

When telephoning, please ask for: Member Services
Direct dial 0115 914 8481
Email memberservices@rushcliffe.gov.uk

Our reference:
Your reference:
Date: 16 September 2015

To all Members of the Council

Dear Councillor

A meeting of the RUSHCLIFFE BOROUGH COUNCIL will be held on Thursday 24 September 2015 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely



Executive Manager Operations and Corporate Governance

AGENDA

Opening Prayer

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes

To receive as a correct record the minutes of the Meeting of the Council held on Thursday 25 June 2015 (pages 1 - 5).

4. Mayor's Announcements.
5. Leader's Announcements
6. Chief Executive's Announcements
7. Statement of Accounts 2014/15

The report of the Interim Executive Manager – Finance and Commercial is attached (pages 6 - 15).

Appendix A, the Statement of Accounts is being circulated as a separate document.

8. East Leake Neighbourhood Plan

The report of the Executive Manager - Communities is attached (pages 16 - 116).

9. The Future Council Management Structure

The report of the Chief Executive is attached (pages 117 - 124).

10. Scrutiny Annual Reports 2014/15

The report of Executive Manager - Operations and Corporate Governance is attached (pages 125 - 146).

11. Notice of Motions

The following Notice of Motion will be proposed by Councillor J N Clarke and seconded by Councillor R L Butler

Rushcliffe Borough Council recognises the current national and local concern in respect of the growing asylum and immigration obligations being placed upon the United Kingdom. It also reaffirms its commitment to work collaboratively with neighbouring Councils and the East Midlands Strategic Migration Partnership to support the Home Office in identifying appropriate solutions in line with government policy, available resources and local expectations.

Council requests that the Portfolio Holder (Sustainability) in collaboration with the Chairman of the appropriate scrutiny group works to evaluate the options currently open to the Council to assist in the formulation of an appropriate response and strategy.

12. To answer questions under Standing Order 11(2).

Meeting Room Guidance

Fire Alarm Evacuation: in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

Toilets are located opposite Committee Room 2.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

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

**MINUTES
OF THE MEETING OF THE
COUNCIL
THURSDAY 25 JUNE 2015**

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

PRESENT:

Councillor F A Purdue-Horan - Mayor
Councillor G Davidson – Deputy Mayor

Councillors R A Adair, K P Beardsall, N A Brown, M Buckle, B Buschman, R L Butler, H A Chewings, J N Clarke, T Combellack, L B Cooper, J E Cottee, A M Dickinson, J Donoghue, A J Edyvean, J E Greenwood, R Hetherington, S J Hull, Mrs C E M Jeffreys, R M Jones, K A Khan, E J Lungley, A MacInnes, Mrs M M Males, G R Mallender, S E Mallender, D J Mason, S C Matthews, G S Moore, A L R A Pell, A Phillips, E A Plant, S J Robinson, Mrs J A Smith, J A Stockwood, M W Suthers, J E Thurman, R G Upton, D G Wheeler, J G A Wheeler

OFFICERS PRESENT:

A Graham	Chief Executive
P Linfield	Interim Executive Manager – Finance and Commercial
D Mitchell	Executive Manager - Communities
K Marriott	Executive Manager - Transformation
V Nightingale	Senior Member Support Officer
D Swaine	Executive Manager - Operations and Corporate Governance

APOLOGIES FOR ABSENCE:

Councillors M J Edwards, R A Inglis, N C Lawrence

OPENING PRAYER

The Meeting was led in prayer by the Mayor's Chaplain

1. Peter Steed

The Chief Executive paid tribute to Mr Peter Steed, the Council's Executive Manager – Finance and Commercial, who had sadly passed away on Sunday 21 June 2015. Mr Graham stated that Peter had been an integral part of the Council's Management Team, who had been a highly regarded, dedicated and loyal colleague. He said that he would miss his humour, friendliness and problem solving ability. It was difficult to comprehend that on the 18th the Management Team and the Leader had attended the Municipal Journal awards where Peter and the rest of the team had been awarded the accolade of being Management Team of the Year. He stated that a book of condolence would be placed in the Members' Room and that this would be sent to Peter's wife and two children.

Councillors, officers and members of the public observed a minute's silence in respect of Mr Peter Steed. Following this the Mayor's Chaplain led the meeting in prayer.

2. Urgent Item – Local Government Act 1972

The Mayor announced that there would be an extra item, Appointment of Section 151 Officer, added to the agenda and that this would be considered after Item 8. This was considered as an urgent item in line with section 100B (4) (b) of the Local Government Act 1972 by reason of the special circumstances in that the issue only came to light after the agenda was despatched.

3. Declarations of Interest

There were none declared.

4. Minutes

The minutes of the meeting held on Thursday 21 May 2015 were received as a correct record, following the correction of a minor typographical error, and signed by the Mayor.

5. Mayor's Announcements

The Mayor informed Members that, since the last meeting, he had attended a number of events, including a garden party at Buckingham Palace. He had attended fairs at Bingham and Cotgrave and was impressed with the strong community spirit at both. He thanked Councillor Chewings for escorting him at the Cotgrave Fair. He was pleased to say that he had attended a lively event earlier in the day to celebrate the 10th birthday of the West Bridgford U3A, which had approximately 700 members.

He encouraged Members to attend the annual Proms in the Park on Saturday 27 June which was part of the Armed Forces week celebrations. He also announced that his Civic Service would be held on Sunday 6 September at 3.00 pm at St Mary's Church Bingham.

6. Leader's Announcements

The Leader expressed his condolences to Peter Steed's wife and children. He felt that it had been fortunate that Peter had been able to celebrate the well-deserved success of the Management Team winning such a prestigious accolade. He acknowledged that Peter had been a vital member of the team and had provided great leadership to the finance section. He highlighted the many projects that Peter had been involved in and how he could explain finances in an easy to understand way. Councillor Clarke stated that he had been proud to accompany the Management Team to the awards ceremony and proud to say that the Council had the top Senior Management Team of the Year.

Councillor Clarke also informed Members that the challenge to the Core Strategy by Barton in Fabis Parish Council had been withdrawn and therefore the Strategy could proceed.

7. Chief Executive's Announcements

The Chief Executive stated that he had introduced two interim posts to ensure business continuity within the finance section. He informed Members that Mr Peter Linfield had been appointed as interim Executive Manager – Finance and Commercial and that Ms Rosie Caddy had been appointed as interim Service Manager – Finance and Commercial.

8. New Officer Employment Rules

Councillor Clarke presented the report regarding the new officer employment rules. He stated that the Council needed to approve the adoption of new legislative standing orders relating to the dismissal of certain statutory officers in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

Councillor MacInnes supported the proposal. He queried why there were currently no proposals to set up the Panel, especially as there was a need for independent people to be appointed and training arranged. He highlighted the lengthy process undertaken to recruit and retain people for the Standards Committee. He asked if any remuneration had been considered.

Councillor Clarke confirmed that these aspects had been considered, however it was felt that there was a need for flexibility. He hoped that this Panel would not be required to meet but if it did that it should be correctly formulated at the time.

RESOLVED that the Council

- a) incorporates into its Standing Orders the provisions required by the 2015 Regulations and amends the Officer Employment Procedure Rules in Part 4 of the Constitution as shown in **Appendix 1**.
- b) in the event of there being a need to apply the new procedures relating to the dismissal of any of the statutory officers referred to in the report, shall –
 - (i) set up an appropriately constituted Panel having regard to all of the circumstances pertaining and the need for there to be a process which is fair to both the Council and the officer concerned;
 - (ii) comply with the Regulations and the revised Standing Orders; and
 - (iii) give effect to any relevant provision in the officer's contract.

9. **2015/16 to 2019/20 Capital Programme**

Councillor Clarke presented a report outlining the proposed amendment to the Capital Programme for 2015/16 requested by Cabinet on 9 June 2015. The proposal would result in an increase of £1.28 million to the five year Capital Programme. This request had been necessary due to the fact that that when the Arena project tenders had been received the costs were higher than the estimated budget. He stated that the project was still valid and would provide fit for purpose office accommodation and also meet one of the objectives of the Leisure Strategy. He felt that it was important that the Council was open and transparent regarding the costs for the project.

Councillor Plant stated that the Labour Group supported the recommendation. She said that they welcomed the refurbishment of Bridgford Hall as this would greatly enhance the building and the surrounding area. With regard to the Arena project she agreed that it was a large financial outlay, however it was important that the finished building was of a high quality and would attract users. She paid tribute to Mr Steed who had been an integral part of the project and had assisted members of the Leisure and Civic Relocation Member Group with some very technical information.

Councillor Jones concurred with Councillor Plant. He also welcomed the upgrading of the homeless family accommodation.

Councillor Mrs Jeffreys highlighted the work being undertaken in Cotgrave as part of the Capital Programme and how this was having a positive effect on the area.

Councillor G R Mallender stated that the Green Party also supported the recommendation and welcomed the continuation of the Arena project.

In conclusion Councillor Clarke thanked all Members for their support. He stated that the Arena would be an excellent facility for the Borough.

RESOLVED that Council agrees the revised Capital Programme for 2015/16 to 2019/20 to £37.13m as detailed at Appendix B of the report.

10. **Urgent Item – Appointment of Section 151 Officer**

Councillor Clarke presented the report outlining the requirement under Section 151 of the Local Government Act 1972 for an authority to have an officer who is responsible for the proper administration of its financial affairs. He stated that, due to the recent circumstances, it was necessary for the Council to make an interim appointment.

RESOLVED that the Council affirms the interim appointment of Peter Linfield, Service Manager - Finance and Commercial as the officer appointed to have responsibility for the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972.

11. **To answer questions under Standing Order 11 (2)**

Question from Councillor H Chewings to Councillor S J Robinson

Since the press release from Rushcliffe Borough Council on 12 June 2015 stating that there is no longer interest in a supermarket becoming part of Cotgrave Town Centre, will Rushcliffe Borough Council and the Strategic Board formulate an action plan to attract new business into the area that will complement the existing businesses creating a thriving local economy that is attractive, vibrant and brings new jobs into the area resulting in an enhanced shopping experience for all users?

Councillor Robinson replied that there was some interest in the scheme, however the issue was the value and viability of the scheme. He stated that all the partners of the Cotgrave Strategic Board were committed to deliver a first class scheme and would work very hard to bring retailers into Cotgrave. He said that there would be a public consultation event on 23 and 24 September where residents would be able to view a number of options.

Question from Councillor S E Mallender to Councillor R L Butler

What is being done to bring the Council's unanimous decision about a tree and woodland policy into a firm proposal for the Council and LDF and when will it be brought into effect?

Councillor Butler replied that the Rushcliffe Nature Conservation Strategy 2010 – 15 aimed to protect and enhance the Borough's wildlife and habitats and included a section on Trees and Woodland. Within the Strategy was a target of planting 10 hectares of Woodland between 2011 and 2015, which had been exceeded. Together with partners 22.6 hectares had been planted which equated to 45,200 trees.

Councillor Butler informed Members that a review of the Strategy had commenced and that a draft document would be issued in July. The draft document would include clear references to tree and woodland policy issues throughout its content. It was proposed that the Community Development Group would consider the draft Strategy at its meeting on 14 July 2015, with the final document being presented for approval by Cabinet in November 2015.

The meeting closed at 7.50 pm.

MAYOR

Report of the Interim Executive Manager – Finance and Commercial

1. Summary

- 1.1. The 2014/15 Statement of Accounts was considered, along with the External Auditor's 'Report to those charged with governance' by the Corporate Governance Group meeting on 3 September 2015. The Corporate Governance Group was satisfied with the quality and content of the Accounts and identified no issues that it wished Council to consider in their approval. This report requires the Council to approve the Statement of Accounts for 2014/15 and the Management Representation Letter.

2. Recommendation

It is RECOMMENDED that Council approve

- a) The Statement of Accounts for 2014/15 (**Appendix A**).
- b) The Management Representation Letter (**Appendix B**).

3. Reasons for Recommendation

- 3.1 To demonstrate compliance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 ('the Code') and various legislation such as the Accounts and Audit Regulations (2011); and to help readers and stakeholders engage with the Accounts and demonstrate good stewardship.

4. Supporting Information

- 4.1 The Statement of Accounts 2014/15 at **Appendix A** is included as a separate document. This includes the Council's Annual Governance Statement which, in line with best practice, has been agreed with the Leader and Chief Executive. The accounts for Local Authorities are required to be prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 ('the Code') and the Service Reporting Code of Practice for Local Authorities (SerCOP).
- 4.2 Members will recall in recent years concerns were raised by the auditors regarding the closure of accounts process, much of which were addressed in the closure of the 2012/13 and 2013/14 Accounts. Pleasingly the positive direction of travel has continued with the accounts being closed earlier, allowing for better quality assurance, and no diminution in the quality of working papers presented for audit. The importance of this is exemplified by the fact that the accounts were produced to a high standard despite the finance team having to carry out the work against the backdrop of the untimely

death of Peter Steed. It is a reflection of Peter Steed's legacy that the team still delivered the accounts in a professional manner. These are highlighted for reference in the external auditors (KPMG) 'Report to those charged with governance (ISA260) 2014/15' (Corporate Governance Group, 3 September 2015).

4.3 The closure of accounts process was not without difficulty; Members should particularly note that this is the first year the Streetwise Accounts were produced with Group financial statements being required (pages 73-78 of **Appendix A**). No significant issues have arisen from the audit this year.

4.4 The Auditor's key findings may be summarised as follows:

- The Statement of Accounts give a true and fair view of the financial position of the Authority and of its expenditure and income for 2014/15;
- The statements have been properly prepared in accordance with the relevant code of practice; and
- The Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year 2014/15.

4.5 **Appendix B** details the management representation letter that was considered by the Corporate Governance Group alongside the Statement of Accounts and the 'report to those charged with governance'. This letter confirms for the auditors that the Council is satisfied with the validity of the financial statements provided by the Authority to KPMG. If agreed this letter will be signed at the conclusion of the meeting.

5 Risk and Uncertainties

5.1 Failure to adhere to professional accounting practice could lead to potential criticism from the Council's external auditors and inadequate Financial Statements.

6 Implications

6.1 Finance

There are no direct financial issues although the report and **Appendix A** relate to the Council's overall financial position for 2014/15.

6.2 Legal

None

6.3 Corporate Priorities

Not applicable

6.4 Other Implications

None

For more information contact:	Name; Peter Linfield Interim Executive Manager - Finance and Commercial 0115 914 8439 email plinfield@rushcliffe.gov.uk
Background papers Available for Inspection:	Corporate Governance Group Agenda, 3 September 2015
List of appendices (if any):	Appendix A – Statement of Accounts 2014/15 Appendix B – Draft Management Representation Letter



Rushcliffe
Borough Council

STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2015



RUSHCLIFFE - GREAT PLACE • GREAT LIFESTYLE • GREAT SPORT

CONTENTS

	Page
A Explanatory Foreword	I
B Annual Governance Statement	XI
C Independent Auditor's Report	XIX
Statement of Accounts:	
Statement of Responsibilities for the Statement of Accounts	1
Movement in Reserves Statement	2
Comprehensive Income and Expenditure Statement	4
Balance Sheet	5
Cash Flow Statement	6
Notes to the Accounts	7 - 67
The Collection Fund	68 – 72
Group Accounts	73 – 78
Glossary of Terms	79 - 83

NOTES TO THE ACCOUNTS

		Page
Note 1	Accounting Policies	7
Note 2	Accounting Standards that have been issued but not yet adopted	22
Note 3	Critical Judgements in applying Accounting Policies	23
Note 4	Assumptions made about the future and other major sources of estimation uncertainty	23
Note 5	Material Items of Income and Expense	24
Note 6	Events after the balance sheet date	24
Note 7	Adjustments between accounting basis and funding basis under regulations	24
Note 8	Transfers to/from earmarked reserves	30
Note 9	Other Operating Expenditure	31
Note 10	Financing and Investment Income and Expenditure	32
Note 11	Taxation and Non Specific Grant Income	32
Note 12	Property, Plant and Equipment	33
Note 13	Investment Properties	36
Note 14	Intangible Assets	37
Note 15	Assets Held for Sale	38
Note 16	Financial Instruments	38
Note 17	Debtors	39
Note 18	Cash and Cash Equivalents	39
Note 19	Creditors	39
Note 20	Provisions	39
Note 21	Usable Reserves	40
Note 22	Unusable Reserves	40
Note 23	Cash Flow Statement – Operating Activities	45
Note 24	Cash Flow Statement – Investing Activities	46
Note 25	Cash Flow Statement – Financing Activities	46
Note 26	Amounts Reported for Resource Allocation Decisions	47
Note 27	Members Allowances	51
Note 28	Officers Remuneration	52
Note 29	Exit Packages & Termination Benefits	53
Note 30	External Audit Costs	53
Note 31	Grant Income	54
Note 32	Related Parties	55
Note 33	Capital Expenditure and Capital Financing	56
Note 34	Leases	56
Note 35	Impairment Losses	57
Note 36	Defined Benefit Pension Schemes	57
Note 37	Contingent Liabilities	64
Note 38	Contingent Assets	64
Note 39	Nature and Extent of Risks Arising from Financial Instruments	65
The Collection Fund		
Note 1	General	70
Note 2	Calculation of Council Tax Base	70
Note 3	Collection Fund Balance/Redistributing Surpluses	70
Note 4	Non-Domestic Rates	71
Note 5	Non-Domestic Rates Deficit	72
Group Accounts		
	Notes to the Group Accounts	78

A. EXPLANATORY FOREWORD

Welcome to the Statement of Accounts

Peter Linfield, Interim Executive Manager (Finance and Commercial)

Introduction

As the Council's Chief Finance Officer, I have pleasure in presenting the Explanatory Foreword to Rushcliffe's 2014/15 Statement of Accounts. The Statement of Accounts is required by law and provides statutory and other information in line with professional best practice. In doing so, the Financial Statements continue to accord with International Financial Reporting Standards (IFRS) ensuring consistency with accounts produced by organisations in other sectors of the economy.

The Explanatory Foreword supports the accounts by summarising key events and their financial impact. It also provides additional context on some of the issues and challenges that have faced the Council during the year. I hope this explanatory foreword, and the information that follows, give a clear picture of how Council Tax and our other sources of income are used to deliver a wide range of services. The Foreword, along with the Annual Governance Statement and the auditor's report, are outside the scope of the Statement of Accounts, but all of the documents, as one, constitute the Council's Financial Report for 2014/15.

In light of the difficult economic circumstances currently facing the public sector, the Council has maintained its focus on achieving a viable Medium Term Financial Strategy. The Council continues to aim to secure value for money and remains committed to delivering quality frontline services, working with partners and, most importantly delivering services residents want whilst meeting the Council's corporate priorities of:

- Supporting economic growth to ensure a sustainable, prosperous and thriving local economy.
- Maintaining and enhancing our residents' quality of life.
- Transforming the Council to enable the delivery of efficient high quality services.

Should you have any queries regarding these accounts or suggestions as to how we could improve the information provided please forward them to me at finance@rushcliffe.gov.uk.

Peter Linfield
Interim Executive Manager (Finance and Commercial)

1. The Statement of Accounts

The Executive Manager (Finance and Commercial) is the statutory officer responsible for the proper administration of the Council's financial affairs (sometimes referred to as the Chief Financial Officer). He is required by Law to confirm that the Council's system of internal controls can be relied upon to produce an accurate Statement of Accounts. To do so the Chief Financial Officer ensures that the Council maintains proper and up to date accounting records and takes all reasonable steps to prevent and detect fraud and any other irregularities. His statement of assurance for 2014/15 (known as *The Statement of Responsibilities*) appears on Page 1 of the Statement.

The Statement has been produced in accordance with *The Code of Practice on Local Authority Accounting* ('the Code') developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Council's Accounting Policies, which are written to take into account the Code, are outlined on pages 7 to 22 of the Statement.

The Statement has been reviewed by the Council's external auditors, KPMG, and as with previous years they have concluded that it provides a true and fair view of Rushcliffe's financial position for the financial year 2014/15.

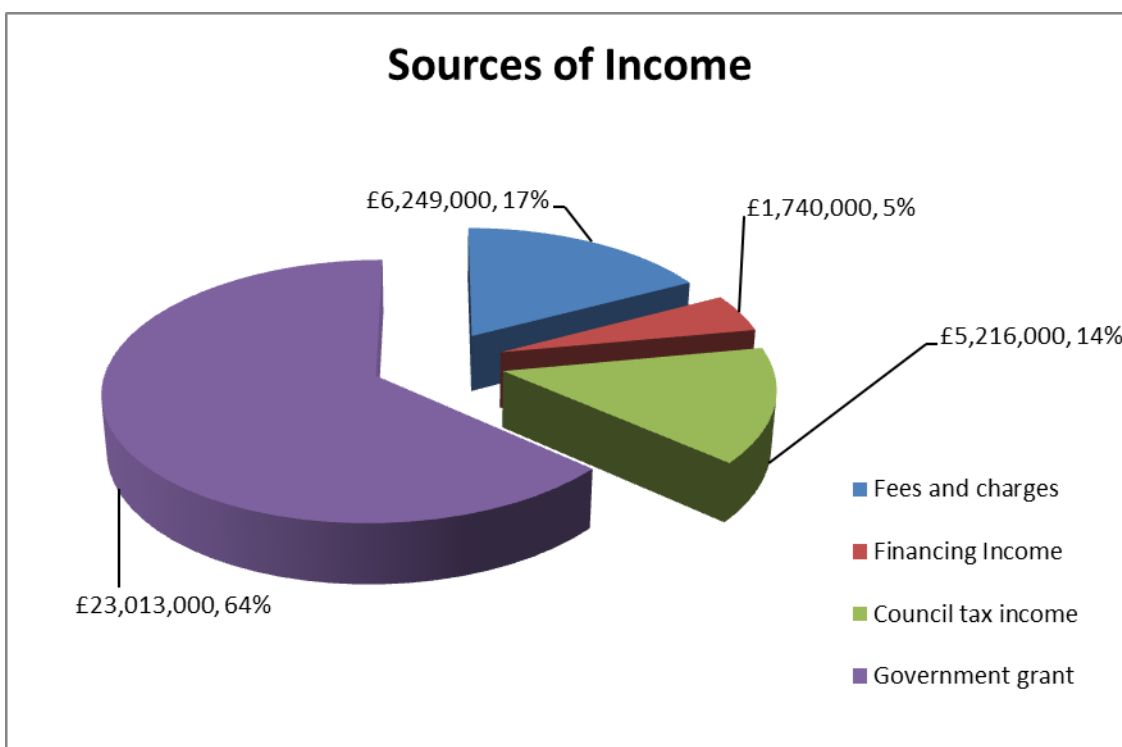
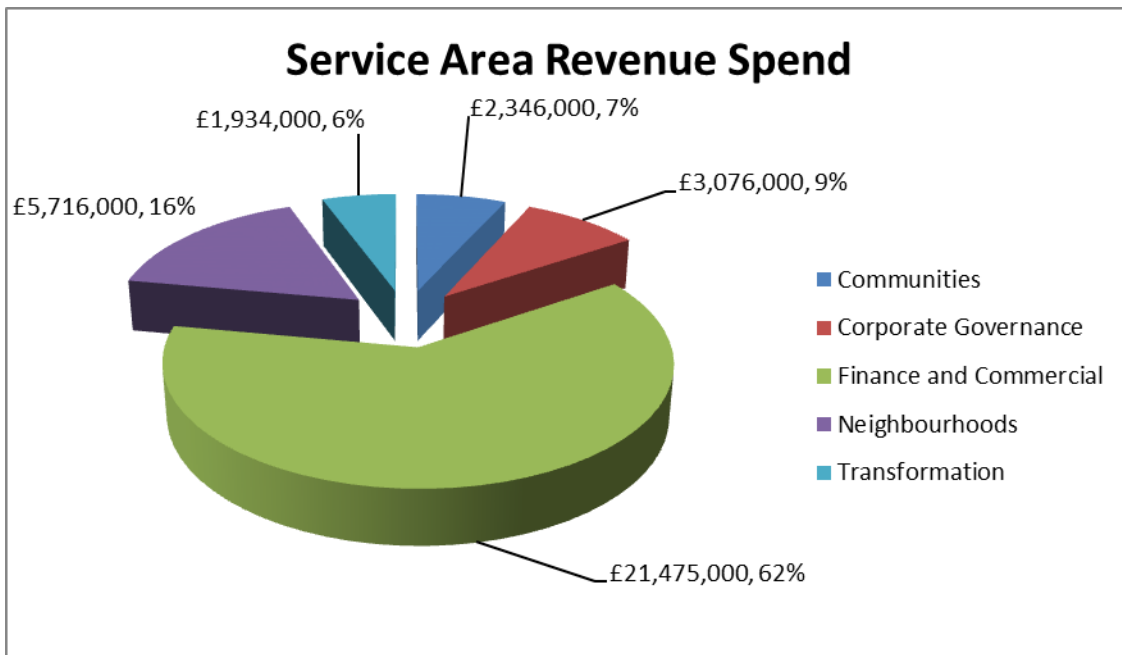
2. Revenue Expenditure and Income

The Council receives and spends money from various sources. The income comes primarily from central government, local residents in the form of Council Tax, and local businesses (as Business Rates). Each year the Council spends its money on key services, delivered in accordance with our local priorities and legal requirements. During the year officers have made a conscious effort to constrain expenditure, increase income and continue to deliver effective services. As a result the Council achieved a balanced budget with Reserves increasing by a net £1.235m. Of £2.566m transferred to reserves £1.474m was New Homes Bonus, the remainder was largely due to the year-end underspend. Much of the £1.331m use of Reserves is in relation to capital projects such as the Leisure Strategy and to assist in providing affordable housing. Reserves are available to meet future cost pressures, thus:

- Enabling delivery of the transformation programme by which the Council will balance future budgets and continue to deliver good quality services;
- Smoothing saving requirements between financial years;
- Enabling the Council to deal with the volatility from changes to central government funding methodology (such as fall in business rate values);
- Funding capital expenditure including enhancement of property, plant and equipment; and
- Ensuring the Council's IT infrastructure and equipment is of sufficient quality to facilitate the delivery of modern services.

The Movement in Reserves Statement (page 2) demonstrates prudent financial management throughout the year with the Council having had few reasons to call on its reserves and as a result the General Fund Balance remains unchanged from 2013/14 at £2.6m. Earmarked reserves have increased by £1.235m from £10.222m to £11.457m (see Note 8). The increase in reserves puts the Council in a stronger position to both withstand future financial pressures and look at opportunities to develop the Borough.

The following charts demonstrate where money was spent in 2014/15 and how this expenditure was funded (the Finance and Commercial expenditure includes Housing Benefit payments):



Source: Segmental Reporting – Note 26

3. Capital Expenditure and Income

As well as delivering day to day services, the Council also spends money on capital works creating or enhancing assets which are shown on the balance sheet primarily as Property, Plant and Equipment, or as Investment Property. In 2014/15, schemes totalling £0.532m were undertaken on enhancement work to *Operational Land and Buildings* and *Investment Property*. The main element of this, £0.342m, was for the major redevelopment of Alford Road Pavilion.

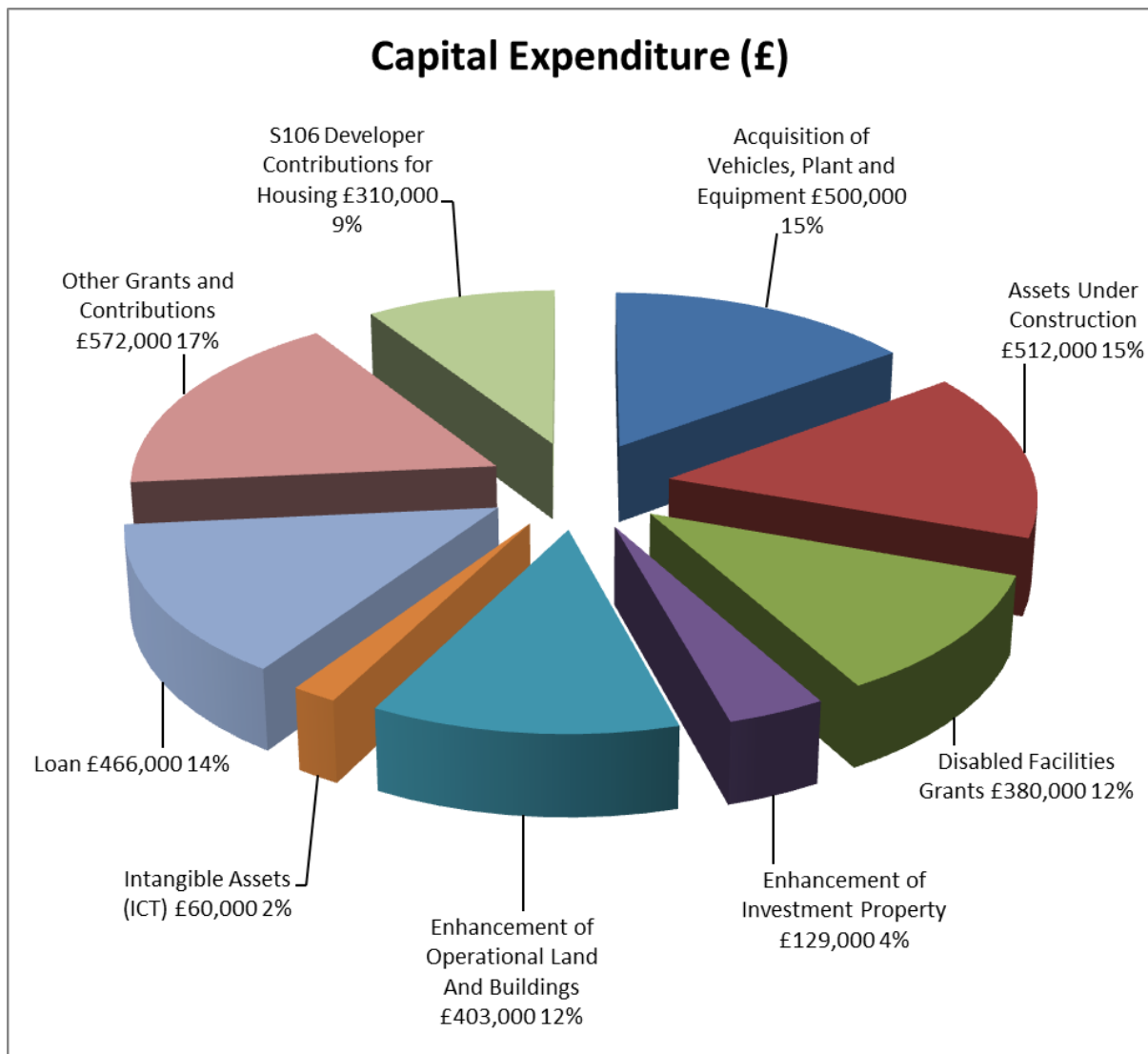
A further £0.512m was spent on advance legal and professional costs for two *assets under construction*; the Arena (under the Leisure Strategy project) and Bridgford Hall. The Council invested £0.5m in the acquisition of *vehicles, plant, and equipment* and a further £0.06m on *intangible assets* for Information Systems.

The other significant form of Capital Expenditure comprises capital grants and contributions released to finance capital assets owned by third parties. Of the £0.572m released, £0.406m facilitated the provision of Social Housing units by way of grants to Registered Social Landlords and the balance was given out in Partnership Grants. A further £0.38m was awarded to owner occupiers in the form of Disabled Facilities Grants (partially offset by a grant from Central Government totalling £0.238m).

In addition to the above expenditure, £0.31m was released from S106 Developer Contributions to third parties for investment in Social Housing units. A loan of £0.466m was also given out to the newly created Streetwise Environmental Ltd to facilitate the purchase of a fleet of vehicles.

The Council has to ensure its Capital Programme is not only prudent, but also affordable and sustainable. In 2014/15 the Council spent £3.3m compared to an overall Capital Programme of £10.1m. Of the remaining £6.8m, £4.1m is committed to on-going Capital Schemes and these are being carried forward to the 2015/16 Capital Programme. £2.7m comprises of savings and sums no longer required.

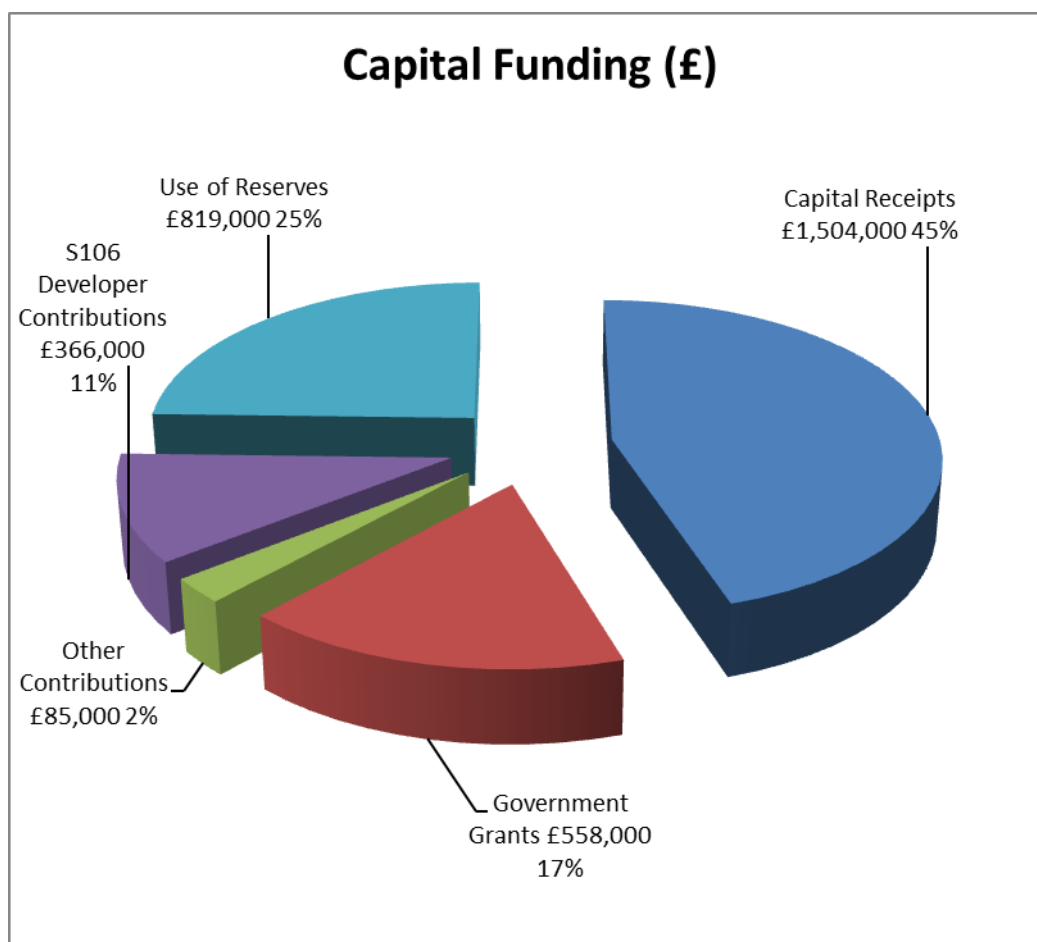
The following chart shows the Capital expenditure for 2014/15



Source: Capital Expenditure and Capital Financing – Note 33

The Council has no external borrowing and has been debt free since May 2003. As shown below this means that capital expenditure is funded from capital receipts, Government Grants, Section 106 Developer Contributions, other minor contributions and reserves.

The following chart shows the funding for the Capital expenditure incurred in 2014/15:



Source: Capital Expenditure and Capital Financing – Note 33

In 2014/15 Capital Receipts represented the largest funding source at £1.504m. At 31 March 2015, the balance in the Usable Capital Receipts Reserve stood at £11.797m (2013/14 £10.949m). The Council continues to generate its own resources through the disposal of assets deemed surplus. During 2014/15 £2.314m of capital receipts were received (£0.234m 2013/14). The largest of which were £0.665m from Gresham Old Pavilion Land, £0.429m from ongoing Right to Buy proceeds and £0.399m in vehicle disposals (largely to Streetwise). Use of Reserves was the next largest source of funding £0.819m as the Council continues its application of New Homes Bonus and Spend to Save monies for capital investment in the Borough. Use of Government Grants was the third largest source of funding with the application of £0.559m. Just under half of this was for Disabled Facilities Grant expenditure £0.238m, a further £0.238m was applied from historical Planning Delivery Grant and the remainder was used to fund Partnership Grants and a strategic property acquisition in Cotgrave. S106 Developer Contributions totalling £0.366m were applied to meet £0.31m investment in Social Housing and £0.056m to support the Alford Road Pavilion redevelopment as set out in the relevant agreements. The smallest source of funding came from other contributions, £0.085m, a part of which was Heritage Lottery Funds secured for the Bridgford Hall major redevelopment scheme. The Council is hopeful that further funding required for the scheme (which totals £2.3m) will be awarded later this year.

4. Major Service Developments and Future Challenges

During 2014/15 the Council continued to respond positively to challenges presented by the funding restrictions facing local government. The success of the Council in addressing this difficult financial context can be seen in the positive Value for Money conclusion given by our external auditors, KPMG in their 2014 Annual Audit Letter, the delivery of transformational activity such as that being delivered with partners at Cotgrave, and looking forward, the development of leisure and office facilities, and the maintenance of a balanced revenue budget without reductions in service quality. It also reflects the continued work in the Transformation Strategy to identify efficiency savings of £1.3m until 2019/20 through initiatives based upon three core principles of business cost reduction, income generation and service redesign.

Looking ahead the Council faces a range of challenges and opportunities. These include

- *Meeting the financial challenge of maintaining a sustainable Medium Term Financial Strategy*
Whilst the Council's reserves provide a buffer against funding and service risks, it is critical that the Council continues to deliver savings from the Transformation Strategy and monitors the position on significant projects such as alternative service delivery vehicles, for example, Streetwise (as a company) and the Leisure and Office accommodation projects. Further commentary on Streetwise is covered in the Group Accounts commentary below. The wider economic situation, the impact of the forthcoming July 2015 Spending Review, the newly formed Government's desire to continue to control public sector spending; and likely limits on future Council Tax increases, will all impact on the scale of this challenge.
- *Changes to Local Government funding*
The changes of the basis of allocation of central government funding to local government through the localisation of business rates from April 2013 means that the Council now shares the financial risks and benefits associated with changes to non-domestic rate income in the Borough. To help mitigate such risks and to maximise funding opportunities Rushcliffe is a member, along with the County Council and the other six District Councils of the Nottinghamshire Business Rate Pool.
- *Pension Contributions*
The Pension Fund liabilities have increased as a result of both a fall in asset values and a rise in liabilities. Statutory arrangements should ensure the financial position of the Council's Pension Fund remains healthy. On-going national reforms, which commenced in April 2014, should assist the Council in closing the funding gap.
- *Commitment to Growth*
The Council has now created a Strategic Growth Board supplemented by 3 other Growth Boards to facilitate Growth in Cotgrave, Radcliffe and Bingham, and West Bridgford. The Strategic Board will also interact with the Combined Authority as the Council looks to improve infrastructure, often a barrier to growth. Examples of the Council's ambition to maximise opportunities for the Borough include attaining Growth Deal funding to develop land North of Bingham and RAF Newton, LEADER funding to develop the rural economy, and anticipated Heritage Lottery Funding to develop Bridgford Hall. The Council has set aside £10m within its Capital Programme for the Asset Investment Strategy, with a view to improving socio-economic development within the borough and resultant income streams to help support the budget.

5. Financial Statements

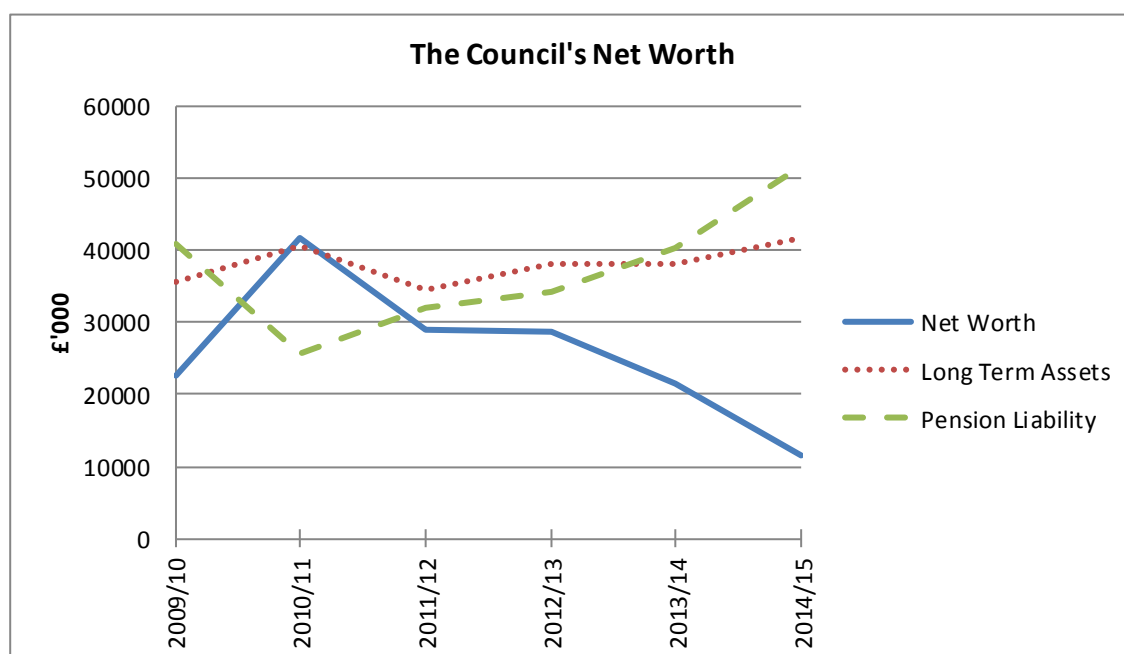
The financial activities of the Council can be split between revenue and capital, and in general terms, the definitions are as follows:-

- Income and expenditure within the revenue accounts of the Council relate to items consumed within the year; and
- Income and expenditure within the capital accounts relate to items with a life in excess of one year.

The Council's accounts consist of:

- **Movement in Reserves Statement (Page 2)** – this shows the movement in the year of the different reserves held by the authority, analysed into 'usable reserves' (ie those that can be applied to fund expenditure) and 'unusable reserves' (those that an authority is not able to utilise to provide services).
- **Comprehensive Income and Expenditure Statement (Page 4)** - this shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices rather than the amount to be funded from taxation. The Net Cost of Service continues to reduce from £14.3m to £12.1m. Additional Planning income of £0.587m was received as well as a reduction in the number and size of developer s106 schemes compared to 2013/14 (when £1.036m was released). The movement in Financing and Investment Income and Expenditure is technical in nature. The change of £1.3m between years is largely due to the profit on disposal of investment properties, such as Gresham Old Pavilion land and Park Lodge Offices. The combination of the aforementioned variance means there is now surplus of £0.552m compared to £3.9m deficit the previous year on the 'provision of services'. Commentary on the impact of actuarial losses (a change of £9.7m), in relation to pensions is given below.
- **Balance Sheet (Page 5)** –The Balance Sheet shows the Council's assets and liabilities at 31 March each year, in accordance with the Council's Accounting Policies. As this is reported annually the position over a longer period is not always obvious. The Chart below shows how the higher value components of the Balance Sheet, namely Long Term Assets and the Pensions Liability, have affected the Council's overall Net Worth since the introduction of International Financial Reporting Standards and national changes to the Local Government Pension Scheme (as covered in previous years accounts). There is an inverse relationship between the Council's net worth and in particular pension liabilities ie as pension liabilities increase the Council's net worth reduces and vice versa. The net worth has reduced by £9.7m largely due to the increase in pensions' liability as a result of bond yields decreasing significantly resulting in an actuarial loss of £13m (see Note 36).

The following graph shows the change in the Council's net worth over the past six years:



Source: Balance Sheet

Further key points to note are that as the Council looked to invest longer term there are now £4.4m of longer term investments and conversely a reduction in 'Cash and Cash Equivalents' of £3.2m. Provisions (note 20) have increased by £0.8m due to a combination of additional provision required in relation to Business Rate Appeals and a new provision to cover Streetwise pension liabilities which ultimately rest with the Council, as they would if Streetwise remained within the Council.

- **Cash-flow Statement (Page 6)** – this shows the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.
- **Accounting Policies (Pages 7-22)** – these explain the basis of the figures presented in the accounts. The main change to these were agreed by the Corporate Governance Group (29th June 2015) concerning the recognition of the need to consolidate Streetwise Environmental Ltd accounts and therefore prepare Group Accounts (discussed below).
- **Notes (pages 7-67)** – these provide supporting context to the above Statements.

6. Supplementary Financial Statements

- **Collection Fund (pages 68-72)** – this reflects the statutory requirement for the Council to maintain a separate account providing details of receipts of Council Tax and Business Rates and any associated payments to precepting authorities and the National Non-Domestic Rates (NNDR) Pool. As stated in Accounting Policy (xxiv) the accounting arrangements for Business Rates altered in 2013/14 with the introduction of the Business Rates Retention Scheme. It is noted that there remains a £2.1million deficit on the Business Rates section of the Collection Fund. There are a number of variables that affect this including valuation appeals by businesses to the Valuation Office and collection rates.

- **Group Accounts (pages 73-78)** – according to statutory requirements the Council is required to produce Group Accounts where it has subsidiaries, joint ventures or associates. Streetwise Environmental Ltd commenced trading on 1 September with their financial year ending on 31 March 2015. Their company accounts have been consolidated with the Council's. Some of the key points to note are as follows:
 - (a) The Company has made a profit £115,470 which after taking into account pension adjustments is £51,470 which is reflected in the Group Movement in Reserves Statement;
 - (b) Profit before tax for Streetwise is £136,000 and this is reflected in the increase in Surplus to £688,000 in the Group Comprehensive Income and Expenditure Statement; and
 - (c) The Balance Sheet changes largely reflect increases in Creditors and Debtors in relation to transactions for amounts owed or due to Streetwise. Fixed assets have also increased taking into account the vehicles which Streetwise hold.

7. Summary

Like many public sector organisations the Council has, and continues to face, many significant financial challenges. The Council's response has been to not only develop a culture of prudence but to also deliver initiatives focusing on investment and growth in the community.

The Council is committed to delivering better services and change for the Borough through its Transformation Strategy which will remain a key focus for the Authority's management team. There is a commitment to the significant task of transforming the services that are delivered to the people of Rushcliffe. Initiatives such as the creation of Streetwise Environmental Ltd are indicative of the innovative way the Council continues to progress and provide better value for money for taxpayers. The challenges that face Rushcliffe are ones which both members and officers of the Borough Council are determined to meet.

8. Further Information

Further information about the Statement of Accounts is available from the Financial Services section at the Civic Centre, Pavilion Road, West Bridgford, Nottinghamshire NG2 5FE, telephone 0115 981991 or by e-mail: finance@rushcliffe.gov.uk. In addition, members of the public have a statutory right to inspect the accounts before the annual audit is completed. The availability of the accounts for inspection is advertised in the local press and on our website at www.rushcliffe.gov.uk.

Peter Linfield
Interim Executive Manager (Finance and Commercial)
30th June 2015

B. ANNUAL GOVERNANCE STATEMENT

1. SCOPE AND PURPOSE

1.1 Scope of responsibility

Rushcliffe Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Rushcliffe Borough Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Rushcliffe Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions which includes arrangements for the management of risk.

Rushcliffe Borough Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. This statement explains how Rushcliffe Borough Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 and 2011, in relation to the publication of a statement on internal control.

1.2 The purpose of the governance framework

The governance framework comprises the systems, processes, and culture and values, by which the authority is directed and controlled and the activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Rushcliffe Borough Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Rushcliffe Borough Council for the year ended 31 March 2015 and up to the date of approval of the statement of accounts.

2 THE GOVERNANCE FRAMEWORK

2.1 Vision and priorities

Long term strategic planning has enabled Rushcliffe to address its immediate financial pressures, develop a medium term financial strategy to 2019/20 and introduce its fifth Corporate Strategy covering the period 2012 to 2016. The three key themes for this strategy are:

- Supporting economic growth to ensure a sustainable, prosperous and thriving local economy;
- Maintaining and enhancing our residents' quality of life; and
- Transforming the Council to enable the delivery of efficient high quality services.

The integration of service and financial planning has continued through the budgets for both 2014/15 and 2015/16, and the financial strategy to 2019/20.

During 2014/15 the Council developed its approach to the financial pressures facing all public bodies through the continued development of its Transformation Strategy (replacing the Four Year Plan). This outlines how the Council will meet its financial challenges until 2019/20. The Transformation Strategy focuses upon three key elements income generation, service re-design and business cost reduction. It highlights the relationship between the Corporate Strategy, the Medium Term Financial Strategy and the Transformation Strategy. As part of the service re-design process the council is continuously reviewing the services it provides to identify improved or alternate methods of delivery which will enable it to meet its financial targets without eroding the high quality of service for which Rushcliffe is known

Progress against previous priorities and actions, as laid down in previous service plans, has been reported to the Performance Management Board during the course of the year. All key tasks within the current service delivery plans have been linked directly to the Council's objectives.

2.2 Improvement and Efficiency

As with other public bodies the Council faces unprecedented financial pressures. Its original efficiency requirement of £2.8m has increased to around £5.7m from 2011/12 to 2019/20. Much has been achieved with around £4.4m of savings having been delivered between 2011/12 and 2015/16. However, there remains the need to continue to identify savings from the Transformation Strategy in order to meet financial pressures in the medium term. A combination of Member and management challenge has limited the projected budget savings required from 2016/17 to 2019/20 at £1.3m. The following thematic areas summarise how the budget will be balanced in future years:-

- (a) Service Efficiencies – focusing on both the customer and looking at streamlining services;
- (b) Management Challenge – challenging base budgets each year;
- (c) Transformational Projects - projects such as building control and garage partnerships
- (d) 'Thinking big' reviews – for example the Leisure Strategy and office accommodation projects.

A comprehensive document setting out the Council's constitution exists which sets out the clearly defined structure for the Council's organisational arrangements based upon a cabinet executive model. In essence the different roles can be summarised as follows:

- Council decides upon certain policies and other specialist functions that cannot be delegated elsewhere including the setting of the council tax
- Cabinet is allocated authority by council to approve policies not reserved for consideration by Council, deliver policies and to take most significant executive decisions
- Cabinet works to a Forward Plan of forthcoming decisions for up to three months ahead
- The work of Cabinet is supported by four scrutiny groups

- Scrutiny groups develop their own work programme for the review of council policies in addition to scrutinising the work of the cabinet
- Separate committees exist for Development Control, Employment Appeals, Alcohol and Entertainments Licensing, Interviewing and Licensing.
- Delegation arrangements to officers are set out in detail within the Constitution
- A protocol defining the relationship between Members and Officers was adopted during 2008

The constitution also provides detailed guidance on standing orders, financial regulations and the conduct of meetings. In addition it also contains codes of conduct applying to members and officers as well as a protocol for councillor/officer relationships. The codes include reference to the need to declare any interests which may conflict with the individual's role at the Council and such registers for councillors and officer are maintained by the Executive Manager Corporate Governance and Operations and the Strategic Human Resources Manager respectively. The Council has in place a confidential reporting code (whistleblowing policy) and any referrals under the policy are investigated.

The Constitution as a whole is reviewed when necessary and appropriate. The last significant review was undertaken in 2011/12; however a number of amendments have been made since then to accommodate legislative changes or to reflect changes to the Council's structure. A further review is planned after the local elections in 2015.

2.3 Policies, Procedures, Laws and Regulations

The Council has three statutory officer roles: the Chief Executive, the Section 151 Officer and the Monitoring Officer. They are responsible for ensuring that the Council acts within the law and in accordance with established policies and procedures. The Section 151 Officer is specifically responsible for the proper discharge of financial arrangements and must advise the Council where any proposal might be unlawful or where expenditure is likely to exceed resources.

The Council's financial management arrangements should conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010). During 2014/15, the Council's financial management arrangements complied in all respects with the governance requirements of the aforementioned statement, in particular:

- During 2014/15 the Executive Manager (Finance and Commercial) held the post of Chief Financial Officer. The post holder is a professionally qualified accountant with direct access to the Chief Executive, Leader of the Council and other Cabinet Members. The post holder also has direct access to the Corporate Governance Group and the Council's external auditors.
- The Chief Financial Officer has a line of professional accountability for all finance staff and for ensuring that the finance function is 'fit for purpose'. The Council has established robust arrangements to manage its finances, including a Medium Term Financial Strategy, annual budget process and compliance with CIPFA's Codes and Guidance on the Prudential Framework for Capital Finance, Treasury Management and the management of reserves.
- Internal audit services are provided to the Council by Baker Tilly. The effectiveness of this service is monitored by the Corporate Governance Group.

Executive Managers are responsible for ensuring that legislation and policy relating to service delivery and health and safety are implemented in practice. Oversight of these arrangements is provided by the Executive Manager (Corporate Governance and Operations).

2.4 Risk Management

The Council's risk management arrangements are regularly reviewed with a complete review being undertaken during 2014/15. The effectiveness of the overall risk management arrangements is monitored by the Corporate Governance Group who, on 13 November 2014, approved the changes to the Risk Management Strategy. The 2014/15 Annual Report by Internal Audit acknowledges the continued refinement in risk management with the control environment maintaining a 'green' rating (giving substantial assurance).

2.5 Development and training needs

The Council achieved Councillor Member Development Charter status in March 2011 and has a cross party Member Development Group to oversee development and delivery of Councillor learning and training. This Group meets on a quarterly basis.

Each Councillor is offered the opportunity to undertake an annual Personal Development Plan the results of which are used to inform the on-going Member Development Programme. Development needs are also identified directly by feedback from Councillors and in response to issues which may occur throughout the year.

