



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

# Agenda

## Cabinet

Date: **Thursday 24 April 2014**

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Time: **12.30 pm**

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Place: **Reception Room**

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For any further information please contact:

**Lyndsey Parnell**

Members' Services Officer

0115 901 3910

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# Cabinet

## Membership

**Chair** Councillor John Clarke

**Vice-Chair** Councillor Michael Payne

Councillor Peter Barnes  
Councillor Kathryn Fox  
Councillor Jenny Hollingsworth  
Councillor Darrell Pulk

**Observers:** Councillor Chris Barnfather  
Councillor Paul Hughes

## AGENDA

Page

- 1 **Apologies for Absence.**
- 2 **To approve, as a correct record, the minutes of the meetings held on 13 February 2014 and 20 February 2014.** 1 - 12
- 3 **Declaration of Interests.**
- 4 **Review of the Housing Strategy** 13 - 24  
Report of the Service Manager, Housing and Localities.
- 5 **Public Realm Works - Project report** 25 - 40  
Report of Service Manager, Housing and Localities.
- 6 **Gedling Plan - Performance Indicator targets 2014/15** 41 - 52  
Report of Corporate Director (Stephen Bray)
- 7 **The Development of a “Men in Sheds” Project in the Old Stores Building, Jubilee House** 53 - 66  
Report of Service Manager, Public Protection.
- 8 **Policy for dealing with unauthorised Gypsies and Traveller Encampments** 67 - 82  
Report of the Community Protection Manager.
- 9 **Druids Tavern Car Park Breach of Financial Regulations** 83 - 88  
Report of Service Manager, Audit and Asset Management.
- 10 **Introduction of a new Off Street Car Parking Order** 89 - 114  
Report of Service Manager, Audit and Asset Management.
- 11 **Corporate Peer Challenge - Findings and Follow-up** 115 - 120

Report of the Chief Executive.

- 12 **Progress Reports from Portfolio Holders.**
- 13 **Member's Questions to Portfolio Holders.**
- 14 **Any other items the Chair considers urgent.**

## **MINUTES CABINET**

**Thursday 13 February 2014**

Councillor John Clarke (Chair)

Councillor Michael Payne  
Councillor Peter Barnes  
Councillor Kathryn Fox

Councillor Jenny Hollingsworth  
Councillor Darrell Pulk

Observers: Councillor Chris Barnfather and Councillor Paul Hughes

Officers in Attendance: J Robinson, M Kimberley, S Bray, H Barrington, D Wakelin, P Baguley and L Parnell

**88 APOLOGIES FOR ABSENCE.**

No apologies for absence were received.

**89 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2014.**

**RESOLVED:**

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

**90 DECLARATION OF INTERESTS.**

None.

**91 AUTHORITY MONITORING REPORT 2012/13 AND FIVE YEAR HOUSING LAND SUPPLY ASSESSMENT 2013**

The Service Director, Planning and Economic Development, presented the report, which had been circulated prior to the meeting, informing Cabinet of Gedling Borough's Authority Monitoring Report April 2012 – March 2013 and Gedling Borough's Five Year Housing Land Supply Assessment 2013.

Councillor Pulk thanked the Service Director and his team for their work.

**RESOLVED:**

To note the content of the Authority Monitoring Report April 2012 – March 2013 and the Five Year Housing Land Supply Assessment 2013.

Councillor Payne entered the meeting during consideration of the report.

**92                    QUARTERLY BUDGET MONITORING, PERFORMANCE DIGEST AND VIREMENT REPORT**

The Corporate Director and Chief Financial Officer presented the report, which had been circulated prior to the meeting, informing Cabinet of the position against Improvement Actions and Performance Indicators and on the likely outturn of the Revenue and Capital Budgets for the 2013/14 financial year and seeking approval for changes to targets and budgets.

**RESOLVED:**

- a) To approve the changes to Performance Indicator targets and Actions as detailed in paragraphs 2.1.7 and 2.1.8 of the report;
- b) To approve the General Fund Revenue Budget virements included within Appendix 1 of the report;
- c) To approve the changes to the Capital Programme included in paragraph 2.2.3 of the report;
- d) To include details of budget and performance monitoring in a quarterly performance digest, to be published on the Council's website and Intranet in line with the recommendations of Performance Review Scrutiny Committee.

**93                    REVIEW OF CIVIC CENTRE ROOM HIRE POLICY AND CHARGES**

The Corporate Director presented a report, which had been circulated prior to the meeting, seeking Cabinet's approval of a revised room hire policy and charges for external use of meeting facilities.

**RESOLVED:**

To adopt the proposed Council Room Hire Policy and agree the proposed room hire charges.

**94                    LOCAL GOVERNMENT BOUNDARY COMMISSION – FULL ELECTORAL REVIEW OF GEDLING**

The Corporate Director presented a report, which had been circulated prior to the meeting, informing Cabinet of the conclusion of the Local Government Boundary Commission's (LGBCE) review of Gedling Borough Council.

**RESOLVED:**

To note the content of the report.

**95 GEDLING BOROUGH YOUTH COUNCIL**

The Corporate Director presented a report, which had been circulated prior to the meeting, informing Cabinet of the progress of plans to introduce a Youth Council for Gedling Borough.

Councillor Barnfather asked that the Corporate Director work to include those young people who reside in the Borough, but attend Joseph Whittaker School in Mansfield, and offered to approach the school in his position as Chair of the Governors.

**RESOLVED:**

- a. To note the contents of the report;
- b. To support steps to establish a Youth Council for Gedling Borough; and
- c. To request that the Joseph Whitaker School are approached regarding their participation.

**96 FORWARD PLAN**

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

**RESOLVED:**

To note the report.

**97 PROGRESS REPORTS FROM PORTFOLIO HOLDERS.**

**Councillor Peter Barnes (Environment)**

- A Local Government Association challenge team is currently visiting the Council and looking at the Gedling Country Park. A report will be brought to Cabinet at a later date to update Members on this.

- Line marking work is being carried out at the Civic Centre site, including all car parks in Arnot Hill Park.
- Would like to thank Officers for arranging for him to take part in a ward walk with partner organisations.

### **Councillor Darrell Pulk (Leisure and Development)**

- Killisick ward has been chosen to receive Connecting Communities Funding to pilot a school/community partnership which aims to improve community health and wellbeing.
- A tender will open for the provision of Obesity and Weight Management Services in Nottinghamshire. Gedling's exercise promotion team is currently looking at opportunities to submit a collaborative tender with other district Councils.
- The "Get Going Gedling" programme of volunteer led walks has now been extended to include the Mapperley area.
- Charlotte Henshaw, the Paralympic silver medallist, will be attending the "Go for it!!" Camp that is held for children with disabilities at Redhill Leisure Centre in half term.
- Sports Development have attracted additional Sportivate funding of over £5000 to target semi-sporty 11-25 year olds.
- Ceramic art produced last year by families from Gedling will be exhibited at the Nottingham Light Night on the 28<sup>th</sup> of February. The art has already been shown at Rufford Park before Christmas and will be shown, where it was made, in Arnot Hill Park in March.
- Walking Football sessions will be held at Redhill and Carlton Forum on weekends from the first weekend in March. The sessions are aimed at men and women over 50 that can't quite manage the pace of a fast game of football.
- Gedling Borough Council has been awarded a Silver Award for its Well at Work programme by the NHS Sports and Physical Activity Challenge. Only 3 Local Authorities were awarded accreditation.

### **Councillor Kathryn Fox (Community Development)**

- A Funding Fair will be held on the 12<sup>th</sup> of March from 2-7pm at the Richard Herrod Centre, following the success of last year's event.
- A no-smoking event will be held in Netherfield on the 15<sup>th</sup> of March from 10am-3pm.
- The Killisick Locality Launch took place on the 27<sup>th</sup> January and was attended by local ward Councillors, the Portfolio Holder, the Leader, Council Officers and representatives of 22 partner organisations.
- A Chinese New Year event took place at the Civic Centre in February. The event was organised in conjunction with the Gedling Play Forum and Debz4Coffee and was attended by over 300 people.

### **Councillor Jenny Hollingsworth (Health and Housing)**



- The Ley Street Choir are planning to record a song and will be performing in the Civic Centre foyer on the 20<sup>th</sup> of February before the next meeting of Cabinet.
- There are currently just over 930 active cases in Housing, however bidding activity has decreased which is making housing allocation more difficult.
- No approaches have been made under the Severe Weather Emergency Protocol since the previous Member update at Cabinet.
- 1 temporary accommodation property is currently being refurbished.
- All temporary accommodation is currently occupied, with one family currently in Rushcliffe's temporary accommodation.
- Actions are currently being taken to resolve anti-social behaviour issues on Wollaton Avenue.
- A186 homelessness interviews have been undertaken and 12 have been accepted as homeless.
- There is a demand for 2 bedroom homes at present.
- The next Landlord Forum will take place in May.
- The first round of Safeguarding training has now been completed at Gedling Borough Council and Gedling Homes. This has led to an increase in reporting of safeguarding and domestic violence issues.
- Two Council Officers and Councillor Ellis are now trained to deliver Dementia Friendly training and training will begin in March.
- The Council has now applied to be accredited as "Dementia Friendly", this will rely on take up of Dementia Friendly training by Councillors and Officers.
- Attended the opening of the Borough's third food bank. The food bank has signalled its intention to signpost customers to various organisations that might also be of assistance to them and are interested in working with the Credit Union.

#### **Councillor Michael Payne (Public Protection and Communications)**

- A first meeting of a cross party Member reference group regarding the World War I commemoration events has successfully taken place and lots of ideas have been gathered.
- A Member's Briefing will take place on the 17<sup>th</sup> of February to present the results of the 2013 Gedling Conversation.
- A new bin collection calendar will be delivered to residents soon due to the change to how bins will be collected. There will also be a change to the design for clarity.
- A taxi knowledge test has now been introduced and Members are welcome to approach the Licensing Team to discuss or take the test.
- The neighbourhood wardens have received a new , specially equipped, van.

- A cash machine has been installed in the Civic Centre foyer for the payment of bills. This will allow the Council to go cashless and the cash office will, as a result, close.
- A tree recently fell down due to the high winds at the edge of the Gedling County Park site. Thanks should be paid to Officer, John Clayton, and his team for their prompt response and clearing of the road within the hour.
- Thanks also to Officers who resolved a problem with a wall in Newstead, which had been reported to Councillor Andrews by residents, despite it not being a Council responsibility.

### **Councillor John Clarke (Finance and Performance)**

- Work on the Druid's Car Park is now well underway and looks good.
- A recent article on the Radio, highlighted the ingenuity of a Woodborough man who had purchased an inflatable flood defence and was now supplying these to others.
- Members of the Council will be aware of Councillor Tunncliffe's retirement from the Council following almost 19 years' service. Thanks should be noted for Councillor Tunncliffe's contribution to the Council and community.

Councillor Clarke invited the Policy Advisors for Younger and Older People to provide an update as to their work since the previous meeting of Cabinet.

### **Councillor Roxanne Ellis (Policy Advisor for Older People)**

- The Older People's Plan was sent to Cabinet members for comment. The plan is the first for Gedling and the wider Nottinghamshire area. The Plan will be brought before Cabinet in April.
- So far, take up on Dementia Friendly training has been low. Would like to encourage Members to attend and Group Leader to encourage their Members.

### **Councillor Henry Wheeler (Policy Advisor for Young People)**

- A working group will be set up to look at how to deliver the health and wellbeing agenda for young people.
- Nottinghamshire Boxing School are meeting with partners that are interested in developing diversionary activities for young people.
- Debz4Coffee and Gedling Play Forum are currently looking at how to access additional funding streams.
- There will be a web database detailing the services available for children and families in the County, as a result of the Children and Families Bill.

**98 MEMBER'S QUESTIONS TO PORTFOLIO HOLDERS.**

None.

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

**Prudential Code Indicator Monitoring 2013/14 and Quarterly Treasury Activity Report for Quarter ended 31 December 2014**

The Corporate Director and Chief Financial Officer presented a report, which had been circulated prior to the meeting, informing Cabinet of the performance monitoring of the 2013/14 Prudential Code Indicators, and advising members of the quarterly treasury activity as required by the Treasury Management Strategy.

**RESOLVED:**

To note the report, together with the Treasury Activity Report for Quarter 3 at Appendix 1, and the Prudential and Treasury Indicator Monitoring for Quarter 3 at Appendix 3.

The meeting finished at 2.15 pm

Signed by Chair:  
Date:

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**MINUTES  
CABINET**

**Thursday 20 February 2014**

Councillor Michael Payne (Chair)

Councillor Peter Barnes  
Councillor Jenny Hollingsworth

Councillor Darrell Pulk

Observers: Councillor Chris Barnfather and Councillor Paul Hughes

Absent: Councillor John Clarke and Councillor Kathryn Fox

Officers in Attendance: J Robinson, H Barrington, P Darlington, M Kimberley, D Wakelin, S Bray and L Parnell

**100 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Clarke and Fox.

**101 DECLARATION OF INTERESTS.**

None.

**102 PRUDENTIAL AND TREASURY INDICATORS AND TREASURY STRATEGY 2014/15**

The Corporate Director and Chief Financial Officer presented a report, which had been circulated prior to the meeting, outlining the Council's Prudential Code Indicators and Treasury Strategy for 2014/15.

**RESOLVED:**

To note the Prudential Indicators and Treasury Strategy 2014/15 as detailed in the report, and refer it to Full Council for approval as required by the regulations.

**103 CAPITAL PROGRAMME 2014/15**

The Corporate Director and Chief Financial Officer presented a report, which had been circulated prior the meeting, summarising the proposed capital programme for 2014/15 and future years in light of the Council's priorities and the resources available.

**RESOLVED that:**

- (a) The capital financing available for 2014/15 be noted;
- (b) The likely resources available for 2015/16 and 2016/17 be noted; and
- (c) The Capital Programme for 2014/15 detailed at Appendix 1 of the report be agreed for referral to Council for approval.

**104 GEDLING PLAN 2014/15 (INCLUDING GENERAL FUND REVENUE BUDGET)**

The Chief Executive and the Corporate Director and Chief Financial Officer presented a report, which had been circulated prior to the meeting, setting out the priorities, objectives and top actions for the Council for the forthcoming year with the associated revenue budget.

The Deputy Leader, Councillor Payne, asked that Cabinet's thanks to Service Managers and Scrutiny members for their input be recorded.

The Deputy Leader also asked that Officers investigate how balances could be used to purchase assets, whether there was any potential to reduce the cost, to residents, of the Council's garden waste service and to look at Gedling Borough Council's offer to the Borough's Parish Councils, particularly in terms of access in the rural areas to transport and facilities in the urban area.

**RESOLVED:**

To recommend to Council on 3 March 2014:

- (a) The financial threshold above which decisions will be regarded as Key Decisions be set at £0.5m for 2014/15;
- (b) A Council Tax increase which balances the financing of a Net Council Tax Requirement of £5,344,000 in 2014/15; and
- (c) The detailed budget, priorities, objectives and actions for 2014/15, as detailed in Appendices 1 and 3 of the report, be approved.

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

None.

The meeting finished at 1.15 pm

Signed by Chair:  
Date:

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## Report to Cabinet

**Subject:** Housing Delivery Plan

**Date:** 24 April 2014

**Author:** Service Manager, Housing & Localities

### Wards Affected

All

### Purpose

To recommend that the Council publish a Housing Delivery Plan as a concise statement of its priorities and actions in relation to housing.

### Key Decision

This is not a key decision.

### Background

- 1.1. In the last ten years, most local housing authorities have periodically published a "housing strategy", detailing their understanding of housing challenges facing their local area, and the council's response to meeting them. However, there is no statutory requirement to do so.
- 1.2. Gedling Borough Council published housing strategies in 2001, 2002/3 (updated in 2004) and 2010. The [2010 – 2014 strategy](#) is currently published on the website and has an action plan that the Council is working through.
- 1.3. Section 87 of the Local Government Act 2003 gives the Secretary of State the power to require a local housing authority to publish a housing strategy, and to specify what it must contain. However no subordinate legislation has been introduced which gives effect to this section.
- 1.4. The [draft Deregulation Bill](#), published on 1 July 2013, would, subject to Parliamentary approval, repeal the above section. It is therefore the Government's clear intention that there should not be a duty to publish a housing strategy.
- 1.5. The Gedling Housing Strategy 2010 – 2014 is 50 pages long, including an

action plan of 43 actions. The actions were informed by consultation with the public and stakeholders, and represented the priorities of the council when it was drafted in 2009. However, the housing market, the policy environment, the Council's administration and the resources available have all changed since its publication. Any strategy of this nature is vulnerable to becoming outdated very quickly, having committed the Council to doing the things that were needed to tackle yesterday's problems.

- 1.6. An overarching document describing the housing market, the challenges and the Council's response is of value, particularly to members, non-expert officers, partners and the public. However, it needs to be straightforward and accessible to fulfil this role. The current Housing Strategy has had a very low profile, internally and externally. Despite being published on the Council's website since 2010, no enquiries have ever been received by the Housing Strategy section about its priorities or the progress achieved. This suggests that the current "strategy" format is not effective at informing the public, promoting the Council's objectives or building partnerships to facilitate action, and hence an alternative is proposed.

## **2. Proposal**

- 2.1. It is proposed that instead of introducing a new Housing Strategy, the Council should publish the attached Housing Delivery Plan as a complement to the Gedling Plan 2014/15, and as a public statement of its priorities for housing and the actions being taken to secure improvements.
- 2.2. Briefly, the plan describes the Council's actions in achieving:
  - Homes people can afford
  - Safe and warm homes
  - An effective safety net to prevent homelessness
  - A housing market that drives the local economy
- 2.3. The plan is focussed on encouraging investment in both new and existing homes, showing how this links to economic growth and benefits in terms of skills and wellbeing.
- 2.4. The approach has been to produce an accessible public document, rather than the most comprehensive list possible of everything that is known or is being done about every related issue.

## **3. Alternative Options**

- 3.1. The Council could decide to produce a more traditional replacement for the existing Housing Strategy, more or less similar in format and content to previous strategies.

