"> <li>• Sites &gt; 0.4ha</li> </ul>	Yes (Residential Charging Zones 2 and 3 only)	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> <li>• On site provision of open space or contribution to off-site improvements + commuted maintenance sum (residential sites over 0.4 ha)</li> </ul>
15 to 99 dwellings <ul style="list-style-type: none"> <li>• Sites &gt; 0.4ha</li> </ul>	Yes (Residential Charging Zones 2 and 3 only)	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> <li>• On site provision of open space or contribution to off-site improvements + commuted maintenance sum (residential sites over 0.4 ha)</li> <li>• Affordable Housing</li> </ul>
100+ dwellings <ul style="list-style-type: none"> <li>• Sites &gt; 0.4ha</li> </ul>	Yes (Residential Charging Zones 2 and 3 only)	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> <li>• On site provision of open space or contribution to off-site improvements + commuted maintenance sum (residential sites</li> </ul>

		over 0.4 ha) <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Development-specific infrastructure (where need created by the development – e.g. primary school or community facility)</li> </ul>
Retail development less than 100 m <sup>2</sup>	No	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> </ul>
Retail development of 100m <sup>2</sup> +	Yes (Borough wide)	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> <li>• Development-specific infrastructure (could include open space, transport infrastructure or other aspects)</li> </ul>
Other types of development	No	<ul style="list-style-type: none"> <li>• Mitigation of specific impacts if required</li> <li>• Development-specific infrastructure (could include open space, transport infrastructure or other aspects)</li> </ul>

4.4. Since 6<sup>th</sup> April 2015, Gedling Borough Council have only been able to pool up to five Section 106 contributions towards the implementation of a specific item of infrastructure. If such an item is to be delivered wholly or partly through CIL, this item of infrastructure must be clearly exempt from a planning obligation and are identified in the Council's Regulation 123 List, which details specific items of infrastructure to be delivered by CIL.

4.5. Figure 2 below seeks to clarify the split between CIL and Section 106 agreements, by listing the key forms of contributions likely to be sought. It should be noted that the list of infrastructure types is not exhaustive.

*Figure 2 Infrastructure types delivered through CIL and Section 106*

<b>Type of infrastructure*</b>	<b>S106 infrastructure/mitigation</b>	<b>CIL funded infrastructure</b>
Transport	Site-related requirements only.	Project 1- Gedling Colliery/Chase Farm Gedling Access Road to facilitate development of Gedling Colliery/Chase Farm
Drainage and flood protection	Site-related flood defence infrastructure (such as SUDS)	-
Public transport	Site-related requirements only.	-
Travel behavioural change measures	Site-related requirements only.	-
Affordable housing	Affordable housing	-
Education	Mitigation and development of specific schools and education facilities to meet needs of new development.	Project 3 - Gedling Colliery/Chase Farm Secondary School Contributions  Project 4 - Top Wighay Farm Secondary School Contributions
Open Space	Site related requirements only or replacement of open space lost through development.	-
Community facilities	Site-related requirements only.	Project 2 – Visitor Centre for Gedling Country Park
Cultural facilities	Site-related requirements only.	Project 2 – Visitor Centre for Gedling Country Park
Health and social care facilities	New health facilities within large developments.	Project 2 – Visitor Centre for Gedling Country Park

Emergency services	Site-related requirements only.	-
Environmental improvements	Site-related requirements only.	-
Waste recycling facilities	Site-related requirements only.	-
Shopping facilities	Site-related requirements only.	-
Green Infrastructure	Site-related requirements only	-
Information and Communication Technology	Site-related requirements only.	-
Training and employment measures for local people	Site-related requirements only.	-

*\*Infrastructure types taken from paragraph 2.19.2 of the Core Strategy (Adopted September 2014)*

### **Process for seeking developer contributions**

4.6. This section sets out the process for CIL and the seeking of developer contributions, including the collection, financial management and use of funds.

### **Application process**

4.7. Developers are advised to enter into discussion with the local planning authority (and other infrastructure providers including Nottinghamshire County Council) as early as possible in the process, e.g. prior to an application being submitted.

4.8. The Planning Officer will consider the potential requirements for planning obligations as outlined in this document and/or CIL charges (if applicable).

4.9. The Planning Officer may draw on advice from other infrastructure providers and stakeholders in relation to the need for planning obligations. When dealing with outline applications, the local planning authority is able to provide an indicator of the requirements for planning obligations. CIL

charges will only apply and be calculated on detailed planning applications (Full / Reserved Matters) when final floorspaces are known.

- 4.10. Nottinghamshire County Council has a Planning Obligations Strategy that was adopted April 2014. The strategy seeks to provide a fair, consistent and transparent basis for negotiating legal agreements throughout Nottinghamshire, thereby enabling developers to take account the potential costs of a proposed development at the earliest stage. The County Council's Planning Obligation Strategy can be accessed via the following link:

<http://www.nottinghamshire.gov.uk/planning-and-environment/general-planning/planning-obligations-strategy>

- 4.11. If you have any queries regarding the 'Planning Obligations Strategy' please contact the County's Planning Obligations Unit, telephone 0115 9774545.

### **Process Diagram**

- 4.12. The process diagrams at Figure 3, 4 and 5 set out how both planning obligations and CIL are secured, collected, monitored, reported and used and shows how these individual processes will work in parallel through the planning system.

Figure 3 Planning Obligation Process

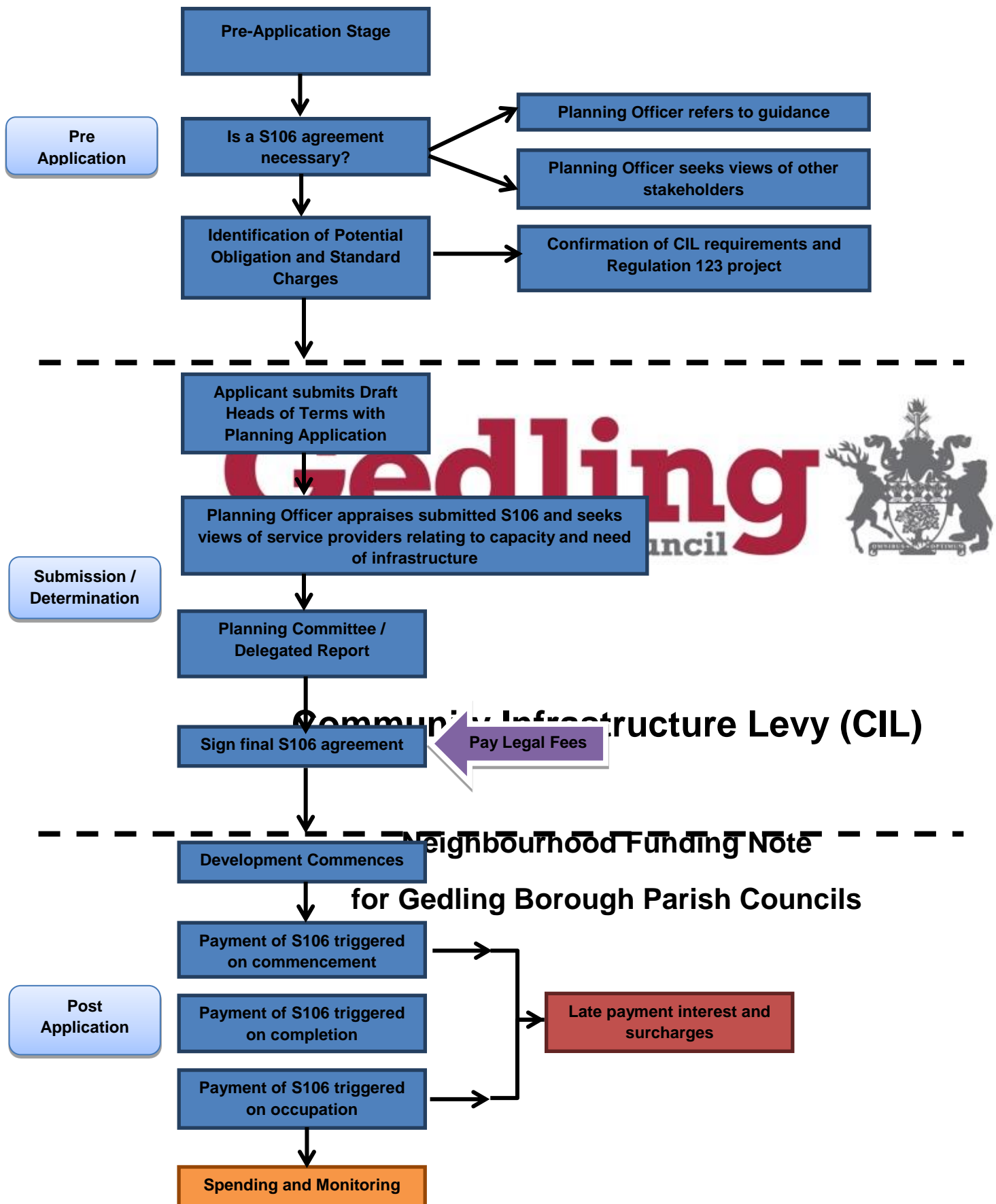


Figure 4 Community Infrastructure Levy Process (only applicable to detailed applications – Full/Reserved Matters applications)

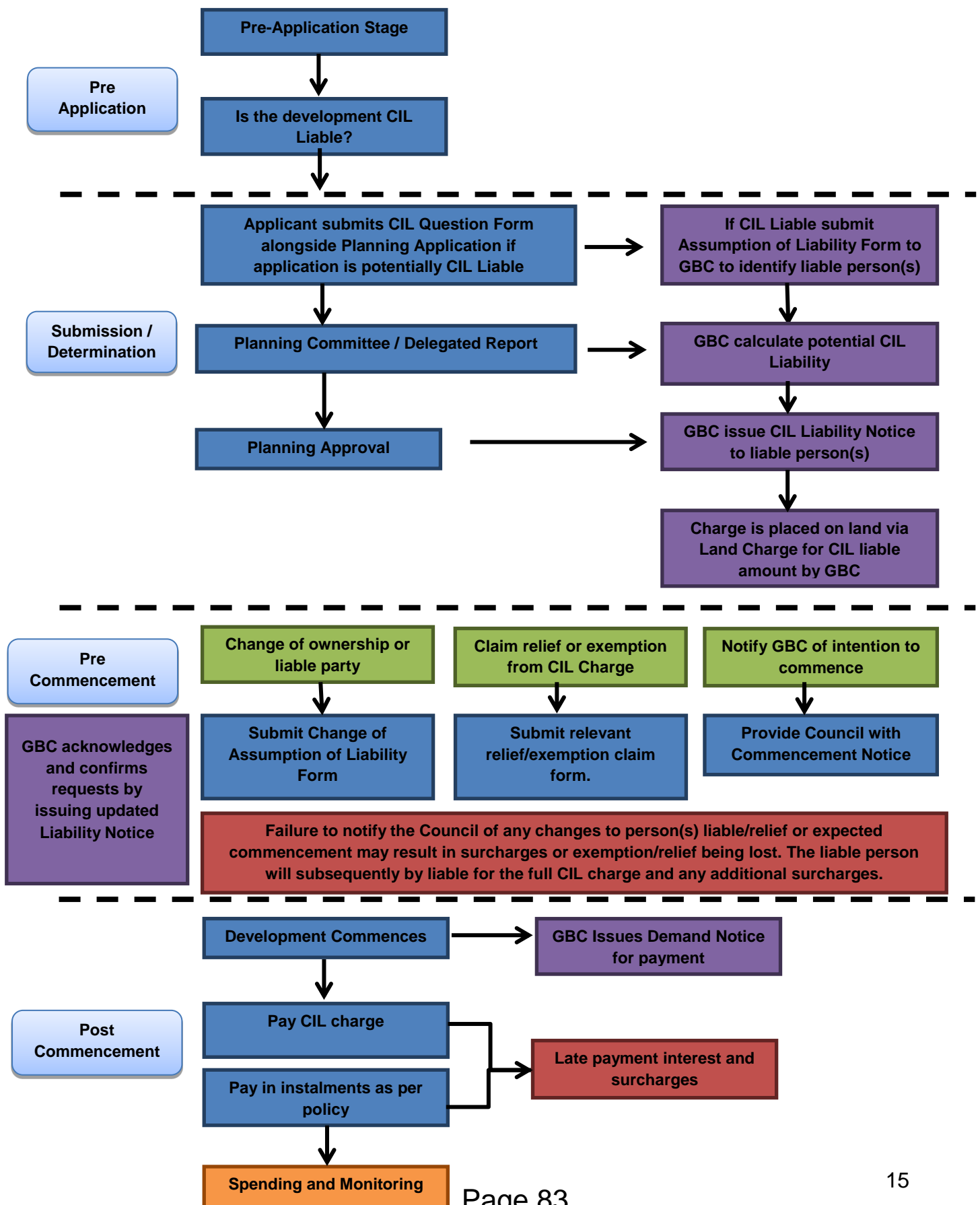
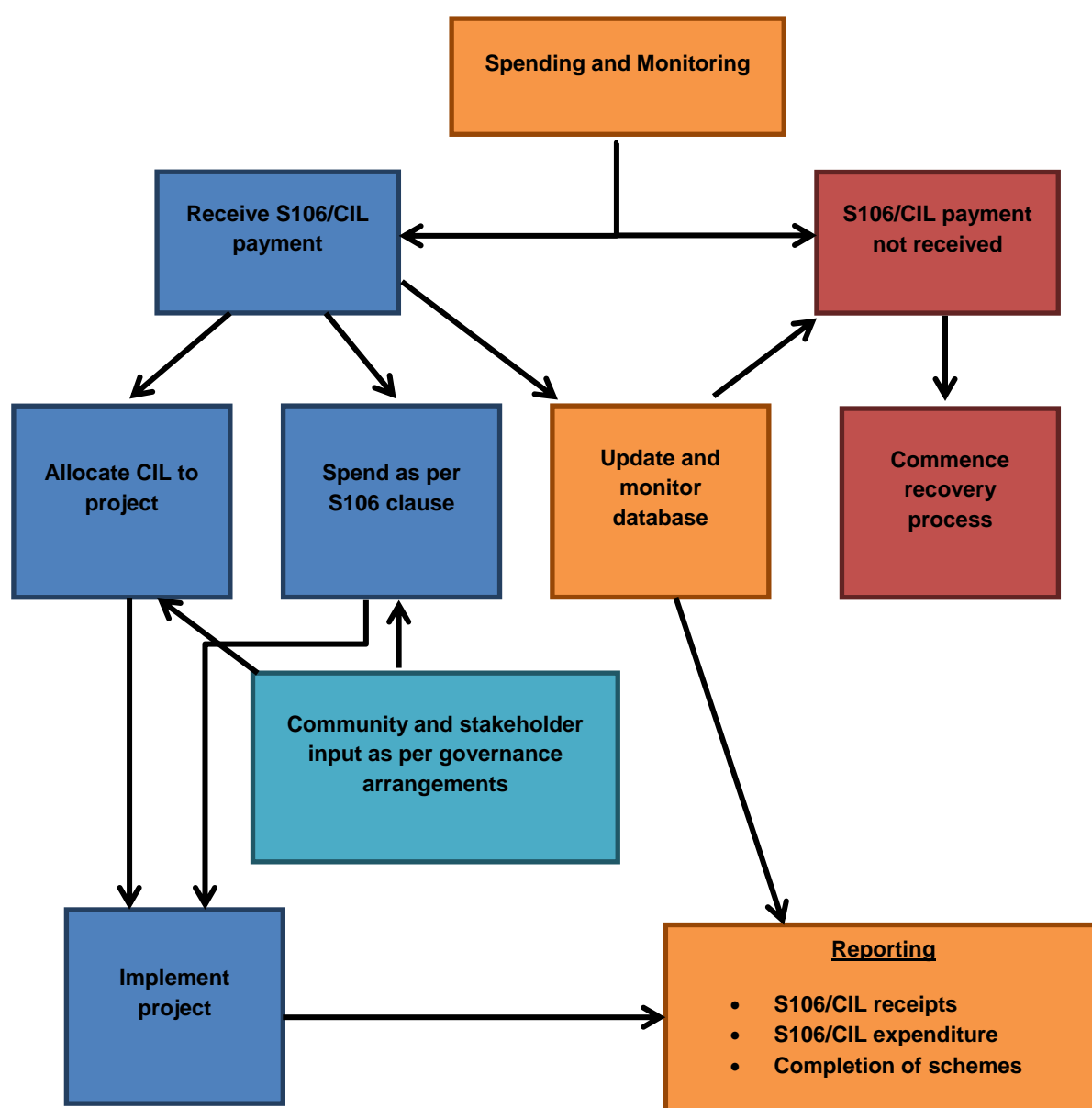


Figure 5 Spending and Monitoring Process for CIL and Planning Obligations



4.13. Planning obligations are generally agreed as part of the planning application process and then secured when planning permission for a site or scheme is granted. Unlike S106, CIL is non-negotiable. When an application is received, council officers will determine if the development is eligible to pay CIL in accordance with the CIL Regulations. The CIL liability will then be calculated and the applicant will be informed of the amount due. CIL collection arrangements are covered in part 8 of the CIL Regulations (<http://www.legislation.gov.uk/ukdsi/2010/9780111492390/part/8>) and shown in the process highlighted in Figure 4 further information on CIL collection,



enforcement, forms and templates are also available on the National Planning Practice Guidance website.

<http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/>

## Forms

4.14. When applying and administering the CIL, there are a number of potential stages where forms and information are required to be supplied to the Council. All of these forms are available to access and download on the Council's website at [www.gedling.gov.uk/CIL](http://www.gedling.gov.uk/CIL). The following table highlights these forms and their purpose:

*Figure 6 CIL Forms and Purpose*

CIL Form	Purpose
CIL Form 1 – Assumption of Liability	This form is used to assume liability prior to commencement of development.
CIL Form 2 – Claiming Exemption and or Relief	This form should be used to claim charitable relief, social housing relief, and/or exceptional circumstances relief prior to the commencement of development.
CIL Form 3 – Withdrawal of Assumption of Liability	This is used to withdraw the assumption of liability. It must be submitted/received by the Council prior to commencement of development.
CIL Form 4 – Transfer of Assumed Liability	This form allows parties to transfer liability to pay at any time up to the day before the date when final payment is due.
CIL Form 5 – Notice of Chargeable Development	This form should be used when a development is granted by way of

	general consent (i.e. Permitted Development, Prior Notification etc.) for additional floorspace for either a residential extension or retail development over 100 sq. m of the creation of a new dwelling.
CIL Form 6 – Commencement Notice	This notice must be received by the charging/collecting authority prior to commencing development. Failure to issue this may result in losing the ability to pay the levy in instalments, it may also nullify any claim for exemption or relief.
CIL Form 7 – Self Build Exemption Claim Form Part 1	The form is used to claim exemption for a self build home. It must be granted prior to the commencement of the development and a Commencement Notice must be received prior to the date of commencement of the development. If this is not received the applicant will otherwise be liable for the full levy charge.
CIL Form 7 – Self Build Exemption Claim Form Part 2	This form is used to validate the Self Build Exemption Claim. It must be submitted to the Council within six months of the completion of the development with the detailed supporting evidence. Without it the applicant may otherwise be liable for the full levy charge.
CIL Form 8 – Self Build Residential Annex Exemption Claim Form	This form is used to claim exemption for residential annexes. It must be granted prior to the commencement of the development and a Commencement

	Notice must be received prior to the date of commencement of the development. If this is not received the applicant will otherwise be liable for the full levy charge.
CIL Form 9 – Self Build Extension Exemption Claim Form	This form is used to claim exemption for a self build residential extension that is over 100 sq.m. This relief must be submitted and granted prior to commencement.

### **Relief and Exemptions**

4.15. As detailed in the Gedling Charging Schedule a number of forms of development are exempt from paying CIL:

- Buildings into which people do not normally go, or go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery (Regulation 6);
- Developments of under 100 sq m that do not result in the creation of 1 or more additional dwellings (Regulation 42);
- Self-build Residential Extension and Annexes over 100 sq m. (Regulations 42A and 42B);
- Development by a charity where the development will be used wholly or mainly for charitable purposes (Regulation 43); and
- Self-build housing or self-build communal development (Regulation 54A).

4.16. In order for a relief or exemption to apply to a potential CIL liable development, relief must be applied for and confirmed by the Council prior to commencement of the following types of development:

- Self-build residential extensions and annexes over 100 sq m;
- Development by a charity where the development will be used wholly or mainly for charitable purposes;
- Self-build housing or self-build communal development; and

- Social housing.

**The Council cannot apply relief or exemptions retrospectively to development that has already commenced.**

**Exceptional Discretionary Relief**

- 4.17. In the Examiner's Report into the Examination of the Gedling Borough Council Revised Draft Community Infrastructure Levy Charging Schedule, the Examiner considered that having or not having a discretionary relief policy is "a matter for the Council".
- 4.18. At this time, although there is the legislative framework available to provide this relief through Regulations 55, 56, 57 and 58 of Community Infrastructure Levy Regulation 2010 (as amended), the Council does not envisage bringing forward a policy offering this relief.

**Timing, Payment and Enforcement of Financial Obligations**

- 4.19. The Borough Council will monitor planning obligations to ensure they are fulfilled with, and enforcement action will be taken where conditions or planning obligations are not complied with. Payment of financial contributions will be in line with triggers in the agreements. Late payment of more than 3 weeks will trigger a reminder letter and the Council will consider pursuing appropriate legal action to recover unpaid amounts, including interest and legal fees.
- 4.20. Payment of the CIL is due upon the commencement of development (defined by reference to section 56(4) of the Town and Country Planning Act 1990 and includes works of demolition and construction and preparatory works such as digging foundations and installing services).
- 4.21. The Council's CIL Instalment Payment Policy is shown in Figure 7:

Figure 7 Instalment Payment Policy

Chargeable Amount	Number of Instalments	Total Timescale for Instalments	Payment Periods and Amounts
Less than £15,000	1	90 days	Full payment within 90 days of development
Between £15,000 and £50,000	3	360 days	1 <sup>st</sup> Instalment (25%) within 90 days. 2 <sup>nd</sup> Instalment (50%) within 270 days. 3 <sup>rd</sup> Instalment (25%) within 360 days.
Between £50,000 and £100,000	3	540 days	1 <sup>st</sup> Instalment (25%) within 90 days. 2 <sup>nd</sup> Instalment (50%) within 360 days. 3 <sup>rd</sup> Instalment (25%) within 540 days.
Over £100,000	4	720 days	1 <sup>st</sup> Instalment (25%) within 90 days. 2 <sup>nd</sup> Instalment (25%) within 270 days. 3 <sup>rd</sup> Instalment (25%) within 540 days. 4 <sup>th</sup> Instalment (25%) within 720 days

4.22. Unlike Section 106 obligations, CIL payment is mandatory and non-negotiable. If you do not pay on time:

- you will be subject to a penalty without further notification; and
- any agreement for you to pay by instalments will be withdrawn.

4.23. There are strong enforcement powers and penalties for failure to pay, including Stop Notices, surcharges and prison terms. Further detail regarding the enforcement of CIL can be found within Part 9 of the CIL Regulations at <http://www.legislation.gov.uk/ukxi/2010/948/part/9/made> and will be detailed further in the separate CIL Enforcement Guidance.

### Monitoring

4.24. The Council will monitor Section 106 agreements closely focusing on key trigger points for payment and/or delivery of infrastructure related to development. These triggers are usually based on key stages and levels of development (e.g. prior to commencement, commencement, completion and occupation.) Signatures' of the S106 agreement are responsible for notifying the Council of when trigger points have been hit. Once the Council have been notified or have found that a trigger has been met invoices will be prepared and sent by relevant departments. The Council will monitor Section

106 agreements up until the discharge of the agreement once all requirements have been met.

- 4.25. The Council will publish information on an annual basis outlining the scope of planning obligations and CIL monies received and how they have been spent. This information will be detailed in the Council's Annual Monitoring Report and will be published on the Council's website.

### **Spending**

- 4.26. Legal agreements will specify timeframes for spending monies secured through planning obligations. Where necessary the Council will refund monies where required to do so in accordance with a Section 106 agreement. Delivery of infrastructure can take time and may also be delayed due to availability of funding from other sources.
- 4.27. There is no exact timescale for the spending of CIL receipts. However, there will be a need to establish relationships with external bodies to agree a process for the requesting of appropriate funds for payment towards infrastructure identified on the Regulation 123 List.

### **Neighbourhood Funding**

- 4.28. Information relating to the Neighbourhood Funding element of the CIL is contained within a separately published guidance note.

## **5. Keeping the CIL up to date**

### **Updating the Regulation 123 List**

- 5.1. When a charging authorities wishes to revise their Regulation 123 list, it is required that any changes are clearly explained and are subject to appropriate local consultation.
- 5.2. The National Planning Practice Guidance states that “Charging authorities (Gedling Borough Council) should not remove an item from the Regulation 123 list just so that they can fund this item through a new section 106 agreement. Authorities may amend the Regulation 123 list without revising their charging schedule, subject to appropriate consultation. However, where a change to the Regulation 123 list would have a very significant impact on the viability evidence that supported examination of the charging schedule, this should be made as part of a review of the charging schedule”.
- 5.3. At this time Gedling Borough Council are not proposing to revise the Regulation 123 List. If the Council were minded to the revise the Regulation 123 List it would undergo a 6 week period of public consultation with key stakeholders and the general public.

### **Indexation of the CIL Rate**

- 5.4. CIL payments are index linked from the year when CIL is introduced by the Council to the year when planning permission is granted. The index which is used is known as the national All-in Tender Price Index which is published by the Build Cost Information Service (BCIS).
- 5.5. This index presents forecast figures, which are updated and finalised periodically. The indexation will be applied annually (1<sup>st</sup> January) to keep the CIL responsive to market conditions.

### **CIL Review**

5.6. The Examiner assessing the Council's Charging Schedule concluded in their Examiners Report dated May 2015 that the Council should review the schedule within 3 years of adoption.

5.7. The Examiner stated that this approach would ensure that the overall approach towards the funding the cost of new infrastructure and the potential effects on the economic viability of development across the charging area would remain viable and ensure that an appropriate balance was struck.





## Report to Cabinet

**Subject:** Houses in Multiple Occupation (HMOs) in Netherfield Ward

**Date:** 4<sup>th</sup> September 2025

**Author:** Assistant Director – Development

**Wards Affected:** Netherfield

**Purpose:** This an updated report is to inform Members of the suitability of implementing an Article 4 direction to introduce a requirement for planning permission to change from a Use Class C3 Dwellinghouse (dwelling) to a Use Class C4 HMO (3-6 unrelated people who share facilities) in the Netherfield Ward.

**Key Decision:** No

### Recommendation(s)

#### THAT Cabinet:

- 1) Agree that there is currently insufficient evidence to demonstrate that an Article 4 direction or any other measure is necessary to protect local amenity or the well-being of the Netherfield Ward.
- 2) Agree that the overall number of HMOs in the Netherfield Ward should be monitored.

## 1 Background

- 1.1 On 20 April 2022 the Council resolved to refer the principle of making of an Article 4 Direction to remove permitted development rights for change of use from Use Class C3 (dwellinghouse) to Use Class C4 (house in multiple occupation) covering the Netherfield area to Cabinet. The Council also called upon the government to reverse the legislation it introduced in September 2010 that removed a requirement for planning permission for HMOs and resolved to write to local members of parliament accordingly.

- 1.2 An Article 4 direction is a direction made under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015, which enables the Secretary of State or the local planning authority to withdrawn specific permitted development rights across a defined area. The National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) advises that the use of Article 4 directions to remove national permitted development rights should be limited to situations where an Article 4 direction is necessary to protect local amenity or the well-being of the area and in all cases, be based on robust evidence, and apply to the smallest geographical area possible
- 1.3 Reports were considered by Cabinet on 16<sup>th</sup> June 2022 and 8<sup>th</sup> December 2022. Both reports concluded that there was insufficient evidence to demonstrate that an Article 4 Direction should be served in order to protect amenity or the surrounding environment.
- 1.4 Appendix 1 was evidence considered by Cabinet on 8<sup>th</sup> December 2022. Cabinet agreed with the recommendation to; Agree that i) there was currently insufficient evidence to demonstrate that an Article 4 direction or any other measure is necessary to protect local amenity or the well-being of the Netherfield Ward; and ii) to monitor the overall number of HMOs in the Netherfield Ward.

## **2 Proposal**

- 2.1 An updated analysis of the suitability of implementing an Article 4 direction is attached at Appendix 2 of the report. The report considers the current evidence available to the Council including the following:
- An assessment of the planning application received since the Cabinet report of 8<sup>th</sup> December 2022 being the change of use of 48 Bourne Street to a 7 bedroom, 7 person HMO (Sui Generis use). It should be noted that this property was already in use as a HMO with 6 occupiers. The application was determined to be compliant with the NPPF, Greater Nottingham Aligned Core Strategy (Part 1 Local Plan), Local Planning Document and the Parking Provision for Residential Developments – Supplementary Planning Document
- 2.2 There are 3120 residential properties within the ward of Netherfield (Valuation Office Agency 2024). An assessment of the composition of the housing stock in Netherfield concludes that only 0.44%, a total of 14 properties, are HMOs with capacity to accommodate 5 or more unrelated individuals. There are currently 2 HMOs present on Chandos Street, 3 on Ashwell Street and 2 on Victoria Road. Presently, there does not appear

to be an over concentration on one particular locality. The distribution of existing HMOs in the Netherfield Ward is shown at Appendix 3.

- 2.3 There is currently one application being considered for a Lawful Development Certificate for a HMO of up to 6 occupants at 24 Bourne Street. This is not an application for planning permission but seeks confirmation that the proposed development is lawful in planning terms, i.e. permitted development, and therefore the usual material considerations are not relevant in the determination of the applications. Two further applications for Lawful Development Certificates have recently been granted at 42 Forester Street and 5 Beech Avenue. Should all 3 of these properties be developed into HMO's, the total number of HMO's in Netherfield Ward would be 17, or 0.54% of the housing stock.
- 2.4 Analysis shows that there are 2 additional HMO's in Netherfield when compared to the assessment with the Cabinet Report of December 2022. The overall conclusion of the assessment, having regard to the requirements set out in the NPPF and PPG, is that there is still currently insufficient evidence to demonstrate that an Article 4 direction is necessary to protect local amenity or the well-being of the Netherfield ward. As there are further HMO's being developed within the ward, the situation should however be monitored to ensure that a proliferation of HMOs does not emerge, in any particular locality or the Netherfield ward as a whole which might then justify further that consideration of an Article 4 direction is required. No other measures are therefore required to protect the amenity or well-being of the Netherfield ward.

