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Our reference: LRJ
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Date: 21 November 2011

To all Members of the Council

Dear Councillor

A meeting of the CABINET will be held on Tuesday 29 November 2011 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 11 October 2011 (previously circulated).

Key Decisions

4. There are no Key Decisions

Budget and Policy Framework Items

5. Local Development Framework - Core Strategy Proposals
The report of the Deputy Chief Executive (PR) is attached (pages 1- 6).
6. Electoral Review – Proposed Council Size Submission
The report of the Chief Executive is attached (pages 7 - 10).
7. Revenue and Capital Monitoring – September 2011
The report of the Interim Head of Financial Services is attached (pages 11 - 14)

8. Environmental Improvement Schemes Capital Programme Review

The report of the Head of Planning & Place Shaping is attached (pages 15 - 22).

Non Key Decisions

9. Bingham Health Centre – Potential Customer Services Access Point

The report of the Head of Partnerships & Performance is attached (pages 23 - 26).

10. Olympics 2012 – Rushcliffe Borough Council's Preparations

The report of the Head of Community Shaping will follow.

Matters referred from Scrutiny

11. Review of the Scheme of Delegation

The report of the Head of Corporate Services is attached (pages 27 - 56).

Membership

Chairman: Councillor J N Clarke

Vice-Chairman: Councillor J A Cranswick

Councillors: D G Bell, J E Fearon, D J Mason, Mrs J A Smith

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| Meeting Room Guidance |
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**MINUTES
OF THE MEETING OF THE
CABINET
TUESDAY 11 OCTOBER 2011**

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, J E Fearon, D J Mason, Mrs J A Smith

ALSO IN ATTENDANCE:

Councillors D Boote, S J Boote, G Davidson, R Jones, A MacInnes, R Mallender

OFFICERS PRESENT:

| | |
|--------------|------------------------------------|
| C Bullett | Deputy Chief Executive (CB) |
| P Randle | Deputy Chief Executive (PR) |
| L Reid Jones | Democratic Services Manager |
| D Swaine | Head of Corporate Services |
| P Sutton | Interim Head of Financial Services |

APOLOGIES FOR ABSENCE:

There were no apologies for absence

The Chairman welcomed Paul Sutton, Interim Head of Financial Services to the Council and thanked him for the work he was doing in the Finance Department.

24. Declarations of Interest

There were none declared.

25. Minutes

The minutes of the meeting held on Tuesday 6 September 2011 were approved as a correct record and signed by the Chairman.

26. Budget 2012/13 and Financial Projections to 2015/16

Councillor Clarke presented the report of the Interim Head of Financial Services which set the context for the forthcoming budget cycle for 2012/13. He explained that the report reviewed and refreshed the Council's Medium Term Financial Strategy and forecast and outlined the successes achieved in identifying and implementing savings. He reported that the focus of the proposed budget process for 2012/13 would change from the previous year, given that the Four Year Plan was in place and as such in many respects the financial plans of the authority for 2012/13 had already been set. He continued that the focus would therefore be on the major national issues faced by the Council and in particular updating Members on proposals for Localised

Business Rates, Localising Council Tax Benefits and the proposals for the Universal Credit. Councillor Clarke stated that it was important that the Council took up opportunities to maximise income and commented on the success of the green bin scheme which had contributed greatly to mitigating savings in other areas. He drew Cabinet's attention to the progress made on the savings initiatives agreed through the budget process, and that it was necessary to ensure that the Council continued to find savings as the future was uncertain.

Councillor Mason stated that she recognised the future was going to be difficult, a prudent approach in the past had ensured the Council was debt free and this had resulted in the robust financial position. She added that the situation would have been worse if the finances had not been looked after in the past. In terms of the Medium Term Financial Forecast the figures presented a challenge, however she had confidence in Officers and the Cabinet to meet this whilst maintaining the delivery of excellent services.

Councillor Cranswick informed Members that the 3% Council Tax figure included in the report was for modelling purposes only and the Council Tax would be agreed at the Council's Budget Setting meeting in March 2012. He drew Member's attention to the £136,000 Council Tax Freeze Grant which started this year and would come to an end in 2015/16. He stated that although the Council had received the Grant the funding would have to be found from within the budget at the end of this period. He also referred to the recent announcement from the Government of the further offer of grant if authorities froze the level of Council Tax for 2012/13. However it currently appears that this grant is available for one year only. He stressed the importance of planning in advance of such grants ending in order to ensure the impact was managed.

The Deputy Chief Executive (CB) pointed out that the forecasted position took account of the actions contained within the Four Year Plan and he emphasised the importance of continuing with the approved four year plan and maximising savings. He added that over several years there had been an expectation that interest rates would rise, but that they had stubbornly refused to do so. The projections still assumed that interest rates would rise but at a much later date. The projections also assumed a reducing level income due to the impact of the national resource review. Overall the financial risks were still on the downside.

In response to a question from Councillor Fearon as to whether it was beneficial to accept the Council Freeze Grant, such as the Council Tax Freeze Grant Councillor Cranswick stated that calculations evidenced that the Council would have needed to find additional money through Council Tax had it not taken up the grant, therefore it was in the residents' interest for the Council to accept the grants.

In relation to the earmarked reserves Councillor Cranswick stated that it was intended that these would be consolidated into a small number of groups rather than specific headings as at present. He added that this would ensure the reserves were managed in a less complicated and fragmented way.

Councillor Cranswick re-iterated that the budget workshops would be different this year given that the Four Year Plan had been approved. He added that it

was intended that to help meet the challenges faced they would review what had been achieved and look for other opportunities. Given the delivery of the agreed Four Year Plan he stated that a decision had not yet been taken as to whether to hold a residents' workshop.

In response to a question from Councillor Bell regarding the Universal Credit the Deputy Chief Executive (CB) stated that it would be some time before anything positive would be received from the Department of Work and Pensions (DWP) on how it would be rolled out. It was expected that the back office function would be managed centrally, but there might be a possibility that face to face interaction with the customer could be delivered by Local Authorities from access points such as the Council's Contact Centre. He informed Members that representatives from the DWP had visited the Contact Centre recently and had given positive feedback. Any decision would be taken and applied nationally, and it was now a case of waiting for a decision from the DWP. Commenting on this Councillor Clarke stated it was important that the Council was not landed with administration costs which were greater than any recompense from the Government for running the scheme.

The Head of Revenues & ICT Services informed Members that the Government's proposal to localise Council Tax benefit was out for consultation and that the Council would be submitting a response. He stated that this would include a comment on the need to ensure that any costs to the Council were covered.

RESOLVED that Cabinet:

- (a) approve the Medium Term Financial Strategy;
- (b) note the update on savings;
- (c) approve the updated Medium Term Financial Forecast;
- (d) receive a further report to review the Council's reserves and balances;
- (e) approve the proposed Budget Process for 2012/13.

27. **New Homes Bonus**

Councillor Clarke presented the report of the Deputy Chief Executive (CB) regarding the New Homes Bonus. He explained that a potentially significant amount of funding may be receivable over the next six years from the initiative. Councillor Clarke informed Members that the New Homes Bonus was paid to all authorities as a grant, based on the national Band D Council Tax per dwelling, for the first six years after a house was brought into occupancy, either through new build or occupancy of a previously empty property. He said although the resource was not ringfenced the Government had certain expectations over how local councils would use it.

Councillor Clarke stated that taking into account the Government's intentions it was proposed that the money should be used to fund capital infrastructure projects, for use in consultation with communities to improve community facilities and to support and sustain Borough wide services potentially affected by housing growth or reduced resources. He proposed that a proportion of the New Homes Bonus also be set aside for infrastructure projects of a more general benefit, but that this be considered on completion of the Local Development Framework. With regard to the infrastructure Councillor Clarke

stated that it was important that the dualling of the A453 was delivered as early as possible. Therefore there was potential for up to £500,000 of the New Homes Bonus to be used to support the delivery of this, subject to the physical work commencing before the end of 2015/16 financial year, and provided that the funds had been received and were available. He stated that the current structure of the A453 was holding back economic growth in the greater Nottinghamshire area and therefore it was important to move this forward. Councillor Clarke reminded Members that the County Council had earmarked £20 million as their contribution to accelerating the project and he hoped that Rushcliffe's and the County Council's example would encourage the City Council to make a financial contribution.

Councillor Clarke said that the whole initiative related to supporting infrastructure and community facilities in the Borough and welcomed it.

Councillor Cranswick clarified that the New Homes Bonus funding did not mean that the Council would not have to find savings in other areas. He added that the Bonus was only available if there were new homes in the Borough and there were specific intentions about its usage.

Councillor Bell said it was important to provide the necessary funding for infrastructure projects for new homes. He said it was unfortunate that the City Council had failed to contribute to the A453 thus far and they should be made aware of the importance of improving it.

In response to a question from Councillor Mrs Smith regarding the housing growth forecasts the Deputy Chief Executive (CB) stated that these were indicative figures to demonstrate how new homes bonus works and were based more on historical data rather than future predictions, therefore the reality may be different.

Councillor Clarke confirmed that the funding was not ringfenced but was earmarked to support housing growth although the Council would have discretion to use it in the way it saw fit.

RESOLVED that:

- (a) New Homes Bonus should be set aside in its entirety for the following purposes:
 - i. Funding of capital infrastructure projects, both immediately related to housing development and for the benefit of the area as a whole;
 - ii. Funding for use in consultation with communities directly affected by housing growth; and
 - iii. Funding to support and sustain Borough-wide services potentially affected by housing growth and/or the risk from reduced resources as a result of the national set aside arrangements;
- (b) A further report on the proportion of New Homes Bonus to be set aside for infrastructure projects of more general benefit be prepared after completion of the Local Development Framework process;
- (c) Up to £500,000 of new homes bonus be earmarked to supporting the delivery of the dualling of the A453, provided that physical work

commences before the end of the 2015/16 financial year and provided that the funds have been received and are available.

28. **Erosion Of Banks To Watercourse At Walcote Drive To Rugby Road, West Bridgford**

Councillor Cranswick presented a report of the Head of Revenues & ICT Services regarding the erosion of the banks to the watercourse at Walcote Drive to Rugby Road, which were owned by the Council and were eroding, causing damage to the adjacent gardens and public footpath. He explained that it was estimated that the watercourse required 270m of steel piling, at an approximate cost of £160k, plus design, supervision and Wildlife Survey fees, estimated at 12%, giving an estimated total of £180,000. He informed Members that the funding was available by way of an allocation from capital contingency.

Councillor Cranswick continued by stating that if no action was taken, the erosion would continue, causing further damage to adjacent landowners. He added that the Council could face requests for compensation from the adjacent landowners due to land erosion. He said that the risk of localised flooding could increase.

Councillor Bell said that clearly the Council had no option but to do the work and therefore he supported the recommendations.

Councillor Mrs Smith commented that it was not only gardens which could be damaged, but also sheds and property, which could lead to a flooding issue.

Councillor Clarke stated that it was important for the Council to ensure that this did not happen again and asked what steps were in place with developers to ensure that drainage systems were protected so the Council did not have to pay for these in future years. The Deputy Chief Executive (PR) said that the Section 106 agreements which covered developer contributions had now become more sophisticated and could help address these matters. He pointed out that the Planning Policy Framework put the emphasis on viability in terms of requests for developer contribution, and that the risk was it became unviable and sites were not developed. The Deputy Chief Executive (PR) drew an analogy with the Section 106 monies provided for maintaining open spaces, pointing out that these are based on a 15 years period, after which the cost will fall on the Council.

In response Councillor Clarke asked that this issue be taken into account in future.

RESOLVED that:

- (a) Approval be given to the allocation of the capital sum of £160,000 plus fees in order to undertake the piling works to 270m of the banks of the watercourse between Walcote Drive and Rugby Road to treat the erosion and prevent damage to adjacent landowners;
- (b) A comprehensive survey of the site be undertaken to determine any necessary works to be included in the future capital programme.

29. **Nottinghamshire Fire and Rescue Service Review**

Councillor Fearon presented the report of the Head of Community Shaping which outlined the consultation being undertaken by Nottinghamshire Fire and Rescue Service on their proposed changes to the service across Nottinghamshire. He explained that in Rushcliffe, this would result in the reduction from two fire engines to one fire engine at West Bridgford and the introduction of a new Targeted Response Vehicle (TRV.) He informed Members that there were no proposed changes to services at Bingham and East Leake. He added that the review also proposed a relocation of the Central Fire Station to London Road, which would serve the West Bridgford population.

In response to a question from Councillor Fearon regarding kitchen fires, the Deputy Chief Executive (CB) said that there were different models of TRV, but that anything to do with a house fire would be dealt with by a fire engine and not just a TRV. He added that the consultation paper did not give any indication that the Fire Service had looked at future housing developments, but they had considered the risks and patterns of calls and incidents.

Councillor Fearon said that the proposal to relocate the Central Fire Station to London Road could mean a quicker response time than at present for the West Bridgford area.

Councillor Clarke stated that provided all the facts presented remained as they were they would support the officers' view, however if anything changed, such as a decision not to relocate the fire station, then the Council's view may change. He said that the protection of residents was crucial.

Councillor Cranswick said that the Council accepted the need to review and realign service provision to best meet the needs of those in highest risk within the Council. He added re-iterated that the Council was keen to ensure that the residents were not place at risk by the relocation of the second fire engine to Edwinstowe and that there was sufficient coverage to meet Rushcliffe's needs should there be a major incident. He added that he hope the Fire Service would review the provision of the service regularly in order to react to new housing growth and changing circumstances, and asked that this be added to the officers' comments.

RESOLVED that Cabinet approve the Officers' comments made on the review to help inform the Council's response to the consultation as set out below:

'Rushcliffe Borough Council accepts the need to review and realign service provision to best meet the needs of those in highest risk within the County. However, the Council is keen to ensure residents are not placed at risk by the relocation of the second fire engine to Edwinstowe and that there is sufficient coverage to meet Rushcliffe's needs should there be a major incident. In addition the Council also welcomes the proposed relocation of the Central Fire Station to London Road and the proposals not to further reduce service coverage at Bingham and East Leake.

Rushcliffe Borough Council asks the Fire service to review the provision of the service regularly in order to react to new housing growth and changing circumstances'.

The meeting closed at 7.40 pm.

CHAIRMAN

REPORT OF THE DEPUTY CHIEF EXECUTIVE (PR)

CABINET PORTFOLIO HOLDER – COUNCILLOR D G BELL

Summary

1. This report explains how the Core Strategy proposals have progressed since early 2010 and in particular, the influence of the election of the Coalition Government in May 2010. Until recently, the Council has been preparing an Aligned Core Strategy with the other local authorities in the Nottingham Housing Market Area. As it has not been possible to reach agreement on the distribution of new housing across the housing market area, Rushcliffe is now preparing a separate Core Strategy.
2. The report explains the strategic locations where around 9,900 new homes could be built. This includes major sites where planning permission already exists i.e. Sharphill and Cotgrave Colliery, other sites under consideration i.e. Bingham and RAF Newton and subject to the A453 being improved, land south of Clifton. Also growth is proposed around the remaining 4 large settlements of East Leake, Keyworth, Radcliffe on Trent and Ruddington. These proposals were supported by the Local Development Framework (LDF) Group on 12 October 2011.
3. The remaining policies of the Core Strategy have not yet been considered by the LDF Group and it is proposed that this should happen prior to the Council Meeting on 15 December 2011.
4. The report also proposes the re-categorisation of Bingham in the Retail Hierarchy from a Local Centre to a District Centre.

Recommendation

It is RECOMMENDED that Cabinet:

- 1) endorses the recommendations of the Local Development Framework Group in respect of housing growth as set out at **appendix A** and refers Core Strategy Policy 2 – the Spatial Strategy to Council on 15 December 2011 for approval and;
- 2) supports the remaining Core Strategy policies, attached as **appendix B**, but refers these to the Local Development Framework Group for consideration, prior to submission to Council on 15 December 2011 for approval.

Background

5. In February 2010 the Council, together with the other local authorities comprising the Nottingham Housing Market Area (NHMA) published an 'Option for

Consultation' in respect of their Aligned Core Strategies. The document included a suite of policies of which arguably the most significant was Policy 2 – The Spatial Strategy. This identified where strategic housing growth would be located. In Rushcliffe, the scale of housing growth was determined by the Regional Strategy target of 15,000 new homes by 2026. Furthermore, a Regional Strategy requirement meant that major urban extensions had to be proposed south of Clifton and east of Gamston. These were only included with great reluctance by Members because there was no other option and they proved to be extremely unpopular with residents.

6. In May 2010 the new coalition Government announced that Regional Strategies would be abolished and Councils would be free to determine their own level of new housing provision. Consequently in September 2010, the Council resolved to review the Regional Strategy housing target and approved the Fresh Approach document.
7. Together with the other NHMA authorities, new research was commissioned earlier this year to provide evidence as to the level of new housing that should or could be provided for. From this evidence it has been accepted that at least 48,000 homes are needed across the NHMA. Much of the need generated relates to the City but because the required housing cannot be physically accommodated within the City boundary some of it will have to be located in the surrounding boroughs. It is therefore incumbent upon the Council, through the Fresh Approach initiative to develop Policy 2 – 'The Spatial Strategy' to ensure that, through sustainable development there is sufficient housing growth to meet the inherent needs of the Borough and make a contribution to the wider needs of the NHMA. Clearly, any proposals have to be justified and defended, if necessary, at an Examination in Public.

Policy 2 -The Spatial Strategy

8. Most of the potential strategic housing sites in the Borough have been the subject of planning applications during some parts of 2010 and 2011. Planning permission has been granted at Cotgrave Colliery and the application for land south of Clifton has been withdrawn. Current applications are still being assessed at RAF Newton and north of Bingham. In view of the considerable community consultation that has been undertaken in respect of all of these sites it was decided not to carry out any further exercises during 2011.
9. One of the policies in the Option for Consultation document referred to above was for rural development to be concentrated around the most sustainable settlements. It is proposed to retain this policy and so, as part of the Fresh Approach initiative, intensive visioning and consultation was undertaken in East Leake, Keyworth, Radcliffe on Trent and Ruddington during this summer. These events proved to be very successful and as a result, it is proposed that provision for 1,500 new homes should be made across the 4 villages.
10. During 2011 the Government published a draft National Planning Policy Framework (NPPF) for consultation. This is intended to replace the wealth of existing planning policy. The draft NPPF includes a 'presumption in favour of sustainable development' and supports the Government's pro-development agenda.
11. Having regard to the draft NPPF, other clear pro-development messages coming out of Government and the results of the Fresh Approach work; it has been possible during 2011 to realistically assess the capacity of the Borough for

sustainable housing growth. In order to reduce the risk of the draft Core Strategy being found to be unsound at examination, it has been necessary to consider all the options for sustainable development. A report containing the draft proposals was endorsed by the Local Development Framework Group on the 12 October 2011 and a notes extract is attached as **Appendix A**.

12. In summary, it is proposed that allocations should be made at:
 - Edwalton (Sharphill) – 1,200 homes and remove from the Green Belt
 - Cotgrave Colliery – 470 homes and remove from the Green Belt
 - North of Bingham – 1,000 homes
 - Former RAF Newton – 550 homes and remove from the Green Belt.

13. It is also proposed that there should be growth around the following villages at locations yet to be determined:
 - East Leake – minimum 400 homes
 - Keyworth – minimum 450 homes
 - Radcliffe on Trent – minimum 400 homes
 - Ruddington – minimum 250 homes

14. It is proposed that, subject to the improvement to the A453 taking place, land south of Clifton should be identified as a potential direction for growth. The Local Development Framework report at recommendation c) refers to development on this site being ...'of a size substantially smaller than previously proposed...' It is now considered that up to 2,500 homes could be provided during the plan period.

15. In total, provision is being made for a minimum of 9,900 homes over the plan period. The evidence indicates that around 3,500 of these will cater for the housing need in Rushcliffe with the remainder contributing to the needs of the NHMA.

Alignment of Core Strategies

16. As referred to above, the Council has been working with the other local authorities in the Nottingham Housing Market Area i.e. Broxtowe, Erewash, Gedling and Nottingham City to develop aligned Core Strategies. Although there is now general agreement that a minimum of 48,000 new homes are required, there is not a consensus as to how these homes should be distributed. Consequently, it will not be possible to produce a set of aligned strategies that meet the overall housing need of the NHMA and this will result in there being an unacceptable risk of the strategies being found to be unsound by the Planning Inspectorate. To minimise this risk, it is necessary for the Council to produce a Core Strategy that is specific to Rushcliffe and not strictly aligned to the other NHMA authorities. Nevertheless, except for Policy 2, there will still be significant alignment between the policies of the NHMA authorities.

17. All the remaining policies in the Core Strategy although subject to some amendment, are largely as set out in the 2010 Option for Consultation document referred to above, save for the removal of two policies and the introduction of another. As such, they were originally drafted to cover the whole of the NHMA. Work has since been undertaken to largely remove references to other parts of the NHMA so that the policies are now specific to Rushcliffe. Unfortunately, it has not been possible to finalise Policy 1 – Climate Change, Policy 4 – Employment Provision and certain elements of the appendices, prior to the deadline for publishing this report. A draft of the Core Strategy, with the outstanding matters

highlighted, is attached at **appendix B**. The draft Core Strategy will be presented to Full Council but to ensure there is adequate scrutiny, it is proposed to call a special meeting of the Local Development Framework Group to consider the document prior to Full Council.

18. The drafting of the Core Strategy to its present stage has been fully informed by Sustainability Appraisal outcomes, other statutory assessment work and the significant consultation feedback received by the Council during the various stages of community engagement that have been undertaken.
19. Having particular regard to the draft NPPF with its presumption in favour of sustainable development, it is important that the Council has a Local Development Framework in place at the earliest opportunity. To not do so would increase the risk of speculative planning applications for major developments being successful.

Policy 5 – The Role of Town and Local Centres

20. At the Local Development Framework Group meeting on the 12 October the categorisation of Bingham in the retail hierarchy was discussed. Currently Bingham is classed as a Local Centre. In view of the facilities in Bingham, the group recommend that the Town should be re-categorised as a District Centre in Policy 5 of the Core Strategy.

Financial Comments

The Government has introduced a “new homes bonus” to help deliver the spatial strategy for an area and to help meet the objectives of communities affected by development. A report was considered by Cabinet at their meeting on 11 October explaining the arrangements and proposing how New Homes Bonus should be applied.

In addition, the Government are currently consulting on new arrangements for business rates whereby authorities are incentivised to promote economic growth. Therefore, land allocated to employment, once developed and occupied, may provide further funds through these incentives.

Section 17 Crime and Disorder Act

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

Diversity

There are no direct diversity implications arising from this report.

Background Papers Available for Inspection:

- 1) Local Development Framework report – 12 October 2011 – Fresh Approach to Housing Growth
- 2) Core Strategy Option for Consultation – Report of Consultation (draft)
- 3) Core Strategy Option for Consultation – Summary of Public Engagement Events and Exercises
- 4) Core Strategy Summary of Consultation for the Fresh Approach
- 5) Core Strategy Sustainability Appraisal – Summary of Actions
- 6) Core Strategy Sustainability Appraisal – Summary for Potential Housing Options
- 7) Core Strategy Equality Impact Assessment – Summary of Actions

All background documents are available at: www.rushcliffe.gov.uk/planningpolicy

NOTES EXTRACT
OF THE MEETING OF THE
Local Development Framework Group
Wednesday 12 October 2011
**HELD AT 5.30 PM IN THE COUNCIL CHAMBER, CIVIC CENTRE, PAVILION
ROAD,
WEST BRIDGFORD**

PRESENT:

Councillors D G Bell (Chairman), R A Adair, Mrs S P Bailey, J R Bannister, Mrs D M Boote, L B Cooper, G Davidson, A MacInnes, S E Mallender, F J Mason, F A Purdue-Horan, P Smith, Mrs M Stockwood, B Tansley

OFFICERS PRESENT:

| | |
|--------------|------------------------------------|
| S Harley | Head of Planning and Place Shaping |
| R Mapletoft | Planning Policy Manager |
| P Marshall | Principal Planner |
| C McGraw | Head of Community Shaping |
| P Randle | Deputy Chief Executive (PR) |
| L Reid Jones | Democratic Services Manager |

APOLOGIES FOR ABSENCE:

None were received.

4. **Fresh Approach to Housing Growth**

RESOLVED that the Local Development Framework Group:

- (a) Support the approach identified for accommodating growth in and adjoining the main Nottingham urban area and in the rural areas of Rushcliffe;
- (b) Support the allocation of land at Edwalton and its removal from the Nottingham Green Belt, to reflect the existing planning consent for around 1,200 new homes and associated development;
- (c) Support the land to the south of Clifton as a potential direction for growth for major mixed housing and employment development of a size substantially smaller than previously proposed subject to the restrictions identified being adequately addressed, in particular the dualling of A453;
- (d) Support the rural growth strategy identified, which would concentrate most rural growth on the settlements of Bingham, Cotgrave, East Leake, Keyworth, Radcliffe on Trent and Ruddington;
- (e) Support the allocation of land to the north of Bingham for mixed housing and employment development, to include the delivery of around 1,000 new homes;
- (f) Support the allocation of land at Cotgrave Colliery and its removal from the Nottingham Green Belt to reflect the existing planning consent for mixed housing and employment development including around 470 new homes;

- (g) Support the allocation of land at RAF Newton for mixed housing and employment development, to include around 550 new homes, and its removal from the Nottingham Green Belt;
- (h) Support the delivery of a minimum of around 1,500 new homes on land adjacent to the existing built up areas of East Leake, Keyworth, Radcliffe on Trent and Ruddington, with housing to be distributed between these settlements in accordance with the approach identified.

APPENDIX B

Core Strategy Publication Draft

Rushcliffe Core Strategy

Core Strategy Publication

DRAFT

PUBLICATION DATE TO BE CONFIRMED

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Section 1 INTRODUCTION

1.1 Background

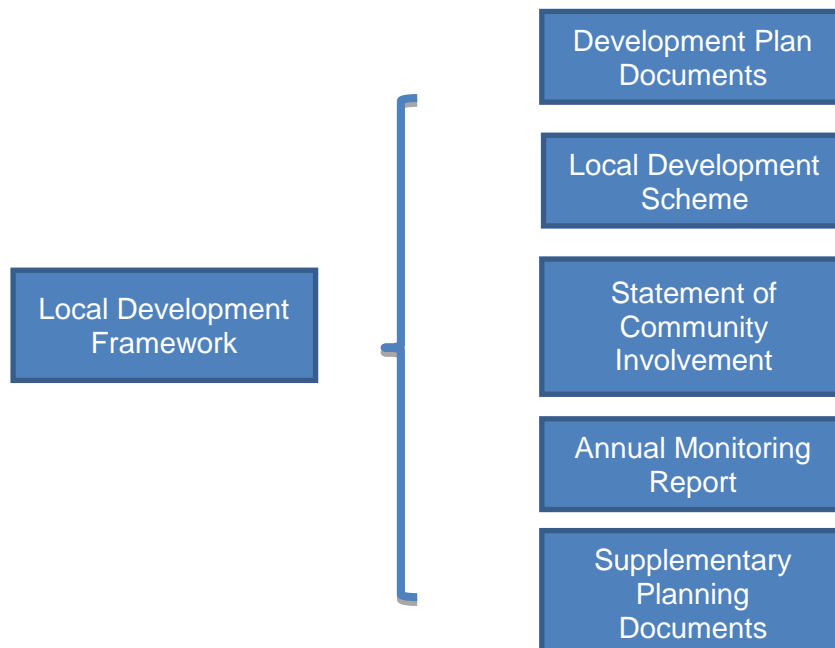
- 1.1.1 During 2009, the decision was taken that Rushcliffe Borough Council would work with the councils of Broxtowe, Erewash, Gedling and Nottingham City to produce Aligned Core Strategies for Greater Nottingham. The aim of this arrangement was to provide a strategic basis to plan for the needs of Greater Nottingham as defined in the former East Midlands Regional Plan.
- 1.1.2 The abovementioned councils were working together to ensure that the policies of the proposed Aligned Core Strategies were consistent across Greater Nottingham. This alignment resulted in the production of the Issues and Options consultation document (June 2009) and an Option for Consultation document (February 2010) which were both published for consultation.
- 1.1.3 However, Rushcliffe Borough Council have never been in agreement with the housing target set for Rushcliffe or the spatial distribution policies contained within the former East Midlands Regional Plan. Specifically, the Council considers that the housing target set for Rushcliffe within the former East Midlands Regional Plan is not supported by recent evidence, including the 'Appraisal of Sustainable Urban Extensions Study' (Tribal 2008) and the 'Sustainable Locations for Growth Study' (Tribal, 2010), nor recent population and housing modelling, and also did not take sufficient account of the views of local communities.
- 1.1.4 As a result of feedback to the Option for Consultation document, Rushcliffe Borough Council decided to revisit both its overall housing target and the distribution of growth throughout the Borough. This review took into account both recent evidence and consultation feedback including that obtained during the Council's Fresh Approach campaign, which was undertaken during the spring and summer of 2011. The revisions made to the Core Strategy put in place a strategy for Rushcliffe which provides for new development to serve both the needs of Rushcliffe and for the Greater Nottingham area as a whole, while ensuring that growth is sustainable by protecting the principles of the Green Belt and the wider environment for future generations.
- 1.1.5 The councils of Broxtowe, Erewash, Gedling and Nottingham City have taken the decision to continue with their Regional Plan housing targets. As a result of these differing approaches to housing growth, Rushcliffe Borough Council has now produced its own Core Strategy. However, joint working is continuing on cross boundary issues, including work on infrastructure and economic development.
- 1.1.6 Along with revisions to the housing numbers within Policy 2 (Spatial Strategy), all of the policies contained within the Core Strategy have been refined from the Option for Consultation document. However, it is expected that there will remain a degree of alignment between policies in this Core Strategy and those policies within the Aligned Core Strategies of the other councils.

- 1.1.7 This report consists of three main parts: section 1 introduces and sets out the background to this Core Strategy; section 2 looks at the character of Rushcliffe now and in the future, setting out a 'vision' of what Rushcliffe will look like in 2026 if the Core Strategy is implemented. Finally, section 3 contains the Delivery Strategy, consisting of a set of policies and proposals to deliver the vision. The main proposals of the Core Strategy are illustrated on the Key Diagram, and where appropriate defined on the Proposals Map, which can be found at the end of the document.
- 1.1.8 The role of the Core Strategy is to help implement the spatial elements of Rushcliffe's Sustainable Community Strategy and there is therefore a close relationship between the two. More detail on Sustainable Community Strategies can be found in Section 2.
- 1.1.9 The Core Strategy must also have regard to national planning policy and guidance. This is currently contained within Planning Policy Statements and Guidance, but it is shortly due to be replaced by the Government's National Planning Policy Framework, a draft of which was consulted on during summer –autumn 2011.
- 1.1.10 The Core Strategy sets out where and when new homes, jobs and infrastructure will be delivered; the steps that will be taken to ensure that development is sustainable and to the benefit of existing communities and new communities, recognising what is special and distinctive about Rushcliffe. This includes the historic environment, the culture and heritage, and the relationship between Rushcliffe's towns and villages, the countryside that surrounds them and the wider Nottingham area

1.2 Local Development Framework

- 1.2.1 The Saved Policies from the 1996 Rushcliffe Borough Local Plan and the 2006 Rushcliffe Borough Non-Statutory Replacement Local Plan are being replaced by the Local Development Framework.
- 1.2.2 The Local Development Framework is a 'folder' of planning documents, its content is illustrated by the diagram below, which also indicates the relationship between the various documents that make up the Local Development Framework.

Figure 1.1 Local Development Framework



Development Plan Documents may comprise:

- Core Strategy – sets out the overarching spatial vision for development Rushcliffe Borough to 2028 and provides the planning framework for the other Documents listed below.
- Site Specific Allocations – allocates land to specific uses and provides relevant policy guidance.
- Development Management Policies – sets out policies for the management of development, against which planning applications for the development and use of land will be considered.

Local Development Scheme – sets out the programme for the preparation of the Development Plan Documents.

Statement of Community Involvement – sets out the standards the Council intends to achieve in relation to involving the community in the preparation and review of Development Plan Documents.

Annual Monitoring Report - sets out the Council's progress in terms of producing Development Plan Documents and implementing policies.

1.2.3 The Local Development Framework will include policies and proposals for spatial planning (including the development and use of land) in Development Plan Documents within Rushcliffe for the period to 2026. It will also include a Proposals Map which illustrates the geographic extent of policies and proposals on a map, and may also include Supplementary Planning

Documents which are not Development Plan Documents, but provide more detailed guidance on development plan policies

1.2.4 Waste and Minerals Development Plan Documents will be prepared by Nottingham City Council and Nottinghamshire County Council. Together with the Rushcliffe's Local Development Framework this will form the 'Statutory Development Plan' for the area when all are completed.

1.2.5 The **Core Strategy** is the key strategic planning document. It performs the following functions:

- defines a spatial vision for Rushcliffe to 2026;
- sets out a number of spatial objectives to achieve the vision;
- sets out a spatial development strategy to meet these objectives;
- sets out strategic policies to guide and control the overall scale, type and location of new development (including identifying any particularly large or important sites, known as 'strategic sites') and infrastructure investment; and
- indicates the numbers of new homes to be built over the plan period.

1.2.6 It is the Government's intention to allow local communities to also create their own Local Neighbourhood Plans setting out how they wish their local area to develop. Such plans, where produced, will still however need to be in conformity with the overall Local Development Framework and will have the status of a Development Plan Document.

1.2.7 A glossary explaining key planning terms and abbreviations is included in the Appendix of this document to provide clarification.

1.3 Sustainability Appraisal

1.3.1 A Sustainability Appraisal has been carried out and published in parallel with the development of the Core Strategy. The Sustainability Appraisal is a statutory requirement, is an integral part of the plan making process, and is intended to test and improve the sustainability of the Core Strategy as it is drafted. The sustainability appraisal process undertaken at each stage in the production of this document has helped inform the preparation of a Core Strategy which will deliver sustainable development to Rushcliffe, to the benefit of existing and new communities.

1.4 How do I get involved?

1.4.1 This document is the third version of the Core Strategy on which the public have been consulted. The Council has consulted widely with stakeholder groups including the Local Strategic Partnership, Town and Parish Council's Community Groups, the Government and statutory consultees. The Council also held a range of consultation events for the general public including a number of roadshows. The various rounds of consultation were also published

in the local media. Comments received on the previous 'Option for Consultation' consultation and through the Fresh Approach campaign have helped to inform this document, and a report of consultation, setting out the thrust of comments received, has been prepared and is available from the Council.

1.4.2 This is the draft Publication Core Strategy which means that the document is now in the format which the Council wishes to submit to the Secretary of State for Examination and ultimately adoption by Rushcliffe Borough Council. At this stage, we are seeking any further representations members of the public and others wish to make which will be considered alongside the Core Strategy when it is submitted for examination by a Planning Inspector.

1.4.3 Whilst all views are taken into account, it will not be possible to meet everyone's wishes and aspirations. Difficult choices will have to be made to arrive at a strategy which meets all the needs of the Borough. It also has to be born in mind that based upon evidence and consultation, and because the document is a pre-submission draft, this Core Strategy is considered to be 'sound' by the Borough Council. This means that we consider the document to be:

- Justified – founded on a robust and credible evidence base and is the most appropriate strategy when considered against reasonable alternatives
- Effective – deliverable, flexible and able to be monitored

1.4.4 We do need your views and welcome your input. If you have any comments on this document, we encourage you to submit them online at the Council's website: www.rushcliffe.gov.uk/planningpolicy or alternatively fill in a response form and return it to the address below;

Planning Policy Rushcliffe Borough Council, Pavilion Road, West Bridgford, Nottingham NG2 5FE

1.4.5 The consultation will begin on **XXX** and all comments should reach us no later than 5pm on **XXX**.

1.4.6 If you wish to be kept informed of progress either on the Core Strategy or other planning documents please let us know. We will then add your name and address to our contact mailing list.

Section 2. THE FUTURE OF RUSHCLIFFE

2.1 Key Influences on the Future of Rushcliffe

- 2.1.1 The Core Strategy must be set within the context of relevant existing guidance, policies and strategies, and it must help to deliver the aims and objectives of these policies and strategies.
- 2.1.2 The most relevant guidance, policies and strategies include the draft National Planning Policy Framework, the various Planning Policy Guidance Notes and Planning Policy Statements and other relevant national strategies such as the Sustainable Communities Plan.
- 2.1.3 Rushcliffe lies in close proximity to the City of Nottingham, and this is clearly therefore a key influence on the future of the Borough.
- 2.1.4 Greater Nottingham has a population of 768,400 and takes in the conurbation of Nottingham, the City Centre and the surrounding rural area. The area as a whole is a New Growth Point which brings extra resources to help provide the infrastructure necessary to support new housing growth.
- 2.1.5 Nottingham is a designated Core City (see glossary) recognised as a city of national importance and is ranked 7th in Experian's 2009 national retail ranking. It is a designated Science City, with two hospital campuses and two universities offering knowledge intensive jobs, there is also a strong service sector provision and manufacturing industry remains a significant part of the economy.

2.2. Character of Rushcliffe (Spatial Portrait)

Spatial Issues

- 2.2.1 Rushcliffe's main centre of population is West Bridgford, a large suburb of Greater Nottingham where around 42,700 of the Borough's 112,800 population live. The remainder of the Borough is largely rural, with the population divided between the six larger settlements (Bingham, Radcliffe on Trent, Cotgrave, Keyworth, Ruddington and East Leake, which range in population from 9,200 to 6,400 people) and the smaller rural villages. A large part of the Borough (42%) falls within the defined Nottingham-Derby Green Belt that encircles Greater Nottingham.
- 2.2.2 In terms of the highways network, a number of important trunk roads pass through the Borough. The A46 links Rushcliffe to Newark to the north and Leicester to the south, the A52 links to Grantham to the east and the A453 is a major route linking Nottingham and Rushcliffe to East Midlands Airport and the M1. The A46 is currently being widened with work scheduled to be complete by summer 2012. There are capacity issues with both the A52 and

A453, with the widening of the A453 in particular seen by many as vital for the future economic growth of the city. The planned widening of the A453 has been deferred as part of the Government's wider spending review, with potential construction to be identified in future spending review periods. The NET tram extension to Clifton is proposed to pass through the Borough at Wilford and Compton Acres, with the aim of improving accessibility to the City Centre. The rural parts of the Borough suffer more acutely from accessibility issues due to poorer transport links in these more isolated areas.

Built and Natural Environment Issues

- 2.2.3 Rushcliffe's landscape is largely rural and generally comprises rolling lowland farmland. Variation in character is provided through the higher land of the Nottinghamshire Wolds, the edges of the Vale of Belvoir and parts of the Trent Valley. Rushcliffe has a rich heritage with 29 Conservation Areas, 4 Registered Parks and Gardens, 25 Scheduled Ancient Monuments and over 650 Listed Buildings and Structures. In relation to the natural environment, the Borough has 8 Sites of Special Scientific Interest, 203 Sites of Interest for Nature Conservation, 6 Local Nature Reserves and 3 Country Parks.

Economic Issues

- 2.2.4 Rushcliffe is the most affluent local authority area in the county, with full time workers earning 30% more than the regional average. It ranks only 318 of 354 local authorities on a national deprivation scale (Index of Multiple Deprivation), with 1 being most deprived (as at 2010). However, there are pockets of relative deprivation, for example in the Trent Bridge and Cotgrave wards.
- 2.2.5 Rushcliffe acts, to an extent, as a residential area serving the Greater Nottingham employment area, with a lot more workers in the Borough than there are jobs. A certain level of imbalance is not surprising given the proximity of West Bridgford to Nottingham City, where around a third of Rushcliffe's residents work. In terms of employment within the Borough, there is a strong dominance towards the service sector with 88% of jobs concentrated in this sector (ONS, 2008). Established employers include the British Geological Survey and British Gypsum.