To support new and returning Councillors a comprehensive induction programme has been developed for delivery after the local elections. The delivery of this is overseen by the cross party Member Development Group who evaluates its effectiveness upon its completion based on Councillor feedback.

The identification and delivery of appropriate training for officers is dealt with via the Learning and Development Plan which links to the annual performance development review (PDR) process.

2.6 Communication

Three editions of Rushcliffe Reports – the Council's newsletter for residents – are printed and circulated to all households each year and these set out details of a number of key service changes, both in the past and in the future, and ask for customer feedback.

On-going customer satisfaction surveys were undertaken by several key customer facing services such as planning, revenues and benefits and customer services. The customer feedback received from these exercises is used to improve services to all customers. The Council also undertakes consultation to inform decisions relating to policy changes. Over the course of this year, additional consultation was undertaken on leisure provision in West Bridgford, developer engagement with our planning team, growth and economic development within the Borough, and car-parking in Radcliffe-on-Trent and Bingham (commenced April 2015). A review of Shelford and Newton parish was also undertaken and following Council approval the two new parishes were established from 1st April 2015.

2.7 Partnerships

The Council has in place a scrutiny group that reviews significant partnerships with which the Council is involved. The Council has put in place strong governance arrangements around the major leisure services, Streetwise and car parking contracts. The Cabinet Portfolio Holder also chairs quarterly strategic board meetings with the two main leisure providers, Parkwood and Carillion. There are also quarterly meetings of the Streetwise Board chaired by the Leader of the Council.

3 REVIEW OF EFFECTIVENESS

3.1 Introduction

Rushcliffe Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates and this review is considered by the Corporate Governance Group.

3.2 The Council

The Council approves and keeps under regular review all the strategic policies which it reserves for its own consideration, including:

- The Constitution
- The Corporate Strategy
- The Capital Programme and Revenue Budget
- The Housing Strategy
- The Local Development Framework

3.3 The Cabinet

The Cabinet carries out the executive functions of the Council as required by the legislation and the Council's constitution. It accordingly:

- Takes key decisions
- Takes other executive decisions
- Approves policies other than those reserved for Council
- Recommends to Council policies and budgetary decisions

3.4 Corporate Governance Group

The Corporate Governance Group is the group within the Council that is charged with Governance and has a number of responsibilities including:

- Overseeing financial governance arrangements

- Overseeing strategic risk management
- Scrutinising the Annual Governance Statement
- Scrutinising the Statement of Accounts prior to its agreement by full council
- Reviewing the plans and work of Internal Audit
- Receiving reports from external audit in relation to the audit arrangements

3.5 Performance Management Board

The Performance Management Board reviews the performance of the Council against the approved targets. Other reports are taken to this group and during the last year the group has considered the equality and diversity plan and the leisure services contracts.

In addition to the Performance Management Board the Council has two other scrutiny groups which were formed during 2007. The first, Community Development looks at areas that affect the community such as new energy initiatives and the delivery of rural broadband. The other group is Partnership Delivery which is tasked with looking at the effectiveness of current and future potential partnerships.

3.6 Executive Managers

Executive Managers are responsible for ensuring proper standards of internal control within their service areas. On-going reviews are undertaken throughout the year. At the end of the financial year Executive Managers are required to confirm that they have reviewed the system of internal control and identify any areas where improvements are necessary.

3.7 Internal Audit

Internal Audit is responsible for the review of the systems of internal control and for giving an opinion on both the corporate and service specific standards in place. Following a formal tender process in 2009/10 this contract was awarded to RSM Tenon (now Baker Tilly). An Audit Strategy has been developed covering all activities of the Council at a level and frequency determined using a risk management methodology. The current Strategy now covers the period up to March 2017.

An annual audit plan governs each year's activity and at the completion of each audit, a report is produced for management with recommendations for improvement. Regular reports covering internal audit activities are submitted to the Corporate Governance Group for scrutiny.

A detailed annual review of the effectiveness of the Council's system of internal audit is undertaken every year and reported to the Corporate Governance Group. As mentioned at Section 2.4 in terms of governance, risk management and internal control maintains a level of substantial assurance, as given by Internal Audit.

3.8 External Audit

The external auditors review the Council's arrangements for:

- Preparing accounts in compliance with statutory and other relevant requirements

- Ensuring the proper conduct of financial affairs and monitoring their adequacy and effectiveness in practice
- Managing performance to secure economy, efficiency and effectiveness in the use of resources

The auditors give an opinion on the Council's accounts, corporate governance and performance management arrangements. The Council takes appropriate action where improvements need to be made.

The provision of external audit is undertaken by KPMG.

4 SIGNIFICANT GOVERNANCE ISSUES

4.1 Issues Identified and remedial action

The Council continues to utilise partnership arrangements with other public bodies and private organisations to deliver services. The Council therefore remains committed to meeting the challenge of ensuring that the appropriate governance arrangements are in place for each of the major partnerships that the Council has entered or will enter.

The Council's external auditors have recognised improvements in the production of the Statement of Accounts and the risks surrounding the bank reconciliation procedures have subsided. The key risk identified concerns the consolidation, for the first time, of Streetwise Environmental Ltd.'s (SEL) accounts, thus grouping with the Council's accounts. The Council has been working with KPMG throughout the year on this process.

During 2014/15 the Council highlighted an issue in relation to the administration of taxi driver licences to its Internal Auditors. Whilst it identified internal control weaknesses; it also demonstrated the strength of the Council's internal controls in terms of both identifying the problem and ensuring it was dealt with appropriately, with a subsequent action plan and remedial action undertaken including a review of arrangements for the management of income across the Council.

During 2015/16 the Council will also need to manage a number of challenges arising from the impact of both the General and Local elections and in particular challenges arising from welfare reform and the introduction of Universal Credit. Furthermore the Council has to address the issue of housing growth and the concerns of the planning inspector. Whilst the Core Strategy was approved in 2014 much work is still to be done.

The Cotgrave Masterplan is a significant project which demonstrates the Council's commitment to developing the community and provides affordable housing. The Council has recently been successful in leveraging external funding for both Bridgford Hall; and the 'Growth Deal' for employment and housing sites alongside the A46. This is indicative of the Council's commitment to support housing and business growth. The Council is in the process of implementing an Asset Investment Strategy as the catalyst to release a further £10m to grow the local economy, along with a desire to improve infrastructure via the Nottinghamshire Combined Authority. Other challenges include the management of the leisure and accommodation project, and as the Council becomes increasingly innovative the management of alternative service delivery vehicles such as Streetwise. There are also likely to be further collaborative arrangements with the Council's partners of first choice Gedling, and Newark and Sherwood. This does not preclude other collaborative opportunities. Recent examples include the provision of Garage services through Nottingham City Council; and Building Control

Services with South Kesteven District Council. These opportunities will be managed in line with the Governance Framework outlined earlier in this report.

5 STATEMENT OF THE CHIEF EXECUTIVE AND THE LEADER OF THE COUNCIL

We have been advised of the implications of the result of the review of the effectiveness of the governance framework by the Corporate Governance Group. The arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed, with new actions planned, are outlined above.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed.....

Councillor J N Clarke (Leader)

Signed.....

A Graham (Chief Executive)

Date

Date

C. Independent Auditor's Report

Independent auditor's report to the members of Rushcliffe Borough Council

We have audited the financial statements of Rushcliffe Borough Council for the year ended 31 March 2015 on pages 2 to 78. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

This report is made solely to the members of the Authority, as a body, in accordance with Part II of the Audit Commission Act 1998. Our audit work has been undertaken so that we might state to the members of the Authority, as a body, those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Authority, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Executive Manager Finance and Commercial and auditor

As explained more fully in the Statement of the Interim Executive Manager Finance and Commercial's Responsibilities, the Executive Manager Finance and Commercial is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, and for being satisfied that they give a true and fair view. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Interim Executive Manager Finance and Commercial; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Explanatory Foreword to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2015 and of the Authority's expenditure and income for the year then ended;

- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

Matters on which we are required to report by exception

The Code of Audit Practice 2010 for Local Government Bodies requires us to report to you if:

- the annual governance statement set out on pages XI to XVIII does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007; or
- the information given in the explanatory foreword for the financial year for which the financial statements are prepared is not consistent with the financial statements; or
- any matters have been reported in the public interest under section 8 of Audit Commission Act 1998 in the course of, or at the conclusion of, the audit; or
- any recommendations have been made under section 11 of the Audit Commission Act 1998; or
- any other special powers of the auditor have been exercised under the Audit Commission Act 1998.

We have nothing to report in respect of these matters

Conclusion on Rushcliffe Borough Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's responsibilities

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor's responsibilities

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2014, as to whether the Authority has proper arrangements for:

- securing financial resilience; and
- challenging how it secures economy, efficiency and effectiveness.

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2015.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2014, we are satisfied that, in all significant respects, Rushcliffe Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2015.

Certificate

We certify that we have completed the audit of the financial statements of Rushcliffe Borough Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice 2010 for Local Government Bodies issued by the Audit Commission.

Andrew Bush

for and on behalf of KPMG LLP, Appointed Auditor

Chartered Accountants

St Nicholas House
31 Park Row
Nottingham
NG1 6FQ
30 September 2015

STATEMENT OF ACCOUNTS

2014/15

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

THE AUTHORITY'S RESPONSIBILITIES

The authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Interim Executive Manager (Finance and Commercial).
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- approve the Statement of Accounts.

THE EXECUTIVE MANAGER (FINANCE AND COMMERCIAL) RESPONSIBILITIES

The Interim Executive Manager (Finance and Commercial) is responsible for the preparation of the authority's Statement of Accounts in accordance with proper practices, as set out in the Chartered Institute of Public Finance and Accountancy/Local Authority Scotland Accounts Advisory Committee's "Code of Practice on Local Authority Accounting in the United Kingdom" ("the Code of Practice").

In preparing this Statement of Accounts, the Interim Executive Manager (Finance and Commercial) has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent
- complied with the Code of Practice

The Interim Executive Manager (Finance and Commercial) has also:

- kept proper accounting records which were up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Interim Executive Manager (Finance and Commercial) should sign and date the Statement of Accounts, stating that it gives a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the year ended 31 March 2015.

CERTIFICATE

I hereby certify that the following Statement of Accounts gives a true and fair view of the financial position of Rushcliffe Borough Council at 31 March 2015 and its income and expenditure for the financial year ended 31 March 2015.

Peter Linfield
Interim Executive Manager (Finance and Commercial)
30 June 2015

FORMAL APPROVAL

Full Council approved the audited Statement of Accounts on 24 September 2015

On behalf of the Council
Councillor Purdue - Horan
Mayor of the Council

D. THE FINANCIAL STATEMENTS

MOVEMENT IN RESERVES STATEMENT (MIRS)

This statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The (Surplus) or Deficit on the Provision of Services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for council tax setting. The (Net Increase)/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the council.

2014/2015	General Fund Balance £000	Earmarked GF Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance 31 March 2014	(2,604)	(10,222)	(10,949)	(412)	(24,187)	2,941	(21,246)
Movement in Reserves during 2014/2015							
(Surplus) or deficit on the provision of services	(552)	0	0	0	(552)	0	(552)
Other Comprehensive Income and Expenditure	0	0	0	0	0	10,266	10,266
Total Comprehensive Income and Expenditure	(552)	0	0	0	(552)	10,266	9,714
Adjustments between accounting basis and funding basis under regulations (Note 7)	(683)	0	(848)	139	(1,392)	1,392	0
Net Increase/Decrease before Transfers to Earmarked Reserves	(1,235)	0	(848)	139	(1,944)	11,658	9,714
Transfers to/from Earmarked Reserves (Note 8)	1,235	(1,235)	0	0	0	0	0
Increase/Decrease in 2014/2015	0	(1,235)	(848)	139	(1,944)	11,658	9,714
Balance at 31 March 2015 Carried Forward	(2,604)	(11,457)	(11,797)	(273)	(26,131)	14,599	(11,532)

D. THE FINANCIAL STATEMENTS

RESTATED MOVEMENT IN RESERVES STATEMENT (MIRS)*

2013/2014	General Fund Balance £000	Earmarked GF Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves* £000	Total Authority Reserves £000
Balance 31 March 2013	(2,604)	(8,378)	(12,663)	(487)	(24,132)	(4,499)	(28,631)
Movement in Reserves during 2013/2014							
(Surplus) or deficit on the provision of services	3,948	0	0	0	3,948	0	3,948
Other Comprehensive Income and Expenditure	0	0	0	0	0	3,437	3,437
Total Comprehensive Income and Expenditure	3,948	0	0	0	3,948	3,437	7,385
Adjustments between accounting basis and funding basis under regulations (Note 7)*	(5,792)	0	1,714	75	(4,003)	4,003	0
Net Increase/Decrease before Transfers to Earmarked Reserves	(1,844)	0	1,714	75	(55)	7,440	7,385
Transfers to/from Earmarked Reserves (Note 8)	1,844	(1,844)	0	0	0	0	0
Increase/Decrease in 2013/2014	0	(1,844)	1,714	75	(55)	7,440	7,385
Balance at 31 March 2014 Carried Forward	(2,604)	(10,222)	(10,949)	(412)	(24,187)	2,941	(21,246)

*Restated due to presentational changes

D. THE FINANCIAL STATEMENTS

COMPREHENSIVE INCOME & EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

2013/2014				2014/2015		
Gross Exp £000	Gross Inc £000	Net Exp £000		Gross Exp £000	Gross Inc £000	Net Exp £000
2,548	(446)	2,102	Central Services to the Public	2,336	(457)	1,879
3,867	(657)	3,210	Cultural & Related Services	3,287	(699)	2,588
			Environmental & Regulatory			
6,203	(1,586)	4,617	Services	6,314	(1,849)	4,465
3,377	(1,819)	1,558	Planning Services	2,297	(1,550)	747
357	(554)	(197)	Highways & Transport Services	300	(520)	(220)
20,129	(18,876)	1,253	Housing Services	19,915	(18,855)	1,060
1,528	(346)	1,182	Corporate and Democratic Core	1,618	0	1,618
550	0	550	Non Distributed Costs	391	(442)	(51)
38,559	(24,284)	14,275	Cost of Services	36,458	(24,372)	12,086
1,911	(126)	1,785	Other Operating Exp. (Note 9)	1,948	(468)	1,480
1,926	(972)	954	Financing & Investment Inc. & Exp. (Note 10)	1,350	(1,740)	(390)
0	(13,066)	(13,066)	Taxation & Non-Specific Grant Income (Note 11)	0	(13,728)	(13,728)
42,396	(38,448)	3,948	(Surplus)/Deficit on Provision of Services	39,756	(40,308)	(552)
		(524)	Surplus or deficit on revaluation of non-current assets			(65)
			Available For Sale Financial Instruments			19
		3,961	Actuarial gains/losses on pension assets/liabilities			10,312
		3,437	Other Comprehensive Income & Expenditure			10,266
		7,385	Total Comprehensive Income & Expenditure			9,714

D. THE FINANCIAL STATEMENTS

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2014 £000		Note Ref	31 March 2015 £000
26,203	Property, Plant and Equipment	12	25,599
169	Heritage Assets		108
10,323	Investment Property	13	10,585
0	Long Term Investments	16	4,492
117	Intangible Assets	14	92
1,156	Long Term Debtors	16	897
37,968	Long Term Assets		41,773
17,540	Short Term Investments	16	17,144
18	Inventories		27
1,550	Short Term Debtors	17	2,459
16,095	Cash and Cash Equivalents	16,18	12,919
35,203	Current Assets		32,549
(54)	Short Term Borrowing	16	(54)
(180)	Short Term Provisions	20	(100)
(6,205)	Short Term Creditors	19	(4,340)
(6,439)	Current Liabilities		(4,494)
(572)	Long Term Provisions	20	(1,480)
(4,542)	Capital Grants Receipts in Advance	16,31	(5,191)
(40,372)	Pension Liability	36	(51,625)
(45,486)	Long Term Liabilities		(58,296)
21,246	NET ASSETS		11,532
10,949	Usable Capital Receipts Reserve		11,797
2,604	General Fund Balance		2,604
10,222	Earmarked Reserves	8	11,457
412	Capital Grants Unapplied		273
24,187	Usable Reserves		26,131
(2,941)	Unusable Reserves	22	(14,599)
21,246	TOTAL RESERVES		11,532

D. THE FINANCIAL STATEMENTS

CASHFLOW STATEMENT (INDIRECT METHOD)

The Cash Flow Statement shows the changes in cash and cash equivalents of the authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as; operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the authority.

2013/2014 £000		2014/2015 £000
3,948	Net (surplus) or deficit on the provision of services	(552)
(7,609)	Adjustments to net surplus or deficit on the provision of services for non-cash movements (Note 23)	(2,437)
1,692	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities (Note 23)	3,057
(1,969)	Net cash flows from Operating Activities (Note 23)	68
13,692	Investing Activities (Note 24)	2,053
941	Financing Activities (Note 25)	1,055
12,664	Net increase or decrease in cash and cash equivalents	3,176
(28,759)	Cash and cash equivalents at the beginning of the reporting period	(16,095)
(16,095)	Cash and cash equivalents at the end of the reporting	(12,919)

E. NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

i. General Principles

The Statement of Accounts summarises the Council's transactions for the 2014/15 financial year and its position at the year-end of 31 March 2015. It has been prepared in accordance with the Accounts and Audit Regulations 2011 (as amended) which require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in United Kingdom 2014/15 and the Service Reporting Code of Practice 2014/15, supported by International Financial Reporting Standards (IFRS) It also complies with guidance notes issued by CIPFA on the application of accounting standards (Standard Statement of Accounting Practice and Financial Reporting Standards) to the local authority accounts.

ii. Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- **Revenue from the sale of goods** is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- **Revenue from the provision of services** is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- **Supplies are recorded as expenditure** when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- **Expenses in relation to services received** (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- **Interest payable on borrowings and receivable on investments** is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- **Where revenue and expenditure have been recognised but cash has not been received or paid**, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

iii. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

iv. **Exceptional Items**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Council's financial performance.

v. **Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance.

Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

vi. **Charges to Revenue for Non-Current Assets**

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

- **Depreciation** attributable to the assets used by the relevant service;
- **Revaluation and impairment losses on assets** used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off; and
- **Amortisation of intangible fixed assets** attributable to the service.

The Council is not required to raise Council Tax to cover depreciation, revaluation and impairment losses or amortisation. These are therefore reversed out of the General Fund and into an unusable capital reserve.

It is however, required to make annual provision from revenue towards the reduction in its overall borrowing requirement; this is referred to as Minimal Revenue Provision (MRP). New guidance was issued by the Secretary of State under section 21 (1A) of the Local Government Act 2003 for the calculation of this provision.

The Council is currently debt free and has no borrowing requirement and is therefore not required to make a MRP.

vii. **Employee Benefits**

Benefits payable during employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (for example, cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, for example, time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year, where material. The accrual is made at the wage and salary rates applicable in the following year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to either terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. These are charged on an accruals basis to Net Cost of Services within Non Distributed Costs in the Comprehensive Income and Expenditure Statement when the Council has demonstrably committed to the termination of the employment or has made an offer to encourage voluntary redundancy to an officer or group of officers.

When termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pension Reserve to remove the notional debits and credits for pension enhancement termination benefits. These are replaced with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-Employment Benefits

The Local Government Pension Scheme (LGPS) is administered by Nottinghamshire County Council and is accounted for as a defined benefits scheme providing defined benefits to members (Retirement Lump Sums and Pensions) earned as employees working for the Council.

The liabilities of the pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – (i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projected earnings for current employees).

The assets of the pension fund attributed to the Council are included in the Balance Sheet at their fair value

- **Quoted Securities** - current bid price
- **Unquoted Securities** - current bid price
- **Utilised Securities** - Professional Estimate
- **Property** - Market Value

The change in the net pension's liability is analysed into five components:

- **Current Service Cost** – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the service for which the employees worked.
- **Past Service Cost** – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
- **Net interest on the net defined benefit liability (asset)** ie net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments
- **Re-measurements comprising**
 - The return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pension Reserve as Other Comprehensive Income and Expenditure;
 - Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions– charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- **Contributions Paid to the Pension Fund** – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any amounts payable to the fund but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Council has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the LGPS.

viii. Events after the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of event can occur:

- **Those that provide evidence of conditions** that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events;
- **Those that are indicative of conditions** that arose after the reporting period – the Statement of Accounts are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

ix. Financial Instruments

General

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Most straight forward financial assets (debtors, bank deposits and investments) are covered, together with more complex ones not used by the Council (debt instruments with embedded swaps and options).

The Council recognises a financial asset or liability on the Balance Sheet when it becomes party to the contractual provisions of an instrument.

Financial Liabilities

Financial liabilities are recognised on the balance sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable, are based on the carrying amount of liability, multiplied by the effective rate of interest for the investment. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

The Council currently has no long term debt but any future long term debt would be within the Councils Treasury Management Strategy, Minimum Revenue Provision Policy and future Accounting Policies.

Financial Assets

Financial assets are classified as either;

- **Loans and Receivables** – assets that have fixed or determinable payments but are not quoted in an active market.

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the provisions of a financial instrument and are initially measured at “fair value”. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

The Council has made a loan to the cricket club at less than market rates (soft loan). When such a soft loan is made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. The Council has also made a soft loan to Streetwise Environmental Ltd but as they are a subsidiary of the Council this loss is treated as an additional investment in the company.

If an asset was identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

Any gains or losses that arise on the de-recognition of an asset are credited or debited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

- **Available-for-sale assets** – assets that have a quoted market price and/or do not have fixed or determinable payments. These are non-derivative financial assets designated available for sale which are measured at fair value with changes in value taken to the revaluation reserve, with the exception of impairment losses. Accumulated gains or losses are recycled to the income statement on de-recognition.

Financial Instruments – Risks

The Council's activities in this area expose it to a number of risks; it regularly reviews and agrees policies for such risks which are set out below:

- **Credit Risk** – the possibility that other parties may fail to pay amounts due.

To mitigate this risk the parties that owe money are sent timely reminders, defaulters are given reminders, warnings and ultimately legal action is taken where necessary.

In addition, the Council has adopted the CIPFA Prudential Code and reviews and monitors the level of exposure to investments which mature beyond one year and the use of specified and non-specified investments.

- **Interest Rate Risk** – that changes in areas such as interest rates will affect the Council's revenue resources. To mitigate this risk the Council monitors the available rates, and also consults with its Treasury Advisors, Arlingclose Ltd, and maintains fixed deposits when good rates are available. Fixed rate deposits are maintained to maximise interest receivable; variable rate deposits are maximised for working capital requirements.
- **Liquidity Risk** – the possibility that the council cannot pay its commitments.
To mitigate this risk the Council ensures that current working capital requirements are immediately available. Short-term flexibility is achieved by overdraft facilities.

x. **Government Grants and Contributions**

Whether paid on account, by instalments or in arrears, government grants, third party contributions and donations are recognised as due to the Council where there is reasonable assurance that.

- The Council will comply with the conditions attached to the payments; and
- The grants or contributions will be received.

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as long term liabilities (Capital Receipts in Advance). When conditions are satisfied, the grant or contribution is credited to the Comprehensive Income and Expenditure Statement.

Where capital grants and contributions including section 106s are credited to the Comprehensive Income Expenditure Statement as Taxation and Non Specific Grant Income, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure it is posted to the Capital Grants Unapplied Reserve. Where it has been applied it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

xi. Heritage Assets

The Council has two classifications of Heritage Assets; a small art collection and a war memorial. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. In the past the art collection was reported in the Balance Sheet at insurance valuation, which is based on market value. Mellors and Kirk (art auctioneers) re-valued the collection resulting in a downward movement of circa £60,000 on the art collection. The resultant value of heritage assets held at 31 March 2015 was £108,000 (£169,000 2013/14).

The carrying amounts of Heritage Assets are also reviewed where there is evidence of impairment, for example, where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment.

Art collection

The Council's art collection consists of 82 exhibits of oils, watercolours and prints, and a clock. Following the revaluation exercise of significant items in the collection (January 2015), there are 3 items with a value of over £5,000. The highest value item is an oil painting valued at £50,000. As at 31 March 2014, 7 items had a value of over £5,000 with the highest value, an oil painting, valued at £65,000. The assets within the art collection are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.

Acquisitions are made by purchase or donation. Purchases are initially recognised at cost and donations are recognised at valuation.

War Memorial

The War Memorial is situated in West Bridgford and is held at Depreciated Historical Cost (a proxy for current value).

xii. Intangible Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (for example, software licences). These are capitalised at cost when the economic benefit is estimated to be greater than 12 months.

Once capitalised, the assets will be amortised on a systematic basis over their useful lives. The amortisation charge will be made to the relevant General Fund Service revenue accounts.

Internally generated assets are only re-valued where the fair value of assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the council meets this criterion and they are therefore carried at amortised cost.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital

Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

xiii. Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. Long term contracts are accounted for on the basis of charging the surplus or deficit on the provision of services with the value of works and services received under contract during the financial year.

xiv. Interests in Companies and Other Entities

The Authority has material interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and require it to prepare group accounts. In the Authority's own single-entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses.

xv. Investment Property

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at fair value, and are not depreciated but are re-valued annually. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and the Capital Receipts Reserve.

xvi. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

An exception is made where leases were in existence prior to the introduction of IFRS and not treated in accordance with proper practice as at 31st March 2010. Under the terms of the Local Authorities (Capital Finance and Accounting) (Amendment) (England) Regulations 2010 no 454, the Council may continue to account for money received in accordance with the original type of leases.

Leases classified as Investment Properties are not required to show a split between the land and building elements.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for a payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Council as Lessee

Finance Leases

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- A finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, plant and equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the authority at the end of the lease period).

The Council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from the leases asset.

The Authority as Lessor

Finance Leases

These finance leases are dealt with under the exception outlined above.

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

xvii. Jointly Controlled Operations

Jointly controlled operations are activities undertaken by the Authority in conjunction with the other ventures that involve the use of assets and resources of the venture rather than the establishment of a separate entity. The Authority recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and

Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

xviii. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Code of Practice 2014/15 (SERCOP). The total absorption costing principle is used, with the full cost of overheads and support services being shared between users in proportion to the benefits received, with the exception of:

- **Corporate and Democratic Core** – costs relating to the Council's status as a multi-functional, democratic organisation.
- **Non Distributed Costs** – this includes the cost of discretionary benefits awarded to employees retiring early and any impairment losses chargeable on Assets Held for Sale.

These two cost categories are defined in SERCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

xix. Property, Plant & Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential is charged as an expense when it is incurred. In addition, expenditure needs to be in excess of the Council de-minimis level of £10,000 before it can be recognised as capital, spend below this limit is charged to revenue.

The Code requires components to be accounted for as separate items where they are material, the Council has undertaken a review of its assets relating to Property, Plant and Equipment and componentising these assets has no material impact. The Council has however componentised its assets, into two elements, land and buildings.

Measurement

Assets are initially measured at cost, comprising:

- The purchase price
- Any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management
- The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance, (i.e. it will not lead to variation in the cash flows

of the Council). In the latter case, where an asset is acquired via exchange, the cost of the acquisition is the carrying amount of the asset given up by the council.

Donated assets are measured initially at fair value unless the donation has been made conditionally. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

Property, Plant and Equipment	
Other Land and Buildings	Existing Use Value (EUV)
Vehicles and Plant	Depreciated Historical Cost
Infrastructure	Depreciated Historical Cost
Community Assets	Depreciated Historical Cost
Assets Under Construction	Depreciated Historical Cost

Assets included in the Balance Sheet at fair value are re-valued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every three years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for as follows:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- Where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)

- Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction) and assets held for a commercial return (i.e. investment properties). It is calculated as follows:

Property, Plant and Equipment	
Other Land and Buildings	Straight line – over the useful life of the asset
Vehicles and Plant	Straight line – over the useful life of the asset
Infrastructure	Straight line – over the useful life of the asset

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Disposals and Non-current Assets Held for Sale

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is re-valued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were

classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. Capital receipts are credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

As the cost of fixed assets is fully provided for under separate arrangements for capital finance the written-off value of disposals is not a charge against council tax. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

Assets under Construction

Assets under Construction are only recognised when it is probable that the future economic benefits will flow to the council and the cost can be measured reliably. Assets under construction are capitalised at cost which includes labour and overhead costs arising directly from the construction of the asset. Assets under construction are not depreciated until they are brought into the use under the relevant sections of Property Plant and Equipment.

xx. Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the authority settles the obligation.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Council a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

Contingent Assets

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council. Where it is probable that there will be an inflow of economic benefits or service potential, contingent assets are not recognised in the Balance Sheet but disclosed in a note to the Accounts.

xxi. Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, and retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in the relevant policies.

xxii. Revenue Expenditure Funded from Capital under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

xxiii. VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

xxiv. Collection Fund

Billing authorities have to maintain a separate fund for the collection and distribution of amounts due in respect of council tax and non-domestic rates. The Council acts as an agent, collecting

and distributing council tax and business rates income on behalf of itself and the major precepting authorities and central government.

From 1 April 2009 for both Billing and Precepting authorities and central government, the NNDR income included in their Comprehensive Income and Expenditure Statement (CIES) shall be the accrued income for the year. Any difference between the income included in the CIES and their demand or precept is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement. As the collection of Council Tax is an agency agreement there is a debtor/creditor position between the billing Council and the major preceptors. As the billing Council, this Council's Cash Flow Statement includes in 'revenue activities' only its own share of the Council Tax collected.

From 1 April 2013 for billing and precepting authorities and central government, the NNDR income included in their CIES shall be the accrued income for the year. Any difference between the income included in the CIES and their estimate of share of income is taken to the Collection Fund Adjustment Account and included as an adjusting item in the Movement in Reserves Statement. As the collection of NNDR is an agency agreement there is a debtor/creditor position between the billing council and the major preceptor (governed by the Nottinghamshire Pool) and central government. As the billing Council, this Council's Cash Flow Statement includes in 'revenue activities' only its own share of the Council Tax collected.

2. ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (the Code) requires the disclosure of information relating to the expected impact on the accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2015/16 Code: IFRS 13 Fair Value Measurement. This standard provides a consistent definition of fair value and enhanced disclosure requirements. It is designed to apply to assets and liabilities covered by those IFRS standards that currently permit or require measurement at fair value (with some exceptions). The adoption of this standard will require surplus assets (assets that are not being used to deliver services, but which do not meet the criteria to be classified as either investment properties or non-current assets for sale) to be re-valued to market value rather than value in existing use as at present. Operational property, plant and equipment assets are outside the scope of IFRS13. Overall this standard is not expected to have a material impact on the Statement of Accounts, due to the low value of surplus assets held by the Council.

IFRIC 21 Levies. This standard provides guidance on levies imposed by government in the financial statements of entities paying the levy. The IFRIC specifies the obligating event as the activity that triggers the timing of the payment of the levy. The amount payable may be based on the information relating to a period before the obligation to pay arises or the levy is payable only if a threshold is reached, or both. This standard will not have a material impact on the Statement of Accounts.

Annual improvement to IFRSs (2011-2013 Cycle). These improvements are minor, principally providing clarification and will not have a material impact on the Statement of Accounts.

The Code requires implementation from 1 April 2015 and there is therefore no impact on the 2014/15 Statement of Accounts.

3. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts concern the following:

- a. There is a high degree of uncertainty about future levels of funding for local government notably issues around welfare reform and localisation of Business Rates. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the authority might be impaired as a result of a need to close facilities and reduce levels of service provision. Future transformation plans will have an effect on the assets of the authority for example the Council's office accommodation and leisure facilities, these are seen as positive opportunities to improve the Council's asset base and provide efficiencies;
- b. One factor that has demonstrably in the past 3 years had a significant impact on the accounts concerns the assumptions surrounding pensions and the likelihood of legislative change and the impact of such change. The impact of either a change in the discount rate of 0.1% or a change in life expectancy of 1 year, for either, would be no more than £107,000 on service costs.
- c. The Council has a 'Group Relationship' with a subsidiary, namely Streetwise Environmental Ltd. The boundaries have been assessed using the criteria outlined in the Code of Practice. The interest is considered to be material in terms of the importance of Streetwise to the Council and consequently Group Accounts have been produced.
- d. It is anticipated no substantial legal claims or appeals will be made against the Council in the next financial year.

4. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

Most significant estimates are for pensions, bad debts (impairments), accruals and provisions. Each of these has a different process for making the estimate:

- a. Pension estimates are provided by Nottinghamshire County Council and assurance is placed on the use of suitably qualified professionals to provide this estimate. Note 3(b) gives further analysis;
- b. Bad debt estimates are based on prudent historical collection rates taking into account knowledge of existing conditions on outstanding debts, particularly given the current economic climate and future changes in relation to welfare reform. At 31st March 2015 the Authority had sundry debtor balances of £0.467m and Housing Benefit (HB) debtors of £0.87m. If recoverability of these balances falls the amount set aside for these balances would increase. Provisions for bad

debt are made according to the age of the debt. The provisions amount to £0.265m and £0.15m, respectively for HB and sundry debtors. If recoverability of the debt falls by 10% across all ages of debt an estimated further £0.078m would have to be set aside;

c. Provisions – generally most provisions are relatively low in value. Business Rate appeals (which the Valuation Office is responsible for) have been estimated in line with the new accounting requirements of the national Business Rates Retention Scheme. In total Rushcliffe's estimated liability amounts to £0.84m, with a further £1.26 million in relation to other precepting authorities and the Government. This has been calculated in accordance with a methodology developed across Nottinghamshire (agreed by Chief Finance Officers) focusing on key determinants such as type of property, reasons for appeal and age of the appeal; and

d. Purchase accruals – these are low in volume and value, but with items such as utility accruals they are based on past bills / seasonality / readings and current contract prices.

5. MATERIAL ITEMS OF INCOME AND EXPENSE

In 2014/15 there are no material items of income and expense. The equivalent amount in 2013/14 was £1.036m of grant funding in connection with Section 106 expenditure, primarily on Health facilities and Social Housing units related capital schemes, this was charged to the CIES within Planning services (£0.575m) and Housing Services (£0.461m).

6. EVENTS AFTER THE BALANCE SHEET DATE

None currently expected to be reported.

7. ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

The following sets out a description of the reserves that the adjustments are set against

General Fund Balance

The General Fund is the statutory fund into which all the receipts of a Council are required to be paid and out of which all liabilities of the Council are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice.

The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on the capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets which are restricted by the statute from being used other than to a fund new capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year end.

Capital Grants Unapplied

The Capital Grants Unapplied Account (reserve) holds the grants and contributions received towards the capital projects for which the Council has met the conditions that would have otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by the grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

7. ADJUSTMENT BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2014/2015	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
Adjustments primarily involving the Capital Adjustment Account	£000	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement					
Charges for depreciation and impairment of non-current assets	(1,574)	0	0	(1,574)	1,574
Revaluation gain on Property Plant and Equipment	34	0	0	34	(34)
Movement in the market value of investment properties	201	0	0	201	(201)
Capital grants and contributions applied	240	0	87	327	(327)
Revenue expenditure funded from capital under statute	(396)	0	52	(344)	344
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(757)	0	0	(757)	757
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement					
Capital expenditure charged against the General Fund Balance	584	0	0	584	(584)
Adjustments primarily involving the Capital Grants Unapplied Account					
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement					
Adjustments primarily involving the Capital Receipts Reserve					
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	2,148	(2,314)	0	(166)	166
Use of the Capital Receipts Reserve to finance new capital expenditure	0	1,504	0	1,504	(1,504)

7. ADJUSTMENT BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2014/2015	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
	£000	£000	£000	£000	£000
Transfer (from)/to the Deferred Capital Receipts Reserve upon receipt of cash	0	(38)	0	(38)	38
Adjustments primarily involving the Financial Instruments Adjustment Account					
Amounts by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	15	0	0	15	(15)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(2,877)	0	0	(2,877)	2,877
Employers' pensions contributions and direct payments to pensions payable in the year	1,353	0	0	1,353	(1,353)
Adjustments primarily involving the Collection Fund Adjustment Account					
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	330	0	0	330	(330)
Adjustments primarily involving the Accumulated Adjustments Account					
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	16	0	0	16	(16)
Total Adjustments	(683)	(848)	139	(1,392)	1,392

7. RESTATED ADJUSTMENT BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS*

2013/2014	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
Adjustments primarily involving the Capital Adjustment Account	£000	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement					
Charges for depreciation and impairment of non-current assets	(1,852)	0	0	(1,852)	1,852
Revaluation gain on Property Plant and Equipment	0	0	0	0	0
Movement in the market value of investment properties	(352)	0	0	(352)	352
Capital grants and contributions applied	48	0	0	48	(48)
Revenue expenditure funded from capital under statute	(562)	0	75	(487)	487
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(36)	0	0	(36)	36
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement					
Capital expenditure charged against the General Fund Balance	25	0	0	25	(25)
Adjustments primarily involving the Capital Grants Unapplied Account					
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	0	0	0	0	0
Adjustments primarily involving the Capital Receipts Reserve					
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	143	(261)	0	(118)	118
Use of the Capital Receipts Reserve to finance new capital expenditure	0	2,008	0	2,008	(2,008)

*restated due to presentational changes

7. RESTATED ADJUSTMENT BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS*

2013/2014	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Usable Reserves	Movement in Unusable Reserves
	£000	£000	£000	£000	£000
Transfer (from)/to the Deferred Capital Receipts Reserve upon receipt of cash	0	(33)	0	(33)	33
Adjustments primarily involving the Financial Instruments Adjustment Account					
Amounts by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	17	0	0	17	(17)
Adjustments primarily involving the Pensions Reserve					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(3,701)	0	0	(3,701)	3,701
Employers' pensions contributions and direct payments to pensions payable in the year	1,596	0	0	1,596	(1,596)
Adjustments primarily involving the Collection Fund Adjustment Account					
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(1,118)	0	0	(1,118)	1,118
Adjustments primarily involving the Accumulated Adjustments Account					
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0	0	0	0	0
Total Adjustments	(5,792)	1,714	75	(4,003)	4,003

*restated due to presentational changes

8. TRANSFERS TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund Balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure.

2014/15 Reserves

	Balance at 1 st April 2014 £000	Transfers In £000	Transfers Out £000	Balance at 31 st March 2015 £000
Investment Reserves				
Regeneration and Community Projects	2,111	197	(123)	2,185
Cotgrave Regeneration Project	172	73	0	245
Council Assets and Service Delivery	684	148	0	832
Local Area Agreement	294	0	0	294
New Homes Bonus	1,337	1,474	(235)	2,576
Invest to Save	661	0	(461)	200
Corporate Reserves				
Organisational Stabilisation Reserve	3,809	580	(481)	3,908
Risk and Insurance	100	0	0	100
Planning Appeals	349	0	0	349
Elections	200	65	0	265
Operating Reserves				
Planning	203	0	(16)	187
Leisure Centre Maintenance	147	29	(15)	161
Lottery	55	0	0	55
Planned Maintenance	100	0	0	100
Total	10,222	2,566	(1,331)	11,457

INVESTMENT RESERVES

Regeneration and Community Projects – to provide funding to support capital improvement projects across the Borough.

Cotgrave Regeneration Project – is a new reserve for surpluses generated from investment properties on the site for re-investment into the project.

Council Assets and Service Delivery – to provide funding to support improvements and optimum rationalisation of council owned assets and facilitate the implementation of innovative service delivery models.

8. TRANSFERS TO/FROM EARMARKED RESERVES CONTINUED

Local Area Agreement – to provide funding for Local Strategic Partnership (LSP) initiatives where monies are held by the Council on behalf of the LSP as the Accountable body.

New Homes Bonus – to help facilitate growth within the Borough, not ring-fenced solely for housing projects.

Invest to Save – to fund projects that require ‘pump priming’ that generate future savings.

CORPORATE RESERVES

Organisation Stabilisation Reserve – to be used to provide resilience against risks surrounding the Medium Term Financial Strategy.

Risk and Insurance – to provide funding to be used to reduce the risk of loss or injury in the provision of Council services, with the objective of reducing future insurance costs.

Planning Appeals – to provide funding to cover potential legal and other cost in respect of large applications.

Elections – to provide funding for the future costs of the four yearly Borough Council elections.

OPERATING RESERVES

Planning - to provide funding for one off revenue costs of the planning service, for example, legal costs, specialist advice and consultancy.

Leisure Centre Maintenance – to provide funding for dilapidation works required at leisure centres as a result of the transfer of the management of the leisure centre to Parkwood and maintenance not covered as part of the contract.

Lottery – a sum left in reserve from a discontinued lottery scheme. Interest is used to fund small sports grants.

Planned Maintenance – to provide funding for potential higher value repairs and maintenance of existing buildings and land.

9. OTHER OPERATING EXPENDITURE

The composition of the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement is detailed below:

	2013/2014 £000	2014/2015 £000
Parish Council Precepts	1,691	1,723
Internal Drainage Board Levies	220	225
(Gains)/losses on the disposal of non-current assets	(126)	(468)
Total	1,785	1,480

10. FINANCING AND INVESTMENT INCOME AND EXPENDITURE

The composition of the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement is detailed below:

	2013/2014 £000	2014/2015 £000
Net interest on the net defined benefit liability (asset)	1,486	1,739
Interest receivable and similar income	(240)	(343)
Income and Expenditure in relation to Investment Properties and changes in their fair value	(292)	(1,786)
Total	954	(390)

11. TAXATION AND NON SPECIFIC GRANT INCOME

The composition of the Taxation and Non Specific Grant Income line in the Comprehensive Income and Expenditure Statement is detailed below:

	2013/2014 £000	2014/2015 £000
Council Tax Income	(7,068)	(7,165)
Non Domestic Rates	(1,357)	(1,674)
Council Tax Freeze Grant	0	(58)
Revenue Support Grant	(3,131)	(2,377)
Capital Grants (Note 31)	(48)	(240)
Other Non Ring-fenced Grants	(1,462)	(2,214)
Total	(13,066)	(13,728)

12. PROPERTY, PLANT AND EQUIPMENT

Movements on Balances 2014/2015

	Other Land and Buildings	Vehicles, Plant, Furniture and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
Cost or Valuation	£000	£000	£000	£000	£000	£000	£000
At 1 April 2014	20,736	10,160	3,117	329	0	6	34,348
Additions	356	500	47	0	0	512	1,415
Transfers	6	0	0	0	0	(6)	0
Revaluation (+/-) recognised in the Revaluation Reserve	(432)	0	0	0	0	0	(432)
Revaluation (+/-) recognised in the Surplus/Deficit on Provision of Services	76	0	0	0	0	0	76
De-recognition – Disposals	(300)	(2,026)	0	0	0	0	(2,326)
At 31 March 2015	20,442	8,634	3,164	329	0	512	33,081
Accumulated Depreciation or Impairment							
At 1 April 2014	(387)	(6,772)	(986)	0	0	0	(8,145)
Depreciation charge	(540)	(795)	(154)	0	0	0	(1,489)
Depreciation transfer	0	0	0	0	0	0	0
Depreciation written out to the Revaluation Reserve	515	0	0	0	0	0	515
Depreciation written out to the Surplus/Deficit on Provision of Service	0	0	0	0	0	0	0
De-recognition – Disposals	5	1,632	0	0	0	0	1,637
At 31 March 2015	(407)	(5,935)	(1,140)	0	0	0	(7,482)
Net Book Value at 31 March 2015	20,035	2,699	2,024	329	0	512	25,599
Net Book Value at 31 March 2014	20,349	3,388	2,131	329	0	6	26,203

12. PROPERTY, PLANT AND EQUIPMENT

Movements on Balances 2013/2014

	Other Land and Buildings	Vehicles, Plant, Furniture and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
Cost or Valuation	£000	£000	£000	£000	£000	£000	£000
At 1 April 2013	20,685	9,630	3,038	329	305	6	33,993
Additions	239	1,078	79	0	0	0	1,396
Transfers	305	0	0	0	(305)	0	0
Revaluation (+/-) recognised in the Revaluation Reserve	(337)	0	0	0	0	0	(337)
Revaluation (+/-) recognised in the Surplus/Deficit on Provision of Services	(156)	0	0	0	0	0	(156)
De-recognition – Disposals	0	(548)	0	0	0	0	(548)
At 31 March 2014	20,736	10,160	3,117	329	0	6	34,348
Accumulated Depreciation or Impairment							
At 1 April 2013	(899)	(6,345)	(812)	0	0	0	(8,056)
Depreciation charge	(538)	(939)	(174)	0	0	0	(1,651)
Depreciation transfer	0	0	0	0	0	0	0
Depreciation written out to the Revaluation Reserve	857	0	0	0	0	0	857
Depreciation written out to the Surplus/Deficit on Provision of Service	193	0	0	0	0	0	193
De-recognition – Disposals	0	512	0	0	0	0	512
At 31 March 2014	(387)	(6,772)	(986)	0	0	0	(8,145)
Net Book Value at 31 March 2014	20,349	3,388	2,131	329	0	6	26,203
Net Book Value at 31 March 2013	19,786	3,285	2,226	329	305	6	25,937

12. PROPERTY, PLANT AND EQUIPMENT CONTINUED

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

- Other Land and Buildings 5-100 years
- Vehicles, Plant Furniture and Equipment 3-30 years
- Infrastructure 3-50 years

Capital Commitments

At 31 March 2015 the Council was committed to works totalling £0.146m for the acquisition, construction, and enhancement of Property, Plant and Equipment in 2015/16, £0.07m of this relates to infrastructure and enhancement work at Bingham Market Place. The remainder relates to smaller orders for Wheeled Bins and equipment for installation into the vehicle fleet.

Revaluations

In accordance with the Code of Practice, the Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is re-valued at least every five years. The Council have reviewed this policy and will be revaluing a third of its Land and Buildings portfolio every year. Assets with a value greater than £1 million are revalued annually.

Valuations of land and buildings were carried out in accordance with the Royal Institution of Chartered Surveyors Valuation Standards (Red Book) 6th Edition. Every fair value valuation was carried out using the assumptions as set out in the Red Book. Where assumptions additional to those which are set out in the Red Book have been made these are stated on the relevant valuation certificates. Mrs Leanne Ashmore MRICS is responsible for revaluation of property assets. An impairment review is carried out annually on the Land and Buildings portfolio.

Valuations of vehicles, plant, furniture and equipment are based on depreciated historic cost as a proxy for current prices. Valuations of vehicles, plant and equipment are reviewed annually to ensure that assets are recorded at no more than their recoverable amount.

All valuations were carried out internally.

The following table shows the progress of the Council's three year rolling programme for the revaluation of fixed assets. These figures are shown at gross book value.

	Other Land and Buildings	Vehicles, Plant, Furniture and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
Carried at Historical Cost	£000 1,158	£000 8,634	£000 3,164	£000 329	£000 0	£000 512	£000 13,797
Valued at fair value as at:							
31 March 2015	16,347						16,347
31 March 2014	1,058						1,058
31 March 2013	1,879						1,879
Total Cost or Valuation	20,442	8,634	3,164	329	0	512	33,081

13. INVESTMENT PROPERTIES

The following items have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

	2013/2014 £000	2014/2015 £000
Rental income from investment property	996	1,072
Direct operating expenses arising from investment property	(224)	(279)
Net gain/(loss)	772	793

There are no restrictions on the Council's ability to realise the value inherent in its investment property or on the Council's rights to the remittance of income and the proceeds of disposal with the exception of industrial units at The Pithead site in Cotgrave. A rental income claw back arrangement is in place, this will expire in July 2015. The Council has no contractual obligations to purchase, construct or develop investment property or repair, maintain or enhance (except for voids)

The following table summarises the movement in the fair value of investment properties during 2014/15 and 2013/14.

	2013/2014 £000	2014/2015 £000
Balance at start of the year	10,525	10,323
Additions/Enhancements	150	129
Disposals	0	(68)
Net gains/losses from fair value adjustments	(352)	201
Total	10,323	10,585

All of the Council's Investment Properties are treated as operating leases.

Valuations of Investment Properties are carried out annually in accordance with the Code of Practice and with the Royal Institution of Chartered Surveyors Valuation Standards (Red Book) 6th Edition. Every Fair Value valuation was carried out using the assumptions as set out in the Red Book. Where assumptions additional to those which are set out in the Red Book have been made these are stated on the relevant valuation certificates. Mrs Leanne Ashmore MRICS is responsible for revaluation of property assets. An impairment review is carried out annually on the Investment Property portfolio.

14. INTANGIBLE ASSETS

The Council accounts for its software as intangible assets. All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council.

The useful lives assigned to the major software suites used by the Council are three years.

The carrying amount of intangible assets is amortised on a straight line basis. The amortisation of £0.085m in 2014/15 (£0.238m 2013/14) was charged to the IT cost centre and then absorbed as an overhead across all service headings in the Net Expenditure of Services. It is not possible to quantify how much of the amortisation is attributable to each service heading.

Movements on Intangible Fixed Assets

	2013/2014 £000	2014/2015 £000
Balances at start of the year		
Gross Carrying Amounts	1,363	1,189
Accumulated Amortisation	(1,058)	(1,072)
Net carrying amount at the start of the year	305	117
Additions		
Purchases	48	60
Transfers into the group	0	0
	48	60
Disposal	(222)	(178)
Amortisation		
Amortisations of the period	(238)	(85)
Amortisations on disposals	224	178
Amortisations on transfers into the group	0	0
	(14)	93
Net carrying amount at the end of the year	117	92
Comprising		
Gross Carrying Amounts	1,189	1,071
Accumulated Amortisation	(1,072)	(979)
Net Book Value	117	92

15. ASSETS HELD FOR SALE

The Authority had no Property, Plant and Equipment assets held for sale at the Balance Sheet date. It should be noted, however, that one Investment Property asset, The Bungalow Boundary Road was declared surplus in May 2014. The Code of Practice specifies that this asset must continue to be accounted for as an Investment Property until disposal. Any loss or gain arising from the disposal will be posted to the Finance and Investments Income line in the Comprehensive Income & Expenditure Statement.

16. FINANCIAL INSTRUMENTS

The following categories of financial instruments are carried in the balance sheet.

	Long-term		Current	
	2013/2014	2014/2015	2013/2014	2014/2015
	£000	£000	£000	£000
Investments				
Loans and Receivables	0	4,492	33,635	30,063
Total Investments	0	4,492	33,635	30,063
Debtors				
Loans and Receivables	1,156	897	1,518	2,360
Total Debtors	1,156	897	1,518	2,360
Borrowings				
Financial Liabilities at Amortised Cost	0	0	(54)	(54)
Total Borrowing	0	0	(54)	(54)
Creditors				
Financial Liabilities at Amortised Cost	(4,542)	(5,191)	(3,220)	(2,469)
Total Creditors	(4,542)	(5,191)	(3,220)	(2,469)

Valuation Assumptions

Investments held at 31 March 2015 amounted to £34.48m, consisting of £25.65m of fixed term investments where the instrument carries the same interest rate for the whole term, £7.35m of deposits in Money Market Funds and Call Accounts where, in general, the rate only alters with movements in the Bank rate and £1.48m in a fund which is valued at the bid price for the shares which the Council holds. No formal calculation of the effective interest rate (EIR) is necessary, and the carrying amount is a reasonable approximation of the fair value.

Debtors and creditors, both of which are instruments of short duration, with no formal effective interest rate (EIR) are at fair value.

An assessment has been made whether any impairment write-down or provisions previously made need to be reversed, or if any new ones need to be made. A full review of bad debt provisions has been completed and appropriate adjustments to the provisions have been made on the age analysis of debtors involved.

17. DEBTORS

	2013/2014 £000	2014/2015 £000
Central Government Bodies	409	483
Other Local Authorities	60	127
Council taxpayers	260	271
Pre-payments	8	0
Sundry debtors	813	1,578
	1,550	2,459

18. CASH AND CASH EQUIVALENTS

	2013/2014 £000	2014/2015 £000
Cash held by the Council	1	1
Bank Current Accounts	204	16
Short-term Deposits	15,890	12,902
	16,095	12,919

19. CREDITORS

	2013/2014 £000	2014/2015 £000
Central Government Bodies	2,077	433
Other Local Authorities	1,072	1,259
Nottinghamshire Police Authority	137	129
Nottinghamshire Fire Authority	56	58
Council taxpayers	238	324
Sundry creditors	2,625	2,137
	6,205	4,340

20. PROVISIONS

	Short Term		
	Land Charges £000	Building Control £000	Total £000
Balance at 1st April 2014	100	80	180
Additional Provisions made in 2014/15	0	0	0
Amount used in 2014/15	0	(80)	(80)
Balance at 31 March 2015	100	0	100

20. PROVISIONS CONTINUED

	Long Term			
	Leaseholder	NNDR	Streetwise	Total
	Deposits	Appeals	Pension	
£000	£000	£000	£000	
Balance at 1st April 2014	56	516	0	572
Additional Provisions made in 2014/15	3	1,229	583	1815
Amount used in 2014/15	(2)	(168)	0	(170)
Amount transferred in 2014/15 to major preceptors (Gov't, Notts CC and Fire)	0	(737)	0	(737)
Balance at 31 March 2015	57	840	583	1,480

21. USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement (MiRS).

22. UNUSABLE RESERVES

	2013/2014	2014/2015
	£000	£000
Revaluation Reserve	7,873	7,833
Available for Sale Financial Instrument Reserve	0	(19)
Capital Adjustment Account	30,535	30,449
Financial Instruments Adjustment Account	(70)	(55)
Pension Reserve	(40,372)	(52,208)
Deferred Capital Receipts	196	158
Collection Fund Adjustment Account	(1,043)	(713)
Accumulated Absences Adjustment Account	(60)	(44)
	(2,941)	(14,599)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment (and Intangible Assets). The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost;
- used in the provision of services and the gains are consumed through depreciation; or
- disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

22. UNUSABLE RESERVES CONTINUED

	2013/2014 £000	2014/2015 £000
Balance at 1 April	7,447	7,873
Upward Revaluation of Assets	585	585
Downward Revaluation of Assets and Impairment losses not charged to the surplus/deficit on Provision of Services	(61)	(520)
Surplus/deficit on revaluation of non-current assets not posted to the surplus/deficit on Provision of Services	524	65
Difference between fair value depreciation and historical cost depreciation	(98)	(105)
Amounts written off to the Capital Adjustment Account	(98)	(105)
Balance at 31 March	7,873	7,833

Available for Sale Financial Instruments

The Available for Sale Financial Instruments Reserve contains the gains made by the Authority arising from increases in the value of its instruments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised

	2013/2014 £000	2014/2015 £000
Balance at 1 April	0	0
Downward revaluation of investments not charged to the Surplus/Deficit on the Provision of Services	0	(19)
Balance at 31 March	0	(19)

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with postings from the Revaluation Reserve to convert fair values to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties that have yet to be consumed by the Council.

