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**Our reference:**  
**Your reference:**  
**Date:** 27 September 2010

To all Members of the Council

Dear Councillor

A meeting of the CABINET will be held on Tuesday 12 October 2010 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely

Head of Corporate Services

### ***AGENDA***

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes of the Meeting held on Tuesday 7 September 2010.
4. Proposals For Dealing With The Collection Of Cash By The Council  
The report of the Head of Partnerships and Performance.
5. Local Investment Plan  
The report of the Deputy Chief Executive (PR).
6. Capital Budget Monitoring  
The report of the Head of Financial Services.
7. Revenue Budget Monitoring  
The report of the Head of Financial Services.
8. Conservation Area Boundary Changes – Scarrington and Keyworth  
The report of the Head of Planning and Place Shaping.

## Membership

Chairman: Councillor J N Clarke

Vice-Chairman: Councillor J A Cranswick

Councillors D G Bell, J E Fearon, R Hetherington, Mrs D J Mason

<b>Meeting Room Guidance</b>
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**Fire Alarm - Evacuation** - in the event of an alarm sounding you should evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

**Toilets** - Facilities, including those for the disabled, are located opposite Committee Room 2.

**Mobile Phones** – For the benefit of other users please ensure that your mobile phone is switched off whilst you are in the meeting.

**Microphones** - When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.



**MINUTES  
OF THE MEETING OF THE  
CABINET  
TUESDAY 7 SEPTEMBER 2010**

Held at 7.00pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillors J N Clarke (Chairman), D G Bell, J A Cranswick, R Hetherington and Mrs D J Mason

**ALSO IN ATTENDANCE:**

Councillors C J Evans, R M Jones and A MacInnes

**OFFICERS PRESENT:**

C Bullett	Deputy Chief Executive (CB)
S Griffiths	Deputy Chief Executive (SG)
N Morton	Head of Financial Services
P Randle	Deputy Chief Executive (PR)
D Swaine	Head of Corporate Services

**APOLOGY FOR ABSENCE:**

Councillor J E Fearon

20. **Declarations of Interest**

There were none declared.

21. **Minutes**

The minutes of the meeting held on Tuesday 13 July 2010 were approved as a correct record and signed by the Chairman.

22. **Fresh Approach to Housing Growth**

Councillor Bell presented the report of the Deputy Chief Executive (PR) which explained that the new Coalition Government had acted swiftly to revoke the Regional Strategy's housing targets that were being imposed on the Borough. Commenting further he went on to explain that the 'Fresh Approach to Housing Growth' leaflet as attached to the report had been produced following the revocation of these targets but prior to receipt of a new Government guidance. It was intended that the leaflet would assist the Council in taking the initiative on the issue of housing growth and being proactive in its attempt to influence Government thinking.

Councillor Bell stated that the report indicated that the Government had now confirmed there was still a requirement to produce a Local Development Framework (LDF) but local authorities were required to determine their own housing targets having regard to national planning policy and the wishes of their communities. The report also indicated that due to the major change of Government policy the current timescale for approving the LDF could not now

be met. Commenting further on this Councillor Bell indicated that in the absence of an approved Development Plan the Local Development Framework Group had recommended that the 'Fresh Approach' document be approved by the Council as a Planning Statement. It was intended that this would, during the time it takes to develop the LDF formally, help to discourage unwanted development, particularly in the green belt and help to inform developers bringing forward proposed developments. Furthermore it would illustrate that the Council recognised some development was required in future and also how over the next few years there was sufficient potential supply from sites with unimplemented planning permission across the Borough. The document also recognised that there may be other potential sites that have some local support that maybe worthy of further consideration.

Councillor Mason welcomed the report and the attached document stating that she believed it evidenced clearly how the Council had taken on board the views of its residents when considering future development across the borough and as such she supported its referral to Council.

Councillor Cranswick stated that the document evidenced a progressive approach incorporating the views of residents without committing the Council to unwanted and unnecessary development forced upon it through excessive and unrealistic housing targets.

Councillor Clarke welcomed the document and stated that he believed it provided clarity for residents and prospective developers. He added that it also demonstrated the Council's commitment to protecting the environment and the unique character of Rushcliffe as an area.

In response to a question from Councillor Hetherington the Deputy Chief Executive (PR) clarified the considerations in relation to the three sites identified at paragraph nine of the report in relation to land classification.

It was AGREED that Cabinet recommend to Council that -

- a) the document 'Housing Growth in Rushcliffe – A Fresh Approach' be approved as a Planning Statement, and
- b) the housing targets for Rushcliffe contained in the recently revoked East Midlands Regional Strategy be reviewed.

## 23. **Initial Budget Report 2011/12**

Councillor Clarke presented the report of the Chief Executive setting out proposals for a structured approach to reacting to the likely economic and financial challenges faced by the Council and its partners over the next four years. He explained the report aimed to set the scene in which the Council could properly deal with the considerable pressures and constraints it was likely to face in future.

Commenting further Councillor Clarke stated that the report indicated that following the formation of the Coalition Government and the delivery of the emergency budget announcement it was clear that the public sector would face significant funding reductions over the next four years. Therefore it was

important that the Council gave detailed consideration to how it would approach and deal with these potential reductions to ensure it remained a highly efficient and effective organisation delivering high quality services.

Councillor Clarke went on to explain how the report indicated that, based upon known information, it was likely that Local Government would be required to contribute a significant amount towards the average national savings target of 25%. Therefore it was clear that the cuts in the public sector were likely to be significant which raised serious questions as to how Local Government, and District Councils in particular, would continue to deliver services within the current environment. On this basis it was certain that hard, but informed choices would need to be made to ensure those excellent services that mattered were sustained.

Councillor Cranswick explained that paragraph 3 of the report set out a number of Appendices providing a structured approach to reacting to the likely economic and financial challenges faced by the Council over the next four years. Appendix 1 of the report provided a suggested policy framework setting the context to focus the Council's budget and service planning for the period 2011 to 2015. Appendix 2 set out the financial projections for the revenue budget and capital programme and an assessment of the risks for the next four years based upon the latest information available together. He emphasised that the projections were only indicative and that the true position would not become clear until the draft Formula Grant settlement was announced. Appendix 3 set out a proposed budget timetable for 2011/12 which recommended the use of Member workshops, community consultation and the scrutiny process to make recommendations.

Commenting further Councillor Cranswick stated that the report made reference to the Local Government Association (LGA) publication 'Place-based budgets: The future governance of local public services'. He explained that this policy document had been produced by the LGA to inform the Government's spending review. The policy document outlined a proposal based upon fundamentally changing the system of public finance and continuing to pursue the task of eliminating waste and red tape in the system whilst pioneering new ways of working.

The report advised Cabinet that the LGA policy document needed more detailed consideration and as such it recommended that a Member Group be established to undertake this piece of work. The Member Group would help to ensure wider understanding of its impact and implications for the Council. Proposed terms of reference for the Member Group were set out at appendix 4 of the report which also indicated how it was intended that the Group's work would help to recommend any subsequent necessary changes in the development of the policy framework.

Cabinet recognised that the report set out further details in relation to the initiatives taken by the Council to make savings particularly with regard to Business Cost Reduction, Service and Structure Redesign and Income Maximisation. Additionally appendix 1 of the report set out a suggested Policy Framework to be adopted as an interim measure to guide the immediate and ongoing decisions which would be required during the forthcoming budget round.