Social/Community Issues

- 2.2.6 Property prices are relatively high, with an average house price of £ £212,500 compared with the Nottinghamshire average of £154,950 3 (Land Registry, April-June 2011). Housing affordability is a significant issue within the Borough, with average house prices around eight times average incomes. The problem of affordability can be particularly significant in the rural parts of the Borough where house prices tend to be higher. Poor access to essential services in rural areas can lead to significant deprivation, with people without access to a car especially vulnerable. Reflecting the national trend, Rushcliffe's population is aging with the rural parts of the Borough particularly affected.

Links to Sustainable Community Strategy

2.2.7 The Rushcliffe SCS (2009-2026) has been prepared by the Rushcliffe Community Partnership. This partnership comprises of organisations from the public, private, community and voluntary sectors.

Vision in the SCS:

“Rushcliffe will be an excellent place to live, work and visit for everyone”.

Priorities in the SCS:

- Protecting and improving our local environment:

There will be a sustainable mix of good quality housing which meets needs and aspirations whilst maintaining the character of the borough. The roads and transport links will be sympathetically improved with the environment in mind, allowing good access and improved safety across the borough

- Supporting the local economy:

There will be thriving local businesses providing opportunities for local employment and training. People will be able to choose between an attractive mix of local and town centre shops.

- Building stronger communities:

Older and vulnerable people will have the support they need to live independently in their own homes. People from different backgrounds will get on really well together, there will be strong community spirit and mutual respect. People will feel able, if they want, to get involved and have their say in how their local community is run and the type and standard of services it receives.

- Making communities safer:

Crime levels will be low and people will feel safe in their homes and walking around the borough.

- Enabling healthy lives:

People will be leading healthy lifestyles and taking the chance to enjoy the many and varied leisure opportunities available. People will have the opportunity to enjoy a good quality of life and can look forward to a long healthy retirement.

- Supporting children and young people:

Teenagers and children will see that they are listened to and have access to a full range of local positive activities and facilities.

2.3 A Spatial Vision for Rushcliffe

2.3.1 The draft spatial vision is what Rushcliffe could look like if the aspirations of the Core Strategy are met. It is consistent with the vision of the Council's Sustainable Community Strategy. Rushcliffe's Spatial Vision has been set to have full regard to the vision for rest of Greater Nottingham contained within the Aligned Core Strategies.

Spatial Vision

2.3.2 *In 2026, Rushcliffe is known regionally and nationally as an area with an exceptional quality of life. It has a buoyant economy and continues to be a key sporting centre in the region with an excellent range of sporting facilities. Rushcliffe's town centres have maintained, and in some instances improved, upon their vitality and viability in line with their place in the retail hierarchy and network of centres across Greater Nottingham.*

2.3.3 *Rushcliffe has experienced sustainable growth in its housing stock and in its employment opportunities, with 9,900 new homes developed since 2009, many of which are in attractive locations which were once areas in need of regeneration such as former RAF Newton and former Cotgrave Colliery.*

2.3.4 *New communities and neighbourhoods have been built to the highest design and environmental standards, being resilient to climate change, with low water usage, high levels of energy efficiency, and low or zero carbon energy forms a major part of their overall energy usage, including decentralised generation. Indeed phases constructed after 2016 are all carbon neutral. There is a sustainable mix of good quality housing which maintains the character of the Borough, and meets the needs and aspirations of all Rushcliffe residents, particularly those who may require specialist or adapted housing.*

2.3.5 *In the more rural parts of Rushcliffe, some identified settlements have developed to maximise their accessibility to services and infrastructure capacity. The expansion of existing communities and the development of new communities has been undertaken in such a way that the quality of life of existing and new residents is maintained and where possible enhanced. Other villages have experienced smaller levels of development in line with meeting local needs (especially affordable housing), supporting their communities, and maintaining their vitality, viability, and local distinctiveness. The rural economy has developed to be diverse and vibrant, although agriculture and food production remain important.*

2.3.6 *Public transport patronage continues to grow, due to the new NET route through Rushcliffe to Clifton and improvements to the quality of the bus network, as well as targeted and successful behavioural change measures. New and improved cycling and walking links mean that neighbourhoods have*

much better sustainable networks, which link through to major employment areas and the town centres.

- 2.3.7 *The unique built and natural environment of Rushcliffe has been improved through the sensitive and high quality design of new development, whilst the historic environment, both urban and rural is valued and protected. The principle of the Green Belt remains and it continues to shape new development, especially with regard to its key purpose of preventing coalescence between settlements. New Green Infrastructure has enhanced the multifunctional open space provision and network of green corridors linking settlements across Rushcliffe to the open countryside, and has helped to address the impacts of growth whilst also providing opportunities for healthy lifestyles. It has also contributed to an increase in the biodiversity of the East Midlands, whilst allowing it to cope with climate change. Landscape character remains a key influence on new development.*
- 2.3.8 *Rushcliffe, as part of Greater Nottingham, supports young people through education and training, with completed improvements to schools and academies now giving them a better start in life, and the ability to access education, training and high quality jobs.*

2.4 Spatial Objectives

- 2.4.1 Rushcliffe's core objectives to deliver this vision are consistent with and complementary to the Council's Sustainable Community Strategy and to national planning policies, particularly those on sustainable communities, as set out in Planning Policy Statement 1 'Delivering Sustainable Development' and the draft National Planning Policy Framework. The objectives also take into account the vision for other parts of Greater Nottingham in the Aligned Core Strategies,
- i. **Environmentally responsible development addressing climate change:** to reduce the causes of climate change and to minimise its impacts, through locating development where it can be highly accessible by sustainable transport, requiring environmentally sensitive design and construction, reducing the risk of flooding, and promoting the use of low carbon technologies.
 - ii. **High quality new housing:** to manage an increase in the supply of housing to ensure local housing needs are met, brownfield opportunities are maximised, regeneration aims are delivered, and to provide access to affordable and decent new homes. In doing so, there will be a rebalancing of the housing mix where required in terms of size, type and tenure, to maximise choice including family housing, supporting people into home ownership, providing for particular groups such as older people, and creating and supporting mixed and balanced communities. The settlements of Bingham, Cotgrave, Ruddington, East Leake, Keyworth, Radcliffe on Trent and West Bridgford will each accommodate new development to maximise their accessibility to services and infrastructure. Land south of

Clifton will accommodate a sustainable urban extension should the A453 be improved. Both the former Cotgrave Colliery and the former RAF Newton sites will be regenerated to provide a mix of housing, employment and other appropriate uses.

- iii. **Economic prosperity for all:** to ensure economic growth is as equitable as possible and place a particular emphasis on supporting a science and knowledge based economy for Greater Nottingham as a whole. Providing for new office, commercial, residential and other uses especially within the Sustainable Urban Extension at land South of Clifton and to a lesser scale in other sustainable developments across the Borough. Creating the conditions for all people to participate in the economy, by providing new and protecting existing local employment opportunities, encouraging rural enterprise, improving access to training opportunities, and supporting educational developments at all levels.
- iv. **Flourishing and vibrant town centres:** to create the conditions for the protection and enhancement of a balanced hierarchy and network of town and other centres, through providing for retail, employment, social, cultural and other appropriate uses, accessibility improvements, environmental improvements, and town centre regeneration measures, especially within Cotgrave Town Centre.
- v. **Regeneration:** to ensure brownfield regeneration opportunities are maximised, specifically at the former Cotgrave Colliery and at the former RAF Newton. To ensure that regeneration supports and enhances opportunities for local communities and residents, leading to all neighbourhoods being neighbourhoods of choice, where people want to live.
- vi. **Protecting and enhancing Rushcliffe's individual and historic character and local distinctiveness:** to preserve and enhance the distinctive natural and built heritage of Rushcliffe, by protecting and enhancing the historic environment, by promoting high quality locally distinct design, and by valuing the countryside for its productive qualities and ensuring its landscape character is maintained and enhanced.
- vii. **Strong, safe and cohesive communities:** to create the conditions for communities to become strong, safe and cohesive by providing appropriate facilities, encouraging people to express their views (for instance on the Core Strategy), by designing out crime and by respecting and enhancing local distinctiveness.
- viii. **Health and well-being:** to create the conditions for a healthier population by addressing environmental factors underpinning health and wellbeing, and working with healthcare partners to deliver new and improved health and social care facilities especially where required by new development and through the integration of health and service provision, and by improving access to cultural, leisure and lifelong learning activities.

- ix. **Opportunities for all:** to give all children and young people the best possible start in life by providing the highest quality inclusive educational, community and leisure facilities, for instance through improving existing or providing new schools and academies, and to meet the needs of older and disabled people, especially through providing appropriate housing opportunities. Including the provision of new primary schools within the strategic housing sites at land South of Clifton, land off Melton Road in Edwalton, land north of Bingham and the former RAF Newton.
- x. **Excellent transport systems and reducing the need to travel:** to ensure access to jobs, leisure and services is improved in a sustainable way, reducing the need to travel especially by private car, by encouraging convenient and reliable transport systems, through implementing behavioural change measures, and encouraging new working practices such as use of IT and home working. To aid the planned growth, more strategic transport improvements including the expansion of the NET through Rushcliffe to Clifton and major highway network improvements to the A46 and A453 will be completed.
- xi. **Protecting and improving natural assets:** to improve and provide new Green Infrastructure, including open spaces, by enhancing and developing the network of multi-functional green spaces, by improving access and environmental quality, and by ensuring an increase in biodiversity, for instance, through the development of the Trent River Park and improvements to the Grantham Canal corridor.
- xii. **Timely and viable infrastructure:** to make the best use of existing and provide new and improved physical and social infrastructure where required to support housing and economic growth, and make sure it is sustainable. This will be funded through existing mechanisms, such as the investment plans of utility providers, Government funding and through developer contributions.

Section 3. DELIVERY STRATEGY

A) Sustainable Growth

1. This section sets out policies which are aimed at ensuring growth is delivered as sustainably as possible. The first policy is aimed at minimising climate change (in combination with other policies) and reducing its impact, so Rushcliffe can play its part addressing this national and international priority. This policy also includes a proposed approach to flooding, as climate change may lead to an increased likelihood of flooding from the Trent and its tributaries.
2. The other policies set out where new growth should be directed, including naming locations for major new development and listing the Sustainable Urban Extensions which have been identified to meet housing requirements, together with the main considerations that will have to be addressed if development is to be as sustainable as possible.
3. Planning for changes in the future economy is as important as planning for new housing growth, and the two often go together. Our commercial and retail centres are important in this regard, and also need to be sustainable and attractive hubs to the communities they serve. There are regeneration challenges in Rushcliffe which need to be addressed if best use is to be made of brownfield land, so it can be bought back into productive use.
4. The core policies for a sustainable growth are:

| | |
|----------|---|
| Policy 1 | Climate Change |
| Policy 2 | The Spatial Strategy |
| Policy 3 | The Nottingham-Derby Green Belt |
| Policy 4 | Employment Provision and Economic Development |
| Policy 5 | The Role of Town and Local Centres |
| Policy 6 | Regeneration |

POLICY 1 CLIMATE CHANGE

NB: TO BE UPDATED – in response to comments received during summer 2011 consultation and to take account of recent changes to national policy context.

All development proposals will be expected to deliver high levels of building sustainability, in advance of national standards where viable and achievable, in order to mitigate against and adapt to climate change.

Development, including refurbishment where it requires planning permission, will be expected to demonstrate the following:

- a) How it makes effective use of sustainably sourced resources and materials, minimises waste, Carbon Dioxide emissions and water use. For residential development, water use should be in accordance with level 3 or higher of the Code for Sustainable Homes;
- b) How it is located, laid out, sited and designed to withstand the long term impacts of climate change, particularly the effect of rising temperatures, sustained periods of high temperatures and periods of intense rain and storms;
- c) That the building form and its construction allows for adaptation to future changes in climate; and
- d) That the building form and its construction permits further viable subsequent reduction in the buildings carbon footprint.

The onus will be on developers to robustly justify why full compliance with policy requirements is not viable.

1 Stand Alone Energy Generation

The development of stand-alone renewable energy schemes appropriate for Greater Nottingham will be promoted and encouraged, including biomass power generation, combined heat and power, and micro generation systems. The extension of existing low or zero carbon energy schemes will be encouraged, and adjacent new developments will be expected to utilise such energy wherever it is viable to do so.

2 Residential Development

All residential development will comply with national targets in the Code for Sustainable Homes or equivalent, as a minimum. Where

viable, development will be expected to accelerate progress towards Zero Carbon prior to 2016, particularly for developments of around 500 dwellings or more. In all these cases, target levels will be set out in Development Plan Documents.

In addition, where viable, zero or low carbon energy sources should contribute to the ongoing energy usage of completed homes to achieve reductions in Carbon Dioxide emissions by the following proportions:-

| | 2010 - 2013 | 2013 – 2016 | 2016 onwards |
|---|-------------|-------------|--------------------------|
| RESIDENTIAL % Low/Zero carbon Contribution | 23.5% | 27% | National standards apply |

NB The percentages above apply to both regulated and unregulated emissions and should be calculated from pre-set domestic benchmarks in line with the known future trajectory of Building Regulations for emissions from housing as introduced by the Code for Sustainable Homes (2006) see paragraph 3.1.11 below.

3 Non-Residential Development

All non-residential development will be expected to incorporate sustainable construction design, materials and methods to achieve BREEAM standard ‘excellent’ where viable and feasible, unless national standards for the construction of non-residential development are agreed in the future.

In addition, where viable, zero or low carbon energy sources should contribute to the ongoing energy usage of completed non-residential development to achieve reductions in Carbon Dioxide emissions by the following proportions:-

| | Current - 2011 | 2011 - 2015 | 2015 - 2019 | 2019 onwards |
|--|----------------|-------------|-------------|--------------------------|
| NON-RESIDENTIAL % Low/ Zero carbon Contribution | 10% | 13.5% | 18% | National standards apply |

NB The percentages above apply to both regulated and unregulated emissions and should be calculated from pre-set benchmarks in line with the known future trajectory of Building Regulations for emissions. See paragraph 3.12 below.

For both residential and non-residential development, the targets for energy usage derived from zero or low carbon energy sources may be waived where equivalent carbon savings are achieved through enhanced construction and building design.

4 Flood Risk and Sustainable Drainage

Development proposals that avoid areas of current and future flood risk and which do not increase flooding elsewhere, adopting the precautionary principle to development proposals will be supported.

Where no reasonable site within Flood Zone 1 is available, allocations in Flood Zone 2 and Flood Zone 3 on a sequential basis will be considered in accordance with PPS25 and the Strategic Flood Risk Assessments.

Where it is necessary to apply the PPS25 Exception Test within the urban areas, the following factors will be taken into account when considering if development has wider sustainability benefits to the community that outweigh flood risk:

- a) There are exceptional and sustainable circumstances for locating the development within such areas, including the necessary re-use of brownfield sites; and**
- b) The risk can be fully mitigated by engineering and design measures.**

All new development should incorporate measures to reduce surface water run-off, and the implementation of Sustainable Drainage Systems into all new development will be sought unless it can be demonstrated that such measures are not viable or technically feasible.

JUSTIFICATION

3.1.1 This policy does not address all aspects of climate change. Further guidance can be found at Policy 9 (Design, the Historic Environment and Enhancing Local Identity), which includes considerations which need to be taken into account when designing mitigation and adaptation measures in sensitive environments, Policy 13 (Managing Travel Demand) which seeks to reduce the need to travel and encourage modal shift, and Policy 15 (Green Infrastructure) which emphasises the role of the green and natural environment in mitigating and adapting to climate change.

3.1.2 Climate change is one of the biggest challenges facing Rushcliffe. It is a global problem requiring local action. Major changes in attitude and practices are required if we are to make changes to the earth's climate and reverse the

effects of global warming. National objectives to address climate change will not be achieved without substantial efforts to reduce energy consumption and increase energy produced from naturally occurring, renewable sources.

- 3.1.3 The UK Government is actively seeking to reduce greenhouse gas emissions and has set targets in the Climate Change Act 2008 to reduce carbon dioxide (CO₂) emissions by 80% below current levels by 2050. More recent publications, including the supplement to PPS1 on Climate Change and Building a Greener Future: Towards Zero Carbon Development pave the way for the delivery of more resource-efficient buildings in general and carbon zero homes by 2016.
- 3.1.4 Rushcliffe Borough Council has signed the Nottingham Declaration on climate change which is a public statement of intent to work with the local community and businesses to respond to the challenges of climate change. This includes cutting gas emissions such as CO₂ and preparing for the changes climate change will bring.
- 3.1.5 The Local Development Framework needs to ensure the use and development of land will help slow down the rate of climate change and be resilient its effects. In this respect the Core Strategy's task will be to:
- reduce consumption of natural and non-renewable resources;
 - reduce pollution to levels that do not damage natural systems;
 - help improve air quality;
 - reduce dependence on non-renewable energy sources and promote renewable energy use and development; and
 - effectively manage and reduce the impacts of flood risk across the area.
- 3.1.6 Simple measures, such as the design, siting and orientation of development, appropriate sourcing of materials, and minimising waste, both during construction and in use, can improve the sustainability of development at little or no cost.
- 3.1.7 The Greater Nottingham and Ashfield Outline Water Cycle Study (2010) highlights that the area is one of moderate 'water stress' (i.e. scarcity) in terms of water supply. It is therefore important that new development makes as efficient use of water as possible, and the Water Cycle Study recommends that new residential development adopt the water usage standards of level 3 of the Code for Sustainable Homes as a minimum, ie not more than 105 litres per person per day.
- 3.1.8 Supporting low carbon decentralised renewable energy schemes is an important component of meeting carbon reduction targets, and in the short term at least, they are capable of delivering greater carbon savings than achievable through the development of low carbon new buildings. These types of energy generation are already an important component of energy use in other parts of Greater Nottingham.. Greater Nottingham is also home to small scale hydro and wind energy generation. There is considered to be

considerable scope for further development, especially in the use of biomass energy generation, and development of such facilities will be supported wherever appropriate.

- 3.1.9 Building Regulations and the Code for Sustainable Homes govern the sustainability of construction of new residential development, and are agreed between the development industry and Government. In order to reduce CO₂ emissions from energy used in completed development, and to assist in progressing decentralised energy schemes, a 'Merton Rule' is proposed, setting out the levels of CO₂ emissions reductions expected to be achieved through the use of low and zero carbon energy generation. For residential development the levels increase until 2016, when government guidance on what constitutes zero carbon development is expected to be in place, and for non-residential, to 2019. The Government has now made it clear that house builders will not be expected to be responsible for abating carbon emissions caused by the occupants' use of appliances, such as computers or televisions, because this is not influenced by the design or structure of their home and is therefore beyond their control. The regulatory threshold for zero carbon will therefore cover only emissions which are within the scope of Building Regulations.
- 3.1.10 The targets relate to all energy used in the building: i.e. both regulated emissions, (those covered by Building Regulations, principally emissions from heating and lighting) and unregulated emissions (emissions arising from the use of the building, such as cooking and entertainment – see glossary). Although this approach goes beyond the Government's regulatory framework for zero carbon (see paragraph 3.1.9 above), it is nonetheless considered to continue to be appropriate in relation to reducing carbon emissions overall, and in progressing decentralised energy schemes.
- 3.1.11 The percentages for residential development should be calculated from pre-set domestic benchmarks in line with the known future trajectory of Building Regulations for emissions from housing as introduced for the Code for Sustainable Homes (2006), and are aimed at achieving a constant (1 tonne) reduction in CO₂ per annum above Building Regulations levels. The percentages therefore rise in parallel with anticipated changes to Building Regulations.
- 3.1.12 'Towards a Sustainable Energy Policy for Nottingham' (November 2009) based the non-residential percentages of 10% for each period on a static 2005 benchmark, and because Building Regulations will be progressively improving energy efficiency over the period, the constant 10% requirement would become an increasing proportion of energy use. More information can be found in 'Towards a Sustainable Energy Policy for Nottingham' (November 2009). However, now that the trajectory towards zero carbon is known for non-residential development, these targets have been converted to be measured against the Building Regulations in force at the time. The carbon savings between the two methodologies are identical, but using current Building Regulations rather than a static 2005 benchmark is simpler, and consistent with the approach for residential development.

3.1.13 The aim of this part of the policy is to reduce energy usage in completed and occupied buildings, to compliment the national approach to construction promoted through Building Regulations. However, where development is designed to enhanced standards that make equivalent carbon savings to the low and zero carbon energy targets set out in the policy, the need to meet those targets may be waived.

3.1.14 Approaches to adapting to climate change and mitigating its effects are changing rapidly, as are technologies available to reduce carbon emissions and generate low or zero carbon energy. In addition, some approaches may be more appropriate in some localities than others. Further guidance, in the form of Supplementary Planning Documents or Development Plan Documents will be prepared as necessary.

Flood Risk and Sustainable Drainage

3.1.15 Flood risk is a significant issue in Rushcliffe, which is likely to be exacerbated by unpredictable weather associated with climate change. Development proposals that avoid areas of current and future flood risk and which do not increase flooding elsewhere, adopting the precautionary principle to development proposals will therefore be supported.

3.1.16 Rushcliffe contains significant areas of existing development which may be at risk of flooding. The PPS25 Exception Test applies to development in these locations, if lower risk alternatives are not available. Redevelopment and new development can bring significant wider sustainability benefits to the wider community, in terms both of reducing the need to travel and reducing the need for greenfield development, and will therefore be an important consideration in applying the Exception Test.

3.1.17 Some urban parts of Rushcliffe are also prone to flooding from surface water runoff. A Surface Water Flooding Management Plan covering Rushcliffe is in preparation. Reducing runoff can be helpful in reducing the risk of flooding from this source, and the Borough Council will seek the implementation of Sustainable Drainage Systems into all new development, unless it can be demonstrated that such measures are not viable or technically feasible. For development on greenfield sites, the aim should be to reduce or maintain runoff levels compared to those present prior to development.

POLICY 2 THE SPATIAL STRATEGY

- 1. The sustainable development of Rushcliffe will be achieved through a strategy that supports a policy of urban concentration with regeneration for the whole of Greater Nottingham to 2026. The settlement hierarchy for Rushcliffe to accommodate this sustainable development is defined on the Key Diagram and consists of:**

- a) the main built up area of Nottingham
- b) Key Settlements identified for growth of Bingham, Cotgrave, East Leake, Keyworth, Radcliffe on Trent and Ruddington.

In other settlements (not shown on the Key Diagram), with the exception of Newton and the redevelopment of the former RAF Newton, development will be for local needs only.

- 2. A minimum of 9,900 (2009 to 2026) new homes will be provided for in the following distribution:**

- a) Approximately 4,450 homes in or adjoining the main built up area of Nottingham (within Rushcliffe), including:
 - i) A Sustainable Urban Extension to the South of Clifton subject to the widening of the A453 from the from M1 to A52(T) at Clifton (around 2,500 homes)
 - ii) A Sustainable Urban Extension on land off Melton Road, Edwalton (1,200 homes)
- b) Approximately 5,450 homes beyond the main built up areas of Nottingham (within Rushcliffe), including:
 - i) North of Bingham (1,000 homes);
 - ii) Former RAF Newton (550 homes);
 - iii) Former Cotgrave Colliery (470 homes);
 - iv) In or adjoining East Leake (a minimum of 400 homes);
 - v) In or adjoining Keyworth (a minimum of 450 homes);
 - vi) In or adjoining Radcliffe on Trent (a minimum of 400 homes);
 - vii) In or adjoining Ruddington (a minimum of 250 homes; and
 - viii) In other villages solely to meet local housing needs.

- 3. Significant new employment development will take place in the following locations in Rushcliffe, as part of:**

- i) The Sustainable Urban Extension to the South of Clifton;
- ii) The development on land to the North of Bingham;
- iii) The redevelopment and regeneration of the Former Cotgrave Colliery; and
- iv) The redevelopment and regeneration of the Former RAF Newton.

4. Retail, social, leisure and cultural development will be focused in the District Centres of West Bridgford and Bingham at an appropriate scale. New retail development of an appropriate scale will be developed to serve new sustainable communities at:
- i) The Sustainable Urban Extension on Land South of Clifton
 - ii) Former RAF Newton
 - iii) Land off Melton Road, Edwalton
 - iv) Land North of Bingham

5. Major new transport infrastructure will be provided to encourage sustainable alternatives to using the private car, address the impacts of growth, and/or meet the objectives of the Local Transport Plans as follows.

- a) Existing planned transport schemes which are essential to the delivery of the Core Strategy and with committed funding and expected completion dates by 2014 are:
 - i) Nottingham Express Transit Phase 2 (extensions to Clifton and Chilwell);
 - ii) Nottingham Midland Station Hub; and
 - iii) A46(T) improvements between Newark and Widmerpool.
- b) Transport schemes with no committed funding but which are essential to the delivery of the Core Strategy are:
 - i) A453(T) widening from the M1 to A52(T) at Clifton.
- c) Transport schemes with no committed funding but which remain important to the delivery of the Core Strategy are:
 - i) Nottingham Ring Road improvement scheme.

Further new transport infrastructure will be provided in line with the hierarchy of provision set out in Policy 14, with the aim of reducing the need to travel, especially by private car.

6. Strategic Green Infrastructure will be provided or enhanced in conjunction with the locations for major residential development identified above, the Strategic River Corridors of the Trent and Soar, the Grantham Canal corridor and Urban Fringe areas. Further detail is set out at Policy 15.

7. The following strategic sites have the status of allocations and are expected to begin to deliver housing by 2015:

- i) Sustainable Urban Extension on land off Melton Road, Edwalton
- ii) North of Bingham
- iii) Former RAF Newton; and
- iv) Former Cotgrave Colliery.

As allocations, each site is identified on the Key Diagram, the site boundaries are shown on the accompanying Proposals Map and the distribution of proposed uses of each site is indicatively illustrated on Figures 1 to 4 at Appendix C.

- 8. The Sustainable Urban Extension to the South of Clifton has the status of a broad location for development, as identified on the Key Diagram, and is expected to deliver housing after 2015. It will be allocated for development in a subsequent Development Plan Document.**

JUSTIFICATION

- 3.2.1 A spatial strategy of urban concentration with regeneration was originally proposed through the former East Midlands Regional Plan. Such a strategy is broadly considered to be the most appropriate for Greater Nottingham as a whole, both in light of the significant regeneration challenges faced by parts of Greater Nottingham and given that it is considered by the sustainable appraisal process to be the most sustainable option.
- 3.2.2 The settlement hierarchy set out in part 1 of the policy takes full account of this strategy, placing the main built up area of Nottingham at its head (known as the Principal Urban Area in the former Regional Plan). In Rushcliffe, West Bridgford alone is part of the main built up area of Nottingham. In other parts of Greater Nottingham, the two Sub Regional Centres of Hucknall and Ilkeston will form the next tier of the hierarchy. Beyond this, Key Settlements have been defined based on their role, function and other planning policy considerations. The scale of development envisaged within or adjoining these Key Settlements in Rushcliffe varies depending on a range of factors such as Green Belt impacts, local regeneration needs, accessibility, environmental constraints and ability to sustain growth based on the capacity of existing or planned services, facilities and job opportunities.
- 3.2.3 As part of the strategy of urban concentration with regeneration, the former East Midlands Regional Plan established a numerical split in housing numbers between that to be provided either in or next to the main built up area of Nottingham, and that to be provided elsewhere. Although the strategy is broadly supported, the numerical split in the former Regional Plan did not provide sufficient flexibility to allow for appropriate levels of development at Key Settlements, to ensure their regeneration and/or on-going sustainability, and in other rural locations where regeneration is considered appropriate. Subsequent work (including the 'Sustainable Locations for Growth Study', Tribal 2010) provides evidence of sustainable development opportunities at these Key Settlements and also at the former RAF Newton site and, therefore, more development is proposed collectively in these locations than the former Regional Plan allowed for.
- 3.2.4 The concentration of development in or adjoining the main built up area applies across the Greater Nottingham area, rather than to individual council

areas, so the proportion of growth in or adjoining the main built up area of Nottingham varies between the councils. Taking account of opportunities for sustainable growth, it is less concentrated in Rushcliffe than will be the case for some other Greater Nottingham authorities.

- 3.2.5 In line with the strategy, outside of those Key Settlements listed in part 1(b) of the policy and with the exception of the former RAF Newton, development will be of a scale appropriate to meet local needs. Former RAF Newton is identified for development in order to regenerate a major brownfield site and to support the existing Newton community.
- 3.2.6 The housing provision for Rushcliffe is a minimum of 9,900 new homes between 2009 and 2026. Some of this housing provision has already secured planning permission.
- 3.2.7 The housing provision figure identified takes into account an assessment of Rushcliffe's housing needs and the wider housing needs of the rest of Greater Nottingham, using household and population forecasting work commissioned by Nottingham City and Nottinghamshire County Councils and published in February 2011. Evidence, including the 'Appraisal of Sustainable Urban Extension Study' (Tribal, 2008), the 'Sustainable Locations for Growth Study' (Tribal 2010) and the Borough Council's own Strategic Housing Land Availability Assessment, have been used to identify those sustainable and deliverable opportunities available within Rushcliffe to both provide new housing and to support a strategy of urban concentration with regeneration for the whole of Greater Nottingham.
- 3.2.8 In line with sustainability principles, across Greater Nottingham as a whole most 'main urban area' development will take place within the existing built up area of Nottingham. In Rushcliffe, sustainable development will be concentrated within the main urban area (West Bridgford) where opportunities exist. However, West Bridgford has relatively limited capacity to accommodate development over the Plan period and, therefore, the majority of 'main urban area' development in Rushcliffe will be delivered on two Sustainable Urban Extensions at Edwalton and South of Clifton.
- 3.2.9 Approximately 3,700 new homes will be provided for in these two Sustainable Urban Extensions, subject, in the case of land south of Clifton, to the widening of the A453 trunk road. These two locations have been selected based on evidence (including the Appraisal of Sustainable Urban Extensions Study, Tribal 2008), the findings of the Sustainability Appraisal, what can be delivered within the timescales of the Core Strategy, existing planning permissions and/or informed by previous consultations. These new developments will be exemplar in terms of their design, and will incorporate measures to mitigate and reduce the causes of climate change (see Policy 1).
- 3.2.10 The sites named in part 2 (a) and (b(i) to (iii)) of policy 2 are considered to be strategic sites. Where they are expected to begin to deliver housing within the first five years of the adoption of the Core Strategy, they are allocated for development and are shown on the Proposals Map and the distribution of

proposed uses is indicatively illustrated on Figures 1 to 4 at Appendix C. More detail in terms of breakdown of uses, transport and infrastructure (including Green Infrastructure) measures, and facilities required to support the development is set out in the Infrastructure Delivery Plan which accompanies the Core Strategy, as summarised in Appendix D.

- 3.2.11 Where housing delivery is expected to begin later in the plan period, as is the case with the South of Clifton Sustainable Urban Extension, it is termed a broad location for development, shown indicatively on the Key Diagram. Its precise boundaries and other, more detailed planning policy elements will be determined in a subsequent Development Plan Document and following appropriate masterplanning work. In this case, infrastructure requirements and funding are shown indicatively in the Infrastructure Delivery Plan, and are summarised in Appendix D. The one infrastructure requirement that is not indicative at this stage is the widening of the A453 which is identified in Policy 2 as necessary to the delivery of the South of Clifton Sustainable Urban Extension.
- 3.2.12 Development elsewhere in Rushcliffe will be concentrated at the Key Settlements listed in the policy, again to assist in meeting sustainability objectives. With the exception of Bingham and Cotgrave, which have strategic allocations under Policy 2, the locations for development in other Key Settlements will be determined through subsequent Development Plan Documents, including Neighbourhood Plans.
- 3.2.13 In other settlements, development will meet locally identified needs only. Local needs will be delivered through small scale infill development or on exception sites (see Policy 7). Beyond this, where small scale allocations are appropriate to provide further for local needs, these will be included in subsequent Development Plan Documents, including Neighbourhood Plans.
- 3.2.14 As with the whole of Greater Nottingham, new employment in Rushcliffe is needed not only to compliment population growth, but also to provide a range of viable and sustainable employment opportunities for existing residents, particularly as unemployment is a significant issue in some local areas. The location of new employment as part of mixed use residential development schemes can help to meet sustainability objectives in reducing the need to travel, and can also provide new opportunities for residents. Contributing towards the provision of high skilled, knowledge based jobs will be particularly important in recognising Nottingham's Core City and Science City status.
- 3.2.15 A retail hierarchy for Greater Nottingham, including centres in Rushcliffe, has been recognised and endorsed through various studies. The 'Greater Nottingham Retail Study' 2008 assessed Bingham as a Local Centre, however, in recognition of Bingham's role as the principal location for rural growth and to reflect recent decisions by the Council that are likely to increase the settlement's retail capacity, the Core Strategy identifies Bingham as a District Centre. West Bridgford is also identified as a District Centre. The focus for new retail, social, leisure and cultural development will be these two

District Centres, at an appropriate scale taking account of the relative location of each centre in the settlement hierarchy at part 1 of Policy 2.

- 3.2.16 Transport is a major contributor to climate change, and congestion has adverse economic impacts, as well as being detrimental to air quality. Upgrading existing infrastructure and providing new infrastructure will therefore be aimed at reducing the need to travel, especially by private car. There will be a strong focus on changing peoples' travel behaviour (see Policy 13) and improving opportunities for journeys to be made by public transport. Major improvements to highway capacity for private cars will be a last resort.
- 3.2.17 New and enhanced strategic Green Infrastructure is required to mitigate the effects of growth and make good existing deficiencies. Wherever possible, it should be multifunctional, for instance, in providing adequate open spaces for recreation, assisting in providing for more biodiversity and in managing flood risk, or providing opportunities for growing local food.
- 3.2.18 Where sites identified in the policy for housing or mixed use development do not prove to be capable of delivery within the envisaged timescales, the Council will look to make up the resulting shortfall of homes on other sites identified through the Council's Strategic Housing Land Availability Assessments. Where this is not possible, the Borough Council would look to review the Core Strategy.
- 3.2.19 In the case of the Sustainable Urban Extension to the South of Clifton, the Council would not look to find alternative land in Rushcliffe should it not be delivered as planned. South of Clifton is identified as a broad location for development principally in order to contribute towards Nottingham City's inability to serve all its own housing needs within its own boundaries and, taking into account the evidence from the 'Appraisal of Sustainable Urban Extension Study' (Tribal, 2008) that identified it as one of a number of suitable locations for development, in accordance with the strategy of urban concentration with regeneration. It would not be sustainable to look to alternative locations in Rushcliffe when there are no other locations adjacent to the main urban area of Nottingham that are suitable for development. To also identify further development in rural areas, over and above that identified in Policy 2, would be unsustainable during the Core Strategy period.

POLICY 3: THE NOTTINGHAM-DERBY GREEN BELT

- 1. The principle of the Nottingham Derby Green Belt within Rushcliffe will be retained. Revisions to the Green Belt have been made through this Core Strategy to accommodate the strategic allocations at Land off Melton Road, Edwalton, and at the regeneration sites at former Cotgrave Colliery and at former RAF Newton. Development Plan Documents will review Green Belt boundaries to meet the other development requirements contained within Policy 2.**

- 2. In undertaking any review of Green Belt boundaries, consideration will be given to whether there are any non-Green Belt sites that are equally, or more, sustainably located. If there are no suitable non-Green Belt sites, regard will be had to;**
 - a) the statutory purposes of the Green Belt, in particular the need to maintain the openness and prevent coalescence between settlements;**
 - b) establishing a permanent boundary which allows for development in line with the settlement hierarchy and / or to meet local needs;**
 - c) the appropriateness of defining safeguarded land to allow for longer term development needs; and**
 - d) retaining or creating defensible boundaries.**

JUSTIFICATION

- 3.3.1 The Nottingham-Derby Green Belt is a long established and successful planning policy tool. However, it is very tightly drawn around some of Rushcliffe's more sustainable settlements, and non-Green Belt opportunities for further development within these settlements are therefore extremely limited. The boundaries of the Green Belt are being reviewed as part of an on-going process to meet the development requirements of the Core Strategy and subsequent Development Plan Documents.

- 3.3.2 When reviewing Green Belt boundaries, the original purposes of the Green Belt as set out in Planning Policy Guidance Note 2 (PPG2) 'Green Belts' and in the Draft National Planning Policy Framework will be an important consideration, in particular, the need to prevent coalescence and maintain openness. Nottinghamshire and Derbyshire County Councils undertook a strategic review of the Green Belt in 2006, and this provides some guidance as to the relative importance of different areas of Green Belt around Greater Nottingham. It highlighted that the area between Nottingham and Derby is overall the most sensitive area of Green Belt, in relation to the purposes of Green Belt set out in government guidance, and this was taken into consideration in the preparation of the Appraisal of Sustainable Urban Extensions Study (Tribal, 2008), and the Sustainable Locations for Growth Study (Tribal, 2010).

- 3.3.3 The two Tribal studies informed the development strategy contained within Policy 2. Apart from the strategic allocations made at Land off Melton Road, Edwalton, the former Cotgrave Colliery and the former RAF Newton any further alterations to Green Belt boundaries will be defined through Development Plan Documents.
- 3.3.4 Consideration will be given as to the appropriateness of excluding other land from the Green Belt as part of a boundary review to allow for longer term development needs, as advised by Government guidance. This can aid the 'permanence' of the Green Belt, and prevent the need for further early review of its boundaries.

POLICY 4 EMPLOYMENT PROVISION AND ECONOMIC DEVELOPMENT

NB: TO BE UPDATED – with final employment floorspace and land requirement figures.

The economy will be strengthened and diversified with new floorspace being provided (across all employment sectors) to meet restructuring, modernisation and inward investment needs. This will be achieved by:

1. Providing a range of suitable sites for new employment that are attractive to the market especially in terms of accessibility, environmental quality and size, particularly where it will assist regeneration. This will provide opportunities for business relocation. Wherever possible, rail accessibility for storage and distribution uses should be utilised.
2. Placing a particular emphasis on office development (Use Classes B1(a & b)) as part of providing for a science and knowledge-based economy. To ensure the availability of sufficient land to 2026 for these purposes, sites will be identified within Rushcliffe to provide for X,XXX new jobs.
3. Identifying a supply of land to provide for new, and relocating industrial and warehouse uses (in Use Classes B1(c), B2 and B8) across Rushcliffe. To ensure the availability of sufficient land to 2026 for these purposes sites will be identified within Rushcliffe to accommodate X,XXX m² of floorspace.
4. Promoting significant new economic development within:
 - i) The Sustainable Urban Extension to the South of Clifton;
 - ii) The development on land to the North of Bingham;
 - iii) The redevelopment and regeneration of the Former Cotgrave Colliery; and
 - iv) The redevelopment and regeneration of the Former RAF Newton.

Economic development of a lesser scale will be delivered elsewhere in sustainable locations and in accordance with the settlement hierarchy of Policy 2 to ensure a sustainable mix of uses. This will be identified in subsequent Development Plan Documents.

5. Encouraging economic development associated with the University of Nottingham, Sutton Bonington campus, , and with other Centres of Excellence in Rushcliffe such as Ratcliffe on Soar Power Station, British Geological Survey at Keyworth and British Gypsum at East Leake, including their expansion, and allocating land specifically to meet the needs of high technology industries.
6. Encouraging economic development of an appropriate scale to diversify and support the rural economy.

