



Monday, 11 July 2022

Dear Sir/Madam

A meeting of the Cabinet will be held on Tuesday, 19 July 2022 in the Council Offices, Foster Avenue, Beeston, NG9 1AB, commencing at 6.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: M Radulovic MBE
S J Carr
S A Bagshaw
B C Carr
T Hallam

R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

A G E N D A

1. APOLOGIES

To receive apologies.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 7 - 14)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 21 June 2022.

4. SCRUTINY REVIEWS

An update will be provided at the meeting.

5. RESOURCES AND PERSONNEL POLICY

5.1 CORPORATE PLAN PROGRESS 2021/22 OUTCOMES (Pages 15 - 42)

To inform Cabinet of progress made in implementing the corporate plan targets for 2021/22, summarising achievements and highlighting targets for year 3, the current year.

5.2 STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2021/22 (Pages 43 - 62)

To report on the revenue and capital outturn position for 2021/22, provide an update on progress with the preparation of the draft annual statement of accounts for 2021/22 and approve the revenue and capital carry forward requests to the 2022/23 financial year.

5.3 HOUSING DELIVERY PLAN- CAPITAL PROGRAMME NEW BUILD SCHEME - REVISIONS TO THE BUDGET 2022/23 & 2023/24 (Pages 63 - 64)

To seek approval for revisions to the 2022/23 and 2023/24 capital programme specifically relating to the new build programme and increased scheme costs.

5.4 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Pages 65 - 80)

To inform the Cabinet of treasury management activity and the actual prudential indicators for 2021/22.

5.5 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS, AND DISABILITY MATTERS 2022/23 (Pages 81 - 86)

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

5.6 CITIZEN'S ADVICE BROXTOWE-GRANT AID 2022/23 (Pages 87 - 100)

To consider the outturn position in respect of the Service Level Agreement with Citizens Advice Broxtowe following the commitment of a three-year grant funding settlement from 2021/22 in accordance with the provisions of the Council's Grant Aid Policy.

5.7 GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS (Pages 101 - 110)

To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

5.8 PEER REVIEW (Pages 111 - 120)

To confirm the Council's intention of seeking an LGA peer review in 2022.

5.9 HOUSING DELIVERY MANAGER POST TO DELIVER THE HOUSING DELIVERY PLAN (Pages 121 - 132)

To seek Committee approval for the appointment of a new post to oversee the continued delivery of the 2019 Housing Delivery Plan.

6. HOUSING

6.1 INCOME MANAGEMENT POLICIES (Pages 133 - 166)

To seek approval for updated Income Management Policies.

7. ENVIRONMENT AND CLIMATE CHANGE

7.1 AIR QUALITY STATUS REPORT 2022 (Pages 167 - 292)

To advise Members of the latest Air Quality Status Report which has been submitted to the Department of Food Environment and Rural Affairs.

7.2 ECONOMIC GROWTH & REGENERATION PLAN-GOOD GROWTH FOR BROXTOWE (Pages 293 - 296)

To gain Members approval for the process of completing the Council's Economic Growth and Regeneration Plan 2022 to 2027.

7.3 GREATER NOTTINGHAM STRATEGIC PLAN MEMORANDUM OF UNDERSTANDING -RESOURCING (Pages 297 - 298)

To seek agreement to a Memorandum of Understanding on the resourcing of the Greater Nottingham Strategic Plan.

7.4 HOUSES IN MULTIPLE OCCUPATION (HMOs) SUPPLEMENTARY PLANNING DOCUMENT (SPD) (Pages 299 - 384)

To advise Members of responses received in relation to the consultation on the drafts Houses in Multiple Occupation (HMOs) Supplementary Planning Document (SPD); and to recommend changes to the document based upon these.

7.5 CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN: BROXTOWE BOROUGH COUNCIL REGULATION 16 CONSULTATION RESPONSE (Pages 385 - 408)

To seek the approval of Cabinet for representations to be made in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) by Broxtowe Borough Council in respect of the Chetwynd: The Toton and Chilwell Neighbourhood Plan, in order that these can be considered by the Independent Examiner during the Independent Examination of this Neighbourhood Plan.

8. COMMUNITY SAFETY

8.1 PROPOSAL FOR HACKNEY CARRIAGE FARES INCREASE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 (Pages 409 - 414)

To consider a proposal to increase hackney carriage fares. At the Council meeting on 13 July 2022, members were asked to amend the Constitution in order to transfer the functions of the LG(MP)A 1976 in relation to hackney carriage and private hire licensing. This is in accordance with legislation relating to moving from a Committee style of governance to an Executive system. This report was initially considered at the Licensing and Appeals Committee on 14 June 2022, however, in accordance with legislation it is now being resubmitted for Cabinet's consideration.

9. LEISURE AND HEALTH

9.1 EVENTS AND MUSEUMS SERVICE REVIEW (Pages 415 - 416)

This report recommends a feasibility review on transferring the events and museums service back in-house from LLeisure Limited.

10. CABINET WORK PROGRAMME (Pages 417 - 418)

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.

11. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

12. HOUSING

12.1 AIDS AND ADAPTATIONS CASE (Pages 419 - 426)

- 13. RESOURCES AND PERSONNEL POLICY
- 13.1 IRRECOVERABLE ARREARS (Pages 427 - 436)
- 13.2 REQUEST FOR APPROVAL OF BUDGET TO PURCHASE EPC'S FOR HOUSING STOCK (Pages 437 - 438)
- 13.3 HOUSING DELIVERY PLAN- CAPITAL PROGRAMME
NEW BUILD SCHEME - REVISIONS TO THE BUDGET
2022/23 & 2023/24 APPENDIX (Pages 439 - 446)
- 14. ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT
- 14.1 PROPOSALS FOR THE PROVISION OF A REPAIRS
HELPDESK AND SOFTWARE PURCHASE (Pages 447 - 452)
- 14.2 REQUEST FOR APPROVAL OF INCREASED BUDGET
FOR REFURBISHMENT OF THE ARGOS BLOCK, THE
SQUARE, BEESTON (Pages 453 - 456)

CABINET

TUESDAY, 21 JUNE 2022

Present: Councillor M Radulovic MBE, Chair

Councillors: S J Carr
S A Bagshaw
B C Carr
T Hallam
R D MacRae
G Marshall
J W McGrath
H E Skinner
E Williamson

13 DECLARATIONS OF INTEREST

Councillor E Williamson declared non-pecuniary interests in item 5.3 as she supported the food bank, minute number 16.3 refers and agenda item 6.1 as her husband owned a business in Eastwood, minute number 17.1 refers. Councillor R D MacRae declared a non-pecuniary interest in item 5.3 as he supported a voluntary organisation, minute number 16.3 refers. Councillor S A Bagshaw declared non-pecuniary interests in agenda item 5.3 as she supported a voluntary organisation, minute number 16. 3 refers and agenda item 6.1, minute number 17.1 refers. Councillor J W McGrath declared pecuniary interests in items 11.1 and 11.2 as his daughter worked at Liberty Leisure, minute numbers 22.1 and 22.2 refer.

14 MINUTES

The minutes of the meeting held on 24 May were confirmed as a correct record subject to a minor amendment that Councillor B C Carr's interest declared in item 5.1, referred to Councillor Carr as a volunteer, whereas she is in fact a Trustee on the board at the Broxtowe Citizens Advice Bureau.

15 SCRUTINY REVIEWS

Members were updated with the work of the Overview and Scrutiny Committee and the chosen topics of Housing Repairs, Agile Working, and Telephone Answering and Customer Services.

16 RESOURCES AND PERSONNEL POLICY

16.1 LEARNING AND DEVELOPMENT POLICY AND ACTION PLAN

Members were updated an overview of achievements since the last Learning and Development Policy was approved. This included new Broxtowe Learning Zone courses, work experience placements and data relating to how many employees were qualified to level 2 or above.

The Cabinet was also updated with future plans to promote vocational and professional training, to expand Coaching and Mentoring programmes for Heads of Service and Senior Managers, the introduction of a graduate programme, to raise strategic skills and improve agility, to address skill gaps and link to apprenticeships.

Members discussed the action plan and welcomed the graduate programme which has a focus to create meaningful jobs at the end of the apprenticeship and to retain the investment. A career structure within each department area was suggested to provide a clear career pathway for staff retention.

RESOLVED that the Learning and Development Policy and Action Plan be approved.

Reason

Learning and Development was closely linked to service delivery underpinning the Council's Corporate and Business Plans. The Council recognised that in order to deliver quality services to its customers it required continual investment in the development of its staff to increase recruitment and retention, motivation, morale, and job satisfaction of individuals and help them maximise their potential within and outside the organisation. Valuing employees and enabling the active involvement of everyone.

16.2 APPRENTICESHIP STRATEGY

Members welcomed the new Apprenticeship Strategy for the Council. The aim of the Strategy was for the Council to optimise the use of its apprenticeship levy contributions and raise the skills of employees to fill skill gaps and produce better outcomes for the residents. The training would be undertaken through vocational, professional, and apprenticeship training.

A range of objectives to support the Strategy included embedding a pro-apprenticeship culture across the organisation, to achieve the target of ten apprentices in training over the period 2022-2024, maximise the use of apprenticeships to develop existing employees to address skill gaps and succession planning and aid recruitment and retention, and promote and advertise the full range of apprenticeships available from Level 2 up to Level 7.

RESOLVED that the Apprenticeship strategy be approved.

Reason

The Council was committed to invest in its staff, ensuring that skill gaps were filled in order to continue to deliver an excellent, value for money service to the public. With the vision of 'A greener, safer, healthier Broxtowe where everyone prospers'.

16.3 GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23

Members considered the request for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

Eastwood Food Bank was operated and managed by Eastwood Volunteer Bureau. The Bureau estimated a current utilisation of the reserve held by the Food Bank at a rate of £200 per week due to a decline in donations. It was not the policy of the Bureau to directly support the Food Bank as its reserves were required to meet the operating expenses of the Bureau.

The service provided by the Food Bank directly benefitted Broxtowe residents and was complimentary to the services provided by the Council. The Food Bank targeted the needs of disadvantaged sections of the community.

RESOLVED that the grant request in the appendix included in the report be approved.

Reason

Consideration for not approving the grant would have been a negative impact for the residents. The Food Bank had seen a large increase in residents using the service and a decline in donations from supermarkets and residents. The grant supported the priority of supporting people to live well.

17 ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

17.1 LEVELLING UP FUND UPDATE

The Cabinet was updated with the main projects proposed as part of the Council's Levelling Up Fund submission to the government in July.

The Levelling up Fund was a £4.8 billion initiative from the government with the core purpose of addressing inequalities nationally. It gave the Councils the opportunity to bid for up to £20 million to invest in areas they had identified as being in need of funding. The applications must come under one of the three themes identified: culture and heritage, transport, or regeneration and town centre investment. Prioritisation was still given to partnerships whose projects could deliver in the next three to four years but projects would need to demonstrate they could spend funding in the 2022/23 financial year.

In Kimberley the projects included a Swingate Farm Sports Centre, Cycle Path Network and Town Centre Improvements. Eastwood included a new wellbeing hub at Walker Street, transformation of Durban House and Cycle Path Network.

Amion Consulting had been appointed to support the bids submission process. They had been successful with Levelling up Fund bids elsewhere across the Country. Officers and Town Councils were thanked for their work in the process of the Levelling up Fund bids.

Councillor M Radulovic MBE requested a recorded vote and this was seconded by two Councillors.

For	Against	Abstention
S A Bagshaw		
B C Carr		
S J Carr		
T Hallam		
R D MacRae		
G Marshall		
J W McGrath		
M Radulovic MBE		
H E Skinner		
E Williamson		

RESOLVED that the submission of the levelling up bids and generic project areas be approved. With delegation to the Head of Planning and Economic Development for any changes.

Reason

This would support the Council's corporate priority of Business growth and the aim of investing in our towns and our people.

18 HOUSING

18.1 LIFELINE POLICY

The Cabinet welcomed the updated Lifeline Policy and the service provided. The policy applied to all customers who had entered into a service contract with the Council for the provision for the domestic Lifeline telecare service within their own homes. It was a two-way speech community alarm system that enabled help to be summoned for customers in an emergency.

The purpose of the policy was to provide an overview of the Lifeline telecare services offered by the Council and how the services offered independence of customers to remain living within their own home. Members considered that further publicity was required of the service and the option to have additional equipment including carbon monoxide detector, key safe, falls detector, bed occupancy detector, and pillow alert.

RESOLVED that the Lifeline Policy be approved.

Reason

The policy provided an overview of the Lifeline telecare services offered by the Council. The services were designed to increase, maintain and improve the independence of customers to remain living within their own home by supporting The

Councils aim of a good quality home for everyone and investing to ensure our homes are safe.

19 COMMUNITY SAFETY

19.1 PERMISSION TO CONSULT ON PSPO RENEWALS

Members were asked to seek approval to consult on the renewal of the Borough's Public Space Protection Orders (PSPOs).

PSPOs were designed to deal with a nuisance affecting the whole community in a defined area by imposing conditions on the use of that area. They were introduced through the Anti-Social Behaviour, Crime and Policing Act 2014 and came into effect in October 2014. Councils were responsible for making PSPOs and could do so on any public space for a maximum period of three years.

There are ten PSPOs currently in place in Broxtowe, six for the control of anti-social behaviour related to Alcohol Consumption, two for car cruising, one for dog control and the once for closure of a footpath. Private land was exempt from inclusion in a PSPO. Members were advised to fill out the consultation if they had any areas that was of concern.

RESOLVED that permission to consult be approved.

Reason

The consultation process would ultimately help inform the Council's view as to whether the requirements under Section 59 of the Act had been fulfilled.

19.2 FOOD SAFETY SERVICE PLAN

Members were updated with the annual Food Safety Service Plan and were informed that Council was committed to ensure that food produced, sold or consumed in the district was safe for consumption and did not pose a risk to public health.

The COVID-19 pandemic had impacted on the food safety team and the amount of food safety interventions carried out. This was due to the many closures of businesses and the adaptation of businesses to work in different ways along with investigations into workplace and community cases of COVID-19, supporting contact tracing, participation in outbreak management teams, daily outbreak cells, enforcement of the rules on businesses closures and an increase in complaints from residents who were at home affected by noise and bonfires. The backlog of food hygiene interventions had built up, including an increase in food businesses registering once the registrations had eased. This continued to impact on service delivery.

As at 31 March 2022, there were 846 food premises on the Broxtowe food database. The Council use the Food Hygiene Intervention Rating Scheme to determine the frequency that food premises should be inspected.

RESOLVED that the Annual Food Safety Service be approved.

Reason

The provision of the annual Food Safety plan was a statutory requirement and was completed with the nationally agreed Food Standards Agency Framework Agreement. The agreement set out how the Council would meet its statutory obligations. The Food Safety Service aim was to maintain and where possible improve, the health and wellbeing of residents and visitors to the borough of Broxtowe and the success of local food businesses by ensuring the safe production, processing, handling, storage, distribution, and sale of food in the district.

The Food Service Plan accords with the Council's Vision of a greener, safer healthier Broxtowe where everyone prospers. The Plan contributes directly to the Business Growth and Health priorities which are invest in our towns and our people and support people to live well.

19.3 REVISED SAFEGUARDING CHILDREN POLICY

Members were informed that the Council has a specific statutory duty under Section 11 of the Children Act 2004 to make arrangements for ensuring that its functions, and services provided on its behalf, were discharged with regard to the need to safeguard and promote the welfare of children. The Safeguarding Children Policy sets out how the Council would meet its obligations.

RESOLVED that the revised policy be approved.

Reason

All individuals, contractors and agencies have a duty to ensure they are familiar with and can access the Council's reporting safeguarding procedures, or are familiar with and can access those of their own company/agency. The policy incorporates the Council priorities as a safe place for everyone.

19.4 REVISED SAFEGUARDING ADULT POLICY

Members were informed that the Council was responsible for ensuring that employees are competent and confident in carrying out their responsibilities for safeguarding and promoting the welfare of adults.

The Safeguarding Adults Policy sets out how the Council would meet its obligations. The Council has a statutory duty to assist Nottinghamshire County Council in making enquires it thinks necessary to decide if and what kind of action should be taken to protect an adult at risk from suspected abuse.

RESOLVED that the revised Policy be approved.

Reason

The aim of the Policy was to enable the Council to meet the moral and legal responsibilities necessary to safeguard and promote the welfare of adults with care and support needs in order to keep them safe from abuse or neglect. The Policy incorporates The Council priorities as a safe place for everyone.

20 CABINET WORK PROGRAMME

The Cabinet considered the Work Programme, including potential key decisions that would help to achieve the Council's key priorities and associated objectives.

RESOLVED that the work programme, including key decisions be approved.

Reason

The items included in the work programme would help to achieve the Council's key priorities and associated objectives.

21 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Schedule 12A of the Act.

22 LEISURE AND HEALTH

22.1 KIMBERLEY LEISURE CENTRE LICENCE TO OCCUPY

RESOLVED that:

- 1. The draft Kimberley leisure Centre licence to occupy agreement is approved.**
- 2. Any minor changes to the draft licence to occupy are delegated to the Deputy Chief Executive and the Leisure and Health Portfolio holder.**

22.2 BRAMCOTE LEISURE CENTRE FEASIBILITY STUDY

RESOLVED that an external financial due diligence report be approved.

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Report of the Resources and Personnel Policy Portfolio Holder

CORPORATE PLAN PROGRESS 2021/22 OUTCOMES

1. Purpose of Report

To inform Cabinet of progress made in implementing the corporate plan targets for 2021/22, summarising achievements and highlighting targets for year 3, the current year.

2. Recommendation

The Committee is asked to NOTE the progress made in 2021/22, and approve or amend the targets for year 3, 2022/23.

3. Detail

Attached as appendix 1 is a summary of achievements made in implementing year 2 of the corporate plan. Appendix 2 sets this out in more detail identifying progress against targets set. Appendix 3 details the targets for year 3 of the plan. These have previously been approved as part of business plans and budget setting but Councillors are invited to reflect on progress made so far and progress to be made in the current year.

4. Financial Implications

The comments of the Head of Finance Services were as follows:

The Council's performance management framework closely aligns performance and financial management. The Business Plans linked to the five corporate priority areas are considered for approval alongside detailed revenue budget estimates, capital programme and other financial information. The progress made with the Corporate Plan is therefore closely aligned to the Council's Medium Term Financial Strategy and the annual revenue and capital budget setting process.

5. Legal Implications

There are no direct legal implications arising from this report.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

Not applicable.

9. Background Papers

Nil

Achievements

A greener, safer, healthier Broxtowe where everyone prospers

2021/22



Broxtowe
Borough
COUNCIL



Environment

AIM: Protect the environment for the future

- 14% reduction in the Council's own carbon emissions since 2019/2020 achieved through initiatives including procuring electric vehicles.
- Launched a new **Green Rewards app** to help residents record their sustainable actions, reduce their carbon emissions and win prizes.
- 3,357 trees planted including 500 given to residents to plant in their own gardens. Since 2009, more than 112,000 trees have been planted – that's one for every resident in the Borough.
- Over £150k improvement works at Dovecote Lane Recreation Ground, Beeston along with improvements at Hall Om Wong Open Space in Kimberley, Hickings Lane Recreation Ground in Stapleford, Inham Nook Recreation Ground in Chilwell and Queen Elizabeth II Park in Stapleford as part of our Pride in Parks programme.
- Plans underway for a new **greenspace** at Halls Lane, Giltbrook
- Pocket Park** opened at Ghost House Lane in Chilwell.
- Approved a new interim **Waste and Recycling Strategy and Action Plan**.



greenrewards

Green Flag Awards retained at all five of our Green Flag parks and open spaces.

Gold award in the CIPR Midlands PRide Awards for public relations work around Stapleford Town Deal. Also shortlisted for work on the redevelopment of Beeston.

Business Growth

AIM: Invest in our towns and our people

- The Arc cinema opened in Beeston with 2 of 3 remaining units let.
- Supported 450 businesses with additional funding to assist them during the Omicron wave of COVID-19.
- 81% of respondents to our employee survey said they liked their job and enjoyed working for the Council.
- Application submitted to become a **Disability Leader** as part of the Disability Confident Scheme.
- 7 apprentices in training with the Council.
- £21m investment secured as part of the Stapleford Town Deal Bid with implementation plans underway. Two levelling-up bids of up to £20m are being developed for **Eastwood** and **Kimberley** and will be submitted to government in July.



Health

AIM: Support people to live well

- 64% of people living active life styles according to the Active Lives Survey, compared to 62% in 2020/21.
- Plans for **new leisure facilities** in Bramcote in progress and proposals for a swimming pool as part of the Eastwood Levelling Up Bid.
- Plans progressing to create a new **Mental Health Hub** in Eastwood, with funding proposals included in the Eastwood Levelling Up Bid.
- Provided £500 payments to over 860 people in the borough when they were required to self-isolate due to COVID-19.



Community Safety

AIM: A safe place for everyone

- £25k scheme to improve the security of Hickings Lane Recreation Ground, Stapleford implemented.
- Re-accredited by the **White Ribbon Scheme** for our work to tackle domestic abuse.
- 30.9% reduction in anti-social behavior recorded by Nottinghamshire Police, compared to the previous year.

HOUSING

AIM: A good quality home for everyone

- 431 new homes including 40 affordable homes and 98 empty properties brought back into use.
- 13 new homes as part of our House Building Delivery Plan including 5 flats for ex-service personnel and 8 buybacks of former Council properties.
- 297.4 tonnes of CO₂ saved thanks to the installation of high heat retention electrical heating systems to 211 domestic properties and communal schemes and the installation of external wall insulation to 27 Council homes.
- Planning permission granted for 1,531 new homes.
- 84.6% of threatened homelessness cases prevented or relieved through Council intervention, with a new strategy adopted to tackle this issue further.
- 2 new temporary accommodation units so that more homeless applicants can be housed within the Borough.
- 420 households helped to apply for support with food vouchers, energy costs and other costs when they were in financial hardship.

Gold award from the Institute of Cemetery and Crematorium Management for the Burials and Crematorium Service






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Year 2 Outcomes



APPENDIX 2



HOUSING	YEAR 2 TARGETS 21/22	PROGRESS
Objective 1 Build more houses more quickly on brownfield or derelict land	12- 17 Council house buy-backs and 5 veteran's new builds on Oakfield Road added to the Council house stock	<p>û</p> <p>5 flats for veterans were constructed and added to the Council's housing stock</p> <p>8 Council house buy backs were completed in year and added to the Council's Housing stock. Another 3 in the pipeline have almost finished their legal process.</p> <p>Fishpond Cottage Bramcote – planning permission was granted in 21/22 for the development of 5 homes for social rent on Council owned land.</p> <p>Inham pub site – this site has been purchased and planning permission obtained for demolition of the existing public house in 21/22. It is proposed to develop 15 homes on this site</p> <p>Site in the South of Broxtowe: a large site which will deliver 51 affordable/shared ownership units is progressing through legal work after receiving necessary approvals in 21/22.</p> <p>A number of garage redevelopment sites are being progressed for 13 units of accommodation</p>

HOUSING	YEAR 2 TARGETS 21/22	PROGRESS
	430 new homes completed in Broxtowe	 <p>According to figures used to calculate new homes bonus 431 total units were added to the housing stock, including 40 affordable units and 98 empty properties were brought back into use.</p>
Objective 2 Invest to ensure our homes are safe and more energy efficient.	Identify a baseline figure for carbon emissions through our Council housing stock	 <p>Baseline figure accepted in Nov 2021 by Environment Committee based on 2019 figs for carbon emissions from domestic housing which includes social housing is 172kt CO₂, (approx. 14.3 kt CO₂)</p>
	Achieve a further minimum reduction of 300 kt of CO ₂	 <p>Up to March 2022 the Council completed installation of 206 electrical heating systems which gives an estimated saving of 226 tons of CO per year (1.1 tons per property)</p> <p>27 properties received External Wall Insulation with an estimated saving of 1.2 tons per property/per year.</p>

HOUSING	YEAR 2 TARGETS 21/22	PROGRESS
		<p>The Council also installed 111 electric heaters over 5 Independent Living schemes, saving a total of 26.4 tonnes.</p> <p>In total, 297.6 tonnes of CO2 saved thanks to the installation of high heat retention electrical heating systems to 211 domestic properties and communal schemes and the installation of external wall insulation to 27 Council homes.</p>
<p>Objective 3</p> <p>Prevent homelessness and help people to be financially secure and independent.</p>	<p>70% of threatened homelessness cases prevented or relieved through Council officer action</p>	<p>ü</p> <p>The end of year figure was 84.6%. There has been an increase in homelessness applications partly due to the cessation of the government's ban on evictions.</p> <p>A new South Nottinghamshire Homelessness and Rough Sleepers strategy has been adopted. The development of the strategy was led by Richard Smith from our Housing team. The strategy focuses its actions around six identified key themes, these are:</p> <ul style="list-style-type: none"> · Early intervention through partnership working · The provision of accessible, agile and responsive homelessness services · Access to affordable and quality accommodation across all sectors · Tackle rough sleeping by developing and improving pathways


HOUSING	YEAR 2 TARGETS 21/22	PROGRESS
		<ul style="list-style-type: none"> · Link health, well-being and housing together to improve the life chances and aspirations of those affected · Deliver long term support solutions to sustain tenancies for the most vulnerable
	<p>Numbers of homeless people not able to be housed in Broxtowe.</p> <p>(temporary accommodation and not permanent rehousing)</p> <p>94</p> <p>Due to further progress made in releasing new accommodation for temporary housing inside the Borough</p>	<p>û₀</p> <p>Unfortunately, with high numbers of homeless people, the Council has had insufficient available temporary accommodation within Broxtowe to accommodate these needs.</p>

BUSINESS GROWTH	YEAR 2	PROGRESS
Objective 1 Complete the Beeston Town Centre regeneration	Beeston Town centre regeneration site 100% let	 substantially Only 1 small unit remains unlet. However the Council has also rejected proposals which do not appear appropriate as far as the overall mix of uses in the area are concerned
Objective 2 Prepare town investment plans for Eastwood, Kimberley and Stapleford	Stapleford Business cases for all projects approved and plans for implementation of projects approved	 Stapleford business hub (former vacated Police Station in the Centre of Stapleford) opened last financial year and all 9 units are now fully let. The Town Centre Recovery Fund is now open to support businesses and has already granted funds from the £1m fund for business recovery grants for private sector development for the development of new office space at 20 Derby Road Stapleford. These projects respond to the booming office space demand within Stapleford and intend to help the local retail economy to prosper. All remaining business cases for the £21.1m Stapleford Towns fund (apart from 1 (which was agreed to be deferred by the Towns fund board) were agreed for submission to government for release of funding.
	Leveling up bid submitted for Eastwood	IN PROGRESS

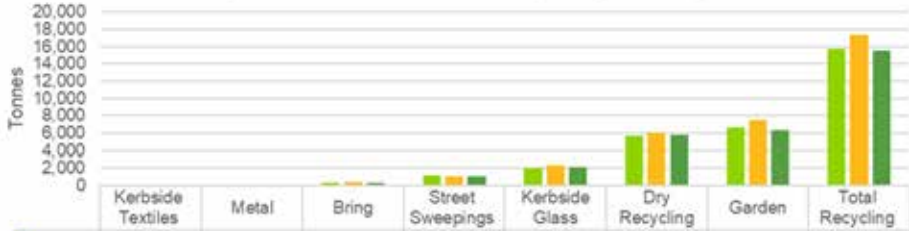
BUSINESS GROWTH	YEAR 2	PROGRESS
		The council agreed to defer submission to round 2 and this has resulted in a stronger bid proposal to be submitted by the round 2 deadline of 6 July 2022.
	Levelling up bid prepared for Kimberley and submitted at the second opportunity	IN PROGRESS The submission date for round 2 will be in the current year but on schedule to make a submission
Objective 3: Support skills development, apprenticeships, training opportunities and wellbeing in our workforce	Establish employee satisfaction baseline and Implement the action plan following results of employee survey in 2021	 80% of respondents to the employee survey reported they liked their job and enjoyed working for the Council – up 3% on the previous year's survey.
	7 apprentices employed	 In 2021/22 – 6 new apprenticeship courses were started. 3 new apprentices and 3 internals. A 7 th apprenticeship position was established but the particular course of study to be followed hasn't yet started. In addition to that, we had 3 existing apprenticeships that were already running and finished within that financial year. All three were dedicated apprenticeship roles and not 'existing' established employees.


BUSINESS GROWTH	YEAR 2	PROGRESS
	Submit an application for bronze accreditation under wellbeing at work scheme and achieve it	<p>■</p> <p>The County Council's wellbeing at work scheme is no longer operational. However Broxtowe Council has submitted an application for "Disability Leader" status.</p>


ENVIRONMENT	YEAR 2	PROGRESS
<p>Objective 1</p> <p>Develop plans to reduce the Borough's carbon emissions to net zero by 2027 and start implementing them.</p>	<p>A further 10% reduction in Council carbon emissions from baseline reported at the end of 2018/19.</p> <p>Carbon reduction strategy prepared</p> <p>Green futures programme set up and outcome targets identified</p>	<p>ü</p> <p>At November 2021 Environment Committee the new baseline was established at 3,704 tCO2</p> <p>New carbon reduction strategy and action plan approved. green futures programme set up and outcome targets regularly reported to Environment committee during 2021/22</p> <ul style="list-style-type: none"> · The Council has cut its carbon emissions by 14% since 2019/2020. Examples (not exhaustive list are as follows: <ul style="list-style-type: none"> § The Council replaced 8 of our diesel vans with electric ones as part of our Green Futures initiative. This will prevent 11+ tonnes of carbon emissions from being emitted annually.

ENVIRONMENT	YEAR 2	PROGRESS
		<ul style="list-style-type: none"> § In 2020 and in 2021 the Council planted more than 3,000 trees each year. 500 trees were given away to residents to plant in their gardens. § More than 112,000 trees have been planted since 2009 when the Council created its first Carbon Management Plan, which is one tree for every resident. § This spring 2,000 wildflower plugs and 5 kilos of seed was used to convert 3,000m² amenity grassland to species rich grassland for pollinating insects. Every year the Council plants 20,000 plus more bulbs (including 3,000 snowdrops in 2021 alone). § A Green festival pilot was held at Inham Nook, to promote awareness of the carbon education challenge and engage residents in the campaign to reduce their carbon footprint. § Green rewards app was launched. Broxtowe is consistently at the top of the leader board on numbers of residents engaged compared with other areas in Nottinghamshire
Objective 2 Invest in our parks and open spaces.	Implement year 2 of the Pride in Parks programme	 Dovecote Lane recreation road in Beeston received over £100k of improvement works The Council put a new surface in Hall-om-Wong, Hickings Lane and Inham Nook


ENVIRONMENT	YEAR 2	PROGRESS
		Installed a large piece of new play equipment at Queen Elizabeth Park
	<p>A new open space at Giltbrook to be created</p> <p>Two new Parks to be created (Hassocks Park and Field Lane)</p> <p>A new pocket park at Ghost House Lane Chilwell</p>	<p>Ü (substantially)</p> <p>Giltbrook open space is the first significant “new” area of green space for over 5 years- Halls Lane Giltbrook. This is an area of open space to the rear of Wessex Drive. It is 0.7 hectares in size and links to the existing Smithurst Road Local Nature Reserve. It includes a series of stone surfaced paths, tree and shrub planting, meadow grassland and a drainage ditch. It provides links to two bridleways and creates an opportunity to extend the bridleway network with a new route through the site</p> <p>Pocket Park and Ghost House Lane were completed and opened last year</p> <p>The council wrote to the County Council offering to take over responsibility and maintenance for Field Lane but did not receive a reply.</p> <p>Hassocks includes a Public Open Space and new small play park. Currently this is with Legal who are performing a number of searches prior to transfer to the Council</p>



ENVIRONMENT	YEAR 2	PROGRESS																																				
Objective 3 Increase recycling and composting.	A new waste and recycling strategy and action plan to be created	<div>Ü</div> <p>a new interim waste and recycling strategy and action plan was approved by Environment committee in 2021/22.</p>																																				
	42% Recycling and composting rate to be achieved	<div>û</div> <p>The recycling and composting rate reduced in 2021/22 to 37.52% compared with 39.33% in the previous year. There were a number of factors contributing to this</p> <ul style="list-style-type: none">Increased amounts of residual waste collectedSlightly reduced dry recycling and garden waste due to Covid-19 related interruptions to service deliveryDifficulties in recruiting to the new community engagement position - a position which would have focused on increasing recycling in low participation areas. <div><p>Comparison of domestic recycling tonnages</p><table><tr><th></th><th>Kerbside Textiles</th><th>Metal</th><th>Brings</th><th>Street Sweepings</th><th>Kerbside Glass</th><th>Dry Recycling</th><th>Garden</th><th>Total Recycling</th></tr><tr><td>2019/20</td><td>5.78</td><td>0.00</td><td>284.03</td><td>1,106.68</td><td>2,016.40</td><td>5,700.22</td><td>6,671.96</td><td>15,785.07</td></tr><tr><td>2020/21</td><td>0.58</td><td>0.00</td><td>404.27</td><td>1,095.72</td><td>2,386.46</td><td>6,000.59</td><td>7,454.84</td><td>17,342.46</td></tr><tr><td>2021/22</td><td>0.00</td><td>4.06</td><td>340.78</td><td>1,009.28</td><td>2,073.33</td><td>5,774.15</td><td>6,299.12</td><td>15,500.72</td></tr></table><p>■ 2019/20 ■ 2020/21 ■ 2021/22</p></div>		Kerbside Textiles	Metal	Brings	Street Sweepings	Kerbside Glass	Dry Recycling	Garden	Total Recycling	2019/20	5.78	0.00	284.03	1,106.68	2,016.40	5,700.22	6,671.96	15,785.07	2020/21	0.58	0.00	404.27	1,095.72	2,386.46	6,000.59	7,454.84	17,342.46	2021/22	0.00	4.06	340.78	1,009.28	2,073.33	5,774.15	6,299.12	15,500.72
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ENVIRONMENT	YEAR 2	PROGRESS																								
		<div><p>Comparison of domestic non-recyclable tonnages</p><table><thead><tr><th></th><th>Clinical</th><th>Bulky Collection</th><th>Street Cleansing</th><th>Black bin</th><th>Total non-recyclable waste</th></tr></thead><tbody><tr><td>2019/20</td><td>9.74</td><td>241.12</td><td>724.24</td><td>23,968.63</td><td>24,943.73</td></tr><tr><td>2020/21</td><td>8.00</td><td>270.38</td><td>831.56</td><td>25,646.42</td><td>26,756.36</td></tr><tr><td>2021/22</td><td>8.22</td><td>143.60</td><td>813.18</td><td>24,850.59</td><td>25,815.59</td></tr></tbody></table><p>2019/20 2020/21 2021/22</p></div>		Clinical	Bulky Collection	Street Cleansing	Black bin	Total non-recyclable waste	2019/20	9.74	241.12	724.24	23,968.63	24,943.73	2020/21	8.00	270.38	831.56	25,646.42	26,756.36	2021/22	8.22	143.60	813.18	24,850.59	25,815.59
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HEALTH	YEAR 2	PROGRESS
Objective 1 Promote active and healthy lifestyles in every area of Broxtowe.	Increase the number of people with active lifestyles in the active lives survey by 1%	 Fig increased to 64.1% in 2021/2 compared with 62.5% the previous year
Objective 2 Develop plans to renew our leisure facilities in Broxtowe	Agree plans to renew our leisure facilities in Broxtowe	IN PROGRESS Bramcote

HEALTH	YEAR 2	PROGRESS
		<p>Following approval at the Policy and Performance Committee on 1 July 2021, an external leisure consultant commenced further work (pre planning, financial modelling, project plan) on the new build on the current site option at Bramcote. A member's workshop held on the 14 October 2021, provided feedback on the Council's expectations of a new leisure centre and site visits took place to view other facilities. A project plan identifying the key steps in this feasibility study, and aims to provide a detailed feasibility report including costings will be reported to Cabinet in July. The affordability of a newbuild leisure centre is a key issue and supporting sources of funding are being explored.</p> <p>Kimberley</p> <p>Negotiations with EMET regarding Kimberley school joint use agreement have progressed and a proposition for a new one -year license to occupy agreement from September with EMET for community use of the facility has been negotiated for approval of Councillors at June Cabinet. EMET were invited to put forward proposals for investment in the Kimberley facility as part of a levelling up bid for Kimberley. They invited our leisure provider to put forward suggestions, which did take place. In the absence of a clear appetite from EMET to pursue that proposition with further detailed proposals it is unlikely that the levelling up task group will consider recommending including this in the bid.</p> <p>Eastwood</p> <p>A proposal for a swimming pool facility is being developed as part of the Eastwood levelling up bid.</p>

HEALTH	YEAR 2	PROGRESS
Objective 3 Support people to live well with dementia and support those who are lonely or have mental health issues.	Develop a plan to create a mental health hub in Eastwood to improve the wellbeing of people who are lonely , live with dementia and who live with mental health challenges	 A new charity has been registered and 7 trustees for the new organization established. A license agreement for Durban house is being negotiated. A bank of volunteers has been engaged. A business plan for the community hub at Durban House is being written. Proposals for capital funding will be included in the Eastwood levelling up bid.

COMMUNITY SAFETY	YEAR 2	PROGRESS
Objective 1 work with partners to reduce knife crime	Refresh and implement the knife crime action plan and work with partners to achieve a reduction in knife crime	 A new knife crime action plan was approved by Community Safety Committee in January 2022.
	Reducing trend of knife crime in Broxtowe	 knife crime increased by 5 offences in 2021/22 – up 5 from 50 in 2020/21 The Council successfully implemented a £25k scheme to improve the security of Hickings Lane Park, which had been a hotspot area.

COMMUNITY SAFETY	YEAR 2	PROGRESS
Objective 2 Work with partners to reduce domestic abuse and support survivors.	Purple flag action plan in place and being implemented	 <p>New purple flag action plan agreed Jan 2022 at community safety committee. Various actions have been implemented including a number of events to improve the night time economy (for example Beeston Light Night and other “welcome back” funded projects); review of CCTV throughout Broxtowe; re-launch of pub watch schemes; identification of areas for environmental improvement and employment of markets officer and rolling out of markets in Stapleford and Kimberley as well as in Beeston.</p>
	Implement White Ribbon Action Plan to achieve a decreasing level of domestic violence (DV) in Broxtowe	 <p>The Council was re-accredited by the white ribbon campaign following external inspection of its action plan and overall arrangements which includes</p> <ul style="list-style-type: none"> • Awareness raising and media work encouraging reporting of abuse • Sanctuary scheme investment • Joint partnership working to ensure adequate refuge accommodation in the area • Promoting high standards of behaviour amongst employees and a zero tolerance approach to bullying and abusive behaviour • Ensuring our HR policies support people experiencing abusive relationships • Work with equaton to support male victims of DV

COMMUNITY SAFETY	YEAR 2	PROGRESS
		<ul style="list-style-type: none"> · Making sure the night time economy is safe for everyone · Working with new groups such as sports clubs to promote zero tolerance of DV <p>The Council agreed to establish a new senior position to provide strong leadership for violence within the community safety team.</p>
Objective 3 Reduce anti-social behavior	Reduction in overall total of antisocial behaviour (ASB) for 2021/2 of minimum of 20%	<p>ü</p> <p>Notts Police Force data for ASB year ending 31 March 2022 figs were 2184. Compared with the previous year there was a reduction of 30.9% - in the previous year there was a total of 3161 incidences.</p> <p>A new Anti-Social Behaviour Action Plan was approved by the Community Safety Committee. This includes activities such as:</p> <ul style="list-style-type: none"> · Seasonal campaigns around Halloween, Summer, bonfire night · Education on recycling and waste collection at start of university term · Community cohesion events · Use of ASB tools and powers, and referral of cases to the ASB multi agency Problem solving group, neighbourhood safeguarding and disruption meetings and the high risk violence and exploitation panel · Public Space Protection Orders · A new mediation service for residents · Promote victim care for victims of ASB

COMMUNITY SAFETY	YEAR 2	PROGRESS
		<ul style="list-style-type: none">· Delivery of reactive and proactive work in schools· A new Hate Crime Strategy was also approved by Community Safety Committee, and an action plan which includes work on:<ul style="list-style-type: none">· Anti-hate and extremism in schools in Stapleford and Beeston· A review of e-learning to ensure corporate awareness of risks and threats· work with minority groups· Use of the CHANNEL referral system· Interventions whenever community tensions are identified· Work with victim care and communication work.

ü achieved

û not achieved

Other achievements

- Gold awards from the Institute of Cemetery and Crematorium Management for the Bramcote burials service and the Crematorium service
- Broxtowe was given a gold award by the judges of the Chartered Institute of Public Relations for a campaign for Stapleford Towns fund and was shortlisted for another award in connection with Beeston town centre regeneration.
- Five Broxtowe open spaces retained their Green Flag awards. Bramcote Hills Park, Colliers Wood, Moorgreen, Alexandrina Plantation/Sandy Lane, Bramcote, Brinsley Headstocks and The Old Church Tower, Bramcote

Grants

- Over 450 business in the borough were supported with additional funding to assist during the Omicron wave of Covid-19

Test and Trace

- £500 payments were provided to over 860 people in the borough when they were required to self-isolate due to Covid-19

Household Support Grant (this one is a combination of us and Housing)

- Over 420 households in the borough were assisted to apply for support with food vouchers, energy costs and other costs when they were in financial hardship.

Rent arrears

the year-end rent arrears figures were extremely good and better than the previous year and there were no evictions:

- 1.14% arrears (target = 2.3%)
- 100.91% collection (target = 99%)
- £180,484 total arrears at year end

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YEAR 3 TARGETS

APPENDIX 3

HOUSING	YEAR 3 TARGETS 2022/23
Objective 1 Build more houses more quickly on under used or derelict land.	9 Council house buy-backs completed Deal secured for development of 51 shared ownership and social rented homes for the HRA in the south of the borough Deal secured for 22 social rented and shared ownership homes for the HRA at Field Farm Further progress made on implementing house building strategy affordable housing developments Complete a review and refresh of existing house building strategy 430 new homes completed in Broxtowe planning permission granted for 1,000 new homes
Objective 2 Invest to ensure our homes are safe and more energy efficient.	Bid for funding submitted for wave 2 decarbonisation fund to accelerate energy efficiency of social housing New asset management strategy adopted A reduction of 375 kt of CO2 emissions from the housing stock.

HOUSING	YEAR 3 TARGETS 2022/23
	Implement housing repairs improvement plan
Objective 3 Prevent homelessness and help people to be financially secure and independent.	70% of threatened homelessness cases prevented or relieved through Council officer action 0 homeless people unable to be housed in Broxtowe. Maintain top quartile levels of performance on rent arrears Implement new homelessness and rough sleeping strategy

BUSINESS GROWTH	YEAR 3 targets 2022/23
Objective 1 Complete the Beeston Town Centre regeneration	Beeston Town Centre regeneration site 100% let New economic development and regeneration strategy approved UKSPF Investment plan submitted
Objective 2 Prepare town investment plans for Eastwood, Kimberley and Stapleford	Stapleford Towns fund Business cases for all projects approved and continuing progress on implementation of approved projects

BUSINESS GROWTH	YEAR 3 targets 2022/23
	<p>Eastwood</p> <p>Leveling up bid submitted for Eastwood and spend commenced if bid successful</p>
	<p>Kimberley</p> <p>Levelling up bid submitted for Kimberley and spend commenced if bid successful</p>
<p>Objective 3</p> <p>Support skills development, apprenticeships, training opportunities and wellbeing in our workforce</p>	<p>Implement the action plan following results of employee survey in 2022 and achieve an improvement on satisfaction in the next survey</p> <p>7 apprentices employed</p> <p>New Apprenticeship strategy and action plan approved</p> <p>produce a new wellbeing strategy and achieve higher levels of satisfaction with support for employee mental health as part of next employee survey</p>

ENVIRONMENT	YEAR 3 targets 2022/23
Objective 1 Develop plans to reduce the Borough's carbon emissions to net zero by 2027 and start implementing them.	Refresh and renew the Carbon reduction strategy and green futures programme and continue implementation Achieve a further 10% reduction in Council carbon emissions from current baseline
Objective 2 Invest in our parks and open spaces.	Implement year 3 of pride in parks programme Review and refresh the Green Infrastructure strategy Take ownership of a new area of green space at the Hassocks Beeston
Objective 3 Increase recycling and composting.	Employ a recycling and composting engagement officer Implement waste and recycling strategy Achieve 42% recycling and composting level

HEALTH	YEAR 3 targets 2022/23
Objective 1 Promote active and healthy lifestyles in every area of Broxtowe.	Increase the number of people with active lifestyles in the active lives survey by 1%

HEALTH	YEAR 3 targets 2022/23
Objective 2 Develop plans to renew our leisure facilities in Broxtowe	Agree extension to existing agreement at Kimberley Agree an affordable feasibility study for a new leisure centre at Bramcote Following the outcome of levelling up bids agree the form of future leisure provision in North of Broxtowe.
Objective 3 Support people to live well with dementia and support those who are lonely or have mental health issues.	Implement the dementia action plan Implement the mental health action plan

COMMUNITY SAFETY	YEAR 3 targets 2022/23
Objective 1 work with partners to reduce knife crime	Implement the knife crime action plan Work with partners to achieve a reduction in knife crime
Objective 2 Work with partners to reduce domestic abuse and support survivors.	Implement the white ribbon action plan Produce a strategy to make Broxtowe safer for women and girls employ a new lead officer for violence reduction
Objective 3 Reduce anti social behaviour	Review Anti social behaviour policy Implement the anti social behaviour action plan Achieve a reducing trend of anti social behaviour incidents

COMMUNITY SAFETY	YEAR 3 targets 2022/23
	Submit a Safer streets bid for South Notts and if successful start implementing it

Report of the Resources and Personnel Portfolio Holder

STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2021/22

1. Purpose of Report

To report on the revenue and capital outturn position for 2021/22, provide an update on progress with the preparation of the draft annual statement of accounts for 2021/22 and approve the revenue and capital carry forward requests to the 2022/23 financial year.

2. Recommendation

Cabinet is asked to RESOLVE that:

1. **The accounts summary for the financial year ended 31 March 2022, subject to audit, be approved.**
2. **The revenue carry-forward requests outlined in section 1.4 of appendix 1 and section 2.2 of appendix 2 be approved and included as supplementary revenue estimates in the 2022/23 budget.**
3. **The capital carry-forward requests outlined in appendix 3b be approved and included as supplementary capital estimates in the 2022/23 budget.**

3. Detail

The accounts for 2021/22 have been finalised, subject to audit, and show an underspending on the General Fund revenue account of £1,899,731 and an underspending on the Housing Revenue Account (HRA) of £385,433 when compared to the revised estimates. A summary of the General Fund revenue accounts is provided in appendix 1, with a summary of the HRA accounts provided in appendix 2 and a summary on the capital position at appendix 3.

As reported to the Governance, Audit and Standards Committee on 17 May 2021, the Accounts and Audit (Amendment) Regulations 2021 came into effect on 9 March 2021. In accordance with these, the draft statement of accounts 2021/22 will be approved by the Deputy Chief Executive and Section 151 Officer and placed on the Council's website before 31 July 2022. They will then be subject to inspection by the Council's external auditors (Mazars).

Dependent upon the availability of Mazars' staff and the successful resolution of any issues identified by the external auditors, it is envisaged that the final, audited Statement of Accounts 2021/22 will be presented for approval to the Governance, Audit and Standards Committee on 26 September 2022.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The financial implications are included in the above narrative and the attached appendices.

The underspending on the General Fund revenue account when compared to the revised estimates has resulted in a net increase in the General Fund Reserve balance of £552,428. The General Fund Reserve balance, as at 31 March 2022, is £7.4m.

The underspending on the HRA when compared to the revised estimates has reduced the anticipated deficit on the HRA Working Balance which amounted to £4.9m as at 31 March 2022.

5. Legal Implications

The comments from the Head of Legal Services and Deputy Monitoring Officer were as follows:

There are no direct legal implications that arise from this report.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Union comments in relation to this report.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil

APPENDIX 1

REVENUE ACCOUNT OUTTURN SUMMARY 2021/22 –
GENERAL FUND1.1 General Fund Revenue Account Summary Position

The following table shows the summary position for the General Fund revenue account and the movement in reserves. The net expenditure figures are presented on the basis of corporate priority, whilst earlier budget reports were shown based upon the relevant Committee.

General Fund	Revised Estimate 2021/22 £	Actual 2021/22 £	Variation £	%
<u>Net Expenditure:</u>				
Housing (General Fund)	465,295	266,513	(198,782)	(42.7)
Environment	4,786,539	4,255,905	(530,634)	(11.1)
Business Growth	1,754,614	1,409,557	(345,057)	(19.7)
Community Safety	2,282,521	2,147,258	(135,263)	(5.9)
Health	1,841,802	1,715,366	(126,436)	(6.9)
Revenues, Benefits and Customer Services	1,246,706	1,125,807	(120,900)	(9.7)
Resources (including ICT)	(426,418)	(869,077)	(442,659)	(103.8)
Total General Fund	11,951,059	10,051,328	(1,899,731)	(15.9)
<u>Financed by:</u>				
Council Tax	(5,880,271)	(5,880,271)	0	0.0
Share of previous year Council Tax Collection Fund surplus	43,366	43,366	0	0.0
Council Tax – Section 31 Grant	0	512	512	0.0
Business Rates (NNDR)	(3,755,389)	(3,842,838)	(87,449)	2.3
Share of previous year NNDR Collection Fund deficit <i>(Note 1)</i>	6,807,882	6,807,882	0	0.0
NNDR – Section 31 Grant <i>(Note 2)</i>	(1,118,346)	(3,759,220)	(2,640,874)	236.1
NNDR Growth Levied by Notts Business Rates Pool – Returned	(180,000)	(577,374)	(397,374)	220.8
Growth Levy / (Safety Net) to/ (from) Notts Business Rates Pool	813,000	983,157	170,157	20.9
Lower Tier Services Grant	(123,995)	(123,430)	565	0.5
Total Funding	(3,393,753)	(6,348,216)	(2,954,463)	87.1

General Fund	Revised Estimate 2021/22 £	Actual 2021/22 £	Variation £	%
Net (surplus)/deficit	8,557,306	3,703,112	(4,854,194)	(56.7)
General Fund Reserves B/F	(6,872,754)	(6,872,754)	(0)	0.0
Transfer to/(from) Other Reserves <i>(including net transfer from the NNDR Equalisation Reserve – Notes 1 and 2)</i>	(6,900,020)	(4,255,539)	2,644,481	38.3
General Fund Reserves C/F	(5,215,468)	(7,425,182)	(2,209,714)	(42.4)

The net increase in the General Fund Reserve balance is £552,428.

Note 1 – The share on the previous year's Collection Fund deficit of £6,807,882 has been mainly offset by a transfer from the NNDR Equalisation Reserve of £6,782,260 (shown as part of Transfer to/(from) Other Reserves in the table above). This leaves a net deficit on the General Fund of £25,622 in 2021/22. Earlier Government funding was provided to local authorities to help offset the reduction in Business Rates received from ratepayers as a result of the Covid-19 pandemic. A proportion of this funding was set aside to offset the continued deficit in future years.

Note 2 – The additional NNDR Section 31 Grants received in 2021/22 includes a sum of £2,413,026 received for Expanded Retail Discount and Nursery Relief, which has been transferred to the NNDR Equalisation Reserve to offset the resulting deficit in 2022/23.

In March 2021 the Government announced an extension to the retail discount and nursery relief that eligible businesses receive towards their business rates bills would be expanded and cover 2021/22. This meant that the Net Rates Receivable by local authorities for 2021/22 as set out on their NNDR1 returns would not be collected. Broxtowe's NNDR1 indicated that business rates of more than £29m would be collected in the year. However, the expanded rental retail discount and nursery relief granted by the Council amounted to in excess of £6m. In order that local authorities should not lose out financially as a result of the expanded retail discount, nursery relief and related schemes, the Government have provided compensation through Section 31 grants. However, these grants must, in accordance with the regulations, be paid into the General Fund as opposed to the Collection Fund.

Broxtowe's share of such Section 31 grants in 2021/22 will be used to meet the cost of Broxtowe's 2022/23 anticipated NNDR deficit due largely to these reliefs in 2021/22. In order to address this timing issue, a NNDR Equalisation Reserve has been established so that the impact of this issue does not distort the position on the General Fund Reserve.

1.2 Movement in Other Reserves

The tables below show the movement in other earmarked reserves.

Other Revenue Reserves	Balances Brought Forward 01-Apr-21 £	Transfer to/(from) General Fund £	Balances Carried Forward 31-Mar-22 £
Elections	(170,920)	(30,000)	(200,920)
Homelessness Grant Initiatives	(142,400)	(69,664)	(212,064)
Stapleford Towns Fund	(71,561)	0	(71,561)
Planning Reserve	(17,446)	(13,625)	(31,071)
Noise Monitoring Equipment	(15,000)	0	(15,000)
Charity Accounts	(10,796)	(406)	(11,202)
Council Tax Equalisation	(65,610)	0	(65,610)
NDR Equalisation	(7,345,234)	4,369,234	(2,976,000)
TOTAL	(7,838,967)	4,255,539	(3,583,834)

Description of Reserves

Elections Reserve – A contribution is made each year thereby avoiding the need to find large funding in the year that the Borough Council elections take place. The reserve also contains monies set aside in relation to the Individual Electoral Registration initiative. It is intended these monies will contribute towards the costs associated with running individual registration, including the annual canvass and maintaining the electoral register.

Homelessness Grants Initiatives Reserve – This reserve is to fund specific initiatives to prevent and manage homelessness within the Borough.

Stapleford Town Fund – This reserve is to regenerate Stapleford town centre, boost businesses and improve infrastructure.

Planning Reserve – These monies will contribute towards the costs associated with setting up and maintaining the custom / self-build properties and brownfield sites registers.

Noise Monitoring Equipment Reserve – A contribution from unspent budget which will fund the required expenditure to replace or upgrade the equipment every two/three years.

Charities Account – The balances held on account by the Council on behalf of Bramcote Consolidated Charities.

Council Tax Equalisation Reserve – Earlier Government funding was provided to local authorities to help offset the reduction in council tax received from taxpayers as a result of the Covid-19 pandemic. A proportion of this funding has been set aside to offset the continued deficit in future years.

NNDR Equalisation Reserve – Earlier Government funding was provided to local authorities to help offset the reduction in Business Rates received from ratepayers as a result of the Covid-19 pandemic. A proportion of this funding has been set aside to offset the continued deficit in future years.

1.3 Reasons for Variations – General Fund

The overall General Fund underspend is £1,899,731. After financing and the transfer of monies to be set aside in earmarked reserves **the increase in the General Fund Reserve balance is £552,427** as against a budgeted reduction of £1,647,286. The main variations from the revised estimate are as follows, noting that underspends/additional income figures are shown in brackets:

	Variation £	Comments
1.	(267,900)	Net revenue carry forward requests which are detailed in section 1.4 below.
2.	(13,000)	Employee Related Expenses – There was an overall underspend in direct staffing costs against the establishment budget, which was largely offset by an overspend on agency staffing costs and other miscellaneous indirect employee costs (e.g. course fees, occupational health etc.). Whilst the net position on employee costs is almost breakeven on budget, the Council has achieved a challenging vacancy budget targets already applied within its establishment budgets.
3.	47,500	Additional spend on Business Rates as a result of property acquisitions.
4.	(36,000)	A net underspend of repairs and maintenance budgets across the General Fund.
5.	60,200	Overspend on the cost of replacement wheeled-bins as a direct consequence of increased activity, culminating in increased income from garden waste collections and sale of bins.
6.	116,650	The additional cost of street furniture, over and above budgeted amounts being offset by additional grants received from the Re-opening the High Street Fund (see grants below).
7.	385,400	Net overspends on all transport related expenses budgets was mainly due to vehicles repairs and maintenance costs being higher than expected. These costs in any given year can be unpredictable, with the previous year showing an underspend.
8.	86,000	Additional costs associated with the use of sub-contractors in the grounds maintenance team for tree management activities.