- 3.2. Alternatively, given the lack of clarity over any existing duty to produce a housing strategy, and the likelihood that the power to impose such a duty may be definitively repealed in the near future, the Council could decide to do nothing.

#### **4. Financial Implications**

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

#### **5. Appendices**

- 5.1. Appendix 1 - Draft Gedling Housing Delivery Plan

#### **6. Background Papers**

- 6.1. Gedling Housing Strategy 2010 – 2014

#### **7. Recommendation(s)**

- 7.1. That Cabinet approve the publication of the attached Housing Delivery Plan as a statement of the Council's priorities and actions relating to housing, instead of producing a new Housing Strategy.**

#### **8. Reasons for Recommendations**

- 8.1. To raise awareness among members, officers, partners and the public about the housing challenges facing the Borough and the Council's actions in response.
- 8.2. To position the Council as a forward-looking and flexible authority, focussed on outcomes, not process, and to complement the Growth Strategy.
- 8.3. To focus resources on projects that make a practical difference, such as the South Notts Homelessness Strategy action plan, Get Gedling Building programme and Empty Homes Strategy action plan (in development).
- 8.4. To accord with the Council's Values of being "*An ambitious Council – one that is never satisfied and constantly hungry for improvement*" and "*An efficient Council – that is responsible with its resources; that avoids waste and makes the most of what it has.*"

# Appendix 1: Gedling Housing Delivery Plan

## Introduction

Housing is a top priority for Gedling Borough Council. Britain needs more homes, and Gedling is no exception. Not only do people need safe, warm and affordable homes, but the lack of adequate housing can damage our local economy. It leads to people living in poverty, with less money to spend with local businesses. It harms children’s health and wellbeing and it holds back achievement at school, meaning we can’t grow the skilled workforce that we need for the future.

Most people can find adequate housing through the open market, and we all have to make choices about where we live and what we spend our money on. But sometimes the housing market doesn’t work effectively, and people suffer as a result – living in overcrowded conditions; not knowing whether they can afford the rent next month; working hard but never having the prospect of owning their own home.

That’s when we should step in to free up the market and bring development forward. We want to provide more homes of the right type, in the right place, and in the Gedling Plan for 2014/15, we’ve committed that we will:

- Adopt the Core Strategy and progress implementation of the housing sites in it
- Continue to press for delivery of the first phase of the Gedling Access Road
- Progress the “Get Gedling Building” programme for unused sites
- Bring empty properties back into use

But in addition to that, we know that we need to put extra efforts to help some people and particularly some areas of our borough. That’s why we will also:

- Ensure effective use of Housing Benefit to support people to remain in their homes
- Implement the Home Energy Conservation Act Delivery Plan
- Continue to implement the South Notts Homelessness Strategy Action Plan

We have produced this Housing Delivery Plan to set out our priorities for action, and to show how a high-quality, balanced and affordable housing offer underpins our efforts to attract investment into Gedling and grow the local economy.

The things that we want from housing in Gedling are

Homes people can afford
Safe and warm homes
An effective safety net to prevent homelessness
A housing market that drives the local economy

If you can help us to deliver these, please come and talk to us. You’ll find we are always open for business.

**Councillor Jenny Hollingsworth**  
**Portfolio Holder for Health and Housing**

## Why does housing matter to Gedling's economy?

### People need homes they can afford

- The less people have to spend on housing costs, the more disposable income they can spend in the local economy with local businesses.
- The less people have to spend on housing costs, the better their security and ability to resist shocks such as interest rates rising, or losing their job.
- Owning a home is associated with long term prosperity and security.
- The money that homeowners spend on housing stays in the borough as asset value, instead of going out as rent to landlords who live elsewhere.

### Vulnerable people need assistance to avoid homelessness

- Each case of homelessness costs the UK an average of £26,000 – resources that cannot then be invested elsewhere.
- Homelessness and insecure accommodation harm children's education, and therefore harms our prospects for a skilled local workforce.
- The more security people have in where they live, the more they can put down roots, with knock-on benefits to our other objectives, such as improving health and wellbeing, and widening participation in leisure and culture.
- Preventing homelessness makes good business sense, as well as human sense.

### People need safe and warm homes

- The less people have to spend on heating their home, the more disposable income they can spend in the local economy.
- The less people have to spend on heating their home, the better their security, as above.
- Bad housing that is damp and cold is a major cause of poor health. This has knock on costs both for the individual and for wider society (healthcare costs, lost working days, need for benefits etc.)
- Improving public health benefits our local economy, and housing quality is an essential part of that.
- Improving energy efficiency reduces carbon emissions.

### Constructing homes boosts the economy and creates jobs

- The construction sector is the 4<sup>th</sup> largest employer of Gedling residents.
- According to the National Housing Federation, each new home built creates 1.5 jobs directly, and supports up to 6 more in the supply chain and associated trades.
- Local firms, including small and medium enterprises, tend to benefit more from house building than from other forms of construction.
- Empty and dilapidated homes blight the area and discourage investment.

## Housing in Gedling

In 2011, Gedling had 113,600 people living in 49,349 households. This is projected to grow to by a further 3,574 households by 2021, with most of this growth being accounted for by single person and lone parent households. This reflects long-term societal trends, including later co-habitation and marriage, a higher divorce rate and increasing life expectancy.

22,100 people are aged over 65. This is expected to be 26,000 by 2020. The population aged over 85 is expected to increase by a third over the same period, and the population living with dementia to rise by over a quarter. Although more people will be able to remain in their own homes for longer, thanks to improving health and assistive technology, we still need to plan for the homes that this older generation will need.

House prices in Gedling are relatively affordable, with the estimated ratio of median house price to mean salary in 2013 being around 4.5, compared to 6.7 for England. However, the picture is very mixed across the borough, with a wide variety of prices between different locations. For several years, the requirement for large deposits (averaging 20% or more) restricted first time buyers' access to the market. This situation is now easing, with higher Loan to Value mortgages being available, partly with the impact of Help to Buy and our own Local Lend a Hand scheme.

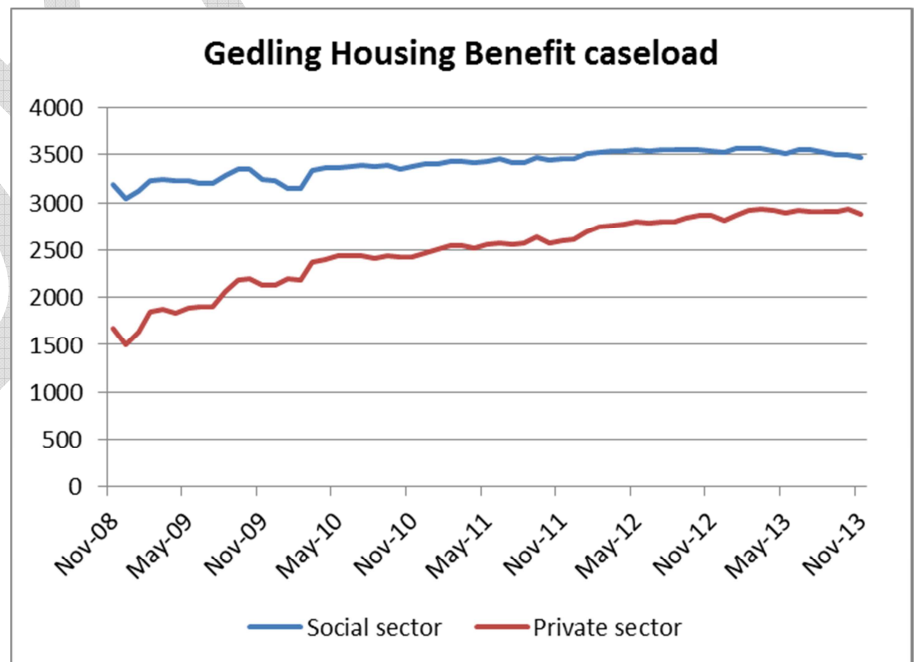
**Gedling property sale prices, Jan 2012 – Mar 2013**

Type	Detached	Semi-detached	Terraced	Flat
Median	£180,000	£119,950	£100,000	£85,750
Lower quartile	£155,000	£103,124	£78,000	£72,000

Housing Benefit is a measure of how many people are unable to afford to pay rent from their own resources. While the number of claimants in the social sector has only increased modestly in the last five years, the number of private rented sector claims has almost doubled.

**For further information, we recommend:**

[Gedling Insight](#)  
[Local Health](#)  
[DWP Stat-Xplore](#)  
[ONS nomis](#)  
[Shelter Housing Databank](#)  
[POPPI](#) and [PANSI](#)



References for all the statistics in this document are available on request.

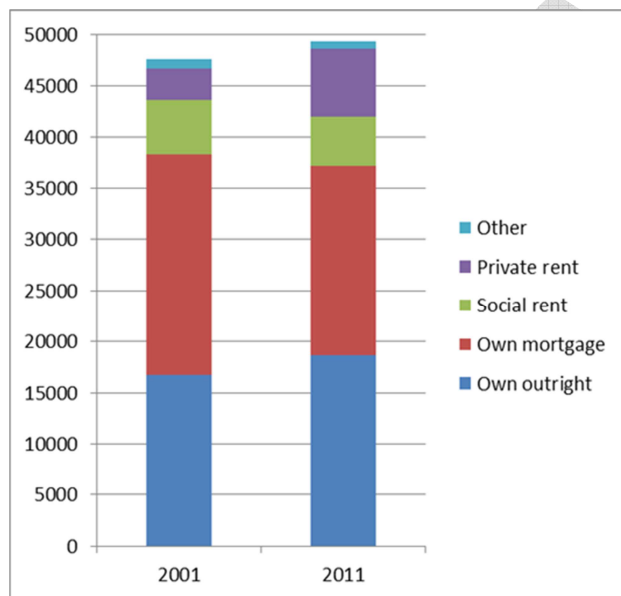
## Homes people can afford

### Where are we now?

The shortage of social housing and the recent difficulties faced by first time buyers have combined to increase demand for private rented housing. Although rents have only increased modestly in recent years, there is limited choice in the rented market for people working on a low income and claiming Housing Benefit, especially if they need a larger property.

Property type	Average private rent	Lower quartile rent	Max Housing Benefit (Nottingham area)	% fully affordable on Housing Benefit
1 bed flat	£425 pcm	£390 pcm	£396 pcm	34%
2 bed flat	£495 pcm	£430 pcm	£466 pcm	41%
2 bed house	£525 pcm	£475 pcm	£466 pcm	19%
3 bed house	£600 pcm	£550 pcm	£518 pcm	10%

We reviewed our social housing allocations policy in 2013, so that only people with a need to move and a local connection to Gedling can join the housing register. There are now 926 households on our housing register, but with an average of just 300 lettings in each of the last three years, waiting times for social housing are still very long.



From 2001 to 2011, the number of homeowners in the Borough fell, whereas the private rented sector more than doubled in size. This indicates increasing numbers of people whose rent money is “lost” to a landlord, rather than remaining in the Borough as equity, which can support personal finance, or be realised in the future.

Our Strategic Housing Market Assessment projects that every year, 508 new households will be formed in Gedling who cannot access home ownership, of whom 92 cannot afford to rent a home either. This will increase the demand for affordable housing, which will continue to grow so long as house prices rise faster than real wages.

### What do we want to see?

We need more affordable housing, particularly for social rent, to help people living in some of the worst conditions. This will also help to reduce the housing benefit bill, by reducing reliance on the more expensive private sector.

We want people to have a fair chance to get a foot on the property ladder. We want young households working locally to be able to buy their own home in a reasonable timescale. This gives people security, knowing that they will not have to move if their landlord decides to sell, or increase the rent.

In 2013/14, 37 new affordable homes to rent were completed.

1406 new households approached us about social housing.

We also want an increased supply of rented property to increase competition, helping to stabilise rental prices and increase the quality on offer.

### **What are we doing about it?**

We showed our corporate commitment by being one of the first authorities to sign the East Midlands Declaration on Affordable Housing. We act flexibly to divert resources from sites where there is less of a need for affordable housing, to fund developments in areas of higher need, thus meeting the needs of the whole borough.

We worked with Lloyds TSB to help 78 local people buy their first home through the Local Lend a Hand scheme. This allowed first time buyers to access a 95% mortgage at highly preferential rates, and provided a model for the Help to Buy Mortgage Guarantee scheme, which is now available nationwide.

We have formed a partnership with the Nottingham Credit Union, so now residents will be able to open savings accounts, get financial advice and apply for low interest affordable loans at the Council.

We will complete our transition to an actively managed housing register, where we can help people in need to find social housing that suits them and make best use of the homes available.

We are using small parcels of Council land and planning obligation contributions to support new affordable homes through our Get Gedling Building programme and bring investment from housing association partners and the Homes & Communities Agency into the borough.

We are releasing land for 7,250 homes through our Local Development Framework, and we will work with developers to turn those allocations into homes. This will expand supply in the Nottingham Core housing market, keeping a downward pressure on purchase and rental prices.

We are working to deliver the Gedling Access Road, which will unlock development of the Gedling Colliery site, and are making the case for a new Trent crossing to support further growth.

### **Safe and warm homes**

#### **Where are we now?**

The latest information published by Government projects that around 16% of households in Gedling are in fuel poverty – that is, they have to spend more than 10% of their income to keep their home reasonably warm. We have mapped this data and found the highest levels of fuel poverty where the housing stock is oldest. This includes most of the rural areas of the borough, but also Netherfield, Gedling village, Carlton Hill and Woodthorpe.

Our database of 17,000 Energy Performance Certificates issued in Gedling shows that 37% of homes have an E rating for energy efficiency, and 10% have an even lower F or G rating. These are the worst performing properties and ones that we will target for improvements.



Based on the stock condition survey we carried out in 2006 and the work we have done since, we estimate that around 11,000 homes in the private sector would not meet the Decent Homes Standard, mostly owing to excess cold and disrepair. A percentage of those will also contain a Category 1 Hazard – again, excess cold being the main problem, followed by the potential for falls on stairs, It is estimated that 1,672 adults aged 16 – 64 in Gedling have some form of learning disability and 1,725 have a serious physical disability. We are supporting the delivery of Nottinghamshire County Council's strategy to help more disabled people to live independently in the community.

### **What do we want to see?**

As well as reducing the official levels of fuel poverty, we want to help all residents to reduce their energy costs by insulating their homes, using less energy and finding the best deals. This will reduce pressure on household finances, meaning that fewer people become homeless because they cannot afford their rent or mortgage, and that people have more disposable income to spend in the local economy. It will also support the Council's objective to reduce carbon emissions.

Improving housing conditions also has benefits for improving peoples' general health and wellbeing. People living in damp and cold homes are more likely to suffer from respiratory disease, cardiovascular disease and rheumatoid arthritis, and poor housing conditions are a cause of depression and stress. These physical and mental health problems make it more difficult for people to work or participate in other activities. Improving poor housing will address a root cause of many of these issues.

### **What are we doing about it?**

We have a full time Sustainability Officer promoting energy-efficiency improvements to householders. We have produced an information pack to promote the Green Deal and help people decide if it is right for them.

We are also working with energy suppliers to offer insulation and energy efficiency improvements for properties in the Borough, funded by the Energy Company Obligation. We have recently completed a scheme in partnership with E.ON to insulate unfilled cavity walls in low rise flats. In 2013, we accessed Government funding to replace 80 old G-rated boilers at no charge to the residents, and we also promoted a collective energy supplier switching scheme to help people across Nottinghamshire buy energy jointly and secure the best deal on the market.

We are working to include housing conditions as one of the priorities in the Health & Wellbeing Strategy for Nottinghamshire for 2014/15 onwards. We are also working to provide the evidence through the Joint Strategic Needs Assessment that public health backing for schemes to improve housing conditions is a cost-effective investment. Our partnership working with the Health & Wellbeing Board will also help us to ensure that funding is available from the Better Care Fund to provide adaptations to the homes of disabled people.

We promote best practice in the private rented sector through our landlords' forum. We also enforce minimum standards, having investigated over 400 complaints about property conditions in the last three years.

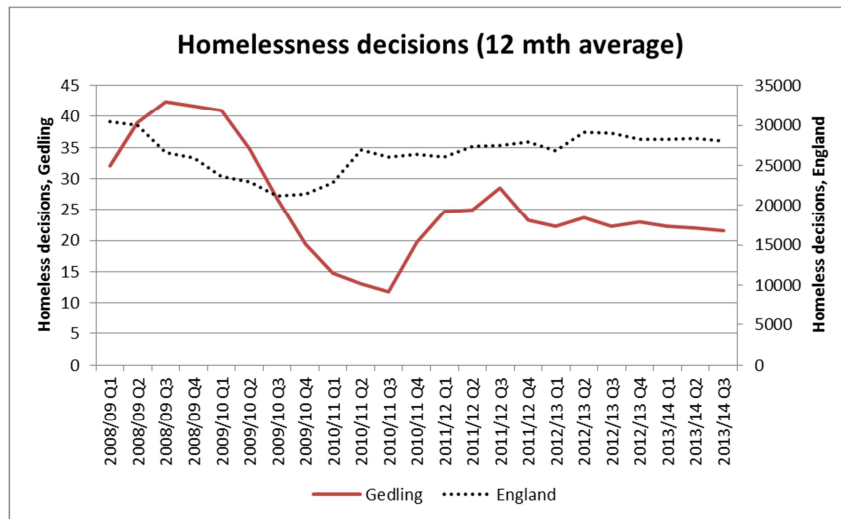
We are working with partners to bring forward Care & Support developments to meet the needs of an aging population and people with specialist housing needs. This will allow more vulnerable members of the community to live in safe, warm and appropriate homes and release homes that

they were not able to maintain back to the market for investment. It also reflects our commitment to be a Dementia Friendly Council, planning services to meet the needs of our community in the future.

DRAFT

## An effective safety net to prevent homelessness

### Where are we now?



The level of statutory homelessness in Gedling is more or less stable, which is comparable to the national picture. However, this is largely down to our success at preventing homelessness much more often than we have to accept a duty to rehouse a household.