22. UNUSABLE RESERVES CONTINUED

The Account also contains revaluation gains accumulated on property, Plant and Equipment before 1 April 2007, the date the Revaluation Reserve was created to hold such gains.

Note 7 provides details of the source of all the transactions posted to the account, apart from those involving the Revaluation Reserve.

	2013/2014 £000	2014/2015 £000
Balance at 1 April	31,201	30,535
Reverse of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement		
Charges for depreciation and impairment of non-current assets	(1,614)	(1,455)
Amortisation of Intangible Assets	(238)	(85)
Revenue Expenditure Funded from Capital Under Statute	(2,415)	(1,262)
Amount of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement.	(36)	(757)
	(4,303)	(3,559)
Adjusting amounts written out of the Revaluation Reserve	98	105
Write down long-term debtors	(118)	(165)
Net amount written out of the cost of non-current assets consumed in the year	(4,323)	(3,619)
Capital Financing Applied in the year		
Use of the Capital Receipts Reserve to finance new capital expenditure	2,008	1,504
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	1,520	720
Application of grants to capital financing from the Capital Grants Unapplied Account	103	289
Capital Expenditure charged against the General Fund Balance	378	819
	4,009	3,332
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(352)	201
Balance at 31 March	30,535	30,449

22. UNUSABLE RESERVES CONTINUED

Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory requirements.

	2013/2014 £000	2014/2015 £000
Balance at 1 April	(87)	(70)
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs charged in the year in accordance with statutory requirements	17	15
Balance at 31 March	(70)	(55)

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2013/2014 £000	2014/2015 £000
Balance at 1 April	(34,306)	(40,372)
Actuarial gains or losses on pensions assets and liabilities	(3,961)	(9,729)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(3,701)	(2,877)
Employer's pensions contributions and direct payments to the pensioners payable in the year	1,596	1,353
Adjustment for opening balance of Streetwise Liability	0	(583)
Balance at 31 March	(40,372)	(52,208)

22. UNUSABLE RESERVES CONTINUED

Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Council does not treat these gains as usable for financing new capital expenditure until they are backed by capital receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

	2013/2014 £000	2014/2015 £000
Balance at 1 April	229	196
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0	0
Transfer to the Capital Receipts Reserve on receipt of cash	(33)	(38)
Balance at 31 March	196	158

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising between the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

	2013/2014 £000	2014/2015 £000
Balance at 1 April	75	(1,043)
Council Tax	49	(18)
Non Domestic Rates	(1,167)	348
Balance at 31 March	(1,043)	(713)

Accumulated Absences Account

The Accumulated Absences Account absorbs differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, for example, annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to/from the Account.

22. UNUSABLE RESERVES CONTINUED

	2013/2014 £000	2014/2015 £000
Balance at 1 April	(60)	(60)
Settlement or cancellation of accrual made at the end of the preceding year	60	60
Amounts accrued at the end of the current year	(60)	(44)
Amounts by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	0	16
Balance at 31 March	(60)	(44)

23. CASHFLOW STATEMENT – OPERATING ACTIVITIES

	2013/2014 £000	2014/2015 £000
Net (Surplus) or Deficit on the Provision of Services	3,948	(552)
Adjust net surplus or deficit on the provision of services for non-cash movements		
Depreciation	(1,651)	(1,489)
Impairment or downward valuations	37	34
Amortisation	(238)	(85)
Increase/Decrease in impairment for bad debts		(99)
Increase/Decrease in Creditors	(831)	615
Increase/Decrease in Debtors	(557)	814
Increase/Decrease in Inventories	(27)	9
Pension Liability	(2,105)	(1,524)
Movement in Provisions	(696)	(245)
Carrying amount of non-current assets sold	(36)	(757)
Collection Fund Adjustment Account	(1,118)	330
Other non-cash items charged to the net surplus or deficit on the provision of services	(387)	(40)
	(7,609)	(2,437)
Adjust for items in the net surplus or deficit on the provision of services that are investing or financing activities		
Proceeds from short-term and long-term investments	0	39
Capital Grants credited to surplus or deficit on the provision of services	1,549	870
Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	143	2,148
	1,692	3,057
Net Cash Flows from Operating Activities	(1,969)	68

23. CASHFLOW STATEMENT – OPERATING ACTIVITIES CONTINUED

The cash flows for operating activities include the following items:

	2013/2014 £000	2014/2015 £000
Interest received	(240)	(197)
Dividends received	0	(23)
Total	(240)	(220)

24. CASHFLOW STATEMENT – INVESTING ACTIVITIES

	2013/2014 £000	2014/2015 £000
Purchase of property, plant and equipment, investment property and intangible assets	1,731	1,597
Purchase of Short-term and Long-term Investments	143,096	21,502
Other payments for investing activities	0	542
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(143)	(2,148)
Proceeds from Short-term and Long-term Investments	(130,592)	(17,539)
Other receipts from investing activities	(400)	(1,901)
Total Cash Flows from Investing Activities	13,692	2,053

25. CASHFLOW STATEMENT – FINANCING ACTIVITIES

	2013/2014 £000	2014/2015 £000
Other payments for financing activities	941	1,055
Total Cash Flows from Financing Activities	941	1,055

26. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Service Reporting Accounting Code of Practice. However, decisions about resource allocation are taken by the Council's Cabinet on the basis of budget reports that analyse across service areas. These reports are prepared on a different basis from the accounting policies used in the financial statements.

In particular:

- No charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the revaluation and amortisations are charged to services in the Comprehensive Income and Statement).
- The cost of retirement benefits is based on cash flows (payments of employer's pensions contributions) rather than current service cost of benefits accrued in the year.

26. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

Service Areas Income and Expenditure 2014/2015	Communities	Corporate Governance	Finance and Commercial	Neighbourhoods	Transformation	Total
Income	£000	£000	£000	£000	£000	£000
Fees, charges and other service income	(1,905)	(97)	(1,351)	(2,351)	(1,285)	(6,989)
Government Grants	(5)	0	(18,118)	0	0	(18,123)
Total Income	(1,910)	(97)	(19,469)	(2,351)	(1,285)	(25,112)
Operating Expenses						
Employee expenses	1,529	1,828	1,687	3,162	1,148	9,354
Other operating expenses	817	1,248	19,788	2,554	786	25,193
Total Operating Expenses	2,346	3,076	21,475	5,716	1,934	34,547
Net Cost of Services	436	2,979	2,006	3,365	649	9,435

Service Areas Income and Expenditure 2013/2014	Communities	Corporate Governance	Finance and Commercial	Neighbourhoods	Transformation	Total
Income	£000	£000	£000	£000	£000	£000
Fees, charges and other service income	(1,564)	(46)	(1,538)	(1,909)	(1,405)	(6,462)
Government Grants	(7)	0	(17,928)	(8)	0	(17,943)
Total Income	(1,571)	(46)	(19,466)	(1,917)	(1,405)	(24,405)
Operating Expenses						
Employee expenses	1,743	1,967	2,571	3,431	1,001	10,713
Other operating expenses	749	1,149	19,619	1,505	882	23,904
Total Operating Expenses	2,492	3,116	22,190	4,936	1,883	34,617
Net Cost of Services	921	3,070	2,724	3,019	478	10,212

26. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS CONTINUED

Reconciliation of Service Area Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the analysis of service area income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

	2013/2014 £000	2014/2015 £000
Net expenditure in the Service Area Analysis	10,097	9,435
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	10,003	8,366
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	(5,825)	(5,715)
Cost of Services in the Comprehensive Income and Expenditure Statement	14,275	12,086

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of service area income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

26. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS CONTINUED

Reconciliation to Subjective Analysis 2014/2015	Service Analysis £000	Not reported to Mgmt £000	Not included in I & E £000	Net Cost of Services £000	Corporate Amounts £000	Total £000
Income						
Fees, charges and other service income	(6,989)	(1,088)	1,828	(6,249)	0	(6,249)
Financing and Investment Income	0	0	0	0	(1,740)	(1,740)
Income from council tax	0	0	0	0	(7,164)	(7,164)
Business Rates Income	0	0	0	0	(1,674)	(1,674)
Government grants and contributions	(18,123)	0	0	(18,123)	(4,890)	(23,013)
Total Income	(25,112)	(1,088)	1,828	(24,372)	(15,468)	(39,840)
Operating Expenses						
Employee Expenses	9,354	254	(3,809)	5,799	0	5,799
Other service expenses	24,968	4,179	(3,509)	25,638	0	25,638
Support Service recharges	0	3,952	0	3,952	0	3,952
Depreciation, amortisation and impairment	0	1,069	0	1,069	0	1,069
Interest payments	0	0	0	0	1,350	1,350
Precepts and Levies	225	0	(225)	0	1,948	1,948
Gain or Loss on Disposals of Fixed Assets	0	0	0	0	(468)	(468)
Total Operating Expenses	34,547	9,454	(7,543)	36,458	2,830	39,288
Surplus or deficit on the provision of services	9,435	8,366	(5,715)	12,086	(12,638)	(552)

26. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS CONTINUED

Reconciliation to Subjective Analysis 2013/2014	Service Analysis £000	Not reported to Mgmt £000	Not included in I & E £000	Net Cost of Services £000	Corporate Amounts £000	Total £000
Income						
Fees, charges and other service income	(6,462)	(1,518)	1,639	(6,341)	0	(6,341)
Financing and Investment Income	0	0	0	0	(972)	(972)
Income from council tax	0	0	0	0	(7,068)	(7,068)
Business Rates Income	0	0	0	0	(1,357)	(1,357)
Government grants and contributions	(17,943)	0	0	(17,943)	(4,641)	(22,584)
Total Income	(24,405)	(1,518)	1,639	(24,284)	(14,038)	(38,322)
Operating Expenses						
Employee Expenses	10,713	1,131	(4,908)	6,936	0	6,936
Other service expenses	23,568	5,329	(2,335)	26,562	0	26,562
Support Service recharges	0	3,851	0	3,851	0	3,851
Depreciation, amortisation and impairment	0	1,210	0	1,210	0	1,210
Interest payments	0	0	0	0	1,926	1,926
Precepts and Levies	221	0	(221)	0	1,911	1,911
Gain or Loss on Disposals of Fixed Assets	0	0	0	0	(126)	(126)
Total Operating Expenses	34,502	11,521	(7,464)	38,559	3,711	42,270
Surplus or deficit on the provision of services	10,097	10,003	(5,825)	14,275	(10,327)	3,948

27. MEMBERS ALLOWANCES

The Council paid the following amounts to members of the Council during the year:

	2013/2014 £000	2014/2015 £000
Expenditure		
Allowances	304	304
Other Expenses	14	10
Total Expenditure	318	314

28. OFFICERS REMUNERATION

The remuneration paid to the Council's senior employees is as follows:

Post Title	Year	Salary, Fees & Allowances £	Lease Car, Car Compensation & Car Allowances £	Compensation for Loss of Office £	Pension Contribution £	Total £
Chief Executive	2014/15	120,831	0	0	15,340	136,171
	2013/14	112,522	6,500	0	14,448	133,470
Deputy Chief Executive – 2	2014/15	0	0	0	0	0
	2013/14	61,173	1,096	61,912	7,886	132,067
Executive Manager – Corporate Governance	2014/15	85,144	0	0	11,036	96,180
	2012/13	84,081	0	0	10,843	94,924
Executive Manager – Finance & Commercial	2014/15	82,682	0	0	10,702	93,384
	2013/14	80,893	0	0	10,350	91,243
Executive Manager – Neighbourhoods	2014/15	79,005	0	0	10,200	89,205
	2013/14	78,007	0	0	10,022	88,029
Executive Manager – Communities	2014/15	79,078	0	0	10,200	89,278
	2013/14	78,254	0	0	10,022	88,276
Executive Manager – Transformation	2014/15	78,465	0	0	10,200	88,665
	2013/14	77,688	0	0	10,022	87,710

The Council has the following number of employees receiving more than £50,000 remuneration for the year (Excluding Pension Costs)

Remuneration Band	Number of Employees 2013/14	Number of Employees 2014/15
£50,000 - £54,999	1	2
£55,000 - £59,999	5	2

29. EXIT PACKAGES & TERMINATION BENEFITS

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below.

2014/2015				
Exit Package Cost Band	Number of Compulsory Redundancies	Number of other departures agreed	Total Exit Packages	
			Number	£
0 – 20,000	1	10	11	81,285
20,001 – 40,000	1	1	2	53,476
Total	2	11	13	134,761

In 2014/15 no payments above £40,000 were made.

2013/2014				
Exit Package Cost Band	Number of Compulsory Redundancies	Number of other departures agreed	Total Exit Packages	
			Number	£
0 – 20,000	3	3	6	42,981
20,001 – 40,000	1	1	2	52,881
40,001 – 60,000	0	1	1	55,884
60,001 – 80,000	1	0	1	63,273
80,001 – 100,000	0	0	0	0
100,001 – 150,000	1	0	1	144,678
150,001 – 200,000	0	1	1	197,503
Total	6	6	12	557,200

The Council terminated the contracts of a number of people in 2014/15, incurring liabilities of £134,761 (£557,200 in 2013/14). This relates to two officers who were made compulsorily redundant, four officers whose contracts were terminated under other agreed terms and seven officers who took early retirement.

30. EXTERNAL AUDIT COSTS

The Council has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims, statutory inspections and for non-audit services provided by the Council's external auditors.

	2013/2014 £000	2014/2015 £000
Fees payable with regard to external audit services carried out by the appointed auditor	54	55
Rebate of Charges	(7)	(5)
Fees payable for the certification of grant claims and returns	12	7
Fees payable in respect of other services provided during the year	1	2
Total	60	59

31. GRANT INCOME

The Council credited the following capital grants and contributions to the Comprehensive Income and Expenditure Statement in 2014/15 and 2013/14.

Grant	2013/2014 £000	2014/2015 £000
Heritage Lottery Fund Bridgford Hall	0	33
Metropolitan Housing Trust contribution	48	0
Nottinghamshire County Council Dilapidations Bridgford Hall S106 Alford Road	0	150
	0	57
Total	48	240

The following grants, above £50,000, were credited to services.

Grant	2013/2014 £000	2014/2015 £000
DCLG – NNDR Cost of Collection	111	110
Nottinghamshire County Council – Leisure Centres	213	236
DWP – Housing Benefit Subsidy and Council Tax Rebates	17,365	17,694
DWP – Housing Benefit Administration	434	301
DCLG – Disabled Facilities Grant (REFCUS)	225	238
HCA – Support for RSLs (REFCUS)	123	80
DECC – Energy Efficiency (REFCUS)	53	0
S106 – Support for RSLs (REFCUS)	461	310
S106 – Planning Projects (REFCUS)	575	0
Total	19,560	18,969

The Council received grants, contributions and donations not yet recognised as income as they have conditions attached to them that will require the monies or property to be returned if the conditions are not met. The balances at year end are as follows:

Grant	2013/2014 £000	2014/2015 £000
S106 Planning Agreements		
Health Contributions	679	682
Transport Contributions	846	1,064
Education Contributions	909	1,420
Open Space Contributions	45	43
Leisure	61	5
Affordable Housing	431	123
Nature Conservation	81	81
Community Facilities	1,376	1,382
Other	27	385
LAA Grant – LSP Initiatives	8	6
HCA Cotgrave Masterplan	79	0
Total	4,542	5,191

32. RELATED PARTIES

The Council is required to disclose material transactions with related parties, bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.

Central Government

Central Government has significant influence over the general operations of the Council. It is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Total grants received from government departments are shown in the subjective analysis in Note 26 on reporting for resource allocation decisions. Grant receipts above £50,000 are shown in Note 31.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total members allowances paid in 2014/15 are shown in Note 27. The members of the Council could potentially have a material related party transaction with the Authority. During 2014/15 the Authority, in accordance with the National Code of Local Government Conduct, maintained a register of pecuniary and non-pecuniary interest disclosed by members. This register has been reviewed and was found to contain nothing that would suggest a material related party transaction occurred.

Officers

Similarly, a register for officers' outside interests and hospitality is also maintained. Again this has been reviewed and found to contain no entry that would suggest a material related party transaction.

Other Public Bodies

The Council has determined that material transactions have occurred in 2014/15 with the following parties and most transactions with related parties are disclosed elsewhere in the Statement of Accounts, as follows:

Joint Use arrangements with Nottinghamshire County Council.

Parish Precepts of £1.723 million and Internal Drainage Board levies of £0.225m are disclosed in the Comprehensive Income and Expenditure Statement (Note 9).

Other local authorities, central government, the Nottinghamshire Police Authority and Nottinghamshire Fire Authority – disclosed in Note 3 and Note 5 to the Collection Fund Income and Expenditure Account.

Central Government – disclosed in all of the appropriate statements and notes.

Pensions Fund – administered by Nottinghamshire County Council (Note 36).

In addition, members and senior officers of the Council have been requested to complete a Declaration of Related Party Transactions return. These returns detailed that the Chief Executive, Executive Manager – Finance and Commercial and Service Manager (Corporate Governance) are Directors of Streetwise Environmental Limited (see Group Accounts section). They fulfil this role on behalf of the Council but hold no shares and received no payments either directly or indirectly for their Director roles.

33. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown below (including the value of assets acquired under finance leases), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Council, the expenditure results in an increase in the Capital Financing Requirement, a measure of the capital expenditure incurred historically by the Council that has yet to be financed.

	2013/2014 £000	2014/2015 £000
Opening Capital Financing Requirement	(505)	(505)
Capital Investment		
Property, Plant and Equipment	1,396	1,415
Investment Properties	150	129
Intangible Assets	48	60
Loans to Other Organisation	0	466
Revenue Expenditure Funded from Capital Under Statute	2,415	1,262
Sources of Finance		
Capital Receipts	(2,008)	(1,504)
Government Grants and Other Contributions	(1,623)	(1,009)
Direct Revenue Contributions	(378)	(819)
Closing Capital Financing Requirement	(505)	(505)
Explanations of movements in year		
Increase in the underlying need to borrow (unsupported by government financial assistance)	0	0
Assets acquired under finance leases	0	0
Increase/(decrease) in Capital Financing Requirement	0	0

34. LEASES

Council as a Lessor

Finance Leases

The Council leases out land for investment purposes generating income of £0.03m per annum. The Council recognises that this arrangement is a finance lease however it was entered into prior to 31 March 2010 as an operating lease. In accordance with its accounting policies (Note 1 xv) the Council continues to charge the income to the Comprehensive Income and Expenditure Statement.

Operating Leases

The Authority leases out property and equipment under operating leases for investment purposes for rental income or capital appreciation.

34. LEASES CONTINUED

The minimum lease payments receivable under non-cancellable leases are:

	2013/2014 £000	2014/2015 £000
Not later than one year	961	966
Later than one year and not later than five years	1,736	1,836
Later than five years	3,617	3,509
Total	6,314	6,311

35. IMPAIRMENT LOSSES

Paragraph 4.7.4.2(1) of the Code requires disclosure by class of assets of the amounts for impairment losses and reversals charged to the surplus or deficit on the Provision of Services and to Other Comprehensive Income and Expenditure. These disclosures are consolidated in Note 12 reconciling the movement over the year in the Property, Plant and Equipment balances. There is also movement on Heritage asset balances but these are not shown in a separate note as they are immaterial.

The revaluation and impairment exercise for 2014/15 gave rise to revaluation losses of £0.141m (arising from 4 assets, the largest of which was £0.089m on the Depot building) (2013/14 £0.111m from three assets). In addition, the exercise gave rise to the reversal of previously recognised revaluation losses totalling £0.175m (arising from 4 assets, the largest of which was £0.086m for Lutterell Hall) (2013/14 £0.148m). Both of these movements give rise to a net reversal of a previously recognised revaluation loss of £0.034m (2013/14 £0.037m from two assets). This figure comprises £0.076m revaluation recognised in the Surplus/Deficit on Provision of Services shown in note 12; offset by a downward revaluation of £0.042m on Heritage Assets (not shown in a separate note). In relation to Heritage Assets a further amount of £0.018m was written out of the Revaluation Reserve.

36. DEFINED BENEFIT PENSION SCHEMES

Participation in Pension Schemes

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits. Although these benefits will not be payable until employees retire, the Council has the commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The Council participates in two post-employment schemes:

The Local Government Pension Scheme, administered locally by Nottinghamshire County Council is a funded defined benefit scheme and until 31 March 2014 was a final salary scheme. Changes came into effect on 1 April 2014 and any benefits accrued from this date are based on career average re-valued salary, and length of service on retirement, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The arrangement for the award of discretionary post-retirement benefits upon early retirement, is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made.

However, there are no investment assets built up to meet these pensions liabilities, and cash has to be generated to meet actual pensions payments as they fall due.

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

The principal risks to the authority of the scheme are:

- Investment risk. The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges
- Interest rate risk. The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount the liabilities. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way.
- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.
- Statutory changes to the scheme.
- Structural changes to the scheme (ie large-scale withdrawals from the scheme)
- In addition, as many unrelated employers participate in the Nottinghamshire County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

These are mitigated to a certain extent by the statutory requirements to charge to the General Fund the amounts required by statute as described in the accounting policies note vii.

Transactions relating to retirement benefits

The cost of retirement benefits is reported in cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out via the Movement in Reserves Statement. The following transactions have been made to the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement during the year:-

- As a result of some members transferring to Streetwise Environmental Ltd on 1 September 2014, liabilities have been settled at a cost different to the accounting reserve. The capitalised gain of this settlement is £0.442m.
- The liabilities of the fund are valued using a discount rate based on corporate bond yields that match the duration of the employer's liabilities and the Merrill Lynch AA-rated corporate bond yield curve.
- Bond yields have decreased significantly during the year and there is a greater spread at the year end. The effect of this change in discount rate is a significant increase in employer liability resulting in an actuarial loss of £13m reported in the 2014/15 accounts.

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

In contrast the return on assets reported in the accounts are £3m due to the strong performance of gilts and bonds over the latter half of the year, although falling relatively significantly since January 2015 and producing volatile returns in recent months. Equities have given a positive albeit low return overall with the majority of the annual return coming through performance in the past three months.

Local Government Pension Scheme	2013/2014 £000	2014/2015 £000
Comprehensive Income and Expenditure Statement		
Cost of Services		
Current Service Cost	1,762	1,332
Administration Expenses	4	9
Past Service Gain	0	0
Settlements and Curtailments	449	(203)
Financing and Investment Income and Expenditure		
Net Interest Expense	1,486	1,739
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	3,701	2,877
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
Re-measurement of the net defined benefit liability comprising:		
Return on plan assets (excluding the amount included in the net interest expense)	(831)	(3,181)
Actuarial (Gains)/Losses arising on changes in demographic assumptions	4,694	0
Actuarial (Gains)/Losses arising on changes in financial assumptions	193	12,910
Other	(95)	0
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	7,662	12,606
Movement in Reserves Statement		
Reversal of net charges made to the Surplus or Deficit	(3,701)	(2,877)
Actual amount charged against the General Fund for Pensions in the year	0	0
Employers contributions payable to scheme	1,500	1,258

Discretionary Benefits	2013/2014 £000	2014/2015 £000
Retirement benefits payable to pensioners	96	95

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the authority's obligation in respect of its defined benefit plan is as follows:

Local Government Pension Scheme	2013/2014 £000	2014/2015 £000
Present value of the defined benefit obligation	88,756	102,818
Fair Value Plan Assets	(48,384)	(51,193)
	40,372	51,625

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

Local Government Pension Scheme	2013/2014 £000	2014/2015 £000
Opening Fair Value of Scheme Assets	50,451	48,384
Expected Return on Scheme Assets	0	0
Interest Income	2,193	2,072
Total Actuarial (gains)/losses	0	0
Re -measurement (gain)/loss:		
The return on plan assets, excluding the amount included in the net interest expense	831	3,181
Other	(3,842)	0
Contributions from employer	1,596	1,353
Contributions from employees into the scheme	392	384
Benefits Paid	(3,233)	(3,076)
Other	(4)	(9)
Settlements	0	(1,096)
Closing Fair Value of Scheme Assets	48,384	51,193

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

Local Government Pension Scheme	2013/2014 £000	2014/2015 £000
Opening Balance 1 April	84,757	88,756
Current Service Costs	1,762	1,332
Interest Cost	3,679	3,811
Contributions by scheme participants	392	384
Re – measurement gains/(loss)		
Actuarial (Gains)/Losses arising from changes in demographic assumptions	4,694	0
Actuarial (Gains)/Losses arising changes in financial assumptions	193	12,910
Other experience	(3,937)	0
(Gains)/Losses on Settlements / Curtailments	449	(1,299)
Benefits Paid	(3,137)	(2,981)
Unfunded Pension Payments	(96)	(95)
Closing Balance 31 March	88,756	102,818

The Local Government Pension Scheme's assets consist of the following categories, by proportion on the total assets held:

	2013/14 £000	2014/15 £000
Equities	35,320	36,087
Gilts	3,871	1,600
Other Bonds	2,419	3,613
Property	5,322	5,975
Cash	1,452	2,490
Inflation-linked pooled fund	0	1,428
Total Assets	48,384	51,193

From the information we have received from the administering authority, we understand that of the Equities allocation above, 48% are UK investments, 52% are overseas investments. All of the above are listed in a market.

Of the Gilts allocation above, 100% are UK fixed interest Gilts. Of the Other Bonds allocation above, 96% are UK corporates, 4% are overseas corporates.

Of the Property and Cash allocation 100% are unquoted

Of the inflation linked pooled fund 100% were listed in an active market. This was included in equities in 13/14.

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

Basis for Estimating Assets & Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years that is dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and Discretionary Benefits liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries, estimates for the fund being based on the latest full valuation of the scheme as at 31 March 2013.

The principal assumptions used by the actuary have been:

LGPS & Disc. Benefits	2013/14	2014/15
Mortality Assumptions		
Longevity at 65 for current pensioners (years)		
Men	22.0	22.1
Women	25.1	25.2
Longevity at 65 for future pensioners (years)		
Men	24.1	24.2
Women	27.4	27.6
Rates of Inflation		
RPI (Per Annum)	3.5%	3.2%
CPI (Per Annum)	2.7%	2.4%
CPI (Real)	-0.8%	-0.8%
Rates of Increase in Salaries		
(Per Annum)	4.5%	4.2%
(Real)	1.0%	1.0%
Rates of Increase in Pensions		
(Per Annum)	2.7%	2.4%
(Real)	-0.8%	-0.8%
Rates for Discounting Scheme Liabilities		
(Per Annum)	4.4%	3.3%
(Real)	0.9%	0.1%

Additional Assumptions

- Members will exchange half of their commutable pension for cash at retirement.
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age.
- 10% of active members will take up the option under the new LGPS to pay 50% of contributions for 50% of benefits.

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below has been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Impact on the Defined Benefit Obligation in the Scheme

	Increase in Assumption £000	Decrease in Assumption £000
Longevity (increase or decrease in 1 year)	3,707	(3,672)
Rate of increase in salaries (increase or decrease by 0.1%)	218	(216)
Rate of increase in pensions (increase or decrease by 0.1%)	1,583	(1,555)
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(1,755)	1,787

Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions. The employer contribution rate for 2015/16 is 13% (2014/15 13%) and the authority anticipates paying £1.273m in expected contributions to the scheme. The deficit recovery contribution is now expressed as monetary amounts and the contribution anticipated by the authority for 2015/16 is £0.556m (£0.478m in 2014/15). Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2016. The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average re-valued earnings schemes to pay pensions and other benefits to certain public servants. The estimated duration of the defined benefit obligation for scheme members is 18 years.

36. DEFINED BENEFIT PENSION SCHEMES CONTINUED

Projected Pension Expense for the Year to 31 March 2016

Projected Pension Expense	2015/16 £'000
Service cost	1,654
Net Interest on the defined liability (asset)	1,682
Administration Expenses	9
Total	3,345
Employer contributions	1,295

Note: These figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2015.

These projections are based on the assumptions as at 31 March 2015, as described in the Barnett Waddington actuary report.

37. CONTINGENT LIABILITIES

At the 31st March 2015 the Council had one contingent liability requiring disclosure. The Council gave an environmental warranty as part of the housing stock transfer in 2003, both to Rushcliffe Homes – now Metropolitan Housing Trust and to their lender, Nationwide Building Society. The former is expected to run for 14 years until 2018 and the latter for 31 years to 2035. The value of the liability is unknown and to date there have not been any issues identified.

38. CONTINGENT ASSETS

At the 31 March 2015 the Council has two contingent assets requiring disclosure:

Following the large scale voluntary transfer of council houses to Metropolitan Housing Trust (formerly Rushcliffe Homes Ltd & Spirita Ltd) the Council is still entitled to preserved right to buy receipts. There were receipts of £0.429m in respect of 2014/15 disposals (2013/14 £0.129m). Future receipts will depend on further right to buy sales and it is difficult to predict the amount to be received in any one year.

In addition, the Council has identified a contingent asset relating to an overage agreement for Land at Sharphill, Edwalton. The agreement arises from a transfer of a piece of agricultural land to the original seller. The transfer back included a provision giving the Council a percentage of the uplift of the original value of the land in the event of it being sold with the benefit of planning permission. Cabinet (January 2005) approved that the Council would receive 40% of such an uplift thus potentially giving rise to a significant capital receipt.

The overage agreement defines the events which could trigger a payment or payments to the Council.

39. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Council's activities expose it to a variety of financial risks:

- **Credit Risk** – the possibility that other parties might fail to pay amounts due to the Authority.
- **Liquidity Risk** – the possibility that the Authority might not have funds available to meet its commitments to make payments.
- **Market Risk** – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by a central treasury team, under policies approved by the Council in the Annual Treasury Management Strategy. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest risk, credit risk and the investment of surplus cash.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority's customers.

The risk is minimised through the Treasury Management Policy, which requires that deposits are not made with financial institutions unless they meet the identified minimum credit criteria. This means that, ordinarily, the counterparty must have long-term credit ratings of A-or above, but due to the current economic climate the Council is only lending money to institutions that can also access the Government's credit guarantee scheme.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits set in accordance with internal ratings in accordance with parameters set by the Council.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. There remains a risk that the Council's deposits could be unrecoverable in the event of an institution failing, but there was no evidence at the 31 March 2015 that this was likely to happen.

No credit limits were exceeded during the reporting period and the Authority does not expect any losses from non-performance by any of its counterparties in relation to its deposits.

The Authority does not generally allow credit to its customers. The past due but not impaired amount can be analysed by age as follows:

39. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS CONTINUED

	2013/2014 £000	2014/2015 £000
Less than three months	748	378
Three to six months	112	93
Six months to one year	175	135
More than one year	558	730

Liquidity Risk

The Authority has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the authority has ready access to borrow from the money markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead the risk is that the authority will be bound to replenish a significant proportion of its borrowings as a time of unfavourable interest rates. The authority sets limits on the proportion of its fixed rate borrowing during specific periods. All trade and other payables are due to be paid in less than one year.

Market Risk

Interest Rate Risk

The Authority is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movement in interest rates have a complex impact on the authority. For instance, a rise in interest rates could have the following effects:

- **Borrowings at variable rates** – the interest expense charged to the Surplus or Deficit on the Provision of Services would rise.
- **Investment at variable rates** – interest income credited to the Surplus or Deficit on the Provision of Services will rise.
- **Investments at fixed rates** – the fair value of the assets will fall.

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income or Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. The Authority is cushioned to some degree as it does not have any debt at the balance sheet date. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in Other Comprehensive Income and Expenditure.

As the Council does not have any borrowings at the balance sheet date the management of interest rate exposure is focused on its investments. The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget during the year. This allows any adverse changes to be accommodated.

39. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS CONTINUED

According to this assessment strategy, at 31 March 2015, if interest rates had been 1% higher or lower with all variables held constant, the effect would be:

	2013/2014 £000	2014/2015 £000
Increase in Interest Receivable on Variable Rate Investments	176	133
Impact on Surplus or Deficit on the Provision of Services	176	133
Decrease in Fair Value of Fixed Rate Investments	0	0
Impact on Other Comprehensive Income and Expenditure	0	0

Price Risk

The Authorities investment in the CCLA Property Fund is subject to the risk of falling commercial property prices. The risk is limited by the Authorities maximum exposure to property investments of £1.5 million. A 5% fall in commercial property prices would result in a £0.075m charge to Other Comprehensive Income and Expenditure – this would have no impact on the General Fund until the investment was sold. A 5% increase would similarly result in a return of £0.075m.

Foreign Exchange Risk

The Authority has no financial assets or liabilities denominated in foreign currencies and therefore have no exposure to loss arising from movements in exchange rates.

F. COLLECTION FUND

Income and Expenditure Account

2013/2014 Council Tax £000	2013/2014 NNDR £000	2013/2014 Total £000		Note Ref	2014/2015 Council Tax £000	2014/2015 NNDR £000	2014/2015 Total £000
63,571	0	63,571	INCOME				
			Council Tax	2	65,482	0	65,482
0	0	0	Transfers from General Fund				
0	26,090	26,090	• Council Tax Benefits		0	0	0
			Income from business ratepayers		0	26,494	26,494
63,571	26,090	89,661			65,482	26,494	91,976
			EXPENDITURE				
			Precepts and Demands				
46,472	0	46,472	• Nottinghamshire County Council		47,914	0	47,914
6,608	0	6,608	• Nottinghamshire Police Authority		6,811	0	6,811
2,714	0	2,714	• Nottinghamshire Fire Authority		2,797	0	2,797
6,994	0	6,994	• Rushcliffe Borough Council		7,082	0	7,082
			Business Rate				
0	13,429	13,429	• Payments to Government		00	13,410	13,410
0	10,940	10,940	• Payments to Nottinghamshire County Council*		0	11,103	11,103
0	269	269	• Payments to Nottinghamshire Fire Authority		0	268	268
0	2,220	2,220	• Payments to Rushcliffe Borough Council		0	2,039	2,039
0	111	111	• Costs of Collection		0	110	110
			Impairment of Debts/Appeals				
92	121	213	• Write offs and uncollectable amounts		89	108	197

F. COLLECTION FUND CONTINUED

2013/2014 Council Tax £000	2013/2014 NNDR £000	2013/2014 Total £000		Note Ref	2014/2015 Council Tax £000	2014/2015 NNDR £000	2014/2015 Total £000
24	(132)	(108)	<ul style="list-style-type: none"> • Allowance for Impairment • Provision for appeals Contributions	3	31	(8)	23
0	1,290	1,290			0	810	810
231	0	231			912	(1,386)	(474)
63,135	28,248	91,383			65,636	26,454	92,090
436	(2,158)	(1,722)	Movement on Fund Balance	3,5	(154)	40	(114)
681	0	681	Opening Fund Balance	3	1,117	(2,158)	(1,041)
1,117	(2,158)	(1,041)	Closing Fund Balance		963	(2,118)	(1,155)

*This includes £8,689,000 (2013/14 £8,523,000) payable to the Nottinghamshire Business Rates Pool.

F. NOTES TO THE COLLECTION FUND

1. GENERAL

The Collection Fund is an agent's statement that reflects the statutory obligation of the billing authority to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers of Council Tax and National Non-Domestic Rates (NDR) and its distribution to local government bodies and the Government.

2. CALCULATION OF COUNCIL TAX BASE

The calculation of the Council Tax base i.e. the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings is shown in the table below:

Band D Equivalents 2013/14	Band	Chargeable properties after discounts	Ratio	Band D Equivalents 2014/15
2,465	A	3,710	6/9	2,473
5,321	B	6,971	7/9	5,422
7,779	C	8,767	8/9	7,793
7,897	D	7,970	9/9	7,970
6,995	E	5,818	11/9	7,111
5,149	F	3,624	13/9	5,235
3,532	G	2,139	15/9	3,565
204	H	102	18/9	204
39,342				39,773
(394)	Non-Collection Impairment was 1% for 2014/15 (2013/14 1.00%)			(400)
38,948	Council Tax Base			39,373

3. COLLECTION FUND COUNCIL TAX BALANCE/REDISTRIBUTING SURPLUSES

The precepts detailed in the statement are shown net of the previous year's surpluses. The Council estimates the year end Collection Fund Council Tax balance in January each year and in accordance with the Local Authorities (Funds) (England) Regulations 1992 this amount is distributed in the following financial year to the major preceptors in proportion to the respective precepts and demands. Any difference between the estimated and outturn figure is adjusted for in the following year.

For 2014/15 a Collection Fund Council Tax surplus of £0.912m was redistributed between the major precepting authorities. Of this £0.461m reflected the estimated outturn on the 15 January 2014 and £0.451m surplus arose from the difference between the estimated and actual outturn positions for 2012/13.

F. NOTES TO THE COLLECTION FUND CONTINUED

At the 15 January 2015 the Collection Fund Council Tax surplus for 2014/15 was estimated at £0.754m comprising an in-year surplus of £0.548m and £0.206m surplus arising from the difference between the actual and estimated outturns for 2013/14. These funds will be redistributed to the major precepting authorities in 2015/16.

2013/14 £000		2014/15 £000	2015/16 £000
172	Nottinghamshire County Council	677	558
24	Nottinghamshire Police Authority	95	80
10	Nottinghamshire Fire Authority	40	32
25	Rushcliffe Borough Council	100	84
231		912	754

At the 31 March 2015 the actual outturn for the Collection Fund Council Tax was £0.963m, an increase of £0.209m for the estimated outturn. This will be adjusted for as part of the calculations for the redistribution of Collection Fund balances in 2016/17.

4. NON-DOMESTIC RATES

The Council collects non-domestic rates for its area which are based on local rateable values multiplied by a uniform rate in the pound. In previous financial years the total amount due, less certain allowances, was paid to a central pool (the NNDR pool) which was managed by Central Government, which in turn paid a standard amount back to Councils on a per capita basis.

In 2013/14, the administration of NNDR changed following the introduction of the business rates retention scheme which aims to give Councils a greater incentive to grow businesses but also increases the financial risk due to volatility and non-collection of rates. Instead of paying NNDR to a central pool, local authorities retain a proportion of the collectable rates due. For Rushcliffe Borough Council the local share is 40%, the remainder is distributed to preceptors in the following proportions: Central Government (50%), Nottinghamshire County Council (9%) and Nottinghamshire Fire Authority (1%).

As a result of the changes and to help manage risks surrounding business rates volatility, the Nottinghamshire Business Rates Pool was formed. This is administered by Nottinghamshire County Council and includes the seven Nottinghamshire Districts and Nottinghamshire County Council.

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by the Valuation Office so authorities are required to make a provision for these amounts. Appeals are charged and provided for in proportion of the precepting shares. Note 20 provides further details on the provision made in 2014/15.

The total non-domestic rateable value, amounts due to the national pool and the national non-domestic rate multiplier for the year, are shown in the table below.

F. NOTES TO THE COLLECTION FUND CONTINUED

2013/2014		2014/2015
£68.680m	Local Rateable Values	£69.10m
47.1p	National non-domestic rate multiplier	48.2p

5. NON-DOMESTIC RATES DEFICIT

At 31 March 2015 the actual outturn for the Collection Fund NNDR was a deficit of £2.118m (2013/14 £2.158m) which is then contributed towards by the preceptors as detailed in the following table.

	2013/14 £000	2014/15 £000
Central Government (50%)	(1,079)	(1,082)
Rushcliffe Borough Council (40%)*	(863)	(819)
Nottinghamshire County Council (9%)	(194)	(195)
Nottinghamshire Fire Authority (1%)	(22)	(22)
	(2,158)	(2,118)

*this includes £46,500 of renewable energy relief which is retained by the Council

RUSHCLIFFE BOROUGH COUNCIL GROUP CONSOLIDATED ACCOUNTS

INTRODUCTION

The authority is required under the Local Government Act 2003 to produce a set of Group accounts where it has subsidiaries, joint ventures or associates. The criteria for deciding if the authority has such relationships is laid down by the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (referred to within these accounts as "the Code"). The Code has been developed to bring authority accounts in line with the International Financial Reporting Standards (IFRS) which other reporting bodies have to comply with and to assist users of the accounts to understand better the authority's overall financial position.

The authority has undertaken a review of all of its relationships with other bodies and is required to consolidate its accounts with Streetwise Environmental Ltd, which is a wholly owned subsidiary of the Council, using the acquisition method.

Streetwise Environmental Ltd started trading on 1 September 2014.

Streetwise Environmental Ltd produce a set of company accounts with a year end of 31 March. The accounts for 2014/15, which have been consolidated here, have been audited by KPMG and have been given an unqualified audit opinion.

ACCOUNTING POLICIES

The accounting policies of the two organisations have been examined and the accounting policies of Streetwise Environmental Ltd do not differ materially from those used by Rushcliffe Borough Council so have no impact on the Group Accounts produced above. However, Streetwise Environmental Ltd depreciates vehicles on a reducing balance basis whereas the Council depreciate vehicles on a straight line basis. This has been reviewed and there is no material difference. The consolidation has been done on an acquisition basis as Streetwise Environmental Ltd is 100% owned by Rushcliffe Borough Council.

G. GROUP ACCOUNTS

GROUP MOVEMENT IN RESERVES STATEMENT (MIRS)

2014/2015	General Fund Balance	Earmarked GF Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves	Authority's Share of Reserves of Subsidiaries	Total Reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance 31 March 2014	(2,604)	(10,222)	(10,949)	(412)	(24,187)	2,941	(21,246)	0	(21,246)
Movement in Reserves during 2014/2015									
(Surplus) or deficit on the provision of services	(552)	0	0	0	(552)	0	(552)	(115)	(667)
Other Comprehensive Income and Expenditure	0	0	0	0	0	10,266	10,266	64	10,330
Total Comprehensive Income and Expenditure	(552)	0	0	0	(552)	10,266	9,714	(51)	9,663
Adjustments between group accounts and authority accounts	0	0	0	0	0	0	0	0	0
Adjustments between accounting basis and funding basis under regulations	(683)	0	(848)	139	(1,392)	1,392	0	0	0
Net Increase/Decrease before Transfers to Earmarked Reserves	(1,235)	0	(848)	139	(1,944)	11,658	9,714	(51)	9,663
Transfers to/from Earmarked Reserves	1,235	(1,235)	0	0	0	0	0	0	0
Increase/Decrease in 2014/2015	0	(1,235)	(848)	139	(1,944)	11,658	9,714	(51)	9,663
Balance at 31 March 2015 Carried Forward	(2,604)	(11,457)	(11,797)	(273)	(26,131)	14,599	(11,532)	(51)	(11,583)

G. GROUP ACCOUNTS

GROUP COMPREHENSIVE INCOME & EXPENDITURE STATEMENT

2013/2014				2014/2015		
Gross Exp £000	Gross Inc £000	Net Exp £000		Gross Exp £000	Gross Inc £000	Net Exp £000
2,548	(446)	2,102	Central Services to the Public	2,363	(457)	1,906
3,867	(657)	3,210	Cultural & Related Services	2,881	(699)	2,182
			Environmental & Regulatory			
6,203	(1,586)	4,617	Services	6,564	(1,882)	4,682
3,377	(1,819)	1,558	Planning Services	2,300	(1,550)	750
357	(554)	(197)	Highways & Transport Services	284	(520)	(236)
20,129	(18,876)	1,253	Housing Services	19,915	(18,855)	1,060
1,528	(346)	1,182	Corporate and Democratic Core	1,643	0	1,643
550	0	550	Non Distributed Costs	391	(442)	(51)
38,559	(24,284)	14,275	Cost of Services (Note 1)	36,341	(24,405)	11,936
1,911	(126)	1,785	Other Operating Exp.	1,944	(468)	1,476
1,926	(972)	954	Financing & Investment Inc. & Exp.	1,357	(1,729)	(372)
0	(13,066)	(13,066)	Taxation & Non-Specific Grant Income	0	(13,728)	(13,728)
42,396	(38,448)	3,948	(Surplus)/Deficit on Provision of Services	39,642	(40,330)	(688)
		0	Tax expenses of subsidiaries			21
		0	Group (Surplus)/Deficit on Provision of Services			(667)
		(524)	Surplus or deficit on revaluation of non-current assets			(65)
		0	Available for Sale Financial Instruments			19
		3,961	Actuarial gains/losses on pension assets/liabilities			10,376
		3,437	Other Comprehensive Income & Expenditure			10,330
		7,385	Total Comprehensive Income & Expenditure (Note 2)			9,663

G. GROUP ACCOUNTS

GROUP BALANCE SHEET

31 March 2014 £000		Note Ref	31 March 2015 £000
26,203	Property, Plant and Equipment		25,885
169	Heritage Assets		108
10,323	Investment Property		10,585
0	Long Term Investments		4,482
117	Intangible Assets		92
1,156	Long Term Debtors	3	582
37,968	Long Term Assets		41,734
17,540	Short Term Investments		17,144
18	Inventories		31
1,550	Short Term Debtors	3	2,251
16,095	Cash and Cash Equivalents		13,517
35,203	Current Assets		32,943
(54)	Short Term Borrowing		(54)
(180)	Short Term Provisions		(100)
(6,205)	Short Term Creditors	3	(4,513)
(6,439)	Current Liabilities		(4,667)
(572)	Long Term Provisions		(897)
(4,542)	Capital Grants Receipts in Advance		(5,191)
(40,372)	Pension Liability		(52,318)
0	Deferred Tax Liability		(21)
(45,486)	Long Term Liabilities		(58,427)
21,246	NET ASSETS		11,583
10,949	Usable Capital Receipts Reserve		11,797
2,604	General Fund Balance		2,604
10,222	Earmarked Reserves		11,457
412	Capital Grants Unapplied		273
0	Profit and Loss Reserve		51
24,187	Usable Reserves		26,182
(2,941)	Unusable Reserves		(14,599)
21,246	TOTAL RESERVES		11,583

G. GROUP ACCOUNTS

CASHFLOW STATEMENT (INDIRECT METHOD)

2013/2014 £000		2014/2015 £000
3,948	Net (surplus) or deficit on the provision of services	(646)
(7,609)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	(2,836)
1,692	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	3,057
(1,969)	Net cash flows from Operating Activities	(425)
13,692	Investing Activities	1,948
941	Financing Activities	1,055
12,664	Net increase or decrease in cash and cash equivalents	2,578
(28,759)	Cash and cash equivalents at the beginning of the reporting period	(16,095)
(16,095)	Cash and cash equivalents at the end of the reporting	(13,517)

G. GROUP ACCOUNTS

INTER COMPANY TRANSACTIONS

The Group Accounts exclude transactions between the two organisations as this ensures that expenditure and income is only recorded once within the accounts. The elements of the accounts that have been adjusted for inter-company transactions are detailed below:

1. Group Cost of Services and Group Position on Provision of Services

Comprehensive Income and Expenditure Statement	RBC Adjusted £000	Streetwise Environmental Ltd Adjusted £000	2014/2015 Group £000
(Surplus)/Deficit on Continuing Operations	11,160	776	11,936
Other Operating Expenditure	1,476	0	1,476
Financing and Investment Income and Expenditure	(385)	13	(372)
(Surplus)/Deficit on Provision of Services	(1,477)	789	(688)

2. Reconciliation of the Single Entity (Surplus)/Deficit to the Group (Surplus)/Deficit

	2014/2015 £000
(Surplus)/Deficit on the Council's Comprehensive Income and Expenditure Statement	9,714
Adjustments for transactions with other Group entities	(925)
(Surplus)/Deficit in the Group Comprehensive Income and Expenditure Statement attributable to the Council	8,789
(Surplus)/Deficit in the Group Comprehensive Income and Expenditure Statement attributable to the Group subsidiaries (adjusted for inter group transactions)	874
(Surplus)/Deficit for the year on the Group Comprehensive Income and Expenditure Statement	9,663

3. Group Transactions in relation to Debtors, Creditors, Provisions and Investments.

Balance Sheet	RBC £000	Streetwise Environmental Ltd £000	Adjustment £000	2014/2015 Group £000
Long Term debtors	897	583	(898)	582
Short Term Debtors	2,459	21	(229)	2,251
Long Term Investments	4,492	0	(10)	4,482
Short Term Creditors	(4,340)	(402)	229	(4,513)
Long Term Creditors	0	(326)	326	0
Long Term Provisions	(583)	0	583	0

H. GLOSSARY OF TERMS

ACCOUNTING PERIOD

This is the length of time covered by the accounts. It is normally a period of twelve months commencing on 1 April and ending on 31 March.

ACCRUALS

Income or expenditure relating to goods or services received / provided during the accounting period where payment has not been made or received at the end of the accounting period.

ACTUARIAL ASSUMPTIONS

Assumptions made by the Pension Fund Authority in valuing the funds' assets and liabilities.

ACTUARIAL GAINS AND LOSSES

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- events have not coincided with the actuarial assumptions made in the last
- the actuarial assumptions have changed.

ACTUARIAL VALUATION

An actuary undertakes a valuation by comparing the value of the pension scheme assets with its liabilities. The actuary then calculates how much needs to be paid into the scheme by the employer and members to ensure there will be adequate funds to pay the pensions when they become due.

AMORTISATION

This is a charge made to the service revenue accounts each year to reflect the reduction in the value of the assets used in the delivery of services.

ASSET

An asset is something the Council owns. Assets can be either current or fixed.

A **current asset** is one that will be used or cease to have a material value by the end of the next financial year.

A **fixed asset** provides a benefit to the Council for a period greater than one year.

BALANCE SHEET

A statement summarising the Council's financial position at the end of the accounting period. The statement shows the Council's assets and liabilities.

BILLING CONTROL

Rushcliffe Borough Council is classed as a billing Council as it has the responsibility of collecting the Council Tax and non-domestic rates. It collects the Council Tax on behalf of the County Council, Fire, Police and Crime Commissioner and Parish Councils and the non-domestic rates on behalf of the central government.

CAPITAL EXPENDITURE

Expenditure on the acquisition or enhancement of a fixed asset, which adds to and not merely maintains the value of existing assets.

CAPITAL FINANCING

Sources of money that have been used to finance the capital programme. The Council uses various methods to finance its capital expenditure, including direct financing, usable capital receipts, capital grants, revenue reserves and earmarked reserves.

CAPITAL ADJUSTMENT ACCOUNT

This account contains the amount that was required to be set aside from the capital receipts and the amount of capital expenditure financed from revenue and capital receipts. It also contains the difference between amounts provided for depreciation and the amount that must be set aside from revenue for the repayment of external debt.

CAPITAL GRANTS UNAPPLIED

These are capital grants that the Council has received, that have not yet been used to finance capital expenditure.

CAPITAL PROGRAMME

The planned capital schemes the Council intends to carry out over a specified period of time.

CAPITAL RECEIPTS

Proceeds arising from the sale of fixed assets (such as land and buildings) and repayments of the principle elements of capital loans. The Council can use the proceeds from capital receipts to finance new capital investments, the proceeds cannot be used to finance revenue expenditure.

CENTRAL SERVICES TO THE PUBLIC

The main service to the public often provided by central departments, includes, Council Tax, Council Tax Benefits, Elections, Emergency Planning, Local Land Charges and General Grants.

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

Professional accountancy body specialising in the public sector.

COLLECTION FUND

A separate fund recording the income and expenditure relating to Council Tax and Business Rates.

COMBINED AUTHORITY

Collaborative working on infrastructure projects involving Nottinghamshire Local Authorities.

CONTINGENT LIABILITIES ASSETS

A contingent liability / asset is either:

- a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control, or
- a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount cannot be measured with sufficient reliability.

CORPORATE AND DEMOCRATIC CORE

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi-purpose authorities.

CREDITORS

Amounts owed by the Council for goods or services they have received for which payment has not been made.

CURRENT SERVICE COST (PENSIONS)

The increase in the present value of a defined benefit schemes liabilities.

DCLG

Department for Communities and Local Government

DEBTORS

Amounts owed to the Council for goods or services the Council has provided for which payment has not been received.

DECC

Department of Energy and Climate Change

DEPRECIATION

This is a charge made to the service revenue accounts each year to reflect the reduction in the value of the asset used in delivery of services.

DWP

Department for Work and Pensions.

FINANCE LEASE

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

GOVERNMENT GRANTS

Grants made by the government towards either revenue or capital expenditure or support the cost of provision of services. These grants may be specifically towards the cost of particular schemes or to support the revenue spend of the Council.

GROSS BOOK VALUE

The historical cost or the revalued amount of the asset before depreciation.

GROUP ACCOUNTS

Group Accounts consolidate the financial results of the Council and Streetwise Environmental Limited.

HCA

Homes and Communities Agency

HISTORICAL COST ADJUSTMENT

This is the difference between Historical Cost Depreciation and the actual depreciation charged calculated on re-valued assets.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

Defined accounting standards that must be applied by all reporting entities to all financial statements in order to provide a true and fair view of the entity's financial position, and a standardised method of comparison with financial statements of other entities. The Accounting Standards emanate from the International Financial Reporting Interpretations Committee (IFRIC).