	Variation £	Comments
9.	(187,700)	<p>Net savings on the movement in bad debt provision linked to sundry debtors and housing benefit overpayments. It is difficult to accurately forecast how much debt may require write off, even more so during the pandemic.</p> <p>The bad debt provision for sundry debtors was previously increased considerably to counteract the impact of Covid-19. There has since been positively movement and the provision has been decreased accordingly. Similarly, the level of debt outstanding for housing benefits overpayments has fallen which has filtered through into the bad debt provision.</p>
10.	(47,500)	An underspend on the amount of invoices paid towards the cost of telephone system charges.
11.	(129,300)	A bad debt provision is in place for Council Tax and Business Rates to help to offset future charges made when court costs are not recovered. The net value of Council Tax court costs written back in the year was higher than anticipated and resulted in a return to balances. This coupled with lower than anticipated court cost in the year culminated in the overall underspend.
12.	(83,900)	An overall saving on the cost of insurance, most notably with lower than anticipated claims costs against the insurance provision, has generated a saving to the General Fund.
13.	(27,250)	A saving on the original budgeted cost of trade waste disposal charges from the waste disposal authority.
14.	(702,900)	Rent Allowance Benefits and Rent Rebates were lower than originally budgeted. This underspend is largely offset by lower than expected central government grants being received.
15.	(224,000)	A net underspend across the Council compared to the original estimates has resulted in lower central support recharges across the General Fund.
16.	19,600	<p>Overall overspend on capital charges made up of the following</p> <ul style="list-style-type: none"> • Depreciation charges being lower than the original budget due to asset disposals and revaluations from 2020/21 (-£45k). • Interest on external borrowing was higher than budgeted due to the shift from short-term to long-term borrowing (+£45k). • Impairments being £20k higher than budgeted (these are then removed from service accounts as a technical adjustment so nil impact across the General Fund).
17.	(127,000)	An increase in the number of planning applications received during the year resulted in a surplus of income in Planning Fees.

	Variation £	Comments
18.	(278,200)	An increased level of activities for the refuse collection services most notably resulting in net additional income from garden waste (£119k) and trade refuse collection (£151k).
19.	37,700	A net reduction in the budgeted income received on car parking charges as result of the pandemic and the loss of use of some car parks in Beeston town centre.
20.	(32,500)	Additional grave right transfer fees received resulting in an increase income in cemeteries.
21.	37,200	A reduction in licensing income received, compared to budget, especially in respect of Hackney carriage vehicles and premises licence annual fee.
22.	(472,500)	The amount of central government grants and other grants received was more than originally anticipated. These grants included additional new burdens funding and Covid related grants received in year to support the Council's administration and services during the ongoing pandemic. Also included is the Re-opening of High Streets grant, Homelessness grants and other miscellaneous grants. The total variation is partially offset by lower than anticipated subsidy in relation to rent allowance benefits and lower than anticipated subsidy in relation to rent rebates subsidy.
23.	(60,331)	Other net variations across the individual General Fund budgets that have provided a net revenue overspend/(saving).
	(1,899,731)	TOTAL

1.4 General Fund Revenue Items to be Carried Forward

The total amount of revenue items proposed to be carried forward for the General Fund is £267,900 as follows:

	Budget C/F £	Comments
1.	25,000	Asset Management Strategy – To cover the cost of delayed asset management strategy work.
2.	32,000	Levelling Up – An underspend on economic development budgets to provide continuing consultancy work on Levelling Up including costs associated with bid applications will be utilised in 2022/23.
3.	54,320	Core Strategy Review – Covid activities have continued to delay some elements of core strategy including transport and logistics assessments

Budget C/F £		Comments
4.	41,180	Neighbourhood Plans – An underspend on the budget will be used to support further expenditure on four neighbourhood plans in 2022/23.
5.	8,250	CCTV Maintenance – An underspend on camera maintenance due to delays on the annual maintenance programme for some cameras.
6.	5,650	Nottingham Energy Partnership Grant - Grant received from the government in 2021/22 via Nottinghamshire County Council to help support communities has not been fully spent and can be used to the same purpose in 2022/23.
7.	101,500	Earlier Covid-19 Track and Trace Grants received from central government to support members of the public who have to self-isolate. These payments were ongoing into 2021/22 and funded from the grant remaining. The scheme ended in February 2022. This amount is being carried forward again and will be utilised as part of the final reconciliation process in 2022/23.
	£267,900	TOTAL

APPENDIX 2

REVENUE ACCOUNT OUTTURN SUMMARY 2021/22 –
HOUSING REVENUE ACCOUNT2.1 HRA Summary Position

The table below shows the summary position for the Housing Revenue Account (HRA). The revised estimate budgets shown have been adjusted for changes in the outturn for capital charges for technical adjustments including depreciation and impairment.

Housing Account	Revenue	Revised Estimate 2021/22 £	Actual 2021/22 £	Variation £	%
Expenditure		18,160,908	17,623,874	(537,034)	(2.9)
Income		(16,757,260)	(16,605,659)	151,601	(0.8)
Deficit/(Surplus)		1,403,648	1,018,215	(385,433)	
HRA Working Balance B/F		(5,925,810)	(5,925,810)	0	
Deficit/(Surplus)		1,403,648	1,018,215	(385,433)	
HRA Working Balance C/F		(4,522,162)	(4,907,595)	(385,433)	

Note: Figures in brackets in the revised estimate and actual columns indicate a net income amount. Figures in brackets in the variation column indicate a net saving or underspend.

2.2 Reasons for Variations – HRA

The summary reasons for the underspending of £385,433 on the HRA is mainly due to the following factors:

Type	Variation £	Comments
Employee Related Expenses	(280,000)	There has been a large number of vacancies in the establishment across the HRA throughout the year leading to various vacancy savings. This includes the Housing Repairs, Independent Living and Housing Allocations sections. This saving has been partially offset by higher than anticipated expenditure on agency staff to cover the vacancies.
Premises Related Expenses	(211,000)	This underspend has been as a result of the following: <ul style="list-style-type: none"> Delays to the refurbishment of sheltered schemes has created a significant underspend - £85k of this underspend is requested for carry forward (below). Expenditure on the internal decoration scheme has

Type	Variation £	Comments
		<p>been lower than forecast (£20k).</p> <ul style="list-style-type: none"> • Maintenance costs for laundry machines were lower than anticipated (£14k). • Water charges for sheltered schemes being lower than initially budgeted for (£20k). • Various other premises related costs (£46k).
Transport Related Expenses	32,000	Transport cost recharges were higher than expected. This recharge is based on the actual costs of running vehicles (repairs, fuel, insurance etc.) and can vary year-to-year. This was partially offset by the cost of travel expenses (e.g. mileage, train tickets) was lower than budgeted as the amount of off-site working has not returned to pre-pandemic levels.
Supplies and Services	168,000	<p>This overspend has been as a result of the following:</p> <ul style="list-style-type: none"> • Higher than expected voids resulting in larger than forecast costs on empty properties (+£105k) • Use of sub-contractors to support housing repairs work significantly increased compared to the previous year (+£302k) • An allowance is made for default on housing repairs which are recharged to the tenant. This allowance was underspent in year against budget (-£51k) • Material, equipment, waste disposal, consultancy and various other supplies saw net underspends partially offsetting the overspends above (-£100k). • Historic rent arrears written off were partially netted off by the removal of some of those arrears from the bad debt provision resulting in a lower than budgeted impact of write offs (-£88k).
Other Expenditure	(41,000)	There were fewer than anticipated ad-hoc grounds maintenance works required resulting in a lower than expected charge from the Grounds Maintenance team.
Central Support Services	(200,000)	Net expenditure across the Council was lower than anticipated and therefore the various central support recharges to the HRA (such as finance and legal) were lower than initially expected.
Capital	50,000	<p>This overspend has been as a result of the following:</p> <ul style="list-style-type: none"> • The consolidated rate of interest on borrowing was higher meaning that external borrowing costs charged to the HRA was higher (+£122k) • HRA proportion of the total balances held by the Council was lower than forecasted, resulting in the

Type	Variation £	Comments
		HRA share of interest earned on investments being lower than expected (+£18k). <ul style="list-style-type: none"> Due to slippage in the capital programme the HRA Direct Revenue Financing of capital expenditure is lower than budgeted for (-£90k).
Income	132,000	This variance has been as a result of the following: <ul style="list-style-type: none"> The number of voids used to calculate the budget was underestimate and therefore the rental income is lower than forecast (+£114k) Income from garage rents was below the budget due lower occupancy of garages than had been anticipated (+£35k) Income from leasehold service charges for management fees and insurance recharges was higher than originally budgeted (-£17k)
Miscellaneous Variances	(35,433)	Other budget variations across the various categories resulting in a net underspend.
TOTAL	(385,433)	

2.2 Revenue Items to be Carried Forward – HRA

The total amount of revenue items proposed to be carried forward for the Housing Revenue Account is £106,000.

	Budget C/F £	Comments
1.	21,000	Asset Management Strategy to cover the cost of delayed asset management strategy work.
2.	85,000	Refurbishment Works at Independent Living Schemes to cover the cost of outstanding works.
	106,000	TOTAL

APPENDIX 3

CAPITAL PROGRAMME OUTTURN SUMMARY 2021/22

Details of the individual Capital Programme schemes are provided in appendix 3a. A list the requested carry forwards totalling £8,053,629 are included at appendix 3b.

Details of how the capital expenditure in 2021/22 has been financed are given below. The majority of capital receipts remaining as at 31 March 2022 are earmarked towards part funding capital schemes in later years, which is line with the assumptions made when the budget for 2021/22 was approved. All housing capital receipts accumulated up to 31 March 2022 will be utilised to part fund the Council's housing new build and property acquisition programme in line with central government guidance on the use of capital receipts.

All capital programmes will be subjected to further review in 2022/23.

Overall capital expenditure in 2021/22 totalled £14.178m (compared to £16.725m in 2020/21). This equates to a performance of 62% spend against the approved Capital Programme.

The overall financing, as compared with that previously planned, is as follows:

	Budget 2021/22 £	Actual 2021/22 £	Variance £
Capital Expenditure 2021/22	22,730,023	14,177,913	(8,552,110)
Financed by:			
Major Repairs Reserve – HRA	4,211,000	4,347,611	136,611
Direct Revenue Financing – HRA	3,823,600	2,068,751	(1,754,849)
Usable Capital Receipts – GF	1,032,575	271,266	(761,309)
Better Care Fund	1,401,380	723,864	(677,516)
Borrowing	7,648,500	5,583,966	(2,064,534)
Section 106 Receipts	346,000	104,735	(241,265)
Direct Revenue Financing – GF	15,000	18,945	3,945
Usable Capital Receipts – HRA	3,446,500	928,710	(2,517,790)
FCC Communities Foundation	0	0	0
DLUHC (Stapleford Towns Fund)	52,450	105,455	53,005
D2N2 Local Enterprise Partnership	0	0	0
Other Bodies	753,018	24,610	(728,408)
Total Capital Financing 2021/22	22,730,023	14,177,913	(8,552,110)

The main reasons for the variations to the financing are caused by general underspending on capital schemes.

As regards the capital carry forward requests totalling £8,053,629 as set out at appendix 3b, the proposed financing of these schemes is as follows:

Source	Value £
Better Care Fund	627,516
Borrowing	4,755,314
Section 106 Monies	246,415
DLUHC (Stapleford Towns Fund)	207,045
FCC Communities Foundation	0
Direct Revenue Financing - HRA	869,809
Direct Revenue Financing - General Fund	11,000
Usable Capital Receipts - HRA	800,989
Usable Capital Receipts - General Fund	15,230
Other Grants	520,311
TOTAL	8,053,629

APPENDIX 3a

CAPITAL PROGRAMME 2021/22 - OUTTURN

	Total Budget £	Actual 2021/22 £	Spend %
Capital Expenditure Summary			
Jobs and Economy	498,750	221,118	44
Environment and Climate Change	1,808,400	1,173,121	65
Leisure and Health	104,600	78,817	75
Community Safety	120,300	23,207	19
Finance and Resources	5,187,475	2,127,255	41
Housing	15,010,498	10,554,395	70
TOTAL	22,730,023	14,177,913	62
Detailed Schemes			
<u>Jobs and Economy</u>			
Durban House Works	25,000	27,781	100+
Former Stapleford Police Station Redevelopment	0	3,030	-
Town Centre Wi-Fi (Beeston, Kimberley, Eastwood)	0	1,564	-
Mushroom Farm - New Industrial Units	81,250	83,288	100+
Mushroom Farm S106 (Footpath alongside A610)	80,000	0	0
Stapleford Towns Deal	312,500	105,455	34
<u>Environment and Climate Change</u>			
Beeston Tram Interchange - Public Conveniences	310,000	21,810	7
Brinsley P.C. Play Area and Parks	4,000	0	0
Canalside Heritage Centre - Arts Ark Project	10,000	4,530	45
Dovecote Lane Recreation Ground - Imps Works	97,200	90,075	93
Electric Vehicles	44,000	44,000	100
Giltbrook Paths (S106 Env.)	56,000	53,680	96
Kimberley Depot - Flood Barriers	7,000	8,072	100+
Kimberley Depot - Garage Doors	12,000	12,326	100+
Kimberley Depot - Stores Doors	6,000	6,000	100
Kimberley Footpath 35 Improvements	15,000	0	0
Pedestrian Crossing - Hickings Lane (Stapleford)	0	29,245	-
Pasture Road Rec Ground (Stapleford)	78,750	0	0
Play Area General Improvements	31,500	29,872	95
Replacement Vehicles and Plant	1,086,950	873,511	80

	Total Budget £	Actual 2021/22 £	Spend %
Strelley Bridleway 4 Improvements	30,000	0	0
Sun Inn Traffic Management Upgrade	20,000	0	0
<u>Leisure and Health</u>			
Beeston Shopmobility (S106 ITPS)	5,000	0	0
BLC Replacement of Flat Roofs	45,000	31,184	69
BLC Site Options Professional Advice	15,000	18,945	100+
BLC Feasibility Study	11,000	0	0
BLC Lift Repairs	7,000	7,100	100+
KLC Pool Filter Repairs	21,600	21,588	100
<u>Community Safety</u>			
Stapleford Place Fund	25,000	23,207	93
CCTV – Camera Upgrade/Wireless Network	95,300	0	0
<u>Finance and Resources</u>			
Allpay	5,150	5,150	0
Beeston Square - Argos Block	500,000	0	0
Beeston Square - Phase 2	3,993,500	1,964,336	49
E-Facilities Initiatives	112,500	0	0
Grant Aid to Trent Vale Community Sports Assoc.	2,500	2,500	100
Grant Aid to Royal British Legion	8,645	8,645	100
Grant Aid to Phoenix Inham Football Club	15,230	0	0
NWOW Main Reception	99,000	540	1
NWOW Planning, Finance & Estates	4,550	11,400	100+
ICT Replacement and Development Programme	166,950	70,093	42
ICT Technical Infrastructure Architecture	229,450	64,592	28
ICT VoIP Telephony	50,000	0	0
<u>Housing</u>			
Disabled Facilities Grant	1,351,380	723,864	54
Acquisition of Properties	2,200,950	993,117	45
Disabled Adaptations	593,450	517,719	87
Asbestos Surveys and Remedial Works	140,550	161,288	100+
EEM Funded Garden Works	3,168	1,402	44

	Total Budget £	Actual 2021/22 £	Spend %
Electrical Periodic Improvements	484,950	437,996	90
External Decoration and Pre-paint Repairs	928,850	793,138	85
External Works – Paths and Paving	222,600	232,102	100+
Fire Safety Assessment and Remedial Work	371,000	374,274	100+
Garage Refurbishment	248,800	272,004	100+
Central Heating Replacement	2,406,850	1,888,305	78
Housing Delivery Plan Officer Posts	188,000	60,457	32
Modernisation Programme	2,215,300	2,224,910	100
HRA Stock Condition Survey	6,750	0	0
Dementia Friendly Bungalows	0	6,717	-
NWOW Housing Section	0	3,106	-
Major Relets	150,000	160,105	100+
New Build - Chilwell/Watnall Garage Sites	600,000	423,690	71
New Build - Housing Feasibility Costs	616,700	205,416	33
New Build - Fishpond Cottage	550,000	2,201	0
New Build - Oakfield Road	690,850	636,895	92
Structural Remedial Repairs	302,200	142,114	47
Warm Homes on Prescription	50,000	0	0
Window & Door Replacement	688,150	293,574	43

APPENDIX 3b

CAPITAL PROGRAMME 2021/22

PROPOSED CAPITAL ITEMS TO BE CARRIED FORWARD INTO 2022/23

Scheme	Amount £
Housing	
Acquisition of Properties	773,117
Central Heating Replacement (including LAD funded schemes)	518,545
Disabled Adaptations	75,731
Disabled Facilities Grants	627,516
EEM Funded Garden Works	1,766
Electrical Periodic Improvement Works	46,954
External Pre Paint Repairs and Redecoration Programme	135,712
Housing Delivery Plan Officer Posts	32,863
HRA Stock Condition Survey	6,750
New Build - Chilwell/Watnall Garage Sites	176,310
New Build - Fishpond Cottage	550,000
New Build - Oakfield Road	58,898
New Build - Housing Feasibility Costs	411,285
Structural Remedial Repairs	160,086
Warm Homes on Prescription	50,000
Window and Door Replacement	394,576
Environment	
Beeston Tram Interchange - Public Conveniences	288,190
Pasture Road Recreation Ground	78,750
Grant Aid - Canalside Heritage Centre - Arts Ark Project	5,470
Dovecote Lane Recreation Ground - Improvement Works	7,125
Giltbrook Paths (S106)	2,320
Replacement Vehicles & Plant	175,251
Sun Inn Traffic Management Upgrade	20,000
Jobs and Economy	
Mushroom Farm S106	80,000
Stapleford Towns Fund - Recovery Fund	207,045
Community Safety	0
CCTV – Camera Upgrade/Wireless Network	95,300

Scheme	Amount £
Leisure and Health	
Grant Aid - Phoenix Community Foundation	15,230
BLC Feasibility Study	7,000
Finance and Resources	
Beeston Square - Argos Block	500,000
Beeston Square - Phase 2	2,029,164
E-Facilities Initiatives	112,500
NWOW - Main Reception	98,460
ICT Replacement/Development Programme	96,857
ICT Technical Infrastructure Architecture	164,858
ICT VoIP Telephony	50,000
TOTAL	8,053,629

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Report of the Portfolio Holder for Resources and Personnel Policy

HOUSING DELIVERY PLAN – CAPITAL PROGRAMME NEW BUILD SCHEMES – REVISIONS TO THE BUDGET 2022/23 & 2023/24

1. Purpose of Report

To seek approval for revisions to the 2022/23 and 2023/24 capital programme specifically relating to the new build programme and increased scheme costs.

2. Recommendation

Cabinet is asked to RESOLVE that,

- 1) The revised budgets for the 2022/23 and 2023/24 HRA new build schemes, as set out in the Appendix, be agreed,**
- 2) The increase in overall scheme costs, as set out in the Appendix, be agreed.**

3. Detail

The capital programme for the new build housing schemes was approved in April 2022. However, the programme has been revised recently based on the changes to the timetables associated with the schemes and due to a rapid increase in construction costs over the last 12 months. Appendix 1 shows the difference between the approved programme and the revised programme for 2022/23 and 2023/24 and sets out the revised scheme costs on a site by site basis.

4. Financial Implications

The comments from the Head of Finance were as follows:

The overall increase in the Housing Delivery Plan Capital Programme New Build Schemes is £1.225m. This excludes the impact of adding year 4 of the agreed Crematorium site scheme that was not included in the approved three-year capital programme for 2022/23 to 2024/25. The new capital scheme at Field Farm for £3.5m over four years was approved by Cabinet on 24 May 2022.

The effect of these revisions and re-profiling of budgets means that the capital programme for 2022/23 will reduce by £1.625m, effectively pushing this and more into 2023/24 and later years beyond. These schemes are financed by a mixture of housing capital receipts, capital grants and prudential borrowing. The impact on the financing of the capital programme will now be considered in further detail by the Deputy Chief Executive and Section 1515 Officer and the outcome presented to Members as part of the regular Capital Programme update reports during the year.

The updated budget profiles for years 2, 3 and 4 will form the basis of the proposed Capital Programme 2023/24 to 2025/26 that will be considered as part of the budget setting process later in this financial year.

5. Legal Implications

There are no direct legal implications arising from this report.

6. Background Papers

Nil.

Report of the Resources and Personnel Policy Portfolio Holder

TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

1. Purpose of report

To inform the Cabinet of treasury management activity and the actual prudential indicators for 2021/22.

2. Recommendation

Cabinet is asked to NOTE the Treasury Management and Prudential Indicators Annual Report for the year ended 31 March 2022.

3. Detail

This report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through regulations issued under the Local Government Act 2003.

During 2021/22 the minimum reporting requirements were that an annual treasury management strategy be approved in advance of the year, a mid-year report and finally an annual report be produced following the year describing the activity compared to the strategy. This report fulfils this requirement.

The CIPFA Code of Practice on Treasury Management required the Section 151 Officer to operate the treasury management function in accordance with the Treasury Management Strategy approved at the Council meeting of 4 March 2021. Details of all borrowing and investment transactions for 2021/22 together with the balances at 31 March 2022 and treasury management limits on activity are also provided in appendix 1. All treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice on Treasury Management and the approved treasury management strategy.

Under the CIPFA Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare a number of prudential indicators against which treasury management performance should be measured. Performance against the prudential indicators is given in appendix 2.

The CIPFA Prudential Code for Capital Financing in Local Authorities was revised in December 2017 and introduced a requirement for the production of a Capital Strategy. This is considered alongside the Treasury Management Strategy Statement and the Investments Strategy by this Committee as part of the Budget Proposals and Associated Strategies report each year before being presented to full Council for approval in March.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

This report meets the requirements of the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. All treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice on Treasury Management and the approved Treasury Management Strategy. Further comments are incorporated in the narrative in the executive summary and appendices.

5. Legal Implications

The comments from the Head of Legal Services and Deputy Monitoring Officer were as follows:

Treasury Management activities have to conform to the Local Government Act 2003, the Local Authorities (Capital; Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), which specifies that the Council is required to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and also the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 (SI 2008/414), which clarifies the requirements of the Minimum Revenue Provision guidance. This report demonstrates compliance with the legislative framework.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil

APPENDIX 1

TREASURY MANAGEMENT ACTIVITY 2021/22

1. Borrowinga) Debt Outstanding and Transactions during the Year

The amount of loan debt outstanding as at 31 March 2022, together with comparative figures for 31 March 2021, is summarised in the table below:

	Amount Outstanding at 31-Mar-21 £	Amount Outstanding at 31-Mar-22 £
Short Term Loans	23,785,728	10,058,236
Long Term Loans:		
Public Works Loan Board	74,327,519	82,643,348
Local Authorities	0	0
Barclays Bank	3,000,000	3,000,000
TOTAL	101,113,247	95,701,584

b) Short Term Loans

The movement in short term loans from other local authorities during the year is set out in the table below:

Lender	Balance at 31-Mar-21 £'000	Start Date	End Date	Rate %	Balance at 31-Mar-22 £'000
Merseyside Fire and Rescue Service	2,000	05-May-20	04-May-21	0.90	-
Somerset County Council	2,000	06-Aug-20	06-May-21	0.60	-
North of Tyne Combined Authority	2,000	30-Sep-20	29-Sep-21	0.55	-
South Derbyshire District Council	2,000	06-Oct-20	06-Apr-21	0.10	-
Shropshire & Wrekin Fire Authority	2,000	11-Nov-20	11-May-21	0.10	-
Merthyr Tydfil Council	3,000	05-Feb-21	05-Aug-21	0.04	-
Liverpool Combined Council	5,000	01-Mar-21	01-Sep-21	0.10	-
Shropshire & Wrekin Fire Authority	-	11-May-21	11-Nov-21	0.04	-

Lender	Balance at 31-Mar-21 £'000	Start Date	End Date	Rate %	Balance at 31-Mar-22 £'000
Vale of Glamorgan Council	-	24-Mar-22	22-Dec-22	0.95	2,000
Bedford Borough Council	-	28-Mar-22	28-Jun-22	0.75	1,000
Nottingham City Council	-	28-Mar-22	28-Sep-22	0.85	2,000
TOTAL	18,000				5,000

Short term loans outstanding at 31 March 2022 included £544,078 invested with the Council by the Bramcote Crematorium Joint Committee. The equivalent figure was £275,121 as at 31 March 2021.

Short term loans outstanding at 31 March 2022 also include nominal PWLB annuities totalling £12,895. The equivalent figure at 31 March 2021 was £11,625.

c) Long Term Loans

The majority of the loans from the PWLB is comprised of the £61.446m borrowed on 28 March 2012 as part of the reform of council housing finance.

New long-term loans received from the PWLB in 2021/22 was comprised of £13.0m being made up of four loans borrowed on 6 October 2021 (£5.0m), 15 December 2021 (£2.0m), 8 March 2022 (£3.0m) and 9 March 2022 (£3.0m).

There is a movement of £4.5m in the long term PWLB loans which reflects the re-classification of long-term loans to short term at 31 March 2022 as they will be repaid within the next 12 months.

The Council also has a loan of £3.0m at 4.19% with Barclays Bank that is due to mature on 4 February 2073.

d) Borrowing Strategy 2021/22

Overall, debt was kept under review in order to match the level of borrowing with the financing requirement for assets, based on analysis of the Council's balance sheet with the aim of maintaining the Council's borrowing at the most efficient level in line with the prudential framework for capital finance.

The approved budget for 2021/22 indicated that further borrowing of £7.543 million would be required to help fund the 2021/22 capital programme. A total of £18.0 million of additional borrowing was actioned with the potential need for additional funds re-profiled in line with a revised capital programme in the medium term.

e) Debt Profile

The Council's debt had an average of 8.00 years to maturity at 31 March 2022, compared to 7.03 years on 31 March 2021. The average interest rate payable in the year was 3.07% (2020/21 2.93%).

The one-off preferential rates offered by the PWLB for the £66.446m additional loans taken out in March 2012 continue to have a substantial impact upon both the average interest rate payable and the debt profile.

f) Debt Restructuring

The Deputy Chief Executive and Section 151 Officer, in association with the Council's treasury management advisors, carefully scrutinises the Council's loan portfolio to identify potential opportunities to achieve a reduction in risks and/or savings in interest costs by prematurely repaying loans and refinancing them on similar or different terms.

No suitable debt restructuring opportunities were identified in 2021/22 as the cost associated with premiums payable on the premature repayment of loans, ranging from 5% to 97% of the loan principal amount, could not be offset by lower refinancing rates.

2. Investmentsa) Investment Policy

The Council's investment policy is governed by Central Government guidance and was incorporated in the annual Investment Strategy approved at the Finance and Resources Committee meeting on 11 February 2021. The investment activity during 2021/22 conformed to the approved strategy with security of capital being the Council's main investment objective.

Counterparty credit quality was assessed and monitored with reference to credit ratings and other available information. The minimum long-term counterparty credit rating determined for the 2021/22 investment strategy was A- (or equivalent) across the Fitch, Standard and Poor and Moody's credit rating agencies.

In keeping with Central Government guidance, the Council sought to maintain a sufficient level of liquidity through the use of money market funds (MMF) and overnight deposit and call accounts. The Council had no liquidity difficulties in 2021/22.

The Council attempted to optimise returns commensurate with its objectives of security and liquidity.

b) Interest Received

The total interest receivable for the year amounted to £221,882 (compared to £265,165 in 2020/21). This includes the following long-term investments of:

- Interest of £73,053 from a £2 million investment in the CCLA Local Authorities Property Fund (LAPF) (£80,048 2020/21)
- Interest of £50,716 from a £2 million investment in the CCLA Diversified Income Fund (£65,610 2020/21)
- Interest of £72,193 from a £2 million investment in the Ninety-One Diversified Income Fund (£47,601 2020/21).

The table in 3d) includes details of the changes in the average life of investments during 2021/22.

The average interest rate received on investments in 2021/22 was 1.26% (1.06% in 2020/21). The United Kingdom bank rate remained at 0.75% for the year which was reflected in short-term money market rates with a corresponding impact on investment income. The rates of return on investments also continues to reflect the priorities of security and liquidity before yield.

c) Investments Placed

A summary of all investments placed in 2021/22 is set out below.

	Average Credit score	Balance at 01-Apr-21 £000s	Investment Made £000s	Investment Repaid £000s	Balance at 31-Mar-22 £000s	Increase/ (Decrease)
UK Banks and Building Societies						
Santander UK	A+	3,000	8,274	(11,274)	0	(3,000)
Bank of Scotland	A+	3,000	-	(3,000)	0	(3,000)
Local Authorities	A+	0	-	-	0	0
Money Market Funds						
Aberdeen	AAA	379	26,732	(22,111)	5,000	4,621
Insight	A+	0	-	-	0	0
Legal & General (LGIM)	AAA	0	7,750	(7,750)	0	0
Federated	AAA	0	8,300	(6,570)	1,730	1,730
Public Sector Deposit Fund	AAA	1,873	13,937	(10,810)	5,000	3,127
Other Funds						
Royal London Enhanced Cash Plus Fund	AA	2,000	0	0	2,000	0

	Average Credit score	Balance at 01-Apr-21 £000s	Investment Made £000s	Investment Repaid £000s	Balance at 31-Mar-22 £000s	Increase/ (Decrease)
Ninety One Diversified Income Fund	AA	2,000	0	0	2,000	0
CCLA Diversified Income Fund	AA	2,000	0	0	2,000	0
CCLA Property Fund	AA	2,000	0	0	2,000	0
Total		16,252	64,993	(61,515)	19,730	3,478

Investments with counterparties such as the Money Market Funds are set up as individual accounts where funds can be placed short-term (often overnight) and monies withdrawn as and when required. This increases the volume and value of investments made with these institutions during the year.

Money Market Fund credit ratings are indicative only due to the disparate investment strategies utilised by the funds.

d) Credit Score Analysis

Counterparty credit quality has been maintained in accordance with the Treasury Management Strategy approved by the Finance and Resources Committee on 11 February 2021 and confirmed by Council on 4 March 2021.

No investments were made with institutions where the credit rating exceeded a score of 7. All deposits were made with institutions achieving an average score of 5 or better.

Long-Term Credit Rating	Score
AAA	1
AA+	2
AA	3
AA-	4
A+	5
A	6
A-	7
BBB+	8
BBB	9
BBB-	10

3. Treasury Management Limits on Activity

There are four treasury management indicators that were previously prudential indicators. The indicators are:

- Upper limits on fixed rate exposure – This indicator identifies a maximum limit for fixed interest rates based upon the debt position net of investments.
- Upper limits on variable rate exposure – Similar to the previous indicator this covers a maximum limit on variable interest rates.

- Maturity structures of fixed rate borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing and are required for upper and lower limits.
- Total principal funds invested for periods longer than one year – These limits aim to reduce the risk of long-term investments needing to be realised before their natural maturity dates due to cash flow requirements, which could result in the investment being realised when market conditions are unfavourable.

The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position.

	2021/22 Planned Upper		2021/22 Actual 31-Mar-22	
Limits on fixed interest rates	100%		90%	
Limits on variable interest rates	40%		10%	
Maturity Profile of Borrowings	Lower	Upper	Lower	Upper
Under 12 months	0%	50%	0%	10%
12 months to 2 years	0%	50%	0%	8%
2 years to 5 years	0%	50%	0%	26%
5 years to 10 years	0%	75%	0%	41%
10 years to 20 years	0%	100%	0%	6%
20 years to 30 years	0%	100%	0%	2%
30 years to 40 years	0%	100%	0%	3%
40 years to 50 years	0%	100%	0%	0%
50 years and above	0%	100%	0%	3%

The CIPFA Prudential Code for Capital Finance in Local Authorities requires indicators to be set for the maturity structure of fixed borrowing only. The above limits applied equally to total borrowing (fixed and variable borrowing).

As suggested in the CIPFA Code of Practice on Treasury Management, all investments (whether fixed or variable rate) with a period of less than twelve months to maturity are regarded as variable rather than fixed rate investments as they are potentially subject to movements in interest rates when they mature. Likewise, any fixed rate borrowing that is due to mature within twelve months is regarded as being at a variable rate as the rate to be paid on any replacement loan could differ from the rate currently being paid.

With regard to the total principal funds invested, the investment strategy 2021/22 proposed that investments would only be made with those institutions on the counterparty list that were viewed as presenting the least risk.

At 31 March 2022 the Council's investments with a duration more than one-year totalled £8 million. This consisted of £2 million invested in the Royal London Enhanced Cash Plus Fund; £2 million in the CCLA Local Authorities Property Fund (LAPF); £2 million in the CCLA Diversified Income Fund; and £2 million in the Ninety-One Diversified Income Fund.

4. Regulatory Framework, Risk and Performance

The Council has complied with all of the relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular, the Council's adoption of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities means that its capital expenditure is prudent, affordable and sustainable and that its treasury management practices demonstrate a low risk approach.

5. Money Market Brokers

The Treasury Management Strategy Statement 2021/22 to 2023/24 approved by Finance and Resources Committee on 11 February 2021 and by Council on 4 March 2021 included details of the external money market brokers to be used by Treasury Management.

- Tradition (UK) Limited of Beaufort House, 15 St Botolph Street, London EC3A 7QX
- Sterling International Brokers of 1 Churchill Place, Canary Wharf, London. E14 5RD
- Martins Brokers (UK) Limited of 20th Floor, 1 Churchill Place, Canary Wharf, London E14 5RD
- King and Shaxson Limited of 6th Floor, 120 Cannon Street, London. EC4N 6AS
- Imperial Treasury Services of 25 St Andrew Street, Hertford. SG14 1HZ

APPENDIX 2

PRUDENTIAL INDICATORS 2021/22

1. Introduction

The Local Government Act 2003 requires local authorities to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out their capital budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators, which provide the basis for the management and monitoring of capital expenditure, borrowing and investments. The indicators are based on the Council's planned and actual capital spending.

2. Capital Expenditure and Financing 2021/22

The Council undertakes capital expenditure on assets which have a long term value. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.) which has no resulting impact upon the Council's borrowing need; or
- If insufficient financing is available or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	2020/21 Actual £000s	2021/22 Actual £000s
General Fund	10,352	4,166
HRA	6,373	9,863
Total Capital Expenditure	16,725	14,029
Financed by:		
Capital Receipts	4,077	1,200
Capital Grants	1,980	959
Revenue	4,607	6,435
Unfinanced Capital Expenditure	6,061	8,594

Further details of capital expenditure are included in the Statement of Accounts Update and Outturn Position 2021/22 report elsewhere on this agenda.

3. The Council's Overall Borrowing Need

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge of the Council's debt position and represents net capital expenditure in 2021/22 and prior years that has not yet been paid for by revenue or other resources.

Part of the Council's treasury management activity seeks to address this borrowing need, either through borrowing from external bodies or utilising temporary cash resources within the Council.

Whilst additional borrowing can be undertaken or existing loans repaid at any time within the confines of the treasury management strategy, the Council is required by statute to make an annual revenue charge to reduce the CFR. This charge is effectively a repayment of the General Fund borrowing need and is known as the minimum revenue provision (MRP).

The total CFR can also be reduced by the application of additional capital resources (such as unapplied capital receipts); or charging more than the MRP statutory revenue charge each year through a voluntary revenue provision (VRP)

The Council's 2021/22 MRP Policy (as required by Central Government guidance) was approved at the Finance and Resources Committee meeting on 11 February 2021. For expenditure incurred before 1 April 2008, the General Fund MRP was based upon 4% of the CFR at that date utilising a reducing balance approach. For all unsupported borrowing incurred from 1 April 2008, the MRP was based upon the estimated life of the assets that the borrowing was intended to finance using an annuity based, as opposed to equal instalment, approach to more accurately reflect the time value of money.

There is no statutory requirement to charge MRP to the HRA. However, an authority can charge VRP to the HRA should it wish to do so. The Council meeting on 11 February 2021 determined that no VRP was to be charged to the HRA in 2021/22.

The Council's CFR for 2021/22 represents a key prudential indicator and is shown below.

Capital Financing Requirement (CFR)	General Fund £'000	HRA £'000	Total £'000
Opening Balance at 1 April 2021	19,629	81,267	100,896
Add: Unfinanced Capital Expenditure 2021/22	4,163	1,421	5,584
Less: MRP/VRP in 2021/22	(1,125)	0	(1,125)
Closing Balance at 31 March 2022	22,667	82,688	105,355

4. Treasury Position as at 31 March 2022

Whilst the Council's gauge of its underlying need to borrow is the CFR, the Section 151 Officer can manage the Council's actual borrowing position by either:

- Borrowing to the CFR; or
- Choosing to utilise some temporary internal cash flow funds in lieu of borrowing (under borrowing); or
- Borrowing for future increases in the CFR (borrowing in advance of need)

The figures in this report are based upon the principal amounts borrowed and invested and so may differ from those in the final accounts by items such as accrued interest.

The Section 151 Officer managed the debt position in 2021/22 by, on occasions, choosing to utilise some temporary internal cash flow funds in lieu of additional borrowing.

The borrowing position at 31 March 2022 compared with the previous year was:

Actual Borrowing Position	Principal 31-Mar-21 £000s	Av. Rate	Principal 31-Mar-22 £000s	Av. Rate
Fixed Interest Rate Debt	101,044	3.01%	95,158	3.31%
Variable Interest Rate Debt	0	-	0	-
Total Debt	101,044	3.01%	95,158	3.31%
<u>Capital Financing Requirement</u>				
CFR – General Fund	24,856		22,667	
CFR – HRA	81,267		82,688	
Total Capital Financing Requirement	106,123		105,355	
Over/(Under) Borrowing	(5,079)		(10,197)	

5. Prudential Indicators and Compliance Issues

Some of the prudential indicators provide either an overview or specific limits on treasury management activity. These are as follows:

i) Gross Borrowing and the Capital Financing Requirement (CFR)

In order to ensure that over the medium term gross borrowing will only be for a capital purpose, the Council needs to ensure that its gross borrowing does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional increases to the CFR for the current and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for

revenue purposes. The table below highlights the Council's gross borrowing position against the CFR.

	31-Mar-21 Actual £'000	31-Mar-22 Actual £'000
Gross Borrowing		
- PWLB and Market	100,769	95,158
- Bramcote Crematorium	275	940
Gross Borrowing Position	101,044	96,098
Capital Financing Requirement (CFR)		
CFR – General Fund	24,856	22,667
CFR – HRA	81,267	82,688
Total CFR	106,123	105,355

The Deputy Chief Executive and Section 151 Officer can report that gross borrowing was below the CFR at 31 March 2022 as it was at 31 March 2021. Gross borrowing in terms of PWLB loans remained largely unchanged throughout the year with the only movement being the repayment of some PWLB annuity loans. There was an overall increase of £3 million in market loans during 2020/21 and maturing loans were replaced throughout the year. As set out in appendix 1, the additional borrowing undertaken in 2021/22 was intended to bring greater alignment between the overall borrowing level and the Council's underlying need to borrow as measured by the CFR. The decrease in borrowing from Bramcote Crematorium over 2020/21 reflects the reduction in available surplus when compared with the previous year.

The CFR increase shown here is analysed in section 3 above.

As stated above, gross borrowing at 31 March 2022 was below the CFR and it is anticipated that gross borrowing will continue to be below the CFR over the current and following two financial years. Any borrowing decisions will take account of the effect upon the total CFR.

ii) Authorised Limit and Operational Boundary for External Debt

The authorised limit is a statutory limit determined under section 3(1) of the Local Government Act 2003 and represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which could be afforded in the short term to maximise treasury management opportunities and cover temporary cash flow shortfalls, but is unlikely to be sustainable over the longer term. The table below demonstrates that during 2021/22 the Council has maintained gross borrowing within its authorised limit.

The operational boundary is based on the probable external debt during the course of the year. The operational boundary is not a limit and actual borrowing can vary around the levels shown for short times. The operational boundary should act as an indicator to ensure the authorised limit is not breached and is a

key management tool for in year monitoring of treasury management activities by the Section 151 Officer.

Actual external debt is gross borrowing plus other long-term liabilities. As mentioned previously, gross borrowing includes sums invested with the Council by Bramcote Crematorium. Other long-term liabilities are liabilities outstanding (other than borrowing) in relation to the financing of capital expenditure. They relate to, for example, private finance initiative (PFI) credits or finance leases. The Council did not have such long-term liabilities at 31 March 2022 or at any stage during 2021/22.

	Operational Boundary 31-Mar-22 £000	Authorised Limit 31-Mar-22 £000	Actual External Debt 31-Mar-22 £000
Borrowing	101,200	126,500	95,158
Other Long-Term Liabilities	0	0	0
Total	101,200	126,500	95,158

The Deputy Chief Executive and Section 151 Officer reports that there were no breaches of the authorised limit during 2021/22. The maximum level of borrowing during 2021/22 was £101 million.

iii) Total Principal Sums Invested for More than One Year

This limit is intended to contain exposure to the possibility of any loss that may arise as a result of the Council having to seek early repayment of any investments made. If an investment has to be re-paid before its natural maturity date due to cash flow requirements then, if market conditions are unfavourable, there could be an adverse impact upon the Council.

The Council's policy for 2021/22 as set out in the annual investment strategy was to retain the flexibility to invest a proportion of its available balances for a period in excess of one year should credit conditions continue to show signs of stabilisation or improvement. An estimated amount of £8 million was identified in the strategy as being available for longer term investment. Details of sums invested over more than 1 year are identified in section 4 of appendix 1

iv) The Ratio of Financing Costs to Net Revenue Stream

This indicator as shown in the table below compares net financing costs (borrowing costs less investment income) to net revenue income from business rates, council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time.

	2020/21 Actual	2021/22 Actual
General Fund	13.2%	13.4%
HRA	15.2%	14.8%

General Fund performance reflects the cost of borrowing being broadly similar between 2020/21 and 2021/22. The revenue outturn report for 2021/22 identifies a significant underspend which increases the proportion of budget required for financing costs. HRA revised figures included a level of capital funding from revenue that was not required in year due to a re-profiling of the medium term capital programme.

6. Prudential Code for Capital Finance in Local Authorities

The Prudential Code for Capital Finance in Local Authorities has been subject to various reviews and consultations mainly in respect of borrowing for investment and yield. Exploratory activity is now complete and a revised Code is due to be published in December 2022. The financial implications of the revised Code as applicable to the Council will be reported to Members later in 2022.

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Report of the Portfolio Holder for Resources and Personnel Policy

GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2022/23

1. Purpose of Report

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

2. Recommendation

Cabinet is asked to consider the requests in the appendix and RESOLVE accordingly.

3. Detail

Details of the grant applications received are included in the appendix for consideration. The amount available for distribution in 2022/23 is as follows:

	£
Revenue Grant Aid Budget	168,800
Less: Estimated requirements for:	
Citizens Advice Broxtowe	73,750
Rent Awards and Related Commitments (<i>Note A</i>)	44,800
Other Anticipated Grant Awards (<i>Note B</i>)	35,000
Less: Grant Awards to Date	11,100
BALANCE AVAILABLE FOR DISTRIBUTION	4,150

The total grant requested in this report (from Hope Nottingham) is £12,000. As £10,000 of this is already covered by a provision based on previous grant awards, the additional amount required from the balance available for distribution is £2,000.

Note A – This includes provision in respect of rental and support costs for tenants of Council-owned properties, including 2nd Beeston Sea Scouts, 2nd Kimberley Scout Group, 5th Stapleford Scout Group, Age Concern Eastwood, Bramcote Cricket Club, Broxtowe Play Forum, Chilwell Community Association, Eastwood People's Initiative, Stapleford Community Association and Toton Coronation Hall Community Association.

Note B – The estimated provision, based on grants awarded in 2021/22, in respect of other anticipated annual recurring grants to community organisations, including Broxtowe Women's Project, Hope Nottingham, Rushcliffe Community and Voluntary Service, and The Helpful Bureau.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

Any grant awards will be met from the established grant aid budget shown in the table above. Members are reminded that they will need to suitably constrain grant awards in 2022/23 if the budget is not to be exceeded. The total 'cash' grant requested in this report is £12,000. The additional sums requested in this report, when compared to the previous year, would amount to £2,000 if all applications are fully supported.

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil.

APPENDIX

Applications

The following grant applications have been received for consideration in 2022/23:

<u>Applicant</u>		<u>Grant Award 2021/22 £</u>	<u>Grant Request 2022/23 £</u>
Hope Nottingham	1	10,000	12,000
Total			<u>12,000</u>

The total request is made up of £2,000 in 'cash' from the balance available, with £10,000 being covered by a provision for anticipated annual recurring grants.

Caring Organisations Category1. HOPE NOTTINGHAM

Hope Nottingham is project that is operated from Hope House at the Boundary Road Community Centre in Beeston. The project has around 300 regular users, with approximately 800 individuals benefitting from the service each year.

The Hope Café was originally established in 2005 as part of Hope NG9, the Christian church working together to bring 'Hope to the NG9 area through social action, backed by prayer and word'. From 2010, local ministers agreed that Hope NG9 should be merged with Hope Nottingham. The charitable objects of Hope Nottingham are the relief of poverty, sickness and distress and to advance the Christian faith.

The services offered by Hope Nottingham are primarily aimed at crisis intervention and transformational support and include a free drop-in café, advice centre, foodbank, job club, literacy group, elderly friendship club, a 'food club' offering low-priced surplus fresh food), a youth well-being café, parent and toddler group and support to a small network of related foodbanks.

Up until the end of December 2021, due to the Covid-19 pandemic, the services provided by Hope Nottingham have mostly been limited to food provision, telephone befriending for people at home alone, the parent and toddler group, community allotment and elderly Friendship Club. It was not possible to extend wider holistic support to foodbank users except in a few cases. However, particular achievements within these continuing services during this period include:

- Food support to thousands of people during the pandemic, particularly continuing with delivery to those needing to isolate, but also assisting

those already experiencing poverty that was exacerbated by the pandemic.

- Telephone befriending was very effective in helping people overcome the negative effects of isolation resulting in growth of our Friendship Club when it restarted.
- The Parent and Toddler Group has been very helpful in providing support and company for new parents who would otherwise have been very isolated during the pandemic.
- The community allotment has continued throughout the pandemic providing healthy activity for about a dozen people and providing healthy fresh food for many local people.
- A new 'food club' was started in November 2021 providing members with approximately £15.00-£20.00 worth of fresh food for a weekly subscription of £3.50. This now has regular membership of 35 households, encouraging healthier eating and building friendships in the community.

Since around January / February 2022 it has been possible for Hope Nottingham to re-start their various other activities so that it has become possible to return to a more holistic approach.

Hope Nottingham continues to enjoy working as part of a number partnerships. In particular:

- Trent Compassion (The Arches) – store food supplies in bulk for redistribution to foodbanks.
- Citizen's Advice – provide twice weekly advice sessions at Hope House, funded by the Trussell Trust.
- Renew Well-Being – working to pilot a youth well-being café.
- Children's Centres/Family Action – the food club at Hope House.
- Chilwell Parish – 'Hope Hub' at St Barnabas Church, Inham Nook.

Financial Information

Hope Nottingham has provided the latest accounts for the year ended 30 June 2021 for scrutiny. The charity separates its accounts between restricted fund and unrestricted funds.

Total income generated amounted to £476,531 which mostly related to grants and donations. Significant restricted and unrestricted grants (in addition to those from this Council) were received from Nottinghamshire County Council

(£47,900), DEFRA (£37,500), the Big Lottery Community Fund (£35,000) and Grasiela (£15,000), in addition to considerable grants and donations received from local businesses, church and community.

Total expenditure amounted to £384,148 which included salaries and associated employer costs (£215,178) for an average of 12 employees with no employee receiving more than £60,000 during the period, external services and supplies (£116,586) and miscellaneous premises expenses and other operating costs.

Total funds as at 30 June 2021 were £285,180 including unrestricted funds of £219,811. Total cash at bank and in hand was £278,621.

As the formal financial statements of Hope Nottingham are over 12 months old, an update has been provided as to the current position of the organisation. The (draft) total funds as at 30 June 2022 is anticipated to be £180,000, of which £110,000 is anticipated to be classified as unrestricted.

Applications to other grant-awarding bodies are currently in progress with Nottinghamshire County Council (£10,900), Beeston Consolidated (£18,000), Tesco Community Grants (£5,000) Co-Op Local Community Fund (£3,000) and other smaller trusts (approximately £8,000 total).

Grant Aid Request

For 2022/23, Hope Nottingham has requested a grant of £12,000 towards the general cost of operating the project, an increase of 20% from previous years' grants of £10,000. Hope Nottingham cites the current cost of living crisis as having a direct impact on demand for its services as the reason for the request for an increase in the grant amount.

Such an award would be in line with the Council's Grant Aid policy for the following key reasons:

- Hope Nottingham is based within Broxtowe.
- The services provided by Hope Nottingham benefit Broxtowe residents and are complementary to the services provided by the Council.
- Hope Nottingham targets the needs of disadvantaged sections of the community.

An award, if approved, would be met from the established Grant Aid budget shown in the table at the head of this report. The Council has regularly supported Hope Nottingham, with the grants awarded in the past five years being as follows:

2021/22	£10,000
2020/21	£10,000
2019/20	£10,000
2018/19	£4,000
2017/18	£4,000

Members should note that the grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

Report of the Portfolio Holder for Resources and Personnel Policy

CITIZENS ADVICE BROXTOWE – GRANT AID 2022/23

1. Purpose of Report

To consider the outturn position in respect of the Service Level Agreement with Citizens Advice Broxtowe following the commitment of a three-year grant funding settlement from 2021/22 in accordance with the provisions of the Council's Grant Aid Policy.

2. Recommendation

Cabinet is asked to:

- 1. NOTE the outturn report from Citizens Advice Broxtowe**
- 2. RESOLVE that the second year of the three-year funding settlement be released.**

3. Detail

On 8 July 2021, the (then) Finance and Resources Committee approved grant aid of £73,750 to Citizens Advice Broxtowe, including £10,000 towards the annual rental of accommodation in the Council Offices. The resolution included a commitment to award grant aid at this level in both 2022/23 and 2023/24, subject to a suitable Service Level Agreement being in place. This three-year funding settlement was seen to provide some much-needed stability for Citizens Advice Broxtowe and give it a platform to lever in additional funds from other sources.

Citizens Advice Broxtowe has now provided an outturn position in respect of the Service Level Agreement to 31 March 2022. This is provided in appendix two.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The committed award of £73,750 to Citizens Advice Broxtowe in 2022/23 (including £10,000 rental for accommodation at the Council Offices) will be the second year of this funding agreement. The overall budget for grants to voluntary organisations includes provision for this committed award.

5. Legal Implications

The Council is empowered to make grants to voluntary organisations by virtue of Section 48 Local Government Act 1985 (as well as other legislation). Having an approved process in line the legislation and the Council's Grant Aid Policy will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil.

APPENDIX 1

CITIZENS ADVICE BROXTOWE

1. Background

Citizens Advice Broxtowe ("CAB") provides advice and support to the public on a variety of issues including debt, housing, welfare rights, employment and legal matters. CAB was established in 2004 following the merger of the former Beeston and Eastwood bureaux to create a district-based structure with operations that are based at the Council Offices in Beeston and the Library in Eastwood, with some funded outreach sessions also being provided at the Stapleford Care Centre.

2. Summary Achievements

In the last 12 months, CAB has helped 8,132 clients with 14,779 issues which are wide ranging and complex. CAB has provided a summary analysis of the enquiries that were handled between April 21 and March 2022. The majority of these contacts related to debt and benefits matters, with the remaining enquiries being classified as housing, employment, signposting, legal, relationships, financial, consumer, utilities, health, tax, other, travel, immigration and education.

CAB has seen a large increase in people coming to us with housing related enquiries and work closely with Broxtowe Councils departments (rents, housing, income) to jointly assist clients.

CAB has also assisted clients in accessing £5.21 million of additional benefits, which makes a huge difference to their wellbeing as well as supporting the local economy. This is the largest amount CAB has ever gained for the residents of Broxtowe which shows the difference our service can make to those facing financial crisis.

The statistics in Schedule A demonstrate that the number of residents coming to CAB for help is now increasing rapidly post pandemic.

3. Staffing

CAB currently employs 22 paid staff. During the last 12 months CAB has recruited 13 new volunteers and is currently grateful for the support of 48 volunteers. Volunteers give their time freely and last year the value of the volunteer hours was in excess of £250,000.

This year the 'Help to Claim' contract which employed 7 people ended as the terms changed and the contract transferred to Nottingham Citizens Advice. CAB staff were successfully transferred over and CAB continues to work with them and signpost clients for help with claiming Universal Credit.

CAB took part in the DWP 'Kickstart' scheme and employed 3 trainee advisers (under 25 years of age and unemployed over a 6-month period). These people are now all employed by CAB on either permanent or fixed term contracts.

4. Accommodation

In January 2009, CAB moved its Beeston operation into the Council Offices. Lease terms were agreed for the accommodation at a market rental of £10,000 per annum. CAB previously paid a nominal rental for their former premises and the extra rental cost of accommodation in the Council Offices significantly increased their premises costs. Having only limited financial resources, CAB is unlikely to be able to sustain this charge.

5. Financial Position

CAB has been unable to provide its draft financial statements for the year ended 31 March 2022 due to the timing of this meeting of Cabinet.

For information, the previous financial statements show that for the year ended 31 March 2021, total income generated amounted to £583,695, which mostly related to grants and donations with £235,696 being in respect of unrestricted funds. The majority of unrestricted funding was provided by this Council and Nottinghamshire County Council (£93,091). Significant restricted funding was also received from Citizen's Advice (£192,931), this Council (£76,315) and East Midlands Money Advice (£68,302). Total expenditure amounted to £541,571 including £298,728 charged to the restricted fund. Total funds increased to £395,172 (before the pension liability) with cash at bank and in hand increasing to £387,321. The CAB reserves policy is to maintain a minimum level of general reserves equivalent to around six months operating costs plus any closure costs should this become necessary.

CAB has predicted a financial deficit budget of around £105,000 for 2022/23. The Trustee Board keeps a close eye on any deficit spending to ensure the CAB has enough reserves to cover any redundancy and contractual costs in the unlikely event of a closure situation.

6. Previous Grant Awards

The Council has supported CAB for many years with the grants awarded in the past five years being as follows:

	Grant Awarded £
2021/22 (including £10,000 rent)	73,750
2020/21 (including £10,000 rent)	73,750
2019/20 (including £10,000 rent)	73,750
2018/19 (including £10,000 rent)	73,750
2017/18 (including £10,000 rent)	73,750

The grant of £73,750 awarded to CAB in 2021/22 represented 44% of the Council's overall grant aid budget.

7. Request for Grant Aid

On 8 July 2021, the (then) Finance and Resources Committee approved grant aid of £73,750 to CAB, including £10,000 towards the annual rental of accommodation at the Council Offices. The resolution included a commitment to award grant aid at this level in both 2022/23 and 2023/24, subject to a suitable Service Level Agreement being in place.

CAB has provided an outturn position in respect of the Service Level Agreement to 31 March 2022 (appendix 2) and has requested the release of the second year funding of £73,750 in 2022/23 (being £63,750 towards general expenses and £10,000 towards the annual rental of accommodation in the Council Offices).

The release of the second year of the funding would be in line with the Council's existing commitment to award grant aid at this level to CAB in 2022/23 and is also in line with the Council's Grant Aid policy for the following key reasons:

- CAB is based within Broxtowe.
- The services provided by CAB benefit Broxtowe residents and are complementary to the services provided by the Council.
- CAB targets the needs of disadvantaged sections of the community.

8. Looking Forward – CAB Perspective

CAB, like many statutory and voluntary sector organisations, faces a large deficit budget this year. Funding is becoming harder to obtain and emergency Covid-19 related funds have now been used up. CAB could not operate its services without the core funding the grant aid provided by this Council or the help of our unpaid volunteer advisers.

However, the Trustee Board and staff remain optimistic that the CAB can continue to offer a high quality advice service which adapts to changing challenges for its partners and clients.

The cost-of-living crisis is a real threat to the financial sustainability of families and the long-term prosperity of Broxtowe's economy. It is considered important that the local community improves its financial resilience to economic shocks like the current cost-of-living crisis. CAB has seen a significant increase in client numbers since the beginning of 2022 with the greatest increase in April, up 63% (to 632 clients per month) compared to April 2021. CAB's own research suggests that most households working or economically inactive that receive Universal Credit (or just above entitlement) will experience a negative budget in 2022.