We continue to provide advice to between 150 and 200 households per month, particularly because they are in financial difficulty or cannot afford the rent on their private property. This has been an

increasing cause of homelessness in Gedling, and now rivals parental eviction, which has historically been the most common cause.

### What do we want to see?

We want to avoid anyone sleeping rough, and we want to reduce homelessness year on year, by preventing even more cases at an early stage. Given that there is not enough social housing to meet demand, we want all clients to get the help they need to access private rented housing.

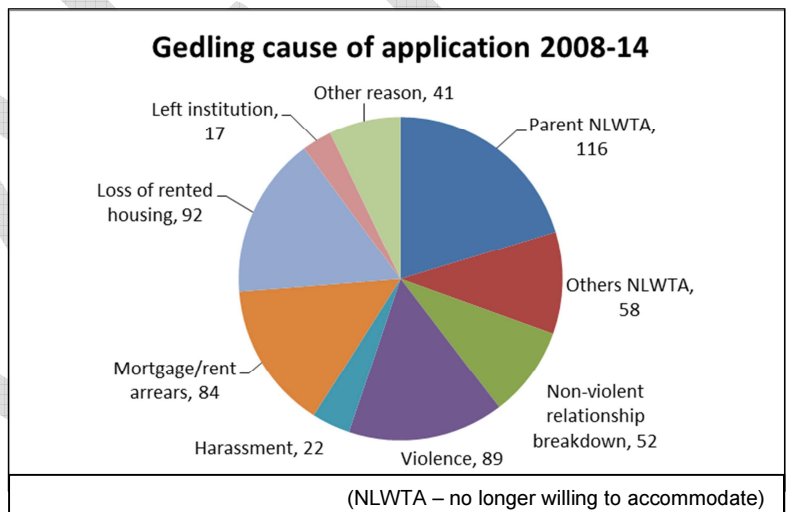
We want all young people to learn the facts about homelessness and housing options before they leave school, and we want

there to be no confusion about the services available for vulnerable clients or who is responsible for doing what. These are the outcomes that emerged from consultation on our joint homelessness strategy, which we published with Broxtowe and Rushcliffe borough councils at the start of 2013.

### What are we doing about it?

The homelessness strategy action plan focusses on making sure people can routinely access the prevention tools that already exist, such as financial and debt advice, and the ability to rent in the private sector or share homes. There is also a strong focus on all partners knowing what resources are available and how they can work together. This is important at a time of restricted budgets in the statutory sector and reconfigured services in the voluntary sector.

Just as important as the action plan is the South Notts Homelessness Forum. This brings together all partners in one, practically-focussed meeting, to share information and maintain close working relationships. The councils have committed to reporting progress on the action plan to the forum, so that it is an active document, and not just a strategy that sits on a shelf.



## A housing market that drives the local economy

### Where are we now?

Gedling has a comparatively large construction sector, employing 9.2% of local workers (East Midlands and England both 7.7%). The sector is the fourth largest employer of Gedling residents, and is therefore an important source of jobs and income. It is estimated that every £1 spent on construction generates an additional £1.84 in economic activity.

The number of new homes started in Gedling has risen in the past year in line with house prices, but it is too early to say whether this is a sustained recovery from the low levels of activity seen during the economic downturn.

In October 2013, there were 473 homes in Gedling that had been empty for at least 6 months.

Unemployment (as measured by the JSA claimant count) is falling in Gedling, and is lower than the national average. However, the rate for the 18-24 age group, at 5.7%, is higher than the regional (5.0%) and national (5.1%) levels. The percentage of 16 – 19 year olds not in education, employment or training (NEET) has almost halved from its peak in 2011, but still sits at 3.2%, fractionally higher than the county average.

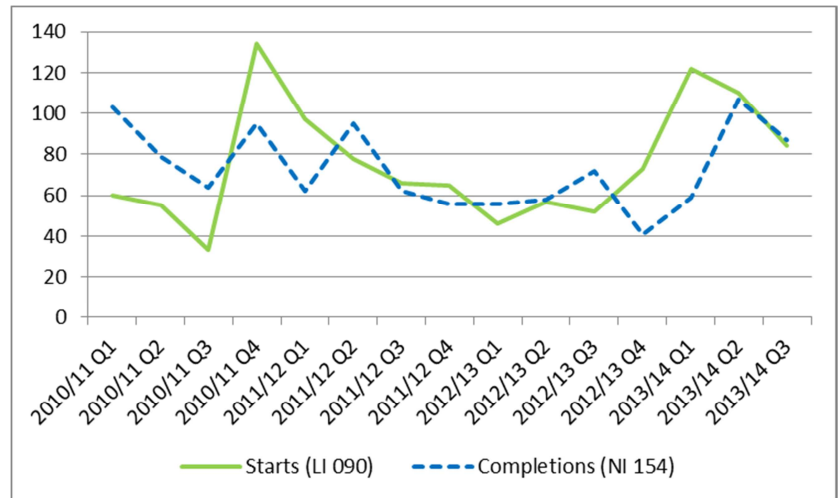
### What do we want to see?

We want to attract investment into building, refurbishing and retrofitting homes. We want local construction businesses to have full order books and create more jobs and opportunities, especially entry level jobs and apprenticeships for young people starting out on their careers.

Increasing the housing supply also has a “virtuous circle” effect as it puts downward pressure on purchase and rental prices. This means people pay less for their housing, so have more disposable income to spend, creating further growth in the local economy. A recent survey showed more than half of British households consciously have to restrict their household spending because of high housing costs.

### What are we doing about it?

We are encouraging the building of new homes (see ‘Homes people can afford’). We are also promoting several options to bring empty homes back into use, such as the National Empty Homes Loan Fund and the opportunity for Gedling Homes to lease or purchase empty homes, refurbish them and let them as affordable housing. We are also running a matchmaker scheme to bring property owners together with investors and developers who want to bring homes back into use.



For more information and to discuss how we can work with you, please contact Alison Bennett or Michael Gillie  
Tel: 0115 901 3672  
Email: [housingstrategyteam@gedling.gov.uk](mailto:housingstrategyteam@gedling.gov.uk)



## Report to Cabinet

**Subject:** Public Realm Works – Achievements of the Scheme

**Date:** 24 April 2014

**Author:** Service Manager – Housing & Localities

### Wards Affected

All wards

### Purpose

To provide an update of the achievements of the first four years of the Public Realm Works (PRW).

### Key Decision

This is not a key decision

### Background

1.1 When the Council decided to transfer the housing stock to the newly formed housing association – Gedling Homes, in 2008, part of the agreement included the requirement for Gedling Homes to make available funding to the Council to improve the overall appearance of the borough.

1.2 The funding is detailed in the table below.

<b>Year</b>	<b>Budget ( base budget plus RPI)</b>
2009/10	£550k
2010/11	£579k (RPI 5.3%)
2011/12	£609k (RPI 5.2%)
2012/13	£630k (RPI 3.5%)
2013/14	£649k (RPI 2.9%)
<b>Total</b>	<b>£3m</b>

1.3 The first schemes were delivered in 2009, and to date the PRW funding has delivered

- Improvements to 10 parks
- Estate based remedial/ improvement works in 19 different locations
- Improvements to over 20 shop fronts

1.4 Details of the schemes are contained in appendix 1.

1.5 In addition the PRW funding has also been used to

- Provide apprentices in Streets and Park Care – the apprenticeships run for 18 months and the scheme enables them to obtain up to level 2 NVQ in Horticulture.
- Contribute towards the costs of the Arnold town centre works
- Commit £649k to the Gedling Country Park.

1.6 The priorities for each year's funding has focussed on different areas.

#### **Year one – 2009/10**

1.7 The first year saw a significant amount of the funding being used to redress structural issues with bungalows in Carlton, coupled with the installation of a teen shelter at Jackie Bells Field in Netherfield and fencing works at the Colwick play area. An amount of work was also carried over to the second year. Some delays were encountered as it took time for the Council and Gedling Homes to agree the process for determining the schedule of works.

#### **Year two - 2010/11**

1.8 The second years' schedule saw the focus shift to parks and open spaces and included the remodelling of the play facilities, in consultation with local residents, youth groups and schools at:

- Colwick
- King George the Fifth– Standhill Road
- Burton Road
- Killisick – first outdoor gym in the borough
- Replacement of equipment at play areas across the borough
- Extension of the skate park in Arnot Hill Park

1.9 This year's programme also included issues which had been identified by residents such as problems with parking areas on the Phoenix Estate and

the need to improve the walk ways around the estate to make residents feel safer. Following a detailed period of consultation, plans were agreed which remodelled 5 parking areas and improved the visibility on the cut throughs by removing the adjacent garages.

### **Year three and four - 2011/12 – 2012/13**

- 1.10 The focus for the next two years was around estate based improvements, with an objective of the programme being to tackle long standing issues which were causing problems for our residents, and reducing the Council's ongoing maintenance and liability. The scheme included a significant number of areas across the borough and delivered improvements to parking areas, footpaths, signage, open spaces, installing CCTV and the replacement of a substantial retaining wall in Killisick.
- 1.11 The programme also included initiatives to support our business community through the shop front grants scheme which provided funding for painting, security and signage etc at over 20 businesses across the borough. To support people seeking employment and experience the scheme also funded three apprenticeships in Parks and Street Care, and made a sizeable contribution to the remodelling of Arnold Town Centre.

### **Year 5 – 2013/14**

- 1.12 The final years funding will be used to support the delivery of the Gedling Country Park which is an impressive scheme that will ultimately see the phased development of the former mining area.
- 1.13 The visual impact of this programme of works has been considerable and appendix 2 contains before and after images showing the range and quality of improvements which this funding has enabled across the borough.
- 1.14 In summary the PRW funding has enabled the Council to not only improve the condition of its parks and open spaces, but has also enabled long standing issues, which were a constant problem for residents and Councillors to be addressed and reduced the Council's ongoing maintenance liabilities. The wide scope of the scheme has provided support for local businesses, people seeking employment and made a significant financial contribution to assist the Council in the delivery of both the Gedling Country Park and the re-modelling of Arnold Town Centre which will change both the appearance and the range of facilities available in the borough.
- 1.15 The management of the scheme has also embraced the views of residents and Councillors who have been heavily involved with some of the schemes.

### **Geographical Impact**

- 1.16 A theme of this programme was to improve the appearance of the borough by tackling long standing issues such as the condition of parking areas and footpaths, to replace play equipment and provide new facilities for residents. Further aspects of the scheme such as the shop front grant have also enabled many businesses to benefit from the funding, across the borough. The location of the schemes is contained in appendix 3, and whilst not a requirement of the scheme, it does demonstrate a reasonable geographical split of projects across the borough.

### **Proposal**

- 2.1 The proposal is to share with Members the wide range of schemes which have been delivered via the Public Realms Works funding.

### **Alternative Options**

- 3.1 Not to report to Members on the schemes delivered. This would mean Members were not being kept up to date on the PRW and the benefits the scheme has delivered.

### **Financial Implications**

- 4.1 The PRW scheme was fully funded by Gedling Homes, however there has been significant staffing resources contributed to the scheme by the Council.

### **Appendices**

- 5.1 Appendix 1 List of schemes delivered
- 5.2 Appendix 2 Range of photographs showing before and after images of PRW schemes
- 5.3 Appendix 3 Map illustrating the location of the work

### **Background Papers**

- 6.1 None

### **Recommendation(s)**

- 7.1 That Members note the report



## **Reasons for Recommendations**

- 8.1 To inform Members of the wide range of works which have been delivered through the PRW scheme.

## Appendix 5.1

### Public Realm Works

<b>Parks</b>	
King George the Fifth – Arnold	Replacement of play equipment
Killisick – Coppice Road play area, Killisick	Provision of the boroughs' first outdoor gym
Jubilee Park, Burton Road –, Colwick	Provision of new play equipment
Arnot Hill Park, Woodthorpe	Extension of the skate park
Jackie Bells Field – Victoria Road, Netherfield	Provision of a teen shelter, decorated in partnership with local young people and a graffiti artist
Colwick Park Play area	Provision of new play equipment
Thackery's Lane, Woodthorpe	Replacement of existing play equipment
Arno Vale, Woodthorpe	Replacement of existing play equipment
Breck Hill Road, Woodthorpe	Replacement of existing play equipment
Albert Avenue, Carlton	Provision of new play equipment
Replacement programme	New pieces of play equipment across the borough
<b>Estate Improvements</b>	
Phoenix Estate – Phoenix Avenue, St Mary's and St Michaels, Gedling	Provision of soft landscaping and demolition of some garages to provide additional parking spaces, ease the parking problems experienced by residents and improving access around the estate for refuse freighters.
Newstead – Garden Terrace Chatsworth Terrace Chapel Terrace Stonehouse Terrace Newstead	Provision of fencing and security lighting
Bourne Mews, Netherfield	CCTV, soft landscaping to improve the appearance of the area and make residents feel safer
Hanworth Gardens, Daybrook	Removal of brick seating area replaced with open plan seat and planting

Phoenix Farm Methodist Church – Wollaton Avenue, Gedling	Provision of fencing and renewal of safe play surface in play area
Apple Tree Lane , Phoenix Estate	Resurfacing works
Cavendish Road, Carlton	Resurfacing works
Tavill Field, Kilnbrook Avenue, Killisick	Soft landscaping and provision of seating
Cross Street, Carlton	Resurfacing of un- adopted road
Browning Close, Daybrook	Resurfacing and clearing of parking area
Bestwood Lodge Road, Redhill	Resurfacing works
Hawthorne Crescent, Killisick	Replacement of a retaining wall
Southdale Road, Carlton	Replacement of a retaining wall
Portland Road, Gedling	Resurfacing works
29 Mansfield Road, Daybrook	Resurfacing works
Wollaton Avenue, 4 – 12 Gedling	Lighting and fencing to the rear of the shops in response to the concerns raised by residents, businesses, neighbourhood wardens and the police.
St Marys church and playing field, Redhill	Installation of a French drain and resurfacing works to the car park
Arnold Town Centre	Contribution to the remodelling programme
Arthur & Deabill Street, Netherfield	Clearing of alleyways
Bungalow improvement scheme	Gedling Homes identified a number of bungalows which required underpinning post transfer
Bourne Mews	Provision of collective storage bins to improve the appearance of the area
Dunstan Street, Netherfield	Installation of CCTV in response to concerns voiced by residents

<b>Shop Front Grant Scheme</b>	
Various shop fronts 131-139 Victoria Road, Netherfield	Replacement of damaged windows and shutters, repair and decoration of eternal brickwork, installation of CCTV.
Mercury Fire & Security, 109 Church Road, Burton Joyce	Decoration to exterior of premises, new guttering, new UPVC windows resurfacing of car park and new fencing.
Raffles Hair Design 95 High St Arnold	New windows and door.
Valmarys Children's Centre 145 Woodthorpe Drive Mapperley	New windows
Gooseberry 880 Woodborough Road Mapperley	New signs
AE Chambers 31 Front Street Arnold	External redecoration and repairs to windows
Honeywood Gardens Retail Units The Brickyard	Scheme included 7 units, new boarding installed to the units and doors replaced with roller shutter doors. The new weather tight boarding will provide an 'urban canvas' which is being decorated as part of a GBC Leisure initiative
Nature's Remedies 289 Carlton Hill Carlton	New door, windows and improved security measures.
NG5 5a Stanhope Crescent Arnold	New windows, door and improved signage.
Herbert Button & Partners 19/21 Main Road Gedling	New UPVC windows
Physio Plus 3b Milton Court Ravenshead	New windows and door which is wider to enable disabled access, plus new shutters to improve security.
Bartram & Co 49 Mansfield Road Daybrook	New windows and door, plus the cleaning, repair and repainting the sign
Auto Technical Services 2 Bennett Road Mapperley	New UPVC windows and door

Vacant 97 High Street Arnold	New windows and door
Longdale Craft Centre Longdale Lane Ravenshead	New windows and redesigned entrance doors, new guttering, work to improve the render and external woodwork and improvements to the car park
Dental Practice 406 – 408 Mansfield Road	New windows and decoration
Home Deli 1 High Street Arnold	New windows and wide doors to match the restaurant / bar next door
Silver Marlin Fish and Chips 218 Carlton Hill Carlton	Repairs to brick work and decoration of external render
P M Robinsons - The Butchers Victoria Road Netherfield	New shop front
KKS Food & Wine 776 Mansfield Road Woodthorpe	New sign
Sew & Sew 2 Sandfield Road Arnold	New windows and door, new sign and repairs to external walls and boarding

**5.2 Appendix 2 – Range of photographs showing before and after image of the PRW scheme**

# Public Realm Update

ACHIEVEMENTS OF THE SCHEME

The improvements detailed below give examples of the range of works which have been delivered through partnership working with Gedling Homes.

## Shop Front Grant Scheme



This initiative offered a contribution of up to 50% or a maximum of £2,000 towards improvements to business premises in the borough. There was an excellent response generating 20 applications for improvements to shop premises across the borough, including new signs, repainting, minor building works, i.e. re-pointing, and improved security measures. One early scheme was the frontage of the Home Delicatessen in Arnold as shown. The cheque was presented by the Mayor.



## King George V Hallams Lane, Arnold Recreation Ground Play Area Refurbishment 2013

This play area was identified as in urgent need of refurbishment as the equipment was rusting at ground level, the surfacing was breaking up and it was rarely used by local families due to regular vandalism.

PRW provided £100k and the contract was awarded to Playdale Playgrounds. The play area now has exciting equipment including a city board rider, and a viper rope swing for young people upto 19 years old.

The play area is now well used by local families.





## Colwick Rectory Recreation Ground Play Area refurbishment 2009/2010



Working with St John's Church of England Primary School in Colwick the children told us they were unhappy with their local play area. The equipment was unadventurous and dated, the boundary fencing was falling down and the see saw wouldn't move! So they told us what they wanted from a new playground.