### **3 Alternative Options**

- 3.1 An alternative option is to implement either an Article 4 direction to remove permitted development rights for change of use from Use Class C3 (dwellinghouse) to Use Class C4 (house in multiple occupation) covering the Netherfield Ward which takes effect immediately, or a non-immediate Article 4 direction which would result in permitted development rights being withdrawn upon confirmation of the direction, following local consultation. These options would not however be evidenced based and would not comply with the guidance contained within NPPF and PPG.

### **4 Financial Implications**

- 4.1 There are no direct financial implications arising from the recommendations in this report. Should either of the alternative options be pursued this may give rise to a liability to compensate, as detailed in Section 5, Legal Implications, for which there is no budgetary provision.

## **5 Legal Implications**

- 5.1 The statutory power and policy requirements in relation to the making of Article 4 directions are set out in section 2 at appendix 3. The making of such a direction without the necessary justification and evidence as specified in the NPPF could result in the order being challenged. The withdrawal of development rights by an Article 4 direction may give rise to liability to compensate where permission is sought and refused.

## **6 Equalities Implications**

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

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

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

## **8 Appendices**

- 8.1 Appendix 1 - Article 4 Directions and the suitability of implementation in the Netherfield Ward to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities)
- 8.2 Appendix 2 – Updated Assessment: Article 4 Directions and the suitability of implementation in the Netherfield Ward to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities).
- 8.3 Appendix 3 – Distribution of existing HMOs in the Netherfield Ward.

## **9 Background Papers**

- 9.1 National Planning Policy Framework (2024) [National Planning Policy Framework - GOV.UK](#)
- 9.2 Planning Practice Guidance [Planning practice guidance - GOV.UK](#)
- 9.3 The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)
- 9.4 Adopted Local Plan and Policy Documents [Adopted local plan and policy documents - Gedling Borough Council](#)

## **10 Reasons for Recommendations**

10.1 Insufficient evidence exists to support an Article 4 direction to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities) in the Netherfield Ward.

10.2 To ensure continued monitoring of the position.

**Statutory Officer approval**

**Approved by:**

**Date:**

**On behalf of the Chief Financial Officer**

**Approved by:**

**Date:**

**On behalf of the Monitoring Officer**

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## **Appendix 1 – Evidence from Appended to Cabinet Report of 8<sup>th</sup> December 2022**

### **Article 4 Directions and the suitability of implementation in the Netherfield Ward to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities)**

#### **1.0 Background**

1.1 In April 2010, changes were made to planning regulations involving the introduction of a new C4 HMO Use Class (applicable to residential properties occupied by between 3 and 6 unrelated people who share facilities). Prior to this, there had been no distinction in planning terms between such properties and those occupied as a family home. The April 2010 changes also introduced a requirement for planning permission to be obtained for a material change of use from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities). The result of this was that, it became possible to assess the merits of individual proposals against local plan policies and any other material considerations such as traffic impacts and antisocial behaviour. Planning permission could either be granted with conditions or refused.

1.2 The changes were welcomed by many local authorities, particularly those with high student populations where there is often a significant demand for HMOs.

1.3 In June 2010, the coalition government announced its intention to introduce further amendments to the regulations governing HMOs that would introduce a permitted development right to change the use of a C3 Dwellinghouse to a C4 HMO thereby removing the newly introduced requirement to obtain planning permission for this change of use. The changes were subsequently implemented and took effect in October 2010.

1.4 Local Planning Authorities wishing to reinstate this requirement would then be required to implement provisions under Article 4 of The Town and Country Planning (General Permitted Development) (England) Order 2015 ("the GDPO"). This article allows Local Planning Authorities to withdraw "permitted development" rights for specified development which would otherwise be permitted where it considers it is expedient that the development should not be carried out unless permission is granted for it on an application.

#### **2.0 The Use of Article 4 Directions**

2.1 The National Planning Policy Framework (NPPF) at paragraph 53 advises that the use of Article 4 directions to remove national permitted development rights should be limited to situations where an Article 4 direction is necessary to protect local amenity or the well-being of the area and in all cases, be based on robust evidence, and apply

to the smallest geographical area possible. The advice is reaffirmed in the Planning Practice Guidance (PPG) at Paragraph 038, Revision date 20 08 2021. Local Planning Authorities can therefore only make article 4 direction where it can justify both its purpose and extent. Use of article 4 directions should be limited to situations where it is necessary to protect the local amenity or wellbeing of the area and the Local Planning Authority should clearly identify the potential harm the direction is intended to address.

2.2 An article 4 direction does not prevent development but means that an application for planning permission must be made prior to any development taking place. If a Local Planning Authority makes an article 4 direction it can be liable to pay compensation to those whose development rights have been withdrawn.

2.3 Two types of article 4 direction can remove permitted rights to change from a C3 Dwellinghouse to a C4 HMO. Firstly, an article 4 direction may take effect immediately but this must be confirmed by the local planning authority following consultation within six months or it will lapse. Secondly, a non-immediate article 4 direction may be made which results in development rights being withdrawn only upon confirmation of the direction following local consultation. The Secretary of State has the power to cancel any direction.

2.4 The legal requirement for a non-immediate direction is that the local planning authority considers it is expedient that the development should not be carried out unless permission is granted for it on an application. For an immediate direction the local planning authority must also consider that the development to which the direction relates would be prejudicial to the proper planning of their area or constitute a threat to the amenities of their area. Local authorities can elect to make a non-immediate direction in instances where it would be legally possible to make an immediate direction. The immediacy of the threat and compensation liability may be considerations in determining which to use.

2.5 A direction coming into effect immediately would have the clear advantage of straight away requiring a C4 HMOs to require planning permission. However, it would also expose the Council to potentially very high levels of compensation liability in cases where applications submitted within the first 12 months of the removal of the permitted development rights were refused or granted subject to conditions, such compensation being based, in part, on the difference in property values arising from the Council's decision.

2.6 A non-immediate direction with a prior notice period of 12 months would avoid compensation liability and also allow the results of local consultation to be taken into account in advance of the Council deciding to confirm the direction removing permitted development rights.



2.7 As detailed above, any article 4 direction must be evidenced based to comply with the requirements of the NPPF and the PPG and applied in a measured and targeted way

### **3.0 Current Evidence**

#### **3.0 Recent Planning Applications**

3.1 Over the past 5 years, there have been 4 determined applications for planning permission in Netherfield to change the use of a property from a dwelling to a HMO proposing the occupation of the property by more than 6 unrelated people sharing basic amenities.

3.2 These applications are detailed below:

2020/0484

56 Meadow Road, Netherfield

Single storey extension to rear elevation and change of use from C3 to sui generis, 6 bedrooms, 7 occupants House in Multiple Occupation

The proposal was refused planning permission contrary to officer recommendation. A revised scheme was subsequently implemented under permitted development comprising 6 bedrooms.

2020/0630

45 Ashwell Street, Netherfield

Change of use from C3 dwellinghouse to seven bedroom (Sui Generis) HMO including loft dormer extension.

The proposal was refused planning permission by the Borough Council, contrary to officer recommendation. An appeal was subsequently made by the applicant to the Planning Inspectorate. The appeal was allowed and permission was granted.

2020/0789

112 Victoria Road, Netherfield

Proposed change of use from existing residential apartments C3 to a large HMO sui generis

The proposal was granted planning permission under delegated authority, following consultation with the Planning Delegation Panel.

2022/0153

49 Chandos Street, Netherfield

Proposed change of use from dwelling (C3) to 7 bedroom HMO including rear dormer loft conversion

The proposal was granted Planning permission following referral to Planning Committee.

3.3 The four determined applications were each considered in light of the relevant policies contained within the NPPF, Greater Nottingham Aligned Core Strategy (Part 1 Local Plan), Local Planning Document and the Parking Provision for Residential Developments – Supplementary Planning Document.

3.4 The principle of the proposed use, impact upon residential amenity, highway safety, flood risk and other issues were fully considered by officers in each report and no conflict was found with any of the Councils adopted planning policies or national policies.

3.5 In relation to highway safety, advice was sought from the Highways Authority prior to determining each application and no objections were received. There is no evidenced highway safety risk identified by the Highway Authority which would indicate that existing and proposed HMOs in the Netherfield ward would result in undue highway safety issues. Dwellings in this locality are situated in close proximity to the Netherfield designated shopping area where there are a number of amenities, shops etc. which are within walking distance and the wider area is well served by public transport.

3.6 There are no highway safety grounds identified through the determination of recent planning applications which would support an Article 4 direction.

3.7 The analysis of planning applications over the past five years indicates that HMOs requiring planning permission are in full conformity with national and local planning policies and no harm has been identified by officers or the Planning Inspectorate.

#### 4.0 Residents Meeting

4.1 A residents meeting was held at 7pm on 03 March 2022 at the St Georges Church, Victoria Road, Netherfield. The meeting was arranged and chaired by a local resident, and the purpose was to discuss a pending planning application at Chandos Street

(which has now been determined and detailed above) and HMOs/Article 4 directions more generally. The meeting was attended by approximately 50 residents.

4.2 The key concerns raised are detailed below and each concern is assessed in relation to the relevant planning considerations, which have been established through appeal decisions and case law.

- Loss of private rented accommodation

Comment: HMOs have the potential to increase the level of private rented accommodation and diversify the stock of private rented accommodation.

- Loss of family homes

Comment: There has undoubtedly been a loss of some larger properties which are suitable for families. Planning permission has however been granted for 830 new homes at Teal Close and there have already been a significant number of completions. There is also a resolution to grant planning permission for the redevelopment of the Kendon Packaging site and other housing is anticipated to be delivered in the wider area.

- Waste bins on pavements

Comment: it is accepted that (larger) HMOs have the potential to generate more litter but there is no evidence to suggest that this is causing an undue problem or that it cannot be managed.

- Drainage and water supply

Comment: There is no evidence to suggest that HMOs are causing problems with drainage or the supply of water.

- Impact upon property values

Comment: This is not a material planning consideration.

- Loss of community cohesion

Comment: The numbers are low and there is no evidence that there is a significant concentration of HMOs or grouping on any particular street.

- Highway safety concerns

Comment: As detailed above, no concerns have been raised by the Highway Authority.

- Loss of car parking

Comment: As above.

- No demand for further HMOs as some of the rooms within the recently converted accommodation have not been let.

Comment: If there is an over-supply to meet demand, this is likely to reduce the number of future HMOs coming forward in Netherfield. The demand for a particular housing product cannot usually be given significant weight in the overall planning balance when determining a policy compliant application for planning permission.

- Some of the rooms are being advertised at £700 per calendar month

Comment: This is not a planning consideration and rents will be determined by the market.

- Insufficient school places in the Netherfield area.

Comment: A new primary school has been constructed at Teal Close, with the first intake of students expected in September 2022.

- An Article 4 direction should be implemented to deter investors from targeting properties in Netherfield.

Comment: This is no justification for an Article 4 direction.

4.3 From a planning perspective, none of the concerns either singularly or in combination would merit suitable justification to progress an Article 4 direction. No subsequent submissions have been made by residents in support of the concerns following the meeting, with the exception of further objections to planning application 2022/0153, which has now been determined.

## 5.0 Submission from Tom Randall MP

5.1 A written submission was however received by the Leader of Gedling Borough Council on 20 April 2022, detailing the results of a survey undertaken by the MP and a County Councillor. It is stated that there were 111 respondents. A copy of this submission is contained in appendix 2.

5.2 The following data is included in the covering letter:

- Of those surveyed, 93% said they would like to see Gedling Borough Council introduce an Article 4 direction in Netherfield.
- 40% said that an increase in HMOs in Netherfield is removing family homes off the market and resulting in the community not knowing their neighbours
- 68% said an increase in HMOs is adding to issues around lack of on street-street parking.

5.3 Appended to the covering letter is are the survey questions:

- How does the increase in HMOs in Netherfield affect you?
- Are you aware of any HMOs in Netherfield?
- Have HMOs always been in the area?
- How do you feel about an increase in HMOs in Netherfield?
- Gedling Borough Council could introduce an Article 4 direction that will require property owners to apply for planning permission should they wish to convert their property into a HMO. Would you like to see this introduced in Netherfield?

5.4 No details have been provided in relation to how the data was collected or the overall number of residents/properties surveyed. It would however appear to be primary data collected in the local area which reflects the views of the respondents. The data indicates that the respondents have concerns about HMOs, but it does not demonstrate any demonstrable harm which needs to be addressed by implementing an Article 4 direction or any other measures.

## **6.0 Applications made by Landlords for a Licence under the Housing Act 2004.**

6.1 From the 01 October 2018 the Government has extended the scope of mandatory HMO Licensing throughout England. All HMOs in the Gedling Borough with 5 or more tenants who do not form a single household require a licence under the Housing Act 2004 and any licences granted include conditions relating to mandatory national minimum sleeping room sizes and waste disposal requirements.

6.2 In Netherfield, there have been licences granted at 1A Meadow Road, 46 Chandos Street, 5 Matlock Street, and 72-74 Station Road. A mandatory licence has also been granted for 1-3 Conway Road for a long established HMO permitted to accommodate 15 persons. This was not previously identified as the licence address states Carlton, but the site is actually in the Netherfield Ward.

The Council has received HMO license applications for 3 further properties which are still being processed:

56 Meadow Road  
112 Victoria Road

45 Ashwell Street

The Council has a 12 month timescale for issuing HMO licences. The licence holders have met their legal duty when submitting the application.

No application has been made for 49 Chandos Street as it is not currently occupied by 5 or more individuals.

## **7.0 Applications made under the Netherfield Selective Licensing Area**

7.1 An analysis of Selective Licensed HMOs has identified that there are 3 small HMOs each accommodating 3 unrelated individuals sharing. The addresses of these properties are 48 Forester Street, 37 Curzon Street and 7A Victoria Road

## **8.0 Antisocial Behaviour**

8.1 The Community Protection Manager has advised that between all of the known HMOs in Netherfield, antisocial behaviour levels reported to the Council have been very low or non-existent so far and their position remains unchanged since being consulted in May 2022. The bulk of complaints are generated by renovation works needed to convert the properties into HMOs, but typically no diary sheets were ever returned and builders generally worked between reasonable hours so no further action could be taken anyway. Additionally, there seems to be a running theme of complaints about the state of bins which can and has led to pest control complaints and concerns about residents parking, as the streets that HMOs are typically on are terraced with no driveways. The car parking concerns have not however generated any objections from the highways authority on safety grounds. In relation to noise, litter and antisocial behaviour, these matters can be controlled through other legislation and do not require an Article 4 direction.

## **9.0 Composition of the Netherfield Housing Stock**

9.1 There are 2915 residential properties within the ward of Netherfield and evidence available to the Council indicates that there are 9 confirmed HMOs providing accommodation for 5 or more unrelated individuals. There are 3 smaller HMOs providing accommodation for 3 unrelated individuals. The total number of HMOs is 12. Therefore, 0.41% of the housing stock in Netherfield is comprised of HMOs. Furthermore, the existing HMOs appear to be distributed across the ward and at the current time, there does not appear to be an over concentration in one particular locality. The distribution is shown at Appendix 4.

## **10.0 Conclusion**

10.1 The private rented sector is an important part of our housing market and HMOs form a vital part of this sector, often providing cheaper accommodation for people whose housing options are limited. The available information demonstrates that HMOs in Netherfield are distributed across the ward and comprise a low percentage of the overall number of residential properties.

10.2 Having regard to the requirements set out in the NPPF and the PPG, in my view there is currently insufficient evidence to demonstrate that an Article 4 direction is necessary to protect local amenity or the well-being of the Netherfield Ward. The situation should however be monitored to ensure that a proliferation of HMOs does not emerge in any particular locality or the Netherfield ward as a whole.

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## **Appendix 2 – Updated Evidence**

### **Article 4 Directions and the suitability of implementation in the Netherfield Ward to introduce a requirement for planning permission to change from a C3 Dwellinghouse (family dwelling) to a C4 HMO (3-6 unrelated people who share facilities)**

#### **1.0 Background**

1.1 In April 2010, changes were made to planning regulations to introduce a new Use Class C4 Use Class for small HMOs; residential properties occupied by between 3 and 6 unrelated people who share facilities. Prior to this, there had been no distinction in planning terms between such properties and those occupied as a family home. The April 2010 changes also introduced a requirement for planning permission to be obtained for a material change of use from a Use Class C3 Dwellinghouse to a Use Class C4 HMO (3-6 unrelated people who share facilities). This amendment enabled Local Planning Authorities to assess the merits of individual proposals against relevant policies and any other material considerations such as traffic impacts and antisocial behaviour. Planning permission could either be granted with conditions or refused.

1.2 These changes were largely welcomed by local authorities, particularly those with high student populations where there is often a significant demand for HMOs.

1.3 In June 2010, the coalition government announced its intention to amend The Town and Country Planning (General Permitted Development) (England) Order 2015 (“the GDPO”). to introduce a permitted development right to allow the change the use of a Use Class C3 Dwellinghouse to a Use Class C4 HMO thereby removing the newly introduced requirement to obtain planning permission for this change of use. The changes were subsequently implemented and took effect in October 2010.

1.4 Local Planning Authorities wishing to remove the permitted development right for changes of use from Use Class C3 to Use Class C4 would be required to implement provisions under Article 4 of the GDPO. This allows Local Planning Authorities to withdraw “permitted development” rights for specified development where it considers it is expedient that the development should not be carried out unless permission is granted for it on an application.

#### **2.0 The Use of Article 4 Directions**

2.1 The National Planning Policy Framework (NPPF) at paragraph 54 advises that the use of article 4 directions to remove national permitted development rights should be limited to situations where an Article 4 direction is necessary to protect local amenity or the well-being of the area and in all cases, be based on robust evidence, and apply to the smallest geographical area possible. The advice is reaffirmed in the Planning

Practice Guidance (PPG) at Paragraph 038, Revision date 20 08 2021. Local Planning Authorities can therefore only make an article 4 direction where it can justify both its purpose and extent. Use of article 4 directions should be limited to situations where it is necessary to protect the local amenity or wellbeing of the area and the Local Planning Authority should clearly identify the potential harm the direction is intended to address.

2.2 An article 4 direction does not prevent the type of development specified but does ensure that an application for planning permission must be made prior to any development which it restricts taking place. If a Local Planning Authority makes an article 4 direction it can be liable to pay compensation to those whose development rights have been withdrawn.

2.3 Two types of article 4 direction can remove permitted rights to change from a Use Class C3 Dwellinghouse to a Use Class C4 HMO. Firstly, an article 4 direction may take effect immediately but this must be confirmed by the local planning authority following consultation within six months or it will lapse. Secondly, a non-immediate article 4 direction may be made which results in development rights being withdrawn only upon confirmation of the direction following local consultation. The Secretary of State is able to cancel or modify any direction made.

2.4 The legal requirement for a non-immediate direction is that the local planning authority considers it is expedient that the development should not be carried out unless permission is granted for it on an application. The circumstances in which an immediate direction can restrict development are limited and the local planning authority must also consider that the development to which the direction relates presents an immediate threat to local amenity or the proper planning of an area. The immediacy of the threat and compensation liability may be considerations in determining which type of direction to use.

2.5 A direction coming into effect immediately would have the clear advantage of straight away requiring Use Class C4 HMOs to require planning permission. However, it would also expose the Council to potentially very high levels of compensation liability in cases where applications submitted within the first 12 months of the removal of the permitted development rights were refused or granted subject to conditions, such compensation being limited to abortive expenditure or other loss or damage directly attributable to the withdrawal of permitted development rights

2.6 A non-immediate direction with a prior notice period of 12 months would avoid compensation liability and also allow the results of local consultation to be taken into account in advance of the Council deciding to confirm the direction removing permitted development rights.

2.7 As detailed above, any article 4 direction must be supported by robust evidence in order to comply with the requirements of the NPPF and the PPG and applied in a measured and targeted way

### **3.0 Current Evidence**

#### **3.0 Recent Planning Applications**

3.1 Within the last 5 years, there have been 4 determined applications for planning permission in Netherfield to change the use of a property from a dwelling to a HMO proposing the occupation of the property by more than 6 unrelated people sharing basic amenities.

3.2 These applications are detailed below:

#### **2020/0484**

56 Meadow Road, Netherfield

Single storey extension to rear elevation and change of use from C3 to sui generis, 6 bedrooms, 7 occupants House in Multiple Occupation

The proposal was refused planning permission contrary to officer recommendation. A revised scheme was subsequently implemented under permitted development comprising 6 bedrooms.

#### **2020/0630**

45 Ashwell Street, Netherfield

Change of use from C3 dwellinghouse to seven bedroom (Sui Generis) HMO including loft dormer extension.

The proposal was refused planning permission by the Borough Council, contrary to officer recommendation. An appeal was subsequently made by the applicant to the Planning Inspectorate. The appeal was allowed and permission was granted.

#### **2020/0789**

112 Victoria Road, Netherfield

Proposed change of use from existing residential apartments C3 to a large HMO sui generis

The proposal was granted planning permission under delegated authority, following consultation with the Planning Delegation Panel.

**2022/0153**

49 Chandos Street, Netherfield

Proposed change of use from dwelling (C3) to 7 bedroom HMO including rear dormer loft conversion

The proposal was granted Planning permission following referral to Planning Committee.

3.3 One additional application was granted for the change of use of 48 Bourne Street to a 7 person HMO under reference 2023/0925. This property was however already in use as a Use Class C4 HMO with 6 occupants.

3.4 In addition to the determined planning applications detailed above, the Local Planning Authority is currently considering 1 application for a Lawful Development Certificate for a HMO of up to 6 occupants (Use Class C4) at 24 Bourne Street. In addition, 2 Certificates have recently been granted for HMOs at 42 Forester Street and 5 Beech Avenue. These are not applications for planning permission but seek confirmation that the proposed development is lawful in planning terms, i.e. permitted development, and therefore the usual material considerations are not relevant in the determination of the applications.

3.5 The planning applications detailed above were each considered in light of the relevant policies contained within the NPPF, Greater Nottingham Aligned Core Strategy (Part 1 Local Plan), Local Planning Document (Part 2 Local Plan) and the Parking Provision for Residential Developments – Supplementary Planning Document.

3.6 The principle of the proposed use, impact upon residential amenity, highway safety, flood risk and other issues were considered in detail by officers in each report and no conflict was found with any of the Councils adopted planning policies or the relevant national policies.

3.7 In relation to highway safety, advice was sought from Nottinghamshire County Council as the Highway Authority prior to determining each application and no objections were received. There is no evidenced highway safety risk identified by the Highway Authority which would indicate that existing and proposed HMOs in the Netherfield ward would result in unacceptable highway safety issues. Dwellings in this locality are situated in close proximity to the Netherfield designated shopping area

where there are a number of amenities, shops etc. which are within walking distance and the wider area is well served by public transport.

3.8 There are no highway safety grounds identified through the determination of recent planning applications which would support an article 4 direction.

3.9 The analysis of planning applications over the past five years indicates that HMOs requiring planning permission are in full conformity with national and local planning policies and no harm has been identified by officers or the Planning Inspectorate.

#### 4.0 Residents Meeting

4.1 A meeting with Councillor Hunt and a small number of local residents was held at the Civic Centre on 28<sup>th</sup> May 2025. The meeting was arranged to discuss the pending applications for Certificates of Lawful Development HMOs and article 4 directions more generally.

4.2 The key concerns raised are detailed below and each concern is assessed in relation to the relevant planning considerations, which have been established through appeal decisions and case law.

- Behaviour of builders and contractors during property conversions and extensions and lack of regard to health and safety regulations.

Comment: Any anti-social behaviour should be reported to the Council's Community Protection Team and breaches of health and safety regulations during construction should be reported to the Health and Safety Executive as it is not possible to enforce these concerns through Planning Legislation.

- Loss of car parking

Comment: Due to the character of Netherfield, a large proportion of dwellings do not benefit from off-street car parking. The Highway Authority has not raised any concerns when consulted on the planning applications for the change of use of dwellings to HMO's and there is currently no evidence that residents are unable to find on-street parking in the vicinity of their properties. In terms of vehicle ownership, the Office for National Statistics Census of 2021 shows that 32.9% of households in the ward do not have a car (compared to 18.3% for Nottinghamshire) 46.8% have 1 car (41.8% for Nottinghamshire) 16.4% have 2 cars (30% for Nottinghamshire) and 3.9% have 3 or more cars (9.9% for Nottinghamshire). The evidence is that car ownership in Netherfield is low when compared to Nottinghamshire and demand for car parking is therefore reduced.

- Loss of family homes

Comment: There has undoubtedly been a loss of some larger properties which are suitable for families. However, the proportion of dwellings within the ward that have been converted is very low. Furthermore, the Housing Delivery Test measurement (published December 2024) for 2023 shows there were 699 homes delivered in the borough against a requirement of 497. There is currently no evidence that the housing mix in Netherfield is not appropriate.

- Waste management issues and waste bins on pavements

Comment: it is accepted that larger HMOs have the potential to generate more household waste but there is no evidence to suggest that there are currently issues with waste management or collection.

- Drainage issues due to the extensions being constructed.

Comment: The properties being extended utilising permitted development rights and drainage matters therefore cannot be considered by the Local Planning Authority. However, there is currently no evidence to suggest that HMOs are causing problems with drainage.

- Loss of community cohesion

Comment: The proportion of dwellings that have been converted is low and there is no evidence that there is a significant concentration of HMOs or grouping on any particular street at this time.

4.3 From a planning perspective, none of the concerns raised either singularly or in combination would merit suitable justification to progress an article 4 direction.

## **5.0 Applications made by Landlords for a Licence under the Housing Act 2004.**

5.1 All HMOs in Gedling Borough with 5 or more tenants who do not form a single household require a licence under the Housing Act 2004 and any licences granted include conditions relating to mandatory national minimum sleeping room sizes and waste disposal requirements.

5.2 In Netherfield, there have been licences granted at 14 properties and the Council has received HMO license applications for 2 further properties which are still being considered;

- 6 Godfrey Street

- 41 Ashwell Street

The Council has a 12 month timescale for issuing HMO licences. The licence holders have met their legal duty when submitting the application.

## **6.0 Antisocial Behaviour**

6.1 The Community Protection Manager has advised that between all of the known HMOs in Netherfield, antisocial behaviour levels reported to the Council have been very low or non-existent so far and their position remains unchanged since being initially consulted in May 2022. The majority of complaints are generated by renovation works needed to convert the properties into HMOs. The car parking concerns have not however generated any objections from the Highway Authority on safety grounds. In relation to noise, litter and antisocial behaviour, these matters can be controlled through other legislation and do not require an Article 4 direction.

## **7.0 Composition of the Netherfield Housing Stock**

7.1 There are 3120 residential properties within the ward of Netherfield and evidence available to the Council indicates that there are 14 confirmed HMOs providing accommodation for 5 or more unrelated individuals. Therefore, 0.44% of the housing stock in Netherfield is comprised of HMOs.

7.2 There is currently one application being considered for Lawful Development Certificates for a HMO of up to 6 occupants at 24 Bourne Street with Certificate having recently been granted at 42 Forester Street and 5 Beech Avenue. Should all these properties developed into HMO's, the total number of HMOs in Netherfield Ward would be 17, or 0.54% of the housing stock.

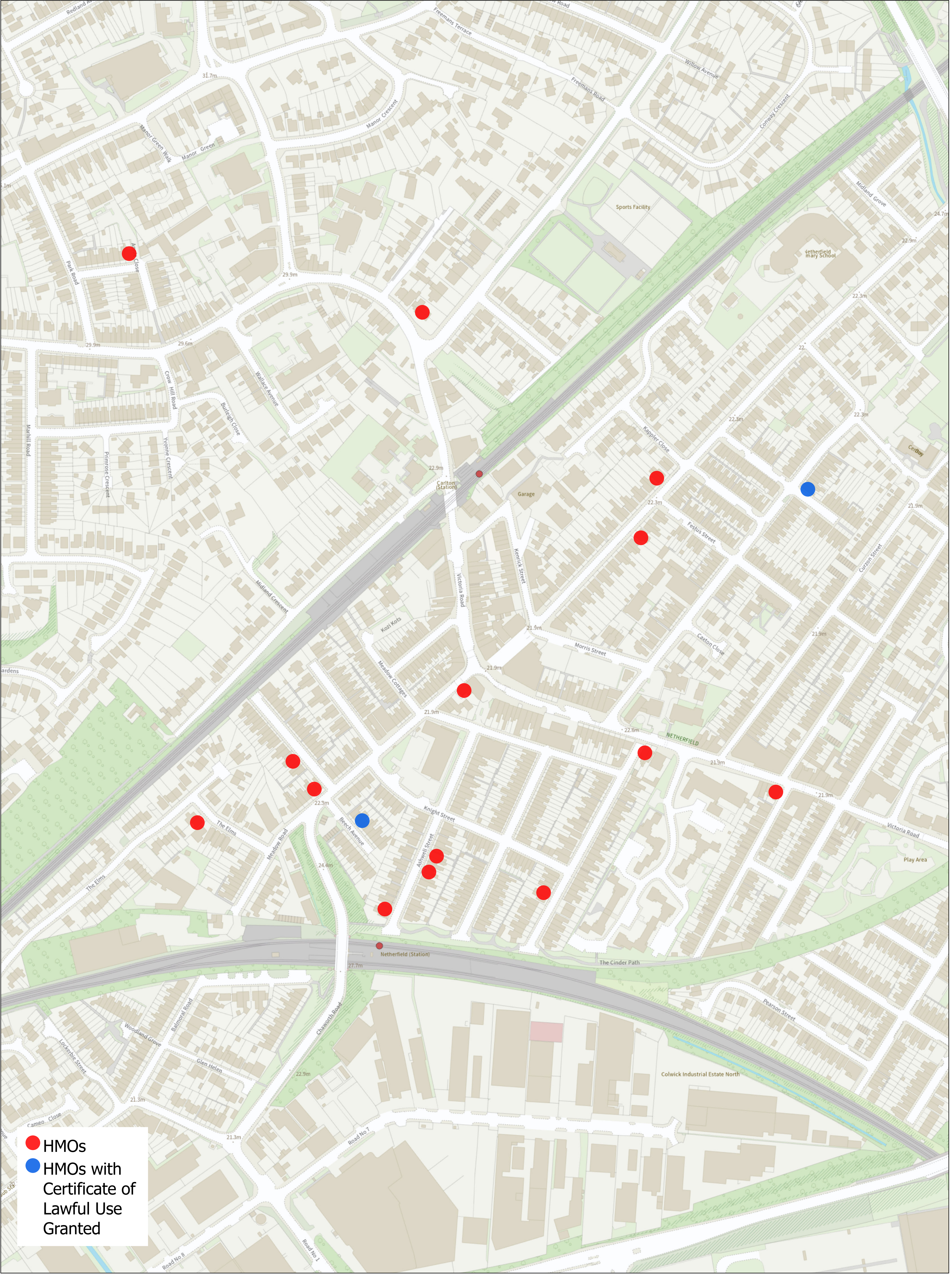
7.3 Furthermore, whilst there are 2 HMOs present on Chandos Street, 3 on Ashwell Street and 2 on Victoria Road, there does not appear to be an excessive concentration in one particular locality. The distribution is shown at Appendix 3.