CAB is urging all those facing a negative budget to get in touch. Support is available but can be complex, provided by a variety of schemes. Residents are advised not to struggle alone. As a result, CAB has set up a Financial Resilience Project that systematically looks at a household's income, spending and assets and provides them with a plan towards financial security. CAB is currently gathering evidence and outcomes from this project to secure long term funding.

APPENDIX 2

SERVICE LEVEL AGREEMENT 2021-24

Citizens Advice Broxtowe has provided the following information in accordance with the terms of the grant awarded and committed by the (then) Finance and Resources Committee on 8 July 2021 and the Service Level Agreement for 2021-24.

SCHEDULE A – OUTPUT MEASURES

Ref	Outcome Area	Total 2021/22
6.1	Number of new issues (problems) dealt with	14,779
6.2	Number of clients receiving support during the year	8,132
6.3	Average amount of debt handled per client seeking debt advice	£11,267
6.4	Estimated amount of benefits gained for clients seeking benefit advice	£5.21m
6.5	Please list the top five advice needs and the number of new social policy issues recorded for each <ul style="list-style-type: none"> • Benefits (including Universal Credit) • Debt • Housing • Employment • Relationships 	6,860 2,136 1,957 601 422
6.6	Number of staff employed as at 31 March 2022	30
6.7	Number of volunteers available as at 31 March 2022	49
6.8	Number of new volunteers recruited in 2021/22	15
6.9	Number of volunteer hours worked in 2021/22	Pending
6.10	Value of volunteer hours given 2021/22	£250,000

10.11 Breakdown of service users and volunteers by gender, age, ethnicity and disability for 2021/22:

Description	Service Users		Volunteers	
Gender				
Male	3,252	40%	17	33%
Female	4,879	60%	32	67%
Age				
19 and under	33	1%	-	-
20-49	1,897	23%	5	10%
50-64	1,012	12%	23	48%
65 and over	448	6%	21	42%
Not stated	4,742	42%	-	-
Ethnicity (No. of people who consider themselves to be):				
White British	6,830	84%	44	90%
Black British	406	5%	1	2%
White Other	325	4%	1	2%
Black Other	-	-	1	2%
Asian	571	7%	2	4%
Chinese	-	-	-	-
Other ethnic group	-	-	-	-
Not stated	-	-	-	-
Disability (No. of people who consider themselves to be):	3,984	49%	2	2%

6.12 Please provide a summary analysis to indicate the extent to which the services of CAB have benefited clients.

The need for advice is as much in demand now as ever due to the cost of living crisis, private rents soaring and people struggling to get back on their feet post pandemic. CAB have worked tirelessly during the pandemic and the service has never stopped running. We have a number of projects to help the residents of Broxtowe, although many of these are short term funded.

CABs funding strategy which is approved and monitored by the Trustee Board sets out our aim to reduce our deficit budget and secure long term funding.

The projects include:

- Mental Health Hubs working with Nottinghamshire Mind
- Mediation
- Advice in foodbanks and GP surgeries/health care settings
- Financial Resilience Advice
- Money Advice
- Housing Advice
- Our generalist service, the core (which is funded by Broxtowe Borough Council and Nottinghamshire County Council).

- 6.13 Please provide a summary analysis of client surveys, to indicate the level of satisfaction with the services of CAB. Also tell us about any changes you have made/plan to make as a result of feedback received.

Information pending as at the publication date of this report.

- 6.14 Please provide feedback from volunteers around the level of satisfaction with the training and support they have received, and any specific outcomes achieved e.g. moving into paid work:

Information pending as at the publication date of this report.

- 6.15 Please tell us about some of your work around improving the policies and practices that affect people's lives. Tell us about any changes which have been made both locally and nationally in relation to the top five advice needs:

Research and campaigns remains a core part of the work of Citizens Advice, delivered by our dedicated staff and committed volunteers. This work helps ensure we can resolve more issues for clients, and address the underlying causes so that the issues do not continue to affect clients.

Research and campaigns is one of the twin aims of our service. It aims to improve the policies and practices that affect people's lives.

As a service we have a huge amount of insight and data about the problems our clients and their wider communities face. Through research and campaigns, we use this insight to:

- help us research issues further
- influence decision makers to change policies and practices
- campaign to get decision makers to change policies and practices.

Research and campaigns gives Citizens Advice Broxtowe the opportunity to widen our impact, allowing us to help those who may not be able to access

our advice service, prevent issues from recurring and therefore help with demand and capacity issues.

Citizens Advice Broxtowe Research and Campaigns team work with other local Citizens Advice and advice agencies to collect this evidence and contribute to policy discussions about how to improve the lives of Broxtowe residents.

Our Help to Claim Best Practice Lead was involved in a research project on behalf of Citizens Advice looking at developing The Early Warning System in response to the £20 Universal Credit cut and the rising cost of living. This piece of research carried out an in-depth review of case notes flagged with the 'UC Cut' tag. National Citizens Advice have used the findings for their national influencing work.

We were active on social media supporting national campaigns for Scams awareness, Consumer week, Big Energy Saving, Pension week, 'What they didn't teach you at school' and the rising cost of living. On our website we published a monthly Newsletter. In September the Newsletter focused on the impending removal of the £20 a week Universal Credit increase and in March the focus was the rise in the cost of living and what support we can offer to clients.

We responded to a number of Network panel surveys and requests from the national team, covering subjects such digital exclusion, Clients on legacy benefits moving to Universal Credit, Disability benefits, support with childcare costs in Universal Credit Fuel vouchers, Cost of living, Household Support fund and Homelessness Prevention grant, Letter delays and Long Covid.

Our MPs have been contacted by us about issues relating to the Universal Credit cut and the rise in the cost of living and energy prices. We have been working with Broxtowe Borough Council on a number of housing related issues.

Members of the R&C team have contributed to the work and influence of other local services providers. We contribute to the Safer Nottingham Board, Fraud Against Vulnerable People Action Group, Primary Care Network, Life Chances (Nottinghamshire Early years), The Stapleford and Eastwood Focus Groups and Broxtowe Welfare Reform Group.

Over the past year we have strengthened our work by joining forces to work collaboratively with Citizens Advice Ashfield and Citizens Advice Sherwood & Newark, to consider advice issue trends across mid-Nottinghamshire and engage in peer to peer campaign activities.

During 2022-2023 CAB will continue to gather evidence on the cost of living crisis, Ukraine, energy prices, scams and consumer issues.

- 6.17 Please provide case studies to indicate some of the outcomes achieved for clients to evidence the top advice needs:

Please note that all names have been changed for confidentiality reasons.

Case Study One - Money Advice

We worked in partnership with the Housing Manager at Broxtowe Borough Council who looks after Hopkins Court in Eastwood. He referred me a client who had arresting officers at his door sent by Nottingham Magistrates Court. We worked together to suspend the Client's arrest for non-payment of a fine and eventually helped the client present himself at court which was in his best interest. The debt was reduced, a satisfactory payment plan was set up, the client applied for Personal Independence Payment which was back dated and he paid the debt off.

A good case study to show partnership working at its best to get a good outcome for the client. The debt and benefits issues took 4 months to resolve.

Case Study Two - Financial Resilience Advice

Ruby is a Mother of three who was experiencing Domestic Abuse: her husband was financially controlling, used coercive behaviour and was emotionally abusive. Having used the service before, Ruby reached out to Citizen's Advice to ask for advice on how to leave this relationship safely. After speaking with one of our advisers, Ruby left her home and temporarily moved in with her mother outside of the Nottinghamshire area.

She was also unable to secure Discretionary Housing Payments to support her deposit and initial rental costs as the Nottingham City team mis-identified her tenancy agreement and believed she did not need to pay for the first month's rent in advance.

Our team worked with Ruby from the initial point of contact to help her leave the household in which she was experiencing DA. Our contact with the Broxtowe Borough Council, Women's Aid and other local support networks found solutions where they were previously not available. Our contact with the Broxtowe Borough Council allowed Ruby to use Homesearch at the correct band. We were also able to secure UC for Ruby and a DHP that allowed her to enter a council property and avoid going into serious debts in her private rented accommodation.

Ruby is now:

- In a much safer living environment and out of a domestic abuse situation.
- Much better financially and not needing to maintain expensive private rent just to be close enough to school.
- Empowered to support others in similar situations and training to volunteer with the Citizen's Advice service.

- DHP awarded - £347.48 to support initial housing costs.

Case Study Three - Housing Advice

Tracey, a 32-year-old woman with four children, living in a Broxtowe Borough Council property.

Over the years the client has always only ever come to us at crisis point and has been at eviction stage numerous times. CAB have always been successful in suspending to keep the property and the family prevented from becoming homeless. Benefit issues have always been the problem as she lives a very chaotic life.

Client entered back into employment for a while and was doing really well but then the chaos set in and I believe she is now back in receipt of benefits.

As well as court CAB have dealt with benefits/tax credits/bailiffs. Each time successful.

To avoid future crisis and eviction client has now moved onto our Early Intervention Mental Health project and is now stable and doing well.

SCHEDULE B – FINANCIAL MONITORING INFORMATION

In accordance with the Service Level Agreement, Citizens Advice Broxtowe has provided the Council with financial monitoring information. The predicted 12-monthly outturn to 31 March 2022 is as follows:

	Budget 2021/22 £	Actual 2021/22 £	Variance £
Income			
Donations	10,000	1,536	(8,464)
Charitable Activities	376,985	729,295	352,310
Other Income	111,063	49,316	(61,747)
Total Income	498,048	780,147	282,099
Expenditure			
Salaries	466,602	481,553	14,951
Staff and Volunteer Expenses	5,954	5,342	(612)
Office Costs	40,544	43,019	2,475
Premises	19,259	18,640	(619)
Governance Costs	1,200	1,800	600
Payments to Partner Organisations	42,178	307,011	264,833
Total Expenditure	575,737	857,365	281,628
Deficit/(Surplus)	77,689	77,218	(471)

Variances can be explained as follows:

Income

- Additional income from Nottinghamshire County Council for our new financial resilience advice service (Covid Funds) to help us remain open throughout the pandemic.
- Additional income from Broxtowe Borough Council to prevent homelessness.
- Additional income to run set up new outreaches in GP surgeries (1-year pilot) and in the Hope Nottingham foodbank (3-year funding).

Expenditure

- Additional staff costs as we continue to grow the service to cope with demand.
- Additional capital costs for new equipment as our older computers start to fail.
- Partner payments - we run Lottery and Notts County Council projects with the other 5 Citizens Advice offices. Broxtowe are the lead so pay out to partners as per contract.

We are predicted to have a large deficit budget by the end of March 2023 (approximately £105,000). We have a fundraising strategy which is renewed and agreed by the Trustee Board each year. Post Covid we are aware that long term secure funding is getting harder to find. We have had a cut in our Nottinghamshire County Council grant from April 2021 which runs for four years so will not increase during that time.

We are also working closely with the other five Citizens Advice offices across Nottinghamshire to share best practice and resources where we can to make our money go further. This includes some infrastructure support such as IT and some shared staff roles.

Report of the Portfolio holder for Resources and Personnel Policy

GRANT AID REQUESTS FROM PARISH AND TOWN COUNCILS

1. Purpose of Report

To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

2. Recommendation

The Cabinet is asked to CONSIDER the requests and RESOLVE accordingly.

3. Detail

A number of grant aid requests have been received from parish and town councils for consideration (including some previously submitted to Finance and Resources Committee in 2021/22):

- A request from Awsworth Parish Council of up to £500 towards the cost of its local Queen's Platinum Jubilee celebrations.
- The re-submission of a request from Nuthall Parish Council for funding of up to £2,590 towards the purchase of two new outdoor defibrillators to be installed in the 'Horsendale' and 'Mornington' areas of the parish (previously considered by Committee on 7 October 2021).
- The re-submission of three outstanding grant aid requests from Kimberley Town Council, previously considered by Committee on 6 January 2022:
 - A grant of up to £6,700 towards the full cost of its recent Christmas lights switch-on event.
 - A grant of up to £1,005 towards the cost of the electricity supply for the defibrillator to be situated on Cliffe Boulevard in Kimberley.
 - A grant of up to £6,700 towards the cost of disabled access works at the Stag Recreation Ground on Nottingham Road, Kimberley.

Details of the applications are included in appendix 1. The agreed protocol for assessing grant aid to parish and town councils is provided in appendix 2 with the grants previously awarded under this scheme listed in appendix 3.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

If Members wished to support these requests, an award could be made from the £20,000 provision for grants to parish councils included in the 2022/23

revenue budget. No budgetary provision exists for capital grants to parish councils.

The provision of defibrillators in Broxtowe was considered by the Policy and Performance Committee on 1 July 2020. Members resolved that the Council should play a role in the provision of defibrillators by working alongside other organisations, such as parish councils, to ensure communities had access to a defibrillator. There is no provision in the Council's budget for either the purchase or maintenance of defibrillators, whether owned by the Council or other organisations.

5. Legal Implications

The comments from the Head of Legal Services were as follows:

The Council is empowered to make grants by virtue of Section 137 Local Government Act 1972 (as well as other legislation). Having an approved process in line with the legislation and the Council's Grant Aid to Parish and Town Councils Protocol will ensure the Council's compliance with its legal duties.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no comments from UNISON.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil.

APPENDIX 1

Revenue and Capital Grants**1. Awsorth Parish Council – Platinum Jubilee Events**

Awsorth Parish Council has submitted a grant aid request towards the cost of local Queen's Platinum Jubilee events.

Awsorth Parish Council has organised events to celebrate the to celebrate the Queen's Platinum Jubilee. On Friday, 3 June 2022, a free 'Jubilee Afternoon Tea' was arranged at the Awsorth Village Hall for around 80 Awsorth residents aged 65 years and over. This included a classic afternoon tea with sandwiches, cakes and hot drinks, followed by games and a choir. The feedback was excellent and Awsorth would like offer this to the local community on a more regular basis due to the positive response. This event, which was hosted by volunteers, cost £350 for the sandwiches, refreshments and decorations.

Awsorth Parish Council had also organised a 'Picnic on the Park' event on Sunday, 5 June 2022 at The Lane Recreation Ground in Awsorth. This was planned to be a family fun afternoon filled with a variety of activities for all ages. Unfortunately, due to the bad weather the event was cancelled, much to the disappointment of local residents. In light of the positive feedback, Awsorth were pleased to announced that the event has been re-scheduled for 4 September 2022. This event cost £200 and all of the decorations and sweets will be used for the re-scheduled event. A large handmade Jubilee cake had been donated to sell, but as the event was cancelled, the cake was donated to a local nursing home for its residents and staff.

Awsorth Parish Council had closing reserve balance of £27,133 as at 31 March 2022 (similar to the previous years). The Awsorth annual precept for 2022/23 was £81,641, which was an increase of 3.4% on the previous year's council tax.

2. Nuthall Parish Council – Purchase of a Defibrillator

Nuthall Parish Council had previously submitted a grant aid request for up to £2,590 towards the purchase of two new defibrillators to be installed in the parish areas of 'Horsendale' and 'Mornington'.

This was considered at Finance and Resources Committee on 7 October 2021. The minutes show that "discussions ensued around the facilities provided in locations around the Borough and maintenance of the equipment once installed. Talks had been taking place with East Midlands Ambulance Service where the most incidents had taken place and how comprehensive lifesaving equipment could be installed across the Borough including equipment for diabetic emergencies. Members agreed to defer the grant aid request towards the purchase of two new defibrillators until another Finance and Resources Committee when a detailed programme of proposals of equipment across the Borough would be provided".

It has not been possible for officers to progress with this project at this stage. As such, Members are asked to reconsider the request from Nuthall, with a view to making a suitable grant award. The original narrative is provided below:

Following a local consultation in March 2021 and as part of the resulting conversations, Nuthall Parish Council was asked to provide outdoor defibrillators in the Horsendale and Mornington areas of Nuthall. Two sites have been identified and the necessary permissions provided. One unit is to be placed outside a row of shops central to the Horsendale estate and the second is on the outer gates of the Assarts Farm Medical Centre.

The Parish Council is fully prepared to maintain and monitor these units and has taken advice from the Nuthall First Responder Team with regards to the most appropriate unit to purchase. The responder team have also agreed to provide training for the community, which the Parish Council will arrange at local venues and encouraging participation once the units have been installed.

The cost of two new fully automatic defibrillator outdoor packages is £2,590 plus VAT. Nuthall have requested grant aid of up to the full cost of purchasing the defibrillators. Going forward, Nuthall shall be responsible for repairs, maintenance and inspection of the facility and meet the cost of any power supply required.

The closing balance of Nuthall Parish Council funds as at 31 March 2021 was £131,406, with cash reserves of £140,635 (the difference being net creditors and debtors). The funds include reserves earmarked set aside for further improvements to the Temple Centre (£50,000) and an election reserve (£4,000).

The Nuthall Parish Council annual precept for 2022/23 was £120,748, which resulted in no increases on the previous year's council tax.

3. Kimberley Town Council – Christmas Lights Switch-On Event

Kimberley Town Council previously submitted grant aid requests towards its Christmas lights switch-on event; the electrical connection for a defibrillator; and improved disabled access to the Stag Recreation Ground.

These requests were previously considered at Finance and Resources Committee on 6 January 2022. The minutes show that Members resolved that these “three grant aid requests be deferred pending receipt of further assurances from Kimberley Town Council as to how it proposes to fund these schemes in the event of the Council only providing a partial contribution and further information about its intentions for use of its reserve balances”.

Kimberley Town Council has subsequently returned to officers to confirm that in the event of Broxtowe Borough Council only providing a partial contribution to any of these schemes, any shortfall would be drawn from general reserves.

The Town Council also confirmed that it is intending to build up its earmarked reserves to be used as a deposit towards a loan for the refurbishment or complete replacement of the Town Hall buildings and/or to provide a 10% contribution towards the Levelling Up Fund, if required, should the bid be successful.

Kimberley Town Council increased its Council Tax precept by 3.5% for 2022/23.

Members are now asked to reconsider the requests in view of this feedback provided. The original narratives are provided below for reference:

3a. Kimberley Town Council – Christmas Lights Switch-On Event

Kimberley Town Council has requested a retrospective grant of up to £6,700 towards the full cost of its recent Christmas lights switch-on event.

The event took place on 26 November 2021 on Toll Bar Square and Newdigate Street in Kimberley with stalls, fun ride and Santa's grotto in the hall. The estimated number of people attending the event was 1,300.

The total cost of the event was around £6,700 and included traffic management (£1,025), security (£763), equipment hire including the stage (£875), Liberty Leisure assistance (£1,100), fireworks (£2,450), entertainers (£280) and first aid support (£216). Kimberley Town Council indicated that no other financial aid was anticipated for this event.

3b. Kimberley Town Council – Electrical connection for Defibrillator

Kimberley Town Council has requested a revenue grant of up to £1,005 towards the cost of connecting the electricity supply for the new defibrillator situated on Cliffe Boulevard in Kimberley.

A defibrillator has been obtained, which was part-grant funded by Broxtowe Borough Council for the installation in a refurbished telephone box situated on Cliffe Boulevard. It has since been identified that a new electrical supply is required and a quotation of £1,006 has been received from Western Power for these works.

Members will recall similarly supporting Kimberley Town Council, as recently as January and March 2021, with two grant awards of £1,200 each towards the purchase of defibrillators to be located on Cliffe Boulevard (to which this application refers) and in the Swingate area of Kimberley.

Members should note that Kimberley Town Council stated in its earlier applications that it would be responsible for the repairs and maintenance and inspection of the facility and meet the cost of any power supply required.

3c. Kimberley Town Council – Improved Disabled Access Stag Recreation Ground

Kimberley Town Council has requested a capital grant towards the cost of disabled access works at the Stag Recreation Ground on Nottingham Road in Kimberley costing £6,700.

The Town Council indicate that several road bumps have been installed on the access road to the Stag Recreation Ground for health and safety reasons. It has since been identified that these road bumps create a problem for disabled users of the site. In order to alleviate these difficulties for the disabled users, Kimberley has commissioned a scheme to tarmac the current grassed area at the side of the access road.

The works costing £6,700, which have already been completed the contractors, were for tarmacing and included excavation, removal of any waste, installation of edging curbs, installation of weed suppressant membrane; installation of hardcore and tarmac.

Financial Information

The closing balance of Kimberley Town Council funds as at 31 March 2021 was £305,996 (£289,796 in 2020). Although the Town Council has considerable funds, a significant proportion of these funds are earmarked for either the extensive modernisation or complete replacement of the Town Hall, which is now 60-years-old. This is similarly the case in respect of other recreational buildings in the Town, as confirmed in a full building structural report received last year. The Kimberley Town Council annual precept for 2022/23 is £128,941, which was a 3.5% increase on council tax levels from the previous year.

Kimberley Town Council is considering the replacement of the current list of Earmarked Reserves to one consisting of Capital Receipts Reserves, Earmarked Reserves and General Reserves, with a predicted sum of £320,000 by 31 March 2022.

APPENDIX 2

Protocol for Consideration of Grant Aid to Parish and Town Councils

The Protocol for the Consideration of Grant Aid requests from Parish and Town Councils was agreed by Cabinet on 8 June 2010. The key provisions are:

1. Grant aid will only be given in support of specific projects or services and not as a general grant towards the services provided by a parish/town council.
2. Revenue grant aid will only be considered towards services which act as a replacement for services which otherwise Broxtowe Borough Council would have to provide or which supplement services which the borough council provides so as to reduce the costs that Broxtowe would otherwise incur.
3. In applying for grant assistance the parish/town council will need to demonstrate how the service or project in question contributes to Broxtowe's aims and objectives as laid out in the Corporate Plan and the Sustainable Community Strategy.
4. In applying for grant aid assistance the parish/town council will need to provide evidence as to why they do not have the financial resources to provide the services or project in question and what the consequences would be for local residents and businesses if the service was withdrawn or the project not completed. This will include a requirement for the parish/town council to detail what other funding sources they have secured (or otherwise) and to provide a statement as to any reserves held and their planned use.
5. Preference will be given to support for the provision of mandatory services as compared with discretionary services.
6. Where grant aid is to cover the cost of a specified service, the parish/town council will be responsible at its own cost for providing an audited statement within six months of the end of the financial year concerned to confirm the amount of expenditure incurred and income received against which grant aid may be payable. Any grant payable would then be adjusted retrospectively if necessary following receipt of such an audited statement.
7. Grant aid will only be in respect of additional costs directly incurred by the parish/town council and will not cover the cost of any general overheads which the parish/town council would otherwise incur anyway as a result of their operations.
8. Grant aid will be cash limited in each year and the responsibility for costs increasing beyond the cash limit will normally rest with the parish/town council. Where such cost increases are considered to be unavoidable and beyond the parish/town council's control, then Broxtowe may be approached to seek a further grant award.

9. Where the parish/town council wishes to vary the service provided for which grant aid has been awarded, this should only take place after full consultation and with the agreement of Broxtowe.
10. Preference will be given towards one off capital projects rather than as a regular annual contribution towards the ongoing costs of providing services.
11. The parish/town council shall be required to provide such information as Broxtowe may reasonably request as to the actual outputs and outcomes arising from any service or project where Broxtowe makes a contribution.
12. Any grant contribution that may be awarded by Broxtowe need not be at the rate of 100% of net expenditure incurred but may be at a lesser rate to reflect such as its own corporate priorities, budgetary constraints or the availability of similar services or projects elsewhere.
13. Revenue grants will normally only be awarded for one year although an indicative amount for the following year may be given at Broxtowe's discretion. Capital grant aid will be towards the cost of a specific one-off project.
14. Requests for grant aid in respect of a particular financial year should normally be submitted by the end of October of the preceding year at the latest to assist with forward budget planning for both Broxtowe and the parish/town council. Broxtowe will endeavour to make a decision on such requests by the end of December in the year preceding that for which grant aid is requested.

APPENDIX 3

Grant Aid Awards to Parish and Town Councils

The table below lists the grants awarded under this scheme since 2014/15.

Date	Council	Amount	Purpose
01/04/14	Nuthall Parish Council	£2,000	War memorial construction (Capital)
16/10/14	Nuthall Parish Council	£2,500	Cemetery maintenance
02/06/15	Cossall Parish Council	£350	Memorial plaque
19/04/16	Eastwood Town Council	£5,000	Building refurbishment works (Capital)
04/07/16	Greasley Parish Council	£4,000	Upgraded heating system (Capital)
19/09/16	Awsworth Parish Council	£5,000	Heating system replacement (Capital)
09/01/17	Brinsley Parish Council	£4,000	Play facility repairs/replace (Capital)
03/10/17	Nuthall Parish Council	£1,820	Remembrance parade
12/10/17	Greasley Parish Council	£1,000	Christmas lights event
12/10/17	Nuthall Parish Council	£3,395	Cemetery maintenance
26/04/18	Nuthall Parish Council	£12,000	Cemetery roadway surface (Capital)
26/04/18	Nuthall Parish Council	£2,000	Summer Youth Club
11/10/18	Greasley Parish Council	£647	WW1 commemoration sculpture
15/08/19	Brinsley Parish Council	£2,070	Summer play day
10/10/19	Awsworth Parish Council	£1,250	Kitchen Refurbishment – Pavilion
10/10/19	Brinsley Parish Council	£2,300	Tree planting – commemoration
10/10/19	Nuthall Parish Council	£1,855	Remembrance parade
10/10/19	Stapleford Town Council	£2,010	Remembrance event
10/10/19	Trowell Parish Council	£3,500	Car park refurbishment
13/02/20	Brinsley Parish Council	£1,000	Festive lighting display
13/02/20	Brinsley Parish Council	£1,225	VE Day celebrations 2020
07/01/21	Kimberley Town Council	£1,200	New defibrillator
30/03/21	Kimberley Town Council	£1,200	New defibrillator
07/10/21	Nuthall Parish Council	£1,905	Remembrance parade
07/10/21	Nuthall Parish Council	-	£2,950 award pending for new defibrillators
09/12/21	Awsworth Parish Council	£7,000	Play area improvements (Capital)
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
09/12/21	Stapleford Town Council	£1,994	Remembrance Sunday Event
06/01/22	Kimberley Town Council	£1,200	Remembrance Sunday Event

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Report of the Leader of the Council

LGA PEER REVIEW

1. Purpose of Report

To confirm the Council's intention of seeking an LGA peer review in 2022.

2. Recommendation

The Cabinet is asked to RESOLVE that an LGA peer review be commissioned during late November/early December 2022.

3. Detail

It is more than seven years since Broxtowe had a peer challenge. A peer challenge is a sector-led improvement offer to local authorities managed through the Local Government Association. The purpose of such a review is to generate external perspectives and insights to inform a future improvement journey. More details of what such a peer review might involve are set out in the appendix to this report.

In October 2019 the Policy and Performance committee agreed that such a review should be commissioned. Unfortunately, due to the COVID-19 pandemic and the fact that the LGA suspended the operation of peer reviews, the review has not yet taken place.

The standard element of the peer review is set out in the appendix (note this is slightly refined from the LGA's previous offer). As part of the review the LGA peer review team will look at all the Council's priority themes.

The LGA has now indicated that it can accommodate a review for Broxtowe within its schedule of work for late November/early December 2022.

4. Financial Implications

The comments of the Head of Finance Services were as follows:

There are no direct costs associated with the peer review. The review team may incur reasonable expenses during their three-day stay in the Borough and these will be charged to a suitable expenses budget to be funded from an appropriate budget virement.

5. Legal Implications

There are no direct legal implications arising from this report.

6. Human Resources Implications

No Comments.

7. Union Comments

No Comments.

8. Data Protection Compliance Implications

No Issues.

9. Background Papers

Nil.



Corporate Peer Challenge

Broxtowe Borough Council

24 June 2022

Agreement of scope of peer challenge



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Introduction

The Local Government Association offers all councils a Corporate Peer Challenge (CPC) at no cost every 5 years. CPC is a tried and trusted method of improvement; it provides councils with a robust and effective improvement tool which is owned and delivered by the sector, for the sector. Peers remain at the heart of the peer challenge process and provide a 'practitioner perspective' and 'critical friend' challenge. In a recent survey, 98% of councils receiving a Corporate Peer Challenge said that it had a positive impact on the delivery of the council's priorities.

The challenges faced by councils in the light of the Covid-19 pandemic are unprecedented. The CPC offer takes into account the challenging context in which councils are operating. The refreshed CPC process also provides a greater focus on key issues such as equality and diversity and community engagement.

Thank you for agreeing to be part of the Local Government Association's Corporate Peer Challenge programme. This note provides details of the approach, scope and focus at Broxtowe Borough Council.

Mark Edgell

Phone number: 07747 636910

Email address: Mark.Edgell@local.gov.uk

Prepared by:

Becca Singh

07919 562 851

Becca.singh@local.gov.uk

Scope and focus

It was good to meet you again, on Friday 17th June 2022 to discuss the Corporate Peer Challenge for Broxtowe Borough Council. As we discussed, to get the most value out of your corporate peer challenge, the council needs to consider carefully the scope and focus.

The five high-level themes we have adopted for all LGA Corporate Peer Challenges provides the initial framework:

1. **Local priorities and outcomes:** Are the council's priorities clear and informed by the local context? Is the council delivering effectively on its priorities and achieving improved outcomes for all its communities?
2. **Organisational and place leadership:** Does the council provide effective local leadership? Are there good relationships with partner organisations and local communities?
3. **Governance and culture:** Are there clear and robust governance arrangements? Is there a culture of respect, challenge and scrutiny?
4. **Financial planning and management:** Does the council have a clear understanding of its current financial position? Does the council have a strategy and a clear plan to address its financial challenges?
5. **Capacity for improvement:** Is the organisation able to support delivery of local priorities? Does the council have the capacity to improve?

We discussed how to build in Broxtowe's Corporate priorities:

- Housing – including building as well as social housing
- Business Growth – considering bidding for and use of funds such as the Towns Fund and Levelling Up
- Environment – including Green Futures work, aiming at being at net carbon zero as a council by 2027 and subsequently as a borough
- Health – with a particular focus on dementia, but also how the Health Partnership can tackle health inequalities, and getting people moving more
- Community Safety – which has continued to be a priority

We agreed that we could build most of those into the overarching themes above but add Environment as an additional focus for the challenge.

Timing and duration

A peer challenge takes around six months lead-in time, including to secure time in peers' diaries. We discussed a duration of three days on site, starting on a Tuesday, looking at November or early December 2022. You will look at regular meetings during this time and consider how the peer challenge team could attend those meetings to aid timetabling and enable the team to see how the authority really works. This includes Member meetings such as Planning, Scrutiny or Cabinet as well as officer meetings such as Senior Leadership Team or partnership meetings.

Corporate Peer Challenge team

The LGA will source and agree a team of officer and member peers informed by the skills and experience required. There is also the opportunity to include peers from outside of local government, such as team member(s) with a community sector, central government or private sector experience. The LGA is committed to equality, diversity and inclusion and it is important that peer teams reflect the diversity of local councils and the communities they serve.

We suggest a peer team of:

- Two councillor peers, one Labour, one Conservative, ideally Leaders from a council with a similar context to your Council (although not from the vicinity). In your case we could expect to source District/Borough Council Leader. We will work with you and the LGA Labour and Conservative Group Offices to identify potential councillor peers.
- A Chief Executive Officer peer, probably from a district council and ideally reflecting an area with a similar context, such as proximity to university and a mixture of urban and rural settings.
- A senior officer peer with a strong track record finance
- A senior officer peer, possibly with a track record on economic development.
- A senior officer peer with a track record on the environmental agenda

- LGA Peer Challenge Manager: Becca Singh
- LGA Project Support Officer: to be confirmed
- LGA Shadow peer: to be confirmed, but likely to be a graduate from the LGA's National Graduate Development Programme.

The peer team's composition will be informed by the final agreed scope. We will work with you to agree the team composition. One or more of the officers may come from outside the local government sector.

Process

The peer team will meet with a range of officers and members over the course of the peer challenge, as well as a range of external stakeholders. There will be informal feedback to the Leader and CEO at the end of each day.

On the final day the peer team will deliver headline feedback and recommendations to a selected audience which should include as a minimum: the corporate leadership team, cabinet members and, as appropriate, opposition members. During this feedback there is opportunity for clarification and questions.

This will be followed by a report detailing the strengths of the council, the issues considered, areas for further improvement and key recommendations. The council will receive the draft report within three weeks of the CPC. We will then agree the final report with you for publication. The council should then develop a detailed action plan that responds to the report's findings.

In addition, to get the most out of the onsite CPC activity some preparatory and post-CPC engagement will be beneficial.

Peer preparation and engagement

To help the peer team gain an in-depth understanding of the local issues before their onsite activity, we will work with Broxtowe Borough Council to develop an Information & Data Pack. The most important aspect of the pack is the Position Statement, prepared by the council. This provides a clear brief and steer to the peer team on the local context and what the peer team should focus on. It is an opportunity to set out the key issues, challenges and current thinking in relation to the CPC.

The peer team may also undertake some pre-onsite conversations with key officers and members. We will confirm the dates and times for this earlier engagement, which is likely to take place remotely.

Six-month check-in

Six months after the CPC, the LGA will organise a CPC Check-In. This will be a short-facilitated session which creates space for the council's senior leadership to update peers on its progress against the action plan and discuss next steps.

Following this, the LGA will produce a short note which reflects the council's progress and provides examples of any good or innovative practice.

The date for the Six-Month Check-in at Broxtowe Borough Council will be around June 2023.

Publication of corporate peer challenge report

To promote openness and transparency and share learning across the sector, the corporate peer challenge offer is made on the expectation that each council will publish both the CPC report and its subsequent action plan in response to the peer challenge's findings.

We expect the council to publish the CPC report within six weeks of its finalisation, with the subsequent action plan published within eight weeks of the report's publication. We do ask that the council commit to this principle at the outset. The LGA will also publish the CPC report on its website.

Practical arrangements and next steps

The council will need to identify a peer challenge co-ordinator who will act as a day-to-day contact and oversee the practical arrangements. I understand Sarah Tidy undertake this.

The council will need to prepare a timetable of meetings and focus groups for the team. The attached Preparation Guidance Note provides further details on preparing for the process, including the timetable. Becca would be happy to meet with Sarah to discuss the practical arrangements.

I hope this has been helpful and please can you confirm the approach by return of email.

Report of the Portfolio Holder for Resources and Personnel Policy

HOUSING DELIVERY MANAGER POST TO DELIVER THE HOUSING DELIVERY PLAN1. Purpose of report

To seek Committee approval for the appointment of a new post to oversee the continued delivery of the 2019 Housing Delivery Plan.

2. Recommendation

Cabinet is asked to RESOLVE that a new post of Housing Delivery Manager be established and approved accordingly.

3. Background and detail

The Housing Delivery Plan was approved by Housing Committee and the Finance and Resources Committee in the summer of 2019. In February 2019 Policy and Performance Committee approved the engagement of an external consultant to progress the Council's New Build Programme and an interim Housing Delivery Manager was appointed in August 2019. The interim Housing Delivery Manager has formed part of the Capital Works team in Property Services.

The intention was that once established the new build programme would be subsequently handed over to a permanent Broxtowe employee. Appendix 1 contains the new build/acquisition programme that has been secured since 2019. The approved Housing Delivery Plan aims to deliver a minimum of 230 new homes between 2020 and 2030. The programme will require a permanent Housing Delivery Manager to drive forward the programme and to sustain and operate it.

The following additional resources are required;

a) Housing Delivery Manager – Full time (37 hours) permanent at Grade 15.

Without this post the Council will not be able to progress the current programme of new build schemes and will not be able to identify new opportunities going forward. Without this post the delivery of the adopted housing delivery programme will be adversely affected.

4. Financial Implications

The comments of the Head of Finance Services were as follows:

The total cost of this newly established Housing Delivery Manager position would be £63,350 based upon the current pay scales (pay award pending from April 2022) and including employer's national insurance and superannuation. The current top of scale salary for Grade 15 is £47,664.

As the Housing Delivery Manager role would be exclusively involved in the delivery of schemes within the HRA capital programme, it is envisaged that these employee costs would be recharged as capital salaries to the HRA capital programme.

5. Legal Implications

There are no direct legal implications arising from the recommendation in this report.

6. Human Resources Implications

There are no Implications

7. Union Comments

UNISON would support the creation of this post on the establishment as it has been filled by a Consultant for over 3 years. It is acknowledged that while this had a substantial cost, the expertise was needed to develop the New Build Programme.

Going forward, the Housing Delivery Manager would be a key post to continue delivering the Council's New Build programme to provide new homes for those on our Housing waiting list.

8. Background Papers

Nil.

APPENDIX 1

New Build ProgrammeProjected Development Programme 2021 to 2026

Scheme	Tenure	Completion date
Willoughby Street (2 bungalows)	All for Social rent	January 2021
Oakfield Road (5 flats for ex service personnel)	All for Social rent	March 2022
Fishpond Cottage (5 houses/flats)	All for Affordable rent	August 2023
3 Chilwell garage sites (9 houses/flats)	All for Affordable rent	Winter 2023
2 Watnall garage sites (4 houses)	All for Affordable rent	Spring 2024
Inham Nook Pub site and Barn Croft garage site – (15 houses & flats)	All for Affordable rent	Spring 2024
Crematorium site, Bramcote – 34 rented houses/flats & 17 Shared ownership units	Affordable rent and shared ownership	Estimated March 2024 to March 2026
Field Farm Site, Stapleford – 26 rented & shared ownership houses	Affordable rent and shared ownership	August 2023 to August 2025

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APPENDIX 2

BROXTOWE BOROUGH COUNCIL**JOB DESCRIPTION**

Directorate	Deputy Chief Executive
Division	Property Services
Post No & Job Title:	Housing Delivery Manager
Grade:	Grade 15
Responsible to:	Head of Asset Management and Development
Responsible for:	No direct supervisory responsibilities at this stage,
Main purpose of the job	To deliver the new build housing programme element of the Housing Delivery Group Plan.

Main Duties and Responsibilities:

1. To manage a programme of development activity through the various stages of the development process, from inception through to completion.
2. To develop and maintain links with agents and developers to generate a programme of new business housing opportunities.
3. Establish schemes suitable for attracting external investment. Develop and maintain a relationship with Homes England and other funding providers, and deliver projects in accordance with grant conditions and contracts.
4. Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.
5. To lead on the financial and technical appraisal of potential future housing development and investment opportunities.
6. Where potential development and investment opportunities have been identified, to lead on activity to support the realisation of the opportunity.
7. To collate, prepare and present complex financial, legal and technical information relating to development and investment activity for a local government audience.

8. Oversee and monitor the work of all external consultants and contractors including monitoring compliance and delivery with relevant legislation, policy and procedures, conditions of contract, standards of quality and health and safety.
9. Be responsible for managing the risks associated with the project management of the development portfolio.
10. Act as client-side contract manager for the council when specialist external development services are utilised to deliver housing development.
11. Manage relationships with key external partners including employer's agents, architects, quantity surveyors, clerk of works, ground engineers, and flood risk engineers etc,
12. Work with relevant staff to manage the handover of homes, ensuring that internal teams have all the information they need to let, sell and maintain homes.
13. Manage schemes during the defects liability/rectification period and resolve any latent defect issues if they occur.
14. To assist with the preparation of the development strategies and business plans in relation to the council's Housing Revenue Account,
15. Be responsible for managing capital budgets, monitoring scheme spend, taking the necessary action to ensure that schemes meet the agreed budgetary parameters.
16. Undertaking financial viability assessment associated with development work.
17. Approve invoices and authorise payment requisitions.
18. Deploy effective problem-solving strategies in order to locate potential areas of future project concern, and develop possible resolution arrangements
19. Ensure that all development activity complies with the Council's Constitution and policies.
20. Ensure that all procurement activity is in accordance with the council's Contract & procurement Procedure Rules.
21. Represent the organisation at external meetings, ensuring the effective feedback of operationally important information is achieved.
22. Produce or assist in the preparation of reports as required by senior management / the Council,

23. Build strong working relationships with external partners, maintaining a network of key contacts which will provide the Council with opportunities for growth.
24. Where development activity is co-ordinated in-house, procure, establish and manage technical project teams comprising of external consultants, external contractors and council staff to oversee the delivery of specific identified and agreed development schemes
25. Work with various internal partners, including the Council's Housing Strategy Officer and the Council's Housing Management service, to ensure that development schemes are well designed and constructed and meet the needs of end users.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the Housing Delivery Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:			1/6/22
Job description authorised by:			

Date of issue:

Additional notes for JE/HR.

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APPENDIX 3

BROXTOWE BOROUGH COUNCIL**PERSON SPECIFICATION****HOUSING DELIVERY MANAGER**

Qualifications & Training	Essential/ Desirable	Measure
Professional construction related qualification or relevant equivalent	Essential	1
Project management qualification or training	Essential	1
Membership of a relevant professional institute (e.g. RICS, CIOB, CIH, RIBA)	Desirable	1

Knowledge & Experience	Essential/ Desirable	Measure
Demonstrable experience in housing development,	Essential	1,3
Programme and project management experience in a housing / development environment,	Essential	1,3
Contract management supervision experience,	Essential	1,3
Experience of undertaking financial viability assessment associated with development work,	Essential	1,3
Experience in overseeing the preparation by consultants of tender and contract administration documents, and of public sector procurement procedures and tendering processes,	Essential	1
Experience in the management of development budgets,	Essential	1,3
Experience of planning, setting and monitoring budgets,	Essential	1,3
Experience of working with and managing consultants and contractors,	Essential	1,3
Experience of risk management,	Essential	1,3
A working knowledge of the statutory planning system, including the use of s106 legal agreements,	Essential	1,3
Knowledge of relevant legislation about building construction, energy regulations and health and safety,	Essential	1,3

Knowledge & Experience	Essential/ Desirable	Measure
Knowledge of best practice and current sector standards and procurement regulations,	Essential	1,3
Experience of working at a senior level with elected members,	Desirable	1,3
Experience of acquiring land and property for development,	Desirable	1,3
Experience of community engagement on planning and regeneration schemes,	Desirable	1,3
Experience of the preparation and delivery of strategies and plans,	Desirable	1,3
Commercial housebuilding experience,	Desirable	1,3
Experience in delivering affordable housing,	Desirable	1,3
Experience in applying for an obtaining capital grant funding to support housing development,	Desirable	1,3
Knowledge of the business planning process of the Housing Revenue Account,	Desirable	1,3

Skills & Abilities	Essential/ Desirable	Measure
Ability to work within demanding, contentious and sensitive situations,	Essential	1,3
Ability to interpret complex data and reach appropriate conclusions in a defined timeframe	Essential	1,3
Accurate with a high degree of numerical and literacy skills	Essential	1,3
Excellent communication and interpersonal skills,	Essential	1,3
Strong organisational/time management skills, with the ability to work under pressure and handle competing priorities in meeting deadlines and commitments,	Essential	1,3
Enthusiastic and self-motivated,	Essential	1,3
Ability to work using own initiative and unsupervised,	Essential	1

Car Allowance	This post does not carry a designated car user status
----------------------	---

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
-----------------	--	--

	Name	Signature	Date
Person specification written by:			
Person specification agreed by:			

Date of issue:

Additional notes for JE/HR.

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Report of the Housing Portfolio Holder

INCOME MANAGEMENT POLICIES

1. Purpose of Report

To seek approval for updated Income Management Policies.

2. Recommendation

The Cabinet is asked to RESOLVE that the updated policies be approved.

3. Detail

The purpose of the Financial Inclusion Policy is to support tenants and applicants to have access to affordable financial products and services that meet their needs, and to reduce their outgoings. The policy is included at appendix 1 and a table of changes at appendix 2.

The Income Collection Policy at appendix 3 sets out the approach to the management and collection of rent for properties and garages. A table of changes is included at appendix 4.

The Rent Setting Policy outlines how the Council will calculate rent for the housing stock that it owns and manages within the Housing Revenue Account. The policy is included at appendix 5 and the table of changes at appendix 6.

All three policies were originally written in 2019, and are reviewed every three years as stated in the policies. There have been no significant changes in the Council's approach to income management.

4. Financial Implications

The Rent Setting Policy sets out how rents will be calculated and charged, the principle of this remains the same as the last Rent Setting Policy as government guidance has not been amended.

5. Legal implications

The statutory framework for income collection and recovery of council rent is set out in the Housing Acts 1985 and 1988, which provide legal grounds for seeking possession of tenanted properties. The Council must also have regard to related legislation including the Protection from Eviction Act 1977, the Law of Property Act 1925, the Data Protection Act 1984 (as amended 1998), the Human Rights Act 1998 and the Equality Act 2010 in the application of its income recovery procedures. The legal grounds for possession are set out in the Housing Acts 1985 and 1988. Section 21 of the Housing Act 1988 gives the landlord an automatic right of possession once a fixed term tenancy has expired, and Schedule 2 of that act provides Grounds 8, 10 and 11 (as amended by the

Housing Act 1996) for assured short hold tenancies. Schedule 2 of the 1985 Act governs secure tenancies. The County Court Civil Procedure Rules set out the requirements for making applications for possession, money judgments, and other debt recovery orders.

The Council is under a duty to maintain a Housing Revenue Account and prevent a debit balance, in accordance with Part VI of the Local Government and Housing Act 1989. Part VI requires the council to prepare proposals relating to the income generated through the collection of rents and other charges, expenditure in respect of repairs, maintenance, supervision and management of Housing Revenue Account property and other prescribed matters. The Council has a power to make reasonable charges (rent) for the tenancy or occupation of its dwelling-houses pursuant to section 24 of the Housing Act Housing Revenue Account Budget (HRA) Budget and Rent Setting Report 2022/23 Report No 1985 and is required to keep under review, the rent it charges. The Council may increase the rent it charges, in accordance with the current tenancy agreement, by giving its tenants a minimum of 28 days' prior written notice as permitted by section 102(1)(b) of the Housing Act 1985.

The Council, in setting its annual rents, should also have regards to the Government's policy on Rents for Social Housing 2020.

Having a clearly defined policies ensures consistency of approach and ensures that no tenant or resident is treated any more fairly or unfairly than any other.

6. Equality Impact Assessment

As this is a change to policy an equality impact assessment is included at appendix 7 to this report.

7. Background Papers

Nil.



FINANCIAL INCLUSION POLICY

Contents

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1.0 Scope

This policy applies to all of the council's social housing tenants and all applicants on the Council's Housing Register that have been offered a tenancy with Broxtowe Borough Council.

2.0 Purpose

The purpose of this policy is to improve the financial inclusion of social housing tenants and applicants to the Housing Register for social housing within the borough.

Financial inclusion is defined by the World Bank as follows:

“Financial inclusion means that individuals and businesses have access to useful and affordable financial products and services that meet their needs – transactions, payments, savings, credit and insurance – delivered in a responsible and sustainable way.

Being able to have access to a transaction account is a first step toward broader financial inclusion since a transaction account allows people to store money, and send and receive payments.”

Aspects of Financial Inclusion include:

- Access to bank accounts
- Identity verification issues
- Digital exclusion
- Recent trends in saving
- Access to credit
- Financial education and capability
- Self-exclusion

For the purposes of this policy, all references to 'tenants' include tenants of Broxtowe Borough Council and applicants registered on the Homesearch Choice Based Lettings system for social housing with Broxtowe Borough Council.

3.0 Aims and Objectives

The aim of this policy is to help identify and provide support to social housing tenants who may be at risk of, or experiencing financial exclusion within wider society.

The objective of this policy is for the Council to work with tenants to provide support and advice to improve the financial inclusion of tenants by providing debt advice, welfare benefits advice and financial capability education. The support to tenants may include, but is not limited to:

- Providing support and advice to help tenants maintain a tenancy;
- Assisting tenants to complete forms and act as an advocate for tenants;

- Providing debt management advice and budgeting advice.
- Assisting in setting up bank accounts and sourcing cheaper fuel providers
- Providing financial education
- Signposting and making referrals to partner agencies for specialist advice
- Access to grants

4.0 Regulatory Code and Legal Framework

This policy is set within the context of relevant legislation such as:

- The Housing Act 1985
- The Housing Act 1989
- The Equality Act 2010
- The Human Rights Act 1998
- The Pre-Action Protocol for possession claims by social landlords

5.0 Policy

5.1 Financial Inclusion Service

Broxtowe Borough Council offers a Financial Inclusion Service to applicants on the waiting list for housing and tenants.

The service will:

- Carry out home visits as required
- Offer budgeting advice and support
- Assist tenants to make applications for welfare benefits
- Give basic debt advice
- Signpost and make referrals to other agencies
- Access funding from voluntary organisations
- Provide information about bank accounts, credit unions and affordable energy

The following are out of scope of the service:

- Providing advice about bank accounts or any other financial products
- Insolvency
- Benefit appeals.

All Financial Inclusion Officers employed by the council will be affiliate members of the Institute of Money Advisers and work to the IMAs statement of Good Practice.

5.2 Pre-tenancy support

The council will:

- Ensure all new tenants are aware of their rental obligations
- Ensure the offer of accommodation is affordable and sustainable in the long term

- Carry out an income and expenditure review where appropriate
- Offer referrals to the Financial Inclusion Service or Citizens Advice Bureau(CAB) where required
- Provide an Energy Performance Certificate to each new tenant so that they are aware of the potential energy costs for the property.

5.3 Post-tenancy commencement

The council will:

- Promote the role of the Financial Inclusion Officer and other financial advice services to vulnerable
- Work in partnership with internal council departments and external agencies, such as CAB to help tenants sustain their tenancy
- Offer a wide range of payments options to support tenants to pay their rent
- Raise awareness of affordable credit and other financial products available via the local credit union
- Promote access to training and pre-employment courses when possible.

5.4 Performance Monitoring

The Council will monitor performance regarding the Financial Inclusion Service, and will report this through Members Matters updates

6.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the following council documents:

- Income Collection Policy
- Discretionary Housing Payment Policy
- People with Additional Support Needs Policy

7.0 Review of the Policy

This policy will be reviewed every three years. It is not expected that there will be changes to regulation or legislation which will have an impact on the need to review this policy sooner.

8.0 Document History and Approval

Date	Version	Committee Name
18/9/2019	1.0	Housing Committee
19/7/2022	2.0	Cabinet

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APPENDIX 2

Financial Inclusion Policy Section	Suggested Change	Reason for Change
1.0 Scope	Add: that have been offered a tenancy with Broxtowe Borough Council	To clarify that applicants only become eligible for the service once they have been offered a property
3.0 Aims and Objectives	Remove: Providing access to affordable, accessible contents insurance	The Council no longer has a contents insurance scheme
3.0 Aims and Objectives	Add: Access to grants	This is a key part of Financial Inclusion work that was not included in the original policy
5.2 Pre-tenancy support	Replace: prospective With: new tenant	Only new tenants are provided with a copy of the EPC
5.3 Post-tenancy commencement	Remove: Offer and promote the Tenants' Home Contents insurance scheme which may be paid for on a weekly basis	The Council no longer has a contents insurance scheme
5.4 Performance Monitoring	Replace: to the relevant Council Committee With: through Members Matters updates	To reflect the change in noting reports under new governance structure

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INCOME COLLECTION POLICY

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1.0 Scope

This Policy sets out the approach to the management and collection of rent for properties and garages. This policy does not cover leasehold service charges, which are covered by a separate policy.

2.0 Purpose

Broxtowe Borough Council recognises the importance of managing an income collection service, which ensures that the Housing Revenue Account can provide a range of quality services to tenants and enable the delivery of the Housing Business Plan. Broxtowe Borough Council aims to minimise the amount of arrears owed by its tenants.

We will apply this policy consistently and fairly and will ensure that at all times we act in a reasonable manner, and that our actions are proportionate.

We recognise the economic and social impact of being in arrears and will focus on taking a preventative approach to managing rent arrears. We will ensure that our approach is compliant with legal and regulatory requirements and meets good practice requirements. We will regularly monitor our performance to ensure that we meet the policy requirements.

3.0 Aims and Objectives

The Income Collection Policy aims to minimise rent arrears by:

- Working proactively with tenants to prevent arrears accruing
- Ensuring tenants are fully aware of their obligations in regards to paying their rent
- Providing a range of options for tenants to pay their rent
- Utilising early intervention including phone calls and personal visits to support tenants to sustain their tenancies
- Supporting tenants through the in-house Financial Inclusion Service to maximise their income and sustain their tenancies
- Working in partnership with other agencies to provide services that will support tenants to maintain their tenancy
- Utilising appropriate legal remedies, where necessary, and proportionate, including seeking legal possession of a property.

4.0 Regulatory Code and Legal Framework

This Policy is set within the context of relevant legislation such as:

- Housing Act 1985
- The Housing Act 1989
- Equality Act 2010
- Local Government Act 2000
- Human Rights Act 1998

- Pre-Action Protocol for Possession Claims by Social Landlords 2015
- Protection from Eviction Act 1977

5.0 Policy

5.1 Pre-tenancy support

At provisional tenancy offer stage, we will seek landlord references to confirm previous tenancy conduct and any former rent arrears. We will also review the housing application which may highlight any potential issues regarding tenancy sustainability. If issues are identified the allocations team will discuss this with the applicant in consultation with the Income Collection Team and where appropriate, support will be offered.

The obligation to pay rent in advance will be highlighted throughout the Allocations process, so that applicants are aware that this will be required.

We will ensure that tenants are aware of their rental obligations before they sign for a new tenancy. Support and advice will be provided to help prospective tenants understand which benefits they may be entitled to. Where appropriate an Income and Expenditure form will be completed.

5.2 Income Collection

Officers will take a proactive approach to income collection by making early personal contact with all tenants whose accounts fall into arrears or experience a change in circumstances. Contact will be via telephone, text, letter or home/office appointment. The emphasis of the contact will be to understand the tenant's personal circumstances. Where accounts fall into arrears we will seek to make an arrangement to clear the outstanding debt as soon as possible in a sustainable way.

Income collection will follow a pre-set escalation process. The suggested action to be taken will be based on the level of arrears owed and the previous action taken. ICT systems will be used to support this work and ensure that income collection processes are applied consistently.

In determining the appropriate course of action, full account will be taken of a tenant's vulnerability including age or disability. Tenants with additional support needs will be referred to specialist agencies that may be able to assist.

Where all other means have failed, Broxtowe Borough Council will take legal action to recover rent owed. This will include seeking possession of a property through the County Court. We will ensure all legal action complies with the Pre-Action Protocol for Possession Claims by Social Landlords 2015.

We will ensure that a comprehensive record is kept of all action taken and ensure that all data is handled in accordance with the relevant Data Protection Legislation.

5.3 Introductory Tenancies

Introductory tenancies provide a probationary period during which tenants can demonstrate their ability to sustain a tenancy. It is hoped the probationary period of the tenancy sets the tone for a long term relationship with a tenant therefore our approach to Income Collection needs to be particularly clear.

Given the 12 month length of an Introductory Tenancy, it will not usually be possible to agree an extended repayment plan and tenants will be expected to pay their rent in full. If, given the individual tenants circumstances, immediate repayment is impossible, a short repayment plan will be considered.

5.4 Arrears Prevention and Support

We will promote the services available to support tenants who are in arrears or experiencing financial hardship. This will include Broxtowe Borough Council's own Financial Inclusion Service and Citizens Advice Bureau (CAB).

We will also promote initiatives which support the maximisation of tenants' income, through newsletters, websites and individually where appropriate. Information including arrears letters will be written, as far as possible, in plain English, and will be provided in other formats and languages where required.

Tenants are required under the condition of their tenancy agreement to pay their rent in advance. Tenants who are not paying in advance will be encouraged to pay an extra amount each week to ensure they are not in arrears between payments.

5.5 Welfare Benefits

Broxtowe Borough Council recognises that many tenants will be in receipt of welfare benefits. This will include Housing Benefit (HB) and Universal Credit (UC).

- HB – claimants will receive HB directly to their rent account each week. If payments stop, we will liaise with colleagues in the Revenues and Benefits Team to support the reinstatement of the claim.
- UC – in most cases is paid directly to the tenant. In cases where there are eight weeks' gross arrears, or where the tenants has support needs, we will request that the housing costs are paid directly to us through the Alternative Payment Arrangement.

The Council will work proactively with partners to mitigate the impact of any welfare reforms and chair the Welfare Reform Working Group, attended by CAB and Department for Work and Pensions representatives.

We will assist tenants to make an application for a Discretionary Housing Payment which is short term, temporary financial assistance towards housing costs. This allows the recipient time, to make alternative longer term arrangements to meet their housing costs.