In response to a question from Councillor Mason the Deputy Chief Executive (CB) set out the latest position in relation to discussions with Parkwood Leisure and the establishment of a trust arrangement. He explained the background to the issue and indicated that it was intended that the Council's Chief Executive would be meeting with representatives of Parkwood Leisure to see if and how this matter could be taken forward and progressed.

In conclusion Councillor Clarke indicated that it was clear since the formation of the Coalition Government that Local Government would be expected to make a significant contribution to reducing the national deficit. Recent announcements suggested that there would be radical reform of the way public services operate and therefore it was expected that a significant reduction or change in the way budgets are allocated would be experienced by District Councils. In view of this it was important that a structured approach was agreed to ensure the Council was able to maintain its momentum of providing high quality value for money services. He added that he believed the report suggested an approach which would provide a framework to assist Members in maintaining focus upon the Council's priorities whilst meeting the national agenda of producing further efficiencies.

It was AGREED that Cabinet

- a) endorsed the policy framework detailed at **Appendix 1**;
- b) noted the financial projections in **Appendix 2**;
- c) endorsed the proposed budget timetable in **Appendix 3** and requested that it be forwarded to the Corporate Governance Group for comments, and
- d)
  - (i) requests that a Member Group be established to consider the Local Government Association policy document 'Place based budgets: The future governance of public services' in order to ensure a wider understanding of its impact and the implications for the Council, and
  - (ii) agreed the draft terms of reference for the Group as set out at **Appendix 4**.

#### 24. **East Leake Leisure Centre Independent Review**

Councillor Cranswick presented the report of the Chief Executive relating to the East Leake Leisure Centre Independent Review. He explained that following the recommendations previously made by Cabinet work was commissioned to establish the financial and contractual options in respect of continuing the leisure provision of East Leake Leisure Centre. These options had been considered by Cabinet in late September 2009 and the second part of Cabinet's recommendation, at that point, had been to request an independent review of the decision making process to enter the private finance arrangement (PFI) and to establish if there were any relevant learning points for the Council.

The report set out to inform Cabinet of the outcome of the independent review together with the recommendations made by the cross-party Member Group following their consideration of it. The report also set out the Member Group's terms of reference as previously agreed by Cabinet as follows:

“To review the Council’s decision making process which resulted in the Council entering into a partnership relating to East Leake Leisure Centre and, in light of this review, to identify any relevant learning points for the Council.”

The report indicated that as part of a decisions made previously by the Cabinet, the Chief Executive had commissioned the independent review with the findings of this review being reported to the cross-party Member Group. Mr Stewart Dobson, former Chief Executive of Birmingham City Council, was commissioned to undertake the independent review based upon the following methods.

- An examination of files and reports presented to various Member bodies between February 1998 and May 2002, and
- Meetings with certain senior council officers who worked for the Authority at that time who were still in the employment of the Authority.

The Member Group had considered the written report received from Mr Dobson on 13 July 2010 which indicated the main issues regarding the Council’s decision making process under five headings. The report set out these headings and the key points in detail at paragraph 5. It also outlined other matters and gave key learning points as a result of the issues identified by the independent review.

Councillor Cranswick stated that in its conclusion the report indicated it was clear to the Member Panel that the reviews findings provided clarity regarding how the five year opt out clause was not known more widely. The Group also concluded that upon considering further verbal evidence and explanations obtained from discussions with previous postholders that the intention of the five year clause had been inserted in an attempt to protect the Council’s interests and those of its residents. However in hindsight it was clear that the focus had become about providing a pool for East Leake which had resulted in a lack of challenge and scrutiny regarding the associated risks of the initiative. The Member Group had also concluded that the officers at the time had worked diligently to protect the best interests of the Council and its residents whilst achieving the full Council’s desire to deliver a pool.

Commenting further Councillor Cranswick stated that the Member Group had concluded that the independent review report had been extremely helpful in identifying the lessons that should be learnt and it was acknowledged that these had been incorporated into existing working practices for some time now at the Council. In view of this the Member Group had recommended that Cabinet be requested to acknowledge and accept the issues highlighted regarding the decision making process and make sure these were constantly reviewed to ensure current standards are maintained. Furthermore, in view of the fact that the work of the Member Group was concluded Cabinet were advised that it would be wound up.

It was AGREED that Cabinet:

- a) acknowledges and accepts the
  - (i) issues regarding the decision making process and
  - (ii) the key learning points and urges that these be constantly reviewed to ensure current standards are maintained, and
- b) recognises the valuable work of the cross party Member Group in its consideration of the independent review's findings and notes that the Group be wound up as its business is concluded.

**25. Conservation Area Boundary Changes – Wysall and West Leake**

Councillor Bell presented the report of the Head of Planning and Place Shaping indicating that in line with Government requirements, appraisals and reviews of boundaries were undertaken for all Conservation Areas in the Borough. As part of this review process the Wysall and West Leake Areas had been appraised and their boundaries reviewed and the report recommended changes to the Conservation Area boundaries.

Commenting further Councillor Bell explained that the review proposed changes to the boundaries as set out in the plans at Appendices 2 and 4 of the report. He explained further that these Appendices set out the new areas to be included in the boundaries and clarified the proposed boundary changes.

It was AGREED that pursuant to Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, changes to the boundaries of the West Leake and Wysall Conservation Areas be designated as shown on the plans at **Appendices 2 and 4** of this report and notice be given in accordance with the statutory requirements.

The meeting closed at 7.30 p.m.

CHAIRMAN





**CABINET**

**12 OCTOBER 2010**

**PROPOSALS FOR DEALING WITH THE  
COLLECTION OF CASH BY THE COUNCIL**

**4**

## **REPORT OF THE HEAD OF PARTNERSHIP AND PERFORMANCE**

### **CABINET PORTFOLIO HOLDER – COUNCILLOR J A CRANSWICK**

#### **Purpose of Report**

To seek approval from Cabinet to close the customer cash office in the Civic Centre and outsource receipt of payments to an external supplier. This will enable residents to pay at numerous pay outlets across the Borough.

#### **Summary**

1. The Borough Council is committed to providing high quality customer service to all of its residents. There are currently a number of areas within the customer payments process where it is felt that the customer experience could be improved. The Council recognises that by closing our only customer cash office in the civic centre, there are opportunities to significantly increase access to numerous payment outlets across the whole of the Borough. This is likely to have a positive impact on residents from more rural communities, as well as providing extended opening hours for all residents to make payments. Alongside this, there are opportunities to reduce internal duplication of processes and support local business, such as Post Offices throughout the Borough.
2. The report presents three options for the Council to pursue. These options include:
  - Option 1: Do nothing
  - Option 2: Close the Cash Office and outsource all current Cash Office payments to an external company.
  - Option 3: Close the Cash Office and outsource all receipt of payments across the Council to an external company, but retain one central back office function for processing cheques.
3. The report outlines the potential risk of options 1 and 2, highlighting the trend in an overall reduction of transactions since 2007/08 but also the need to maintain a back office function for processing cheques.
4. The report outlines the potential benefit of option 3, which recognises the need to maintain cheque processing.