7. **Working with partners and using planning obligations to provide appropriate training opportunities to assist residents in accessing new jobs.**
8. **Appropriately managing existing employment sites, by:**
 - a) **Retaining viable employment sites, including the strategic employment area at Ruddington Fields Business Park, that are an important source of jobs and cater for a range of businesses particularly where they support less-skilled jobs in and near deprived areas, or have the potential to provide start up or grow-on space.**
 - b) **Releasing poor quality, underused and poorly located employment sites for other purposes.**

JUSTIFICATION

- 3.4.1 The working age population of Rushcliffe relies heavily on the provision of jobs in the wider Nottingham area. However, the provision of employment opportunities within Rushcliffe is essential to minimise out-commuting and to ensure future prosperity for the Borough. In addition the rising working age population across Rushcliffe needs to be balanced with a proportional rise in employment opportunities to meet the increased demand for jobs, including addressing existing problems of unemployment and worklessness. Proposals for development , which generate employment, in sectors including retail, health and civic/science-based institutions will be considered favourably where they are considered to comply with other sustainable development objectives. It is important to recognise that jobs created outside of the traditional employment uses of offices, manufacturing and warehousing will assist in sustaining a strong and flexible economy. Encouragement, where appropriate, will also be given to uses (such as crèches or day nurseries) that support or do not conflict with the main use of an employment site. Where appropriate, specific provision for non-traditional forms of employment will be made in Development Plan Documents.
- 3.4.2 Local Enterprise Partnerships (LEPs) have replaced and assumed responsibility for some of the roles previously held by Regional Development Agencies (RDAs). In promoting sustainable and co-ordinated economic growth across local authorities, it will be important for Rushcliffe to work with the other Greater Nottingham councils to enable the delivery of strategic planning priorities. This will involve consultation with the LEP.
- 3.4.3 Locally, the formation of the Derby, Derbyshire, Nottingham, Nottinghamshire (DDNN) LEP was endorsed by the Government in October 2010. Comprising public and private interests, it will become a key driver of local economic growth and sustainability across the LEP area. Its work will be focused around initial priorities identified to help create a prosperous economy by:

- Further developing the reputation for internationally competitive science, manufacturing, engineering and creative industries in developing a low carbon economy
- Sharing the benefits of economic growth equitably across the DDNN area
- Developing a workforce which meets the current and future needs of employers
- Securing investment in regeneration and infrastructure projects to stimulate growth in the private sector.

3.4.4 The Core Strategy will have an important role to play in contributing to the delivery of these priorities through the production of policies which positively promote economic development within Rushcliffe.

3.4.5 Whilst the Government has announced legislative changes which will remove the statutory requirement to produce Local Economic Assessments (LEA), Nottinghamshire County Council continues to work on the development of a robust evidence base to assess the economic conditions within their area. It is expected that this evidence will be important in identifying and monitoring LEP priorities.

3.4.6 To help promote and strengthen the role played by localised economies serving communities around Rushcliffe, suitable sites for new office-based development and industry and warehousing will need to be provided. It is important that these sites are attractive to the commercial market in terms of good accessibility, environmental quality and being of an appropriate size. The locations listed in part 4 of the Policy display such attributes and therefore should be a focus for the creation of economic development of various scales. It is likely that some existing businesses may need to relocate for reasons which include the long-term suitability of their premises, the desire to expand or diversify the nature of their operations, or to allow for regeneration and redevelopment. To meet these needs, new sites are required which can help meet regeneration needs and also contribute to the creation of a greener, more sustainable economy through the construction of environmentally-friendly premises.

3.4.7 The Employment Land Study predicts that 18,000 new office jobs will be required between 2003 and 2016 across the whole of Greater Nottingham. Working from this figure, forward projections indicate that approximately X,XXX additional jobs are needed in Rushcliffe over the plan period. To help understand the amount of land needed to support this increase, the most recent evidence available to convert job numbers into floorspace. Guidance from Drivers Jonas Deloitte provides a range of employment use ratios and the requirements in Table 3.1 below are based on a vast majority of new development being for 'general' office purposes in line with the B1(a) Use Class.

Table 3.1 Office floorspace requirement

| | Forecasted floorspace requirement (2009-16) | Indicative floorspace requirement (2017-26) | Total floorspace requirement |
|----------------------------|--|--|-------------------------------------|
| Rushcliffe | XX,XXX | XX,XXX | XX,XXX |
| Rest of Greater Nottingham | XX,XXX | XX,XXX | XX,XXX |
| | | | |
| Total | XXX,XXX | XXX,XXX | XXX,XXX |

- 3.4.8 The study shows an area of 12 sq.m of floorspace is required for each general office full-time equivalent (FTE) post. Applying this figure to the number of office jobs shows the amount of floorspace required to meet the assessed needs.
- 3.4.9 Due to the fact that employment projections over long periods of time are subject to wide fluctuations depending on the assumptions used, the figures shown above in Table 3.1 should be regarded as indicative minimums for monitoring purposes rather than absolute targets. The Employment Land Study provided councils with forecasted floorspace requirements covering a period of time between 2003 and 2016 which are reflected above. Beyond 2017, indicative floorspace requirements are based on a continuation of calculations derived from the original Employment Land Study work. These floorspace figures will continue to be updated through further employment land studies at regular points within the plan period.
- 3.4.10 Many office jobs will be accommodated within existing buildings and current supply, including within the sites identified in this Policy. Other sites required to accommodate new office jobs will be set out in subsequent Development Plan Documents, which will also include sites for non-office based employment, such as manufacturing uses.
- 3.4.11 Centres within Rushcliffe are important employment locations, both for their service and their retail functions. The creation of additional office floorspace can enhance their wider economic roles. They all benefit from relatively good levels of accessibility, especially by public transport, and also the presence of supporting services.
- 3.4.12 The Employment Land Study highlights a decline in manufacturing and warehousing employment up to 2016. Despite this, the study encourages the identification of an appropriate supply of land for these purposes to support opportunities for modernisation, relocation and expansion. To achieve this, the Borough Council will maintain an identified supply of land across the plan period to 2026 for manufacturing and warehousing uses by identifying suitable sites within subsequent Development Plan Documents.

3.4.13 Viable employment sites that are an important source of jobs and cater for a range of businesses and enterprises should be protected as they remain an important economic driver for Rushcliffe. These sites can help to support jobs for less skilled workers in and near deprived areas. However, some employment land is no longer viable and should be released for reuse or redevelopment. Based on policy recommendations from the Employment Land Study, existing employment land and premises will be protected to:

- Safeguard well-located land that continues to meet the needs of modern businesses.
- Safeguard 'locally valuable', strategically important, or sites that are required to meet identified regeneration aims.

The Borough Council will work with partners to remove development constraints on existing employment sites which are well located.

3.4.14 It is considered that by building on the strengths of organisations which have a high profile nationally and internationally there will be significant benefits for the local economy. By supporting the existing Centres of Excellence there will be an opportunity for new enterprises to develop in locations where they have access to a support infrastructure which is tailored to their needs. These Centres of Excellence include The University of Nottingham School of Agriculture at Sutton Bonington, British Gypsum at East Leake, British Geological Society at Keyworth and Ratcliffe on Soar Power Station. Proposals for new sustainable development, changes of use or redevelopment of existing buildings within these locations will be favourably considered.

3.4.15 The rural areas make a significant contribution and play an important role in supporting Rushcliffe's economy. The continued importance of agriculture (including food production) and other countryside-related activities contribute to its diversity. Development which helps to strengthen or assists with the diversification of Rushcliffe's rural economy and which provides a source of local employment opportunities will be supported. Planning Policy Statement 4 provides guidance on the appropriate form and scale of rural development and advises on how best to encourage proposals which will help the rural economy to diversify.

3.4.16 To meet a potential identified need for strategic distribution uses, a Strategic Distribution Site Assessment study has reviewed development opportunities within the Nottingham, Derby and Leicester area of the East Midlands. This study (undertaken by AECOM) was published in May 2010 and recommended three sites based on their suitability against a range of criterion. None of the three sites are located within Greater Nottingham, with the nearest being situated just south of the conurbation to the north of East Midlands Airport in Leicestershire. As the findings of the AECOM study are considered to be robust, it is not proposed to allocate a Strategic Distribution site in the Aligned Core Strategies. However in considering allocating sites in subsequent Development Plan Documents or considering planning applications for

storage and distribution uses, whether they are strategic in scale or not, these will be assessed against the criteria set out in the Policy.

POLICY 5 ROLE OF TOWN AND LOCAL CENTRES

- 1. Rushcliffe's network of retail centres falls within the wider Greater Nottingham hierarchy. This hierarchy places Nottingham City Centre at the top with town centres, district centres and local centres designated below this. Within Rushcliffe, the following network and hierarchy of centres will be promoted:**

District Centres:
Bingham and West Bridgford.

Local Centres:
Rushcliffe Cotgrave, East Leake, Keyworth (The Square),
Keyworth (Wolds Drive), Radcliffe on Trent and
Ruddington

Centres of Neighbourhood Importance:
These will be set out through subsequent Development Plan Documents.

- 2. The boundaries of centres and the identification of sites for main town centre uses to meet identified need will be defined in subsequent Development Plan Documents. Development on identified sites should be appropriate in scale and nature to the role and function of that centre and of the area it serves.**
- 3. New retail development of an appropriate scale, as identified through masterplans, will be required in the following locations to serve new sustainable communities:**
 - a) Land South of Clifton;**
 - b) Former RAF Newton;**
 - c) Land off Melton Road, Edwalton; and**
 - d) Land North of Bingham.**

New retail development at these locations will be expected to consolidate and strengthen the network and hierarchy of centres and not harm the viability and vitality of existing centres. Other major residential-led development may require retail development of an appropriate scale and this will be addressed in subsequent Development Plan Documents.

- 4. Cotgrave Local Centre is in need of enhancement. Local Development Plans or informal planning guidance will be used to enhance its vitality and viability.**

A similar approach will be followed for other centres which are in need of enhancement or display signs of underperformance.

5. **The vitality and viability of all centres will be maintained and enhanced, including widening the range of uses whilst maintaining a strong retail character, environmental enhancements and improvements to access.**
6. **Development of retail and leisure uses in out-of and edge-of-centre locations will need to demonstrate suitability through a sequential site approach and also provide a robust assessment of impact on nearby centres. Subsequent Development Plan Documents will determine the need to set thresholds for the scale of main town centre development in edge-of and out-of centre locations.**

JUSTIFICATION

- 3.5.1 Rushcliffe is served by a range of distinctive district and local centres, all of which have an important role to play in meeting the various needs of Rushcliffe's many neighbourhoods. Such needs typically include good accessibility to shops, and the presence of key services and employment opportunities; all influential factors in ensuring the continued viability and vitality of a centre.
- 3.5.2 It is important that all centres act as a focus for community life where residents can live, socialise and help to strengthen social cohesion. To maintain this, it is vital to preserve, and where needed, add to the diverse range of (predominantly) retail facilities already present within them. This is essential in ensuring the continued vibrancy and prosperity of centres, particularly in challenging and ever-changing economic circumstances. This approach is reaffirmed by Planning Policy Statement 4 (Planning for Sustainable Economic Growth), which requires Local Authorities to develop a sequential approach towards accommodating new retail and town centre development within, or adjoining its centres. This will help to ensure that appropriately-sized and type of development makes a positive contribution to the role and function of any centre where a scheme(s) is proposed.
- 3.5.3 Planning Policy Statement 4 also requires Local Authorities to demonstrate through the production of Development Plan Documents how they can meet at least the first five years of identified need for main town centre uses. In achieving this, Rushcliffe will be guided by evidence from the Greater Nottingham Retail Study. This provides detailed data on the level of need for comparison and convenience floorspace both within identified centres in Rushcliffe and across Greater Nottingham as a whole.
- 3.5.4 The retail hierarchy and network has been developed using evidence from the Greater Nottingham Retail Study. The hierarchy is influenced both by the scale and status of existing centres, and also displays flexibility in allowing other centres the opportunity of sustainable growth where recognised retail needs are demonstrated.
- 3.5.5 Larger new developments, such as at land South of Clifton, the former RAF Newton, land off Melton Road, Edwalton, and land north of Bingham are

proposed, and to meet their needs, the designation of suitably sized centres, or the enhancement of existing centres, may be necessary to ensure access to a mix of facilities based on local need and identified through masterplans. At present, land at Melton Road, Edwalton has already secured planning permission and, therefore, more detailed policy, beyond the Core Strategy, is considered unnecessary. However, should there be a change in circumstances in the future and detailed proposals for Edwalton need to be reconsidered, an Area Action Plan, Supplementary Planning Document and/or masterplan may also need to be prepared for this site which would cover the above issues.

- 3.5.6 New or enhanced centres should fit within the hierarchy, and reduce the current number of unsustainable journeys connected to retail activity. New centres should not have a detrimental impact on other existing centres recognised through the hierarchy.
- 3.5.7 It will be necessary to keep the health of centres under constant review, and identify those which are declining, where future changes will have to be carefully managed. Baseline data for social, environmental and economic factors relating to these centres will be used as a way of making decisions regarding their role and function.
- 3.5.8 Indicators which point towards underperforming centres include high vacancy rates, poor built environments and a narrow retail offer, all of which influence how people make choices on which centres they wish to visit. Where centres display some of these indicators, policy interventions through informal planning guidance may be needed to improve economic performance
- 3.5.9 The impact of out-of-centre retail/town centre development (which includes proposals to vary conditions on existing facilities to widen the range of goods sold) remains a threat to the continued vitality and viability of centres throughout Rushcliffe which could affect their economic performance – a point which Planning Policy Statement 4 emphasises. Promoting the hierarchy of centres will help to achieve and redress balance across retail growth and focus new activity on existing named centres, rather than compromise viability and vitality by supporting unsustainable out-of-centre proposals that do not encourage sustainable methods of travel. Proposals for out-of-centre retail development and town centre uses will therefore be required to strongly demonstrate a need for such development and how it will not impact on nearby centres, or undermine regenerative activities within them.

POLICY 6: REGENERATION

- 1. Regeneration in Rushcliffe will be primarily focussed at Cotgrave and at Newton through the following proposals:**
 - a) Former Cotgrave Colliery will be redeveloped as a mixed use neighbourhood to incorporate new residential and business communities. There should be improved accessibility with the town. Any redevelopment of the Colliery must take into account local nature conservation features and demonstrate how it will contribute to the wider regeneration of the town. The scope for limited physical development to link the Colliery site and the town will be explored, where this would assist connectivity and accessibility between new and existing neighbourhoods.**
 - b) Former RAF Newton will be redeveloped to create a new sustainable neighbourhood, providing for a mix of housing, employment, additional and enhanced green infrastructure, community facilities and retail of an appropriate scale. There should be improved accessibility to Bingham, and integration with the existing community at Newton to assist with connectivity and accessibility between new and existing neighbourhoods.**
- 2. Local initiatives will be supported in other areas of recognised regeneration need. Major new development proposed in close proximity to areas of recognised regeneration need should be designed and implemented to assist in addressing those regeneration needs.**

JUSTIFICATION

- 3.6.1** The redevelopment of the former Cotgrave Colliery and the former RAF Newton are two of a number of regeneration challenges across Greater Nottingham. The redevelopment of both locations needs to be comprehensive and coordinated and follow the principles of sustainable development. Both sites are strategy allocations under Policy 2, with identification of the appropriate mix of uses and scale of development provided at Appendix C.
- 3.6.2** A Local Development Plan Document and/or Masterplan may be prepared to provide further detail for regeneration of RAF Newton, including the promotion of:
 - Economic growth through the delivery of high quality employment proposals suitable for the needs of modern business
 - High quality, mixed residential neighbourhoods with access to a range of local facilities, which are integrated with and complement both existing adjacent communities and facilities
 - Open spaces to meet the needs of the communities
 - Mixed uses which allow the potential for work, rest and play

- Improved accessibility and connectivity to minimise the need for travel and facilitate opportunities for walking, cycling and public transport initiatives, including by the exploitation of the riverside and water corridor
- The protection and enhancement of historic and cultural assets
- The protection, enhancement and creation of natural habitats to increase ecological value, including new and existing biodiversity interests
- Training schemes to maximise the opportunity for local job recruitment
- Where relevant, addressing issues in relation to equalities matters.

3.6.3 At present, the redevelopment of the former Cotgrave Colliery has already secured planning permission and, therefore, more detailed policy, beyond the Core Strategy is considered unnecessary. However, should there be a change in circumstances in the future when detailed proposals for the former Cotgrave Colliery need to be reconsidered, a Local Development Plan Document and/or Masterplan may also be prepared for this site which would cover the above issues.

3.6.4 Successful regeneration also requires a partnership approach, involving all agencies with an interest in the area. The Council will, therefore, work with agencies such as the Homes and Communities Agency, the Local Enterprise Partnership, Nottingham Regeneration Ltd, other councils where relevant, transport and infrastructure providers, landowners and developers, together with local groups and residents, to ensure the best regeneration outcomes for areas. A deliverable Infrastructure Delivery Plan, based around realistic assessments of infrastructure capacity, funding sources and timescales for delivery sits alongside the Core Strategy. It also provides further detail regarding expectations related to the timing and phasing of development.

3.6.5 Major new development, for instance the Sustainable Urban Extensions at land South of Clifton, can assist in meeting the regeneration aims of nearby communities, by ensuring planning for regeneration is taken into account in planning for the development. This can include physical interventions, for instance to support existing facilities, but also assisting in tackling wider issues.

B) Places for People

1. Rushcliffe has a unique and special character which needs to be protected, conserved and enhanced. The housing mix needs to be managed to ensure new homes are the right ones to maintain and develop mixed communities, with the right amount of affordable housing in the right places. New development needs to be well designed, and historic assets and their settings need to be protected and enhanced.
2. To ensure that both existing and new communities are places where people will choose to live they need a range of facilities and services located in the right places so all residents can access them easily. Promoting transport modes apart from the private car is important in tackling climate change, pollution and congestion, and given that many routes are already at or close to capacity in peak times, managing travel demand must form a key part of the approach to transport planning.
3. The core policies for places for people are:
 - Policy 7 Housing Size, Mix and Choice
 - Policy 8 Gypsies, Travellers and Travelling Showpeople
 - Policy 9 Design and Enhancing Local Identity
 - Policy 10 The Historic Environment
 - Policy 11 Local Services and Healthy Lifestyles
 - Policy 12 Culture, Sport and Tourism
 - Policy 13 Managing Travel Demand
 - Policy 14 Transport Infrastructure Priorities

POLICY 7: HOUSING SIZE, MIX AND CHOICE

General Approach

- 1. Residential development should maintain, provide and contribute to a mix of housing tenures, types and sizes in order to create mixed and balanced communities. All residential developments should contain adequate internal living space, and a proportion of homes should be capable of being adapted to suit the lifetime of its occupants, as defined by other Development Plan Documents or Development Briefs.**
- 2. Throughout the plan area, consideration should be given to the needs and demands of the elderly as part of overall housing mix, in particular in areas where there is a significant degree of under occupation and an aging population.**
- 3. The appropriate mix of house size, type, tenure and density within housing development will be informed by:**
 - a) Evidence contained within Strategic Housing Market Assessments and other research into particular housing requirements.**
 - b) The Council's Sustainable Community Strategy and Housing Strategy**
 - c) Local demographic context and trends**
 - d) Local evidence of housing need and demand**
 - e) Area character, site specific issues and design considerations.**
 - f) The existing or proposed accessibility of a location by walking, cycling and public transport.**

Approach to Affordable Housing

- 5. New residential developments should provide for a proportion of affordable housing. The proportion, mix and threshold for the affordable housing will be set out in a separate Development Plan Document.**
- 6. The overall proportion, mix and threshold for affordable housing will be determined by:**
 - a) Evidence of housing need, including; where appropriate; housing tenure, property type and size.**
 - b) The existing tenure mix in the local area.**
 - c) The ability to deliver affordable housing alongside other requirements, taking into account broad assessments of viability. Where the findings of local assessments are disputed on a particular site, a financial appraisal of the proposal will be expected in order to determine an appropriate level of affordable housing.**
 - d) The availability of subsidy on a development to deliver affordable housing within weaker housing submarkets.**

7. **In the case of larger phased developments the level of affordable housing will be considered on a site by site basis taking into account localised information. The type of affordable housing provision will be assessed throughout the lifetime of that development to ensure the development is responsive to updated evidence of need, the mechanisms for which will be set out in development briefs or other Local Development Documents.**

Approach to Rural Affordable Housing

8. **Where there is robust evidence of local need, such as an up to date Housing Needs Survey, rural exception sites or sites allocated purely for affordable housing will be permitted within or adjacent to rural settlements which have been designated for enfranchisement and right to acquire purposes (under Section 17 of the Housing Act 1996).**
9. **In allocating rural affordable housing, priority will be given to people that have a connection to that settlement and are unable to afford market housing.**

JUSTIFICATION

- 3.7.1 It is important that the right mix of housing is developed across Rushcliffe over the forthcoming years. Both nationally and locally, average household sizes have decreased significantly whilst the general population has risen. The reduction of the average size of households has led to the under occupation of properties.
- 3.7.2 The Nottingham Core Strategic Housing Market Assessment (2007) provides a high level assessment of the likely profile of future household needs for each authority. This assessment highlights that the biggest growth is likely to be amongst smaller households, and a significant increase in single person households. The increase in smaller households is largely down to a number of factors. The biggest factor, particularly within suburban and rural areas is down to an ageing population, Within Rushcliffe, the number of people of pensionable age is increasing at a faster rate than the national trend and there are certain settlements within the Borough which have very high concentrations of people of pensionable age. Other factors leading to an increase in smaller households include increases in younger people remaining single and family breakdowns.
- 3.7.3 Whilst households will continue to get smaller, and the population will on average be getting older, a significant amount of existing family housing will not become available for new households as elderly residents choose to remain within existing houses for a variety of reasons. 2001 census data shows that Rushcliffe has high degrees of under-occupation within the existing dwelling stock. It is therefore important that new development provides a range of types of housing.

- 3.7.4 Older persons research indicates that a majority of the elderly population interviewed would wish to remain in the housing that they currently occupy for as long as possible. Respondents to surveys have also indicated that if they had to move to properties in the future their aspirations would include two bedroom bungalows or purpose built 'retirement villages'.
- 3.7.5 It is important for the Core Strategy to plan for the delivery of both market and affordable housing. The Strategic Housing Market Assessment: Affordable Housing Needs update 2009 identifies the level of need for 362 affordable dwellings per annum for Rushcliffe. The assessment gives a broad indication of potential levels of affordable housing need over the plan period, and does not take into account viability considerations and other policy factors.
- 3.7.6 A strategic viability assessment has been produced which considers the levels of affordable housing that could be sustained across the Borough, both at a Borough wide level and in different sub-markets. The general conclusions of this study are similar in that whilst there are local variations across the Borough, an overall target of 30% could be achievable. Given the disparities between submarkets, the study has recommended having split targets in Rushcliffe. It also recommends that new developments of a significant scale, should be considered on an individual basis as they are likely to have more specific infrastructure requirements.
- 3.7.7 Given the complex picture across the Rushcliffe in relation to affordable housing viability, the overall approach to affordable housing and mechanisms to assist delivery will be outlined in a separate Development Plan Document.
- 3.7.8 The Strategic Housing Market Assessment needs update identifies potential net need for affordable housing across the Rushcliffe submarkets in both urban and rural areas. In smaller settlements across Rushcliffe where growth is not proposed, there may still be a local need for affordable housing that is justified by a robust local assessment.
- 3.7.9 It is therefore considered appropriate to make provision within this Core Strategy for rural exception development, or provision to allow for the allocation of sites purely for affordable housing within smaller rural villages where affordable housing can remain affordable in perpetuity. The purpose of the Section 17 of the Housing Act 1996 referred to in the policy is to enable affordable housing to remain affordable for present and future generations. The majority of rural settlements within Rushcliffe that have a population of around 3,000 or below will qualify for developments of local needs housing under this policy.

POLICY 8: GYPSIES, TRAVELLERS AND TRAVELLING SHOWPEOPLE

- 1. Sufficient sites for permanent Gypsy and Traveller caravan and Travelling Showpeople accommodation will be identified in line with Gypsy and Traveller Accommodation Assessments. The allocation of sites will be made in other Development Plan Documents and will follow any updated accommodation assessment.**
- 2. As part of creating sustainable and mixed communities, where there is an identified need provision should be made within existing settlements or as part of Sustainable Urban Extensions.**
- 3. Where an identified need cannot be met within existing settlements or through Sustainable Urban Extensions, the following criteria will be used to identify suitable Gypsy and Traveller caravan and Travelling Showpeople sites and associated facilities. The criteria will also be used in the case of speculative proposals, and planning permission will only be granted for the development of land as a Gypsy and Traveller caravan or Travelling Showpeople site if each one can be satisfied:**
 - a) the site and its proposed use should not conflict with other policies relating to issues such as green belt, flood risk, contamination, landscape character, protection of the natural, built and historical environment or agricultural land quality;**
 - b) the site should be located within reasonable travelling distance of a settlement which offers local services and community facilities, including a primary school;**
 - c) the site should enable safe and convenient pedestrian and vehicle access to and from the public highway, and adequate space for vehicle parking, turning and servicing;**
 - d) the site should be served, or be capable of being served, by adequate mains water and sewerage connections; and**
 - e) the site should enable development and subsequent use which would not have any unacceptable adverse impact on the amenities of occupiers of nearby properties or the appearance or character of the area in which it would be situated.**
- 4. In the countryside, any planning permission granted will restrict the construction of permanent built structures to small amenity blocks associated with each pitch and to small buildings for appropriate associated business use.**
- 5. Existing permanent provision will also be safeguarded from alternative development.**

JUSTIFICATION

- 3.8.1 Circular 1/2006 places a requirement on Local Authorities to undertake Gypsy and Traveller Accommodation Assessments. The findings of such assessments in relation to pitch provision should feed into the Local Development Framework. Circular 4/2007 also requires that Local Authorities to make provision for Travelling Showpeople. It states that the Core Strategy should set out criteria for the location of Travelling Showpeople sites which will be used to guide the allocation of sites in the relevant Development Plan Documents. These criteria can also be used in respect to planning applications on unallocated sites that may come forward.
- 3.8.2 The Nottinghamshire Gypsy and Traveller Accommodation Assessment sets out permanent pitch requirements for each local authority within Nottinghamshire between 2007 and 2011. It also states there is a requirement for a transient site somewhere within Nottinghamshire. The Assessment provides that Rushcliffe is required to make provision for 9 permanent pitches. Currently, there are two permanent pitches within the Borough which count towards this requirement: one at East Leake and the other at Sutton Bonington. In addition, there are a number of temporary pitches in the Borough which, were they to lapse, would increase the permanent pitch requirement to 11.
- 3.8.3 As the need for new pitches is relatively low, it is considered that a general policy approach in providing for Gypsies, Travellers and Travelling Showpeople should be contained within the Core Strategy in order to provide a general policy steer. Where appropriate, the allocation of sites will be made in other Development Plan Documents. In seeking to allocate traveller sites, appropriate local consultation will be undertaken to ensure, as far as is possible, that the views and needs of both settled and traveller communities are taken into account.

POLICY 9: DESIGN AND ENHANCING LOCAL IDENTITY

- 1. All new development should be designed to make a positive contribution to the public realm and sense of place, create an attractive, safe, inclusive and healthy environment, reinforce valued local characteristics, be adaptable to meet evolving demands and the effects of climate change, and reflect the need to reduce the dominance of motor vehicles.**
- 2. Development will be assessed in terms of its treatment of the following elements:**
 - a) structure, texture and grain, including street patterns, plot sizes, orientation and positioning of buildings and the layout of spaces**
 - b) permeability and legibility to provide for clear and easy movement through and within new development areas**
 - c) density and mix**
 - d) massing, scale and proportion**
 - e) materials, architectural style and detailing**
 - f) the potential impact on important views and vistas, including of townscape, landscape, and other individual landmarks, and the potential to create new views.**
 - g) setting of heritage assets**
- 3. All development proposals, and in particular proposals of 10 or more homes, will be expected to perform highly when assessed against best practice guidance and standards for design, sustainability, and place making, as set out in Local Development Documents.**
- 4. Development must have regard to the local context including valued landscape/ townscape characteristics, and be designed in a way that conserves locally and nationally important heritage assets and preserves or enhances their settings.**
- 5. Outside of settlements, new development should protect, conserve or where appropriate, enhance landscape character. Proposals will be assessed with reference to the Greater Nottingham Landscape Character Assessment**

JUSTIFICATION

- 3.9.1 All new developments should aspire to the highest standards of design, including construction methods and materials, and these issues should be integrated into the development process at an early stage, along with consideration of community safety and sustainable access.**
- 3.9.2 Many built up areas within Rushcliffe include locally distinct and important features, including the use of local materials, villages with local vernacular style, and historic residential areas. New design will be expected to relate**

positively to these and other important local features which can include religious or cultural character.

- 3.9.3 Local evidence will be used to inform and guide decisions, including urban characterisation and landscape characterisation studies where appropriate, and further design guidance may be included in other Local Development Documents, Masterplans or informal planning guidance. This more detailed guidance will assist in the implementation of this policy, especially for large or sensitive sites, and address particular design issues, or provide more detail, such as defining important views.
- 3.9.4 Although no longer considered to be previously-developed land, gardens can provide sustainable locations for new homes, and reduce the need to develop land within the Green Belt and or the countryside. However, it can also change the characteristics of areas, and may damage biodiversity. Planning applications will therefore be critically assessed in these instances to ensure that the character of an area is maintained or, where possible, enhanced.
- 3.9.5 It is important that new housing development is of high quality, in order to enhance or create a distinctive sense of place, where people will be proud of their neighbourhood. “Building for Life” is an established and recognised methodology for assessing the design of new housing and neighbourhoods, and all new housing development will be expected to perform well against it, or any successor standards. Further guidance on design standards is contained within Rushcliffe Borough Council’s Residential Design Guide. Further policy and guidance may be produced through subsequent Local Development Documents.
- 3.9.6 In addition to reinforcing local identity and urban design characteristics, good design can also play a key role in providing sustainable development. Over the plan period, national Building Regulations are expected to require regular improvements in the environmental performance and efficiency of new buildings, and Policy 1 sets out how new development should perform when assessed against established, certified systems such as BREEAM assessments.
- 3.9.7 At a wider, site or neighbourhood scale, independent assessments of the sustainability and environmental performance of proposals, such as the Building Research Establishment’s ‘Green Print’ methodology will also be encouraged to help inform decisions about the potential for high levels of sustainability.
- 3.9.8 New developments must also be accessible to all and meet the needs of a diverse population. The Manual for Streets is the preferred approach which sets out guidance for residential street design and aims to ensure streets are places that people want to spend time in, rather than just transport corridors. The quality of buildings and spaces has a strong influence on the quality of people’s lives, and attractive, imaginative, and well designed environments can help reduce crime, the fear of crime, and discourage antisocial behaviour. Examples can include ensuring natural surveillance of access routes from

living areas of dwellings and having a mix of house types to make it more likely that some of the homes will be occupied throughout the day.

3.9.9 Whilst Rushcliffe has no designated landscape features it has some distinctive and locally valued landscapes, such as the 'River Meadowlands' in the Trent valley. New development should have regard for the landscape in which it is located, taking into account any landscape strengths and landscape actions identified within the Greater Nottingham Landscape Character Assessment.

3.9.10 Development should protect, conserve or, where appropriate, enhance landscape character, in line with the Landscape Character Assessment. Particular regard will be had to the objective of protecting open countryside and historic landscapes, locating or siting development sensitively within the landscape, the likely impact of the scale of development proposed, the appropriateness of the proposed materials and detailed design and the objective of preserving or enhancing biodiversity value.

POLICY 10: HISTORIC ENVIRONMENT

- 1. Throughout Rushcliffe proposals and initiatives will be supported where the historic environment and heritage assets and their settings will be conserved and enhanced in line with their interest and significance. In making planning decisions the contribution heritage assets can make to the delivery of wider social, cultural, economic and environmental objectives will be recognised.**
- 2. The strategic elements of Rushcliffe’s historic environment which contribute towards the unique identity of areas and help create a sense of place will be conserved and, where possible, enhanced as set out in later Local Development Documents. Elements of strategic importance include:**
 - a) industrial and commercial heritage such as the textile heritage and the Grantham Canal**
 - b) Registered Parks and Gardens including the grounds of Flintham Hall, Holme Pierrepont Hall, Kingston Hall and Stanford Hall**
 - c) prominent listed buildings**
- 3. A variety of approaches will be used to assist in the protection and enjoyment of the historic environment including:**
 - a) the use of appraisals and management plans of existing and potential conservation areas**
 - b) considering the use of Article 4 directions**
 - c) working with partners, owners and developers to identify ways to manage and make better use of historic assets and encourage positive management in sensitive areas**
 - d) considering improvements to the public realm and the setting of heritage assets within it**
 - e) ensuring that information about the significance of the historic environment publicly available. Where there is a loss in whole or in part to the significance of an identified historic asset then evidence should be recorded in order to advance understanding of the significance of the heritage asset before it is lost.**
 - f) considering the need for the preparation of local evidence or plans**
- 4. Particular attention will be given to heritage assets at risk of harm or loss of significance, or where a number of heritage assets have significance as a group or give context to a wider area.**

JUSTIFICATION

- 3.10.1** Historic assets are buildings, monuments, sites or landscapes of historic, archaeological, architectural or artistic interest, whether designated or not, that have a degree of significance. National Planning Policy defines significance as ‘the value of a heritage asset to this and future generations

because of its heritage interest' and is measured in terms of the assets rarity, representativeness, association, aesthetic appeal and integrity.

- 3.10.2 Heritage assets in Rushcliffe include Listed buildings, Conservation Areas, Historic Parks and Gardens and Scheduled Ancient Monuments. The definition also covers assets which have not been designated and afforded protection by separate legislation. The significance of these 'un-designated assets' is a material consideration in determining planning applications as identified in PPS5¹. The policy has identified a number of specific historic environment elements in Rushcliffe that are strategic. There will also be a number of elements which are of more localised value, for example, Bunny Hall and the various buildings designed and built by Sir Thomas Parkyn in Bunny and surrounding villages. These will be identified in Local Development Documents or other non-statutory guidance.
- 3.10.3 When considering applications which impact on the historic environment or heritage assets and their settings, the Local Authority will look to ensure they are conserved in accordance with their value and that the ability of the development to enhance that value is explored and taken where possible. When considering sites of archaeological importance, as identified in the Historic Environment Record for the area, the Local Authority will, where appropriate, request a prospective developer to arrange for an archaeological assessment or field evaluation before any decision on a planning application is taken. This will apply to sites currently identified and to any new sites subsequently identified.
- 3.10.4 In looking to protect and enhance the historic environment and heritage assets there is the opportunity to help deliver on other objectives, such as economic development and tourism. The care of our historic environment has to be carefully balanced with the economic and social necessities of today. Intelligently managed change can help preserve the significance of the heritage asset and also deliver viable uses consistent with conservation objectives. This could include bringing a listed building back into use which has a benefit for tackling climate change, regeneration and also for the character of the area in which the building sits.
- 3.10.6 Conservation and sustainable economic growth are complementary objectives and should not generally be seen as in opposition to one another. Conservation can play a key part in promoting economic prosperity by ensuring that an area offers attractive living and working conditions that will encourage inward investment – environmental quality is a key factor in many commercial decisions. The historic environment is of particular importance for sustainable tourism and leisure. In return, economic prosperity can secure the continued vitality of historic areas, and the continued use and maintenance of historic buildings, provided that there is a sufficiently realistic and imaginative approach to their alteration and change of use, to reflect the needs of a modern world.

¹ See Policy HE8 in Planning Policy Statement 5: Planning for the Historic Environment

3.10.7 The preparation of local evidence and plans offers the scope to identify heritage assets of local value and also develop management plans to conserve and enhance assets. The production of local lists of heritage assets should be considered as should the production of detailed master plans for specific areas. Other local evidence could include the development of criteria for the identification of 'non-designated' heritage assets or the use of urban characterisation studies.

3.10.8 Rushcliffe has 29 Conservation areas, each of which has its own Conservation Area Appraisal. These appraisals offer an opportunity to identify ways in which significance can be reinforced and strengthened such as by the removal of detracting features. This approach may also identify changes to the public realm outside of conservation areas which may help reveal assets better or improve their setting. In certain areas the use of Article 4 directions to remove permitted development rights may be appropriate and local communities will be consulted on their implementation. In a small number of cases the loss of a heritage asset may be unavoidable. In these cases steps should be taken to ensure that the asset is fully recorded prior to the loss of significance.

POLICY 11: LOCAL SERVICES AND HEALTHY LIFESTYLES

- 1. New, extended or improved community facilities will be supported where they meet a local need. In particular, new or improved community facilities should be provided to support major new residential development (especially in Sustainable Urban Extensions) or in regeneration areas. Where appropriate, new residential development which is not of a scale to merit new or improved provision will be required to provide a contribution to any community facilities affected. Community facilities should:**
 - a) be located within District or Local Centres, wherever appropriate;**
 - b) be in locations accessible by a range of sustainable transport modes suitable to the scale and function of the facility; and**
 - c) where possible, be located alongside or shared with other local community facilities.**
- 2. Where new community facilities (especially health and education) are intended to serve areas covered by more than one provider, agencies should work together to ensure service integration and efficient use of resources.**

JUSTIFICATION

- 3.11.1 The delivery of healthy sustainable communities is a key priority in Rushcliffe's Sustainable Community Strategy and it is recognised that community facilities play an important part in people's lives and contribute to quality of life and sense of place. The Core Strategy will encourage proposals where they will increase the range or quality of community facilities in Rushcliffe.
- 3.11.2 If community facilities are to serve the entire community they need to be accessible, hence the need for them to be located near to public transport and also be accessible by walking and cycling. Encouraging access by more sustainable means can also have health benefits. For community facilities that are intended to serve a wide catchment area the most appropriate location would be in a district or local centre as these are the places that are accessible to the widest number of people and present the opportunity for linked trips. However, this may not always be possible, especially in the rural areas, and the specific circumstances of and need for facilities should be taken into account. This will include considering the need for services and facilities to serve specific sections of the population where there is a spatial element to their location in the Borough.
- 3.11.3 The importance of a healthy life for all and a reduction in health inequalities is recognised and it is the intention to work with partners to ensure that no-one is disadvantaged in accessing health care facilities across Rushcliffe. Local authorities and primary care trusts have a duty to carry out a joint strategic needs assessment of health and wellbeing in their area. This helps them to

understand the needs of the whole community, so that they can work together to put in place services that meet these needs. It is proposed to support and work with NHS and health organisations to ensure the development of health facilities where needed in new development areas, and with primary care providers to ensure a fair distribution of primary care facilities across Rushcliffe and where appropriate these will be included in Local Development Documents and masterplans. Health issues are an underlying issue throughout the Core Strategy and are specifically and implicitly addressed in other policies in the plan.