5.6 Payment Options

We will offer a range of payment options to support tenants to pay their rent. This will include:

- Direct Debit
- Payment Card
- Online, telephone and mobile phone payment
- Standing Order
- Payment Kiosk

We will promote Direct Debit to be our preferred payment method whenever possible.

We will monitor the ways that tenants pay their rent and review the payment options which are available. We will consider the different transaction costs and utilise new technology to expand the options available.

5.7 Rent Free Weeks

Rents will be calculated over 52 weeks and collected over 48 weeks. There are four non-debit weeks per year, two at Christmas and two at the end of March.

Where there are 53 Mondays in the financial year, the rent will be calculated over 53 weeks and collected over 49 weeks.

Customers will be advised at the start of each financial year which weeks will be the rent free weeks.

Rent free weeks provide tenants with a clear rent account the opportunity to pay no rent during rent free weeks. Rent free weeks do not apply to tenants in arrears or who have a court order which requires rent to be paid every week.

5.8 Garage Arrears

Garage rents are debited monthly and payment is due in advance. Garage income collection follows a pre-set escalation process and the suggested

action to be taken will be based on the level of arrears owed and previous action taken.

VAT is payable for garage tenants who are not also Council house tenants or leaseholders as the HMRC advises that the renting of a garage is a taxable supply.

5.9 Former Tenancy Arrears

Arrears which remain on the account, after the tenancy has ended are classed as former tenancy arrears. We will seek to collect former tenant arrears in a way that reflects best practice.

When an offer of accommodation is made to an applicant who has former tenant arrears they will be expected to clear the arrears prior to a firm offer being made. Where this is not possible an arrangement to clear the outstanding debt will be included as part of their new tenancy agreement.

6.0 Performance monitoring

The Council will monitor performance regarding income collection and rent arrears, and will report this through Members Matters updates.

7.0 Related Policies, Procedures and Guidelines

List of documents / associated policies / publications:

- Rent Setting Policy
- Financial Inclusion Policy
- Discretionary Housing Payment Policy
- Garage Management Policy
- Tenancy Policy
- Allocations Policy
- People with Additional Support Needs Policy
- Income Collection Procedure
- Risk Assessment Procedure

8.0 Review

The Income Collection Policy will be reviewed every three years or sooner if there is a change in guidance or legislation.

9.0 Document History and Approval

Date	Version	Committee Name
18/9/19	1.0	Housing Committee
19/7/22	2.0	Cabinet

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APPENDIX 4

Income Collection Policy Section	Suggested Change	Reason for Change
1.0 Scope	Remove: be adopted by officers of the council in	Minor wording amendment
3.0 Aims and Objectives	Remove: Promoting a payment culture through the “Rent Matters” campaign	This is an old campaign, no longer used
5.1 Pre-tenancy support	Add: The obligation to pay rent in advance will be highlighted throughout the Allocations process, so that applicants are aware that this will be required.	Rent in advance is already included in the policy, but the pro-active work was not highlighted in this section
5.7 Rent Free Weeks	<p>Wording amended to: Rents will be calculated over 52 weeks and collected over 48 weeks. There are four non-debit weeks per year, two at Christmas and two at the end of March.</p> <p>Where there are 53 Mondays in the financial year, the rent will be calculated over 53 weeks and collected over 49 weeks.</p> <p>Customers will be advised at the start of each financial year which weeks will be the rent free weeks.</p>	Wording amended to replicate the wording in the Rent Setting Policy. Although the principle was the same previously the wording in the two policies was slightly different.
5.8 Garage Arrears	Add: or leaseholders	To clarify that VAT exemption applies to both tenants and leaseholders
6.0 Performance monitoring	<p>Replace: to the relevant Council Committee</p> <p>With: through Members Matters updates</p>	To reflect the change in noting reports under new governance structure

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RENT SETTING POLICY

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1.0 Scope

This policy outlines how the Council will calculate rent for the housing stock that it owns and manages within the Housing Revenue Account.

How rent will be collected is outlined in the Rent Collection Policy; how service charges are calculated is outlined in the Leasehold Management Policy; and information about garage rents is set out in the Garage Management Policy. This policy does not cover how rent will be set for Shared Ownership properties.

2.0 Purpose

The purpose of this policy is to ensure the rents will be set in accordance with the relevant statutory and regulatory obligations.

The policy will set a clear framework for the setting and reviewing of rent levels for each property.

3.0 Aims and Objectives

The policy will ensure:

- Rents are set at a level which ensures that the Council can meet its obligations to customers, including maintaining the stock at a high standard of repair
- Rent increases are applied consistently and fairly
- The Housing Revenue Account does not fall into a deficit position.
- Council tenants are protected from excess rent increases

4.0 Regulatory Code and Legal Framework

- Housing Act 1985, Sections 24, 102 and 103
- Local Government and Housing Act 1989, Section 76
- Regulator of Social Housing Rent Setting Guidance
- Social Housing Rents (Exceptions and Miscellaneous Provisions) Regulations 2016
- Welfare Reform and Work Act 2016

5.0 Policy Outline

5.1 Calculation of rent

The Council will charge social rent for all properties, unless the charging of Affordable Rent is required to attract grant funding or make a new build scheme viable.

Rents will be set according to the formula set out in the Rent Standard which has consideration for the location, size and value of a property in conjunction with the local earnings. This is called the Formula Rent.

The basis for calculation of formula rent is:

- 30% of a property's rent should be based on relative property values
- 70% of a property's rent should be based on relative local earnings
- A bedroom factor should be applied so that, other things being equal, smaller properties have lower rents

5.2 Rent free weeks

Rents will be calculated over 52 weeks and collected over 48 weeks. There are four non-debit weeks per year, two at Christmas and two at the end of March.

Where there are 53 Mondays in the financial year, the rent will be calculated over 53 weeks and collected over 49 weeks.

Customers will be advised at the start of each financial year which weeks will be the rent free weeks.

5.3 Rent increases

This policy seeks to strike a balance between the need to keep rents affordable whilst providing sufficient funds to support the Council's need to maintain its housing stock and provide a high standard of customer service. The Council is aware that many tenants have low incomes and aims to provide housing that remains affordable.

Rent will be increase annually in April by CPI + 1%. The CPI as at the September prior to the April of implementation will be used. As set out in the Rent Standard and to allow time for the new rents to be calculated and to obtain Cabinet approval.

Tenants will be given four weeks notice in writing in accordance with the tenancy agreement. The Council is under no obligation to consult with tenants to vary the rent amount. The Council's decisions on rent levels are only challengeable by way of judicial review.

5.4 New build properties

Formula rents (social rents) will be charges new build properties wherever possible and all property acquisitions.

If the Council is in receipt of grant from Homes England to develop new Council housing for rent it is a requirement of the grant that Affordable Rents are used.

Affordable Rent is set at 80% of market rent. It is typically higher than social rent. The intention behind the introduction of Affordable Rent is to enable Council's to generate additional capacity for investment in new affordable housing.

6.0 Related Policies, Procedures and Guidelines

This policy should be read in conjunction with the:

- Financial Inclusion Policy
- Rent Collection Policy
- Tenancy Agreement

7.0 Review

This policy will be reviewed every three years or sooner if there is a change in regulation and legislation

8.0 Document History and Approval

Date	Version	Committee Name
18/9/19	1.0	Housing Committee
19/7/22	2.0	Cabinet

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APPENDIX 6

Rent Setting Policy Section	Suggested Change	Reason for Change
1.0 Scope	Add: This policy does not cover how rent will be set for Shared Ownership properties.	A new Shared Ownership policy will be written in preparation for the shared ownership properties due in 2023
5.1 Calculation of rent	Add: or make a new build scheme viable	There may be occasions where grant funding is not required or allowed, but the Council would still need to charge affordable rent to make the scheme viable
5.1 Calculation of rent	Remove: in both the Ministry of Housing, Communities and Local Government Rent Policy Statement and	MHCLG has been replaced with DLUCH, the formula for rent setting is in the Rent Standard
5.3 Rent increases	Amend wording to: as set out in the Rent Standard and	To clarify that using September CPI is because this is required, and not just because of approval timetable
5.3 Rent increases	Change: Committee To: Cabinet	To reflect new governance structure
5.3 Rent increases	Remove: A report will be presented to Housing Performance Group for comment in November. The report for approval will be presented to Finance and Resources Committee in December to be recommended to Council for approval.	To reflect new governance structure
5.5 Shared Ownership	Remove section	A new Shared Ownership policy will be written in preparation for the shared ownership properties due in 2023

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APPENDIX 7

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they

design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect

on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive	Lead officer responsible for EIA	Rachel Shaw
Name of the policy or function to be assessed:		Income Policies	
Names of the officers undertaking the assessment:		Rachel Shaw	
Is this a new or an existing policy or function?		Updated policies for an existing function	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The purpose of the Financial Inclusion Policy is to support tenants and applicants to have access to affordable financial products and services that meet their needs, and to reduce their outgoings.</p> <p>The Income Collection Policy sets out the approach to the management and collection of rent for properties and garages.</p> <p>The Rent Setting Policy outlines how the Council will calculate rent for the housing stock that it owns and manages within the Housing Revenue Account.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>To increase income collection To offer appropriate support to tenant to pay their rent To provide a framework for the financial inclusion service To ensure that rents will be set in accordance with the relevant statutory and regulatory obligations.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Tenants of the Council Applicants that have been offered a Council property</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Tenants Applicants on the housing register Housing employees Partner agencies, such as CAB</p>			

5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?

The housing management system holds data regarding age, gender and ethnicity.

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

Regular surveys are undertaken and comments are provided about the income management service.

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Regular monitoring is undertaken to review the service, this has not revealed any further action that needs to be taken in regards to the impact

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

- ☐ **Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?**

Residents who are not tenants or applicants are excluded, this can be justified

Those under 18 are excluded on the basis of not being able to hold or apply for a tenancy, this can be justified

- ☐ **Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?**

Not necessarily. Access to the financial inclusion service will be based on need and this may not be spread equally across the equality groups.

- ☐ **Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?**

Steps have been taken to make the service as accessible as possible. Information can be provided in different formats and home visits are offered to explain the service in a way that meets the individuals needed.

- ☐ **Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?**

The Financial Inclusion Service and a strong Income Collection Policy will help sustain tenancies. Tenancy Sustainment has a positive impact on communities.

□ What further evidence is needed to understand the impact on equality?

Regular monitoring of the service will be undertaken.

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age: Younger tenants are more likely to be in their first tenancy, and those that have not been a tenant before are more likely to be identified as requiring support from the Financial Inclusion Service. It is important that referrals are based on facts and tenancy risk, and not on age alone.

Disability: The Financial Inclusion Service is offered to meet the need of the tenant, including needs due to disability. This can include home visits and information provided in large print.

Gender: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Gender Reassignment: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Marriage and Civil Partnership: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Pregnancy and Maternity: It is recognised that pregnancy and maternity can have an impact on income and benefit claims. This may be reduced income due to maternity leave from employment, or increase increased income due to changes in family size. The Income team will offer additional support during this time.

Race: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Religion and Belief: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken to mitigate any barriers identified.

Sexual Orientation: It is not anticipated that the Council will need to take any further action in order to enable access for this group. Regular monitoring and analysis may identify reasons that have not been anticipated. Action will be taken

to mitigate any barriers identified.

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature:

Report of the Portfolio holder for Environment and Climate Change

AIR QUALITY STATUS REPORT 2022

1. Purpose of Report

To advise Members of the latest Air Quality Status Report which has been submitted to the Department of Food Environment and Rural Affairs (DEFRA).

2. Recommendation

Cabinet is asked to RESOLVE that the Air Quality Status Report and the Updated Action Plan be approved.

3. Detail

Each year, DEFRA requires all local authorities in England to produce an Annual Status Report (ASR) in respect of air quality. The production of an ASR is intended to aid local transparency, increase accessibility of air quality to the wider public audience and encourage buy-in to delivering air quality improvement measures by those best placed to assist (e.g. directors of public health, transport managers etc.). The format of the report is specified by DEFRA. The annual bias corrections used in the report are not usually available until

The Air Quality Action Plan relevant to Broxtowe's direct actions is now included into the Air Quality Strand of the Climate Change and Green Futures Action Plan and updated there accordingly. Broxtowe's ASRs are approved by the portfolio holder for Energy and Climate Change and the Director of Public Health before submission. The committee is advised of the feedback received from DEFRA.

Some of the positive aspects contained in the report include the following:

- The 2021 nitrogen dioxide results show that the air quality levels are below the objective of 40µg/m³ for all of the monitoring locations throughout the Borough.
- There was an increased the number of diffusion tubes measuring nitrogen dioxide to 45.
- The Council recently purchased a real time monitor to monitor PM_{2.5}, PM₁₀ and NO₂ in the Trowell AQMA. This data will be reported in the 2023 ASR.

4. Financial Implications

There are no additional financial implications at this stage, with the costs associated with air quality status work being contained within existing budget resources.

5. Legal Implications

Part IV of the Environment Act 1995 sets out statutory provisions on air quality. Section 82 provides that councils shall review the air quality within their area. Section 83 requires councils to designate Air Quality Management Areas

(AQMA) where air quality objectives are not being achieved, or are not likely to be achieved (i.e. where pollution levels exceed the air quality objectives) as set out in the Air Quality (England) Regulations 2000. Where an area has been designated as an AQMA, Section 84 requires councils to develop an Air Quality Action Plan (AQAP) setting out the remedial measures required to achieve the air quality standards for the area covered within the AQMA. The Department for Environment, Food and Rural Affairs (DEFRA) has provided statutory guidance in the form of the Local Air Quality Management Policy Guidance. The guidance gives particular focus to so-called 'priority pollutants' such as Nitrogen Dioxide (NO₂) and so-called 'Particulate Matter' (PM₁₀ and PM_{2.5}) which are relevant to district councils.

Councils are required to submit an Annual Status Report (ASR) to DEFRA in order to report the progress being made in achieving reductions in concentrations of emissions relating to relevant pollutants below air quality objective levels. The completed report is submitted to the Secretary of State (DEFRA) for consideration. DEFRA provide comments back which the Council must 'have regard to'.

6. Human Resources Implications

No Comments.

7. Union Comments

No Comments.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil.



2022 Air Quality Annual Status Report (ASR) for Broxtowe Borough Council

In fulfilment of Part IV of the Environment Act 1995 Local Air
Quality Management

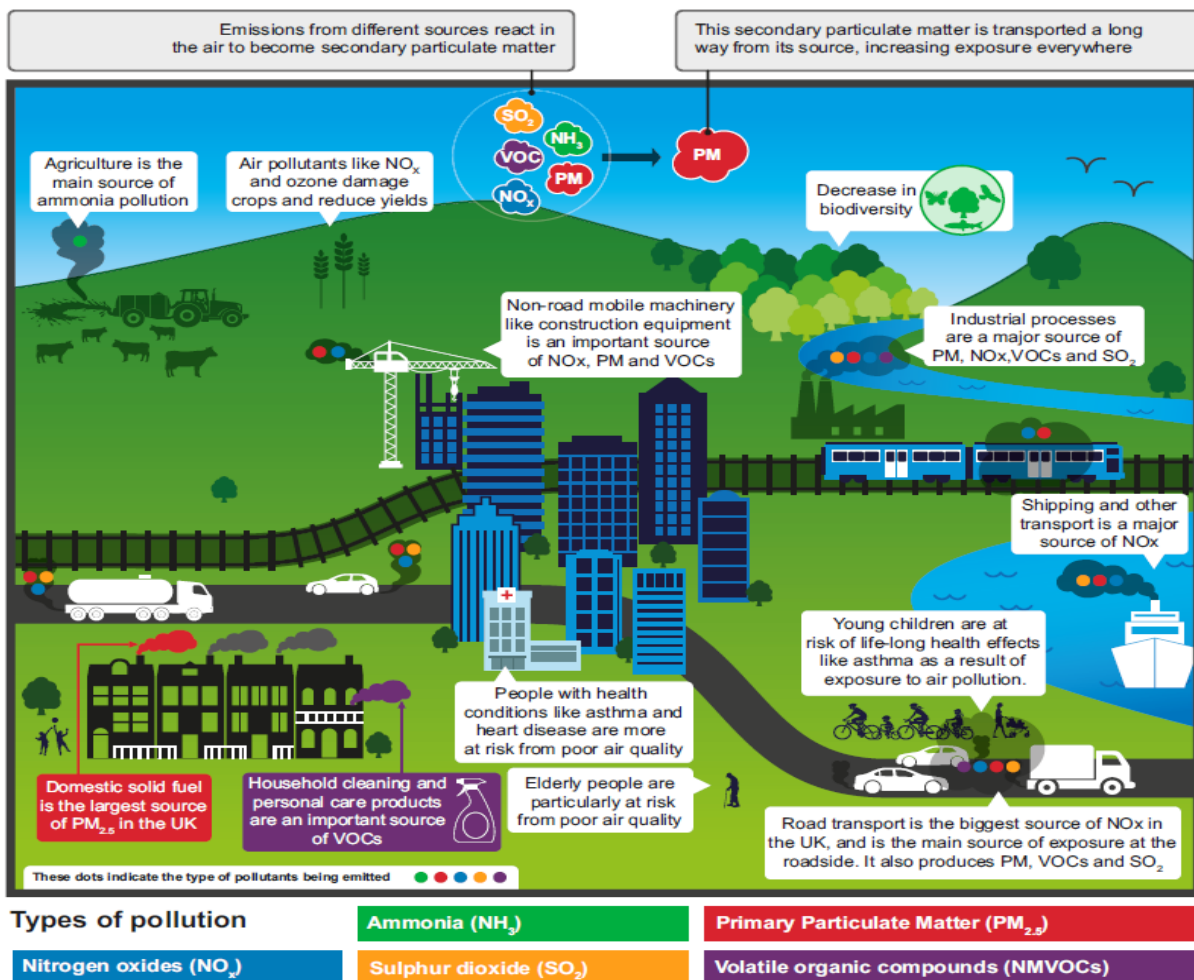
June, 2022

Information	Broxtowe Borough Council Details
Local Authority Officer	Kate Ratcliffe
Department	Environmental Health
Address	Council Offices Foster Avenue Beeston Nottingham NG9 1AB
Telephone	0115 9177777
E-mail	health@broxtowe.gov.uk
Report Reference Number	BBC/AQ/ASR/2022
Date	June 2022

Executive Summary: Air Quality in Our Area

What is Air Pollution and where does it come from?

Air pollution is generally defined as any type of particulate (dust) or gaseous substance (e.g. Oxides of Nitrogen) that is emitted into the atmosphere due to the combustion of fuels such as coal, oil, gas, petrol, diesel and the burning of wood or natural gas from domestic central heating boilers or power stations. When these fuels are combusted, they are emitted into the atmosphere and they affect the air quality within the United Kingdom (UK).



Source – Clean Air Strategy 2019, DEFRA [Clean Air Strategy](#)

Poor air quality can affect people's health on a daily basis and can result in premature death. Therefore, it is imperative that poor air quality is recognised as a public health issue

and that continual measures are taken to improve the air quality even if the air quality objectives in the UK are being met.

The two main types of air pollution within the United Kingdom are Nitrogen Dioxide (NO₂) and Particulate Matter (PM₁₀ and PM_{2.5}), therefore this report will explain the effects of these pollutants on health, the concentration levels within the Borough of Broxtowe and measures that have been, are being and will be taken to improve the air quality within the Borough.

What is Nitrogen Dioxide?

Nitrogen Dioxide is a reddish brown gas with the chemical formula NO₂. Nitrogen Monoxide is a colourless gas with the chemical formula NO. Collectively NO₂ and NO are known as Oxides of Nitrogen and the chemical formula is NO_x.

As mentioned previously NO_x is emitted into the atmosphere due to the combustion of fuels such as coal, oil, gas, petrol, diesel and the burning of wood or as natural gas from domestic central heating boilers or power stations.

Some sources of NO_x release NO_x in the form of NO₂ into the atmosphere, these are known as primary sources of NO₂, which are mainly emitted from vehicle exhausts. It was previously believed that it was petrol vehicles that were the main source of NO₂ however the use of diesel particulate filters within the exhaust systems of diesel vehicles have resulted in high concentrations of NO₂ being emitted into the atmosphere.

Another source of NO₂ in the atmosphere is due to a chemical reaction in the atmosphere between NO and Ozone (O₃). This is classed as a secondary source of NO₂. However, if concentrations of O₃ are low near to the source of NO then NO₂ will not be formed.

What is Particulate Matter?

Particulate matter is the term used for a mixture of solid particles and/or liquid droplets within the air. Particulate matter varies in size with some particles being easily visible to humans e.g. dust, soot, smoke and vapour from domestic boiler flues. However, some

particles are so small that they cannot be seen with the naked eye and it is these particles that are easily absorbed deep into the lungs and cannot be expelled when they are breathed in.

Size of Particulate Matter



Source: USEPA - [Size of Particulate Matter](#)

Research has shown that there is significant harm to health at concentrations of Particulate Matter well below the current EU and UK limit values. (See Appendix H for the Air Quality Objectives for the UK).

There are many sources of particulate matter in the United Kingdom, examples of these are:

- Vehicle exhausts
- The wearing of brake pads, tyres and asphalt
- Rust from vehicles
- Poor fuel combustion

- Dust from demolition and building sites
- Bonfires and inefficient burning of solid fuel e.g. wood.

Within the United Kingdom the main particulate matter that causes concern is particulates that are classed as 'fine particles' (PM_{2.5}) or 'inhalable coarse particles' (PM₁₀). The particles are measured in size and referred to as microns (µm). PM₁₀ are particles that are 10 microns to 2.5 microns in size, and PM_{2.5} are particles that are 2.5 microns or less.

What are the Health Effects of Poor Air Quality?

Air pollution is associated with a number of adverse health impacts both short term and long term. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³.

To be able to understand the full effects of poor air quality on humans an understanding of how the pollutants enter the body, where they go once they are within the body and the effects that they have are shown in the diagram below.

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

Where air pollutants go in our bodies and what they do

A few hours of $PM_{2.5}$ over $35 \mu g/m^3$ or NO_2 over $200 \mu g/m^3$ irritates the eyes, nose and throat.

PM can cause strokes. Ultrafine PM has been found in samples of brain and central nervous system tissue.

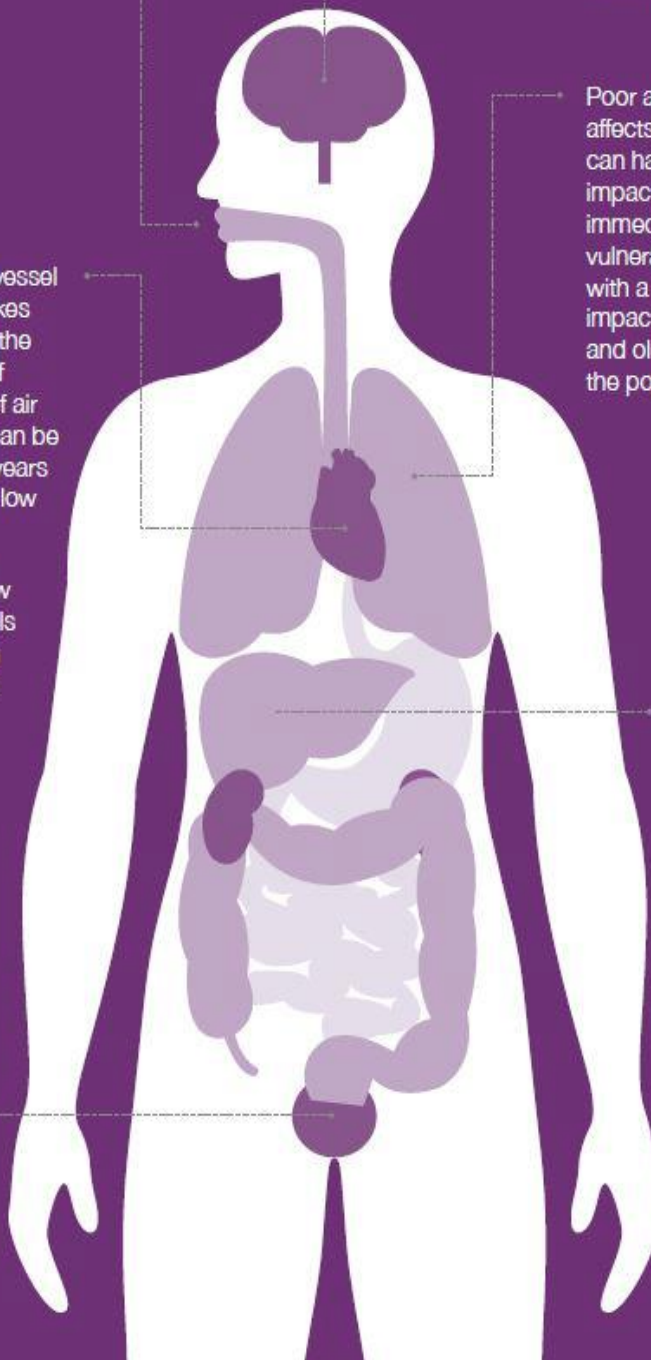
Heart and blood vessel diseases like strokes and hardening of the arteries are one of the main effects of air pollution. These can be caused by a few years exposure to even low levels of $PM_{2.5}$.

Poor air quality affects everyone. It can have long term impacts on all and immediate effects on vulnerable people, with a disproportionate impact on the young and old, the sick and the poor.

Exposure for a few hours to high levels of $PM_{2.5}$ can bring on existing illness or strokes and heart attacks in ill people.

Ultrafine PM can get into the blood then throughout the body. Ultrafine particles have been found in body organs.

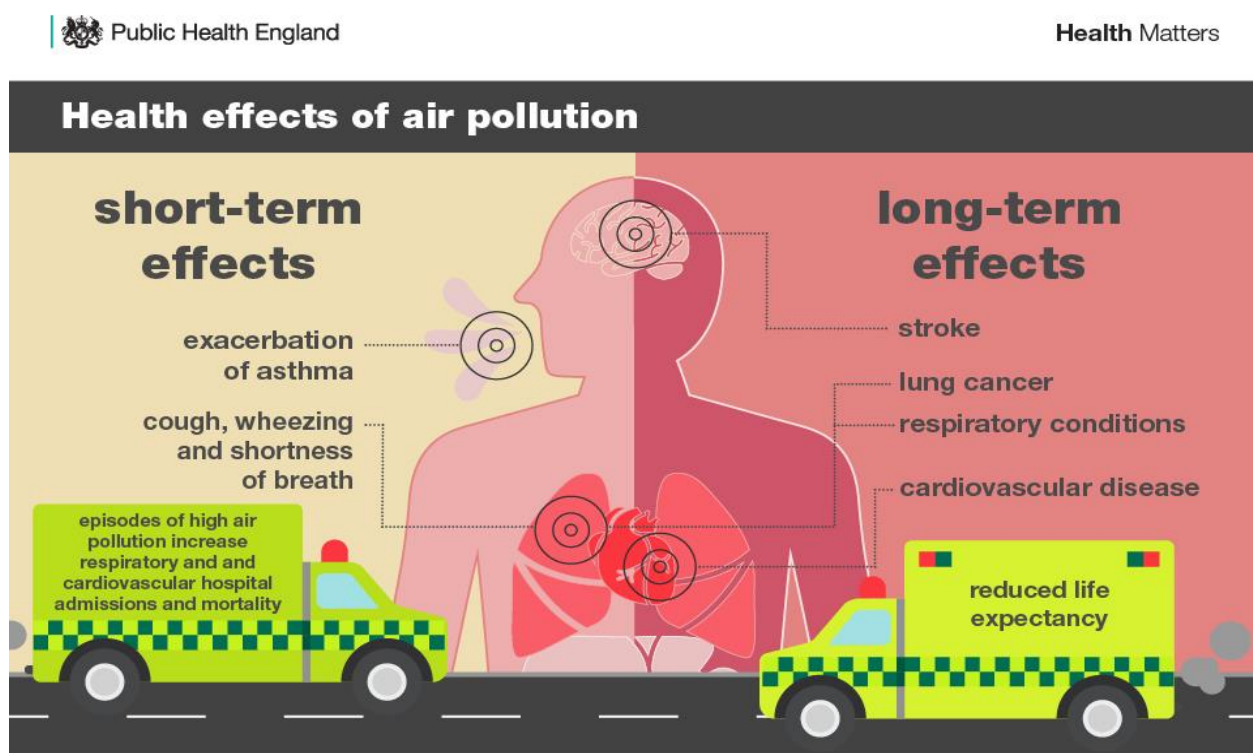
PM has been found in the reproductive organs and in unborn children.



Source - Air Quality: A Briefing for Directors of Public Health, March 2017 [Air Quality: A Briefing for Directors for Public Health](#)

When people are within an area of poor air quality the length of time they are there is called the 'exposure' time'. There are two types of exposure, short-term and long term. Short-term is when the person is subjected to poor air quality for a short time e.g. a couple of hours and the effects are called 'Short-term effects'. Long term exposure is when people are consistently living or working with in an area where there is poor air quality. The short- term and long-term effects on the body are shown in the diagram below.

The short and long-term effects of air pollution



Source – Health Matters 2018, Public Health England

Health Effects of Nitrogen Dioxide

The main health effect of breathing in raised levels of Nitrogen Dioxide is the increased likelihood of respiratory problems, as Nitrogen Dioxide inflames the lining of the lungs, and it can reduce immunity to lung infections. This can cause problems such as wheezing, coughing, colds, flu and bronchitis and can exasperate pre-existing conditions like asthma and Chronic Obstructive Pulmonary Disease.

The Committee on the Medical Effects of Air Pollution (COMEAP) has produced estimates of the attributable deaths of people aged 25+ due to NO₂ and Particulate Matter based on 36,000 for all local authorities in the United Kingdom. The estimates are based on the researched evidence of mortality risk combined with modelled levels of background air pollution to which populations are exposed to at each local authority. Table i provides the results for the East Midlands, Nottingham City and all the District and Borough Councils within Nottinghamshire.

Table i – Estimated Attributable Deaths in 2020 due to NO₂ and Particulate Matter based on 36,000.

Area	Attributable deaths Age 25+ due to NO ₂ and PM based on 36,000	Associated Life-years Lost based on 36,000 (COMEAP Aug 18)
East Midlands	3,445	30,878
Nottingham City	197	2,004
Ashfield	93	851
Newark and Sherwood	85	805
Bassetlaw	85	797
Broxtowe Borough Council	90	787
Mansfield	86	764
Gedling	98	807
Rushcliffe	74	679

Source: COMEAP, Associations of long-term average concentrations of Nitrogen Dioxide with mortality, 2018.

Table i shows that in the Borough of Broxtowe out of 787 life years lost, 90 of these are attributable to NO₂ and Particulate Matter. However, the data also identifies that Broxtowe does not have the highest number of deaths that are attributable to air quality in comparison to other District and Borough authorities in Nottinghamshire.

Health Effects of Particulate Matter

The health effects associated with short term and long-term exposure to particulate matter are; exacerbation of asthma, effects on lung function, increases in hospital admissions for respiratory and cardiovascular conditions, and also increases in mortality⁴. Public Health England (PHE) has produced estimates of the risk of mortality from particulates for all local authorities in the United Kingdom. The estimates are based on the researched evidence of mortality risk combined with modelled levels of background air pollution to which populations are exposed to at each local authority. See Section 2.3 of this report for further information on the estimated effects of annual mortality in 2020 of human made PM_{2.5} air pollution.

Air Quality in the Borough of Broxtowe

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with health inequalities issues because areas with poor air quality are also often less affluent areas^{5,6}.

⁴Gowers, A.M. et al Estimating Local Mortality burdens associated with Particulate Air Pollution, Public Health England, 2017.

⁵ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

⁶ Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths at typical ages⁷, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁸.

The main air quality issue within the Borough is due to the M1 and the A52, which is the main road that connects Nottingham to Derby and is used heavily by commuters. Residential properties are situated alongside the M1 and the A52.

The main pollutants of concern within the Borough is Nitrogen Dioxide and Particulate Matter, which is emitted from vehicles exhausts and is prevalent in areas where there are congested roads e.g. the M1 and the A52. However, it must also be noted that ambient background levels are affected by emissions from domestic heating e.g. Oxides of nitrogen from boilers and particulate matter from solid fuel burners.

Broxtowe Borough Council participates in the United Kingdom Nitrogen Dioxide diffusion tube network and has 45 diffusion tubes sites throughout the Borough. The sites are primarily monitoring the M1 corridor and the A52. Some of the diffusion tubes are sited within and near to the existing Air Quality Management Area (AQMA), which is situated in Trowell. Monitoring is still being undertaken in the three revoked AQMAs to ensure that the concentrations remain below the air quality objective. Further information on the AQMA is discussed in Section 2.1 of this report.

The 2021 nitrogen dioxide results show that the air quality levels are below the objective of 40µg/m³ for all of the monitoring locations throughout the Borough. The results and trends are discussed in greater detail in Section 3.2.1 of this report.

In respect of particulates, the modelled background level provided by Defra for the Borough of Broxtowe indicated levels between 7.5µg/m³ and 9.5µg/m³ for 2021, with the

⁷ Defra. Air quality appraisal: damage cost guidance, July 2020

⁸ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

annual mean for 2021 being $8.4\mu\text{g}/\text{m}^3$. The World Health Organisation (WHO) guideline level for $\text{PM}_{2.5}$ is $10\mu\text{g}/\text{m}^3$.

Broxtowe Borough Council has a close working relationship with National Highways and Nottinghamshire County Council's Place Department who have responsibility for highways. National Highways manages the M1 Motorway and the A52, which run through the Borough. Nottinghamshire County Council Place Department manage the remaining roads that run through the Borough; this includes the A610/B600 Nuthall Roundabout.

The Council works with National Highways and Nottinghamshire County Council by continuing to monitor air quality levels throughout the Borough, to inform them of any changes to the air quality levels, to provide maps of the air quality management areas and to provide yearly air quality reports. By working together actions are implemented where possible to ease congestion by maintaining a steady flow of traffic throughout the Borough and to also promote sustainable travel.

The Environmental Health team at Broxtowe Borough Council also works closely with the Environment Agency who attend the Nottinghamshire Environmental Protection Working Group meetings along with some of the local authority planners. This ensures that air quality issues are raised and considered throughout the planning process.

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, and will continue to improve due to national policy decisions, there are some areas where local action is needed to improve air quality further.

The 2019 Clean Air Strategy⁹ sets out the case for action, with goals even more ambitious than EU requirements to reduce exposure to harmful pollutants. The Road to Zero¹⁰ sets out the approach to reduce exhaust emissions from road transport through a number of

⁹ Defra. Clean Air Strategy, 2019

¹⁰ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

mechanisms; this is extremely important given that the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

Below is a brief summary of the core actions to target sources of pollution in the Borough of Broxtowe over the past year.

- **Low Emission Fleet Vehicles** – Broxtowe Borough Council has purchased eight more Euro 6 vehicles in 2021 to replace two older more polluting vehicles.
- **Electric Fleet Vans** – Two electric fleet vehicles were purchased in 2021 due to satisfactory trials of two electric fleet vans in 2020.
- **To replace Broxtowe Borough Council older combination boilers and system boilers to Seasonal Efficiency of a Domestic Boiler in the UK (SEDBUK) A rated condensing boilers** – In 2021, BBC have replaced a total of 103 domestic boilers. Of these, 17 were of low efficiency, the others being lifecycle
- **Broxtowe Borough Council Cycle to Work Scheme** – Seven employees purchased bikes through this scheme in 2021. Since the scheme started, 177 employees have purchased bikes through the scheme.
- **Marketing and promotion of sustainable transport alternatives** – both the County Council and Broxtowe Borough Council continue to develop and deliver programmes to encourage more sustainable travel. These include infrastructure improvements such as the County Council's integrated transport programme delivering improvements for pedestrians, cyclists and bus users; cycle training, as well as marketing materials and campaigns developed in partnership with stakeholders such as passenger transport operators.
- **Car Club partnership** – Work has been undertaken to investigate the feasibility of a partnership with a Car Club operator in the County, for both residents and internal use (i.e. staff travel), which will feed into a wider review of fleet and staff business travel.
- **Electric Vehicle Cable Channels** – The County Council continues to work on developing the EV charging infrastructure network within the county. A report on 'On-street Electric Vehicle Charging Infrastructure' was considered at the February 2022 Transport & Environment Committee, and approval was granted for the introduction of an Electric Vehicle Cable Channel pilot scheme. Work is currently underway to finalise the details of the pilot scheme.

- **Bus Service Improvement Plans (BSIP)** – NCC have developed two Bus Service Improvement Plans (BSIP) for Nottinghamshire; the BSIP for the Greater Nottinghamshire (Robin Hood) area which was developed in partnership with Nottingham City Council, and the BSIP for Nottinghamshire. The plans, which were approved at the Transport & Environment Committee in November 2021, outline the Council's ambitions for improving bus services within the county.
- **Traffic management improvements** – general traffic management schemes have been introduced in the borough, including signal improvements/upgrades to help improve capacity/traffic flows on the A6005 Queens Road/Station Road, Beeston and A608 Derby Road/Mansfield Road/Nottingham Road, Eastwood.
- **Effective Network Management** – the County Council continues to work with stakeholders to effectively manage its highway network. This includes the co-ordination of works, contingency planning, and effective event and incident planning.
- **Cycle network improvements** – the County Council, working in partnership with Nottingham City Council, has secured funding through the City Council's Transforming Cities for potential upgrades to routes along the A6005 corridor. Initial feasibility work has been undertaken and public consultation on the project is due to end in May 2022. The County Council's Tranche 2 of the Active Travel Fund (ATF) include cycling improvements in Beeston, including the potential installation of additional secure cycling hubs at the rail station, subject to feasibility/ consultation/ approval.
- **Workplace Travel Plans** – Broxtowe Borough Council and Nottinghamshire County Council have completed a Council Travel Plan to help promote sustainable travel amongst staff as part of both their journeys to work and whilst undertaking Council business. Travel Plans are also developed with businesses through the development control process.
- **School Travel Toolkit** – Following a successful trial with four pilot schools in 2019/20, the Nottinghamshire School Travel Planning Toolkit was rolled out to all County schools during the 2020/21 academic year. The toolkit provides schools, parents/carers and children with information and advice on improving travel to and from schools, including the sustainable travel options available.

Further information on these core actions and progress on grant funded projects are discussed in greater detail in Table 2.2 of this document.

Conclusions and Priorities

The 2021 Nitrogen Dioxide results show that the air quality levels are below the objective of $40\mu\text{g}/\text{m}^3$ for all of the monitoring locations throughout the Borough including the AQMA. Although the objectives are being met it is very important to continue to improve air quality within the UK as poor air quality is a public health concern.

Therefore, to continue to improve the air quality in the Borough the priorities for Broxtowe Borough Council in addressing air quality for the coming year are to:

- Review the NO₂ diffusion tubes network annually, discontinue sites where the annual air quality levels are comfortably below the objective, and relocate them to new sites within the Borough. Extensive monitoring will allow Broxtowe Borough Council to identify and focus on ‘problem’ areas.
- Continue to reduce the levels of NO₂ in the Borough by working with National Highways and Nottinghamshire County Council.
- Continue to be a member of the East Midlands Air Quality Network (EMAQN), to liaise with colleagues in Public Health and other local authorities.
- Continue to promote the final version of the “EMAQN Air Quality and Emissions Mitigation: guidance for developers” document.
- Continue to be a member of the Nottinghamshire Environmental Protection Working Group, and to liaise with colleagues in Public Health and the Health and Wellbeing Boards (Nottingham City and Nottinghamshire County) to ensure that Air Quality continues to be included in the Joint Strategic Needs Assessment for the County and any future work that involves air quality issues.
- Engage with the public about air quality and raise awareness of the health effects of air quality.
- Continue to provide the public, companies and businesses within the Borough with methods that they can use to improve air quality for themselves and also the health of their employees.

- Continue to provide information on green travel e.g. walking, cycling by providing leaflets.
- Continue to support bus companies and taxis that operate within the Borough to reduce emissions.
- Continue to review suitable research methods for reducing air quality levels for both NO₂ and particulate matter.
- Broxtowe Borough Council to continue as an active member in the Air Quality Strategy Task Group.
- Ensure that the new Nottinghamshire Air Quality Strategy is promoted and used once more as a valuable working document.
- Review the measures in Broxtowe Borough Council's Air Quality Action Plan and to continue to report on them in the next ASR as well as all the measures that are being implemented in the Borough to reduce air pollution levels.

One of the challenges associated with addressing the air quality in the Borough is that the main source of the air quality problem is the M1 Motorway, which is managed by National Highways and is not under the control of Broxtowe Borough Council. Although Broxtowe Borough Council have a close working relationship with National Highways it is unable to impose or make any changes to the M1 to improve the air quality within the neighbouring residential areas. However, National Highways has undertaken projects at great expense in the past to improve the air quality within the Borough e.g. widening scheme and Smart Motorway scheme.

Apart from the M1 and the A52 all of the roads within the Borough are managed by Nottinghamshire County Council who manage the traffic flows, repairs, diversions etc. There are several challenges associated with this. The first challenge is that Broxtowe Borough Council is unable to impose or make any changes to the structure or flow of the roads. The second challenge is the limited funding currently available to County Councils for significant integrated transport improvements (£3.9m per year for all safety, capacity, active travel, parking, bus and traffic management infrastructure improvements). This limits the funding available for transport schemes that will deliver air quality improvements.

Although no real time monitoring was carried out in 2021 for PM₁₀ and PM_{2.5}, 'modelled' figures are obtained from Defra and are discussed in greater detail in Section 2.3 of this report.

The monitoring of PM₁₀ and PM_{2.5} is expensive to undertake due to the installation, running costs and the maintenance of the equipment. However, there has been a variety of new real time monitors to the market that are not as expensive as the Gravimetric or other reference monitors and one of these is called the 'Zephyr', which is a fraction of the cost to purchase. Therefore, in late 2021 BBC purchased a Zephyr real time monitor to monitor PM_{2.5}, PM₁₀ and NO₂ in the Trowell AQMA. This data will be reported in the 2023 ASR.

Local Engagement

Since the 2021 Annual Status Report (ASR) Broxtowe Borough Council has continued to be in the East Midlands Air Quality Network (EMAQN), which reviews current air quality issues for the area. EMAQN is run by Public Health England. EMAQN has collectively produced a report to assist local authorities and developers when determining whether an air quality assessment is needed during the planning application process. The aim of EMAQN is to engage decision makers from different disciplines to assist in reducing AQ levels as a whole in the East Midlands. This also enables neighbouring counties to communicate more openly, which is vital for Broxtowe Borough Council due to it being next to Derbyshire because the A52 is a major source of air pollution, which runs through Derbyshire and Nottinghamshire.

Defra have identified Derby and Nottingham as exceeding the air quality objective therefore, they are mandated to implement a Clean Air Zone (CAZ). However, Nottingham City Council subsequently undertook air quality modelling of several potential CAZ options (charging and non-charging) alongside planned actions (e.g. measures to provide and promote sustainable transport infrastructure) to determine if they would deliver the required air quality objectives. This modelling has identified that air quality objectives are anticipated to be met without the introduction of a charging CAZ.

Broxtowe Borough Council was selected in 2018 to be in the Air Quality Task and Finish Group, which was set up to update the Nottinghamshire Air Quality Strategy (NAQS). The

draft NAQS was approved at the Nottinghamshire County and City Health & Wellbeing Boards in 2019 and the finished format of the NAQS has been endorsed by the portfolio holders and is now published online. Improving Air Quality is now a priority of the 2022-2026 Nottinghamshire Joint Health and Wellbeing Strategy as part of the Ambition to develop Healthy and Sustainable Places.

How to get Involved

Residents and businesses living or working in Nottinghamshire can improve the air quality in the area by taking simple measures. One of the main changes that can be made is to use sustainable travel more and reduce dependency on the car when possible. Below are some of the actions that people can take, and particularly for short journeys.

- Travel Choice – Nottinghamshire County Council’s Travel Choice webpages provide information and advice on the different ways to travel around Nottinghamshire, whether that’s walking, cycling, public transport or car sharing. Residents, jobseekers, businesses and employees can find travel information and advice for the county (including bus and cycle maps, leisure ‘Routes and Rides’ and a journey planner) at [Travel Choice](#)
- School Travel Toolkit – Aimed at school leaders, teachers, parents/carers, children, and those living near to our schools, the Nottinghamshire School Travel Planning Toolkit provides information and advice on improving travel to and from Nottinghamshire's schools, including the sustainable and active travel modes available. The toolkit can be found at [School Travel Toolkit](#)
- Public transport – To use all means of public transport whenever possible e.g. trams, buses and trains. In addition to printed materials, an integrated public transport planning tool detailing local bus, rail and tram networks, as well as for trips further afield can be found at [Travel Choice Journey Planner](#) and [Traveline](#). Details on travelling on school buses to Nottinghamshire schools and assistance available to do so, can be found at [Travel to Schools](#). The tram timetable is available at [Tram Timetable](#). The Big Wheel promotes sustainable travel within the

Nottingham urban area (including parts of Broxtowe); it assists people and businesses with journey planning and advice. Further information can be found at [The Big Wheel](#)

- Car share – The Nottinghamshire car share scheme, '*nottinghamshare*', is available to anyone [Car Share Scheme](#) but all businesses can produce their own.
- Park and Ride – There are a variety of Park and Ride sites within Nottinghamshire, which serve the Nottingham Tram and buses. Information for these Park and Ride sites which includes maps of their locations are found at [Park and Ride](#)
- Walking and Cycling – The health benefits of physical activity e.g. walking or cycling outweigh the risks from air pollution. You can easily avoid the worst pollution by travelling along quieter streets. Even walking on the side of the pavement furthest from the road can help.

Walking -

- Walk short distances rather than drive; this also has the benefit of improving your health as well.
- Information on walking networks in Nottinghamshire can be found at [Walking Networks](#) and [Rights of way when walking in Nottinghamshire](#) and a planning tool for deciding your route when walking can be found on the [Travel Choice](#) website
- Walking and cycling to school – School travel plans promote group cycling and walking for pupils to safely get to school. Information on the travel to school options can be found at [Travel to Schools Options](#).

Cycling –

Use the extensive cycle routes that are available throughout Nottinghamshire. Maps and cycling journey planners that cover Nottinghamshire, including Broxtowe are available on the [Travel Choice](#)

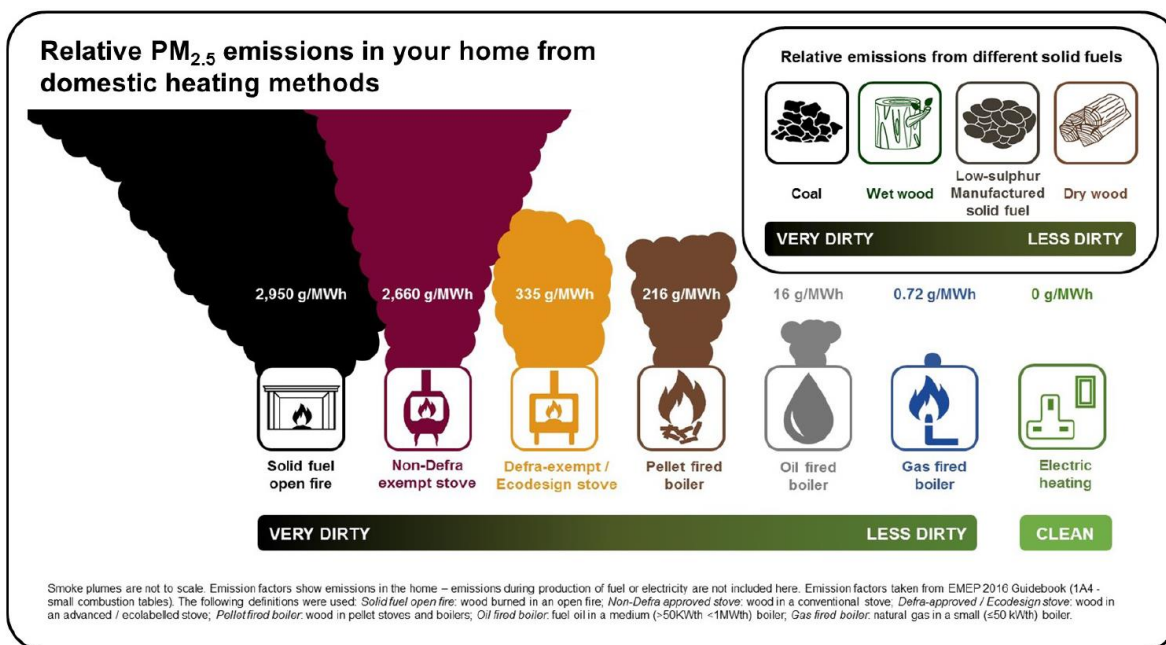
website and at [Cycling Rights of Way in Nottinghamshire](#). Maps of just the city cycle routes for Nottingham are available at [Cycle Maps for Nottingham](#). Sustrans is a charity that promotes sustainable travel and further information can be found at [Sustrans](#). RideWise, a local cycling charity, also provide advice, training, bike rides, free bike loans and information about routes and journey planning. Further information about RideWise can be found at [RideWise](#).

- Driving- When you have to drive you can still help to improve air quality by;
 - Make sure that your car is at its most efficient and think about how you drive, this will also save you money. Tips on how to save money on fuel and reduce your emissions are available at [Driving Advice from Energy Saving Trust](#).
 - If you are thinking about changing your car consider buying a low-emission vehicle, you can get more information on these vehicles and the support available at [Electric vehicle charging in and around Nottinghamshire](#) or at [Go Ultra Low in Nottingham](#)

- Bonfires – To not have bonfires at all and to compost all garden waste and recycle rubbish rather than burn it.

- Heating your home –
 - Smoke Control Area – Large parts of Nottinghamshire are smoke control areas, therefore you cannot emit smoke from a chimney unless you are burning an authorised fuel or using an exempt appliance e.g. some burners or stoves. Further information on suitable fuels and exempt appliances can be found at [Smoke Control Information from Defra](#). All appliances must be kept in good working order to ensure that they are working efficiently and it is advised that you contact your Local Council to determine whether you are in a smoke control area or not.

- House Boilers – Ensure that boilers are serviced regularly and kept in good working order. If a boiler needs replacing then purchase one that has a low NOx emission rating



Source – Clean Air Strategy 2019, DEFRA [Clean Air Strategy, Defra 2019](#)

Local Responsibilities and Commitment

This ASR was prepared by the Environmental Health Department of Broxtowe Borough Council with the support and agreement of the following officers and departments:

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- ❖ Councillor Helen E Skinner, Chair of the Environment and Climate Change Committee, Broxtowe Borough Council.

This ASR has been approved and signed off by:

Councillor Helen E Skinner, Chair of the Environment and Climate Change Committee, Broxtowe Borough Council.	John Wilcox, Senior Public Health & Commissioning Manager, Public Health, Nottinghamshire County Council
	

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1 Local Air Quality Management

This report provides an overview of air quality in Broxtowe Borough Council during 2021. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Broxtowe Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table I.1.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMA) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 12 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of the AQMA declared by Broxtowe Borough Council can be found in Table 2.1. The table presents a description of the AQMA that is currently designated within Broxtowe Borough Council. The AQMA was designated as the levels at the time of designation were above the NO₂ annual mean of 40µg/m³. [Appendix D: Map of all Monitoring Locations](#) and Appendix E: Map of AQMA in Trowell provides maps of the AQMA and also the air quality monitoring locations in relation to the AQMA and throughout the Borough.

Further information about the one remaining AQMA declared by Broxtowe Borough Council can be found in Table 2.1. Further information related to declared or revoked AQMA, including maps of AQMA boundaries are available online at Broxtowe Borough Councils Air Quality Webpage

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by National Highways?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Name and Date of AQAP Publication	Web Link to AQAP
AQMA 1 Trowell	Declared 1 st February 2006.	NO ₂ Annual Mean	AQMA 1 encompasses twenty properties on parts of Iona Drive and Tiree Close next to the M1 motorway in Trowell	YES	45µg/m ³	22.2µg/m ³ *	AQAP for Broxtowe Borough Council 2008	Visit the AQAP for AQMA 1 Trowell Action Plan 2008.

☒ Broxtowe Borough Council confirm the information on UK-Air regarding their AQMA(s) is up to date

☒ Broxtowe Borough Council confirm that all current AQAPs have been submitted to Defra

* The average of the Annual Mean from all of the four monitoring sites located with the AQMA.

2.2 Progress and Impact of Measures to address Air Quality in Broxtowe Borough Council

Defra's appraisal of last year's ASR concluded that;

- ❖ *The executive summary includes additional information explaining what air pollutants are, in addition to listing several ways to get involved. This provides a good source of information for the general public. This is welcomed. – BBC will continue to report in this manner.*

- ❖ *The Council have produced a good Section 2.3 regarding PM_{2.5}. Despite not having capacity to monitor PM_{2.5}, the Council have reported nearby monitoring and modelled results. There is a link to the Public Health Outcomes Framework and a reference to the relevant indicator. There is a good range of measures to tackle PM_{2.5} emissions and concentrations. This demonstrates the Council's commitment to improving air quality and is encouraged to continue. – BBC will continue to report in this manner.*

- ❖ *It is promising to see that the Council are continuing to review their monitoring locations and discontinue sites where the annual air quality levels are below the objective. The Council have stated that rather than decommission sites they will relocate tubes to new areas within the borough to identify potential 'hotspot' or 'problem' areas. This is encouraging to see as it demonstrates the Council's active engagement in monitoring air quality within the borough. – BBC will continue to do this.*

- ❖ *The report has a summary of historical and existing AQMAs and has outlined their decisions on reviewing AQMAs. The Authority are not revoking their AQMA on the ground that 2020 concentrations are likely to be an anomaly. This is supported. – BBC will continue to monitor and report on the AQMA in this ASR and future ASR's.*

- ❖ *The Council have discussed monitoring trends at length. Segregating the discussion by AQMA, former AQMA's and problem areas is beneficial for readers unfamiliar to the Borough to identify local spatial and temporal trends. However, the Council may consider restructuring the order of sections to allow for a better flow when reading. For example, starting with across the Borough, and then going into local detail (or vice versa). The monitoring locations within trend graphs may also be grouped according to the same sections. – BBC has done this.*
- ❖ *The Council have produced a detailed report with all the required information and continues to be an example of good practice. – BBC will continue to be an example of good practice.*

Broxtowe Borough Council has taken forward a number of direct measures during the current reporting year of 2021 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. Eighty-seven measures are included within Table 2.2, with the type of measure and the progress Broxtowe Borough Council have made during the reporting year of 2021 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

More detail on these measures can be found in their respective Action Plans BBC Air Quality Action Plan, BBC Improving the Air We Breathe Action Plan, BBC Local Plan 2018 – 2028, The Nottinghamshire Local Transport Plan 2011 -2026 (and its Implementation Plans), Nottinghamshire County Council's Environment Strategy and Action Plan 2020 and National Highways Reports (post opening project evaluation reports for the M1 Junction 25 to 28 widening and the A52 West of Nottingham Corridor Improvements).

Key completed measures are:

- ❖ Low Emission Fleet Vehicles – Broxtowe Borough Council has purchased eight more Euro 6 vehicles in 2021 to replace two older more polluting vehicles.
- ❖ Electric Fleet Vans – Two electric fleet vehicles were purchased in 2021 due to satisfactory trials of two electric fleet vans in 2020.