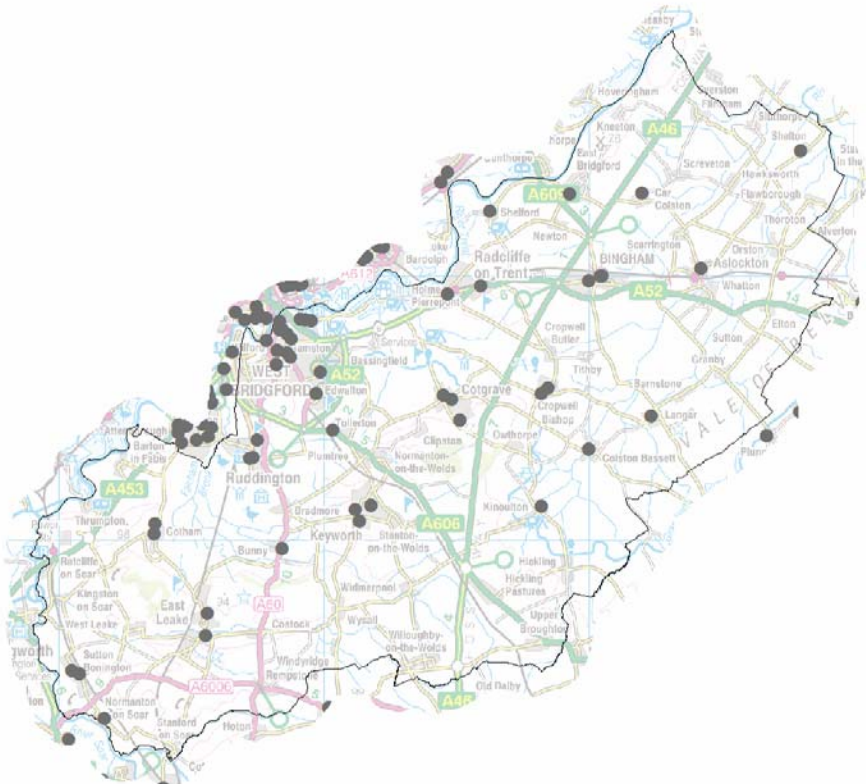
- 5. This option was supported by Members at the Customer Services Partnership Working Group, who noted the potential of the project to help support rural post offices.

**Recommendation**

- 6. It is RECOMMENDED that Cabinet approve: Option 3 – close the cash office and outsource all receipt of payments across the Council to an external company, but retain one central back office function for cheques.

**Background**

- 7. The Cash Office is situated within the Customer Services section, with a dedicated cashier for 24 hours per week and two Customer Advisors providing cover for 13 hours per week. It costs the Borough Council £54,299 annually to run.
- 8. The viability of closing the cash office at the Civic Centre and outsourcing payments to be processed by an external company has been investigated. This would mean that residents could pay all of their bills at local outlets across the country, for example Post Offices, for a fixed fee per transaction that is recharged to the Council. This service would be targeted only at the customers who currently pay by cash. Customers who currently pay by direct debit would continue to pay by this method.
- 9. Some soft market testing has been carried out to see what is available within the market. Some suppliers offer up to 33,000 pay outlets across the UK, including 19,000 Pay Points and 14,000 Post Office branches. Residents can pay at any of these places. Taking these outlets as an example, Rushcliffe and a 1 kilometre boundary there are 93 pay outlets available to residents, comprising: 33 Post Offices; 54 Pay Points; and 6 e-pay stations. The map below highlights where these outlets are situated:

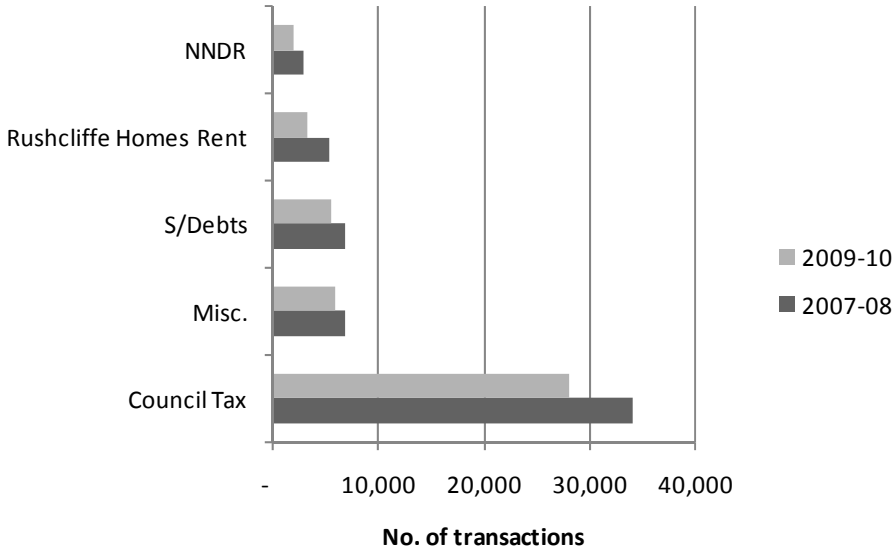


**The Current Service**

- 10. There are a number of issues with the existing service, including:
  - Access to services – Currently access to the Cash Office is advantageous for residents in West Bridgford, but is much less convenient for residents in other areas of the Borough, particularly in rural parts of Rushcliffe.
  - Relocation – Plans to relocate the Customer Services Centre to West Bridgford police station provides an opportunity to review service in parallel with the move.
  - Process Duplication – Currently counting, logging and processing of payments is carried out by various departments across the Council. Payments are processed in Customer Services, Planning and the Depot, creating unnecessary costs in terms of secure collections and software. Outsourcing to an external company would reduce costs.

**The Changing Face of Payments**

- 11. The last few years have seen a significant shift in customers’ methods of making payments to the Borough Council, moving away from traditional face-to-face transactions at our Cash Office.
- 12. From 2007/08, the Cash Office has witnessed a 20% drop in transactions, from 56,567 in 2007/08 to 45,400 in 2009/10 and it is anticipated that this trend will continue. In terms of income from these transactions, this has fallen from £10.9 million in 2007/08 to £9.5 million in 2009/10.
- 13. The largest reductions in transactions at the Cash Office are due to an increased take-up of direct debit for Council Tax. Rent payments at the Council have also decreased significantly since Spirita housing association outsourced receipt of payments in 2008, enabling residents to pay at numerous outlets across the Borough. A summary of payments can be seen below:



14. As part of this review the project team visited local authorities who have outsourced payments. These include Kettering Borough Council, Charnwood Borough Council and Bassetlaw District Council. All of these councils have chosen barcode payments. Here, invoices containing a barcode reference are sent to the customer, who can then take the bill into pay outlets to make payments. All of the authorities visited have had a very positive experience of outsourcing the service to date. In addition, all of these authorities have retained a back office function for processing cheques, enabling residents to continue paying in this way if they wish.

### **Anticipated Benefits of Outsourcing Payments to an External Company**

15. Long and convenient hours for customers to pay
16. Increased access - residents can pay at numerous outlets across the country. Within Rushcliffe and a 1 km boundary alone, there are 93 post offices and Pay Point outlets where residents can pay.
17. Improved customer satisfaction – On a recent snapshot survey carried out on residents who currently use our cash office, 74% of residents asked said that they would prefer to pay at payment outlets of their choice. A further survey is being carried out to gauge more opinions on this.
18. Supporting local business – Offering increased business to local businesses, such as Post Offices.
19. Reduced duplication of processes – Potential to amalgamate separate cash offices in Customer Services, Level 6 and the Depot into one central back-office cheque office.