- 3.11.4 The location alongside (two uses on the same site/building) or shared facilities (two uses using the same space) offers a way for community facilities to be viable in a location where they may not have been previously. This principle in the past has been adopted by health providers and other agencies in, for example, in Keyworth through a LIFT scheme(see Glossary), which brought together a range of health services.
- 3.11.5 To protect community facilities it is necessary to put in place a mechanism to control alternative uses to ensure that its continued use as a community facility is fully explored. It is expected that the evidence submitted regarding the need for the facility would be appropriate to the scale and type and accessibility of the facility and address other alternative facilities in the locality that could meet any shortfall in provision.
- 3.11.6 Development may add extra pressure onto demand for existing community facilities or lead to the need for entirely new community facilities, particularly so in the case of very large housing developments such as that proposed for land South of Clifton. The impact on or the need to provide new community facilities will be examined when allocating sites or considering planning applications. Stakeholders and service providers should and will be consulted.
- 3.11.7 One of the key objectives of the Core Strategy is improving the health and well-being of Rushcliffe's residents. By prioritising new or improved health centres, leisure centres and other facilities that encourage healthy behaviour for residents of all ages through the Core Strategy, Rushcliffe will work with partners to achieve a reduction in health inequalities.
- 3.11.8 For the purposes of this policy community facilities includes, but is not restricted to: schools and nurseries, post offices, local shops in rural areas, public houses (especially in rural areas), places of worship, religious instruction and church halls, health centres, GP surgeries, dentists, community centres or halls, libraries, leisure centres, emergency services.

POLICY 12: CULTURE, TOURISM AND SPORT

Provision of culture, tourism and sporting facilities of an appropriate scale will be encouraged throughout Rushcliffe, and identified in subsequent Development Plan Documents as appropriate, according to the following approach:

- a) New cultural and tourism facilities will be focused in or adjoining district centres, or build on existing facilities.**
- b) New sporting facilities will be encouraged, especially where this complements the strengths of existing major facilities located in Rushcliffe.**
- c) Where appropriate, existing cultural, tourism and sporting facilities will be protected and their further development will be supported.**

JUSTIFICATION

3.12.1 Rushcliffe has specific strengths with regard to the provision of major sporting facilities, which are an important part of the tourism and visitor 'offer' for the Borough and Greater Nottingham as a whole. Rushcliffe is home to Trent Bridge Cricket Ground, Nottingham Forest's City Ground Football Ground, and the National Watersports Centre at Holme Pierrepont, which all play an important role in supporting the local economy and adding to the quality of life of residents. Existing facilities will be protected and enhanced where there continues to be a viable need for them, and where they are affected by development, suitable alternative provision will be made where this is achievable and sustainable. There are currently no plans for major new sporting or other facilities in the area, and this policy is therefore aimed at responding to any proposals which may come forward over the Core Strategy period.

3.12.2 Located close to the City Centre of Nottingham which is the premier tourist destination within Greater Nottingham, Rushcliffe also has its share of tourist attractions. In addition to the major sporting facilities identified above, this includes the Nottingham Transport Heritage Centre, Great Central Railway, Ruddington Framework Knitters Museum and the Manor Farm Animal Centre, which has recently been designated as the Borough's first zoo.

3.12.3 Some of these sporting and tourist attractions may benefit from further development to support their long term viability, provided that this is sustainable – in particular that levels of traffic generation and impacts on local residents are acceptable. When considering new development, account will be taken of population and/or catchment to be served by facilities. Any proposals put forward for further at Holme Pierrepont will also be considered in the context of the Core Strategy's Green Belt policy.

3.12.4 The role of community level culture and sports facilities is vitally important in creating sustainable and healthy neighbourhoods. In addition, facilities for

faith groups provide important cultural facilities at a local level. These can, however, require sensitive development when they serve wider purposes, especially if large numbers of visitors are anticipated. Where relevant, such issues will be dealt with in subsequent Development Plan Documents or through Development Management decisions

POLICY 13: MANAGING TRAVEL DEMAND

- 1. The need to travel, especially by private car, will be reduced by securing new developments of appropriate scale in the most accessible locations following the Spatial Strategy in Policy 2, in combination with the delivery of sustainable transport networks to serve these developments.**
- 2. The priority for new development is in firstly selecting sites already accessible by walking, cycling and public transport, but where accessibility deficiencies do exist these will need to be fully addressed. In all cases it will be required that the effective operation of the local highway network and its ability to provide sustainable transport solutions will not be compromised.**
- 3. A hierarchical approach to ensure the delivery of sustainable transport networks to serve, in particular, Sustainable Urban Extensions, will be adopted which will seek to provide (in order of priority):**
 - a) Site specific and area wide travel demand management (measures to reduce travel by private car and incentives to use public transport, walking and cycling for appropriate journeys including intensive travel planning)**
 - b) Improvements to public transport services, walking and cycling facilities that are provided early in the build out period of new developments and that are sufficient to encourage sustainable modes of transport.**
 - c) Optimisation of existing highway network to prioritise public transport, walking and cycling that are provided early in the build out period of new developments such as improved/ new bus and cycle lanes and measures to prioritise the need of pedestrians above the car.**
 - d) Highway capacity enhancements to deal with residual car demand where the initiatives required under points 1-3 above are insufficient to avoid significant additional car journeys.**
- 4. There will be a level of iteration between the stages to ensure their effective delivery, and the implementation of the approach will have regard to the needs of people with mobility difficulties.**

JUSTIFICATION

- 3.13.1 The key element of this policy will be to encourage development in locations which support the promotion of sustainable travel choices as alternatives to the private car, in particular good quality public transport and safe and attractive routes for cycling and walking. A major way of achieving this is to firstly secure new developments in locations where walking, cycling and**

public transport use are viable options, but also to improve the network of public transport provision (including orbital links and other link services) in terms of its extent and frequency, and use 'Smarter Choices' to significantly alter travel behaviour. A combination of these factors is aimed at achieving benefits in terms of reduced car use and associated savings in carbon emissions, noise and pollution, but also a reduction in the necessity of road building, widening and junction improvements, therefore saving money.

- 13.13.2 This is particularly important at a time when available funding for major infrastructure work including road building both from private and public sectors is expected to be in short supply. In addition it is necessary to address inequality issues in public transport and to consider the impact of modal shift on disabled people which could be done by improving the quality and frequency of public transport provision and encouraging smarter choices. Road safety will be promoted through improved engineering, education, enforcement and promotional measures.
- 3.13.3 Effective Area Wide Travel Demand Management underpins the development and implementation of a sustainable transport strategy. Reducing the need to travel at the top of the hierarchy will ensure that public transport and highway networks can operate efficiently and minimise the need for unaffordable levels of investment in infrastructure and services. Making the best use of existing capacity on both public transport and highway networks represents the most cost-effective approach and good value for money.
- 3.13.4 Rushcliffe enjoys a relatively extensive public transport network which focuses on Nottingham City Centre as a key destination. However, capacity remains a key issue, and when considering how best to serve new developments, measures to make best use of capacity on existing services should be explored before proposing new services, and consideration should be given to increasing the frequency of existing services or providing feeder services which interchange with the main network outside of the Nottingham City Centre; for example, at Park and Ride or Tram stops.
- 3.13.5 A sustainable good quality transport system is essential to support the economic and social wellbeing of Rushcliffe and to reduce traffic congestion which is costly, inefficient and destructive to the environment. An emphasis on public transport, and on promoting walking and cycling for short journeys, will therefore be the most sustainable way to plan for Rushcliffe's travel needs supported with pro-active, area-wide travel demand management. This approach is consistent with national and local transport policies promoted through Nottinghamshire and other Local Transport Plans (LTP).
- 3.13.6 The Third LTPs focus on strategy and implementation and were completed following consultation undertaken during 2010. This provided an opportunity to explore and understand the transport options available to deliver the vision of each LTP.

- 3.13.7 Transport priorities within these LTPs reflect the national objectives initially developed through the Department for Transport's DaSTS (Delivering a Sustainable Transport System) process, focussing on economic development and climate change and ensuring safety, security and health, improved quality of life and quality of opportunity through maximising accessibility and reducing dependence upon the private car. This approach has been broadly endorsed by the Government. It considers that of these DaSTS transport goals the two in particular that it would like to be addressed in LTPs are those which help to grow the economy and tackle carbon emissions. This will be key to sustainable delivery of Core Strategy objectives, and will require the commitment and close cooperation between local Highway Authorities, the Highway Agency and other transport providers.
- 3.13.8 The Core Strategy will have a key role to play in delivering LTP objectives through locating development within sustainable transport corridors and providing opportunities for supporting investment in transport services and infrastructure improvements.
- 3.13.9 Travel demand management is about encouraging people to travel less and use sustainable means of travel where possible when they do need to make journeys, sometimes known as 'Smarter Choices'. They are techniques for influencing people's travel behaviour towards more sustainable options such as encouraging school, workplace and individualised or personal travel planning. They also seek to improve public transport and marketing services such as travel awareness campaigns, setting up websites for car share schemes, supporting car clubs and encouraging teleworking. These techniques can be very effective at changing travel behaviour, but some, such as personal travel plans, can be expensive and difficult to enforce when provided to large numbers of people.
- 3.13.10 Travel Plans will be required for significant new developments, showing how these objectives are to be met. Planning conditions or legal agreements will be used to ensure Travel Plans are implemented. Existing major employers, schools, and other generators of travel demand will be strongly encouraged to develop Travel Plans including monitoring arrangements.
- 3.13.11 Initiatives will also include the promotion of more efficient and sustainable use of private vehicles, such as car sharing and car clubs, and low emission vehicles.
- 3.13.12 In order to encourage public transport for work commuting, long stay parking should be managed effectively. Parking provision will continue to be carefully managed to help maintain vitality and viability in town and local centres.
- 3.13.13 The policy refers to a level of iteration between the four stages listed, to ensure their effective delivery. For example, improvements to public transport services will enable more effective travel demand management

measures to be introduced and improved highway operation may facilitate public transport improvements.

3.13.14 The Greater Nottingham Transportation Model has been used to identify the strategic transport impacts of the Core Strategy upon the highway network in the form of stress maps. These demonstrate areas of pressure on the network for which mitigation measures will be required using the hierarchical approach outlined above.

3.14.15 More detailed transport modelling has been undertaken on the strategic site allocations, to enable packages of measures to be identified to ensure the sustainable delivery of the Core Strategy.

3.14.16 Priority will be given to sustainable locations with access to the rail network when considering sites for storage and distribution uses. See details of this in Policy 4.

POLICY 14: TRANSPORT INFRASTRUCTURE PRIORITIES

- 1. Where new development gives rise to the need for additional transport infrastructure, it should be prioritised in accordance with the delivery of the Spatial Strategy in Policy 2, the principles of travel demand management in Policy 13 and the priorities of the Nottingham and Nottinghamshire Local Transport Plan. The details and certainty of funding and timing are set out within the Infrastructure Delivery Plan.**
- 2. New development, singly or in combination with other proposed development, must include a sufficient package of measures to ensure that journeys by non private car modes are encouraged, and that residual car trips will not unacceptably compromise the wider transport system in terms of its effective operation.**
- 3. Existing planned transport schemes which are essential to the delivery of the Core Strategy and with committed funding and expected completion dates by 2014 are:**
 - a) Public transport:**
 - i) Nottingham Express Transit Phase 2 (extension to Clifton); and**
 - ii) Nottingham Midland Station Hub.**
 - b) Highway improvements:**
 - i) A46(T) improvements - Newark to Widmerpool**
- 4. Other road based schemes with no committed funding but which are essential to the delivery of the Core Strategy are:**
 - i) A453(T) Widening – from M1 to A52(T) Clifton**
- 5. Other road based schemes with no committed funding but which remain important to the delivery of the Core Strategy are:**
 - i) Nottingham Ring Road improvement scheme**
- 6. Further transport infrastructure schemes are likely to emerge through Local Transport Plan reviews, Development Plan Documents, Supplementary Planning Documents or Masterplans for major new development, especially for Sustainable Urban Extensions.**

JUSTIFICATION

- 3.14.1 A sustainable good quality transport system is essential to support the economic and social wellbeing of Rushcliffe and the wider area and it will also be necessary that when detailed schemes are implemented equalities issues are taken into account. Public transport and highway schemes listed in the policy will be important in providing the high quality transport networks required to ensure the successful delivery of the development sites in Policy 2. The existing planned public transport and highway improvements listed under part 3 of the policy are included in Local Transport Plans and/or Funding Allocations programmes, and are relatively certain.
- 3.14.2 Those schemes listed for which funding is not currently secured have nevertheless been included in programmes. If funding is secured, it is anticipated that all could be delivered over the Core Strategy period. The most significant of these is the A453 widening, which has been a longstanding priority, as it serves as a main access to the main built up area of Nottingham from the M1, and could have significant economic benefits, improving access to the M1 and East Midlands Airport. This scheme is vital if the Sustainable Urban Extension on land South of Clifton is to be delivered.
- 3.14.3 Other schemes that have been identified which have very uncertain funding are listed below and will be developed over the Core Strategy period with a view to them becoming deliverable schemes, and where appropriate will be included in future Local Transport Plan reviews. The schemes to be developed will follow the hierarchical approach set out in Policy 13
- Further tram extensions, where considered appropriate
 - Potential tram-train routes
 - Cross-city bus transit corridors
 - West Bridgford bus priority measures
 - Nottingham to Grantham Rail upgrade
 - Robin Hood Line Bingham extension and capacity improvements
 - Rail upgrades between Nottingham, London and other Core Cities including electrification of the Midland Mainline
 - A52 Saxondale to Radcliffe upgrade
 - A52 grade separated junctions (West Bridgford)
- 3.14.4 Transport priorities within Local Transport Plans reflect the national objectives initially developed through the Department for Transport's DaSTS (Delivering a Sustainable Transport System) process, focusing on economic development and climate change and ensuring safety, security and health, improved quality of life and quality of opportunity through maximising accessibility and reducing dependence upon the private car. This approach is broadly endorsed by the present Government.

C) Our Environment

1. The level of growth being planned for provides an opportunity to plan for the environment in Greater Nottingham in a strategic and more comprehensive way. Policies are aimed at preserving, enhancing and making best use of environmental assets, and ensuring that new assets are delivered as part of growth proposals, which also meet strategic priorities. Multi-functional spaces are promoted, with a clear aim to contribute to increase levels of biodiversity across the East Midlands.

2. The core policies for our environment are:

| | |
|-----------|---|
| Policy15 | Green Infrastructure, Landscape, Parks and Open Space |
| Policy 16 | Biodiversity |

POLICY 15: GREEN INFRASTRUCTURE, LANDSCAPE, PARKS & OPEN SPACE

- 1. A strategic approach to the delivery, protection and enhancement of Green Infrastructure will be taken, through the establishment of a network of primary Green Infrastructure corridors and assets (as shown on the Key Diagram), together with corridors and assets of a more local level which will be defined through Local Development Documents.**
- 2. The approach will require that:**
 - a) existing and potential Green Infrastructure corridors and assets are protected and enhanced. Priority for the location of new or enhanced strategic Green Infrastructure will be given to locations for major residential development identified in Policy 2, the Strategic River Corridors of the Trent, and Soar rivers, Grantham canal corridor, and Urban Fringe areas.**
 - b) where new development has an adverse impact on Green Infrastructure corridors or assets, alternative scheme designs that have no or little impact should be considered before mitigation is provided (either on site or off site as appropriate). The need for and benefit of the development will be weighed against the harm caused.**
 - c) developments proposed through the Core Strategy should enhance the Strategic Green Infrastructure network (either on site or off site or through contributions as appropriate). Non-strategic sites will be assessed through subsequent Development Plan Documents.**
 - d) links to and between the Green Infrastructure network will be promoted to increase access, especially in areas of identified deficit, for recreational and non-motorised commuting purposes, and to allow for the migration of species.**
 - e) Landscape Character is protected, conserved or enhanced where appropriate in line with the recommendations of the Greater Nottingham Landscape Character Assessment. Criteria for the assessment of proposals and any areas of locally valued landscape requiring additional protection will be included in other Development Plan Documents.**
- 3. New or enhanced Green Infrastructure corridors and assets should be as inclusive as possible, multifunctional and look to make provision for more than one of the following:**
 - a) access to employment and leisure facilities and to Green Infrastructure corridors or assets and the countryside.**
 - b) physical activity and well-being opportunities for local residents such as formal sports provision.**
 - c) educational resource for local residents.**
 - d) biodiversity opportunities.**
 - e) tackling and adapting to climate change.**
 - f) enhancement of landscape character.**
 - g) protection or enhancement of heritage assets.**

h) opportunities for sustainable leisure and tourism.

- 4. Parks and Open Space should be protected from development and identified deficiencies addressed in other Development Plan Documents. Exceptions may be made if the park or open space is shown to be underused or undervalued, the development is a small part of the Green Infrastructure network and will not be detrimental to its function or the development is a use associated with parks and open spaces. Alternative scheme designs that have no or little impact should be considered before mitigation is provided (either onsite or off site or through contributions as appropriate). Where parks or open spaces are under used or undervalued, the reasons for this should be explored and where possible addressed prior to alternative uses being permitted.**

JUSTIFICATION

- 3.15.1 Natural England defines Green Infrastructure as a strategically planned and delivered network of high quality green spaces and other environmental features. It should be designed and managed as a multifunctional resource capable of delivering a wide range of environmental and quality of life benefits for local communities. Green Infrastructure includes parks, open spaces, playing fields, woodlands, allotments and private gardens.
- 3.15.2 The strategic approach will be based on a framework of primary Green Infrastructure corridors. These will be broadly based on the strategic waterways of the Rivers Trent and Soar as well as the Grantham Canal. These corridors provide opportunities for countryside access and also allow for the migration of species. Additionally the river corridors provide the opportunity to tackle climate change through energy production and flood attenuation.
- 3.15.3 Areas that contain large-scale development proposals will be targeted to provide a significant biodiversity resource for new and existing local communities and provide a context for the landscape setting of the urban area. Ensuring that Green Infrastructure is protected, enhanced or provided in these areas will address the issues of access to the countryside and ensure that Green Infrastructure is factored into the development of these areas from the start.
- 3.15.4 New residential development will bring additional users placing extra demand on existing assets and generating demand for new assets. In some cases new residential development may impact on Green Infrastructure corridors or assets. When considering a planning application, the need for a scheme and the benefits it will bring to the area should be weighed against the harm caused. This could include looking at whether the assets are surplus to requirements, undervalued or underused (with no scope for the asset to be brought back into full use), whether the development will only impact on a small area of a major asset or corridor or if a wider need exists for the development and there is no better location for it. If the benefits of the scheme

do outweigh the impacts then scheme designs that avoid harm should be considered. If the adverse impact cannot be negated then mitigation should be provided. The 'appropriateness' of on site or off site provision for mitigation or new Green Infrastructure will be determined with reference to other corridors and assets in the surrounding area (having regard to local standards for provision – for example Natural England's Access to Natural Green Space standards or other locally adopted standards), the physiography of the site (whether it is hilly or in the flood plain etc) and a number of other factors.

- 3.15.5 To ensure that existing areas maintain or enhance their provision of Green Infrastructure it is important to protect existing Green Infrastructure assets and seek to put in place active management of corridors and assets. Ensuring that there is access into the countryside and also to other Green Infrastructure assets will encourage a healthy lifestyle and also allow commuting routes for non-motorised transport.
- 3.15.6 Green Infrastructure is a multi-functional network of green spaces. For example, a bridleway may encourage physical activity but also provide a route into the countryside; a Local Nature Reserve may provide accessible biodiversity and also allow local residents to learn about nature and allotments can encourage healthy lifestyles and also reduce food miles. However, it is accepted that in some instances, such as sensitive biodiversity sites, it would not be appropriate to promote additional access. Corridors and assets of a more local nature will be identified through Development Plan Documents. This will include primary and local or site specific assets and corridors.
- 3.15.7 Parks and open spaces are an important part of the Green Infrastructure network, especially within urban areas. However, there are some areas of open space that can be threatening to use, or undervalued by the local community. Where these can be identified through Open Space Assessments or local studies, redevelopment can help to address these issues, for instance through appropriate design to allow overlooking. Equally some areas of open space may become available through rationalisation of other uses, for instance school closures. Where this is the case, other leisure and recreational uses to serve the community will be considered as a priority, however, there are likely to be cases where redevelopment or partial redevelopment is the most practical option.
- 3.15.8 Landscapes form an important part of the Green Infrastructure network and Landscape Character Assessments have informed the preparation of the Core Strategy by providing details on how the different landscape types in Rushcliffe can be protected, conserved or enhanced. Criteria to assess the impact of development proposals on the landscape will be included in later Development Plan Documents. Criteria may include, water courses, woodland and hedgerows, the pattern and style of development, historic character and features, landform and views, land uses and habitats. In some cases areas of locally valued landscapes which require additional protection may also be identified in development plan documents.

3.15.9 A variety of approaches will be used in the protection of existing and delivery of new Green Infrastructure. This will include a robust assessments of existing and future need, quantitative and qualitative audits of existing provision, the establishment of local standards and consideration of the use of local Green Infrastructure asset mapping. In addition other approaches for the protection of Green Infrastructure can include, working with those responsible for Green Infrastructure assets to identify ways of improving them, for example working with Nottinghamshire County Council to make best use of the rights of way network. Other approaches include, ensuring that the Green Infrastructure approach is embedded into the development of all sites and consider the need for the identification of locally valued landscapes to be protected.

POLICY 16: BIODIVERSITY

- 1. The biodiversity of Rushcliffe will be increased over the Core Strategy period by:**
 - a) protecting, restoring, expanding and enhancing existing areas of biodiversity interest, including areas and networks of habitats and species listed in the UK, Nottinghamshire and Local Biodiversity Action Plans;**
 - b) ensuring that fragmentation of the Green Infrastructure network is avoided wherever appropriate and improvements to the network benefit biodiversity through the incorporation of existing habitats and the creation of new habitats;**
 - c) seeking to ensure new development provides new biodiversity features, and improves existing biodiversity features wherever appropriate;**
 - d) supporting the need for the appropriate management and maintenance of existing and created habitats through the use of planning conditions, planning obligations and management agreements; and**
 - e) ensuring that where harm to biodiversity is unavoidable, and it has been demonstrated that no alternative sites or scheme designs are suitable, development should as a minimum mitigate or compensate at a level equivalent to the biodiversity value of the habitat lost.**

- 2. Designated national and local sites of biological or geological importance for nature conservation will be protected in line with the established national hierarchy of designations and the designation of further protected sites will be pursued.**

- 3. Development on or affecting other, non-designated sites or wildlife corridors with biodiversity value will only be permitted where it can be demonstrated that there is an overriding need for the development and that adequate mitigation measures are put in place.**

JUSTIFICATION

3.16.1 The DEFRA publication “Biodiversity 2020: A Strategy for England’s wildlife and ecosystem services” builds on previous work and sets out the strategic direction for biodiversity in England for the next decade. It aims to “halt overall biodiversity loss, support well-functioning ecosystems and establish coherent ecological networks, with more and better places for nature for the benefit of wildlife and people.” The draft National Planning Policy Framework also seeks to conserve and enhance the natural environment through protecting valued landscapes and minimising impacts to biodiversity.

3.16.2 The East Midlands currently compares unfavourably with other regions in England in terms of the surface area covered by legally designated nature conservation sites, has lost more wildlife than any other region in England and

has lost large amounts of its wildlife habitats with losses continuing and those that remain becoming increasingly small, isolated and fragmented. There is a recognised need to deliver a major step change increase in the level of biodiversity across the East Midlands. Action is required to re-establish habitats and species and to develop appropriate data to monitor and target biodiversity action. New sites and key linking corridors should be identified for biodiversity conservation and enhancement. There are also opportunities within new development to incorporate new biodiversity features, for example wetlands, green roofs, native species hedgerows and unimproved grassland.

3.16.3 The Nottinghamshire Local Biodiversity Action Plan identifies wildlife habitats and species that are a priority for protection, either because they are nationally or locally rare or in decline, or are characteristic of the area; and sets targets and action plans for their conservation in order to address their continued decline. The Plan contains Habitat Action Plans for several types of priority woodland, grassland, wetland and farmland habitat; their importance varies with location. Examples of strategies to manage habitats include improving wetland along the Grantham Canal and safeguarding bare grassland on colliery spoil heaps at Cotgrave. Proposed development should particularly seek to contribute towards Local Biodiversity Action Plan habitats and species.

D) Making it Happen

1. It will be important for new infrastructure to be delivered in a timely fashion, and that development pays for infrastructure that is required to make it sustainable. The policies here are aimed at achieving this by identifying what infrastructure is needed to support the delivery of the Core Strategy, where it is needed, when it is needed, and how it is likely to be financed. It is identified that the Council will put in place a Community Infrastructure Levy to directly assist in financing new infrastructure needed to facilitate the delivery of necessary development.

2. The core policies for making it happen are:

| | |
|-----------|-------------------------|
| Policy 17 | Infrastructure |
| Policy 18 | Developer Contributions |

POLICY 17: INFRASTRUCTURE

- 1. New development must be supported by the required infrastructure at the appropriate stage. Rushcliffe will work in partnership with other Greater Nottingham local authorities, infrastructure providers, grant funders, the development industry and other delivery agencies in seeking the provision of necessary infrastructure to support new development.**
- 2. The Infrastructure Delivery Plan (IDP) identifies infrastructure including critical requirements necessary to support new development across Rushcliffe and the rest of Greater Nottingham. It indicates where, when and how critical new infrastructure will be provided. The IDP also sets out the scale of funding necessary to achieve the provision of critical infrastructure and the anticipated sources of funding from a range of agencies, including local authorities, and from developments.**
- 3. The IDP includes more detailed information on infrastructure requirements to support development which is planned to come forward in the early years of the plan. It will be updated as development proposals are refined through Development Plan Documents and to reflect any changes in likely funding sources or decisions on the implementation of major infrastructure projects (such as the A453 improvement scheme).**
- 4. Before granting planning permission for development, planning and transport authorities will have to be satisfied that the infrastructure requirements arising from the scheme will be met by the time it is needed. Contributions will be sought from development giving rise to the need for new infrastructure.**
- 5. The councils will seek to secure funding from Government and other sources to support infrastructure requirements.**
- 6. In addition to the named infrastructure requirements in Schedule 1, the IDP also sets out areas where there are known capacity issues or constraints but where further detailed assessment will be required. The most significant issues relate to transport, education, open space and flood risk.**

JUSTIFICATION

- 3.17.1 The provision of adequate infrastructure and services to meet the needs of the existing community and to meet the needs of new development is essential and has been identified by communities as one of their biggest concerns. New development should not overburden existing infrastructure or communities.**

- 3.17.2 Delivering infrastructure on time is, therefore, important in ensuring that local services, facilities and the transport network can cope with added demand that arises from housing growth and other new development. Infrastructure will be delivered as an integral part of a development, by contributions towards those needs, and through funding from relevant providers and partners. Rushcliffe Borough Council, and the other greater Nottingham authorities will work with service and infrastructure providers and community stakeholders to monitor the provision of services and infrastructure in relation to development growth and to identify any needs and shortfalls that may not be able to be met through public finance.
- 3.17.3 In line with the guidance in Planning Policy Statement 12 an Infrastructure Delivery Plan (IDP) has been prepared. The IDP identifies where there are deficits in infrastructure provision within the study area and ascertains what additional infrastructure is needed to support the level of growth proposed by both the Rushcliffe Core Strategy and the Greater Nottingham Aligned Core Strategies. The IDP has been prepared with the assistance of all the main infrastructure and utility providers. This includes, for example, the local highways authorities, education authorities and water companies.
- 3.17.4 Schedule 1 in Appendix D is a summary of the main elements of infrastructure identified in the IDP as required to deliver the aligned Core Strategies. The schedule includes approximate costs, timescales and funding sources and likely delivery agents where known.
- 3.17.5 In addition to named infrastructure, schedule 2 in Appendix D identifies capacity constraints relating to infrastructure where further assessment is required. For example, where proposals are to come forward later in the plan period and further feasibility work is required. Where possible, the IDP makes general assumptions regarding the overall scale of future investment required.
- 3.17.6 In addition to preparation of the aligned Core Strategies, the IDP will also be used, alongside other evidence, to inform preparation of the other elements of the councils' Local Development Frameworks. The intention is that they are 'living documents' and will evolve and change over time to reflect the circumstances at the time.
- 3.17.7 In preparing the IDP, full account has been taken of the Homes and Communities Agency's (HCA) Local Investment Plans (LIP) that has been prepared for Greater Nottingham and also for the Nottingham Outer Housing Market Area. Each one was prepared collectively by the HCA and relevant local authorities. Together they, in part, identify local investment priorities for Greater Nottingham, with the intention of shaping the HCA's proposed investment for the area.
- 3.17.8 The IDP is critically important to the delivery of not only the Core Strategy's vision and core objectives, but also where the identified priorities and objectives of public bodies and other service providers need to be delivered through the planning system. The IDP will also assist in providing a basis for

making bids for public funding, from sources such as Growth Point Funding and from the HCA through the locally agreed LIPs.

POLICY 18 DEVELOPER CONTRIBUTIONS

- 1. All development will be expected to:**
 - a. Meet the reasonable cost of new infrastructure required as a consequence of the proposal;**
 - b. Where appropriate, contribute to the delivery of necessary infrastructure to enable the cumulative impacts of developments to be managed, including identified transport infrastructure requirements; and**
 - c. Provide for the future maintenance of facilities provided as a result of the development.**
- 2. The Council intends to introduce a Community Infrastructure Levy (CIL) to secure infrastructure that has been identified in the Infrastructure Delivery Plan as necessary to support new development and to achieve Core Strategy objectives. The details of how the CIL will be operated will be set out within a Charging Schedule to be developed by the Local Authority. CIL may apply to all new residential, commercial and employment development, apart from where exceptions are identified. Prior to the implementation of a CIL, planning obligations will be sought to secure all new infrastructure necessary to support new development either individually or collectively.**
- 3. After the implementation of the CIL, planning obligations will only be used in relation to certain specified circumstances in line with policies in the Core Strategy or other Development Plan Documents.**

JUSTIFICATION

- 3.18.1 Where new development creates a need for new or improved infrastructure, contributions from developers will be sought to make the development acceptable in planning terms. Contributions from a particular development will be fairly and reasonably related in scale and kind to the relevant scheme.
- 3.18.2 Developments must contribute as necessary to meet all on and off site infrastructure requirements to enable development to take place satisfactorily. These may include:
- Transport infrastructure (including footpaths, bridleways, cycleways and roads)
 - Drainage and flood protection
 - Public transport (including services and facilities)
 - Travel behavioural change measures (including travel plans, marketing and promotion)
 - Affordable housing (including supported housing)
 - Education (including early years provision and community education)
 - Open Space (including play areas, sport and recreation)

- Community facilities (including youth activities and meeting venues)
- Cultural facilities (including libraries)
- Health and social care facilities
- Emergency services (Police/crime reduction measures, fire and ambulance services)
- Environmental improvements
- Waste recycling facilities
- Shopping facilities
- Green Infrastructure (including new wildlife habitats)
- Information and Communication Technology
- Training and employment for local people

3.18.3 The ability to put in place a Community Infrastructure Levy (CIL) came into force on 6 April 2010. CIL allows local authorities to raise funds from developers for a wide range of related infrastructure through a direct charge on new development. The Council intends to prepare a Charging Schedule setting out those infrastructure requirements falling within the remit of CIL along with the rates to be charged.

3.18.4 In accordance with requirements that have been identified in the Infrastructure Delivery Plan (IDP), and as summarised at Appendix x, for certain required 'sub-regional' infrastructure there may be a degree of pooling of CIL monies between Greater Nottingham councils to support delivery. It is also the intention, where justified by evidence in the IDP and associated economic viability assessment work, that there will be differential CIL rates within Rushcliffe. Differential rates will provide flexibility to take account of varying local land values and viability.

3.18.5 In specific cases, where the necessary infrastructure provision is not made directly by the developer or through a CIL, contributions will be secured through planning obligations. Planning obligation agreements will be drafted by the planning authority with the developer being responsible for the costs resulting from administering and monitoring the agreement. Supplementary Planning Documents or further guidance will be produced where necessary to provide more detailed information on the scope and operation of planning obligations.

Section 4 - Appendices

Appendix A: Glossary

NB: TO BE UPDATED

Affordable Housing - Affordable housing includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. Affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.
- Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

Allocation - Land identified as appropriate for a specific land use.

Annual Monitoring Report (AMR) - Part of the Local Development Framework. A report submitted to the government by local planning authorities or regional planning bodies assessing progress with and the effectiveness of a Local Development Framework.

Behavioural Change - See Demand Management.

Biodiversity - The range of life forms which constitute the living world, from microscopic organisms to the largest tree or animal, and the habitat and ecosystem in which they live.

BREEAM (Building Research Establishment Environmental Assessment Method) - An Environmental Assessment Method used to assess the environmental performance of both new and existing buildings. It is regarded by the UK's construction and property sectors as the measure of best practice in environmental design and management.

Brownfield Land - A general term used to describe land which has been previously developed or built upon. (See previously Developed Land).

Census of Population - A survey of the entire population of the United Kingdom, undertaken on a ten-yearly basis.

Community Infrastructure Levy (CIL) - A standard financial payment by developers to councils towards the cost of local and sub-regional infrastructure to support development (including transport, social and environmental infrastructure, schools and parks). Use of a CIL would substantially replace the use of S106 agreements (see definition below).

Comparison Goods - Non-food retail items including clothing, footwear, household goods, furniture and electrical goods, which purchasers compare on the basis of price.

Conservation Area - An area designated by Local Planning Authority under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act, 1990, regarded as being an area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance.

Convenience Goods - Retail goods bought for consumption on a regular basis (eg food, drink, newspapers etc).

Core City - Nottingham is one of eight Core Cities, defined by Government as the key regional Cities, driving the economic growth of their regions.

Core Strategy - The key Development Plan Document, setting out the long term spatial vision for the area, the spatial objectives and strategic policies to deliver that vision. As such, it implements the spatial aspects of the Sustainable Community Strategy.

Countryside - The rural parts of Rushcliffe lying outside the main built up area of Nottingham and other larger settlements. Countryside is sometimes taken to exclude land designated as Green Belt,

Demand Management - Encouraging people to travel less and use sustainable means of travel where possible when they do need to make journeys, sometimes known as 'Smarter Choices'. Uses techniques for influencing people's travel behaviour towards more sustainable options such as encouraging school, workplace and individualised or personal travel planning. Also aims to improve public transport and marketing services such as travel awareness campaigns, setting up websites for car share schemes, supporting car clubs and encouraging teleworking.

Density - The intensity of development in a given area. Usually measured as net dwelling density, calculated by including only those site areas which will be developed for housing and directly associated uses, including access roads within the site, private garden space, car parking areas, incidental open space and landscaping and children's play areas, where these are provided.

Department for Communities and Local Government (CLG) – The Government Department responsible for planning and local government.

Development Plan - An authority's development plan consists of Development Plan Documents (see definition below) contained within its Local Development Framework.

Development Plan Document (DPD) - A Spatial planning document which is part of the Local Development Framework, subject to extensive consultation and independent examination.

East Midlands Regional Plan - See Regional Spatial Strategy.

Environmental Assets - Physical features and conditions of notable value occurring within the District.

Environmental Infrastructure - of the physical features and natural resources of the environment that provide services or support to society, encompasses Green Infrastructure.

Greater Nottingham - Area covered by whole council areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe.

Green Belt - An area of land around a City having five distinct purposes (as set out in PPG2 'Green Belts', ODPM, January 1995):

- i. to check the unrestricted sprawl of large built up areas;
- ii. to prevent neighbouring towns from merging into one another;
- iii. to assist in safeguarding the countryside from encroachment;
- iv. to preserve the setting and special character of historic towns; and
- v. to assist in urban regeneration by encouraging the recycling of derelict and other urban land.

Green Infrastructure - The network of protected sites, green spaces and linkages which provide for multi-functional uses relating to ecological services, quality of life and economic value.

Green Space - A subset of open space, consisting of any vegetated land or structure, water or geological feature within urban areas.

Growth Point - See New Growth Point.

Hearings - Sessions open to the public to discuss aspects of the Soundness of the Core Strategies. Organised by the Planning Inspectorate as part of their independent examination of the Core Strategy.

Hectare (Ha/ha) - An area 10,000 sq. metres or 2.471 acres.

Historic Asset - A building, monument, site or landscape of historic, archaeological, architectural or artistic interest, whether designated or not, that is a component of the historic environment.

Intermediate Affordable Housing - Housing at prices and rents above those of social rent, but below market price or rents. These can include shared equity products (e.g. HomeBuy), other low cost homes for sale and intermediate rent.

Issues and Options - An informal early stage of Core Strategy preparation, aimed at engaging the public and stakeholders in formulating the main issues that the Core Strategy should address, and the options available to deal with those issues.

Key Diagram - Diagrammatic interpretation of the spatial strategy as set out in the Core Strategy showing areas of development opportunity and restraint, and key pressures and linkages in the surrounding area.

Knowledge Economy - Classification of a particular individual industry, if 25% of its workforce is qualified to graduate standard. Often used as a term for an economy dominated by these business types, with generally higher-skill levels and higher wages than found in lower-technology sectors.

Local Improvement Finance Trust (LIFT) - LIFT is a NHS vehicle for improving and developing frontline primary and community care facilities. It is allowing Primary Care Trusts to invest in new premises in new locations, with the aim of providing patients with modern integrated health services in high quality, fit for purpose primary care premises. May also be integrated with other service providers, such as council services.

Listed Buildings - A building of special architectural or historic interest. Listed buildings are graded I, II* or II with grade I being the highest. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. wells within its curtilage). English Heritage is responsible for designating buildings for listing in England.

Local Development Document (LDD) - A Document that forms part of the Local Development Framework and can be either a Development Plan Document or a Supplementary Planning Document. LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Framework (LDF) - A portfolio of Local Development Documents which set out the spatial strategy for the development of the local authority area.

Local Development Scheme (LDS) - A document setting out the timescales for the production of the Development Plan Documents.

Local Nature Reserve (LNR) - Non-statutory habitats of local significance designated by local authorities where protection and public understanding of nature conservation is encouraged. Established by a Local Authority under the powers of the National Parks and Access to the Countryside Act 1949.

Local Plan - Part of the previous development plan system, some policies of which are saved until superseded by Local Development Frameworks. Comprises a Written Statement and a Proposals Map. The Written Statement includes the Authority's detailed policies and proposals for the development and use of land together with reasoned justification for these proposals.

Local Strategic Partnership - An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority area, with the objective of improving people's quality of life.

Local Transport Plan (LTP) - 5 year strategy prepared by Local Transport Authorities (including Nottinghamshire County). Sets out the development of local, integrated transport, supported by a programme of transport improvements. Used to bid for Government funding towards transport improvements.

New Growth Point - An agreement between councils and the Government whereby the Government agrees to provide funding for new infrastructure to deliver an agreed amount of new homes.

Nottingham Express Transit (NET) - The light rail (tram) system for Greater Nottingham.

Open Space - Any unbuilt land within the boundary of a village, town or city which provides, or has the potential to provide, environmental, social and/or economic benefits to communities, whether direct or indirect.

Option for Consultation - Informal stage of Core Strategy preparation flowing from the Issues and Options, where consultation takes place on a possible option to address the issues highlighted in the Issues and Options report.

Planning Inspectorate - Independent agency which examines Core Strategies (and other Development Plan Documents) to ensure they are Sound. Also decides planning appeals for individual planning applications.

Planning Policy Guidance/Statement (PPG/PPS) - Published by the Department for Communities and Local Government to provide concise and practical guidance. These are produced for a variety of specific topics and can be found at www.communities.gov.uk.

Previously Developed Land (PDL) - Land which has is or was occupied by a permanent structure, including the cartilage of the development land (often described as Brownfield Land).

Principal Urban Area (PUA) - The contiguous built up area of Nottingham. Includes West Bridgford, Clifton, Beeston, Stapleford, Long Eaton, Bulwell, Arnold and Carlton. Defined by the former East Midlands Regional Plan

Publication Draft - First full draft of the Core Strategy, prepared for formal representations to be made.