PRW provided £100k funding for the new play area and the contract was awarded to Wicksteed Playscapes. The playground now boasts a 4m high adventurous play unit, a G Force roundabout (pictured) and a basket swing encouraging social play. The play area is very popular with local families and the children from St John's School are delighted with their new playground



## Outdoor Gym at Killisick Recreation Ground, Arnold 2010/11



Local young people requested this facility and worked with Groundwork Greater Nottingham to carry out consultation with local residents. PRW provided £50K of funding and Wicksteed Playscapes were awarded the contract to supply and install. The Gym is very popular with all age groups.

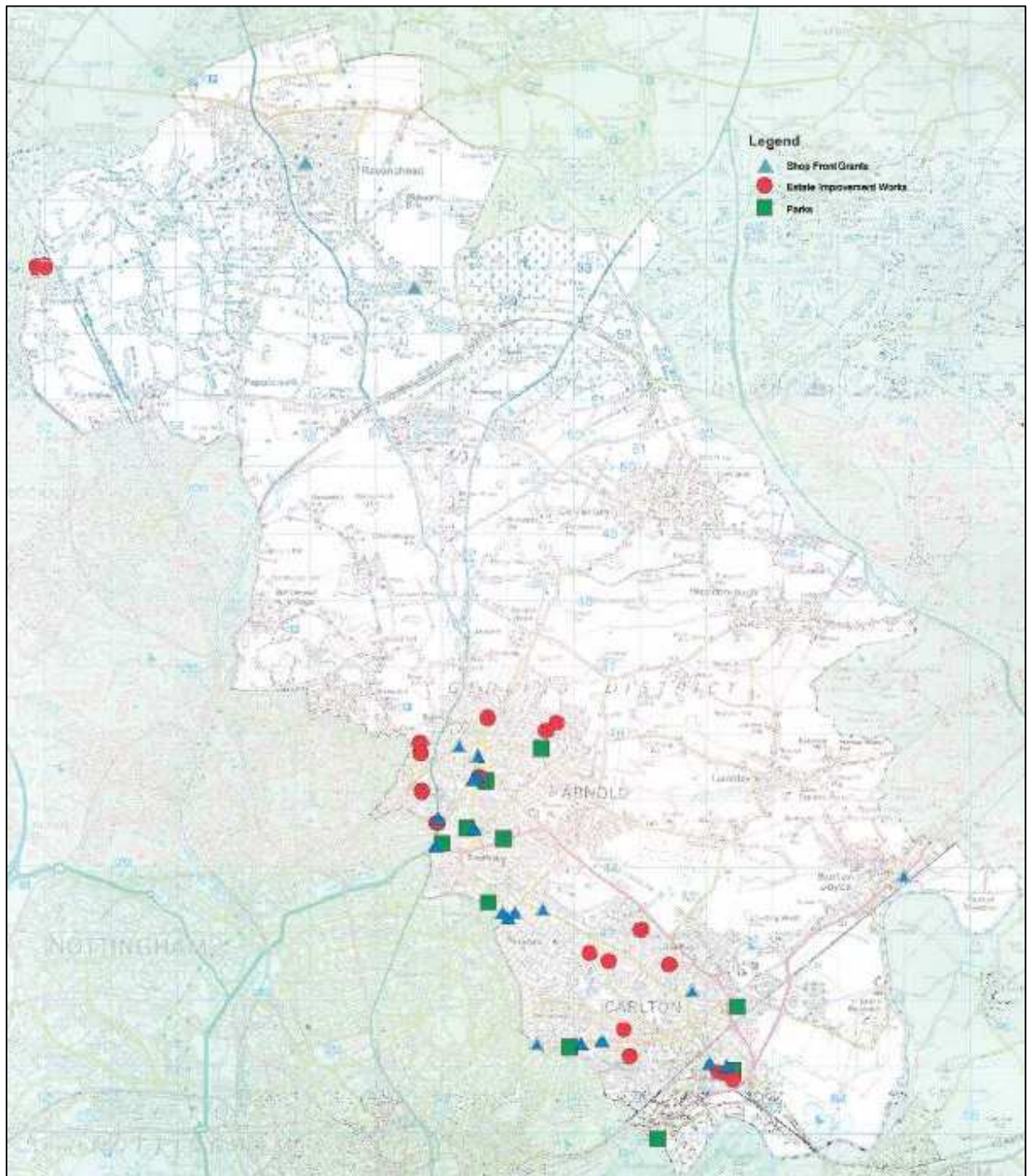
## Burton Road Jubilee Park Recreation Ground Skate Park and Car Park improvements



Following a Leisure bid to PRW for teen facilities and car park improvements on the park, £135K was awarded and the project was completed during Autumn 2012. Historically the car park flooded after prolonged heavy rain so a new drainage system and resurfacing was required to alleviate the problem. The car park now drains well and the surfacing has improved its appearance.

The Skate Park was completed during Autumn 2011 and is very popular with young people.

### 5.3 Appendix 3 - Map illustrating the location of PRW schemes



## Report to Cabinet

**Subject:** Gedling Plan – Performance Indicator targets 2014/15

**Date:** 24 April 2014

**Author:** Corporate Director (Stephen Bray)

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### Wards affected

Borough wide

### Purpose

- To seek member's agreement for performance indicators and targets for 2014/15, for inclusion in the Gedling Plan.

### Key decision

This is not a key decision.

### Background

- 1 At its meeting held on 20 February 2014, Cabinet agreed the Gedling Plan for 2014/15, setting out priorities and objectives for the Council for the year ahead. That Plan was subsequently approved by Council on 3 March 2014.
- 2 The report to February's Cabinet meeting indicated that further work was in progress to identify targets for performance indicators for inclusion in the Gedling Plan, and that these would be subject of a separate report to Cabinet in the Spring. This report reflects the conclusion of this work.

### Proposal

- 3 Performance indicators are a key element of the Council's performance management framework. They form the basis of measurement of outcomes against priorities and objectives.
  - 4 A selection of performance indicators have been developed over time to reflect the Council's priorities and objectives, drawing on a mix of high level outcome measures, former national performance measures, "industry standard" measures and locally derived measures. Some are direct measures of the Council's performance but an increasing number reflect wider issues which the Council seeks to influence through its work with partners and its own activity.
  - 5 Drawing on this work, proposed performance indicators and targets for inclusion in the Gedling Plan 2014/15 are attached for members' consideration at **Appendix A**.
-

- 6 These measures reflect high-level outputs and outcomes the Council is seeking to achieve in the year ahead. Further operational performance indicators and targets are included in departmental Service Plans agreed between Service Managers and their Corporate Directors.

### **Alternative options**

- 7 Alternative performance indicators could have been chosen or developed but those identified here reflect the best balance between available data, data gathering and the Council's priorities and objectives.
- 8 A further alternative would be not to identify measures against which to set targets and measure performance but this would not reflect good management practice and has not therefore been pursued as an option.

### **Financial Implications**

- 9 Performance indicators measure the delivery of priorities and objectives for which funding has been set in the budgetary elements of the Gedling Plan. In that sense, there are significant budgetary implications in the targets proposed, particularly in the context of value-for-money.
- 10 In practical delivery terms, management of performance is an integral part of the work of all managers at the Council and is budgeted for. The process of gathering and reporting data is substantially automated through the Covalent Performance Management system, supported by the Performance Improvement Officer.

### **Appendices**

Schedule of Gedling Plan performance indicators and targets – 2014/15

### **Background Papers**

None

### **Recommendations**

Cabinet is recommended: -

- (a) To agree performance indicators and targets set out at Appendix A for 2014/15, for inclusion in the Gedling Plan.

### **Reasons for recommendations**

To allow the Council to manage performance and assess progress against its priorities and objectives.

# Gedling Plan Indicators 2014/15

## PRIORITY – PEOPLE

Objectives	Actions and indicators							
Reduce poverty and disadvantage	Indicators	Baseline 13/14	Target 14/15	Target 15/16	Target 16/17	Accountable Manager	Lead Director	Lead Portfolio
Page 43	Preventing Homelessness – number of households who considered themselves as homeless, who approached the Council, and for whom housing advice resolved their situation	297	300	290	280	Alison Bennett	Paula Darlington	Health and Housing
	Housing Benefit Caseload	9,602	150 less equals 9,452	150 less equals 9,302	150 less equals 9,152	Duncan Adamson	Mark Kimberley	Health and Housing
	Average time to process new Housing Benefit claims (in calendar days)	11.3 Days	<13 Days	<12 Days	<10 Days	Duncan Adamson	Mark Kimberley	Health and Housing
	Average length of time spent in temporary accommodation (in weeks)	17	11	11	11	Alison Bennett	Paula Darlington	Health and Housing
	Percentage of those presenting for housing advice who submit a homeless application	5% at Dec 13	6%	5%	4%	Alison Bennett	Paula Darlington	Health and Housing

	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events (in calendar days)	6 Days	<6 Days	<5 Days	<5 Days	Duncan Adamson	Mark Kimberley	Health and Housing
Page 4 Reduce anti-social behaviour, crime and the fear of crime	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Level of All Crime across Gedling Borough rate per 1000 population- quarterly cumulative figure	41.2	Crime targets to be confirmed by Police shortly			Andy Callingham	Dave Wakelin	Public Protection and Communications
	Level of recorded anti-social behaviour across Gedling Borough (per 1000 population) - quarterly cumulative figure	49.74	Crime targets to be confirmed by Police shortly			Andy Callingham	Dave Wakelin	Public Protection and Communications
Page 4 Improve health and well-being	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Number of visits to leisure centres	931,176	931,176	931,176	931,176	Jayne Cox	Paula Darlington	Health and Housing
	Average number of DNA members (12 month rolling period)	3,002	3,000	3,100	3,200	Jayne Cox	Paula Darlington	Health and Housing
	Percentage of families engaged with the Supporting Families Programme who will then not require further support	75%	76%	77%	79%	Andy Callingham	Dave Wakelin	Health and Housing



	Aim to maintain Gedling Borough's relative position relating to 10-11 year old obesity within the East Midlands	8 <sup>th</sup> (30.1%)	8 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	Andy Callingham	Dave Wakelin	Health and Housing
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**PRIORITY – HOMES**

Objectives		Actions and indicators						
Page 46 Provide more homes of the right type and in the right places	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Net additional homes provided	253 as at Dec 2013	Regional plan target	ACS target	ACS target	Peter Baguley	Paula Darlington	Leisure and Development
	Number of affordable homes delivered (gross)	47	92	92	92	Alison Bennett	Paula Darlington	Leisure and Development
	Percentage of Major planning applications processed within 13 weeks	60% as at Dec 2013	77%	77%	77%	Peter Baguley	Paula Darlington	Leisure and Development
	Percentage of Minor planning applications processed within 8 weeks	60.98% as at Dec 2013	70%	70%	70%	Peter Baguley	Paula Darlington	Leisure and Development
	Percentage of Other planning applications within 8 weeks	87.37% as at Dec 2013	80%	80%	80%	Peter Baguley	Paula Darlington	Leisure and Development
Improve quality of existing private rented accommodation	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Number of long term empty homes in the Borough returned to use as a result of Gedling Borough Council intervention	10	4	4	4	Andy Callingham	Dave Wakelin	Health and Housing
	The number of private sector households where Housing Act category 1 or 2 hazards have been remediated	New indicator	Gather Baseline	N/A	N/A	Andy Callingham	Dave Wakelin	Health and Housing

**PRIORITY – JOBS**

Objectives	Actions and indicators							
<p><b>Ensure local people are well prepared and able to compete for jobs</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 4</p>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Number of pre-apprenticeships (or similar) work experience placements created within Gedling Borough Council	2 (Nov 2013)	8	8	8	David Archer	Paula Darlington	Leisure and Development
	Number of Apprenticeships hosted within Gedling Borough Council	10 as at Dec 2013	8	7	6	David Archer	Paula Darlington	Leisure and Development
	Number of apprenticeships within the Borough	108	120	120	120	Peter Baguley	Paula Darlington	Leisure and Development
<p><b>Create more jobs through inward investment and business support</b></p>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Payment of Local Suppliers within 10 days	95.92% as at Dec 2013	95%	96%	97%	Alison Ball	Mark Kimberley	Leader
	Working age people on Job Seekers Allowance Unemployment rate	2.5% (Dec 2013)	Target to be agreed with DWP	Target to be agreed with DWP	Target to be agreed with DWP	Peter Baguley	Paula Darlington	Leisure and Development
	Percentage of young people (18-24 year olds) claiming job seeker allowance	5.9% (Dec 2013)	Target to be agreed with DWP	Target to be agreed with DWP	Target to be agreed with DWP	Peter Baguley	Paula Darlington	Leisure and Development

**PRIORITY – PLACE**

Objectives	Actions and indicators							
<b>Generate less waste; recycle more waste</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Percentage of household waste sent for reuse, recycling and composting	38.60% as at Dec 2013	41%	42%	43%	Caroline McKenzie	Dave Wakelin	Environment
	Residual household waste per household in Kg	522.45kg 2012/13	515kg	510kg	505kg	Caroline McKenzie	Dave Wakelin	Environment
<b>Reduce the Council's and Borough's energy usage</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Reduce energy usage on Council estate	To be confirmed	-2% on 2013/14	-2% on 2014/15	-2 % on 2015/16	Vince Rimmington	Stephen Bray	Environment
	Reduce carbon emissions from Council estate	To be confirmed	-2.5%	-2.5%	-2.5%	Vince Rimmington	Stephen Bray	Environment
<b>Provide an attractive local environment that people can enjoy and appreciate</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Environmental Quality Survey Litter (Borough Wide)	4% as at Dec 2013	3%	3%	3%	Melvyn Cryer	Dave Wakelin	Environment
	Environmental Quality Survey Detritus (Borough Wide)	5% as at Dec 2013	11%	10%	9%	Melvyn Cryer	Dave Wakelin	Environment

	Environmental Quality Survey Graffiti (Borough Wide)	0% as at Dec 2013	1%	1%	1%	Melvyn Cryer	Dave Wakelin	Environment
	Percentage of residents satisfied with parks and open spaces	74.6%		76%		Melvyn Cryer	Dave Wakelin	Environment
	Percentage of survey respondents satisfied with street cleansing	72%		74%		Melvyn Cryer	Dave Wakelin	Environment
<b>Promote and encourage pride and participation in the local area</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Percentage response rate to electoral canvass	96%	90%			Alec Dubberley	Stephen Bray	Community Development

## PRIORITY – PERFORMANCE

Objectives	Actions and indicators							
<b>Mitigate the impact of budget reductions by maximising efficiency and effectiveness</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Percentage of Council Tax Collected	98.3%	98.50%	98.50%	98.50%	Duncan Adamson	Mark Kimberley	Leader
	Percentage of Business Rates Collected	98.67%	98.80%	98.70%	98.70%	Duncan Adamson	Mark Kimberley	Leader
	Number of Open Gedling registered users	2,322 2012/13	>2500	>3000	>3100	Duncan Adamson	Mark Kimberley	Leader
<b>Improve the customer experience of dealing with the Council</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Percentage of local residents who feel they are well informed about the council and its work	71%		80%		Carolynne Tasker/ Caroline Newson	Stephen Bray	Public Protection and Communications
	Percentage of customer complaints processed on time - Corporately	84.49%	80%	80%	80%	Mark Lane	Mark Kimberley	Leader
	Percentage of customers that are satisfied with overall customer service	93.36%	85%	85%	85%	Mark Lane	Mark Kimberley	Public Protection and Communications

	Percentage of survey respondents satisfied with household waste collection	88%		93%		Caroline McKenzie	Dave Wakelin	Environment
<b>Maintain a positive and productive working environment</b>	<b>Indicators</b>	<b>Baseline 13/14</b>	<b>Target 14/15</b>	<b>Target 15/16</b>	<b>Target 16/17</b>	<b>Accountable Manager</b>	<b>Lead Director</b>	<b>Lead Portfolio</b>
	Working Days Lost Due to Sickness Absence (rolling 12 month total)	10.38 days Jan 14	9.5	9	9	David Archer	Stephen Bray	Leader

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## Report to Cabinet

**Subject:** The Development of a “Men in Sheds” Project in the Old Stores Building, Jubilee House

**Date:** 24<sup>th</sup> April 2014

**Author:** Service Manager – Public Protection

### Wards Affected:

Borough Wide

### Purpose

To seek the approval of Cabinet, to develop, with Age UK a “Men in Sheds” project using the ground floor of the old stores building Jubilee House.

**Key Decision:** This is not a Key Decision

### Background

- 1.1 Men in Sheds is a project for older men in Nottinghamshire, it has been developed and is managed by Age UK, Nottingham and Nottinghamshire, and is based on the very successful Australian Men’s Shed Movement. Locally there are already sheds in Nottingham, Blidworth and Worksop.
- 1.2 It aims to bring older men together to put their practical skills to good use and encourage them to be more socially active. It is a project targeted at men aged 60 years and over. It provides a well-equipped workshop where men can work together on a range of practical activities. Activities mainly focus on wood-working but metalwork and other crafts are proposed. The products made are sold to support the project and the work of Age UK Nottingham & Nottinghamshire.
- 1.3 Members can put their skills to good use, share their knowledge, learn new skills and develop and make new friendships. Members come from a wide variety of backgrounds ranging from highly skilled to those with little or no experience, but all work together and there is a role for everyone.

1.4 It gives men the chance to:

- make new friends and be more socially active,
- experience the camaraderie of working with other men,
- put practical skills to good use and also share them with others,
- try something new and learn new skills,
- support their local community; and
- learn about other activities and services in the area.

1.5 Officers have visited other sheds at Blidworth and in Nottingham and can testify to how well used they are and when visited they were a hive of activity.

1.6 One of the main purposes of the project is to end isolation and reduce loneliness for those involved, as Duncan Selbie, the Chief Executive of Public Health England states: "Being isolated and living alone shortens life and increases disability. It is equivalent to 15 cigarettes a day".

### **Proposal**

2.1 The proposal is to renovate the ground floor of the old stores building to make it suitable for the project and to lease the resulting space to Age UK, Nottingham and Nottinghamshire for a peppercorn rent for a period of 3 years. The basis of the terms for discussion and agreement are laid out in the in principal agreement letter from Age UK in Appendix 1.