## **9.0 Conclusion**

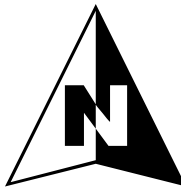
9.1 The private rented sector is an important part of our housing market and HMOs form a vital part of this sector, often providing cheaper accommodation for people whose housing options are limited. The available information demonstrates that HMOs in Netherfield are distributed across the ward and comprise a low percentage of the overall number of residential properties.

9.2 Having regard to the requirements set out in the NPPF and the PPG, it is considered that there is currently insufficient evidence to demonstrate that an Article 4 direction is necessary to protect local amenity or the well-being of the Netherfield Ward. The situation should however be monitored to ensure that a proliferation of HMOs does not emerge in any particular locality or the Netherfield ward as a whole.





# HMOs in Netherfield





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Name of project, policy, function, service or proposal being assessed:		Assessment of Houses in Multiple Occupation (HMOs) in Netherfield Ward			
The main objective of (please insert the name of accessed document stated above):		To assess and inform Members of the suitability of implementing an Article 4 direction to introduce a requirement for planning permission to change from a Use Class C3 Dwellinghouse (dwelling) to a Use Class C4 HMO (3-6 unrelated people who share facilities) in the Netherfield Ward.			
<p>What impact will this (please insert the name) have on the following groups? Please note that you should consider both external and internal impact:</p> <ul style="list-style-type: none"> <li>• External (e.g. stakeholders, residents, local businesses etc.)</li> <li>• Internal (staff)</li> </ul>					
Please use only 'Yes' where applicable		<b>Negative</b>	<b>Positive</b>	<b>Neutral</b>	<b>Comments</b>
<b><u>Gender</u></b>	External			x	The recommendation to not remove nationally set permitted development rights for the conversion of Use Class C3 dwellings to Use Class C4 HMOs results in no change to the current position and will therefore have no impact upon any groups
	Internal			x	
				x	

<b><u>Gender Reassignment</u></b>	External				
	Internal			x	
<b><u>Age</u></b>	External			x	
	Internal			x	

## Equality Impact Assessment



<b><u>Marriage and civil partnership</u></b>	External			x	
	Internal			x	
<b><u>Disability</u></b>	External			x	
	Internal			x	
<b><u>Race &amp; Ethnicity</u></b>	External			x	
	Internal			x	
<b><u>Sexual Orientation</u></b>	External			x	
	Internal			x	
<b><u>Religion or Belief (or no Belief)</u></b>	External			x	
	Internal			x	
<b><u>Pregnancy &amp; Maternity</u></b>	External			x	
	Internal			x	
<b>Other Groups</b> (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.)	External			x	
	Internal			x	

Please state the group/s:  _____					

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?			There is no evidence of any impact of any groups
Is there an opportunity to mitigate or alleviate any such impacts?			N/A
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?			There are no gaps present in information
In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer

**Authorisation and Review**

<b>Completing Officer</b>	<b>John Krawczyk</b>
<b>Authorising Head of Service/Director</b>	<b>Mike Avery</b>
<b>Date</b>	<b>21/08/2025</b>
<b>Review date ( if applicable)</b>	

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## Report to Cabinet

**Subject:** Temporary Accommodation compliance and safety standards

**Date:** 4 September 2025

**Author:** Assistant Director – Housing and Resettlement

### Wards Affected:

All Wards

### Purpose

To seek approval to implement a Temporary Accommodation Maintenance Policy and Landlord Health and Safety Compliance Policy with an additional 6 supporting Safety Management Plans which will ensure the Council meets its legal and regulatory duties as a landlord in providing interim and temporary accommodation for those individuals and families that are homeless or at risk of becoming homeless.

### Key Decision

This is not a key decision.

### Recommendation(s)

#### THAT Cabinet:

- 1) Approves the Temporary Accommodation Maintenance Policy enclosed at Appendix 1
- 2) Approves the Safety Compliance Policy and associated Safety Management Plans enclosed at Appendix 2-8.

## 1 Background

- 1.1 A temporary accommodation audit was undertaken in March 2025. The audit concluded that the Council generally has a sound system of internal controls designed to achieve system objectives in preventing homelessness and providing temporary accommodation, with some exceptions identified. And although property maintenance checks were

being conducted, the findings showed these were not always being recorded due to resource limitations. The recommendations stemming from the audit has resulted in this report being submitted to Cabinet for approval.

- 1.2 Local councils have a duty to provide interim and temporary accommodation (TA) to individuals who are homeless and in priority need. This duty is outlined in the Housing Act 1996 and applies when a council has reason to believe an applicant may be homeless, eligible for assistance, and in priority need.

- 1.3 “Priority need” refers to individuals who are considered more vulnerable and thus require more urgent assistance from a local authority to secure housing. This includes people who are:

- **Vulnerable due to specific circumstances:**

This can include factors like old age, mental or physical disabilities, domestic abuse, or having been in care or prison.

- **Families with dependent children:**

Families with children under 16 (or under 19 if still dependent) are automatically considered to have priority need.

- **Pregnant women:**

Pregnant women are also automatically considered to have priority need.

- **Homeless due to a disaster:**

If someone becomes homeless due to a fire, flood, or other disaster, they have priority need.

- **Vulnerable due to other reasons:**

Some individuals may be considered vulnerable for other reasons, such as having been in the armed forces, having experienced violence, or having drug or alcohol problems.

- 1.4 While the terms "temporary accommodation" and "interim accommodation" are often used interchangeably, especially in the context of homelessness services, they can have slightly different meanings depending on the specific context and the local authority's policies.

- **Interim accommodation**

Often refers to the initial, short-term accommodation provided by a local authority while they assess an applicant's eligibility for longer-term housing support. It's a temporary place to stay while the council investigates a person's homelessness claim.

- **Temporary accommodation**

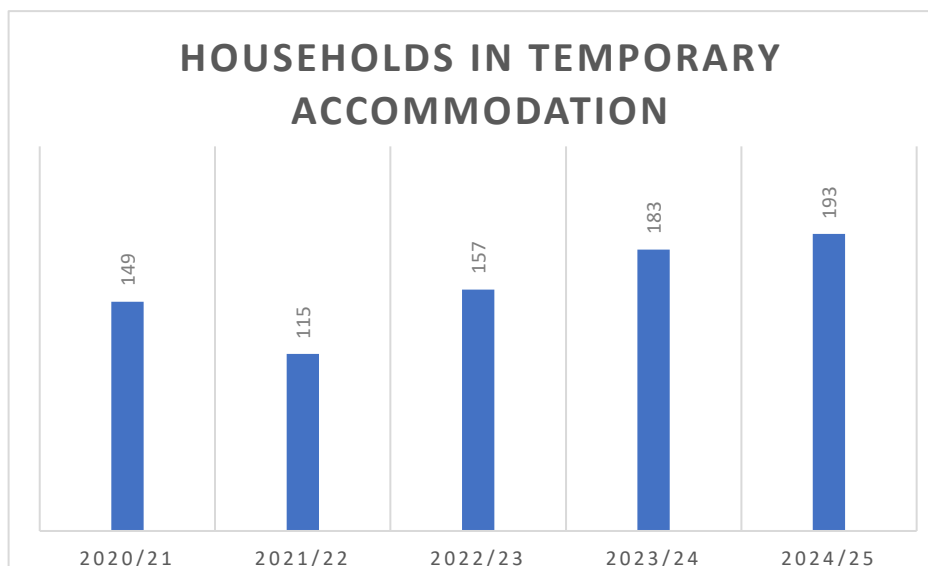
Is a broader term that can encompass both the initial interim accommodation and longer-term accommodation provided while the council finds a permanent solution for a homeless individual.

- 1.5 The Council currently owns 25 individual properties all located in the Borough and leases a further 8 properties which are all used to provide temporary accommodation to individuals and families that are homeless or at risk of becoming homeless.

The Council regularly reviews its temporary accommodation portfolio and has purchased 18 additional units since 2022.

The Council has also previously used bed and breakfast and nightly charged accommodation to address its statutory responsibility to provide temporary accommodation to those individuals and families in priority need however these Policies and Management Plans will not apply to that type of temporary accommodation. These specifically apply to the temporary accommodation the Council manages and are responsible for maintenance and repairs.

Due to an increasing number of homeless applications, the Council receives each year the demand for temporary accommodation continues to grow. This is reflected in the table below:



- 1.6 The Council has a legal duty to ensure the temporary accommodation it owns and manages is safe, free from serious hazards, is in a reasonable state of repair and meets all legal and regulatory standards.

The Council has a duty of care to all the residents it places in temporary accommodation and to any visitors to the property including Council staff and contractors.

The Council continues to deliver improvements to its housing repairs and maintenance services in its provision of temporary accommodation. In doing so the following areas of risk have been identified: -

- Asbestos
- Water management (Legionella)
- Electrical safety
- Fire
- Gas and other heating fuel systems
- Damp, mould and condensation

There is a need to ensure that there is an adequate level of oversight, awareness and knowledge to address these identified risks and responsibilities surrounding responsive repairs and maintenance. Furthermore, to have a clear understanding and appreciation of the standard of the properties and what is needed to ensure they remain fit for purpose.

There is also a requirement for all new and existing residents to fully recognise their rights and responsibilities. There is a requirement for them to fully understand the terms and conditions set out in the license agreement and report any safety concerns or repairs and maintenance issues to the Housing Options Team immediately. This should improve and ensure safety standards are maintained.

- 1.7 To assist in the Council in complying with its legal duties and responsibilities, and to set out a clear approach and process for both staff and individuals in temporary accommodation, the Housing Options Team has produced a suite of Policies and Management Plans which can be found at Appendix 1 - 8. These documents clearly set out the Council's approach to delivering a responsive repairs and maintenance service which meets the needs of residents, staff and contractors and enables the Council to meet its statutory and regulatory obligations as a provider of temporary accommodation.

- 1.8 The Council will undertake full condition surveys on all the existing temporary accommodation it owns and manages and any subsequent accommodation it acquires in the future.
- 1.9 The Council will review the findings of the condition survey reports and create a 5-year maintenance plan. The plan will involve scheduling regular inspections and maintenance tasks to preserve the property's condition and prevent unexpected issues. It will also ensure all planned preventative maintenance is undertaken at defined time intervals. This includes cycles for servicing and testing of equipment. The plan will outline the expected lifespan of various property components and establish a schedule for their maintenance and eventual replacement. This will also enable the Council to prioritise all programme works whilst setting effective maintenance budgets over the 5-year period.
- 1.10 The Housing Options Team will continue to maintain and enhance the licensee "introduction pack" issued to all new residents, with the aim of improving communication and the information available on accepting and moving into a temporary accommodation property. There will be a key focus on the individuals understanding and accepting their duties and responsibilities whilst residing in the property.

## **2 Proposal**

- 2.1 The Council is committed to delivering a high quality, modern and effective repairs maintenance service to ensure that its temporary accommodation is comfortable, well maintained and safe for people to live in.

It is proposed that Cabinet approves the Temporary Accommodation Maintenance Policy enclosed at Appendix 1

- 2.2 It is also proposed that Cabinet approves the Safety Compliance Policy and associated Safety Management Plans enclosed at Appendix 2-8.

## **3 Alternative Options**

- 3.1 Cabinet could choose not to approve the Temporary Accommodation Maintenance Policy and the Safety Compliance Policy and associated Safety Management Plans at Appendix 1 - 8. However, this is not recommended. As a provider of temporary accommodation, the Council cannot ignore its legal duties and responsibilities as a landlord, The proposed approach ensures the Council has clear written Policies and Management Plans which adhere to statutory health and safety requirements.
- 3.2 After consideration of the suite of Policies and Management Plans which can be found at Appendix 1 – 8 Cabinet could instruct the Housing Options Team to redraft or remove some of the policies or Management

Plans. Again, this is not recommended as careful consideration has been to all aspects when drafting the Policies and Management Plans. They adhere to statutory requirements and provide sufficient detail to assist residents, staff, contractors and visitors.

#### **4 Financial Implications**

- 4.1 Until the findings of survey have been concluded it is difficult to estimate the financial impact.
- 4.2 The service does have an ongoing general repairs budget along with an annual contribution to a property sinking fund, however as the costs are unknown at this stage it is uncertain whether there is sufficient budget.
- 4.3 Once the surveys have been conducted a business case would be required to understand the estimated costs and the phasing of any improvements to the properties.

#### **5 Legal Implications**

- 5.1 The Council has a statutory duty under the Housing Act 1996 to provide suitable temporary accommodation to eligible homeless applicants. In providing this accommodation the Council must ensure that the temporary accommodation it manages meets the Decent Home Standards set for social housing providers. While primarily aimed at social housing, it is also relevant to temporary accommodation. It sets out criteria for properties to be considered in a reasonable state of repair, with modern facilities, and free from serious hazards.
- 5.2 Temporary accommodation provided under homelessness legislation in England must also meet certain safety standards outlined in the Housing Act 1996 and the Housing Act 2004. Specifically, the accommodation must be deemed "suitable" for the applicant and their household, and this involves assessing various factors including the presence of Category 1 hazards under the Housing Health and Safety Rating System (HMSRS).
- 5.3 Additionally, the Regulatory Reform (Fire Safety) Order 2005 requires adequate fire safety measures are in place.
- 5.4 Failure to maintain accommodation to an acceptable standard may result in legal challenges, including judicial review or complaints to the Local Government and Social Care Ombudsman.

#### **6 Equalities Implications**

- 6.1 An Equality Impact Assessment can be found at Appendix 9 of this report.

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

- 7.1 A Carbon Impact Assessment can be found at Appendix 10 of this report.

## **8 Appendices**

- 8.1 Appendix 1 - Temporary Accommodation Maintenance Policy
- 8.2 Appendix 2 – Landlord Health and Safety Compliance Policy
- 8.3 Appendix 3 – Asbestos Management Plan
- 8.4 Appendix 4 – Damp and Mould Management Plan
- 8.5 Appendix 5 – Electrical Management Plan
- 8.6 Appendix 6 – Fire Safety Management Plan
- 8.7 Appendix 7 – Gas Management Plan
- 8.8 Appendix 8 – Legionella Management Plan
- 8.9 Appendix 9 – Equality Impact Assessment
- 8.10 Appendix 10 - Carbon Impact Assessment

## **9 Background Papers**

- 9.1 None

## **10 Reasons for Recommendations**

- 10.1 It is recommended that the enclosed Policies and Management Plans are endorsed to ensure that the Council:
- Provides temporary accommodation that is safe, in a good state of repair and is well maintained
  - Complies with the statutory requirements, legislation and good practice relating to the maintenance and repairs of residential properties
  - Addresses the 6 key risk areas of health and safety associated with rented accommodation
  - Provides temporary accommodation that meets the Decent Homes Standards

- Manages its temporary housing stock to agreed standards and performance levels with transparent monitoring systems and reporting arrangements
- Sets clear roles and responsibilities for both the Council and residents
- Identifies the different types of repairs and maintenance work and sets a clear work programme
- Reduce void periods ensuring accommodation is more available to those individuals and families that need support.
- Identify how rechargeable repairs will be recovered
- Provides a consistent, fair and equitable quality of service.
- Improve resident satisfaction

**Statutory Officer approval**

**Approved by:**

**Date:**

**On behalf of the Chief Financial Officer**

**Approved by:**

**Date:**

**On behalf of the Monitoring Officer**



# Temporary Accommodation Maintenance Policy

August 2025

Serving people, Improving lives

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## **1. Introduction**

This policy sets out how the Gedling Borough Council (the Council) will meet its legal and regulatory duties as a landlord in respect to the management of its Temporary Housing Stock including repairs and maintenance.

The Council is committed to delivering a high quality, modern and effective repairs maintenance service to ensure that its temporary accommodation is comfortable, well maintained and safe for people to live in.

## **2. Purpose of this Policy**

The primary purpose of the policy is to ensure that the Council:

- Provides temporary accommodation that is safe, in a good state of repair and maintained
- Complies with the statutory requirements, legislation and good practice relating to the maintenance and repairs of residential properties
- Provides temporary accommodation that meets the Decent Homes Standards
- Manages its temporary housing stock to agreed standards and performance levels with transparent monitoring systems and reporting arrangements
- Provides a consistent, fair and equitable quality of service.

The purpose of the policy is also to provide:

- A set of performance standards that will form the basis of agreements with third party contractors.
- Outlines the specific responsibilities of the Council and the licensee
- Confirms service standards in respect to response times for works.

The policy reflects the Council's commitment to carbon reduction and includes the commitment:

- To reduce the carbon footprint associated with the management of the service and by strategic asset investment to our stock in line with the objectives of the Council's Carbon Reduction Strategy.
- To ensure all temporary accommodation complies with the Minimum Energy Efficiency Standards (MEES).

### **3. Relevant legislation and regulatory compliance**

The Council must ensure that the temporary accommodation it manages meets the Decent Home Standards set for social housing providers.

A decent home must meet the current minimum standard for housing and be free of any Category 1 hazards under the Housing Health and Safety Rating System (HMSRS).

To ensure these standards are maintained the Council will ensure that its properties are repaired and maintained in accordance with best practice and legislation. The main legislation includes the following:

- Building Safety Act 2022
- Building Safety Act 2022 (where applicable)
- Commonhold and Leasehold Reform Act 2002
- Construction, Design Management Regulations 2015 (as amended)
- Control of Asbestos Regulations (2012)
- Control of Lead at Work Regulations 2002
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Electrical Wiring Regulations 18<sup>th</sup> edition
- Electricity at Work Regulations 1989
- Environmental Protection Act 1990
- Equality Act 2010
- Fire Safety (England) Regs 2022
- Fire Safety Act 2021
- Fire Safety Act 2021
- Gas Safety (Installation and Use) Regulations 1998
- Guidance specifically the Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Home Standard 2015 Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
- Housing Act 1985 and Housing Act 2004
- Human Rights Act 1998
- Minimum Energy Efficiency Standards (MEES)
- Public Health Act 1963
- Regulatory Reform (Fire Safety) Order 2005
- Section 11 of the Landlord and Tenant Act 1985
- Secure Tenants of Local Housing Authorities Regulations
- The Control of Asbestos Regulations 2012 (as amended)

- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Management of Health and Safety at Work Regulations 1999
- Water Supply (Water Fittings) Regulations 2018 (as amended)

This Policy also works in conjunction with and giving regard to the Council's separate Damp and Mould, Asbestos, Electrical, Fire Safety, Gas and Legionella Management Plans. Each management plan fully details all the legal standards the Council must meet adhere to meet its obligations as a landlord and employer.

#### **4. Scope of the Policy**

The scope of the policy includes measures on how the Council is to ensure that its temporary accommodation meets Decent Homes Standards and obligations under the legislation referred to in section 3. To do this the Council will:

- Maintain and manage accurate records at an individual property level covering the condition of the accommodation, based on a physical assessment of all homes and keep this up to date
- Use stock condition data to ensure that the accommodation is of good quality, well maintained and safe for occupants.
- Have agreed performance standards, reporting and governance oversight in place.

The scope includes the Council's responsibility for a range of maintenance works and reactive repairs as follows:

- Planned preventative maintenance / repairs
- Major programmed works
- Emergency repairs
- Urgent repairs
- Routine repairs
- Emergency out of hours repairs

We will make clear within the policy:

- Licensee responsibilities
- Where rechargeable repairs apply.

## 5. Condition Surveys

The Council will profile a maintenance programme which will provide a comprehensive understanding of the current state of the temporary accommodation stock. It will identify potential issues, establish a maintenance schedule and budget. The Council will undertake stock condition surveys on 20% of its temporary accommodation properties per year, over a rolling 5-year period. These condition surveys will inform the requirements for annual programmes of maintenance, repairs and lifecycle replacements.

The stock condition surveys will include an assessment of building fabric, the mechanical and electrical installations and fixtures and fittings. The surveys will assess the life expectancy of roofs, boilers, kitchens, bathroom, windows, doors, integrated appliances, etc and provide a timetable for replacement works in accordance with best practice and legislation.

The stock condition survey will form part of the individual property record which will be held in a single location with all property attribute and component data linked back to a single, Unique Property Reference Number (UPRN). The data will be amalgamated into annual programmes of works that are to be approved in accordance with the Council's governance and oversight arrangements. Stock condition risks will be escalated in accordance with the Council's Risk Management policy.

## 6. Types of Repair and Maintenance Works

### Planned preventative maintenance (including statutory compliance)

These are maintenance works that are undertaken at defined time intervals as routine preventative maintenance. The works are undertaken on regular planned cycles for servicing, inspection and testing of equipment, often as required by statute or regulations or to maintain the generation condition of the stock, and particularly the electrical and mechanical installations within the stock. The Council will undertake the following programmes on a cyclical basis.

Work Programme	Frequency
Gas Boiler Service	Annually
Gas Safety Check	Annually
Electric Safety check	5 yearly
Appliance Safety Checks including oven, hob and fires	Annually
Smoke & Carbon Dioxide Detector checks	Annually
Periodic electrical installation condition inspection	5 yearly (or at change of licensee)

Internal & External Decoration	7 yearly
Water hygiene/Legionella testing	Annually
Emergency Lighting (stairwells)	Annually
Fire Door Assemblies	Annually
Gutters and fascia boards	Annually
Asbestos checks against register and LAMP	Annually

The Council is to ensure that a work programme is completed within the required permitted frequency and a record of all the cyclical work is maintained. A regular report will be provided to the Council's Corporate Risk Group to provide oversight on compliance.

### **Major programmed works**

Major works are usually one of projects aimed to improve the life of the building, Examples include: -

- renewing/replacing windows and window frames
- door entry installation
- roof renewal
- decorating and repairing shared areas, and
- concrete repair

Planned maintenance programmes aim to achieve economies by replacing components just before they would otherwise require responsive repairs, anticipating changes in minimum acceptable standards and thus reducing future requirements for cyclical work.

### **Responsive repairs**

Responsive or day to day repairs are those carried out when components fail and they cannot wait to be carried out under a cyclical, planned or improvement programme. These works typically include repairs to plumbing and sanitary equipment, damp and mould, flooding and leaks and door and window fittings as well as those to heating and electrical installations.

### **Emergency repairs - Same Working Day Response**

Where a situation poses a danger to either the licensee or public, or if left unattended could cause serious damage to the building, a same working day response will be initiated.

This may involve either making the situation safe or carrying out a repair. However, a judgement will be made after assessing the circumstances at the time of the visit.

The Council's target is to complete all emergency repairs within five hours of acknowledgement of the repair by the Council's Homelessness Team.

### **Urgent Repairs**

These are works that need to be carried out quickly in order to overcome serious inconvenience and damage to the property. The target is to complete all urgent repairs within three working days of acknowledgement of the repair.

### **Routine repairs**

Routine repairs are those that will not cause damage to the property. Some of these repairs may require items to be measured and materials ordered. The target is to complete all non-urgent repairs within 15 working days of acknowledgement of the repair.

### **Emergency out of hours repairs**

The Council offers an emergency helpline for any maintenance or repairs issues that occur outside of normal working hours. The licensee will need to contact the council via the designated helpline and discuss the situation. The Council will determine the severity of the issue and act accordingly.

### **Energy Efficiency and Carbon Reduction**

The Council in undertaking any planned maintenance, reactive and lifecycle replacements will consider w energy efficient and reduce carbon emissions. This will include the standard of the current insulation of each property, replacing gas boilers with air source heating or alternatives, providing solar panels, replacing window and doors and examining the introduction of LED lighting. The programme will align with Minimum Energy Efficiency Standards to ensure homes are more energy-efficient and to reduce carbon waste. This will reduce energy bills and increase the warmth and comfort of the temporary accommodation provided.

The Council will investigate opportunities to source grants and where appropriate will include Photo Voltaic (PV) or solar panels.

Contracts with suppliers will include consideration of carbon emissions to align with the Council Carbon Reduction Strategy



## **7. Maintenance and Repair Responsibilities**

The following outlines the specific responsibilities of the Council and licensee for maintenance and repairs to its temporary housing.

### **The Council's responsibilities**

Keeping the structure and exterior in good condition. This includes:

- Drains, gutters and external pipes
- The roof
- Foundations, outside walls, outside doors, broken glass caused by fair wear and tear, windowsills, window frames, thresholds
- Internal walls, floors and ceilings
- Chimney and chimney stacks
- Access ways to buildings (where these are within the Council's control).

The Council is responsible for all installations for the supply of water, electricity and sanitation facilities, within the property boundary.

These include:

- Water pipes and tanks, gas pipes and electric wiring
- Electric sockets and light fittings
- Baths, basins, kitchen and bathroom sinks
- Toilets
- Water heaters, boilers, fireplaces and radiators
- Wired in smoke alarms and other detectors.

The Council will maintain:

- Any garage, shed, porch or outbuilding situated within the boundary of the property but reserves the right to remove these structures
- All shared and communal areas including communal entrance doors, staircases and lifts. All shared services, such as lighting in the corridors and door entry systems
- The structure and exterior of the building including repairs to the roof, gutters and external pipes.
- The exterior of the property to ensure it remains in a good state of repair – repainting

## Licensee responsibilities and Access

The licensee (occupant) is responsible for:

- Keeping the property and any fixtures and fittings provided by the Council in good repair and condition.
- Notifying the Council about any repairs that are needed as soon as possible to avoid causing further damage.
- Allow access to the property for repairs to be undertaken. Where an emergency repair is required, and the licensee does not allow access or is not co-operative with allowing access, the Council will gain access in the occupiers' absence.
- Notifying the Council of any faults that could cause injury or damage to other people or property.
- Repairing, renewing or replacing several items in the property that include but are not limited to:
  - Replacing lost or broken keys.
  - Changing light bulbs.
  - Taking all reasonable steps to heat and ventilate the property using any suitable means provided to prevent condensation and follow any reasonable advice given.
  - Taking all reasonable precautions to prevent frozen and burst pipes in the property.
  - Installing, repairing and maintaining their own equipment, such as cookers and washing machines, and making sure should make sure that these are installed, repaired and serviced by suitably qualified and competent people.
- Arranging and paying for the supply of gas, electricity and water to the property.
- Taking adequate precautions to prevent fire in the property by preventing the build-up of combustible items, ensuring waste bins have lids and are emptied regularly, not leaving candles or other naked flames unattended, not drying washing in front of gas fires or over convection heaters
- Ensure that all gullies, entrances to drains, external airbricks and vents clear and free from obstruction.
- Not doing anything that causes a blockage to the drains, pipes, gutters or channels in or about the property. Examples include pouring oil or fat down the drains or flushing inappropriate items, such as facial wipes, nappies and sanitary pads, in the toilet.
- Safe keeping of door keys and window locks.

## 8. Reporting a Repair

The Council provides a variety of ways for a licensee to report repairs that include:

### Telephone:

- Office Hours: On telephone number 0115 9013901, or
- Out of Hours emergency repair Help Line on 0800 096 0306

### Email:

[housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk)

### In person at the

- Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU
- Or by appointment at an advice hub site located at either: -
- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
  - Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
  - Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

When reporting a repair the licensee must confirm:

- The problem
- How it affects them (injury etc)
- What's the risk to them and others?
- If it's the first time they've reported this problem
- If the problem is damaging other parts of the home or any other property
- How to contact them to gain access to the property

Once a repair has been reported, appointments will be offered on a morning or afternoon basis. Consideration will be given to the licensee's situation and other factors like appointments that clash with "school run"

Out of hours appointments will be considered depending on the severity of the reported incident and the vulnerability of the tenant. These can be offered on a weekday evening (last appointment being 6.30pm) or on a Saturday morning (last appointment being 10.30am).

Where a customer fails to provide access on the appointed date and time, the contractor will notify the Council immediately.

The Council will contact the licensee directly to establish why the appointment was missed providing them with the date, time and reason why the contractor could not access the property,

The Council will seek to arrange another suitable date and time with the licensee, so the works can be completed. Confirmation of the new appointment will be emailed to licensee. Alternately where the licensee has no email address, the appointment will be confirmed verbally or by letter.

## **9. Repair Timescales**

The response time for undertaking a repair is dependent upon the urgency of the repair and whether it poses a health, safety or security risk. Most of the work will be carried out within one, three or seven working days depending on the availability of a contractor and whether bespoke parts need to be ordered to resolve the issue.

Emergency repairs should be carried out within **one working day** if:

- You have no water or electricity.
- You have no gas, or the supply is reduced.
- Windows or doors are not secure (e.g. following a burglary).
- There is a leak from a pipe, tank or cistern.
- The boiler flue is blocked.
- The heating or hot water is not working between 30th September and 30<sup>th</sup> April.
- The sewage drains or soil stack are blocked (or you only have one toilet, and it cannot be flushed).
- Electrical lighting or other fittings are unsafe.
- Damage to any asbestos containing materials within the property

Urgent Repairs should be carried out **within five working days** if:

- There is a partial loss of water or electricity.
- The heating or hot water is not working between 30th April and 30th September.
- A sink bath or basin is blocked.
- A tap cannot be turned on or off.
- You have a loose banister or handrail, or rotten wood on the floor or stair treads.
- Loose fixture or fittings e.g.: kitchen cupboard doors, loft hatch, internal doors etc.

Repairs should be carried out **within seven working days** if:

- The roof is leaking.
- An extractor fan is broken.

Some repairs may take longer than 7 days to resolve due to the complexity of the repair e.g. Where scaffolding is required. These repairs will be carried out as soon as is reasonably practicable.

On receipt of a qualifying repair, the Council will provide the licensee with an estimate of the time to undertake the repair that will be updated upon a competent contractor conducting an assessment.

The licensee will be expected to ensure that a responsible person over the age of 18 and who can make decisions on behalf of the household is present when contract attends.

If the licensee fails to be at home at the arranged time to let the approved Contractor into the property, the repair work will be cancelled, and rescheduled.

If a contractor fails to attend at the allotted time the licensee should notify the Council at the earliest opportunity and a rescheduled appointment will be arranged.

The Council will attempt to ensure that the licensee is present at the time of the repair. However, in the event of an emergency or very urgent repair that impacts on health and safety and/or the fabric of the building, the Council reserves the right to enter the premises without the licensee being present.

A licensee is not permitted to undertake any works to the premises.

## **10. Vulnerable Licensees**

A licensee may be vulnerable due to various factors. These include: -

- **Financial difficulties:**

Severe debt, recent county court judgments, undischarged bankruptcy, inability to open a bank account, or income support directly paid to utilities.

- **Health and well-being:**

Poor health, physical or mental disabilities, frailty, or age-related needs.