IMPAIRMENT

Where the value of fixed assets reduces below its carrying amount on the balance sheet.

INVENTORIES

Items brought for consumption or resale, or raw materials, currently being held.

LAA

Local Area Agreement

LIABILITY

A liability is where the Council owes payment to an individual or on organisation.

LSP

Local Strategic Partnership

MINIMUM REVENUE PROVISION (MRP)

The minimum amount which must be charged to a Council's revenue account each year for the servicing of debt.

NET BOOK VALUE

This is the value of an asset that is counted in the balance sheet. It represents its historical re-valued cost less than accumulated depreciation of the asset.

NET WORTH

The total value of an organisation expressed as total assets less total liabilities.

NON –DISTRIBUTED COSTS

Past service pension costs including settlements and curtailments which are not to be included in total individual service costs.

NATIONAL NON DOMESTIC RATES (NNDR)

A levy on business, based on a national rate in the pound set by the government multiplied by the rateable value of the premises they occupy. NNDR is collected by billing authorities on behalf of central government and then redistributed among all local authorities. New arrangements from 1 April 2013, the business rate retention scheme were introduced. These arrangements provide a direct link between business rates growth and the amount of money local authorities have to spend on services. Local authorities can keep a proportion of their business rates collected in their area after certain contributions to and from the Government have been made.

NON OPERATIONAL ASSET

Fixed assets held by the Council but are not directly occupied used or consumed in the delivery of services.

NOTTINGHAMSHIRE BUSINESS RATES POOL

As a result of the new business rates arrangements the Nottinghamshire Business Rates Pool was formed. This is administered by Nottinghamshire County Council and includes the seven Nottinghamshire Districts and Nottinghamshire County Council.

OPERATING LEASE

A lease where the ownership of the asset remains with the lessor.

OPERATIONAL ASSET

Fixed assets held and occupied, used or consumed by the Council in the direct delivery of services.

PRECEPT

The levy made by precepting authorities on billing authorities, requiring the latter to collect income from taxpayers on their behalf.

PROVISION

Provisions are liabilities or losses which are likely or certain to be incurred, but the amounts or the dates on which they will arise are uncertain.

RATEABLE VALUE (RV)

The annual assumed rental value of a property that is used for business purposes.

REALISED VALUATIONS

Any revaluations in the Revaluation Reserve relating to individual assets when they are disposed of are transferred to the Capital Adjustment Account and are referred to as Realised Valuations. This ensures the Revaluation Reserves balance represents revaluations on assets that the Council still holds.

RELATED PARTIES

The Council is required to disclose material transactions with related parties- bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council.

REFCUS

Revenue Expenditure Funded by Capital Under Statute.

RENEWABLE ENERGY RELIEF

The amount of non-domestic rates to be retained by the Council in respect of designated renewable energy projects.

RESERVES

Funds set aside for expenditure in future years. Certain reserves have constraints on how they can be spent.

REVALUATION RESERVE

This reserve records unrealised revaluation gains/ losses from holding fixed assets.

REVENUE EXPENDITURE

Expenditure on the day-to-day costs of providing services.

REVENUE SUPPORT GRANT (RSG)

Grant from Central Government towards the cost of service provision.

S106

Developer contributions lodged under Section 106 of the Town and Country Planning Act 1990 (as amended).

SERCOP

Stands for Service Reporting Code of Practice for Local Authorities and provides guidance on financial reporting to stakeholders and supports the objective to establish the widest range of financial reporting requirements, in order that date comparability is achieved.

TRANSFER PAYMENTS

Relates to payments for which no goods or services are received by the Council e.g. Rent Allowances.

Draft Management Representation Letter

(Letterhead of Client)

Mr Andrew Bush
KPMG LLP
St Nicholas House
31 Park Row
Nottingham
NG1 6FQ

[Date]

Dear Mr Bush

This representation letter is provided in connection with your audit of the financial statements of Rushcliffe Borough Council (“the Authority”), for the year ended 31 March 2015, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority and the Group as at 31 March 2015 and of the Authority’s and the Group’s expenditure and income for the year then ended; and
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

These financial statements comprise the Authority and Group Movement in Reserves Statements, the Authority and Group Comprehensive Income and Expenditure Statements, the Authority and Group Balance Sheets, the Authority and Group Cash Flow Statements and the Collection Fund and the related notes.

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in regulation 8 of the Accounts and Audit (England) Regulations 2011, for the preparation of financial statements that:
 - i. give a true and fair view of the financial position of the Authority and the Group as at 31 March 2015 and of the Authority’s and the Group’s expenditure and income for the year then ended;
 - ii. have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.

Information provided

5. The Authority has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Authority for the purpose of the audit; and
 - unrestricted access to persons within the Authority and the Group from whom you determined it necessary to obtain audit evidence.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. The Authority confirms the following:
 - i) The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Authority has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the Authority and the Group and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the Authority's and Group's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

8. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
10. The Authority has disclosed to you the identity of the Authority's [and the Group's] related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.
11. The Authority confirms that:
 - a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Authority's and the Group's ability to continue as a going concern as required to provide a true and fair view.
 - b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Authority [and the Group] to continue as a going concern.
12. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (revised) *Employee Benefits*.

The Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that are:
 - statutory, contractual or implicit in the employer's actions;
 - arise in the UK and the Republic of Ireland or overseas;
 - funded or unfunded; and
 - approved or unapproved,

have been identified and properly accounted for; and

- b) all plan amendments, curtailments and settlements have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Corporate Governance Group on 3 September 2015 and approved by full council on 24 September 2015

Yours Sincerely,

Councillor Francis Purdue-Horan

Mayor of Rushcliffe Borough Council

Peter Linfield
Interim Executive Manager – Financial and Commercial

Appendix to the Authority Representation Letter of Rushcliffe Borough Council: Definitions

Financial Statements

A complete set of financial statements comprises:

- A Comprehensive Income and Expenditure Statement for the period
- A Balance Sheet as at the end of the period
- A Movement in Reserves Statement for the period
- A Cash Flow Statement for the period
- Notes, comprising a summary of significant accounting policies and other explanatory information.

A local authority is required to present group accounts in addition to its single entity accounts where required by chapter nine of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

A housing authority must present:

- a HRA Income and Expenditure Statement; and
- a Movement on the Housing Revenue Account Statement.

A billing authority must present a Collection Fund Statement for the period showing amounts required by statute to be debited and credited to the Collection Fund.

A pension fund administering authority must prepare Pension Fund accounts in accordance with Chapter 6.5 of the Code of Practice.

An entity may use titles for the statements other than those used in IAS 1. For example, an entity may use the title 'statement of comprehensive income' instead of 'statement of profit or loss and other comprehensive income'

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the "reporting entity").

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.

- iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- vi. The entity is controlled, or jointly controlled by a person identified in (a).
- vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Key management personnel in a local authority context are all chief officers (or equivalent), elected members, the chief executive of the authority and other persons having the authority and responsibility for planning, directing and controlling the activities of the authority, including the oversight of these activities.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- a) a government that has control, joint control or significant influence over the reporting entity; and
- b) another entity that is a related party because the same government has control, joint control or significant influence over both the reporting entity and the other entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Report of the Executive Manager-Communities

1. Summary

- 1.1 The East Leake Neighbourhood Development Plan (Neighbourhood Plan) was submitted to the Council on 16 January 2015 and following a statutory six week publicity and consultation period (19 February - 2 April 2015) proceeded to Independent Examination. An independent examination of the plan was undertaken by Mr Gary Kirk. The Examiner's report has now been received and recommends that the Neighbourhood Plan proceeds to referendum, subject to a number of modifications.
- 1.2 The purpose of this report is to consider the recommendations of the Examiner and make a decision on how to proceed.

2. Recommendation

It is RECOMMENDED that

- a) The Council accepts the Independent Examiner's recommended changes to the East Leake Neighbourhood Plan as set out in the Examiners report (**Appendix 2**) and in the proposed decision statement at **Appendix 3**, and notes the recommendation that the amended East Leake Neighbourhood Plan should proceed to a Referendum of voters within the Parish of East Leake.
- b) The Council approves the holding of a Referendum in East Leake, to include the Parish of East Leake on Thursday 19 November 2015.
- c) That, subject to a majority vote from the referendum, the Council 'Makes' the Neighbourhood Plan.
- d) The Council congratulates East Leake as the first Parish Council in Nottinghamshire to have reached this point in Neighbourhood Planning.

3. Reasons for Recommendation

- 3.1. The Borough Council, as Local Planning Authority, has a statutory duty to assist in the production of Neighbourhood Plans where communities wish to produce them under the Localism Act 2011.
- 3.2. The East Leake Neighbourhood Plan ('the Plan') has been produced by the East Leake Neighbourhood Plan Steering Group, on behalf of the Parish Council, in conjunction with the local community. The Plan contains a number of policies to assist the Borough Council in the determination of planning

applications. The plan was submitted to the Borough Council on 16 January 2015 (**See Appendix 1**). The Borough Council are required by the Localism Act to assess whether the plan meets certain criteria (the 'Basic Conditions'). In order to assist in this process, the Borough Council is required to invite representations on the plan and appoint an Independent Examiner to review whether the plan meets the Basic conditions and Legal Requirements.

- 3.3. The Plan was assessed by an independent examiner. On 26 July 2015, the Examiner reported to the Council that, subject to the modifications proposed, the Plan should proceed to a Referendum (**See Appendix 2**).
- 3.4. The legislation sets out that the Borough Council must consider each of the recommendations made by the Examiner, including the reasons for them, and decide what action to take in response to each recommendation. **Appendix 3** gives due consideration to each of the Examiners recommendations and concludes what action the Borough Council shall undertake in response to each of the recommendations. It is considered that all of the recommendations of the Examiner should be carried through to the final plan, so as to ensure that the Plan meets the basic conditions and comprises a user-friendly document. It is therefore considered that, with these amendments, the Plan should proceed to Referendum in the East Leake Parish to determine if local people support it.

4. **Supporting Evidence**

- 4.1. East Leake Parish was designated as a Neighbourhood Area by Cabinet on 4 December 2012. The Neighbourhood area designation has enabled East Leake Parish Council to produce its own Neighbourhood Plan for the Parish. The Neighbourhood Plan has been prepared with substantial input from the local community, as evidenced in the statement of consultation that was produced by the Parish alongside the production of the Plan. As the first Neighbourhood Plan in Nottinghamshire to successfully pass examination, it is testament to the time and effort that the Steering Group has spent on marrying up the local community's aspirations with the need to deliver a realistic and deliverable plan.
- 4.2. In proceeding to referendum with a plan that meets the prescribed basic conditions, the whole community will be afforded the opportunity to vote on policies which will assist in shaping future development in the Parish.
- 4.3. The final draft version of the East Leake Neighbourhood Plan was submitted to the Borough Council on 16 January 2015 (**Appendix 1**). Following initial verification checks, a six week period of public consultation on the Plan was held by the Borough Council running from 19 February - 2 April 2015. Nine representations were received during the consultation.
- 4.4. The Borough Council, with the agreement of East Leake Neighbourhood Plan Steering Group, appointed Mr Gary Kirk as the Independent Examiner in April. All the representations received on the Examination Version of the Plan were forwarded to him for consideration, together with a statement of consultation put together by the Neighbourhood Plan Group which contained comments received and responses to the comments in earlier rounds of consultation undertaken by the Neighbourhood Plan Group, on behalf of the Parish

Council. Based upon the comments received, the Examiner decided that the examination could be undertaken without the need for a public hearing.

4.5. It is the role of the Examiner to consider whether a Neighbourhood Plan meets the Basic Conditions. In order to do this the Plan must:

- Have regard to national policies and advice contained in guidance issued by the Secretary of State
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies of the development plan for the area; and
- Be compatible with European Union obligations and, not breach, nor be in anyway incompatible with the European Convention on Human Rights.

4.6 The Examiner's Report into the Plan was sent to the Borough Council on 26 July 2015 (**Appendix 2**) and was made available to the public on the Council's website soon after. This report recommends to Council that, subject to the modifications recommended, the Plan should proceed to a Referendum.

4.7 In his report the Examiner highlights that the statement of consultation describes a significant amount of engagement with a wide section of the community, and commends the Neighbourhood Plan Group for both the manner that the consultation was undertaken, and for the thoroughness of the Statement of Consultation which sets out clearly the process that has been undertaken. He also concludes that subject to his recommendations, the plan should proceed to Referendum.

4.8 The main changes recommended by the Examiner (in order to meet the 'Basic Conditions') are:

- That the Parish Council submit a prioritised list of infrastructure requirements to the Borough Council for consideration when producing its Local Plan.
- That phasing plans should be provided for planning applications of 50 or more homes;
- That the housing mix policy contains a threshold of 10 or more homes (there was no threshold indicated within the draft policy);
- That policy E1, section (b) be removed;

4.9 In his report the Examiner concludes; 'It is my view that the East Leake Neighbourhood Plan represents a thorough and comprehensive identification of the use of Neighbourhood Plan Policies to address issues of local concern in order to secure improvements across the Parish up to 2028. There is evidence of close collaboration with the community, Rushcliffe Borough Council and a range of other stakeholders in the preparation of the Neighbourhood Plan and the Statement of Consultation is a comprehensive and helpful document in demonstrating this cooperation.' He also concludes that subject to his modifications, the Plan should proceed to referendum. Given that proposed changes do not fundamentally alter the main aims of the Plan, it is considered that the Council should accept all of the Examiner's recommendations, for the reasons expressed by the Examiner.

4.10 The Examiner was also tasked with considering whether the Referendum Area should be extended beyond the designated Neighbourhood Area (the Parish boundary). He concludes that a Referendum based on the East Leake Neighbourhood Area (the full extent of East Leake Parish) is appropriate. It is therefore considered that the extent of the Referendum Area should comprise the Parish of East Leake.

Next Steps

4.11 The Neighbourhood Planning (General) Regulations 2012 set out that if the Borough Council agrees to the recommendations of this report, it has to publish a 'Decision Statement' on the Plan. This must set out the Council's decision on the East Leake Neighbourhood Plan and the reasons for making that decision. It is normal practice for the date of the Referendum to be specified also. The proposed decision statement is contained within **Appendix 3**.

4.12 The date for the Referendum is provisionally set for Thursday 19 November 2015. Therefore the final version of the Plan and other relevant documents must be on the website at least 28 working days before that date. The Council will also need to ensure that the publication of 'notice of referendum' takes place at least 25 days (excluding Saturdays, Sundays and Public Holidays) before the referendum. The detailed requirements in respect of the referendum process are set out in the Neighbourhood Planning (Referendums) Regulations 2012.

4.13 The Referendum will follow a similar format to an election. All Local Government electors registered to vote within the Neighbourhood Area will be given the opportunity to vote in the Referendum and will be sent polling cards, setting out their polling method. Electors will be issued with a ballot paper with the question 'Do you want Rushcliffe Borough Council to use the Neighbourhood Plan for East Leake to help it decide planning applications in the neighbourhood area?' Residents will be given the opportunity to vote 'yes' or 'no'. If more than 50% of those voting in the referendum vote 'yes' then the Borough Council, as Local Planning Authority is required to adopt the plan as part of the development plan for Rushcliffe. If the result of the Referendum is "no", then nothing further happens. The Parish Council would have to decide what it wishes to do.

5. Risk and Uncertainties

5.1. The following risks have been identified:

- **Not following the legislation and regulations correctly could lead the Council open to legal challenge:** The circumstances where a legal challenge, through a claim for judicial review, can be raised are set out in the Town and Country Planning Act 1990, section 61N.
- **The Council decide to reject some or all of the Examiner's recommendations:** It is considered that the proposed modifications will make the Plan more robust, enable it to meet the basic conditions and make it more user-friendly.

- **To decide not to proceed to referendum on the Neighbourhood Plan:** Given that the Plan has gone through an independent examination process successfully, there is no reason why the Plan, including modifications, should not proceed to Referendum. This option is not considered appropriate.

6. Implications

6.1. Finance

6.1.1. So far the Borough Council has received a total of £10,000 direct financial support from the Department of Communities and Local Government (DCLG) in relation to the East Leake Neighbourhood Plan (£5,000 on neighbourhood area designation and £5,000 on completion of pre-submission consultation). An additional £20,000 can be claimed now that the Plan has progressed through the examination stage successfully.

6.1.2. This direct support is to ensure that Local Planning Authorities receive sufficient funding to enable them to meet their legislative duties in respect of neighbourhood planning. These duties include provision of advice and assistance; holding the examination; and making arrangements for the referendum. It is estimated that the referendum will cost in the region of £5,000.

6.2. Legal

6.2.1. The Neighbourhood Plan, as proposed to be amended, is considered to meet the Basic Conditions which were set out in law following the Localism Act (see Paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990) and this has been confirmed in the Examiner's Report. It is also considered to meet all the relevant legal and procedural requirements.

6.2.2. Should the Council decide to accept the recommendations of this report, a Decision Statement will be prepared and published on the website in accordance with the regulations and preparations for a referendum in accordance with the referendum regulations will proceed.

6.3. Corporate Priorities

6.3.1. The policies contained within the plan will assist in delivering the Borough Council's corporate priority in supporting economic growth to ensure a sustainable, prosperous and thriving local economy.

6.4. Other Implications

6.4.1. None

For more information contact:	Name: Phillip Marshall Principal Policy Planner 0115 914 8568 email localdevelopment@rushcliffe.gov.uk
Background papers Available for Inspection:	<p>Electronic copies of the documents submitted to the Borough Council can be found at:http://www.rushcliffe.gov.uk/planningpolicy/neighbourhoodplanning/</p> <p>This page contains an electronic version of the neighbourhood plan. It also contains the accompanying statement of consultation prepared alongside the neighbourhood Plan, as referred to in paragraph 4.7 of this report .</p> <p>Cabinet 4 December 2012: Neighbourhood Planning: Designation of East Leake as a Neighbourhood Area.</p>
List of appendices	<p>Appendix 1: East Leake Neighbourhood Plan Submission Version. January 2015</p> <p>Appendix 2: East Leake Neighbourhood Plan Examiners Report. July 2015</p> <p>Appendix 3: East Leake Neighbourhood Plan. Proposed Decision Statement</p>

East Leake Neighbourhood Plan 2013 to 2028

Submission Version

Final version, 13 January 2015

Published by East Leake Neighbourhood Plan Project Team, a working group of East Leake Parish Council, The Parish Office, 45 Main Street, East Leake, Loughborough, Leics, LE12 6PF.

CONTENTS

	PAGE
SECTION 1 - INTRODUCTION, Fig 1.1	3
SECTION 2 - HOUSING	5
2.1 Number of New Homes and Relation to Infrastructure, <i>Policy H1</i>	5
2.2 Phasing of New Housing, <i>Policy H2</i>	9
2.3 Types of New Homes Built for Sale, <i>Policy H3</i>	10
2.4 Satisfying Local Housing Need for Affordable Housing	13
2.5 Issues of Building Standards and Design, <i>Policies H5 and H6</i>	15
2.6 Suitability of Sites for General Housing, <i>Policy H7, Figs 2.6/1 and 2.6/2</i>	18
SECTION 3 – BUSINESS AND EMPLOYMENT	24
3.1 Encouraging Retail Outlets and Services within the Village Centre, <i>Policy B1</i>	24
3.2 Support for Small and Start-Up Businesses and those Working from Home, <i>Policy B2</i>	26
3.3 Support for Existing Large Employment Site, <i>Policy B3</i>	27
SECTION 4 – TRANSPORT, COMMUNICATIONS AND TRAFFIC	29
4.1 Better and safer routes for pedestrians and cyclists, <i>Policies T1 and T2, Figs 4.1/1, 4.1/2, 4.1/3</i>	29
4.2 Support for Public Transport, <i>Policy T3</i>	35
4.3 Wider Transport Infrastructure Considerations	37
SECTION 5 - ENVIRONMENT	38
5.1 Containment of the Built Environment, <i>Policy E1, Figs 5.1/1 and 5.1/2</i>	38
5.2 Preservation of Wildlife and Rural Heritage, <i>Policy E2, Fig 5.2/1</i>	43
5.3 Green Spaces, <i>Policies E3 and E4, Fig 5.3/1</i>	46
SECTION 6 – LEISURE AND PLAY	49
6.1 Playgrounds and Playing Fields, <i>Policy L1</i>	49
6.2 Allotments, <i>Policy L2</i>	51
SECTION 7 – CONSERVATION, HISTORY AND HERITAGE	52
7.1 A Historic, Rural Village, Fig 7.1/1	52
SECTION 8 – VILLAGE CENTRE	54
8.1 Priorities for Land Use in the Village Centre, <i>Policy V1, Fig 8.1/1</i>	54
8.2 Improvements to the area of the Gotham Road/Main Street T-Junction, <i>Policy V2</i>	58
SECTION 9 – REFERENCES AND ABBREVIATIONS	61
9.1 Abbreviations and links for references appearing several times	61
9.2 Use Classes	61

SECTION 1 – INTRODUCTION

- 1.1 East Leake is a historic rural village of about 7000 people in south Nottinghamshire, well connected to Loughborough, Nottingham, Derby and Leicester. It is largely self-contained and acts as a hub for surrounding smaller villages.
- 1.2 The government’s “National Planning Policy Framework” (March 2012) introduced measures to allow local people to produce their own distinctive Neighbourhood Plans, reflecting the needs and priorities of their communities. These plans must conform to the Framework, which is about sustainable development, i.e. positive growth.
- 1.3 The local planning authority is Rushcliffe Borough Council, whose Local Plan Part 1, Core Strategy¹ was being developed during the same timescale as the East Leake Neighbourhood Plan (2011-2014) and was formally adopted by Rushcliffe Borough Council in December 2014. The Neighbourhood Plan must conform to the Core Strategy which allocates a minimum of 400 new homes to East Leake for the period of the plan (2013 to 2028). This requirement cannot be altered by the Neighbourhood Plan. This Neighbourhood Plan covers the same planning period as the Core Strategy, 2013 to 2028. The purpose of the Neighbourhood Plan is to shape the sustainable development of East Leake over the plan period.
- 1.4 The Neighbourhood Plan was prepared by a Project Team set up by East Leake Parish Council. The membership and terms of reference of the project team are on the Neighbourhood Plan website², with minutes of meetings and other relevant documents. The scope of the plan aligns exactly with East Leake Parish boundary, and this “Neighbourhood Area”³ was formally agreed by Rushcliffe Borough Council in December 2012. The Parish boundary is shown in Fig 1.1.
- 1.5 The Neighbourhood Plan Project worked very closely with the East Leake Community Plan Group which was simultaneously producing the community-led plan, published in April 2014. The Community Plan explains the relationship between the two plans. The Community Plan Group undertook extensive consultation to cover the remits of both plans, including drop-in days and a survey undertaken by questionnaire. The report of the survey is on the Community Plan website⁴.
- 1.6 In March 2013 the Neighbourhood Plan Project printed a “Draft Vision”⁵ for East Leake’s future development, based on views expressed by residents, as a colour leaflet delivered to every household with invitation to comment. Various other consultation activities on the draft vision took place and the consultation for both plans is fully described in the Statement of Consultation that accompanies this plan (see the Neighbourhood Plan Web page¹).
- 1.7 The statutory pre submission public consultation on the Neighbourhood Plan, as required in Section 21 of the Neighbourhood Planning (General) Regulations 2012, ran from 15 Sept to 31 October 2014. Leaflets and response slips were circulated to residents. Statutory consultees, landowners, businesses, and other stakeholders were invited to comment via email or letter. This process is fully documented in sections 6.4, 6.5, 6.6 and Appendix 8 of the Statement of Consultation.

¹ For the adopted local Plan Part 1, Core Strategy, see section 9.1 below which contains a link to the adopted plan and all the supporting documentation and explains how these are referenced in this plan.

² East Leake Neighbourhood Plan web site, <http://www.east-leake.gov.uk/neighbourhood-plan>

³ Rushcliffe Borough Council’s Neighbourhood Planning web page, with documentation for formal designation of the neighbourhood plan area, <http://www.rushcliffe.gov.uk/planningpolicy/neighbourhoodplanning/>

⁴ East Leake Community-led Plan website, <http://www.east-leake.co.uk/community-led-plan.html>

⁵ East Leake Neighbourhood Plan draft vision, http://www.east-leake.gov.uk/docs/East_Leake_Vision.pdf

Following this consultation, the Plan will be subject to formal processes leading to a referendum for its adoption. If adopted, the policies will be used alongside those of Rushcliffe Borough Council to decide whether future planning applications are approved. The plan will be reviewed every 4 to 5 years by the Parish Council to allow for changing conditions. These reviews will include consideration of changes to the following: Policy H3 - housing mix; Section 2.4 - affordable housing (possible future inclusion of a policy H4); Policy H7 (a) walking distance; Fig 5.1/2 boundaries of areas important for separation

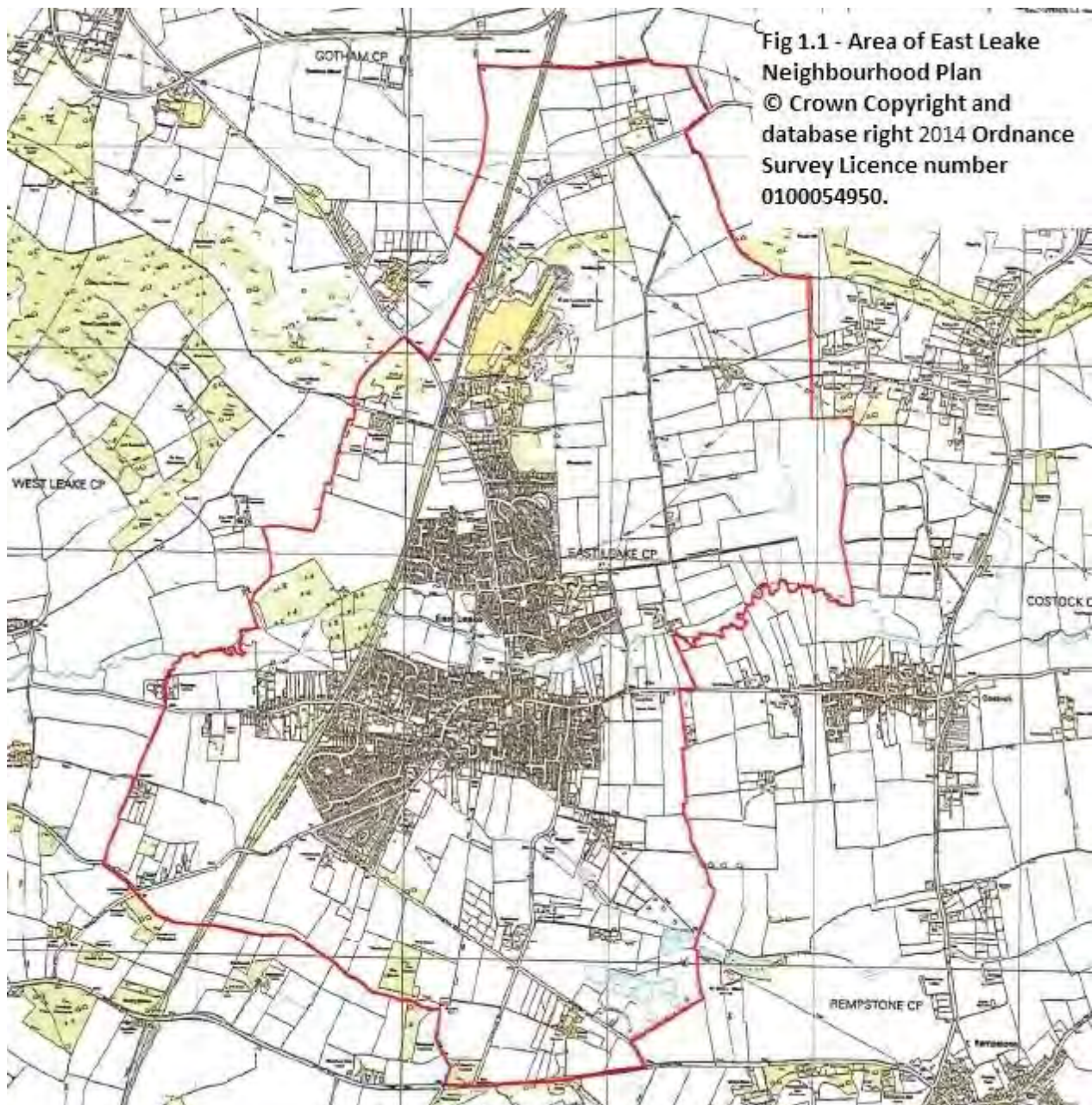


Fig 1.1 - Area of East Leake Neighbourhood Plan
© Crown Copyright and database right 2014 Ordnance Survey Licence number 0100054950.

- 1.8 Below are chapters on Housing, Business/Employment, Transport, Infrastructure, Environment, Leisure, History, and the Village Centre. Each chapter starts with a quote from the draft vision, states objectives arising from the vision, formulates policies to achieve these objectives, and gives justification.
- 1.9 In addition to this Neighbourhood Plan document, the documentation forming the Neighbourhood Plan submission includes the Statement of Consultation, and its appendices; and the Statement of

Basic Conditions. All these documents are published on the Neighbourhood Plan Web Page⁶. A short summary of the policies in the pre submission consultation version is also available.

- 1.10 The plan refers to many other documents as evidence. These form the “evidence base”. Some documents are referred to frequently in the plan by abbreviated references, and there is a key for these abbreviations in section 9.1. Elsewhere footnotes are used to provide links to references. The Neighbourhood Plan Web page lists other documents used in the preparation of this plan. Higher resolution copies of some of the maps are also available on the web site

SECTION 2 - HOUSING

Vision: *“We believe that the capacity of essential services such as health, education and drainage should be increased in step with any new developments within East Leake and surrounding smaller villages.”*

“We are concerned that recent new housing developments have been mainly targeted at well-off families⁷; our aim is to maintain the diversity of the village population by ensuring that new housing is provided for young people, lower income families and older people. We will restrict new housing to sites within walking distance of the village centre, and will ensure that its character is sympathetic to the local tradition in terms of materials and scale. We will encourage smaller scale housing developments on infill sites in preference to large-scale estates on green field sites. We will encourage and support improvements in the quality and energy efficiency of older housing.”

2.1 Number of New Homes and Relation to Infrastructure

Objectives

- 2.1.1 Provide a positive contribution to meeting housing needs.
2.1.2 Ensure infrastructure is adequate to support proposed housing growth.

Key Points

- 2.1.3 This plan provides a positive contribution to meeting housing needs (as it is required to do), but consultation has revealed that many residents have concerns about rapid growth. They value the rural setting of East Leake and feel that it should remain a village-style community and not a town. A substantial proportion object to further expansion once the proposed minimum 400 additional new homes have been delivered. People are concerned about disappearance of green fields. Their greatest concern, however, is that development of the village infrastructure is not meeting housing growth.⁸
- 2.1.4 Rushcliffe Borough Council Core Strategy allocates East Leake additional housing based on its assessment as a sustainable location for growth due to its services and facilities. [RBC ED07 pg42, and ED08] However since this study was undertaken, the primary schools have filled, there are increased concerns over the capacity of the sewage pumping station and the Health Centre, and the bus service to the Queens Medical Centre has been discontinued. Developments already going through planning approval, if permitted, will increase the number of homes by upwards of 25%, and spread the built area of the village outwards, meaning that a greater proportion of local journeys will be by car rather than walking or cycling. The assertion that East Leake is a sustainable location for housing therefore needs to be revisited.

⁶ East Leake Neighbourhood Plan Web Page - <http://www.east-leake.gov.uk/neighbourhood-plan>

⁷ i.e. mainly detached 4 and 5 bedroom houses

⁸ See justification, paras 2.1.13 to 2.1.25, for sources

- 2.1.5 The Rushcliffe Borough Council Core Strategy includes an Infrastructure Delivery Plan 2012 [RBC ED29]. Pages 166 to 168 summarize the assessment for East Leake. This is based on 400 additional homes (only) in East Leake, and includes several items where it states that further investigation is required. The infrastructure requirements for development over and above 400 homes have not been considered and are therefore not understood at this time. The latest infrastructure update undertaken by Rushcliffe Borough Council for examination of their Core Strategy, dated Feb 2014, [RBC EX35] also tested for 400 additional homes and has not assessed needs of currently approved planning applications which is way in excess of this⁹. Rushcliffe Borough Council intends to update the infrastructure delivery plan in Part 2 of the Local Plan.
- 2.1.6 Residents in East Leake believe that there are three urgent and critical infrastructure requirements at present:
- insufficient primary school places;
 - a Health Centre building that is under capacity and past end of life;
 - an overloaded sewerage system – particularly the capacity of the pipe from the pumping station to the sewage works, with problems exacerbated by the lack of segregation of storm-water and foul-water drains at the pumping station.
 - linked to the concerns about the sewage are more general concerns about flooding.
- 2.1.7 It appears that these elements of infrastructure have now gone beyond the stage where improvements can be achieved by a series of modest incremental changes. Step changes are needed as follows:
- addition of a third primary school, or a replacement school for Brookside primary school, as there is insufficient space on its site for sufficient expansion.
 - a new Health Centre to replace the existing building (or redevelopment of the existing building)
 - increased capacity for drainage/sewerage, including capacity at the pumping station
- Sites are needed for the new primary school, and probably the Health Centre, and could be progressed as developer contributions for future larger housing sites.
- 2.1.8 Policy H1 therefore adopts the minimum number of new homes in the Core Strategy, but stipulates that after adoption of the Neighbourhood Plan phasing of any developments above this figure will be managed to ensure that the major improvements to infrastructure, where found necessary by the respective infrastructure providers, have been completed, or monies secured for their provision.
- 2.1.9 Other elements of the infrastructure are also known to be in need of improvement, and a further review of infrastructure will be undertaken by Rushcliffe Borough Council under Part 2 of the Local Plan to establish how further development (i.e. over and above 400 additional homes) can be properly supported. Rushcliffe Borough Council commit to updating the Infrastructure assessment periodically.
- 2.1.9a As of November 2014 the secondary school in East Leake has capacity to cope with the additional housing planned for East Leake. Should there be future concerns, these will be considered as the Neighbourhood Plan is reviewed every 4 to 5 years.
- 2.1.10 It is expected that a number of smaller infill sites lying completely within the current village built-up area may come forward for redevelopment and should not be subject to the above.

⁹ For current numbers see separate document – Planning Applications for Housing Development on East Leake Neighbourhood Plan Web page at <http://www.east-leake.gov.uk/neighbourhood-plan>

- 2.1.11 It is acknowledged that by the time this plan is adopted, the proposed minimum figure in the Core Strategy will already have been exceeded by approvals to date¹⁰.
- 2.1.12 Section 3.1 deals with retail businesses etc. in the village centre. It is recognised that a substantial benefit of new housing is to increase the viability of a range of businesses that residents desire. There is possibly a debate to be had in the future about whether East Leake should be designated as a town rather than a village – this plan is neutral on this issue, and uses the term “village” throughout to reflect the current status quo.

Policy H1 – Number of new homes

- (a) The minimum number of new homes to be built in East Leake in the period 2013 to 2028 will be 400 as laid down in Rushcliffe Borough Council’s Core Strategy.
- (b) New residential development will only be supported where it is demonstrated that the provision of improved infrastructure, including health centre provision/ improvements, primary school place provision and sewerage capacities, can be achieved in time to serve the needs of the development. Conditions, planning obligations and S106/ Community Infrastructure Levy contributions, of an appropriate and reasonably related scale, will be sought and used to manage the phasing and occupation of new dwellings.

A further review of infrastructure under part 2 of the Local Plan shall be undertaken by Rushcliffe Borough Council in conjunction with the above and other infrastructure providers, to cover any proposed numbers of homes over and above those sites that have planning permission.

Justification – Number of new homes, infrastructure in general

2.1.13 In Section 9 (Planning and Housing) of the East Leake Community Plan Survey 2012 [ELCP]:

- Fig 9.2, 88% disagreed that East Leake should expand by more than 400 homes, 85% disagreed that green field sites were the best option, 74% thought that building of new homes should be phased, 87% thought that housing should be located within easy reach by foot to the village centre and public transport.
- “When asked where financial incentives that come as part of the new housing development should be allocated the most popular choice was building a new Health Centre (73% ranked this as a high priority), fig 9.3.”
- “In their comments on planning and housing, respondents tended to express concerns about and opposition to the proposed development of 400 new homes in the village, concerns focused on the existing infrastructure in the village and how it might cope with the increased population, and there were also worries about East Leake losing its village identity and becoming a town as a result of the new development (Figure 9.6).”

2.1.14 In Rushcliffe Borough Council leaflet “Fresh Approach” East Leake Parish Profile [RBC BD14]:

¹⁰ For current numbers see separate document – Planning Applications for Housing Development on East Leake Neighbourhood Plan Web page at <http://www.east-leake.gov.uk/neighbourhood-plan>

“Comments from local people also highlight pressure on services within the village. Feedback from consultation with residents informs us that the Health Centre is struggling to cope with existing patient numbers, and local schools are struggling to accommodate pupil numbers.”

2.1.15 In East Leake Parish Council 2009 Parish Plan consultation [*SoC, Appendix3*]:

“The freestyle comments showed a range of views on the size and nature of future housing developments, with the following emerging as recurring themes:

- the need for infrastructure (sewerage, roads, roundabouts, schools, health services etc.) to be developed before or alongside new housing developments ...”

Justification – Health Centre Capacity

2.1.16 In Section 8 (Health and Social Care) of the East Leake Community Plan Survey 2012 [*ELCP*]:

- “When asked what additional health and social care services they would like to see in East Leake, a large proportion of respondents (41% of those who made a comment in response to this question) took the opportunity to complain that the existing Health Centre is, in their view, too small and in need of modernization (Figure 8.3). There were also requests for specialist clinics and services such as physiotherapy, diabetes clinics, minor surgery, etc.”
- “Comments on healthcare facilities and access to social care in East Leake largely reflected the issues raised in response to the earlier open question on additional health care services (shown in Figure 8.3). Once again the predominant concern was that the current Health Centre is seen to be unable to cope with the increasing population and is perceived to be in need of modernization (half of those who made a comment mentioned this).”

2.1.17 In 2002 outline planning permission was granted for a two storey building to replace the East Leake Health Centre and library¹¹. A report from the Greater Nottingham Lift Project, included in the planning application for the Keyworth Health centre¹² at about the same time, states on page 40 that the East Leake Health Centre building is "CLASP¹³ construction, not suitable for provision of health services in the 21st Century". Twelve years later the building is still in use. (The report was written to obtain funding for replacing several local Health Centres – in the event funding was used for Health Centres in other villages in Rushcliffe.)

2.1.18 A small GP practice used to operate a separate surgery on Main Street. This has recently closed, adding additional patients to the Health Centre.

2.1.19 At a meeting in December 2014 with the Clinical Lead for Rushcliffe Clinical Commissioning Group, it emerged that the additional patients projected from the houses already approved by Rushcliffe Borough Council as at 1st December 2014 (say 2,500 patients) would probably fill the capacity created by recent short-term additions to the health centre building. It was noted that there is no opportunity to expand the facility further, because of space constraints. There could also be no ability to bring hospital clinics to the Health Centre, as encouraged by current Government policy. This was subsequently confirmed in a letter to the Neighbourhood Plan Project on 22 December. [*SoC, section 5.11*]

Justification - Schools

2.1.20 In Section 5 (Education) of the East Leake Community Plan Survey 2012 [*ELCP*]:

“In their comments on education provision, the most frequently raised issues were concerns about existing over-crowding and how this might worsen once the new houses are built (fig 5.2)”

¹¹ Planning application 02/01378/OUT

¹² Planning application 02/01403/OUT

¹³ CLASP (Consortium of Local Authorities Special Programme) were prefabricated buildings for use in the public sector developed in the 1950s by English local authorities

- 2.1.21 Section 5.10 of the East Leake Neighbourhood Plan Statement of Consultation [SoC] contains notes of a meeting on 24 April 2014 with East Leake schools and the Local Authority, which documents the pressure on primary school places.
- 2.1.22 Data supplied by the Local Education Authority in July 2013 illustrates the tension between capacity and projected demand for primary school places. See the statement agreed with the Education Authority “East Leake Primary Schools, Analysis of Capacity to cope with Housing Growth” in the evidence base on the Neighbourhood Plan website.

Justification – Sewerage Capacity and Flooding

- 2.1.23 Section 5.5 of the East Leake Neighbourhood Plan Statement of Consultation [SoC] contains notes of a meeting on 13 December 2013 with representatives of Severn Trent Water, describing issues with the pumping station capacity.
- 2.1.24 Data obtained by the Parish Council from Severn Trent in April 2014 about East Leake Sewage treatment Works shows the volume that passes through an estimated orifice at inlet as follows:
- Current as built: 9065 hd and 1951 m³/day
 - Known Short Term (2014-2019) 10,575hd and 2249 m³/day
 - Projected long term (2020-2039) 11,057hd and 2287 m³/day.
- (hd is heads per day – a measure of population served.)
- 2.1.25 The planning applications for 150 houses on Costock Road and for the development at Stanford Hall both demonstrate some uncertainty about the capacity of the sewerage infrastructure and the ability of Severn Trent to upgrade it in the short term, and include planning conditions about sewerage.¹⁴
- 2.1.26 Flooding is an issue of great concern to residents, particularly when combined with discharge of sewage into the Kingston Brook, which floods over the children’s playing fields. Photographic evidence of floods is provided in the Evidence base on the East Leake Neighbourhood Plan Web page¹⁵.
- 2.1.27 In response to a Freedom of Information request, the Environment Agency supplied the following details in October 2014 [SoC, 5.5]:
 “East Leake Sewage Treatment Works has a permitted dry weather flow (DWF) of 1729 cubic metres per day and a Population Equivalent of 9137. Actual measured flows indicate that the average Q80 flow (equivalent to the DWF) for the last four years is 1544 cubic metres per day, i.e. the works has roughly 200m³/day headroom, around 1300 people (at 150L/head).”
 At December 2014, planning permissions for 663 additional homes have been approved¹⁶, plus additional load from the Stanford Hall development. This demonstrates that the Sewage Treatment Works will need to be upgraded.

2.2 Phasing of New Housing

Objectives

- 2.2.1 Encourage evenly spread development of East Leake over the period of the Core Strategy (2013-28).
- 2.2.2 Provide for any change in circumstance either within the market (demand) or in relation to the requirements of the Plan or District area (need) and allow development rates to react accordingly.

¹⁴ Planning applications 13/0228/OUT (committee minutes condition 17) and 12/02070/HYBRID (condition 10) on the Rushcliffe Borough Council planning website

¹⁵ <http://www.east-leake.gov.uk/docs/Flooding.pdf>

¹⁶ For current numbers see separate document – Planning Applications for Housing Development on East Leake Neighbourhood Plan Web page at <http://www.east-leake.gov.uk/neighbourhood-plan>

Key Points

- 2.2.3 For an existing community to grow in a socially and economically sustainable way, a continuous supply of new homes should be available and new residents should be integrated into the village over a period of time, with services, facilities, transport, and employment opportunities developing to match the growth. This policy therefore aspires to even out growth in new homes across the plan period, giving the community time to adapt and grow its facilities and welcome and integrate the new residents.
- 2.2.4 The Core Strategy trajectory for delivering 400 homes in East Leake is 50 homes each year from 2018/19 to 2025/26. [RBC CS, Appendix D] The Neighbourhood Plan supports this trajectory, however it is likely with planning applications already approved that delivery will exceed this¹⁶, and will be brought forward into the period 2014-18.
- 2.2.5 Policy H2 therefore strengthens and promotes the Planning Authority's role in monitoring and co-ordinating the timing of delivery of homes across larger developments in East Leake over the plan period. The aim will be to work with developers to even out overall housing growth over the whole period, for the benefit of infrastructure delivery, the integration of new residents, and to promote a stable market, whilst providing the ability to react to market forces, including known projected growth in employment opportunities.

Policy H2 - Phasing of new homes over the period 2013 to 2028

As part of the planning application process for the sites for 50 or more homes, a housing trajectory and phasing plan for the delivery of new homes and infrastructure should be submitted. The trajectory should take into account, where possible, the infrastructure requirements of the development, and the cumulative provision of infrastructure provision from other development.

Justification

- 2.2.7 The Stanford Hall Defence Rehabilitation centre¹⁷ is due to be occupied in 2018. East Leake is the nearest settlement, and residents are welcoming this development. It is important in order to reduce journey times that delivery of new housing is timed to coincide with demand arising from this development for homes for employees. The National Rehabilitation Centre will open later in the plan period, and again the housing trajectory needs to take this into account.
- 2.2.8 By way of precedent for an evenly paced rate of growth, Cuckfield neighbourhood plan¹⁸ includes a trajectory for phasing housing at a sustainable pace.

2.3 Types of New Homes Built for Sale

Objectives

- 2.3.1 Ensure that new homes built for sale are of the size and type for which there is demonstrable need.

¹⁷ <http://www.stanfordhallredevelopment.org.uk/>

¹⁸ <http://www.midsussex.gov.uk/9061.htm>

- 2.3.2 Maintain a mixture of property types to ensure social diversity.
- 2.3.3 Encourage a strong housing ladder, with no gaps, to enable families to remain in the village as they move up the housing ladder.
- 2.3.4 Provide an adequate supply of new homes for older people wishing to downsize (freeing up family homes).

Key Points

- 2.3.5 Recent new developments of market housing in East Leake have generally provided for the higher end of the market – i.e. 4 and 5 bedroom detached houses. This is leading to an imbalance in the housing provision in the village, working against population diversity, exacerbating the difficulties facing first time buyers, and meaning that the housing market “ladder” is developing some serious gaps. Policy H3 seeks to address the imbalance for the future.
- 2.3.6 Rushcliffe Borough Council provides studies and modelling of household types¹⁹ informing the optimal mix of houses to be built for the Borough, and a report was commissioned by the East Leake Neighbourhood Plan Group to assess the housing mix needed for East Leake²⁰. All developments of market housing in East Leake will be expected to meet current assessment of housing need. At December 2014 this is as follows:

1 and 2 bedrooms		Between 30% and 40%
3 bedrooms		Between 40% and 60%
4 bedrooms		Between 10% and 20%
5+ bedrooms		Between 0% and 5%

- 2.3.7 In addition when submitting applications in East Leake, developers will be asked to provide a diversity of home types (and therefore ultimately prices) within these categories, along with a rationale for the proposed breakdown, e.g. 4 bedroom semi-detached as well as detached homes; terraced, semi detached and detached 3-bedroom homes; a mixture of 1 and 2 bedroom bungalows, houses, and flats.
- 2.3.8 This policy deals with the standard type of housing developments currently seen – those undertaken by national or regional chains of house builders. However these are limited in scope, and the plan also aspires to provide diversity beyond that which such developments typically provide. “Alternative” types of housing developments would be welcomed, and should thus be viewed favourably if they appear as planning applications. Examples of would include:
 - Live/work units (see also policy B2)
 - Sheltered accommodation schemes for older people, particularly where these are very close to the village centre (see also policy V1)
 - Self build opportunities, for both individuals and groups, including delivery of serviced plots for self build on larger housing developments
 - “Green” homes, i.e. with design targeted at carbon reduction and other environmental considerations, rather than driven by costs.

¹⁹ Nottingham Core Strategic Housing Market Assessment 2007 [RBC ED22], Rushcliffe Borough Council Housing Market Assessment Update, 2012 [RBC ED24]; Associated needs and lifecycle model operated for RBC

²⁰ The Implications of Household Projections for the Mix of Market Housing in East Leake: 2013 – 2028, December 2014, Housing Vision, included in the evidence base on the East Leake Neighbourhood Plan web page, <http://www.east-leake.gov.uk/docs/East%20Leake%20Housing%20Mix%201.pdf>.

- 2.3.8a Furthermore, it is recognised that population and household factors are not the sole determinants in a housing mix policy – other important factors include:
- flexible homes which allow for the changing needs of households to be met without the need for frequent sales/moves
 - market conditions/viability considerations
 - provision for home working and home based caring for dependent relatives
 - design and layout considerations (e.g. lower buildings/bungalows may help to retain views, terraces and block can help to produce a village rather than a suburban feel to developments, apartment blocks can be an effective way of providing care based market accommodation for older people and represent a higher density effective use of land)
- The targets for housing mix are therefore expressed as a range for each bedroom size.
- 2.3.8b In the interests of social sustainability, proposals for mixed residential/employment developments, or residential developments that in some other way create opportunities for permanent employment within East Leake, will be welcomed, (subject to other policies and planning considerations). See also section 3.2.
- 2.3.8c It is intended that the housing mix in particular is an item that will be considered every 4 to 5 years when the Neighbourhood Plan is reviewed, to ensure that the mix continues to be in line with needs and demands.

Policy H3 – Types of Market Homes

Developers will provide a mixture of homes for the market that broadly reflects Rushcliffe Borough Council’s and East Leake’s most up to date assessments of housing needs derived from projections of household types, as shown below:

1 and 2 bedrooms		Between 30% and 40%; If purpose built for older people, e.g. homes with care and support or “retirement villages”, up to 100%
3 bedrooms		Between 40% and 60%
4 bedrooms		Between 10% and 20%
5+ bedrooms		Between 0% and 5%

In addition, a diverse mix of home types within each of the categories will be provided in line with projected need, to include for example: serviced homes for older people, bungalows, apartments, a mixture of detached, semi detached and terraced homes of all sizes.

Justification

- 2.3.9 Interviews with East Leake Estate Agents took place in February 2013, and these are reported in the Neighbourhood Plan Statement of Consultation, section 5.2. Both Estate agents described various gaps in the housing market in East Leake.
- 2.3.10 From the East Leake Community Plan Survey 2012 [ELCP fig 9.1] responses to the question on perceptions of housing need:
 “Homes and apartments suitable for smaller families and single people attracted the highest proportion of ‘high need’ responses (41%), followed by bungalows (32%) and smaller 3-4 bed roomed houses including semi-detached (31% – Figure 9.1). The least popular option was large executive houses with 4 or more bedrooms, which was rated in the lowest need category by two-thirds of respondents.”

- 2.3.11 In NPPF, para 159: “Local planning authorities should ... identify the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period which:
- meets household and population projections, taking account of migration and demographic change;
 - addresses the need for all types of housing, including affordable housing and the needs of different groups in the community (such as, but not limited to, families with children, older people, people with disabilities, service families and people wishing to build their own homes); and
 - caters for housing demand and the scale of housing supply necessary to meet this demand;”
- 2.3.12 From the Rushcliffe Borough Council Housing Market Assessment Update, 2012 [RBC ED24, 2.3.6.c]: “The low figures for typical ‘starter homes’ (flats and terraces) are clear in the above table (sale frequency by property type). It is probable considering the make-up of housing in the district that the data shows a fair reflection of the general proportions of each property type. However this also underlines a likely imbalance in the demographic make-up of the district, which could be exacerbated if a more balanced housing mix, with more accessible units for younger and less wealthy households is not developed.”
- 2.3.13 Analysis of the Office of National Statistics Neighbourhood Statistics from the 2011 census²¹ reveals that East Leake has a higher than average proportion of people in the 65+ age bracket than the wider area. There is a significantly lower proportion of single person households than the wider area, a higher proportion of 2 person households and a slightly higher proportion of 3 person households. This strongly indicates that two and three bedroom homes are in the most demand.
- 2.3.14 An analysis and report produced by Housing Vision²² in December 2014 considers population and household projections in East Leake and concludes that 71% of the projected requirement is for one and two bedroom properties, and 29% for 3 bedroom and larger houses. This report was commissioned alongside the consultation to help address comments. It is noted that population mix in East Leake is similar to that of Rushcliffe, and to that extent the report can inform the housing mix for all the 400+ houses.

2.4 Satisfying Local Housing Need for Affordable Housing

Objectives

- 2.4.1 Improve opportunities for people with a local connection to obtain affordable housing in the future.
- 2.4.2 Ensure that the affordable housing supply in East Leake continues to be developed at an appropriate rate.
- 2.4.3 Ensure that the mixture of types of new affordable homes meets need.

Key Points

- 2.4.4 Note that the term “affordable housing” [NPPF, Annex 2] has a specific meaning – “Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market.” It does not mean lower cost housing built to be sold to the public (which is addressed in section 2.3 above). It includes “shared ownership” homes where people buy a

²¹ Document is included in the evidence base on the Neighbourhood Plan Website

²² The Implications of Household Projections for the Mix of Market Housing in East Leake: 2013 – 2028, December 2014, Housing Vision, included in the evidence base on the East Leake Neighbourhood Plan web page, <http://www.east-leake.gov.uk/docs/East%20Leake%20Housing%20Mix%201.pdf>.

proportion of the property and pay rent on the remainder, thus providing a way to move from renting into home ownership.

- 2.4.5 Social sustainability is about building communities. People who work in East Leake and have family connections with it need to have options that allow them to live in the village. There is not a large pool of private sector rented accommodation in East Leake and there is a perception that young people who would like to stay in the village are unable to do so because of affordability and the difficulty of obtaining a rental property. Older people currently living in large houses in the village, as well as those living away and wishing to be nearer family in East Leake, need access to high quality affordable options. People employed in the village need the option of living here, to reduce commute time, and carbon emissions, and to help maintain their life/work balance.
- 2.4.6 Housing developments in East Leake will aim to meet the Rushcliffe Borough Council target for building affordable housing. Before adoption of the Core Strategy [RBC CS] this was covered by policy HOU7 of the Non Statutory Replacement Local Plan which sought up to 30% affordable housing on sites of 15 dwellings or more or over 0.5 hectares, subject to negotiation. The figure changed in policy 7 of Local Plan Part 1, Rushcliffe Core Strategy, adopted by Rushcliffe Borough Council in December 2014, to 20% of houses built on developments of more than 5 dwellings or 0.2 hectares.²³ In line with the Borough Council's Strategic Housing market assessment lifecycle model (2012), provision of affordable housing will be broken down as follows: 42% intermediate housing/shared ownership; 39% affordable rent; 19% social rent. Within this breakdown, Rushcliffe Borough Council specifies percentages for the various house types. No additional policy for East Leake is needed to ensure this happens, merely enforcement by Rushcliffe Borough Council of their existing policy.
- 2.4.6a The consultation version of this Plan contained at this point a draft policy H4 which would have given priority to people with a local connection when social housing is allocated. 85% of resident respondents to the consultation supported this draft policy. Regrettably, however, it has not been possible at this time to deviate from Rushcliffe's housing allocations policy, which gives priority to people across the whole of Rushcliffe, based on need. So draft policy H4 has been removed from the Plan. If the village wishes it can be pursued when the Plan is reviewed every 4-5 years, or in the future when Rushcliffe consults again on its allocations policy.