Regional Plan, Regional Spatial Strategy (RSS) – Former Strategic planning guidance for the Region that Development Plan Documents had to be in general conformity with. The former East Midlands Regional Plan (RSS) was issued in March 2009.

Renewable Energy - The term ‘renewable energy’ covers those resources which occur and recur naturally in the environment. Such resources include heat from the earth or sun, power from the wind and from water and energy from plant material and from the recycling of domestic, industrial or agricultural waste, and from recovering energy from domestic, industrial or agricultural waste.

Robin Hood Line - The passenger railway line developed to connect Nottingham, Hucknall, Kirkby-in-Ashfield, Mansfield and Worksop.

Rural Area - Those parts of greater Nottingham identified as Green Belt or Countryside. For the purposes of affordable housing provision, rural areas include small rural settlements. These are defined as villages/parishes with a population of 3,000 or less and are specifically designated under Section 17 of the Housing Act 1996.

Safeguarded Land (White Land) - Land outside of Main Urban Areas and Named Settlements specifically excluded from Green Belt but safeguarded from development.

Science City - A designation given by Government aimed at promoting Nottingham as a centre of scientific innovation and promoting the knowledge economy.

Section 106 agreement (s106) - Section 106 (s106) of the Town and Country Planning Act 1990 allows a Local Planning Authority to enter into a legally binding agreement or planning obligation with a landowner in association with the grant of planning permission. This agreement is a way of addressing matters that are necessary to make a development acceptable in planning terms and are used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing. Use of s106 agreements would be substantially replaced by the use of a Community Infrastructure Levy, if implemented (see definition above).

Service Sector - Sector of the economy made up of financial services, real estate and public administration that are normally office-based.

Scheduled Ancient Monument - Nationally important monuments usually archaeological remains, that enjoy greater protection against inappropriate development through the Ancient Monuments and Archaeological Areas Act 1979.

Site of Importance for Nature Conservation (SINC) - A non statutory designation used to identify high quality wildlife sites in the County. They include semi-natural habitats such as ancient woodland and flower-rich grassland.

Site of Special Scientific Interest (SSSI) - The designation under Section 28 of the Wildlife and Countryside Act, 1981, of an area of land of special interest by reason of its flora, fauna, geological or physiological features.

Smarter Choices - See Demand Management.

Soundness (tests) - Criteria which each Core Strategy must meet if it is to be found sound by the Planning Inspectorate. Only Core Strategies which pass the test of soundness can be adopted.

Social Rented Housing - Rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to

the above, as agreed with the local authority or with the Housing Corporation as a condition of grant.

Spatial Objectives - Principles by which the Spatial Vision will be delivered.

Spatial Planning - Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function. This will include policies which can impact on land use by influencing the demands on, or needs for, development, but which are not capable of being delivered solely or mainly through the granting or refusal of planning permission and which may be implemented by other means.

Spatial Vision - A brief description of how the area will be changed at the end of a plan period.

Statement of Community Involvement (SCI) - A document which informs how a council will involve the community on all major planning applications and in the preparation of documents making up the Local Development Framework.

Strategic Housing Land Availability Assessment (SHLAA) – Document with the role of identifying sites with potential for housing, assessing their housing potential and assessing when they are likely to be developed.

Strategic Flood Risk Assessments (SFRAs) - Assessment used to refine information on areas that may flood, taking into account all sources of flooding and the impacts of climate change. Used to determine the variations in flood risk from all sources of flooding across and from their area. SFRAs should form the basis for preparing appropriate policies for flood risk management.

Submission Draft - Final draft of the aligned Core Strategies, submitted to the Secretary of State for Communities and Local Government, subject to independent examination by the Planning Inspectorate, which includes public Hearings and a binding Inspectors report.

Sub Regional Centres - Towns which are large enough to contain a critical mass of services and employment, which for Greater Nottingham the Regional Spatial Strategy defines as Hucknall and Ilkeston.

SUE – See Sustainable Urban Extension

Supplementary Planning Document (SPD) - A document providing supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal (SA) - Examines the social, environmental and economic effects of strategies and policies in a Local Development Document from the outset of its preparation.

Sustainable Communities - Places in which people want to live, now and in the future. They embody the principles of sustainable development at the local level. This means they improve quality of life for all whilst safeguarding the environment for future generations. (Source DCLG).

Sustainable Community Strategy (SCS) - A joint plan agreed by the Local Strategic Partnerships covering a local authority area. Coordinates the actions of local public, private, voluntary and community sectors with the aim of enhancing the economic, social and environmental wellbeing.

Sustainable Development - A guiding principle for all activities in their relationship with the environment. One of the most popular definitions is that “sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs”.(Source: DCLG)

Sustainable Urban Extension - An extension to the built up area of a town or city, built in line with sustainable development principles, aimed at creating a mixed and balanced community, integrating the extension with the existing urban fabric, including the provision of necessary infrastructure such as public transport, parks and open spaces etc, whilst also providing for the needs of the new community in terms of jobs and social infrastructure such as education.

White Land - See safeguarded land.

Waste Local Plan - Prepared jointly by the County and City Councils acting as the authorities responsible for waste related issues including disposal, treatment, transfer and recycling within the County.

Worklessness - Refers to people who are unemployed or economically inactive, and who are in receipt of working age benefits. (Social Exclusion Unit, 2004).

Working-age Population - The population of Greater Nottingham aged between 16-64 for men and 16-59 for women.

Appendix B: Saved Local Plan Policies

| Policy | Will the Policy be saved? | Reason |
|---|---------------------------|--|
| ENV15 Green Belt | Yes | The policy and its associated designation on the proposals map define the full and detailed extent of the Green Belt within Rushcliffe. The policy is retained because the detailed boundaries for the whole of the Green Belt are not defined in the Core Strategy. The policy will not be fully replaced until after the Core Strategy is adopted and subsequent Development Plan Documents are finalised. |
| H1 Housing Allocations | Yes | The policy is retained as it allocates land for new housing and the development of one site is still to be completed. This policy will not be fully replaced until after the Core Strategy is adopted and subsequent site-specific Development Plan Documents are finalised. |
| E1 Employment Land Provision | Yes | The policy is retained as it allocates land for new employment and the development of some sites is still to be completed. The policy will not be fully replaced until after the Core Strategy is adopted and subsequent site-specific Development Plan Documents are finalised. |
| E4 Tollerton Airfield | Yes | The policy is retained as it covers the redevelopment of Tollerton Airfield which has not yet taken place. The policy is still relevant and applicable but the matters it covers are not strategic in nature and, therefore, are not addressed by the Core Strategy. The policy will not be replaced until after the Core Strategy is adopted and subsequent Development Plan Documents are finalised. |
| E7 Redevelopm ent of Employment Sites | Yes | The policy is retained as it covers the redevelopment of specific sites. The policy is still relevant and applicable but the matters it covers are not strategic in nature and, therefore, are not addressed by the Core Strategy. The policy will not be replaced until after the Core Strategy is adopted and subsequent Development Plan Documents are finalised. |
| E8 Langar Airfield | Yes | This policy is retained as it defines an area where new employment development is permitted at Langer Airfield. The policy is still relevant and applicable but the matters it covers are not strategic in nature and, therefore, are not addressed by the Core Strategy. The policy will not be replaced until after the Core Strategy is adopted and subsequent Development Plan Documents are finalised. |

Appendix C: Allocated sites and proposed uses

NB: TO BE COMPLETED

Proposed uses of each of the following allocated sites to be indicatively illustrated on Figures 1, 2, 3 and 4 from details in the agreed Masterplans:

Figure 1 – Sustainable Urban Extension on land off Melton Road, Edwalton

Figure 2 – North of Bingham

Figure 3 – Former RAF Newton; and

Figure 4 – Former Cotgrave Colliery.

Appendix D: Infrastructure

NB: TO BE COMPLETED

Schedule 1: to include a summary of the main elements of infrastructure identified in the Infrastructure Delivery Plan as required to deliver the aligned Core Strategies. The schedule to include approximate costs, timescales and funding sources and likely delivery agents where known.

Schedule 2: to identify capacity constraints relating to infrastructure where further assessment is required. For example where proposals are identified to come forward later in the plan period and feasibility work is required.

Section 5

KEY DIAGRAM

NB: TO BE UPDATED AND INCLUDED IN PUBLICATION DRAFT

REPORT OF THE CHIEF EXECUTIVE

CABINET PORTFOLIO HOLDER – COUNCILLOR J N CLARKE

Summary

As part of the Electoral Review Process this report sets out the proposed Council size submission for Cabinet's consideration.

Recommendation

That Cabinet:-

- (i) Considers the proposed Council size submission (attached) and makes its recommendation to Council for approval and;
- (ii) requests that in order to meet the timetable set by the Local Government Boundary Commission for England, the Chief Executive make arrangements for it to be sent to the Commission as the Councils provisional submission prior to its consideration by Council on 15 December.

Detail

1. At its meeting in March 2011 Council considered a report regarding the submission of a formal request to the Local Government Boundary Commission for England (LGBCE) for a further electoral review of the Borough. Having considered the report Council requested that the Chief Executive write to the Commission asking them to undertake a further electoral review. Subsequently a written request was submitted to the Commission on 14 March who responded on 4 April indicating that the Borough had been identified as potentially requiring an electoral review.
2. In May 2011 the Commission confirmed that a electoral review of the Borough would be undertaken with a view to this commencing in January 2012. The reason for this decision was that 32% of the Council wards had a variance of 10% above or below the average electorate per Councillor. Furthermore these imbalances were unlikely to be corrected by foreseeable changes to the electorate in the next five years.
3. As part of the preliminary stages of the review the Commission met officers of the Council together with Political Group leaders in August 2011 and provided a presentation to full Council in September 2011 setting out further details of the review process. A presentation was also provided to the Parish and Town Councils at the Parish Forum Event held on 26 October 2011.

4. The review process requires the Council to make a submission setting out its proposals for Council size evidencing the reasoning and rationale for this. This is then considered by the Commission prior to the commencement of the more detailed and in-depth formal review process. Attached to this report is the proposed Council size submission for Cabinet's consideration. Following Cabinet's consideration it is intended to send it to the Commission, as the Council's provisional submission, prior to its consideration by Council on 15 December. This will enable the Commission to evaluate the submission and the proposed Council size and determine if it is justified, reasoned and evidence based.
5. Guidance issued by the LGBCE suggests that the following issues should be considered when developing a proposal for Council Size:
 - ***Managing the business of the Council and the roles and responsibilities of Councillors*** - The model of local governance used by the local authority impacts on the workload of Councillors and the working practices of the council, and therefore will have an effect on the number of councillors needed.
 - ***The functions of Scrutiny, Member Panels and Groups and Regulatory Committees*** - The structure and responsibilities of these functions impacts on the workload of Councillors.
 - ***Representational Role: Representing Electors to the Council and the Council in the Community*** - The role and responsibilities of Councillors, especially if there have been any significant changes since the introduction of the Local Government Act 2000 (LGA) and the Local Government Public Involvement in Health Act 2007 (LGPIH 2007).
6. The above issues are considered in the submission, which presents the case for the recommended Council size. The submission has been drafted taking into account the Commission's guidance and examples of best practice as highlighted by the Commission.
7. The submission identifies that it may be possible to reduce the size of the Council from 50 to 45 Councillors. Based on the information set out in the submission a reduction in Council size of this nature would not affect the ability of Councillors to carry out an effective representation role. It would also not be detrimental to the internal management of the Council. However such a reduction would require adjustment of the existing governance structure to evaluate the appropriate number and composition of the Council's Committees.
8. The submission indicates that a reduction in Council size from 50 to 45 Councillors is likely to address issues of electoral equality and support consistency across the Borough. The submission identifies that a figure of 45 Councillors could be achieved through provision of single and multi-member wards dependant on ward size adopted.
9. It is recognised that the proposed reduction will initially impact on existing ward boundaries, however at this preliminary stage the submission can only reflect a proposal in relation to Council size. It cannot propose any changes to ward boundaries.

10. If the Commission accepts the Council size submission then it is anticipated that the review process would commence early in the new-year. Initially there would be a six to eight month period to facilitate discussion of the Council size enabling interested parties to make further representations to the Commission.
11. Following this the Commission would undertake the more detailed review process by engaging with interested parties. This would commence in spring 2012. The Commission would then publish draft recommendations in September 2012 and following consultation on these it would publish final recommendations in early 2013. These final recommendations would then be implemented by order in the Houses of Parliament.

Risk and uncertainties

12. Failure to ensure electoral representation is fair and equitable restricts the Councils ability to deliver services reflective of local need, demand and choice. Disproportionate electorate to Councillor numbers reduces capacity to ensure understanding of local representation and ensure it properly reflects community identity.
13. As highlighted in this report 32% of the Council wards have a variance of 10% above or below the average electorate per Councillor meeting the Commissions criteria for initiating an electoral review. Therefore it is essential that a reasoned and justified submission on Council size is made by the authority at this formative stage. This will enable the Council to influence and inform the review process ensuring its proposals will provide sufficient Councillors for effective and convenient governance and community leadership.
14. A reduction in the number of Councillors would require an adjustment of the Council's governance arrangements and the number and composition of its committees. Therefore it is essential that any proposed changes are evidence based and justified in order to ensure there are sufficient Councillors to deliver a revised governance structure.

Financial Comments

A reduction in the number of Councillors would have a financial impact as it may reduce the cost of allowances. If the review process were to reduce the number of Councillors then it may be necessary to review the Members Allowance Scheme in line with any review of governance arrangements. This will ensure that any future proposed changes to the number of committees and their composition is reflected in Councillors allowances.

Section 17 Crime and Disorder Act

There are no direct implications from this report.

Diversity

There are no direct equality and diversity implications arising from this report.

Background Papers Available for Inspection:

Local Government Boundary Commission for England - Electoral Reviews: Technical Guidance – Electoral equality / Convenient and effective local government – May 2011

Cabinet Report 8 February 2011 – Electoral Review Opportunity

Council Report 3 March 2011 – Electoral Review Opportunity – Cabinet Recommendation

Minutes of Council 3 March 2011 – Item 6 – Electoral Review Opportunity – Cabinet Recommendation – Resolution

Periodic Electoral Review of the Borough of Rushcliffe - May 2000



Rushcliffe
Borough Council

RUSHCLIFFE BOROUGH COUNCIL

SUBMISSION ON COUNCIL SIZE

Executive Summary

This submission proposes reducing the size of the Council from 50 to 45 Councillors. Based on the evidence set out in this submission a reduction in Council size of this nature would not affect the ability of Councillors to carry out an effective representation role. It would also not be detrimental to the internal management of the Council.

A reduction in Council size from 50 to 45 Councillors will address issues of electoral equality and support consistency across the Borough. It will also ensure representation is reflective of community identify and supports effective and coherent local government. A figure of 45 Councillors could be achieved through provision of single and multi-member wards dependant on ward size.

This proposed reduction will require ward boundary changes however at this preliminary stage this submission is only proposing the reduction in Council size.

Based on the electorate at 1 September 2011 the average electors per Councillor for the Borough is 1728. Compared with neighbouring authorities Rushcliffe has less electorate per Councillor than any other Council, meaning it has a high number of Councillors. The table below sets out the ratio of electors to Councillors across other Nottinghamshire authorities.

TABLE 1

| Authority | Electorate | Number of Councillors | Number of Electorate per Councillor |
|------------------------------------|------------|-----------------------|-------------------------------------|
| Ashfield | 90,322 | 33 | 2,737 |
| Bassetlaw | 86,396 | 48 | 1,800 |
| Broxtowe | 84,546 | 44 | 1,922 |
| Gedling | 88,440 | 50 | 1,769 |
| Mansfield | 81,653 | 36 | 2,268 |
| Mansfield *Pre electoral review | 81,653 | 46 | 1,773 |
| Newark and Sherwood | 85,846 | 46 | 1,866 |
| Rushcliffe | 86424 | 50 | 1,728 |

In the Borough there are 9 wards which are more than 10% above or below this average. These are set out below.

TABLE 2

| Ward | Number of Cllrs | Electorate 1 September 2011 | Variance + or - average figure |
|----------------|-----------------|-----------------------------|--------------------------------|
| Gamston | 2 | 4024 | +16% |
| North Keyworth | 1 | 1414 | -18% |
| South Keyworth | 3 | 4173 | - 19% |
| Lady Bay | 2 | 3835 | + 11% |
| Nevile | 1 | 1548 | - 11% |
| Soar Valley | 1 | 2094 | +21% |
| Stanford | 1 | 2131 | +23% |
| Trent | 2 | 3837 | +11% |
| Wiverton | 2 | 3086 | -11% |

The table evidences the significant variances in electorate per Councillor across the 28 wards.

The Local Government Boundary Commission's criteria for initiating an electoral review are:

- More than 30% of a Councils wards having an electoral imbalance of more than 10% from the average ratio for that authority
- One or more wards with an electoral imbalance of more than 30%
- The imbalance is unlikely to be corrected by foreseeable changes to the electorate

The previous table evidences that the Council meets the Commission's criteria with 32% of its wards having a variance 10% above or below the average. Furthermore these imbalances are unlikely to be corrected by foreseeable changes to the electorate in the next five years.

A Council size of 45 could provide an average electorate per Councillor ratio of 1921 (based on the electorate figure at 1 September 2011). Such a figure could address the electoral inequality across the Borough and provide more effective representation reflective of community identity.

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1. BACKGROUND

1.1 *Rushcliffe Borough Council*

Rushcliffe lies south of Nottingham and the River Trent. It extends across towards Newark in the north east and Loughborough in the south west, covering an area of 157 square miles. Although parts of the Borough lie close to Nottingham, Rushcliffe has a strong identity of its own. The Borough has a population of approximately 112,000 and it is most affluent area within the county, with low levels of unemployment and crime and higher than average incomes, however there are small pockets of deprivation.

There are 50 Borough Councillors across 28 wards comprising 10 single Councillors wards, 14 wards with two Councillors, and four wards with three Councillors. All Councillors are elected for a four year term.

The main centre of population is the urban area of West Bridgford with the remaining area of the Borough being 58 Parishes, 40 of which elect Parish Councillors.

The Borough electorate as at 1 September 2011 is 86,424 and the Borough has a high level of electoral turnout as follows:

Local Election 2011 - 50.75%
Parish Election 2011 - 45.62%
Referendum 2011 - 51.8%
Parliamentary Election 2010 - 73.8%
European Election 2009 - 46.07%

Following the Local Government Act 2000 (LGA 2000) the Council has operated executive arrangements with the Leader appointed for a four year term at the Annual Council following the local elections. The Cabinet comprises six Members including the Leader with each Cabinet Member being a portfolio holder. Member Groups commissioned by the Cabinet are set up, when necessary to consider particular topics and issues.

The Council has four Scrutiny Groups with additional task and finish Member Panels being set up when necessary.

At its meeting in March 2011 Council considered a report regarding the submission of a formal request to the Local Government Boundary Commission for England (LGBCE) for a further electoral review of the Borough. Having considered the report Council requested that the Chief Executive write to the Commission asking them to undertake a further electoral review for the Borough. Subsequently the Chief Executive wrote to the Commission on 14 March who responded on 4 April indicating that the Borough had been identified as potentially requiring an electoral review.

In May 2011 the Commission confirmed that a further electoral review of the Borough would be undertaken with a view of this commencing in January 2012. As part of the preliminary stages of the review the Commission met with Council Officers and the Political Group Leaders in August 2011 and provided a presentation to Full Council in September 2011 setting out further details of the review process.

The review process requires the Council to make a submission setting out its proposals for Council size evidencing the reasoning and rationale for this. This is then considered by the Commission prior to the commencement of the more detailed and in-depth formal review

process. Consequently this submission, recommended by Cabinet for endorsement by Council at its meeting on 15 December represents the Council's proposals for Council size.

1.2 Periodic Electoral Review 1999

A Periodic Electoral Review of the Borough was undertaken by the Local Government Commission for England (LGCE) commencing in May 1999 and concluding in May 2000. At that time the Borough Council had 54 Councillors across 29 wards. This was reduced to 50 Councillors across 28 wards.

The Periodic Electoral Review's primary objective was to consider the most appropriate electoral arrangements for the Borough and, so far as reasonably practicable ensure that the number of electors represented by each Councillor was as nearly as possible the same.

At stage one of the Periodic Electoral Review the Borough Council identified three options for consideration in relation to Council size. Two of these options were based on retaining the Council size of 54 with one option being a reduction to 45. At the time the Commission noted that the Borough Council had introduced new political management structures, in line with the Government's White Paper *Local Leadership, Local Choice*. This had led to the development of the Scrutiny function and a reduction in the number of Committees.

As such the Commission were satisfied that at stage one of the Periodic Electoral Review a more significant reduction in the Council size would not be detrimental to the internal management of the Council and would not affect the ability of Members to carry out an effective representational role.

When conducting the Periodic Electoral Review the LGCE established that:

- In 14 of the then 29 wards the number of electors represented by each Councillor varied by more than 10% from the average for the Borough and five wards varied by more than 20% from the average;
- At the time electoral equality was not expected to improve with the number of electors per Councillor forecast to vary by more than 10% from the average in 13 wards and by more than 20% in seven wards.

The LGCE concluded that:

- The Council should have 50 Councillors (a reduction of 4) across 28 wards (one fewer);
- The boundaries of 20 of the existing wards should be modified and nine wards should retain their existing boundaries; and
- Elections of the whole Council should continue to take place every four years.

1.3 Electoral Review Process

The initial stage of an Electoral Review is to determine a preferred Council size. This is the number of Councillors required to deliver effective and convenient local government (choosing the appropriate number of Members to allow the Council and individual Councillors to perform most effectively).

This will subsequently determine the average (optimum) number of electors per Councillor to be achieved across all wards of the authority. This number is reached by dividing the

electorate by the number of Councillors on the authority. Guidance from the LGBCE states that “All proposals on Council size, whether for changing the existing size or not, should be justified and evidence must be provided in support of the proposal.”

1.4 Guidance on Calculating Council Size

Schedule 2 of the Local Democracy, Economic Development and Construction Act 2009 (the act) sets out statutory criteria to which the LGBCE are to have regard when conducting electoral reviews. In broad terms the commission is to have regard to the need to:

- equality of representation
- reflecting the identities and interests of local communities; and
- effective and convenient local government

Guidance issued by the LGBCE suggests that the following issues should be considered when developing a proposal for Council size:

Managing the business of the Council and the roles and responsibilities of Councillors - The model of local governance used by the local authority impacts on the workload of Councillors and the working practices of the Council, and therefore will have an effect on the number of Councillors needed.

The functions of Scrutiny, Member Panels and Groups and Regulatory Committees - The structure and responsibilities of these functions impacts on the workload of Councillors.

Representational Role: Representing Electors to the Council and the Council in the Community - The role and responsibilities of Councillors, especially if there have been any significant changes since the introduction of the Local Government Act 2000 (LGA) and the Local Government Public Involvement in Health Act 2007 (LGPIH 2007).

These issues are considered in this submission, which presents the case for the recommended council size for Rushcliffe Borough Council. This report concludes that the optimum council size to enable convenient and effective local government for the Borough is 45 Councillors.

2. MANAGING THE BUSINESS OF THE COUNCIL

2.1 Context

The LGA 2000 fundamentally altered the political management of local authorities by separating executive from non-executive functions. Previously the Council had a range of committees each with its own remit and responsibility for overseeing a function of the Council.

The LGA 2000 is significant as, whilst Full Council now sets the broad Policy and Budgetary framework, executive decision-making is the responsibility of the Cabinet. There is no requirement for the Executive to be politically proportionate and it is comprised solely of the Members of the controlling Group. The role of the executive is to carry out all of the local authority's functions which are not the responsibility of any other part of the Council, whether by law or under its Constitution¹. The roles of both Cabinet Members and non-executive Members are set out within the Constitution at Part 2 – Articles – Page 2 – Article 2 – Members of the Council.

¹ RBC Constitution – Part 2 Articles – Page 17 – Article 7 – The Cabinet
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2.2 Roles and Responsibilities of Councillors

2.2.1 Full Council

The Council currently has 50 Councillors, elected every four years. All Councillors are Members of Full Council which is responsible for appointing the Leader, the Committees of the Council (excluding Cabinet Members), and for setting its Budget and Policy framework on the recommendation of the Cabinet.

The Council has five scheduled meetings per year including Annual Council and these are well attended by Councillors.

An analysis of the meetings of Council covering the period May 2009 to April 2011 is attached as appendix A. The average length of a Council meeting is two hours, with the longest one lasting three hours. Taking into account the number of Council meetings, the length of them and the number of agenda items is not considered that a reduction in the number of Councillors would have a detrimental impact on function and role of Council.

2.2.2 Cabinet

The Council operates a Leader and Cabinet model. The Cabinet comprises the Leader, who is elected by the Council for a term of four years, following the local elections and five other Councillors, appointed by the Leader. The Constitution provides for the Cabinet to consist of up to 10 Members (including the Leader and Deputy Leader). From May 2011 the Council has operated the 'Strong Leader Model' in line with the requirements of the LGPHI² 2007 and to ensure more efficiency and accountability in decision-making.

Individual Members of the Cabinet have an allocated portfolio. All Cabinet decisions are taken collectively in Cabinet meetings. The Cabinet meets every month. In addition the Cabinet collectively meets monthly with the Senior Management Team and each Cabinet Member has regular briefing meetings with the relevant Deputy Chief Executive and Heads of Service. Cabinet meetings are attended by some opposition Councillors, although they do not participate in the meetings.

At this time the Council is not aware of any further major change in legislation that would give the Cabinet greater or fewer responsibilities and would justify the need for a review in the size of the Cabinet.

Given the experience of running a Cabinet of six Members it is felt that this number and the division of portfolio responsibilities enables effective and convenient leadership of the authority. The exact nature of the portfolios and what they consist of is kept under review to ensure alignment with Council structures. The Cabinet portfolios were last revised in May 2011 at the time the Leader appointed the five other Cabinet Members. The number of portfolios is considered appropriate at this time.

An analysis of the meetings of Cabinet covering the period May 2009 to April 2011 is attached as appendix B. There have been 19 meetings over the two years, averaging 40 minutes. On average Cabinet considers five reports at a meeting, the most being eight and the least being one. The Cabinet is operating effectively with six Members, each with a designated portfolio. Therefore a reduction in Council size would not have a detrimental impact on the work of Cabinet as it would not result in a reduction in Cabinet positions.

² Local Government and Public Involvement in Health Act 2007
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The Cabinet also commission Member Groups to undertake specific task and finish work when necessary. These Groups usually comprise nine Members, chaired by a Cabinet Member and their composition is usually politically representative. It is important to recognise that the number, frequency and purpose of these Member Groups are determined by Cabinet. As such the number of Members required to deliver these Groups is clearly within the control of Cabinet. Therefore a reduction in the number of Members would inform Cabinet's decisions to establish such Groups in future whilst not restricting its ability to do so when it was deemed appropriate and necessary.

An analysis of the meetings of Member Groups commissioned by Cabinet covering the period May 2009 to April 2011 is attached as appendix C. Of the three Groups set up in this period, the Shared Services Group met on only one occasion. The other two Groups had three and five meetings each. Based on the evidence a reduction in the number of Councillors would not have a detrimental impact on Cabinet's ability to commission Member Groups when necessary.

2.2.3 Delegations to Officers

The Council has a well-developed and comprehensive Scheme of Delegation to Officers which sets out where the responsibility and extent of delegation lies³. This Scheme of Delegation is presently under review, however no significant changes are proposed as the purpose of the review is to ensure the scheme accurately reflects the way the Council delivers its services and its management structure.

2.2.4 Notification of Cabinet Decisions

All Councillors are provided with the Forward Plan⁴ which details the proposed decisions to be taken by the Cabinet and Council. This is circulated to all Councillors each month and published on the Council's website.

Following each meeting of Cabinet details of the decisions taken are circulated to all Councillors normally within 2 working days. Key decisions⁵ of the Cabinet come into effect seven working days (not including the day of the meeting) after the meeting, unless five Councillors give notice in writing to the Chief Executive requesting a 'call-in'⁶. If no notice requesting a call-in is received within the 7 working day period the decision will come into effect.

2.3 FUNCTIONS OF SCRUTINY, MEMBERS PANELS AND GROUPS AND REGULATORY COMMITTEES – STRUCTURE AND RESPONSIBILITIES

2.3.1 Overview and Scrutiny

The LGA 2000 required each local authority to set up a Scrutiny process. Since its introduction the Council's Overview and Scrutiny function has been reviewed as result of working practice, experience and best practice. The last review of the Scrutiny function was undertaken in April 2007⁷. This review increased the number of Scrutiny Committees from two to four. Each of these Scrutiny Committees comprises nine Members.

³ RBC Constitution – Part 3 – Responsibility for Functions – Page 1

⁴ RBC Constitution – Part 4 – Rules of procedure – Access to information – Page 24 'The Forward Plan'

⁵ RBC Constitution – Part 2 – Articles – Article 13 – Page 31

⁶ RBC Constitution – Part 4 – Rules of Procedure – Page 16 'Call-in of Key decisions procedure' – page 45.

⁷ Council 12 April 2007 – Report of the Chief Executive – Review of Scrutiny and Member Development
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The terms of reference for the four Scrutiny Committees are set out in the Council's Constitution⁸. The Performance Management Board and Corporate Governance Group's terms of reference focus on reviewing the Council's governance and performance whilst the Community Development Group and Partnership Delivery Group deal more with policy development and forward thinking.

An analysis of the meetings of four Scrutiny Committees covering the period May 2009 to April 2011 is attached as appendix D.

The Scrutiny Committees can commission Member Panels to undertake in-depth Scrutiny of particular service areas or topics. These Member Panels usually have nine Members and are politically balanced. Membership is drawn from all non-executive Councillors. Cabinet Members are also invited to present evidence, but do not take part in the determination of the conclusions or recommendations of the Panels. An analysis of the meetings of Member Panels commissioned by Scrutiny covering the period May 2009 to April 2011 is attached as appendix E. Over this period four Member Panels have been convened. One Group met on one occasion whilst one has met on nine occasions and has been reconstituted as a Cabinet Member Group. The number, frequency and purpose of these Member Panels are determined by Scrutiny Committees. As such the number of Councillors required to deliver these Groups is within the control of the Scrutiny Committees and forms part of their role in managing their work programmes.

At presents the total number of Councillors required to fill the existing Scrutiny Committee places totals 36. It is recognised that a reduction to 45 Councillors would have a consequential effect on the ability to fill the existing 36 positions. There would only be 38 Members to draw from as Cabinet Members and the Mayor do not serve on Scrutiny Committees. Whilst on the face of it the number of Councillors appears sufficient it does not take account of allocations on other Committees.

Therefore this submission highlights that at some point in the future it will be necessary to review the existing Scrutiny arrangements to reflect a reduction in the number of Councillors. Such a review would need to consider the size of the Scrutiny Committees and their role, giving regard to the operation of effective Scrutiny enabling non-executive Members to influence policy. Regard would also have to be given to the impact of proposals within the Localism Bill and the use of Member Panels to undertake and deliver specific 'task and finish' based Scrutiny exercises as opposed to a standing committee considering periodic agenda items or annual reports.

Should there be a reduction in the number of Councillors it would be necessary to have revised arrangements for Scrutiny Committees in place from the commencement of the municipal year following the 2015 local elections. This would require Council to agree such changes prior to commencement of the municipal year 2015/16 so that at its Annual Meeting in May 2015 it could appoint the new number of Councillors to the revised Scrutiny Committee positions.

2.3.2 Call-in of Key Decisions of the Cabinet

The Scrutiny call-in facility is a transactional part of the decision making process which sets out arrangements for Scrutiny to consider key decisions made by the Council's Cabinet. Therefore consideration of a call-in request is separate to the proposed or planned work programmes of the Scrutiny Committees.

^a RBC Constitution - Part 2 - Articles of the Constitution – Page 13
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As part of revisions to Council's Constitution, agreed by Council in December 2010, changes were made to the arrangements for consideration of call-in requests by a Scrutiny Committee. These changes updated the process and timescale for submission of a valid call-in and also clarified the procedure to be followed when a call-in was considered.

In view of the fact that prior to the revisions of the Council's Constitution Scrutiny call-ins were considered by one Scrutiny Committee only Performance Management Board (PMB). It is not believed that changes to the Scrutiny Committee structure, as a result of a reduction in the number of Councillors, would have a negative effect on the call-in process.

An analysis of the 'call-in' meetings covering the period May 2009 to April 2011 is attached as Appendix F. The call-in process occasionally results in a special meeting of a Scrutiny Committee in order to meet the timescales. In view of the small number of requests submitted and considered a reduction in the number of Councillors would not restrict the ability to deliver the call-in process. A revised Scrutiny Committee structure would still accommodate the call-in of key decisions of the executive so the transactional facility would remain in place.

2.3.3 Delivery of the Council's Four Year Financial Plan

At its meeting in March 2011 Council considered and agreed its Financial Plan and Strategy 2011/12 to 2015/16. As part of the agreement of this strategy a Four Year Financial Plan was approved. This plan sets out the Council's approach to service reform and redesign in order to meet the challenges it faces.

The Four Year Financial Plan contains within it details of proposals for business cost reduction, income maximisation and service redesign based on the outcome of the budget setting workshops held with Members in the run up to the budget setting for 2011/12. The plan indicated that major proposals for service redesign would be developed and reviewed using Member Groups commissioned by the Cabinet.

At its meeting on 24 May 2011 Cabinet agreed to the establishment of two Member Groups in order to oversee and scrutinise the service reviews of the Environment and Waste Management's Streetwise, recycling2go, medical waste and bulky waste services and the Community Shaping's community facilities management and sports development services. These two Member Groups comprise nine Members and are chaired by a Cabinet Member. The Groups are politically balanced. It is anticipated the work of these two Member Groups will be undertaken over a period of six months with the findings of the completed reviews being considered by Cabinet. Further Member Groups are anticipated during the life of the Four Year Financial Plan.

It is envisaged that meetings of these Member Groups will be held every month and the dates and times of the meetings will be co-ordinated to avoid clashes with other existing Committee meetings. Whilst it is not considered that a reduction in the number of Councillors to 45 would have a negative effect on the work and role of these Member Groups, it is important to recognise that the establishment of any further such Cabinet Groups, or Member Panels commissioned by the Scrutiny Committees, would need to be carefully considered to ensure there was sufficient Member and officer capacity to support them. This principle should inform any review of the existing Scrutiny arrangements to reflect any reduction in Councillors with consideration being given to the use of task and finish Panels as an alternative to standing Scrutiny Committees.

2.3.4 Regulatory Committees

a) Development Control Committee

The Development Control Committee meets once a month to determine planning applications. Its meetings are scheduled so to avoid clashes with meetings of other Committees. The scheme of delegation to Council officers means that the majority of planning applications are determined without the need for consideration by the Committee.

The Committee comprises 15 Members and is appointed at Annual Council. Its membership was reduced in April 2007 from 25 to 15 Members when Council agreed a review of Scrutiny and Member Development⁹. The Leader and the Deputy Leader are ex-officio non-voting Members of the Committee.

The Development Control Committee is politically representative and its Members and substitutes have to undertake compulsory training prior to sitting on the Committee.

An analysis of the meetings of the Development Control Committee covering the period May 2009 to April 2011 is attached as Appendix G.

Development Control Committee meetings last an average of two hours, with the longest meeting being three hours 25 minutes, and the shortest one hour. The meetings have on average seven items on the agenda. Whilst the time commitment for Members of the Committee can be considerable, this should be taken in the context of the overall number of planning applications received. In 2009/10 1,145 applications were received of which 85 were decided by Committee. In 2010/11 1,177 were received with 79 being decided by Committee. Therefore, on average 7% of applications are determined by Committee.

In view of the number of meetings each year of the Development Control Committee, the percentage of planning applications dealt with by way of officer delegation and the number of agenda items and duration of meetings a reduction in Council size to 45 Councillors would not have a negative effect on the work of the Committee. However it is likely that its size would need to be reconsidered as it is recognised that a reduction in the number of Members would lessen the number available to serve on the Committee. Any changes to the number of positions on the Committee would have to be agreed prior to the Annual Council in May 2015, in order that its membership was appointed and in place from the start of the municipal year following the local elections of 2015.

At present 10 (66%) of the 15 Members of the Development Control Committee (excluding the Leader and Deputy Leader who are ex officio Committee Members) also sit on other Committees with 7 (47%) being Members of a Scrutiny Committee. Therefore being a Development Control Committee Member and a Member of another Committee would still apply if the number of Members was reduced but it could increase the ratio of Committee positions per Member.

b) Alcohol and Entertainment Licensing Committee

The Alcohol and Entertainment Licensing Committee comprises 15 Members and is appointed at Annual Council. It is chaired by the Cabinet Member with the portfolio for Community Protection and it is politically representative. Its Members have to undertake training prior to their first meeting.

⁹ Review of Scrutiny and Member Development – Report of the Chief Executive – Council 12 April 2007
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The Committee meets on average twice a year. An analysis of the meetings of the Alcohol and Entertainment Licensing Committee covering the period May 2009 to April 2011 is attached as Appendix H. The Committee met only three times during this period and considered between two and six items at their meetings.

A sub-Committee of three Members of the Alcohol and Entertainment Licensing Committee sits to hear licensing applications, appeals, cases of none compliance etc. The sub-Committee is drawn from Members of the full Alcohol and Entertainment Licensing Committee and it meets on an ad-hoc basis when required.

An analysis of the meetings of the Sub-Committee covering the period May 2009 to April 2011 is attached as Appendix I. The sub-Committee met on nine occasions. Meetings varied in length from between 50 minutes and 3 hours 45 minutes with the average length of a meeting being 2 hours 5 minutes.

In view of the frequency, number of items of business and length of meetings of the Alcohol and Entertainment Licensing Committee and the Sub-Committee a reduction in the number of Councillors would not have a negative impact on the Council fulfilling its regulatory function. However the size of the Committee will need to be reconsidered as it is recognised that a reduction in the number of Members would lessen the number available to serve on the Committee. If the Committee were reduced to 12 Members then this would reduce the demand for Committee places by three across all of the Councillors. A Committee comprising of 12 Councillors would still be able to deliver the Councils Alcohol and Entertainments licensing functions and also provide sufficient Councillors from which to draw the sub-Committees. Any changes to the number of positions on the Committee would have to be agreed prior to the Annual Council in May 2015, in order that its membership was appointed and in place from the start of the municipal year following the local elections of 2015.

c) Licensing Committee

The Licensing Committee comprises of 5 Members and is appointed at Annual Council. It is chaired by the Cabinet Member with the portfolio for Community Protection and it is politically representative. Its Members have to undertake training.

The Committee deals with the consideration and determination of applications where objections have been received from statutory consultees and also appeals in relation to hackney carriage and private hire licensing. The Licensing Committee has met only once during the period May 2009 to April 2011 to consider two appeals. Based on this evidence it is highly unlikely that a reduction in the number of Members would have a negative impact on the delivery of the Council's duties.

d) Standards Committee

There is a requirement under the Local Government Act 2000 for each authority to have a Standards Committee.

The Standards Committee comprises 12 Members (6 elected Members and 6 co-opted independent Members) and is appointed at Annual Council. The Full Committee has two meetings scheduled each year. However due to the fact the localism agenda indicated an end to the present ethical standards regime a decision was made that meetings of the Committee would be convened when details of the revised ethical standards regime had been announced. The last formal meeting was held in June 2010 when the Committee considered an annual review of the ethical standards regime.