2.2 Age UK would commit to managing the site for the 3 year period, for the delivery of the Men in Sheds Project in partnership with the Borough Council, including providing a coordinator for the site.

2.3 The proposal is aimed to improve the quality of life of a section of the community who are notoriously hard to reach, additionally the shed is located in Daybook ward which been identified as having poor health outcomes.

### **Alternative Options**

3.1 An alternative is to not proceed with the project. This is not recommended as the proposal is considered key to reducing

isolation for a hard to reach group within the Borough.

- 3.2 There are other options for the renovation of the stores building, but should the Council wish to pursue a Men in Sheds project, then Age UK Nottingham and Nottinghamshire are the only organisation with a track record of delivery and management of sustainable projects of this sort locally.

### Financial Implications

- 4.1 The budget requirement for the Gedling Borough Council contribution to the Men in Sheds project, over the 3 years 2014/15 to 2016/17, is detailed in the table below.

Year	Item	Cost
2014/15	Stores Building renovation costs	£20,800
2014/15	Contribution to Age UK to project running costs	£11,700
2015/16	Contribution to Age UK to project running costs	£11,700
2016/17	Contribution to Age UK to project running costs	£11,600
<b>Total</b>		<b>£55,800</b>

Age UK have agreed to pay £400 pa for utility costs and this is judged by the Council's Building Services Manager to be sufficient to cover those costs and there has a net nil budget impact.

*Other items such as decorations and woodworking equipment etc. will be provided for as part of the scheme by Age UK. This is part of the project to enable those who are using the shed to contribute to its development and to reduce the costs of fixtures and fittings.*

- 4.2 

The proposed financing for the scheme is detailed below:	£
--	---

Current Approved Revenue Budget for Men in Sheds Project 2013/14 (Cabinet 13/2/14)	£15,000
Portfolio Holder Approved Virement from 2013/14 Underspend in Private Sector Housing to Men in Sheds Project	£20,800
Independent Living Grant (Notts County Council)	£20,000
<b>Total Funding</b>	<b>£55,800</b>

The above funds are earmarked in the Council's balance sheet for delivery of the project upon approval.

Nottinghamshire County Council allocated the Independent Living Fund grant of £20,000 to Gedling BC and have given their approval for its use in supporting the Men in Sheds project.

The lease of the building to Age UK is proposed on the basis of a peppercorn rental of £1 per annum. The Council's Estates and Valuation Manager has assessed the market rent for the ground floor of the stores building in its renovated state to be £2,500 p.a.

The building structure will be insured by the Local Authority, the contents installed by Age UK by them, and other matters covered under the public liability insurance of each organisation.

- 4.4 It has been indicated that by email that the local Anglican diocese will look to support the project financially. At the time of writing this report the extent of this support is unclear, but the current proposal is not dependent on that funding.

## **Appendices**

- 5.1 Appendix 1. Letter from Age UK  
Appendix 2. . Equalities Impact Assessment

## **Background Papers**

None identified

### **Recommendations**

THAT Cabinet:

- (a) approves the establishment of a Men in Sheds project in the Old Stores Building at Jubilee House to be delivered in partnership with age UK;
- (b) approves the establishment of the expenditure budget and usage of funding for the Men in Sheds Project as detailed in paragraphs 4.1 and 4.2;
- (c) approves the lease of the stores building to Age UK at a peppercorn rental for a period of 3 years; and
- (d) delegates to the Corporate Director the power to negotiate and agree the details of the final scheme with Age UK.

### **Reasons for Recommendations**

To enable the spending of the identified budgets and the signing of the lease agreement with Age UK, Nottingham and Nottinghamshire. To enable development of a Men in Sheds project in the Old Stores Building, Jubilee House, pending agreement with Age UK on the details of the scheme. So as to reduce isolation in some of the most hard to reach members of our community.

## Appendix 1



Mr A Callaghan  
Service Manager – Public Protection  
Gedling Borough Council  
Home Brewery Building  
Sir John Robinson Way  
Arnold  
NG5 6DB

12<sup>th</sup> March 2014

Dear Andy

### Men in Sheds at Jubilee Stores

Further to the meeting held on 6<sup>th</sup> March between you, Steve Wiseman, Nicky Wheddon and Carol Wilby; I write to confirm that, in-principal, Age UK Nottingham & Nottinghamshire will deliver a Men in Sheds project in partnership with Gedling Borough Council.

As discussed, the following terms apply;

- The stores building of the Jubilee Depot in Daybrook will be renovated to become a useable workshop to deliver the project to older men, primarily to reduce loneliness and social isolation
- Gedling Borough Council will fund the project as follows;
  - £20,000 capital costs to include suitable heating, toilet and food preparation facilities, fire alarm, electrical work, IT and telephone facilities
  - £35,000 running costs
- Men in Sheds will be allocated as one of the Mayors chosen charities to commence May 2014, generating a further income of 50% of the funds raised by the Mayor
- A 3 year lease agreement will be drawn up between Age UK Notts and Gedling Borough Council with the former paying £1 per year if demanded
- Age UK Notts will contribute £400 per annum towards costs associated with heat, light and water with no further rates or service charges

I look forward to receiving an in-principal agreement from yourself imminently and thank you for your support of the charity.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Tinkler'.

**Mick Tinkler**  
Chief Executive

Bradbury House  
12 Shakespeare Street  
Nottingham  
NG1 4FQ

t 0115 844 0011  
f 0115 841 4460  
e [info@ageuknotts.org.uk](mailto:info@ageuknotts.org.uk)  
[www.ageuknotts.org.uk](http://www.ageuknotts.org.uk)



Age UK Nottingham & Nottinghamshire is a registered charity No. 1067881 and company limited by guarantee, registered in England and Wales No. 3455485.  
Registered office: 12 Shakespeare Street, Nottingham NG1 4FQ. Royal Patron HRH: The Prince of Wales KG KT GCB.

## **Appendix 2. Equalities Impact Assessment**

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Name of project, policy, function, service or proposal being assessed:	The Development of a “Men in Sheds” Project in the Old Stores Building, Jubilee House			
The main objective of the (The Development of a “Men in Sheds” Project in the Old Stores Building, Jubilee House) and who it is intended to benefit from it:	To seek the approval of Cabinet, to develop, with Age UK a “Men in Sheds” project using the ground floor of the old stores building Jubilee House. One of the main purposes of the project is to end isolation and reduce loneliness for those involved, The target users of the shed are men over the age of 60 who are prone to isolation.			
<p>What impact will this (Men in Sheds Project) 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><u>Gender</u></b>	External		The proposal is targeted at Men over 60. The aim is to reduce isolation and therefore improve health outcomes and quality of life for this group	Although women are not the targeted group, they are not adversely affected by the project. Provision to address isolation is accessed preferentially by women; men are disproportionately hard to reach. The project is however open to all.
	Internal			Y
<b><u>Gender Reassignment</u></b>	External			Y
	Internal			Y
<b><u>Age</u></b>	External		The proposal is designed to make a	

			positive contribution to the welfare of those aged 60 and above. It is however accessible to all who are isolated in our community	
	Internal			Y

<b><u>Disability</u></b>	External		All the facilities are designed to be fully accessible. The site is managed by Age UK	
	internal		As above	
<b><u>Race &amp; Ethnicity</u></b>	External			Y
	Internal			Y
<b><u>Sexual Orientation</u></b>	External			Y
	Internal			Y
<b><u>Religion or Belief (or no Belief)</u></b>	External			Y
	Internal			Y
<b><u>Pregnancy &amp; Maternity</u></b>	External			Y
	Internal			Y
<b>Other Groups</b> (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.)  Please state the group/s:  _____	External			Y
	Internal			Y

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?		No	Comment
Is there an opportunity to mitigate or alleviate any such impacts?			Comment
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?		No	Comment
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>A Callingham</b>
<b>Authorising Director</b>	
<b>Date</b>	<b>27-03-14</b>
<b>Review date ( if applicable)</b>	

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## **Report to Cabinet**

**Subject:** Policy for dealing with unauthorised Gypsies and Traveller Encampments

**Date:** 24<sup>th</sup> April 2014

**Author:** Community Protection Manager

## **Wards Affected**

Borough wide

## **Purpose**

To present the Policy for dealing with unauthorised Gypsies and Traveller Encampments for approval.

## **Key Decision**

This is not a key decision

## **Background**

- 1.1 Since 2009 there have been six unauthorised Gypsy and Traveller encampments within the Gedling Borough Council area. All these encampments have been on Council owned recreation grounds and have caused a degree of disruption to the local community. Regaining possession of this land has placed a significant burden on both the Council's Public Protection and Legal Services teams. Following removal of the Gypsies and Travellers from the site the clean-up costs and associated repairs are borne by the Council's Parks and Street Care service and this places a significant financial burden on existing resources.
- 1.2 Following the last encampment in August 2013 officers set up a working group. The group considered the readiness of officers to react to such encampments; reviewed security arrangements at a number of high risk Council owned locations and reviewed its internal policies and procedures in relation to the Gypsy and Traveller community as well as safeguarding issues arising out of such encampments.
- 1.3 There is a general planning policy covering Gypsies and Travelling show

people in the Aligned Core Strategy, which is currently being examined. We are carrying out an assessment of need for gypsy and traveller accommodation with neighbouring Councils which will provide up to date evidence. This assessment is at a very early stage. Sites will be allocated through the Gedling Borough Local Planning Document.

- 1.4 The group agreed to develop and review their own practices and procedures to make them more robust and set out the clear steps to be followed and to develop a Council policy that would benefit the Council and would be compliant with the Human Rights legislation.
- 1.5 The Human Rights Act 1998 (HRA 1998) states that it is unlawful for a Public Authority to act in a way that is incompatible with the Convention Rights. This has meant in practice that Public Authorities have had to review their decision making process to ensure that any decisions taken are compatible with the HRA 1998. As a result this Council has decided to ensure its Policy and procedures in relation to Gypsies and Travellers fairly balances the rights and freedoms of all the individuals concerned (including gypsies/Travellers and local residents), ensuring any decisions are proportionate in the circumstances.
- 1.6 When drafting the policy officers have had regard for a number of relevant pieces of legislation namely: Crime & Disorder Act 1998, Homelessness Act 2002, Criminal Justice and Public Order Act 1994 and the Public Health (Control of Disease) Act 1984.
- 1.6 The proposed policy has been drafted in consultation with the Nottinghamshire Gypsies and Traveller Partnership.
- 1.8 Officers have carried out an Equality Impact Assessment in relation to the policy which is set out in Appendix A. This assessment will require updating periodically in order to accommodate changes in relevant guidance.

### **Proposal**

- 2.1 It is proposed that the Council adopt the Policy for dealing with unauthorised Gypsies and Traveller Encampments set out in Appendix B.

### **Alternative Options**

- 3.1 The Council do not adopt a Policy at all for dealing with such encampments. The risk in this situation is that there are no clear guidelines for the Council to follow and the process for dealing with encampments is not clear or transparent for those affected.



- 3.2 Adopt an alternative Policy for dealing with Gypsies and Traveller Encampments. However, having consulted with partnership agencies and different departments across the Council on what approach to adopt, this Policy document at Appendix B reflects what is, in the officers opinion the best approach.

### **Financial Implications**

- 4.1 There are no immediate financial implications arising from the adoption of this policy.
- 4.2 Effective and timely removal of Gypsies and Travellers is likely to result in reduced clean-up costs after the Council has retaken possession of the land. It is anticipated that in most instances the costs associated with the implementation of this policy will be accommodated within the approved base budget. However, when this is not possible, budget approvals will be requested via the normal quarterly budget monitoring process.

### **Appendices**

- 5.1 Appendix A - Equality Impact Assessment
- 5.2 Appendix B - Policy for dealing with unauthorised Gypsies and Traveller encampments

### **Background Papers**

- 6.1 None

### **Recommendation**

It is recommended that the Policy for dealing with unauthorised Gypsies and Traveller Encampments as set out in Appendix B of this report is approved.

### **Reasons for Recommendations**

To ensure the Council has a clear and transparent Policy for dealing with Gypsies and Traveller Encampments.

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## EQUALITY IMPACT NEEDS ASSESSMENT

<b>Policy to be assessed</b>	Introduction of policy and procedures for dealing with unauthorised Gypsy and Traveller Encampments on Gedling Borough Council owned land.
<b>Assessment completed by:</b>	Mr Kevin Nealon, Community Protection Manager, Public Protection Service.
<p><b>Aims/objectives of the Policy/Service/Procedure</b></p> <p>The aim of this policy is to.</p> <ol style="list-style-type: none"> <li>1. Set out the high level actions Gedling Borough Council intends to take when an unauthorised encampment is set up within the Gedling Borough Council area.</li> <li>2. To ensure the occupiers of the unauthorised encampments receive an improved level of service</li> <li>3. To improve relationships between Council officers and occupiers of unauthorised encampments.</li> <li>4. Improve the management of unauthorised encampments</li> <li>5. Inform officers, members and members of the public on how the Council intends to balance the needs and rights of Gypsies and Travellers and those of landowners and the wider community.</li> <li>6. Address public concerns when an unauthorised encampment arises.</li> <li>7. Protect the local environments.</li> </ol>	

<b>Who are the customers and stakeholders of this service?</b>	
<ol style="list-style-type: none"> <li>1. The general public and the wider settled community who may be affected by an unauthorised encampment.</li> <li>2. Customers of the Council who pay to use Council facilities, such as organised sports clubs.</li> <li>3. Council employees.</li> <li>4. Elected members.</li> <li>5. Occupiers of unauthorised encampments which will include Gypsies and Travellers.</li> </ol>	
<b>Detail below what information you already have about the impact this policy/service/procedure has on the following groups including results from consultation, complaints, census:</b>	
<b>Black and minority ethnic people</b>	The Council has no formal data relating to the ethnicity of groups that have set up Unauthorised Encampment in the Gedling Borough Council area in the past. In the 2011 Census 32 people categorised themselves as being 'White; Gypsy or Irish Traveller'. It is also known that case law has established that Gypsies and Irish/Scottish Travellers constitute an ethnic group within the definition of the race protected characteristic under the Equality Act 2010.
<b>Men/women and trans</b>	The Council has no formal data relating to the balance of male and female ratio of people who have set up unauthorised encampments in the past. However officers are aware that encampments are made up of range of families which have included male and female teenagers travelling with their family. From experience officers are aware that occasionally lone males are accompanying some family groups especially where they are travelling with the intention of finding work.
<b>Disabled people</b>	The Council has no formal data relating to disability, it is recognised that the occupants of unauthorised encampments tend to live in extended family groups, which means there is likely to be a wide range of differing needs which must be taken into account.
<b>Gay/Lesbian/bisexual People</b>	No information held on this characteristic
<b>People from different faiths</b>	No information is held on this characteristic, however generally speaking it is thought that: <ol style="list-style-type: none"> <li>1. Some New Travellers have a deeply held philosophical belief in man-made climate change which</li> </ol>

	<p>may come within the belief protected characteristic under the Equality Act 2010.</p> <ol style="list-style-type: none"> <li>2. Some sections of the Gypsy community follow the Light of Life Mission.</li> <li>3. Gypsy funerals are a very important ritual and this should be taken into consideration if an unauthorised encampment arises as a result of a gypsy funeral in the area.</li> </ol>	
<b>People of different ages</b>	<p>Whist the Council has no formal data relating to the ages of Gypsies and Travellers, officers are aware that the occupants of unauthorised encampment tend to live in extended family groups, which means there is likely to be a wide range of ages and differing needs which must be taken into account.</p> <p>It is widely reported and recognised that Gypsies and Travellers suffer worse health problems than the general population due to their transient lifestyle and that the health of Gypsies and Travellers starts to deteriorate markedly when individuals are over 50.</p>	
<b>How will this policy/service/procedure impact on the following groups:</b>		
	<b>Positive impact</b>	<b>Negative impact</b>
<b>Different racial groups</b>	<p>This policy will ensure that gypsies and travellers are dealt in an open and consistent way and receive an appropriate level of service.</p> <p>It will reassure members of the wider community who may have a perception of fear of the Gypsies and Travellers that the Council is working to address any issues raised by the encampment.</p>	None
<b>Men/women and trans</b>	<p>There are particular cultural issues in relation to gender/sex within relation the Gypsies and Travellers community. This policy will assist officers ( by the introduction of a series of training sessions) it is known for example that women in general but especially unmarried women in encampments may not speak to or may not be able to speak on behalf of the group to Council enforcement officers visiting the site.</p>	<p>It is possible that some woman or young females who have medical or other personal issues may feel isolated by this policy.</p>

	The report recommends increased training for enforcement officers which will improve the welfare assessment and eviction process.	
<b>Disabled people</b>	The policy will raise awareness among visiting officers to the unauthorised encampments. When carrying out welfare assessments any medical appointments and general health issues will be taken into account when the Council looks to take enforcement action against any unauthorised encampment.	None
<b>Gay/Lesbian/bi-sexual people</b>	None	None
<b>People from different faiths</b>	Where travellers are travelling to a Light of Light Mission meeting or other recognised religious gathering and inform the Council of the intended length of their stay, officers take this reason into consideration when making a decision.	None
<b>People of different ages</b>	<p>The policy will raise awareness among visiting officers to the unauthorised encampments. When carrying out welfare assessments any medical appointments and general health issues will be taken into account when the Council looks to take enforcement action against any unauthorised encampment.</p> <p>The training and requirements of this policy will inform staff of certain issues relating to age. For example, where there are young children on a site officers must be careful not to raise conflict and to deal with issues appropriately so as not to cause young children distress or harm.</p>	Some young people may be emotionally affected or feel stigmatised by regular eviction from Council owned sites. The education of young people may be disrupted if organisations offering educational support have begun working with them.