Justification

- 2.4.7 There was no specific question in the Community Plan Questionnaire [ELCP] about this, but "Affordable housing needed for young people and to enable those brought up in the village to stay there" was the second most frequent point made in the free text comments, by 20 respondents, 13% of the responses in this section [ELCP fig 9.6]. The responses to the question on housing mix reinforce this – "Homes and apartments suitable for smaller families and single people attracted the highest proportion of 'high need' responses (41%)".
- 2.4.8 [This paragraph has been deleted.]

²³ In an email dated 16 December 2014 from Phil Marshall, Principal Policy Planner, Rushcliffe Borough Council confirmed that despite changes to the National Planning Policy Guidance on 28 November 2014, this remains their policy as the Core Strategy cannot be changed beyond what the inspector has indicated. The East Leake Neighbourhood Plan is therefore in line with the Local Plan on this issue.

- 2.4.9 Section 3.1.10 of the S106 agreement for planning application 07/00524/OUT for 154 homes on land north west of Gotham Road²⁵ includes a clause giving priority to those with a local connection. This agreement uses the following criteria to establish a local connection:
- (i) was/were born in the Parish of East Leake Nottinghamshire;
 - (ii) is/are residing in the Parish of East Leake Nottinghamshire;
 - (iii) used to live in the Parish of East Leake but has/have been forced to move away through lack of Affordable Housing;
 - (iv) is/are employed in the Parish of East Leake Nottinghamshire;
 - (v) has/have local connection with the Parish of East Leake Nottinghamshire
- 2.4.10 [This paragraph has been deleted.]

2.5 Issues of Building Standards and Design

Objectives

- 2.5.1 Provide additional sound insulation requirement due to proximity of East Midlands Airport
- 2.5.2 Ensure developments are well designed, in particular that they contribute to the character of East Leake, and to the wider aims of sustainability, in that they promote a sense of community by providing connectivity and social spaces.
- 2.5.3 Ensure that in mixed developments of market and affordable homes, the affordable homes are indistinguishable in terms of external quality finishes etc.

Key points

- 2.5.4 East Leake is close to the approach to Runway 27 at East Midlands Airport and there can be a high level of aircraft activity in the area. For approximately 70% of the year, arriving aircraft approach the airport from the east, and East Midlands Airport operates on a 24 hour basis with a substantial level of night activity. Policy H5 provides that new residential developments should ensure that appropriate sound insulation measures are included. This does not address the concerns of existing householders, but will start to improve the situation for future residents.
- 2.5.5 The airport is safeguarded from developments in the local area that may affect safe aircraft and airport operations. These developments include tall structures, developments that can attract birds, and wind turbines. The airport is a statutory consultee under the provisions in Circular 1/2003²⁸ and their views should be sought and comments fully taken into account in considering applications for planning permission. This requirement is enforced by Rushcliffe Borough Council and no additional policies are necessary in the Neighbourhood Plan to ensure this.
- 2.5.6 Properties adjoining the railway are also adversely affected by noise, and use of the line could increase over the lifetime of any new homes. However the measures in policy H5 to alleviate the impact of aircraft noise cover the entire parish of East Leake and thus it is unnecessary to include an additional policy statement about railway noise.

²⁵ See Rushcliffe Borough Council's planning application site <https://planningon-line.rushcliffe.gov.uk/online-applications/>

²⁸ Safeguarding aerodromes, technical sites and military explosives storage areas, Department for Transport <https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas>

Policy H5 – Aircraft Noise

Where required following a noise assessment, planning conditions will be imposed to ensure that new dwellings include appropriate measures²⁹ to mitigate the effects of aircraft noise.

- 2.5.7 Building for Life 12³⁰ is the industry standard for the design of new housing developments. It contains questions on: Integrating into the Neighbourhood; Creating a Place; and Street and Home. Assessment is on the basis of a traffic light scheme. If rigorously applied to new developments, they are better places to live – they connect into the existing community and have a character that is locally inspired. The standards promote the East Leake vision of a community with a distinctive local tradition, where people socialise and are able to walk or cycle for many of their everyday needs, rather than always use the car.
- 2.5.8 “Good design” is about integrating new developments into the village, and also about bringing the best of contemporary design into East Leake. This Neighbourhood Plan does not attempt to dictate a particular architectural design for new developments. It does, however, wish to ensure that developers pay due regard to current relevant national design guidance, codes, standards, toolkits, award schemes etc, meeting standards and wherever viable, exceeding them. In addition to Building for Life (see 2.5.7 above) other current examples include: Housing Design Awards³¹, Homes and Communities Agency Affordable Houses Survey³², Building in Context³³, Manual for Streets³⁴, Secured by Design³⁵, Lifetime Homes³⁶, any successor to the Code for Sustainable Homes³⁷, relevant BREEAM schemes³⁸. It is important that due consideration is given to “green/eco” issues in design, e.g. incorporating high standards of heat insulation and solar panels and giving full consideration to energy efficiency and renewable energy provision. Excessive on-street parking is an issue that can cause issues for residents, by blocking pavements etc, so all developments must meet or exceed guidelines for off road parking.
- 2.5.8a Integration of the affordable housing within new developments is essential. It should be distributed throughout the developments and use the same design and building materials as the market housing so that they are indistinguishable. They should not be hidden from view.

²⁹ For example enhanced sound insulation and mechanical ventilation systems

³⁰ <http://www.designcouncil.org.uk/knowledge-resources/guide/building-life-12>

³¹ Housing Design Awards, <http://www.hdawards.org/index.php>

³² Homes and Communities Agency Affordable Houses Survey, Publication date: April 2009 Publication code: HCA0024

https://www.homesandcommunities.co.uk/sites/default/files/hca_ahs_accessible.pdf

³³ Building in Context toolkit, <http://www.building-in-context.org/>

³⁴ Manual for Streets, <https://www.gov.uk/government/publications/manual-for-streets>

³⁵ Secured by Design, <http://www.securedbydesign.com/>

³⁶ Lifetime Homes, <http://www.lifetimehomes.org.uk/>

³⁷ Code for Sustainable Homes, <https://www.gov.uk/government/policies/improving-the-energy-efficiency-of-buildings-and-using-planning-to-protect-the-environment/supporting-pages/code-for-sustainable-homes>, currently being withdrawn, with rules on energy efficiency being incorporated into building regulations.

³⁸ BREEAM is the Building Research Establishment Environmental Assessment Method for sustainability of buildings, <http://www.breeam.org/>

Policy H6 – Design and Building Standards

- (a) New developments will adhere to all the principles of the Building for Life Standard [BfL] (or any successor schemes), to help deliver East Leake’s vision to remain an attractive, functional, and sustainable place to live, as it grows. On the traffic light scoring system, the design of new developments will normally be expected to score as many ‘greens’ as possible, minimise the number of ‘ambers’ and avoid ‘reds’.
- (b) Developers submitting applications will demonstrate how they have considered Building for Life and other national design guidance and standards³⁹.
- (c) In mixed market and affordable developments, the affordable elements will be distributed throughout the development and externally indistinguishable.

Justification – Aircraft noise

- 2.5.9 In the free text question in the Community Plan Questionnaire [ELCP] asking for the things residents did not like about living in East Leake, aircraft noise topped the list with 17% of all comments.
- 2.5.10 [NPPF, para 123] states that planning policies should aim to mitigate and reduce to a minimum adverse impacts on health and quality of life arising from noise from new development, including through the use of conditions. This is supported by the second aim of the Noise Policy Statement for England (Department for Environment, Food & Rural Affairs, March 2010)⁴⁰ to mitigate and minimise adverse impacts on health and quality of life from environmental, neighbour and neighbourhood noise within the context of Government policy on sustainable development. In this context, “environmental noise” includes noise from transportation sources. It recognises that noise exposure can cause annoyance and sleep disturbance both of which impact on quality of life and can give rise to adverse health effects and requires that all reasonable steps should be taken to mitigate and minimise adverse effects on health and quality of life.
- 2.5.11 At a meeting between the Neighbourhood Plan Project and the Principal Planner of East Midlands airport in April 2014, it was suggested that the Neighbourhood Plan should include a policy to include noise mitigation measures in new housing. [SoC, 5.9]
- 2.5.12 Details of the airport’s measures to manage the impact of aircraft noise can be found in the East Midlands Airport Noise Action Plan⁴¹ and Sustainable Development Plan⁴², including 2012 noise contours⁴³.

³⁹ Some current examples of national design guidance and standards are listed in 2.5.8, but there may be others relevant in particular cases, and the policy allows for these to change over time

⁴⁰ <https://www.gov.uk/government/publications/noise-policy-statement-for-england>

⁴¹ East Midlands Airport Noise Action Plan, <http://www.eastmidlandsairport.com/emaweb.nsf/Content/Noise>

⁴² East Midlands Airport Sustainable Development Plan, <http://www.eastmidlandsairport.com/developmentplan>

⁴³ EMA Night-time airborne aircraft noise contours 2012,

[http://www.eastmidlandsairport.com/emaweb.nsf/alldocs/77329F830247396A80257A8C00527A67/\\$File/Night-time+Noise+Contours+Summer+2012.pdf](http://www.eastmidlandsairport.com/emaweb.nsf/alldocs/77329F830247396A80257A8C00527A67/$File/Night-time+Noise+Contours+Summer+2012.pdf)

- 2.5.13 Using the methodology of Planning Policy Guidance 24⁴⁴, the night-time noise contour for the majority of East Leake shows as NEC B (Noise Exposure Category) - “Noise should be taken into account when determining planning applications and, where appropriate, conditions imposed to ensure an adequate level of protection against noise”.
- 2.5.14 In Aug-Sept 2011 noise monitoring⁴⁵ was undertaken at Stanford on Soar by East Midlands Airport. This location lies further outside the noise contour than East Leake, yet the report concludes that “the monitoring location is assessed to fit into NEC A during the day and NEC B at night”.
- 2.5.15 A planning application⁴⁶ for 154 houses on Gotham Road went to appeal and conditions 9 and 10 specified noise assessment and ventilation required to protect the homes against aircraft and railway noise. See the appeal report and East Leake Parish Council’s response to the 2012 initial publication Rushcliffe Core Strategy consultation⁴⁷ for further details.

Justification – Design and building standards

- 2.5.16 “Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.” [NPPF, para 56]
- 2.5.17 The Neighbourhood Plan group undertook two training courses on Building for Life⁴⁸ in April 2012 plus a further workshop on May 2014, inviting other local groups to attend. The group assessed East Leake developments rigorously against the scheme as they came through for planning permission, but found the developers’ own assessments often to be superficial and a “box ticking exercise”. This part of the policy therefore strengthens the importance of the standard in assessing new schemes. The aims of the standard align closely with the East Leake Neighbourhood Plan vision, in particular the intention to maintain a “walking distance village” with its own distinctive and attractive look.

2.6 Suitability of Sites for General Housing

Objective

- 2.6.1 Ensure that the location of new housing development takes account of a range of constraints.

Key Points

- 2.6.2 In order to preserve the sense of community and village feel, East Leake should be developed to maximize the number of journeys that can be undertaken walking, cycling and by public transport. Therefore any sites allocated for general housing should be as near to the village centre as possible.

⁴⁴ Planning Policy Guidance 24. This is now replaced by the NPPF, which contains no methodology for assessing noise exposure or recommendations for mitigation. However the legislative framework, standards, and guidance that underpinned PPG24 remain relevant.

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558.pdf>

⁴⁵ Community Noise Monitoring, Stanford on Soar, 2 August – 12 September 2011

[http://www.eastmidlandsairport.com/emaweb.nsf/alldocs/855E8FCC922A814880257A8C0051EA85/\\$File/Community+Noise+Report+Stanford+on+Soar+2+Aug+-+12+Sep+2011.pdf](http://www.eastmidlandsairport.com/emaweb.nsf/alldocs/855E8FCC922A814880257A8C0051EA85/$File/Community+Noise+Report+Stanford+on+Soar+2+Aug+-+12+Sep+2011.pdf)

⁴⁶ Rushcliffe Borough Council planning application reference 07/00524/OUT

⁴⁷ <http://corestrategy.rushcliffe.gov.uk/media/CoreStrategy/Documents/Index/Responses/59-63.pdf>

⁴⁸ For course materials and programmes of BfL workshops, see <http://www.east-leake.gov.uk/neighbourhood-plan>. This link also contains the Neighbourhood Plan Project responses to planning applications, using the standard. For lists of attendees see [SoC Appendix 6].

For the duration of the plan period there are sufficient potential sites within a walking distance of 1.25km from the T-junction to allow for the expansion envisaged. All permitted developments will therefore be within this distance. "Walking distance" covers a walking journey via any combination of the existing highway, a right of way, or a new road or footpath. Walking speeds vary greatly between individuals, but 1.25km equates to an average walking time of 17-18 minutes⁴⁹. Cycle routes should be as short as possible, but could be longer than the walking route. Walking routes that allow for mobility scooters, baby buggies etc. will be expected. Routes that involve steps or other obstacles would need strong justification for inclusion. Improvements by developers to the existing village footpath and cycle path network to bring sites within the required walking distance will be welcomed. (N.B. provision of footpaths and cycle paths is covered in the transport policies, section 4.)

- 2.6.3 Note that this is no implication here that all sites within the 1.25 km walking distance are suitable for housing. Other constraints apply and are documented in this Neighbourhood Plan, the Rushcliffe Local Plan, and other policies, guidance and legislation. This Neighbourhood Plan covers only East Leake parish; other parishes are within the walking distance limit but this plan has no jurisdiction over them.
- 2.6.4 It is intended that the 1.25 km walking distance in particular is an item that will be considered every 4 to 5 years when the Neighbourhood Plan is reviewed, to ensure that housing needs can continue to be met.
- 2.6.5 Compactness and rural feel are important to residents, and we wish to avoid a sprawling settlement that merges with nearby villages. East Leake has always been a distinct community from neighbouring villages, and wishes to maintain this character. Therefore policy H7 stipulates that any green field sites allocated should be contiguous with the current built area of the village. Also, any site allocated within East Leake Parish should be adequately separated by open countryside from any neighbouring settlement. See also policy E1.
- 2.6.6 There is a gypsum mine in the vicinity, and housing should not be built directly above, or close to, mined areas. There is a need to preserve the ability to extract existing mineral deposits in the future, so development should not take place either in the areas where mineral deposits are present and/or allocated for future mining operations. British Gypsum provides further information as requested by developers. Section 3.3, policy B3 supports development of the British Gypsum site, and due regard should be given to safeguarding its potential future growth when considering any new housing applications in the vicinity.
- 2.6.7 There is a need to mitigate the potential of flood risk to existing properties that new development might bring.
- 2.6.8 There is a desire to protect rural views and a green ridgeline around East Leake. This is dealt with in section 5, policy E1.
- 2.6.8a If there is a choice of sites, brown field sites should be developed in preference to green field sites and the quality of agricultural land should be taken into consideration.

⁴⁹ This was calculated by using Google Maps for walking journeys to the edges of the 1.25km zone along main routes.

Policy H7 – Sites where housing development will be permitted

Applications within East Leake Parish will be considered for housing development outside the existing village built boundary at the time of application only if ALL the following conditions are met:

- (a) Most homes built on the site shall be within 1.25km walking distance of East Leake Village Centre, defined here as the T-junction between Gotham Road and Main Street AND
- (b) The site adjoins the existing built envelope of East Leake village along at least one of its boundaries AND
- (c) There is genuine open countryside separating the proposed site from the built up areas of neighbouring villages AND
- (d) New homes are not sited above or close to existing gypsum workings, or known mineral deposits for which there is a plan in place to extract the deposit in the future. (see Fig 2.6/1 below) AND
- (e) New homes are not sited on a floodplain within Environment Agency Zones 2 and 3; i.e. which has a moderate or significant flood risk where there are no flood defences or within the extent of extreme flood (see fig 2.6/2). (Developers would be required to demonstrate any additional flood modelling work that has taken place in order to supersede the flood zone maps.)

Justification

- 2.6.9 Rushcliffe Borough Council Strategic Housing Land Availability Assessment [RBC EX29] includes sites around East Leake that would more than cater for the proposed target number of houses. There is no need, therefore, to consider those sites that are less suitable in terms of a number of criteria that matter to residents.
- 2.6.10 Minimising car journeys is an essential part of sustainability. The NPPF endorses this view in several places, including paragraph 50:
“Where practical, particularly within large-scale developments, key facilities such as primary schools and local shops should be located within walking distance of most properties.”
- 2.6.11 Policy 7 of the Rushcliffe Borough Council Core Strategy, [RBC CS] includes the following as one of its criteria for assessing suitability of housing sites:
“The existing or proposed accessibility of a location by walking, cycling and public transport.”
In section 3.2.5.2 (when assessing suitability of community facilities) it states:
“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.”
- 2.6.12 The walking distance of 1.25 km is justified as follows:
 - “Greater Nottingham Sustainable locations for Growth” [RBC ED07, 1.3.6] uses a 1km catchment area when considering settlements for sustainability and states this is roughly a 15 minute walk.

- This is increased to allow for walking routes rather than “as the crow flies” distances.
- The existing furthest built up edges of East Leake (the top of Woodgate, the British Gypsum site bus stop, the lane to the scout hut on West Leake Road) are approximately 1.25km from the T-junction.
- The Strategic Housing Land Allocation Assessment 2013 [RBC EX29] includes more than enough sites within this distance to cater for the proposed target growth during the plan period.
- Precedents in Neighbourhood Plans for using walking distance as a criterion for allocating housing sites are:
 - Thame⁵⁰ which draws a 20 minute walking distance as a criterion for site selection
 - Broughton Astley where an appeal judged walking distance from the centre to a site as material⁵¹

2.6.13 In its policy 3, when discussing the green belt, the Rushcliffe Borough Council Core Strategy [RBC CS] talks about “the need to maintain the openness and prevent coalescence between settlements” and policy H6 of the East Leake Neighbourhood Plan takes this principle down to a more local level by maintaining villages as distinct settlements.

2.6.14 The following Neighbourhood Plans include policies to maintain separation of settlements: Barnham and Eastergate; Broughton Astley⁵²; Ascot, Sunninghill & Sunningdale⁵³; Tattenhall⁵⁴; Cuckfield⁵⁵. Several others draw up “settlement boundaries” with part of the rationale being to prevent coalescence of settlements.

2.6.15 Consultation and research into the Gypsum constraint is documented in section 5.4 of the East Leake Neighbourhood Plan Statement of Consultation [SoC, 5.4]. The NP project talked to geologist experts at British Gypsum and the relevant minerals policy experts at the County Council. British Gypsum stated, “with respect to mining under properties, we do not mine underneath people’s houses - we are required to leave a half depth property protection pillar – for example if the mine is 100m deep, we will leave a 50m standoff to the property. The difficulty home owners have with underground mine workings is that when they do a search and they were to identify that there were mine workings beneath their property they could struggle to get a mortgage due to the risk of mining related subsidence.”

⁵⁰ <http://www.southoxon.gov.uk/sites/default/files/Final%20Thame%20Neighbourhood%20Plan%20-%20March%202013.pdf>

⁵¹ Paragraph 16 of inspector’s report for appeal re 12/04597/OUT at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/305142/14-04-17_3-in-1_Crowfoot_Way_Harborough_2183563.pdf

⁵² http://www.harborough.gov.uk/info/200074/planning/496/neighbourhood_planning/7

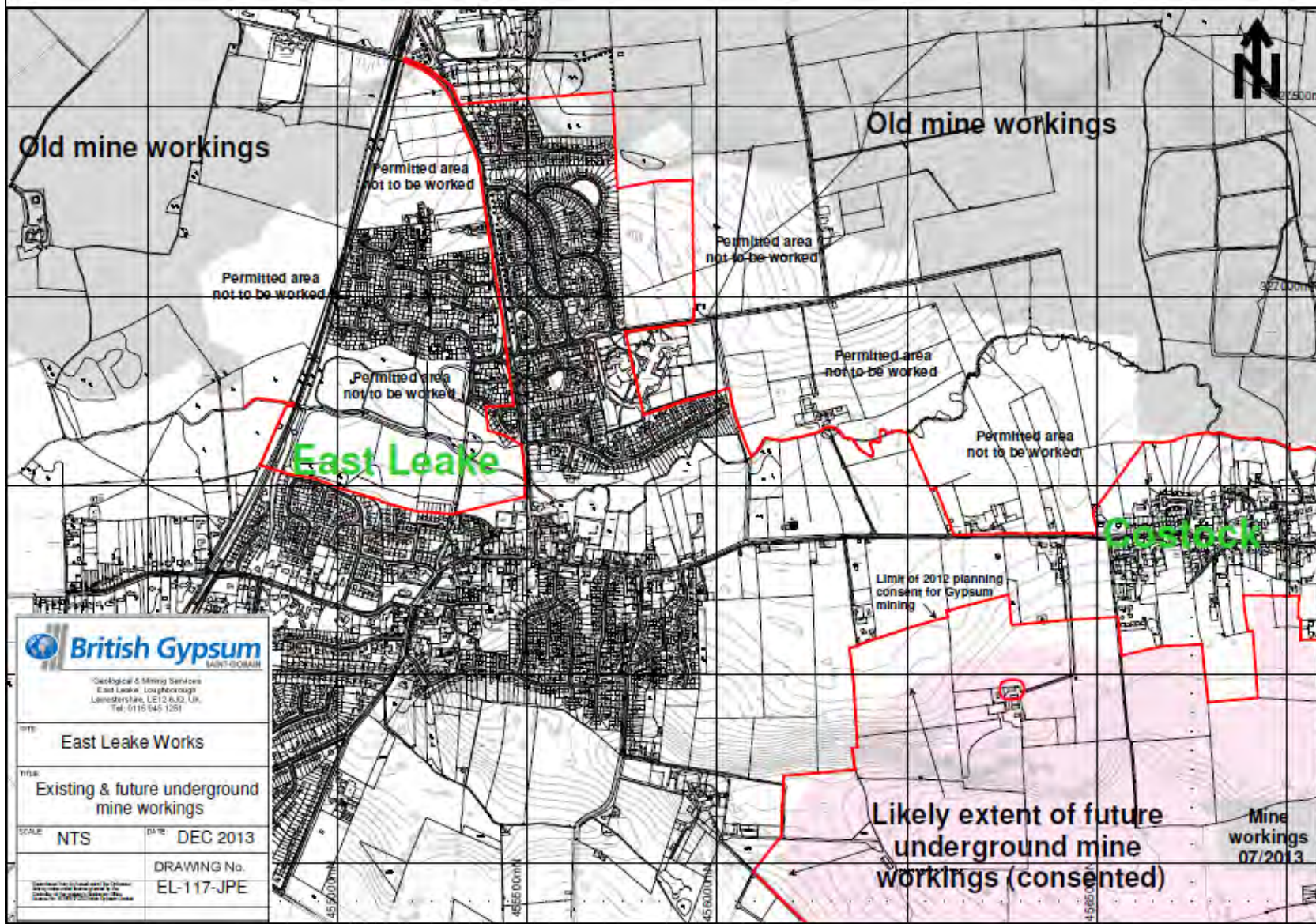
⁵³ http://www.rbwm.gov.uk/web/pp_ascot_np.htm

⁵⁴

http://www.cheshirewestandchester.gov.uk/your_council/policies_and_performance/council_plans_and_strategies/planning_policy/neighbourhood_planning/tattenhall_and_district_neighb.aspx

⁵⁵ <http://www.midsussex.gov.uk/9061.htm>

Fig 2.6/1 Gypsum workings/deposits⁵⁶



Key

Old mine workings are shown by grey shaded areas.


The pink shaded area shows the likely extent of future underground mine workings within East Leake parish.

The areas bounded by red lines have existing planning consent for mining.

(A higher resolution version of this map is available on the Neighbourhood Plan Website.)

⁵⁶ Supplied to East Leake Neighbourhood Plan Project by British Gypsum, Jan 2014

Fig 2.6/2 East Leake Flood Risk Map⁵⁷ (the blue area shows areas where there is a 100 year risk of flooding)

 Flood Zone 3 - 1 per cent (1 in 100) or greater chance of happening each year

 Flood Zone 2 - 0.1 per cent (1 in 1000) chance of occurring each year

(If these two colours cannot be distinguished in a printed copy, please refer to the online copy of the Plan, or the original source.)



⁵⁷ Source: Environment Agency Web Site, <http://maps.environment-agency.gov.uk/wiyby/wiybyController?value=east+leake&lang=e&ep=map&topic=floodmap&layerGroups=default&scale=9&textonly=off&submit.x=0&submit.y=0>

SECTION 3 – BUSINESS AND EMPLOYMENT

Vision: *“We aim to enhance local employment opportunities, in particular improving facilities for start-up businesses. We will encourage retention and widening of the range of facilities that serve the needs of the community.”*

3.1 Encouraging Retail Outlets and Services within the Village Centre

Objectives

- 3.1.1 Encourage a cluster of retail and service outlets in the village centre, offering both range and choice.
- 3.1.2 Support proposals for new retail and service outlets outside the village centre area where there is a clear rationale for them to be at that particular location rather than in the village centre.
- 3.1.3 Support the use of East Leake as a service hub for neighbouring villages.

Key Points

- 3.1.4 Section 8 includes further vision and policies relevant to development of the village centre area, including recognition of the importance of allocating land for parking in the centre of the village. See the Fig 8.1/1 for the area designated as the “village centre” in this plan.
- 3.1.5 East Leake has historically offered a wide range of shops and services. The village acts as a hub for neighbouring villages, increasing the viability of businesses, services and public transport.
- 3.1.6 Clustering retail and service outlets in the village centre is about overall sustainability. It allows access by public transport, and maximizes walking/cycling journeys as opposed to journeys by car. It facilitates the provision of parking for those needing to travel by car, and allows a single trip to fulfil a number of purposes.
- 3.1.7 Losses in the past few decades, regretted by residents, include three banks, clothing shops, gents barber and the petrol station. Several new shops (including a delicatessen, bakery, greengrocers, and discount store) have been established in the past few years and are welcomed by residents. Small independent traders offering a range of services are generally welcomed. There is some call for another supermarket. Having a mixed area in the centre, including cafes and restaurants as well as shops and services, appears to work well. The village is considered to already be well provided with takeaway food outlets⁵⁸ and hairdressers. There are calls for a family friendly pub with good food.
- 3.1.8 There are some existing retail outlets outside the designated village centre area, and this Neighbourhood Plan does not seek to limit these. Typically they provide a valuable service to their immediate local residential area.
- 3.1.9 Policy B1 does seek to curb locating new retail outlets outside the village centre because doing so could weaken the viability of the village centre and overall sustainability of the village. Therefore B1 requires applicants to provide a clear rationale for the location; however it is not prescriptive about the criteria that will be used to form a judgement, as this will vary widely between

⁵⁸ August 2014 – Fish and chip shop, two Chinese takeaways, pizza, Indian restaurant/takeway, mixed restaurant/takeway

applications. Some reasons for approval might be outlets that clearly serve their immediately local housing area, or that would not sit well with the village centre for one reason or another.

Policy B1: Support for retail and other services and businesses requiring public frontage

- (a) In the area designated as the village centre, development of new and improved, or extended, retail outlets and other services and businesses requiring public frontage will be permitted, in each case falling within Use Classes A1-A4⁵⁹, particularly where they extend the range of types of products and services offered. This will be subject to there being no significant adverse impact on amenity, particularly residential amenity, by reason of the scale and form of development proposed, the levels of activity generated by the proposal, the level of traffic generated, excessive noise or light pollution, smell, dust etc. Conditions may be used, where appropriate, to mitigate against adverse impacts.
- (b) Outside the area designated as the village centre, new proposals for retail and other services and businesses requiring public frontage will be supported where the planning application includes a clear rationale for them to be at that location rather than in the village centre.

Justification

- 3.1.10 In the 2013/14 East Leake Business Survey [*SoC section 5.8*] there were 17 representations on the subject of village centre parking (the greatest number of responses on any topic), and 4 businesses mentioned pedestrian crossings.
- 3.1.11 In the East Leake Community Plan survey [*ELCP*]: Fig 4.1 - 96% shop within the village, 38% disagreed that ‘the village has a good variety of shops and businesses’ and 30% disagreed that ‘the local shops are well stocked with my daily / weekly requirements’. Fig 4.3 shows requests for greengrocer⁶⁰, bank, and another supermarket
- 3.1.12 The Rushcliffe Publication Core Strategy [*RBC CS*]: [section 3.1 point 3] on the importance of commercial retail centres; [3.1.5.2] on the importance of centres for social cohesion and the diversity of retail facilities.
- 3.1.13 [*NPPF, Para 23*] on the role of local planning authorities in planning shopping centres
- 3.1.14 Over the past few years there have been several changes of business in the shops in the village centre, with no long periods of shops standing empty. There is some evidence of businesses which have been seeking premises in the area for some time, and two such statements from businesses are included in the Statement of Consultation, along with an audit of retail premises to form a baseline for future comparison, showing 26 properties on Gotham Road and 14 on Main Street, none of which were vacant at the time of the audit. [*SoC 5.8*].

⁵⁹ See Section 9.2 for explanation of Use Classes

⁶⁰ A new Greengrocer has opened since the report was published.

3.2 Support for Small and Start-Up Businesses and those Working from Home

Objectives

- 3.2.1 Encourage suitable live/work facilities as part of new residential developments.
- 3.2.2 Encourage all new large scale development applications (including residential) to create permanent employment opportunities.
- 3.2.3 Encourage provision of facilities for start-up, follow-on and small businesses. Assist small firms to grow. For instance: shared/managed office space; small units for light industry; rentable meeting rooms; storage facilities; shared reception and clerical services, acting as a local hub for information and support services for business. Charities and other local organisations could also make use of such facilities.

Key Points

- 3.2.4 East Leake has a number of small business sites scattered in locations across the parish. These are mainly located within residential areas, and on the whole their scale and nature is such that they do coexist happily. They are valued for the local employment opportunities they bring and their contributions to the local economy.
- 3.2.5 The parish area contains a number of farms and it can be important to their viability that they are able to diversify their operations, and this plan supports this, where it does not adversely impact on other residents, the environment, or the rural character of the area. Rural rights of way should be protected in any such development, so that the public can continue to enjoy access to the countryside.
- 3.2.6 There are known to be a large number of residents who work from home in East Leake, in a wide range of businesses and services. Some of these are at the stage where they need to grow into employing staff and renting business premises rather than operating from home. To minimize journeys to work, increase employment within the village, and maintain existing local business to business links it would be helpful if these needs could be accommodated within East Leake, and developers are encouraged to provide suitable schemes as part of housing developments.
- 3.2.7 Live/work developments in other areas of the country⁶¹ are encouraged by the Government and have proved successful – i.e. developments that combine residential and small scale business use - and this plan encourages including these in new developments in East Leake.

Policy B2: Support for Small and Start-Up Businesses and those Working from Home

[Paragraphs (a) and (b) were removed following pre submission consultation, and their intent is included in amendments to section 2.3.]

- (c) Planning applications to provide office accommodation, small light business units, and shared/managed business facilities are encouraged, in each case falling within Use Class B1 , throughout the built area of the village, having due regard to other policies and subject to there being no significant adverse impact on amenity, particularly residential amenity, by reason of the scale

⁶¹ <http://www.liveworknet.com/live-work-sec3.html> - List of Live Work case studies compiled by the Live Work Network

and form of development proposed, the levels of activity generated by the proposal, the level of traffic generated, excessive noise or light pollution, smell, dust etc. Conditions may be used, where appropriate, to mitigate against adverse impacts.

- (d) Planning applications in rural areas outside the built up area of East Leake (e.g. farms) with a proposed change of use to diversify the business will be supported in principle, where they do not have a significant adverse impact on amenity (included residential amenity as detailed in (c) above), rights of way, the environment, or the rural character of the area, and they conform to all relevant traffic and design standards. Conditions may be used, where appropriate, to mitigate against adverse impacts.

Justification

- 3.2.8 In the 2013/14 East Leake Business Survey [*SoC, section 5.8*] 13 businesses identified a need for business support of one kind or another, and 8 requested small business/office units.
- 3.2.9 East Leake Community Plan survey [*ELCP*]: Sixty-one respondents reported that they own, run or are thinking of starting their own business within East Leake, and of these just two said that they had a need for light industrial office and/or storage units within the village to help to develop the business.”
- 3.2.10 Rushcliffe Core Strategy [*RBC, CS*]: [Policy 4 point 6] on diversifying and supporting the rural economy; [3.1.4.1] on providing employment; [3.1.4.11] on service and their retail centres as important employment locations.
- 3.2.11 NPPF: para 21 on live/work units; para 28 on diversification of agricultural businesses.

3.3 Support for Existing Large Employment Site

Objectives

- 3.3.1 Support the only large employment site in the village, i.e. the British Gypsum site on Gotham Road in order to provide employment opportunities for local people and help the overall viability of East Leake as a sustainable settlement.
- 3.3.2 Support any further economic development to provide additional employment on this site, or otherwise contribute to the efficiency and overall health of the business.
- 3.3.3 Promote this area of the village as the preferred area for any development of industry falling outside Use Class B1, where this can be achieved without detriment to nearby residents or the environment.

Key Points

- 3.3.4 The employers on the British Gypsum site provide a range of employment opportunities. Employees contribute to the vibrancy of the village by using local shops and services, and public transport.
- 3.3.5 The gypsum operation has historical importance in the development of East Leake. Gypsum mining and processing is increasingly a high technology operation, and over recent times this has reduced

any less favourable effects on local residents. However the site is close to housing and any future expansion should be considered with rigorous reference to relevant standards (noise, dust etc.).

- 3.3.6 In addition to the Gypsum operation, a medium sized employer on the site (Weatherford) provides high technology services to the oil industry.
- 3.3.7 Journeys to work are an important consideration in sustainability. Having both residential and employment areas within the parish potentially increases the number of cycling and walking journeys, reducing vehicle based commuting journeys and hence carbon emissions. The site has reasonable road links, with routes for heavy vehicles that take it away from East Leake village centre and residential areas. The site has a rail link, currently used for industrial purposes and also by the Great Central Railway Nottingham (a heritage railway), but not linked into the national passenger timetable. The site is on the bus routes to Loughborough and Nottingham with conveniently located bus stops.
- 3.3.8 Industrial uses (other than Use Class B1) in other areas of the village would sit less comfortably with residential areas and green spaces.
- 3.3.9 The CEMEX sand and gravel quarry between East Leake and Rempstone is at present operating outside Use Class B1, but the expectation is that operations here are temporary and that the land will be restored to agricultural use and/or green space once the extraction is complete, according to its planning permission conditions. Restoration includes wetland and conservation, with all rights of way to be retained through the life of the site. The Nottinghamshire County Council Minerals Local Plan Preferred Approach consultation document published in October 2013⁶³ included potential site specific allocations, and identified two extensions to East Leake quarry. If the allocations were permitted this would extend the life of the site to approximately 2033. The proposed restoration schemes would tie into the existing permitted scheme.

Policy B3: Support for development of British Gypsum Site

- (a) Proposals for economic development within the East Leake British Gypsum site, including expansion, will be welcomed in principle: where they increase overall employment, or otherwise contribute to the efficiency and overall health of the business, or bring new businesses onto the site; if the amenity of nearby residents is protected as detailed in (b) below; and subject to other planning approval processes.
- (b) Proposals for industrial use falling within Use Classes B2 and/or B8 or otherwise, and/or generating significant volumes of movements of heavy vehicles elsewhere in the parish of East Leake will be supported only where:
- there is good public transport provision;
 - a transport management plan is agreed to ensure compliance with the existing area wide weight limit which restricts the movement of heavy goods vehicles through the village centre⁶⁴ and residential streets;
 - there will be no, or minimal, negative impact on visual amenity and green space, (a positive impact would be preferable);

⁶³ <http://www.nottinghamshire.gov.uk/thecouncil/democracy/planning/local-development-framework/mineralsdevplandocuments/minerals/>

⁶⁴ In particular the Gotham Road/Main Street junction

- there will be no significant adverse impact on residential amenity, by reason of the scale and form of development proposed, the levels of activity generated by the proposal, the level of traffic generated, excessive noise or light pollution, smell, dust etc.
- Conditions may be used, where appropriate, to mitigate against adverse impacts.

Justification

3.3.10 Rushcliffe Core Strategy [RBC CS]: point 5 of policy 4, encouragement for British Gypsum site.

3.3.11 NPPF: para 21, planning positively for creative or high technology industries.

SECTION 4 – TRANSPORT, COMMUNICATIONS AND TRAFFIC

Vision: *We will seek to improve connections between the different parts of the village, and out into the countryside beyond, for both pedestrians and cyclists; in particular we want all new developments to enhance the network of routes within the village. We will press for improvements to public and community transport links with facilities and transport interchanges outside the village.*

4.1 Better and safer routes for pedestrians and cyclists

Objectives

- 4.1.1 Better connections between different parts of the village to encourage walking and cycling within the village
- 4.1.2 New routes to, and within, new developments to ensure that these are properly integrated into the village and are not isolated from adjoining areas
- 4.1.3 Improved connections to the existing network of walking routes into the surrounding countryside to maximize the value of the village's rural setting
- 4.1.4 Safe walking and cycling routes to schools to reduce the use of cars on the 'school run'
- 4.1.5 Well located bus stops with a shelter, raised kerb, clearway enforcement where required, good lighting, and real time information at suitable stops, to promote the use of public transport

Key Points

- 4.1.6 New pedestrian and cycling routes within developments should be safe and include design features such as lighting and an open aspect, which deter anti-social behaviour. Signage should be provided where appropriate.
- 4.1.7 New routes should also be convenient and provide as direct a route as possible to key locations in the village and to the strategic network of footpath and cycle links around the village as shown in Fig. 4.1/1. As far as their legal status is concerned, where within the built up area they should be tarmacked and lit and adopted as highway; where providing linkage to rural paths they should be recorded on the Definitive map held by the Countryside Access team .
- 4.1.8 A definitive list of the existing network of public footpaths and rights of way into the countryside is shown at Fig 4.1/2. This is complemented by other important connecting paths within the built up area of the village which also form part of the strategic network and are listed at Fig 4.1/3

- 4.1.9 Priority improvements to the strategic network currently include improvement (in keeping with its rural character) of the green footpath/cycle path along Sheep Plank Lane which is shown in Fig. 4.1/1, and pedestrian facilities on the railway bridges at Woodgate and Gotham Road because of the nature of the roadway (double bend). Upgrades to signage, lighting, stiles, gates etc may be sought.
- 4.1.10 Connections between new developments and existing neighbouring developments are important for pedestrian convenience to minimize walking distances and to create a more walkable neighbourhood
- 4.1.11 Note that where such links have not historically been provided, such as between Brickley Crescent and the Meeting House Close development, unofficial 'cut through' routes have arisen along pedestrian desire lines⁶⁵
- 4.1.12 New developments should not, therefore, prejudice links to future development sites by closing off potential access routes or prejudice their viability by holding them as "ransom strips"⁶⁶. Future linkages should be allowed for in developments, and the adopted public highway should go right up to, and include the boundary to safeguard future access. If this is impractical (e.g. due to maintenance considerations) such strips should be transferred into public ownership, i.e. East Leake Parish Council or Rushcliffe Borough Council.
- 4.1.13 New developments should follow the principles set out in Building for Life 12, Section 1 Connections [*BfL*] and Manual for Streets, Section 4 Layout and Connectivity [*MfS*]

Policy T1: New developments and connectivity

Where necessary to achieve the objective of improving connectivity within the village and where appropriate to the location of the development, all new development should provide safe, convenient internal footpaths and cycle paths to allow easy access for both pedestrians and cyclists to:-

- (a) The centre of the village and Health Centre
- (b) Brookside and Lantern Lane Primary Schools and East Leake Academy
- (c) British Gypsum site
- (d) Costock Road playing fields
- (e) The nearest bus stop on the No. 1 Loughborough to Nottingham route
- (f) The strategic network of footpaths and rights of way around the village and into the surrounding countryside shown in Fig. 4.1/1
- (g) Neighbouring developments

Provision should be made for the ongoing maintenance of any foot or cycle paths provided under this policy through adoption of the path as highway or by recording the path as a public right of way on the Definitive Map or by other appropriate mechanism.

⁶⁵ Desire line - a path created as a consequence of foot traffic

⁶⁶ Ransom strip - a small but crucial piece of land which is needed to access a property, commonly a development site

Policy T2: Strategic network of footpaths and cycle paths

Developments in the plan area will be required to contribute, wherever possible, (through Section 106 Agreements, section 278 Agreements, Community Infrastructure Levy, and/or direct investment or works) to improvements to the strategic network of footpath and cycle links shown in Fig. 4.1/1. Where such improvements impact on the historic centre of the village, materials, surfacing and light touch signage appropriate to the Conservation Area status should be used.

Any areas of development land required to safeguard a future link identified in the strategic network, or to safeguard a link to a potential development site, should be included in the adopted public highway, or otherwise be transferred into public ownership and remain in public ownership.

Provision should be made for the ongoing maintenance of any foot or cycle paths provided under this policy through adoption of the path as highway or by recording the path as a public right of way on the Definitive Map or by other appropriate mechanism.

Justification

4.1.14 National Planning Policy Framework paragraph 35 [NPPF] states that developments should be located and designed where practical to:

- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities
- create safe and secure layouts which minimize conflicts between traffic and cyclists or pedestrians, avoiding street clutter and, where appropriate, establishing home zones
- promote opportunities for meetings between members of the community who might not otherwise come into contact with each other, including through mixed-use developments, strong neighbourhood centres and active street frontages which bring together those who work, live and play in the vicinity
- promote safe and accessible developments, containing clear and legible pedestrian routes, and high quality public space, which encourage the active and continual use of public areas

4.1.15 Nottinghamshire Local Transport Plan 2011-2026: the transport vision states:

“The long-term transport vision for Nottinghamshire is at three spatial levels:

1. Within local neighbourhoods, to provide safe and sustainable access to local facilities and services, such as health, schools, colleges and local shops. This will include priority for pedestrians, cyclists and those with mobility difficulties” ...

4.1.16 Rushcliffe Borough Council Core Strategy [RBC CS]:

- Policy 9 requires development to be assessed in terms of “permeability and legibility to provide for clear and easy movement through and within new development areas”

4.1.17 Building for Life 12 [BfL] recommends:

- Thinking about where connections can and should be made and about how best new development can integrate into the existing neighbourhood rather than creating an inward looking cul-de-sac development

- Remembering that people who live within a new development and people who live nearby may want to walk through the development to get somewhere else, so carefully consider how a development can contribute towards creating a more walkable neighbourhood.

4.1.18 Manual for Streets [*MfS section 4.2.5*]

- “Internal permeability is important but the area also needs to be properly connected with adjacent street networks. A development with poor links to the surrounding area creates an enclave which encourages movement to and from it by car rather than by other modes”

4.1.19 Report on East Leake Community Survey (2012) [*ELCP*]

- 82% consider provision of cycle routes in the village to be poor
- 90% use local public footpaths/bridleways often or sometimes
- 76% consider tackling anti-social behaviour to be a high priority
- 96% consider the network of footpaths/bridleways out into the countryside is important to them
- 87% agree that new housing development should be located within easy reach by foot to the village centre and public transport

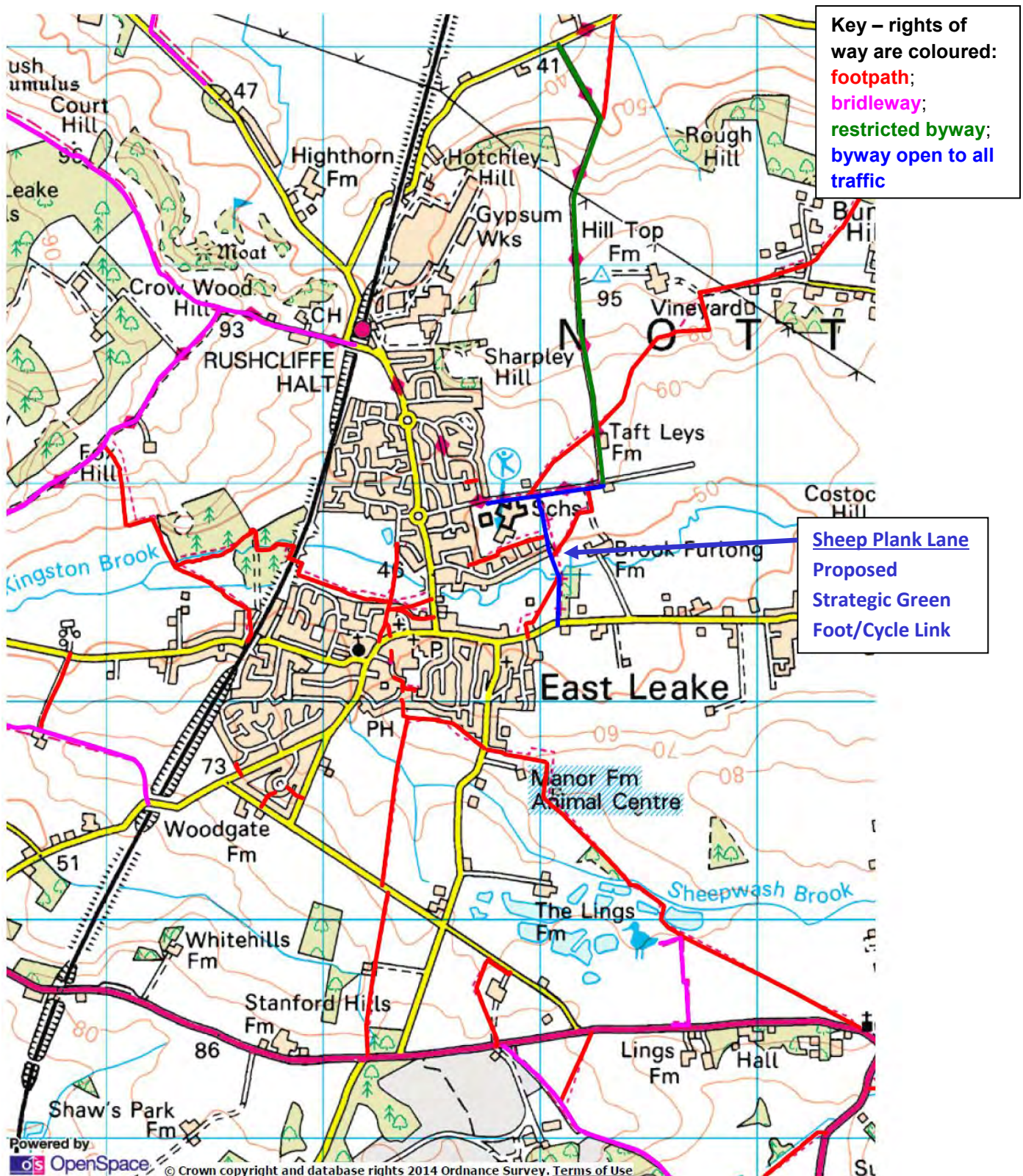
4.1.20 East Leake Academy/Lantern Lane Primary School Travel Plan (2013) has a target to increase number of children walking/cycling to School by 2% p.a. (Available on request)

4.1.21 Brookside Primary School Travel Plan (2011 review and update) has an objective to increase walking and cycling to School. In 2007, 61% walked to School; 23% would like to cycle but did not because of lack of suitable routes. (Available on request)

4.1.22 British Gypsum commissioned an internal commuting survey in July 2013, which indicates that many more of its employees would choose to walk, cycle or get the bus to the site if the routes/safety etc were better. (Report is available on request.)

Fig 4.1/1 East Leake Rights of Way

OS data is © Crown Copyright and database right 2014 Ordnance Survey Licence number 0100054950)



This web page is from www.rowmaps.com, a project to show rights of way on maps. The underlying map on this web page is provided by OS OpenSpace and this is © Crown copyright and database rights 2012 Ordnance Survey.

The council of Leicestershire releases under licence data containing details of the rights of way that are in Leicestershire. The date of this data is 12th April 2013.

The council of Nottinghamshire releases under licence data containing details of the rights of way that are in Nottinghamshire. The date of this data is 15th April 2013.

An authority's Definitive Map is the authoritative source of their rights of way. The details of the public rights of way network contained in an authority's data are for information only, and are an interpretation of the Definitive Map, not the Definitive Map itself, and should not be relied on for determining the position or alignment of any public right of way. For legal purposes, an authority's data does not replace their Definitive Map. And changes may have been made to the Definitive Map that are not included in their data. The authority's data contains Ordnance Survey data © Crown copyright and database right 2013. Attempting to view this data with more detail than 1:10000 may produce an inaccurate rendering of the route of a public right of way.

Fig 4.1/2 – List of Public Rights Of Way in East Leake

On the definitive map of public rights of way, each path in a parish is given an official reference number. The thirty-two paths in the parish of East Leake are listed below.

Most paths continue beyond the parish boundary as a path with a different number in a neighbouring parish. West Leake, Gotham, Bunny, Rempstone, Hoton and Stanford can all be reached from East Leake by public footpaths and bridleways.

Most of these are **footpaths (FP)** with rights of way on foot only. Numbers 6,15 & 16 are **bridleways (BW)** with rights of way on foot, cycle and horseback. Numbers 11 and 12 are **byways open to all traffic (BOAT's)**. No 30 is a **Restricted Byway (RB)** restricted to pedestrians and non-motorised vehicles –except for access

FP1. From the end of Mill Lane (top of Castle Hill) round animal centre towards the site of St Peter's Churchyard. Meets parish boundary with Rempstone and Costock just beyond the bridge over the Sheepwash Brook. Continues across the field to Rempstone as FP1 (Rempstone)

FP2. From top of Castle Hill running west through fields behind Potters Lane to junction with FP5 at kissing gate.

FP3. From Gypsy Lane round to the right of Home Farm to A6006. Continues to Hoton and Stanford as BW12 (Rempstone).

FP4. From south of Rempstone Road (continuation of FP5) to Goulds Barn then across the field to the brook at the parish boundary. Continues over the bridge and the next field as FP1 (Stanford) to A6006 at Stanford Crossroads.

FP5. From Burton Walk. Between Nos 36 & 38 and through the kissing gate into fields. Downhill along hedge side across Sheepwash Brook, through two more fields to emerge on Rempstone Road opposite FP4.

BW6. From Woodgate Road just beyond the railway bridge to Calke Hall Farm Kennels. Continues to West Leake as BW8 (West Leake)

FP7. From West Leake Road to Calke Hall Farm to join BW6. This is the access road to Calke Hall Farm, it is also a public footpath.

FP8. From Birch Lea off West Leake Road (just beyond railway bridge) between houses, through gate into fields, cross field to bridge and uphill to gate which is boundary with West Leake. Continues as FP6 (West Leake) up Foxhill, then to WLeake or Gotham via edge of Golf Course.

FP9. From Main Street to the right of Manor Farm Meadow to the entrance of Meadow Park. Continues through Meadow Park as Kingfisher Walk to Nixon Walk.

FP10. From the main entrance to Meadow Park, alongside the recreation field to Gotham Road near the car park.

BOAT 11. Lantern Lane from junction with Manor Road to the right angled bend to the left.

BOAT12. Sheep Plank Lane. From Costock Road to Lantern Lane (BOAT 11)

FP13. From Costock Road between Nos 19 & 21 round the back of No 21 and across the field to junction with Sheep Plank Lane (BOAT 12) at the bridge over Kingston Brook.

FP 14. From the junction on east side to Sheep Plank Lane to the new path round the School playing field to the junction with Lantern Lane.

BW15. From parish boundary with Gotham on Gotham Moor, (a footbridge west of the old railway line) to the tunnel under the old railway. Continues west to Gotham as BW8 (Gotham). Continues east to Bunny as BW17 (Gotham) and BW9 (Bunny).

BW16. Stocking Lane. From Gotham Road, north of the railway bridge uphill past the Golf Club to the parish boundary with West Leake at Crow Hill Wood. Continues to West Leake as BW5 (West Leake and to Gotham as **BW11** (Gotham).

BW17. From Rempstone Road between Nos 27 & 29 to Bley Avenue between Nos 18 & 19.

FP18. Between The Green and School Green near Brookside School.

FP19. Along Gypsy Lane from the end of FP3 to the north entrance of Home Farm.

FP20. From Main Street (to the right of the old Police Station) across the bridge over the Sheepwash brook to join FP 9 before Meadow Park.

FP21. From the Nook to Potters Lane at No. 55.

FP22. From Kirk Ley Road between Nos. 41 & 43 to Bley Avenue between Nos. 10 & 11

FP23. Between Woodgate Road (No. 64) and Orchard Close (No. 17).

FP24. From Ryholme Close between Nos 11 & 12 to Sharpley Drive between Nos 56 & 58.

FP25. Frank Kirk Way from Meadow Park (junction with FP9) under the railway, alongside Kingston brook to junction with FP8.

FP26. From Carlton Crescent (off Stonebridge Drive) between Nos 61 & 63 alongside the boundary fence of the school buildings to the junction with BOAT12 (Sheep Plank Lane).