- **Social isolation:**

Lack of family support, social exclusion, or difficulties in understanding, speaking, or reading English.

- **Life events:**

Experiences like bereavement, domestic violence, or being a care leaver can temporarily or permanently increase vulnerability.

- **Specific circumstances:**

Being unemployed, a single parent, a pregnant woman, or a former member of the armed forces can also place individuals at risk.

- **Addiction issues:**

Individuals struggling with addiction may face challenges in managing their tenancy.

- **Lack of independent living skills:**

Some individuals may require support to manage their tenancy, such as understanding their rights and responsibilities.

- **Inability to self-care:**

This could include issues with personal hygiene, medication management, or other daily living tasks.

- **Risk of exploitation:**

Vulnerable tenants may be more susceptible to scams, fraud, or other forms of exploitation.

The Council will ensure equality of access for all its licensees, especially those who are at most risk (vulnerable) due to their or their household's circumstances.

In certain instances, and in accordance with individual or group needs, the Council may:

- Routinely adjust the urgency of a repair to the needs of particular user groups and individual customers if health and safety or security is an issue.
- Provide appropriate assistance or guidance for customers in carrying out repairs that are the customer's responsibility.
- Ensure that the Council's Tenancy Liaison Officer is present when repairs are carried out, where this is necessary.
- Provide appropriate assistance for customers in carrying out repairs that are of a rechargeable nature.

## **11. Voids Maintenance**

Whenever a property is vacated, the Council will carry out an inspection promptly to determine what works need to be undertaken to ensure the property meets our Decent Homes Standard before letting it again.

The Council will ensure all relevant tests are completed to meet the gas and electricity safety regulations, check any Asbestos Containing Materials are undisturbed and change or descale showerheads prior to the property being occupied

Where practical, repairs will be completed prior to the new licensees moving into the property. However, to ensure we are able let our properties as quickly as possible, some repairs may be completed after the property has been occupied. The Council will inform the licensees of all the outstanding works and make arrangements for these to be completed as soon as possible.

### **Re-chargeable repairs at void**

The Council will recharge any outgoing licensee for the costs of making good or renewing any damage caused to the property (outside of normal wear and tear), for clearing any rubbish and/or belongings that have been left at the property.

Recharges may also be applied for the cost of deep cleaning and/or de-infesting the property. Photographic evidence will be obtained before the void works are carried out to formally record and prove the need for the recharge.

The Council will make every reasonable effort to contact the previous licensee to inform them of any outstanding items for which they will be recharged and the available means of payment. All recharges will be added to the outgoing licensees account and may affect any future application for re-housing if they are not cleared.

## **12. Leased Temporary Accommodation**

The Council also manages properties leased from social landlords and other councils.

Repairs to these properties shall be carried out in accordance with the specific particulars of the signed lease agreement with the agency but will adhere to the principals stated within this Policy.

### **13. Performance Management**

The Council will maintain and update individual property records for all its temporary accommodation properties including stock condition surveys, EPC ratings, compliance records, reactive, planned and lifecycle replacements, linked to a single UPRN.

The Council will ensure that there is a record of all reported repairs and actions undertaken that will be used to monitor compliance with response times.

The Council will maintain a record of all risks associated with a property including risk assessments and actions. Where appropriate risks will be reported to the Corporate Risk Group.

The Council will maintain an annual schedule of planned and compliance works and will monitor progress throughout the year reporting to the Corporate Risk Group as appropriate.



## Appendix 1 – Repair Categories

### Examples of “Emergency” repairs

- Cistern leak
- Door (boarding up of door)
- Drain ‘foul drain’ (where there is no other working WC in the dwelling)
- Electrical fitting unsafe. Includes for any electrical fitting e.g. sockets, light fitting or switch, fused spur
- External door insecure – including communal areas
- Flue blocked to heating appliance or open fire
- Gas leak – Licensee to Phone CADENT on 0800 111 999 immediately then.
  - Open all doors and windows to ventilate the property
  - Do not turn on/off any electrical switches
  - Extinguish all naked flames, do not smoke, strike matches or do anything which could cause ignition
  - If there are any electrical security entry phones/locks, please open door manually
  - Vacate the property
- Light (no light to stairs, WC, kitchen, bathroom or communal stairwells)
- Lock (Insecure. Only where the door cannot be locked from the inside and there is no lockable second entrance)
- Loss of liquid from pipework or other vessel where it should be ordinarily contained as part of the fixtures and fittings of the property presenting immediate danger to occupants. This does not include portable items such as washing machines
- Power (total loss of electrical power to any or all circuits)
- Roof leak - make safe only (for health and safety reasons, where bad weather prevents access to the roof to carry out a repair then the surrounding area at ground level will be cordoned off until conditions ease. Where future renewal is identified following make safe, this will be referred to the 13-week ‘Planned’ category to allow arrangements for scaffold, planning in of works etc.)
- Smoke detectors (repair or replace as necessary) hard wired only. Battery type detectors are licensee’s own responsibility
- Soil-stack (blocked only where there is no second working WC in dwelling)
- Tank leak
- Water supply (total loss; does not include internal pipes freezing, excludes solid fuel heating systems)
- WC not flushing (only if there is no second working WC in dwelling)
- Window insecure (any level)
- Window (boarding up of window, ground floor only)
- Wires (where not insulated; damaged; broken)

- Bath leak (if the leak only occurs whilst showering and the bath can be used independently for bathing, this is not classed as Very Urgent)
- Banister, grab rail or handrail where health and safety concern –otherwise 3 working day repair (re-secure loose banister, handrail or grab rail internally or externally)
- Boiler (back boiler leak, containable)
- Brickwork unsafe (make safe only). Where there is a danger of injury or damage to property if not made safe. Once deemed to be safe any future works identified unless for health and safety reasons will be assessed for completion on 13-week category.
- Cooker (Gas) if unsafe or not working at all (Sheltered Schemes only)
- Cylinder (leaking hot water cylinder)
- Fire appliance (glass only)
- Flood (damage caused by flooding – make safe only)
- Fumes (fumes, smoke, gas or solid-fuel boiler)
- Fuse (main) consumer unit. (Licensee to be advised to check trips first. reference repairs handbook)
- Severe adverse weather conditions (damage caused by gales, floods, lightning etc. – make safe only). Once deemed to be safe any future works identified unless for health and safety reasons will be assessed and referred to either the 13-week category or annual major category.
- Garage door insecure (make safe only). Applies only if a vehicle is kept in the garage. Not for storage purposes.
- Heating (total or partial loss of space or water heating between 30th September and 30th April).
- Key (lost) if only means of entry and locked out (recharge all category of licensee)
- Lift (not working, make safe only)
- Manhole cover (repair or replace broken cover where Gedling Borough Council responsibility only)
- Overflow (at any time if uncontainable)
- Paved concreted / tarmac areas deemed dangerous if left unattended (main access route to entrance doors only). Where the licensee has created their own paved, concrete or tarmacadam area then this will be their own responsibility to make safe and repair.
- Pipes (leaking supply or heating pipes that cannot be isolated or controlled. Heating pipe work: make safe if uncontainable leak; 15-working days if renewal is required)
- Radiator leak (if uncontainable make safe; 15-working days allowed if renewal is required)
- Stair tread (replace rotten stair tread to licensee property or Communal Stairwell)
- Stop tap (leak, if uncontainable, if dripping and containable 15-working days allowed)

- Valve leak (make safe, if uncontainable; if renewal is required, 15-working days allowed)
- WC cistern leak (uncontainable only)
- WC pan leak

### **Examples of “Urgent Response” repairs**

- Banister, grab rail or handrail (re-secure loose banister, handrail or grab rail internally or externally)
- Cylinder (renewal)
- Door entry system (communal) not working
- Power (partial loss of power to electrical circuit)
- Fan (repair mechanical extractor fan in bathroom or kitchen). Does not include external grill as this does not affect the usability of the fan.
- Feed tank (renewal)
- Fire parts: grates, bricks fire-backs etc. (3-working days for medical reason only, otherwise 15-working days)
- Floorboard (replacement of rotten floorboard)
- Flooring (replacement of unsafe timber flooring)
- Heating (total or partial loss of heating space or water between 1st May and 31st October)

### **Examples of “non-urgent” repairs**

- Bath (repair or renew)
- Brickwork (repointing, isolated areas only [less than 2 square metres], otherwise 13-weeks)
- Chimney-stack (repair following make safe, weather conditions permitting)
- Chimney pot or cowl (re-fix)
- Clothes post (re-fix or renew existing only)
- Coalbunker (repair or renew existing only)
- Door (external repair)
- Fan (renewal of extractor fan to kitchen or bathroom)
- Fan (repair or replace external grill only)
- Fireplace surround & hearth (repair or replacement)
- Fire parts: grates, glasses, bricks fire-backs etc. (If medical reason 3 working days)
- Floor tiles (repair or replacement where no health and safety risk – only if supplied by the Council)
- Flooring (repair or replacement where no health and safety risk)
- Garage door (repair)
- Garage roof (repair). Only where health and safety concern, otherwise work will be carried out on the 13-week category
- Gulley (unblock - licensee responsible for keeping gulley grate clear of leaves and debris)

- Gulley grates (renewal)
- Gutter and downpipes (repair or re-fix [renewal 30<sup>th</sup> September – 30th April])
- Heating (space or water partial loss with alternate supply between 30th September - 1st April)
- Heating system (repair where system can still be used or there is other means of heating or hot water)
- Immersion heater (where alternative form of heating water available)
- Immersion heater (repair where there is a secondary form of heating the water)
- Kitchen unit (repair)
- Leak (investigate underground leak and make temporary repair, where it is the Council's responsibility only)
- Light (repair/renewal of bulkhead / security light to exterior of property)
- Lock (outbuilding renewal)
- Overflow (if containable)
- Pipe-boxing (repair or renewal)
- Pipe work renewal (following make safe)
- Programmer (renewal of heating programmer) where system is working
- Radiator renewal
- Refrigerator repair (if integrated or supplied by GBC – see below\*)
- Re-glazing (cracked window or door caused through vandalism. Work will only commence once a police crime number has been provided specific to the repair. All other occasions will be recharged.)
- Rendering (repair or renewal to isolated patches only, otherwise 13-weeks)
- Roof tile (renewal or re-fix any type) where there is no ingress of water to the property, then works will be completed as a 13-week repair
- Shower (repair or renewal)
- Sill (repair where window secure) where there is no danger to health and safety, then works will be completed as a 13-week repair
- Sink (repair or replacement of sink waste, fittings or brackets)
- Sink unit top (re-fix)
- Skirting board (re-fix or renewal)
- Soakaway – unblock where no water ingress to property
- Soil stack (leak where other WC available)
- Soil stack (renewal if health and safety hazard)
- Stair tread (replacement where no health and safety hazard)
- Stop tap (renewal/leak)
- Tap (repair. does not include mixer taps fitted by licensee)
- Tile (see floor tile, roof tile, sill tile, wall tile)
- Valve renewal (following make safe to leak)
- Wall tile (re-fix or renewal, including splash-back tiles)
- Wash-basin (re-fix or renewal)
- WC cistern (re-fix)
- WC cistern (renewal)

- WC door will not close or stay closed
- WC flush (repair when other working WC)
- WC flush pipe (repair of leak)
- WC handle (loose [excludes pull chains and cords to high-level cisterns])
- WC pan (re-fix loose WC pan)
- WC pan (renewal)
- WC seat (re-fix or renewal) [only where licensee is senior citizen or vulnerable]
- Window (repair where window secure)
- Worktop (renewal for health and safety reasons)
- Tap (re-washer)
- TV points (Sheltered Schemes and communal areas only). Does not include repairs to aerial.
- Brickwork (repointing, major areas only [above 2 square metres], isolated areas 15-days)
- Bricks (replacement of missing bricks)
- Canopy (repair to concrete canopy / porch)

#### **\*Cookers and Refrigerators**

Where the Council has provided a cooker or refrigerator in a property, the cooker or refrigerator shall be repaired until it is no longer economical to do so (where the cost of the repair will exceed £50).

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# **Temporary Accommodation - Landlord Health and Safety Compliance Policy**

August 2025

Serving people, Improving lives

## **1. Intent**

This policy defines the Councils approach on how it will protect residents, staff, contractors and visitors from health and safety risk associated with landlord compliance risks in our temporary accommodation properties.

The policy will also ensure compliance with the respective legislation, guidance, best practice and standards.

## **2. Purpose and scope**

This Policy applies to all Council owned and managed temporary accommodation and details the Councils arrangements to manage landlord health and safety compliance. The Council is responsible for the safe condition of all temporary accommodation and will proactively manage compliance safety to ensure it complies with its legal duties.

In achieving compliance, the Councils aim is to:

- Provide safe properties.
- Comply with statutory obligations

## **3. Areas of Risk**

### Asbestos

The control of Asbestos Regulations is associated codes of practice and guidance are intended to protect against the risks from exposure to asbestos.

The Council will achieve and maintain effective management systems relating to the risks posed by asbestos and will comply with all relevant legislation and regulatory requirements.

The Councils legal duties require us to: -

- Manage communal areas of housing properties
- Identify the presence of asbestos.
- Assess work which could potentially expose residents, employees, contractors and visitors to asbestos.
- Plan works involving asbestos.
- Notify work with asbestos where applicable.
- Provide relevant information, instruction, and training.
- Prevent exposure to asbestos.
- Ensure colleagues and contractors use control measures as defined in the relevant risk assessments.
- Have arrangements in place to deal with accidents, incidents, and emergencies.



To achieve this the Council will: -

Maintain an Asbestos Management Plan.

The Council will ensure an asbestos survey is undertaken on all temporary accommodation

The Council will address all the findings of the asbestos surveys including the removal of asbestos where required.

Maintain an up-to-date register listing the whereabouts of all known asbestos for each of its temporary accommodation properties.

### Water Management

The Council will fulfil its duty of care under The Approved Code of Practice L8: "Legionnaires' disease: The control of legionella bacteria in water systems" and Guidance Note HS(G)274 Part 2: "The control of legionella bacteria in hot and cold-water systems"

The Councils legal duties require us to: -

- Identify and assess the risk of harm from water borne bacteria and scalding.
- Carry out a risk assessment.
- Manage the risks and identify management responsibilities, training, and competence.
- Prevent or control the risk from exposure to legionella bacteria.
- Keep relevant records.

To achieve this the Council will: -

Maintain a Water (legionella) Management Plan

Have a water hygiene risk assessment

Ensure that arrangements are in place for relet and vacant properties.

Identify and implement reasonable measures to prevent/reduce the risk of scalding.

## Electrical Safety

The Electricity at Work Regulations (EAW), The Requirements for Electrical Installations (BS 7671), Electrical standards, Approved Codes of Practice and Guidance are intended to protect against risks arising from exposure to electrical hazards.

The Councils legal duties require us to: -

- Ensure that all temporary accommodation properties, and any electrical equipment provided is safe before a new resident/s take up occupancy and throughout any period they remain in the accommodation.
- Maintaining the electrical installation.
- Inspecting the electrical installations periodically.
- Keeping records of inspections and certified installations.

To achieve this the Council will: -

Maintain an Electric Safety Management Plan

Ensure all inspections are timely and undertaken by a qualified electrical engineer

Remedial works are undertaken through the electrical condition report or testing programme.

## Fire

The Fire Safety Act and Regulatory Reform (Fire Safety) Order places duties on the Council and any occupiers of temporary accommodation and is intended to protect against risks arising from fire safety.

The Councils legal duties require us to: -

- Carry out Fire Risk Assessments of all temporary accommodation properties to identify fire risks and implement measures to reduce or remove the risk of fire.
- Consider who may be especially at risk.
- Provide and maintain arrangements for safe and effective means of escape, firefighting facilities and detection and warning arrangements.
- Provide appropriate information relating to fire safety for all residents, staff members, contractors and visitors
- Keep records of all such measures.

To achieve this the Council will: -

Maintain a Fire Safety Management Plan

Ensure a fire risk-based assessment is in place

Prioritise fire risk assessment remedial work.

Maintain all firefighting equipment, fire detection and fire safety features including fire doors.

Maintain on site fire safety and emergency plans.

### Gas and Other Heating Fuel Systems

The Gas Safety (Installation and Use) Regulations require the Council to ensure that all gas systems and appliances within their temporary accommodation properties are maintained in safe condition.

The Council will comply with all relevant legislative and regulatory requirements relating to the management of gas and other heating fuel systems.

The Council's legal duties require us to: -

- Identify gas and other heating services and appliances which require regular testing or inspection.
- Conduct a programme of gas and other heating testing and inspections.
- Identify and assess sources of risk.

To achieve this the Council will: -

Maintain a Gas and Other Fuel Management Plan

Maintain a heating servicing and inspection programme in accordance with relevant regulations and industry practice.

Conduct remedial works through maintenance or service visits.

### Damp, mould and Condensation

The Council has a duty of care to ensure all residents, staff, contractors and visitors stay safe, healthy and well. Therefore, it must comply with all relevant legislative and regulatory requirements relating to damp, mould and condensation.

The Council is responsible for making sure our temporary accommodation properties including communal areas are free from damp, mould and condensation which could have a serious impact on the health and wellbeing and cause damage to properties.

The Council has a duty to manage and minimise damp, mould and condensation, to prevent it becoming a health hazard for residents and to stop properties becoming damaged and deteriorating.

The Council's legal duties require us to: -

- To ensure all temporary accommodation is free from damp, mould and condensation and is fit for human habitation
- To be proactive and respond promptly to reports of damp, mould and condensation
- Ensuring adequate ventilation systems are in place to minimise the risk of damp, mould and condensation.

To achieve this the Council will: -

Maintain a Damp, Mould and Condensation Management Plan

Ensure communication detailing how to prevent/ minimise damp, mould and condensation is available to all new residents prior to them taking up occupancy

Visits to the property to ensure the residents are complying with the guidance given to them.

#### **4. Resident responsibilities**

All licensees are expected to:

- Comply with the conditions set out in the Licence Agreements.
- Allow the Council access to the property for any health and safety inspection and service or repair.
- Not to carry out any works to the fabric of the building including painting and decorating.
- Report any defects or health and safety matters immediately.

#### **5. Contractor Approval process**

The council recognises that it has a responsibility to take all reasonably practicable steps to ensure that contractors appointed or other such persons they engage work in a manner which minimises risks to the health and safety of employees or other persons affected by their undertaking.

Only competent contractors will be permitted to undertake services for the Council

The Council will ensure that contractors or other such persons they engage have the skills, knowledge, and competency to carry out the service to the required standards without risks to health and safety.

Contractors are required to conform to all relevant health and safety legislation or Council policy, procedure or instructions that are applicable.

Contractors are responsible for any sub-contractors they use.

No Contractor or other such person shall work for the Council unless their health and safety competency assessment has been reviewed and approved.

## **6. Compliance Reporting**

Maintenance compliance monitoring is the ongoing, systematic process of checking that the Council's maintenance practices, procedures, and activities adhere to all relevant regulations, standards, and internal policies to manage risks and ensure safety.

Maintenance metrics are quantifiable measurements that assess the performance and efficiency of maintenance operations, helping the Council monitor and manage costs, identify areas for improvement and enhance the planning and scheduling.

The Council will carry out compliance reporting through a set of compliance performance indicators which will be regularly tracked through the Council's Budget and Performance Board.

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# **Temporary Accommodation - Asbestos Management Plan**

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Councils approach to ensure that any asbestos within its temporary accommodation properties is effectively inspected, maintained, managed, and remains safe.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including how to manage asbestos, and that homes are fit for habitation. The Council must treat any incident relating to asbestos management with the utmost seriousness and act promptly to protect residents.

## **3. Property inspections and surveys**

Asbestos surveys are required on all council owned or managed temporary accommodation properties. The surveys will have the following main aims:

- It must as far as reasonably practicable locate and record the location, extent, and product type of any presumed or known asbestos containing materials.
- It must inspect and record information on the accessibility, condition, and surface treatment of any presumed or known asbestos containing materials.
- It should determine and record the asbestos type, either by collecting representative samples of suspect materials for laboratory identification, or by making a presumption based on the product type and its appearance.
- Within each room description it should identify non asbestos materials to avoid any potential missed asbestos containing materials.

The Council will ensure there are no occupants or other people within the property when the survey takes place so reducing any potential risk.

Accommodation built after 2000 does not contain asbestos materials and therefore any temporary accommodation owned or managed by the Council built after this date will not require an asbestos survey.

### **Sampling**

This is NOT a survey but can be undertaken by an asbestos surveyor when there is a query as to whether a material is asbestos containing. For example, where there is a damaged ceiling with a suspect textured coating which needs removal then we can request samples to be taken just to determine the presence of asbestos within that



product. Samples will not be taken of materials which are deemed by the asbestos surveyor NOT to be asbestos.

All sampling will be undertaken by asbestos surveying contractors commissioned by the Council. Licensees and/or their family members must not undertake their own sampling.

#### **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The Control of Asbestos Regulations and the Approved Code of Practice and guidance L143
- Control of Substances Hazardous to Health (COSHH) Regulations (as amended)
- The Construction, Design and Management Regulations (CDM)
- The Housing Act which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Defective Premises Act
- The Environmental Protection Act
- HSE advisory note – guidance for social landlords on the refurbishment of housing stock likely to contain asbestos - 26 MAY 2009
- HSG 264 – Asbestos: The survey guide
- HSG 227 – A Comprehensive guide to managing asbestos in premises
- HSG 247 – The Licensed Contractors Guide

#### **The Health and Safety Act at Work 1974**

Under the Health and Safety at Work Act 1974, the Council has a legal responsibility to ensure its properties are safe and that residents are not exposed to health hazards like asbestos. This includes identifying asbestos, assessing the risk, and implementing a management plan to minimize risks. The Council must also inform tenants about the presence of asbestos and any precautions they need to take.

The Council must ensure their employees receive the necessary asbestos training, and that workers and contractors are aware of the location or potential presence of asbestos in the properties they are working in.

## **The Management of Health and Safety at Work Regulations**

The Management of Health and Safety at Work Regulations places a general duty on the Council to ensure the health, safety, and welfare of its employees, including those working with or potentially exposed to asbestos. This duty extends to protecting others who may be affected by their work activities, such as contractors.

## **The Control of Asbestos Regulations and the Approved Code of Practice and guidance L143**

The Control of Asbestos Regulations 2012 places a duty on the Council to assess and manage the risks from asbestos in common areas of multi-occupancy domestic premises. The duty to manage asbestos applies to common areas in multi-occupancy domestic premises, such as foyers, corridors, lift shafts, staircases, and roof spaces. This means the Council must identify the presence of asbestos, assess the risk it poses, and develop a written plan to manage that risk

## **Control of Substances Hazardous to Health (COSHH) Regulations (as amended)**

The Council has a duty to manage asbestos in properties built before 2000 under the Control of Asbestos Regulations 2012 and the Control of Substances Hazardous to Health (COSHH) Regulations (as amended). This includes identifying, assessing, and managing asbestos risks, informing tenants, and potentially removing or sealing asbestos materials.

## **The Construction, Design and Management Regulations (CDM)**

The Council is affected by the Construction (Design and Management) Regulations (CDM) as it can be considered a "client" under the regulations, meaning it has specific health and safety duties when construction work is done on their temporary accommodation property.

The Construction, Design and Management Regulations apply to all construction work, regardless of size or complexity. This means that even seemingly small jobs like installing a new heating system can fall under the regulations.

## **The Housing Act which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations**

The Housing Act of 2004, through the Housing Health and Safety Rating System (HHSRS), places a legal obligation on the Council to ensure their temporary accommodation properties are safe and habitable, including addressing asbestos hazards. The Council must assess asbestos risks, develop management plans, and take action to address any identified problems

## **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The Council has a legal duty to manage asbestos in its temporary accommodation properties, including a duty to report dangerous occurrences under RIDDOR. This includes reporting incidents where asbestos is disturbed, damaged, or deteriorated, particularly if it causes harm or puts individuals at risk

The Council must keep an up-to-date asbestos register detailing the location and condition of asbestos containing materials (ACM's)

## **The Defective Premises Act 1972**

The Council has a responsibility to ensure properties are safe from hazards, including asbestos, under the Defective Premises Act 1972. If asbestos is present and not managed properly, the Council could face legal action from residents, including compensation claims and court orders to rectify the issue.

## **The Environmental Protection Act**

The presence of asbestos in a property can be classified as a statutory nuisance under the Environmental Protection Act 1990, If an environmental health inspector deems the asbestos harmful, they can issue an abatement order.

## **HSE advisory note – guidance for social landlords on the refurbishment of housing stock likely to contain asbestos - 26 MAY 2009**

The Health and Safety Executive's (HSE) advisory note and guidance from the [HSE on asbestos management](#) affect landlords, including the Council, by outlining its duty to manage asbestos in buildings such as its temporary accommodation property, especially during refurbishment projects. This includes identifying asbestos, assessing the risk, and developing a management plan. The Council must also ensure safe asbestos removal, provide information to workers and emergency services, and periodically review their management plan.

## **HSG 264 – Asbestos: The survey guide**

This guidance has been prepared by the Health and Safety Executive to help those carrying out asbestos surveys and those with specific responsibilities for managing the risks from asbestos. It is also designed to provide guidance in situations where surveys may be carried out for 'managing' asbestos in domestic premises under wider health and safety legislation and for meeting the requirements of the Construction (Design and Management) Regulations 2007 (CDM). It complements and supports other guidance on managing asbestos.

## **HSG 227 – A Comprehensive guide to managing asbestos in premises**

HSG227 is a comprehensive guide to managing asbestos in premises. It outlines the Councils legal duty to manage asbestos in its temporary accommodation, especially in common areas of multi-occupancy properties. This includes conducting surveys to identify asbestos, assessing the risk, and implementing a management plan.

## **HSG 247 – The Licensed Contractors Guide**

HSG247 - "Asbestos: The Licensed Contractors' Guide," provides guidance on how to safely manage and work with asbestos. This means landlords need to ensure asbestos is identified, assessed, and managed responsibly, potentially involving licensed contractors for certain types of work.

### **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to ensure that asbestos is managed and maintained safely.

The Council will ensure each property has an asbestos survey undertaken. All asbestos surveys are completed by the appointed UKAS accredited asbestos surveying contractor.

The Council will immediately implement any remedial action required to resolve any high-risk results highlighted from the asbestos surveyor's report.

The Council will inform all new licensees of the risk of asbestos and how to manage it.

The Council will maintain an up-to-date asbestos register on all its temporary accommodation properties.

The Council will inform any contractors of the whereabouts of known asbestos materials before any works are undertaken.

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any asbestos concerns or issues to the Council immediately.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

The Council will ensure all records, inspections, surveys, and documentation are kept up to date and readily available.

## **6. Council inspection procedure**

An inspection regime is in place and the Council will ensure that all temporary accommodation properties are inspected by a qualified asbestos surveyor.

## **7. Contractors**

All contractors carrying out specific asbestos responsibilities within this management plan will be appropriately procured, managed and monitored.

## **8. Licensees**

As part of the tenancy welcome pack all residents are provided with information on Asbestos

## **9. Asbestos removal and treatment**

Removal of asbestos when identified to “remove” through an asbestos survey or when other works to the property require the removal of asbestos in order to facilitate the works will be carried out by a licensed asbestos removal contractor.

Contractors involved in the removal or disturbance of an asbestos containing material must certify the areas to be safe for reoccupation.

Following the completion of removal works relevant documentation will be provided by the contractor to the Council which will include:

- Statement of cleanliness (non-licensed work).
- Air reassurance certification (NNLW) completed by a trained and competent analyst appointed through the UKAS accredited asbestos surveying contractor.
- 4 Stage clearance certificate (licensed work) completed by a trained and competent analyst appointed through the UKAS accredited asbestos surveying contractor.
- Waste consignment notice (all works).

## **10. Addressing asbestos issues**

Anyone who believes they have disturbed or identified any asbestos including contractors, employees and Licensees must report these issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers an asbestos safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident
- Any asbestos incident involving potential or actual exposure must be reported
- Consider if property is suitable for occupation
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified contractor to attend the property, having agreed a suitable date and time. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help manage asbestos safely.

# **Temporary Accommodation Mould, Damp and Condensation Management Plan**

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Councils approach to proactively manage the potential risks and promptly diagnose and prevent issues which may arise from damp and mould in our properties including communal areas and outlining support available to meet the needs of our customers.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation it provides is free from serious hazards, including damp and mould, and that homes are fit for habitation. The Council must treat cases of damp and mould with the utmost seriousness and act promptly to protect their resident's health.

## **3. Understanding damp and mould**

Damp is the build-up of moisture in a property. It affects building materials (such as walls, floors, ceilings, foundations) and/or home furnishings and belongings (such as carpets, curtains, wallpaper, furniture and clothing). In addition to causing damage, damp can also lead to the growth of mould and other microorganisms.

Damp can occur in homes for a variety of reasons. Irrespective of the type of damp (water leaks, condensation, penetrating, rising or traumatic), the Council is legally responsible for addressing damp and mould issues.

### **Water leaks**

Water leaks occur from defective supply or waste pipework (especially in bathrooms and kitchens) can affect both internal and external walls and ceilings. The affected area looks and feels damp to the touch and stays damp regardless of the prevailing weather conditions

### **Condensation damp**

Condensation damp happens when moisture generated inside the home cools and condenses onto colder parts of the buildings (for example window frames, corners and low points on walls behind sofas or wardrobes). This is the most common form of damp.



### **Penetrating damp**

Penetrating damp appears because of a defect in the structure of the home such as damaged brickwork, missing roof tiles, loose flashing or leaking rainwater goods.

All homes can be affected by condensation because the climate is often cool. Normal household activities also constantly release moisture into the air. Good practices in the home minimises and alleviates condensation and in many cases prevents it causing dampness and persistent mould

### **Rising damp**

Rising damp is moisture from the ground that rises up through parts of the buildings in contact with the ground (walls and floors); it is usually found in older properties and is often misdiagnosed. It can be identified through visual inspection; however chemical testing is the most appropriate way of confirming it. Often it is due to defective damp proof courses and membranes.

### **Traumatic damp**

Traumatic damp can be caused by leaking water from waste and heating pipes, overflowing baths or sinks, burst pipes or defective water storage vessels inside the building. Traumatic damp can also originate from outside the property, for example from another building or from environmental flooding.

## **4. Health risks**

Mould is a type of fungus that spreads through spores which are invisible to the naked eye but are in the air around us all the time that can quickly grow on surfaces into a visible covering where dampness persists, or water has formed.

Mould can cause adverse health effects as well as damage to buildings.

Damp and mould primarily affect the airways and lungs, but they can also affect the eyes and skin. The respiratory effects of damp and mould can cause serious illness and, in the most severe cases, death.

The presence of damp and mould can also affect residents' mental health. This could be due to worries about the health impacts of damp and mould, unpleasant living conditions, and destruction of property and belongings, among other concerns.