In September 2009 Council agreed a 'Member Complaints Procedure' which formalised the arrangements for dealing with Member conduct issues by way of sub-Committees of the Standards Committee.

Because of the unknown impact of the localism agenda on the future of the ethical standards regime, at this time, it is not possible to identify the number of Councillors required for Standards Committees in future. Furthermore such Committees may no longer be required if the changes do not reflect the existing arrangements that are in place. If in future a Committee was required then, should there be a reduction in the number of Councillors, its size would have to be considered. Any such arrangements would have to be agreed prior to the Annual Council in May 2015, in order that its membership was appointed and in place from the start of the municipal year following the local elections of 2015.

2.3.5 Other less frequent Committees and Member Groups

In addition to the Committees previously detailed there a number of other Committees that meet infrequently. These Committees do not have set work programmes and scheduled established meeting patterns. As such their meetings and business are managed on an 'as necessary basis' and because of this a reduction in the number of Councillors would not have a negative impact on their role and work. A more detailed appraisal of each of the Committees is provided below:

a) Employment Appeals Committee

This Committee comprises of five Members (including the Leader and Deputy Leader) and is appointed at Annual Council. It is politically representative. It hears and determines appeals in accordance with the Council's procedures in respect of dismissal arising from misconduct and capability only. Therefore it meets on an ad-hoc basis and during the period May 2009 to April 2011 the Committee met on three occasions.

Due to the frequency of meetings of the Employment Appeals Committee it is not felt that a reduction in the number of Members would not have a negative impact on the Council maintaining and delivering its role.

b) Interviewing Committee

This Committee comprises of 5 Members (including the Leader and Deputy Leader) and is appointed at Annual Council. It is politically representative. It makes recommendations for appointment to the post of Chief Executive subject to Council approving the appointment. It also deals with the appointment of Deputy Chief Executives. Due to the limited amount of times this Committee is required to meet a reduction in the number of Members would not have a negative impact upon its role.

c) Local Development Framework Group

The Local Development Framework Group comprises of 15 Members and is appointed at Annual Council. It is politically representative. This Committee deals with progression of the Core Strategy and it meets three times per year. It is chaired by the Cabinet Member with the Portfolio for Sustainability and this year the vice chairman is the Chairman of the Development Control Committee.

An analysis of the meetings of the Local Development Framework Group covering the period May 2009 to April 2011 is attached as Appendix J. There have been six meetings during this period ranging in length from 1 hour 25 minutes to 3 hours 15 minutes.

Due to the frequency of the Groups meetings and the fact that its role is linked to development of Core Strategy a reduction in the number of Councillors would not have a negative effect upon its role or function. However its size will need to be reconsidered as it is recognised that a reduction in the number of Councillors would lessen the number available to serve on the Committee. Any changes to the number of positions on the Committee would have to be agreed prior to the Annual Council in May 2015, in order that its membership was appointed and in place from the start of the municipal year following the local elections of 2015.

d) Member Development Group

The Member Development Group comprises nine Members and is appointed at Annual Council. It is politically representative and is chaired by the Cabinet Member with the portfolio for Environment. It was established in 2005 with the first Member Learning and Development Policy being agreed by Council in 2008. A revised policy was agreed by Council in December 2010. The Council achieved Member Development Charter Status in 2011.

An analysis of meetings of the Member Development Group covering the period May 2009 to April 2011 is attached as Appendix K. Through achieving Charter Status in 2011 and leading attendance at the regional Nottinghamshire Member Development Programme which ran from September 2010 to March 2011, the Council has a strong and well established commitment to Member Development. Additionally in 2011 a successful Member Induction programme has been, and is continuing to be, delivered building on the significant Member commitment to development. The programme is regularly reviewed by the Member Development Group to ensure it meets Members' needs, is more tailored to individuals and makes best use Members' time and available learning techniques.

Those Members new to the Council are encouraged to attend all the development/induction sessions with the exception of those relating to the Development Control, Licensing and Standards Committees and Employment Appeals Sub-Committee which are only compulsory for Members of those Committees/Sub-Committees and their substitutes.

It is fully recognised that the call made on the time of new Members by the induction programme is demanding but it has been drawn up with the specific aim of ensuring that Members have the information they need to undertake their roles. The programme is divided between compulsory and discretionary sessions.

In view of the Councils clear commitment to Member Development a reduction in the number of Councillors would not have a negative impact on it as the number of Members of the Committee could be reviewed if necessary.

e) Civic Hospitality Panel

This Panel comprises of six Members and is appointed at Annual Council. It is chaired by the Mayor and the Deputy Mayor is the Vice Chair. The Leader of the Council and the Deputy Leader are also Panel Members. The Panel is politically representative.

The Panel meets once a year to consider the forthcoming civic arrangements for the mayoral year. On this basis it is not anticipated that a reduction in the number of Councillors would have a negative impact the Panel's role.

f) Timing of Committee Meetings

Committee meetings are held in the evening commencing at 7.00 pm as it is recognised that daytime meetings can limit the availability of Councillors. On occasions meetings of Member Groups or Panels take place at alternative times in consultation with Members. The meeting time was considered by Members as part of the Climate Change Member Panel and the Constitution Review Member Panel and it was agreed there should be no change in times.

2.4 Number of Committee Places

The following table sets out the number of seats on each Committee and number of times that Committee has met during the period May 2009 to April 2011.

TABLE 3

| Committee, Group or Panel | Number of seats | | | | Number of meetings May 2009 – April 2011 |
|---|-----------------|------|----------|--|--|
| | Total | Exec | Non Exec | Comment | |
| Cabinet | 6 | 6 | 0 | | 19 |
| Performance Management Board | 9 | 0 | 9 | | 12 |
| Community Development Group | 9 | 0 | 9 | | 8 |
| Corporate Governance Group | 9 | 0 | 9 | | 13 |
| Partnership Delivery Group | 9 | 0 | 9 | | 11 |
| Alcohol and Entertainments Licensing Committee | 15 | 1 | 14 | Cabinet Member - chair | 3 |
| Development Control Committee | 17 | 2* | 15 | *Leader & Deputy Leader = ex officio Members | 24 |
| Employment Appeals Committee | 5 | 2 | 3 | Leader = Chair Deputy Leader = Member | 3 |
| Interviewing Committee | 5 | 2 | 3 | Leader = Chair Deputy Leader = Member | 0 |
| Licensing Committee | 5 | 1 | 4 | Cabinet Member - chair | 1 |
| Standards Committee | 6 | 0 | 6 | + 6 co-optees | 3 |
| Local Development Group | 15 | 1 | 14 | Cabinet Member - chair | 6 |
| Member Development Group | 9 | 1 | 8 | Cabinet Member - chair | 5 |
| Civic Hospitality Panel | 6 | 4 | 2 | Chair Mayor - chair Deputy Mayor, Vice Chair and Leader / Deputy Leader - Members | 2 |
| Total seats available for non-executive Members. | | | 105 | | |

With a current Council size of 50 Members there is an average of 2.44 Committee positions for each non-executive Councillor (43 Members across 105 positions). This takes into RBC Proposed Council Size Submission – Electoral Review 21/11/11

account those Committees with Cabinet Members as the Chair and or Vice Chair and excludes the Mayor, as the holder of this position is not appointed to any Committee.

With a reduction in the number of Members to 45 and excluding Cabinet Members and the Mayor, the non-executive Councillor to Committee position ratio would be 2.76, based on the present number of Committee positions (38 Members across 105 positions).

Whilst this slightly increases the present ratio it does not take into account the scope to reduce the number positions on Committees particularly the Development Control Committee, the Alcohol and Entertainments Licensing Committee and the Standards Committee. Also in view of the requirements in respect of the Local Development Framework it is suggested that it will be necessary to consider the composition of the Local Development Group at some point in the future.

The ratio also factors into the calculation for Committee positions Committees such as the Employment Appeals Committee and the Interviewing Committee. However the frequency of the meetings of these Committees suggest that they have limited impact on the work of their Members so the number of positions required to fulfil them is not actually representative of the workload such a position brings.

Additionally the ratio of non-executive Councillor to Committee positions does not take into account the frequency of the Committees and the length of the meetings. For example if a Committee only meets on an infrequent basis, a non-executive Member may be a Member of it, however it does not place significant demands on their time. Examples of this would be the Alcohol and Entertainments Licensing Committee which provides 14 positions for non-executive Members however during the period May 2009 to April 2011 it only met three times totalling 3 hours 15 minutes.

It is recognised that in determining the optimum number of Councillors to run the Council, there has to be certainty that there will be a sufficient number to enable meetings to be well enough attended. However it is also important for Councillors to have sufficient time to act as effective 'community leaders' being out in the community they represent. Therefore a review of the Committee structure, as a consequence of a reduction in the number of Members would facilitate this.

2.5 Representational Role: Representing Electors to the Council and the Council in the Community

Survey of Members – workload

It is recognised that Committee meetings only form part of the Councillor role. Therefore a survey of all 50 Members was conducted to inform this submission. This survey was conducted in October 2011 and both electronic and hard copies were provided to all Councillors in order for them to respond. 39 of the 50 Councillors responded to the survey providing a response rate of 78%. The survey was split into a series of sub headings and an analysis of the responses is as set out at appendix L.

a) General

The results indicated that:

- 38% of respondents were also Parish or Town Councillors (15 of 39)
- 56% of respondents participated in other community Groups
- 8% of respondents were also County Councillors (3 of 39)

Responses regarding employment status indicated that follows:

- 59% were retired or not working
- 18% worked part time
- 23% worked full time

The responses indicated that 44% of Councillors held ward surgeries with the frequency of these varying. The responses also indicated that Councillors would make themselves available at the request of residents.

b) How Councillors' Time is Spent

The survey included questions about how Borough Councillors spent their time over the period of a month. The questions covered the time spent preparing for meetings and the responses indicated that:

- 66% spent between 1-10 hours reading papers in preparation for meetings.
- 34% spent between 11-15 hours (or more) reading papers in preparation for meetings

The responses show that two thirds of respondents were spending between one and ten hours per month on this activity, with the remaining third spending between eleven and fifteen hours per month. Although the results do not indicate why one third spends more time than the other two thirds on this activity it may be that it relates to Committee positions with the role of Chair and Vice Chair demanding more of some Councillors in relation to the time spent reading papers preparing for meetings.

The questions also covered time spent in meetings and the responses indicated that:

- 50% spent between 1-5 hours a month in informal meetings with other Members
- 84% spent between 1-10 hours per month in formal council meetings (Full Council, Cabinet, and Scrutiny)
- 75% spent between 1-10 hours per month in other standing Committees (such as Development Control)
- 77% spent between 1-10 hours per month in Member Panels or Groups.

The returns indicate that 84% of respondents spent between 1-10 hours per month in formal Council meetings. Additionally 75% spent between 1-10 hours per month in other standing Committees. It is likely that attendance relates to those meetings or Committees, or Member Groups or Panels that have regular scheduled meetings and not those which meet on an ad-hoc basis.

c) Ward Activities

The questions also covered ward activities including how much time Councillors spent meeting ward residents, solving problems for residents and time spent attending local meetings and forums. The responses indicated that:

- 81% spent between 1-10 hours per month meeting residents in their ward
- 17% spent between 11-15 hours per month meeting residents in their ward
- 63% spent between 1-10 hours per month getting problems solved for their residents.

The returns indicate that 98% of respondents spent between 1-15 hours per month per month meeting residents in their ward. It was not possible from the results to determine differences between wards and whether single or multi Member wards make any difference

to these figures. It was also not possible to determine if the amount of time spent per month meeting residents in a ward relates to the number residents, the number of the electorate or the make-up of that ward and the issues it may be facing. However the results indicate that of those Councillors responding to the survey a high percentage spent time meeting residents in their wards with two thirds spending between 1-10 hours per month getting problems solved for their residents.

d) Parish or Town Council Activities

The survey included questions regarding time spent on Parish or Town Council activities with 15 of the 39 respondents indicating they were Parish or Town Councillors. The responses indicated that:

- 55% spent between 1-15 hours per month reading papers in preparation for Parish meetings
- 81% indicated they spent between 1 to 10 hours in formal Parish meetings per month
- 57% indicated they spent between 1 to 11 hours dealing with issues raised by constituents in the Parish

The returns indicated that Borough Councillors who were also Parish or Town Council Councillors could spend time on Parish activities in addition to their Borough Councillor roles. It was not possible from the survey results to determine the impact that a Parish Council could have upon the role of the Ward Councillor other than to ascertain that it could place a demand on their time.

e) Councillors' Workload

The survey asked questions about Councillor workload to establish if respondents believed this had increased in the last two years. The results indicated that:

- 62% indicated their workload as a Borough Councillor had increased
- 38% did not believe their workload as a Borough Councillor had increased
- 69% indicated that their workload as a Parish Councillor had increased
- 31% did not believe their workload as a Parish Councillor had increased

The results indicate that 62% of respondents believed that their workload as a Borough Councillor had increased over the last two years. In some cases it is possible this could be attributed to Councillors taking on new roles with extra responsibilities following changes to Committee positions. Additionally it could be attributed to particular issues or topics that have increased the workload of Councillors in their roles as community leaders such as large planning applications or other issues of community concern. Responses also indicated that increases in email correspondence had increased their workload.

The survey indicated that 22 of the Councillors who responded are spending more hours working as a Councillor compared to what they had done previously with 10 indicating they had changed the way they worked in order to be more efficient.

The results identified that there were some differences as to how Councillors spent their time in their community leadership roles. The majority of respondents indicated they were spending somewhere between 1 to 10 hours per month or 11 to 15 hours per month on a particular activity, such as reading papers in preparation for meetings or meetings with residents. Whilst how a Councillor spends their time can be subjective the results showed that Councillors have a workload and this places demands on them.

From the results of the survey it is difficult to establish if a reduction in the number of Councillors would disproportionately increase Councillor workloads. This is because some of the differences in workload and time spent on activities could be related to a Councillors particular role, issues within their ward or the taking on of a new Committee position.

With regard to the workload of Councillors arising from Committee positions, such as time spend reading papers in preparation and time spend in meetings, a reduction in the number of Councillors does not necessarily equate to increased workloads. This is because a review of the Committee structure would aim to reduce the number of Committee positions therefore reducing the number of Councillors to fill Committees. In simple terms a reduction in the number of Councillors should not increase the workload resulting from Committee membership, as it would be offset by a reduction in the number of Committee positions required to deliver the Councils business. An increase in Councillor workload resulting from Committee business would only occur if the existing Committee structure was retained after a reduction in the number of Councillors. Alternatively an increase in workload would result if the number of Committee positions increased following a reduction in the number of Councillors.

f) Representational Role

In terms of the representational role of Borough Councillors the key issue is whether changes to the electorate per Councillor ratio, as a consequence of a reduction in the number of Councillors would make workloads unmanageable. As the review process is based upon the principle of ensuring electoral equality it is not anticipated that a reduction in the number of Councillors would lead to unmanageable workloads arising from the representational role of community leaders. The survey results indicate that the level of workload resulting from a Councillors community leadership role, such as time spent meeting residents or solving resident's problems was presently manageable. Therefore this provides some tolerance for changes in this area of workload which would be offset by greater equality of Councillor per electorate across the Borough.

As part of the process for reducing the number of Borough Councillors and determining the ward profiles consideration would have to be given to the alignment of Borough Councillors to particular Parish Councils, taking into account the size of Parish electorates to ensure these were proportionate. This process should help to assist with addressing issues of workload arising from Parish Council membership and business.

3. PARISH / TOWN COUNCILS

There are 58 Parishes in the Borough, 40 of which elect Parish / Town Councillors. Details of the borough wards and the Parishes within these are set out in the table below.

TABLE 4

| Borough Ward | Number of Borough Councillors | Parish/Town Councils |
|------------------|-------------------------------|--|
| Abbey: | 2 | 0 Parish councils |
| Bingham East: | 2 | Part of Bingham Town Council |
| Bingham West: | 2 | Part of Bingham Town Council |
| Compton Acres | 2 | 0 Parish councils |
| Cotgrave | 3 | Cotgrave Town Council |
| Cranmer | 1 | 2 Parish Councils |
| Edwalton Village | 2 | 0 Parish councils |
| Gamston | 2 | 1 Parish Council |
| Gotham | 1 | 2 Parish Councils |
| Lady Bay | 2 | 0 Parish councils |
| Leake | 3 | 1 Parish Council |
| Lutterell | 2 | 0 Parish councils |
| Manvers | 2 | Part of Radcliffe on Trent Parish Council |
| Melton | 2 | 0 Parish councils |
| Musters | 2 | 0 Parish councils |
| Nevile | 1 | 3 Parish Councils |
| North Keyworth | 1 | Part of Keyworth Parish Council |
| Oak | 1 | 1 Parish Council |
| Ruddington | 3 | 1 Parish Council |
| Soar Valley | 1 | 2 Parish Councils |
| South Keyworth | 3 | Part of Keyworth Parish Council |
| Stanford | 1 | 6 Parish Councils |
| Thoroton | 1 | 3 Parish Councils |
| Tollerton | 1 | 1 Parish Council |
| Trent | 2 | 1 Parish Council and Part of Radcliffe on Trent Parish Council |
| Trent Bridge | 2 | 0 Parish councils |
| Wiverton | 2 | 4 Parish Councils |
| Wolds | 1 | 6 Parish Councils |

There are eight wards and 16 Councillors with no Parish or Town Councils, these being the wards in the urban West Bridgford area. Of the remaining 34 Councillors the ratio of Borough Councillors to Parish/Town Councils varies, the highest being in two wards (Stanford and Wolds) with one Borough Councillor to six Parish Councils. The lowest being three wards with four Borough Councillors to one Parish Council.

Inevitably any changes to ward boundaries would impact on the ratio of borough Councillors to Parish/Town Councils. However as the Parish boundaries are used as the building blocks for the electoral review it is not envisaged this would constitute a negative impact. This is because the process would facilitate borough wards being realigned with the relevant Parishes where necessary, enabling changes to the number of Borough Councillors to be made to reflect this. As the Parish boundaries significantly inform the review process it is believed that a reduction to 45 Councillors would still enable Parish Councils to clearly identify with the relevant and appropriate Borough Councillor.

As part of the Councillor workload survey Borough Councillors that currently have Parish Councils within their ward were asked what impact this has upon their workload as a Ward Councillor. It was generally agreed that having a strong Parish Council that is the voice of local residents can mean that the Ward Councillor is lobbied on local matters more rigorously and their casework may increase as a result. The frequency of Parish Council meetings is unique to each Parish and Ward Councillors may use their discretion to decide how frequently they attend these.

Given the somewhat unquantifiable impact that the existence of Parish Councils has upon the role of the local Ward Councillor and that the Parish wards are likely to inform the electoral review process a reduction in Borough Councillors should not have a significant impact on the Parish Councils. If the Parish ward boundaries are used as the building blocks for the electoral review process then this should help to ensure Borough Councillors are aligned to Parish or Town Councillors in a way that is more consistent with electoral equality.

In addition to Parish or Town Councils the Borough nominates nine Members to the West Bridgford Local Area Forum which was previously established by the County Council. If a reduction in the number of Councillors to 45 were to have an impact on the warding arrangements within the area of the Forum then it would be necessary to reconsider the number of Borough Councillors nominated to it. At this stage of the review it is not possible to predict with any certainty if any such changes at ward level will occur, however if changes are made to the relevant wards then it may be necessary to realign the Area Forum and reconsider its membership.

4. OUTSIDE BODIES

There are currently 63 places on Outside Bodies for Councillors. This list has been regularly reviewed in recent years to ensure that nomination of Members on outside bodies supports the priorities of the Council. The frequency with which these Outside Bodies meet and the time commitment required from their Members is diverse. A reduction in the number of Councillors would require consideration to be given to the number of appointments to outside bodies, taking into account the merit of each such appointment and the ability of the nominee to fulfil the role. However it is not believed that the level of representation of Members on outside bodies is significant enough to materially affect the electoral review process.

5. PARTNERSHIP ARRANGEMENTS

Rushcliffe Partnership is a body that brings together local public, private, community and voluntary sector organisations. It works with the local community to identify and tackle key issues in a more coordinated way. The structure of the Partnership consists of a Strategic Board (formerly the 'Local Strategic Partnership'), the Executive Group and six Theme Groups. The Strategic Board provides strategic direction to the Rushcliffe Community Partnership. All Partner organisations are represented on the Board, which meets every three months. The Chairman and Vice-Chairman are elected annually by the Board.

The Leader and Cabinet Member with portfolio for Environment are appointed to the Strategic Board of the partnership. As such a reduction in the number of Councillors would not affect the Council's ability to support, inform and direct the partnership.

6. POPULATION AND ELECTORATE FORECASTING

As part of the development of this submission consideration has been given to likely or anticipated development in the Borough in order to establish if this would potentially address or increase the areas of electoral inequality. Research indicates that the electorate has increased from 82,590 in 2001 to 86,424 at 1 September 2011. As part of this process consideration has also been given to the issue of demographics and potential changes to population size.

The level of permitted and expected development in the Borough has been evaluated and calculated as a projected electorate for 2016 in the relevant wards. This calculation recognised that the actual number of properties proposed may not directly equate to an increase in the electorate. Furthermore the number of properties proposed or permitted may not equate to the number of houses actually built and inhabited in the anticipated timescale. Additionally the changes may not be in place with sufficient time for them to impact on the 2016 electorate figures.

When considering potential electorate forecasts for 2016 consideration has been given principally to permitted development and the potential increase in houses. This was then used to develop figures for potential electorate increases based on average household size predictions taking into account previous census data. These estimated figures did not indicate that permitted or potential development constructed and inhabited by 2016 would resolve the issues of electoral inequality in the Borough. The estimated figures indicated that the potential changes to the electorate from housing growth by 2016 would increase the variances and as such strengthen the need for an electoral review.

The size of the Borough's population based on an Office of National Statistics mid-year estimate in June 2010 is 112,800. It is recognised that population does not immediately equate to electorate as parts of the population will not be eligible to vote and parts choose not to register. Whilst it is recognised that population, rather than the electorate can place demands on the Council and in turn the role and work of Councillors it is not envisaged that significant changes will occur that would impact on the review.

To deliver good representation and to ensure links with and understanding of all parts of the community it is essential the community recognise their local Councillor. Therefore a reduction in the number of Councillors could assist this process by making it clear who the representative was by linking the Councillor to a distinct community. Based on alignment with the electorate per Councillor average this will require ward profiling but this will assist in addressing the considerable existing variances (32% of wards above or below a 10% variance of the present average).

7. CONCLUSION

Giving regard to the issues that should be considered when developing a proposal for Council Size a reduction in the number of Councillors from 50 to 45 is proposed. In summary the reasons supporting this proposal are set out as follows:

7.1 Managing the business of the Council and the roles and responsibilities of Councillors

As previously set out in this submission the model of governance used by the local authority impacts on the workload of Councillors and the working practices of the Council and will therefore have an effect on the number of Councillors needed. At present the number of Committee positions reflects the number of Councillors. If the number of Councillors were reduced then consequently consideration would have to be given to the number of Committee positions. However such a process would enable the Council to consider the role of its Committees, the number of Councillors required to fulfil that role and if the Committee is integral to the management of the Councils business. Such a process would enable the Council to review its governance arrangements in line with the localism agenda coinciding with potential wider changes to the way it does business.

A reduction in the number of Councillors, and any subsequent review of governance arrangements would help to ensure the roles and responsibilities of Councillors were clearly focused. As previously stated it is recognised that in determining the optimum number of Councillors to run the Council, there has to be certainty that there will be a sufficient number to enable meetings to be well enough attended. However it is also important for Councillors to have sufficient time to act as effective 'community leaders' being out in the community they represent. Therefore a review of the Committee structure, as a consequence of a reduction in the number of Members would facilitate this.

7.2 Functions of Scrutiny, Member Panels and Groups and Regulatory Committees

Paragraphs 2.3 within this submission set out the existing Committees of the Council, their role and function and the frequency of their meetings. Table 3 on page 17 sets out the present Committee positions and the frequency of those Committee's meetings over a two municipal year period.

This submission states that a reduction in the number of Councillors to 45 would not have a negative impact on these functions, but recognises it would require changes to the existing arrangements. The submission highlights examples of where these changes could reduce the number of Committee positions and these are set out below:

- a) At present there are 4 Scrutiny Groups comprising 36 Councillors. Appendix D provides an analysis of the meetings of these Scrutiny Groups over the two year period May 2009 to April 2011. This submission recognises that the existing Scrutiny arrangements could not be sustained with a reduction in the number of Councillors to 45. As such the Scrutiny arrangements would require review with revised arrangements being agreed and in place for the Annual Council in May 2015. This review would not lessen or restrict the Scrutiny function, but enable it to refocus and realign;
- b) Appendix G sets out an analysis of meetings of the Development Control Committee which comprises of 15 Councillors. In 2009/10 1,145 applications were received of which 85 were decided by Committee. In 2010/11 1,177 were received with 79 being decided by Committee. Therefore on average 7% of applications are

determined by Committee. Whilst the time commitment for Members of the Committee can be considerable, it should be taken in the context of the overall number of planning applications received. It should also be noted that the Committees membership was reduced from 25 to 15 in April 2007 and this 40% reduction in membership did not negatively impact on its role or functions. It is recognised that the Committee's size would need to be reviewed and changes agreed prior to the Annual Council in May 2015, in order that its membership was appointed and in place from the start of the municipal year following the local elections of 2015;

- c) Appendix I sets out an analysis of meetings of the Alcohol and Entertainment Licensing Committee. Presently the Committee comprises 15 Members and its sub-Committees are made up of three Councillors. This submission highlights that if the Committee were reduced then this would reduce the demand for Committee places across all of the Councillors. For example a Committee comprising 12 Councillors would still be able to deliver the Council's Alcohol and Entertainments Licensing functions and also provide sufficient Councillors from which to draw the sub-Committees. Any changes to the number of positions on the Committee would have to be agreed prior to the annual council in May 2015, in order that its membership was appointed and in place from the start of the municipal year following the local elections of 2015;
- d) Because of the uncertainty of the future of the ethical standard framework it is not clear what arrangements will replace the existing Standards Committee which is made up of 6 Councillors and 6 co-opted independent Members. As such Committees may no longer be required in future then it is difficult to accurately predict the number of positions require to fill it. If a Standards Committee were to continue then a reduction in the number of Councillors would require its size to be reviewed and any arrangements would have to be agreed prior to the Annual Council in May 2015;
- e) This submission also gives regard to the other less frequent Committees and Member Groups. These Committees do not have set work programmes and scheduled established meeting patterns. As such their meetings and business are managed on an 'as necessary basis. Because of this a reduction in the number of Councillors would not have a negative impact on their role and work;
- f) There are currently 63 places on Outside Bodies for Councillors. This submission highlights that this list has been regularly reviewed in recent years to ensure that nomination of Members on outside bodies supports the priorities of the Council. The frequency with which these Outside Bodies meet and the time commitment required from their Members is diverse. It is recognised that a reduction in the number of Councillors would require consideration to be given to the number of appointments to outside bodies, taking into account the merit of each such appointment and the ability of the nominee to fulfil the role. However the level of representation of Members on outside bodies is not significant enough to materially affect the electoral review process.

7.3 Representational Role: Representing Electors to the Council and the Council in the Community

The key factors to consider in respect of the representational role of Councillors are set out as follows:

- a) In the development of this submission a survey of Councillors' workloads was conducted. An appraisal of the results of this survey is set out at paragraph 2.5. An analysis of the responses is also provided at appendix L. The survey results indicated that Councillors believe that their workloads have increased over the last two years. The results also identified that there were some differences as to how Councillors spent their time in their community leadership roles. This submission recognises that a reduction in the number Councillors could potentially increase workloads however this would be offset by changes to the Committee structure and a reduction in the number of Committee positions. This process would assist in clarifying the role, remit and work of the Committees, providing an opportunity to ensure focused work programmes. In turn this could free up the time Councillors may have to spend preparing for and participating in meetings giving them more time to spend in the communities they represent;
- b) In terms of the representational role of Borough Councillors the key question is whether changes to the electorate per Councillor ratio, as a consequence of a reduction in the number of Councillors would make workloads unmanageable. As the review process is based upon the principle of ensuring electoral equality it is not anticipated that a reduction in the number of Councillors would lead to unmanageable workloads arising from the representational role of community leaders. The workload survey results indicated that the level of workload resulting from a Councillor's community leadership role, such as time spent meeting residents or solving resident's problems was presently manageable. Therefore this could provide tolerance for changes in this area of workload which would be offset by ensuring greater equality of Councillor per electorate across the Borough;
- c) This submission highlights that there are 58 Parishes in the Borough, 40 of which elect Parish / Town Councillors. Details of the Borough wards and the Parishes within these are set out in Table 3 on page 21. It is recognised that any changes to ward boundaries would impact on the ratio of borough Councillors to Parish/town Councils. But because the Parish boundaries are used as the building blocks for the electoral review this would not have negative impact. Furthermore this would facilitate borough wards being realigned with the relevant Parishes where necessary, enabling changes to the number of Borough Councillors to be made to reflect this. As the Parish boundaries will significantly inform the review process a reduction to 45 Councillors would still enable Parish Councils to clearly link to the relevant community and appropriate Borough Councillor;
- d) This submission has considered the likely or anticipated development in the Borough in order to establish if this would potentially address or increase the areas of electoral inequality. As part of this process consideration was also given to the issue of demographics and potential changes to population size. Additionally the level of permitted and anticipated development in the Borough has been evaluated and calculated as a projected electorate for 2016 in the relevant wards. This calculation recognised that the actual number of properties developed did not directly equate to electors and as such was likely to be greater than any actual increase. This work did not indicate that permitted or anticipated development constructed and inhabited by 2016 would lead to changes in the electorate significant enough to address the issues of electoral inequality in the Borough.

The evidence presented in this document substantiates that there is a coherent and justified case for the optimum number of Councillors to be 45. This number would require changes to the governance arrangements of the Council and the arrangements of its Committees, however 45 would provide sufficient Councillors to deliver such a revised structure. At present the Councillor to Committee position ratio is 2.44 as explained at paragraph 2.4. If

the number of Councillors were reduced to 45 then based on existing non-executive Committee positions this ratio would increase to 2.76, however this does not take into account reducing the number of Committee positions.

If the number of Committee positions was reduced by 15 (which for the purposes of this submission equates to one less Scrutiny Group and three less Members on two regulatory Committees) then based on 45 Councillors the ratio of Councillor to non executive Committee positions becomes 2.36, which is comparable with the existing ratio of 2.44. Whilst this statement is based on a simple calculation it indicates why 45 is considered to be the right number of Councillors. This is because 45 Councillors would provide a sufficient number from which to compose revised Committees and their memberships, ensuring the business of the Council was delivered.

This submission proposed that a reduction to 45 Councillors is sustainable and would provide sufficient Councillors for the Council to do business. It would also ensure the considerable variances in electorate per Councillor across the Borough were addressed, and that communities identities were more clearly linked to the appropriate Borough Councillor.

LIST OF APPENDICES

| | |
|----------|---|
| A | Analysis of meetings of Council covering the period May 2009 – April 2011 |
| B | Analysis of meetings of Cabinet covering the period May 2009 – April 2011 |
| C | Analysis of the meetings of Member Groups commissioned by Cabinet covering the period May 2009 – April 2011 |
| D | Analysis of meetings of the four Scrutiny Committees covering the period May 2009 – April 2011 |
| E | Analysis of the meetings of Member Panels commissioned by Scrutiny covering the period May 2009 – April 2011 |
| F | Analysis of Scrutiny call-ins covering the period May 2009 – April 2011 |
| G | Analysis of meetings of the Development Control Committee covering the period May 2009 – April 2011 |
| H | Analysis of meetings of the Alcohol and Entertainment Licensing Committee covering the period May 2009 – April 2011 |
| I | Analysis of the meetings of the Alcohol and Entertainment Licensing Sub-Committee covering the period May 2009 – April 2011 |
| J | Analysis of the meetings of the Local Development Framework Group covering the period May 2009 – April 2011 |
| K | Analysis of meetings of the Member Development Group meetings covering the period May 2009 – April 2011 |
| L | Councillor work load survey October 2011 – analysis of returns |

Analysis of meetings of Council May 2009 – April 2011

Council – 50 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| May 2009 | 42 | 60 minutes | Annual Council |
| June 2009 | 45 | 80 minutes | 4R 5Q 0M |
| September 2009 | 41 | 180 minutes | 2R 4Q 3M |
| December 2009 | 48 | 155 minutes | 6R 1Q 2M |
| March 2010 | 45 | 105 minutes | 4R 1Q 0M |
| May 2010 | 48 | 65 minutes | Annual Council |
| June 2010 | 36 | 95 minutes | 4R 3Q 0M |
| September 2010 | 40 | 135 minutes | 2R 7Q 2M |
| December 2010 | 44 | 150 minutes | 6R 1Q 1M |
| March 2011 | 45 | 175 minutes | 4R 8Q 0M |

R = Reports

Q = Questions from Members

M = Notice of Motions

Analysis of meetings of Cabinet May 2009 – April 2011

Cabinet – 6 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| May 2009 | 6 | 25 minutes | 4 |
| June 2009 | 6 | 25 minutes | 5 |
| July 2009 | 6 | 85 minutes | 8 |
| September 2009 | 6 | 60 minutes | 3 |
| October 2009 | 4 | 30 minutes | 6 |
| November 2009 | 6 | 60 minutes | 8 |
| December 2009 | 6 | 25 minutes | 6 |
| January 2010 | 5 | 105 minutes | 1 |
| February 2010 | 6 | 60 minutes | 6 |
| March 2010 | 5 | 20 minutes | 6 |
| May 2010 | 6 | 45 minutes | 5 |
| June 2010 | 6 | 25 minutes | 6 |
| July 2010 | 5 | 15 minutes | 2 |
| September 2010 | 5 | 30 minutes | 4 |
| October 2010 | 5 | 25 minutes | 5 |
| November 2010 | 6 | 25 minutes | 5 |
| December 2010 | 4 | 30 minutes | 6 |
| January 2011 | 5 | 25 minutes | 3 |
| February 2011 | 6 | 50 minutes | 5 |

Analysis of meetings of Member Groups May 2009 – April 2011

| Name of Meeting | Number of Members | Number of Meetings | Timescale |
|--|--------------------------|---------------------------|-------------------------|
| East Leak Leisure Centre Working Group | 8 | 3 | Jun 2009 - July 2010 |
| Shared Services Member Group | 5 | 1 | September 2009 |
| Customer Services Group | 9 | 5 | March 2010 – March 2011 |

Analysis of meetings of Scrutiny Committees May 2009 – April 2011

Community Development Group – 9 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| July 2009 | 8 | 105 minutes | 5 |
| October 2009 | 9 | 135 minutes | 4 |
| January 2010 | 9 | 165 minutes | 3 |
| April 2010 | 9 | 110 minutes | 5 |
| July 2010 | 8 | 130 minutes | 5 |
| October 2010 | 9 | 135 minutes | 3 |
| January 2010 | 9 | 95 minutes | 3 |
| April 2011 | 7 | 60 minutes | 3 |

Corporate Governance Group – 9 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| May 2009 | 8 | 95 minutes | 7 |
| May 2009 | 7 | 110 minutes | 5 |
| June 2009 | 9 | 55 minutes | 4 |
| September 2009 | 9 | 80 minutes | 8 |
| November 2009 | 9 | 60 minutes | 7 |
| February 2010 | 8 | 105 minutes | 6 |
| May 2010 | 7 | 110 minutes | 5 |
| May 2010 | 9 | 125 minutes | 6 |
| June 2010 | 8 | 55 minutes | 5 |
| September 2010 | 9 | 60 minutes | 7 |
| November 2010 | 9 | 90 minutes | 7 |
| January 2010 | 8 | 100 minutes | 7 |
| April 2010 | 8 | 45 minutes | 6 |

Partnership Delivery Group - 9 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| June 2009 | 9 | 135 minutes | 4 |
| August 2009 | 8 | 190 minutes | 5 |
| September 2009 | 8 | 130 minutes | 4 |
| November 2009 | 7 | 150 minutes | 5 |
| January 2010 | 8 | 160 minutes | 3 |
| March 2010 | 8 | 90 minutes | 4 |
| June 2010 | 8 | 140 minutes | 4 |
| September 2010 | 9 | 170 minutes | 4 |
| November 2010 | 9 | 145 minutes | 3 |
| January 2011 | 9 | 150 minutes | 3 |
| March 2011 | 9 | 140 minutes | 4 |

Performance Management Board – 9 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|-------------------------|----------------------------------|--------------------------|-----------------------------------|
| June 2009 | 8 | 130 minutes | 4 |
| August 2009 | 9 | 135 minutes | 7 |
| October 2009 | 9 | 55 minutes | 4 |
| December 2009 (special) | 9 | 120 minutes | 1 call in |
| February 2010 | 7 | 70 minutes | 4 |
| April 2010 | 9 | 85 minutes | 3 |
| June 2010 | 9 | 105 minutes | 4 inc 1 call in |
| August 2010 | 9 | 125 minutes | 7 |
| November 2010 | 9 | 125 minutes | 5 |
| November 2010 | 9 | 125 minutes | 2 inc 1 call in |
| February 2011 | 9 | 90 minutes | 4 |
| April 2011 | 7 | 35 minutes | 3 |

Analysis of meetings of Member Panels May 2009 – April 2011

| Name of Meeting | Number of Members | Number of Meetings | Timescale |
|-----------------------------------|--------------------------|---------------------------|-------------------------|
| Off Street Parking | 8 | 1 | October 09 |
| Climate Change | 8 | 4 | June – December 09 |
| Leisure Facilities Strategy Group | 8 | 9 | September 09 – March 10 |
| Constitution Review | 9 | 4 | August – November 10 |

Scrutiny Committee Call-Ins May 2009 – April 2011

| Date | Topic | Action |
|---------------|---------------------------------|---|
| November 2009 | Community Hub | Special Performance Management Board (PMB) held December 2009 |
| June 2010 | Public Toilets – Bridgford Park | Heard at PMB June 2010 |
| November 2010 | Parkwood Leisure contract | Special meeting of PMB November 2010 |

Analysis of meetings of Development Control Committee May 2009 – April 2011

Committee – 15 Members + 2 Ex Officio

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered | |
|-----------------|---------------------------|-------------------|----------------------------|--------------------------|
| | | | Applications | Tree Preservation Orders |
| May 2009 | 16 | 90 minutes | 9 | 0 |
| June 2009 | 17 | 135 minutes | 9 | 0 |
| July 2009 | 13 | 130 minutes | 16 | 0 |
| August 2009 | 15 | 105 minutes | 7 | 0 |
| September 2009 | 15 | 120 minutes | 9 | 1 |
| October 2009 | 14 | 110 minutes | 12 | 0 |
| November 2009 | 16 | 125 minutes | 7 | 0 |
| December 2009 | 15 | 125 minutes | 3 | 1 |
| January 2010 | 14 | 65 minutes | 4 | 1 |
| February 2010 | 14 | 60 minutes | 3 | 0 |
| March 2010 | 15 | 100 minutes | 4 | 0 |
| April 2010 | 15 | 60 minutes | 4 | 1 |
| May 2010 | 16 | 140 minutes | 5 | 0 |
| June 2010 | 13 | 60 minutes | 2 | 0 |
| July 2010 | 16 | 85 minutes | 5 | 0 |
| August 2010 | 15 | 70 minutes | 5 | 1 |
| September 2010 | 17 | 145 minutes | 8 | 0 |
| October 2010 | 16 | 60 minutes | 6 | 0 |
| November 2010 | 19 | 175 minutes | 5 | 0 |
| December 2010 | 18 | 100 minutes | 6 | 1 |
| January 2011 | 17 | 155 minutes | 7 | 0 |
| February 2011 | 15 | 115 minutes | 9 | 0 |
| March 2011 | 15 | 205 minutes | 12 | 0 |
| April 2011 | 15 | 65 minutes | 5 | 0 |

**Analysis of meetings of Alcohol & Entertainments Licensing Committee
May 2009 – April 2011**

Committee –15 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| November 2009 | 12 | 45 minutes | 3 |
| July 2010 | 14 | 80 minutes | 6 |
| November 2010 | 13 | 70 minutes | 2 |

**Analysis of meetings of Alcohol & Entertainments Licensing Sub - Committee
May 2009 – April 2011**

Sub Committee – 3 Members

| Date of Meeting | Number of Members Present | Length of Meeting |
|------------------------|----------------------------------|--------------------------|
| July 2009 | 3 | 75 minutes |
| September 2009 | 3 | 50 minutes |
| November 2009 | 3 | 55 minutes |
| December 2009 | 3 | 160 minutes |
| December 2009 | 3 | 85 minutes |
| May 2010 | 3 | 225 minutes |
| June 2010 | 3 | 85 minutes |
| October 2010 | 3 | 250 minutes |
| November 2010 | 3 | 155 minutes |

**Analysis of meetings of Local Development Framework Group
May 2009 – April 2011**

15 Members

| Date of Meeting | Number of Members Present | Length of Meeting |
|------------------------|----------------------------------|--------------------------|
| September 2009 | 13 | 115 minutes |
| November 2009 | 15 | 195 minutes |
| December 2009 | 15 | 190 minutes |
| July 2010 | 12 | 100 minutes |
| December 2010 | 13 | 115 minutes |
| March 2011 | 14 | 85 minutes |

Analysis of meetings of Member Development Group May 2009 – April 2011

9 Members

| Date of Meeting | Number of Members Present | Length of Meeting | Number of Items considered |
|------------------------|----------------------------------|--------------------------|-----------------------------------|
| February 2010 | 8 | 85 minutes | 1 |
| July 2010 | 8 | 115 minutes | 4 |
| September 2010 | 9 | 140 minutes | 3 |
| November 2010 | 8 | 120 minutes | 4 |
| February 2011 | 6 | 110 minutes | 3 |

Councillor Workload survey

The response rate was 78% (39 of the 50 Councillors). The survey was split into a number of headings and analysis of the responses is provided as follows:

Information about you

- 38% of respondents indicated they were also Parish or Town Councillors (15 of 39)
- 56% of respondents indicated that they participated in other community groups
- 8% of respondents indicated they were also County Councillors (3 of 39)

The survey highlighted the employment status of respondents as follows:

- 59% were retired or not working
- 18% worked part time
- 23% worked full time

About your ward

- 44% of respondents held ward surgeries (17 of 39)

The frequency of these surgeries varied from monthly, bi-monthly or on an ad-hoc basis. The responses indicated that Councillors would make themselves available at the request of residents however it was difficult to determine from the returns how much time could be allocated to this activity

How borough Councillors spend their time

Time spent per month reading papers in preparation for Borough Council meetings

- 37% indicated between 1-5 hours
- 29% indicated between 6-10 hours

- 13% indicated between 11-15 hours
- 21% indicated more than 15 hours

The returns show that 66% of respondents indicated that they spent between 1-10 hours reading papers in preparation for meetings. The remaining 34% indicated that spent between 11-15 hours (or more) reading papers in preparation for meetings.