	<p>It is also widely reported and recognised that Gypsy and Traveller children are amongst the lowest-achieving pupils at every Key Stage of education. If the Council is dealing with an unauthorised encampment during term time the Council will takes steps to enable the children of school age to attend a local school.</p> <p>It is recognised that the position of an unauthorised encampment could impact on local resident(s) with a protected characteristic (such as children or young people who have pre booked sporting and fitness events). And the policy will encourage officers to carefully consider the balance with these people and those of the unauthorised encampment.</p> <p>Officers visiting the site will have received training to identify a range of safeguarding issues. If any are identified the policy on Safeguarding Children and Young People will be applied.</p>	
<p><b>What changes could be made to the policy/service/procedure to address any negative impacts?</b></p> <p>This is a new policy; no previous policy was in place prior to its introduction.</p>		

<b>What monitoring will be carried out to ensure this policy/service/procedure meets diverse needs</b>			
Officers will:			
<ol style="list-style-type: none"> <li>1. Review this policy will be reviewed annually.</li> <li>2. Officers will work with Nottinghamshire County Council, Nottinghamshire Police and the Nottingham Gypsy and Traveller Liaison Group to ensure that any new guidance or changes in legislation are included in this policy.</li> </ol>			
<b>What actions will be included in your service plan arising from this assessment?</b>			
<b>Action</b>	<b>Outcome</b>	<b>Date?</b>	<b>Who?</b>
Gypsy and Traveller awareness training for front line officers dealing with UEs	Improved knowledge of a wide range of issue relating to the Gypsy and Traveller and settled community affected by UEs	<b>September 2014</b>	<b>Kevin Nealon</b>
All Officers visiting unauthorised encampments in relation to this policy to receive Safeguarding training.	An improved knowledge of safeguarding issues relating to children and young people within the Gypsy and Traveller community.	<b>September 2014</b>	<b>Kevin Nealon David Jayne</b>
Attendance by Public Protection Officer at the Nottingham Gypsy and Traveller working group.	Improved knowledge of officers when updating the policy and greater awareness of how others are addressing this issue.	<b>September 2014</b>	<b>Kevin Nealon</b>
<b>Are you satisfied that all aspects of this policy/service/procedure have been thoroughly assessed for all the strands of diversity and that no further investigation is required?      Yes</b>			
<b>If no then a fuller impact assessment is required.</b>			

Signed.....(manager) Signed.....(Corporate Equality Representative)



# Gedling Borough Council

## Policy and Procedures for dealing with unauthorised Gypsy and Traveller Encampments

### **1. Introduction**

This is the policy document, which sets out the high level actions the Gedling Borough Council ('the Council') intends to take regarding unauthorised encampments within the Gedling Borough Council area. It is intended to inform Councillors, officers and members of the public of how we balance the needs and rights of Gypsies and Travellers with those of landowners and the public, and to address public concern when an unauthorised encampment arises.

### **2. Legislation**

This report takes into account the relevant provisions of the following legislation

Human Rights Act 1998.  
Equality Act 2010 (public sector duties)  
Crime & Disorder Act 1998  
Homelessness Act 2002  
Criminal Justice and Public Order Act 1994  
Public Health (Control of Disease) Act 1984

### **3. Assessment prior to taking action**

We will assess the proportionality of enforcement action when considering whether to evict residents of an unauthorised encampment based on:

The level of disruption to the local economy; and  
The level of significant disruption to the local community or environment; and  
Whether there is a danger to life; and  
Whether there is a need to take preventative action.

### **4. Understanding Gypsy and Traveller needs**

We understand that Gypsies and Travellers make up an important part of the social demographic of the United Kingdom. We believe that in most cases travelling has been a way of life for generations of Gypsies and Travellers and accepts that their culture, language and traditions should be respected and if possible encouraged. We we recognise three specific groups:

- **Romany Gypsies** are the largest minority ethnic group among the Travelling communities in Britain, whose ancestors migrated to the UK some 500 years ago.

- **Travellers of Irish Heritage** do not necessarily come immediately from Ireland, and may visit Ireland infrequently and for short periods only. It is thought that many Irish travelers are descendants of people who lost their land during the potato famine in the mid nineteenth century.
- **New Travellers** are a community of more recent origin. They have adopted this way of life for a variety of reasons, such as lifestyle change, homelessness, unemployment or environmental issues.

When we use the term 'Travellers' in this document we include all of the above groups

## **5. Aims and objectives**

Where an unauthorised encampment occurs within the Borough we will:

- i) take an approach which is firm, balanced, and considered on a case by case basis however it is our intention to facilitate the removal of unauthorised encampments expediently, we will also;
- ii) ask the Travellers the reason why they have set up the encampment and take their reasons into consideration when making our decision as to whether and what action we will take; and
- iii) wherever possible work with other agencies to provide appropriate support to the Travellers. These agencies include Nottinghamshire County Council, Nottinghamshire Police and the Nottinghamshire Gypsy and Traveller Partnership. We will (as far as is reasonably practicable) both take and offer assistance to other groups and organisations who may assist both the Travellers and us for the duration of the encampment; and
- iv) provide practical help and assistance and offer basic amenities to the Travellers in the form of toilet facilities, refuse collections and (where practical) a clean water supply. It is hoped that such measures will reduce the clean-up costs, foster good relations between the Travellers and officers (who may be engaged in requiring their removal) and meet the basic health needs of those within the encampment; and
- v) advise Travellers on where they can obtain health and medical support, and will carry out welfare needs assessments as per our statutory duty and
- vi) (where we are notified that any of the Travellers within an unauthorised encampment, are suffering from or have been exposed to any notifiable diseases) take specific advice from an appropriate medical advisor and offer cleaning and sanitation products, as well as collection of medical waste where required; and

- vii) where, when carrying out site visit, officers become aware of any fire hazards within or around residential caravans, trailers or tents we will seek advice from an appropriately qualified fire officer; and
- viii) advise the Travellers on where they can obtain educational facilities for children under the age of 16; and
- ix) advise Travellers on housing issues, if required; and
- x) accommodate unauthorised encampments for a limited period, provided there is no criminal/anti-social behaviour however this will always be balanced against the needs and rights of the local community; and
- xi) train our officers to identify safeguarding issues and apply our Safeguarding Children, Young People and Vulnerable Adults Policy and procedure where relevant to do so.

#### **6. Measures to protect Gedling Borough Council land used by the local communities**

The needs of our residents are important to us. We know from experience that unauthorised encampments have a significant impact in restricting residents from using our parks, open spaces and recreation grounds both during and after encampments. We are also aware that there is an element of fear from some residents and the wider community, when an encampment is set up close to residential properties. It is for these reasons that we discourage unauthorised encampments.

We do this by identifying potential sites for such encampments, carrying out a process of risk rating them, and introducing and installing a range of physical deterrents based on the need of each site and the cost involved. Such measures may involve, for example, creating earth bunds around the site, installing barriers, or height restrictive bars.

#### **7. Encampments on Gedling Borough Council owned land**

Where an encampment is found to be on Gedling Borough Council owned land, whether used by the local community or not, we will take the lead in determining the course of action. All actions will be in accordance with the 'Gedling Borough Council, Procedure for dealing with unauthorised encampments on Gedling Borough Council land'.

#### **8. Encampments on private property not owned by Gedling Borough Council**

Occasionally unauthorised encampments take place on private land.. In this case, it is the responsibility of the land owner to take the lead in determining the course of action to be taken. We are unable to give legal advice to private

landowners but we may be able to help in explaining what options may be available.

## **9. Being prepared**

In order to ensure that we are prepared for unauthorised encampments we will;

- Periodically review and reinforce our relationships with other agencies by engaging with them at the Nottinghamshire Gypsy and Traveller Liaison Group; and
- Review our most vulnerable sites to ensure they are suitably secured against unauthorised encampments; and
- Review our procedure for dealing with unauthorised encampments on Gedling Borough Council land a minimum of once a year; and

Kevin Nealon  
Community Protection Manager  
April 2014



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## **Report to Cabinet**

**Subject:** Druids Tavern Car Park Breach of Financial Regulations

**Date:** 24 April 2014

**Author:** Corporate Director and Chief Financial Officer

### **Wards Affected**

Arnold St Mary's

### **Purpose**

To inform Cabinet that the additional expenditure of £74,709 in respect of the above project has been committed in breach of the Council's financial regulations.

### **Key Decision**

This is not a key decision.

### **Background**

The site of the former Druids Tavern Public House was purchased by the council with the intention of constructing a car park on the site.

The cost of the construction was estimated at £250,000 prior to any site surveys or design having been carried out and a capital budget was approved for this amount.

It was proposed that the cost of the scheme was to be fully funded through Growth Point funding.

### **Pre Contract Expenditure**

Expenditure acquired prior to the tender process is detailed below.

Surveys and additional plans	£2,345.00
Planning fees	£487.00
Highway fees	£1,000.00
Fees for purchase of land	£906.00
Total	£4,738.00

### **Tendered Price**

The works were tendered in November 2013 and Whitehouse construction submitted the lowest bid of £249,014.15. Negotiations with the Contractor resulted in the use of alternative suppliers for some of the materials at the same contract specification and a £10,000.00 reduction in price was agreed.

The only additional works that were known about at the time of tendering were surfacing works to the Apollo works adjacent to the site as part of a land swap deal we were still arranging at the time the tender was being advertised. These costs were estimated at £15,000.

This gave a total expected cost of £258,746.15.

At this stage in the project the known variations in total expenditure was predicted to be above the available budget, the variation in the contract price was within the 5% allowance or £5,000 allowed in Financial Regulations (4.67). However, this variation should have been reported to the Executive.

### **Project Plan**

The site was to be developed in six phases;

Phase 1 The boundary wall,

Phase 2 The rear half of the site excavation and civil works,

Phase 3 The front half of the site excavation and civil works,

Phase 4 Electricals, surfacing and off site works,

Phase 5 Entrance and landscaping,



Phase 6 Final fit.

### **Additional Expenditure**

The majority of the additional costs are associated with the following areas of work;-

1. In December 2013 additional power supply costs were identified at £1,625.84, however this was to be offset by a saving that had been identified in the main contract in respect of the construction of a brick wall surrounding the car park.
2. Additional costs were then identified for the extra depth of excavation and back fill required.

The surfacing was designed using information from a ground condition survey, unfortunately some areas of the site were overgrown and not accessible at the time the surveys were completed.

When the excavation began in phase 2 it became apparent that rather than the 300mm of unsuitable material expected requiring excavation some parts of the site required up to 1m of unsuitable material to be removed giving an average extra depth of excavation and backfill of 280mm.

The clearance of the site also revealed that in some areas the topsoil was contaminated and needed to be riddled to remove the contamination and keep disposal costs as low as possible.

It was hoped that the additional costs incurred could be recouped through changes to the specification and through better ground conditions in Phase 3 which was completed more recently.

The excavation in Phase 3 while not adding to the additional cost did not give the opportunity to reduce costs either.

Additional cost of £27,349.35.

At this stage this variation order, when issued, placed the project in breach of Financial Regulations. Whilst the investigation into these breaches is ongoing, at this stage, potential breaches of Financial Regulations 4.67, 4.70, 1.10, 1.25, 2.21, 2.23, 2.25, 2.56, 2.57, 2.60, 2.61 and 2.62 appear likely.

3. The value of the work associated with the land swap from the Apollo site was higher than estimated.

The condition of the existing surfacing was worse than initially anticipated by the contractor when they started plaining and they found it difficult to find a stable edge to work from leading to a larger area of surfacing being completed than originally planned.

Arranging access with the various parties involved proved problematic and we ended up having to complete the works over a weekend leading to additional costs.

Additional cost of £3,102.20 – against original estimate of £15,000.

- 4 Additional costs were identified around the realignment of the adjacent boundary fences and the demolishing of sheds attached to or next to the original boundary.

Additional cost of £6,916.17.

- 5 Additional costs were then identified with the installation of the electrical cabling.

While carrying out the electricity connection works to the site Western Power located a High Voltage power cable in the footpath that would be within the construction of the proposed vehicle crossing. The site has had to be closed down while Western power arrange at our expense to lower the cable to enable our crossing to be constructed.

The costs are split between the contractor at £14,480.13 and Western Power at £10,572.60.

Additional cost of £25,052.73.

- 6 Additional costs have been identified with the final construction height of the boundary wall the original specification was for a 1.8 m high boundary wall however to maintain this height on both aspects the wall height had to be increased to 1.9m for some of its length.

Additional cost of £3,542.13.

### Table of Additional Expenditure

Phase	Overspend £
Original Tender	8,746.15
Phase 1	0
Phase 2	27,349.35
Phase 3	3,102.20
Phase 4	6,916.17
Phase 5	25,052.73
Phase 6	3,542.13
<b>Total Overspend</b>	<b>74,708.73</b>

As a result of these findings an investigation into the management of this project has been instigated in line with Council's disciplinary procedures. At this time this investigation is ongoing.

#### Proposal

That Cabinet notes the additional capital expenditure of £74,709 has been incurred in order to enable the works to be completed.

Identification and reporting of the breach in the Council's Financial Regulations supports its commitment to effective governance and transparency. Following the completion of the investigation into the management of the project, the findings will be reviewed and, where necessary, an action plan will be developed to address any issues raised.

In advance of the outcomes from the investigation, the risk profile of the contract management process has been raised, and additional Internal Audit activity and resource will be directed towards contract monitoring and compliance procedures.

#### Alternative Options

None.

**Financial Implications**

Incurring the additional £74,709 capital expenditure may need to be funded through borrowing, and for comparative purposes this would add approximately an additional £6,400 per annum.

**Appendices**

None.

**Background Papers**

None.

**Recommendation**

That Cabinet notes the additional capital expenditure of £74,709 in respect of this project has been committed in contravention of the Financial Regulations and issued outside of normal governance procedures.

**Reasons for Recommendations**

To inform Cabinet of a breach in Financial Regulations.



## **Report to Cabinet**

**Subject:** Introduction of a new Off Street Car Parking Order

**Date:** 24 April 2014

**Author:** Car Parks and Engineering Officer

### **Wards Affected**

Borough Wide

### **1 Purpose**

- 1.1 To recommend that Cabinet introduce a new Off Street Parking Places Order for the Council's car parks.
- 1.2 To recommend that Cabinet approve the tariff of charges.
- 1.3 To recommend that the current Off Street Parking Places Order be revoked.

### **2 Key Decision**

- 2.1 This is not a Key Decision.

### **3 Background**

- 3.1 In 2009 when Pay and Display charging was introduced, the Council introduced the current Order (The Gedling Borough Council (Civil Enforcement Off-Street Parking Places) Order 2009). Since this time a number of factors, outlined below, have changed requiring the Order to be updated.
- 3.2 The Council has constructed a new car park on High Street Arnold on the site of the former Druids Tavern site. This needs to be included in the Order to enable the Council to charge for parking and carry out Civil Enforcement on this site.

- 3.3 The Traffic Penalty Tribunal (TPT) has expressed a view that a Tariff of Charges should be attached to any Off Street Parking Orders containing a Pay and Display element to charging, which the Council's current order does not have. Whilst this is only an opinion and not legally tested, including this element within the Off Street Parking Order will enhance the Council's position with respect to the appeals process. The order has been changed to take account of the TPT's view, by including a tariff of charges in the schedule attached to the proposed new Off Street Parking Places Order.

#### **4 Proposals**

- 4.1 It is proposed that a new Off Street Parking Places Order be made to enable the inclusion of the car park not currently covered by the order, namely the Druids Tavern, and the reintroduction of Croft Road car park. A copy of the proposed order is attached at Appendix A.
- 4.2 The proposed tariff which was introduced through the 2014/15 Budget Council will now be included as a schedule attached to the proposed new Off Street Parking Places Order. The tariff remains unchanged from the current one except for the introduction of a one pound for four hours step in the Pay and Display Tariff of charges. The full proposed tariff is included in Appendix A. Any future variation to the charges specified in the order will require a notice of variation to be published in the press and displayed on site not less than 21 days before any such changes are due to come into force.
- 4.3 Prior to any new order coming into force, the Council is required to carry out statutory consultations and publicise the proposals. The Council will consider any representations made prior to the order coming into force. Allowing for this process to be followed it is proposed that the new Order will come into force July 2014.
- 4.4 As part of the process of making a new Order the existing order will be revoked, this is to prevent two Orders being in force at the same time for the same locations.

#### **5 Alternative Options**

- 5.1 Not making a new order.

This would not permit the Council to apply the Pay and Display tariff to the Druids Tavern car park, nor allow the changes to the tariff structure

agreed at the Budget Council to be implemented.

This would not address the fact that the Order does not reflect the TPT's stated position.

## **6 Financial Implications**

- 6.1 The cost of making a new order will be contained within the existing car park management budgets.
- 6.2 Approving the tariff attached at Appendix A is estimated to increase car park income by £15000 for 2014/15.

## **7 Appendices**

Appendix A - Copy of proposed order and tariff.

## **8 Background Papers**

None identified.

## **9 Recommendations**

**THAT:**

Members of the Cabinet are asked to agree the following:-

- The introduction of a new Off Street Parking Places Order as soon as practicable.
- As part of the process of making a new Off Street Parking Places Order to revoke the existing order, namely the Gedling Borough Council (Civil Enforcement Off Street Parking Places) Order 2009.
- Agree the Pay and Display tariff as set out in Appendix A.
- Authorise the responsible Corporate Director, in conjunction with the Council Solicitor and Monitoring Officer, to take all necessary steps to make and bring into effect the relevant Car Park Order in accordance with the proposals set out in the report, including consideration of objections received pursuant to the statutory consultation and any necessary decisions pursuant to the applicable regulations.

- Authorise the responsible Corporate Director to take all necessary steps to implement the car park charging arrangements.

#### **10 Reasons For Recommendations**

- To enable the Druids Tavern car park to be included in the Councils Off Street Parking Places Order.
- To enable the Off Street Parking Places Order to be compliant with the views of the Traffic Penalty Tribunal.
- To enable the introduction of the new car park pay tariffs.



**THE GEDLING BOROUGH COUNCIL**  
**(CIVIL ENFORCEMENT OFF-STREET PARKING PLACES)**  
**ORDER 2014**

Gedling Borough Council (hereinafter called “the Council”) in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended (“the 1984 Act”) and under the Traffic Management Act 2004 as amended (“the 2004 Act”) and of all other enabling powers, with the consent of the Nottinghamshire County Council in accordance with section 39(3) of the 1984 Act and after consultation with the Chief Constable of Nottinghamshire Police Constabulary in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

**PART I**  
**GENERAL**

**Commencement and Citation**

1. This Order shall come into operation on the **Date to be inserted** and may be cited as The Gedling Borough Council (Civil Enforcement Off-Street Parking Places) Order 2014 The Gedling Borough Council (Civil Enforcement Off-Street Parking Places) Order 2014 Plans are incorporated into this Order.