Everyone is vulnerable to the health impacts of damp and mould, but people with certain health conditions, children and older adults are at greater risk of more severe health impact.

The Council will consider the potential impact of damp and mould on all residents' health, including respiratory issues, allergies, and other conditions aggravated by dampness, especially those vulnerable tenants, who may be more susceptible to the health risks. Prior to any allocation of temporary accommodation, a risk assessment is undertaken on all family members to ensure the accommodation is suitable for their needs.

## **5. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- Defective Premises Act 1972
- Environmental Protection Act 1990
- Landlord and Tenant Act 1985 (section 11)
- Housing Act 2004
- Decent Homes Standard 2006
- Equality Act 2010
- Home Standard – Consumer Standards 2015
- Homes (Fitness for Human Habitation) Act 2018
- Minimum Energy Efficiency Standards
- Awaab's law

### **Defective Premises Act 1972**

Under the Defective Premises Act 1972, the Council has a duty of care to ensure their temporary accommodation is reasonably safe for tenants, including from defects that could cause injury. This includes a duty to address damp and mould issues that are caused by a defect in the property

### **Environmental Protection Act 1990**

Under the Environmental Protection Act 1990, the Council has a responsibility to address damp and mould issues if they constitute a "statutory nuisance," meaning they are prejudicial to health or interfere with the tenant's use and enjoyment of the property. This includes situations where damp and mould are caused by disrepair or pose a health and safety risk.

### **Landlord and Tenant Act 1985**

New provisions in the Landlord and Tenant Act 1985 added by the Homes (Fitness for Human Habitation) Act 2018 require that properties are free of hazards, including damp and mould, which are so serious that the dwelling is not reasonably suitable for occupation in that condition. The current occupier may be taken into consideration when determining whether the property is suitable.

A home that is fit for human habitation is safe and healthy, which would mean free from damp and mould that could cause significant harm.

Occupants may wish to take action if their property is unfit for human habitation or the Council has failed to keep it in repair, under defined circumstances, under Section 9A and Section 11 of the Landlord and Tenant Act 1985. Any complaints about repairs will be responded to in line with the Councils Complaints, Compliments and Comments Policy.

## **Housing Act 2004**

The Housing Act 2004 states that properties must be free from hazards at the most dangerous 'category 1' level, as assessed using the Housing Health and Safety Rating System (HHSRS), a risk-based evaluation tool. This includes mould and all types of dampness. A 'category 1' hazard means that an occupier or visitor to the property may require some form of medical attention over the course of a year.

## **Decent Homes Standard 2006 (DHS)**

To meet the Decent Homes Standard, all temporary accommodation must be free from dangerous 'category 1' hazards. But the decent homes standard also states that the accommodation must be in a reasonable state of repair and provide a reasonable degree of thermal comfort. Either disrepair or inadequate thermal comfort, or both, may result in damp and mould. Where the Regulator of Social Housing (RSH) determines a provider has breached standards, it has a range of legal powers it can use, including enforcement powers.

Temporary accommodation is short-term housing provided by the Council to households experiencing homelessness or at immediate risk of homelessness and is not social housing.

## **Equality Act 2010**

Under the Equality Act 2010, the Council has a responsibility to ensure their temporary accommodation properties are reasonably suitable for habitation, which includes addressing issues like damp and mould that could pose a health risk. They must act promptly to identify and resolve the underlying causes of damp and mould, ensuring long-term solutions. This duty extends to the structure and exterior of the property, as well as installations that provide essential services like heating and sanitation

## **Home Standard – Consumer Standards 2015**

The Consumer Standards require the Council to be proactive and respond promptly to reports of damp and mould, focusing on addressing the underlying causes.

## **Homes (Fitness for Human Habitation) Act 2018**

Under the Homes (Fitness for Human Habitation) Act 2018, the Council has a legal duty to ensure their rental properties are fit for human habitation, which includes being free from damp and mould. This duty applies both at the start of the tenancy and throughout.

The council is responsible for addressing damp and mould issues caused by structural faults, such as leaks, rising damp, or structural problems and ensuring adequate ventilation systems are in place to prevent condensation and mould growth, especially in areas prone to moisture, like kitchens and bathrooms.

## **Minimum Energy Efficiency Standards**

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 require that rented accommodation must meet the Minimum Level of Energy Efficiency standard of Energy Performance Certificate (EPC) band E (unless exempt). The regulations do not make reference to damp and mould, but an energy efficient property is less likely to be affected by condensation, one cause of damp and mould, provided it is adequately ventilated.

## **Awaab's Law (comes into effect 27<sup>th</sup> October 2025)**

Awaab's Law sets specific timescales for social landlords to address health hazards in properties. The Council must investigate hazards within 14 calendar days of becoming aware and begin repairs within 7 days for significant hazards. Emergency repairs must be completed within 24 hours.

The Housing Ombudsman has defined emergency repairs as those presenting "a significant and imminent risk of harm," including issues like gas leaks, broken boilers, lack of water supply, exposed wiring, significant leaks, and prevalent damp and mould impacting breathing.

In situations where repairs cannot be completed within the required timescales and the hazard poses a significant risk, the Council must offer alternative temporary accommodation until the issue is resolved.

## **6. Complying with the standards**

The Council must ensure that their temporary accommodation properties have all the measures in place to ensure that damp and mould have been minimised.

The Council will therefore regularly inspect its temporary accommodation properties, remedy deficiencies promptly and ensure that they have a regular programme of maintenance and management.

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any issues to the Council immediately. When a licensee does report damp and mould problems, the Council will need to establish the source of the damp, whether there is any defect to the property that is causing it and then carry out the appropriate remedial work. The Council will normally inspect the property within 5 working days of the reported incident. In some cases, professional inspections or a damp surveyor may be required.

While there is currently no specific timeframe within which remedial work to address damp and mould must be undertaken unless they are deemed a significant hazard, Awaab's Law which comes into effect on the 27<sup>th</sup> October 2005 which does set timeframes which will place a requirement on the Council to respond promptly and address issues as a matter of urgency especially when there is a significant concern for the residents health.

Further guidance on the can be found at the following link :- [Understanding and addressing the health risks of damp and mould in the home - GOV.UK](#)

For more complex cases particularly where more intrusive building work is required and/or there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

Depending on the nature of the incident, the Council may only be required to provide an advisory response to a damp and mould enquires. Where damp and mould are a result of condensation the council will work with the licensee to support them in taking appropriate measures to prevent the damp and mould reoccurring. This might include advice about how to control moisture levels or increase ventilation or heating, so that damp levels are kept low. The Council will encourage all licensees to follow the advice and explain the implications of any activity that could worsen the problem.

## **7. Council inspection procedure**

Under Awaab's law, the Council must proactively identify and address damp and mould hazards that pose a significant risk to an occupier and their families health. Therefore, routine property inspections will be undertaken periodically for any signs of damp and mould which should help detect issues early and prevent escalation. This will occur each time a licensee is placed into temporary accommodation and a minimum of once every 6 months. The Housing Officer carries out a visual check especially in high-risk areas prone to dampness ad mould such a kitchens, bathrooms and poorly ventilated rooms. Checks will be undertaken given regard to the following:

### **Internal and external checks**

External checks:

- Damaged or blocked pipes, gutters or downpipes
- Broken seals around windows or ill-fitting windows that do not close fully
- Visible structural or facade defects, such as cracks in render or the foundation, missing or broken roof finishes
- Bridged (compromised) damp proof course

Internal checks:

- Peeling wallpaper
- Visible damp or staining
- Visible condensation
- Defective plaster
- Consistently high relative humidity, as assessed using a moisture meter or environmental monitors
- Low levels of loft or wall insulation
- Low internal wall temperature
- Damaged, blocked, absent or switched off mechanical ventilation (for example, extractors in kitchens and bathrooms)
- Ineffective or broken heating systems

For properties with ongoing damp and mould issues the Council will conduct a Damp, Mould and Condensation (DMC) survey to assess the extent of the damp and mould. This will identify the underlying cause of the problem and recommend appropriate solution to resolve the issue.

The findings are recorded on a 'Temporary Accommodation Property Survey' inspection form which is retained for a period of 7 years (Appendix 1)

All new licensees will also be provided with a leaflet called 'Preventing damp and mould in your home' (Appendix 2) when they sign the license agreement and prior to moving into the temporary accommodation provided. This includes some information regarding mould and how best to prevent it within the home.

## **8. Addressing damp and mould**

Licensees must report any damp and mould issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers mould or damp within the property, or a licensee reports damp in a property, the following action takes place:

- Identify the severity of the incident
- Consider if property is suitable for occupation.
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- Instruct contractor to remove mould and treat as necessary.
- Carry out repairs if the damp is caused by a building defect.
- The Council should provide support and advise to the licensee to help ensure incidents do not reoccur in the future.

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# Temporary Accommodation - Electrical Management Plan

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Councils approach to ensure that the electrical installations within its owned and managed properties, that are provided as temporary accommodation, are effectively tested, maintained, managed and safe to use.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including the maintenance of electrical installations, and that homes are fit for habitation. The Council must treat any incident relating to an electrical safety installation with the utmost seriousness and act promptly to protect residents.

## **3. Specific installations**

Inspections will include all in service equipment (equipment with a permanent connection to supply, for example pumps, cookers, extractor fans or air conditioning equipment).

If it plugs in, that item is covered by PAT testing codes of practice.

The law requires electrical equipment to be maintained to prevent danger. The type and frequency of user checks, inspections and testing needed will depend on the equipment, the environment in which it is used and the results of previous checks.

The Council will arrange an inspection of its properties every 5 years. This includes consumer units (fuse boxes), electrical wiring, plug sockets, light fittings, electric showers and extractor fans and other fixed electrical parts,

Communal areas will also be tested every 5 years.

Following a full inspection, the registered qualified contractor will issue an Electrical Installation condition Report (EICR) which will either formally declare that the installation is safe for continued use or highlight any suggested or urgent repairs that need to be made.

However, the Council will arrange a visual inspection to be undertaken by a qualified electrician on any change of occupancy, but a full test will still be completed every 5 years. If the visual inspection indicates that the installation has been interfered with by the resident or others, then a full inspection will be carried out and remedial

actions undertaken. The resident will also be charged for any works carried out in this instance.

#### **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- BS 7671 Requirements for electrical installations.
- Landlord and Tenant Act 1985
- Housing Act
- Regulatory Reform Fire Safety Order 2005 England and Wales
- Electricity at Work Regulations 1989
- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015

##### **BS 7671 Wiring regulations**

BS 7671 is the national standard for the installation and inspection of electrical systems in the UK, adherence to which is important for ensuring safety as well as legal compliance of all electrical work and installations.

##### **Landlord and Tenant Act 1985**

The Landlord and Tenant Act 1985, Section 11 requires the Council “to keep in repair and proper working order the installations in the dwelling-house for the supply of water, gas and electricity”.

Although the Act does not make mention of a need to carry out periodic inspection and testing of the electrical installation, they do place an obligation on the Council to maintain the installation in a condition suitable for the use intended.

Where an installation is not subject to an effective and ongoing planned and proactive maintenance programme, periodic inspection and testing carried out at appropriate intervals is a practical way of identifying where maintenance work is most required in order to keep the accommodation in a condition that is safe for use and for staff and contractors to work in

## **Housing Act 2004**

The key points about electrical safety under the Housing Act are:

- The Council must ensure all fixed electrical installations (like wiring, light sockets, and plug sockets) are inspected and tested by a registered electrician, according to the 18th edition of the Wiring Regulations.
- Inspections must be carried out at least every 5 years, or when there is a change of tenancy, whichever is sooner.
- A qualified electrician will provide an EICR after the inspection and testing.
- Licensees must report any electrical faults they notice and allow access for repairs and safety checks

## **Regulatory Reform Fire Safety Order 2005 England and Wales**

Under the Regulatory Reform (Fire Safety) Order 2005, the Council has a legal duty to ensure their properties are safe from fire. This involves taking reasonable steps to protect their residents.

## **Electricity at Work Regulations 1989**

The Council has a legal obligation under The Electricity at Work Regulations for employers and employees to prevent electrical-related hazards, such as electric shock, fires, or explosions, which can happen when electrical systems or equipment are poorly maintained.

## **Health and Safety at Work Act 1974**

Under the Health and Safety at Work Act 1974, the Council has a primary duty to ensure their temporary accommodation is safe for all occupants, and to prevent exposure to health and safety risks. This includes maintaining the property's structure and exterior, as well as common areas, and ensuring proper maintenance of fixtures and fittings. Additionally, the Council must comply with specific regulations which includes electrical wiring and fire safety.

## **Construction (Design and Management) Regulations 2015**

Under the Construction (Design and Management) Regulations 2015 (CDM 2015), the Council has specific duties to ensure the safety of construction projects, especially when undertaking repairs or new construction. Key responsibilities include ensuring work is carried out safely, providing relevant information to designers and contractors, and cooperating with other parties involved in the project.

## **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to ensure that electrical safety standards are met.

The Council will inspect its temporary accommodation properties, remedy deficiencies promptly and ensure that they have a regular programme of maintenance and management.

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any issues to the Council immediately. When a licensee does report an electrical safety problem the Council will need to consider the emergency of the repair.

An emergency repair will include incidents such as exposed electrical wiring, broken accessories showing cooper parts, inoperable switches, no lighting.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

## **6. Council inspection procedure**

The Council will ensure that an electrical safety inspection is undertaken by a qualified electrician at each of its temporary accommodation units every 5 years.

Additionally, a visual check is also undertaken by a qualified electrician, when a property becomes vacant and before a new licensee is placed into the property. If the visual inspection identifies any potential risks, then a full inspection will be carried out and remedial action undertaken before the property is occupied.

The findings are recorded which is retained for a period of 7 years (Appendix 1)

## 7. Addressing electrical installation issues

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers an electrical installation safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident
- Consider if property is suitable for occupation
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified electrician to attend the property, having agreed a suitable date and time, who will inspect, test and fix and identified safety issues. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help ensure incidents do not reoccur in the future.

# **Temporary Accommodation - Fire Safety Management Plan**

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Council's approach to fire safety management. The Council will ensure its temporary accommodation properties are effectively inspected, maintained, managed, and remain safe for its residents, staff, contractors and visitors.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including fire safety management, and that homes are fit for habitation. The Council must treat any incident relating to fire safety management with the utmost seriousness and act promptly to protect residents.

## **3. Fire safety management**

This plan aims to minimise the likelihood of a fire occurring and the consequences in the event of a fire.

The Council will implement, manage, monitor and audit a range of fire safety management actions including: -

- Develop appropriate fire risk assessments
- Appropriate and regular servicing, maintenance and testing of fire safety equipment including fire doors
- Meaningful engagement with our residents
- Increased awareness of fire safety issues by providing training and support to staff, contractors and other stakeholders



### Fire risk assessments

As outlined in the Regulatory Reform (Fire Safety) Order 2005 and the requirements of the Fire Safety Act 2021 the council will evidence fire safety management by carrying out fire risk assessments on an annual basis.

The aims of a fire risk assessment are:

- To identify fire safety hazards in our temporary accommodation.
- To reduce the risk of those hazards causing harm to as low a level as is reasonably practicable.
- To decide what physical fire precautions and management processes are required to ensure the safety of any individuals occupying the property in the event that a fire occurs.

### Evacuation process

The Council will advise and promote relevant information about fire evacuation fire processes. Detailed fire safety information including safe evacuation and the importance of fire doors will be provided to all new residents and annually to existing residents.

Due the different types of temporary accommodation the council manages, a number of evacuation processes will be employed to ensure that residents, staff members, contractors and visitors remain safe in the event of a fire occurring, or any other reason prompting the evacuation of a building.

The protocols used for evacuation include the following:

- Stay Put
- Full Evacuation
- Phased Evacuation
- Partial Evacuation
- Progressive Horizontal Evacuation
- Progressive Vertical Evacuation

### Firefighting equipment

The Council does not provide any fire fighting equipment such as fire extinguishers in its accommodation to avoid use by untrained residents, staff members, contractors or visitors. Where a fire occurs, any occupiers should evacuate the property and call the Fire Brigade immediately.

Fire blankets will only be made available for temporary accommodation on sites that have shared communal cooking facilities.

### Fire doors

Fire doors installed in the communal spaces and temporary accommodation managed by the Council must achieve an appropriate standard and / or certification to ensure that they meet suitable safety standards.

This process requires fire doors to be inspected regularly and evaluated to ensure that the door, frame, hinges, mechanical closers, smoke and heat seals are of the correct type and also fitted in compliance with relevant standards.

Initial assessments, labelling, cataloguing and repairs to fire doors will be carried out by an independent specialist contractor.

Fire Doors will be inspected to the following frequencies:

- Communal fire doors – At least every 3 months
- Flat front doors – At least every 12 months

### Communication and Resident Engagement

The Council will engage with residents to make sure they feel safe in their homes and surroundings, understand how to report problems and concerns and ensure that they understand exactly what to do if there is a serious incident in the block where they live. The key objectives for resident engagement are:

**Listen and understand** – The Council will communicate with residents to make sure that they receive relevant information and feel well informed. The Council will make sure that resident's voices are heard, understood and acted upon.

**Involve** – The Council will involve residents and encourage them to take part, so they feel empowered to play a key role in ensuring the safety of their home. Residents should also be made aware of and understand their responsibilities.

#### **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- The Regulatory Reform (Fire Safety Order) 2005
- The Fire Safety Act 2021
- The Building Safety Act 2022
- The Building Regulations 2010
- The Housing Act 2004
- The Construction (Design & Management) Regulations 2015
- The Fire Safety (England) Regulations 2022

##### **The Regulatory Reform (Fire Safety Order) 2005**

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires the Council to ensure fire safety in the temporary accommodation they manage, particularly in common areas of HMOs, flats, and other shared spaces. The Council must carry out regular fire risk assessments, maintain fire safety precautions, and keep residents informed about fire safety measures.

##### **The Fire Safety Act 2021**

The Fire Safety Act 2021 impacts the Council by clarifying and expanding its responsibilities regarding fire safety in multi-occupied residential buildings, including the structure and external walls (including cladding, windows, and balconies), and entrance doors to individual flats. The Council must ensure fire risk assessments are conducted, cover these elements, and are reviewed regularly

##### **The Building Safety Act 2022**

The Building Safety Act 2022 impacts the Council by requiring them to manage safety risks in high-rise buildings (high-rise, at least 18 meters tall or 7 storeys, with two or more residential units), particularly those relating to fire safety, and by imposing duties to remediate building defects. The Council currently does not manage any high-rise properties.

## **The Building Regulations 2010**

Landlords have a responsibility to ensure fire safety in their properties, particularly under the Building Regulations 2010 and the Regulatory Reform (Fire Safety) Order 2005. This includes conducting fire risk assessments, installing and maintaining fire safety equipment, and ensuring residents are aware of fire safety procedures.

## **The Housing Act 2004**

The Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005 (FSO) requires the Council to take reasonable steps to ensure their temporary accommodation are safe from fire, particularly in houses in multiple occupation (HMOs) and common areas of flats. This includes carrying out fire risk assessments, identifying and mitigating fire hazards, and ensuring safe escape routes.

## **The Construction (Design & Management) Regulations 2015**

The Construction (Design & Management) Regulations (CDM) 2015 don't directly address fire safety in the context of existing buildings, but they do play a role in ensuring safe construction and renovation work. The Council need to understand that any fire safety measures taken during construction or renovation must comply with CDM requirements, and they are responsible for ensuring their properties are safe from fire.

## **The Fire Safety (England) Regulations 2022**

The Fire Safety (England) Regulations 2022 requires the Council, in multi-occupied residential buildings. They require landlords to conduct fire risk assessments, implement fire safety measures, and ensure ongoing maintenance of fire prevention systems in common areas. The Council also has a responsibility to inspect flat entrance doors annually and communal fire doors quarterly.

## **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to reduce the risk of fire in the temporary accommodation it manages.

The Council will immediately implement any remedial action required to resolve any high-risk results identified.

The Council will ensure all approved contractors are qualified and competent to carry out the specific tasks that they've been assigned

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any fire safety concerns to the Council immediately.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

The Council will ensure all records, inspections, surveys and documentation are kept up to date and readily available.

## **6. Addressing water systems management issues**

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers a fire safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident.
- Consider if property is suitable for occupation.
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified contractor to attend the property, having agreed a suitable date and time. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help prevent future issues from arising.

# Temporary Accommodation - Gas Management Plan

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Councils approach to ensure that all gas and heating systems within its temporary accommodation properties are effectively inspected, maintained, managed, and remain safe.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including how to manage gas and other heating fuels, and that homes are fit for habitation. The Council must treat any incident relating to gas and other heating fuels management with the utmost seriousness and act promptly to protect residents.

## **3. Gas and electric heaters**

### **Gas**

Regulation 36 of The Gas Safety (Installation and Use) Regulations requires the Council to ensure that gas heating installations are maintained in a safe condition. This applies to:

- a) Any relevant gas fitting meaning:
  - i) Any gas appliance (other than an appliance which residents are entitled to remove from the relevant premises) or any installation pipework installed in any relevant premises: and
  - ii) Any gas appliance or installation pipework, which directly or indirectly, serves the relevant premises and which either-
    - Is installed in any part of the premises in which the landlord has an estate or interest; or
    - Is owned by the landlord or is under their control, except that it shall not include any gas appliance or installation, pipework exclusively used in a part of the premises occupied for non-residential purposes.
- b) Any flue which serves any relevant gas fitting, to prevent the risk of injury to any person in lawful occupation of relevant premises.



Regulation 36 also requires, amongst other things, that a landlord shall ensure that:

- Each appliance and flue is checked for safety within 12 months of being installed and at intervals of not more than 12 months since it was last checked for safety.
- Such checks are carried out by those persons who are a member of a class of persons approved by the HSE e.g. Gas Safe Register.
- In any room occupied or to be occupied as sleeping accommodation by a customer, there is not fitted a relevant gas fitting of a particular type
- Written records are kept giving details of appliances or flues checked, dates of checking, any defects identified, and remedial action required/taken.

### **Electric storage heaters**

There is no requirement to service these annually, therefore a visual inspection will be carried out as part of the periodic electrical test and the testing engineer will check the condition of the unit and controls and note any defects.

## **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- The Health and Safety at Work Act 1974
- Building Regulations (England & Wales)
- The Gas Safety (Installation & Use) Regulations (GSIUR)
- The Gas Safety (Management) Regulations
- The Smoke and Carbon Monoxide Alarm (England) Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Heating Equipment Testing and Approval System (HETAS) recommendations and industry standards.
- Manufacturer's instructions

## **The Health and Safety Act at work 1974**

The Health and Safety at Work Act 1974 (HSWA) places a general duty of care on the Council to ensure the health, safety, and welfare of residents placed in temporary accommodation, including in relation to gas safety. This means the Council must ensure gas appliances, pipework, and flues are safe, properly maintained, and regularly checked.

## **Building Regulations (England & Wales)**

The Council has a legal obligation under the Gas Safety (Installation and Use) Regulations 1998 to ensure the safety of gas appliances and fittings in their temporary accommodation properties. This includes regular safety checks and maintenance. The Council must have a gas safety check carried out by a Gas Safe registered engineer for all gas appliances and flues they provide for residential use either annually or every time a property becomes vacant and prior to new residents taking up occupancy.

## **The Gas Safety (Installation & Use) Regulations (GSIUR)**

Under the Gas Safety (Installation & Use) Regulations (GSIUR), the Council is responsible for ensuring the safety of gas appliances and flues in their temporary accommodation properties. This includes regular maintenance, repairs, and annual gas safety checks by a Gas Safe registered engineer. They must also keep records of these checks. Additionally, the Council must ensure there is a carbon monoxide alarm in any living accommodation where a gas appliance is installed.

## **The Gas Safety (Management) Regulations**

The Council must ensure gas equipment in their temporary accommodation is safely installed and maintained by a Gas Safe registered engineer including an annual gas safety check on each appliance and flue or the when the property becomes vacant.

## **The Smoke and Carbon Monoxide Alarm (England) Regulations**

The Smoke and Carbon Monoxide Alarm (England) Regulations requires the Council to install working smoke and carbon monoxide alarms in its temporary accommodation properties, and to maintain them. The Council is responsible for ensuring these alarms are in working condition on the first day of a new licence.

## **Heating Equipment Testing and Approval System (HETAS) recommendations and industry standards.**

The Council is legally obligated to ensure the safety of gas appliances and flues in their temporary accommodation properties, with HETAS and industry standards playing a key role. This means the Council must comply with the Gas Safety (Installation and Use) Regulations 1998 (GSIUR) and have an annual gas safety check conducted by a Gas Safe registered engineer.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The Council has a responsibility to report certain gas-related incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This includes reporting dangerous gas appliances, fittings, or work that could cause harm, as well as serious accidents and near misses involving gas.

### **Manufacturer's instructions**

The Council is legally obligated to maintain gas appliances and pipework according to manufacturer's instructions. This includes regular servicing and annual gas safety checks, ensuring the safety of residents.

## **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to ensure that gas management is managed and maintained safely.

The Council will ensure each property has the appropriate gas safety checks undertaken for each new licence and/or on an annual basis.

The Council will immediately implement any remedial action required to resolve any high-risk results identified.

The Council will ensure all approved contractors are qualified and competent to carry out the specific tasks that they've been assigned

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any gas concerns or issues to the Council immediately.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

The Council will ensure all servicing and maintenance records are kept up to date and readily available.

Customers requests for fitting their own gas appliances will be refused.

## **6. Gas management procedure**

The Council will follow the following procedure for the installation, maintenance and servicing of domestic gas appliances in accordance with associated manufacturers, statutory and regulatory legislation.

When any work is carried out in relation to gas appliances and other fittings, all contractors will be competent and hold a valid certificate of competence for each work activity that they undertake.

Any works to existing system/equipment i.e. boiler, cylinders tanks, flues, radiators etc. and fit specified replacement gas fired central heating system which may include renewal of gas installation pipe work, will be undertaken in accordance with manufacturer's instructions, relevant standards and regulations.

The whole of the works shall be installed in accordance with the appropriate manufacturer's installation instructions and comply with the requirements of the Gas Safety (Installation and Use) Regulations, current I.E.E Wiring Regulations, current Building Regulations and all other stated Byelaws, Regulations and British Standards/Codes of Practice.

All servicing/repairs shall be carried out with due regard to the manufacturer's appliance installation and servicing instructions. All works and materials will comply with the requirements of the Gas Safety Regulations and all other stated Byelaws, Regulations, British Standards and Codes of Practices.

In compliance with current Regulations, the council will carry out an annual service of all gas appliances and/or when a new license commences.

As a result of this service, if the appliance is found to be in a poor condition and/or beyond economical repair, the appliance will be recommended for replacement.

At the time of the service, the smoke detection system will also be checked and any issues reported.

Carbon monoxide detectors will also be checked and if necessary, replaced and any issues reported.

To comply with The Smoke and Carbon Monoxide Alarm Regulations, the heating engineer must ensure that a Carbon Monoxide detector is fitted in any room containing a gas boiler or gas fire.

Classification of defective appliance/installation may fall within one of the following two categories:

- Immediately Dangerous or
- At Risk

In the event of an appliance/installation being classed as immediately dangerous or at risk, then the following will apply:

- a) If classed as “immediately dangerous”, the Council will appoint a qualified gas safety engineer to disconnect the appliance/installation and cap off the gas supply.
- b) If classed as “at risk”, the Council will ensure the appliance/installation is turned off immediately.

It is suggested that all boilers are given a life cycle of 15 years where appliance age is known or from date of install to help manage this process. The Council will maintain a record of age of the appliance where known or use any details received from the property condition surveys recommending future replacement units for each property.

When undertaking planned or responsive property work such as roofing, plumbing, building, refurbishment etc. ALL contractors and tradespersons have legal responsibilities and obligations to plan, manage and monitor construction work and ensure their work does not affect the safety of gas installations.

## **7. Addressing gas safety management issues**

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 901390, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred’s Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers a gas safety issue within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident.
- If someone can already smell gas and/or think there could be a leak, they should call Cadent immediately on 0800 111 999 (at any time of the day or night). The smell of gas within a property can be alarming and should be treated seriously.
- Consider if property is suitable for occupation.
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified contractor to attend the property, having agreed a suitable date and time. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help prevent future issues from arising.

# **Temporary Accommodation - Water (Legionella) Management Plan**

August 2025

Serving people, Improving lives

## **1. Purpose and scope**

This policy defines the Councils approach to ensure that all hot and cold-water systems within its temporary accommodation properties are effectively inspected, maintained, managed, and remain safe.

The Council will also ensure compliance with the respective legislation, guidance, best practice and standards.

This policy applies to all customers who occupy accommodation under a licence agreement.

## **2. Background**

The Council is a non-stock holding authority but is responsible for several properties which are used to meet their legal duty to provide homeless households temporary accommodation whilst permanent move on accommodation is secured.

There is an obligation on the Council to ensure that the temporary accommodation they provide is free from serious hazards, including how to hot and cold-water systems, and that homes are fit for habitation. The Council must treat any incident relating to hot and cold-water systems with the utmost seriousness and act promptly to protect residents.

## **3. Hot and cold-water systems - Legionella**

The Council will ensure, as far as is possible, that all hot and cold-water systems in relation to the control of legionella bacteria in all temporary accommodation that the Council has a responsibility as landlord, are in a safe condition and that all the occupants of and persons visiting these properties are in no danger from legionella.

Legionella is:

- Legionella is a bacterium that can cause Legionnaires' disease, a serious respiratory illness.
- There are over 40 species of the genus legionella but only a few are associated with outbreaks
- Common in natural (rivers, lakes etc.) and artificial water systems (hot & cold-water systems, storage tanks, pipework, taps and showers)
- Able to survive in low temperatures but will only multiply at temperatures between 20 and 45°C
- Killed within a few minutes at 60°C.



Legionnaire's disease:

- Is a type of pneumonia caused by infection of the lungs by legionella bacteria.
- If not diagnosed promptly can attack other organ systems in the body resulting in death in some cases.
- Named after a US army veterans (legionnaires) convention where 34 died from atypical pneumonia. The bacteria was found in the hotel's air handling ductwork and in the lungs of the victims

Legionella pneumophilia:

- Pneumophilia meaning lung loving
- Can be divided into "serogroups" with serogroup 1 being the major outbreak strain.

Infection:

- The legionella bacteria has to become airborne in such a way that it can be breathed in
- Water containing legionella becomes broken up by impact with surfaces or by devices that create a spray of droplets
- The small droplets or aerosols are of a size that can penetrate deep into the lungs

The Council temporary accommodation properties only have hot and cold-water systems and as such only Part 2 of HSG274 applies in relation to compliance.