### **Options**

#### **Option 1: Do nothing.**

20. Estimated cost: Currently transactions at the Cash Office are recharged to departments at 78p per transaction. A 5 year forecast of fixed and variable costs show that if the cash office remains open, this cost could be as high as £1.48 per transaction by 2014/15 based on 5% reductions in transaction year on year. This is set against an estimated fixed cost of 46p per transaction if outsourced.

#### **Option 2: Close the Cash Office and outsource all current Cash Office payments to an external company.**

21. Estimated cost (first year): £58,638. Annual costs thereafter would fall to £50,638.
22. However, managers have anticipated a risk that if cheques were no longer accepted, there is the potential for a reduction in the use of some of our existing services, such as pest control and building control.

**Option 3: Close the Cash Office and outsource all payments across the Council to an external company, but retain one central back office function for cheques.**

23. A summary of the costs for Option 3 are:

	<b>Cost of Option 3</b>	<b>Current Cost of Cash Office</b>	<b>Difference</b>
<b>1<sup>st</sup> Year (inc. Set-up costs)</b>	£61,694	£54,299	+ £7,395
<b>Ongoing annual costs</b>	£44,652	£54,299	- £9,647

24. The key benefits of Option 3 are:

- Reduced Duplication – This option provides a central base for transactions to be processed, negating the need for 3 separate cash offices. Staff time will be saved as a consequence.
- Reduced Security Costs – If the Cash Office is amalgamated, this will negate the need for a separate cash office collection at the depot.
- Low Risk to the Council – as cheque payments can still be received
- Supervisor time that can be re-directed to Customer Services Centre activities.

### **Conclusions**

25. In conclusion it is considered that Option 3 presents the most viable option in terms of benefits realised and on going revenue savings.

26. If outsourcing of receipt of payments is approved, the Council would undertake a procurement exercise to select the company for outsourcing the payments. In parallel with this appropriate consultation with staff and communication with residents, to inform them of the proposed changes, would be taking place. The target date for implementation is February 2011.

### **Financial Comments**

The implementation of option 3 will incur an additional cost in year one of £7,395 due to the set up costs in the first year. However, it will generate savings from year 2 onwards of £9,647 assuming a similar level of cash transactions being processed by the new payment methods. With the number of transactions falling year on year, this option does take away the risk of running an ever reducing dedicated cash office facility and move to a lower cost per transaction in the future.

### **Section 17 Crime and Disorder Act**

The outsourcing of payments to a number of outlets across the Borough will negate the need for residents to carry large amounts of money long distances in order to pay at the Civic Centre. Withdrawal of a customer cash office at the Civic Centre will also reduce the risk posed to employees in dealing with large amounts of cash in an open environment.

### **Diversity**

The extensive network of payment points will increase access to payment facilities for residents across the Borough, particularly those in rural areas.

### **Background Papers Available for Inspection:**

## Standard Checklist for Reports

Meeting: Cabinet – October 2010

Report Title: **PROPOSALS FOR DEALING WITH THE COLLECTION OF CASH BY THE COUNCIL**

Author: S Roberts

The following issues are relevant to this report and have been properly considered in its preparation and in the recommendations made. Appropriate consultation has been made and advice sought on these issues as required. (See notes on page 2)

Financial	<input checked="" type="checkbox"/>	Human Rights	<input type="checkbox"/>
Legal	<input type="checkbox"/>	Equal Opportunities	<input checked="" type="checkbox"/>
Policy	<input checked="" type="checkbox"/>	Crime and Disorder	<input checked="" type="checkbox"/>
Risk Management	<input type="checkbox"/>	Environment/EMAS	<input type="checkbox"/>

(Tick all appropriate boxes)

Comments:

Name of Officer Completing Form:  
Nigel Carter

*This form must be completed and sent to the relevant Member Support Officer together with the Report by the agreed deadline. It will also be appropriate to complete this form when producing reports for certain officer meetings, e.g. SMT/CMT*

## **REPORT OF THE DEPUTY CHIEF EXECUTIVE (PR)**

### **CABINET PORTFOLIO HOLDER – COUNCILLOR D G BELL**

#### **Summary**

This paper informs Cabinet about the form and content of the Nottingham Housing Market Area (HMA) Local Investment Plan.

#### **Recommendation**

It is RECOMMENDED that Cabinet endorse the Local Investment Plan.

#### **Background**

1. Officers from the local authorities that comprise the Nottingham Housing Market Area (Ashfield, Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe) have been working closely with the Homes and Communities Agency (HCA) to draft a Local Investment Plan. Local Investment Plans (LIPs) are 10-15 year frameworks which set out priority projects and initiatives for HCA investment. Whilst the primary focus of HCA investment is housing related, LIPs also take into account the supporting investment for housing related regeneration, transport and economic development.
2. In the East Midlands, the HCA require LIPs to be prepared on the basis of Housing Market Areas. This is consistent with the approach to the Local Development Framework Aligned Core Strategies – the contents of which have strong synergies with the issues addressed in the LIP. The HCA require LIPs and accompanying Local Investment Agreements (see paragraph 16) to be in place by March 2011. However, the LIP will be regarded as a ‘living document’ and will be subject to review to reflect changing local circumstances, new opportunities, funding availability and market conditions.
3. Whilst LIPs set out investment aspirations and may be approved by both Local Authorities and the HCA they are not formal funding agreements. Rather they provide an understanding of the key priorities and an agreed framework to guide and direct future resources.
4. The LIP makes reference to a number of projects and schemes that require planning permission. The inclusion of any specific scheme in the LIP does not in any way influence or pre-judge the due planning process. Any future funding from the HCA would be dependent upon planning permission being obtained.

#### **Nottingham HMA Local Investment Plan**

5. The Local Investment Plan for Nottingham HMA (see appendix) has been developed in close consultation with planning, housing and regeneration officers



across the HMA. Authorities have also liaised with their Local Strategic Partnerships and Registered Providers (Housing Associations).

6. The plan draws together the key housing and regeneration priorities for the HMA set out within the following documents:
  - Housing Strategies
  - Sustainable Community Strategies
  - Draft Aligned Core Strategies
  - Local Transport Plans
  - Emerging Economic Assessments
7. Importantly the LIP identifies initiatives and projects where future HCA investment may be needed to secure successful delivery. Activities are set out over 3, 5 and 10 year periods within the four strategic themes listed below:
  - Housing Supply – Improving the supply of housing across the HMA including affordable housing and supporting infrastructure
  - Housing Quality – Improving the quality of both public and private sector housing
  - Inclusion – Ensuring the housing needs of the most vulnerable communities are met
  - Regeneration – Creating attractive neighbourhoods and town centres.
8. The plan includes site specific projects and five ongoing 'block' programmes relating to affordable housing, decent homes (public and private), energy efficiency and aids and adaptations. The block programmes seek to provide flexibility to support councils' ongoing investments in core housing activities where specific sites are not yet identified. The total investment requested will inevitably be in excess of the resources available in the short-term and there will be a need to review, refine and prioritise against available resources.