**Interpretation**

2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:

“Bank Holiday” has the same meaning as described in the ‘Banking and Financial dealings Act 1971 (C.80). The first Monday of May shall be treated as if it were a bank holiday for the purposes of this Order.

“Civil Enforcement Officer” or “Parking Attendant” means a person authorised by or on behalf of the Council to supervise the Parking Places and enforce the restrictions imposed by this Order;

“Charging Days”, means those days specified at each parking Place and in the Schedule to this Order as amended from time to time other than Christmas Day and Easter Sunday;

“Charging Hours”, means the period as specified at each Parking Place and in the Schedule to this Order as amended from time to time on all charging days;

“Council” means Gedling Borough Council;

"Disabled Persons' Badge" means a badge issued by any Local Authority in accordance with the provisions of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons Regulations 2000 or a badge having effect under those regulations as if it were a disabled person's badge); displayed in accordance with Article 31 of this Order

“Expiry Time” or “Departure Time” is the time indicated on a Pay and Display Ticket or Free Ticket and is the time by which the Vehicle must leave the Parking Place;

“Free Ticket” means a ticket issued by a Ticket Machine located in the Parking place in which the Vehicle has been left or issued by a person nominated by the Council valid for a parking period as advertised at that Parking Place and specified in the Schedule to this order as amended from time to time and which must be prominently displayed on the Vehicle where appropriate in accordance with Article 42 of this Order

“Goods Vehicle” has the same meaning as that ascribed to it in Schedule 6 of the (Road Traffic Act 1988) (RTA 1988)

“Loading/Unloading” refers to when a vehicle is parked wholly in a parking place or bay marked for that purpose on site, for the purpose of delivering or collecting goods or merchandise or loading or unloading the vehicle at premises adjacent to the parking place or bay and the vehicle does not park for more than twenty minutes or such longer period as a duly authorised officer of the Council may authorise;

“Motor Cycle” refers to a solo motorcycle only and excludes any motor cycle which has a side-car or trailer, or which has more than two wheels;

“Owner” in relation to a Vehicle means the person who is recorded as the registered keeper by the Driver and Vehicle Licensing Agency on the date on which the Vehicle was left in the Parking Place in question;

“Parking Bay” means an area of a Parking Place, which is provided for the leaving of a Vehicle of a class specified and indicated by markings on the surface of the Parking Place or signed or otherwise indicated by signs in the Parking Place;

“Parking Permit” means a season ticket, contract permit, business permit or resident’s permit of a type and design issued by the Council; displayed on the Vehicle in accordance with Article 37.of this Order

“Parking Permit Holders Parking Place” means a type of Parking Place where upon parking the vehicle in a Parking Bay and prior to leaving the Parking Place a valid Parking Permit must be displayed in the appropriate position.

"Parking Places" means the whole and every part of the areas of land specified by name in the Schedule to this Order and shown on the Plans annexed hereto and provided by the Council pursuant to Section 32(1) of the 1984 Act for the purpose of vehicle parking and not closed (in part or in whole) by a notice erected thereon by authority of the Council;

“ Pay and Display Parking Place” means a type of Parking Place where upon parking the vehicle in a Parking Bay and prior to leaving the Parking Place (unless one of the exemptions specified in Part IV of this Order applies) a Pay and Display Ticket must be purchased at the level of charge and for the required period in accordance with the scale of charges advertised at that Parking Place and specified in the Schedule to this Order as amended from time to time, as described in Article 21 of this Order

“Pay and Display Ticket” means a ticket issued by a Ticket Machine located in the Parking Place in which the Vehicle has been left or issued by a person nominated by the Council on payment of a charge and valid for a parking period as advertised at that Parking Place and specified in the Schedule to this order

as amended from time to time and which must be displayed prominently on the Vehicle where appropriate in accordance with Article 23 of this Order

“Penalty Charge” means the charge set by the Council under Section 77 of part 6 and schedule 9 of the 2004 Act, specified in the Schedule to this Order as amended from time to time, which is to be paid to the Council following the issue of a Penalty Charge Notice and within the period notified on the PCN, from the date of issue of that notice;

“Penalty Charge Notice” means a notice issued by or served by a Civil Enforcement Officer pursuant to the provisions of ‘The Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

“Plans” means the plans annexed to this Order and numbered 1 to 34 inclusive which identify the Parking Places affected by this Order;

“Public Holiday” means Christmas Day, Good Friday and any other day designated by the Government as a public holiday;

“Relevant Position” means

- (a) in respect of a Vehicle displaying a valid Disabled Person’s Badge -
  - (i) in the case of a Vehicle fitted with a dashboard or fascia panel, the badge is exhibited thereon so that Part 1 (the front of the badge), is legible from outside the Vehicle; or
  - (ii) in the case of a Vehicle not fitted with a dashboard or fascia panel, the badge is exhibited in a conspicuous position on the Vehicle so that Part 1 of the badge is legible from outside the Vehicle
- (b) in respect of a Vehicle displaying a Pay and Display Ticket or Free Ticket
  - (i) the ticket is exhibited inside the vehicle in a clearly visible position so that it is facing forwards so that the departure time, car park identification and serial number can be easily seen and read from the front or side of the Vehicle; or

- (ii) in the case of a Vehicle that is not fitted with a transparent windscreen, the ticket or permit is exhibited on the front of the Vehicle facing forwards and clearly visible.

(c) in respect of a Vehicle displaying a Parking Permit

- (i) the permit is exhibited inside the vehicle in a clearly visible position so that it is facing forwards and the expiry date, Zone and serial number, can be easily seen and read from the front or side of the Vehicle; or
- (ii) in the case of a Vehicle that is not fitted with a transparent windscreen, the ticket or permit is exhibited on the front of the Vehicle facing forwards and clearly visible.

(d) in respect of a Vehicle displaying a Hackney Carriage Plate

- (i) the plate must be affixed to the vehicle in accordance with the instructions given within the licence as issued by the Council

“Specified Proportion” means such proportion, applicable to all cases where a Penalty Charge Notice has been issued, as may be determined by the Local Authorities acting through the Joint Committee of the National Parking Adjudication Service; or any such successor organisation carrying out the same function and as advertised at each Parking Place

“Ticket Machine” means an apparatus of a type and design approved by the appropriate Minister for the purpose of this Order, being apparatus designed to indicate the time by a clock and to issue parking tickets which show that  
Either ;-

1) a payment has been made of an amount or for a period specified thereon and which specify the date and, either the time of such payment, or the time at which the Vehicle must leave the Parking Place;

Or

2) a Free Ticket has been obtained for a period specified thereon and which specify the date and, either the time the Free Ticket was obtained, or the time at which the Vehicle must leave the Parking Place;

“Vehicle” means any motorcar, Motor Cycle or other mechanically propelled automobile;

3. Except where the context requires otherwise, any reference in this Order to a numbered Article shall be construed as a reference to the Article bearing that number in this Order and any reference to a plan is a reference to the Plans incorporated into this Order.
4. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment. Unless the context otherwise requires words denoting the singular shall include the plural and vice versa and words denoting persons shall include either gender, bodies corporate, unincorporated associations and partnerships'
5. The Interpretation Act 1978 shall apply for the interpretation of this Order.

## **PART II**

### **DESIGNATION AND USE OF PARKING PLACES**

#### Designation

6. Each area of land or buildings, as shown on the Plans, may be used, subject to the provisions of this Order, as a place to leave Vehicles of such classes, in such positions, on such days, during such hours, for such period and on payment of such charges as are advertised at each Parking Place and as specified in the Schedule to this Order as amended from time to time

#### Class and position of Vehicle

7. Where by notice at a Parking Place, a Parking Place is described as available for Vehicles of a specified class or Vehicles to be left in a specified location, no person shall permit a Vehicle to park in that Parking Place or in any Parking Bay within the Parking Place,

- (i) unless it is of the specified class;
- (ii) that is parked beyond the Parking Bay markings; or
- (iii) in a position other than that specified.

#### Disabled person's parking bays

8. No person shall cause or permit a Vehicle to park in a Parking Bay marked for disabled persons unless the Vehicle displays a valid Disabled Person's Badge in the Relevant Position and immediately before or immediately after the act of parking the Vehicle has been or is about to be used by the person(s) in respect of whom the Disabled Person's Badge has been issued.

#### Taxi Ranks

9. No person shall cause or permit a Vehicle to park in a Parking Bay marked for Taxis unless the Vehicle displays a valid Hackney Carriage plate, issued by the Council, in the Relevant Position.

#### Loading and unloading bays

10. No person shall cause or permit a Vehicle to park in a Parking Bay marked as a loading bay unless the Vehicle is being used for the purpose of loading or unloading.

#### Motor Cycle parking bays

11. No person shall cause or permit a Vehicle to park in a Parking Bay marked for Motor Cycles unless the Vehicle is a Motor Cycle.

#### Power to close or suspend Parking Places

12. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed in a Parking Place:
- (i) from closing a Parking Place or any part thereof for any period; and/or
  - (ii) from setting aside a Parking Place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular Vehicles or organisations.

13. Any person suspending the use of a Parking Place or any part thereof in accordance with the provisions of Article 12 shall thereupon place or cause to be placed in or adjacent to that Parking Place or that part thereof a notice or traffic sign indicating that the use of that Parking Place or that part thereof is suspended and that parking by Vehicles is prohibited.
14. No person shall cause or permit a Vehicle to be left in a Parking Place or any part thereof during such periods that the use of that Parking Place or that part thereof is suspended or during such period as there is in or adjacent thereto a notice or traffic sign placed by or on behalf of the Council in pursuance of Article 13.
- 15 Use of Parking Place
- No person shall in a Parking Place except with the permission of an authorised officer of the Council use the Parking Place for any purpose other than for parking a vehicle, boarding or alighting from the Vehicle or taking articles out of or placing articles into the Vehicle and in particular but without prejudice to the generality of the foregoing provisions of this Article no person shall:-
- (i) carry out or permit the carrying out of any work to the vehicle except as may be necessary to enable the vehicle to be moved from the Parking Place
  - (ii) use a vehicle in connection with the sale of any article (including the Vehicle itself) to any person in or near the Parking Place or in connection with the selling or offering for hire of his or another's skills or services or in any other capacity

#### Maximum Period of Stay

16. Where by notice on site a parking place is described as available on specified days, during specified hours or for a maximum period of stay, no person shall permit a vehicle to park in that parking place on any day, during such hours or for any period other or longer than those specified.

#### Period of no return



17. Where by notice on site a parking place is described as having a period within which a vehicle may not return, no person shall permit a vehicle to park in that parking place on any day, during such period.

#### Parked with engine running

18. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in the parking space and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place;

#### Parked causing an obstruction

19. The driver of a motor vehicle using a Parking place shall not park the vehicle in such a manner or place where it causes an obstruction to any other users of the car park

### **PART III CHARGES FOR PARKING**

#### Payment

20. The driver of a vehicle using a Parking Place shall upon leaving the vehicle in the Parking Place pay the appropriate charge (if any) in accordance with the scale of current charges as advertised on site and specified in the Schedule to this order as amended from time to time

#### Pay and Display Parking places

21. The driver of a Vehicle using any Pay and Display Parking Place, or any parking bay within the Parking Place, shall upon parking the Vehicle in a Parking Bay, and prior to leaving the Parking Place, purchase a Pay and Display Ticket at the level of charge and for the period required in accordance with the scale of charges as advertised at that Parking Place and specified in the Schedule to this Order as amended from time to time

#### Means of payment

22. The charges referred to in Article 20 and 21 shall be payable in the manner, as advertised at that Parking Place, or by payment to a person nominated by the Council.

### Display of Pay and Display Ticket

23. Once a Vehicle has been parked within a Pay and Display Parking Place the driver of the Vehicle shall:
- (i) ensure that a valid Pay and Display Ticket has been obtained and is displayed at all times the vehicle is parked, to cover the entire period that the Vehicle is parked in the Parking Place, and
  - (ii) display the Pay and Display Ticket issued at that Parking Place in the Relevant Position on the Vehicle in respect of which it was issued.

### Validity of Pay and Display Tickets

24. A Pay and Display Ticket is not transferable from one Vehicle to another and on transfer the ticket ceases to be valid.
25. A Pay and Display Ticket is valid only in the Parking Place in which it was issued. This is defined by the reference code of the Ticket Machine located in that Parking Place printed on the Pay and Display Ticket.

### Expiry of parking period

26. The expiry of the period for which the charge specified for that Parking Place as advertised at the Parking Place and specified in the Schedule to this order as amended from time to time has been paid shall be indicated when there is exhibited on the Vehicle a Pay and Display Ticket and the time and date shown on the clock of the issuing Ticket Machine is later than the time and date printed on the Pay and Display Ticket

### No Pay and Display Ticket displayed

27. If at any time while a Vehicle is left in a Pay and Display Parking Place no Pay and Display Ticket is displayed on that Vehicle in the Relevant Position and in accordance with the provisions of Article 24, it shall be deemed that the charge payable under Article 21 has not been paid.
28. If at the time when a Vehicle is left during the Charging Hours in a Pay and Display Parking Place and on the nearest Ticket Machine in that Parking Place there is a notice placed by any person duly authorised by the Council, indicating that the said Ticket Machine is out of order, then a ticket shall be obtained from another Ticket Machine within the same Parking Place (where

provided)or from a person nominated by the Council at the Parking Place Where there is no Ticket Machine or all Ticket Machines are out of order whether signed as such or not and there is no person nominated by the Council for the purpose at the Parking Place then Article 29 shall prevail

29. Where no valid Pay and Display Ticket can be obtained and displayed Vehicles may be left in a Parking Place without incurring a charge but may not be left for longer than 8 Hours
- 30 When a valid Pay and Display Ticket has been exhibited on a Vehicle in the relevant position no person shall remove the Pay and Display ticket from the Vehicle until the Vehicle is removed from the Parking Place

#### PART IV EXEMPTIONS FROM DAILY CHARGES

31 No daily charge shall be payable in respect of:

- (i) a Vehicle which displays in the Relevant Position a valid Disabled Person's Badge and correctly set time clock provided that the Vehicle immediately before or after the act of parking has been or is about to be used by the person(s) in respect of whom the badge is issued provided the Vehicle is not parked for more than 3 hours
- (ii) a Vehicle left displaying in the relevant position a valid Parking Permit valid for that Parking Place
- (iii) a Vehicle left displaying in the relevant position a valid Free Ticket valid for that Parking place

#### Absence of Ticket Machine

32. If at the time when a Vehicle is left in a Parking Place during the charging hours there is no Ticket Machine at the Parking Place, or all the Ticket Machines at that Parking Place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that Vehicle shall be exempt from purchasing a Pay and Display Ticket. Otherwise Article 29 shall prevail where there is no ticket machine or all ticket machines are out of order whether signed as such or not.

### Parking Permits

33. Parking Permits are available from the Council at the appropriate fee, for a Vehicle of a specific class and for a specific Parking Place subject to conditions determined by the Council.
34. The driver shall abide by the terms stipulated by the Council for the use of the Parking Permit.
35. A Parking Permit is only valid in the Parking Place in respect of which it was issued and up to the date of expiry shown on the Parking Permit.
36. A Parking Permit remains the property of the Council and must be surrendered on request. In such instances where a refund fee is appropriate this will be provided in accordance with the Council's policies.

### Display of Parking Permit

37. (i) The driver of the Vehicle shall display the Parking Permit in the Relevant Position on the Vehicle in respect of which it was issued at all times during which the Vehicle is left in the Parking Place.  
  
(ii) No person shall remove the Permit so displayed from the Vehicle until the Vehicle is removed from the Parking Place.

### Replacement Parking Permits

38. Damaged or lost Parking Permits will be replaced on application to the Council and on payment of an administration fee. The damaged or lost Parking Permit will then become immediately invalid.

### Surrender of Parking Permit

39. The holder of an annual Parking Permit shall on surrendering the Parking Permit not be entitled to a refund.

### Free Tickets

40. A Free Ticket is obtained from the Ticket Machine located in the Parking Place as advertised at that Parking Place or issued by a person nominated by

the Council and is valid for the period as advertised at that Parking Place. and as specified in the Schedule to this Order as may be amended from time to time

- 41 Where no valid Free Ticket or Pay and Display Ticket can be obtained and displayed at a Parking Place Article 29 of this order shall prevail

#### Display of free ticket

42. (i) The driver of the Vehicle shall display the Free Ticket in the Relevant Position on the Vehicle in respect of which it was issued at all times during which the Vehicle is left in the Parking Place.  
(ii) No person shall remove the Free Ticket so displayed from the Vehicle until the Vehicle is removed from the Parking Place

#### Validity of Free Tickets

43. A Free Ticket is not transferable from one Vehicle to another and on transfer the ticket ceases to be valid.
44. A Free Ticket is valid only in the Parking Place in which it was issued. This is defined by the reference code of the Ticket Machine located in that Parking Place printed on the Free Ticket.
45. A vehicle may only use one Free Ticket within any one daily charging period. A second Free Ticket displayed on the same vehicle within the same daily charging period, ( obtained either in the same Parking Place in which the first Free Ticket was obtained or in another Parking Place ,) will not be valid.
46. A Free Ticket is only valid on the date of issue and up to the departure time as printed on the Free Ticket.

## **PART V**

### **RELOCATION AND REMOVAL OF VEHICLES**

#### Emergencies

47. A Civil Enforcement Officer, a person authorised by the Council or a Police Constable in uniform may, using such measures as are appropriate, move or cause to be moved in the case of an emergency to any place he/she thinks fit, any Vehicle left in a Parking Place.