The Council will ensure that all hot and cold-water systems with a potential legionella risk within its owned and managed temporary accommodation properties are effectively inspected, maintained, managed, monitored and remain safe, to ensure compliance with the respective legislation, guidance, best practice and standards and as such will have in place procedures to support these responsibilities.

#### **4. Legal Standards**

This plan enables the Council to meet its obligations as a landlord and employer under the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations
- ACOP L8 Legionnaires Disease – the control of legionella bacteria in water systems
- Control of Substances Hazardous to Health (COSHH) Regulations (as amended)
- The Construction, Design and Management Regulations (CDM)

- The Housing Act which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Water Supply (Water Fittings) Regulations including amendments
- HSG274 Part 2 “The Control of legionella in hot and cold-water systems”
- CSHS 10 Prevention of Scalding

### **The Health and Safety Act at work 1974**

The Health and Safety at Work Act 1974 (HSWA) places a general duty of care on the Council to ensure the health, safety, and welfare of residents placed in temporary accommodation which extends to the Legionnaires' disease, which is caused by the bacteria Legionella risk of Legionnaires' disease, which is caused by the bacteria Legionella. The Council will do this by managing risk associated with hot and cold-water systems.

### **The Management of Health and Safety at Work Regulations**

The Management of Health and Safety at Work Regulations and the Control of Hazardous Substances to Health Regulation 2002 place a duty on the Council to assess and control the risk of exposure to Legionella in their properties, which typically involves assessing water systems and implementing preventative measures.

### **ACOP L8 Legionnaires Disease – the control of legionella bacteria in water systems**

The Council is affected by ACoP L8 (Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems) because it outlines their responsibilities to ensure the safety of tenants and others from Legionella bacteria in water systems. Specifically, the Council has a legal duty to assess the risks of Legionella exposure, implement control measures, and maintain records of those measures.

### **Control of Substances Hazardous to Health (COSHH) Regulations (as amended)**

The COSHH Regulations 2002 (as amended) cover biological agents, including legionella bacteria, which can be found in water systems. The council has a responsibility to ensure that these biological agents are not harmful to tenants.

## **The Construction, Design and Management Regulations (CDM)**

The CDM regulations primarily apply to construction projects, including new build, demolition, refurbishment, extensions, conversions, and repair and maintenance. When landlords undertake such work on their properties, they must comply with CDM requirements,

## **The Housing Act which introduced the Housing Health and Safety Rating System (HHSRS) and the Housing Health and Safety Rating System Regulations**

The HHSRS is a risk-based evaluation tool that helps local authorities identify and assess hazards in residential properties. It was introduced under the Housing Act 2004. The regulations specifically address the control of legionella, a bacteria that can cause serious illness, and other hazards that can affect health and safety.

## **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Legionella is a reportable disease under RIDDOR. If a person working at or living in a property owned or managed by a landlord contracts Legionnaires' disease, the landlord may be required to report the incident to the [Health and Safety Executive \(HSE\)](#).

## **The Water Supply (Water Fittings) Regulations including amendments**

The Water Supply (Water Fittings) Regulations places a duty on the Council to identify and assess potential sources of Legionella contamination, including water systems, pipework, and storage tanks.

## **HSG274 Part 2 “The Control of legionella in hot and cold-water systems”**

The Council must comply with HSG274 Part 2, which focuses on identifying and controlling legionella in hot and cold-water systems.

## **CSHS 10 Prevention of Scalding**

Child Safety and Health Services (CSHS) 10 focuses on preventing scalds, which are burns caused by hot liquids or surfaces. Key prevention measures include adjusting water heater temperatures, testing bath water, and keeping hot drinks and other potential hazards out of reach of children.

## **5. Complying with the standards**

The Council must ensure that its temporary accommodation has all the measures in place to maintain its hot and cold-water systems in the temporary accommodation it manages.

The Council will immediately implement any remedial action required to resolve any high-risk results identified.

The Council will ensure all approved contractors are qualified and competent to carry out the specific tasks that they've been assigned

The Council has the right to enter temporary accommodation properties, with reasonable notice, but only in specific circumstances which may include:

- To inspect the conditions of the premises
- To perform repairs
- Access to provide services

Licensees are required to report any hot or cold-water system concerns to the Council immediately.

The Council should always respond promptly and address issues as a matter of urgency when there is a significant concern for the resident's safety.

For more complex cases particularly where there is a serious health risk to the customer or member of their household, the Council may require them to move out of the property. Where this occurs, the Council will be required to provide the household with alternative temporary accommodation.

The Council will ensure all records, inspections, surveys and documentation are kept up to date and readily available.

Plumbing, heating and any other such works carried out by qualified contractors

## **6. Hot and cold-water management**

Failure to effectively manage hot and cold-water systems and legionella bacteria may result in increased risk to customers, staff, contractors and others and lead to the following chain of events occurring:

- Contamination – legionella present in the mains supply at low levels
- Proliferation – conditions in the water systems favourable to growth
- Exposure – system releases aerosols
- Infection – susceptible persons are infected
- Diseases – outbreak with possible fatalities

### Water system risk

Legionella bacteria can be present in water systems and can affect residents, staff, contractors.

<b>Type of water system</b>	<b>Potential Risk</b>	<b>Action</b>
Solid fuel system	High	Carry out a water risk assessment. (Currently no properties use this fuel system)
Tanks (stored water)	High	Carry out a water risk assessment
Showers	High	Provide information leaflets for advice on cleaning and changing shower heads through the temporary accommodation sign up pack
Low pressure cylinders	Medium	Provide information in the temporary accommodation sign up pack
High pressure cylinders	Medium	Provide information in the temporary accommodation sign up pack
Standard boilers	Low	Provide information in the temporary accommodation sign up pack
Electric water heating	Low	Provide information in the temporary accommodation sign up pack
Combination boilers	Low	No action

### Proliferation risk factors

#### General proliferation

- Areas of stagnation or infrequent use
- Parts of the system that may be prone to heat losses or gain (e.g. uninsulated pipes)
- The presence of scale, sludge or corrosion
- Scale can help legionella attach to a surface
- Thermostatic mixer valve (TMVs) that are located remotely from the outlet
- Failed circulating pumps or standby pumps that are idle or not rotated
- Fouled shower heads and hoses

### Tank water systems

- Contamination of the cold-water tank
- Materials present that can support legionella growth
- Heat gain
- Excessive capacity results in poor water turnover in water tanks
- Multiple tanks connected in series and parallel may be unbalanced creating stagnation in one or more of the tanks

### Mains water systems

- Contamination of mains supplies from backflow
- Cross connections to hot water service (e.g. failed TMV)
- Stagnation
- Warming

### Control measures for water systems

- Temperature control ensuring that cold water stays below 20°C and that hot water is stored at a minimum of 60°C and distributed above 50°C. This will include where appropriate temperature monitoring of outlets and circulating hot water systems
- Various disinfection means such as biocides, ozone, UV
- Flushing of infrequently used outlets
- Legionella testing & sampling

### Scalding risk

There is a risk of scalding when the water temperature at the outlet is above 44 °C in properties with higher risk service users where there is whole body immersion in baths and showers of vulnerable service users.

## 7. Addressing water systems management issues

Licensees must report any issues immediately.

The Council provides a variety of ways for a licensee to report incidents, and these are:

- By telephone on 0115 9013901, or
- For any emergency repair issues, outside of the above office working hours, by calling the out of hours helpline on 0800 096 0306, or
- By emailing: [housingneeds@gedling.gov.uk](mailto:housingneeds@gedling.gov.uk), or
- In person at the Council Offices located at the Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Or by making an appointment at one of our advice hub sites located at either: -

- Carlton Hub – 88 Carlton Hill, Carlton, Nottingham, NG4 1EE.
- Calverton Core Centre – 17 St Wilfred's Square, Calverton, Nottingham, NG14 6FP.
- Bestwood Outreach Hub – St Marks Church, School Walk, Bestwood Village, Nottingham, NG6 8UU.

Where the Council discovers an issue with a hot or cold-water system within the property, or a licensee reports an incident, the following action takes place:

- Identify the severity of the incident.
- Consider if property is suitable for occupation.
- If the property is occupied and unsafe, make arrangements to move the household into alternative temporary accommodation.
- The Council will enlist a qualified contractor to attend the property, having agreed a suitable date and time. The licensee should not attempt to resolve the issue themselves.
- The Council should provide support and advise to the licensee to help prevent future issues from arising.

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## Appendix 9: Temporary Accommodation Compliance & Safety Standards Policies & Management Plans Equality Impact Assessment

Gedling Borough Council Temporary Accommodation Compliance & Safety Standards Policies & Management Plans	
The main objective of Gedling Borough Council Temporary Accommodation Compliance & Safety Standards Policies & Management Plans	<p>The Temporary Accommodation Maintenance Policy sets out how Gedling Borough Council (the Council) will meet its legal and regulatory duties as a landlord in respect to the management of its Temporary Housing Stock including repairs and maintenance.</p> <p>The Temporary Accommodation Landlord Health and Safety Compliance Policy defines the Councils approach on how it will protect residents, staff, contractors and visitors from health and safety risk associated with landlord compliance risks in our temporary accommodation properties</p> <p>The 6 Management Plans covering asbestos, damp &amp; mould, electrical safety, fire safety, gas safety and legionella define the Councils approach to ensure that its temporary accommodation properties are effectively inspected, maintained, managed, and remains safe. They also ensure compliance with the respective legislation, guidance, best practice and standards.</p> <p>.</p>
<p>What impact will the Temporary Accommodation Compliance &amp; Safety Standards Policies &amp; Management Plans have on the following groups?</p> <p>Please note that you should consider both external and internal impact:</p> <ul style="list-style-type: none"> <li>• External (e.g. stakeholders, residents, local businesses etc.)</li> <li>• Internal (staff)</li> </ul>	

Please use only 'Yes' where applicable		Negative	Positive	Neutral	Comments
Gender	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these safety standards irrespective of the resident's gender.</p>
	Internal		X		
Gender Reassignment	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these safety standards irrespective of the resident's gender.</p>
	Internal		X		
Age	External		X		The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe

					<p>temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these safety standards irrespective of the resident's age.</p> <p>Temporary accommodation will be maintained to support both younger and older people who may have particular needs or who may be vulnerable as a result of their age.</p> <p>The focus and commitment on providing safe and secure accommodation in the immediate and long term is likely to have a positive impact across generations including the wellbeing of children and elderly residents within the Borough.</p>
	Internal		X		
Marriage and civil partnership	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these safety standards with no distinction between those who are married and those who are in a civil</p>

					partnership. There is no likelihood of either married couples or couples in a civil partnership being disproportionately affected.
	Internal		X		
Disability	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these safety standards irrespective of any resident's disabilities.</p> <p>The Council owns and manages a range of properties including flats, houses and bungalows. The Council will seek to support people with mobility and other disabilities needs wherever possible when providing temporary accommodation although this may be restrictive depending on the specific need.</p>
	Internal		X		
Race & Ethnicity	External		X		The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe

					<p>temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these safety standards irrespective of the resident's race or ethnicity.</p>
	Internal		X		
Sexual Orientation	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these standards irrespective of the resident's sexual orientation.</p>
	Internal		X		
Religion or Belief (or no Belief)	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair.</p> <p>The Council must provide temporary accommodation that meets these standards irrespective of the resident's religious beliefs.</p>

	Internal		X		
Pregnancy & Maternity	External		X		<p>The Policies and Management Plans aim to ensure the Council fulfils its legal duties and responsibilities as a landlord in providing safe temporary accommodation that is free from hazards and is in a reasonable state of repair taking specific factors into account like dampness and accessibility</p> <p>Temporary accommodation will be maintained giving regard to those individuals that are pregnant or recently had a child.</p>
	Internal		X		
Other Groups (e.g. any other vulnerable groups, rural isolation, deprived areas, low-income staff etc.). Please state the group/s:	External		X		<p>The Policies and Management Plans do not seek to place a positively impact on some groups more than others,</p> <p>The Policies and Management Plans have been written ensuring there is equality across all groups thus preventing discrimination.</p>
	Internal		X		

Is there any evidence of a high disproportionate adverse or positive impact on any groups?		No	The Policies and Management Plans will have a positive impact on all groups. It ensures temporary accommodation is provided to the same standard for all individuals seeking assistance.
Is there an opportunity to mitigate or alleviate any such impacts?		No	
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?		No	
In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer

### Authorisation and Review

Completing Officer	Paul Whitworth - Assistant Director for Housing & Resettlement
Authorising Service Manager	Mike Avery
Date	25/07/2025
Review date (if applicable)	No review required

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## Appendix 5: Temporary Accommodation Compliance & Safety Standards Policies & Management Plans Carbon Impact Assessment

Name of project, policy, function, service, or proposal being assessed:	Gedling Borough Council Temporary Accommodation Compliance & Safety Standards Policies & Management Plans
The main objective of Gedling Borough Councils Temporary Accommodation Compliance & Safety Standards Policies & Management Plans	<p>The Temporary Accommodation Maintenance Policy sets out how Gedling Borough Council (the Council) will meet its legal and regulatory duties as a landlord in respect to the management of its Temporary Housing Stock including repairs and maintenance.</p> <p>The Temporary Accommodation Landlord Health and Safety Compliance Policy defines the Councils approach on how it will protect residents, staff, contractors and visitors from health and safety risk associated with landlord compliance risks in our temporary accommodation properties</p> <p>The 6 Management Plans covering asbestos, damp &amp; mould, electrical safety, fire safety, gas safety and legionella define the Councils approach to ensure that its temporary accommodation properties are effectively inspected, maintained, managed, and remains safe. They also ensure compliance with the respective legislation, guidance, best practice and standards.</p>

What impact will this (please insert the name) have on the following Please read guidance before completing.				
Category	Negative	Positive	No impact/ Negligible change	Mitigation/ Comments
Behaviour & Culture Change		The Temporary Accommodation Compliance & Safety Standards Policies & Management Plans reference the Council's commitment to ensure that temporary accommodation homes meet the required legal safety standards.		The Temporary Accommodation Compliance & Safety Standards Policies & Management Plans intend to ensure the temporary accommodation allocated by the Council is regulated, meets legal standards and are energy efficient and safe.
Built Environment		<p>All temporary accommodation provided by the Council is safe, free from serious hazards is in a reasonable state of repair and meets all legal and regulatory standards</p> <p>The Council will create a 5-year maintenance plan. The plan will involve scheduling regular inspections and maintenance tasks to preserve the property's</p>		The Council will seek to retrofit its temporary accommodation as part of its 5-year maintenance cycle plan.

		<p>condition and prevent unexpected issues. It will also ensure all planned preventative maintenance is undertaken at defined time intervals. This includes cycles for servicing and testing of equipment.</p> <p>The plan will outline the expected lifespan of various property components and establish a schedule for their maintenance and eventual replacement.</p>		
Transport			No impact	

<b>Energy, Natural Resources &amp; Climate Change</b>		<p>The Council will seek to provide temporary accommodation that continues to meet the energy performance certificate (EPC) standards for rented accommodation. The minimum EPC rating for rental properties in England is currently E, but this is set to rise to C by 2030.</p> <p>Switching away from fossil fuels The Council will develop a 5-year maintenance plan which will outline the expected lifespan of various property components and establish a schedule for their maintenance and eventual replacement. This will include heating systems. The Council will review these systems with the aim of switching away from fossil fuels in the future.</p>		<p>The Council in providing temporary accommodation will ensure it provides safe and energy efficient interim homes.</p>
<b>Waste Reduction &amp; Recycling</b>			<p>The Temporary Accommodation Compliance &amp; Safety Standards Policies &amp;</p>	

			Management Plans do not include specific references to waste reduction and recycling.	
<b>Blue-Green Infrastructure/Biodiversity</b>			No impact	The Council continues to increase its temporary accommodation portfolio. The Council will always consider purchasing new build properties from new housing developments. Such developments need to achieve a minimum of 10% Biodiversity net gain.
<b>Procurement &amp; Purchasing</b>		The Council will consider energy efficiency and carbon emissions when purchasing or leasing additional accommodation.		<p>The Council is exploring a range of different temporary accommodation options to ensure it provides safe and energy efficient interim homes.</p> <p>The Council will be undertaking a procurement exercise in 2025 to secure a Maintenance Contract. The successful provider delivers a housing repair and maintenance service that will ensure all temporary accommodation</p>

				remains safe and habitable. The provider will also need to demonstrate their aim of reducing carbon emissions in the service they provide.
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In response to the information provided above please provide if there is any proposed action including any consultation that is going to be carried out

Planned Actions	Timeframe	Potential Outcome	Responsible Officer

### Authorisation and Review

<b>Completing Officer</b>	<b>Paul Whitworth</b>
<b>Authorising Assistant Director/Director</b>	<b>Mike Avery</b>
<b>Date</b>	<b>25<sup>nd</sup> July 2025</b>
<b>Review date (if applicable)</b>	<b>No review date needed</b>



## Report to Cabinet

**Subject:** Update on the Work of the Policy Advisors

**Date:** 4 September 2025

**Author:** Chief Executive

### Wards Affected

Borough-wide

### Purpose

To update Cabinet on the actions and activities that the Policy Advisors have undertaken since the last report to Cabinet in September 2024.

### Key Decision

This is not a key decision.

### Recommendation(s)

Members are recommended to note the content of the report, and the actions and activities undertaken by the Policy Advisors since September 2024.

## 1. Background

- 1.1 At the Annual General Meeting on 22 May 2019 the Leader notified the Council of the composition of the Cabinet and resulting Portfolio Holders. The Leader also announced that the Cabinet would be supported by five Policy Advisors.
- 1.2 Over the last six years, the number of Policy Advisors has been reduced to two, and at the Annual General Meeting held on 21 May 2025 the areas were confirmed as follows:
  - ✓ Policy Advisor for Vulnerable Communities, supporting the Portfolio Holder for Communities and Place and the Portfolio Holder for Life Chances and Vulnerability.
  - ✓ Policy Advisor for Environmental Services (Operations), supporting the Portfolio Holder for Environmental Services (Operations).

It should be noted that the Policy Advisor for Vulnerable Communities is currently vacant as Councillor Sandra Barnes is performing the role of Deputy Mayor.

- 1.3 Policy Advisors do not hold delegated responsibility but support their respective Cabinet member on development and progression of specific Gedling Plan actions as appropriate. The precise focus for the work of each Policy Advisor is agreed by the Leader, Deputy Leader and relevant Cabinet member in discussion with the Policy Advisor.
- 1.4 The work of each Policy Advisor has been reported to the Leader on a regular basis since May 2019, and this report provides a summary of work undertaken by the Policy Advisors since September 2024.
- 1.5 In general terms the work undertaken by Policy Advisors has been agreed by the Leader, Deputy Leader and relevant Cabinet member as follows:

#### **Work Applicable to all Policy Advisors**

- Initially the roles involve fact finding and understanding how decisions are made in each applicable directorate/service area.
- Attending regular meetings held between the Portfolio Holder and relevant Director to discuss delivery of actions and initiatives as approved within the Gedling Plan.
- These meetings also involve discussion of operational matters that are of significance to the Portfolio Holder and Policy Advisor.
- Attending individual meetings with Assistant Directors and officers as appropriate to deliver specific actions as allocated by the Leadership.
- Feeding back updates, ideas and concerns to the Portfolio Holder and officers at the regular meetings on the work undertaken.
- Keeping up to date with business held at Cabinet, Scrutiny, Licensing and Planning meetings as appropriate.

#### **1.6 Work undertaken by individual Policy Advisors**

The following actions and activities have built upon the above actions and activities in furtherance of the specific projects allocated to each Policy Advisor.

##### Policy Advisor for Vulnerable Communities – Councillor Sandra Barnes

##### Communities and Place:

- Events and venues – active participation in the summer fair, fun / play days, and attendance at community centres like Netherfield St George's Centre and Daybrook Baptist Church. Also attended the parish conference.
- Support for deprived areas – focussing on Netherfield and Daybrook, including meeting with foodbanks and breakfast clubs.
- Cultural and historical initiatives – attended talks on black heritage and promoted their displays and engaged with the local Gedling history group.



- Community groups – involvement with Daybrook bowls club, several volunteer days and friendship groups. The Chinese New Year event was a particular highlight.
- Youth and employment – noting the success of the school employability programmes and apprenticeship fairs. Also engage with the Gedling Play Forum.

#### Life Chances and Vulnerability:

- Youth Council – attendance at meetings held every 4-6 weeks, discussing topics such as knife crime, drugs, bullying and social mobility.
- Housing challenges – notes the shortage of housing and the work being progressed by the team to support homelessness, future housing provision, and refugee resettlement.
- Domestic Violence – attended a course and engaged with initiatives such as the 'Ask for Angela' scheme in public venues to help victims discreetly escape unsafe situations.
- Health and wellbeing – attending events such as 'Her Spirit Day' and 'Safe Gym Day' to promote safer environments for women and girls.
- Reporting – receive regular updates on housing benefits, mental health, safeguarding, and supporting vulnerable groups.

#### Policy Advisor for Environmental Services (Operations) – Councillor Paul Wilkinson

- Regular attendance at monthly Portfolio holder meetings with officers and other ad hoc meetings to discuss progress against priorities.
- Input into these meetings to seek solutions to issues as well as praise for positive achievements.
- Attendance at the depot to thank staff for their hard work and contribution to Gedling's successes.
- Promotion of new road sweeping vehicles.
- Regular discussions with Portfolio Holder to contribute to smooth running of areas of responsibility.
- Positive feedback from Portfolio Holder for contributions and participation.

## **2. Proposal**

- 2.1 It is proposed that Members note the summary of work, the actions and activities undertaken by the Policy Advisors since the last update report to Cabinet in September 2024.

## **3. Alternative Options**

- 3.1 An alternative option is to not update Members on the work undertaken, however this report provides an update of work undertaken by the Policy Advisors across the three Portfolio Holder areas.

#### **4. Financial Implications**

- 4.1 Each Policy Advisor receives a Special Responsibility Allowance as approved annually by full Council as part of the Independent Remuneration Panel report. For 2025/26 the amount per Policy Advisor is £2,048.30 (pay award not included). There are no other costs associated with these positions.

#### **5. Legal Implications**

- 5.1 There are no legal implications arising from this report.

#### **6 Equalities Implications**

- 6.1 It is the duty of all representatives of the Council to be fully aware of the equality legislation. However, equalities, diversity and inclusion rests with the Portfolio Holder for Life Changes and Vulnerability.

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

- 7.1 There are no carbon reduction/environmental sustainability implications arising from this report. However, carbon management and climate change rests with the Portfolio Holder for Climate Change and Natural Habitat.

#### **8. Appendices**

None.

#### **9. Background Papers**

None.

#### **10. Reasons for Recommendations**

To share with Members the good work that the Policy Advisors have been undertaking since May 2019 across all portfolios, in particular the actions and activities undertaken by the Policy Advisors since they were last reported to Cabinet in September 2024.

#### **Statutory Officer Approval**

**Approved by:** Chief Financial Officer  
**Date:**

**Approved by:** Monitoring Officer  
**Date:**



## **Report to Cabinet**

**Subject:** Budget Monitoring and Virement Report for the period April to July 2025

**Date:** 4 September 2025

**Author:** Senior Leadership Team

### **Wards Affected**

Borough-wide

### **Purpose**

To update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2025/26. The budgets include all approved carried forward amounts from the 2024/25 financial year.

To request approval from Cabinet for the changes to the budget as set out in this report.

### **Key Decision**

This is a key decision because the proposal includes financial implications that are above the threshold of £0.5m determined by Council for decisions to be regarded as a Key Decision.

### **Recommendation(s)**

**Cabinet are recommended to:**

- 1) Approve the General Fund Budget virements set out in Appendix 1;**
- 2) Note the use of reserves and funds during April to July 2025 as detailed in Appendix 2;**
- 3) Approve the changes to the capital programme included in paragraph 2.3.**

## 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.

Following the successful trial of the four monthly reporting cycles in 2024/25, it has been decided to continue on this basis. Therefore, the Cabinet & Full Council reporting cycles for 2025/26 will be carried out as follows (April 2025 - July 2025, August 2025 - November 2025 and December 2025 to March 2026). The Financial Regulations are in the process of being updated to reflect the new budget monitoring periods.

- 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 two 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 31 July 2025.

The Council's General Fund outturn is projected to be in line with the approved budget of £15,584,200.

#### General Fund Revenue Budget 2025/26 – Change Analysis

	£
<b>Net Council Budget for 2025/26 approved by Council on 5 March 2025 and Cabinet's Maximum Budget</b>	<b>15,584,200</b>
Up to the end of July 2025 expenditure less income totalled	3,166,854
In the remaining 8 months of year we expect net expenditure to be	12,417,346
<b>Total net revenue spend for the year is currently expected to be</b>	<b>15,584,200</b>
<b>Total Projected Revenue (Under)/ Overspend 2025/26</b>	<b>0</b>
<b>Total net revenue spend for the year is expected to be</b>	<b>15,584,200</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 the four month period against the approved budget for each Portfolio area. Cabinet is recommended to approve these changes.

The major variances detailed in Appendix 1 include:

Expenditure:

- Establishment of budget for Leisure Transformation Project £262,900 to fund RIBA stage 2 designs funded by Leisure Transformation Reserve.
- Additional agency and overtime costs within the Waste & Street Care and Fleet service £212,000 due to sickness levels and cover for annual leave.
- Deferrals of Capital Projects at 2024/25 outturn has led to a favourable adjustment to the Minimum Revenue Provision (£153,400).
- Impact of a lower agreed 2025/26 pay award against budgeted award (£150,000).
- Reduction in efficiency risk provision budget (£77,700) to offset programme deferrals.
- Increased insurance premiums for 2025/26 of £79,700.
- Reduction in 2023/24 Audit fees of (£53,800) as less work was needed for the 2023/24 Audit.

Income:

- Cemetery income below target by £90,000 of which £40,000 relates to a pricing review efficiency.
- Additional income for Garden & Bulky Waste Service of (£60,000).

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 April to July 2025.

Whilst we are forecasting a balanced budget position at July 2025, it should be noted that there remains some risk of overspends in the Environmental Services, which is currently undergoing a transformation review to determine optimal delivery methods. Additional budget was put into the Waste service for 2025/26 in order to ensure resources were sufficient to cover the number of waste rounds needed. This was expected to reduce the need for agency staff, however, the change process is taking longer to embed than initially expected

as the Service continues on its transformation journey. A recent management restructure is now in place and these positions have now been recruited to. A revised absence management policy is being introduced Council wide, and a new waste management system has recently been introduced. There will be a period of time for the new management and workforce to get up to speed with the service changes. The actions listed are expected to help to reduce the need for additional Agency staff and reduce the current levels of sickness levels currently being experienced within the service area. Budgets are being monitored closely and reported through the Budget & Performance Board with significant overspends being referred to the Senior Leadership Team.

Currently the overspends can be contained within the approved budget envelope due to other underspends set out above, however it should be noted that any further overspends may result in the Council exceeding the approved annual budget and at that point additional budget approval will need to be obtained by Full Council.

### **Pay Award**

The Council approved a budget of £701,500 in the 2025/26 Revenue Budget for the 2025/26 pay award based upon an assumed £1,290 per FTE post. The National Employers have agreed an increase of 3.2% on all NJC pay points 1 and above with effect from 1 April 2025. The impact of this is a budgeted saving of (£150,000).

### **Interest Rates**

At the start of 2025/26 the Bank of England base rate stood at 4.50%, this was then reduced by The Monetary Policy Committee (MPC) on 8 May 2025 to 4.25%, with a further reduction down to 4.00% on 7 August 2025. This has had a negative impact on investment interest received by the Council on 31 July 2025, however, as the Council is expecting a Capital Receipt from the recent sale of some land the budget estimate of £1.1m for 2025/26 remains achievable. If required a revised calculation of interest will be included in the August to November 2025 Budget Monitoring report.

## **2.2 Efficiency programme – Progress Update**

Since 2014/15 the Council has approved nine separate budget reduction programmes totalling £8.43m net of risk provision, including the new programme of £108,600 approved as part of the 2025/26 budget process for delivery in 2025/26.

The total of the current approved efficiency programme is £917,700 for delivery in 2025/26 – 2026/27.

In terms of 2025/26, the programme due for delivery is £703,200 (£108,600 as approved in the Budget Report presented to Council on 5 March 2025 and £594,600 of prior year agreed efficiencies).

At July £77,700 of adjustments to the programme are proposed (as shown in the table below) with a revised programme of £625,500 to be achieved this year. The amendments made at July 25 can be met from the Budget Risk Provision.

<b>Approved Efficiency Programme 2025/26</b>	<b>(703,200)</b>
<b>Deferred Efficiencies to 2026/27 at Period 4</b>	
Cemeteries Pricing Review	40,000
Waste Services Review	37,700
<b>Total deferrals</b>	<b>77,700</b>
<b>Revised 2025/26 Efficiency Programme</b>	<b>(625,500)</b>
Use of Budget Risk Provision	(77,700)
<b>Net Impact on General Fund</b>	<b>(703,200)</b>

Delivery of the 2025/26 programme will continue to be monitored, and an update provided in future reports.

The Medium-Term Financial Plan (MTFP) sets out an efficiency requirement of £4.467m and this includes the latest approved programme of £0.109m and £0.631m which is expected through digital transformation. £1.167m of the efficiencies needed have been identified, a further £1.100m of proposals are currently being considered by the Senior Management Team and will be brought to Cabinet for approval during 2025/26. This leaves £2.200m of efficiencies to identify and deliver by 2029/30 in order to maintain a balanced budget position.

Whilst current Plans for Local Government Reorganisation (LGR) mean that Gedling Borough Council may not exist as an entity beyond 2027/28, the Council will still endeavour to identify and deliver efficiency savings to ensure the Council maintains a balanced budget position prior to LGR.

Workshops will continue to be held with Cabinet Members to explore further efficiencies during 2025/26 and in-year approvals will be brought forward as a result of these discussions. Alongside this, officers will be undertaking a mid-year review of the Medium-Term Financial Plan (MTFP) to determine if this target requires amendment.

### 2.3 **Capital Programme**

Appendix 3 details the current projected position on the Capital Programme and its financing for 2025/26, analysed by Portfolio, this is summarised in the table below. Cabinet is recommended to approve these changes.

April – July amendments to the current capital programme of (£4,900) are presented in the table below.