FP27. Cuts across the fields from Lantern Lane (BOAT11) opposite the junction with Sheep Plank Lane (No 12) to the junction with Byway 30 opposite Taft Leys.

FP28. From junction with RB30 at Taft Leys to Hill Top Farm and round the fields to parish boundary with Costock. Continues as FP6 (Costock) to Bunny.

FP29. Cuts across the field from junction with RB30 at left bend at the bottom of Hotchley Hill. It comes out onto Bunny Lane. Continues to Bunny FP18.

RB30 (Restricted Byway). Continuation of BOAT11 over Hotchley Hill to Bunny Lane at Welldale Farm.

FP31. The Nook from Bramley Close to Burton Walk.

FP32. From Bunny Lane opposite the end of FP29 diagonally across field to parish boundary. Continue as Bunny FP7.

If you find any problem with any of these rights of way then contact the Rights of Way Team at Nottinghamshire County Council quoting the number of the path. Phone 0300 500 80 80.

Fig 4.1/3

Other important connecting paths which form part of the strategic network

1.	The path that goes down the middle of the Trees estate, along the ends of Ash Wk., Poplar Av., Willow Cl., Beech Av., Pine Cl. and Oak Cres.
2.	The connection between Oak Cres and Brookside Av.
3.	The path along the side of the Village Hall and Parish Office connecting Main street to the Gotham Road car park.
4.	The path from Station Road alongside the wall by the churchyard. It goes across the end of Church Close alongside numbers 8 and 5. It then goes across the end of Winchester Close by numbers 6 and 9. There is an important connection here between Manor Farm Meadow numbers 44 and 45 and Winchester Close. The path then goes on to the end Southwell Close by numbers 2 and 10. Again there is an important connection between Manor Farm Meadow numbers 34 and 35 and Southwell Close. The path continues from Southwell Close to come out on Bateman Road at number 30
5.	The grass track which connects two branches of Manor Farm Meadow. It follows a westerly direction from number 21 to number 26 going along the backs of 22 to 25.
6.	The path connecting two parts of Bateman Road via the end of Truro Close. It starts between 15 and 17 Bateman Road, goes along the end of Truro Close by numbers 9, 11 and 20 and emerges onto Bateman Road again between numbers 77 and 79.
7.	A path between Harefield and Brookfields way on the Gotham Road Estate
8.	Connectors off the cul de sacs on Stonebridge Drive that lead onto Footpath 10a along the school boundary fence.
9.	A path at the end of Stonebridge Drive that connects with BOAT ⁶⁷ 12 (Sheep Plank Lane)

4.2 Support for Public Transport

Objectives

- 4.2.1 Work with Nottinghamshire County Council, Rushcliffe Borough Council, and public transport operators to maximize the new opportunities for travel by public transport offered by the opening of the extension of Nottingham’s tram network and associated park and ride site at Clifton
- 4.2.2 Work with relevant Local Authorities and public transport operators to ensure that the current travel opportunities offered by the Nottingham – Loughborough bus service are not reduced.
- 4.2.2a Work with community transport providers, including the Soar Valley bus and the East Leake Community Care volunteer driver provision to improve the transport network. Recognise the contribution of taxis licensed by the Borough Council.

Key Points

- 4.2.3 Improvements to evening public transport services for access to social and cultural activities outside the village in Nottingham and Loughborough.
- 4.2.4 Improvements to public transport links with surrounding villages that use East Leake as a hub; with other centres such as Clifton, Wilford, and Ruddington, and with locations such as East Midlands Airport which lie outside the Nottingham – Loughborough corridor

⁶⁷ BOAT – a highway over which the public have a right of way for vehicular and all other kinds of traffic but which is used by the public mainly for the purposes for which footpaths and bridleways are used (i.e. walking, cycling or horse riding).

Policy T3: - Public Transport

Developments in the plan area will be required to contribute, where appropriate, through Section 106 Agreements, section 278 Agreements, Community Infrastructure Levy and direct investment or works, to secure improvements to public transport services, which provide new travel opportunities to access work, health and other public services, shopping and leisure facilities.

Justification

- 4.2.5 National Planning Policy Framework [NPPF] paragraph 35 states plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people.
- 4.2.6 Nottinghamshire Local Transport Plan 2011-2026: the transport vision states:
“The long-term transport vision for Nottinghamshire is at three spatial levels: [...]”
2. To provide everyone with safe and sustainable transport options for movement within and between our towns and district centres. This will include a fully integrated, high quality public transport network and appropriate parking provision for private cars
 3. To connect our towns, district centres and villages to other parts of the Plan area and beyond (including regional and national trip generators). This will include safe and sustainable strategic links by road and rail for both people and goods.”
- 4.2.7 Rushcliffe Borough Council Core Strategy [RBC, CS]
- Policy 13 seeks to provide 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
- 4.2.8 Report on East Leake Community Survey (2012) [ELCP]
- 66% rate the frequency of evening bus services as poor
 - 76% rated improving local transport links in the top 2 priority categories for allocating financial resources available from new developments in the village
- 4.2.9 East Midlands Airport draft Sustainable Development Plan 2013-14⁶⁸
- Economy and Surface Access Plan states that the Airport will continue to work in partnership with others to secure improvements to public transport services to the airport including a new route from South Nottingham via East Leake
 - The Airport’s Employee Survey records that 404 people working on the Airport site live in Rushcliffe district, which represents 1 in 137 of the Borough’s working population.
- 4.2.10 Analysis of 2011 Census Neighbourhood Statistics⁶⁹ shows high levels of car ownership and a higher than average proportion of people who drive to work, highlighting the unsuitability of public transport for journeys to work.
- 4.2.11 British Gypsum commissioned an internal commuting survey in July 2013, which indicates that many more of its employees would choose to walk, cycle or get the bus to the site if the routes/safety etc were better. (Report is available on request.)

⁶⁸ East Midlands Airport Sustainable Development Plan, <http://www.eastmidlandsairport.com/developmentplan>

⁶⁹ Available on Neighbourhood Plan Website in the evidence base.

4.3 Wider Transport Infrastructure Considerations

4.3.1 The following transport infrastructure items need to be addressed by other bodies in the context of future development in and around East Leake:

- The existing congestion at rush hour on the A60 into Nottingham
- The accident record on the A6006 between Hathern and Rempstone
- The traffic impact of the Stanford Hall development (Defence and National Rehabilitation Centre) and the possible large housing development in Cotes.
- The impact of the Clifton expansion on the travel to work journey into Nottingham from East Leake.
- The impact of East Leake housing on the routes from East Leake to the M1, A453 and the Nottingham ring road, via Bunny, Gotham, West Leake etc.
- Consideration of a mainstream network rail link and station for East Leake.
- Provision for rail and NET2 interchange at Ruddington.
- Provision for long distance and commuter cyclists.

SECTION 5 – MAINTAINING THE ENVIRONMENT

Vision: *We wish to conserve and enhance the rural character of the village, and to preserve the ring of green undeveloped hills surrounding the village. Further, we intend to exploit and enhance the network of informal green spaces within the village, so that they support attractive pedestrian and cycle routes connecting the different parts of the village.*

5.1 Containment of the Built Environment

Objectives

- 5.1.1 Maintain the rural aspect of the village by preserving views of the surrounding ring of green ridges.
- 5.1.2 Ensure that areas of open countryside surround the village and separate it from neighbouring settlements.

Key Points

- 5.1.3 It is very clear from the responses to the Community Plan questionnaire [ELCP 2.1, 6.2, 10.1] that a significant proportion of residents value the current rural character of East Leake, and to feel close to open countryside. In that respect the undeveloped ridges surrounding the village to the south, west and north are important in providing views of countryside for many properties. Also, to a certain extent, the ridges screen sight of East Leake from outside the village. Containing the settlement within this bowl is critical to maintaining the rural aspect. The heights of any buildings on the slopes up to the ridges will be limited so as to leave a suitably sized green rim clearly visible from the village and to screen sight of the village from outside. The four ridges are described below and shown on the map at Fig 5.1/1.

Ridge A

Ridge A runs along Rempstone Road in a WNW direction, and then swings in a more westerly direction past Calke Hall Farm. It is believed that this is the line of an old Roman Road. This ridge is the dominant southern view from the West Leake Road.

Ridge B

Ridge B rises from West Leake in a NE direction, just NW of the Parish boundary. It then swings almost ESE, falling towards British Gypsum works. This ridge, loosely known as Fox Hill, dominates the NW views from the village centre and the northern view from West Leake Road.

Ridge C

Ridge C is the closest to the village centre, and runs almost parallel to Ridge A. It stretches from behind the top of Burton Walk, across the ancient 'ridge and furrow' fields by Castle Hill, then just north of Manor Farm towards Rempstone. Because of its height it hides the SE section of Ridge A from the centre of the village. It is a clear southern ridge when viewed from Costock Road.

Ridge D

Ridge D dominates the skyline to the north of Costock Road. It starts well to the east of the parish near Bunny Wood, follows due west along Ash Lane past Hill Top Farm. As it reaches the NE corner of the village, it swings north around Hotchley Hill. This ridge, together with Ridge B, forms an important partial E – W wildlife corridor in the north of the parish.

- 5.1.4 Of equal importance is the need to maintain clear separation, from neighbouring settlements. Notably this applies to Costock to the east, West Leake to the west and Gotham (The Ridgeway) to the north, see Fig 5.1/2. The amount of undeveloped land remaining within the parish boundary in each of these directions is limited. Development in these areas is covered by policy E1(b). The policy recognises that protection of adjoining land in neighbouring parishes to maintain separation could change the relative importance of the areas shown at some time in the future, and the map should be reviewed every 4-5 years as the Neighbourhood Plan is reviewed. Note that parts of the three areas shown in Fig 5.1/2 are in some cases afforded other formal protection, including green

belt (north area); burial ground (west area); flood plain (west and east areas); “local green space” designated in policy E4 below (north area), allotments considerations in policy L2 below (west area) and playing fields protection described in L1 (east area). Within the separation areas, reasonable redevelopment or extension of existing residential and agricultural buildings, whether marked on the indicative map at Fig 5.1/2 or not, is to be expected.

- 5.1.5 The western area shows two shaded out areas which are sites 98 and 362 in the Strategic Housing Land Availability Assessment 2013 [RBC EX29]. Both have delivery status “Could be suitable if policy changes 5+ years”. Site 98 (allotments) is discussed in section 6.2 below.
- 5.1.6 The network of footpaths and bridleways that provide access into the countryside make it a valuable leisure amenity for residents. (See section 4.1 and policy T1 for more on this.)
- 5.1.7 The railway line to the west of the built up area of East Leake also forms an important green boundary to the village, being mostly visible strong embankment or cutting, and acting as a wildlife corridor. Along much of its length the railway is a boundary to the built up area and Policy E1(c) promotes this for the future. The main exception where there is existing development to the west of the railway line is West Leake Road. The character of the development here is linear and relatively sparse, and this should be a planning consideration in future applications.

Policy E1 – Containment of Built Environment

- (a) The ridges marked on the map at Fig 5.1/1 will remain undeveloped, in order to maintain the rural character of the village and to provide a visual link between the settlement and the countryside.
- (b) Areas marked on the map at Fig 5.1/2 are important for the separation of East Leake from neighbouring settlements by relatively open green space. Development not related to agriculture which would detract from the open, green character of this area or reduce the visual separation of East Leake from West Leake, Gotham (the Ridgway) or Costock will be permitted only where the community will gain equivalent benefit from the provision of suitable replacement green space or gain significant social, economic or environmental benefits from the development.
- (c) Development to the west of the railway line, other than on West Leake Road, will be permitted only where strong justification is provided. On West Leake Road, any development should have regard to the more linear and sporadic residential character of the area.

Justification

- 5.1.8 [NPPF] para 110, on allocating land with the least environmental or amenity value for development.
- 5.1.9 Rushcliffe Borough Council Core Strategy [RBC CS] policy 15, protecting and enhancing green infrastructure, particularly 2(e), protecting landscape character.
- 5.1.10 The Greater Nottingham Landscape Character Assessment 2009, [RBC, ED32], provides a way of assessing the varied landscapes within Greater Nottingham and contains information about the character and condition of the landscape to provide a greater understanding of what makes the landscape within Greater Nottingham special. Within the Nottinghamshire Wolds character area the relevant assessments for the East Leake are: NW01 Gotham and West Leake Hills and Scarps;

and NW02 East Leake Rolling Farmland⁷⁰. These describe the valued features of the landscape, including the following statements:

- large commuter settlements such as Gotham and East Leake ... are nestled at the base of the hills
- The strength of character is **STRONG**. The hills are distinctive and consistent features across the landscape and exert their influence within the surrounding area.

5.1.11 From the East Leake Community Plan Survey report [ELCP]:

- In Fig 2.1, 50% use Local public footpaths / bridleways often, 40% sometimes
- In Fig 6.2, 96% agree to some extent that “the network of footpaths/bridleways from East Leake and out into the countryside is important to me”
- In Fig 10.1, the most popular parting thought on the “best thing about living in East Leake” was “Access to countryside / rural setting” with 107 mentions, 28% of the total for this question.

5.1.12 Policy E1(a) which deals with views of ridges, is supported by a Views Assessment produced by the Neighbourhood Plan Group. This document can be found on the Neighbourhood Plan Web site.

5.1.13 The following Neighbourhood Plans include policies to maintain separation of settlements: Barnham and Eastergate; Broughton Astley⁷¹; Ascot, Sunninghill & Sunningdale⁷²; Tattenhall⁷³; Cuckfield⁷⁴. Several others draw up “settlement boundaries” with part of the rationale being to prevent coalescence of settlements.

⁷⁰ <http://cms.nottinghamshire.gov.uk/lcaleicsnottswolds.pdf>

⁷¹ http://www.harborough.gov.uk/info/200074/planning/496/neighbourhood_planning/7

⁷² http://www.rbwm.gov.uk/web/pp_ascot_np.htm

⁷³

http://www.cheshirewestandchester.gov.uk/your_council/policies_and_performance/council_plans_and_strategies/planning_policy/neighbourhood_planning/tattenhall_and_district_neighb.aspx

⁷⁴ <http://www.midsussex.gov.uk/9061.htm>

Fig. 5.1/1
Undeveloped Ridges Surrounding East Leake

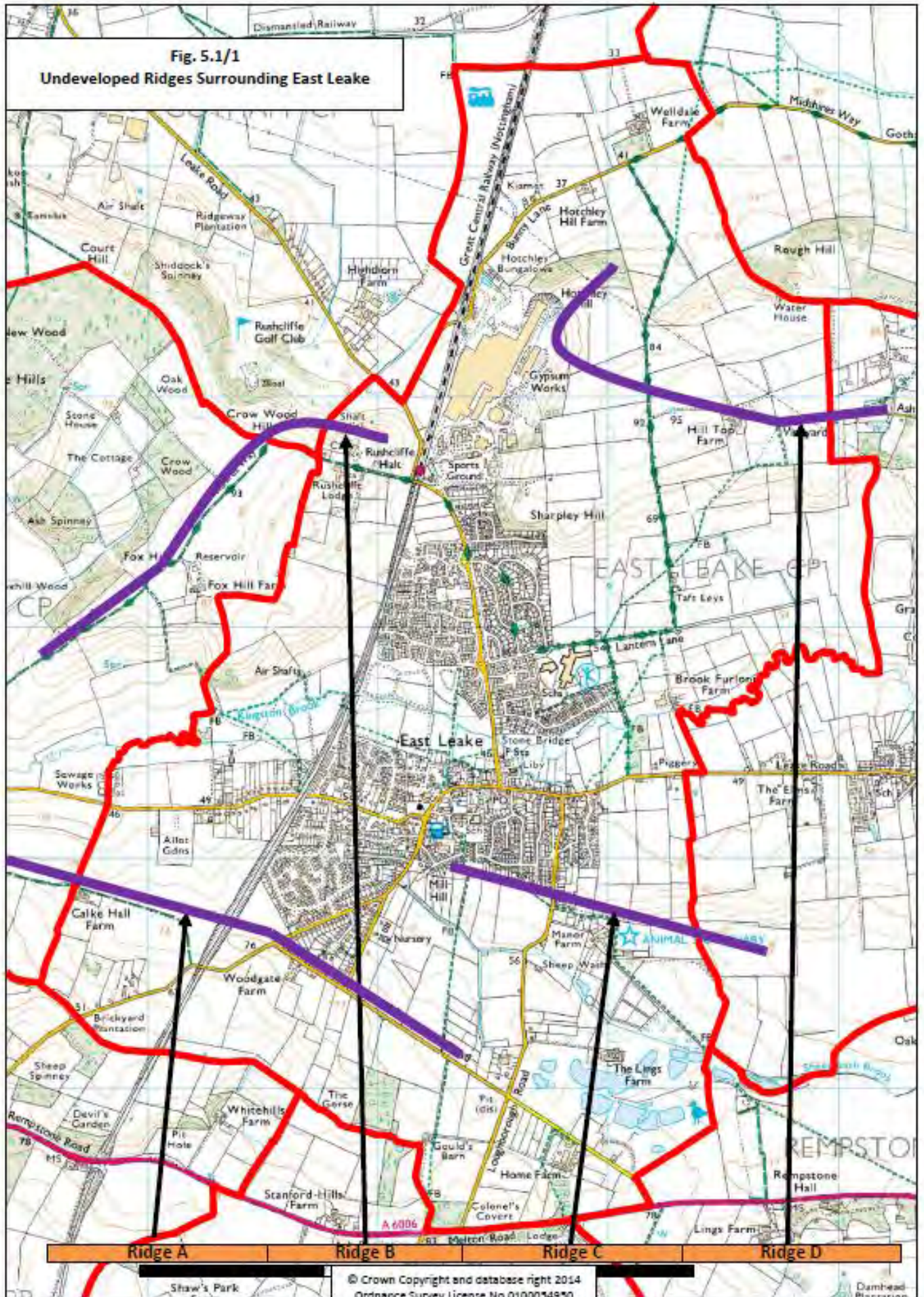
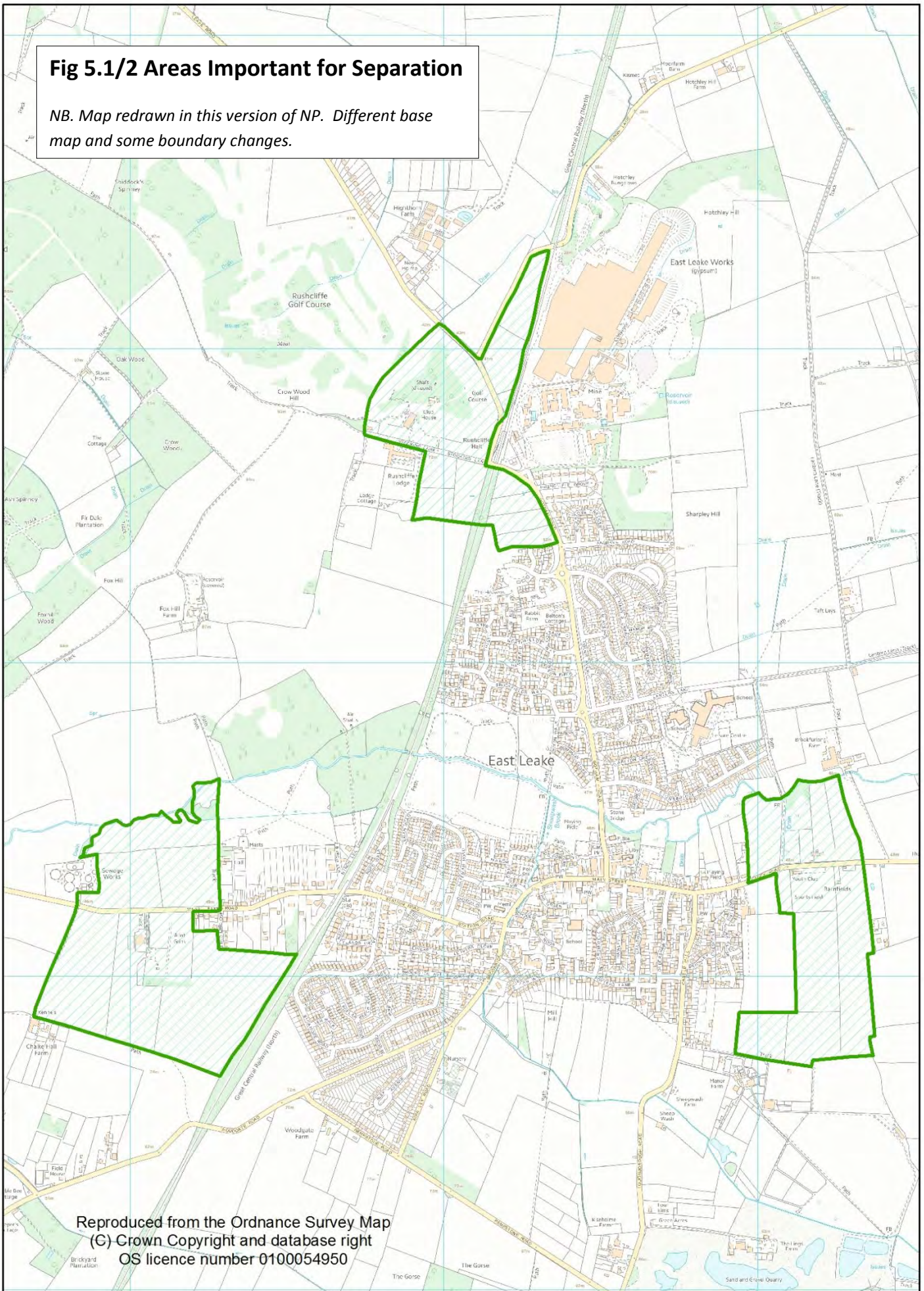


Fig 5.1/2 Areas Important for Separation

NB. Map redrawn in this version of NP. Different base map and some boundary changes.



Reproduced from the Ordnance Survey Map
(C) Crown Copyright and database right
OS licence number 0100054950

5.2 Preservation of Wildlife and Rural Heritage

Objectives

- 5.2.1 Preserve, and where possible enhance, continuous green corridors for the movement of wildlife.
- 5.2.2 Preserve heritage agricultural features.
- 5.2.3 Increase the presence of mixed woodland.
- 5.2.4 Bring wildlife into new housing developments.

Key Points

- 5.2.5 Implicit in the rural character of the village and its surroundings are the preservation of suitable green corridors for wildlife, and heritage agricultural features. Continuous green corridors are important for the movement of wildlife. Existing green corridors which must be preserved and, where practical, extended or enhanced are:
- the east / west flood plain along Kingston Brook (see Fig 2.6/2), including the historically significant osier bed along its course through the parish.
 - the course of the Sheepwash Brook,
 - the Site of Importance for Nature Conservation (SINC) along the railway line (south west / north east) and
 - a partial east / west corridor starting at Bunny Woods, passing through woods on Ash Lane, linking to Hotchley Hill and Rushcliffe Golf Course (the latter two in the parish). It should be noted that the golf course, although mostly just outside the parish, is a nationally recognised Site of Special Scientific Interest (SSSI).

An important future wetland resource, which will be created as the Cemex gravel extraction at Lings Farm winds down, should also be preserved and enhanced. It will be located close to the abandoned St Peter's churchyard, which itself has great wildlife potential, albeit just outside the parish boundary.

- 5.2.6 Equally, heritage features such as mature trees, ancient hedgerows and increasingly rare semi-improved pastureland, typified by ancient ridge-and-furrow, are important habitats which should be protected from development. Ancient ridge and furrow earthworks are a diminishing resource within Rushcliffe's historic environment and should be preserved both for their historic and biodiversity value.
- 5.2.7 Discussions with Nottinghamshire Wildlife Trust and feedback from Rushcliffe's Environmental Sustainability Officer have indicated that mixed native woodland, wetland habitats, and species-rich grassland are all underrepresented in East Leake's section of the National Character Area 74 (Leicestershire and South Nottinghamshire Wolds)⁷⁵, and opportunities should be sought to rectify this when possible.

Policy E2 –Green Infrastructure: Wildlife and Rural Heritage

- (a) The green corridors and Local Wildlife Sites⁷⁶ marked on map at Fig 5.2/1, and the flood plain of the Kingston Brook and course of the Sheepwash Brook (see Fig 2.6/2) will be maintained and enhanced, in order to support the rural character of the village.
- (b) Agricultural heritage features will be protected, for the benefit of both

⁷⁵ http://www.naturalengland.org.uk/publications/nca/leicestershire_and_nottinghamshire_wolds.aspx

⁷⁶ Local Wildlife Sites, as defined by the Nottinghamshire Local Wildlife Sites Handbook are sites of local importance for the conservation of biodiversity. Previously known as Sites of Importance for Nature Conservation (SINCs).

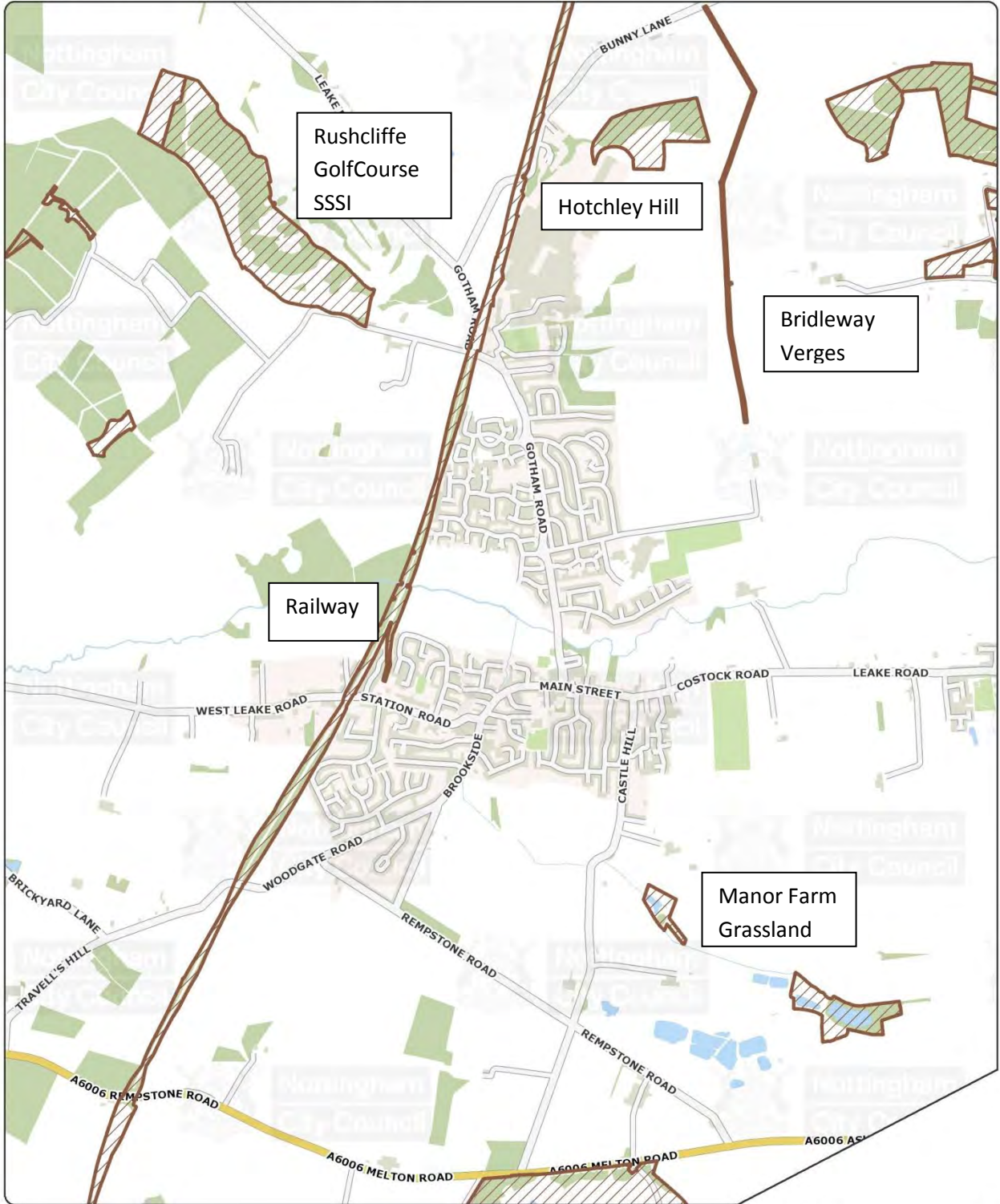
residents and wildlife.

- (c) Opportunities will be sought to plant additional mixed woodland (using native tree species of local provenance), wetland habitats and species-rich grassland.
- (d) Any housing developments should incorporate, where appropriate and practical, roosting opportunities for bats and birds.

Justification

- 5.2.8 NPPF, para 117 deals with wildlife corridors, para 109 with biodiversity
- 5.2.9 Rushcliffe Borough Council Core Strategy [*RBC CS*] policies 15 (green infrastructure) and 16 (biodiversity) and feedback from Rushcliffe's Environmental Sustainability Officer
- 5.2.10 Greater Nottinghamshire Landscape Character Assessment - see 5.1.8 above

Fig 5.2/1 Local Wildlife Sites



Key

-  Local Wildlife Sites
-  Districts

Description
No map description



© Crown Copyright and database right 2014 Ordnance Survey Licence number 0100054950

5.3 Green Spaces

Objectives

- 5.3.1 Preserve existing green spaces in the village and include green spaces in new developments, ensuring they are maintained.
- 5.3.2 Bring the countryside into the built environment wherever possible.
- 5.3.3 Soften the village centre with planting.

Key Points

- 5.3.4 Rural character, for most people, is defined not only by surrounding countryside but also by the introduction of green spaces and trees within the built environment. This is typified currently by the area around the village green (near the Church), the area along Station Road (including many mature trees), the Rest Garden in the centre of the village, and Meadow Park. Some newer housing developments have incorporated green spaces which have been planted with trees (e.g. Manor Farm Meadow), and others contain a variety of open green areas (e.g. Trees estate, Bley Avenue, Rushcliffe Estate).
- 5.3.5 All new housing developments should incorporate imaginative green spaces, with a focus on native tree planting to improve the habitat. Opportunities presented by any redevelopment of the village centre should also incorporate suitable planting to offset the harsher built environment, with a focus on wildflower and native tree planting to improve the habitat.

Policy E3 – Green Infrastructure within the Built Environment

- (a) The value of open spaces within existing housing areas will be rigorously balanced against the gain from any planning applications to develop them.
- (b) All new developments should incorporate suitable green spaces for the benefit of wildlife and the recreation of residents. Suitable arrangements must be incorporated for the costs of future maintenance of these “green lungs”.
- (c) Effort should be made to develop both current and future pedestrian routes between the village and the surrounding countryside into mini green corridors, to help bring the countryside into the built environment.
- (d) All developments within the village centre should seek to incorporate tree and shrub plantings to enhance the appearance. Due regard must also be paid to enhancing planting throughout the Conservation Area where possible.

Policy E4 – Designated “Local Green Spaces”

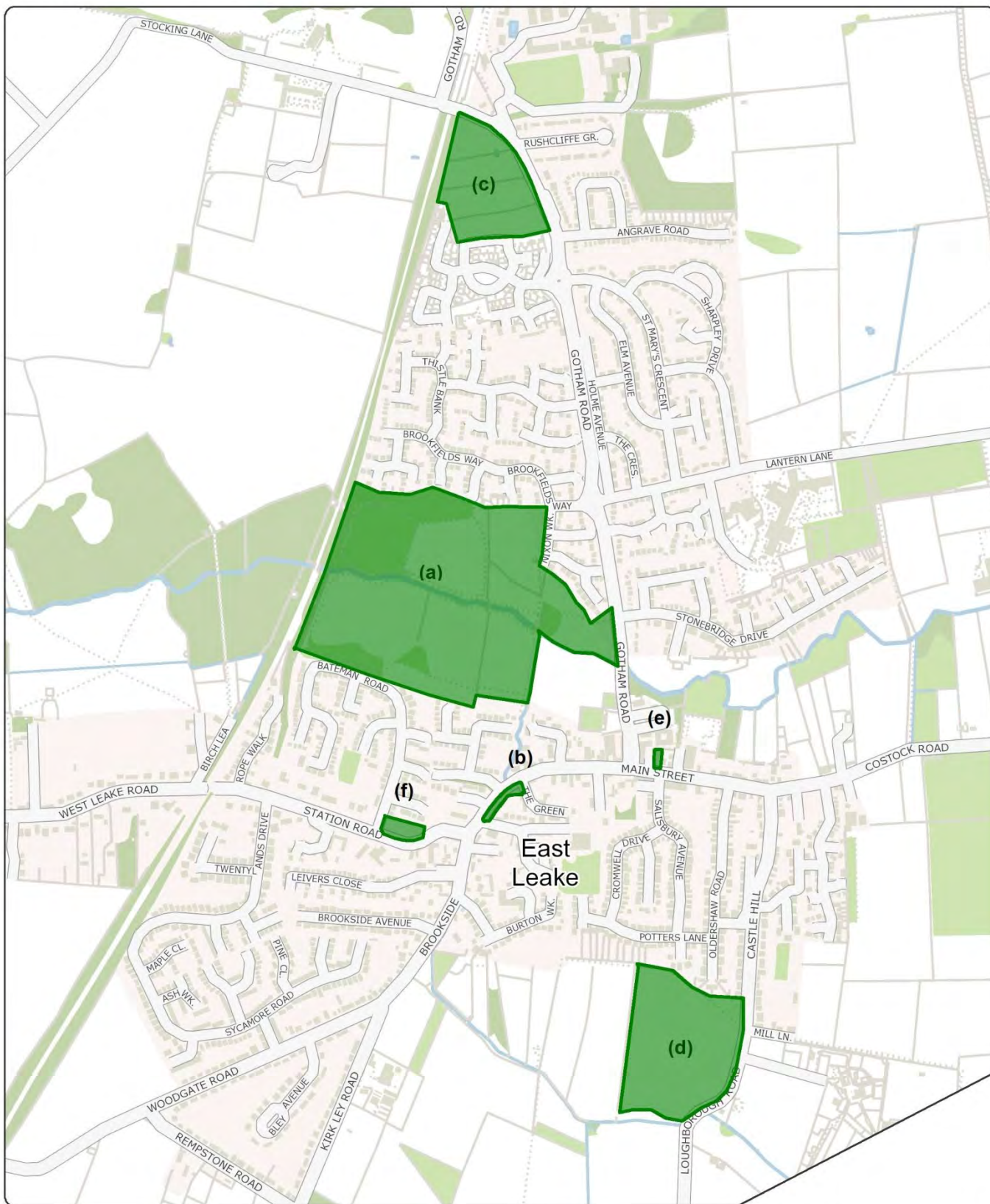
The following existing green spaces (see Fig 5.3/1) are designated as “local green space” as defined in the National Planning Policy Framework, paragraphs 76 to 78, and protected accordingly. New development in these spaces will be permitted only in very special circumstances.

- (a) Meadow Park (for recreation and wildlife)
- (b) Village Green and memorial gardens (history, remembrance, community gatherings, and tranquillity)
- (c) Townlands Trust ridge and furrow field from railway to Gotham road (history, visual amenity)
- (d) Ridge and furrow fields at the back of Potters lane (history and recreation via footpaths 2 and 5)
- (e) Rest Garden (tranquil outdoor community space in village centre)
- (f) The Glebe (tranquil green space at heart of conservation area)

Justification

- 5.3.6 Further information on the sites is provided in a separate document, “Assessment of Areas Identified as Local Green Space” in the evidence base on the Neighbourhood Plan website.
- 5.3.7 *[NPPF]* para 58 on green space as part of developments, paras 76-78 on local green space designation; para 109 biodiversity, para 114 green infrastructure
- 5.3.8 Rushcliffe Borough Council Core Strategy *[RBC CS]* Policy 15, section 2 and 3 on green infrastructure, section 4 parks and open space.

Fig 5.3/1 Local Green Space



Key

Districts

Insight web map printed by an Insight Mapping user at 11:48, 04/09/2014

1:10,044



Description
No map description

© Crown Copyright and database right 2014 Ordnance Survey Licence number



SECTION 6 – LEISURE AND PLAY

Vision: *We wish to improve facilities for young people, and in particular provide more activities for teenagers.*

6.1 Playgrounds and Playing Fields

Objectives

- 6.1.1 Provide neighbourhood and village centre play facilities for young people of all ages and abilities.
- 6.1.2 Support the continued operation and enhancement of the playing fields at the Leisure Centre, Costock Road and schools as the village grows.

Key Points

- 6.1.3 East Leake is a thriving community with a range of leisure facilities, clubs, sports etc. for all ages. Most of these fall outside the remit of the Neighbourhood Plan which focuses on planning matters. However sport and children’s playgrounds can be influenced by planning.
- 6.1.4 The Leisure Centre provides excellent facilities for residents, including a swimming pool, and is operated via a PFI⁷⁷ agreement. The Costock Road playing fields are in need of funding for enhancement and extension, and this is being catered for via a nominated sum per new home (or other provision, such as providing parking) in S106 agreements for housing developments as they go through planning. The Neighbourhood Plan therefore supports the continuation of this approach, and protects the Costock Road playing fields as open space, but takes no further measures.
- 6.1.5 Play facilities, however, are seen in need of improvement. The Parish Council has a vision for playground facilities in East Leake and is focused on providing a main large, modern and challenging play area in the centre of the village for all ages and abilities. New housing developments should have open play space for free play, kick-about etc., and possibly a small amount of onsite play equipment provision, particularly for younger children. An equipped and fenced area for under 5s in the central area is needed for groups such as nurseries and playgroups as well as for families.
- 6.1.6 The vision for East Leake is to be developed as a “walking village” – with emphasis on footpaths and cycle paths that connect the areas of housing to facilities and services in the centre of the village, to discourage unnecessary use of cars. The Gotham Road play area is in the heart of the village, open and clearly visible, and is provided with public conveniences, shops and cafes for refreshments, and good car parking facilities for those who need them. There is a large area of open space nearby, with future plans to develop seating and further picnic areas for use by families. The play area provides productive activities for older children and teenagers using the facility independently, including a recently constructed skate park, a multi use games area, and an informal sports pitch.
- 6.1.7 Families pass through the centre of the village on school journeys, for shopping, Health Centre appointments, and use of the Library. A visit to the play area is a natural part of the activity. A social hub develops, where families can meet and interact. This in turn encourages use of the local shops and supports the economy.
- 6.1.8 Policy L1 (a), therefore, directs the larger share of contributions from developers to fund play equipment provision towards enhancing the central play area.

⁷⁷ PFI – Private Finance Initiative, i.e. funding public infrastructure projects with private capital

- 6.1.9 The Oldershaw Trust playing field on Costock Road is a long standing provision that provides an alternative, quieter, high quality free play area, particularly for children living in that part of the village. The vision is for this to continue to be equipped for ball play with possibly a small amount of play equipment.
- 6.1.10 Exercise equipment for adults and older people are also important (e.g. trim trail, outdoor gym) and opportunity will be taken where possible to enhance this provision throughout the village.

Policy L1 – Playgrounds

- (a) Housing developer contributions for play equipment will contribute towards the development and upkeep of the main large, modern and challenging play area in the centre of the village for all ages and abilities.
- (b) New housing developments should also have open play space for free play, kick-about etc., and possibly a small amount of onsite play equipment provision for younger children.
- (c) The following open spaces are important for sport and recreation and protected in line with paragraph 74 of the National planning Policy Framework: Costock Road Playing Fields, Oldershaw Trust Playing Field, Gotham Road Recreation field⁷⁸, schools’ and leisure centre playing fields

Justification

- 6.1.11 ELCP Fig 6.2, 70% thought children’s play facilities were in need of improvement, Fig 11.9 shows 59% of young people responding thought that playground equipment should be improved
- 6.1.12 Appendix 7 of the East Leake Neighbourhood Plan Statement of Consultation (in a separate file linked from <http://www.east-leake.gov.uk/neighbourhood-plan>) documents a separate consultation about playground facilities, undertaken by a Parish Council working party in conjunction with the Community-led plan. This received 105 responses demonstrating clear support for refurbishment of the Gotham Road playground to provide a stimulating community based play facility. The Parish Council is currently progressing this plan, which will see the current infant play area move within the Recreation Ground, and much needed additional parking provided for the village centre (see also section 8).
- 6.1.13 Policy L1 is in accordance with East Leake Parish Council playground policy, approved on 28 January 2014.
- 6.1.14 Paragraphs 73 and 74 of the NPPF deal with open space for leisure and recreation with paragraph 74 describing how it is protected.
- 6.1.15 Rushcliffe Borough Council’s play strategy⁷⁹ is guided by the Fields in Trust National Play Standards⁸⁰, which states: “Provision for children and young people should be located where they will be accessible on foot or by bicycle. The ‘effective catchment’ of a play space may be defined as the distance travelled by 75% of users.”

⁷⁸ Excluding the area immediately adjacent to the car park, currently occupied by the infant play area, planned to be used to extend the car park.

⁷⁹ “Playing for Life in Rushcliffe”, http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/Rushcliffe_play_strategy.pdf

⁸⁰ Planning and Design for Outdoor Sport and Play”, http://www.fieldsintrust.org/Product_Detail.aspx?productid=dc291578-50c5-49c5-b0d7-3c376db6b801

The standard defines a hierarchy of provision: Local Areas for Play (LAP) within a walking distance of 100m; Local Equipped Areas for Play (LEAP) within 400m; and Neighbourhood Equipped Areas for Play (NEAP) within 1000m. Policy L1, when taken in conjunction with H7(a) which specifies a maximum walking distance for new developments from the village centre, and T1 and T2 which promote safe routes for pedestrians and cyclists, is seen to be consistent with this hierarchical approach.

6.1.16 The following Rushcliffe Borough Council documents are relevant:

- Guide to commuted sums for open space areas, see <http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/planningandbuilding/localplan/COMMUTED%20SUMS%20FOR%20OPEN%20SPACE%20AREAS%20201314.pdf>
- Leisure Facilities Strategy, see <http://www.rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/leisureandculture/Leisure%20facilities%20strategy%202006%202016%20web.pdf>

6.2 Allotments

Objectives

- 6.2.1 Protect existing level of allotment provision
- 6.2.2 Encourage further provision of allotments as village expands

Key Points

- 6.2.3 “Allotments are valuable green spaces and community assets providing people with the opportunity to grow their own produce as part of the long-term promotion of environmental sustainability, health and well-being, community cohesion and social inclusion.”⁸¹
- 6.2.4 East Leake allotments lie on the outskirts of the village on West Leake road. There are currently 93 plots varying in size. The allotments are owned and governed by the Diocese of Southwell and Nottingham and managed by East Leake Allotment Association⁸².
- 6.2.5 In addition to the social, health, and sustainability benefits of allotments in general, this particular site is a tranquil setting for the neighbouring burial ground, provides a pleasing green space at the approach to village, contributing to separation from West Leake.
- 6.2.6 At least one of the housing sites presently under development is proposing to include provision of allotments, and policy L1(a) encourages future development applications to do likewise.
- 6.2.7 The Small Holdings and Allotments Act 1908 imposes a duty on councils to provide allotments if six or more people say that they want them. Building on such publically owned allotment land is only permitted if the allotment holders are offered alternative sites. Policy L1(b) extends similar protection to established allotment sites which are not in public ownership.

Policy L2 – Allotments

- (a) New housing development proposals should, where feasible, and where community demand can be demonstrated, include provision of suitably serviced allotments.

⁸¹ Andrew Stunell MP, in Standard Note SN/SC/887, Allotments, 22 March 2012

<http://www.parliament.uk/business/publications/research/briefing-papers/SN00887/allotments>

⁸² <http://elaa.btck.co.uk/>

- (b) Proposals that would result in harm to or loss of existing allotments will not normally be permitted unless:
- replacement provision is made, of at least equivalent quality, and located at reasonable convenience for the existing plot holders;
 - a significant and ongoing vacancy rate of existing allotments can be demonstrated;
 - exceptional significant social, economic and environmental community benefits would be derived from the proposal.

Justification

- 6.2.8 As of September 2014, there are 3 vacant plots on the allotment site, following a push by the group to encourage people no longer actively using their plots to give them up.
- 6.2.9 Although not explicit in the NPPF, government emphasises the value of allotments and the role of Neighbourhood Plans in promoting them.⁸³
- 6.2.10 Exeter St James and Felpham Neighbourhood Plans (made) are among a number that include a similar policies on allotments.

SECTION 7 – CONSERVATION, HISTORY AND HERITAGE

Vision: *We wish to maintain the character of East Leake as a place with a strong sense of community and history.*

7.1 A Historic, Rural Village

Objectives

- 7.1.1 Conserve the historic centre of East Leake village.
- 7.1.2 Preserve the rural and agricultural heritage across East Leake parish.

Key Points

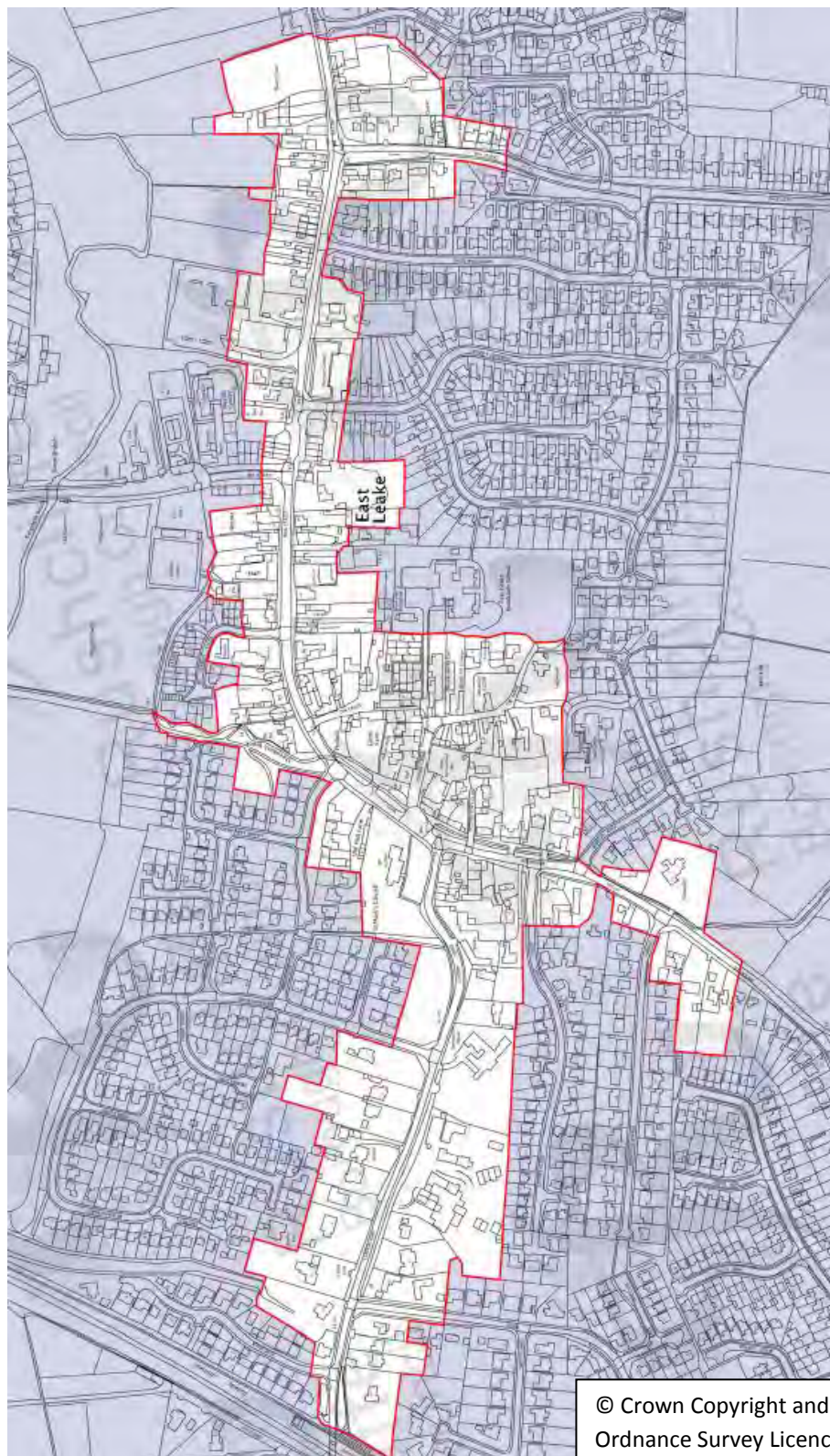
- 7.1.3 The built area of East Leake has an established conservation area and associated management plan. Originally covering only the area around St Mary's Grade 1 Listed Church and associated roads, it was extended in 2008 to incorporate the remainder of Main Street. This was to accommodate the historic basket-works cottages on Costock Road at the eastern end of the village centre. Instead of creating second Conservation Area, the decision was taken to create a single large area. The Conservation Area documents are regularly reviewed (once every 5 years), and all planning applications within the conservation area will be rigorously checked to ensure that they preserve or enhance the character of the area rather than detract from it. No additional policies are necessary in the Neighbourhood Plan to enable this. (Section 8.1.9 below also mentions historic buildings in the Village Centre.)
- 7.1.4 Rural and agricultural heritage is covered in section 5.2 and in policy E4. Policies E3 and E4 cover green spaces within the conservation area.

Further Information

- 7.1.5 East Leake Conservation Area Appraisal and Management Plan,
http://www.east-leake.gov.uk/docs/files%20-%20other/East_Leake_Appraisal_and_Management_Plan.pdf

⁸³ Standard Note SN/SC/887, Allotments, 22 March 2012, link above

Fig 7.1/1 East Leake Conservation Area



© Crown Copyright and database right 2014
Ordnance Survey Licence number
0100054950

SECTION 8 – VILLAGE CENTRE

Vision: *“We are concerned that at present the shopping centre is something of a muddle. We will endeavour to improve the quality of the entire public area in the village centre by making it more pedestrian-friendly and safer, resolving car parking problems, reducing traffic dominance and radically improving the quality of building design and materials. We will also encourage retention and widening of the range of shops and facilities that serve the needs of the community.”*

8.1 Priorities for Land Use in the Village Centre

Objectives

- 8.1.1 Ensure, in the area of the village closest to essential services, priority is given to development that has particular need of this prime location. See Fig 8.1/1 for the extent of the area in question. Encourage types of development not requiring a village centre location to use parts of the village further out from the centre.
- 8.1.2 Improve the quality of buildings in this area over time, thus improving the character and atmosphere of the village centre.

Key Points

- 8.1.3 Retail outlets and other services and businesses requiring a “shop front” are best located in a compact cluster within easy walking distance of each other, to facilitate use via walking journeys by local people, to reduce car journeys, and to provide access by public transport.
- 8.1.4 Space to develop the village centre is at a premium, and as additional housing is built this will become a pressing need. Space that is close to the village centre, within easy walking distance and at a level gradient, is needed for a variety of purposes.
- 8.1.5 Redevelopment of the Health Centre building (in situ) or its replacement (on a new site in the village centre) is urgently needed as the existing building has reached end of life and cannot provide the range of healthcare facilities that the village needs. Dentist surgeries and private ancillary health services also need a village centre location, as do the library and community buildings including places of worship.
- 8.1.6 Additional car parking is needed – the existing car parks are operating at capacity causing problems from inappropriate on-street parking. Bicycle and motorcycle parking provision needs to be improved, and provision for electric cars will be needed in the future.
- 8.1.7 As the village grows the population should benefit from a wider range of shops and services, and these need to be accommodated.
- 8.1.8 Homes for older people and others with reduced mobility need to be close to the village centre with a short level walk to facilities such as shops, post office, Health Centre, dentist, vet, optician, and public transport. Family homes (3 bedrooms and over), on the other hand, are better located out of the immediate village centre area. There is some scope for provision of more mixed residential accommodation in flats above shops, offices and other ground floor services in the village centre, particularly where “living above the shop” would be beneficial.

8.1.9 It is recognized that the area contains a number of historic buildings and green areas which contribute positively to the character of the village; these are valued and should be preserved and/or enhanced.

Policy V1: Priority Uses for Village Centre

- (a) In the area defined as the East Leake Village Centre (see Fig 8.1/1) the only types of new development permitted will be those that particularly require this village central location. Such development types include: community services, health services (in both cases falling within Use Class D1⁸⁴), retail outlets, other businesses and services requiring a “shop front” (in both cases falling within Use Classes A1, A2 A3, A4), car and bicycle parks, housing for older people, those with mobility problems, and situations where “living over shop” is appropriate (with such use for these homes preserved over time), social and leisure space (i.e. Use Class D2).
- (b) Development proposals, including replacement buildings, in the East Leake Village Centre should be of an appropriately high quality design, using materials sensitive to the local context. The scale and proportions of the buildings should be sympathetic to their surroundings and complement the unique historic character of East Leake, having due regard to the Conservation Area⁸⁵.
- (c) All village centre development proposals that involve change of use should include an assessment of the impact on village centre parking.
- (d) Developments for purposes other than those listed in (a) above, or requests for change of use away from those listed, must provide a strong justification for a village centre location.

Justification

8.1.10 In the East Leake Community Plan survey [ELCP]:

- On transport and the environment and village centre (summarized in Figures 1.8 and 2.4), “car parking emerged as a salient issue with 15% of those who made a comment [on environment] complaining about inadequate parking facilities and inconsiderate parking.” “Other prevalent concerns centred on the standard of landscaping and maintenance of the green areas throughout the village and the appearance of the village centre (in particular the exteriors of shops, which many felt need maintenance and updating).”
- In comments about business, “the vast majority of respondents (96%) said they shop within the village, but 38% disagreed with the statement *the village has a good variety of shops and businesses* and 30% disagreed that *the local shops are well stocked with my daily / weekly requirements*.”
- In comments about Health and Social care “when asked what additional health and social care services they would like to see in East Leake, a large proportion of respondents (41% of those who made a comment in response to this question) took the opportunity to complain that the existing Health Centre is, in their view, too small and in need of modernization (Figure 8.3).