- ❖ Electric Vehicle Fleet Procurement for small vans below 2 tonnes - All 6 vehicles have now been replaced with Electric Vehicles.
- ❖ To Replace Broxtowe Borough Council older combination boilers and system boilers to Seasonal Efficiency of a Domestic Boiler in the UK (SEDBUK) A rated condensing boilers - In 2021, BBC have replaced a total of 103 domestic boilers. Of these, 17 were of low efficiency, the others being lifecycle.
- ❖ Trial of New Heating Technology- A trial was undertaken for fitting air source heat pumps in 7 new builds in 2021. The success of this will be reported on.
- ❖ Increased the number of Electric Vehicle Charging Points in the Borough Car Parks - 2 x rapid fast charges were installed at Victoria Street car park Stapleford in 2021, BBC has dedicated 4 spaces for Electric Vehicle use.
- ❖ Promoting on the Council Webpage the Council's Electric Vehicle Charging Points Network within the Borough - 2 new 50KW charges were added and promoted in 2021.
- ❖ To raise awareness of anti-idling legislation with local bus companies – All local bus companies that operate within the borough were notified of anti-idling legislation and the associated health affects in 2021.
- ❖ Broxtowe Borough Council Cycle to Work Scheme – Seven employees purchased bikes through this scheme in 2021. Since the scheme started 177 employees have purchased bikes through the scheme.
- ❖ The inclusion of Air Quality as a priority in the Nottinghamshire Joint Health and Wellbeing Strategy and the Nottinghamshire ICS Green Plan [led by the NHS].
- ❖ Marketing and promotion of sustainable transport alternatives – both the County Council and Broxtowe Borough Council continue to develop and deliver programmes to encourage more sustainable travel. These include infrastructure improvements such as the County Council's integrated transport programme delivering improvements for pedestrians, cyclists and bus users; cycle training, as well as marketing materials and campaigns developed in partnership with stakeholders such as passenger transport operators.
- ❖ Retrofitting of buses – In February 2018 it was announced that the County Council (and Nottingham City Council) had successfully secured funding from the Green Technology Fund to retrofit some of the most polluting buses in the county –

including a number of buses that travel in the Borough. The County Council has invested £0.94m from the Clean Bus Technology Fund to retrofit older buses. This is in addition to operator investment in new Euro VI standard buses on some routes. Trentbarton also invested in Euro VI vehicles in 2020, for their Indigo and Rainbow 1 services.

- ❖ Effective Network Management – the County Council continues to work with stakeholders to effectively manage its highway network. Along with the co-ordination of works, contingency planning, and effective event and incident planning, the County Council purchased a third camera enforcement car during 2019/20 to effectively enforce parking violations.
- ❖ Workplace Travel Plans – Broxtowe Borough Council and Nottinghamshire County Council have completed a council Travel Plan to help promote sustainable travel amongst staff as part of both their journeys to work and whilst undertaking Council business. Travel Plans are also developed with businesses through the development control process.
- ❖ Local Cycling and Walking Infrastructure Plan (LCWIP) – the County Council (in partnership with Derby City, Derbyshire County, and Nottingham City Councils) have developed an LCWIP.
- ❖ Off-Street Parking Order –BBC has consolidated all of their Off-Street Parking Orders into one Order which was made legal in 2021.
- ❖ Review of on-street car parking in and around the AQMA - Introduction of junction protection and targeted roadside parking restrictions (including bus stop clearways) along feeder corridors into the AQMA to help traffic flows/journey times.

Broxtowe Borough Council expects the following measures to be completed over the course of the next reporting year:

- ★ To investigate providing Supplementary Planning Guidance or a Supplementary Planning Document relating to 'Air Quality and Emissions Mitigation Guidance for Developers' This measure will be taken to Broxtowe Borough Councils Committee in 2022.
- ★ To raise awareness of anti-idling legislation- All taxis that operate within the borough will be notified of anti-idling legislation and the associated health affects in 2022.

- ★ Investigation into whether it is feasible for free parking in the borough car parks for Electric and Hybrid vehicles - To be taken to BBC's Committee in 2022/2023 for consideration.
- ★ To develop a plan for future infrastructures to support growth in BBC's Electric Fleet and the domestic use of Electric Vehicles - A review is currently being undertaken to determine the necessary infrastructure to accommodate the move to a carbon neutral fleet. A 1000kv substation will be required and a charging relay system installed in the parking areas. This will all be costed with a proposal submitted to BBC Committee in 2022/2023.
- ★ To communicate with all allotment providers in the borough to discourage the use of bonfires to dispose of garden waste - A questionnaire was sent to all allotment holders at one allotment site re waste. All remaining sites will be contacted in 2022.

Broxtowe Borough Council's priorities for the coming year are predominantly through measures to make the best use of the transport networks and through smarter travel measures that will encourage people to travel more sustainably.

Measures will include:

- On-going effective land use planning and securing of appropriate levels of developer contributions for mitigation (including travel planning) and sustainable transport improvements
- Traffic control and information provision to minimise disruption and delay on County Council managed roads (including the A610) such as contingency planning, the effective co-ordination of works and the provision of real-time travel information
- On-going parking enforcement on County Council managed roads to ensure that the traffic keeps moving
- Measures to reduce the need to travel at peak times such as the provision and encouragement of flexible working arrangements
- The facilitation of smarter travel behaviour such as the provision of a car sharing scheme and integrated and concessionary ticketing schemes

- The encouragement of smarter travel behaviour such as the marketing and promotion of passenger transport, walking and cycling, provision of cycling and walking route maps, cycle training programmes, and web-based journey planners
- The encouragement of the uptake of low-emission vehicles, including the continued identification and implementation of the Nottinghamshire public electric vehicle charging network as well as grants for businesses to install on-site charging infrastructure
- Enhancements to the local cycling and walking networks
- Travel planning such as the development of new travel plans at businesses across the county through planning conditions
- Undertaking feasibility work on significant projects such as cycling improvements along the A6005.

The principal challenges and barriers to implementation that Broxtowe Borough Council and Nottinghamshire County Council anticipates facing are:

- Availability of funding for the above measures to continue their delivery
- Ensuring sufficient mitigation is secured through the development control process to address the potential impacts on the highway network of not only individual developments but also the cumulative impacts of development.

Progress on the following measures has been slower than expected due to:

- The County Council were due to undertake a review of all the bus services in the County (including commercial, supported and specialist services). The aim of this work was to review and design cost effective services that meet local needs. During COVID-19 the Transport Review was put on hold, however it is due to recommence in 2022/23.
- Cycling Networks – cycling improvements are developed and delivered as part of the annual integrated transport programme but due to the high cost of delivering such scheme, they are dependent on securing external funding.
- Public Cycle Hire Scheme – The scheme is dependent upon commercial cycle hire scheme providers committing to and delivering a scheme.

Whilst the measures stated above and in Table 2.2 will help to contribute towards improving the air quality, Broxtowe Borough Council anticipates that further additional measures not yet prescribed will be required in subsequent years to improve the air quality in the borough and enable the revocation of AQMA 1 Trowell.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
1	Light rail tram infra-structure	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	2015	-	NCiC/NCC	DfT/WPL funding	No	Funded	>£10 Million	Complete On-going Currently Unknown	Reduction in NO2 and PM	Increased passenger transport patronage	<ul style="list-style-type: none"> NET Phase 2 (with route through Broxtowe) opened 2015 202-2021, there were 2.9 Million passengers using the tram, which was a reduction of 15.1 million in comparison to the previous year. The extension of the existing tram to the HS2 Hub in Toton was included in Midlands Connect's 'Access to the HS2 EM Hub study', although feasibility work has not been completed and no funding has been secured for its delivery as yet. This will also be reviewed due to changes of the proposed location of facilities in the county. 	<ul style="list-style-type: none"> The reduction is believed to be due to the National/regional lockdowns and people working from home Extension of the existing tram route would be subject to feasibility, consultation and County Council approvals
2	Car sharing scheme	Alternatives to private vehicle use	Car & lift sharing schemes	Early 2000s	Ongoing	NCC	Local Authority	No	Funded	<£10k annually	Implemented	Between 01/01/21 - 31/12/21: 333.49 tonnes CO2 reductions 1.51 tonnes NOx reductions.	Between 01/01/21 - 31/12/21: 1,512,434 miles saved £378,865 money saved 333.49 tonnes CO2 reductions 1.51 tonnes NOx reductions	<ul style="list-style-type: none"> 3,522 members currently registered. Implementation ongoing 	Annual costs are shown in the Estimated Cost of Measure
3	Introduction of car club	Alternatives to private vehicle use	Car Clubs	TBD	Ongoing	NCC/NCiC	Local Authority	No	TBD	-	Ongoing	Reduction in NO2 and PM.	Restrain average journey times in the morning peak to a 1% increase per year A reduction in staff business emissions and cost, through both a car club and a wider review of staff travel habits.	<ul style="list-style-type: none"> Nottm city scheme introduced in 2014 Provider reviewed in 2018. Expansion of scheme into county dependent on its success which is still unclear Work has been undertaken to look at the feasibility of a partnership with a Car Club operator in the county, for both residents and internal use (i.e. staff travel). This will feed 	Dependent on the determination of business case and commercial operator coming forward Barriers include financial risk, organisational culture (i.e. using personal cars less) and specific service needs

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
														into a wider fleet review and review of staff business travel, with a few more aspects to be expanded upon. • Funding for implementation to be determined, Scheme is dependent on the determination of business case and commercial operator coming forward	
4	Nottingham Go-Ultra Low programme - introduction of area wide EV charging network	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	2016	2020	NCiC/NCC/BBC	OLEV funding	No	Funded	£1 Million-£10Million	Implemented	Reduction in NO ₂ and PM due to increased use of low emission vehicles.	On-going take-up of cleaner vehicles	<ul style="list-style-type: none"> £6.1m funding secured for 2016-2020 through the Go Ultra Low programme 123 locations in the county have been investigated for the potential provision of EV charge points as part of GUL project - 24 in Broxtowe; of which five were currently feasible; providing one rapid and 20 fast charge points within car parks in four towns within the borough (Beeston, Eastwood, Kimberley and Stapleford). A total of 67 chargers across 22 sites in Nottinghamshire were installed during 2019-20 as part of the GUL programme. This include 21 chargers in Broxtowe. 	Complete
5	Nottingham Go-Ultra Low programme - promoting uptake of LEVs	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	2016	2020	NCiC/NCC	OLEV funding	No	Funded	£1 Million-£10Million	Implemented	Reduction in pollutants and emissions due to increased use of low emission vehicles.	On-going take-up of cleaner vehicles	<ul style="list-style-type: none"> £6.1m funding secured for 2016-2020 through the Go Ultra Low programme. Promotion events held for public, businesses and fleet operators including loans of LEVs for trial use in 2018 and 2019 Funding ended in 2021 	Complete
6	Nottinghamshire on-street EV charging pilot scheme - electric vehicle	Promoting Low Emission Transport	On-street EV charging infrastructure	2022	2023	NCC	Privately funded by resident	No	Privately funded by resident	Costs to be determined	Pending	Reduction in pollutants and emissions due to	Number of EVCC installed and back-office	<ul style="list-style-type: none"> County Council approved the trialling of on-street EV charging cable channels at 	The County Council is still finalising the details of the pilot scheme

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	cable channels (EVCC)											increased use of low emission vehicles.	data from EV charge point	Transport & Environment Committee in February 2022. • All delivery processes, design specifications, and internal approvals being finalised • Nottinghamshire County Council intend to submit a bid for OZEV's Local Electric Vehicle Infrastructure (LEVI) pilot funding in June 2022. If successful, the LEVI funding will help extend the pilot.	
7	Nottinghamshire EV charging infrastructure (potentially on and off street)	Promoting Low Emission Transport	Potential residential EV charging infrastructure (on and off street)	2023/24	2024/25	NCC / districts	OZEV funding (LEVI)	No	Unsecured - the full LEVI fund is currently not available for local authorities to bid for	Costs to be determined	Pending	Reduction in pollutants and emissions due to increased use of low emission vehicles.	Number of EV charging installed	<ul style="list-style-type: none"> The County Council is working to determine the Council's long term on-street EV strategy NCC is looking to develop a bid for the main LEVI funding for 2023/24. 	Measure is reliant on a successful LEVI bid
8	Joint Strategic Needs Assessment	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2017	2020	NCC/NCiC/Borough and District councils	LA	No	Funded	N/A	Complete	Reduced Emissions from raising awareness	Raising awareness and reduced emissions	<ul style="list-style-type: none"> Air Quality is now a chapter in the Joint Strategic Needs Assessment and part of the Health and Wellbeing Board considerations. Reviewed and updated in 2020. 	Complete
9	To contribute to Nottinghamshire Air Quality Strategy (NAQS)	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2018	2020	NCC/NCiC/ Borough and District councils	N/A	No	Not Funded	N/A	Complete	Reduced Emissions from raising awareness	Improving Air Quality, reduced Emissions and Raising awareness	<ul style="list-style-type: none"> Strategy reviewed and rewritten; and the draft was approved at the Nottinghamshire County and City Health & Wellbeing Board in 2019. The NAQS has been endorsed by portfolio holders and its published online 	Complete
10	To promote the Nottinghamshire Air Quality Strategy	Public Information	Via the Internet	2020	On-going	BBC Public Protection – Environmental Health Technical Officer	N/A	No	Not Funded	N/A	On-going	Reduced Emissions from raising awareness	Improving Air Quality, reduced Emissions and Raising awareness	<ul style="list-style-type: none"> The NAQS was endorsed by portfolio holders in 2020 and it is promoted on BBC's website. 	Complete
11	To have Air Quality as a priority in the Nottinghamshire Joint Health	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2021	2021	NCC and NHS	N/A	No	Funded	N/A	Complete	Reduced Emissions from raising awareness	Raising awareness and reduced emissions	Air Quality is now a priority in the 2022 - 2026 Nottinghamshire Joint Health and Wellbeing Strategy	Complete

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	and Wellbeing Strategy and the Nottinghamshire ICS Green Plan [led by the NHS].													and the Nottinghamshire ICS Green Plan [led by the NHS].	
12	To investigate providing Supplementary Planning Guidance or a Supplementary Planning Document relating to 'Air Quality and Emissions Mitigation Guidance for Developers'	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2021	2023	BBC Planning Policy Department – Planning Policy Team Leader	LA-BBC	No	Funded	Within existing resources	Planning	Reduced Emissions of N02 and PM	Reduced emissions	<p>Possible measures could involve:</p> <ul style="list-style-type: none"> • Supplementing Part 1 of Policy 20 of the Local Plan to provide further guidance on what reasonable steps are required in order to encourage the use of public transport. • Supplementing Part 2 of Policy 20 of the Local Plan to say what would constitute a "significant deterioration" in air quality. • Supplementing Part 3 Policy 20 of the Local Plan to set a ratio of Electric Vehicle Charging Points to new dwellings. • Promoting Travel Choices – Encouraging developers to provide occupants with 'travel packs' regarding public transport, walking and cycling to all new built homes. 	This measure is likely to be taken to BBC committee/cabinet in 2022 and the findings will be reported on in the 2023 ASR.
13	Planning and Policy Guidance	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2019	2019	BBC Planning Policy Department – Planning Policy Team Leader	N/A	No	Not Funded	N/A	Complete	Reduction in N02 and PM	Reduced Emissions	Broxtowe Part 2 of the Local Plan (2018-2028), which includes Policy 20 on Air Quality, was adopted in 2019. This policy ensures that air quality remains an important consideration when granting planning permission and to encourage developers to include sustainable travel measures as part of the planning application.	Complete
14	Developer requirements to provide of EV charging	Policy Guidance and	Air Quality Planning and Policy Guidance	2019	2020	BBC Planning Policy Department – Planning Policy Team Leader	N/A	No	Not Funded	N/A	Complete	Reduction in N02 and PM	Reduced Emissions	Review of the Broxtowe Local plan includes Policy 26 that would require a Travel	Complete

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	points at new development	Development Control												Plan to be submitted with any planning application for 10 or more dwellings or 1,000 square metres or more floorspace. This policy was adopted in September 2019.	
15	Inspection of Permitted Processes	Environmental Permits	Other Measures through permit systems and economic instruments	On-going	On-going	BBC Public Protection – Environmental Health Technical Officer	N/A	No	Not Funded	N/A	On-going	Reduced Emissions	Reduction in air borne pollutants from the various processes throughout the Borough.	Due to the on-going Covid -19 pandemic a hybrid approach was utilised for inspections in 2021. Some processes were deemed to require a face to face inspection whilst others were contacted via alternative means to ensure that contact was maintained and that the processes remained unchanged and that the risk rating for these businesses remained unchanged	On-going
16	To ensure that all Permitted Processes (where feasible) continue to be rated as 'low environmental risk'	Environmental Permits	Measures to reduce pollution through IPPC Permits going beyond BAT	On-going	On-going	BBC Public Protection – Environmental Health Technical Officer	N/A	No	Not Funded	N/A	On-going	Reduced Emissions	Reduction in air borne pollutants from the various processes throughout the Borough.	The risk rating did not change in 2021, and all permitted processes were fully compliant..	On-going
17	To Inspect Crushers that are used within the Borough on demolition sites when notifications are received to ensure compliance with the process permit and ensure good housekeeping is being maintained	Environmental Permits	Other measure through permit systems and economic instruments	On-going	On-going	BBC Public Protection – Environmental Health Technical Officer	N/A	No	Not Funded	N/A	On-going	Reduction in air borne particulates from the crushers used throughout the Borough.	% of crushers inspected.	All notified crushers on demolition sites were inspected in 2021	On-going
18	To ensure that all Dust Management Plans are reviewed and approved during the	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	On-going	On-going	BBC Public Protection – Environmental Protection Officers	N/A	No	Not Funded	N/A	On-going	Reduction in air borne particulates from new developments throughout the Borough.	% of dust management plans that are reviewed and approved during the planning stage	All dust management plans were reviewed and approved during the planning stage in 2021.	On-going

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	planning application stage														
19	Encouragement of low-emission public transport fleets	Vehicle Fleet Efficiency	Vehicle Retrofitting programmes	2018	On-going	NCC/Operators	NCC/OLEV - Clean Bus Technology Fund	No	Partially Funded	£500k-£1Million	Implemented	Reduction in N02 and PM due to increased use of low emission vehicles.	Reduced Emissions and On-going take-up of cleaner vehicles	<ul style="list-style-type: none"> NCC has invested £0.94m from the Clean Bus Technology Fund in Feb 2018 to retrofit older buses. This is in addition to operator investment in new Euro VI standard buses on some routes Trentbarton invested in Euro VI vehicles for indigo and Rainbow 1 in 2020 	Costs of measured is funding secured to date
20	Encouragement of low-emission public transport fleets	Vehicle Fleet Efficiency	Promoting low emission public transport	2017	2017	NCC	NCC/OLEV - Low Emission Bus Scheme	No	Funded	£500k-£100k	Implemented	Reduction in N02 and PM due to increased use of low emission vehicles.	Reduced Emissions and On-going take-up of cleaner vehicles	<ul style="list-style-type: none"> NCC secured £527,000 OLEV funding and match funded the scheme with £410,000 from its transport budget. Introduction of two electric buses (and their associated infrastructure) on route 510, serving communities in Beeston and Stapleford. 	
21	Encouragement of low-emission public transport fleets	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	-	On-going	NCC/NCiC/PT operators	NCT (operator) funding	No	-	-	On-going	Reduction in N02 and PM due to increased use of low emission vehicles.	Reduced Emissions	<ul style="list-style-type: none"> The Statutory Quality Partnership Schemes (SQPSs), which includes fleet standards is in place affecting all buses travelling through AQMA. 	Funding details not known as dependent on private commercial operators
22	Traffic control and information	Traffic Management	UTC, Congestion management, traffic reduction	On-going	On-going	Nottinghamshire County Council (NCC)/Via EM Ltd/Nottingham City Council (NCiC)	NCC and NCiC revenue funding	No	Funded	£100k - £500k	On-going	Reduced emissions by reducing congestion on the roads	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> Traffic control centre that monitors traffic movement on the local highway network (not the trunk road/motorways) and provides real time traffic control over many traffic signal installations, including on A610 at Nuthall 	Lack of future revenue funding The UTCC is a shared facility between Nottinghamshire County Council and the City Council. Estimated cost shown is the County Council's annual contribution
23	Co-ordination of street works	Traffic Management	UTC, Congestion management, traffic reduction	On-going	On-going	NCC/Via EM/NCiC	NCC and NCiC revenue funding	No	Funded	Funded within existing resources	On-going	Reduced emissions by reducing congestion on the roads	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> Systems for notice management and coordination have been upgraded to enhance noticing handling, monitoring of works proposals, coordination of 	Costs are dependent on number street works undertaken

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														<ul style="list-style-type: none"> works and directing timing of works. The County Council introduced a streetworks permit scheme on 1 April 2020 to help plan/coordinate roadworks on its managed highway network. <ul style="list-style-type: none"> Street designations/network hierarchy review is on-going to improve data quality for works promoters and network managers and to prioritise works management. Regular coordination meetings held between all works promoters and regional partners in addition to regular meetings between National Highways and regional partners to create a framework programme of planned works affecting strategic and local routes. Detailed journey time monitoring undertaken annually since 2005/06. 	
24	Contingency planning, and effective event and incident management	Traffic Management	UTC, Congestion management, traffic reduction	Ongoing	Ongoing	NCC/Via EM/NCiC/ National Highways (NH)	NCC, NCiC, National Highways revenue funding	No	Funded	-	Implemented and on-going	Reduced emissions by reducing congestion on the roads	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> The local operating agreement between NCC and NH has been comprehensively reviewed to identify the relevant parts of the network which have interaction on each authority and to put in place appropriate communication channels for management of incidents and dissemination of information Key locations on the local network have been identified and associated diversion routes investigated in line 	Cost dependent on the number of incidents

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														<ul style="list-style-type: none"> with the developing network hierarchy Incidents dealt with through agreed procedures and regular partnership meetings held. Working in close collaboration with the City and NH, tactical diversion routes have been developed for the emergency diversion of traffic from any part of the strategic road network, to reduce the delay in rerouting traffic to ease congestion at the time of incidents Detailed journey time monitoring undertaken annually since 2005/06. 	
25	Traffic management control patrols on arterial route through the Borough at peak period travel times to identify hot spots where parking affects the traffic flow	Traffic Management	UTC, Congestion management, traffic reduction	2019	On-going	NCC and BBC Parking services – Parking Manager	Notts CC	No	Funded	Not known	On-going	Reduced emissions by reducing congestion on the roads.	Number of visits to the locations and number of observations during the visits.	<ul style="list-style-type: none"> All main routes into, out of and through the Borough are patrolled regularly and enforcement action where necessary is taken. If particular areas suffer as a result of road works patrols are increased to ensure the smooth flow of traffic. Update - On-street parking patrol activities now comes directly under Nottinghamshire County Council; Broxtowe Borough Council will make every effort/endeavour to work closely with Nottinghamshire County Council to achieve local air quality targets. Particularly where arterial route traffic congestion exists 	On-street parking patrol activities now comes directly under Nottinghamshire County Council
26	Increase the number of Electric Vehicle Charging Points in the Borough Car Parks.	Transport Planning and Infrastructure	Other	2020	2021	BBC Parking services – Parking Manager	BP charge master	No	Funded	70K for 14 x 7kw units and £90K for 2 x 50kw units	On-going	Reduction in NO ₂ and PM due to increased use of electric vehicles.	% Usage of EVCP	<ul style="list-style-type: none"> This is undertaken in association with BP chargemaster, who fund the capital and revenue for number of years BBC lose income by dedicating spaces solely for Electric Vehicle use. 	Complete

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														• 2 x rapid fast charges were installed at Victoria Street car park Stapleford in 2021, BBC has dedicated 4 spaces for Electric Vehicle use.	
27	Promoting on the Council Webpage the Council's Electric Vehicle Charging Points Network within the Borough	Public Information	Via the Internet	2020	On-going 2021	BBC Parking services – Parking Manager	LA - BBC	No	Not Funded	Within existing resources	On-going	Reduction in NO ₂ and PM due to raising awareness of where people can use the charge points for their electric vehicles	30 EVCP are currently promoted on BBC's website.	• The Council currently has 30 electric vehicle charging points in Beeston, Stapleford, Kimberley and Eastwood these are displayed with the postcodes for easy identification on the Council website and this is updated when necessary. • 2 new 50KW charges were added and promoted in 2021.	On-going Complete
28	To continue investigating the installation of Electric Vehicle Charging Points for staff and visitors to the Council to use	Promoting Low Emission Transport	Other	2020	2020 On-going	BBC Parking services – Parking Manager	LA - BBC	No	Not Funded	Within existing resources	On-going	Reduction in NO ₂ and PM by encouraging Electric Vehicle use	Number of EVCP installed for employees and visitors to the Council to use.	• Investigation into this has been undertaken and the infrastructure and power supply has already been installed within Devonshire Avenue car park. • Funding opportunities for further charging points need to be explored.	Infrastructure and power supply complete On-going
29	Investigation into whether it is feasible for free parking in the borough car parks for Electric and Hybrid vehicles	Traffic Management	Emission based parking or permit charges	2020	2021 2023	BBC Parking services – Parking Manager	LA - BBC	No	Funded	Currently unknown	Planning	Reduction in NO ₂ and PM by encouraging ULEV to utilise free parking	% Usage of spaces for Electric and Hybrid vehicles if this measure is introduced	• There are currently 28 x 7KW Electric Vehicle spaces, an x 2 rapid Electric Vehicle charging spaces, totalling 30 spaces. • To be discussed in Committee in 2022/2023, as It is currently not free to park and this would need consideration by members Any free provision would have to be managed by limiting time, otherwise it would reduce the availability of spaces for Electric Vehicles.	To be taken to BBC's Committee in 2022/2023 for consideration.
30	Review of off-street car parking charging	Traffic Management	Emission based parking or permit charges	2020	2021	BBC Parking services – Parking Manager	LA - BBC	No	Funded	<10K	Completed	Reduction in NO ₂ and PM	Reduced Emissions	• BBC has consolidating all of their Off-Street Parking Orders into	Complete

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					2023									<p>one Order which was made legal in 2021.</p> <p>•Charges will also be reviewed on an adhoc basis with the next review being due in 2022/2023. This review will also include the use of electric vehicle charging points.</p>	On-going annually. The policy document is updated only when there is significant legislation or council policy changes.
31	Real time travel information	Public Information	Other	-	Ongoing	NCC/Via EM Ltd	NCC revenue funding	No	Funded	-	Implemented and on-going	Reduced Emissions	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> Information conveyed by all forms of media (press, radio, website, social media etc.). The Travelwise centre remains in operation 24hrs a day, every day. 	
32	Bus service improvements	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	-	Ongoing	NCC/NCiC/PT operators	PT operators	No	Funded	-	On hold	Reduction in N02 and PM as increased bus patronage	Increased passenger transport patronage	<ul style="list-style-type: none"> NCC have developed two Bus Service Improvement Plans (BSIP) for Nottinghamshire; the BSIP for the Greater Nottinghamshire (Robin Hood) area which was developed in partnership with Nottingham City Council, and the BSIP for Nottinghamshire. The plans, which were approved at the Transport and Environment Committee in November 2021, outline the Council's ambitions for improving bus services within the county. Review of all of the bus services in the county, including commercial, supported and specialist services. The aim of this work is to review and design cost effective services that meet 	<ul style="list-style-type: none"> Transport Review put on hold during Covid and to recommence in 22/23. NCC successful in Rural Mobility Fund Bid will help inform Transport Review. Costs are not known because services are delivered by private commercial operators

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33	Bus infrastructure	Transport Planning and Infrastructure	Public transport improvements- interchanges stations and services	-	Ongoing	BBC and NCC	Integrated transport block funding	No	Funded	-	Implemented and on-going	Reduced emissions due to increased bus patronage.	Increased bus patronage	<ul style="list-style-type: none"> An annual programme of updates and maintenance of all stops including updating network maps to ensure all information is current and accurate is on-going. BBC provides 50% of the funds for the installation of new bus shelters and real time bus information at bus stops. 	Costs vary year on year dependent on priorities identified for investment
34	To raise awareness of anti-idling legislation with local bus companies and Taxi's that operate within the borough	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	2020	2021 2022	BBC Public Protection – Environmental Health Technical Officer	N/A	No	Not Funded	N/A	Planning	Reduced Emissions from raising awareness	Improving Air Quality, reduced Emissions and Raising awareness	<p>All local bus companies that operate within the borough were notified of anti-idling legislation and the associated health affects in 2021.</p> <p>All taxis that operate within the borough will be notified of anti-idling legislation and the associated health affects in 2022</p>	<p>Complete</p> <p>2022</p>
35	Marketing and promotion of passenger transport	Promoting Travel Alternatives	Other	-	On-going	NCC/NCiC/PT operators	LA-NCC LA-NCiC	No	Funded	Within existing Resources	On-going	Reduction in N02 and PM as increased bus patronage	Increased passenger transport patronage	<ul style="list-style-type: none"> NCC undertakes various marketing campaigns in partnership with operators and NCiC Co-ordinated through the Greater Nottingham Bus Quality Partnership. Network maps produced to coincide with route/timetable changes NCC's Travel Choice webpages include information on public transport across the county (for residents and businesses) 	
36	Sustainable Travel information for the Public	Public Information	Via the internet	2010	On-going	BBC Public Protection and Human Resources Manager	LA-BBC	No	Not Funded	Within existing resources	On-going	Reduced Emissions of N02 and PM	Increased use of public transport	<ul style="list-style-type: none"> The Travel Choice website provides information and advice to residents, jobseekers and businesses, on sustainable travel options within the county School travel Toolkit (see measure No.73) 	On-going

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														<p>BBC have leaflets on safe cycling on the tram lines, bus routes, Broxtowe cycling map, Broxtowe Country and Erewash Valley routes and walking leaflets. These are all available in the Council reception.</p> <p>•Sustainable Travel methods are also available on the main council website.</p>	
37	Concessionary fare schemes	Transport Planning and Infrastructure	Other	On-going	On-going	NCC/PT operators	LA-NCC	No	Funded	> £10 million	On-going	Reduced emissions due to increased bus patronage.	Increased passenger transport patronage	<ul style="list-style-type: none">Countywide off-peak concessionary public transport fare scheme available for the over 60s and disabled.	Annual costs are shown in the Estimated Cost of Measure
38	Nottingham city workplace parking levy (WPL)	Traffic Management	Workplace Parking Levy, Parking Enforcement on highway	2012	On-going	NCiC	-	No	Funded	-	On-going	Reduced emissions	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none">NCiC introduced WPL within the city in 2012 and have used funding to make passenger transport improvements in the city	
39	Review of on-street car parking in and around the AQMA	Traffic Management	Workplace Parking Levy, Parking Enforcement on highway	-	On-going	NCC	LA-NCC	No	Funded	-	Implemented	Restrain average journey times in the morning peak to a 1% increase per year	Reduced emissions by reducing congestion on the roads in and around the AQMA	<ul style="list-style-type: none">Introduction of junction protection and targeted roadside parking restrictions (including bus stop clearways) along feeder corridors into the AQMA to help traffic flows/journey times.Parking restrictions already in place, no additional side-road/off-line locations currently identified as requiring restrictions to aid traffic flow; but annual programmes of such schemes are developed should any be required in the future	<div>Complete</div> <div>On-going</div>
40	Taxi Licensing Conditions	Promoting Low Emission Transport	Taxi Licensing conditions	2018	On-going	BBC Licensing Team - Licensing Manager	N/A	No	Not Funded	N/A	On-going	Reduction in NO ₂ and PM as cleaner vehicles	Recued Emissions	No cars normally older than 8 years will be licensed as a taxi within the borough.	On-going
41	To Increase the number of low	Promoting Low	Taxi Licensing conditions	2020	On-going	BBC Licensing Team - Licensing Manager	N/A	No	Not Funded	N/A	On-going	Reduction in NO ₂ and PM	Number of LEV and Electric	Broxtowe Borough Council currently license 1 Electric	On-going

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	emission and electric vehicles licensed as Taxis by Broxtowe Borough Council.	Emission Transport										as cleaner vehicles	Vehicles licensed within the borough as Taxis	vehicle and 27 Hybrid vehicles out of the 114 Vehicles that are licensed to operate as Taxis. Note: all other vehicles are Euro 6 compliant	
42	To Investigate the feasibility of incentives for Taxi Drivers to purchase low emission or electric vehicles	Promoting Low Emission Transport	Taxi emission incentives	2020	2023	BBC Licensing Team - Licensing Manager	N/A	No	Not Funded	N/A	Planning	Reduction in NO ₂ and PM as cleaner vehicles	% uptake of the incentive if implemented.	<ul style="list-style-type: none"> New Measure devised in late 2020. There has been no progress in 2021 as the Implementation of National Standards has delayed investigation. Progress will be updated in 2023 ASR. 	2023
43	To consult with Taxi Trade about Increasing the number of Low Emission and Electric vehicles licensed	Promoting Low Emission Transport	Other	2020	2023	BBC Licensing Team - Licensing Manager	N/A	No	Not Funded	N/A	Planning	Reduction in NO ₂ and PM as cleaner vehicles	Increase in the number of LEV and Electric Vehicles licensed within the borough as Taxis	<ul style="list-style-type: none"> New Measure devised in late 2020. There has been no progress in 2021 as the Implementation of National Standards has delayed the consultation. Progress will be updated in 2023 ASR 	2023
44	To amend the Taxi Policy as required following consultation on Increasing the number of low emission and electric vehicles licensed	Policy Guidance and Development Control	Other policy	2020	2023	BBC Licensing Team - Licensing Manager	N/A	No	Not Funded	N/A	Planning	Reduction in NO ₂ and PM as cleaner vehicles	Number of LEV and Electric Vehicles licensed within the borough as Taxis	<ul style="list-style-type: none"> New Measure devised in late 2020. There has been no progress in 2021 as the Implementation of National Standards has delayed the amendment. Progress will be updated in 2023 ASR. 	2023
45	To Replace older combination boilers and system boilers to Seasonal Efficiency of a Domestic Boiler in the UK (SEDBUG) A rated condensing boilers	Other	Other	2020	2022 On-going	BBC Capital Works Manager	LA-BBC	No	Funded	£10k - £50k	Implementation	Reduced emissions due to more efficient boilers	Number of boilers replaced	<ul style="list-style-type: none"> The replacement of the remaining less efficient units (less than 1%) is planned over the next 18 months -22 replaced during 2020. The typical life cycle of a unit is 15 years. Therefore, the current stock needs to be replaced as it becomes beyond its serviceable life. This is a 15 year Rolling program. UPDATE – In 2021, we have replaced a total of 103 domestic 	On -going

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														boilers. Of these, 17 were of low efficiency, the others being lifecycle changes	
46	To investigate and consider new heating technologies that are more efficient, effective and produce lower emissions	Other	Other	2020	2021 and ongoing 2023	BBC Capital Works Manager	Better Care fund	No	Funded	£50k - £100k	Implementation	Reduced emissions due to more efficient boilers	Success of the trials for cleaner heating technology	<ul style="list-style-type: none"> Currently reviewing the development of hydrogen technology for boilers. Studies show that the emissions are reduced greatly. Subject to existing networks and Government. A trial was undertaken for fitting air source heat pumps in 7 new builds in 2021. The success of this will be reported on. 	On-going
47	To investigate and consider suitable alternative replacements for the remaining electrically heated Council properties	Other	Other	2020	2024 On-going consideration	BBC Capital Works Manager	N/A	No	N/A	N/A	Success of the trials for cleaner heating technology	Reduced emissions due to more efficient and cleaner technologies to heat the council properties	Efficiency rating of new heating replacements.	<ul style="list-style-type: none"> High heat retention units were being fitted as replacements in 2021 and this will be continuing in future years Air source heat pumps will also be considered at suitable properties where a retro fit solution is possible. 	On-going
48	Public sector LEV procurement	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	2015	2024 and On-going	NCC/BBC	LA-BBC LA-NCC	No	Funded	-	On-going	Reduction in NO ₂ and PM due to increased use of low emission vehicles.	Reduction in vehicle emissions due to less polluting vehicles replacing older more polluting vehicles	<ul style="list-style-type: none"> NCC upgraded its pool vehicles to lower emission diesel vehicles. All new fleet vehicles at BBC are Euro6 emissions compliant. There are 90+ fleet vehicles and they are on a 10 year replacing rolling programme Procurement strategies for such measures are being reviewed as part of NCC's Environmental Strategy Dependant on whether funding from Central Government continues 	2024
49	Low Emission Vehicle Procurement	Promoting Low	Company vehicle Procurement - prioritising uptake	2017, 2019 and 2020	2024	BBC Transport and Stores Manager	LA-BBC	No	Funded	£10k - £50k	On-going	Reduced Emissions of NO ₂ and PM	Reduction in NO ₂ and PM due to cleaner	<ul style="list-style-type: none"> All new fleet vehicles at BBC are Euro6 emissions compliant. 	2024

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		emission transport	of low emission vehicles										vehicle technology	There are 90+ fleet vehicles and they are on a 10 year replacing rolling programme. •BBC has purchased three new Euro 6 vehicles in 2017/2018 replacing three older vehicles. •Two new Euro 6 vehicles purchased in 2019 / 2020 •BBC have procured two electric vans in 2019 •Subject to satisfactory trials another two Electric vehicles were purchased in 2021 at a cost of £45k. •BBC have purchased 8 new Euro 6 Vehicles in 2021.	Complete Complete Complete Complete Complete
50	To develop a plan for future infrastructures to support growth in BBC's Electric Fleet and the domestic use of Electric Vehicles	Vehicle Fleet Efficiency	Other	2020	2022-2023	BBC Transport and Stores Manager	LA-BBC and External grant – Grant provider not currently known	No	-	£500k - £1 Million	Planning	Reduction in NO ₂ and PM due to increased use of low emission vehicles.	Reduction in NO ₂ and PM due to cleaner vehicle technology	A review is currently being undertaken to determine the necessary infrastructure to accommodate the move to a carbon neutral fleet. A 1000kv substation will be required and a charging relay system installed in the parking areas. This will all be costed with a proposal submitted to BBC Committee in 2022/2023	2022/2023
51	Electric Vehicle Fleet Procurement for small vans below 2 tonnes	Vehicle Fleet Efficiency	Other	2019	2021-2024	BBC Transport and Stores Manager	LA-BBC	No	Funded	£10k - £50k	On-going	Reduced Emissions of NO ₂ and PM	Reduction in NO ₂ and PM due to cleaner vehicle technology and the procurement of two electric fleet vehicles.	•The Council currently has a fleet of 8 small vans (below 2 Tonnes). Two of these vehicles have been replaced with electric vehicles at a cost of £45k. •From 2021 to 2024 the remaining 6 vehicles where practical and economic (As they reach a life of 12 years) will be replaced with electric vehicles •Update - All 6 vehicles have now been replaced with Electric Vehicles.	Complete

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52	To use the on board Vehicle Monitoring IT System data for fleet vehicles (e.g. it records harsh braking, excessive speeding etc. On the basis of this data a programme of driver training will be created to address safety, fuel economy, extended vehicle life and reduced emissions	Vehicle Fleet Efficiency	Driver training and ECO driving aids	2020	2022-2023	BBC Transport and Stores Manager	LA-BBC	No	Funded	Within existing resources	On-going	Reduction in NO ₂ and PM due to improved driving efficiency .	Number of employees that have undergone driver training.	The data obtained over the next few months will allow a driver training program to be established in 2022/2023 to address the common themes within driving performance. Where it is evident that there are also drivers who are not driving as environmentally and economically as they could these will also be addressed on an individual basis. This will ensure the continuation of safe economical driving as well reducing the of whole life vehicle cost and improving the Councils green performance.	2022/2023
53	Capital Fleet Vehicle Replacement for HGV's	Vehicle Fleet Efficiency	Other	2020	2021-2024	BBC Transport and Stores Manager	LA-BBC	No	Funded	£500k - £1 Million	On-going	Reduction in NO ₂ and PM due to replacement of older HGV's.	Number of replacement HGV's	<ul style="list-style-type: none"> The Capital Vehicle Fleet replacement programme for HGV's (Refuse Freighters 26 Tonnes) identified for replacement will be replaced with Euro standard engines (Euro 6 onwards). £750k per annum Before purchasing, consideration will be given based on practicality and economics of the adoption of new technologies that have come to market. This includes Electric and Hydrogen Propulsion methods. 	On-going
54	Vehicle Emissions Testing	Vehicle Fleet Efficiency	Testing Vehicle Emissions	On-going	On-going	BBC Transport and Stores Manager	LA - BBC	No	Not Funded	Within existing resources	On-going	Reduction in NO ₂ and PM as regular serviced and maintained vehicles to ensure they are operating efficiently.	Reduced emissions	<ul style="list-style-type: none"> All BBC Fleet vehicles (98 road vehicles including 20 LGV's) are annually emission tested in house prior to MOT Emission testing. BBC also undertakes additional emissions tests on all fleet vehicles if any new fuel or engine components have been changed. This is to ensure vehicle emission compliance. 	On-going

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55	Investigate ways to decarbonise BBC's fleet through alternative fuels	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	2021	2023	BBC Environment – Head of Environment	LA-BBC	No	Not Funded	£10k - £50k	Planning	Reduction in NO2 and PM	Reduced emissions	<ul style="list-style-type: none"> Report to be submitted to Cabinet in 2022 for Members to consider the use of Biofuel instead of Diesel Engine Road Vehicle (DERV) for vehicles which are for compatible 	New measure devised in late 2021
56	To Investigate providing all allotments within the borough with green waste recycling collections	Other	Other	2020	On-going	BBC Environment – Head of Environment	LA-BBC	No	Not Funded	Within existing resources	Planning	Reduction in Particulates due to reduction of bonfires on site	Reduction in bonfires from allotments within the borough.	<ul style="list-style-type: none"> Multi team meeting taken place to discuss the feasibility of this. Several factors need resolving to determine whether this is a viable option. One allotment holders group has been written too, in order to ascertain the extent of the waste produced. Update: The investigation determined that providing all allotments with a garden waste collection was not feasible. 	Complete
57	To communicate with all allotment providers in the borough to discourage the use of bonfires to dispose of garden waste	Public Information	Other	2020	2022	BBC Public Protection - Chief Environmental Health Officer	LA-BBC	No	Not Funded	N/A	Planning	Reduction in Particulates due to reduction of bonfires on site	Reduction in bonfires from allotments within the borough.	A questionnaire was sent to all allotment holders at one allotment site re waste. All remaining sites will be contacted in 2022.	2022
58	Marketing of cycling	Promoting Travel Alternatives	Promotion of cycling	2010 and 2017	On-going	BBC	LA - BBC	No	Not Funded	Within existing resources	On-going	Reduced Emissions of NO ₂ and PM	In Broxtowe district there has been a 30% increase in cycling between 2010 and 2014	<ul style="list-style-type: none"> Prior Covid-19 (2019) cycling levels had increased in Nottinghamshire by 4%; and in Broxtowe by 5%. Cycling levels, particularly on urban/commuter route, across the county have been impacted by the Covid-19 pandemic and have not yet fully recovered New cycle stands were installed at Beeston Train station and in Eastwood and Beeston Town Centres. Improved 	On-going Complete

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														more stands Kimberley Leisure Centre and Council Offices.	
59	To investigate the feasibility of increased provision for cycle parking in the Borough	Alternatives to private vehicle use	Other	2022	2023	BBC Head of Asset Management	LA - BBC	No	Not yet identified	Not yet calculated	Planning	Reduced Emissions of NO ₂ and PM	No of cycle parking spaces in the borough	An investigation will be undertaken to determine the feasibility of increasing the provision for cycle parking within the borough.	Progress on this new measure will be in the 2023 ASR.
60	Cycling networks - development of Local Cycling and Walking Infrastructure Plan (LCWIP)	Transport Planning and Infrastructure	Cycle network	2019	2020	NCC/NCiC/DCC/DCiC/borough and district councils/Sustrans/other stakeholders	DfT funding	No	Funded	Within existing resources	Planning	Reduced Emissions of NO ₂ and PM	Increased levels of cycling	<ul style="list-style-type: none"> Funding secured to develop D2N2 wide LCWIP. Data collected; three stakeholder events held to date Further public engagement on the D2N2 LCWIP is due to be undertaken in the summer of 2022. Future countywide priorities will be identified through technical analysis undertaken as part of the LCWIP development and will be subject to feasibility, consultation, and County Council Cabinet approval 	The D2N2 LCWIP public engagement will be focus on cycle corridors only, and not specific schemes. Any future cycle improvement schemes will be subject to funding availability, feasibility consultation, and approvals
61	Cycling networks	Transport Planning and Infrastructure	Cycle network	2018/19	On-going	NCC/Via EM/NCiC	LGF, s106 funding	No	Not Funded	>£10 million	Complete	Reduced Emissions of NO ₂ and PM	Increased cycling trips	<ul style="list-style-type: none"> Construction of improved cycle links between Beeston, Enterprise Zone and the City are completed. NCC, working in partnership with NCiC, has secured funding through NCiC's Transforming Cities Fund to potentially upgrade routes along A6005 Other small-scale cycling improvements are developed and delivered as part of the annual integrated transport programme and through developer funded improvements 	<ul style="list-style-type: none"> Future schemes will be determined by members following finalisation of LCWIP Any future cycle improvement schemes will be subject to funding availability, feasibility consultation, and approvals

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
62	Cycling networks as part of Active Travel Funding (ATF)	Transport Planning and Infrastructure	Cycle network	2020/21	On-going	NCC / Via EM	LGF	No	Funded	>£10 million	Planning	Reduced Emissions of N02 and PM	Increased cycling trips	<ul style="list-style-type: none"> One of the proposed schemes included within NCC's Active Travel Fund (ATF) Tranche 2 bid is cycling improvements in Beeston, including the potential installation of additional secure cycling hubs at the rail station. This scheme is subject to feasibility/consultation/approval. (See measure 61) 	<ul style="list-style-type: none"> The ATF and Town Fund funded proposals are still subject to feasibility, consultation, and County Council Cabinet approval
63	Cycling networks as part of Towns Fund	Transport Planning and Infrastructure	Cycle network	TBD	TBD	NCC / Via EM	LGF	No	Funded	>£4 million	Planning	Reduced Emissions of N02 and PM	Increased cycling trips	<ul style="list-style-type: none"> BBC's Town Fund bid includes proposals for cycle infrastructure improvements in Stapleford (funding amount to be determined by Board and scheme proposals subject to feasibility, consultation, and County Council Cabinet approval. BBC's Town Fund includes potential cycle infrastructure, including a Cycle Superhighway, comprising of 3 connecting cycle links in Stapleford (funding amount to be determined by Board and scheme proposals subject to feasibility, consultation, and County Council Cabinet approval. 	<ul style="list-style-type: none"> The Towns Fund funded proposals are still subject to feasibility, consultation, and County Council Cabinet approval
64	Cycle hire scheme	Transport Planning and Infrastructure	Public cycle hire scheme	TBD	Not known - dependent on commercial cycle hire scheme providers	NCiC/NCC	Funding source to be determined	No	TBC	-	Planning	Reduced Emissions of N02 and PM	Increased cycling trips	<ul style="list-style-type: none"> Hire schemes at the nearby University of Nottingham in place Feasibility study undertaken on a city based hire scheme which potentially could include parts of the county such as Beeston Scheme dependent on commercial cycle hire scheme providers committing to, and delivering a scheme 	<ul style="list-style-type: none"> Scheme dependent on commercial cycle hire scheme providers committing to, and delivering a scheme

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
65	Cycle training	Promoting Travel Alternatives	Promotion	Circa 1970s	Ongoing	NCC	DfT funding/PH funding	No	Funded	Various	Implemented	Reduced Emissions of NO2 and PM	Increased cycling trips	<ul style="list-style-type: none"> Across the county, 4,000 people received cycle training during 2020/21 and 6,020 in 2021/22 and in Broxtowe specifically, the numbers were 636 and 649 respectively 	The number of people receiving cycle training during 2020/21 and 2021/22 was much less than in 2019/20 due to the Covid-19 pandemic which saw school closures and the introduction of 'bubbles' and consequently restricted the number of schools who participated/were able to receive cycle training.
66	Cycle parking facilities	Transport Planning and Infrastructure	Cycle network	2015	On-going	NCC/BBC	Integrated transport block/developer contributions	No	Funded	£10k - £50k	Implemented and on-going	Reduced Emissions of NO2 and PM	Increased cycling trips	<ul style="list-style-type: none"> Cycle hub installed in 2015 to integrate with bus/rail services Ad-hoc parking provided where required BBC's Town Fund bid includes proposals for cycle hub in Stapleford Town Centre. 	<ul style="list-style-type: none"> Potential barrier: Lack of future revenue funding One of the proposed schemes included within NCC's Active Travel Fund (ATF) bid is cycling improvements in Beeston, including the potential installation of additional secure cycling hubs at the rail station. Broxtowe BC, the owner of the carpark where the hub was intended to be installed, withdrew support for the hub at the railway station as existing facilities now meet demand due to changes in commuting habits post Covid-19. The County Council is therefore working with

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
															BBC to try and identify a suitable alternative location in the town centre
67	Marketing of cycling	Promoting Travel Alternatives	Promotion of cycling	2010 and 2017	On-going	BBC	LA - BBC	No	Not Funded	Within existing resources	On-going	Reduced Emissions of NO ₂ and PM	In Broxtowe district there has been a 30% increase in cycling between 2010 and 2014	<ul style="list-style-type: none"> Prior Covid-19 (2019) cycling levels had increased in Nottinghamshire by 4%; and in Broxtowe by 5%. Cycling levels, particularly on urban/commuter route, across the county have been impacted by the Covid-19 pandemic and have not yet fully recovered New cycle stands were installed at Beeston Train station and in Eastwood and Beeston Town Centres. Improved more stands Kimberley Leisure Centre and Council Offices. 	<p>On-going</p> <p>Complete</p>
68	Marketing of cycling	Promoting Travel Alternatives	Promotion of cycling	2010 and 2017	On-going	NCC	LA- NCC	No	Funded	within existing resources	Implemented and on-going	Reduced Emissions of NO ₂ and PM due to increased cycling uptake	Increased cycling trips	<ul style="list-style-type: none"> Prior Covid-19 (2019) cycling levels had increased in Nottinghamshire by 4%; and in Broxtowe by 5%. Cycling levels, particularly on urban/commuter route, across the county have been impacted by the Covid-19 pandemic and have not yet fully recovered. Marketing of cycling is undertaken in a variety of formats for both commute and leisure trips. Various NCC campaigns have been undertaken including 'cycling week', 'Notts Routes & Rides' NCC's Travel Choice webpages include information on cycling across the county (for residents and businesses) 	

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69	Cycle maps	Promoting Travel Alternatives	Promotion of cycling	2018 and 2019	On-going	NCC	LA-NCC	No	Funded	-	Implemented and on-going	Reduced Emissions due to increased cycling uptake	Increased cycling trips	<ul style="list-style-type: none"> Greater Nottingham cycling maps reviewed during 2018, updated and available as a leaflet and online Cycling maps reviewed as/when the network is enhanced 	
70	Marketing of walking	Promoting Travel Alternatives	Promotion of walking	-	On-going	NCC	LA-NCC	No	Funded	Within existing resources	Implemented and on-going	Reduced Emissions of N02 and PM due to more people walking	Increased walking trips	<ul style="list-style-type: none"> Marketing of walking is undertaken in a variety of formats for both commute and leisure trips. Various NCC campaigns have been undertaken including 'walk week', 'Notts Routes & Rides'. NCC's Travel Choice webpages include information on walking across the county (for residents and businesses) 	
71	Pedestrian infrastructure improvements	Transport Planning and Infrastructure	Other	On-going	On-going	NCC/BBC	NCC/External	No	Funded	Schemes included in 2021/22 programme worth £100k - £200k	On-going	Reduction in N02 and PM emissions as more people are walking	Increased walking trips	<ul style="list-style-type: none"> Pedestrian improvements developed and delivered as part of the annual integrated transport programme. Funding also secured to deliver improvements through the planning process. Schemes including footpath improvements, dropped kerbs and pedestrian crossings were included within the 2021/22 Integrated Transport programme 	<ul style="list-style-type: none"> Potential barrier: Lack of future funding.
72	Encouraging the use of emissions standards when procuring school bus contracts and supported bus services	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	-	Ongoing	NCC/PT operators	PT operators	No	Funded	-	On-going	Reduced Emissions of N02 and PM	Reduced Emissions and on-going take-up of cleaner vehicles	<ul style="list-style-type: none"> On-going take-up of LEVs 	Funding details not known as its funded commercial private operators

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73	School travel plans	Promoting Travel Alternatives	School Travel	2000	On-going	NCC	LA-NCC	No	Funded	£10k - £50k	Implemented	Reduced Emissions of N02 and PM if alternative methods of sustainable travel are used	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> Following the trial with four pilot schools in 2019/20, the online school travel toolkit was rolled out to all County schools during the 2020/21 academic year. <ul style="list-style-type: none"> The Nottinghamshire School Travel Toolkit provides information and advice on improving travel to and from Nottinghamshire's schools. 	Costs detailed are for the School Travel Toolkit only. There currently is not any funding available for delivering travel planning to individual schools
74	Web based journey planners	Public Information	Via the Internet	Early 2000s	On-going	NCC	LA-NCC	No	Funded	within existing resources	Implemented	Reduction in N02 and PM due to increase in sustainable travel	Increased walking/cycling/ passenger transport trips	<ul style="list-style-type: none"> Nottinghamshire is part of the national, multi-modal Traveline journey planner Web links to the Traveline site are publicised and available from the County Council's website. 	
75	Personalised travel planning	Promoting Travel Alternatives	Personalised Travel Planning	2016/17	2017	NCC/AECOM	DfT	No	Funded	£50k - £100k	Implemented	Reduction in N02 and PM due to increase in sustainable travel	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> Personalised Travel Planning undertaken in Beeston during 2016/17. There may also potentially be further opportunities to offer travel planning through future rounds of the Capability Fund, although this is yet to be confirmed. 	Cost detailed are associated with personalised travel planning undertaken in Beeston in 2016/17, not for any opportunities which may be identified in the future
76	Encouraging the use of Hybrid or Electric vehicles for BBC staff	Promoting Low Emission Transport	Other	2020	On-going	BBC Human Resources Manager	LA-BBC	No	Funded	Within existing resources	Not yet started	Reduction in N02 and PM	Number of staff using hybrid or electric vehicles	<ul style="list-style-type: none"> To encourage employees of BBC to purchase hybrid vehicles and electric vehicles for their personal and business use. Three employees used a personal Electric vehicle and one used a ULEV in 2021. 	On-going
77	Cycle to work Scheme	Promoting Travel Alternatives	Promotion of cycling	2009	On-going	BBC Human Resources Manager	N/A	No	Not Funded	Within existing resources	System in place	Reduction in N02 and PM	No of bikes purchased through scheme	<ul style="list-style-type: none"> Cycle to work Scheme – to assist and give tax relief on bike purchases for employees of BBC. Seven employees purchased a bike through this scheme in 	On-going

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														2021. Since the scheme started 177 employees have purchased bikes through the scheme.	
78	Investigate the feasibility of a Council staff car sharing	Alternatives to Private Vehicle Use	Car Clubs	2020	2023	BBC Chief Environmental Health Officer and Human Resources Manager	N/A	No	Not Funded	N/A	Not yet started	Reduction in NO ₂ and PM	No of staff car sharing	Due to Covid-19 being prevalent and it is transmissible in confined spaces, this measure has been put on hold temporarily. However, staff in the future will be encouraged to travel together. An update will be provided in the next ASR.	
79	Flexible working arrangements	Promoting Travel Alternatives	Encourage/Facilitate Home Working	2012	On-going	NCC/BBC	N/A	No	Not Funded	N/A	On-going	Reduction in NO ₂ and PM due to employees not commuting	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> •NCC operates flexible working arrangements for all its staff. •BBC New Ways of Working was introduced in 2019, which allows and encourages employees to work from home when practical to do so. •Due to Covid-19 restrictions This will be continued, to some extent, going forward. 	On-going On-going On-going
80	Workplace travel plans	Promoting Travel Alternatives	Workplace Travel Planning	On-going	On-going	BBC Planning Policy Department – Planning Policy Team Leader and NCC	LA – BBC and NCC	No	Not Funded	N/A	Complete	0.2µg/m ³	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> •Broxtowe Part 2 of the Local Plan (2018-2028) which includes Policy 26 on Travel Plans, was adopted in 2019. It is expected in this policy that all planning applications for large development sites (10 or more dwellings or 1,000 square metres or more gross floor space) must include a travel plan. •BBC and NCC have a travel plan •BBC has undertaken a review of the Council's travel plan by reviewing Lease cars, car allowances and work place parking. Produced a transport map specifying the modes of transport the organisation considers acceptable if other modes or transport 	Complete Complete Complete

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														are not suitable. Feasibility study of having bus card/ Tickets for employee use.	
81	NCC car pool vehicles	Alternatives to private vehicle use	Car Clubs	2016/17	On-going	NCC	N/A	No	Not Funded	-	Complete	0.2µg/m3	Restrain average journey times in the morning peak to a 1% increase per year	<ul style="list-style-type: none"> NCC upgraded its pool vehicles to lower emission diesel vehicles Pool vehicles will be reviewed in line with new County Council Environment Strategy 	To be determined in line with review to be undertaken in line with the Environmental Strategy
82	To reschedule the dry recycling waste rounds to reduce fuel consumption and improve efficiency	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	2020	2023	BBC Environment – Head of Environment	N/A	No	Not Funded	N/A	Planning	Reduction in NO ₂ and PM due to efficient routes.	Reduced emissions	Improved vehicle utilisation has been undertaken to improve service delivery. Further investigation for rescheduling is planned in 2022/23 to take account of new builds and increased tonnages	2022/2023
83	To reschedule the green waste rounds to reduce fuel consumption and improve efficiency	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	2020	On-going	BBC Environment – Head of Environment	N/A	No	Not Funded	N/A	Planning	Reduction in NO ₂ and PM due to efficient routes	Reduced emissions	Improved vehicle utilisation has been undertaken to improve service delivery. The garden waste rounds are dictated by the number of subscribers to the service this is reviewed on an annual basis	On-going
84	Eco-driver training sessions	Vehicle Fleet Efficiency	Driver training and ECO driving aids	2012	2018	NCC	LA –NCC	No	Not Funded	Within existing resources	Complete	Reduction in NO ₂ and PM due to improved driving efficiency.	Reduced emissions	<ul style="list-style-type: none"> Eco-driving training sessions held for NCC staff 	Complete
85	Fleet vehicle tracking system	Vehicle Fleet Efficiency	Driver Training and ECO driving aids	2015-2017	2017	BBC Transport and Stores Manager and NCC	LA – BBC and NCC	No	Not Funded	Within existing resources	Complete	Reduction in NO ₂ and PM due to improved driving efficiency and efficient routes.	Reduced emissions	<ul style="list-style-type: none"> All BBC and NCC fleet vehicles are fitted with a vehicle tracking system, which records vehicle speed and idling time. A review of the journeys undertaken will ensure that if necessary measures can be implemented e.g. staff training, to improve fleet efficiency. 	<p>Complete</p> <p>Complete</p>
86	Zoning of refuse collections	Vehicle Fleet Efficiency	Fleet efficiency and recognition schemes	2016-2017	2017	BBC Transport and Stores Manager	LA - BBC	No	Not Funded	Within existing resources	Complete	Reduction in NO ₂ and Particulate Matter as there is one	Reduced emissions	<ul style="list-style-type: none"> A review of the refuse collection areas at BBC to enable the areas to be zoned to ensure that the 	Complete The Refuse round restructure is now complete

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												less fleet vehicle used.		collection rounds are within the designated zone, which reduces the amount of non-productive travelling time.	and we have reduced the fleet size by one vehicle.
87	Integrated ticketing	Transport Planning and Infrastructure	Other	2014/15	On-going	NCC/NCiC/PT operators	PT operators	No	Funded	-	Implemented	Reduction in N02 and PM due to increased passenger transport patronage	Increased passenger transport patronage	<ul style="list-style-type: none"> Integrated ticketing strategy developed in 2014/15. New smartcard platform introduced in 2014. Robin Hood card scheme introduced in 2015 Further smartcard/contactless improvements being developed The major bus operators have now all introduced contactless payments for their own ticketing products alongside the Robinhood card and this was completed in around March 2020 The first multi-operator contactless ticketing system in the UK outside London was launched in the Nottingham area in May 2022. Public transport users can now pay a single daily capped fare across the majority of the city's buses and trams using their chosen contactless payment method The Nottinghamshire Enhanced Partnership is seeking to use indicative BSIP funding to deliver a multi operator ticket (MOT) in Newark & Mansfield, alongside development of an add-on for passengers travelling into the Robinhood network in Greater Nottingham. 	