<b>Capital Budget 2025/26 - Change Analysis</b>	
	<b>£</b>
<b>Original 2025/26 budget approved by Cabinet on 5 March 2025</b>	<b>6,413,400</b>
Council Approved Carry Forwards from 2024/25	3,204,400
Cabinet Report 19/03/25 UKSPF funded projects	513,500
Leader Report 10/04/25 S106 Contributions to Linby Colliery Welfare FC	33,400
<b>Current approved budget for 2025/26</b>	<b>10,164,700</b>
<b>Proposed Amendments to the Programme at July 2025</b>	
<b>Additions to existing schemes:</b>	
Disabled Facilities Grants	494,900
Hillcrest Industrial Units	43,700
Conway Road Tennis Court Refurbishment	9,000
Kneeton Close Flood Alleviation	8,000
<b>Reductions to existing schemes:</b>	
Vehicle Replacement Programme	(250,600)
Asset Management Fund (used to fund Hillcrest above)	(43,700)
Flood Alleviation Works (used to fund Kneeton Close above)	(8,000)
<b>Deferrals of existing scheme:</b>	
Play Area Refurbishments	(222,000)
<b>Removals from existing programme:</b>	
Bestwood Country Park car park extension	(36,200)
<b>Total Proposed Amendments</b>	<b>(4,900)</b>
<b>Revised Capital Programme 2025/26</b>	<b>10,159,800</b>
Actual Expenditure to Period 4 2025/26	1,288,225
Estimated Expenditure Period 5 to Period 12 2025/26	8,871,575
<b>Projected Outturn</b>	<b>10,159,800</b>

### **Vehicle Replacement Programme**

A full review of the programme has been undertaken by the New Fleet Manager who has highlighted some changes totalling **(£250,600)** as follows:

- Removal of a number of Vehicles from the programme totalling (£214,000). This includes £140,000 for a Hiab Tipper Truck which due to usage would be more efficient to hire as and when needed; deferrals of £42,000 to replace vehicles at a later date; an increase of £5,400 for vehicles being replaced in 2025/26 due to price increases.

Additions to existing schemes:

- Disabled Facilities Grant £494,900, adjusted to reflect increase in 2025/26 DGF grant allocation where the notification was received after the budget was set, plus the carry forward of 2024/25 underspends.



- Hillcrest Industrial Units £43,700, additional spend due to unforeseen utility connection issues and additional Project Management and Quantity Surveyors costs, funded by the Asset Management Fund.
- Conway Road Tennis Court Refurbishment £9,000, contract slightly higher than budgeted plus additional works for smart access entry gate, funded by Lawn Tennis Association (LTA) Grant.
- Kneeton Close Flood Alleviation works £8,000, additional costs for drainage survey and drainage treatment, funded by allocation of Flood Alleviation Works budget.

Reduction to existing schemes are as follows:

- Asset Management Fund (£43,700) – Budget utilised to fund additional costs associated with Hillcrest Industrial Units
- Flood Alleviations Works (£8,000) – Budget utilised to fund drainage works at Kneeton Close.

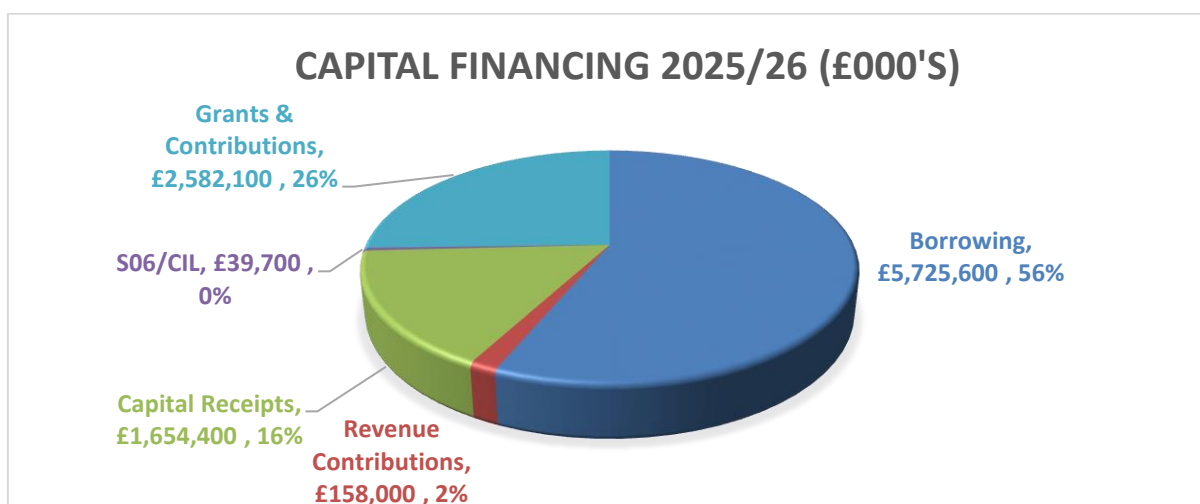
The proposed deferrals into 2026/27 and removals from the existing programme

- Play Area Refurbishments (£222,000) – Defer play areas which are now phased for delivery in 2026/27.
- Bestwood Country Parks Car Park (36,200) – Project on pause as Parish Council re-prioritise spend, therefore project removed until further notice.

It should be noted that in line with Financial Regulations underspends on capital project and removals from the capital programme cannot be transferred to other capital projects. New capital projects must each be considered and approved according to Financial Regulations.

## 2.4 **Capital Programme Financing**

The projected method of financing the current capital programme requirement of £10,159,800 is detailed in Appendix 3 and summarised in the chart below.



## **2.5 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 2025/26 projects that £1,654,400 will be generated and used to finance the capital programme in 2025/26. Additional capital receipts are expected to be received during 2025/26, however, these will not be used in year and will be retained to fund future capital projects.

## **3 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.

## **4. Financial Implications**

- 4.1 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. Whilst the April – July 25 position is currently forecasted to be on budget, focus must be maintained on the risk of potential overspend in the environment service for the remainder of the year and the identification and delivery of the £4.467m efficiency and digital transformation saving targets for 2025/26 – 2029/30.

## **5 Legal Implications**

- 5.1 None arising directly from this report.

## **6 Equalities Implications**

6.1 None arising directly from this report.

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

7.1 None arising directly from this report.

## **8 Appendices**

Appendix 1 - General Fund Revenue Budget 2025/26 – Budgetary Control Report

Appendix 2 - Use of Reserves and Revenue Fund Budgets

Appendix 3 - Capital Programme 2025/26 – Budgetary Control Report

## **9 Background Papers**

Detailed Quarterly Budgetary Control Exception Reports

## **10 Reasons for Recommendations**

10.1 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:** 26 August 2025

**Approved by:** Monitoring Officer  
**Date:** 26 August 2025

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**Grand Summary****Revenue Quarterly Budgetary Control Report****Period 202504**

	Current Approved Budget	Profiled Budget	Actual to date	Variance	%	Projected Outturn	Projected Annual Variance
	£	£	£	£		£	£
Communities and Place	326,800	85,767	76,917	(8,850)	(10)	326,800	0
Lifestyles, Health & Wellbeing	1,748,300	128,391	329,648	201,257	157	2,011,200	262,900
Public Protection	1,357,000	161,200	200,363	39,163	24	1,357,000	0
Life Chances and Vulnerability	1,762,900	21,600	(1,069,223)	(1,090,823)	(5,050)	1,734,900	(28,000)
Environmental Services	4,515,800	420,390	472,313	51,923	12	4,816,100	300,300
Climate Change and Natural Habitat	1,957,900	308,350	406,891	98,541	32	1,972,900	15,000
Sustainable Growth and Economy	1,151,000	(191,800)	(826,964)	(635,164)	331	1,157,300	6,300
Corporate Resources and Performance	3,490,700	3,045,266	3,628,509	583,243	19	3,233,300	(257,400)
<b>Total Portfolio Budget</b>	<b>16,310,400</b>	<b>3,979,164</b>	<b>3,218,454</b>	<b>(760,710)</b>	<b>(19)</b>	<b>16,609,500</b>	<b>299,100</b>
<b>Transfer to/ -from Earmarked Reserves</b>	<b>(726,200)</b>	<b>82,000</b>	<b>(51,600)</b>	<b>(133,600)</b>	<b>(163)</b>	<b>(1,025,300)</b>	<b>(299,100)</b>
<b>Total General Fund</b>	<b>15,584,200</b>	<b>4,061,164</b>	<b>3,166,854</b>	<b>(894,310)</b>	<b>(182)</b>	<b>15,584,200</b>	<b>(0)</b>
<b>Net Council Budget (Cabinets General Fund Maximum Budget)</b>	<b>15,584,200</b>						

**LIFESTYLES, HEALTH & WELLBEING****BUDGETARY CONTROL REPORT - July 2025****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><u>Leisure Facilities</u></b>	<b>£'000</b>	<b>£'000</b>			To progress the transformation project to RIBA Stage 2, funded from Leisure Transformation Reserve (See Earmarked Reserves)
Supplies & Services	500.0	762.9		262.9	
All other budget heads Including items previously reported	1,248.3	1,248.3			
<b>PORTFOLIO TOTAL</b>	<b>1,748.3</b>	<b>2,011.2</b>	<b>-</b>	<b>262.9</b>	<b>Net Portfolio Total 262.9 Adverse</b>

**LIFE CHANCES AND VULNERABILITY****BUDGETARY CONTROL REPORT - July 2025****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><u>Housing Needs</u></b>	<b>£'000</b>	<b>£'000</b>			
Supplies and Services	137.2	110.2		53.0	Rough sleeping support funded by Rough Sleeping Initiative (RSI) grant. Reduction in B&B numbers partially offset by a reduction in Housing Bens income Rough Sleeping Initiative (RSI) grant Fall in Rental income due to voids and re-phasing of Temporary Accommodation purchasing project along with a fall in B&B Housing Benefit income following a reduction in numbers
Revenue Income	(396.8)	(397.8)	80.0		
Revenue Income			53.0	52.0	
All other budget heads Including items previously reported	2,022.5	2,022.5			
<b>PORTFOLIO TOTAL</b>	<b>1,762.9</b>	<b>1,734.9</b>	<b>133.0</b>	<b>105.0</b>	<b>Net Portfolio Total 28.0 Favourable</b>

**ENVIRONMENTAL SERVICES****BUDGETARY CONTROL REPORT - July 2025****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><u>Cemeteries</u></b>	£'000	£'000			
Revenue Income	(538.6)	(448.6)		40.0	Deferral of cemeteries pricing review efficiency
				50.0	Reduction in cemetery income
<b><u>Waste &amp; Street Care</u></b>					
Employee Expenses		223.5		185.8	Additional Agency and Overtime costs across Waste & Street Care due to sickness and annual leave
				37.7	Deferred Waste service review efficiency
Revenue Income		(60.0)	60.0		Additonal income in Garden & Bulky Waste service
<b><u>Fleet</u></b>					
Employee Expenses		26.2		26.2	Agency staff use & Overtime within Fleet
Supplies & Services		20.6		20.6	Overspend on Equipment & Parts and increased use of External Contractors
All other budget heads Including items previously reported	5,054.4	5,054.4			
<b>PORTFOLIO TOTAL</b>	<b>4,515.8</b>	<b>4,816.1</b>	<b>60.0</b>	<b>360.3</b>	<b>Net Portfolio Total 300.3 Adverse</b>



**CLIMATE CHANGE AND NATURAL HABITAT****BUDGETARY CONTROL REPORT - July 2025****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><u>Parks External Works</u></b>	<b>£'000</b>	<b>£'000</b>			Re-establishment of budget for post omitted in error during budget setting
Employees Expenses	<b>16.7</b>	<b>31.7</b>		<b>15.0</b>	
All other budget heads Including items previously reported	1,941.2	1,941.2			
<b>PORTFOLIO TOTAL</b>	<b>1,957.9</b>	<b>1,972.9</b>	<b>-</b>	<b>15.0</b>	<b>Net Portfolio Total 15.0 Adverse</b>

**SUSTAINABLE GROWTH & ECONOMY****BUDGETARY CONTROL REPORT - July 2025****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><u>Development Management</u></b>	£'000	£'000			
Supplies & Services	17.4	30.7		10.2	Consultancy costs offset with a contribution from earmarked reserves. Exacom module related to Bio Net Gain funded by Bio Net Gain Grant 2025-26 Bio-Net Gain grant
Supplies & Services				3.1	
Revenue Income	(743.1)	(770.1)	27.0		
<b><u>Building Control</u></b>					
Revenue Income	(250.7)	(230.7)		20.0	Reduction in Building Control income
All other budget heads Including items previously reported	2,127.4	2,127.4			
PORTFOLIO TOTAL	<b>1,151.0</b>	<b>1,157.3</b>	<b>27.0</b>	<b>33.3</b>	<b>Net Portfolio Total 6.3 Adverse</b>

**CORPORATE RESOURCES & PERFORMANCE****BUDGETARY CONTROL REPORT - July 2025****REVENUE ITEMS TO BE REPORTED**

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Budget Head	Current Approved Budget	Latest Projected Outturn	Net Budget Variance		Reason for Variance (New Items Only)
			Favourable £'000	Adverse £'000	
<b><u>Revenues-Local Taxation</u></b>	£'000	£'000			
Employee Expenses	535.8	520.1	15.7		Vacancy savings
Supplies & Services	223.7	283.8		60.1	Increase in Postage and Printing charges for Council Tax billing
<b><u>Housing Benefit Administration</u></b>					
Revenue income	(232.8)	(258.4)	25.6		DWP administration new burdens income
<b><u>Estates &amp; Valuation</u></b>					
Employee Expenses	157.0	177.0		20.0	Additional Agency resource to conduct rent reviews
<b><u>Public Land &amp; Bldgs - General</u></b>					
Premises Related Expenses	42.5	75.5		33.0	Full year charge of Business Rates and Council Tax bills for properties on Front Street due to review of Ambition Arnold project
<b><u>Corporate Management</u></b>					
Supplies & Services		(53.8)	53.8		Reduction in Audit Costs for 2023/24 due to lower amount of audit work undertaken under the backstop arrangements.
<b><u>Central Provision</u></b>					
Employee Expenses	705.7	555.7	150.0		Impact of agreed 2025-26 pay award against the estimated pay award
Supplies & Services	142.2	64.5	77.7		Risk provision to offset deffered efficiencies

**CORPORATE RESOURCES & PERFORMANCE****BUDGETARY CONTROL REPORT - July 2025****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><u>Movement in Reserves (MiRs)</u></b>	<b>£'000</b>	<b>£'000</b>			
Capital Interest	1,316.6	1,189.2	153.4	26.0	Adjustment to Minimum Revenue Provision following the 2024-25 capital outturn Direct Revenue Financing adjustments following amendments (See Earmarked Reserves)
<b><u>Insurance Premiums</u></b>					
Supplies & Services	0.0	79.7		79.7	Increase in insurance premiums for 2025-26
All other budget heads Including items previously reported	600.0	600.0			
PORTFOLIO TOTAL	<b>3,490.7</b>	<b>3,233.3</b>	<b>476.2</b>	<b>218.8</b>	<b>Net Portfolio Total 257.4 Favourable</b>

**EARMARKED RESERVES**

**BUDGETARY CONTROL REPORT - July 2025**

**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><u>Transfer to/from Reserves</u></b>					
<b><u>Development Management</u></b>					
Contribution from Development & Place Reserve	0.0	(10.2)	10.2		Contribution to fund consultancy costs and concept masterplanning
<b><u>Leisure Facilities</u></b>					
Contribution from Leisure Transformation reserve	0.0	(262.9)	262.9		To fund Lesiure Transformation project to RIBA stage 2
<b><u>Movement in Reserves (MiRs)</u></b>					
Contribution from Efficiency & Innovation Reserve		(26.0)	38.0		Financing adjustments of Capital Programme
Contribution from Asset Management Reserve				12.0	Financing adjustments of Capital Programme
<b><u>All other budget heads</u></b>	(726.2)	(726.2)			
Including items previously reported					
<b>RESERVES TOTAL</b>	<b>(726.2)</b>	<b>(1,025.3)</b>	<b>311.1</b>	<b>12.0</b>	<b>Net Reserves Total</b> <b>299.1 Net Contribution from Reserves</b>

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**Virements Approved for the use of Earmarked Reserves**  
**Period End 31 July 2025**

Usage of Earmarked Reserves		
		£
	<b>Environment</b>	
	Management Efficiency Costs	£80,100
	Contribution from Transformation Fund Reserve	-£80,100
	<b>Climate Change and Natural Habitat</b>	
	Installation of fencing at Gedling Country Park	£5,000
	Contribution from Asset Management Reserve	-£5,000
	Waste & Parks Redundancy Costs	£22,900
	Contribution from Transformation Fund Reserve	-£22,900
	<b>Corporate Resources and Performance</b>	
	Capitalisation of salaries	-£285,000
	Contribution from NNDR Pool Reserve	£285,000
	Empty Homes	£15,000
	Contribution from NNDR Pool Reserve	-£15,000
CFWD	Ambition Arnold	£50,000
	Contribution from NNDR Pool Reserve	-£50,000
CFWD	Property Surveys	£30,000
	Contribution from Asset Management Reserve	-£30,000
CFWD	Re-establish Asylum Dispersal	£10,000
	Contribution from Welfare - New Burdens Reserve	-£10,000
CFWD	Re-establish Domestic Violence	£30,000
	Contribution from Welfare - New Burdens Reserve	-£30,000
	<b>Total Expenditure</b>	<b>-£42,000</b>
	<b>Total Reserves</b>	<b>£42,000</b>

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Project	Original Capital Programme	Carry F/wds	Approvals to Period 4	Proposals to Period 4	Revised Capital Programme Period 4
Gym Equipment Replacement	270,000	-	0		270,000
ALC Plant Room Improvements - UKSPF			28,000		28,000
Sports Facilities Investment - UKSPF			40,000		40,000
<b>Lifestyles, Health &amp; Wellbeing</b>	<b>270,000.0</b>	<b>-</b>	<b>68,000.0</b>	<b>-</b>	<b>338,000.0</b>
Disabled Facilities Grants	1,200,000	133,600		494,900	1,828,500
CCTV Developments		27,400			27,400
<b>Public Protection</b>	<b>1,200,000.0</b>	<b>161,000.0</b>	<b>-</b>	<b>494,900</b>	<b>1,855,900</b>
Vehicle Replacement Programme	1,919,000	277,000		(250,600)	1,945,400
Waste Management System - Replacement Devices	20,000				20,000
Waste Management System	156,500				156,500
Bentwell Lagoon (Flood Alleviation)		21,400			21,400
Flood alleviation works - Rolling Programme	50,000				50,000
Ouse Dyke repair works		110,000			110,000
Council Street Lighting		37,100			37,100
Feeder Pillars - Various Sites -UKSPF			55,000		55,000
<b>Environmental Services</b>	<b>2,145,500</b>	<b>445,500</b>	<b>55,000</b>	<b>(250,600)</b>	<b>2,395,400</b>
Jackie Bells Play Area	100,000				100,000
Play Area refurbishment - rolling programme	222,000			(222,000)	-
Flood Alleviation Works	30,000			(8,000)	22,000
Carlton Cemetery Expansion - final phase	15,000				15,000
Green Lung Project - Flood alleviation Kneeton Close		59,600		8,000	67,600
Green Lung Digby Park to GCP Path Construction		8,500			8,500
Valley Road Play Area Refurbishment		110,000			110,000
Park View Retaining Wall		32,300		0	32,300
Phoenix Farm Estate repairs		35,000			35,000
Green Lung Project - Digby Park Tree Planting & Wildflowers		6,600			6,600
Conway Road Tennis Court Refurbishment		22,000		9,000	31,000
AMF - Lambley Lane Changing Room & Pitch Renovation		10,000			10,000
Arnot Hill Park Improvements - UKSPF			10,000		10,000
<b>Climate Change and Natural Habitat</b>	<b>367,000.0</b>	<b>284,000.0</b>	<b>10,000</b>	<b>(213,000)</b>	<b>448,000</b>
Temporary Accommodation	1,100,000	521,200			1,621,200
Hillcrest Business Park Extensions		456,900		43,700	500,600
Linby Colliery Welfare FC (S106 Open Space)			33,400		33,400
UK Shared Prosperity Fund (UKSPF)			60,500		60,500
<b>Sustainable Growth &amp; Economy</b>	<b>1,100,000.0</b>	<b>978,100.0</b>	<b>93,900.0</b>	<b>43,700.0</b>	<b>2,215,700</b>
IT Licences	125,000				125,000
Asset Management Fund	150,000			(43,700)	106,300
Future Resource Development Bids	0				-
Replacement Equipment	70,000				70,000
Digital Transformation	819,700	709,700			1,529,400
Bestwood Country Park CP Extension	36,200			(36,200)	-
Depot Works	130,000	57,000			187,000
Carbon Reduction Initiatives		31,600			31,600
Fire Door replacement		125,900			125,900
Economic Regeneration Land Assembly		170,200			170,200
Estates & Valuation		49,200			49,200
Agresso Upgrade		47,600			47,600
Replacement Boards Car Park Machines		34,600			34,600
AMF - Bestwood Lodge Drive Resurfacing		80,000			80,000
AMF - Replacement Equipment		30,000			30,000
Community Centre Improvements - UKSPF			50,000		50,000
Anti-Terror Measures - Various Sites - UKSPF			50,000		50,000
Changing Places - Carlton - UKSPF			30,000		30,000
Defibrillators - Various Sites - UKSPF			10,000		10,000
Colwick Car Park Resurfacing - UKSPF			180,000		180,000
					-
<b>Corporate Resources and Performance</b>	<b>1,330,900</b>	<b>1,335,800</b>	<b>320,000</b>	<b>(79,900)</b>	<b>2,906,800</b>
<b>Total Programme</b>	<b>6,413,400</b>	<b>3,204,400</b>	<b>546,900</b>	<b>(4,900)</b>	<b>10,159,800</b>

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## Report to Cabinet

**Subject:** Prudential Code Indicator Monitoring 2025/26 and Treasury Activity Report for the Period April 2025 to July 2025

**Date:** 4 September 2025

**Author:** Principal Finance Business Partner

### Wards Affected

Borough wide

### Purpose

To inform Members of the performance monitoring of the 2025/26 Prudential Code Indicators, and to advise Members of the Treasury activity as required by the Treasury Management Strategy.

### Key Decision

This is **not** a key decision.

### Recommendation(s)

#### Cabinet are recommended to:

1. Note the report, together with the Treasury Activity Report 2025/26 for Period 4 at Appendix 1, and the Prudential and Treasury Indicator Monitoring 2025/26 for the period April to July 2025, at Appendix 2.
2. Approve the changes to Prudential Indicators detailed at paragraph 2.7 to align with the latest revenue and capital budgets being reported to members as part of the Budget Monitoring and Virement Report for the period April 2025 to July 2025.

## **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 2025/26 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 2025 and subsequently approved by Full Council on 5 March 2025);
  - A mid-year treasury update report;
  - An annual review following the end of the year describing the activity compared to the Strategy.

In 2024/25 reporting to Cabinet & Full Council was carried out in three four monthly periods (April 2024 to July 2024. August 2024 to November 2024 and December 2024 to March 2025) this was on a trial basis to assess the resource benefits of only providing three periods of monitoring, allowing officers more time to address concerns and consider remedial action. This proved to be successful and will be continued in 2025/26.

Whilst this was a reduction in the number of reports being presented it should be noted that this still 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 31 July 2025 and highlights compliance with the Council's policies.

## **2 Proposal**

### **2.1 Economic Update - headlines**

#### **Economic Activity & GDP**

- Real GDP fell 0.3% in April, the first decline since October 2024 and largest since October 2023.
- Likely due to unwinding of Q1 boosts from net exports and investment; exports to the US dropped 31%.
- Services output fell 0.4%, offsetting March's gain; manufacturing down 0.9% month on month.
- GDP likely flatlined in Q2, with subdued overseas demand and higher domestic costs from April's tax hikes.

- Bank of England forecasts 0.8% growth for 2025.

### **Inflation & Monetary Policy**

- Core CPI eased from 3.8% to 3.5% in May; headline CPI fell slightly to 3.4%.
- Services inflation dropped from 5.4% to 4.7%, expected to fall to 3.0% by year end.
- Bank of England cut interest rates to 4.25% in May, with a further cut to 4% in August.
- CPI may stay above 3.0% longer due to energy and food price risks; peak expected at 3.8% in September.

### **Labour Market & Wages**

- Employment fell by 109,000 in May, largest non-pandemic drop on record; total fall since October's Chancellor budget is 276,000.
- Job vacancies declined, signalling a weakening labour market.
- Wage growth softened: average earnings growth (excl. bonuses) fell to 5.2%; PAYE median earnings dropped to 5.8% year on year.

### **Retail & Consumer Sentiment**

- Retail sales volumes fell 2.7% in May, reversing April's weather-driven boost.
- Consumer confidence rose slightly (GfK index from -20 to -18), suggesting a modest retail recovery ahead.

### **Public Finances**

- Public sector borrowing in May was £17.7bn, slightly above forecast but £2.9bn below forecast for April/May combined.
- Debt interest payments were £1.1bn below forecast, but rising gilt yields may reverse this trend.
- Chancellor may need to raise £13bn to maintain fiscal headroom, implying likely tax increases.

## **2.2 Interest rate forecast**

Our Treasury Management advisors, MUFG, provided their quarterly forecast of interest rates. These are shown in the table below. PWLB rates in the table are based on the Certainty Rate which include a 0.2% reduction on the standard rates. The current bank rate is 4.0% which is earlier than forecast. However, the current trend of the rates is suggesting a further reduction to 3.75% or 3.50% in 2025/26. Any movement below a 4.0% Bank Rate will, nonetheless, be very much dependent on inflation data releases in the coming months.

Interest Rate Forecasts								
Bank Rate	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27
MUFG CM	4.25%	4.00%	3.75%	3.75%	3.75%	3.50%	3.50%	3.50%
Cap Econ	4.00%	3.75%	3.50%	3.25%	3.00%	3.00%	3.00%	3.00%
5Y PWLB RATE								
MUFG CM	4.80%	4.70%	4.60%	4.50%	4.40%	4.40%	4.30%	4.20%
Cap Econ	4.60%	4.30%	4.30%	4.20%	4.10%	4.10%	4.10%	4.10%
10Y PWLB RATE								
MUFG CM	5.10%	5.00%	4.90%	4.80%	4.70%	4.70%	4.60%	4.50%
Cap Econ	5.30%	5.10%	4.90%	4.80%	4.70%	4.60%	4.60%	4.60%
25Y PWLB RATE								
MUFG CM	5.60%	5.50%	5.40%	5.30%	5.20%	5.10%	5.00%	5.00%
Cap Econ	5.90%	5.40%	5.30%	5.10%	5.00%	4.80%	4.80%	4.80%
50Y PWLB RATE								
MUFG CM	5.30%	5.20%	5.10%	5.00%	4.90%	4.80%	4.70%	4.70%
Cap Econ	5.60%	5.30%	5.10%	5.00%	4.80%	4.70%	4.70%	4.70%

## 2.3 Treasury Management Strategy

The Treasury Management Strategy Statement (TMSS) for 2025/26, which includes the Annual Investment Strategy, was approved by Council on 5 March 2025, 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 MUFG creditworthiness methodology (see below) which includes consideration of sovereign ratings.

Investment counterparty limits for 2025/26 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 lending to central government. The Chief Financial Officer has delegated authority to vary these limits as appropriate, and then to report any change to Cabinet as part of the next report.

Members are advised that no new variations have been made during period 1 to 4 of 2025/26.

Limits with investment counterparties have not exceeded the prevailing levels approved by the CFO during the period 1 April to 31 July 2025.

Credit ratings advice is taken from MUFG and the Chief Financial Officer has adopted the MUFG 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 MUFG methodology. It also permits the use of counterparties from other countries with a minimum sovereign rating of AA minus. For information, the UK currently has a rating of AA minus.

The MUFG 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

Significant downgrades by the Ratings agencies have not materialised since the beginning of the Covid-19 crisis in March 2020. Where changes were made these were generally limited to "outlooks". However, as economies re-opened some instances of previous reductions were reversed.

Credit ratings are monitored weekly and the Council is also alerted to interim changes by its use of the MUFG 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.**

## 2.4 Treasury Activity during Period 1 to 4 of 2025/26

The Treasury Activity Report for the period ended 31 July 2025 is attached at Appendix 1, in accordance with the Treasury Management Strategy.

Members will note that investment interest of £224,958 was generated from MMF activity, term deposits with banks and building societies, and the property fund, during the period from 1 April to 31 July 2025. This represents an overall equated rate for the Council of 4.33% which is marginally higher than the compounded Sterling Overnight Index Average (SONIA) rate, which averaged 4.26%.

During the period from 1 April to 31 July 2025, 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 around 4% which remain generally higher than overnight treasury deposit rates, and slightly higher than the rate obtainable from the Debt Management Office (DMO).

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%.

The fund increased slightly by £1,406 between 1 April 2025 and 30 June 2025. A dividend of £9,983 was also received in the first quarter of the year.

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. The certificated value of the investment at 30 June 2025 was £895,412 which was lower than the original investment of £1m, this represents a £104,588 loss. However, this investment is regarded as a long-term commitment and fluctuations should be expected. A recent meeting with the CCLA suggested that the investment is expected to increase over the course of the next few years and dividends continue to be received of approximately £40k per annum.

Interest rates are still favourable, however they have started to fall due to the reductions in the bank rate. As loans mature every effort is made to replace them at favourable rates. As regards investments, security and liquidity will always be the overriding factors in the Council's treasury management. As stated in 2.2 above, MUFG currently forecast that the Bank Rate will fall to 3.75% by March 2026.

At the start of 2025/26 the Bank of England base rate stood at 4.50%, this was then reduced by The Monetary Policy Committee (MPC) on 8 May 2025 to



4.25%, with a further reduction down to 4.00% on the 7 August 2025. This has had a negative impact on investment interest received by the Council on 31 July 2025, however, currently, the budget estimate of £1.1m for 2025/26 remains achievable, if required a revised calculation of interest will be included in the August to November 2025 Treasury report.

## 2.5 New borrowing

At 31 July 2025 no new borrowing had been undertaken.

Advice will be taken from MUFG 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.

Councils may not borrow in advance of need purely to profit from the investment of the extra sums borrowed. However, prudent early borrowing for a demonstrable service objective is permitted. 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.

## 2.6 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 MUFG. No debt rescheduling has been undertaken during the period from 1 April to 31 July 2025.

## 2.7 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 2025.

During the financial year to date the Council has at all times operated within the majority 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 31 July 2025 are shown at Appendix 2.

The Prudential Indicator relating to Capital Expenditure has been exceeded due to the carry forward of budget from 2024/25 which was approved by members as part of the Budget Outturn and Budget Carry Forwards 2024/25 report. The changes in the Capital Programme for 2025/26 are being reported to members via the Budget Monitoring and Virement Report for the period April 2025 to July 2025, it is proposed that this indicator is increased from £6,413,400 to £10,159,800.

The Prudential Indicator relating to the ratio of financing costs to net revenue stream is currently at 2.30% which is under the approved indicator of 3.85% due to a decrease in the original budget of the Minimum Revenue Provision (MRP), the change in the MRP budget is being reported to members as part of the Budget Monitoring and Virement Report for the period April 2025 to July 2025.