### **Implications for Rushcliffe**

9. The LIP is a 10-15 year framework that sets out the priority projects for HCA investment. The LIP has a 2026 vision for the HMA. This refers to successful new communities being created, including Cotgrave via the colliery site and to modest development in rural areas to meet local housing needs. If schemes are able to obtain planning permission and do proceed, the LIP will ensure that, if required and subject to resource availability, grant funding is available for affordable housing.
10. The site specific projects identified in Rushcliffe include Cotgrave Colliery, Land at Wilford Lane in West Bridgford, RAF Newton and Land north of Bingham. In relation to the latter three in particular, it is identified that there is presently uncertainty over whether development will go ahead, if at all, during the period identified (2011-2014).
11. Rushcliffe has not identified empty homes as a high priority in the LIP and in fact, under-occupation is more of an issue in respect of improving housing supply. Although there are several hundred empty homes in Rushcliffe these are predominantly in the private sector. There aren't any areas where empty homes are concentrated and experience shows that it is a lengthy and expensive process to try to return an empty private property back into use.

12. A bid for Decent Homes funding for the private sector has been made although it is not clear at present whether Decent Homes funding, if available at all, will be administered through the LIP.
13. Rushcliffe has not bid specifically for energy efficiency funding in the LIP for two reasons. Firstly, Decent Homes funding can be and is used for energy efficiency measures in addition to other works. Secondly, we promote a number of existing initiatives including grants from Government and the utility companies but do not currently provide match funding. Without match funding from the Council the likelihood of receiving any HCA funding is extremely low.
14. Finally, it is still not clear whether funding for Disabled Facilities Grants will be through the LIP. As a precaution therefore a bid has been included for this purpose.

### **Review, Approvals and Next Steps**

15. The LIP has been prepared in the context of considerable uncertainty regarding the future role of and investment available from the HCA and complimentary funding sources (such as the Local Transport Plan and mainstream Local Authority resources). The LIP therefore sets out the need to review investment priorities on a regular basis, at least annually.
16. Further clarity on the level of investment likely to be available for years 1-3 of the plan (from the HCA and other funding streams) is unlikely to emerge until some time after the Government's Spending Review. Ongoing dialogue will therefore take place between the Authorities and the HCA to refine priorities for Investment during Winter/Spring 2011 with opportunities for further consultation. In parallel, the LIP will inform the development of individual Local Investment Agreements between the HCA and each Council which will set out in more detail the projects and priorities with potential for further development.
17. The strong synergy in terms of both geography and content between the LIP and the Core Strategies has been recognised by the HCA and Local Authority partners. The Joint Planning Advisory Board has already endorsed the plan and each local authority is now seeking Cabinet approval.

### **Financial Comments**

The Local Investment Plan includes bids for funds without necessarily knowing the level of financial investment that is available. Included within the bid are external funds that are already matched with resources included within Rushcliffe's budget. Any decisions coming out of this process will be used to inform the Medium Term Financial Strategy in the future.

### **Section 17 Crime and Disorder Act**

There are no direct consequences from this report

### **Diversity**

One of the strategic themes in the document is 'inclusion – ensuring the housing needs of the most vulnerable communities are met'.

### **Background Papers Available for Inspection: Nil**

## Standard Checklist for Reports

Meeting: Cabinet - 12 October 2010

Report Title: Local Investment Plan

Author: PR

The following issues are relevant to this report and have been properly considered in its preparation and in the recommendations made. Appropriate consultation has been made and advice sought on these issues as required. (See notes on the intranet)

Financial	<input type="checkbox"/>	Human Rights	<input type="checkbox"/>
Legal	<input type="checkbox"/>	Equal Opportunities	<input type="checkbox"/>
Policy	<input type="checkbox"/>	Crime and Disorder	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	Environment/EMAS	<input type="checkbox"/>

(Mark all appropriate boxes)

Has the relevant Deputy Chief Executive signed off the report Yes/No

Has this report been considered by SMT Yes/No

Comments:

If you do not think your report needs to consider any of the above categories please state why.

Name of Officer Completing Form:

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## **REPORT OF THE HEAD OF FINANCIAL SERVICES**

### **CABINET PORTFOLIO HOLDER – COUNCILLOR J A CRANSWICK**

#### **Summary**

1. At its meeting on 9 September, the Corporate Governance Group considered the detailed capital monitoring at period four and recommended that the capital monitoring position is forwarded to Cabinet for review.

#### **Recommendation**

It is RECOMMENDED that

- a) a sum of £406,000 be rephased into future years in respect of the Support for Registered Social Landlords scheme;
- b) a capital contingency allocation of £140,000 be made in respect of the Disabled Facility Grants and Decent Homes Fund schemes;
- c) an amount of £122,200 be returned to capital contingency in respect of the Stable Block conversion scheme; and
- d) the gross cost and contribution for the Playbuilder scheme be reduced by £23,000.

#### **Details**

2. At the end of August, after five months of the financial year, the difference between the gross Capital Budget and the expected final spend for the year equates to £531,660.
3. The monitoring process has identified that projected gross expenditure will be 90% of this year's original budget with the majority of the underspend within the high risk category. After five months, 22% of the budget has been spent or committed. This compares favourably with last year. At this same point in time last year, £742,000 (or 16% of the budget) had been spent. Plans are in place for the schemes to achieve the projected expenditure by the end of the year.

**CAPITAL MONITORING 2010/11 - Period 5 to August 2010**

	This Year's Budget	Profiled Budget	This Year's Actual (inc accruals)	Difference from Profiled Budget	Projected Actual	Difference from This Year's Budget
	£	£	£	£	£	£
<b>HIGH</b>	3,065,550	463,590	621,722	158,132	2,799,050	(266,500)
<b>MEDIUM</b>	1,440,700	324,380	336,213	11,833	1,189,080	(251,620)
<b>LOW</b>	989,360	234,010	256,778	22,768	975,820	(13,540)
<b>TOTAL GROSS EXPENDITURE</b>	<b>5,495,610</b>	<b>1,021,980</b>	<b>1,214,712</b>	<b>192,732</b>	<b>4,963,950</b>	<b>(531,660)</b>
Contributions	(668,600)	(447,100)	(412,000)	35,100	(668,600)	0
<b>NET EXPENDITURE</b>	<b>4,827,010</b>	<b>574,880</b>	<b>802,712</b>	<b>227,832</b>	<b>4,295,350</b>	<b>(531,660)</b>

4. Detailed below are the schemes for which a significant variance is anticipated at the end of the year and it is recommended that the Capital Programme is amended in respect to these schemes.

Risk Category	Scheme	Amount	Action
High	Support for Registered Social Landlords	£406,000 projected underspend	To be rephased into future years
High	Disabled Facility Grants	£60,000 overspend	To be funded from contingency
High	Decent Homes Fund	£80,000 overspend	To be funded from contingency
Medium	Stable Block conversion	£122,200 underspend	To be returned to contingency
Medium	Playbuilder Project	£23,000 reduction in cost and contribution	Cost and contribution to be reduced

5. Part of the support for the registered social landlords scheme budget is required to be carried forward due to a number of schemes developing at a slower rate. There is still a high demand for Disabled Facility Grants and Decent Homes Funds as documented in prior Corporate Governance Group meetings. The Stable Block scheme will not be progressed as agreed by Cabinet in July. The Playbuilder scheme's original funding has been withdrawn by the Department for Children, Schools and Families. However, £40,000 covering two schemes has been approved to be financed from the Local Strategic Partnership Reward grant.