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														<ul style="list-style-type: none"> - MOT strategy completed: December 2022 • Robinhood add-on to launch: March 2024 	

KEY: **BBC** =Broxtowe Borough Council, **DCC**= Derbyshire County Council; **DCiC**= Derby City Council; **NCC**= Nottinghamshire County Council, **NH** = National Highways, **NCiC**= Nottingham City Council, **DfT** = Department for Transport.

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

As BBC does not monitor PM_{2.5} the only methods that can be used to try and determine what the potential levels of PM_{2.5} in the Borough are is to review the nearest relevant Automatic Urban and Rural Network (AURN) site which monitors PM_{2.5} and to identify the modelled background levels for the Borough from Defra's webpages.

The nearest AURN site is in Nottingham City and for 2021 the annual mean concentration is 8.4µg/m³ for the City Centre site. The modelled background level provided by Defra for the Borough of Broxtowe are modelled to be between 7.5µg/m³ and 9.5µg/m³ for 2021, with the annual mean for 2021 being 8.4µg/m³. The modelled background concentrations are shown to be in the higher range along the M1 Motorway. The background maps are shown in Appendix H.

The Air Quality Objective (AQO) for PM_{2.5} is an annual mean of 25µg/m³. However, the World Health Organisation guideline value are more stringent for PM_{2.5}, as it is currently 10µg/m³ therefore the modelling results show that the Borough are also meeting WHO guideline.

As well as reviewing the modelled background and the nearest AURN to identify PM_{2.5}, it is also important to review the Public Health Outcomes Framework (PHOF), which is published by Public Health England (PHE) and reviewed every three years. PHOF enables local authorities to identify the local indicator for PM_{2.5} in their district, to compare the 'Fraction of mortality attributable to particulate air pollution indicator' value and to compare this to nearby local authorities.

Table 2.3 below provides the estimated effects of annual mortality in 2020 of human-made PM_{2.5} air pollution for Nottingham City, Broxtowe Borough Council and other neighbouring local authorities. The figures show that within the Borough of Broxtowe there are modelled to be 70 deaths attributable to human-made air pollution.

Table 2.3 – Estimated Effects of Annual Mortality in 2020 of human-made PM_{2.5} Air Pollution.

Council/Area	Attributable fraction	Attributable deaths aged 30+* (2020 deaths ONS)	Associated Life-years Lost due to PM based on 29,000 nationally (COMEAP 2010)
Nottingham City	5.7	153	1559
Ashfield District	5.1	73	662
Newark and Sherwood District	4.8	66	626
Bassetlaw District	4.6	66	620
Gedling Borough	5.5	75	628
Broxtowe Borough	5.5	70	612
Rushcliffe Borough	5.1	57	528
Mansfield District	5.1	67	594

Source: Estimating Local Mortality Burdens associated with particulate air pollution, PHE, 2019.

*Air pollution is likely to contribute a small amount to the deaths of a larger number of exposed individuals rather than being solely responsible for the number of deaths equivalent to the calculated figure of attributable deaths.

Research has shown that there is significant harm to health at concentrations of Particulate Matter well below the current EU and UK limit values. Therefore, BBC are working towards reducing the PM_{2.5} levels by taking the following measures:

- Ensuring that dust management plans are requested during the planning application stage for all sites that involve large scale demolition and building works.
- To ensure that best practicable means of dust control measures are being used regardless of how large the development is. These measures can include the use of bowsers, road sweepers and dust suppression to prevent 'trackout'. Also minimise dust generating activities on dry windy days and if there are stockpiles ensure they are covered to prevent wind-whipping.
- Ensuring that developers are carrying out dust suppression monitoring on site at large development sites.
- Ensuring that water suppressants are in use when Nibblers and mobile crushers are on site.
- Educating the public in matters that contribute to air quality e.g. not having bonfires.
- Educate and advise the public about using exempt appliances with the correct fuel for that appliance in BBCs smoke control areas.
- Enforcing the Clean Air Act 1993 and the Environmental Protection Act 1990 where necessary to minimise the risk of particulates becoming air borne.
- To continue to manage, advice and enforce the Pollution Prevention and Control Regulations 1999 and the Environmental Permitting (England and Wales) Regulations 2010 on permitted processes when necessary.
- To encourage, support and promote sustainable travel within the Borough by working with a variety of organisations and neighbouring local authorities.
- To continue to promote green travel e.g. walking, cycling, low emissions/ electric vehicles and the tram network.
- To continue to support bus companies and taxis that operate within the Borough to reduce emissions.
- To continue to review suitable research methods for reducing air quality levels for particulate matter e.g. the use of vegetation.

- Promote and encourage the use of the final version of the “EMAQN Air Quality and Emissions Mitigation: guidance for developers” document.
- To inspect Crushers that are used within the Borough on demolition sites when notifications are received to ensure compliance with the process permit and good housekeeping so that dust levels are reduced.
- To communicate with all allotment providers in the Borough to discourage the use of bonfires to dispose of green waste.
- To investigate the feasibility of providing all allotments within the Borough with green waste recycling collections to prevent bonfires on site.
- To educate the public that electric motor vehicles whilst being positive for reducing NO₂ and CO₂, will still emit Particulate Matter and therefore active travel is still recommended as an alternative.

In late 2021 BBC purchased a Zephyr real time monitor to monitor PM₁₀, PM_{2.5} and NO₂ in the Trowell AQMA. Therefore, the 2022 data will be reported in the 2023 ASR.

2.4 Update on the 2008 Air Quality Action Plan

2.4.1 The history of Broxtowe Borough Council's Air Quality Action Plan.

Part IV of the Environment Act 1995 requires all local authorities to review and assess the current and future air quality in their area against objectives set out for eight key pollutants, under the provisions of the Air Quality Regulations 2000 and the Air Quality (Amendment) Regulations 2002.

Where an exceedance of the objectives is likely, the local authority is under a duty to declare an Air Quality Management Area (AQMA) to improve air quality.

Following detailed work reviewing and assessing the air quality in Broxtowe in 2006, it was predicted that the annual mean nitrogen dioxide (NO₂) concentrations in certain locations would not achieve the air quality objective of 40µg/m³ or less by the end of 2005.

Broxtowe Borough Council (BBC) declared four Air Quality Management Areas (AQMAs) within the borough along the M1 corridor. A NO₂ reduction of around 6µg/m³ was required in order to achieve the objective.

In line with its statutory duty, Broxtowe Borough Council produced an Air Quality Action Plan (AQAP) in 2008 to manage the air quality throughout the borough to try to ensure the air quality standards and objectives were met.

2.4.2 Limitations to the Air Quality Action Plan

The primary source of NO₂ within the AQMAs is from vehicle emissions from the M1 Motorway. Unfortunately, the motorway's control is outside the Council's management as the responsibility lies with National Highways. However, BBC considered various motorway strategies, taking into account factors such as whether the Council has the ability to implement the options identified, cost, feasibility and non-air quality benefits.

The conclusion of the AQAP was that whilst the primary source of NO₂ within the AQMAs is outside the Council's management, BBC had identified other measures that would have an effect on the contributing levels of NO₂ to improve the air quality both in the AQMAs, as well as the rest of the borough, whilst also continuing to work alongside National Highways.

2.4.3 Update on the four AQMAs.

Broxtowe Borough Council used to have four AQMAs, however three of these have now been revoked and the one remaining AQMA is situated in Trowell. Table 2.4 below shows the four AQMAs, their locations, the date they were declared and the dates that the three were revoked.

Although AQMAs 2, 3 and 4 have been revoked, a decision was made to continue to monitor the air quality at these locations to ensure that the air quality objectives are still being met, which they are. All of the AQMAs are due to the M1 Motorway, which is managed and maintained by National Highways.

Table 2.4 – The four AQMAs in the Borough.

AQMA Name	Location	Date Declared	Date Revoked
AQMA 1	Trowell – Iona Drive & Tiree Close	2006	-
AQMA 2	Trowell – Derbyshire Avenue	2006	2010
AQMA 3	Trowell – Nottingham Road	2006	2010
AQMA 4	Nuthall - Nottingham Road	2006	2017

2.4.4 The NO₂ Annual Mean Concentrations for the remaining AQMA.

When AQMA 1 in Trowell (which will now be referred to as “the AQMA” was declared in 2006, it was an area that had been identifying as exceeding the AQO of 40µg/m³. The

data showed that within this area in 2006 the annual mean was $45\mu\text{g}/\text{m}^3$ and therefore exceeding the AQO by $5\mu\text{g}/\text{m}^3$.

Since 2012, there has been a general decreasing trend with the concentrations being below the air quality objective since 2016. Table 2.4.1 shows the annual mean concentrations for nitrogen dioxide from 2012 to 2021. This data is also shown as a trend chart in Figure A.2 in the Appendices.

In January 2016 a second monitoring location was added (site ID 18), which is situated in Tiree Close. In addition to Site 18 and Site 19, Defra and the LAQM Helpdesk recommended that more monitoring locations were added to provide a more detailed assessment of the air quality within this AQMA and to part fulfil Defra's requirements to not update the AQAP. Therefore, in March 2020 two new monitoring locations were added in Tiree Close Site ID 44 and 45. The locations are situated between Junctions 25 and 26 of the M1 and are monitoring NO_2 levels from the M1 Motorway (see Appendix E for a map of the AQMA and the locations). The tubes are sited on the façade of properties that are the closest to the M1.

Table 2.4.1 – Results for AQMA in Trowell 2012 – 2021.

Site ID	NO ₂ Annual Mean Concentration ($\mu\text{g}/\text{m}^3$)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
18	-	-	-	-	34.3	32.9	28.2	28.4	17.9	22.3
19	42.2	38.7	38.1	42.3	37.6	37.2	31.9	30.9	22.9	23.8
44	-	-	-	-	-	-	-	-	24.8	27.6
45	-	-	-	-	-	-	-	-	20.1	20.8

Although the data in Table 2.4.1 shows a downward trend (not including the 2020 data as it is an anomaly due to National Lockdowns to stop the spread of Covid-19), there has been a steady decrease year on year. However, the 2015 data did show an increase in NO_2 at Site 19. This may have been as a result of the SMART Motorway scheme on the

M1 between junctions 28 and 31 (Junctions 25 to 28 were completed in 2010), which had just been opened in June 2016. Therefore, it was considered that this may have caused congestion further south, which could have had an effect on increasing the air quality levels in 2015. The SMART Motorway scheme will be discussed in greater detail in Section 2.4.5.

However, the results do show that there is a decreasing trend (if the 2015 data is seen as an anomaly due to the SMART Motorway Scheme and the 2020 data is discredited), as the NO₂ levels have reduced by 12.0 µg/m³ from 2016 to 2021 for Site 18 and 13.8µg/m³ from 2016 to 2021 for Site 19. Site 18 in 2021 is 17.7µg/m³ below the AQO, Site 19 in 2021 is 16.2µg/m³ below the AQO, Site 44 in 2021 is 12.4µg/m³ below the AQO and Site 45 in 2021 is 19.2µg/m³ below the AQO.

The results in Table 2.4.1 show that for six consecutive years the AQO has been met within the remaining AQMA and for four years the data has been below 36µg/m³ which is a 10% reduction of the 40µg/m³ AQO.

2.4.5 SMART Motorway Scheme

The SMART Motorways is a scheme that was introduced by National Highways with the aim of relieving congestion by making the hard shoulder available for use by traffic. On some SMART motorways, the hard shoulder is opened at busy times. On others it is permanently converted into a traffic lane (known as all-lane running). Regularly spaced refuge areas are used for emergencies.

SMART motorways use technology to:

- monitor traffic levels
- change the speed limit to smooth traffic flow, reduce frustrating stop-start driving and improve journey times
- activate warning signs to alert you to traffic jams and hazards up ahead
- close lanes – for example to allow emergency vehicles through

National Highways has been implementing this scheme on the M1 within the boundary of the borough of Broxtowe and the stretch of the M1 to the north and south of the borough. Table 2.4.2 shows the junctions in which this scheme has been introduced and the period in which it was completed. This identifies where there is likely to be congestion issues as the number of lanes of the M1 were reduced to allow the work to be undertaken safely. This will have had an effect upon the air quality within the area. This information may explain why there was an increase in 2015 within the AQMA.

Table 2.4.2 – SMART Motorway Scheme on the M1 between Junctions 23a – 35a.

Junctions of the M1 Motorway	Start Date	Completion Date
23a to 25	Feb 2017	Feb 2019
25 to 28	Jan 2007	Dec 2010
28 to 31	Oct 2014	Dec 2015
32 to 35a	Jan 2015	Mar 2017

Further information about the Smart Motorway scheme can be found on the National Highways website: [SMART Motorway Scheme, National Highways](#)

2.4.6 Defra's recommendations for Broxtowe Borough Council.

Every year the Council analyses the results, and discuss their findings and observed trends in the ASR. This includes the results for the monitoring sites located within the remaining AQMA. The annual ASR has also included all of the actions that BBC are implementing to reduce the background air quality within the borough and also any measures that Nottinghamshire County Council are also implementing. These measures are displayed in Table 2.2 and discussed throughout the report. The ASR once completed is then submitted to Defra for approval.

Defra as well as approving the ASR also provide recommendations for the Council to implement and to be discussed in the next ASR.

The recommendations that BBC have received from Defra are:

- ❖ The borough has made some good progress towards developing their AQAP and implementing AQAP measures in the last year, which is commended.
- ❖ The borough has stated that they will continue to monitor and keep the AQMA under review whilst the effects of the SMART motorway scheme are being determined, and until a significant decreasing trend can be demonstrated. This is supported, and it is suggested that the AQMA could be considered for revocation after demonstrating compliant NO₂ concentrations below 36 µg/m³ for three consecutive years.
- ❖ There have been no exceedances of national air quality objectives in 2018 and concentrations in the Trowell AQMA continue to fall. The Council have stated that they plan to implement measures to ensure NO₂ concentrations are below the AQOs and when long-term compliance is achieved they will revoke the AQMA. If current NO₂ trends continue and concentrations decline, then the revocation of the AQMA is strongly supported.

Although for the past six consecutive years, the data has been below the AQO the data has only been below 36 µg/m³ for four consecutive years. Therefore, BBC will not revoke the AQMA until it is consistently below 36 µg/m³ for four or more consecutive years (not including 2020 Data due to Covid-19 restrictions).

2.4.7 Agreed Methodology for not producing a new AQAP.

As the measures in the 2008 Air Quality Action Plan (AQAP) are to reduce the background NO₂ concentrations and the results are below the AQO within the remaining AQMA, and Defra has also recommended revoking the AQMA. BBC contacted the LAQM helpdesk to discuss the need for revising the Air Quality Acton Plan in 2019.

BBC proposed that instead of producing a new AQAP, that the measures that BBC are implementing to improve the air quality are continued to be discussed annually in the ASR instead and are shown in Table 2.2 until the AQMA is revoked within the next couple of years.

The LAQM Helpdesk discussed the proposal with BBC in 2019 and it was agreed that if BBC would follow and action these measures, then there would not be a need to produce

a new AQAP. Defra having reviewed these measures in the 2020 ASR have agreed that they are adequate.

The measures are;

1. To undertake a detailed monitoring study, by increasing the number of diffusion tubes within the AQMA to identify whether the AQMA designation is required. – ***Since March 2020, two additional monitoring locations have been added within the AQMA.***
2. To send the LAQM helpdesk the latest results on a regular basis rather than providing an annual figure – ***BBC are sending updated data to LAQM.***
3. To identify any factors that would contribute to the anomaly in 2015 when there was an increase in NO₂ levels. ***BBC identified that it was likely to have been the SMART motorway scheme.***

BBC will continue to monitor NO₂ levels in this area and work alongside National Highways to improve air quality levels, the Council will continue to review and implement measures stated within Table 2.2 of this and future ASR's .

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

This section sets out the monitoring undertaken within 2021 by Broxtowe Borough Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2017 and 2021 to allow monitoring trends to be identified and discussed.

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

BBC does not currently utilise any automatic air quality monitoring within the Borough. However, in late 2021 BBC purchased a Zephyr real time monitor to monitor PM₁₀, PM_{2.5} and NO₂ in the Trowell AQMA. Therefore, the 2022 data will be reported in the 2023 ASR.

3.1.2 Non-Automatic Monitoring Sites

Broxtowe Borough Council undertook non- automatic (i.e. passive) monitoring of NO₂ at 45 sites during 2021. Table A. in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A.2 in Appendix A compare the ratified and adjusted monitored NO₂ annual mean concentrations for the past five years with the air quality objective of 40µg/m³. Note that

the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2021 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Although there are no exceedances of the NO₂ objective there is still one AQMA within the Borough, which is situated in Trowell. The monitoring results from the diffusion tubes sited in the AQMA will be discussed in greater detail below.

As well as discussing the results from the recently revoked AQMA in Nuthall and the current AQMA. The following chapter will discuss areas of concern within the Borough where the air quality levels are higher than average, but still within the Air Quality Objective. This is to determine whether any trends are developing, which will allow suitable measures if necessary, to be put in place to reduce the likelihood of an exceedance in the future.

Revoked AQMA in Nuthall

There are three diffusion tube sites located on Nottingham Road in Nuthall that are located within the recently revoked AQMA in Nuthall. The results below show that since 2012 the levels of NO₂ are consistently below the objective of 40µg/m³ for all three sites. Site 33 and 34 are a duplicate site and the annual data is provided for 34 only.

Table 3.1 – Results for the Revoked AQMA in Nuthall 2012 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
33 & 34	30.8	32.3	30.5	28.1	29.1	27.7	25.5	25.9	18.7	20.7
35	35.0	33.5	33.7	34.1	32.2	33.6	30.0	29.7	22.6	23.4

Monitoring will continue to be undertaken at these three sites and the results will be reported in the 2023 Air Quality Annual Status Report.

AQMA in Trowell

Since 2011 there was only one monitoring site situated on the façade of a property on Iona Drive (Site ID 19). However, in January 2016 a second monitoring location was added (Site ID 18) in Tiree Close and since March 2020, two new monitoring locations were added in Tiree Close (Site ID 44 and 45), as Defra and the LAQM Helpdesk recommended that more monitoring locations were added to provide a more detailed assessment of the air quality within this AQMA and to part fulfil Defra's requirements to not update the AQAP. All locations are situated between Junctions 25 and 26 of the M1 and are monitoring NO₂ levels from the M1 Motorway (see Appendix E for a map of the AQMA and the locations). The tubes are sited on the façade of properties that are the closest to the M1.

The diffusion tube monitoring results from 2012 to 2021 are shown below. Please see Figure A.2 in the appendices for a trend chart showing the data below.

Table 3.2 – Results for AQMA in Trowell 2012 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
18	-	-	-	-	34.3	32.9	28.2	28.4	17.9	22.3
19	42.2	38.7	38.1	42.3	37.6	37.2	31.9	30.9	22.9	23.8
44	-	-	-	-	-	-	-	-	24.8	27.6
45	-	-	-	-	-	-	-	-	20.1	20.8

The data in Table 3.2 (excluding Site 44 and Site 45), shows that there has been a steady decrease year on year. However, the 2015 data did show an increase in NO₂ at Site 19. This may have been as a result of the SMART Motorway scheme on the M1 between junctions 28 and 31 (Junctions 25 to 28 were completed in 2010), which had just been

opened in June 2016. Therefore, it was considered that this may have caused congestion further south, which could have had an effect on increasing the air quality levels in 2015.

However, the results do show that there is a decreasing trend (if the 2015 data is seen as an anomaly due to the SMART Motorway Scheme), as the NO₂ levels have reduced by 12µg/m³ from 2016 to 2021 for site 18 and 13.8µg/m³ from 2016 to 2021 for site 19. Site 18 in 2021 is 17.7µg/m³ below the AQO, Site 19 in 2021 is 16.2µg/m³ below the AQO, Site 44 in 2021 is 12.4µg/m³ below the AQO and Site 45 in 2020 is 19.2µg/m³ below the AQO.

As mentioned previously in this section, in March 2020 two new monitoring locations were added to the diffusion tube network (site 44 and site 45). The first year of data showed an annual mean of 24.8µg/m³ for site 44 and 20.1µg/m³ for site 45. During 2020 there were national and regional lockdowns due to Covid-19, which resulted in a reduction in traffic. The data for 2021 shows an increase of 2.8µg/m³ for site 44 and an increase of 0.7µg/m³ for site 45 in comparison to the 2020 data.

The results in Table 3.2 show that for six consecutive years the AQO has been met within the remaining AQMA and for four years the data has been below 36µg/m³ which is a 10% reduction of the 40µg/m³ AQO. However, due to national and regional lockdowns and an increase in working from home, the amount of vehicles on the road has reduced. Therefore, the 2020 data should be regarded as an anomaly.

BBC will continue to monitor NO₂ levels in this area and work alongside National Highways to improve air quality levels. Please view Section 2.4 of this report on an Update on the Air Quality Action Plan for this AQMA.

A610/B600 Nuthall Island

Since 2016 there have been two new sites for monitoring the air quality levels on the Nuthall Island (Site's 36 and 37). The reason for changing the original site (BX 22) was due to the diffusion tube being located less than 1m from Nottingham Road which was very near to the A610/B600 Nuthall Island but not near the residential properties. Therefore, the site was not a true representation of the levels that receptors are receiving

at their properties so the site was relocated to the façade of a residential property in January 2016 (See Appendix F for the Map of the roundabout and the current monitoring locations).

In January 2016 a second site was also chosen to determine what the NO₂ levels are on a residential property that is situated on the opposite side of the roundabout to Site 36 where the traffic is leaving Nottingham City and travelling into the Borough of Broxtowe. The results from 2012 to 2015 are shown for the 'old' site and the 2016 to 2021 results for the 'new' sites are shown below.

Table 3.3 – Results for Nuthall Island 2012 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
BX 22	41.7	41.1	39.2	41.1	-	-	-	-	-	-
36	-	-	-	-	35.2	35.2	32.8	31.7	24.9	26.0
37	-	-	-	-	32.2	29.5	28.9	26.4	19.3	23.5

The results above show that that the original site did not provide a true representation of NO₂ levels at the façade of the properties. However, the two 'new' sites are showing that the levels are below the air quality objective by 14µg/m³ for site 36 and 16.5µg/m³ for site 37 in 2021 and are showing an overall decreasing trend since 2016 (the 2020 data is considered an anomaly due to national and regional lockdowns). Therefore, BBC will continue to monitor NO₂ levels at these sites and provide an update in the 2023 ASR. BBC will also continue to work alongside Nottinghamshire County Council to improve air quality levels.

Bramcote Island, Derby Road, Bramcote

Since January 2016, increased monitoring has been undertaken at this location due to the original site showing exceedances of the air quality objective of 40µg/m³. The original site

(BX04) was discontinued and relocated in January 2016 to a neighbouring property at a more suitable height and nearer to Bramcote Island (Site 41). An additional site was also chosen to determine whether the concentration reduces further away from the roundabout (Site 40). Both sites are on the façade of properties on Derby Road. (See Appendix G for the Map of the roundabout and the monitoring locations).

As discussed in the 2016 ASR, the diffusion tube results were believed to be over the objective level for several years as there were a number of parallel traffic schemes which were being undertaken in the Borough and also within Nottingham City. Therefore, as suspected, the traffic schemes affected the results when comparing the past results to the results since 2016.

Table 3.4 – Results for Bramcote Island 2012 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
BX 04	42.2	37.8	41.8	40.7	-	-	-	-	-	-
40	-	-	-	-	37.5	32.7	34.0	32.0	23.6	27.4
41	-	-	-	-	37.4	35.6	34.1	30.9	23.5	26.0

Table 3.4 shows that in 2021 the NO₂ concentrations for Site 40 is 27.4µg/m³ and Site 41 is 26µg/m³, this is an increase of 3.8µg/m³ for site 40 and 2.5µg/m³ for site 41 in comparison to the 2020 data. However, the 2020 data is considered an anomaly due to national and regional lockdowns.

Although this is an overall downward trend for both sites from 2016 and they are below the objective level. There is a slight increase by 1.3µg/m³ at Site 40 in 2018. This could have been due to localised roadworks that were taking place on the A52, which has resulted in an increase in stationary traffic near to this site. However, since 2018 this site has shown a decrease in the levels, which further indicates that the slight increase was due to

localised roadworks which were completed in 2018. Site 41 has continued to show a decreasing trend since 2016.

BBC will continue to monitor and report on the NO₂ levels in this area, to note any works that are being undertaken and to continue to work alongside National Highways to improve the air quality levels in this area.

Town Street, Bramcote.

In December 2016 a review was undertaken of the monitoring network and as Town Street is often used as a 'rat run' in rush hour to avoid the A52 a decision was made to monitor at this location. Therefore, in January 2017 a site location was picked where the street is narrowed due to residents parking outside their properties, which tends to cause a 'bottle neck' situation in rush hour. The siting of the tube was chosen so that it is parallel with the façade of a nearby residential property, as there were no suitable downpipes to attach it to the façade of the property.

Due to the result obtained in 2017 (see Table 3.5 below), a decision was made to start monitoring at a second location on Town Street (Site 56) in 2018 (the tube is sited on the façade of a house that is near to the Bramcote Island end of Town Street). The additional site in 2018 was to determine whether there is a potential issue along all of Town Street, or just at the site where there is a bottle neck.

Table 3.5 – Results for Town Street 2017 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)				
	2017	2018	2019	2020	2021
48	37.5	35.7	30.4	25.4	27.8
56	-	25.1	23.4	18.7	19.6

Table 3.5 shows that in 2021 the NO₂ concentrations for Site 48 is 27.8µg/m³ and Site 56 is 19.6µg/m³. This is an increase of 2.4µg/m³ for site 48 and 0.9µg/m³ for site 56 in

comparison to the 2020 data. Since 2017, the results for both sites are showing a downward trend apart from the increase in 2021, but the 2020 data was lower due to national and regional lockdowns and therefore the 2021 data is higher in comparison.

Table 3.5 also shows that the data for site 48 in comparison to site 56 does enforce the theory that the results are higher on site 48 due to the 'Bottle neck' situation. Therefore, BBC will continue to monitor NO₂ levels at these sites and provide an update in the 2023 ASR. BBC will continue to work alongside Nottinghamshire County Council to improve air quality levels.

The Results and Trends for all Monitoring Sites in 2021.

Defra requested that trend charts were provided for all monitoring sites to identify any trends in the annual mean concentrations. The trend charts are displayed in Figure A.1 in the Appendices for all of the sites in use since 2017 to 2021.

Before evaluating the trend charts, it must be noted the effect that Covid-19 has had on the 2020 data and therefore the trends in the data discussed below, are for what the trends have shown since 2017 – 2021 excluding the 2020 data, as the 2020 data has shown a decreasing trend at all sites, but this is to be expected due to the national and regional lockdowns.

Out of the 45 sites that are identified in the trend charts in Figure A.1 in the Appendices, 35 have been in use since 2017, in 2018 seven additional sites were added and in 2020 there were a further three additional sites. In 2020 site 10 was discontinued due to the consistently low readings and the tube was moved to site 57.

The trend charts have identified that out of the 45 sites, twenty-one are showing a consistent downward trend year on year. Fifteen sites are showing an overall downward trend. One site has shown an increase in the 2021 data in comparison to the 2019 data and four sites have shown a slight increase since monitoring at the sites and then a downward trend in recent years. Four of the sites will not have the data discussed as out of the four, three of the sites were started in 2020 (Sites 57, 58 and 59) so a trend cannot

be identified yet. However, with continuous yearly data being collected it is hoped that a clear trend can be identified in future years. The remaining site out of the four (site 10) was discontinued in 2020. Therefore, the remaining 41 sites and their trends will be discussed in greater detail below.

Twenty-one of the 41 sites are showing a consistent downward trend year on year (site 2, site 4, site 5, site 8, site 12, site 13, site 16, site 17, site 18, site 19, site 30, site 35, site 36, site 37, site 38, site 41, site 43, site 48, site 54, site 55 and site 56).

Fifteen of the 41 sites are showing an overall downward trend of the data these sites are; site 1, site 7, site 9, site 11, site 20, site 22, site 27, site 31, site 33&34, site 39, site 40, site 44, site 45, site 50 and site 53.

One of the 41 sites showed an increase in the 2021 data in comparison to the 2019 data (2020 excluded as an anomaly), this was site 51 and it was an increase of $0.6\mu\text{g}/\text{m}^3$. As this is only a slight increase of $0.6\mu\text{g}/\text{m}^3$ this could be due to many factors such as meteorology, traffic disruption due to road works etc. However, Site 51 will be closely monitored and will be reported on in the 2023 ASR.

The remaining four sites (Sites 3, 15, 32 and 52) have shown a slight increase since monitoring at the sites started and then a downward trend in recent years. Therefore, these sites are discussed in greater detail below.

Site 3 - Queens Road East, Beeston.

Table 3.6 below shows the results for 8 Queens Road East in Beeston for 2016 to 2020, the data shows that the highest concentration was in 2016 at $26\mu\text{g}/\text{m}^3$. In 2017 it had decreased greatly by $4\mu\text{g}/\text{m}^3$. In 2018 it increased by $0.5\mu\text{g}/\text{m}^3$ and an additional $0.6\mu\text{g}/\text{m}^3$ in 2019. The 2020 data is seen as an anomaly, but the 2021 data shows a decrease of $4\mu\text{g}/\text{m}^3$ in comparison to 2019 data. The reason for the slight increase in 2018 and 2019 is unknown.

Table 3.6 – Results for 8 Queens Road East, Beeston 2016 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)					
	2016	2017	2018	2019	2020	2021
3	26.0	22.0	22.5	23.1	17.7	19.1

This site is located on the façade of the property and is situated near the junction of the A6005 Queens Road East as it becomes the A6005 University Boulevard that links Beeston with Nottingham. This is a route which is used by commuters going in and coming out of Nottingham City. There was also a residential development being built in 2019, which may have resulted in an increase in vehicles to the area. Although the data is below the air quality objective of 40µg/m³, this site will be closely monitored and an update will be provided in the 2023 ASR.

Site 15 - George Spencer Academy, Stapleford

Table 3.7 below shows the results for George Spencer Academy in Stapleford for 2016 to 2021, the data shows that the highest concentration was in 2016 at 35.6µg/m³. In 2017 it had decreased greatly by 9.9µg/m³. In 2018 it increased by 2.5µg/m³ and an additional 0.4µg/m³ in 2019. The 2020 data is seen as an anomaly, but the 2021 data shows a decrease of 3.4µg/m³ in comparison to 2019 data. The reason for the slight increase in 2018 and 2019 is unknown.

Table 3.7 – Results for George Spencer Academy, Stapleford 2016 – 2021.

Site ID	NO ₂ Annual Mean Concentration (µg/m ³)					
	2016	2017	2018	2019	2020	2021
15	35.6	25.7	28.2	28.6	24.4	25.2

The location of this site is closer to the A52 than the main academy buildings, this is to ensure that the monitoring data is consistently collected, as previously diffusion tubes have been removed. This location also allows BBC to determine the worst case scenario

for the academy. Although the data is below the air quality objective of $40\mu\text{g}/\text{m}^3$, this site will be closely monitored and an update will be provided in the 2023 ASR.

Site 32 - 59b Main Street, Kimberley.

Table 3.8 below shows the results for 59b Main Street in Kimberley for 2016 to 2020, the data shows that the highest concentration was in 2016 at $30\mu\text{g}/\text{m}^3$. In 2017 it had decreased by $1.4\mu\text{g}/\text{m}^3$. In 2018 it increased by $0.3\mu\text{g}/\text{m}^3$ and stayed the same in 2019. The 2020 data is seen as an anomaly, but the 2021 data shows a decrease of $6\mu\text{g}/\text{m}^3$ in comparison to 2019 data. The reason for the slight increase in 2018 and 2019 is unknown.

Table 3.8 – Results for 59b Main Street, Kimberley 2016 – 2021.

Site ID	NO ₂ Annual Mean Concentration ($\mu\text{g}/\text{m}^3$)					
	2016	2017	2018	2019	2020	2021
32	30.0	28.6	28.9	28.9	21.3	22.9

This site is located on the façade of a business premises parallel with neighbouring residential dwellings on Main Street in Kimberley near to a busy mini roundabout that serves a variety of retail and food businesses. This is the main route to either Giltbrook or Watnall when avoiding the A610. Although, the data is below the air quality objective of $40\mu\text{g}/\text{m}^3$, this site will be closely monitored and an update will be provided in the 2023 ASR.

Site 52- 228 Station Road, Beeston.

Table 3.9 below shows the results for 228 Station Road in Beeston for 2018 to 2021. The data shows that the highest concentration was in 2019 at $24.5\mu\text{g}/\text{m}^3$. The 2020 data is seen as an anomaly, but the 2021 data shows a decrease of $5.5\mu\text{g}/\text{m}^3$ in comparison to 2019 data.

Table 3.9 – Results for Station Road, Beeston 2018 – 2021.

Site ID	NO2 Annual Mean Concentration (µg/m3)			
	2018	2019	2020	2021
52	22.9	24.5	18.0	19.0

This site is located on the façade of a residential dwelling that is situated on Station Road and monitoring at this location started in January 2018. The data was the highest in 2019, which may have been due to construction works on a nearby housing development and improvement works being undertaken on the A6005. Although, the data is below the air quality objective of 40µg/m3, this site will be closely monitored and an update will be provided in the 2023 ASR.

3.2.2 Particulate Matter (PM₁₀)

BBC does not currently monitor PM₁₀ within the Borough. However, in late 2021 BBC purchased a Zephyr real time monitor to monitor PM₁₀, PM_{2.5} and NO₂ in the Trowell AQMA. Therefore, the 2022 data will be reported in the 2023 ASR.

3.2.3 Particulate Matter (PM_{2.5})

BBC does not currently monitor PM_{2.5} within the Borough. However, in late 2021 BBC purchased a Zephyr real time monitor to monitor PM₁₀, PM_{2.5} and NO₂ in the Trowell AQMA. Therefore, the 2022 data will be reported in the 2023 ASR.

3.2.4 Sulphur Dioxide (SO₂)

Previous air quality reports have shown there are no relevant sources of Sulphur Dioxide within the Borough. Subsequently, the Council does not monitor for this pollutant.

Appendix A: Monitoring Results

Table A.1 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
1	113 Wollaton Road, Beeston	Roadside	452527	337313	NO ₂	No	0	2	N	1.9
50	309 Wollaton Road, Beeston	Roadside	452114	338018	NO ₂	No	0	14	N	1.7
2	166 Derby Road, Beeston	Roadside	452091	338122	NO ₂	No	0	9	N	1.8
3	8 Queens Road East, Beeston	Roadside	453659	337412	NO ₂	No	0	13	N	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
4	226 Queens Road, Beeston	Roadside	453361	336627	NO ₂	No	0	5	N	1.8
51	36 Meadow Road, Beeston	Roadside	453537	336100	NO ₂	No	0	7	N	1.7
52	228 Station Road Beeston	Roadside	453287	336349	NO ₂	No	0	5	N	1.7
5	Chilwell Olympia School, Beeston	Urban Background	451782	335320	NO ₂	No	0	104	N	1.9
6	127 Attenborough Lane, Chilwell	Roadside	451482	334936	NO ₂	No	0	13	N	1.7
7	31 Hickton Drive, Chilwell	Roadside	450756	334328	NO ₂	No	0	6	N	1.9

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
53	1 Calverton Close, Chilwell	Roadside	450360	334982	NO ₂	No	0	5	N	1.7
8	The Manor Pub, 350 Nottingham Road, Toton	Roadside	450422	334243	NO ₂	No	0	5	N	1.8
9	Toton branch Surgery, 2 Banks Road, Toton	Roadside	449876	334804	NO ₂	No	0	9	N	1.8
10	1 Katherine Drive, Toton	Roadside	449748	335472	NO ₂	No	0	16	N	1.7
11	269 Stapleford Lane, Toton	Roadside	449694	335501	NO ₂	No	0	10	N	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
12	Lamppost, Stapleford Lane, Toton	Roadside	449615	335664	NO ₂	No	0	1	N	1.9
45	209 Toton Lane, Stapleford	Roadside	449467	336220	NO ₂	No	0	15	N	1.8
15	George Spencer Academy, Stapleford	Roadside	449406	336135	NO ₂	No	0	4	N	1.9
13	George Spencer Lower School, Toton	Roadside	449266	336075	NO ₂	No	0	15	N	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
16	24 Brampton Drive, Stapleford	Roadside	449516	336216	NO ₂	No	0	7	N	1.7
54	195 Derby Road, Stapleford	Roadside	448467	336591	NO ₂	No	0	4	N	1.8
17	Lamppost Church Street, Stapleford	Roadside	448890	337190	NO ₂	No	0	3	N	1.8
55	12 Ilkeston Road, Stapleford	Roadside	449814	338471	NO ₂	No	0	9	N	1.8
18	20 Tiree Close, Trowell	Roadside	448560	338889	NO ₂	Yes AQMA 1	0	9*	N	1.7

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
19	15 Iona Drive, Trowell	Roadside	448586	339023	NO ₂	Yes AQMA 1	0	18*	N	1.9
20	30 Derbyshire Avenue, Trowell	Roadside	448652	339652	NO ₂	No	0	12*	N	1.9
22	81 Nottingham Road, Trowell	Roadside	448832	340098	NO ₂	No	0	18*	N	1.8
23	Church Lane, Cossall	Roadside	448195	342287	NO ₂	No	0	2	N	1.8
24	Gin Close Way, Awsworth	Roadside	448230	344446	NO ₂	No	0	2	N	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
44	32 Mansfield Road, Eastwood	Roadside	446509	347091	NO ₂	No	0	2	N	1.8
27	Sun Inn Pub, 6 Derby Road, Eastwood	Roadside	446465	346985	NO ₂	No	0	8	N	1.8
28	9 Derby Road, Eastwood	Roadside	446401	346920	NO ₂	No	0	3	N	1.7
30	560 Nottingham Road, Giltbrook	Roadside	448544	345241	NO ₂	No	0	4	N	1.9
31	15 Hayley Close, Kimberley	Roadside	448826	344883	NO ₂	No	0	7	N	1.9

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
32	59b Main Street, Kimberley	Roadside	450122	344658	NO ₂	No	0	5	N	1.8
33 and 34	19a Nottingham Road, Nuthall^	Roadside	451631	344526	NO ₂	No	0	11*	N	1.7
35	20 Nottingham Road, Nuthall	Roadside	451728	344440	NO ₂	No	0	20*	N	1.9
36	113 Nottingham Road, Nuthall	Roadside	452232	344033	NO ₂	No	0	20	N	1.7
37	114 Nottingham Road, Nuthall	Roadside	452331	343910	NO ₂	No	0	27	N	1.7

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
57	22-27 Spring Gardens, Strelley	Roadside	451413	341424	NO ₂	No	0	23	N	1.9
38	Opp Sherwin Arms, Derby Road, Bramcote	Roadside	450389	337866	NO ₂	No	2	2	N	1.8
39	9 Bembridge Court, Bramcote	Roadside	450434	337781	NO ₂	No	0	14	N	1.6
56	10 Town Street, Bramcote	Roadside	450570	337851	NO ₂	No	0	9	N	1.9

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
40	153 Derby Road, Bramcote	Roadside	450632	337929	NO ₂	No	0	13	N	1.7
41	169 Derby Road, Bramcote	Roadside	450555	337909	NO ₂	No	0	10	N	1.8
43	Broxtowe Borough Council Offices	Urban Background	452733	336962	NO ₂	No	0	8	N	1.8
46	Middle Street, Beeston	Roadside	452914	336650	NO ₂	No	0	4	N	1.9
47	6 Broughton Street, Beeston	Roadside	452593	337186	NO ₂	No	0	3	N	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
48	Near 73 Town Street, Bramcote	Roadside	450817	337592	NO ₂	No	0	2	N	1.8
49	4 Commercial Avenue, Beeston	Roadside	452804	336940	NO ₂	No	0	4	N	1.8
58	10 Tiree Close, Trowell	Roadside	448588	338940	NO ₂	Yes AQMA 1	0	11*	N	1.7
59	4 Tiree Close, Trowell	Roadside	448602	338965	NO ₂	Yes AQMA 1	0	9*	N	1.7

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

(*) All distance to kerb of nearest road but sites near to the M1 Motorway.

(^) Duplicate Diffusion Tubes

Table A.2 – Annual Mean NO₂ Monitoring Results: Non-Automatic Monitoring (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2021 (%) ⁽²⁾	2017	2018	2019	2020	2021
1	452527	337313	Roadside	99.7	99.7	27.8	25.6	26.8	19.0	21.0
50	452114	338018	Roadside	99.7	99.7	-	28.2	29.2	18.9	16.3
2	452091	338122	Roadside	99.7	99.7	28.5	26.6	26.5	18.9	20.8
3	453659	337412	Roadside	99.7	99.7	22.0	22.5	23.1	17.7	19.1
4	453361	336627	Roadside	99.7	99.7	28.4	26.0	25.8	19.1	20.2
51	453537	336100	Roadside	99.7	99.7	-	18.3	15.9	15.0	16.5
52	453287	336349	Roadside	99.7	99.7	-	22.9	24.5	18.0	19.0
5	451782	335320	Urban Background	99.7	99.7	18.8	16.7	15.7	13.2	13.5
6	451482	334936	Roadside	-	-	24.7	-	-	-	-
7	450756	334328	Roadside	99.7	99.7	26.4	23.0	23.4	16.2	18.0
53	450360	334982	Roadside	99.7	99.7	-	19.3	19.9	13.9	14.7

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2021 (%) ⁽²⁾	2017	2018	2019	2020	2021
8	450422	334243	Roadside	90.1	90.1	28.7	27.1	24.3	20.8	22.4
9	449876	334804	Roadside	90.1	90.1	20.9	21.9	21.5	16.2	18.0
10	449748	335472	Roadside	-	-	25.6	20.8	21.6	-	-
11	449694	335501	Roadside	99.7	99.7	29.4	26.1	27.6	20.8	23.0
12	449615	335664	Roadside	99.7	99.7	25.3	23.6	20.5	17.3	19.1
45	449467	336220	Roadside	99.7	99.7	29.2	25.9	26.7	20.1	20.8
15	449406	336135	Roadside	99.7	99.7	25.7	28.2	28.6	24.4	25.2
13	449266	336075	Roadside	90.1	90.1	33.8	26.0	24.9	18.1	20.4
16	449516	336216	Roadside	99.7	99.7	26.3	25.9	25.4	18.4	20.0
54	448467	336591	Roadside	92.0	92.0	-	29.8	29.9	21.9	23.6
17	448890	337190	Roadside	99.7	99.7	34.8	33.0	32.7	25.1	26.7
55	449814	338471	Roadside	99.7	99.7	-	24.6	23.8	17.9	19.0

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2021 (%) ⁽²⁾	2017	2018	2019	2020	2021
18	448560	338889	Roadside	99.7	99.7	32.9	28.2	28.4	21.5	22.3
19	448586	339023	Roadside	99.7	99.7	37.2	31.9	30.9	22.9	23.8
20	448652	339652	Roadside	99.7	99.7	23.6	24.1	23.3	17.3	19.7
22	448832	340098	Roadside	99.7	99.7	24.0	24.2	24.2	18.7	19.7
23	448195	342287	Roadside	-	-	22.4	-	-	-	-
24	448230	344446	Roadside	-	-	24.1	-	-	-	-
44	446509	347091	Roadside	99.7	99.7	33.2	33.7	31.7	24.8	27.6
27	446465	346985	Roadside	99.7	99.7	23.7	24.1	20.4	17.8	18.9
28	44601	346920	Roadside	-	-	20.7	-	-	-	-
30	448544	345241	Roadside	99.7	99.7	27.9	23.1	21.9	18.3	20.3
31	448826	344883	Roadside	92.0	92.0	31.9	25.7	28.8	21.2	22.8
32	450122	344658	Roadside	90.1	90.1	28.6	28.9	28.9	21.3	22.9

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2021 (%) ⁽²⁾	2017	2018	2019	2020	2021
33 and 34	451631	344526	Roadside	99.7	99.7	27.7	25.5	25.9	18.7	20.7
35	451728	344440	Roadside	99.7	99.7	33.6	30.0	29.7	22.6	23.4
36	452232	344033	Roadside	99.7	99.7	35.2	32.8	31.7	24.9	26.0
37	452331	343910	Roadside	99.7	99.7	29.5	28.9	26.4	19.3	23.5
57	451413	341424	Roadside	99.7	99.7	-	-	-	15.2	16.0
38	450389	337866	Roadside	99.7	99.7	30.5	29.8	26.7	20.5	24.1
39	450434	337781	Roadside	99.7	99.7	25.6	26.7	25.5	18.6	21.1
56	450570	337851	Roadside	99.7	99.7	-	25.1	23.4	18.7	19.6
40	450632	337929	Roadside	82.4	82.4	32.7	34.0	32.0	23.6	27.4
41	450555	337909	Roadside	99.7	99.7	35.6	34.1	30.9	23.5	26.0
43	452733	336962	Urban Background	99.7	99.7	18.5	18.6	18.3	13.8	14.9

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2021 (%) ⁽²⁾	2017	2018	2019	2020	2021
46	452914	336650	Roadside	-	-	23.8	-	-	-	-
47	452593	337186	Roadside	-	-	24.6	-	-	-	-
48	450817	337592	Roadside	99.7	99.7	37.5	35.7	30.4	25.4	27.8
49	452804	336940	Roadside	-	-	24.3	-	-	-	-
58	448588	338940	Roadside	99.7	99.7	-	-	-	19.4	21.8
59	448602	338965	Roadside	99.7	99.7	-	-	-	19.1	21.0

☐ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.

☒ Diffusion tube data has been bias adjusted.

☒ Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.

Notes: The annual mean concentrations are presented as $\mu\text{g}/\text{m}^3$.

Exceedances of the NO₂ annual mean objective of 40 $\mu\text{g}/\text{m}^3$ are shown in **bold**.