### Safe keeping

48. Any person removing a Vehicle from a Parking Place under Article 41 shall make such arrangements as may be reasonably necessary to provide for the safe keeping of the Vehicle

## **PART VI LIABILITIES / PENALTIES**

### Liability

49. The Council accepts no liability for the loss or damage to Vehicles or other property left in any of the Parking Places to which this Order applies.

### Wilful damage

50. Any person who with intent to defraud interferes with the Ticket Machine or operates or attempts to operate it by the insertion of objects other than undamaged and unaltered coins of legal tender and of the appropriate denomination, or other approved method of payment, shall be liable to prosecution.

## **PART VII CONTRAVENTION AND PENALTY CHARGE**

### Contravention

51. If a Vehicle is left in a Parking Place without complying with the requirements of this Order, a contravention shall have occurred and a Penalty Charge shall be payable. A Penalty Charge Notice showing the information required by the 2004 Act may then be issued by a Civil Enforcement Officer in accordance with the requirements of the 2004 Act or any subsequent applicable legislation

### Penalty Charge Notice

52. In the case of a Vehicle in respect of which the Penalty Charge may have been incurred, it shall be the duty of a Civil Enforcement Officer to either hand the Penalty Charge Notice to the Driver of the Vehicle, post the Penalty

Charge Notice to the Owner of the Vehicle or attach the Penalty Charge Notice to the Vehicle in a conspicuous position

Restriction on removal of notices

53. A Penalty Charge Notice fixed to a Vehicle in accordance with Article 46 shall not be removed or interfered with except by or under the authority of:
- (i) the Owner, or person in charge of, the Vehicle;
  - (ii) the Council for the Parking Place in which the Vehicle in question was found.

Manner of Payment of Penalty Charge

54. The Penalty Charge shall be paid in accordance with the instructions contained on the Penalty Charge Notice,
- (a) by cheque, bankers' draft, money order or postal order delivered or sent by post as indicated on the Penalty Charge Notice, or
  - (b) in cash, as indicated on the Penalty Charge Notice in person at any Gedling Borough Council cash office which accepts such payments, or
  - (c) by credit card or debit card over the phone using the number specified on the Penalty Charge Notice

Provided that, if the payment date deadline as described on the PCN for payment, falls upon a day on which the said department or office is closed, the period within which payment of the Penalty Charge shall be made as detailed on the Penalty Charge Notice, shall be extended until 16.00 on the next full day on which the said Department is open. Representations against the Penalty Charge Notice can be made as detailed on the Penalty Charge Notice in accordance with the 2004 Act and regulations made thereunder

55. If the driver fails to pay the Penalty Charge by the end of the 28 day period, a notice to the Owner may be served; and if the charge is then not paid within a further 28 days it may be increased by 50% on the issue of a charge certificate in accordance with the provisions of section 21 of Part 5, of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 or such other percentage increase of charge as may be determined by amendments to the legislation from time to time. Continued failure to pay the Penalty Charge may result in a judgement in the County Court against the Owner to enable the Council to recover the payments due.

56. Payment shall be received not later than 1600 on the 28th day following the day on which such Penalty Charge was incurred or the 14th day following the day on which the Charge was incurred if the Specified Proportion is paid.

Indications as Evidence

57. The particulars given in the Penalty Charge Notice attached to a Vehicle in accordance with this Order shall be treated as evidence in any proceedings relating to failure to pay such Penalty Charge.

**PART VIII**  
**DISPOSAL OF VEHICLES**

Disposal of Vehicles abandoned in Parking Places

58. The Council may sell or otherwise dispose of a Vehicle which has been, or could at any time be, removed from a Parking Place pursuant to Article 47 if the Vehicle appears to have been abandoned, provided that this power of disposal shall not be exercisable unless the Council has taken such of the following steps as are applicable to the Vehicle in question, and there has elapsed a period of six weeks beginning with the taking of the first of those steps.
59. Where the Vehicle carries a registration mark the Council shall ascertain from the appropriate body the name and address of the person who is the Registered Keeper of the Vehicle pursuant to the Vehicles (Excise) Act 1971, unless the Council is satisfied that the true owner of the Vehicle has identified himself to them.
60. The Council shall, where by virtue of Articles 59, 61 and 62, it is aware of the name and address of a person who it appears may be the Owner of the Vehicle, send a notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the Vehicle (which shall be sufficiently described in the notice) on or after a specified date (which shall not be less than two weeks from the date of the notice and in any event not earlier than six weeks from the date of the first step taken by the Council under this Part of this Order) unless it is in the meantime removed by or on



behalf of that person from such place as is specified by the Council in the said notice or from such place as may be subsequently notified in writing by the Council to that person.

61. If any person to whom a notice is sent in accordance with Article 60 informs the Council of the name and address of some other person who he/she alleges may be the Owner of the Vehicle, a notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person who the Council may in consequence of the sending of the notice to the said other person be led to believe may be the Owner of the Vehicle.
62. Where a Vehicle does not carry a registration mark the first step to be taken by the Council shall be to apply in writing to the Chief Officer of Police in whose area the Parking Place is situated enquiring whom that officer considers is the Owner of the Vehicle and the address of that person.
63. The Council shall then make such further enquiries as to ownership as it thinks fit.
64. Upon the sale of a Vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by it in connection with the disposal thereof and of any charge or payment to which it is entitled.
65. In the event that any such costs incurred by the Council in connection with the disposal of the Vehicle are not satisfied by virtue of the last preceding Article, the Council may recover those costs from the person who was the Owner of the Vehicle immediately before it was removed from the Parking Place, provided that that person was sent by the Council a notice under Article 54.
66. Any sums received by the Council on the sale of a Vehicle shall, after deducting any sum applied by virtue of Article 64, be payable within a period of one year from receipt hereof to any person to whom, but for such sale, the Vehicle would have belonged and insofar as any such sums are not claimed

within the said period they shall be paid into the General Rate Fund of the Council.

67. Where under the foregoing provisions of this Order a notice is required to be or may be sent to a person the notice shall be sent by recorded delivery post.

## **PART IX**

### **REVOCATIONS**

#### Revocations

68. The Gedling Borough Council ( Civil Enforcement Off- Street Parking Places) Order 2009 is revoked as from the date this Order comes into operation

THE COMMON SEAL of  
GEDLING BOROUGH COUNCIL  
was hereunto affixed the  
day of 2014  
in the presence of

MAYOR

MONITORING OFFICER

## SCHEDULE

Car Parks Parking Places or parts thereof shown hatched black on the plans appended hereto	Plan Number	Permit Zone	Type of parking	Charging Days and Hours	Length of time Free Ticket valid	Charging Band
<b>ARNOLD</b>						
BLATHERWICKS YARD	1	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank Holidays	2 Hours	A
HALLAMS LANE	2	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank	2 Hours	B
HIGH ST CO-OP	3	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank Holidays	2 Hours	A
HIGH ST LEISURE	4	A&L	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank Holidays	2 Hours	B
CROFT ROAD	34	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank Holidays	2 Hours	A
ST ALBANS ROAD	5	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank Holidays	2 Hours	B
DRUIDS TAVERN	33	A&T	Pay and Display	Mon to Sat 8.00 am to 6.00 pm. Excluding Bank Holidays	2 Hours	B
HALLAMS LANE LOADING YARD	18	E	Parking Permit holders	Mon to Sun 24 Hours	N/A	E
THE TIME CENTRE	17	D	Parking Permit holders	Mon to Sun 24 Hours	N/A	E
BLATHERWICKS YARD SERVICE YARD	6	K	Parking Permit holders	Mon to Sun 24 Hours	N/A	E
HIGH STREET AVENUE	19	F	Parking Permit holders)	Mon to Sun 24 Hours	N/A	E
OXCLOSE LANE	24		Long Stay (Free)	N/A	N/A	D
THACKERAYS LANE	30		Free	N/A	N/A	D
REDHILL LEISURE CENTRE	28		Free	N/A	N/A	D
<b>ARNOT HILL PARK</b>						
ARNOT HILL HOUSE	21	H	Parking Permit holders	Mon to Fri 9.30 am to 4.30 pm Excluding Bank Holidays	N/A	E
PARK VIEW	22	H	Parking Permit holders	Mon to Fri 9.30 am to 4.30 pm Excluding Bank Holidays	N/A	E
CIVIC CENTRE	23	H	Parking Permit holders	Mon to Fri 9.30 am to 4.30 pm Excluding Bank Holidays	N/A	E
CIVIC CENTRE ENTRANCE	29	J	One hour limited waiting	Mon to Fri 9.30 am to 4.30 pm Excluding Bank Holidays	N/A	
THE BOWLING GREEN	15	C	Pay and Display	Mon to Fri 9.00 am to 3.00 pm Excluding Bank Holidays	2 Hours	C
CARLTON						

CARLTON SQ	7	A&P	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
FREDERICK AVENUE	8	N	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
STANDHILL ROAD	9	N	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
THE RICHARD HERROD LEISURE CENTRE	26		Long Stay (Free)	N/A	N/A	D
CONINGSWATH ROAD	27		Long Stay (Free)	N/A	N/A	D
CARLTON FORUM LEISURE CENTRE	32		Long Stay (Free)	N/A	N/A	D
<b>MAPPERLEY</b>						
BONNINGTON RD	10	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	A
HAYWARD RD NORTH	11	A&M	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
HAYWOOD RD SOUTH	12	A&M	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
<b>GEDLING</b>						
RANMORE ROAD	25	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
<b>NETHERFIELD</b>						
MORRIS ST	13	A&R	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
VICTORIA RD	14	A	Pay and Display	Mon to Sat 8.00 am to 6.00 pm Excluding Bank Holidays	2 Hours	B
KOZI KOTS	20	G	Parking Permit holders	Mon to Sun 24 hours	N/A	E
<b>RURAL</b>						
BURNTSTUMP UPPER AND LOWER PAPPLEWICK	16	C	Pay and Display	Mon to Sun 9.00 am to 3.00 pm Excluding Bank Holidays	2 Hours	C
CALVERTON LEISURE CENTRE	31		Free	N/A	N/A	D

Charging Band	Tariff
A	Up to 4 Hours £1.00, Up to 10 Hours £10.00
B	Up to 4 Hours £1.00, Up to 10 hours £ 3.00
C	Monday to Friday, Up to 4 Hours £1.00 Up to 6 hours £3.00 Saturday and Sunday , Up to 6 Hours £1.00
D	Free, Maximum Stay 24 Hours
E	Parking Permit Holders Only

The level of Penalty Charges are:

£70 (£35 where paid within 14days; £105 if paid after service of a charge certificate) for higher level contraventions. These are contraventions relating to parking in loading areas, designated disabled person's bays, a restricted area, a permit bay or a bay not designated for that class of vehicle; and for using a vehicle in connection with the sale of goods and services, or causing an obstruction.

£50 (£25 where paid within 14 days; £75 if paid after service of charge certificate) for lower level contraventions. These are; parking longer than the maximum period allowed, parking beyond the bay markings, parking during a period of no return, parking when the Parking Place is closed, parking without displaying a valid permit or Pay and Display ticket, parking for a purpose other than that permitted, parking with the engine running where prohibited.

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## **Report to Cabinet**

**Subject:** Corporate Peer Challenge – Findings and Follow-up

**Date:** 24 April 2014

**Author:** Chief Executive

### **Wards Affected**

All

### **Purpose**

To summarise the findings of the Peer Challenge and agree follow up actions.

### **Key Decision**

This is not a key decision

### **Background**

- 1.1 In November 2013, a team of elected members, senior officers and Local Government Association advisors undertook a Peer Challenge of the Council.
- 1.2 The Peer Challenge was something that was commissioned by the Council, designed to complement and add value to the Council's own performance and improvement focus.
- 1.3 The challenge addressed a number of questions common to all Peer Challenges, along with some areas of focus specific to Gedling, namely:-
  - Does the Council have clear ambitions?
  - Do systems and procedures contribute effectively to this agenda?
  - Member and Officer roles, responsibilities and relationships
  - The impact of recent political and managerial change
  - How the organisation's resources, capacity and services are being focussed on achieving priorities
  - The extent to which the Council has realistic strategies and actions to meet future challenges

- How well placed is the Council to deliver its future ambitions?

1.4 A copy of the Peer Challenge report has been circulated to all members and highlights areas of strength as well as potential areas for improvement. This report concentrates on the “challenges” that were identified, given that the primary reason for commissioning the challenge was to aid our development.

### **Proposal**

2.1 It is proposed that Appendix 1 forms the basis of the Council’s response to the Peer Challenge and that the proposed actions are embedded in the 2014/15 Council Plan.

### **Alternative Options**

3.1 Not to respond to the findings of the Peer Challenge, which would represent a waste of their time and our time.

### **Financial Implications**

4.1 It is envisaged that all of the actions outlined in Appendix 1 can be funded from existing budgets

### **Background Papers**

5.1 Corporate Peer Challenge report produced by the Local Government Association

### **Recommendations**

That Cabinet agree the proposed actions set out at Appendix 1 and that these actions be incorporated into the current year’s Council Plan.

### **Reasons for Recommendations**

To ensure that the Council learns from and responds to external feedback.



<b>Peer challenge – Proposed responses</b>		
<b>Challenge</b>	<b>Response</b>	<b>Responsibility for action</b>
Ensure that staff and members are engaged more actively in the direction and development of the Council	It is acknowledged that there has been a huge amount of change in recent years and a rapid pace of change, some of which has been unsettling for staff in particular. While considerable effort is made to communicate with staff and involve them in organisational change, the risk of some people being “left behind” is real. Internal communications are to be reviewed and a new programme of organisational development introduced in conjunction with staff. The challenge of engaging elected members more effectively is one of a number of items proposed to be considered at the next meeting of Overview and Scrutiny Committee.	<b>Chief Executive</b>
There’s potential for more constructive challenge of performance and a need for greater member ownership of the risk register	Again, this is something that is probably best pursued with Overview and Scrutiny. There is always scope to delve deeper into performance and management of risk and the current arrangements allow for this. For example, establishment of task and finish groups to focus on specific areas of concern or interest.	<b>Stephen Bray and Mark Kimberley, Corporate Directors</b>
Maximise the role of the Gedling Leaders’ Forum; develop a strategy of place/strategic plan to generate collective responsibility for agreed outcomes	The Gedling Leaders’ Forum was established as a more informal, less bureaucratic network of organisations to replace the Gedling Local Strategic Partnership. Whilst it is not considered appropriate to reinvent the LSP model, it is accepted that there is scope to ‘get more’ from the Leaders’ Forum. The suggestion to develop a strategy of place is welcomed and the transition from our ‘Council Plan’ to a ‘Gedling Plan’ is a step in that direction.	<b>Chief Executive</b>

Develop closer/improved relationships with parishes	The challenge team found that Parish Councils were generally positive about improved communication and welcomed the new Parish Liaison meetings. However, there was still further to go to strengthen Borough:Parish relationships. This is to be included as the main item for consideration at the next Parish Liaison meeting.	<b>Paula Darlington, Corporate Director</b>
There is a need for greater engagement of members in financial planning and the ongoing scrutiny of the budget	At the time of the peer challenge, members of the majority group were involved in extremely detailed discussions about priorities and finance. Opposition groups also contributed to the budget process. From an officer perspective, while the 2014/15 budget process was extremely demanding, increased member engagement added considerable value. The Challenge Team's proposal to build on this experience is supported.	<b>Mark Kimberley, Corporate Director</b>
Consider increasing the Council's asset base	This observation/suggestion reflects the limited land holdings of the Council (number and financial value). In 2013 the Council acquired the Grove public house for social housing and the Druids public house for car parking. So when opportunities arise, the Council will look to increase its asset base.	
Earlier engagement of Service Managers in organisational development; more internal peer challenge	The suggestion to strengthen the links between senior and middle management is supported. Regular joint SLT and Service Manager meetings have been put in place and every Service Manager recently presented their Service Plans to SLT. As referred to earlier, it is proposed to implement an organisational development programme that will actively involve Service Managers in its design and delivery.	<b>Chief Executive</b>

<p>Improve staff capacity, capability and morale</p>	<p>The focus given by the Challenge Team to organisational capacity is welcomed and covers a lot of ground. Some things – such as PDR's, Team Meetings and 1-1's – are basic management responsibilities and the expectation that these are a fundamental job requirement has been clearly spelt out. Other issues raised – such as up skilling in project management and improving Employee:Management relationships will be taken forward and incorporated within the organisational development programme referred to earlier.</p>	<p><b>Chief Executive/ Corporate Directors/ Service Managers</b></p>
<p>Narrow our priorities; decide where performance may not need to be “quite so high”</p>	<p>The Challenge Team probed around a perceived tension between our ambition and capacity to deliver. This was a fair challenge and the impact of budget reductions is becoming increasingly apparent – internally if not externally as yet. Early warnings of slippage in performance or financial targets will be increasingly important through budget and performance monitoring and this will form the basis for any future consideration/review of priorities.</p>	<p><b>Senior Leadership Team</b></p>
<p>Extend partnership working to develop 'genuine' shared services</p>	<p>A large number and wide range of opportunities are being explored and some early 'sharing' has already taken place with Rushcliffe and Newark and Sherwood. Gedling has been providing support to Newark and Sherwood on revenues and benefits and intranet development and discussions about collaboration on commercial waste, fleet management, building control, payroll and environmental health are up and running. The Challenge Team also fed back a perception from representatives of the voluntary sector that they wanted a more active role in service delivery. Asset transfer of community centres is one example that is being progressed and meetings have been scheduled with two 'infra-structure' organisations to explore their future role.</p>	<p><b>Senior Leadership Team/ Service Managers</b></p>

<p>Enhance the effectiveness of overview and scrutiny; develop a shared work programme between scrutiny and Cabinet; invest in training of scrutiny members</p>	<p>There are plenty of examples of scrutiny's input to policy development and performance improvement. Nevertheless, the feedback from the Challenge Team reflects the perceptions of some elected members. The Peer Challenge report is scheduled to be considered by Overview and Scrutiny Committee on 29 April 2014 and members' views will direct the response/action to this item.</p>	<p><b>Stephen Bray, Corporate Director/ Overview and Scrutiny Committee</b></p>
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