**Financial Comments**

These are included in the body of the report.

**Section 17 Crime and Disorder Act**

There are no section 17 issues.

**Diversity**

There are no diversity issues.

**Background Papers Available for Inspection: Nil**

## Standard Checklist for Reports

Meeting: Cabinet - 12 October 2010

Report Title: Capital Revenue Monitoring

Author: Head of Financial Services

The following issues are relevant to this report and have been properly considered in its preparation and in the recommendations made. Appropriate consultation has been made and advice sought on these issues as required. (See notes on the intranet)

Financial	<input checked="" type="checkbox"/>	Human Rights	<input type="checkbox"/>
Legal	<input type="checkbox"/>	Equal Opportunities	<input type="checkbox"/>
Policy	<input type="checkbox"/>	Crime and Disorder	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	Environment/EMAS	<input type="checkbox"/>

(Mark all appropriate boxes)

Has the relevant Deputy Chief Executive signed off the report Yes

Has this report been considered by SMT No

Comments:

If you do not think your report needs to consider any of the above categories please state why.

Name of Officer Completing Form: Neil Morton

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## REPORT OF THE HEAD OF FINANCIAL SERVICES

### CABINET PORTFOLIO HOLDER – COUNCILLOR J A CRANSWICK

#### Summary

The detail of the budget monitoring shows an overall underspend as at the end of August of £206,402. This includes interest income which is showing a favourable variance of £39,323 and a current underspend on services of £167,079.

#### Recommendation

It is RECOMMENDED that Cabinet approve an allocation of £110,500 from contingency to cover the risk of an underspend highlighted in paragraph 3 of this report.

#### Details

- The table below summarises the direct actual net expenditure or income on services at the end of August 2010 compared with the profiled budget, that is the proportion of the annual estimate that was expected to have been incurred by that time.

Service Area	Profiled Budget 5 months to August £	Actual 5 months to August £	Variance £ - ( ) shows favourable
Corporate services	879,595	862,995	(16,600)
Community Shaping	547,505	533,341	(14,164)
Environment and Waste Management	1,483,208	1,499,781	16,573
Financial Services	712,580	707,510	(5,070)
Partnership & Performance	754,295	701,498	(52,798)
Planning & Place Shaping	40,996	(2,160)	(43,156)
Revenues & IT	1,015,303	984,869	(30,434)
Housing Benefits	6,103,179	6,081,748	(21,431)
Interest Receipts	(198,355)	(237,678)	(39,323)
<b>Total Expenditure</b>	<b>11,338,306</b>	<b>11,131,904</b>	<b>(206,402)</b>

- It should be noted that the overall variance, after five months of the year is lower than last year when the favourable variance was £390,527 on services. This suggests that the budgets are in line with actual expenditure and officers

are ensuring that budgets are being managed at a detail level to ensure the total expenditure is contained within the overall budget. There has been an increasing emphasis on managing the budgets following the significant budget savings incorporated in the budget this year.

3. The savings highlighted and approved as part of the budget process are being specifically monitored by officers. Most of the savings have been realised, however the table below highlights the areas where the budget saving may not materialise. In total, there is £110,500 of savings that may not be obtained this year. During the budget process, the revenue contingency was increased to reflect the fact that the budget options held some risk. It is therefore included in the recommendation that an allocation from contingency is made for the items below.

Option	Original Budget	Forecast	Comments
Private sponsorship across a range of high profile locations and charging for abandoned trolleys	£35,000	£7,000	The sponsorship target has proved to be optimistic and following the decision at March Council not to consider wheeled bins, the forecast is that around £7,000 could be achieved in total. Other options are being considered to increase this budget
Charging for an additional green bin	£50,000	£30,000	The original budget was based on a take up of 2000 additional green bins. Despite some good marketing, the update is around 1200 so far and it is unlikely that the take up will increase before next spring. The service will still be promoted to maximise the income
Trust arrangement with Parkwood – the original budget included a six month saving only for 2010/11	£47,500	£nil	Discussions with Parkwood have not progressed as Parkwood do not necessarily want to explore this option in isolation. Discussions are still ongoing although it is unlikely that the saving will materialise in this year.
Introducing voluntary charges at Rushcliffe Country Park	£15,000	£10,000	The implementation of this option has gone well, however due to the charging only coming into force in July it is unlikely that the whole saving will materialise in this year.
Charging for Pre Planning advice	£18,000	£8,000	The charging commenced in August and so far is running at approximately £1,000 per month. It is unlikely, therefore, that the saving will materialise for this year
<b>Total</b>	<b>£165,500</b>	<b>£55,000</b>	



**Financial Comments**

The financial comments are included within the body of the report.

**Section 17 Crime and Disorder Act**

There are no section 17 issues.

**Diversity**

There are no diversity issues.

**Background Papers Available for Inspection: Nil**

## Standard Checklist for Reports

Meeting: Cabinet - 12 October 2010

Report Title: Revenue Budget Monitoring Period 5 201011

Author: Head of Financial Services

The following issues are relevant to this report and have been properly considered in its preparation and in the recommendations made. Appropriate consultation has been made and advice sought on these issues as required. (See notes on the intranet)

Financial	<input checked="" type="checkbox"/>	Human Rights	<input type="checkbox"/>
Legal	<input type="checkbox"/>	Equal Opportunities	<input type="checkbox"/>
Policy	<input type="checkbox"/>	Crime and Disorder	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	Environment/EMAS	<input type="checkbox"/>

(Mark all appropriate boxes)

Has the relevant Deputy Chief Executive signed off the report Yes

Has this report been considered by SMT /No

Comments:

If you do not think your report needs to consider any of the above categories please state why.

Name of Officer Completing Form: Neil Morton

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## REPORT OF THE HEAD OF PLANNING AND PLACE SHAPING

### CABINET PORTFOLIO HOLDER – COUNCILLOR D G BELL

#### Summary

The Keyworth and Scarrington Conservation Areas have been appraised and their boundaries reviewed as part of a programme to review all the Conservation Areas within the Borough. This report recommends changes to the Conservation Area boundaries.

#### Recommendation

It is RECOMMENDED that pursuant to Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, changes to the boundaries of the Keyworth and Scarrington Conservation Areas be designated as shown on the plans at Appendices 2 and 4 of this report and notice be given in accordance with the statutory requirements.

#### Details

1. Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 imposes a duty on local planning authorities to designate as Conservation Areas any 'areas of special architectural or historical interest the character or appearance of which it is desirable to preserve or enhance'. The English Heritage guidance "Management of Conservation Areas" also states that "A district-wide re-assessment of existing Conservation Areas is desirable from time to time, especially where there is increasing pressure for change and/or to ensure consistency of designation criteria."
2. At the same time the need for a more rigorous approach to the designation of Conservation Areas has been recognised. The English Heritage guidance "Conservation Area Appraisals" states that national policy guidance "stresses the need for local planning authorities to make an assessment of the special interest, character, and appearance of all Conservation Areas in their districts... it is vital that the special interest justifying designation is clearly defined and analysed in a written *appraisal* of its character and appearance."
3. Finally Section 71 of the Act places a duty on local planning authorities to formulate and publish proposals for the preservation and enhancement of Conservation Areas.
4. The Borough Council continues to undertake a thorough review of all existing Conservation Areas which includes:

*An appraisal of the Conservation Area's special interest and character;*

*A review of the Conservation Area's boundaries;*

*A statement of management policies for the preservation and enhancement of the Conservation Area.*

## **Appraisals of the Keyworth and Scarrington Conservation Areas**

5. Appraisals were carried out which took the form of an assessment of the particular characters of the two Conservation Areas. Both villages have their own distinct characters.