NO₂ annual means exceeding 60 $\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

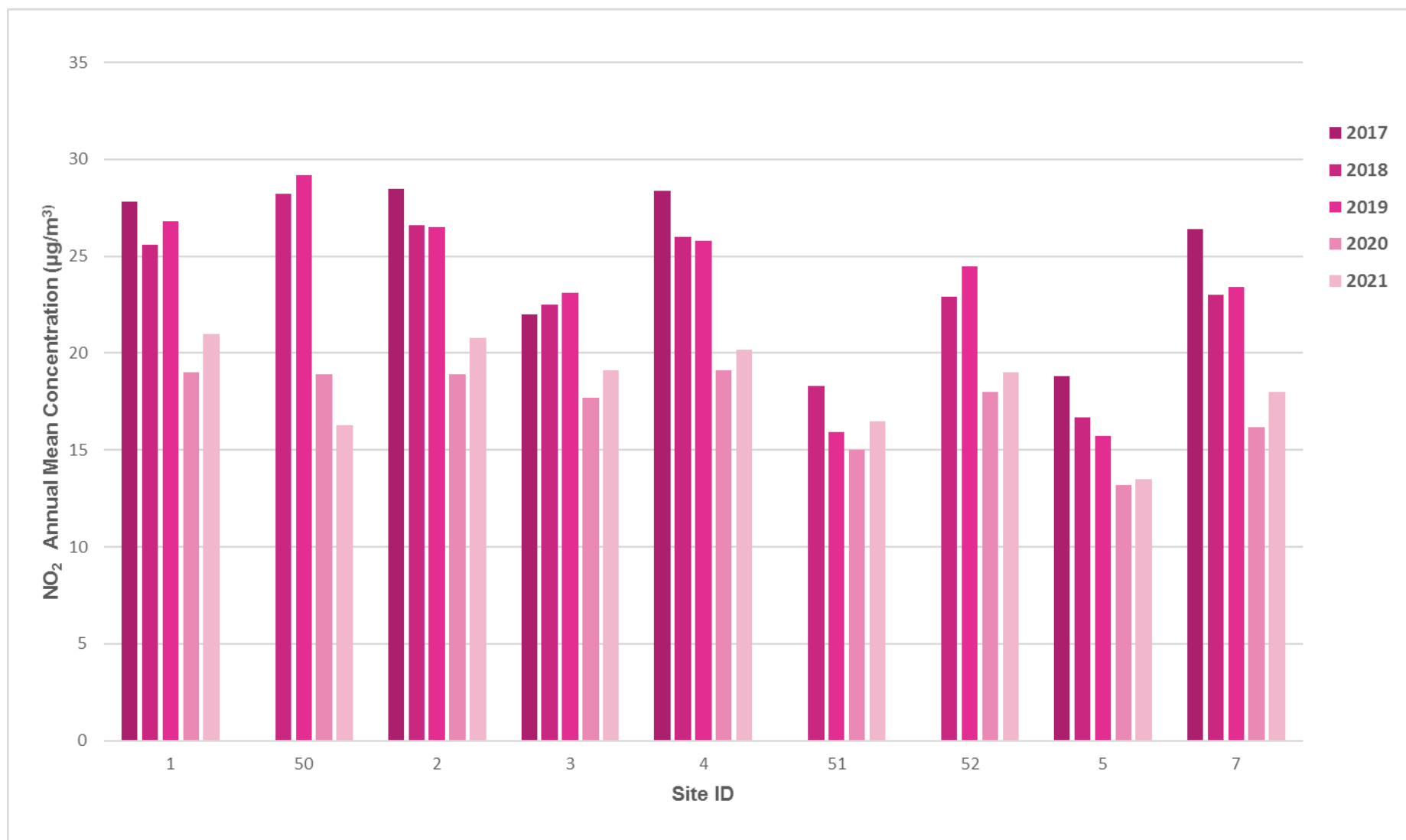
Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

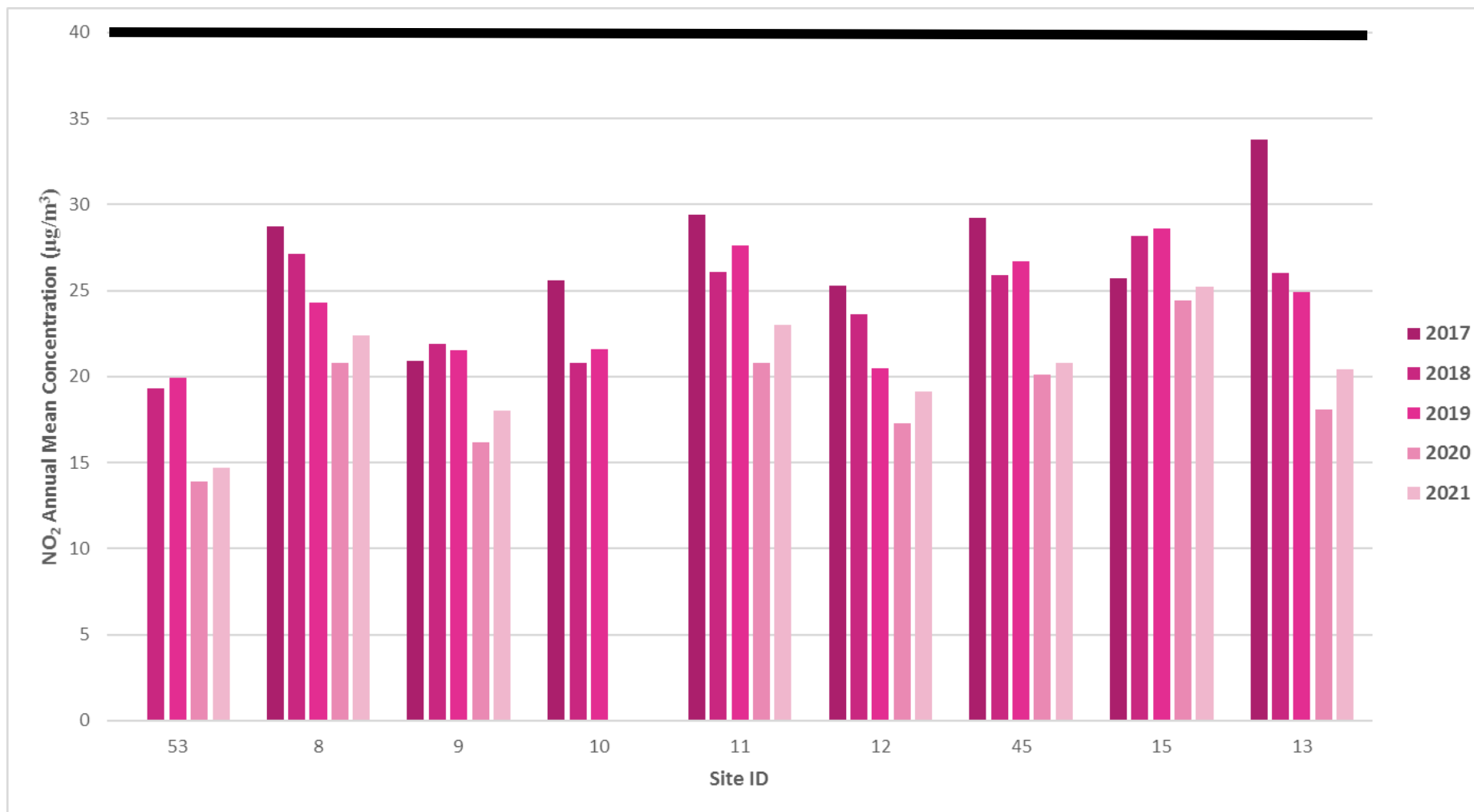
Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

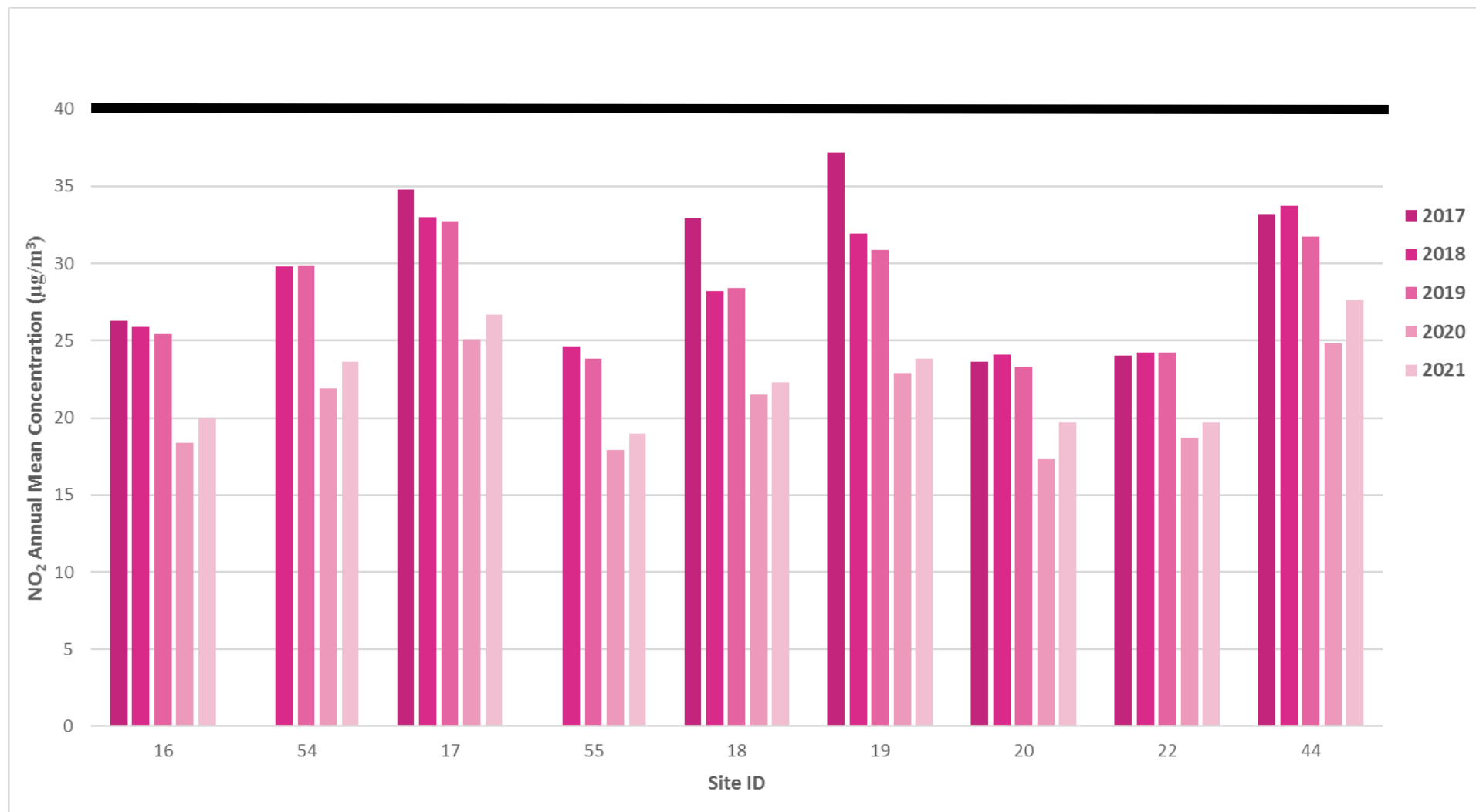
(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

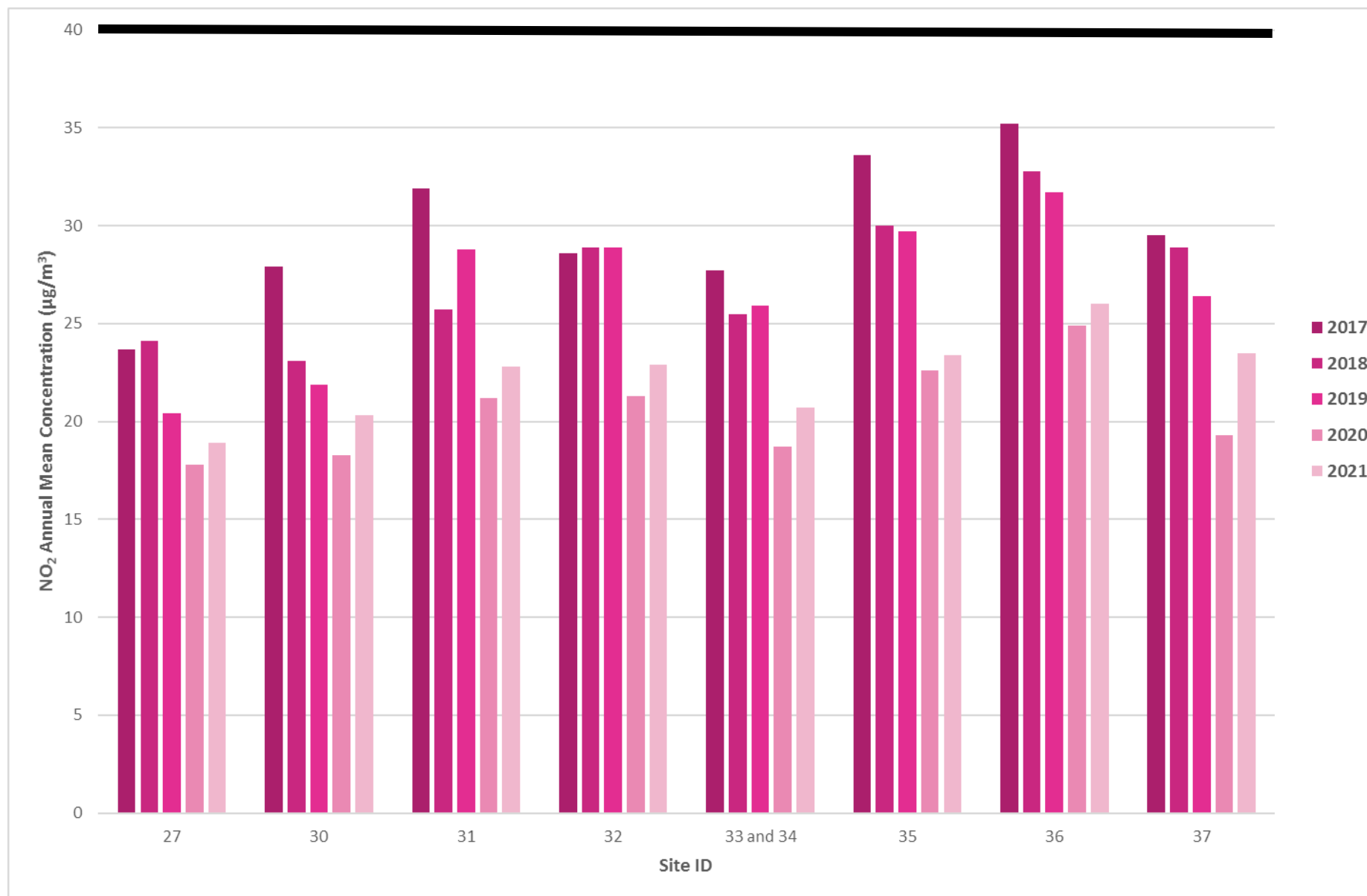
(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO₂ Concentrations for all sites since 2017 to 2021.









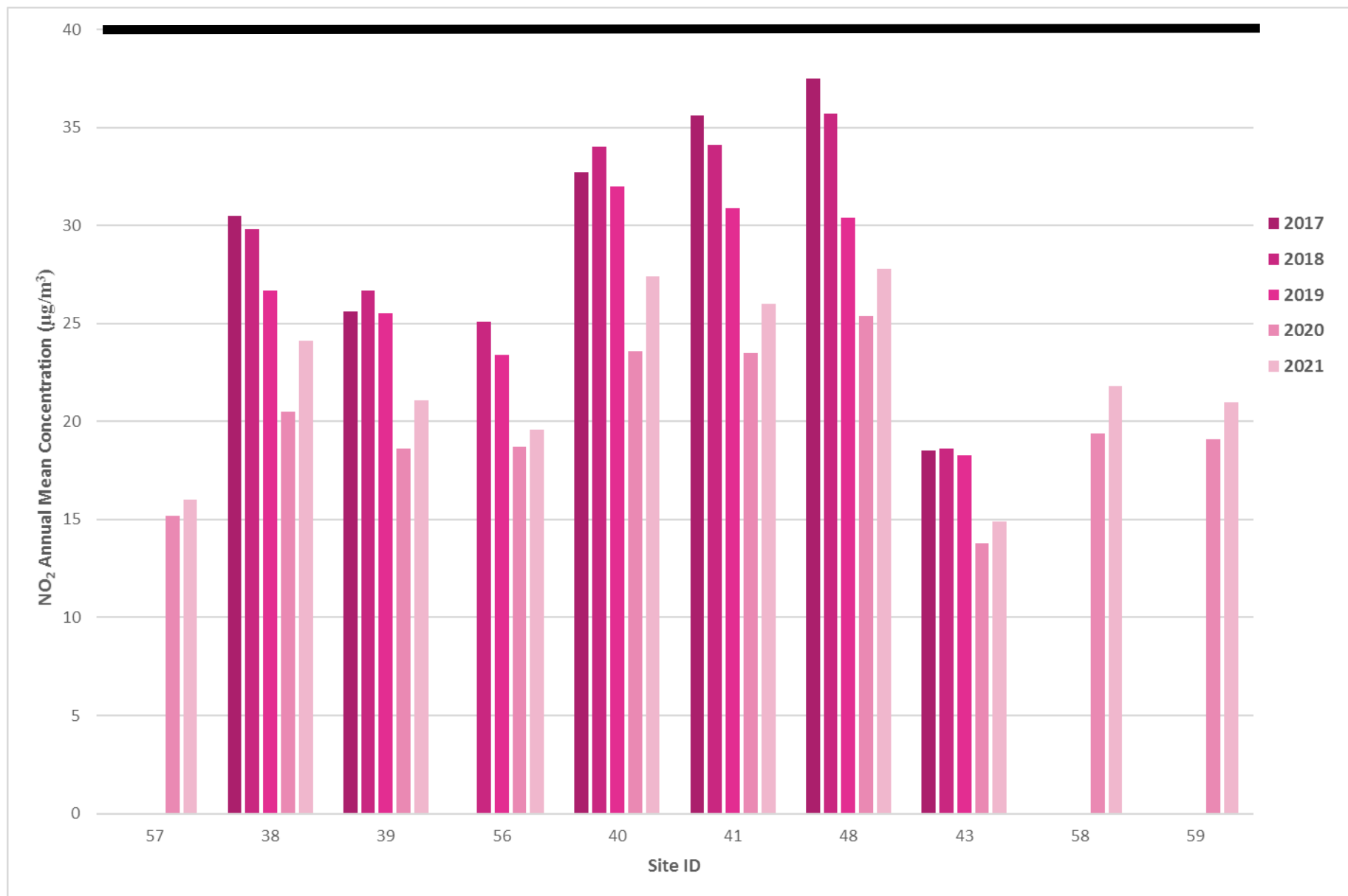
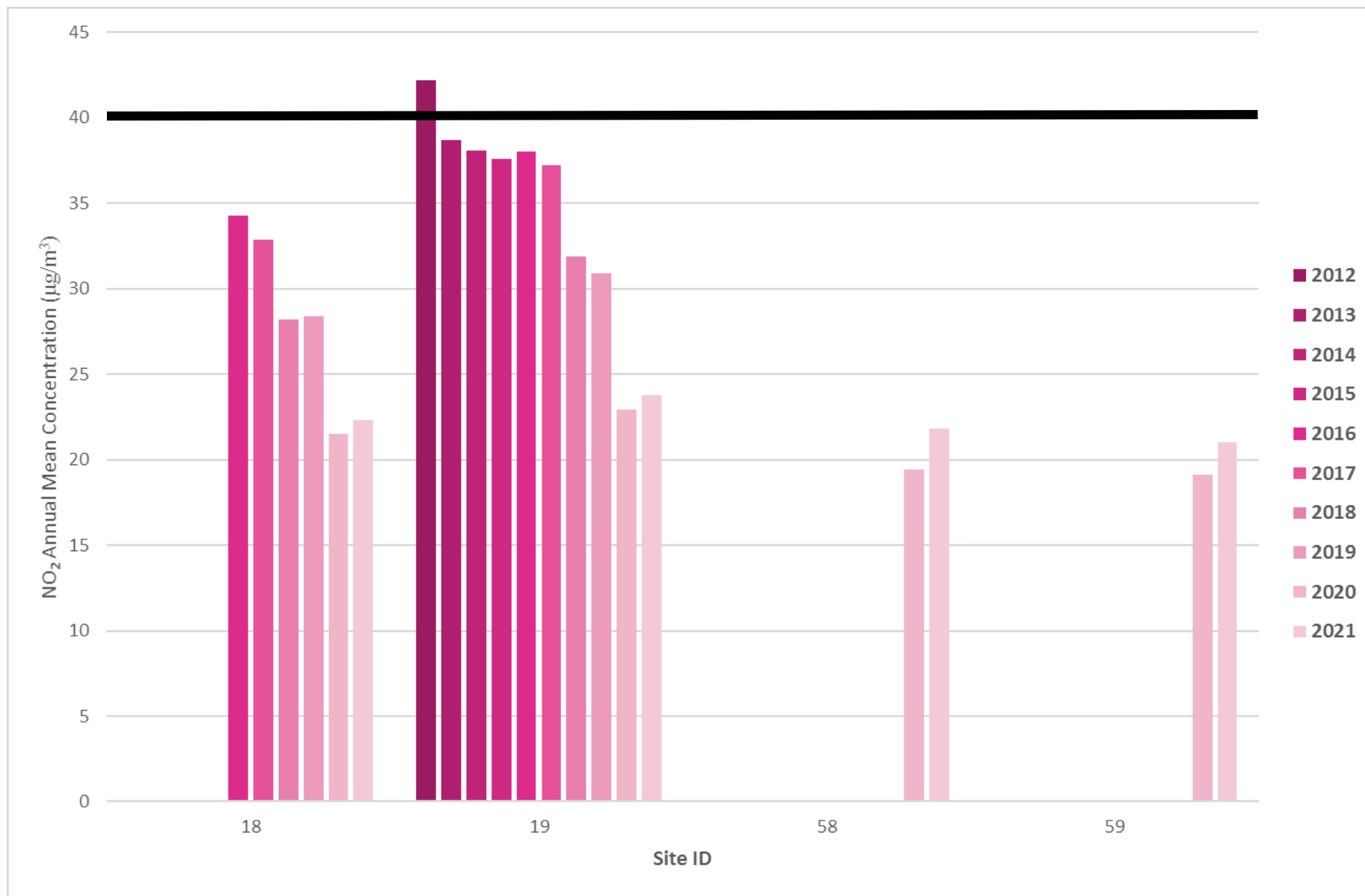


Figure A.2 – Trends in Annual Mean NO₂ Concentrations for the AQMA since 2012 to 2021.



Appendix B: Full Monthly Diffusion Tube Results for 2021

Table B.1 – NO₂ 2021 Diffusion Tube Results (µg/m³)

DT ID	X OS Grid Ref (Eastin g)	Y OS Grid Ref (Eastin g)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.84)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
1	452527	337313	29.1	28.8	26.6	21.0	23.2	20.1	20.1	18.7	27.0	26.5	30.6	28.2	25.0	21.0	-	
50	452114	338018	25.6	23.7	21.2	18.0	16.2	15.2	14.3	13.6	19.3	19.1	23.6	22.5	19.4	16.3	-	
2	452091	338122	29.7	28.5	26.9	22.0	22.2	19.2	19.2	19.3	26.7	27.0	29.0	26.8	24.7	20.8	-	
3	453659	337412	31.1	26.7	26.0	20.8	18.9	16.7	18.7	15.4	21.2	21.8	27.8	27.5	22.7	19.1	-	
4	453361	336627	31.5	27.4	27.8	20.4	22.1	18.7	18.9	16.3	23.1	26.3	28.2	27.3	24.0	20.2	-	
51	453537	336100	27.4	22.3	21.3	17.2	16.7	15.5	15.0	13.9	19.1	20.2	24.0	22.6	19.6	16.5	-	
52	453287	336349	33.5	26.0	27.7	19.9	19.2	17.4	17.1	16.2	20.8	18.3	28.8	26.0	22.6	19.0	-	
5	451782	335320	20.6	17.6	18.4	12.9	12.2	12.8	11.4	10.8	14.7	17.4	23.6	20.4	16.1	13.5	-	
7	450756	334328	31.1	26.3	21.2	18.0	17.6	14.4	16.4	13.6	22.2	23.1	27.0	26.3	21.4	18.0	-	
53	450360	334982	24.3	21.1	18.1	16.2	14.9	12.9	14.4	11.2	16.0	17.1	23.3	20.2	17.5	14.7	-	
8	450422	334243	33.0	29.9	28.5	24.8	21.9	23.8	24.4	20.6	30.8		27.6	27.7	26.6	22.4	-	
9	449876	334804	28.2	24.5	23.6	20.6	19.3	16.9		15.3	20.7	21.2	24.3	21.7	21.5	18.0	-	
11	449694	335501	33.4	27.1	29.0	22.5	24.8	23.1	24.3	24.2	29.4	29.7	31.8	28.6	27.3	23.0	-	
12	449615	335664	24.0	25.7	25.3	22.7	20.9	17.1	20.3	16.0	22.7	22.6	29.3	26.0	22.7	19.1	-	
45	449467	336220	32.2	27.2	25.2	21.0	22.0	18.6	19.4	16.8	27.1	28.8	30.6	28.9	24.8	20.8	-	
15	449406	336135	31.3	35.4	30.2	25.8	29.5	23.7	27.8	24.0	33.3	33.1	32.5	33.5	30.0	25.2	-	
13	449266	336075	28.9	27.2	27.9	25.7	20.5	19.6	20.9	18.7	25.1		25.9	26.3	24.2	20.4	-	
16	449516	336216	30.2	27.6	25.2	21.3	22.0	17.7	21.1	17.9	25.5	25.6	26.7	25.4	23.9	20.0	-	
54	448467	336591	33.0	33.2	29.0	26.2		24.7	26.3	20.7	28.5	30.1	28.6	28.5	28.1	23.6	-	
17	448890	337190	41.0	35.2	36.9	27.2	29.6	24.1	26.9	24.8	34.0	31.9	37.8	31.5	31.7	26.7	-	

DT ID	X OS Grid Ref (Eastin g)	Y OS Grid Ref (Eastin g)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.84)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
55	449814	338471	28.5	25.1	26.9	19.6	19.9	17.9	18.5	17.0	22.9	23.7	26.2	24.9	22.6	19.0	-	
18	448560	338889	33.3	24.0	32.0	22.5	24.2	20.7	22.4	23.4	25.1	28.7	34.2	27.3	26.5	22.3	-	
19	448586	339023	33.7	26.5	34.7	23.9	26.8	23.2	24.2	25.9	21.9	31.2	36.4	31.7	28.3	23.8	-	
20	448652	339652	24.6	31.6	23.1	24.8	22.7	20.1	20.8	16.1	25.9	23.1	22.3	25.9	23.4	19.7	-	
22	448832	340098	28.5	33.1	21.7	21.7	26.0	18.9	20.8	16.1	20.8	27.8	20.8	25.2	23.5	19.7	-	
44	446509	347091	35.8	35.9	33.7	29.6	32.3	30.5	30.4	27.3	34.7	35.7	33.5	35.2	32.9	27.6	-	
27	446465	346985	28.3	24.5	22.4	22.1	19.7	20.0	20.6	18.2	22.5	22.2	25.6	24.4	22.6	18.9	-	
30	448544	345241	32.5	23.9	25.4	21.4	21.7	17.9	20.1	19.3	23.1	26.1	29.4	29.8	24.2	20.3	-	
31	448826	344883	32.5	29.1	31.6	21.7		21.8	22.9	23.3	28.2	28.7	30.0	28.1	27.1	22.8	-	
32	450122	344658	27.7	30.2	29.9	29.6	26.2	22.0	25.8	22.9	29.2	26.9	29.6		27.3	22.9	-	
33	451631	344526	30.3	33.7	26.5	20.3	23.7	20.0	19.9	19.1	25.1	28.8	26.7	25.9	-	-	-	Duplicate Site with 33 and 34 - Annual data provided for 34 only
34	451631	344526	29.6	29.3	25.7	19.1	21.4	19.2	20.1		26.6	28.0	26.8	27.5	24.7	20.7	-	Duplicate Site with 33 and 34 - Annual data provided for 34 only
35	451728	344440	31.0	24.7	32.4	21.3	27.6	23.7	21.8	24.6	25.8	36.2	36.5	28.5	27.8	23.4	-	
36	452232	344033	38.5	33.8	33.0	21.8	30.5	23.0	25.1	25.6	30.9	38.5	37.2	33.7	31.0	26.0	-	
37	452331	343910	32.4	27.6	32.9	30.2	24.7	27.2	25.7	27.7	27.1	22.8	31.8	26.2	28.0	23.5	-	
57	451413	341424	24.9	19.5	21.8	16.2	17.0	15.5	17.1	14.8	17.3	19.2	23.9	20.8	19.0	16.0	-	
38	450389	337866	34.1	33.0	30.9	26.8	26.2	21.9	23.8	21.8	31.9	28.7	32.1	32.9	28.7	24.1	-	
39	450434	337781	26.8	27.3	24.9	26.7	24.5	20.7	25.0	20.4	30.2	22.7	24.5	27.6	25.1	21.1	-	
56	450570	337851	27.8	22.5	27.3	19.0	20.0	17.5	19.4	23.2	22.1	24.9	29.0	26.6	23.3	19.6	-	
40	450632	337929	34.4	32.8	33.9	29.8		26.1		32.0	34.8	31.3	36.6	34.1	32.6	27.4	-	
41	450555	337909	33.3	32.8	34.2	25.1	28.5	25.7	26.4	29.8	34.3	33.4	34.5	33.1	30.9	26.0	-	
48	450817	337592	39.3	22.9	35.9	26.5	33.6	27.9	29.8	27.3	33.9	38.2	45.1	36.7	33.1	27.8	-	
43	452733	336962	24.1	21.9	19.2	18.8	14.4	11.8	13.3	10.6	16.1	17.7	22.8	22.1	17.7	14.9	-	
58	448588	338940	30.8	23.5	32.2	22.7	23.0	21.5	21.9	23.7	24.0	25.5	35.4	27.0	25.9	21.8	-	

DT ID	X OS Grid Ref (Eastin g)	Y OS Grid Ref (Eastin g)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.84)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
59	448602	338965	30.5	23.9	30.8	21.5	22.3	18.2	20.6	23.5	22.0	26.9	32.9	26.3	24.9	21.0	-	

- ☒ All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1.
- ☐ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.
- ☐ Local bias adjustment factor used.
- ☒ National bias adjustment factor used.
- ☐ Where applicable, data has been distance corrected for relevant exposure in the final column.
- ☒ Broxtowe Borough Council confirm that all 2021 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

- (a) Missing tubes
- (b) Result not valid

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

New or Changed Sources Identified Within Broxtowe Borough Council During 2021

Broxtowe Borough Council has not identified any new sources relating to air quality within the reporting year of 2021.

Additional Air Quality Works Undertaken by Broxtowe Borough Council During 2021

Broxtowe Borough Council has not completed any additional works within the reporting year of 2021.

QA/QC of Diffusion Tube Monitoring

BBC diffusion tubes are supplied and analysed by Gradko Ltd. Since April 2008 BBC has entered into a contract with Gradko along with all Nottinghamshire Local Authorities to ensure that any deviations within different laboratory practices are ruled out. This enables data to be easily compared between the County authorities. The tubes are prepared using a 20% solution of triethanolamine (TEA) in de-ionised water. The tubes are exposed for one month before being returned for laboratory analysis.

Diffusion Tube Annualisation

All diffusion tube monitoring locations within Broxtowe Borough Council recorded data capture of 75% therefore it was not required to annualise any monitoring data. In addition, any sites with a data capture below 25% do not require annualisation.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2022 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG16 provides

guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

Broxtowe Borough Council have applied a national bias adjustment factor of 0.84 to the 2021 monitoring data. A summary of bias adjustment factors used by Broxtowe Borough Council over the past five years is presented in Table C.1.

Table C.1 – Bias Adjustment Factor

Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2021	National	03/22	0.84
2020	National	03/21	0.81
2019	National	03/20	0.93
2018	National	03/19	0.93
2017	National	03/18	0.89
2016	National	03/17V2	0.90

NO₂ Fall-off with Distance from the Road

No diffusion tube NO₂ monitoring locations within Broxtowe Borough Council required distance correction during 2021.

Appendix D: Map of all Monitoring Locations within the Borough of Broxtowe.

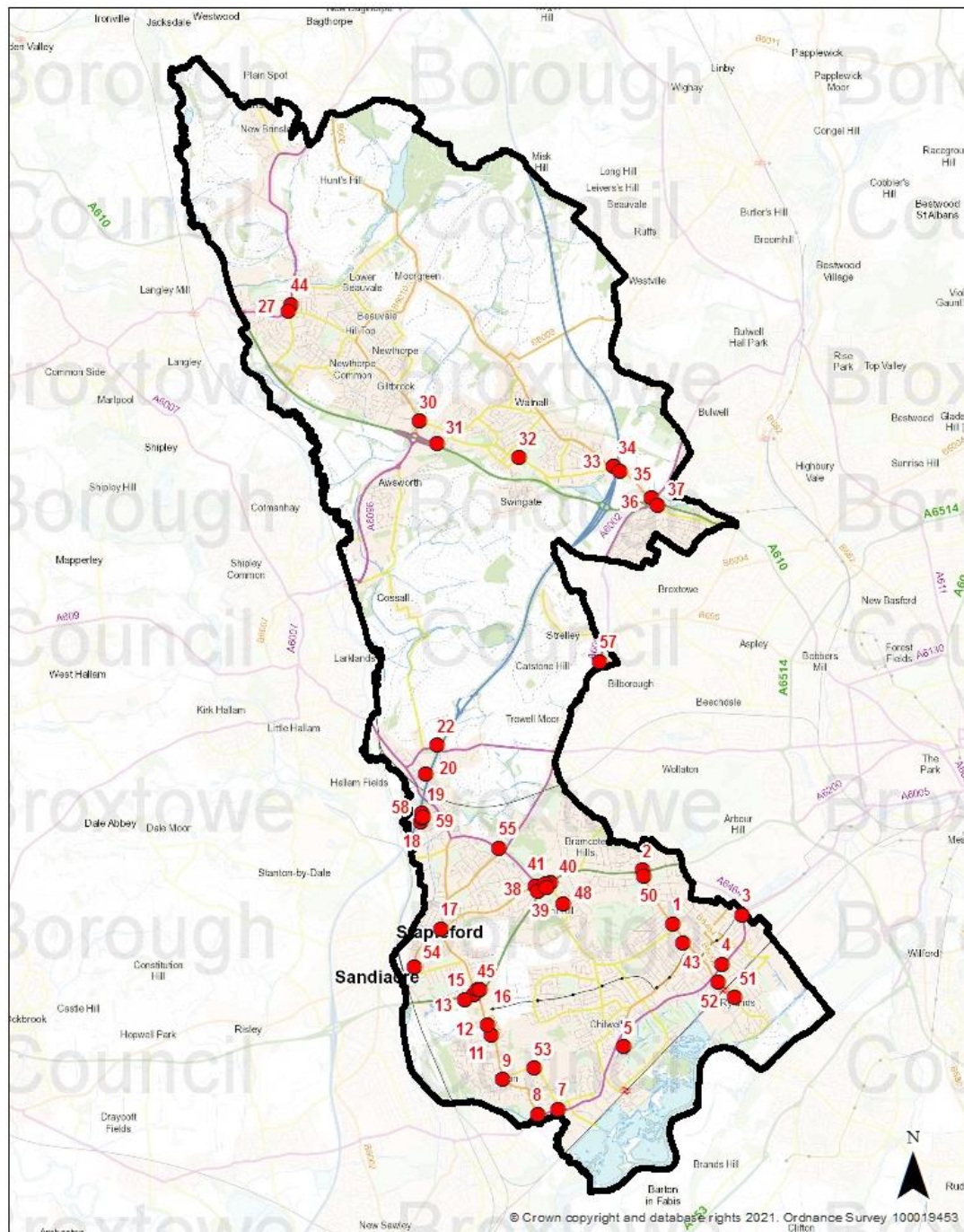


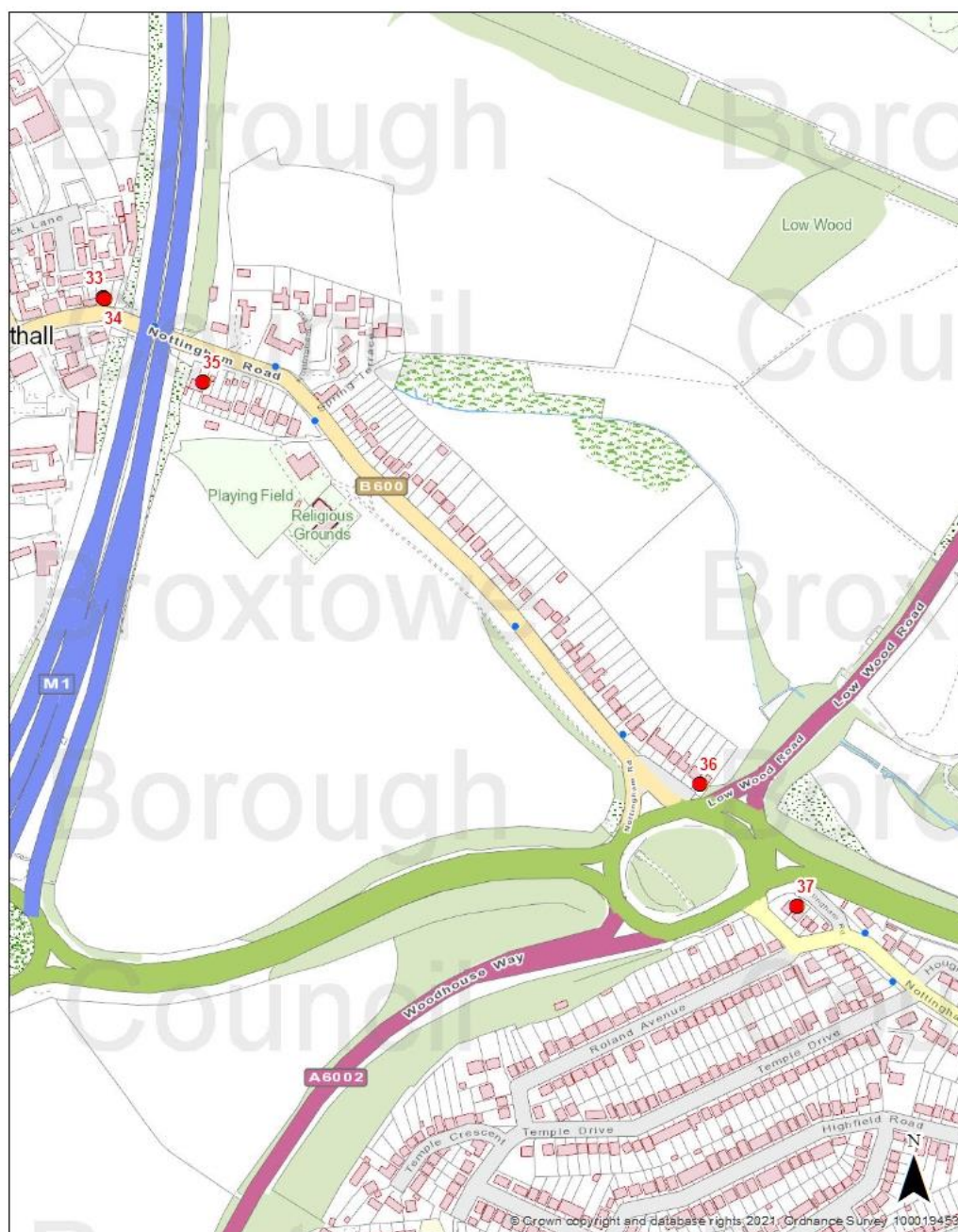
Figure D.1 – 2021 Diffusion Tube Locations.

Appendix E: Map of AQMA in Trowell.



Figure E.1 - AQMA 1 encompassing twenty properties on parts of Iona Drive and Treet Close next to the M1 motorway and the Trowell Park estate (boundary marked in blue).

Appendix F: Map of A610/B600 Nuthall Island showing the Monitoring Locations.



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Figure F.1 – Nuthall Island and Diffusion Tube Location.

Appendix G: Map of Bramcote Island, Derby Road and Town Street showing the Monitoring Locations.

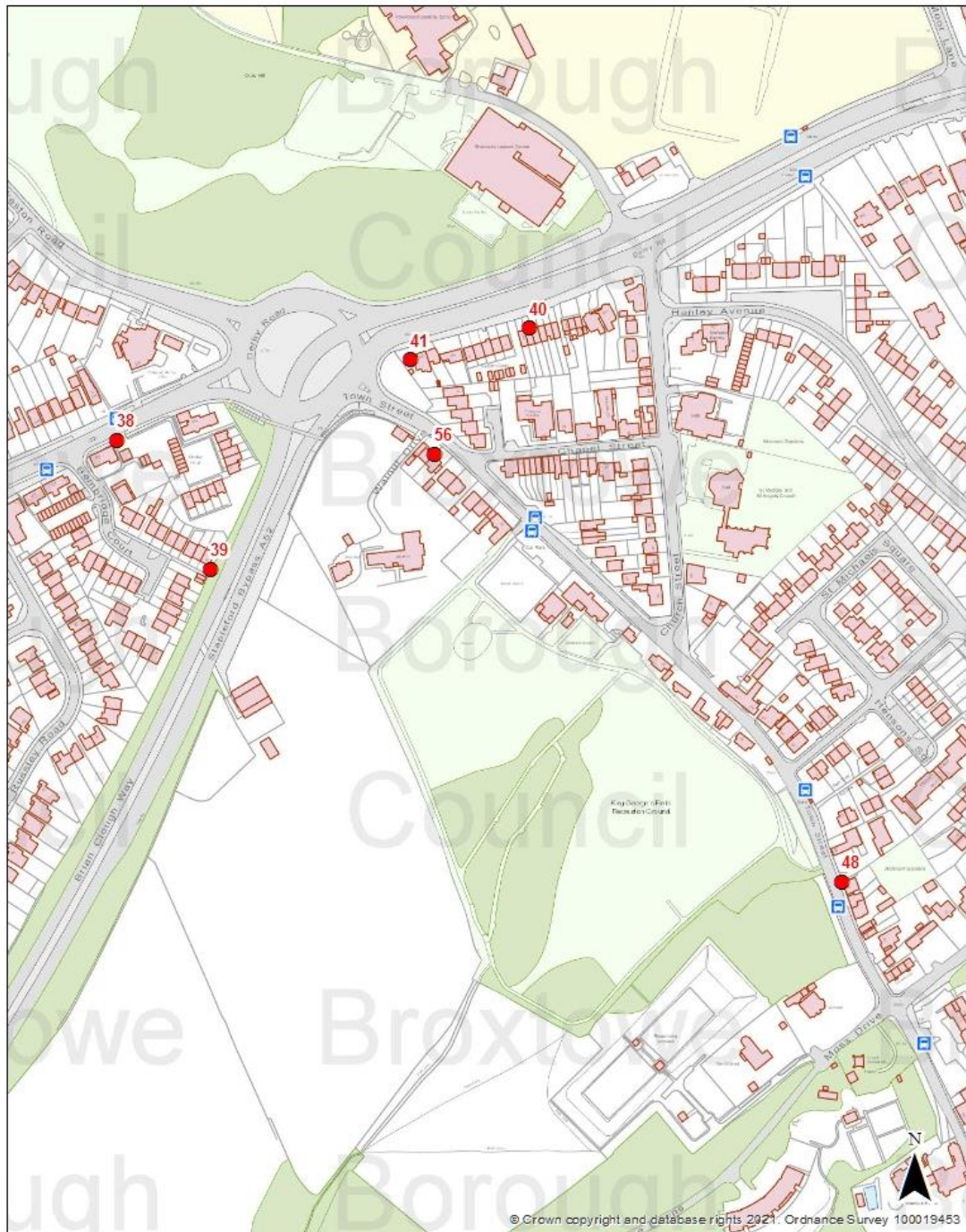


Figure G.1 – Map of Bramcote Island and Town Street Diffusion Tube Location

Appendix H: Map of the Borough showing the 2021 modelled background levels of PM_{2.5}.

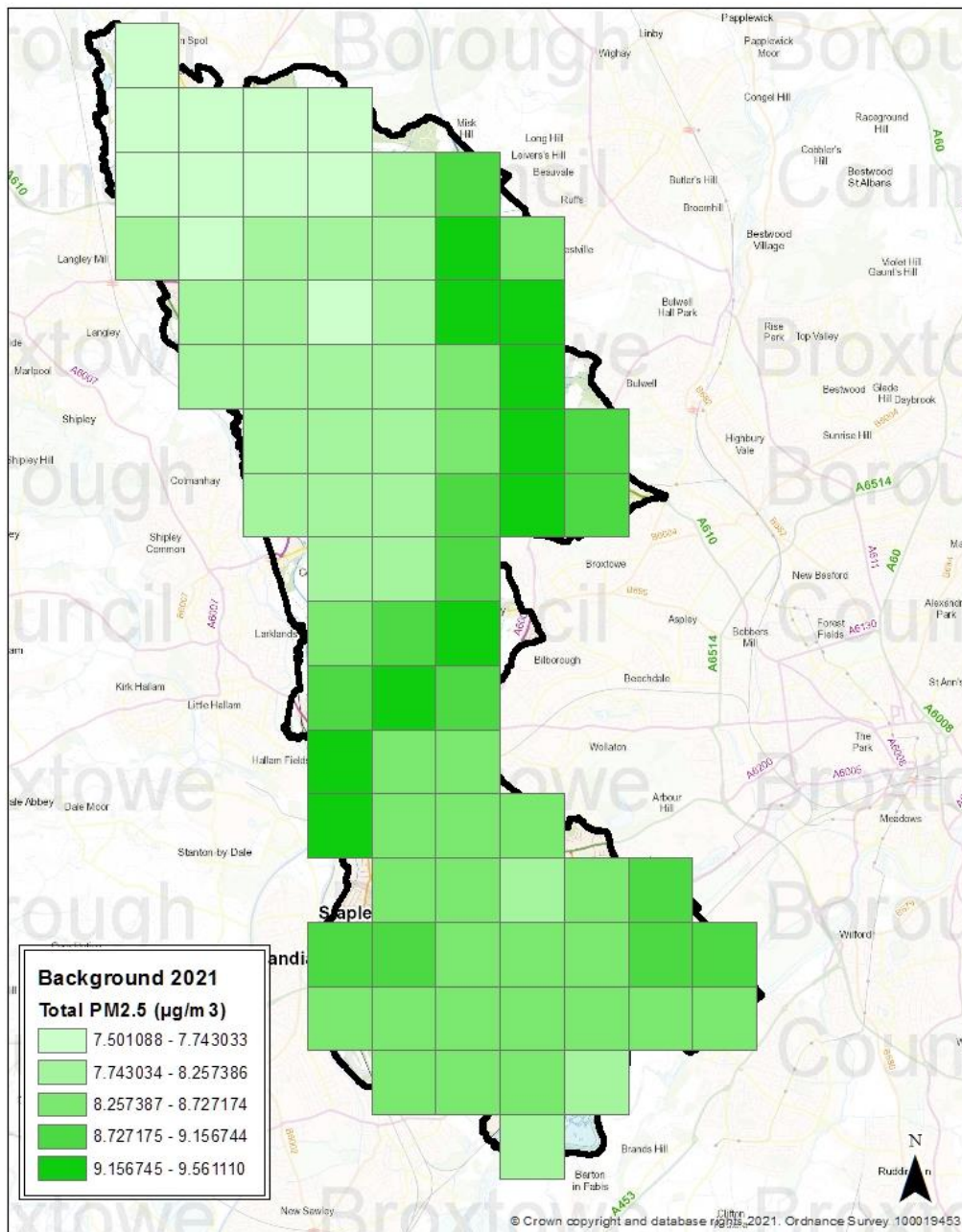


Figure H.1 – Map of the Borough showing the modelled background levels of PM_{2.5}.

Appendix I: Summary of Air Quality Objectives in England

Table I.1 – Air Quality Objectives in England¹¹

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

¹¹ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Air Quality Annual Status Report
AURN	Automatic Urban and Rural Network
BBC	Broxtowe Borough Council
CAZ	Clean Air Zone
COMEAP	Committee on the Medical Effects of Air Pollution
CV	Coefficient of Variation
Defra	Department for Environment, Food and Rural Affairs
Derv	Diesel Engine Road Vehicle
DfT	Department for Transport
D2N2	Local Enterprise Partnership for Derby, Derbyshire, Nottingham and Nottinghamshire
EMAQN	East Midlands Air Quality Network
EU	European Union
FDMS	Filter Dynamics Measurement System
HGV's	Heavy Goods Vehicles
HS2	High Speed Train 2
ITSO	Integrated Transport Smartcard Organisation
LAQM	Local Air Quality Management
LAQM.PG(16)	LAQM Policy Guidance 2016
LAQM.TG(16)	LAQM Technical Guidance 2016

LCWIP	Local Cycling and Walking Infrastructure Plan
LGA	Local Government Association
LSTF	Local Sustainable Transport Fund
$\mu\text{g}/\text{m}^3$	Microgrammes of pollutant per cubic metre of air
NEPWG	Nottinghamshire Environmental Protection Working Group
NET	Nottingham Express Transit
NCT	Nottingham City Transport
NH	National Highways
NHS	National Health Service
NO	Nitric Oxide
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
NCiC	Nottingham City Council
NCC	Nottinghamshire County Council
O ₃	Ozone
OLEV	Office for Low Emission Vehicles
PHE	Public Health England
PM	Particulate Matter
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10 μm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5 μm or less
PTP	Personalised Travel Planning
QA/QC	Quality Assurance and Quality Control
R&A	Review and Assessment
SAFED	Safe And Fuel Efficient Driving
SO ₂	Sulphur Dioxide
SQPS	Statutory Quality Partnership Schemes

TEA	Triethanolamine
UK	United Kingdom
ULEVs	Ultra Low Emission Vehicles
WASP	Workplace Analysis Scheme for Proficiency
WHO	World Health Organisation
WPL	Workplace Parking Levy

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Report of the Portfolio holder for Economic Development and Asset Management

ECONOMIC GROWTH & REGENERATION PLAN – GOOD GROWTH FOR BROXTOWE

1. Purpose of Report

To gain Members approval for the process of completing the Council's Economic Growth and Regeneration Plan 2022 to 2027.

2. Recommendation

The Cabinet is asked to RESOLVE that the core principles of the strategy and process to finalise it in order to support bids and guide the Council's work in this crucial period for economic development and regeneration be approved.

3. Detail

The Council last updated its Economic Development Strategy in 2019, which is about to expire and bares limited reference to the post pandemic economy local firms and people face today. At the time of writing it, the Government's Levelling Up Agenda was not well understood and programmes such as the Town Deal, Levelling Up Fund, Shared Prosperity Fund and Devolution Deal and even some aspects of the Dev-Co were not explicit enough to understand their significance to local economic growth. All these programmes are now effectively live and the Council's bids make reference to a Framework Document for Economic Growth. A Framework Document is someway between a full blown strategy and a statement of intent. It enshrines the values and objectives that Broxtowe requires and believes in. It seeks to hone the Broxtowe Partnership's and the Council's Corporate Plan objectives with those which support good economic growth.

Producing a public facing version of this Framework would be an extremely important step forwards and would assist the Council in its case to submit plans and bids moving forwards. It is particularly important that the Framework Document is congruent with the Shared Prosperity Fund Plan the Council needs to submit in August and as negotiations for the Nottinghamshire Devolution Deal emerge during the rest of the year.

At a time when the small and relatively new Economic Development & Regeneration Team are stretched a Framework Document enshrining our core principles for economic growth and prosperity is a pragmatic approach to ensuring Broxtowe has as strong and well understood case as any of its neighbouring areas for investment.

4. Main Principles of the Framework Document

A version of the Framework Document will be shared with the Cabinet. Work on it will be concluded once the LUF bids are submitted on the 6 July. The work that has been produced draws heavily on the economic and social research commissioned to produce the LUF bids for Kimberley and Eastwood, information in the business cases for the Beeston Town Centre Regeneration and the Stapleford Town Deal, the post Integrated Rail Plan vision for HS2 around Toton and some exiting well understood strengths and weaknesses in the local economy that have not significantly changed since 2019. It also ties into research for the local plan and the principles of the plan itself.

In terms of what the Framework currently proposes this is divided into two broad areas: Spatial and Non Spatial Objectives:

Non- Spatial is about the horizontal activity that Broxtowe needs regardless of place:

“Taking Green as Read”: Policies and activities that invest in outcomes which are congruent with Borough’s ambitious zero carbon target for 2027;

Tackling Skills & Employment Weaknesses ~ making sure those who need to catch-up do so and ensuring the workforce is resilient to further economic change and disruptive technologies;

Backing Better Business Trying to redress the imbalances in business formation growth and survival rates within some discrete sectors;

Computing not just Commuting: Broxtowe has a low ratio of jobs to population and where it is realistic working to increase the supply of jobs within 20 minutes of where people live.

Investment in Good Growth: Targeting external funding that supports the above and the Spatial Objectives below.

The Spatial Dimension, place specific is as follows:

The spatial framework for Broxtowe is based on what we have given the working title K.E.B.S.+ KEBS+ gives support to the dominant sectors in the Borough such as distribution and retail;

Its marque policy is keeping our four towns (Kimberley, Eastwood Beeston and Stapleford) vibrant, adaptable and prosperous places by giving them the tools to adjust to way the modern High Street is shaping and changing within their unique characteristics. The spatial specific policies also seek to address social mobility cold spots in areas such as those in Eastwood, Stapleford and Chilwell, helping support and grow social capital in those centres and create a fairer Broxtowe.

The “plus” part of spatial policies must also reflect other needs and opportunities in the parish areas such as Awsworth/Bennerley; Brinsley/Beauvale and Moor Green and understand and promote good growth at the two retail parks, Boots/EZ and of course Toton.

Process for Adoption

The above policies have been drawn out from the research available described in paragraph 1 of section 4. They have been tested in a workshop which includes the Head of Service and the Cabinet Portfolio Holder. A fuller explanation of these policies will be presented to Cabinet with a view to getting the Cabinet to agree to the principles of the Framework with or without amendments;

Once the Framework is agreed it is then proposed that it is circulated amongst partners and stakeholders for their comments. At an event to be confirmed later this financial year the Framework will be publicised by means of a mixed format virtual and in person conference, where partners and stakeholders will be asked to sign a concordat that supports the Framework for Good Growth.

5. Financial Implications

There are no additional financial implications at this stage in approving the core principles of the strategy. There may be future costs in progressing the strategy associated with bid submissions and any significant budget implications, over and above virement limits, would require approval by Cabinet.

6. Legal Implications

There are no direct legal implications arising from this report.

7. Human Resources Implications

There are no HR implications.

8. Union Comments

NA

9. Data Protection Compliance Implications

NA

10. Equality Impact Assessment

NA

11. Background Papers

Nil

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Report of the Portfolio Holder for Economic Development and Asset Management

GREATER NOTTINGHAM STRATEGIC PLAN MEMORANDUM OF UNDERSTANDING - RESOURCING

1. Purpose of Report

To seek agreement to a Memorandum of Understanding on the resourcing of the Greater Nottingham Strategic Plan.

2. Recommendation

The Cabinet is asked to CONSIDER the Memorandum of Understanding in the appendix and RESOLVE to agree accordingly.

3. Detail

The Council has agreed in principle to work with Gedling Borough, Nottingham City and Rushcliffe Borough Councils on the Greater Nottingham Strategic Plan. As part of a Project Management Review undertaken by the Planning Advisory Service, a recommendation was made to provide greater certainty that the appropriate resources would be in place to help expedite preparation of the Strategic Plan due to it being a statutory requirement and to recognise the strategic importance to the Authorities.

With the exception of the Conurbation Planning Policy Manager, work undertaken on the Strategic Plan is undertaken by officers employed within each of the Authorities, with additional support provided by officers at Nottinghamshire County Council.

The Authorities recognise that there are significant benefits through joint work including sharing skills and expertise, saving money through preparing a joint evidence base and planning for sustainable growth on a strategic scale.

This MoU seeks to provide greater certainty in respect of resources to ensure the timetable set out in the Project Plan is met.

4. Financial Implications

The sharing of resources will result in savings when compared to working alone on a similar plan, albeit the extent of savings is hard to quantify.

5. Legal Implications

It is a statutory requirement for local planning authorities to prepare a development plan and this duty would have to be discharged by some other means if not by co-operating in this way.

Furthermore, it is a statutory requirement for local planning authorities to co-operate with neighbouring or other affected local planning authorities in preparing their development plan. This is known as the Duty to Co-operate.

Working jointly in the agreed manner is likely to result in an inspector examining the plan finding that the Duty to Co-operate has been fulfilled. Resourcing this further ensures that the agreed working happens in practice.

6. Human Resources Implications

The officers necessary to meet the commitments in the Memorandum of Understanding are those that would anyway need to be deployed to carry out work on any strategic-level plan prepared by the Council unilaterally.

7. Union Comments

Not applicable.

8. Data Protection Compliance Implications

Data Protection issues have already been considered in setting up the working arrangements and this simply ensures resources are available.

9. Equality Impact Assessment

As this is not a change to policy but merely a confirmation that the current policy will be resourced, an equality impact assessment has not been made.

10. Background Papers

Nil

Report of the Portfolio holder for Economic Development and Asset Management

HOUSES IN MULTIPLE OCCUPATION (HMOS) SUPPLEMENTARY PLANNING DOCUMENT (SPD)

1. Purpose of Report

To advise Members of responses received in relation to the consultation on the drafts Houses in Multiple Occupation (HMOs) Supplementary Planning Document (SPD); and to recommend changes to the document based upon these.

2. Recommendation

The Cabinet is asked to RESOLVE that the changes put forward are made and the SPD is adopted.

3. Detail

On 26 March 2022, an Article 4 Direction came into force covering parts of Beeston and Beeston Rylands. As a result of the Article 4 Direction, planning permission is now needed for a change of use from a Class C3 dwelling house to a Class C4 House in Multiple Occupation (HMO).

A draft Supplementary Planning Document (SPD) has been prepared and consulted on. The consultation took place between 11 April 2022 and 14 May 2022. Prior to the consultation, Cllrs Steve Carr; Barbara Carr; Pat Lally; and Lynda Lally provided initial comments which were considered and incorporated into the draft. Representations received during the consultation have been collated and a summary of all responses received can be viewed in Appendix Two.

An Equality Impact Assessment is also included as part of this report and is included in Appendix Three. Members have the option of either approving or not approving the recommended modifications to the SPD document. A table of these recommended modifications are included in Appendix One.

Subject to Members' decision, the next steps would be:

- Making the recommended changes and adopting the SPD
- Making available an Adoption Statement

4. Financial Implications

There will be no direct financial implications.

5. Legal Implications

Supplementary planning documents (SPD) were introduced as part of the reforms made to the planning system through the Planning and Compulsory Purchase Act 2004. A SPD is a non-statutory document that can form part of the local development framework and can cover a wide range of issues. This one relates HMOs and the requirement to now obtain planning permission as a result of the implementation of the Article 4 direction, the legal implications are contained within the body of the report.

6. Equality Impact Assessment

As this is a new document which will supplement and existing policy as well as the Beeston Article 4 Direction, an Equality Impact Assessment is included in the appendix to this report.

7. Background Papers

None

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1.0 Introduction

1.0.1 This Supplementary Planning Document relates to Houses in Multiple Occupation. The terms 'SPD' and 'HMO' will be used throughout this document to refer to such terms. This SPD has been published to set out the Council's expectations for new HMO development. It will assist applicants - either landlords or developers - to make successful applications for development by having consolidated guidance for HMO development within the Article 4 area to aid the Council in making consistent and transparent decisions when determining applications and provide guidance for local residents regarding how applications for HMO development will be considered.

1.0.2 The guidance applies to the creation of new HMOs or the addition of rooms to existing HMOs. This SPD is a material consideration in the determination of planning applications.

1.1 Article 4 Direction

1.1.1 On 26 March 2022 an Article 4 Direction came into force within parts of Beeston and Beeston Rylands removing the permitted development right that allows a change of use from a dwellinghouse to what is sometimes called a 'small HMO' for use by up to 6 individuals. The use of an Article 4 direction does not mean development is not allowed, it means an application is required so that the proposal can be considered against relevant planning policies and considerations, including this SPD. By contrast, HMOs for the use of more than 6 persons (a 'large HMO') is a Sui Generis Use and planning permission for such use is always required across the whole of the Borough.

1.1.2 The area covered by the Article 4 for HMOs is set out below:

Figure 1: Area covered by Article 4



1.1.3 HMOs are a significant part of the housing mix within Broxtowe Borough. The Council recognises their important role for providing accommodation to a range of individuals and there are also many property owners who wish to contribute to meeting the demand for HMOs. However, as with other types of development, an over concentration of a single type of dwelling may cause harm to an area and can make it difficult to create a sense of community cohesion, and as stated within the 'justification' text of Policy 8 of the Aligned Core Strategy, the increased numbers of student households and Houses in Multiple Occupation (HMOs) has altered the residential profile of some neighbourhoods dramatically, and has led to unsustainable communities and associated amenity issues.

1.1.4 The sections within this SPD therefore seek to provide guidance to manage the development of HMOs and their impact on character and appearance in addition to ensuring that they provide a high standard of living for existing and prospective residents and be in accordance with paragraph 3.8.8 of Policy 8's emphasis of 'creating and maintaining sustainable, inclusive and mixed communities'.

1.1.5 The principles within this SPD are applicable to all areas within the administrative boundary of the Article 4 Direction. Property owners who wish to use their premises for HMO purposes under Permitted Development Rights (where no planning permission is required) are also strongly encouraged to consider these principles so as to ensure a healthy living environment.

1.2 Definition of a House in Multiple Occupation:

1.2.1 The definition of HMOs can be found by reference to Part C of Schedule 1 of the Town and Country Planning (Use Classes) Order 1987, in particular Class C4. This defines HMOs by reference to the Housing Act 2004 and the provisions are detailed. This SPD relates to all types of HMO, including 'small' and 'large' HMOs.

1.2.2 Put more simply, the official government website describes a HMO as "a property rented out by at least 3 people who are not from 1 'household' (for example a family) but share facilities like the bathroom and kitchen". This is sometimes referred to as a 'house share'.

1.3 Aims of this SPD

1.3.1 This SPD aims to provide guidance for applications to convert, use, or develop properties for multiple occupation. It will be used by those making applications to inform them about the Council's requirements and standards for HMOs and by Planning Officers to aid their assessment of such applications. It also provides a point of reference for local communities in respect of how planning applications for HMO development will be considered.

1.2 Making a Planning Application

1.2.1 All planning applications relating to HMOs, either through new buildings, extensions or changes of use will need to have regard to the guidance and principles set out within this SPD. All applicants are also encouraged to use the Council's pre-application advice service in advance of making a formal application.