⁸⁴ See Section 9.2 for explanation of Use Classes

⁸⁵ See East Leake Conservation Area Appraisal and Management Plan, http://www.east-leake.gov.uk/docs/files%20-%20other/East_Leake_Appraisal_and_Management_Plan.pdf and East Leake Conservation Area Townscape Appraisal http://www.east-leake.gov.uk/docs/files%20-%20other/East_Leake_Townscape_Appraisal_Plan.pdf

There were also requests for specialist clinics and services such as physiotherapy, diabetes clinics, minor surgery, etc.”

8.1.11 The Rushcliffe Core Strategy [*RBC, CS*] recognises the importance of access to services and community cohesion in providing sustainable locations for development.

- “The settlements of Bingham, Cotgrave, Ruddington, East Leake, Keyworth, Radcliffe on Trent and West Bridgford will each accommodate new development to maximize their accessibility to services and infrastructure.” [2.4.1 ii]
- “It is important that all centres act as a focus for community life where residents can live, socialize 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.” [3.1.5.2]

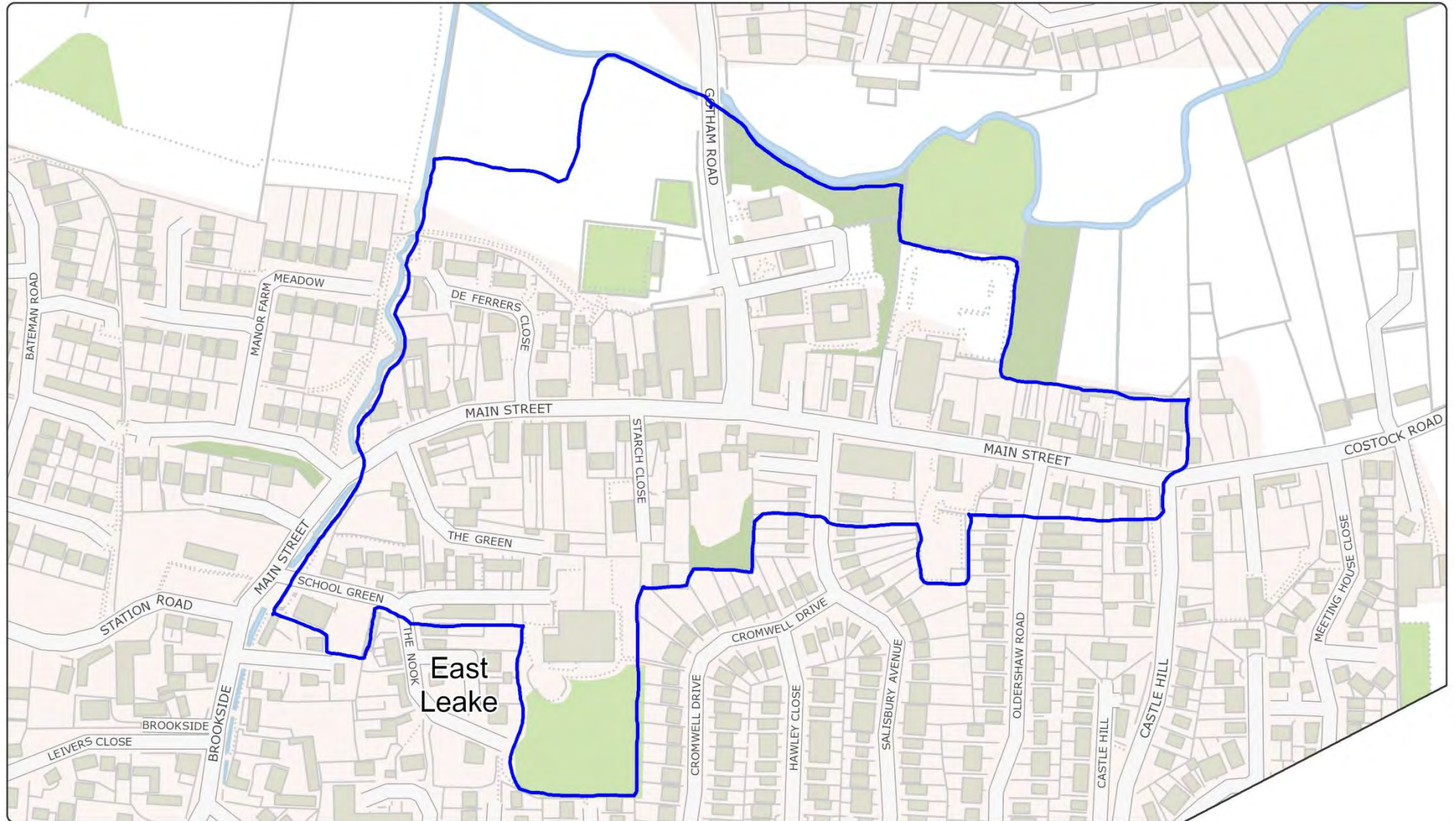
8.1.12 In section 2, “Ensuring the Vitality of Town Centres”, the National Planning Policy Framework [*NPPF*] states:

“Planning policies should be positive, promote competitive town centre environments and set out policies for the management and growth of centres over the plan period. In drawing up Local Plans, local planning authorities should:

- recognize town centres as the heart of their communities and pursue policies to support their viability and vitality; ...
- define the extent of town centres and primary shopping areas, based on a clear definition of primary and secondary frontages in designated centres, and set policies that make clear which uses will be permitted in such locations;
- promote competitive town centres that provide customer choice and a diverse retail offer and which reflect the individuality of town centres;...”

8.1.13 The Evidence Base on the East Leake Neighbourhood Plan Web page includes a report of three surveys undertaken in 2012-14, showing high occupancy rates of village centre car parks.

Fig 8.1/1 East Leake Village Centre – Designated Area for Prioritising Village Centre Use



This document is for personal use only. Mapping should not be supplied or used in external publications without written approval by the Nottingham City Council GIS Team [gi@nottinghamcity.gov.uk].

© Crown Copyright and database right 2014 Ordnance Survey Licence number 0100054950

Insight web map printed by an Insight Mapping user at 22:24, 17/07/2014

1:3,335
0 0.01 0.02 0.04 km
0 0.0175 0.035 0.07 km



8.2 Improvements to the area of the Gotham Road/Main Street T-Junction

Objectives

- 8.2.1 To have in place an agreed set of objectives for the area around the T Junction, against which all planning applications are tested.
- 8.2.2 Obtain financial contributions, or contributions in kind, from large scale developments to further these objectives, via a scheme to be developed in due course by relevant agencies.
- 8.2.3 Create a pedestrian-friendly environment and make the junction less of a barrier and hazard for pedestrians, thereby improving access to all village centre shops and facilities.
- 8.2.4 Improve the arrangements for pedestrians to cross roads.
- 8.2.5 Redesign and upgrade the entire public space to create uncluttered spaces surfaced with high quality materials and planting appropriate to a Nottinghamshire village.
- 8.2.6 Reduce traffic speeds on Main Street, and the number of vehicles on Gotham Road waiting to turn, to enhance safety for pedestrians and cyclists.
- 8.2.7 Adjust the traffic priority at the T-junction to favour the dominant traffic flow, thus reducing delays.
- 8.2.8 If road changes allow this, increase the open pedestrian area on the east side of the shopping area to create a new “village square”, i.e. space for community events, such as Christmas Lights Switch On, Village Fete, markets.
- 8.2.9 Maintain a village atmosphere and a sense of community to promote social sustainability as the village grows.

Key Points

- 8.2.10 The village centre does not fully meet the expectations of residents today, and will certainly not be fit for purpose as the village population and traffic continues to grow. Deficiencies in a number of key areas have been identified, namely aesthetic appeal, pedestrian safety and ease of access to shops, traffic management and parking, and safe spaces for community events.
- 8.2.11 A lively and prosperous village centre, offering the widest possible range of services to residents, is a key ingredient to a sustainable location for housing development.
- 8.2.12 It is anticipated that a detailed scheme will be produced in conjunction with the relevant agencies and in consultation with retailers and shop owners, at a future time when funding is available to take it forward in full or in part.
- 8.2.13 Note that any additional space gained would be deliberately concentrated on one side of the road, to provide a useable community space, rather than widening the pavement equally on both sides of the road.
- 8.2.14 Details such as railings and other street furniture would be considered as part of the detailed scheme.
- 8.2.15 Complementary developments in the area of the scheme are encouraged. Examples could include:
 - Increasing and improving the car parking provision.
 - Redeveloping the Health Centre site if a new site is found for the replacement building.

- Moving the entrance to the rear of the shops on the West side of Gotham Road so that it comes through the car park, providing the opportunity to extend the row of shops northwards.
- Improving pedestrian access in the area between the Co-operative and the Health Centre car parks, round the back of the Health Centre and through the rest garden.
- Relocating the sewage pumping station to a location outside the village centre (long term aim).

Policy V2: East Leake Village Centre Improvement

- (a) All planning applications in the area of Main Street/Gotham Road T-junction should further the following objectives, or at least have a neutral effect in this regard:
- Create a pedestrian-friendly environment and make the junction less of a barrier and hazard for pedestrians, including those using wheelchairs, mobility scooters, baby buggies etc;
 - Improve the arrangements for pedestrians to cross roads;
 - Create uncluttered spaces surfaced with high quality materials and appropriate planting;
 - Reduce traffic speeds on Main Street, and the number of vehicles on Gotham Road waiting to turn;
 - Adjust the traffic priority at the T-junction to favour the dominant traffic flow;
 - Increase the open pedestrian area on the east side of the shopping area to create space for community events.
- (b) Developments in East Leake Parish will be required to contribute, (to an extent appropriate to the scale of the development, through Section 106 Agreements, section 278 Agreements, Community Infrastructure Levy, and/or direct investment or works), towards redevelopment of the village centre in accordance with the above objectives.

Justification

8.2.16 The green spot/red spot exercise at the first East Leake Community Plan Drop-in event in March 2012 [*SoC, 3.8*] focused a strongly negative response on the T-junction (i.e. a large cluster of red spots).

8.2.17 More than half of respondents to the East Leake Community Plan survey carried out in 2012 [*ELCP*] said that additional pedestrian crossings are a ‘high priority’. The most frequently suggested location for an additional crossing was at various points on Gotham Road and among those who specified a particular position along Gotham Road, the most frequently requested location was around the lower end (towards Main Street). A crossing across Brookside/Main Street in the area of “The Offy” has also been mentioned in consultations.

8.2.18 The current priority route at the T-junction, i.e. along Main Street, does not have the dominant traffic flow. An analysis of peak hours traffic on Fri 20th September 2013, shows this route as the lightest flow (27%), evenly matched with the Main St West/Gotham Road route (29%). 44% of journeys, however, are Gotham Road/Main Street East.⁸⁶

⁸⁶ See Rushcliffe Borough Council Planning Applications site <https://planningon-line.rushcliffe.gov.uk/online-applications/>, application 13/02228/OUT Transport Assessment for the East Leake Costock Road Development. An all day COBA count report on Wednesday 30 September 2009, for Nottinghamshire County Council shows a similar result to above (28%, 28%, 44%). Source: COBA count report for Nottinghamshire County, Communities Department, Traffic Data Collection, Manual Traffic Counts Data for 30 September 2009,

- 8.2.19 Government guidance on public realm and highway design supports the idea that improvements to the village centre will be beneficial for its economic vitality, and residents' quality of life. *[NPPF, paragraphs 7, 23-27, 35, 37, 69, 70]*
- 8.2.20 Increasingly, local authorities and others are recognising the benefits of improving the quality of streets for the people who use them. Benefits range from improvements to local economies and quality of life enhancements to encouraging more people to walk and cycle. *[SfA]*
- 8.2.21 Manual for Streets *[MfS]* emphasises that streets should be places in which people want to live and spend time in, and are not just transport corridors. In particular, it aims to reduce the impact of vehicles on residential streets by asking practitioners to plan street design intelligently and proactively, and gives a high priority to the needs of pedestrians, cyclists and users of public transport. Manual for Streets 2 builds on the philosophies set out in Manual for Streets and demonstrates through guidance and case studies how they can be extended beyond residential streets to encompass both urban and rural situations.

SECTION 9 – REFERENCES AND ABBREVIATIONS

9.1 Abbreviations and links for references appearing several times

Footnotes in the sections above give detailed references where necessary, but documents that are referred to several times are listed here and referred in the body of the text by their abbreviation.

Abbreviation	Reference
BfL	Building for Life 12 - industry standard for design of new housing developments http://www.designcouncil.org.uk/knowledge-resources/guide/building-life-12
ELCP	Report of East Leake Community Plan Survey, 2012, http://www.east-leake.co.uk/questionnaire.html
MfS	Manual for Streets 1 and 2, DfT and Chartered Institution of Highways and Transport https://www.gov.uk/government/publications/manual-for-streets
NCC	Nottinghamshire Local Transport Plan 2011-2026 http://www.nottinghamshire.gov.uk/travelling/travel/plansstrategiesandtenders/local-transport-plan/ltp3/
NPPF	National Planning Policy Framework, National Planning Policy Framework, March 2012 https://www.gov.uk/government/publications/national-planning-policy-framework--2
RBC	Rushcliffe Borough Council Core Strategy documents, http://corestrategy.rushcliffe.gov.uk/Backgrounddocuments/ All documents in each of the sections has a reference – these are included in the text. E.g. EX43 is the Feb 2014 modified version of the Core Strategy, in the Examination Documents section.
RBC CS	Rushcliffe Borough Council Local Plan part 1, Core Strategy, adopted December 2014: http://www.rushcliffe.gov.uk/media/corestrategy/planningpolicypage/adoption/Adopted%20Core%20Strategy_final_low%20res.pdf
SfA	Streets for All, English Heritage, http://www.english-heritage.org.uk/publications/streets-for-all-east-midlands/east-mid-streets-part1.pdf
SoC	East Leake Neighbourhood Plan Statement of Consultation, which is linked from http://www.east-leake.gov.uk/neighbourhood-plan

9.2 Use Classes

The Town and Country Planning (Use Classes) Order 1987 (as amended)⁸⁷ puts uses of land and buildings into various categories known as 'Use Classes', and these are referred to at various points in this document.

The following list gives an indication of the types of use which may fall within each Use Class. Please note that this is a guide only and it is for local planning authorities to determine, in the first instance, depending on the individual circumstances of each case, which Use Class a particular use falls into. The Use Class Order is subject to periodic change – this summary is from Summer 2014.

USE CLASS	DESCRIPTION	SECTION MENTIONING USE IN EAST LEAKE NEIGHBOURHOOD PLAN
Class A1 – Shops	Shops and Factory Outlets, Post Offices, Travel and Ticket Agents, Sandwich Bars and Pasties Shops, Hairdressers, Funeral	3.1 and Policy B1 - Encouraging Retail Outlets and Services within the Village Centre

⁸⁷ <http://www.planningportal.gov.uk/permission/commonprojects/changeofuse/>
<http://www.legislation.gov.uk/ukxi/1987/764/schedule/made>
http://www.gleeds.com/documents/news/BS_Guide_to_Planning.pdf

	Directors and Undertakers, Dry Cleaners, Pet Shops, Coffee shops, Internet Cafes, Kitchen and Bathroom Showroom, Video Rental, Pharmacies and Off Licences	3.1.7 – hairdressers already well provided for Policy V1 – Priority Uses for Village Centre
Class A2 – Financial and Professional Services	Bookmakers and Betting Offices, Banks and Building Societies, Bureau de Change, Estate Agents, Job Centres, Recruitment Agencies, Share Trading Shops, Citizens Advice Bureau, Print and Copy Shops, Key Cutting and Shoe Repairers, Commercial Photographers	3.1 and Policy B1 - Encouraging Retail Outlets and Services within the Village Centre Policy V1 – Priority Uses for Village Centre
Class A3 – Restaurants and Cafes	For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes.	3.1 and Policy B1 - Encouraging Retail Outlets and Services within the Village Centre Policy V1 – Priority Uses for Village Centre
Class A4 – Drinking Establishments	Public houses, wine bars or other drinking establishments (but not night clubs)	
Class A5 - Hot food takeaways	For the sale of hot food for consumption off the premises	3.1.7 – takeaways already well provided for
Class B1 - Business	Offices, Research and Development, Studios, Laboratories, Hi Tech and Light Industry. (Covers a use which can be carried out in any residential area without detriment to the area by reason of noise, vibration, smell, fumes, etc.)	Policy B2 - Support for Small and Start-Up Businesses and those Working from Home
Classes B2 – General Industrial		Policy B3 – Support for development of British Gypsum Site
Class B3 to B7 - Special Industrial Groups		Policy B3 – Support for development of British Gypsum Site
Class B8 – Storage and Distributon	Wholesale Warehouses, Distribution Centres, Open and Covered Storage, Repositories.	Policy B3 – Support for development of British Gypsum Site
Class C1 – Hotels and Boarding Houses	Hotels, Bed & Breakfast, Guest Houses, Inns, Motels and Halls of Residence (intended for situations where no significant element of care is provided).	
Class C2 - Residential Institutions	Residential Schools, Colleges and Training Centres, Hospitals and Convalescent Nursing Homes, Hospices, Children’s Homes, Seminaries and Convents.	
Class C3 – Dwelling Houses	Dwellings, Houses, Apartments, Bedsits, Alms Houses, Sheltered Housing, Holiday Lets, Chalet Homes, Time Shares & Serviced Apartments.	Section 2 covers Housing Policy V1 – Priority Uses for Village Centre – para 8.1.9 describes village centre appropriate uses only, i.e. homes for older people and those with mobility problems, flats above shops, but not general family housing
Class D1 – Non Residential Institutions	Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of	Policy V1 – Priority Uses for Village Centre

	worship, church halls, law court. Non residential education and training centres.	
Class D2 – Assembly and Leisure	Adventure Playground, Cinemas, Music and Dance Halls, Concert Hall, Bingo Halls, Sports Halls, Swimming Baths, Skating Rinks, Gymnasium, Casino, Tennis Courts, Cricket Ground, Football Pitches, Golf Courses, Driving Ranges, Scout Huts, Working Men’s Clubs, Freemasons Lodges, other indoor and outdoor sports and leisure facilities not involving motorised vehicles or firearms	Policy V1 – Priority Uses for Village Centre
Sui Generis – a class on its own	Garages, Car Showrooms, Retail Warehouses, Night Clubs, Theatres, Amusement Arcades, Hostels, Car and Van Hire, Car Auction, Petrol Filling Stations, Motorway Service Areas, Haulage Yards, Demolition and Waste Transfer Stations, Scrap Yards, Shooting Range, Go-kart Tracks, Kennels, Launderettes, Garden Centre or Nursery, Veterinary Clinic & Tanning Studios.	

East Leake Neighbourhood Plan 2013 - 2028

**Report by Independent Examiner
Gary Kirk MA, MCIH**

July 2015

Contents	Page number
1. Introduction	3
2. Examination Requirements	3
3. Process	4
4. Documents viewed	5
5. Procedural Compliance	5
a. Development and Use of Land	6
b. Plan Period	6
c. Qualifying Body	6
d. Designated Area	6
e. Excluded Development	6
f. Statement of Consultation	6
g. Statutory Bodies	8
h. Basic Conditions Compliance	8
6. Structure of ELNP	8
7. Neighbourhood Plan Policies	9
a. Housing	9
b. Business and Employment	12
c. Transport Communications and Traffic	13
d. Maintaining the Environment	14
e. Leisure and Play	17
f. Conservation History and Heritage	17
g. Village Centre	17
8. Summary	18
a. Sustainable Development	18
b. National Policy	18
c. Development Plan	18
d. European Convention on Human Rights (ECMR) and other European Union Obligations	18
e. Excluded Development	19
9. Recommendations	19
10. Referendum	20
11. Referendum Area	20
Appendix 1 - Corrections	21

1. Introduction

Neighbourhood planning represents the response of the Government to address what is seen as a remote and increasingly complex planning system. The National Planning Policy Framework (NPPF) 2012 identifies the need for planning to be, amongst other things, 'genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area'.¹

This Report identifies the outcome of the Examination into the East Leake Neighbourhood Plan (hereafter referred to as the ELNP). East Leake is a south Nottinghamshire Parish of some 7,000 people within the local authority area of Rushcliffe Borough Council. It is described within ELNP as being largely self-contained and acts as a hub for surrounding smaller villages.

My role as Independent Examiner is to consider whether the submitted ELNP meets a number of legal requirements and to recommend whether it should proceed to a Referendum. Should that be the outcome and more than 50% of those voting do so in favour of the ELNP, then the Plan would be 'Made' by Rushcliffe Borough Council. The Neighbourhood Plan would then be used to help determine planning applications in the East Leake Parish.

Rushcliffe BC appointed me as Independent Examiner for the ELNP, with the consent of East Leake Parish Council, to begin the examination of the ELNP at the beginning of May 2015, following the completion of the final stage of consultation, which ended on 2 April 2015

As Independent Examiner, I fulfil the legislative requirements² as I am independent of the Qualifying Body, I do not have any interest in the land in the plan area and I have appropriate qualifications and experience, having worked in and around the planning system in a public and private capacity for a period of over 20 years, and also being a Parish Councillor.

2. Examination requirements

In examining the Plan, the Examiner is required to check³ whether:

- The policies in the Plan relate to the development and use of land for a designated Neighbourhood Area are in line with the requirements of Section 38A of the Planning and Compulsory Purchase Act 2004;
- The Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 to specify the period for which it has effect;

¹ Paragraph 17 bullet point 1 of the NPPF (2012)

² Town and Country Planning Act 1990, Schedule 4B, para 7(6)

³ Town and Country Planning Act 1990, Schedule 4B, paragraph 8(1)

- The Plan has been prepared for an area designated under the Localism Act 2011 and has been developed and submitted for examination by a qualifying body.

The Neighbourhood Plan must not deal with county matters (mineral extraction and waste development), nationally significant infrastructure or any other matters set out in legislation⁴ known as excluded development.

Planning Policy Guidance requires the Examiner to review the consultation process that has been undertaken in the preparation of the Neighbourhood Plan.

It is also the role of the Independent Examiner to consider whether a Neighbourhood Plan meets the “Basic Conditions” as set out in the Localism Act 2011. In order to meet the Basic Conditions, the Plan must:

1. have regard to national policies and advice contained in guidance issued by the Secretary of State;
2. contribute to the achievement of sustainable development;
3. be in general conformity with the strategic policies of the development plan for the area;
4. be compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations.

Having examined the Plan, the Independent Examiner is required to make one of the following recommendations:

1. The Plan can proceed to a Referendum;
2. The Plan, with recommended modifications, can proceed to a Referendum;
3. The Plan does not meet the legal requirements and cannot proceed to a Referendum.

If recommending that the Neighbourhood Plan should go forward to Referendum, the Examiner must then consider if there are any factors that require the Referendum Area to extend beyond the Plan Area.

Where I am recommending amendments to the Plan, **I have written this in bold in the appropriate section of the report.**

3. Process

I made an unaccompanied visit on 27 May 2015 and spent half a day looking around the Plan Area and seeing for myself the range of issues and areas described in the Neighbourhood Plan.

⁴Town and Country Planning Act 1990, Section 61K

I have examined the Neighbourhood Plan against all of the Basic Conditions and requirements listed above.

It is an expectation that Neighbourhood Plan Examinations will be undertaken through written representation, requiring a public hearing only where the Examiner considers it necessary to ensure adequate examination of an issue, or to ensure that an individual has a fair chance to put their case.

Following consideration of the ELNP and the written representations submitted, I confirmed to Rushcliffe Borough Council on 15 May 2015 that I was satisfied that the ELNP could be examined without the need for a Public Hearing. No respondent had requested a Public Hearing. I consider that all those affected by the Neighbourhood Plan have had a fair chance to put a case and I have not needed to consider any area in greater detail than that provided.

4. Documents viewed

In undertaking this Examination I have either been supplied with, or have independently accessed, the following documents:

- Letter requesting designation as a Qualifying Body and confirmation of designation from Rushcliffe Borough Council;
- East Leake Neighbourhood Plan 2013 to 2028 Submission Version, Final Version, 13 January 2015;
- Rushcliffe Local Plan December 2014;
- East Leake Neighbourhood Plan Statement of Basic Conditions;
- East Leake Neighbourhood Plan Statement of Consultation Final Version, 13 January 2014 (sic) Plus Appendices;
- NPIERS Pre Examination Health Check 13 December 2014;
- Pre submission consultation responses, November 2014;
- Pre examination representations;
- East Leake Neighbourhood Plan Assessment of Areas Identified as Local Green Space;
- List of Statutory Stakeholders consulted through the process.

I have also had regard to the legislative requirements and to policy guidance from Central Government.

5. Procedural compliance

a. Development and use of land

I am satisfied that the ELNP satisfactorily covers development and land use matters.

b. Plan period

A Neighbourhood Plan must specify the period during which it is to have effect. The front cover of the ELNP clearly states that it covers the period 2013 to 2028. This period is restated in the Introduction which confirms the correlation with the Rushcliffe Borough Council Core Strategy. I therefore confirm that the Neighbourhood Plan satisfies this requirement.

c. Qualifying Body

East Leake Parish Council is the Qualifying Body for preparing the ELNP. Legislation identifies Parish Councils as appropriate bodies for the purposes of preparing a Neighbourhood Plan.⁵

d. Designated area

The area covered by the Neighbourhood Plan is the whole of the parish of East Leake. This was confirmed in the letter requesting designation which was submitted to Rushcliffe Borough Council on 2 September 2012 which also included a map of the area to be covered. The designation was formally made on 4 December 2012. The Basic Conditions Statement submitted with the ELNP confirms there are no other Neighbourhood Plans covering the Area. I can confirm that the area is appropriately designated for the purposes of preparing a Neighbourhood Plan.

e. Excluded Development

I am satisfied that the ELNP does not cover County matters (mineral extraction and waste development), nationally significant infrastructure such as highways and railways or other matters referred to as excluded development⁶.

f. Statement of Consultation

I am required to check the consultation process that has led to the production of the Plan, as set out in the Neighbourhood Planning (General) Regulations 2012. The Parish Council has submitted a document entitled the East Leake Neighbourhood Plan Statement of Consultation Final Version, 13 January 2014 (**this actually refers to 2015 and the document should be amended accordingly**). This document describes the consultation that has been undertaken in the preparation of the Plan.

The Statement of Consultation describes a significant amount of engagement with a wide section of the community; with statutory agencies and with other stakeholders. The timeline is particularly helpful in detailing the extent of publicity surrounding the development of the Neighbourhood Plan and in recording the comments made and the responses to these comments, specifying its impact on the Neighbourhood Plan where

⁵ Neighbourhood Planning (General) Regulations 2012, Part 2

⁶ Town and Country Planning Act 1990, Section 61K

appropriate and necessary. I commend the Project Team both for the manner of the consultation undertaken and for the thoroughness of the Statement of Consultation which is a very helpful document in setting out very clearly the process that has been undertaken.

On Page 49 of the Statement of Consultation, it states that 'The Statutory pre submission public consultation on the Neighbourhood Plan, as required in Section 21 of the Neighbourhood Planning (General) Regulations 2012, ran from 15 September to 31 October 2014. **The appropriate reference is Regulation 14 of those Regulations and the document should be amended to reflect this.** Regulation 21 deals with Neighbourhood Development Orders and Community Right to Build Orders which are not relevant considerations.

A six-week consultation on the ELNP took place from 15 September to 31 October 2014. I am satisfied that this has met the requirements of Regulation 14⁷. A total of 120 responses were received at this stage of the process from residents, and the comments are recorded in the Statement of Consultation, Section 6.6. Appendix 8 'Pre Submission consultation responses, November 2014' records the 24 responses from organisations, including landowners. This represents a very impressive response and reflects a thorough process of engagement.

Rushcliffe Borough Council made an initial assessment of the submitted ELNP and the supporting documents and is satisfied that these comply with the specified criteria. During the period of pre Examination notification, responses were received from a further 9 respondents.

Some responses suggest additions and amendments to policies. My remit is to determine whether the Plan meets the Basic Conditions. Where I have concluded that policies do meet the Basic Conditions, I have not considered whether the suggested additions or amendments are required. Whilst I have not made reference to all these representations in my report, I have taken all of them into consideration.

During the process of consultation on the submission version of the Neighbourhood Plan, a respondent made reference to a failure on behalf of the ELNP Project Team to fully consult landowners and to carry out the actions noted in the minutes to Project Team meeting minutes which stressed the importance of landowner consultation.

Nonetheless, I consider that all residents, including those who are landowners, were able to respond to plan proposals through the local consultation arrangements as described in the Statement of Consultation, and indeed the respondent has submitted a detailed response as part of this process. On this basis I conclude that residents and landowners can reasonably be expected to have been both aware of the consultations, and to have had the opportunity to participate.

⁷ Neighbourhood Planning (General) Regulations 2012, Part 5

g. Statutory Bodies

A list of statutory bodies consulted has been provided. These are appropriate and conform to the legislative⁸ requirements.

h. Basic Conditions Compliance

I am required to determine whether the ELNP:

1. has regard to national policies and advice contained in guidance issued by the Secretary of State;
2. contributes to the achievement of sustainable development;
3. is in general conformity with the strategic policies of the development plan for the area;
4. is compatible with European Union (EU) and European Convention on Human Rights (ECHR) obligations.

I address the issue of conformity with the Basic Conditions when I consider each policy in turn. In doing so I have referenced the Statement of Basic Conditions dated 8 January 2015 as provided by the Neighbourhood Plan Project Team.

6. Structure of ELNP submission version

The Neighbourhood Plan, once Made, will become part of the Development Plan for Rushcliffe Borough Council and will have equal weight to the Local Plan in determining planning applications submitted to the Local planning Authority.

With this in mind, I consider it to be important that ELNP reads as a 'stand-alone' document which takes into account the agreed amendments that have been incorporated as the Plan has evolved, but that reference to these alterations is removed from the final version and the Plan re-written to reflect the flow of the narrative as a document in its own right.

Specifically, where a paragraph has been deleted, the statement '*This paragraph has been deleted*' should be removed and the paragraphs renumbered to take the deletion into account. Similarly, the removal of a proposed policy (such as that on affordable housing) makes the remainder of the Section unbalanced as there are objectives, key points and justifications, but no policy to which these areas should relate. Whilst I understand the desire to retain the subject area and the aspiration to review the policy deletion on review of the Plan, I recommend a restructuring of Section 2.5 to reflect the policy deletion. This also applies to Policy B2 which omits paragraphs a) and b) of the Policy. **These structural issues should be addressed prior to the finalisation of the Plan**

It is also necessary to check the references within the Plan document.

⁸ Neighbourhood Planning (General) Regulations 2012, Schedule 1

As an example, paragraph 2.6.10 refers to paragraph 50 of the NPPF and provides a quote that does not appear in that paragraph. It is actually a quote from paragraph 38. Similarly, the following paragraph of ELNP, paragraph 2.6.11, references policy 7 of the Rushcliffe Borough Council Core Strategy. The quote is from policy 8 and the precise section is not 3.2.5.2 but 3.12.2. **I recommend that these issues be addressed prior to the finalisation of the Plan.**

There are also a number of typographical and grammatical errors within the text that should be rectified and I have listed these in an appendix to this report, though there may be others.

The arrangement of each section within the ELNP report in terms of identifying the vision and objectives; addressing the key points; describing the policies and then offering an evidence base provides a clear and logical flow to the document. I take each section in turn, and highlight any proposed changes in bold.

7. Neighbourhood Plan Policies

a. Section 2 – Housing

The vision for housing is to ensure that essential services are increased in line with new developments within the Parish; to ensure an appropriate mix of housing moving forward; to restrict new housing to sites within walking distance of the Village Centre and to ensure appropriate design of new homes.

Section 2.1 addresses issues relating to the number of new homes and the relationship with infrastructure requirements.

There is clearly pressure on development within East Leake and the desire to control and manage this development is an appropriate concern for the Neighbourhood Plan, as is the need to ensure that infrastructure requirements are in place to ensure that East Leake remains a sustainable location for development. The prioritisation of a new Primary School; Health Centre and increased capacity for drainage and sewerage is both clear and unambiguous, as is the intention to review the infrastructure requirements within the review of the Neighbourhood Plan. Planning Practice Guidance (PPG)⁹ requires qualifying bodies to prioritise infrastructure requirements in meeting development needs and the identification of infrastructure both within this section and elsewhere within the document, coupled with a commitment to review the situation within 4/5 years satisfies this legislative requirement.

Policy H1 (a) acknowledges the minimum number of new homes to be constructed across East Leake up to 2028 in line with Rushcliffe Borough Council's Core Strategy¹⁰.

⁹ Paragraph 46 updated 06 03 2014

¹⁰ Appendix D Housing trajectory which identifies 400 new homes in East Leake over the Plan period

Policy H1 (b) links this new housing to the phasing of prioritised infrastructure requirements to meet the needs of East Leake into the future. For clarity, this policy should be worded **‘Further new residential development above this 400 minimum number...’** rather than ‘New residential development ...’ to be consistent with the narrative provided in section 2.1.8 which states that ‘Policy H1 adopts the minimum number of new homes in the Core Strategy but stipulates that after adoption of the Neighbourhood Plan phasing of any developments above this figure will be managed to ensure that the major improvements to infrastructure ... have been completed or monies secured for their provision’.

The paragraph below sub section (b) identifies the review of infrastructure requirements to be undertaken by Rushcliffe Borough Council as part of its Local Plan review. This paragraph should specifically reference the prioritisation of further infrastructure to be undertaken through a review of the ELNP to ensure that the needs of the community continue to be met through the provision of additional infrastructure alongside the development of additional housing. The sentence **‘A prioritised list of infrastructure requirements will be submitted by East Leak Parish Council as part of this review’** should be added to the paragraph. In prioritising the infrastructure requirements, the review should have regard for the NPPF which requires Plans to be deliverable and viable.¹¹

With these modifications, I consider that policy H1 meets the Basic Conditions. It is in general conformity with the Rushcliffe Borough Council Core Strategy and has regard for the NPPF presumption in favour of sustainable development.¹²

Section 2.2 considers the phasing of new housing and reinforces the Borough Council’s delivery trajectory. The policy is therefore in conformity with the Core Strategy.

Policy H2 clearly references the need to provide a phasing plan for developments of 50 or more homes. This should be linked to the previous section on ‘key points’ by adding **‘of 50 or more homes’** immediately following ‘across larger developments’ in paragraph 2.2.5.

The policy is in conformity with the Rushcliffe Borough Council Core Strategy¹³ and has regard for the NPPF emphasis on sustainable development.¹⁴

Section 2.3 looks at the type of new homes built for sale and seeks to ensure that new housing provides a mix that secures a balance of new housing. This is consistent with both the NPPF¹⁵ and the Rushcliffe Local Plan¹⁶ and meets the basic conditions. However, it is also a requirement for Neighbourhood Plan policies to be ‘clear and unambiguous’¹⁷ and the lack

¹¹ Paragraph 173

¹² Paragraph 14

¹³ Appendix D Housing trajectory

¹⁴ Paragraph 70

¹⁵ Paragraph 50

¹⁶ Policy 8 which states ‘residential development should maintain, provide and contribute to a mix of housing tenures, types and sizes in order to create mixed and balanced communities’

¹⁷ Planning Practice Guidance, paragraph 41 updated 06 03 14

of a minimum number of new houses above which this policy should apply means that this requirement is not met. I note the representation that calls for this policy to be applied to sites of 50 new homes or more, however I consider that the policy can apply on a smaller number of houses and recommend that 10 is the minimum for the threshold to apply and I consider that this is an appropriate number to activate the policy. The policy would therefore read **‘On developments of 10 or more homes, developers will provide a mixture of homes for the market that broadly reflects Rushcliffe Borough Council’s and East Leake’s most up to date assessments of housing needs’**.

Policy H4 has been removed from the submission version of the Neighbourhood Plan. This section needs to be reworked to reflect its intention – to inform a review of the Neighbourhood Plan in 4-5 years.

Section 2.5 is concerned with issues of building standards and design. The proximity of East Midlands Airport is the primary driver to ensure that measures are in place to mitigate aircraft noise and Policy H5 introduces the need for appropriate action to be undertaken following a noise assessment to alleviate negative impacts.

This is consistent with the NPPF¹⁸ and indeed PPG¹⁹ confirms that noise can be relevant to neighbourhood planning and should be considered when preparing a Neighbourhood Plan.

Policy H5 meets the Basic Conditions.

Policy H6 describes design and building standards that are to be applied in any new development. The standards have regard for the NPPF²⁰ and are in general conformity with the Rushcliffe Borough Council Core Strategy²¹ and meet the Basic Conditions.

Section 2.6 considers the suitability of sites for general housing, expressed through Policy H7.

This Policy has five sub-sections that address issues to do with development being within a 1.25 km walking distance to the Village Centre; adjoining the existing built envelope of East Leake on at least one boundary; retaining open countryside with neighbouring Villages; avoiding the existing Gypsum workings and building in a floodplain.

Representation was made in relation to the distance of 1.25 km and an alternative distance of 4 km was proposed. However, the key factor here is that sufficient new homes to meet the minimum housing targets identified through the Local Plan are satisfied through the provision of a 1.25km limit and flexibility is provided by requiring only that most of the new homes on a development site are within the 1.25 km distance from the Village Centre.

¹⁸ Paragraphs 109 and 123 address issues to do with noise mitigation

¹⁹ Paragraphs 003 and 008.

²⁰ Section 7 ‘requiring good design’

²¹ Policy 10 Design and enhancing local identity

Different organisations have different standards relating to what is considered to be an appropriate distance to walk to facilities to demonstrate sustainable housing locations, but I consider that the figure included in the Neighbourhood Plan is appropriate and contributes to sustainability whilst meeting the Basic Conditions. The Plan states that this distance will be subject to review within 4/5 years which affords further flexibility.

This Policy has regard for the NPPF which stresses the need for development to be located in places that minimise travel²² and is also in general conformity with the Rushcliffe Borough Council Core Strategy Policy 14 on managing travel demand and Policy 12 on local services and healthy lifestyles that includes the statement ‘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’²³

The sub-section c) of Policy H7 requires there to be ‘genuine open countryside separating the proposed site from the built up areas of neighbouring villages’.

Paragraph 17 of the NPPF requires Neighbourhood Plans to take account of the character of different areas and the Rushcliffe Borough Council Core Strategy Policy seeks to protect landscape character²⁴. This meets the Basic Conditions.

b. Section 3 – Business and Employment

The aim of the policies within this section is to enhance local employment opportunities, particularly for start-up businesses, and to encourage retaining and widening the range of community facilities.

Section 3.1 is headed ‘Encouraging Retail Outlets and Services within the Village Centre’ and seeks to encourage appropriate development within the Village Centre, supporting retail development outside the Village Centre only if a clear rationale exists for doing so.

Policy B1 describes a sequential arrangement to retail and business development, prioritising development in the Village Centre

This has regard for the NPPF²⁵ and is in general conformity with the Rushcliffe Borough Council Core Strategy²⁶ which specifically references East Leake as a Local Centre. This policy meets the Basic Conditions.

Section 3.2 offers support for small and start-up businesses and those working from home, encouraging diversification and expansion where appropriate.

²² See paragraphs 17, 34 and 37

²³ Paragraph 3.12.2

²⁴ Policy 16

²⁵ Paragraph 24

²⁶ Policy 6 Role of Town and Local Centres.

Policy B2 articulates this approach, offering support for applications that provide such facilities as long as they do not have a significant adverse impact on, particularly, residential amenity.

This Policy has regard for the NPPF²⁷ and is in general conformity with the Rushcliffe Borough Council Core Strategy.²⁸

Section 3.3 sets a policy framework for the British Gypsum site in the Parish and the wider area, identifying it as the preferred location for industrial development, whilst being sensitive to the proximity of housing.

Policy B3 describes the circumstances in which development of the British Gypsum site will be supported, but also addresses the issue of industrial development elsewhere in the Parish. For this reason, **the policy heading should be changed from ‘Support for development of British Gypsum Site’ to ‘Support for Business Development of the British Gypsum site and elsewhere in the Parish of East Leake’.**

This Policy has regard for the NPPF objective of building a strong, competitive economy²⁹ and with the Rushcliffe Borough Council Core Strategy.³⁰ It meets the Basic Conditions.

c. Section 4 – Transport, Communications and Traffic.

The vision for this section of the Neighbourhood Plan is to improve connectivity between different parts of the Village.

Section 4.1 aims to provide better and safer routes for pedestrians and cyclists, addressing issues such as provision for new pedestrian and cycle routes within new developments and to key locations in the Village and improving existing routes.

Policy T1 seeks to translate this vision into Policy by requiring appropriate development to have regard for connectivity with key sites and facilities whilst Policy T2 identifies improvements to the network of footpaths and cycle links to be funded through developer contributions and from other sources. These policies meet the Basic Conditions. They have regard for the NPPF³¹ and Rushcliffe Borough Council’s Core Strategy³². The need to prioritise this funding commitment alongside other priorities and to ensure schemes remain viable and deliverable has been previously noted and will need to feed into a subsequent review of the Neighbourhood Plan, given that the initial priority has been identified as securing improvements to education, health and the sewerage system.

²⁷ Paragraph 21

²⁸ Policy 5 paragraph 4 which references support for economic development of a lesser scale to be delivered elsewhere in sustainable locations, some of which are to be identified in Neighbourhood Plans.

²⁹ Delivering Sustainable Development, Section 1.

³⁰ Policy 5

³¹ Section 4 Promoting Sustainable Transport

³² Policy 10 Design and Enhancing Local Identity references ‘permeability and legibility to provide for clear and easy movement through and within new development areas’

Section 4.2 promotes partnership working to improve public transport across the Parish. This is reflected in Policy T3 which identifies the funding requirements needed to secure improvements to public transport services. Once again, this funding requirement will need to be prioritised alongside other competing priorities for financial contributions from developers and other sources.

d. Section 5 – Maintaining the Environment

The identified vision within this section is to conserve and enhance the rural character of the Village and to preserve the ring of green undeveloped hills surrounding the Village, whilst enhancing informal green spaces within the Village.

Section 5.1 is dedicated to the containment of the Built Environment - seeking to preserve the views of the ring of green ridges and maintaining open countryside surrounding the Village.

Policy E1 entitled Containment of the Built Environment includes three sub-sections in support of these objectives.

E1 (a) requires the ridges that have been identified in figure 5.1/1 to remain undeveloped to help maintain the rural character of the Village and to provide a visual link between the settlement and the countryside. As pointed out by a respondent within the pre-Examination submission, this policy fails to address the issue of development in the 'bowls' within the ridges, an issue referenced within paragraph 5.1.3 of ELNP (but not followed through into the Policy) with the statement 'The heights of any buildings on the slopes up to the ridges will be limited so as to leave a suitably sized green rim clearly visible from the Village and to screen sight of the Village from outside'.

However, reference to figure 5.1/1 reveals that each of the identified ridges extend beyond the Parish boundary and are partly, therefore, outside of the scope of the Neighbourhood Plan.

The stated objective to preserve the views of the ring of green ridges should be clarified by amending Policy E1 (a) by adding 'within the Parish boundary' as follows 'The ridges **within the Parish boundary** marked on the map at figure 5.1/1 will remain undeveloped, in order to maintain the rural character of the village and to provide a visual link between the settlement and the countryside'. Furthermore the issue of development between the ridges can be addressed by adding the sentence from paragraph 5.1.3, with an amendment, to the end of this policy as follows.

'The heights of any buildings within the Parish boundary on the slopes up to the ridges will be limited so as to leave a green rim clearly visible from the Village and to screen sight of the Village from outside'.

The Views Assessment references the wrong section within ELNP and this should be rectified³³.

Policy E1 (b) identifies areas marked in figure 5.1/2 as being important for the separation of East Leake from neighbouring settlements with green space.

In support of this policy, the Plan references other Neighbourhood Plans that have included policies to maintain separation of settlements, and this is an aspect that has indeed featured within many Neighbourhood Plans.

However, the arguments put forward in support of the policy are weakened by two factors: Firstly the second sentence in Policy E1 (b) which says that 'Development not related to agriculture which would detract from the open, green character of this area or reduce the visual separation of East Leake from West Leake, Gotham (the Ridgeway) or Costock will be permitted only where the community will gain equivalent benefit from the provision of suitable replacement green space or gain significant social, economic or environmental benefits from the development'. The inclusion of this sentence appears to have been made to demonstrate the importance of open space generally rather than its location as a means of preventing coalescence, which is the purpose of the policy. Ordinarily, green spaces may be replaced with substitute green spaces if the amenity value provides a suitable alternative. This same argument cannot apply if the primary purpose of the land is its specific location.

Secondly, policies contained in other Neighbourhood Plans that have served to maintain the separation between settlements have been introduced where the distance between settlements is relatively small. This is not the case with East Leake, where the distance between the Village and neighbouring settlements (West Leake, Costock and Gotham) is in excess of half a mile.

Moreover, Policy H7 (c) within Section 2 affords some protection from coalescence by requiring that 'there is genuine open countryside separating the proposed site from the built up areas of neighbouring Villages'. Further protection is also provided by the designation of the Townlands Trust ridge and furrow field from the railway to Gotham Road that forms part of the proposed area of separation.

Whilst I am aware of the desire to maintain green spaces up to the Parish boundary, I consider the chance of coalescence with adjoining settlements to be unlikely in the Plan period.

In view of these factors **Policy E1 (b) should be deleted and the text and numbering within the Section amended to reflect this deletion.**

³³ Reference to Section 6 should be Section 5.

Policy E1 (c) reflects the importance to the local community of the railway line and requires strong justification for development other than on West Leake Road where other development conditions are identified. Despite representations to the contrary, this seems to be an appropriate policy consideration which is within the scope of the Neighbourhood Plan. The Railway line provides a natural boundary to the Village and there is a degree of flexibility written into the policy by allowing for development to be permitted 'where strong justification is provided'. The policy meets the Basic Conditions.

Section 5.2 is concerned with the preservation of wildlife and rural heritage and seeks to preserve and if possible enhance green corridors for the movement of wildlife; preserve heritage agricultural features; increase the presence of mixed woodland and bring wildlife into new housing developments.

Policy E2 addresses issues around Green infrastructure: wildlife and rural heritage. These policies support existing designations, seek to enhance provision and meet the Basic Conditions. The NPPF³⁴ and Rushcliffe Borough Council Core Strategy³⁵ support biodiversity and the delivery, protection and enhancement of green infrastructure. The Core Strategy describes work to be undertaken in a forthcoming Local Plan Part Two (Land and Planning Policies) in identifying locally valued landscapes, but in the meantime states that 'areas of locally valued landscapes which require additional protection may also be identified in the Local Plan Part 2 or Neighbourhood Plans'³⁶.

Section 5.3 is entitled Green Spaces and has a set of objectives aimed at preserving existing green spaces; including green spaces in new development; bringing the countryside into the built environment and softening the Village Centre with planting.

Policy E3 translates these objectives into policy statements. This policy seeks to reinforce the value and importance of open spaces within existing housing areas and within new developments and meets the Basic Conditions.

Policy E4 identifies specific Local Green Spaces to be designated in order to protect them from development. A separate assessment of these areas is provided³⁷ which highlights the value of each to the local community. Site a) Meadow Park is a very large parcel of land that also has protection through its location within the flood zone, however there were no objections recorded to the designation of any of these sites as Local Green Space and I am satisfied that the Policy accords with the NPPF³⁸ which enables Local Green Space designations to be made through the Neighbourhood Plan. Having seen the sites identified as part of my visit to East Leake I can understand the reasons for their inclusion as Local Green Space.

³⁴ Section 11 Conserving and enhancing the natural environment'

³⁵ Policy 16 on Green infrastructure, landscape, parks and open space and Policy 17 on Biodiversity.

³⁶ Paragraph 3.16.7

³⁷ Assessment of areas identified as Local Green Space

³⁸ Paragraphs 76 and 77

e. Section 6 – Leisure and Play.

The vision is expressed as wishing to improve facilities for young people. As this section incorporates provision for allotments and specifically identifies the need for exercise equipment for adults, **the vision should be extended beyond improving facilities for young people.**

Section 6.1 is involved with Playgrounds and Playing Fields. This section reinforces ELNP's commitment to developing a 'walking Village' and improving connectivity between housing and facilities.

Policy L1 seeks developer contributions to fund play equipment; sets a requirement for open play space for free play and identifies specific open spaces for protection from development, reinforcing Rushcliffe Borough Council's Core Strategy³⁹.

This Policy meets the Basic Conditions, subject to the inclusion of the developer contributions for play equipment to be prioritised alongside competing demands.

Section 6.2 is concerned with allotment provision and states objectives of protecting existing provision and encouraging further provision in line with an expansion of the Village.

Policy L2 requires housing development proposals to consider the provision of allotments and sets conditions for the protection of existing allotments, and meets the Basic Conditions.

f. Section 7 – Conservation, history and heritage.

The vision expressed in this section is to maintain the character of East Leake as a place with a strong sense of community and history.

Section 7.1 is about 'a historic, rural Village' and seeks to conserve the historic centre and the rural and agricultural heritage of the Parish.

The narrative describes the Conservation Area and its relationship with the Village. No policies are proposed.

g. Section 8 – Village Centre

The vision for the Village Centre is to improve the quality of the public area by making it more pedestrian-friendly and addressing traffic related issues. The retention and widening of the range of shops and facilities is also identified.

Section 8.1 looks at priorities for land use in the Village Centre, prioritising the services to be developed in the Centre and improving the quality of buildings.

³⁹ Policy 16: Green infrastructure, landscape, parks and open space.

Policy V1 introduces proposals for Use Classes, quality of Village Centre developments and consequent need for car parking impact assessments. This is consistent with NPPF⁴⁰ and the Rushcliffe Borough Council Core Strategy⁴¹. This policy meets the Basic Conditions.

Section 8.2 addresses issues in an area of a specific T-Junction, seeking to deliver a series of improvements funded through developer contributions.

Policy V2 requires planning applications within the area in question to meet a number of objectives, or have a neutral impact upon them. The policy also specifies priorities for developer and other contributions, which need to be considered alongside other identified priorities for developer and other funding. With this caveat, policy V2 meets the Basic Conditions.

8. Summary

a. Sustainable development

I have examined the report in which each policy is considered from a sustainability perspective and I am satisfied that the ELNP addresses the sustainability issues adequately.

b. National Policy

National Policy is contained within the National Planning Policy Framework 2012 and Planning Practice Guidance.

I am satisfied that the Policies as modified meet the requirements contained within the NPPF and PPG.

c. The Development Plan

The Development Plan for the ELNP Area comprises the Rushcliffe Borough Local Development Framework: Core Strategy, adopted in December 2014.

I am satisfied that the Policies as modified meet the requirements contained within the Core Strategy.

d. European Convention on Human Rights (ECHR) and other European Union (EU) Obligations

A further Basic Condition, which the ELNP must meet, is compatibility with ECHR and EU obligations.

With regards to the above, a Strategic Environmental Assessment (SEA) screening exercise was undertaken and the Statement of Basic Conditions⁴² confirms that Rushcliffe Borough

⁴⁰ Section 2 Ensuring the vitality of Town Centres

⁴¹ Policy 6 Role of Town and Local Centres, paragraph 3.6.2

⁴² Appendix 5

Council is satisfied that an SEA is not required, especially as the Core Strategy has itself been subject to an SEA. Regulation⁴³ requires specific consultation with statutory environmental bodies⁴⁴ (Historic England, Natural England and the Environment Agency) about the need for an SEA. Appropriate consultation has taken place with the consultation bodies who have confirmed that an SEA is not required.

The ELNP has regard to fundamental rights and freedoms guaranteed under the ECHR and complies with the Human Rights Act 1998. No evidence has been put forward to demonstrate that this is not the case. Taking all of the above into account, I am satisfied that the ELNP is compatible with EU obligations and that it does not breach, or is in any way incompatible with the ECHR.

e. Excluded Development

I am satisfied that the ELNP does not cover County matters (mineral extraction and waste development), nationally significant infrastructure such as highways and railways or other matters set out in Section 61K of the Town and Country Planning Act 1990. This judgement is reinforced within the Statement of Basic Conditions in which Nottinghamshire County Council confirms that the Neighbourhood Plan is compatible with the existing adopted Nottinghamshire Minerals Local Plan.

9. Recommendations

The ELNP represents a thorough and comprehensive identification of the use of Neighbourhood Plan Policies to address issues of local concern in order to secure improvements across the Parish up to 2028.

There is evidence of close collaboration with the community, Rushcliffe Borough Council and a range of other stakeholders in the preparation of the Neighbourhood Plan and the Statement of Consultation is a comprehensive and helpful document in demonstrating this cooperation.

I have recommended a number of modifications which are intended to ensure that the Neighbourhood Plan meets the Basic Conditions.

Subject to these modifications, the ELNP:

- has regard to national policies and advice contained in guidance issued by the Secretary of State;
- contributes to the achievement of sustainable development;
- is in general conformity with the strategic policies of the development plan for the area;
- does not breach, and is compatible with European Union obligations and the European Convention of Human Rights.

⁴³ Regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004

⁴⁴ Regulation 4 of the Environmental Assessment of Plans and Programmes Regulations 2004

In this way, the ELNP meets the Basic Conditions.

10. Referendum

I recommend to Rushcliffe Borough Council that, subject to the modifications proposed, the ELNP should proceed to a Referendum.

11. Referendum Area

I am required to consider whether the Referendum Area should be extended beyond the East Leake Neighbourhood Area. I consider the Neighbourhood Area to be appropriate and no evidence has been submitted to suggest that this is not the case.