### **Keyworth**

6. This small Conservation Area was designated in October 1999 and contains 6 Listed Buildings. It comprises mostly of the retail and commercial core of the settlement, and is focused on the church and the historic properties found along Main Street.
7. The townscape is dominated by the unusual 15th century lantern tower of the Grade I, 14th century church of St Mary Magdalene. The village's transformation from an agriculturally based economy, through the 19th century framework knitting industry to its current role as an important local retail centre can be traced within the remaining spaces and buildings.

### **Scarrington**

8. The Scarrington Conservation Area was designated in 1990 as part of proposals approved at Planning Committee to create ten new Conservation Areas. It includes the majority of the village's built-up area and contains 4 Listed Buildings.
9. Scarrington's appeal lies in the interplay between its informally arranged historic buildings, traditional boundary treatments, attractive grass verges, groups of mature trees, and the presence of traditional farm buildings within the village.
10. The subtle curves in the village's linear plan form reveal a pleasing sequence of views from the rural southern approach, through the tree shaded Main Street and on to the picturesque churchyard of St. John of Beverley in the north.
11. Recent government guidance (E.H. "Guidance on the Management of Conservation Areas") on the designation of Conservation Areas has broadened the parameters to take into account buildings within their settings and not just the buildings alone. To reflect this new approach the following guidelines have been used:

*To enhance the setting and character of whole streets rather than just sections along them. (One way to achieve this is to include modern development where this occurs as infill within areas of older buildings. Another is to avoid boundaries which pass down the centre-line of roads.)*

*To include areas of high quality landscape associated with buildings (including mature trees and hedges, particularly if these are survivals of older layouts).*

*To take into account the influence of the countryside setting beyond the built-up area (although the inclusion of extensive areas of countryside within Conservation Areas would not be appropriate).*

12. The result of applying the appraisal process to Keyworth and Scarrington was to confirm that the existing Conservation Area designations are still justified. The appraisals identified the need for some changes to the boundary. These changes seek to create a logical boundary and include areas that contribute to the special interest of the Conservation Areas.
13. Details of the changes and plans are provided as appendices attached to this report.

### **Consultation**

14. Although there is no statutory requirement to consult prior to designation or revision of Conservation Areas, English Heritage Guidance advises that it is highly desirable that there should be consultation with local residents and other local interests over both the identification of areas and the definition of their boundaries. This also follows the principles of the Duty to involve as required by the Local Government Involvement in Public Health Act 2009. Draft versions of the Conservation Area Appraisals and proposed boundary changes were made available on the Borough Council's website and a copy was sent to the relevant Parish Council and Parish Meeting. Hard copies of the documents were left at local libraries and residents affected by the proposed boundary changes were contacted individually.
15. The draft appraisal documents were discussed at a public meeting organised by the Borough Council and held at the Keyworth Village Hall on 23 August 2010. The purpose and scope of the Conservation Area review was explained and the reasons for the proposed boundary changes were outlined to residents.
16. The proposed boundary changes were generally met with support by residents and a later meeting of the Parish Council on 20 September 2010 voted unanimously in favour of these. One letter of objection was received before the public meeting from the occupant of The Rectory on Nottingham Road. This raised the point that The Rectory is not of any historic or architectural merit and in light of this it has been excluded from the proposed boundary change. Other matters discussed at the public meeting included: the implications of including Rectory Field within the Conservation Area, the future of the former Co-op store in The Square which was felt by many to be an eyesore, the use of inappropriate signage, street furniture and yellow lines, and the need for greater joined up thinking between the Borough and County Councils on the management of the Conservation Area. Discussions will be held with the County Council Highways Engineers to highlight Conservation Area Management Guidelines.
17. A SWOT analysis was conducted at the end of the meeting. The weaknesses noted were: unsightly appearance of the old Co-op store and the former British Legion building, negative impact of the Health Centre on views within the

Conservation Area, unsympathetic highway works and shops in The Square, increasing volume of traffic, ugly overhead wiring and poor condition of pavement and road surfaces. The main threats to the Conservation Area were perceived to be: large commercial developments which do not respect the character of Keyworth and attract higher volumes of traffic, unsympathetic shopfront signs, changes to road network and inappropriate highway works and loss of views into the Conservation Area.

18. Following the meeting it was not felt necessary to make any village specific management guidelines in addition to those set out by the *Generic Management Plan for Conservation Areas in Rushcliffe*.

### **Scarrington**

19. The draft appraisal documents were discussed at a public meeting held at the Scarrington WI Village Hall on 8 September 2010. The purpose and scope of the Conservation Area review was explained and the reasons for the proposed boundary changes were outlined to residents.

20. In discussing the proposed boundary changes to the Scarrington Conservation Area, residents made a number of comments. Several considered that the revision process was not an efficient use of resources, but had no objections to the proposed changes themselves. One resident objected to the removal of the Gables farmyard from the proposed revised boundary. One written consultation response also held this view. While the traditional farm buildings and cottages remain within the Conservation Area boundary, the working farmyard beyond contains modern working buildings that do not enhance the character and appearance of the Conservation Area, and it was felt that its inclusion was not justified. The owner of the farm supports this view. One resident felt that the boundary should be extended to include all houses within the village. This view was echoed in the one written consultation received. However, it is felt that the modern housing along the Hawksworth Road, which is the only part of the village excluded from the boundary, does not sufficiently reflect the special interest of the Conservation Area to justify the imposition of additional planning controls. Several residents of these properties attended the meeting and did not wish their homes to be included within the boundary.

21. A SWOT analysis was conducted at the end of the meeting. This raised issues of recent unsympathetic development, difficulties in adopting a telephone box as a Parish Meeting rather than a Parish Council, and unsympathetic street furniture and lighting.

22. In addition to the guidance provided by the *Generic Management Plan for Conservation Areas in Rushcliffe* it was felt necessary to make the following village specific guideline:

*Retention of distinctive local features such as the horseshoe pile and the traditional red telephone box is strongly encouraged.*

### **Publicity**

23. There is a statutory duty to advertise the changes to the designation in a local newspaper and the London Gazette including a description of the boundary. It

is also proposed to write to all properties within the areas affected by the changes; this will inform residents that the appraisal documents will be available to download from the Council's website.

### **Costs and Management**

24. There are costs involved in the advertisement and publicity exercise as outlined above. There will also be additional costs in staff time in the administration of the statutory controls involved in the new designated areas. However all additional costs will be absorbed into existing budgets.

### **Outcomes and Outputs**

25. The re-alignment of the Conservation Area boundaries at Keyworth and Scarrington will achieve the following:

*The boundaries of the Conservation Areas will be simplified and thus made easier to identify on the ground.*

*The conservation and enhancement of additional areas of special character will be ensured.*

### **Justification**

26. The appraisal and review of Conservation Areas is a central government requirement. This proposal will also meet the Council's objectives to:

*Protect, preserve and enhance the natural and built environment of the Borough.*

*Support and provide guidance to internal and external customers regarding development in Conservation Areas, tree preservation and high hedge legislation.*

### **Financial Comment**

There are no direct financial implications arising from this report.