Time spent per month in meetings

- 50% indicated they spent between 1-5 hours a month in informal meetings with other members
- 84% indicated they spent between 1-10 hours per month in formal council meetings (Full Council, Cabinet, and Scrutiny)
- 75% indicated they spent between 1-10 hours per month in other standing committees (such as Development Control)
- 77% indicated they spent between 1-10 hours per month in member panels or groups
- 85% indicated they spent under 5 hours a month on training and development
- 70% indicated they spent between 1-5 hours in party meetings per month
- 74% indicated they spent under 5 hours an month meeting with RBC staff

Time spent on ward activities

Hours per month meeting residents in their ward

- 2% indicated they spent less than 1 hour per
- 50% indicated they spent between 1-5 hours
- 31% indicated they spent between 6-10 hours
- 17% indicated they spent between 11-15 hours

The returns show that 81% of respondents indicated that they spent between 1-10 hours per month meeting residents in their ward. 17% of respondents indicated that they spent between 11-15 hours per month meeting residents in their ward with no respondents indicating they spent more than 15 hours.

Hours per month getting problems solved for their residents

- 11% indicated they spent less than 1 hour
- 34% indicated they spent between 1-5 hours

- 29% indicated they spent between 6-10 hours
- 18% indicated they spent between 11-15 hours
- 8% indicated they spent more than 15 hours

The returns show that 63% of respondents indicated that they spent between 1-10 hours per month getting problems solved for their residents.

Hours per month attending local meetings and forums

- 3% indicated they spent less than 1 hour per
- 16% indicated they spent between 1-5 hours
- 37% indicated they spent between 6-10 hours
- 26% indicated they spent between 10-15 hours
- 18% indicated they spent more than 15 hours

The returns show that 63% of respondents indicated they spent between 6 to 15 hours per month attending local meetings and forums.

Time spent on activities as a Parish or Town Councillor per month

(15 of 39 respondents indicated they were Parish or Town Councillors)

Hours per month reading papers in preparation for parish meetings

- 25% indicated they spent less than 1 hour
- 36% indicated they spent between 1-5 hours
- 13% indicated they spent between 6-10 hours
- 6% indicated they spent between 11-15 hours
- 19% indicated they spent more than 15 hours

The returns show that 55% of respondents indicated that they spent between 1-15 hours per month reading papers in preparation for parish meetings.

Hours per month spent in formal Parish or Town Council meetings

- 6% indicated they spent less than 1 hour
- 31% indicated they spent between 1-5
- 50% indicated they spent between 6-10
- 13% indicated they spent between 11-15

The returns show that 81% of respondents who were parish councillors indicated they spent between 1 to 10 hours in formal parish meetings per month.

None of the respondents indicated that they spent more than 15 hours per month in formal parish or town Council meetings

Hours per month dealing with issues raised by constituents in the Parish

- 19% indicated they spent less than 1 hour
- 44% indicated they spent between 1-5 hours
- 13% indicated they spent between 6-11 hours
- 25% indicated they spent between 11-15 hours

The returns show that 57% of respondents who were parish councillors indicated they spent between 1 to 11 hours dealing with issues raised by constituents in the parish.

None of the respondents indicated that they spent more than 15 hours per month dealing with issues raised by constituents

Time spent on activities as a County Councillor (3 of the 39 respondents indicate they were also County Councillors)

Hours per month spent reading papers in preparation for meetings (County Councillors)

- 33% indicated they spent between 11-15 hours
- 33% indicated they spent more than 15 hours

The returns showed that the 3 respondents who were County Councillors provided differing return for the number of hours reading papers in preparation for meetings.

Hours per month spent in formal County Council meetings (County Councillors)

- 33% indicated they spent between 6-10 hours
- 66% indicated they spent more than 15 hours

Percentage of respondents who believe their workload has increased in the last 2 years

- 62% of respondents believed their workload in their role as a Borough Councillor had increased in the last 2 years
- 38% of respondents did not believe their workload in their role as a Borough Councillor had increased in the last 2 years
- 69% of respondents believed their workload as a Parish Councillor had increased in the last 2 years
- 31% of respondents did not believe their workload as a Parish Councillor had increased in the last 2 years

REPORT OF THE INTERIM HEAD OF FINANCIAL SERVICES

CABINET PORTFOLIO HOLDER – COUNCILLOR J A CRANSWICK

Purpose

1. The purpose of the report is to present the budget position for revenue and capital as at 30 September 2011.

Recommendations

It is RECOMMENDED that:

- i. Members note the current projections for Revenue and Capital outturn;
- ii. Part of the budget for the IS Strategy scheme (£347,000) be re-phased to 2012/13 to reflect spending plans.
- iii. The budget for Community Contact Centre Spokes scheme (£450,000) be removed from the current programme but will remain earmarked for this purpose;
- iv. Part of the budget for Support for Registered Housing (£365,000) be removed from the current programme and be earmarked for the Cotgrave Masterplan Scheme;
- v. Part of the budget for Vehicle Replacement (£164,000) be re-phased into 2012/13 to reflect spending plans;
- vi. Part of the Alford Road Pavilion Redevelopment scheme (£384,000) be re-phased into 2012/13 to reflect spending plans;

Background

2. In April 2011 the Council implemented a new Finance system. There have been some teething problems which has caused a delay in reporting to this Committee. However in that time the format and content of the reporting has been reviewed to incorporate outturn projections and make the report more understandable for Members.

Revenue Monitoring

3. The revised revenue monitoring statement by service area is attached at **Appendix A** with detailed variance analysis for September 2011 attached at

Appendix B.

4. The budget monitoring for September 2011 reflects some significant underspends, which is unsurprising given the Council's drive for savings and efficiency given both the current economic climate and the uncertainty of future funding levels.
5. The Council can also point to some significant successes in its approach to saving money. The Green Waste scheme is expected to deliver nearly double the saving originally envisaged and this accounts for almost half of the total projected underspend.
6. The revenues and benefits service review has delivered significant savings a year earlier than expected and the Council is bucking the national trend by maintaining income levels from search fees, car parking and industrial units.
7. The impact of this performance is that there is no longer a requirement to use general fund balances to support the budget for this year. Whilst the use of reserves and balances can help to smooth funding issues when times are difficult their use is not sustainable in the medium and longer term.
8. The continued success of the service review programme therefore remains critical to maintaining the Council's strong financial position giving a stable platform in which to prepare for and manage during the period of much greater uncertainty from 2013/14.

Capital Monitoring

9. The updated Capital Programme monitoring statement for September 2011 is attached at **Appendix C**. A summary of the projected outturn and funding position is shown in the table below: -

| | Current Budget | Projected Outturn | Projected Variance |
|------------------------------|----------------|-------------------|--------------------|
| | £ | £ | £ |
| Expenditure | | | |
| Revenues & ICT | 853,000 | 506,000 | (347,000) |
| Partnerships & Performance | 2,628,000 | 2,123,000 | (505,000) |
| Environment & Waste | 1,217,000 | 1,053,000 | (164,000) |
| Community Shaping | 1,527,000 | 780,000 | (747,000) |
| Planning & Place Shaping | 178,000 | 71,000 | (107,000) |
| Contingency | 554,000 | 0 | (554,000) |
| | 6,957,000 | 4,533,000 | (2,424,000) |
| Financing | | | |
| Capital Receipts | (2,818,000) | (1,131,000) | 1,687,000 |
| Government Grants | (2,220,000) | (2,220,000) | 0 |
| Other Grants & Contributions | (871,000) | (761,000) | 110,000 |
| Contributions from Revenue | (1,048,000) | (421,000) | 627,000 |
| | (6,957,000) | (4,533,000) | 2,424,000 |
| Net Expenditure | 0 | 0 | 0 |

10. The projected outturn for the capital programme is currently significantly lower than budgeted. This is mainly due to the timing of individual projects rather than real underspends. The following paragraphs explain the major variations, and recommendations for changes in budget.

IS Strategy

11. The projected variance of £347K relates to projects identified in the Information Systems Strategy (Cabinet 8 September 2009) which have not yet been commissioned. The main element of this is the Middleware Solution which will facilitate the automation of business processes through the exploitation of document management, middleware and workflow technologies. The budget will be re-phased into 2012/13.

Community Contact Centre Spokes

12. There is report on the Cabinet agenda (29 November) which considers the potential to develop a full time remote customer service access point in Bingham. It is anticipated that the cost of this will be covered by the generation of a capital receipt from the sale of a small piece of land required for the development.

Any future commitment is subject to the outcome of the deliberations with the Police and other partners. The budget of £450,000 will therefore be taken out of the programme and re-introduced when firm spending plans are known.

Rushcliffe Community Contact Centre

13. The final contract sum has not yet been finalised and the self-service elements of the project determined. There is however, expected to be a saving of £55,000 on the scheme at the year-end which will be in addition to the saving of £50K identified at outturn last year.

Support for Registered Housing Providers

14. Sums have been committed for schemes at Mill Hill, Bingham, Cotgrave, Costock, and East Bridgford. The balance of this budget is committed to support the Cotgrave Masterplan scheme. The timing of spend for this project is difficult to predict. It is therefore proposed to remove this balance from the programme until firmer spending plans are known.

Vehicle Replacement

15. The planned vehicle replacement programme is regularly reviewed and adjusted to ensure that the Council maximises the benefits from the existing fleet. The latest review of the programme revealed one item, no longer required and two items that can be delayed to next year. The sum of £164K can be re-phased into the 2012/13 capital programme.

Alford Road Pavilion Redevelopment

16. This project is currently being reviewed and it is unlikely that the provision will be spent this financial year. The sum of £384K can be re-phased to the 2012/13 Capital Programme along with the associated funding - £110K capital contributions and £274K use of reserves.

Environmental Improvements

17. There is a separate report on this agenda which considers this capital scheme. The recommendations will determine what amendments are required to the programme.

Financial Comments

Financial comments are included within the body of the report

Section 17 Crime and Disorder Act

There are no section 17 implications

Diversity

There are no diversity implications

Background Papers Available for Inspection: Nil

Revenue Variance Analysis by Service Area
April 2011 - September 2011 (6 Months)

| | Actual vs Profile | | | | Projected vs Budget | | |
|----------------------------|-------------------|------------------|--------------------------|-------------|---------------------|----------------------|--------------------------|
| | Budget YTD | Actual YTD | Variance (Under)/Over | Concern Key | Current Budget | Projected Outturn | Variance (Under)/Over |
| Community Shaping | 746,502 | 635,270 | (111,232) | ☹ | 1,607,950 | 1,565,950 | (42,000) |
| Environment & Waste | 1,535,714 | 1,071,243 | (464,471) | ☹ | 3,728,701 | 3,283,701 | (445,000) |
| Planning & Place Shaping | 91,613 | 75,731 | (15,882) | ☹ | 184,471 | 173,265 | (11,206) |
| Partnerships & Performance | 777,515 | 711,640 | (65,875) | ☹ | 1,545,640 | 1,500,640 | (45,000) |
| Corporate Services | 791,745 | 741,165 | (50,580) | ☹ | 1,532,480 | 1,518,490 | (13,990) |
| Financial Services | 1,145,363 | 1,128,157 | (17,206) | ☺ | 1,994,540 | 1,985,454 | (9,086) |
| Revenues, Property & ICT | 1,153,707 | 1,011,907 | (141,800) | ☹ | 1,711,030 | 1,619,030 | (92,000) |
| Total | 6,242,159 | 5,375,113 | (867,046) | ☹ | 12,304,812 | 11,646,530 | (658,282) |

Concern Key (based on YTD budget)

| | |
|---|---|
| Overspent more than 2.5% of budget | ☹ |
| Underspent more than 2.5% of budget | ☹ |
| Overspent between 1.5% and 2.5% of budget | ☹ |
| Anything else | ☺ |

| RUSHCLIFFE BOROUGH COUNCIL - REVENUE BUDGET MONITORING | | | | |
|---|----------------------------|---|----------------------------------|--|
| April 2011 - September 2011 (6 Month) | | | | |
| SUMMARY EXCEPTION REPORT - MAJOR VARIATIONS AT MONTH 6 | | | | |
| | | | YTD Variance £000 | Projected Variance £000 |
| ADVERSE VARIANCES | | | | |
| a | Planning & Place Shaping | Development Control fees are currently at target due to a single large fee. The projection to year end is that the budget will not be achieved. | 0 | 50 |
| b | Planning & Place Shaping | Income from Building Control fees is down however this is being partially offset due to additional income from a staff sharing arrangement. | 26 | 34 |
| c | Financial Services | The costs of bank charges are higher than budgeted mainly due to the increase in transactions caused by going "cashless." | 16 | 21 |
| Total Adverse Variances | | | 42 | 105 |
| FAVOURABLE VARIANCES | | | | |
| a | Planning & Place Shaping | Staff savings within Development Control and Building Control. | (35) | (62) |
| b | Planning & Place Shaping | Income from Search Fees is higher than budgeted. | (19) | (33) |
| c | Corporate Services | The budget for consultations is projected to be underspent although this is partly offset by higher photocopying costs. | (33) | (14) |
| d | Financial Services | The projected outturn for drainage levies are lower than budgeted. | (30) | (30) |
| e | Revenues, Property & ICT | Rents from industrial sites and land holdings are projected to be greater than budgeted due to the high levels of occupancy. | (32) | (24) |
| f | Revenues, Property & ICT | Savings have been achieved through the early implementation of the Revenues and Benefits service review. | (75) | (58) |
| g | Revenues, Property & ICT | The projected outturn for service and maintenance costs on the civic centre are lower than budgeted. | (12) | (10) |
| h | Partnerships & Performance | Income from Car Parking is projected to be higher than budgeted. | (40) | (35) |
| i | Partnerships & Performance | Income from Edwalton Golf Courses is projected to be higher than budgeted. | (5) | (10) |
| j | Community Shaping | The projected outturn reflects underspends in employee costs in Community Development, Community Safety and Environmental Initiatives. | (45) | (33) |
| k | Community Shaping | Additional income, which wasn't originally budgeted for has been received from the PCT to support Community Development. | (9) | (9) |
| l | Environment & Waste | Income from the Green Waste Service is higher than originally budgeted. | (260) | (260) |
| m | Environment & Waste | Savings from ceasing the Trade Waste service. | (45) | (50) |
| n | Environment & Waste | The projected outturn reflects underspends in employee costs in Refuse, Streetwise and Fleet & Garage. | (115) | (115) |
| o | Environment & Waste | Savings in Streetwise on spare parts, vehicle hire and tipping charges are also projected. | (30) | (20) |
| Total Favourable Variances | | | (785) | (763) |
| Sum of Minor Variations | | | (124) | 0 |
| TOTAL VARIANCE | | | (867) | (658) |

| CAPITAL PROGRAMME MONITORING - SEPTEMBER 2011 | | | | | | | |
|---|-----------|---------------|---------------|-------------|-------------------|----------------------|----------------|
| | H/M /L | Budget YTD | Actual YTD | Variance | Current Budget | Projected Outturn | Variance |
| | | £000 | £000 | £000 | £000 | £000 | £'000 |
| REVENUES & ICT SERVICES | | | | | | | |
| Earl Howe Sewage Treatment Plant | H | 59 | 44 | (15) | 59 | 59 | 0 |
| Making Borough Council Car Parks Safe | M | 40 | 37 | (3) | 54 | 54 | 0 |
| IS Strategy | M | 34 | 72 | 38 | 547 | 200 | (347) |
| Public Conveniences Bridgford Park | L | 39 | 36 | (3) | 39 | 39 | 0 |
| Bingham Toilets Security Enhancements | L | 0 | 0 | 0 | 6 | 6 | 0 |
| Civic Centre Energy Efficiency | L | 0 | 0 | 0 | 40 | 40 | 0 |
| Civic Centre Enhancements level 1 | L | 20 | 19 | (1) | 20 | 20 | 0 |
| Car Park Resurfacing | L | 9 | 7 | (2) | 18 | 18 | 0 |
| Park Lodge Structural Repairs | L | 0 | 0 | 0 | 23 | 23 | 0 |
| Footpath Enhancements | L | 20 | 18 | (2) | 47 | 47 | 0 |
| | | 221 | 233 | 12 | 853 | 506 | (347) |
| PARTNERSHIPS & PERFORMANCE | | | | | | | |
| Community Contact Centre Spokes | H | 0 | 0 | 0 | 450 | 0 | (450) |
| Cotgrave Masterplan | H | 0 | 0 | 0 | 2,000 | 2,000 | 0 |
| RLC Gym Heating/Ventilation/Equipment | M | 15 | 11 | (4) | 15 | 15 | 0 |
| ELLC Energy Efficiency Measures | M | 0 | 0 | 0 | 22 | 22 | 0 |
| Rushcliffe Community Contact Centre | L | 42 | 10 | (32) | 105 | 50 | (55) |
| Car Park Pay & Display Machines | L | 16 | 21 | 5 | 16 | 16 | 0 |
| EGC Enhance Bar/Lounge Facilities | L | 10 | 0 | (10) | 20 | 20 | 0 |
| | | 83 | 42 | (41) | 2,628 | 2,123 | (505) |
| ENVIRONMENT & WASTE MANAGEMENT | | | | | | | |
| Disabled Facilities Grants | H | 275 | 330 | 55 | 550 | 550 | 0 |
| Decent Homes Grants | L | 74 | 60 | (14) | 74 | 74 | 0 |
| Wheeled Bins Acquisition | L | 30 | 24 | (6) | 60 | 60 | 0 |
| Vehicle Replacement | L | 30 | 30 | 0 | 533 | 369 | (164) |
| | | 409 | 444 | 35 | 1,217 | 1,053 | (164) |
| COMMUNITY SHAPING | | | | | | | |
| Support for Registered Housing | H | 15 | 11 | (4) | 733 | 368 | (365) |
| Partnership Grants | H | 62 | 36 | (26) | 125 | 125 | 0 |
| Alford Road Pavilion Redevelopment | M | 5 | 2 | (3) | 389 | 5 | (384) |
| West Bridgford Community Hall Upgrade | M | 10 | 12 | 2 | 10 | 12 | 2 |
| Community Partnership Reward Grants | L | 17 | 9 | (8) | 34 | 34 | 0 |
| Gresham Pavilion Legionella Work | L | 6 | 6 | 0 | 12 | 12 | 0 |
| Bridgford Park Trim Trail | L | 121 | 117 | (4) | 121 | 121 | 0 |
| Play Facilities | L | 0 | 0 | 0 | 100 | 100 | 0 |
| Staff Welfare Facility West Park | L | 1 | 0 | (1) | 3 | 3 | 0 |
| | | 237 | 193 | (44) | 1,527 | 780 | (747) |
| PLANNING & PLACE SHAPING | | | | | | | |
| Environmental Improvements | M | 50 | 49 | (1) | 178 | 71 | (107) |
| | | 50 | 49 | (1) | 178 | 71 | (107) |
| CONTINGENCY | | | | | | | |
| | | 0 | 0 | 0 | 554 | 0 | (554) |
| TOTAL | | 1,000 | 961 | (39) | 6,957 | 4,533 | (2,424) |

REPORT OF THE HEAD OF PLANNING AND PLACE SHAPING

CABINET PORTFOLIO HOLDER – COUNCILLOR D G BELL

Summary

The Small Environmental Improvements Scheme was considered by the Community Development Group in October 2010. The Group queried the on-going value of the scheme and considered that the future of the Programme should be reviewed having particular regard to budget discussions. Due to works that have already taken place there is not the same level of demand for schemes that would deliver significant improvements and it would appear that the Programme has run its course. Given the context of seeking savings through the 4 Year Plan and the availability of alternative resources it is recommended that the Programme be discontinued.

Recommendation

It is RECOMMENDED that:

- i) the Small Environmental Improvements Programme be discontinued (Option 1);
- ii) the Budget be amended to reflect this.

Background

Aim and scope

1. The Small Environmental Improvements Programme was introduced in the nineties, with the aim of funding community initiated schemes to enhance the public realm. This has helped to protect and improve our environment and deliver a sustainable environment. There have been 2 parts to the Programme. The first is to “design and deliver” capital schemes on publicly accessible land that is not wholly or mainly in the ownership of Rushcliffe Borough Council or Nottinghamshire County Council. Over £1.5m has been spent carrying out “design and deliver” environmental improvements under the Programme. Projects have varied widely, ranging from the installation of seating to improvements to forecourts of shopping parades and have resulted in visual improvements or an improvement to disabled access. The geographical spread of completed Small Environmental Improvement Programme projects has been fairly even across the Borough. A 5 year rolling programme is about to end and is due to be refreshed. Due to works that have already taken place there is not the same level of demand for schemes that would deliver significant improvements and a review is appropriate.

2. The second part of the scheme is Parish Planting. Initially this was run by Council officers and included designing proposals and supplying plants etc. This was expensive in officer time compared to outcomes delivered and in 2005/06 was changed to an annual grant to interested Parishes to carry out the planting plans themselves. Between £5,000 and £10,000 has been allocated each year. The maximum funding for a proposal under this scheme is £500 per parish per annum towards buying seeds, bulbs, plants, trees, chippings and other materials for community planting schemes. Participation in the Parish Planting Scheme is high and in some years the scheme is over-subscribed. In 2010 the Council received a letter from one parish objecting to the use of Council money for the parish planting scheme in the current economic climate. In general, however, the uptake was good with 19 parishes awarded a total of £4,571 in 2010/11.
3. The Programme needs to be assessed within the context of the 4 Year Plan which includes a target saving from the Design and Conservation revenue budget of £30,000.

Financial implications

4. The Council's current Capital Programme contains a rolling £105,000 per annum.
5. In association with this capital investment, the Council also incurs revenue costs primarily relating to officer time and costs for the design and delivery of the schemes. For the past 3 years approximately £28,000 per annum has been budgeted. As the land does not belong to the Council responsibility for maintenance and repairs for works implemented under the scheme belongs wholly to the relevant town or parish council and/or the business owner in the case of forecourts. Schemes are generally designed to keep maintenance requirements to a minimum.
6. The Parish Planting Scheme is currently funded through the Capital Programme at £5,000 per annum.

Scrutiny

7. A report and presentation on the Small Environmental Improvements Programme was considered by the Community Development Group in October 2010.
8. During the meeting, the Group recognised the work that had been undertaken and reported positive feedback about the annual Parish Planting Scheme and schemes for planting of new trees and hedgerows. However, some concern was expressed about projects that were seen to be supporting private businesses. Some Members were concerned that some of the schemes were too large and that funding such projects was contrary to the decision of the Council to remove grant funding to parishes. The Group felt that the Programme should be linked to the Council's priorities and reviewed in the light of budget discussions. The Group supported the Parish Planting Scheme but were less committed to continuing the "design and deliver" schemes, especially the more expensive schemes, and were mindful of the budget savings that need to be made.

9. A SWOT (Strengths, Weakness, Opportunities and Threats) analysis formed part of the report to the Scrutiny Group. An updated SWOT analysis is attached at Appendix 1.

Options

10. The different options are assessed in the Table below.

| Option | Financial implications | Impact |
|---|---|--|
| <p>Option 1 - discontinue both parts of the Small Environmental Improvements Programme</p> | <p>Capital saving of £105,000 from 2011/2012 onwards</p> <p>Revenue staff savings can be achieved of £8,000 pa</p> <p>Additional revenue savings in interest earned of £2,000 pa</p> <p>Total revenue savings £10,000</p> | <p>Reduced requirement for in house design and project management skills</p> <p>Reduced requirement for administration time for Planting Scheme</p> <p>Information could be provided to parishes about alternative funding sources</p> <p>Environmental assets could deteriorate</p> <p>Parishes loose access to free officer expertise</p> <p>Potential loss of in-house expertise as design and project management skills no longer utilised</p> <p>Fewer contracts available to let to local businesses</p> |
| <p>Option 2 - continue with both parts of the Environmental Improvements Programme with additional Member involvement and a more thorough assessment of value for money and a Planting Scheme – perhaps including other groups eg schools, community groups as well as parishes.</p> | <p>Potentially increased revenue expenditure as a result of a more thorough and inclusive process.</p> | <p>Continued improvement to the environment</p> <p>Quality in the environment tends to reduce anti-social behaviour</p> <p>Opportunity to develop a “Big Society” planting scheme</p> <p>Doesn’t meet RBC aim of removing grant aid to parishes</p> <p>Could result in dissatisfaction if this is still supported whilst other</p> |

| Option | Financial implications | Impact |
|--|---|--|
| | | <p>services cut</p> <p>Contracts let to contractors on the Council's approved list – supporting local businesses</p> |
| <p>Option 3 – discontinue the “design and deliver” schemes but continue with a Planting Scheme – perhaps including other groups eg schools, community groups as well as parishes.</p> | <p>Capital saving of £105,000 from 2011/2012 onwards</p> <p>Revenue staff savings can be achieved of £8,000 pa</p> <p>Additional revenue savings in interest earned of £2,000 pa</p> <p>Additional revenue cost of £5,000 to fund the planting scheme</p> <p>Total revenue savings £5,000</p> | <p>Reduced requirement for in-house design and project management skills</p> <p>Opportunity to develop a “Big Society” planting scheme</p> <p>Information could be provided to parishes and other organisations about alternative funding sources</p> <p>Environmental assets could deteriorate</p> <p>Parishes lose access to free officer expertise</p> <p>Potential loss of in-house expertise as design and project management skills no longer utilised</p> <p>Could result in dissatisfaction if this is still supported whilst other services cut</p> <p>Fewer contracts available to let to local businesses</p> |

11. Alternative grant sources have also been investigated and **Appendix 2** contains a brief explanation of the remit and scope of alternative available resources.

Considerations

12. The Small Environmental Improvements Programme (including the Annual Parish Planting Scheme) has achieved significant improvements within the Borough. The Community Development Group in October 2010 queried the on-going value of the scheme and considered that the future of the Programme should be reviewed having particular regard to budget discussions. The Scheme has been reviewed, and the advantages and drawbacks of continuing the scheme have been evaluated. Due to works that

have already taken place there is not the same level of demand for schemes that would deliver significant improvements and it would appear that the Programme has run its course. The scheme has proven an effective way of helping communities enhance their environment but it is not an essential service. It is not a substitute for proper maintenance or compliance with legal obligations on behalf of property owners. In view of the current economic climate and the alternative resources available it is considered that Option 1 provides the greatest revenue advantage to the Council.

Financial Comment

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

Section17 Crime and Disorder Act

The programme includes schemes that can result in increased activity and natural surveillance in public areas. NB The Small Environmental Improvements Scheme has not been intended as a replacement for proper management and repair by landowners.

Diversity

Enhancements offered by the Programme have generally benefited all groups, and its discontinuation would not affect any one group. Schemes relating to commercial premises have sometimes included improvements to disabled access. The elderly may also have benefited from such improvements. However, private business owners have a legal obligation to comply with the disability legislation, and the Small Environmental Improvements Programme has never been intended as a substitute for this.

An Equality Impact assessment has been completed and this demonstrated that the discontinuation of the programme would not be in conflict with the Council's Equality and Diversity objectives.

Background Papers Available for Inspection:

'Small Environmental Improvements Programme', Report to Community Development Scrutiny Group 26 October 2010.

'SWOT' analysis of the current Small Environmental Improvement Programme

Strengths

Projects are initiated by local communities

Borough Council administers the scheme independently

A significant majority of trees and hedgerows planted by Rushcliffe Borough Council are done so under the Programme. In 2009/10 1,796 trees were planted under the Programme and 167 trees under other budgets.

Most projects address one or more Sustainable Community Strategy priorities

Visual enhancements provide widespread benefits

Communities have free access to the expertise of the Landscape Officer, who designs and delivers many of the schemes

Weaknesses

Significant Capital costs (£105,000 per annum)

Revenue costs

No formal procedure for assessing value for money

No formal procedure for assessing contribution to relevant corporate, partnership and community aims and objectives.

Participation restricted to parishes, Ward Members Lady Bay and West Bridgford Community Associations

Opportunities

Scope to reduce or eliminate Capital costs

Scope to reduce revenue costs

Scope to facilitate take-up of other funding opportunities to enable communities to enhance their environment

Scope to revise the remit of the Programme in order to address specific Corporate priorities, including the targeting of different types of community group, such as schools, the disadvantaged, etc.

Scope to increase revenue to the Council by charging for the use of specialist officer services, e.g. design and delivery of schemes

Scope for formal assessment of value for money

Threats

Requirement to cut £30,000 from Design and Conservation revenues budget in year 2012/13 under the Four Year Plan

Perception that some schemes benefit private businesses

Current economic climate

Perceived unfairness if this continues when other services are cut

Uncertainty of level of support from Members and communities

Potential alternative funding sources for community enhancement projects as at Oct 2011

Biodiversity Management Fund (one off funding to Rushcliffe Borough Council from the Rushcliffe Community Partnership – may be discontinued after 2012/13)

This grant scheme offers awards of between £100 and £750 for up to 50% of the cost of environmental enhancements that benefit biodiversity. Typical schemes include planting of trees, restoration of hedgerows, planting of wildflower meadows, renovation of old neglected orchards and the planting of new orchards with traditional varieties. Land managers such as parish councils and farmers are eligible. The enhancements do not have to be on publicly accessible land.

Ponds and Wetlands Grant (funded from the Rushcliffe Borough Council Nature Fund)

The ponds and wetlands grant offers between £100 and £1000 towards projects that restore, create or protect ponds and wetlands in the Borough. Up to 50% of the cost may be awarded for schemes that do not have a high level of public access and up to 75% of the cost may be grant funded for schemes that do have a high level of public access.

Community Food Grant (one off funding to Rushcliffe Borough Council from the Rushcliffe Community Partnership – may be discontinued after 2012/13)

Grants of between £50 and £200 are offered to help communities pay for specific expenses they incur for community food growing projects (such as community gardens, community orchards, shared allotment, etc). Applications must be from properly constituted organisations. Where a non-constituted group carries out the work, the parish council or other appropriately constituted groups may apply on its behalf, but would be expected to ensure the work of the organisation is carried out.

Grants for Capital Works (Rushcliffe Borough Council)

Up to £15,000 for capital works to grounds or buildings to properly constituted voluntary groups and to Parish and Town Councils

Rushcliffe Community Partnership Fund (from LAA Award)

This fund offers awards of between £1,000 and £25,000 for projects aimed at improving the environment, making the economy stronger, making communities safer, stronger and healthier, as well as for projects which improve children's lives. Public, private, community and voluntary organisations are eligible.

Nottinghamshire County Council Local Improvement Scheme

This scheme offers grants of up to £50,000 for projects to improve the local built and natural environment. Projects must be supported by the local County Councillor, and eligible recipients include town and parish councils; parish meetings; residents associations and other community groups. Communities must demonstrate strong community support for their proposals. There are three types of project supported by the scheme:

- **Local identity schemes:**
These are individual enhancement schemes in urban or rural locations that communities feel will enhance their environment.
- **Thematic schemes:**
Thematic schemes may tackle a specific issue, such as picnic sites or street trees, across the County. Or they may address a wide range of issues within one parish.
- **Environmental enhancement programmes:**
These are projects targeted at improving the environmental quality of an area. These may involve single sites or may involve many projects in one area.

Heritage Lottery Fund Awards for All England

Awards for All England offers grants of between £300 and £10,000 to help improve local communities and the lives of people most in need. Projects must meet one or more of the following outcomes:

- People have better chances in life - with better access to training and development to improve their life skills.
- Stronger communities - with more active citizens working together to tackle their problems.
- Improved rural and urban environments - which communities are better able to access and enjoy.
- Healthier and more active people and communities.

Eligible groups include not-for-profit groups including social enterprises and town and parish councils; schools; and governing bodies with at least 3 unrelated members.

The Big Tree Plant Partnership (DEFRA)

This scheme offers funding for community and civic groups, or other non-profit organisations to establish community-led tree planting projects in areas that would benefit most.

The trees must be planted in streets or in green places that are open to all to visit or where local people will benefit from them. Whoever owns the land must give permission and support to the project, and there must be a plan to care for trees after they are planted.

REPORT OF THE HEAD OF PARTNERSHIPS AND PERFORMANCE

CABINET PORTFOLIO HOLDER – COUNCILLOR J A CRANSWICK

Purpose of Report

1. This report seeks a decision regarding the opportunity to provide a full time remote customer service access point within the proposed health centre in Newgate Street, Bingham.

Summary

2. The Borough Council has continually committed to providing high quality integrated customer services to its residents in partnership with other public sector providers. The “hub and spoke” approach was previously agreed, and is contained in a Cabinet decision made on 16 January 2007, as the best way of achieving this.
3. In February 2010 Cabinet supported the hub element of the customer service model in partnership with Nottinghamshire Police within the West Bridgford Police Station. The Rushcliffe Community Contact Centre was opened to customers in April 2011 and now provides both Council and Police front counter services.
4. The investigation into the further development of the remote customer access points (spokes), with a view to having significantly longer opening hours and a permanent customer service presence, was put on hold pending the completion of this new centre with £450,000 being identified in the Council’s capital programme to support any works.
5. Nottinghamshire Police who were seen as one of the key partners to develop these remote facilities have announced their plans for rationalising the number of rural police stations and the Council has therefore been investigating the potential to work with other potential partners. Whilst the Police may be reducing the number of their stations, it must be recognised that Council Customer Service staff are trained in taking police enquiries and would continue to offer this service, whatever the location of any future partnership arrangement.
6. The opportunity has been identified to create a full time remote customer service access point in the proposed Bingham Health Centre, working in partnership with the Belvoir Health Group and the Primary Care Trust.

7. The Council owns a piece of land that is required to enable this development to proceed. There are a number of options available to the Council in respect of the value of this land as follows.
8. The options to create a Customer Contact access point based on the following criteria:
 - a) A ten year lease arrangement with the benefit of additional monies associated with the land sale being paid to the council
 - b) A twenty year lease arrangement to the value of the Council's land
9. The option to sell the land to enable the new Bingham Health Centre to proceed and continue with current part time customer services arrangement at the Town Council offices.
10. Discussion with the Belvoir Health Group and the Primary Care Trust have identified that they would prefer the creation of a council customer access point with the ten year lease option.

Recommendation

It is RECOMMENDED that Cabinet approve:

the creation of a Customer Contact Point within the new Bingham Health Centre, based on a ten year lease arrangement with the benefit of additional monies associated with the land sale being paid to the Council.

Background

Remote Customer Service Access (Spokes)

11. In line with the Cabinet recommendation of 16 January 2007 the Council has been developing its hub and spoke customer service model which saw in April 2011 the opening of the new Rushcliffe Community Contact Centre in the West Bridgford Police Station in partnership with Nottinghamshire Police.
12. The Council also currently operates six part time remote access sites (spokes) across the Borough. Four of these are located in police stations, one in partnership with Bingham Town Council and one in partnership with Radcliffe on Trent Advice Centre in St Mary's Church Hall.
13. The second phase of this strategic project sought to create additional full time remote customer service access points which are clearly branded to ensure recognition by residents and customers. An allocation of £450,000 was retained within the capital programme to support these development works.
14. Nottinghamshire Police have announced their plans for rationalising the number of rural police stations which has already resulted in the Radcliffe on Trent Customer Services moving out of the now decommissioned police station. Further details of their proposals for Keyworth, Ruddington and East Leake are awaited. Nottinghamshire Police are, however, proposing to continue the operation of Cotgrave Police station pending the redevelopment

of the precinct and there should, therefore, be no change to the Council service in this location in the short term

15. In Bingham the Council currently operate a part time facility in partnership with the Town Council. This has been a very positive relationship which the Town Council have provided free of charge. The reception service is operated by the Town Council and the Borough Council customer service advisor is based in one of the spare rooms in the Town Hall with customers being directed to them.
16. Whilst this arrangement has been successful it is not considered to be the full time solution that the Council is seeking. Discussions have, therefore, been progressing regarding the opportunity for a Council Customer Service Access point to be located within the proposed new Bingham Health Centre. This new Health Centre will be located on Newgate Street, Bingham and have both pedestrian access from the street and the main Council car park at the rear of the property. Planning permission for this development is currently being considered by the Council.
17. This would be a full time arrangement working in partnership with The Belvoir Health Group and the PCT and replace the current part time service being operated within Bingham Town Council offices on Thursday mornings.
18. The facilities the Council would share would include:
 - customer reception
 - waiting area
 - interview room
 - staff welfare facilities.
 - Internal and external signage and branding
19. Bingham is one of the busiest part time remote customer contact points that the Council operate, with around 500 customers using the facility in a typical year. This is within the current half day opening and it is anticipated that with a full time presence the customer numbers would increase significantly.
20. The Council's new telephony system also enables customer service advisors to also answer telephone calls when there are no visitors to ensure an efficient service and use of resources at all times. All customer services advisors are also trained in delivering a front counter Police service and can also therefore continue to ensure residents have the ability to report issues face to face.
21. Whilst the numbers are not comparable to those in the West Bridgford Centre, which are in the order of around 20,000 per year, it is still considered that there are significant savings for customers who would not need to travel into West Bridgford to engage with the Council. These visitors tend to be those in need of more complex services, associated with Council Tax and Housing Benefits services and the more elderly members of the community.