All other treasury limits and Prudential Indicators have been achieved for the period April to July 2025

A) Prudential Indicators:

These indicators are based on estimates of expected outcomes, and are key indicators of “affordability”. They are monitored on a regular basis, and Appendix 2 compares the approved indicators with the projected outturn for 2025/26, and shows variances on the indicators, as described below:

a. Capital Expenditure

The latest projected outturn shows that total capital expenditure is expected to be £10,159,800. This differs to the approved indicator of £6,413,400 due to the inclusion of approved carry-forward requests from 2024/25 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.

At 31 July the projected closing CFR for 2025/26 is £21,052,378. This differs slightly to the approved indicator of £21,226,000.

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 July 2025 is 45%, which is in line with the approved indicator and is broadly comparable with the average gearing ratio for councils of a similar size.

d. Ratio of financing costs to net revenue stream

This indicator identifies 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 2.30% for service-related expenditure is lower than the approved indicator of 3.85% due to reduced Minimum Revenue Provision (MRP) costs for 2025/26.

e. 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 2025/26 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 31 July 2025 was £10.812m, which was within the approved indicator.

g. Ratio of internal borrowing to CFR

The Council is currently maintaining an "internal borrowing" position, i.e. 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 current projected outturn for internal borrowing is 49%, which is higher than the approved indicator of 45%. This is due to not taking expecting to take out any additional long-term borrowing for the Vehicle Replacement Programme and the Temporary Accommodation scheme which are expected to be funded from internal borrowing. Although the rate is currently projected at 49% we know this will reduce during the year due to slippage in the capital programme. It is proposed that this indicator is temporarily increased to 50%, whilst advice will be sought from our Treasury Management advisors about the optimal time to undertake new borrowing. Cashflow and liquidity will be monitored closely, and an update will be provided in the period 8 report.

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 cash flow 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 2025/26 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 31 July 2025, and demonstrates that all activities are contained within the currently approved limits.

### **3 Risk Management**

The CIPFA Prudential Code and Treasury Management Code (both updated in 2021) have placed greater importance on risk management. Where a local authority changes its risk appetite (for example, moving surplus cash into or out of certain types of investment funds or other investment instruments) then this change in risk appetite should be brought to Members attention in treasury management update reports.

There have been no changes in risk appetite and there are no other significant treasury management issues that have arisen since approval of the TMSS on 5 March 2025 that need to be brought to the attention of Members.

There are a number of risks inherent within any treasury management strategy, the most significant risks include:

- Reporting is not compliant with statutory guidelines.
- Investment and borrowing activity is outside the approved TM framework.
- Long term borrowing is taken at rates that are not advantageous.
- Investment of principal sums with insecure counterparties.
- Investment returns are volatile and may not meet budgeted amounts.
- Borrowing is not affordable.

These risks are mitigated by the controls included in the TMSS and are detailed at section 2.3 - Treasury Management Strategy above.

### **4 Alternative Options**

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

### **5 Financial Implications**

No specific financial implications are attributable to this report.

## **6 Legal Implications**

There are no legal implications arising from this report.

## **7 Equalities Implications**

There are no equalities implications arising from this report.

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

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

## **9 Appendices**

1. Treasury Activity Report 2025/26 for Period 1 to 4 (31 July 2025).
2. Prudential and Treasury Indicator Monitoring 2025/26 for Period 1 to 4 (31 July 2025).

## **10 Background Papers**

None identified.

## **11 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:** 26 August 2025

**Approved by:** Monitoring Officer  
**Date:** 26 August 2025

**TREASURY ACTIVITY REPORT 2025/26****For Period ended 31 July 2025**

	<b>Position @ 1 April 2025</b>	<b>Loans Made During Apr - July</b>	<b>Loans Repaid During Apr - July</b>	<b>Position @ 31 July 2025</b>
	£	£	£	£
<b>Long Term Borrowing</b>				
PWLB	10,811,577	0	0	10,811,577
<b>Total Long Term Borrowing</b>	10,811,577	0	0	10,811,577
<b>Temporary Borrowing</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>	0	0	0	0
<b>TOTAL BORROWING</b>	<b>10,811,577</b>	<b>0</b>	<b>0</b>	<b>10,811,577</b>
<b>Long Term Investment</b>				
CCLA LAPF Property Fund	(1,000,000)	0	0	(1,000,000)
<b>Total Long Term Investment</b>	(1,000,000)	0	0	(1,000,000)
<b>Short Term Investment</b>				
Aberdeen MMF	(3,690,000)	(6,410,000)	6,100,000	(4,000,000)
Bank of Scotland	0	0	0	0
Barclays	0	0	0	0
Blackrock MMF	(1,000,000)	(11,720,000)	8,720,000	(4,000,000)
CCLA PSDF (MMF)	(3,000,000)	0	0	(3,000,000)
Close Brothers	(3,000,000)	0	0	(3,000,000)
Debt Management Office	(2,520,000)	(34,560,000)	21,130,000	(15,950,000)
Goldman Sachs	(3,000,000)	(480,000)	3,480,000	0
HSBC Treasury	0	0	0	0
Local Authorities & Other	0	0	0	0
Nationwide	(2,000,000)	(4,460,000)	4,460,000	(2,000,000)
Santander	0			0
<b>Total Short Term Investment</b>	<b>(18,210,000)</b>	<b>(57,630,000)</b>	<b>43,890,000</b>	<b>(31,950,000)</b>
<b>TOTAL INVESTMENT (See below)</b>	<b>(19,210,000)</b>	<b>(57,630,000)</b>	<b>43,890,000</b>	<b>(32,950,000)</b>
<b>NET BORROWING / (INVESTMENT)</b>	<b>(8,398,423)</b>	<b>(57,630,000)</b>	<b>43,890,000</b>	<b>(22,138,423)</b>

**Temporary Borrowing & Investment Statistics at 31 July 2025****Investment:**

Fixed Rate Investment	(10,520,000)	(39,500,000)	29,070,000	(20,950,000)
Variable Rate Investment	(8,690,000)	(18,130,000)	14,820,000	(12,000,000)
<b>TOTAL INVESTMENT</b>	<b>(19,210,000)</b>	<b>(57,630,000)</b>	<b>43,890,000</b>	<b>(32,950,000)</b>

Proportion of Fixed Rate Investment	63.58%
Proportion of Variable Rate Investment	36.42%
Temporary Investment Interest Receivable	£ 224,958
Equated Temporary Investment	£ 5,198,542
Weighted Average Interest Rate Received (Interest Receivable / Equated Investment)	4.33%
Compounded SONIA (3 month backward looking)	4.26%

**Borrowing:**

Temporary Borrowing Interest Payable	£ -
Equated Temporary Borrowing	£ -
Weighted Average Interest Rate Paid (Interest Payable / Equated Borrowing)	n/a

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**A) Prudential Indicators**

Affordability:

i)	Capital Expenditure	£ 6,413,400	£ 10,159,800
ii)	Capital Financing Requirement	£ 21,226,000	£ 21,052,378
iii)	Gearing (CFR to Long Term Assets)	43%	45%
iv)	Ratio of Financing Costs to Net Revenue Stream-Services	2.21%	2.30%
v)	Maximum Gross Debt	£ 21,226,000	£ 10,811,577
vi)	Ratio of Internal Borrowing to CFR	45%	49%

**B) Treasury Management Indicators**

Affordability:

i)	Operational Boundary for External Debt:		
	Borrowing	£ 22,000,000	£ 10,811,577
	Other Long Term Liabilities	£ 1,500,000	£ -
	Total Operational Boundary	£ 23,500,000	£ 10,811,577
ii)	Authorised Limit for External Debt:		
	Borrowing	£ 23,000,000	£ 10,811,577
	Other Long Term Liabilities	£ 1,500,000	£ -
	Total Authorised Limit	£ 24,500,000	£ 10,811,577

Prudence:

iii)	Investment Treasury Indicator and limit:		
	Max. NEW principal sums invested in 2025/26 for periods OVER 365 days (ie. non-specified investments), subject to maximum non specified per counterparty of £3m AND to the prevailing overall counterparty limit, AND to the TOTAL non specified limit of £5m.	£ 3,000,000	£ 3,000,000
iv)	Upper & Lower limits for the maturity structure of outstanding Borrowing during 2025/26		
	Under 1 Year	40%	0%
	1 Year to 2 Years	40%	0%
	2 Years to 5 Years	50%	0%
	5 Years to 10 Years	50%	6%
	Over 10 Years	100%	94%

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## Report to Cabinet

**Subject:** Gedling Plan Quarter 1 Performance Report

**Date:** 4 September 2025

**Author:** Senior Leadership Team

### Wards Affected

Borough wide

### Purpose

To inform Cabinet in summary of the position against Performance Indicators and Annual Delivery Plan Actions in Quarter 1 of 2025/26.

### Key Decision

This is not a key decision.

### Recommendation

#### THAT:

The progress against Improvement Performance Indicators for quarter 1 of 2025/26 be noted.

## 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.
- 1.3 In addition, performance reports focus directly on the Council's priorities and offer an "early warning" system of instances where targets may not be secured.
- 1.4 The assessment criteria used for 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 that stage of the year determined within the performance management system, Ideagen.

- 1.5 This report reflects a change to the usual format in that progress against the Annual Delivery Plan is now reported and replaces the previous section on the Gedling Plan actions.

## 2 Proposal

- 2.1 It is proposed that Cabinet note the current performance information for Quarter 1 of 2025/26 as set out below -

### 2.2 Annual Delivery Plan Actions

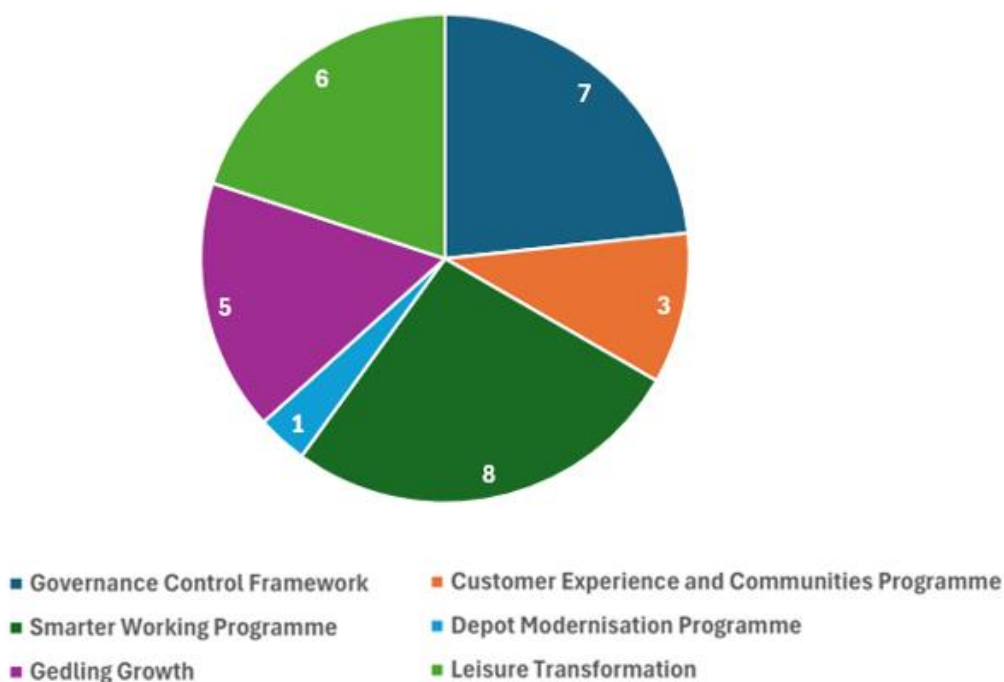
In March 2025 Cabinet agreed to the annual delivery plan with 52 actions spanning 6 themes -

- Customer Experience and Communities Programme
- Smarter Working Programme
- Depot Modernisation Programme
- Gedling Growth
- Leisure Transformation
- Governance Control Framework

- 2.3 Milestones are attached to each of these actions. The number of milestones due to be completed in Quarter 1 was 30 and completion rate is 100%. The chart below shows the number of milestones completed against each theme.

2.4

**Quarter 1 - Milestones Completed Against Theme**



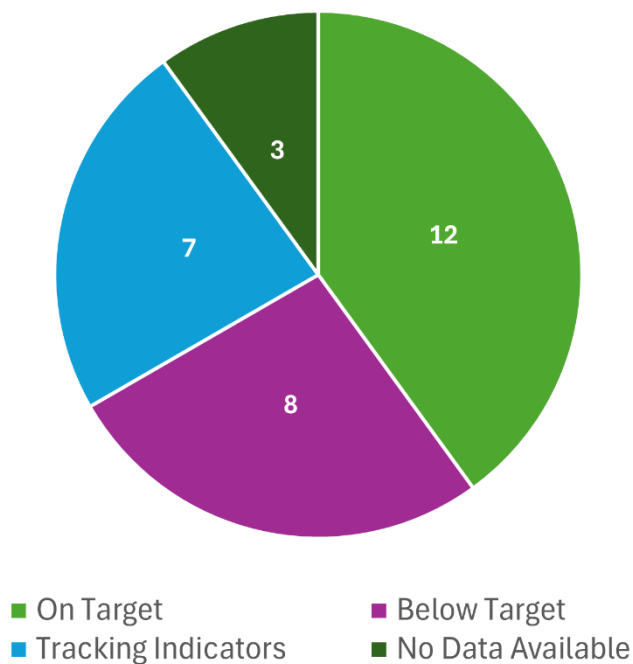
## 2.5 Performance Indicators

### Quarter 1 Performance Indicators in 2025/26

There are 30 performance indicators which are monitored on a quarterly basis in 2025/26. In Q1, 12 of these indicators either met or exceeded their target, 8 were below target, 7 indicators are for tracking purposes only and for 3 indicators data is not available.

## 2.6

### 2025/26 Quarter 1 - Performance Indicators



2.7 Examples of particularly positive performance over the year include:

Performance Indicator	Q1 2025/26	
	Value	Target
Percentage of Business Rates Collected	29.06%	27.22%
Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total	96.5%	94%

Percentage of Calls to customer service answered within SLA (40 seconds)	96%	85%
Number of affordable homes delivered (gross)	40	19
Percentage of Major planning applications processed within 13 weeks	100%	92%
Percentage of Minor planning applications processed within 8 weeks	94.74%	86%
Percentage of other planning applications processed within 8 weeks	91.75%	80%
Number of rented households with health and safety hazards that fall below the minimum legal standard that have been remediated following the council's intervention	43	18

2.8 The following performance indicators missed their target in Q1.

Performance Indicator	Q1 2025/26	
	Value	Target
<b>Percentage of customers that are satisfied with overall customer service</b>	<b>76%</b>	<b>94%</b>
37 surveys received during this time. 28 respondents were satisfied and 9 were not satisfied. All 9 negative responses were attributed to the waste service.		
<b>Percentage of Council Tax collected</b>	<b>27.69%</b>	<b>28.44%</b>
The collection rate for Council Tax is 0.75% behind target. Economic circumstances are having an impact, including the ongoing cost of living crisis and the migration of legacy benefits to universal credit. The benefit migration is resulting in more customers, who are on limited finances, having an amount of Council Tax to pay. There are resource gaps in the revenues team, which is further impacted during school holidays and during the start of the financial		

<p>year with annual billing priorities. The intended restructure, transformation service design and some changes in the manner we deal with post liability order cases is expected to alleviate these issues.</p> <p>Any trends will be carefully monitored and monthly targets reviewed and altered, as necessary.</p>		
<b>Housing Benefits /Council Tax Reduction Scheme time taken to process new claims</b>	<b>20 days</b>	<b>15 days</b>
<p>Staffing resources in the Benefits team are sufficient to cover current levels of workload, but due to recent staff changes and vacancies are not currently sufficient to cover for annual leave or any sickness that may occur in the team. In addition, recent software releases have caused some issues in the process where manual intervention has been needed to ensure claims can be processed, this has been an on-going issue for a number of months due to problems with the system provider, together with some resourcing issues has caused delays in processing times.. A staffing restructure is imminent across both the Revenue &amp; Welfare service which aims to build some resilience in the team to ensure adequate cover is available. Current software issues are being resolved by the supplier, which will enable processing times to be reduced and get back to our internal performance targets</p>		
<b>Housing Benefit /Council Tax Reduction Scheme time taken to process changes in circumstances</b>	<b>17.3 days</b>	<b>5 days</b>
<p>Staffing resources in the Benefits team are sufficient to cover current levels of workload, but due to recent staff changes and vacancies are not currently sufficient to cover for annual leave or any sickness that may occur in the team. In addition, recent software releases have caused some issues in the process where manual intervention has been needed to ensure claims can be processed, this has been an on-going issue for a number of months due to problems with the system provider, together with some resourcing issues has caused delays in processing times.. A staffing restructure is imminent across both the Revenue &amp; Welfare service which aims to build some resilience in the team to ensure adequate cover is available. Current software issues are being resolved by the supplier, which will enable processing times to be reduced and get back to our internal performance targets</p>		
<b>Net additional homes provided</b>	<b>150</b>	<b>157</b>
<p>The target has significantly increased and until new sites are allocated as part of Gedling's emerging Local Development Plan, it is unlikely the new target will be met.</p>		
<b>Number of long term (over 12 months) empty homes in the Borough returned to use as a result of Gedling Borough Council intervention</b>	<b>16</b>	<b>18</b>

Very slightly behind target by 2 properties. All 16 properties returned to use were "high risk" in accordance with the LGA guidance scoring matrix.		
<b>Percentage of fly tipping incidents removed within 10 working days</b>	<b>94.54%</b>	<b>98%</b>
The target has been missed in this period due to resource shortages that include vehicles and staffing.		
<b>Working Days Lost Due to Sickness Absence (rolling 12-month total)</b>	<b>11.94 days</b>	<b>9 days</b>
We have a number of complex cases of long-term sickness absence relating to fitness to work which are being managed with support from Occupational Health and other specialists, which has contributed to the increase in days being lost.		

## 2.9 Compliments and Complaints

The compliments and complaints for Q1 2025/26 show the following:

- In Q1 2025/26 the council received 74 compliments, which is about 20% fewer compliments received than in the previous quarter.
- 252 complaints were received in 2025/26, which is 123% higher rate of complaints received than in the previous quarter.
- 89% of the complaints received in Q1 2025/26 were processed in time, which is 13% higher rate of complaints processed in time than in the previous year.
- 69 MP letters were received in Q1 2025/26, which is 34% fewer MP letters than in the previous quarter.
- 77% of the total number of complaints that the council received in Q1 2025/26, related to Waste Services
- 40% of all complaints received in 2024/25 were classified as justified.



## **2.10 Achievements**

Focussed on deliverables from the Annual Delivery Plan, key achievements identified for particular attention during quarter 1 include:

- Successfully delivered the May 2025 election by executing the project plan, meeting all statutory deadlines, and ensuring accurate completion of postal voting, verification, and counting processes.
- Launch of the Leisure Transformation microsite in June 2025 as part of the consultation and stakeholder engagement programme.
- UK Shared Prosperity Fund proposals to achieve impact against the Council's priorities approved, giving confidence for our UKSPF 25/26 project delivery schedule.
- First phases of the implementation of new Customer Relationship Management and Waste Management Systems are in progress as planned and on track for delivery.

## **3 Alternative Options**

- 3.1 Not to present an update on quarterly performance, in which case the Cabinet will not be aware of performance against the Annual Delivery Plan.

## **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 A – 2025/26 Performance Indicator - Quarter 1 Report  
Appendix B – Annual Delivery Plan Actions - Quarter 1 Report

## **9 Background Papers**












- 9.1 None identified.

## **10 Reasons for Recommendations**





- 10.1 To ensure Members are informed of the performance against the Annual Delivery Plan.


Appendix A

Performance Indicators for Q1 2025/26

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

Customer Engagement

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI 315 Volume of unique visits to Council website	Customer engagement	Deputy Leader Resources and Performance	92,000	N/A	92,000			
LI052 Percentage of calls to the contact centre answered (or call back made) - 12 month rolling total	Customer engagement	Deputy Leader Resources and Performance	96.5%	94.0%	96.5%			

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI252 Percentage of customers that are satisfied with overall customer service	Governance and Democracy	Deputy Leader Resources and Performance	76%	94%	76%	N/A		37 surveys received during this time. 28 respondents were satisfied and 9 were not satisfied. All 9 negative responses were attributed to the waste service.
LI411 Number of customers attending outreach hubs	Customer engagement	Deputy Leader Resources and Performance	47	N/A	47			
LI5002 Percentage of Calls to customer service answered within SLA (40 seconds)	Customer engagement	Deputy Leader Resources and Performance	96%	85%	96%	N/A		
LI5003 Avoidable contact indicator	Customer engagement		N/A	N/A	N/A	N/A		

Environment

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI5001 Street cleanliness sampling	Environment		N/A	N/A	N/A	N/A	N/A	
LI5005 Percentage of collected bins			N/A	N/A	N/A	N/A	N/A	

Financial Services


PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI016 Percentage of Council Tax collected	Revenues and Welfare Services	Deputy Leader Resources and Performance	27.69%	28.44%	27.69%	⬇️	⚠️	The collection rate is 0.75% behind target which is likely to be caused by the wider economic situation with, for example, inflation increasing sharply in recent months and the ongoing cost of living crisis as well as inaccuracies in the estimate caused by

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
								<p>fluctuations in the amounts collected from month to month.</p> <p>Any trends will be carefully monitored and monthly targets reviewed and altered as necessary.</p>
LI017 Percentage of Business Rates Collected	Revenues and Welfare Services	Deputy Leader Resources and Performance	29.06%	27.22%	29.06%	↓	✅	
LI018 Percentage of invoices paid within 30 days	Financial Services	Deputy Leader Resources and Performance	99.03%	99.00%	99.03%	↓	✅	
LI074 Housing Benefits /Council Tax Reduction Scheme time taken to process new claims	Revenues and Welfare Services	Life Chances and Vulnerability	20 days	15 days	20 days	↑	❌	<p>Current resource challenges following the loss of a team leader and one administrative team member are contributing factors. Resourcing is being considered to address the</p>


PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
								challenges due to resource constraints.
LI075 Housing Benefit /Council Tax Reduction Scheme time taken to process changes in circumstances	Revenues and Welfare Services	Life Chances and Vulnerability	17.3 days	5 days	17.3 days	↓	🔴	Current resource challenges following the loss of a team leader and one administrative team member are contributing factors. Resourcing is being considered to address the challenges due to resource constraints.

## Housing and Resettlement

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI086 Average length of time spent in temporary accommodation (in	Housing and Resettlement	Life Chances and Vulnerability	36 wks.	N/A	36 wks.	↓	📈	

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
weeks)								
LI410 Total number of family households in B&B at the end of the month	Housing and Resettlement	Life Chances and Vulnerability	1.7	N/A	1.7	↑		

## Leisure

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI027 Number of visits to leisure centres	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles	340,290	285,750	340,290	↓	✓	
LI027f Number of attendances - Bonington Theatre	Communities, Leisure and wellbeing	Health and Wellbeing Lifestyles	12,406	N/A	12,406	↓		



## Planning and Planning Policy



PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
NI154 Net additional homes provided	Development and Place	Sustainable Growth and Economy	150	157	150	↑	⚠	The target has significantly increased and until new sites are allocated as part of Gedling's emerging Local Development Plan, it is unlikely the new target will be met.
NI155 Number of affordable homes delivered (gross)	Development and Place	Sustainable Growth and Economy	40	19	40	↑	✅	
NI157a Percentage of Major planning applications processed within 13 weeks	Development and Place	Sustainable Growth and Economy	100.00%	92.00%	100.00%	-	✅	
NI157b Percentage of Minor planning applications processed within 8 weeks	Development and Place	Sustainable Growth and Economy	94.74%	86.00%	94.74%	↑	✅	

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
NI157c Percentage of other planning applications processed within 8 weeks	Development and Place	Sustainable Growth and Economy	91.75%	80.00%	91.75%	↑	✓	



## Public Protection

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI 314 Number of rented households with health and safety hazards that fall below the minimum legal standard that have been remediated following the council's intervention	Public Protection	Public Protection Portfolio	43	12	43	↑	✓	
LI081 Level of recorded anti-social behaviour across	Public Protection	Public Protection Portfolio	3.27	N/A	3.27	▬	📈	

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
Gedling Borough (per 1000 population)								
LI118 Number of long term (over 12 months) empty homes in the Borough returned to use as a result of Gedling Borough Council intervention	Public Protection	Sustainable Growth and Economy	16	18	16	↑	🛑	Very slightly behind target by 2 properties. All 16 properties returned to use were "high risk" in accordance with the LGA guidance scoring matrix.
LI133 Number of fly tipping incidents reported to Gedling Borough Council	Community Protection	Public Protection Portfolio	293	N/A	293	↑	📊	
LI276 Percentage of food premises scoring 4 or 5 in the national food hygiene rating scheme	Public Protection	Public Protection Portfolio	95%	95%	95%	▬	✅	
LI346 Percentage of fly tipping incidents removed within 10 working days	Community Protection	Public Protection Portfolio	94.54%	98%	94.54%	↓	⚠️	The target has been missed in this period due to resource shortages that include vehicles and staffing.

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI419 Number of anti-social incidents reported to Council	Community Relations	Public Protection Portfolio	71		71			

## Workforce

PI Code & Short Name	Managed by	Ownership Portfolio Owners	Q1 2025/26			Trend compared to previous quarter	Quarterly Status	Latest Note
			Value	Target	Year to Date			
LI006 Working Days Lost Due to Sickness Absence (rolling 12-month total)	Workforce	Deputy Leader Resources and Performance	11.94 days	9.00 days	11.94			We have a number of complex cases of long-term sickness absence relating to fitness to work which are being managed with support from Occupational Health and other specialists, which has contributed to the increase in days being lost.

## Annual Delivery Plan Actions - Quarter 1 Report

Annual Delivery Plan Action	Quarter 1 - Milestone	Status	Target Date	Delivery Theme
Designed and be implementing a new internal operating model for customer services.	001 - Develop and gain approval for conceptual target operating model design	Completed	Jun-25	Customer Experience and Communities Programme
Created, consulted on and embedded a new Consultation Strategy (supporting engagement in the design of services).	001 - Develop new consultation strategy	Completed	Jun-25	Customer Experience and Communities Programme
Implemented a new ID and verification approach	001 - Understand existing verification approach	Completed	Jun-25	Customer Experience and Communities Programme
Implemented the first phases of a waste management system and integration with CRM, improving end to end processes and creating self-service options for customers	001 - Data load 1 and 2 complete in test system (Domestic)	Completed	May-25	Depot Modernisation Programme
Completed existing projects including the sale of Killisick and completion of Hillcrest business units.	001 - Killisick - Exchange contracts	Completed	Jun-25	Gedling Growth
	003 - Hillcrest - Completed Build	Completed	Jun-25	Gedling Growth
	004 - Hillcrest - Marketed industrial units	Completed	Jun-25	Gedling Growth
Aligned funding from the UK Shared Prosperity Fund to achieve impact against the Council's priorities.	001 - Seek internal approvals for 2025/26 proposals	Completed	Jun-25	Gedling Growth
	002 - Procure Programme Management consultancy to support programme administration	Completed	Jun-25	Gedling Growth

Have implemented improved risk control, implemented and embedded the Risk Management Strategy and supporting technology / reporting capabilities.	001 - Workshop with Risk Owners to Review Risks for 2025/26	Completed	May-25	Governance Control Framework
Ensure risk is managed effectively within services and via Corporate Risk Group.	001 - Embed new regular risk boards are moved to BAU	Completed	May-25	Governance Control Framework
	002 - Deliver training managers on use of Risk system	Completed	May-25	Governance Control Framework
Improved reporting up and down, including budgetary grip within services, and risk position / mitigation with oversight at SLT.	001 - Deliver training managers on use of Risk system	Completed	May-25	Governance Control Framework
	004 - Training on financial regulations to Assistant Directors	Completed	May-25	Governance Control Framework
Implemented portfolio management (standard management of projects, centralised oversight and reporting, capacity and dependency management)	001 - Creation of maturity matrix and clear plan of the progression of the maturity of the portfolio	Completed	Jun-25	Governance Control Framework
	002 - Creation and collation of Transformation Central Portfolio Log (Accurate centralised record of all programmes and projects)	Completed	Jun-25	Governance Control Framework
Determined the future for all our Leisure Centre sites, through Business Cases Analysis and Feasibility Studies.	001 - Agree a Workforce Strategy for Leisure Transformation	Completed	May-25	Leisure Transformation
Completed a feasibility study for a theatre / cinema	001 - Consult on RIBA Stage 2 Plans for a new Arts Venue	Completed	Jun-25	Leisure Transformation
Agreed an Outline Business Case, Design Plan and Funding Strategy for the development of new leisure and cultural facilities for Arnold Town Centre	001 - Consult on RIBA Stage 2 Plans for a new Leisure Centre in Arnold	Completed	Jun-25	Leisure Transformation

Undertaken stakeholder and community engagement regarding the future of our leisure centre service	001 - Agree a Consultation and Engagement Strategy for Leisure Transformation	Completed	May-25	Leisure Transformation
	002 - Launch Leisure Transformation microsite	Completed	Jun-25	Leisure Transformation
Completed the annual review of the Playing Pitch and Outdoor Sport Strategy and determined priority sites for future investment	001 - Review the Football Foundation's proposed Gedling Local Football Facility Plan.	Completed	Jun-25	Leisure Transformation
Created and rolled out a new approach to Learning and Development across the organisation, including for employees and members.	001 - Create an organisation wide Training Needs Analysis	Completed	Jun-25	Smarter Working Programme
Improved performance management, including a new PDR process.	001 - Brief managers and staff in the new process	Completed	Mar-26	Smarter Working Programme
Worked with members to determine the ICT and devices they need to operate effectively.	001 - Complete workshops with members to gather feedback and requirements.	Completed	Apr-25	Smarter Working Programme
	002 - Finalise devices and specification	Completed	Apr-25	Smarter Working Programme
Developed an Asset Management Plan and Strategy including a full understanding of compliance position, stock condition and cyclical maintenance costs so that we optimise assets including considering options for retention, re-purposing and disposal	001 - Compile Asset Register	Completed	May-25	Smarter Working Programme
Delivered a successful election in May 2025.	001 - Executed the prepared election project plan and followed statutory timetable	Completed	Mar-26	Smarter Working Programme
	002 - Completed the postal vote process to include data management, quality assurance, issue, opening and checking	Completed	Mar-26	Smarter Working Programme

	003 - Polling day, verification and counts were completed successfully	Completed	May-25	Smarter Working Programme
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