### **Section17 Crime and Disorder Act**

There are no direct crime and disorder issues arising from this report.

### **Diversity**

There are no direct diversity issues arising from this report.

**Background Papers Available for Inspection:** Internal files ref: Keyworth 701.29 and Scarrington 701.24

## **KEYWORTH CONSERVATION AREA NEW AREAS FOR INCLUSION**

### **Area on Plan: A**

#### **Keyworth Recreation Ground.**

Reason for inclusion: to protect an area of open space which makes a positive contribution to the setting of the village. The field is bordered by attractive mature trees and retains its pattern of ridge and furrow, linking the modern day village to its agricultural roots.

### **Area on Plan: B**

#### **Properties on Elm Avenue and Selby Lane.**

Reason for inclusion: to bring a group of buildings of historic significance (a set of worker's cottages, a former shop and Keyworth's original Primitive Methodist Chapel) within the Conservation Area.

### **Area on Plan: C**

#### **Parts of gardens at 1-5 Holly Farm.**

Reason for inclusion: to create a more logical boundary which follows existing property boundaries.

### **Area on Plan: D**

#### **Former Royal British Legion building and The Hall.**

Reason for inclusion: to bring two buildings of historic significance and a prominent corner plot within the Conservation Area.

## **EXISTING AREAS RECOMMENDED FOR EXCLUSION**

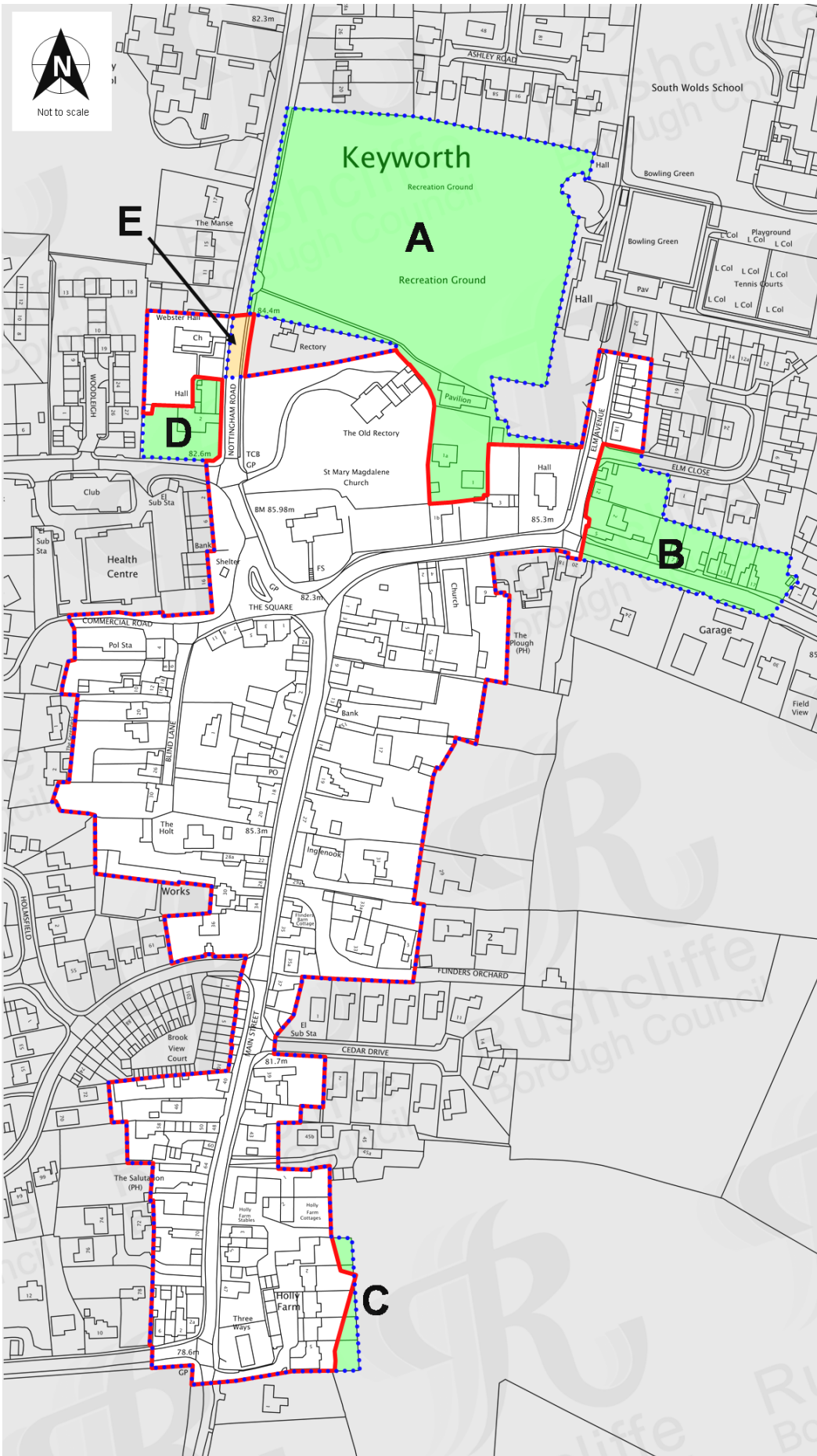
### **Area on Plan: E**

#### **Section of Nottingham Road adjacent United Reformed Church.**

Reason for exclusion: to create a contiguous boundary following the exclusion of The Rectory from the proposed boundary changes.



Proposed boundary changes to Keyworth Conservation Area



- ..... Proposed new Conservation Area boundary
- Current Conservation Area Boundary
- Proposed Additions
- Proposed Omissions

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**SCARRINGTON CONSERVATION AREA  
NEW AREA RECOMMENDED FOR INCLUSION**

**Area on Plan: A**

**Rest of gardens to The White House and The Cottage**

Reason for inclusion: to create a more logical boundary which avoids cutting across back gardens.

**EXISTING AREAS RECOMMENDED FOR EXCLUSION**

**Area on Plan: B**

**Rear farmyard of The Gables**

Reason for exclusion: to omit an area containing modern working farm buildings that do not enhance the setting of the Conservation Area.

**Area on Plan: C**

**Part of garden of Manor Farm Bungalow**

Reason for exclusion: to create a more logical boundary which avoids inclusion of part of a garden

**Area on Plan: D**

**Part of Poplars Farm Paddock**

Reason for exclusion: to create a more logical boundary which avoids inclusion of a small part of a paddock.



## Standard Checklist for Reports

Meeting: Cabinet – 7 September, 2010

Report Title: Keyworth and Scarrington Conservation Area Review

Author: Tom Street

The following issues are relevant to this report and have been properly considered in its preparation and in the recommendations made. Appropriate consultation has been made and advice sought on these issues as required. (See notes on page 2)

Financial

Human Rights

Legal

Equal Opportunities

Policy

Crime and Disorder

Risk Management

Environment/EMAS

(Tick all appropriate boxes)

Comments:

There are no direct issues arising from this report.

Name of Officer Completing Form:

Tom Street

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