Financial Comments

As part of the Bingham Health Centre development there is a piece of land in the Council's ownership that is required to enable the development to proceed. Negotiations on this piece of land have been finalised, which will provide the Council with a capital receipt of £92,125.

An arrangement has been negotiated to off-set part of the capital receipt against the on-going occupation and running costs of having a Customer Contact Centre located within the Health Centre for a 10 year period. Taking account of the running costs of £47,500, this option will still provide the Council with a capital receipt of £45,000.

Section 17 Crime and Disorder Act

The Council's customer services advisors are trained in delivering face to face enquiries on behalf of the Nottinghamshire Police and could therefore provide improved access to police services for customers

Diversity

The new facility will be more accessible and convenient for residents of Bingham and the surrounding area.

Background Papers Available for Inspection:

Cabinet Report – Customer Services - 16 January 2007

Cabinet Report - West Bridgford Community Hub – 17 July 2008

Cabinet Report - Community Hub and Associated Initiatives- 10 November 2009

Cabinet Report – Customer Services Partnership - 9 February 2010

REPORT OF THE HEAD OF CORPORATE SERVICES

CABINET PORTFOLIO HOLDER – COUNCILLOR J N CLARKE

Summary

This report sets out the findings of the review Scheme of Delegation and Article 12 – Officers, in the Council’s Constitution which are to be considered by the Corporate Governance Group at its meeting on 22 November. The recommendations of the Corporate Governance Group will subsequently be reported at the Cabinet meeting.

Recommendation

It is RECOMMENDED that Cabinet having considered the recommendations of the Corporate Governance Group agrees revisions to the Scheme of Delegation - Part 3 – Responsibility for Functions and Article 12 – Officers within the Council’s Constitution.

Detail

1. In line with the review of the Council’s Constitution previously agreed by Council the Scheme of Delegation contained within Part 3 – Responsibility for Functions has been reviewed. Article 12 – Officers has also been reviewed and this work has been undertaken to ensure both documents accurately reflect the Council’s structure and the way in which its functions and services are delivered.
2. The Scheme of Delegation was last reviewed by Council in March 2008. This review made changes to ensure the scheme reflected the Council’s structure at that time. Subsequently the revisions implemented as a result of that review require updating due to further changes to the way the Council is structured.
3. As part of the review process suggested amendments to both sets of documents are scheduled to be considered by the Corporate Governance Group at its meeting on 22 November. It is intended that having considered the proposed changes the Corporate Governance Group would then make a recommendation to Cabinet regarding the review. In view of this timescale this report does not include any comments from the Corporate Governance Group and if necessary these will be reported at the Cabinet meeting.
4. In order to assist Cabinet in its consideration of this matter attached to the report are the proposed revised Scheme of Delegation (**appendix A**) and Article 12 – Officers (**appendix B**) which will be considered by the Corporate Governance Group on 22 November. Also to assist Cabinet the information provided in the report to the Corporate Governance Group is included in this

report in order to ensure Cabinet are aware of the reasons for the proposed changes.

5. The review process has not resulted in any significant changes to the scheme of delegation as its main focus was to ensure the scheme accurately reflected existing roles and responsibilities. With regard to Article 12 – Officers the revisions take into account the revised Officer Employment Procedure Rules within Part 4 of the Constitution. This ensures they accurately reflect the process for the approval of appointments to the roles of the Chief Executive, Deputy Chief Executives, the Monitoring Officer and the Section 151 Officer. Article 12 has also been updated to ensure the roles of the Chief Executive, Monitoring Officer and Section 151 Officer are accurately reflected. In summary the proposed amendments are as follows:

Scheme of Delegation - Part 3 – Responsibility for Functions

- *The proposed changes are highlighted by way of track changes in the attachment **appendix A**.*
- *The list of Committees appointed by the Council at section two has been updated so that titles are correct and up to date.*
- *The scheme of delegation has been updated to reflect the correct officer titles for the Heads of Services as set out at paragraph 1.2 of section four.*
- *The delegation to the Monitoring Officer has been set out so it is specific for that role. This is consistent with how the delegation to the Section 151 Officer was set out and ensures that these delegations relate to the specific roles rather than to post titles. This ensures the delegation to these two specific roles is clear.*
- ***Appendix 1** of the scheme sets out the areas of responsibility for each Head of Service and this has been updated to ensure they accurately reflect the existing Council structure, areas of responsibility and operational service delivery.*
- *The areas of responsibility for the Heads of Service take into account some of the quasi-judicial functions the Council delivers. As such amendments have been made to the delegation to the Head of Environment and Waste Management so that it accurately reflects delivery of private hire and hackney carriage vehicle and driver licensing, the Licensing Act 2003 and the Gambling Act 2005. The specific delegations in relation to these functions are set out at **appendix 2 and 3** of the scheme.*
- *Additionally changes have been made to accurately reflect responsibility for Street Trading consents with the Head of Environment and Waste retaining responsibility for these with the addition of Mobile Snack bars on trunk roads.*
- *The delegation to the Head of Planning and Place Shaping in relation to the development control function, which was contained in the pre-revised scheme of delegation, is retained at appendix 4. Additions have been made to this as set out at points vii and viii. Point vii relates to the approval of expenditure of section 106 agreements over a £5,000 threshold. Point viii enables the Head of Service to implement or amend conservation areas boundaries in consultation with the relevant Cabinet Member and Ward Member(s). This will ensure in future that such issues will not require the approval of Cabinet.*

Article 12 – Officers

- *This has been updated in order to accurately reflect the functions of the roles of Chief Executive, the Monitoring Officer and the Section 151 Officer.*
 - *Article 12 now sets out the functions of these three roles with the scheme of delegation setting out specific areas of responsibility and authority*
 - *Text relating to the roles of the Deputy Chief Executives within the previous Council structure has been revised in order to accurately reflect the Council's existing structure*
 - *Text relating to Borough Officers have been removed as these roles no longer exist within the Council*
 - *The article has also been revised to ensure it accurately reflects the process for the approval of appointments to the posts of Chief Executive, Deputy Chief Executive(s), the Monitoring Officer and the Section 151 Officer as set out within the Officer Employment Procedure Rules at Part 4 of the Constitution.*
6. In view of the need to ensure the Scheme of delegation and Article 12 – Officers, are accurate and up to date the Corporate Governance Group were asked to consider the proposed amendments and recommend them to Cabinet prior to submission to Council for approval.
7. As stated previously due to the timescale, the report does not include any comments from the Corporate Governance Group, these will be reported at the Cabinet meeting in order to ensure that they are considered as part of the decision making process.

Risk and uncertainties

8. It is essential that the Council has a Scheme of Delegation that clearly sets out areas of responsibility and authority. If the Scheme of Delegation is not up to date and accurate there is a risk that it will not properly reflect roles and responsibilities.
9. Article 12 – Officers should be accurate and up to date. If it is not accurate it is unlikely to be consistent with the Scheme of delegation and as such will not properly reflect roles and responsibilities.

Financial Comments

There are no direct financial implications arising from this report.

Section 17 Crime and Disorder Act

There are no direct implications from this report.

Diversity

There are no direct equality and diversity implications arising from this report.

Background Papers Available for Inspection:

Rushcliffe Borough Council Constitution Review - Council report 16 December 2011

Rushcliffe Borough Council Constitution - Scheme of Delegation - Part 3 –
Responsibility for Functions

Rushcliffe Borough Council Constitution - Article 12 – Officers

Corporate Governance Group report – Scheme of delegation 22 November 2011

RESPONSIBILITY FOR FUNCTIONS

1. RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS

The strategies and plans set out in Article 4.1 include the local choice functions, which will be the responsibility of the full Council. Other plans and strategies will be the responsibility of the Cabinet.

2. RESPONSIBILITY FOR COUNCIL FUNCTIONS

(a) The following Committees will be appointed by the Council, with the terms of reference set out within the constitution (Articles 6 to 9)

Community Development Group

Corporate Governance Group

Partnership Delivery Group

Performance Management Board

Alcohol and Entertainments Licensing Committee

Development Control Committee

Licensing Committee

Employment Appeals Committee

Interviewing Committee

Standards Committee

(b) The following member groups will also be appointed

Civic Hospitality Panel

Local Development Framework Group

Member Development Group

3. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

Executive powers have not been granted to individual members of the Cabinet, with the following exceptions.

The Cabinet Portfolio holder for Finance has been given delegated authority to approve capital grants in accordance with policy approved by the Council from time to time.

The Council will be responsible for the delegation of any functions, including executive functions, as set out in the scheme of delegation.

4. SCHEME OF DELEGATION

1. General

1.1 Pursuant to Section 101 of the Local Government Act 1972 and Section 15(2) of the Local Government Act 2000, the Council delegates the following powers -

- (A) **to each Committee of the Council**, full powers to act in all matters covered by the Committee's Terms of Reference;
- (B) **to each Officer** (see 1.2 below), full powers to act in all matters within their area of responsibility (unless delegated to a Committee), including responsibility for all day to day management and operational decisions.

1.2 For the purposes of the Scheme of Delegation reference to delegation to an Officer shall mean one of the following officers unless specifically indicated otherwise:

Chief Executive (Head of Paid Service)
Deputy Chief Executives

Heads of Service

[Head of Community Shaping](#)

[Head of Corporate Services](#)

Head of Environment and Waste Management

[Head Financial Services](#)

[Head of Partnerships and Performance](#)

Head of Planning and Place Shaping

[Head of Revenues and ICT Services](#)

1.3 The exercise of such powers shall be subject always to the provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council or as otherwise provided for in this Constitution.

1.4 The areas of responsibility of each Head of Service are set out (but not by way of limitation) in the relevant section of Appendix 1 to this Scheme of Delegation, but subject to any qualification, requirement to consult others or to refer a matter to a Committee or to the Council for consideration, as may be specified.

2. Delegation to Officers - General

2.1 In cases of doubt as to which Officer has responsibility for a matter, the Chief Executive shall decide.

2.2 The delegation to Officers at paragraph 1.1(B) above shall include the power -

- (i) to authorise the exercise of the delegated powers of decision by such other officers as may be deemed appropriate for the proper and efficient performance of the work;
- (ii) to designate particular officers as "appropriate" or "proper" officers for the purposes of any statutory provisions, including where necessary or convenient having regard to any

professional or technical requirements, an officer who is not an employee of the Council;

- (iii) following consultation with the Chief Executive to authorise particular officers in accordance with Section 223 of the Local Government Act 1972 and Section 60(2) of the County Courts Act 1984 (conduct of court proceedings by officers who are not solicitors);
- (iv) to make any determination, serve any notice or make any Order under statutory provisions;
- (v) to authorise the Head of ~~of Legal and Democratic Services~~ Corporate Services and the Senior Solicitor to prosecute in respect of any offence under any statute, order, regulation or byelaw, subject to the Head of Corporate Services ~~Legal or the Senior Solicitor and Democratic Services~~ being satisfied as to the evidence;
- (vi) to sign cards of identity and cards of authorisation which, in the opinion of the officer, are required to enable an officer to enter premises for the proper performance of their duties.

2.3 Every Officer may take any necessary emergency action for the safety of the public or the protection of the property of the Council.

2.4 Other Officers as designated by the Chief Executive may act in place of the Officer concerned in exercise of any power conferred on an Officer by this Scheme of Delegation whenever a post is vacant or the Officer is for any reason unable to act.

3. The Council

3.1 Notwithstanding the powers delegated to Committees or Officers the Council retains the right to exercise such powers.

3.2 For the avoidance of doubt, but not by way of limitation, the matters set out in Article 4 of the Constitution shall be reserved to the Council.

4. The Cabinet

Notwithstanding the powers relating to executive functions which are delegated to Officers, the Cabinet retains the right to exercise such powers.

5. Delegation to Particular Officers - Corporate Matters

Chief Executive

The Chief Executive as Head of the Paid Service shall be authorised to:-

- (i) ~~to~~ deal with all matters relating to the recruitment, appointment, remuneration, conditions of service, discipline, dismissal,

superannuation, qualifications, training, promotion, safety and provision of welfare facilities of all employees of the Council (save himself) which have not been delegated to a Committee, except that

(a) a committee of Council will appoint Deputy Chief Executives

(b) appointment and dismissal of the roles of:

(i) Monitoring officer as appointed pursuant to Section 5 of the Local Government and Housing Act 1989; and

(ii) the officer having responsibility for the Council's financial affairs pursuant to Section 151 of the Local Government Act 1972.

shall be reserved to the Council.

NOTE: In exercising these powers the Chief Executive shall have regard to any procedures, code of practice or guidance approved by the Council in relation to the matter concerned.

(ii) To settle any claims against the Council in consultation with the Monitoring officer and the Section 151 officer.

~~(ii)~~(iii) to make such arrangements as may be necessary or appropriate to facilitate management consultation with employees or employee representatives in respect of employment related issues.

~~(iii)~~(iv) to make appointments to Committees, including Scrutiny Committees, in respect of seats allocated to the respective political groups in accordance with the requirements of Section 16 of the Local Government and Housing Act 1989.

~~(iv)~~(v) to make appointments to other Member Groups in respect of seats allocated by the Council to the respective political groups in accordance with the wishes of those respective groups.

~~(v)~~(vi) to agree member nominations for Conferences after consultation with the leaders of any political groups that would be entitled to nominate members for attendance if political proportionality principles are applied.

~~(vi)~~(vii) to make any Order requested by the Chief Constable and authorised by the Home Office prohibiting the holding of public processions, and in the absence of the Chief Executive, the Deputy Chief Executives or the Head of ~~Legal and Democratic Services~~Corporate Services shall be so authorised.

in respect of any Order made under (vii) above, the Chief Executive or other officers indicated above are authorised to affix the seal of the Council, such sealing to be witnessed solely by the officer concerned.

(vii)(viii) _____ to consent to police requests for authorisation under Section 30 of the Anti-Social Behaviour Act 2003 after consultation with the appropriate Cabinet portfolio holder.

(viii)(ix) _____ in consultation with the Leader of the Council and the appropriate Cabinet member with responsibility for the service area concerned, to authorise the taking or carrying out of action, notwithstanding anything in the Council's Standing Orders or Financial Regulations, where he considers that circumstances exist that make it expedient or necessary for action to be taken prior to the time when such action could be approved through normal Council procedures. A report on such action, and the circumstances justifying the exercise of the delegated powers, shall be made to the next meeting of the Cabinet or the Council as appropriate.

PROVIDED THAT where an urgent decision relates to a key decision as defined in Article 13 of this Constitution, the procedures set out in Rules 15 and 16 of the Access to Information Procedure Rules shall be followed.

AND PROVIDED THAT where an urgent decision is required in relation to any matter which falls outside the budget or policy framework, the procedure set out in the Budget and Policy Framework Rules (Rule 9) shall be followed.

Section 151 Officer

The Section 151 Officer shall be authorised:-

- (i) to make the necessary arrangements for the proper administration of the Council's financial affairs for the purposes of Section 151 of the Local Government Act 1972.
- (ii) without prejudice to the generality of (i),
 - to make arrangements for the provision and operation of any treasury management, banking and insurance services including the authorisation of any transaction; signing of cheques or other financial instrument; provision of indemnities; agreement of terms for the raising, repayment or cancellation of loans, investments and leases; and at the Section 151 Officer's absolute discretion to authorise other officers of the Council to perform all or any of the above.
 - to take any action to recover debts due to the Council and to write off debts considered to be irrecoverable for any proper reason
 - to authorise arrangements for the disposal of surplus or obsolete assets and consequential accounting entries

- to determine all financial matters specified within statutory provisions and not reserved therein to the Council
- to allocate budgetary provision from approved contingencies and earmarked reserves
- to make arrangements for the provision of an Internal Audit service to the Council

Head of Legal and Democratic Services Monitoring officer

The Head of Legal and Democratic Services Monitoring officer shall be authorised:-

- (i) to exercise the required discretion whether or not to prosecute or defend legal proceedings on behalf of the Council in accordance with Section 222 of the Local Government Act 1972.
- (ii) to take all necessary steps in legal proceedings against any person or body authorised by the Council.
- (iii) to take all necessary steps to defend the Council in legal proceedings against the Council brought by any person or body.
- (iv) to certify resolutions and documents as being true copies and authorise the Senior Solicitor to do so.
- (v) With the Senior Solicitor or his/her representative to obtain Counsel's Opinion or instruct Counsel to appear on behalf of the Council whenever he considers such action advisable.
- ~~(vi)~~ (vi)—to sign on behalf of the Council any deed or other document authorised by the Council or which it is necessary or desirable to give effect to any decision of the Council, unless any enactment otherwise requires or authorises or the Council has authorised some other person for some specific purpose.
- ~~(vi)~~(vii) To act as principal advisor on ethical standards issues and Councillor conduct

Head of Community Shaping

Housing advice and assistance
 Temporary accommodation
 Housing strategy
 Affordable homes
[Choice Based Lettings](#)
[First Lets](#)
 Domestic Violence
 Health Promotion
 Community safety
 Community partnership and development
 Environment
 Halls, pavilions and other facilities
[Land availability – housing and employment](#)
~~Leisure policy and~~
 Sport development
[Planning Policy](#)
 Country Park
 Parks and playing fields
 Health development
 Arts and events
[In consultation with the Cabinet Portfolio holder for Finance to approve community grants](#)

Head of ~~Legal and Democratic Services~~ Corporate Services

[Corporate Administrative Support](#)
[Complaints and Ombudsman](#) liaison
[Constitution](#)
 Data protection and Freedom of Information
[Ethical Standards](#)
 Elections
 Electoral registration
 Legal services, ~~and advice and advocacy~~
~~Civic~~ Mayor's Office
 Member Services
[Performance Management](#)
[Strategic Human Resources](#)

Head of Environment and Waste

Abandoned Shopping and Luggage Trolleys – Schedule 4 Environmental Protection Act 1990
 Air Quality Management
 Animal Welfare
 Anti-Social Behaviour (reactive investigations)
 Contaminated Land
 Dog Control

Fleet Management
Food Safety
Health and Safety at Work (Enforcement)
[Health Promotion](#)
Highway Matters other than Agency
Home Energy Conservation
Houses in Multiple Occupation
Infectious diseases and food poisoning
Land Drainage
Licensing and registration functions ([as set out in Appendix 2](#))
[Gambling functions \(as set out in Appendix 3\)](#)
MOT Testing
Overcrowding
Park maintenance, grass cutting and horticulture
Pest Control
Pollution Control
Private sector housing (including Disabled Facilities Grants and Discretionary Grants)
Public Health
Statutory Nuisances
Street Trading Consents including mobile snack bars on trunk roads
Street Sweeping and Litter Collection
Waste Management
Water quality

Head of [Financial Services](#)

[Strategic Finance](#)
[Risk Management](#)
[Civil Contingency](#)
[Emergency Planning](#)
Procurement

Head of Planning and Place Shaping

[Building Control](#)
[Dangerous structures](#)
[Demolition control](#)
Conservation and Design
[Engineering/drainage](#)
Environmental Improvements
Development Control (subject to Appendix 4)
Hedgerow regulation and protection
[\(Land availability—housing and employment\)](#)
Listed Buildings
Local land charges and local searches
Planning and Transportation Policy
[Public rights of way](#)
Street naming and numbering
[Tree Advice and Landscaping](#)
[Tree Preservation Orders](#)

Head of Partnerships and Performance

~~Building Control~~

~~Dangerous structures~~

~~Demolition control~~

Car Parks and Parking Enforcement

Communications

Customer Services

Leisure facilities (partnerships)

[Leisure policy](#)

~~Transformation and key projects~~

~~Concessionary fares~~

Head of Revenues and ICT Services

[Administration of Housing and Council Tax Benefits](#)

Action to recover debts and to write off debts considered to be irrecoverable

Authorisation of surveillance under RIPA

~~Corporate Policy~~

~~Strategic Finance~~

~~Human Resources Strategy~~

~~Planning Policy~~

~~Property²~~

Collection and Recovery of Council Tax

Collection and Recovery of Business Rates

Corporate Mail (incoming/outgoing)

Capital works schemes and planned maintenance

[Engineering/drainage](#)

Detection, investigation and prosecution of Benefit Fraud

Civic Centre Facilities Management

Construction and Design

Energy efficiency

Engineering and Drainage

Estates Management

Flood risk and prevention

Information Systems Strategy

ICT Security and procurement

ICT Infrastructure and software development

Markets

Payment of Housing and Council Tax Benefits

Management of footpath and bridleway diversions and creation orders under T&CPA

[Public Rights of Way¹](#)

Property [\(acquisitions and disposals\)²](#)

Strategic Asset Management

~~Tree Advice and Landscaping~~

~~Tree Preservation Orders~~

Statutory compliance in respect of: asbestos, legionella, DDA, Energy Performance of Buildings Directive

Valuations and impairment review

[In consultation with the Cabinet Portfolio holder for Finance to \(i\) approve hardship relief from rates and Discretionary Rate Relief for categories of relief falling outside of](#)

the Council's policy on Discretionary Rate Relief and (ii) determine applications for a reduction of council tax under section 13A of Local Government Finance Act 1992.

Note: ~~Head of Revenues and ICT Head of Planning and Place Shaping~~

- 1 *Ward Member(s) shall be consulted before commenting on proposals for diversions and other alterations to public rights of way.*

Ward Member(s) shall be consulted before making any order relating to a public right of way and, in the event of any such Ward Members objecting, to consult the Cabinet before deciding whether to make the order.

- 2 *The delegation in relation to the acquisition or disposal of land excludes the following:*

- (a) *where the consideration to be paid or received by the Council exceeds £10,000 in amount or value; and*
- (b) *in the case of disposal, where the consent of the Secretary of State would be required (unless a general consent applies), or where there is a requirement to advertise the disposal of open space land under Section 123(2A) of the Local Government Act 1972.*

The acquisition or disposal of land in these circumstances will be the responsibility of the Cabinet.

Head of Environment and Waste Management

Licensing and Registration Functions

Acupuncture, tattooing, ear piercing
and electrolysis
Alcohol and Entertainments (Licensing
Act 2003)
Amusement with Prizes (Gaming
Machines)
Animal boarding establishments
Camp sites
Cinemas
Dangerous wild animals
Dog breeding
Establishments for massage and
special treatment
Food premises
Food registration
Gambling
Game dealers
Game Dealers (Excise)
Game Keepers
Guard dogs
Hackney carriage/private hire (**see
following *note and table 1**)
House to House Collections
Mobile Home sites
Pet animals
Private water supplies
Processes subject to control under
Part 1 of the Environmental Protection
Act
Riding establishments
Scrap metal dealers
Sex establishments
Societies Lotteries
Street Collections
Theatres
To Kill Game
Track Betting

***NOTE:**

In respect of any proposed decision to refuse a hackney carriage or private hire driver's licence, or any proposal to revoke such a licence under delegated powers, the Head of Environment and Waste Management shall give the applicant or licensed driver a right of appeal to the Council's Licensing Committee PROVIDED THAT no right of appeal to the Licensing Committee shall apply in the following cases:-

- a) where the Head of Environment and Waste Management is of the opinion that information which he reasonably considers necessary to enable him to determine whether an applicant is a fit and proper person to hold a driver's licence has not been provided by the applicant;
- b) where an applicant has been convicted of an offence of a type shown in column 1 of Table 1 and the application is made within the period shown in column 2 of the date of conviction;
- c) where an applicant has failed the medical examination arranged by the Council; and
- d) where the applicant has failed the Council's driving ability and knowledge test.

TABLE 1

| Type of Offence (as described in the <i>Council's Guidelines Relating to the Relevance of Previous Convictions</i>) References to paragraph numbers below are references to paragraphs within the Guidelines | No right of appeal to Licensing Committee within period of |
|--|--|
| Dishonesty - para. (a) | 3 years |
| Violence Murder, manslaughter/culpable homicide while driving, arson, racially aggravated assault – para. (b)(i) Grievous bodily harm, robbery, racially aggravated offences under Ss. 30, 31 and 32 of the Crime and Disorder Act - para. (b)(ii) Other violent offences - para. (b)(iii) | 7 years 6 years 2 years |
| Drugs – para. (c) | 3 years |
| Indecency – para. (d) | 7 years |
| Motoring Major traffic offences - para. (e)(i)(isolated offence) Major traffic offences - para. (e)(i) (more than one offence) Minor traffic offences - para. (e)(ii) (more than one offence) | 4 months 3 years 4 months |
| Disqualification – paras. (e)(iv) and (g)(i) Drink driving Other | 3 years free of conviction from restoration of licence 18 months free of conviction from restoration of licence |
| Offences under the Town Police Clauses Acts and Part II of the Local Government (Miscellaneous Provisions) Act 1976 Isolated offence - para. (f) More than one offence - para. (f) | 4 months 18 months |

Licensing Act 2003

| Matter to be dealt with | Full Committee | Sub Committee | Senior Licensing Officer |
|--|--|--------------------------------------|---------------------------------------|
| Application for personal licence | | If a police objection | If no objection is made |
| Application for personal licence with unspent convictions | | All Cases | |
| Application for premises licence/club premises certificate | If a relevant representation is made that means the creation of a new Saturation Zone. | If a relevant representation is made | If no relevant representation is made |
| Application for provisional statement | If a relevant representation is made that means the creation of a new Saturation Zone. | If a relevant representation is made | If no relevant representation is made |
| Application to vary premises licence/club premises certificate | If a relevant representation is made that means the creation of a new Saturation Zone. | If a relevant representation is made | If no relevant representation is made |
| Application to vary designated personal licence holder | | If a police objection | All other cases |
| Request to be removed as designated personal licence holder | | | All cases |
| Application for transfer of premises licence | | If a police objection | All other cases |
| Application for interim authority | | If a police objection | All other cases |
| Application to review premises licence/club premises certificate | | All cases | |
| Decision on whether a complaint or objection is irrelevant, frivolous, vexatious etc | | | All cases |
| Decision to object when Local Authority is a consultee and not the lead authority | | All cases | |
| Determination of a police representation to a temporary event notice | | All cases | |

NB A particular case where appropriate may be dealt with otherwise than is indicated in the appendix 1 but no case will be dealt with at a lower level than prescribed

Gambling Act 2005 - Delegation Scheme

1. The power to set fees under any regulations made under section 212 of the Gambling Act 2005 shall be delegated to the Head of Environment and Waste Management subject to the provisions of that section and such regulations.
2. The power of the Licensing Authority to;
 - a. make representations as a responsible authority under Part 8 of the Act (i.e. premises licences, provisional statements etc)
 - b. propose to attach a condition to a premises licence in accordance with section 169(1)(a) of the Act in addition to the mandatory or default conditions
 - c. propose the exclusion of a default condition from a premises licence under S169(1)(b) of the Act
 - d. as a responsible authority, request a review of a premises licence under sections 197 or 200 of the Act
 - e. give a notice of objection to any of the following:
 - i. temporary use notice under S221 of the Actshall be delegated to the Head of Environment and Waste Management.
3. The power to:
 - a. to determine that any representations received under Part 8 of the Act are vexatious, frivolous, or certainly will not influence the Authority's determination of an application
 - b. reject all or part of any application for a review of a premises licence in accordance with Section 198 of the Act
 - c. revoke a premises licence for non-payment of the annual fee (s193)
 - d. to serve notification of intended refusal of any of the following:
 - i. Family Entertainment Centre Gaming Machine Permit (Schedule 10 paragraph 10)
 - ii. Prize Gaming Permits (Schedule 14 paragraph 11)
 - iii. Licensed Premises Gaming Machine Permits (Schedule 13 paragraph 6)

and also, in the latter case, notice of intention to grant the application but for a smaller number of machines than specified and/or a different category of machines from that specified in the application.

- e. Serve notification of lapse of any of the following:
 - i. Family Entertainment Centre Gaming Machine Permit (Schedule 10 paragraph 14 and 15 (1)(b))
- f. Serve notice of intention to cancel or vary any of the following:
 - i. Club Gaming Permit or Club Gaming Machine Permit (Schedule 12 paragraph 21)
 - ii. Licensed Premises Gaming Machine Permits (Schedule 13 paragraph 16)
- g. Create and amend the Authority's application procedures in relation to applications for the following in accordance with any relevant legislation:
 - i. Family Entertainment Centre Gaming Machine Permits (Schedule 10 paragraphs 5 and 7)
 - ii. Licensed Premises Gaming Machine Permits (Schedule 13 paragraph 2)
 - iii. Prize Gaming Permits (Schedule 14 paragraphs 6 and 8)

shall be delegated to the Head of Environment and Waste Management.

- 4. The power to appoint authorised persons under section 304 of the Act shall be delegated to the Head of Environment and Waste Management.
- 5. The power to issue formal cautions and/or instruct the Senior Solicitor to commence and defend proceedings under the Gambling Act 2005, its subordinate legislation, (and any legislation which may subsequently amend or replace it) be delegated to the Head of Environment and Waste Management.
- 6. The power to commence and defend proceedings both criminal and civil under the Gambling Act 2005 and its subordinate legislation, (and any legislation which may subsequently amend or replace it) be delegated to the Head of Corporate Services.
- 7. In relation to the following matters the Authority will, in the majority of cases, follow the table of delegated functions set out below. This table indicates the lowest level of the authority which will normally exercise the delegation, though the Authority reserves the right (where appropriate), for any particular matter to be dealt with at a higher level whilst having due regard to any statutory requirements. For example, an officer may choose not to exercise their delegated power and refer the matter to the Licensing Sub-Committee or the Sub-Committee itself may choose to refer the matter to the Alcohol and Entertainments Licensing Committee.

| Matter to be dealt with | Alcohol & Entertainments Licensing Committee | Licensing Sub-Committee | Officer |
|---|--|--|---|
| Application for a premises licence (including applications for re-instatement under S195) | | <ul style="list-style-type: none"> i. Representation made and not withdrawn (S154 (4)(a)) and/or ii. Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary | No representation made or representations have been withdrawn |
| Application to vary premises licence | | <ul style="list-style-type: none"> i. Representation made and not withdrawn (S154 (4)(b)) and/or ii. Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) unless the applicant and any persons making representations agree to this course of action and that a hearing is unnecessary (S187(3)) | No representation made or representations have been withdrawn |
| Application for transfer of premises licence | | Representation made and not withdrawn (S154 (4) (c)) | All other cases |
| Application for provisional statement | | <ul style="list-style-type: none"> i. Representation made and not withdrawn (S154 (4)(d)) and/or ii. Where the Licensing Authority considers that a condition should be added to the licence under S169(1)(a) or a default condition should be excluded under section 169(1)(b) | No representation made or representations have been withdrawn |

| Matter to be dealt with | Alcohol & Entertainments Licensing Committee | Licensing Sub-Committee | Officer |
|--|--|---|------------------------|
| Review of a premises Licence | | All cases | |
| Consideration of Temporary Use Notices (including notices modified under section 223) | | <ul style="list-style-type: none"> i. All cases where an objection notice has been received unless each person who would be entitled to make representations agrees that a hearing is unnecessary and the Head of Environmental Health is satisfied that a counter notice is not required (S 222 and 232). ii. All cases where a counter notice may be required (S232(3)) | All other cases (S232) |
| Application for Club Gaming/Club Machine permits, renewals and variations (including those leading to cancellation of permit) under Schedule 12 paragraph 15 | | <ul style="list-style-type: none"> i. Objection made and not withdrawn (Schedule 12 paragraph 28 (2)) ii. Refusal of permit proposed on the grounds listed in Schedule 12 paragraph 6(1)(a)-(d), or paragraph 10(3) as applicable unless Authority and all relevant parties agree that a hearing is unnecessary (Schedule 12 paragraph 7) | All other cases |
| Cancellation of Club Gaming / Club Machine Permits under Schedule 12 paragraphs 21, and 22 (non payment of annual fee) | | All cases | |
| Applications for other permits registrations and notifications | | | All cases |

| Matter to be dealt with | Alcohol & Entertainments Licensing Committee | Licensing Sub-Committee | Officer |
|---|--|--|-----------------|
| Cancellation (under Schedule 13 paragraphs 16, and 17 (non payment of annual fee)) and variation of Licensed Premises Gaming Machine permits under Schedule 13 paragraph 16 | | All cases where permit holder requests a hearing under paragraph 16 (2) or makes representations | All other cases |

8. The Head of Environment and Waste Management be given delegated power to administer and carry out all other functions of the Licensing Authority capable of delegation under the Gambling Act 2005 and its subordinate legislation, (and any legislation which may subsequently amend or replace it), which is not otherwise delegated to the Licensing Authority, the Alcohol and Entertainments Licensing Committee or its Sub-Committees. This includes for example, but is not limited to:
- (i) to serve and receive service of all notices, counter notices, etc required or permitted to be served under the Act
 - (ii) to determine points of clarification required for hearings
 - (iii) to agree that a hearing is unnecessary
 - (iv) to adjourn hearings where all parties are in agreement
 - (v) to determine applications where representations are withdrawn before the hearing
 - (vi) to extend time limits
 - (vii) to give effect to the decisions of the Magistrates Court on appeal

Head of Planning and Place Shaping

Development Control

- (i) Applications made under the following statutory provisions shall be referred to Development Control Committee for decision or to make observations, as may be required, in the circumstances (a) to (f) set out below:-

Town and Country Planning Acts

General Development Order

Planning (Hazardous Substances) Act

Advertisement Regulations

~~*Local Government (Miscellaneous Provisions) Act 1982 – applications for street trading consents in respect of mobile snack bars on trunk roads*~~

- (a) where, following consultation in accordance with the Council's Code of Practice on Planning Applications, the Head of Planning and Place Shaping and Ward Member(s) have different views;
- (b) where the application has been submitted by the Borough Council;
- (c) where the application has been submitted by the County Council; except minor development relating to existing operational premises (eg school classrooms, fences, etc);
- (d) where the Council is being consulted by an adjoining authority on an application (except where a response is required prior to the next meeting of the Development Control Committee);
- (e) where the application involves any Member or senior officer* as applicant or agent, or where a Ward Member declares an interest;
- (f) where a Section 106 planning agreement is required, unless the agreement relates to standard drainage requirements or the proposed agreement complies with the Council's Supplementary Planning Guidance.
- (ii) to consult Ward Member(s) before making a Tree Preservation Order or serving a Building Preservation Notice, except where immediate action is required
- (iii) to refer to Development Control Committee any Tree Preservation Order where a valid objection has been received following the service of notice in accordance with the relevant Regulations

- (iv) to refer to Development Control Committee for decision any application to lop, top or fell trees included in a Tree Preservation Order where compensation may be payable if the application is refused
- (v) to refer to the Head of Corporate Services or the Senior Solicitor for determination applications for Certificates of Lawful Use or Development
- (vi) to consult Ward Members before commenting on proposed traffic regulation orders.
- (vii) to consult the relevant Cabinet portfolio holder before approving the expenditure of section 106 agreement monies where such expenditure exceeds £5,000.
- (viii) In consultation with the relevant Cabinet Member and Ward Member(s) to exercise the power necessary to implement or amend conservation area boundaries as set out within Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

** Senior officer shall mean any officer of the Council at Grade LS11 or above, and shall also include any other post specified in the Employee Code of Conduct for this purpose.*

ARTICLE 12– OFFICERS

12.1 Management structure

(a) **General**

The full Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.

(b) **Executive Officers**

The full Council or a Committee appointed for this purpose will approve appointments to the following posts, who will be designated executive officers:

Chief Executive

Deputy Chief Executive

The Chief Executive shall determine the nature and functions of the Councils Management Structure in line with the Officer Employment Procedure Rules set out in Part 4 of this Constitution.

(c) **Monitoring officer and Section 151 officer**

The full Council or a Committee appointed for this purpose will approve appointment to the roles of Monitoring officer and Section 151 officer.

(d) **Structure**

The Head of paid service will determine and publicise a description of the overall structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

12.2 Functions and areas of responsibility

Chief Executive

- (a) Overall corporate management and operational responsibility (and Head of Paid Service) including overall management responsibility for all officers.
- (b) Provision of professional advice to all parties in the decision making process.
- (c) Together with the Monitoring officer, responsibility for a system of record keeping for all the Council's decisions.
- (d) Representing the Council on partnership and external bodies.
- (e) Other duties as required by statute or the Council.

Deputy Chief Executives

- (a) Together with the Chief Executive and other Deputy Chief Executives ensure that the Council's objectives are achieved and contribute to the development and implementation of strategic policy.
- (b) At the direction of the Chief Executive to oversee the delivery and development of services in line with the Councils Scheme of Delegation.
- (c) At the direction of the Chief Executive to act as lead sponsor for specific service areas and projects which contribute to the development and implementation of strategic policy.

12.3 Functions of the head of paid service

(a) Discharge of functions by the Council

The head of paid service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

(b) Restrictions on functions

The head of paid service may not be the Monitoring officer but may hold the post of chief finance officer if a qualified accountant.

12.4 Functions of the Monitoring officer

(a) Maintaining the Constitution

Maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by members, staff and the public.

(b) Ensuring lawfulness and fairness of decision making

After consulting with the head of paid service and chief finance officer, the Monitoring officer will report to the full Council or to the Cabinet in relation to any Cabinet function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

(c) Supporting the Standards Committee

Contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

(d) **Receiving reports**

Receive and act on reports made by ethical standards officers and decisions of the case tribunals.

(e) **Conducting investigations**

Conduct investigations into matters referred by ethical standards officers and make reports or recommendations in respect of them to the Standards Committee.

(f) **Proper Officer for access to information**

Ensure that Cabinet decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.

(g) **Advising whether Cabinet decisions are within the budget and policy framework**

Advise whether decisions of the Cabinet are in accordance with the budget and policy framework.

(h) **Providing advice**

Provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.

(i) **Complaints**

Co-ordinating the response to complaints referred to the Local Ombudsman.

(j) **Restrictions on posts**

The Monitoring officer cannot be the chief finance officer or the head of paid service.

12.5 **Functions of the S151 Officer**

The S151 Officer will –

(a) **Ensuring lawfulness and financial prudence of decision making**

After consulting with the head of paid service and the monitoring officer, the chief finance officer will report to the full Council or to the Cabinet in relation to any Cabinet function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

(b) **Administration of financial affairs**

Have responsibility for the administration of the financial affairs of the Council.

(c) **Contributing to corporate management**

Contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

(d) **Providing advice**

Provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and officers in their respective roles.

(e) **Give financial information**

Provide financial information to the media, members of the public and the community.

12.6 Duty to provide sufficient resources to the Monitoring officer and chief finance officer

The Council will provide the monitoring officer and chief finance officer with such officers, accommodation and other resources as are in the opinion of the monitoring officer and chief finance officer sufficient to allow their duties to be performed.

12.7 Conduct

Officers will comply with the Officers' Code of Conduct set out in Part 5 of this Constitution.

12.8 Employment

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.