I recommend that the Plan should proceed to a Referendum based on the ELNP as approved by Rushcliffe Borough Council on 4 December 2012.

Gary Kirk
Independent Examiner
July 2015

Corrections

Page	Paragraph	Correction
3	1.5	The 'Neighbourhood Plan Project' should read 'The Neighbourhood Plan Project Team'.
3	1.6	The 'Neighbourhood Plan Project' should read 'The Neighbourhood Plan Project Team'.
3	1.6	Footnote 1 should be footnote 2.
5	1.9	Remove one full stop after 'web page'.
5	2.1	Heading should read 'Relationship to infrastructure'.
5	2.1.4	The first line should say 'Rushcliffe Borough Council's Core Strategy'
6	2.1.5	Second line say 'summarise' not 'summarize'.
6	2.1.9a	This should be 2.1.10 and remaining paragraphs renumbered.
7	2.1.11	The correct terminology is 'Made' not 'Adopted'.
7	2.1.12	Remove the word 'quo' from the end of the paragraph.
7	Policy H1	Remove the second b) and lower the first b) to be in line with the text.
11	2.3.8	Fifth line should say 'Examples of <i>this</i> would include:'
15	2.5.5	Footnote 28 should be footnote 26.
16	2.5.8a	The use of the letter a0 is inconsistent. The paragraph would sit better in Section 2.4 on affordable housing.
17	2.5.11	The 'Neighbourhood Plan Project' should read 'The Neighbourhood Plan Project Team'.
18	2.6.2	'Maximise' not Maximize'.
19	2.6.3	First line should read 'Note that <i>there</i> is no implication ...' (not this).
19	2.6.3	Parish should have a capital letter.
20	Policy H7	Paragraph d) – gypsum should have a capital letter.
21	2.6.15	The third line should say 'Nottinghamshire County Council' not just 'County Council'.
28	Policy B3	The second line of paragraph a) should say 'increase' not 'increases'.
49	6.1.5	Insert 'as being' into the first line 'play facilities, however, are seen in need of improvement.
50	6.1.11	ECLP is not defined (better to define here rather than in 8.1.10)
51	6.2.2	Encourage further provision of allotments as <i>the</i> village expands.
51	Policy L2	The first part of this Policy description on page 51 doesn't have any shading within the box.

East Leake Neighbourhood Plan Decision Statement

1. Summary

- 1.1 Following an Independent Examination, the Authority (Rushcliffe Borough Council) recommends that the East Leake Neighbourhood Plan proceeds to referendum subject to the modifications set out in section 3.

2. Background

- 2.1 East Leake Parish Council, as the qualifying body successfully applied for East Leake Parish to be designated as a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012), which came into force on 4 December 2012. A Neighbourhood Area was subsequently designated.
- 2.2 The Neighbourhood Plan was published by East Leake Parish Council for Regulation 14 pre submission consultation in 11 September 2014.
- 2.3 Following the submission of the East Leake Neighbourhood Plan Submission Version ('the plan') to the Council in January 2015, the plan was publicised on 19 February 2015 and comments were invited from the public and stakeholders. The consultation period closed on 2 April 2015.
- 2.4 Rushcliffe Borough Council appointed an independent Examiner; Gary Kirk, to review whether the plan met the Basic Conditions required by legislation and should proceed to referendum.
- 2.5 The Examiner's Report concludes that the plan meets the Basic Conditions, and that subject to the modifications proposed in his report, the plan should proceed to a Referendum.

3. Recommendations

- 3.1 Rushcliffe Borough Council are looking to make the modifications to the East Leake Neighbourhood Plan in line with the recommendations set out in Examiners report. The schedule of modifications is set out below.

- 3.2 With the Examiner's recommended modifications the East Leake Neighbourhood Plan meets the Basic Conditions mentioned in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, and is compatible with the Convention rights and complies with provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004.
- 3.3 The Authority has considered whether to extend the area in which the Referendum is to take place. The Authority has decided that there is no reason to extend the Neighbourhood Plan area for the purpose of holding the Referendum. The Referendum area will be the same as the designated Neighbourhood Area covering the entire parish.
- 3.4 The Referendum will take place on the 19 November 2015.

Main Recommendations

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
Statement of Consultation. Front Page	Tile reads 13 January 2014 when the actual date should be 2015	Accept recommendation	Factual amendment
Statement of Consultation. Page 49	On Page 49 of the Statement of Consultation, it states that 'The Statutory pre submission public consultation on the Neighbourhood Plan, as required in Section 21 of the Neighbourhood Planning (General) Regulations 2012, ran from 15 September to 31 October 2014. The appropriate reference is Regulation 14 of those Regulations and the document should be amended to reflect this.	Accept recommendation	Factual amendment
Plan structure	Ensure that referencing is checked, and the plans structure is sequential in terms of policy numbers once modifications made. Remove any reference to deleted paragraphs.	Accept recommendation	To enable the document to flow sequentially in its final form, and to enable the plan to refer to correct documentation.

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
Policy H1 Page 7	<p>Policy H1 (a) acknowledges the minimum number of new homes to be constructed across</p> <p>East Leake up to 2028 in line with Rushcliffe Borough Council's Core Strategy.</p> <p>H1 (b) links this new housing to the phasing of prioritised infrastructure requirements to meet the needs of East Leake into the future. For clarity, this policy should be worded 'Further new residential development above this 400 minimum number...' rather than 'New residential development ...' to be consistent with the narrative provided in section 2.1.8 which states that 'Policy H1 adopts the minimum number of new homes in the Core Strategy but stipulates that after adoption of the Neighbourhood Plan phasing of any developments above this figure will be managed to ensure that the major improvements to infrastructure ... have been completed or monies secured for their provision'.</p>	Accept recommendation	To enable that policy H1 achieves what is set out in its justification.

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
Policy H1 (b) last Paragraph. Page 7	The paragraph below sub section (b) identifies the review of infrastructure requirements to be undertaken by Rushcliffe Borough Council as part of its Local Plan review. This paragraph should specifically reference the prioritisation of further infrastructure to be undertaken through a review of the ELNP to ensure that the needs of the community continue to be met through the provision of additional infrastructure alongside the development of additional housing. The sentence ' A prioritised list of infrastructure requirements will be submitted by East Leake Parish Council as part of this review ' should be added to the paragraph. In prioritising the infrastructure requirements, the review should have regard for the NPPF which requires Plans to be deliverable and viable.	Accept Recommendation	To ensure that the Neighbourhood Plan is consistent with the National Planning Policy Framework.
2.2.5 Page 10	Policy H2 clearly references the need to provide a phasing plan for developments of 50 or more homes. This should be linked to the previous section on 'key points' by adding ' of 50 or more homes ' immediately following 'across larger developments' in paragraph 2.2.5.	Accept Recommendation	To ensure consistency between policy H2 and the justification text.

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
Policy H3 Page 12	<p>Section 2.3 looks at the type of new homes built for sale and seeks to ensure that new housing provides a mix that secures a balance of new housing. This is consistent with both the NPPF and the Rushcliffe Local Plan and meets the basic conditions. However, it is also a requirement for Neighbourhood Plan policies to be 'clear and unambiguous' and the lack of a minimum number of new houses above which this policy should apply means that this requirement is not met. I note the representation that calls for this policy to be applied to sites of 50 new homes or more, however I consider that the policy can apply on a smaller number of houses and recommend that 10 is the minimum for the threshold to apply and I consider that this is an appropriate number to activate the policy. The policy would therefore read 'On developments of 10 or more homes, developers will provide a mixture of homes for the market that broadly reflects Rushcliffe Borough Council's and East Leake's most up to date assessments of housing needs'.</p>	Accept Recommendation	To remove ambiguity from the Neighbourhood Plan

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
Policy B3 Page 28	<p>Policy B3 describes the circumstances in which development of the British Gypsum site will be supported, but also addresses the issue of industrial development elsewhere in the Parish. For this reason, the policy heading should be changed from ‘Support for development of British Gypsum Site’ to ‘Support for Business Development of the British Gypsum site and elsewhere in the Parish of East Leake’.</p>	Accept recommendation	For clarity

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
E1(a) Page 39	<p>E1(a) falls beyond the scope of the Neighbourhood Area. The stated objective to preserve the views of the ring of green ridges should be clarified by amending Policy E1 (a) by adding 'within the Parish boundary' as follows 'The ridges within the Parish boundary marked on the map at figure 5.1/1 will remain undeveloped....' The issue of development between the ridges can be addressed by adding the sentence from paragraph 5.1.3, with an amendment, to the end of this policy as follows.</p> <p>'The heights of any buildings within the Parish boundary on the slopes up to the ridges will be limited so as to leave a green rim clearly visible from the Village and to screen sight of the Village from outside'.</p>	Accept recommendation	It is beyond the scope of any Neighborhood Plan to contain policies for development beyond the designated area. The proposed change is required to enable the plan to be restricted to development within the Neighbourhood Area, as required by legislation.

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
E1 (c) Page 39	<p>Moreover, Policy H7 (c) within Section 2 affords some protection from coalescence by requiring that 'there is genuine open countryside separating the proposed site from the built up areas of neighbouring Villages'. Further protection is also provided by the designation of the Townlands Trust ridge and furrow field from the railway to Gotham Road that forms part of the proposed area of separation.</p> <p>Whilst I am aware of the desire to maintain green spaces up to the Parish boundary, I consider the chance of coalescence with adjoining settlements to be unlikely in the Plan period.</p> <p>In view of these factors Policy E1 (b) should be deleted and the text and numbering within the Section amended to reflect this deletion.</p>	<p>Accept Recommendation. Removal of figure 5.1/2 (P42) is also required as it is now superfluous.</p>	<p>To ensure that the Neighbourhood Plan is consistent with National and Local policy.</p>

Policy/Paragraph	Summary of Examiners recommendation (recommendation in Bold)	Proposed Decision	Reason for Decision
e. Section 6- Leisure and Play. Page 49	The vision is expressed as wishing to improve facilities for young people. As this section incorporates provision for allotments and specifically identifies the need for exercise equipment for adults, the vision should be extended beyond improving facilities for young people.	Accept Recommendation. Whilst it is understood the vision was developed and consulted upon as a result of local consultation, it is considered that the expansion of the vision to incorporate a wider scope than young people will be more reflective of the policies within this section. It is proposed that the vision should amended as follows: 'Vision: We wish to improve opportunities for leisure and play for all. In particular we wish to improve facilities for young people....'	To ensure that there is a clear link between vision and objectives and the policies within this section

Corrections

It is proposed that all of the following corrections are made to the plan, as recommended by the Examiner

Page	Paragraph	Correction
3	1.5	The 'Neighbourhood Plan Project' should read 'The Neighbourhood Plan Project Team'.
3	1.6	The 'Neighbourhood Plan Project' should read 'The Neighbourhood Plan Project Team'.
3	1.6	Footnote 1 should be footnote 2.
5	1.9	Remove one full stop after 'web page'.
5	2.1	Heading should read 'Relationship to infrastructure'.
5	2.1.4	The first line should say 'Rushcliffe Borough Council's Core Strategy'
6	2.1.5	Second line say 'summarise' not 'summarize'.
6	2.1.9a	This should be 2.1.10 and remaining paragraphs renumbered.
7	2.1.11	The correct terminology is 'Made' not 'Adopted'.
7	2.1.12	Remove the word 'quo' from the end of the paragraph.
7	Policy H1	Remove the second b) and lower the first b) to be in line with the text.
11	2.3.8	Fifth line should say 'Examples of <i>this</i> would include:'
15	2.5.5	Footnote 28 should be footnote 26.
16	2.5.8a	The use of the latter a0 is inconsistent. The paragraph would sit better in Section 2.4 on affordable housing.
17	2.5.11	The 'Neighbourhood Plan Project' should read 'The Neighbourhood Plan Project Team'.
18	2.6.2	'Maximise' not Maximize'.
19	2.6.3	First line should read 'Note that <i>there</i> is no implication ...' (not this).
19	2.6.3	Parish should have a capital letter.
20	Policy H7	Paragraph d) – gypsum should have a capital letter.
21	2.6.15	The third line should say 'Nottinghamshire County Council' not just 'County Council'.

28	Policy B3	The second line of paragraph a) should say 'increase' not 'increases'.
49	6.1.5	Insert 'as being' into the first line 'play facilities, however, are seen in need of improvement.
50	6.1.11	ECLP is not defined (better to define here rather than in 8.1.10)
51	6.2.2	Encourage further provision of allotments as <i>the</i> village expands.
51	Policy L2	The first part of this Policy description on page 51 doesn't have any shading within the box.

Report of the Chief Executive

Introduction

1. Following the success of Daniel Swaine, Executive Manager - Operations & Corporate Governance securing a promotion to Chief Executive of Bolsover and North East Derbyshire Councils, there are now currently two vacancies within the Executive Management Team.
2. At the Council meeting of 25 June 2015 it was reported through the Chief Executive's announcements that an internal interim arrangement in respect of the post of Executive Manager -Finance and Commercial had been put in place. This arrangement was supported by Full Council through the appointment of Peter Linfield as Section 151 Officer.
3. Due to the on-going financial constraints and commitment to explore collaboration opportunities, and following consultation with the Leader and Deputy Leader of the Council, the services of an independent consultant has been secured to immediately review the current senior management arrangements and the potential sharing opportunities the current vacancies may present. The scope has also been extended to include a review of the current resilience and capacity risks in respect of the Corporate Services area.
4. This report therefore seeks to designate the duties of Monitoring Officer on an interim basis, so that the outcome of the review can be fully considered and reported prior to agreeing the permanent appointments required.

Approach and Interim Arrangements

5. The post of Executive Manager is based upon a generic job description, (**Appendix 1**) and is applicable to the current five roles, (Finance & Commercial, Corporate Governance, Neighbourhoods, Communities and Transformation). Currently two of these posts (Finance & Commercial and Corporate Governance).also incorporates the legal designation of two of the statutory officer responsibilities (Section 151 and Monitoring Officer). In addition one of the five posts also carries the designation of Operations Manager which incorporates additional corporate responsibilities whilst also fulfilling a deputy role in the absence of the Chief Executive. Following the last management review an open recruitment exercise was undertaken and the successful applicant was Daniel Swaine.
6. The current vacancy of the Executive Manager (Corporate Governance) necessitates the need to allocate both the Monitoring Officer and Operations role. In the case of the Operations role a decision was taken following consultation with the Leader of the Council to again offer the opportunity to the existing members of the Executive Management Team. The closing date for

applications was on 11 September 2015. The appointment is required to be made by the Council's Interviewing Committee and therefore at the time of writing this report is in the process of being concluded.

7. In respect of the Monitoring Officer role the opportunity was taken whilst appointing a consultant with shared service experience to undertake a review to also secure the services of an experienced and qualified Monitoring Officer. Ms Osbourne has been appointed to undertake and conclude the review of the senior management structure by December 2015. A summary of Ms Osbourne's experience is included in **Appendix 2**.
8. Therefore it is recommended that Ms Osbourne be appointed as the Council's Monitoring Officer during the interim period. To assist Ms Osbourne in relation to the culture, working arrangements and liaison, it is also recommended that Mr Nigel Carter (Service Manager Corporate Governance) is appointed Deputy Monitoring Officer on an interim basis. This approach will provide some resilience and also a development opportunity for Mr Carter to gain Monitoring Officer experience.

Why do we need to review existing arrangements?

9. The Executive Management Team was last reviewed in 2012 and the revised structure put in place at that time has delivered the Council's objectives whilst also bringing considerable recognition, additional income/funding and reduction in costs.
10. The Council has also continually been very successful in anticipating and reacting to the changing environment. As a result of the current Executive Management Team vacancies, the continuing financial constraints, and the evolving debates regarding collaboration, combined authorities and devolution, it is once again appropriate and necessary to review the overall senior management structure, whilst also taking the opportunity to evaluate the capacity and resilience risks within the Corporate Governance range of services.
11. The collaboration agreement with Newark and Sherwood District Council and Gedling Borough Council offers the opportunity to review our collaboration progress, evaluating the emerging opportunities whilst also reviewing our current commitment to implementing the principles of the agreement. In addition Rushcliffe has established relationships with other local partners (Broxtowe Borough Council and South Kesteven District Council) which should be reviewed to ensure we are not missing additional opportunities to secure future capacity and resilience within the corporate areas of the Council.

Consultation and Feedback

12. As in previous reviews it is intended to ensure that appropriate dialogue and engagement is secured with leading Members of the Council.
13. Upon completion of the review a further report will be presented to Full Council recommending the appropriate action to ensure progress in maximising efficiency, capacity and resilience is maintained.

Financial Implications

14. There will be on-going savings with existing revenue budgets in relation to the post of Executive Manager Corporate Governance based upon a thirteen week period.
15. The costs will be absorbed by the on-going savings accrued through the current vacancies of both Executive Management positions.

Legal Implications

16. There is a statutory requirement under Section 5 of the Local Government and Housing Act 1989 for the Council to appoint a Monitoring Officer. The role of this officer is to conduct certain functions contained within this part of the Act and other relevant legislation. In essence, the Monitoring Officer oversees legality and governance issues, particularly in the conduct of business, and has a duty to report to the Council if they think any proposal, decision or omission would give rise to unlawfulness or maladministration.
17. The Monitoring Officer will also promote and maintain high standards of probity and will advise Members on compliance with the Council's Code of Conduct. In addition, the Monitoring Officer will ensure decisions, reports and other papers are publicly available and registers of interest are maintained.
18. As highlighted previously the appointment to the Operations role will be made in line with the Council's Officer Employment Procedures Rules.

Recommendation

It is RECOMMENDED that:

- a) Ms Penny Osbourne is appointed as the Council's Monitoring Officer on an interim basis and that this arrangement is reviewed by full Council at its meeting on 10 December 2015
- b) Nigel Carter (Service Manager) Corporate Governance is appointed Deputy Monitoring Officer until 31 March 2016
- c) A further report from the Chief Executive detailing the outcomes of the review of the current senior structures is presented to Council on 10 December 2015

Job Description

Post: Executive Manager

Overall Purpose: - Reporting directly to the Chief Executive and working as an integral part of the Corporate Management Team contributing to the Corporate management of the authority with specific responsibility for the development, delivery and performance of the direct functions in your management; and for the financial standards, planning and management of resources across the Council.

Principal Responsibilities

- To work with the Chief Executive and other members of the Corporate Management Team to provide overall strategic direction and leadership for the Council's services and activities.
- To provide clear leadership to a group of services in a defined area; co-ordinating and leading people to ensure the delivery of effective performance within allocated budget.
- To play a full role in the Corporate Management Team and to provide corporate guidance and direction.
- To work constructively with the Councils' Statutory Officers in the development, implementation and review process for a Business Plan for the Service in accordance with corporate guidelines and protocols.
- To work closely with the relevant Cabinet Portfolio Holder(s) and other elected Members to provide and develop the Service within the overall policy framework of the Council.
- To contribute to the development of the Corporate Plan, associated Business Plans and the performance management used to measure effectiveness, efficiency and quality.
- To create an environment for people to perform and identify talent and high performers and support and encourage their development for future roles
- To promote best practice and ensure the delivery of Best Value, through the establishment of effective systems of target setting, performance and project management.
- To promote effective resource management that delivers the Council's priorities and targets within budget through the pursuit of innovative and flexible working methods.
- To set professional standards ensuring they are met and improving individual performance and to challenge unacceptable performance and behaviour on a consistent basis
- To manage others within the service area to get best performance and ensure professional updating as appropriate
- To contribute to the development of corporate objectives and priorities and planning service delivery to achieve those corporate objectives

- To develop and manage services in line with customer expectations and to be innovative and flexible in developing existing and new services and delivery methodologies.
- To effectively manage budgets allocated to the service area
- Through personal example, provide staff with positive leadership, guidance, direction and motivation that harnesses the strengths and talents of individuals and promotes their development through a positive learning environment.
- Any other duties which are commensurate with the level and remuneration of the post.



CV presented by Toni Hall
 Executive Interim
 T: +44 (0)20 7332 7761
 M: +44 (0)7899 981948
 Email: toni.hall@penna.com

Penny Osborne

Profile

Highly analytical and creative corporate and commercial lawyer, strategic analyst and business transformation specialist. Expert problem solver who specialises in developing and implementing innovative solutions to complex problems. Practical knowledge of strategic commissioning, business intelligence and commercial analysis.

Where I add most value:

Leading multi-disciplinary teams and implementing improvements. Conceiving and developing complex strategic projects. Providing legal advice and structuring shared services, partnerships and joint ventures. Sourcing and bringing together diverse individuals and organisations to form innovative consortia.

Professional Experience

This May Hurt

Self-employed management consultant, interim manager and legal advisor

Apr 2015 to date

Northamptonshire County Council

Jan 2007 to Apr 2015

Assistant Chief Executive Business Intelligence, Performance Improvement and Strategic Commissioning. Chief Information Officer (three years).

I led a 70 strong business intelligence, performance improvement and strategic commissioning function that delivered commercial and business analysis. I initiated and supported strategic alliances with the private sector. I managed our ICT line of business system function for adults and children's services. I also headed the Information Governance function, providing advice on data security and information governance, and chaired the Information Management Board and was Caldicott Guardian.

I reported directly to the Chief Executive and was a member of the Council's senior Corporate Management Team.

Head of Corporate Governance and Monitoring Officer, head of Democratic Services (two years).

I undertook the full range of monitoring officer duties, including attendance and advice at Council and at all committees (Cabinet, Standards, Scrutiny etc), providing day to day advice on standards and legal issues to Councillors and officers. I carried out a full review and redraft of the constitution, and an ethical governance review.

I restructured the legal and democratic services departments and rationalized the budget, taking out 25% of staffing costs with minimal redundancies. I obtained



CV presented by Toni Hall
Executive Interim
T: +44 (0)20 7332 7761
M: +44 (0)7899 981948
Email: toni.hall@penna.com

Lexcel accreditation for legal services. I also put in place an internal trading model for legal work and implemented CMIS.

Interim Commercial and Procurement Lawyer, Interim Head of Legal and Democratic Services (two years).

**Warwickshire County Council
to Mar 2008**

Sep 2004 to Jun 2005 & Apr 2007

Interim commercial and procurement lawyer specialising in procurement and complex commercial arrangements.

Stoke City Council

Feb 2007 to Apr 2007

Interim lawyer specialising in funding and regeneration agreements, construction contracts and IT projects.

AJ Colfer & Co., Fleet, Hampshire

Nov 2006 to Jun 2008

Consultant company/commercial solicitor in niche legal practice. Our main client was Waterford Wedgwood plc.

Valpak plc, Stratford upon Avon

2003 to 2004

Company Secretary and sole legal advisor for Valpak plc, the UK's largest recycling compliance scheme and a not for profit organisation. Valpak's members include Tesco, Sainsbury's, Comet, BP, Nestle, and most of the UK's other FMCG companies. I advised on competition, IP, company, environmental, commercial, regulatory and employment law.

Fujitsu Consulting Limited, Solihull

2001 to 2003

Sole in-house solicitor for major IT consulting company, drafting and negotiating high value complex IT contracts, including billing systems for Centrica plc.

Windsor Life Assurance, Telford

1997 to 1999

Sole in-house solicitor for life assurance company, handling general corporate/commercial work, in particular mergers and acquisitions, financial services, regulatory and compliance work.

Carillion plc

1995 to 1997

Sole in house lawyer advising on major PFI projects, including hospitals and prisons (HM Prison, Fazakerley, Merseyside, the Dartford and Gravesham Hospital, and the Princess Royal Hospital, Swindon), as well as construction contracts in general.

Michelin Tyre Ltd, Stoke on Trent

1994 to 1995

One year placement at Michelin plc in Stoke, advising on a range of commercial issues, particularly product liability, property law, employment and trademark law, as well as general commercial advice.



CV presented by Toni Hall
Executive Interim
T: +44 (0)20 7332 7761
M: +44 (0)7899 981948
Email: toni.hall@penna.com

Sidley Austin, Chicago, USA

1987 to 1991

Banking and commercial transactions lawyer for a global legal practice, specialising in complex secured lending arrangements.

Education, Qualifications & Certifications

2013 Post-graduate certification in Strategic Commissioning (merit) – University of Birmingham

1994 Admitted as a Solicitor 1994

1993 Masters degree in French Commercial Law - Université de Paris II, France

1987 Juris Doctor - DePaul University, Chicago, USA

1987 Admitted as an attorney in the State of Illinois and US Federal jurisdiction

1985 Law Society's Final Examinations - College of Law, Chancery Lane, London

1982 Law LLB (Honours) - University of Bristol, UK

Report of the Executive Manager - Operations and Corporate Governance

1. Summary

- 1.1. The Scrutiny annual report provides a review of the work undertaken by the Council's four scrutiny groups during 2014/15.

2. Recommendation

It is RECOMMENDED that Council endorses the work undertaken by the four scrutiny groups.

3. Reasons for Recommendation

- 3.1. During the year, the following subjects have been scrutinised and monitored.

Community Development Group

- Economic Development
- Scrutiny of Public Conveniences
- Role of Rushcliffe Borough Council's Regulatory Services in Encouraging Economic Prosperity
- Update on Delivery of Rural Broadband in Rushcliffe
- Investigation of New Energy Initiatives
- New Energy Initiatives - Solar
- Review of Parish Forums and Conferences
- YouNG update

Corporate Governance Group

- Internal Audit Annual report 2013/14
- Fraud and irregularities 2013/14
- Health and Safety Annual report 2013/14
- Final Accounts Update 2013/14 – Annual Governance Statement and Accounting Policies
- Statement of accounts and external auditor's report
- Risk management
- Certification of Grants and Returns 2013/14
- Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2015/16
- External Audit Plan 2014/15
- Risk management update

Partnership Delivery Group

During the year the Group considered many services and issues, particularly:

- Service Level Agreements with RCVS and RCAN
- Nature Conservation Partnership Work
- Annual review of partnership with Metropolitan Housing
- Review of Positive Futures
- Healthwatch Nottinghamshire
- Annual review of partnership with Waterloo Housing
- Choice Based Lettings
- Review of the South Nottinghamshire Community Safety Partnership
- Review of Streetwise Environmental

Performance Management Board

During the year, the Group considered a wide range of service areas and issues within its scrutiny role, particularly:

- Performance Monitoring
- East Leake Leisure Centre Annual Report 2013
- Parkwood Leisure – Review of Strategic Objectives
- Civil Parking Enforcement Contract Update 2014
- Review of Customer Feedback 2013/14
- Parkwood Leisure Contract Annual Review
- Equality and Diversity Annual Report 2013/14
- Edwalton Golf Courses Annual Contract Report
- East Leake Leisure Centre Annual Report 2014

4. Implications

4.1. Finance

None

4.2. Legal

None

4.3. Corporate Priorities

The work of the four scrutiny groups supports

For more information contact:	Name Member Services 0115 914 8481 email memberservices@rushcliffe.gov.uk
Background papers Available for Inspection:	Annual Reports to each scrutiny group
List of appendices (if any):	Annual Scrutiny Report 2014/15

Scrutiny Annual Report 2014/15

The main role of Rushcliffe's scrutiny groups are to:

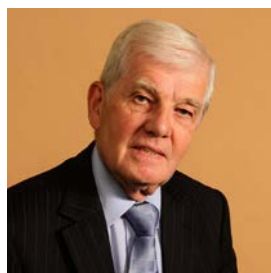
- Develop a work programme which scrutinises the Council's priority outcomes
- Ensure the Group's work helps implement the Council's plans and policies
- Review, challenge and question how the policy, plans and services are implemented and recommend to Cabinet and Council improvements to services and their performance
- Ensure the work contributes towards value for money, continuous improvement and best practice.

This annual report summarises the main work of the Council Scrutiny Groups which were led by the following Chairmen and Vice Chairmen

Community Development Group

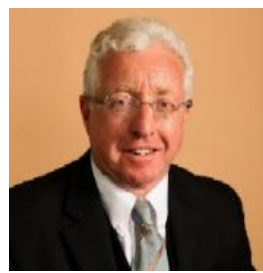


Councillor
T M Combellack
Chairman



Councillor
L B Cooper
Vice Chairman

Corporate Governance Group

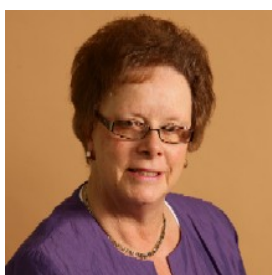


Councillor
G S Moore
Chairman



Councillor
N K Boughton-
Smith
Vice Chairman

Partnership Delivery Group

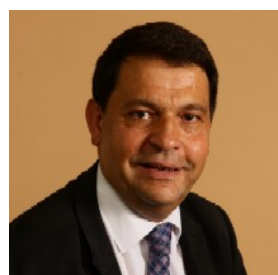


Councillor
Mrs J A Smith
Chairman



Councillor
J E Greenwood
Vice Chairman

Performance Management Board



Councillor
D G Wheeler
Chairman



Councillor
R M Jones
Vice Chairman

Community Development Scrutiny Group Annual Report 2014/15

Chairman's foreword

I am pleased to write this foreword to this year's annual report of the Community Development Group. This year our work has been interesting, challenging and rewarding. We have covered many significant topics in order to ensure Rushcliffe communities thrive and prosper.

Thanks must go to the many staff who gave us presentations throughout the year, with particular thanks to those who have supported this Scrutiny Group.

We have scrutinised many topics ranging from our work in economic development, the role of regulatory services in improving economic prosperity, alternative energy sources, to the rollout and progress of superfast broadband.

I would like to thank all Members for their very active involvement, support and professionalism during the meetings and particularly my Vice Chairman Councillor Barrie Cooper'.

Councillor Tina Combellack
Chairman – Community Development Scrutiny Group.

What are we responsible for?

The main role of Rushcliffe's scrutiny groups is to:

- Develop a work programme which scrutinises the Council's priorities
- Ensure the Group's work helps implement Council plans and policies
- Review and challenge how the policy, plans and services are implemented and make recommendations to Cabinet and Council on any improvements to services and their performance
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Community Development Group's remit is to scrutinise:

- Community priorities and proposed solutions
- Engaging and identifying needs of key groups
- Building relationships to ensure that policies empower communities
- Reputation management gained via communications and promotion
- Town and Parish Councils shared working (identifying opportunities whilst establishing priorities)

A major element of the Group's role is to understand the key issues for residents, and encourage them to give their views about matters of importance. The Group also ensures the Council maintains its excellent reputation via effective communications.

Our work this year

During this year the Group considered many service areas and issues within its scrutiny role, particularly:

- Economic Development
- Scrutiny of Public Conveniences
- Role of Rushcliffe Borough Council's Regulatory Services in Encouraging Economic Prosperity
- Update on Delivery of Rural Broadband in Rushcliffe
- Investigation of New Energy Initiatives
- New Energy Initiatives - Solar
- Review of Parish Forums and Conferences
- YouNG update

Economic Development

Members received a presentation on the work carried out to promote economic development over the past year, including setting up a cross-Council team to provide a holistic approach. Members were appraised of the number of businesses starting up and those which had ceased trading, and use of Council assets such as industrial units. Members were updated on Cotgrave regeneration, the impact of the Local Plan on economic activity and a received a presentation on superfast broadband availability. Events were planned for 2015 to stimulate growth such as the second Taste of Rushcliffe Food festival in July, Rushcliffe Business Partnership events, as well as grants for various initiatives such as to improve shop fronts. Members endorsed the actions and priorities proposed for the coming year and recognised the

work officers were doing to progress this strategic priority within the resources available.

Scrutiny of public conveniences

Members discussed the public conveniences, or lack of them in their localities. The Chairman concluded that the Group had considered the item and didn't feel that this should be included within the Group's work programme. However, as this had been identified as an issue that many parishes had considered, it could be discussed at a future parish forum.

Role of Rushcliffe Borough Council's Regulatory Services in Encouraging Economic Prosperity

Members received a presentation showing how regulatory services can help build successful business, rather than being perceived as being a barrier or burden. Members asked many probing questions including about the impact of EU Directives, progress with Pub Watch and the Best Bar None schemes and about shop theft in Trent Bridge Ward. Members heard about the food rating scheme and asked questions about whether it was mandatory for food businesses. Questions were also asked about the Primary Authority scheme and street traders. The presentation also covered aspects of development control and town planning and Members asked questions about various planning applications.

Update on Delivery of Rural Broadband in Rushcliffe

At October's meeting, Members received an update on the rollout of superfast broadband in rural areas. Many probing questions were asked including the benefits of fibre optic cabling, costs, coverage, effectiveness of the communications strategy, how many people had signed up across Notts and alternatives for people who would not benefit from this service.

Investigation of New Energy Initiatives

This topic was discussed so Members could feed back their views and questions on shale gas extraction (fracking) following the visit to the British Geological Survey. Topics discussed included appearance of fracking sites, codes of conduct and skills of staff involved. Members agreed the recommendations contained in the report. A briefing note was developed by the group and circulated to all Councillors' to support their knowledge of this topic in their role as community advocates.

New Energy Initiatives – Solar

Members received a presentation on solar energy at the January 2015 meeting covering topics such as funding for feed-in tariffs, help to let people know what size system they needed and payback periods. Members were appraised by the Nottingham Energy Partnership on factors ranging from what happens when people sell their homes to what schemes and panels were in use on a range of properties and businesses. A draft briefing note on solar energy has been developed by the group and will be circulated to all Councillors' during summer 2015 to support their knowledge of this topic.

Review of Parish Forums and Conferences

Members discussed the number, type, costs and success of various parish forums and conferences held throughout the year. The Group felt that the forums were an important method of communication with the parishes and Members found them beneficial. Members felt that it was the role of Borough Councillors to encourage all parishes to send a representative to each event.

YouNG update

At the March 2015 meeting, Members were updated on this ground-breaking project and the work that the young people had carried out during the year to date.

Members were appraised of the achievements of YouNG including being shortlisted and winning prestigious awards and they also saw a video made by YouNG. Members learnt about the skills YouNG members developed while working on the initiative, the success of the YouNG Markets and also about the success of their cyber-safety guide and Superheroes Project which provides guidance to young people on how and who to contact when they are ill. Members were informed about the possibilities of YouNG collaborating with Futures Advice, Skills and Employment on careers advice and getting people work-ready and learnt about the advantages of setting up YouNG as a Community Interest Company.

The Community Development Group noted the achievements of the YouNG Group and supported the creation of YouNG as a Community Interest Company.

The Year Ahead

The Group will continue to help review and shape policy, ensuring improvements are implemented. This will be done by developing a challenging work programme linked to the Council's transformation strategy and four-year plan.

Corporate Governance Scrutiny Group

Annual Report 2014/15

Chairman's Foreword

This brief foreword looks back on the busy and productive year of the Corporate Governance Group in 2014/15. It has been an interesting and challenging role, particularly in these changing times and a period of on-going financial austerity.

The scrutiny process is vital to challenge and influence how the Council makes decisions to ensure a high service quality. The report demonstrates the variety of areas which the Corporate Governance Group has scrutinised over the past year and the actions taken to ensure the probity and soundness of the Council's decisions.

On a personal note, I would like to thank all members of the Group and the Council's staff for their help and support for the scrutiny process over the past year.

Councillor G S Moore
Chairman, Corporate Governance Group

What are we responsible for?

The main roles for Rushcliffe's four Scrutiny Groups are to:

- Develop a work programme which scrutinises important issues for the community
- Ensure that the work of the Group helps with implementing Council plans and policies
- Review and question the agreed policy and services and make recommendations to Cabinet and Council to improve performance and services
- Ensure the work contributes to the delivery of best value, continuous improvement and best practice.

The Corporate Governance Group's Remit

The Corporate Governance Group's responsibilities include:

- **Statement of Accounts** To examine the outturn and statement of accounts and make comments and recommendations to Council.
- **Annual Governance Statement** To consider the annual report on applying the Council's system of internal control and make recommendations to Cabinet on improvements/changes in practice and the acceptance of a draft Statement. This statement ultimately comprises a key element of the Council's Statement of Accounts.
- **Treasury Management** To consider the annual and interim reports on Treasury Management activity and ensure that practice has complied with the approved Treasury Management Strategy, making recommendations to Cabinet as appropriate.
- **Protecting against fraud** To consider the annual report on fraud and irregularities in order to make an informed judgement on the corporate governance and internal control statements, making recommendations to Cabinet on improvements. To consider any matters arising as a result of irregularity referred to it by Cabinet.
- **Capital and Revenue Budget Monitoring** To consider regular reports on progress against the revenue and capital budget, making recommendations to Cabinet on matters requiring its approval and where progress is considered to be unsatisfactory.
- **Internal Audit** To consider periodic reports on the more significant findings of internal audit in order to make an informed judgement on corporate governance and internal control statements, making recommendations to Cabinet on improvements.
- **Risk Management** To consider periodic reports on controls over key risk areas as identified in the risk register in support of making an informed judgement on the corporate governance and internal control statements, making recommendations to Cabinet on improvements.

Our work this year

Internal Audit Annual Report 2013/14

The Internal Audit report was judged as effective by auditors in terms of governance, risk management and control, being given an assurance rating of green, the highest achievable.

Internal Audit Progress Reports 2014/15

Throughout the year the Group receives a position statement against the Annual Plan for Internal Audit. Any recommendations rated a Medium risk or higher were reported to the Group along with the associated actions required by management.

Revenue and Capital Monitoring Reports 2014/15

These are produced throughout the year and comment on the financial position in relation to both the Revenue budget and Capital programme, explaining any significant variances. The Group reviewed these reports and commented as appropriate.

Fraud and irregularities

Members were updated on progress with tracing fraud in 2013/14 at the June 2014 meeting. There had been no cases of special fraud investigations, but 78 cases of housing benefit and council tax fraud had been investigated and overpayments of around £246,000 had been identified. Business rates and council tax relief investigations had revealed that over 400 discounts needed to be removed to a value of over £150,000. Members were informed of the merging of Council, DWP and HMRC fraud work into one service called the Single Fraud Investigation Service from 1 November 2015.

Health and Safety Annual Report 2013/14

Members were appraised of new policies introduced and were pleased to hear that accident reports had reduce by a quarter, with a consequent reduction in absence from work as a result in accidents. Members were pleased with the significant progress made against health and safety goals and objectives for 2013/14 and endorsed the ones set for 2014/15.

Final Accounts Update 2013/14 – Annual Governance Statement and Accounting Policies

The annual draft governance statement was discussed at the June 2014 meeting. Members were informed about accountancy policy amendments, accountancy standard changes and legislative changes, as well as changes to collection and distribution of business rates and how this benefitted the Council.

Statement of Accounts 2013/14 and External Auditors Annual Governance Report 2013/14

Members received a report on the statement of accounts and heard that there had been no major issues identified. Members supported the external auditors report and noted that the auditors were proposing an unqualified opinion on both the authority's financial statements and value for money.

Treasury management outturn 2013/14

Members were informed about how the Council had invested its money during 2013/14, the rate of return achieved and the counterparties that had been used. One of the key messages in the report showed that the authority did not have any borrowing and did not plan to borrow in the near future. In addition, long term cash flow had to be borne in mind as the Authority needed to make sure it had the cash for projects such as the new leisure centre reconstruction.

Risk management

At November's meeting, Members received the interim 6-month health and safety report which included new policies that had been implemented and the effectiveness of the control measures that were already in place. Members were informed about forthcoming audits of display screen equipment, control of hazardous substances and manual handling. Reviews of the bomb threat policy and the hepatitis policy had been undertaken, work on the accident reporting policy would be undertaken and a health and safety manual had been produced for Streetwise Environmental. Accidents had almost halved over the past two years and absence from work for this reason was very low.

Certification of Grants and Returns 2013/14

The Group considered the report from the external auditor KPMG that summarised the work undertaken in relation to the certification of the Council's grant claims and returns for the financial year 2013/14.

Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2015/16

The Group considered the Capital Prudential Indicators, and the Council's Treasury Management and Investment Strategy for 2015/16 to 2019/20. These documents gave both a position statement and details of the future position of the Council's capital and treasury plans.

External Audit Plan 2014/15

The external auditors informed Members that an initial risk assessment of the financial statements audit and Value for Money (VFM) had been completed and no significant risks had been identified.

Risk Management Update

At the March 2015 meeting Members received an update on risk management. There were three notable recommendations arising from the 2014/15 audit – introduction of a risk assessment form for managers, regular training for relevant staff and the implementation of a formal assurance framework. Members received a progress report on emergency planning which included a discussion on the flood support schemes which had been extended.

Looking forward to the year ahead

The Group is keen to build on the good work undertaken this year and will continue to deliver a work programme focusing on relevant issues so that it influences service delivery and decision making. The Group will look to develop a programme of activities that adds value to the role of scrutiniser.

Partnership Delivery Group Annual Report 2014/15

Chairman's Foreword

This annual report highlights the work of the Partnership Delivery Group over the past year. Through scrutiny, the Council can review and, if necessary, challenge the outcome of our investment in partnerships with outside bodies. As a result of this scrutiny we should be better informed about the work done in our partnerships. The role of the Partnership Delivery Group is to ensure that our many partnerships are worthwhile, mutually beneficial, and meet their desired outcomes.

Effective scrutiny helps improve accountability, performance, policies, future plans and service quality. We hope that by building good working relationships with our partners, that this ensures better outcomes for our residents and provides even better value for money.

I am confident that our work over the last year has enhanced how we all work together, and that this attracts other partners to want to work with us to benefit our residents.

Thank you to all my colleagues, especially my Vice Chairman, Councillor Jean Greenwood, for the lively and probing discussions and for their engagement and participation.

Thank you also to our partners, and council staff for attending the meetings, and for ensuring that the scrutiny process remains effective and efficient.

Councillor Jean Smith
Chairman

What we do

The main role for Rushcliffe's four scrutiny groups is to:

- Scrutinise priority outcomes for the community
- Ensure that this work helps the Council to implement its plans and policies.
- Challenge and question existing policies and the way services are delivered and recommend any improvements to Cabinet and Council.
- Ensure that scrutiny helps the Council to improve, implement best practice and provide excellent value for money.

The Partnership Delivery Group's role is to:

- Make sure existing partnerships are effective, grow and develop
- Help ensure partnership working is the norm to deliver synergy, better asset and resource utilisation, better value for money, remove duplication etc
- Forge public sector partnerships to deliver community benefits
- Develop future partnership working with both the public and private sector

Our work this year

The main work was monitoring services, helping develop policy and consultation prior to Cabinet.

During the year the Group considered many services and issues, particularly:

- Service Level Agreements with RCVS and RCAN
- Nature Conservation Partnership Work
- Annual review of partnership with Metropolitan Housing
- Review of Positive Futures
- Healthwatch Nottinghamshire
- Annual review of partnership with Waterloo Housing
- Choice Based Lettings
- Review of the South Nottinghamshire Community Safety Partnership
- Review of Streetwise Environmental

Service Level Agreements with RCVS and RCAN

Reports were discussed on Rushcliffe Community and Voluntary Service (RCVS) and Rural Community Action Nottinghamshire (RCAN) during the second year of the Service Level Agreement. Performance had been reviewed twice by Cabinet Portfolio Holders for Community Leisure and Resources and they had been satisfied that the two organisations had met or exceeded all of the targets. Members endorsed the delivery report and noted that work had started on reviewing the Service Level Agreements.

Nature Conservation Partnership Work

Members received a presentation on the work undertaken by Nottinghamshire Wildlife Trust to encourage people to take an active role in their environment. Members learnt about management plans for specific sites, education work with schools, support for 'friends' groups and increasing the number of hours of volunteer work in the Borough. Members were also updated on work at the new Skylarks site. Members endorsed the work to support nature conservation and supported the continued service level agreement.

Annual review of partnership with Metropolitan Housing (MH)

Members were appraised of the work of Metropolitan Housing at the October 2014 meeting. The presentation included details of key achievements over the year, strategic direction of the organisation and plans to improve performance and services over the next 2 years. Work had been undertaken to reduce arrears, a pilot to pay benefits direct to tenants, the launch of sector-based work academies for apprentices, a tenant loyalty scheme and plans to spend over £12m on maintenance over the next five years. Members asked many questions on topics including Universal Credit, complaints, customer satisfaction, asset management and performance targets. Members agreed the work of the partnership with Metropolitan Housing should be endorsed.

Review of Positive Futures

Members received a presentation on the work of Positive Futures in Cotgrave, Keyworth, Bingham and Radcliffe and their achievements against their four-year targets. The target audience were children in school years 6 and 7, with the focus on preventing youngsters becoming involved in antisocial behaviour. Members learnt about some of the activities used to engage young people including sports, peer mentoring, community pride initiatives and undertaking qualifications such as first aid. The Partnership Delivery Group endorsed the work of Positive Futures.

Healthwatch Nottinghamshire

Members received a presentation on this new organisation which was created 2013 as a result of the Social Care Act 2012. One of its main aims was to gather and represent the views of the public/users of services. There had been a number of events to promote this new organisation and its role, and visits had been made to care and health providers and schools to engage with the public. Members asked questions including about the impact of the new organisation and various health-related topics. The Group considered the work carried out by Healthwatch Notts and how it linked into the priorities in Rushcliffe.

Annual review of partnership with Waterloo Housing

Members acknowledged Waterloo Housing Group's long and successful history of developing and maintaining properties and rural housing in Rushcliffe. Fifty-three homes had now been completed on seven sites. The Group had received £1.5 million grant funding from the Homes and Communities Agency and £450,000 from the Borough Council. Two schemes had been completed during the year – one at

Cropwell Bishop and one at Bingham (not a rural exception site) and there were other villages under consideration including Sutton Bonington, Whatton, Costock, Flintham and Gotham. Members asked probing questions covering topics as diverse as subsidies available, housing stock improvements, antisocial behaviour, welfare reforms and complaints. The Partnership Delivery Group endorsed the work of the Partnership.

Choice Based Lettings

Members received a report on the success of the Choice Based Lettings scheme, which explained how it worked, and who qualified to join for the scheme. Members were appraised with details of how it helped prevent homelessness and how people were actively bidding for properties. New initiatives in the pipeline include a new mobile website and moving more services online. Members felt the scheme was working well and that new Members would benefit from learning about this topic. Members resolved to undertake a bi-annual review of the Choice Based Lettings scheme.

Review of the South Nottinghamshire Community Safety Partnership

Members heard about the work of the Partnership throughout the year, including work that was being undertaken as part of the Trent Bridge Partnership Plus Area. As Trent Bridge is a hotspot area for crime, Members were informed about the action plans being implemented by partners which aimed to help tackle crime such as burglary and thefts, as well as the support that was being offered to students to help cut crime. Members asked questions about help being given to vulnerable groups, queried performance in key areas such as reporting of crime figures and youth crime, and also asked about complaints and customer satisfaction. The Group also learnt about the Police plans given the challenge of working with a reduced budget, for example, sharing services and preventing demand where possible. The Group welcomed the work undertaken by the group during 2014.

Review of Streetwise Environmental

At the March 2015 meeting, Members received a presentation outlining the work carried out by Streetwise Environmental, plus its plans to offer new services to gain additional income streams. Members asked probing questions about fly-tipping, monitoring the contract, various performance management and staffing issues. The Partnership Delivery Group endorsed the work of Streetwise Environmental.

The year ahead

The Group will continue to scrutinise the Council's work with partners and the new work programme will be confirmed at the first meeting of the new financial year.

Performance Management Board Annual Report 2014/15

Chairman's Foreword

This annual report summaries the main work undertaken by this scrutiny group during the year. Scrutiny ensures the Borough Council makes its decision properly underpinning policy-making on thoroughness, challenge, analysis and evaluation.

We have explored the Council's performance against its strategic tasks and key performance indicators. There have been many areas of strength, balanced against areas where improvement and development is needed. We celebrated and highlighted the good performance and reviewed and investigated areas where improvements are required. Our work has been rewarding and fulfilling. The role of an 'overseer' and 'surveillance' helps the Council to maintain its high standards and value for money in these current difficult financial times.

Thank you to all my colleagues, especially my Vice Chairman, for their input, engagement and participation.

Councillor D G Wheeler
Chairman

What we are responsible for

The main role of Rushcliffe's scrutiny groups are to:

- Develop a work programme which scrutinises the Council's priorities.
- Ensure the Group's work helps implement the Council's plans and policies.
- Review, challenge and question how the policy, plans and services are implemented and recommend to Cabinet and Council improvements to services and their performance.
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Performance Management Board's remit is to scrutinise performance including:

- Monitoring the Council's overall performance.
- Monitoring performance of specific services and ensuring the Council uses resources effectively.
- Complaints.

Our work this year

Monitoring services, helping develop policy and consultation before Cabinet

During the year, the Group considered a wide range of service areas and issues within its scrutiny role, particularly:

- Performance Monitoring
- East Leake Leisure Centre Annual Report 2013
- Parkwood Leisure – Review of Strategic Objectives
- Civil Parking Enforcement Contract Update 2014
- Review of Customer Feedback 2013/14
- Parkwood Leisure Contract Annual Review
- Equality and Diversity Annual Report 2013/14
- Edwalton Golf Courses Annual Contract Report
- East Leake Leisure Centre Annual Report 2014

Performance Monitoring

An important aspect of the Board's work is to monitor the Council's performance against its key performance indicators and strategic tasks. As part of the Council's performance management framework, the Board scrutinises performance every quarter. Exceptions and highlights are identified and the Board ensures that appropriate action is taken to bring under-performing tasks and indicators back on track. Some of the issues arising from performance reports discussed this year include:

- A review of the strategic objectives which form part of the Parkwood contract
- Implementing welfare reform and Universal Credit
- Satisfaction with leisure facilities
- Corporate sickness
- Crime statistics

East Leake Leisure Centre Annual Report 2013

Members received a report in respect of the agreement with Carillion plc for the management of East Leake Leisure Centre during 2013.

Members were informed that a quality of service of 75% had been achieved at the Centre. Usage was slightly lower than the previous year due to less learn to swim courses being held, and similarly due to this, income was down. Utility usage had increased as well. However, customer satisfaction scores continue to be very high at 99% over the year. The Centre offers a broad range of exercise classes, club and casual use and school holiday activity programmes. Members noted the performance of the East Leake Leisure Centre in 2013.

Parkwood Leisure – Review of Strategic Objectives

Following a request for scrutiny, the Board considered the strategic objectives and associated performance measures to see if there are areas where review was required.

However, as the strategic objectives and associated performance measures form part of the contractual arrangement with Parkwood any suggested changes would need to be agreed with the contractor before they can be implemented. Following discussion of this topic the Board agreed to include a review of these objectives in their future work programme.

Civil Parking Enforcement contract update 2014

In June 2014, Members discussed the financial performance of the contract including the costs associated with the contract, deficits, number of Penalty Charge Notices issued on street and off street and income and expenditure. The key points highlighted were that the overall position after six years was that there was a deficit of £14,000 however there was significantly more than £14,000 in outstanding payments being pursued by the bailiffs. Effective management of parking helps to ensure town centres are attractive places to visit and ensures that congestion is reduced and residents are able to park close to their homes.

Review of Customer Feedback 2013/14

The number of complaints is falling (61 in 2012/13 down to 40 in 2013/14) and the percentage of complaints escalated past Stage 1 has reduced from 13.1% in 2012/13 to 10.0% in 2013/14. The Council received 164 compliments about its services.

During 2013/14, the Local Government Ombudsman (LGO) received six complaints about Borough Council services. The LGO issued eight decisions on complaints received about the Council. Four were closed after initial enquiries, one was referred back to the Council for a local resolution, and in the three remaining cases, the LGO upheld the Council's decision.

Parkwood Leisure Contract Annual Review

Members received a presentation which highlighted the work undertaken in 2013/14. Some of the success included Quest visits, open days and a successful review of the Investors in People award. Membership had increased at most of the sites and progress had been made in ISO14001, Environmental Management Systems. 2013/14 had seen the highest membership figures since the beginning of the contract, the modern apprenticeship schemes with Central College and the Amateur Swimming Association continued and many staff were achieving NVQS. Members asked many questions about factors including online transaction and use of social media and challenges being caused by the new centre on the Arena site. Members agreed that Parkwood was operating within agreed parameters of the contract.

Equality and Diversity Report 2013/14

Members considered the Council's performance during 2013/14 against the objectives set out in the Single Equality Scheme, which had been adopted by the Council in April 2012. Following the Board's consideration in November 2013 an exercise had been undertaken to update the information held. Members were pleased to note there had been a 95% return rate. The Council's Equality Scheme expired this year and a new scheme was being drafted which would be presented to the Board following a public consultation exercise. Members were pleased to hear that several apprentices had gained employment with the Council.

Edwalton Golf Courses Annual Contract Report

Members received the annual report from Glendale who highlighted that it had been a challenging year for many reasons – inclement weather, the golf professional had taken up new employment, golf was declining as a sport nationally and other reasons. Glendale outlined all the positive actions being taken including taking on a new golf professional, making improvements to food and drink and the clubhouse and investing in greens, tees, fairways and mowers. Glendale had also introduced a 'loyaltee' discount card rewarding customer loyalty. New products were also being introduced to stimulate demand such as footgolf.

East Leake Leisure Centre Annual Report 2014

In March 2015, Members received a report in respect of the agreement with Carillion plc for the management of East Leake Leisure Centre during 2014. Usage has increased across all activity areas compared to the previous year. Swimming attracts the highest number of users and there are around 600 children on the learn to swim programme. The health and fitness use continues to develop with around 450 members attending the fitness suite and various classes that are offered. Improved marketing has attracted more followers on Facebook and many successful promotional initiatives have run throughout the year. Overall satisfaction continues to be high at 98%.

Member Panels

The Board did not establish any Member Panels this year.

Call-ins

The Board did not discuss any call-ins this year.

Looking forward to the year ahead

The Performance Management Board will build on its work over the last year by scrutinising the Council's performance in delivering its priorities for improvement, along with scrutinising key service areas. The new work programme will be outlined at the first meeting of the next financial year.