1.2.2 Prior to submitting any proposals or planning applications, applicants are able to go through the Council's pre-application process (including a fee of £166) which will enable an Officer to provide a detailed written response regarding the likelihood of a proposal for a HMO being granted permission. Further information can be obtained via: <https://www.broxtowe.gov.uk/for-you/planning/planning-applications-advice/>

1.2.3 Before submitting an application, applicants are encouraged to consider the proximity of known HMOs to the application site and how any adverse impacts may be addressed and mitigated.

1.2.4 Applications will need to be accompanied by the relevant supporting evidence. This includes, but is not limited to:

- Site Location Plan
- Layout plans including details of internal and external communal areas, parking provision, cycle storage, garden space, and waste and recycling storage
- Elevation plans where any extensions or new openings such as windows and doors are proposed
- Supporting statement including details of proposed parking provision
- Any required supporting evidence; for example, parking surveys.

1.3 Is Planning Permission required in Broxtowe Borough Council?

Type of Development	Change Do I need permission?	
	Within Article 4 Area only	Within Administration Area
Change of use from Residential to large HMO	✓ Yes	✓ Yes
Change of use of residential property to a small HMO.	✓ Yes	✗ No
Change of use of a non-residential property to a small or large HMO.	✓ Yes	✓ Yes
Change of use from residential to a large HMO (Sui Generis) occupied by more than 6 residents.	✓ Yes	✓ Yes
Construction of purpose-built HMO regardless of the number of persons sharing.	✓ Yes	✓ Yes

1.4 HMO Licensing

1.4.1 The Housing Act 2004 introduced the requirement for certain HMO properties to be licensed. This is a separate procedure from applying for planning permission. Early discussions with both the Planning and Licensing teams are encouraged. **All HMOs must be properly managed in accordance with the Management of Houses in Multiple Occupation (England) Regulations 2006 SI 2006/372 and comply with local authority agreed conditions.** However, securing a licence does not necessarily mean that planning permission will be granted, and gaining planning permission does not necessarily mean that a licence will be granted.

1.4.2 It is the responsibility of landlords to ensure that their property is operating with the correct licence and failure to do so is a criminal offence.

1.4.3 Further information on licensing and Broxtowe Borough Council's HMO Property Standards can be obtained from the Council's website:

<https://www.broxtowe.gov.uk/for-you/housing/private-sector-housing/houses-in-multiple-occupation-hmos/>

1.5 Planning Policy Context

1.5.1 This SPD has been informed by national and local policies.

1.5.2 The National Planning Policy Framework (NPPF) (July 2021) sets out that achieving sustainable development means that the planning system has three overarching objectives: Social, Environmental and Economic. This SPD helps to ensure that within Broxtowe Borough, these roles can be balanced to create and support strong, vibrant and healthy communities.

1.5.3 Neither the Aligned Core Strategy or Part 2 Local Plan contain a specific policy on HMOs, although there are specific policies that apply to the conversion of buildings.

1.5.4 This SPD expands on and provides guidance on the application of the following policies contained within the adopted Aligned Core Strategy (2014) and Broxtowe Borough Council's Part 2 Local Plan (2019), as applicable to HMOs:

- Aligned Core Strategy Policy 8: Housing Size, Mix and Choice
- Aligned Core Strategy Policy 10: Design and Enhancing Local Identity
- Part 2 Local Plan Policy 17: Place-making, Design and Amenity

1.5.5 Policy 8 of the Aligned Core Strategy references the importance of residential properties maintaining, providing and contributing to a mix of housing tenures, types and sizes in order to create sustainable, inclusive and mixed communities. It further notes that this will be partly informed by redressing the housing mix within areas of concentration of student households and Houses in Multiple Occupation (4e). This is supported by Policy 10 of the Aligned Core Strategy which states that all development should make a positive contribution to the public realm and sense of place as well as create an attractive, safe, inclusive and healthy environment – which in turn is strengthened by Policy 12 which seeks to support Healthy Lifestyles.

1.5.6 Broxtowe Borough Council's Part 2 Local Plan expands upon the Policies within the Aligned Core Strategy at a more localised and concentrated level. Policy 17 includes that development will be granted permission which integrates into its surroundings; and provides sufficient, well-integrated, parking and safe and convenient access; and provides adequate external storage and amenity space; as well as ensures a satisfactory degree of amenity for occupier of the development and

neighbouring properties. This will therefore be an important consideration when assessing any application received relating to a HMO.

2.0 Maintaining Balanced, Inclusive and Mixed Communities

2.0.1 The SPD aims to ensure that the demand for HMO accommodation can be met across the Article 4 Area in a way that does not lead to adverse impacts on the character of the area through a saturation of a single type of home. Achieving an appropriate housing mix to meet Broxtowe Borough's needs is vital to create the sustainable, inclusive and mixed communities envisaged within the Local Plan.

2.0.2 Broxtowe Borough Council recognise that HMOs form an important part of the housing mix through the provision of flexible rental accommodation.

2.0.3 The Iceni report indicates that student numbers are at an all-time high and notes that the NPPF requires local planning authorities to cater for this need. Indeed, the strong influence of the University of Nottingham has resulted in a relatively large student population within Broxtowe Borough, particularly within the Beeston wards and Article 4 area.

2.0.4 However, an over-concentration of HMO accommodation can lead to identifiable impacts on amenity including: increases in waste associated problems due to inadequate or inappropriate waste storage and issues with management of waste by tenants; an increase in noise complaints and anti-social behaviour; visual impacts such as increased 'clutter' or unsympathetic creation of parking and waste storage areas over former garden spaces, and unsympathetic security measures and parking issues resulting in cumulative impacts on residential amenity. This SPD will therefore seek to address, prevent and mitigate the impact of these issues.

2.0.5 This SPD is intended to support the creation of sustainable, inclusive and mixed communities and minimise cumulative impacts on amenity by avoiding an over-concentration of HMOs in any single area. The following will be considered as indicators of over-concentration, but records of existing HMOs are incomplete due to many changes of use prior to 26th March 2022 not requiring planning permission and many HMOs not requiring a license under the Housing Act. Consequently, officers will also assess character and impact based on a site visit, representations and any other material considerations.

2.0.6 The following principles will be applied in determining planning applications for or in respect of HMOs:

2.1 Preventing 'Clustering' and Managing the Concentration of HMOs

2.1.1 Concentration of HMOs is commonly expressed as a percentage figure of the dwelling stock of a particular area, or, street within that area.

2.1.2 Assessments of proposals for the development of houses in multiple occupation, will give consideration to the impact of the following:

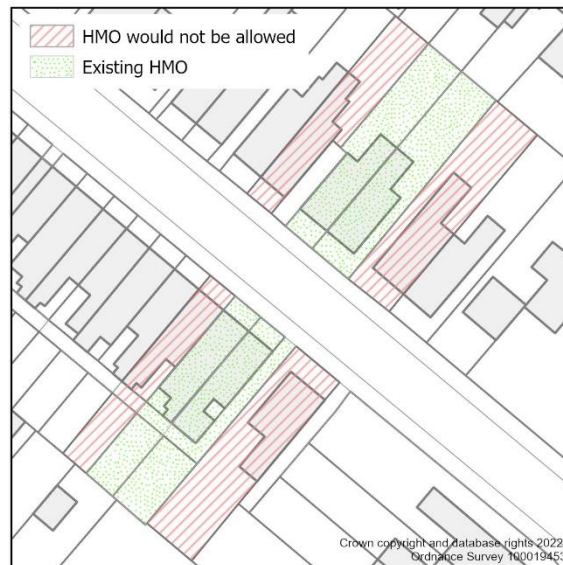
- more than 3 known consecutive HMOs on the same street or adjoining street (in the event of an application property being situated on a corner plot); or

Figure 2



- more than 2 known consecutive HMOs positioned opposite to 2 or more known consecutive HMO properties.

Figure 3



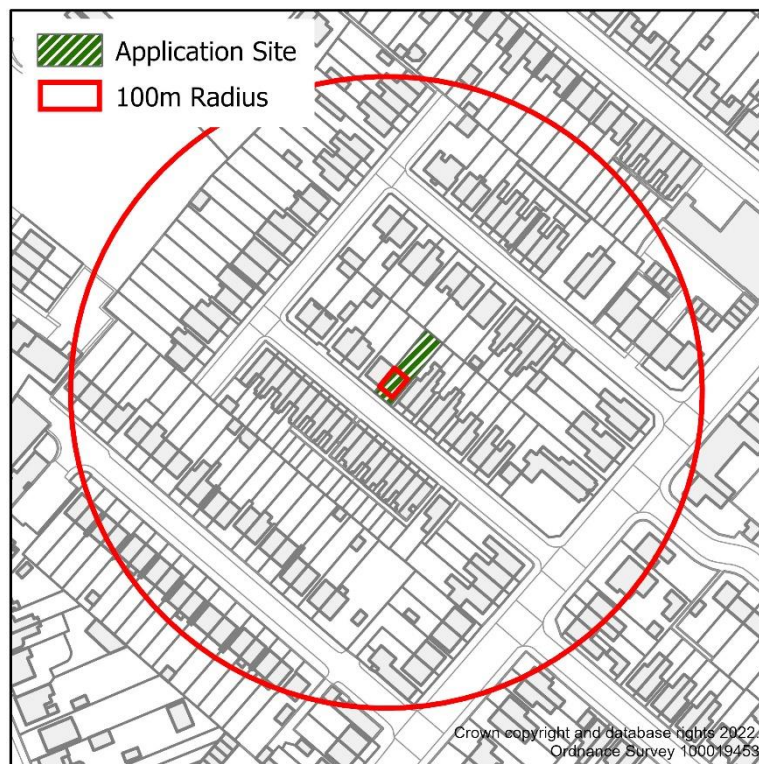
2.2 Radius Approach

2.2.1 The radius will be measured in a straight-line distance from the curtilage of the subject property. If any part of a property boundary falls within the radius, that property will be included in the calculations.

2.2.2 Assessments of proposals for the development of houses in multiple occupation, will give consideration to the impact of the following:

- The total number of known HMO properties exceeding 20% relative to the total number of properties within a 100m radius of the application property.

Figure 4



2.3 Preventing ‘Sandwiching’

2.3.1 A harmful concentration can arise at a localised level when an existing dwelling is sandwiched between two HMOs. This can intensify impacts on individual households even if few HMOs exist locally and can create an imbalance between HMOs and other housing at a street level.

2.3.2 Assessments of proposals for the development of houses in multiple occupation, will give consideration to the impact of the following:

- A standard dwelling being positioned in-between two known houses in multiple occupancy either adjacently or to the front and rear.

Figure 5



Figure 6



3.0 Creating a Healthy Living Environment

3.0.1 The majority of HMOs within the Borough of Broxtowe are formed through the conversion of existing residential properties. It is important that conversions result in a high-quality living environment for residents, taking into consideration space and facilities including room sizes, health and safety, natural light and ventilation, internal layouts and access to open space. This will ensure that HMOs will contribute towards achieving relevant Local Plan Policies.

3.1 Living Space and Layout

3.1.1 Whilst there is no specified minimum size for properties to be considered suitable for conversion into an HMO, not every property will be suitable for conversion or extension. When considering if a property may be suitable for use as an HMO, the quality of the overall living space will be a key consideration. In general, properties will need to provide tenants with privacy, natural light and ventilation,

appropriate facilities and suitable communal spaces commensurate with the size of the HMO and proposed number of occupants.

3.1.2 For some HMOs, particularly smaller properties, there may be little change made to the internal layout when converting the property for use as an HMO. However, others may require more extensive building work including the addition of new bathrooms and kitchens, the sub-division of larger rooms and the conversion of former living spaces to bedrooms (or bedsits). It should be noted that room sizes are a matter for the Private Sector Housing team, who deal with HMO licensing compliance issues in this regard. Where properties are undergoing more significant change, careful consideration should be given to the configuration of spaces to provide a high-quality living environment, including accommodation that may be suited to prospective tenants with physical disabilities. In general, this will include:

- Opportunities to maximise natural light and ventilation;
- The avoidance of narrow corridors or configurations that lead to unsafe layouts;
- Ensuring that bedrooms are located away from kitchens and communal spaces, where possible.

3.1.3 Where possible, external alterations such as the addition or removal of windows should be avoided to minimise harm to the character of the street. However, modest alterations and the addition or relocation of window and door openings may be appropriate in some cases, for example, where they would improve privacy for local residents or future tenants. Desirably, these would be discussed as part of the pre-application process and would be considered having regard to relevant policies of the Local Plan and other design guidance.

3.1.4 Further useful information on this can be found in Broxtowe Borough Council's HMO Property Standards: <https://www.broxtowe.gov.uk/media/5884/broxtowe-hmo-property-standards.pdf>

3.2 Sound Reduction Measures

3.2.1 Proposals for the development of HMOs may be subject to building regulations requirements relating to sound reduction. In some circumstances a condition seeking sound reduction may be attached to a planning permission for new HMO development exclusive of any building regulations requirement.

3.2.2 Prior to submitting an application, the Council would advise all applicants to consider the provision of a range of easy to install sound reduction measures where appropriate. Measures could include:

- Use of soft-closers on both internal and external doors;
- Sound-deadening material on stair treads;
- Sound insulation in partitions, floors and party walls;

- Location/design of bathroom sanitary ware to avoid noise transmission through party walls;
- Plan layouts that avoid positioning of communal rooms opposite bedrooms in adjoining properties.

3.3 Ensuring Safe Access and Adequate Parking

3.3.1 Proposals for new HMOs should ensure that they can be safely accessed. The main access point should be from the street and be free from obstructions. New HMOs (and the addition of new HMO bed spaces in existing HMOs) should make provision for adequate car parking.

3.3.2 Proposals for the development of houses in multiple occupation will only be granted planning permission where the development would provide:

- 1 car-parking space per bedroom.

3.3.3 Where possible, it would be encouraged for this to be provided off-street within the curtilage of the property and with due regard to any impact on the street scene and character of the area, for example, the excessive 'concreting over' of gardens would be discouraged. It would also be favourable for on-site parking to be independently accessible from the application property, and for spaces which are directly accessed from the highway to have an appropriate dropped kerb crossover.

3.3.4 If car-parking spaces cannot be provided off-street, the applicant should submit a parking survey with the planning application setting out availability of parking provision on neighbouring streets (covering a range of times over evenings and weekends). Discussions between the landlord and tenants regarding car usage and parking expectations should also be encouraged.

3.4 Cycle Storage

3.4.1 To help encourage and support residents to make sustainable choices, and to reduce additional motor vehicles occupying the street (with their likely impact upon neighbour amenity).

3.4.2 Proposals for the development of houses in multiple occupation will be encouraged to provide:

- Safe access and secure storage for bicycles at a rate of 1 space per bedroom.

3.4.3 If it is not possible or appropriate to provide cycle storage internally, external storage in a secure locker or shed (located to the rear of the property) may be acceptable, having regard to access, space and the visual amenity and character of the area.

3.5 Bin Storage and Waste

3.5.1 HMO proposals, in line with the National Planning Policy for Waste (NPPW), should make sufficient provision for waste management and this should:

- Promote good design to secure the integration of waste management facilities through providing sufficient, discrete and unobtrusive bin storage to facilitate a frequent household collection service. These should still be readily available to residents and collectors and should also be readily accessible whilst all parking spaces are occupied.

3.5.2 It is the responsibility of the tenants to manage household waste. It should also be noted that disposal of waste is a mandatory condition of HMO licensing and so applicants could be advised to seek further advice from Environmental Health in relation to household waste.

4.0 Monitoring and Review

4.0.1 The implementation of this document and the Article 4 direction relating the HMOs will be monitored and reported on an annual basis as part of the Authority's Monitoring Report (AMR).

APPENDIX 1

Recommended Modifications

Existing text (or diagram)	Recommended modification	Reason
<u>Throughout document</u>	Include paragraph numbers.	Result of consultation response. For clarity and to improve the layout.
<u>Throughout document</u>	Refer to “Broxtowe Borough” rather than “Broxtowe” or “Broxtowe Borough Council” when referring to the area and to “Broxtowe Borough Council” when referring to the Council as an organisation.	For clarity and consistency.
<div>Page 2</div> <div>Page 15</div> ‘Introduction and Purpose Purpose of the Supplementary Planning Document’	‘Introduction and Purpose Purpose of the Supplementary Planning Document ’	For clarity and to avoid repetition. To improve and simplify layout.
<u>Page 2</u> ‘It will assist applicants - either landlords or developers - to make successful applications for development by having consolidated guidance for HMO development to aid the Council in making consistent and transparent decisions when determining applications and provide	‘It will assist applicants - either landlords or developers - to make successful applications for development by having consolidated guidance for HMO development within the Article 4 area to aid the Council in making consistent and transparent decisions when determining	For clarity.

Existing text (or diagram)	Recommended modification	Reason
guidance for local residents regarding how applications for HMO development will be considered.'	applications and provide guidance for local residents regarding how applications for HMO development will be considered.'	
Page 2 'On 26 March 2022 an Article 4 Direction came into force within the Beeston area of Broxtowe Borough'	'On 26 March 2022 an Article 4 Direction came into force within parts of the Beeston and Beeston Rylands area of Broxtowe Borough'	For clarity.
Page 5 - The Use Classes Order and Article 4 Direction paragraph 8	Delete paragraph	To avoid repetition.
Page 5 'Applications will need to be accompanied by the relevant supporting evidence. This includes, but is not limited to:'	 'Before submitting an application, applicants are encouraged to consider the proximity of known HMOs to the application site and how any adverse impacts may be addressed and mitigated.' Applications will need to be accompanied by the relevant supporting evidence. This includes, but is not limited to:'	Result of consultation response.
Page 5 Is Planning Permission required in Broxtowe Borough	Minor textual and layout amendments	To provide further clarity.

Existing text (or diagram)	Recommended modification	Reason
Council? – Table		Result of consultation response.
<p><u>Page 6</u></p> <p>‘However, securing a licence does not necessarily mean that planning permission will be granted.’</p>	<p>‘However, securing a licence does not necessarily mean that planning permission will be granted-, and gaining planning permission does not necessarily mean that a license will be granted.’</p>	<p>To provide further clarity.</p> <p>Result of consultation response.</p>
<p><u>Page 7</u></p> <p>‘Broxtowe Borough Council recognise that HMOs form an important part of the housing mix through the provision of flexible, affordable rental accommodation.’</p>	<p>‘Broxtowe Borough Council recognise that HMOs form an important part of the housing mix through the provision of flexible-, affordable rental accommodation.’</p>	<p>Result of consultation response.</p>
<p><u>Page 7</u></p> <p>‘However, an over-concentration of HMO accommodation can lead to identifiable impacts on amenity including: increases in waste associated problems due to inadequate or inappropriate waste storage’</p>	<p>‘However, an over-concentration of HMO accommodation can lead to identifiable impacts on amenity including: increases in waste associated problems due to inadequate or inappropriate waste storage and issues with management of waste by tenants’</p>	<p>Result of consultation response.</p>

Existing text (or diagram)	Recommended modification	Reason
<u>Page 7</u> - Creating Well-Designed Spaces paragraph	First sentence to be moved and incorporated into the start of 'Maintaining Balanced, Inclusive and Mixed Communities'.	For clarity.
<u>Page 7</u> 'It helps to ensure that when determining planning applications for HMO development, including the extension of HMOs to add additional rooms, there is not an over-concentration either through new development or cumulative impacts through piecemeal extensions.'	'It helps to ensure that when determining planning applications for HMO development, including the extension of HMOs to add additional rooms, there is not an over-concentration either through new development or cumulative impacts through piecemeal extensions.'	Text suggests that the Council could control intensification within a class by refusing extensions.
<u>Page 7</u> ' Maintaining Balanced, Inclusive and Mixed Communities Achieving an appropriate housing mix to meet Broxtowe's needs is vital to create the sustainable, inclusive and mixed communities envisaged within the Local Plan. Broxtowe Borough Council recognise that HMOs form an important part of the housing mix through the provision of flexible, affordable rental accommodation.'	'Maintaining Balanced, Inclusive and Mixed Communities The SPD aims to ensure that the demand for HMO accommodation can be met across the Article 4 Area in a way that does not lead to adverse impacts on the character of the area through a saturation of a single type of home. Achieving an appropriate housing mix to meet Broxtowe's needs is vital to create the sustainable, inclusive and mixed communities envisaged within the Local Plan. Broxtowe Borough Council recognise that HMOs form an important part of the housing mix through the	For clarity.

Existing text (or diagram)	Recommended modification	Reason
	provision of flexible, affordable rental accommodation.'	
<p><u>Page 7</u></p> <p>'This SDP is intended to support the creation of sustainable, inclusive and mixed communities and minimise cumulative impacts on amenity by avoiding an overconcentration of HMOs in any single area.'</p> <p>Page 319</p>	<p>'This SDP SPD is intended to support the creation of sustainable, inclusive and mixed communities and minimise cumulative impacts on amenity by avoiding an overconcentration of HMOs in any single area. The following will be considered as indicators of over-concentration, but records of existing HMOs are incomplete due to many changes of use prior to 26th March 2022 not requiring planning permission and many HMOs not requiring a license under the Housing Act. Consequently, officers will also assess character and impact based on a site visit, representations and any other material considerations.'</p>	<p>Correcting typographical error.</p> <p>For clarity.</p>
<p><u>Page 8</u></p> <p>'Defining over-concentration of HMOs is commonly expressed as a percentage figure of the dwelling stock of a particular area, or, street within that area.'</p>	<p>'Defining over-eConcentration of HMOs is commonly expressed as a percentage figure of the dwelling stock of a particular area, or, street within that area.'</p>	<p>For clarity.</p>
<p><u>Page 8</u></p>		

Existing text (or diagram)	Recommended modification	Reason
"Creating a Healthy Living Environment" section	Move to after "Preventing Sandwiching"	To improve the layout.
<p><u>Page 8</u></p> <p>'Further useful information on this can be found in Broxtowe's HMO Property Standards: https://www.broxtowe.gov.uk/media/5884/broxtowe-hmo-propertystandards.pdf</p>	<p>'Further useful information on this can be found in Broxtowe's HMO Property Standards: https://www.broxtowe.gov.uk/media/5884/broxtowe-hmo-propertystandards.pdf</p> <p>The following principles will be applied in determining planning applications for or in respect of HMOs'</p>	To avoid repetition. This link is provided in the "Living Space and Layout" section.
<p><u>Page 8, 10 and 11</u></p> <p>'Proposals for the development of houses in multiple occupation will not be granted planning permission where the development would result in:'</p>	<p>'Assessments of Pproposals for the development of houses in multiple occupation will give consideration to the impact of the followingnot be granted planning permission where the development would result in:'</p>	To add flexibility and officer allow for more officer judgement.
<p><u>Page 10</u></p> <p>'The total number of known HMO properties exceeding 10% relative to the total number of properties within a 100m radius of the application property.'</p>	<p>'The total number of known HMO properties exceeding 10% 20% relative to the total number of properties within a 100m radius of the application property.'</p>	It is considered that 20% is a more realistic and balanced option. Furthermore, a 10% radius figure would put the Council at significant risk for losing at appeal. This was reflected in a number of

Existing text (or diagram)	Recommended modification	Reason
		responses.
<p><u>Page 10</u></p> <p>Figure 4 – there is currently a red 'x' marked at the centre of the front elevation.</p>	Remove red 'x' and replace with a red outline around the curtilage.	To match the text. It is also considered that this would be more of a consistent point of measurement.
<p><u>Page 11</u></p> <p>Regarding room size, it should be noted that room sizes are a matter for the Private Sector Housing team.'</p>	<p>Regarding room size, it should be noted that room sizes are a matter for the Private Sector Housing team., who would deal with HMO licensing compliance issues in this regard.'</p>	Result of consultation response.
<p><u>Page 13</u></p> <p>• '0.5 car-parking spaces per bedroom.'</p>	<p>• '0.5 1 car-parking spaces per bedroom.'</p>	Result of consultation response (Nottinghamshire County Council – Highways department).
<p><u>Page 13 (both instances)</u></p>	'Proposals for the development of houses in multiple	To add flexibility and officer

Existing text (or diagram)	Recommended modification	Reason
‘Proposals for the development of houses in multiple occupation will only be granted planning permission where the development would provide:’	occupation will be encouraged to only be granted planning permission where the development would provide:	allow for more officer judgement.
<p>Page 13</p> <ul style="list-style-type: none"> ‘Safe access and secure storage for bicycles’ 	<ul style="list-style-type: none"> ‘Safe access and secure storage for bicycles at a rate of 1 space per bedroom.’ 	Result of consultation response (Nottinghamshire County Council – Highways department).
<p>Page 13</p> <p>‘HMO proposals, in line with the National Planning Policy for Waste (NPPW), should make sufficient provision for waste management and this should:</p> <ul style="list-style-type: none"> Promote good design to secure the integration of waste management facilities through providing sufficient, discrete and unobtrusive bin storage to facilitate a frequent household collection service. These should still be readily available to residents and collectors.’ 	<p>‘HMO proposals, in line with the National Planning Policy for Waste (NPPW), should make sufficient provision for waste management and this should:</p> <ul style="list-style-type: none"> Promote good design to secure the integration of waste management facilities through providing sufficient, discrete and unobtrusive bin storage to facilitate a frequent household collection service. These should still be readily available to residents and collectors- and should also be readily accessible whilst all parking spaces are occupied.’ 	Result of consultation response (Nottinghamshire County Council – Highways department).
Page 13/14		

Existing text (or diagram)	Recommended modification	Reason
'It should also be noted that disposal of waste is a mandatory condition of HMO licensing and so applicants could be advised to seek further advise from Environmental Health in relation to household waste.'	'It is the responsibility of the tenants to manage household waste. It should also be noted that disposal of waste is a mandatory condition of HMO licensing and so applicants could be advised to seek further advise from Environmental Health in relation to household waste.'	For clarity. Result of consultation response.

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Appendix 2

Representation Summary

164 responses were received in response to the consultation. Out of the responses received, 151 of these were from individuals (mostly local residents) and 13 were from organisations or bodies. Out of the responses received from organisations/bodies, 4 did not wish to make any specific comments.

Some representations were unequivocally in support of, or opposed to, the direction. Several other representations were less clear-cut and expressed views subject to reservations or qualifications.

The vast majority of the comments received from individuals fully supported the SPD, with some respondents wanting the SPD to go further. As expected, significant support from individuals was given to the 10% radius approach (i.e. not more than 10% of dwellings within the specified radius should be HMOs), with approximately 75% of comments explicitly referencing their support for this. However, 33 comments from individuals included replicated text (“no more than 10% to protect our area”) suggesting that this had possibly been circulated and copied and pasted from a template.

Although most of the responses to the consultation were in support of the 10% radius figure, some comments were strongly against this, with one comment stating that this figure ‘could result in the SPD being challenged at appeal’ and another stating ‘that setting the figure at this level is designed to prevent any future HMO applications from being approved.’

As well as responses being received in relation to the guidance restricting the number of HMOs in the area (Preventing Clustering, Preventing Sandwiching, and the Radius Approach), representations were also made regarding other issues such as ‘waste’; ‘parking provision’; ‘cycle storage’; and ‘living space’ with a couple of comments suggesting slight amendments to these. Minor changes to some of the illustrative figures have also been put forward.

A summary of all of the responses received is given in the table on the next page.

**Note that a number of comments are duplicated within the Table as they were signed by more than one respondent.*

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Residents / Individuals			
Individual 1	<ul style="list-style-type: none"> Feels that the SPD should include some form of further control over parking provision and living space in relation to the properties being converted to HMOs. Regards that thought should also be given to 'the high number of rented properties in the area, which is making it difficult for local people to buy within the areas they live in'. 	<ul style="list-style-type: none"> Noted. Noted. However, this is not within the scope of the SPD. 	<ul style="list-style-type: none"> None. None.
Individual 2	<ul style="list-style-type: none"> 'Support the HMO SPD Proposals, especially the 10% radius figure.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 4	<ul style="list-style-type: none"> 'Support the HMO SPD Proposals, especially the 10% radius figure.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 5	<ul style="list-style-type: none"> 'Support for the HMO SPD proposals, in particular the 10% radius limit.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 6	<ul style="list-style-type: none"> • 'Support for the HMO SPD proposals, in particular the 10% radius limit.' 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
Individual 7	<ul style="list-style-type: none"> • Supports the HMO SPD proposals, especially the criteria that in the radius of 100m of the property'. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
Individual 8	<ul style="list-style-type: none"> • Supports the SPD proposals. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
Individual 9	<ul style="list-style-type: none"> • States that 'All the houses that are being allowed to be built are far too small'. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
Individual 10	<ul style="list-style-type: none"> • Is 'in favour of the full HMO SPD proposal especially the 10% radius figure'. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
Individual 11	<ul style="list-style-type: none"> • Feels that the draft 'properly reflects the needs of the area'. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 12	<ul style="list-style-type: none"> Supports the HMO proposals 'specifically the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 13	<ul style="list-style-type: none"> Supports the HMO proposals 'specifically the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 14	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. Further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 15	<ul style="list-style-type: none"> Supports the HMO SPD proposals and would like the 10% radius figure to be enforced along with all the other proposals.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 16	<ul style="list-style-type: none"> Supports the HMO SPD proposals and would like the 10% radius figure to be enforced along with all the other proposals.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 17	<ul style="list-style-type: none"> Supports the proposals 'particularly the 10% radius figure'. Is also 'very much in favour of the proposals for parking provision'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 18	<ul style="list-style-type: none"> Supports the proposals 'particularly the 10% radius figure'. Is also 'very much in favour of the proposals for parking provision'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 19	<ul style="list-style-type: none"> Gives 'full support for the HMO SPD Proposals, especially the 10% radius figure.' Also feels 'that there should not be three HMOs in a row, or two HMOs opposite two HMOs, and, certainly, not a residential house sandwiched by an HMO on each side.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 20	<ul style="list-style-type: none"> Gives 'full support for the HMO SPD Proposals, especially the 10% radius figure.' Also feels 'that there should not be three HMOs in a row, or two HMOs opposite two HMOs, and, certainly, not a residential house sandwiched by an HMO on each side.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> Noted.
Individual 21	<ul style="list-style-type: none"> Supports the proposed SPD. Also feels that the Council could support the area's 'untidiness by providing more bins for these households' as well as by 'enforcing landlords to 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	keep the outside of the houses and gardens in good condition'.		
Individual 22	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 23	<ul style="list-style-type: none"> Supports the HMO SPD 'as per Pat and Lynda Lally's flyer'. 	<ul style="list-style-type: none"> The Council has not had sight of this flyer. 	<ul style="list-style-type: none"> None.
Individual 24	<ul style="list-style-type: none"> Fully supports the HMO SPD proposals 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 25	<ul style="list-style-type: none"> Supports the SPD specifically the proposed guidance for the radius approach; clustering; and sandwiching. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 26	<ul style="list-style-type: none"> Supports the proposed HMO SPD 'especially the 10% radius proposal'. Feels that 'we should build more purpose built student accommodation and that 'we need to preserve...good quality family housing'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 27	<ul style="list-style-type: none"> Supports the proposals within the HMO SPD. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 28	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 29	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 30	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 31	<ul style="list-style-type: none"> Expresses concern regarding the changes to the residential nature of the area. Proposes a guideline to state as below: 'In a radius of 100 metres of the property there should be no more than 10% HMOs already. It's clear there are already lots of 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<p>HMO's in some streets, plus the other proposals about 2 HMO's opposite each other and 3 consecutive HMO's in a street.'</p> <ul style="list-style-type: none"> Is also concerned about the Broadgate House development. 	<ul style="list-style-type: none"> Any representations to the planning application will be considered as part of this process. It is not within the scope of the SPD to address these. 	<ul style="list-style-type: none"> None.
Individual 32	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 33	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. States that in cases the 10% limit has already been surpassed. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 34		<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. States that in cases the 10% limit has already been surpassed. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 35	<ul style="list-style-type: none"> Fully supports the SPD proposals. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 36	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure' and gives further support to the proposed guidance on clustering and sandwiching. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 37	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure' and gives further support to the proposed guidance on clustering and sandwiching. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 38	<ul style="list-style-type: none"> References the negative impacts of HMOs. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 39	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure' and states that the proposals are 'the minimum action needed'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 40	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. States that there are 'far too many houses of multiple occupancy in Beeston.' 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 41	<ul style="list-style-type: none"> Notes impact of HMOs and notes that 'a good mix of accommodation leads to a better and more varied community'. 	<ul style="list-style-type: none"> Noted and agree. 	<ul style="list-style-type: none"> None.
Individual 42	<ul style="list-style-type: none"> Supports the HMO SPD proposals. Holds that 'all the suggested guidelines are necessary to retain the residential community feel of the area.' 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 43	<ul style="list-style-type: none"> 'Generally supports SPD which will help create more cohesive communities'. Suggests that 'change of use from Residential to HMO to require planning permission and for the proposed rules on HMO proliferation to be implemented across the whole area.' 	<ul style="list-style-type: none"> Largely agree. This is outside of the scope of this SPD. The Article 4 area has already been decided and the Article 4 Direction has 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
		already been adopted.	
Individual 44	<ul style="list-style-type: none"> Supports the HMO SPD proposals specifically the suggested guidance on clustering and sandwiching and the radius approach. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 45	<ul style="list-style-type: none"> Supports the HMO SPD proposals specifically the suggested guidance on clustering and sandwiching and the radius approach. Is worried that 'there are many HMOs which will never be included in the 10% as they were in use before the Article 4,' References current car-parking issues. 	<ul style="list-style-type: none"> Noted. Noted. Noted. 	<ul style="list-style-type: none"> None. None. None.
Individual 46	<ul style="list-style-type: none"> Supports the HMO SPD proposals specifically the suggested guidance on clustering and sandwiching and the radius approach. Is worried that 'there are many HMOs which will never be included in the 10% as they were in use before the Article 4,' References current car-parking issues. 	<ul style="list-style-type: none"> Noted. Noted. Noted. 	<ul style="list-style-type: none"> None. None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 47	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 48	<ul style="list-style-type: none"> Supports the HMO SPD proposal with specific reference to the 10% radius figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 49	<ul style="list-style-type: none"> Supports the HMO SPD proposal with specific reference to the 10% radius, however states that this 'must take into account existing HMOs'. Requests that 'before any HMO permission is granted we would ask the Council to carry out a survey of HMOs in that area.' 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 50	<ul style="list-style-type: none"> Supports the HMO SPD proposal with specific reference to the 10% radius, however states that this 'must take into account existing HMOs'. Requests that 'before any HMO permission is granted we would ask the Council to carry out a survey of HMOs in that area.' 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 51	<ul style="list-style-type: none"> Would like this to be monitored in a way that 'does not allow loopholes'. Regards that the 10% radius figure should include existing HMOs. 	<ul style="list-style-type: none"> The implementation of this document and the Article 4 direction relating to HMOs will be monitored and reported on an annual basis as part of the Authority's Monitoring Report (AMR). The Council's planning enforcement process will also be implemented if concerns are reported. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 52			<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Gives thanks to a letter received from Cllrs Lynda and Pat Lally. States that affordable homes and accommodation for 'our children' are needed and notes that 'every street in Beeston is being taken up with HMOs'. 	<ul style="list-style-type: none"> The Council has not had sight of this letter. Noted. 	<ul style="list-style-type: none"> None.
Individual 53	<ul style="list-style-type: none"> Supports the HMO SPD proposals and states that 'there are already too many HMOs in Beeston.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 54	<ul style="list-style-type: none"> References the negative impacts of HMOs and states that if the SPD had been adopted sooner the number of HMOs would have been considerably fewer'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 55	<ul style="list-style-type: none"> Supports the HMO SPD proposals with particular reference to the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 56	<ul style="list-style-type: none"> Approves of the Article 4 Direction and supports the 10% radius figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 57	<ul style="list-style-type: none"> Supports the proposed HMO SPD 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 58	<ul style="list-style-type: none"> Agrees with the 10% radius figure and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 59	<ul style="list-style-type: none"> Supports 'the HMO SPD proposals for the Broxtowe area.' 	<ul style="list-style-type: none"> Noted, although the SPD does not cover the whole Borough. 	<ul style="list-style-type: none"> None.
Individual 60	<ul style="list-style-type: none"> Supports the HMO SPD specifically in relation to the below: <div> <div>'10% radius figure Approach</div> <div>Preventing sandwiching</div> <div>Preventing Clustering</div> <div>Bin Storage and Waste</div> <div>Monitoring and Review'</div> </div> 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 61	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 62	<ul style="list-style-type: none"> Supports the HMO SPD specifically the 10% radius figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Goes into detail regarding the negative impact of there being an over-concentration of HMOs. 		
Individual 63	<ul style="list-style-type: none"> Supports the HMO SPD proposals. Suggests that 'the planning dept. should have a walk around the back streets of Beeston to see how run down the area is becoming'. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 64	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'and in particular the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 65	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 66	<ul style="list-style-type: none"> 'Strongly' supports the HMO SPD proposals. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 67	<ul style="list-style-type: none"> Supports the HMO SPD with specific reference to the 10% radius figures. Feels that the area covered by the SPD should be extended to include the west of Beeston and the east of Chilwell. 	<ul style="list-style-type: none"> Noted. Noted. However, the Article 4 area has already been 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Suggests that it would be useful for the Planning Department to have an 'informal register' detailing how many HMOs there are in Beeston and Chilwell. 	<p>approved and so this is outside of the remit of the SPD.</p> <ul style="list-style-type: none"> Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. 	<ul style="list-style-type: none"> None.
Individual 68	<ul style="list-style-type: none"> Supports the HMO SPD proposals. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 69	<ul style="list-style-type: none"> Supports 'all of the proposals by Cllr Lally'. 	<ul style="list-style-type: none"> The planning team has not had sight of any proposals put forward by Cllr Lally. 	<ul style="list-style-type: none"> None.
Individual 70	<ul style="list-style-type: none"> States that it is important for the document to be adopted as soon as possible. 	<ul style="list-style-type: none"> Noted and agree. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> States that the suggested boundary 'has been greatly exceeded already' and that children of residents are not able to buy within Beeston due to high prices as 'developers have been allowed to take hold without restraint'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 71	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 72	<ul style="list-style-type: none"> Supports the HMO SPD, particularly the '10% radius figure and the provision for 0.5 parking spaces per bedroom. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 73	<ul style="list-style-type: none"> Notes that many of the proposals within the draft SPD are welcome but 'overdue' and states that the Article 4 Direction 'should cover the whole of Beeston'. Is concerned that 'developers will try to get around the current definition of an HMO which involves sharing a bathroom by putting in tiny ensuite facilities', and queries 	<ul style="list-style-type: none"> Noted. The Article 4 area has already been approved and so this is outside of the remit of the SPD. Noted. However, the SPD cannot change the legal 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<p>whether something can be added with the SPD to avoid this.</p> <ul style="list-style-type: none"> Feels that further clarification is needed within the document regarding parking issues. 	<p>definition of an HMO.</p> <ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 74	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 75	<ul style="list-style-type: none"> Agrees with the proposals of the SPD. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 76	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 77	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 78	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Lists negative impacts of there being too HMOs. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 79	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. Lists negative impacts of there being too HMOs. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 80	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. Lists negative impacts of there being too HMOs. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 81	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 82	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure'. Regards that more housing is needed for families. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 83		<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 		
Individual 84	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 85	<ul style="list-style-type: none"> Pleased that the Article 4 Direction has been implemented and regards that 10% is a reasonable threshold. Believe that 'community interests would now be much better served by increasing the amount of social housing available, and in taking care in how future student accommodation is located'. 	<ul style="list-style-type: none"> Noted. Noted. This is not within the scope of the SPD. 	<ul style="list-style-type: none"> None. None.
Individual 86	<ul style="list-style-type: none"> Pleased that the Article 4 Direction has been implemented and regards that 10% is a reasonable threshold. Believe that 'community interests would now be much better served by increasing the amount of social housing available, and in taking care in how future student accommodation is located'. 	<ul style="list-style-type: none"> Noted. This is not within the scope of the SPD. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 87	<ul style="list-style-type: none"> Notes that many of the existing HMOs are unknown to the Council. Supports the 10% threshold. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 88	<ul style="list-style-type: none"> Discusses negative impacts of having students as neighbours, and the regular change of such neighbours. Welcomes the 10% threshold but holds that it would be good for the Council to identify the number of existing HMOs (which the respondent states in some cases exceeds 50% on certain streets). Notes that some of the guidance (sandwiching) will make no difference to homes which already have unregistered HMOs either side. 	<ul style="list-style-type: none"> Noted. Noted. The planning department are trying to collate this information as far as possible within the remit of GDPR. Noted. 	<ul style="list-style-type: none"> None. None. None.
Individual 89	<ul style="list-style-type: none"> Discusses negative impacts of having students as neighbours, and the regular change of such neighbours. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Welcomes the 10% threshold but holds that it would be good for the Council to identify the number of existing HMOs (which the respondent states in some cases exceeds 50% on certain streets). Notes that some of the guidance (sandwiching) will make no difference to homes which already have unregistered HMOs either side. 	<ul style="list-style-type: none"> Noted. The planning department are trying to collate this information as far as possible within the remit of GDPR. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 90	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 91	<ul style="list-style-type: none"> Comment states 'who cares. I don't.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 92	<ul style="list-style-type: none"> 'Support the HMO SPD proposals.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 93	<ul style="list-style-type: none"> 'Support the HMO SPD proposals.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 94	<ul style="list-style-type: none"> ‘wholeheartedly’ supports the HMO SPD proposals. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 95	<ul style="list-style-type: none"> Support the HMO SPD proposals particularly the 10% relative to the total number of properties in the given 100m radius’. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 96	<ul style="list-style-type: none"> Support the HMO SPD proposals particularly the 10% relative to the total number of properties in the given 100m radius’. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 97	<ul style="list-style-type: none"> ‘Strongly’ support all of the proposals within the HMO SPD. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 98	<ul style="list-style-type: none"> ‘Strongly’ support all of the proposals within the HMO SPD. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 99	<ul style="list-style-type: none"> Feels that student HMOs should be a separate Use Class. 	<ul style="list-style-type: none"> This is outside of the scope of both the SPD and Council. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Regards that retrospective planning applications should be required if: '(an) address(es) were either to: flit from HMO into student-HMO - or vice versa - or, change the actual person(s) who is and/or are there's owner(s)' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> Noted.
Individual 100	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 101	<ul style="list-style-type: none"> Is 'against the proposal to limit the number of Houses in Multiple Occupation. The respondent states that doing this 'is a blow to our freedoms' and 'harms the property market. States that the proposals are 'agesit' and 'classist'. 	<ul style="list-style-type: none"> Noted. Disagree that the document is 'ageist' and 'classist'. An Equality Impact Assessment (EIA) has been completed as part of the process. 	<ul style="list-style-type: none"> None.
Individual 102	<ul style="list-style-type: none"> Is 'in favour of the proposed SPD' and feels that 'it will be beneficial for residents of the areas.' 	<ul style="list-style-type: none"> Noted and largely agree. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 103	<ul style="list-style-type: none"> Supports the proposals, specifically the 10% radius figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 104	<ul style="list-style-type: none"> Supports the SPD proposals 'particularly the 10% radius limit'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 105	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 106	<ul style="list-style-type: none"> Is pleased that the Article 4 has been adopted. It disappointed as initially thought that the Article 4 would mean that there would be 'no further HMOs within this area'. Has some reservations on how the proposals within the SPD will work. Notes that the suggestions for managing applications 'seem acceptable' and supports the proposed 10% radius approach. 	<ul style="list-style-type: none"> Noted. Noted. Noted. 	<ul style="list-style-type: none"> None. None. None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Regards that 'the starting point for understanding the current volumes of HMOs is...not yet in place' and queries whether there are 'plans to allocate resources to this particular initiative to insure that the information held by BBC is a true reflection of the current status.' Feels that the information currently held by the Council around registered HMOs (both small and large) should be publically available and that members of the public should have the ability to alert the Council of any premises that would appear to be operating as a HMO without the relevant permissions and are not on the Council's list. 	<ul style="list-style-type: none"> Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. Members of the public can report any concerns regarding houses operating as HMOs and the enforcement team would investigate these. Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. Members of the public can report any concerns regarding houses 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Queries whether there is an opportunity to link information with the Council's Council Tax department. Queries how the Council will manage houses that are identified as operating as a HMO after the Article 4 adoption date but where the landlord indicates that they were operating as a HMO prior to the Article 4 Direction's implementation. Holds that in such instances, if the landlord did not inform the Council before the Article 4 adoption date, that the property should be subject to the measures within the SPD. 	<p>operating as HMOs and the enforcement team would investigate these.</p> <ul style="list-style-type: none"> This has already been explored and is unfortunately not possible due to data protection reasons. If a property is subject to planning enforcement, then evidence will be sought. However, the SPD cannot change the law as regards whether planning permission is needed. 	<ul style="list-style-type: none"> None. None.
Individual 107		<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Support the HMO SPD Proposals, 'especially the 10% radius figure' as 'there are already a considerable number of HMOs' in operation before the Article 4 came into effect. 		
Individual 108	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. Further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 109	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. Further states that 'it is important that there are homes for residents to live in and that no more residential properties are converted into student properties.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 110	<ul style="list-style-type: none"> Writes: 'Fully support proposals as detailed in pat lally flyer.' 	<ul style="list-style-type: none"> The Council has not had sight of this flyer. 	<ul style="list-style-type: none"> None.
Individual 111	<ul style="list-style-type: none"> Fully supports the proposals and 'any other policies...to reduce the amount of HMO buildings in Beeston'. Also requests that the Council 'cancel the planning permission given to Broadgate House and whatever is 	<ul style="list-style-type: none"> Noted. Noted. This is beyond the scope of the SPD. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	happening to the old Kings Carpets building' and for affordable housing to be built here instead.		
Individual 112	<ul style="list-style-type: none"> Supports the proposed radius approach. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 113	<ul style="list-style-type: none"> Writes that 'Permitted development rights only apply to those properties that can demonstrate they were occupied as a HMO prior to 26th March 2022' and suggests that this is clarified in the text of the document. States that there 'are significant concerns about the Councils register of HMO properties, with seemingly many properties not registered'. 	<ul style="list-style-type: none"> Noted. Believe that the Article 4 Direction and Permitted Development have already been sufficiently explained within the document. Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> • Regards that the 'Making a Planning Application' section should 'state that the onus will be placed on the applicant to explain as part of application correspondence how they have considered the proximity of "known HMOs" and explained how the adverse effects are addressed.' • Regards that HMOs are often not an affordable renting option and so the reference (on page 7) of 'affordable rental accommodation' should be removed. • The following text (on page 7) – "...increases in waste associated problems due to inadequate or inappropriate waste storage;..." should be replaced with "...increases in waste associated problems due to inadequate or inappropriate waste storage and issues with management of waste by tenants;..." • Supports the Clustering and; the Managing the Concentration of HMOs proposals (including Sandwiching); and the 10% Radius approach but has 'a significant concern...that the application of criteria will be compromised because the council register of licensed HMOs is incomplete.' • States that 'it is essential that a Planning Condition of any planning approval for all properties is that sound insulation 	<ul style="list-style-type: none"> • Noted. • Noted. • Noted. • Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. • Noted. Believe that this is covered in 	<ul style="list-style-type: none"> • Text will be added to 'encourage' applicants to do this. • Will remove 'affordable'. • Will incorporate suggested wording. • None. • None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<p>in partitions, floors and party walls is required, and that it should meet or exceed specified industry best practice standards.'</p> <ul style="list-style-type: none"> Regarding Safe Access and Adequate Parking, respondent notes that 'All vehicles must be parked off-street wherever possible where off street parking facilities exist. Any HMO property without off-street parking should be refused. A requirement for HMO properties is that the number of cars at the property must not at any time exceed the proposed threshold of 0.5 car-parking spaces per bedroom. This should be applied as a Condition of any planning approval, and subject to monitoring, and enforcement in response to reported non-compliance' States that 'no more than 50% of the frontage of a property should be permitted to be concreted over or used for parking and this should be applied as a Condition of any planning approval, and the assessment of compliance with the parking criteria for new applications should take account of this restriction.' States that the Bin Storage and Waste section makes 'makes no reference to the responsibilities for tenants to manage waste.' 	<p>the section on Sound Reduction Measures.</p> <ul style="list-style-type: none"> Noted. Noted. Believe that this is adequately covered. Noted. 	<ul style="list-style-type: none"> None. None. Text will be included to reflect comment.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 114	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 115	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 116	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 117	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 118	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 119	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 120	<ul style="list-style-type: none"> Supports the proposals and notes the impacts of increasing numbers of HMOs on the area. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 121	<ul style="list-style-type: none"> Supports the proposals within the SPD particularly, the 10% radius approach. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 122	<ul style="list-style-type: none"> Notes the impacts of too many HMOs. 'Fully supports' the HMO proposals, 'in particular the 10% radius approach'. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 123	<ul style="list-style-type: none"> Notes the impacts of too many HMOs. Fully supports the HMO proposals, 'in particular the 10% radius approach'. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 124	<ul style="list-style-type: none"> 'Strongly support' the HMO proposals, especially the 10% radius figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 125	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 126	<ul style="list-style-type: none"> Fully supports the SPD proposals, particularly the 10% radius approach. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 127	<ul style="list-style-type: none"> Discusses impacts of too many HMOs. Supports the HMO SPD proposals but 'would like it to go further and prevent further HMO conversions' and 'preferably prevented completely'. 	<ul style="list-style-type: none"> Noted. Noted. It is not the purpose or role of the SPD to completely prevent development. 	<ul style="list-style-type: none"> None. None.
Individual 128	<ul style="list-style-type: none"> Supports the HMO proposals 'including the 10% threshold, not allowing residential properties to be sandwiched between two HMOs and preventing three or more consecutive HMOs on a street.' 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> Noted.
Individual 129	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 130	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 131	<ul style="list-style-type: none"> Fully supports the proposals, 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 132	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 133	<ul style="list-style-type: none"> Supports the HMO SPD proposals, especially the 10% radius approach figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 134	<ul style="list-style-type: none"> Supports the HMO SPD proposals 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 135	<ul style="list-style-type: none"> Fully supports the SPD proposals, particularly the 10% radius approach figure. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 136	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 137	<ul style="list-style-type: none"> Has become increasingly concerned about the numbers of properties being converted to Houses in Multiple Occupation. Strongly supports the HMO SPD proposals 'in particular the 10% radius figure'. Hopes that the proposals will be accepted and utilised. References the importance 'that a balanced mix of residents is preserved as far as possible'. 	<ul style="list-style-type: none"> Noted. Noted. Agree. 	<ul style="list-style-type: none"> None. None. None.
Individual 138	<ul style="list-style-type: none"> Feels that the proposals 'will help to prevent the over concentration of HiMOs in the area before the situation is beyond repair' and particularly approves of the radius approach as well as the text which addresses parking problems. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 139	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 140	<ul style="list-style-type: none"> Supports the HMO SPD. States that over time 'the whole character of the area has changed with many houses turning into HMOs' and 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<p>estimates that on certain streets 'at least 60% of the homes are HMOs'.</p> <ul style="list-style-type: none"> States that 'given that there are no official numbers' regarding existing HMOs, the 10% radius figure 'is reasonable'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 141	<ul style="list-style-type: none"> Supports the HMO SPD. States that there are 'too many students' and 'not enough houses for families'. References the negative impacts of too many HMOs. 	<ul style="list-style-type: none"> Noted. Noted. Noted. 	<ul style="list-style-type: none"> None. None. None.
Individual 142	<ul style="list-style-type: none"> Supports the proposals, especially the 10% radius figure to 'protect' the area. States that too many HMOs impacts upon the 'feel' of the local community. 	<ul style="list-style-type: none"> Noted. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 143	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect the area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Would like to understand how the planning team are going to identify and register the current existing unknown HMO's against those that are registered and permitted to allow for a fair planning process for future applications. Does not feel that there are 'processes in place to pick up on HMO planning infringements.' 	<ul style="list-style-type: none"> Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. Any infringements would be subject to the standard planning enforcement process. 	<ul style="list-style-type: none"> None.
Individual 144	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect the area'. Would like to understand how the planning team are going to identify and register the current existing unknown HMO's against those that are registered and permitted to allow for a fair planning process for future applications. 	<ul style="list-style-type: none"> Noted. Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> Does not feel that there are 'processes in place to pick up on HMO planning infringements.' 	<ul style="list-style-type: none"> Any infringements would be subject to the standard planning enforcement process. 	<ul style="list-style-type: none"> None.
Individual 145	<ul style="list-style-type: none"> Supports the proposals 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 146	<ul style="list-style-type: none"> Is 'concerned about the number of properties being converted to Houses in Multiple Occupation'. Supports the HMO SPD proposal 'especially the 10% radius figure' and states that 'there should be no more than 10% HMOs already.' 	<ul style="list-style-type: none"> Noted. It is hoped that the SPD will help to resolve this. Noted. 	<ul style="list-style-type: none"> None. None.
Individual 147	<ul style="list-style-type: none"> 'Fully support all proposals... especially the limit of 10% HMO in 100 m radius'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
Individual 148	<ul style="list-style-type: none"> 'Fully support all proposals... especially the limit of 10% HMO in 100 m radius'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Individual 149	<ul style="list-style-type: none"> Supports the HMO SPD proposal 'especially the 10% radius figure' and further states 'no more than 10% to protect our area'. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> None.
Cllr Steve Carr	<ul style="list-style-type: none"> Feels that 'the 10% figure is too small' and results that this could result in an SPD 'that could be successfully challenged if appealed to the Inspector on the grounds the figure is unreasonable'. Therefore, would 'support a 20% figure'. 	<ul style="list-style-type: none"> Agree. Planning Officers at the Council would also encourage a radius figure of 20%. 	<ul style="list-style-type: none"> Propose amending the radius figure to 20%.
Cllr Barbara Carr	<ul style="list-style-type: none"> Agrees in general with the draft document but specifically notes that '10% relative to a radius of 100m is too low and may result in appeals to the Planning Inspector with a likely overturn of our policy'. 	<ul style="list-style-type: none"> Agree. Planning Officers at the Council would also encourage a radius figure of 20%. 	<ul style="list-style-type: none"> Propose amending the radius figure to 20%.
Organisations / Other Bodies			
Nottingham County Council -	<ul style="list-style-type: none"> Has no comments to make. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
<p>Nottinghamshire County Council – Highways Department</p>	<ul style="list-style-type: none"> Nottinghamshire County Council's Design Guide recommends 1 space per bedroom and the response suggests that this should be reflected in the SPD as opposed to 0.5 spaces per bedroom. States that 'access to waste storage areas from the public highway should be available whilst all parking spaces are occupied.' States that the County Council Highways Department are 'unlikely to respond favourably to proposals that displace vehicles on-street, in/around a junction'. Further notes that 'off-street parking areas accessed directly from the public highway must be served from a dropped kerb vehicular crossing. Would like the document to quantify the level of cycle provision and request that this mirrors the County Council's standard of 1 space per bedroom.' 	<ul style="list-style-type: none"> Noted and agree. Noted and agree. Noted. This is sufficiently covered within the SPD. Noted and agree. 	<ul style="list-style-type: none"> Will change 0.5 per bedroom to 1 space per bedroom. Will incorporate suggested wording. None. The SPD will clarify cycle provision and

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
			will correspond with the County Council's standard of 1 space per bedroom.
Nottingham City Council	<ul style="list-style-type: none"> • Suggests including paragraph numbers in the document. • Regarding the Table on Page 5, the response suggests that the heading 'Change' is replaced with 'Type of Development'. The response also suggests expanding the 'Do I need permission?' column to include sub-categories of 'Within Article 4 Area only' and 'Within Administration Area' and then a tick symbol (or "yes") used for each that applies. • States 'under the heading "HMO Licensing" it may be worth noting that gaining Planning Permission for the change of use (or extension to existing HMO) does not 	<ul style="list-style-type: none"> • Agree. • Agree. • Agree. 	<ul style="list-style-type: none"> • Paragraph numbers will be included within the final version of the document. • Will make changes in line with the response. • Will alter text of the SPD in line with

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<p>necessarily mean that an HMO license will be granted either.'</p> <ul style="list-style-type: none"> An explanation could be given to what the Iceni report is. 'Preventing Clustering'; 'Radius Approach'; and 'Preventing Sandwiching' it could be made clear what will happen if a development doesn't meet one approach, but does another. Will the application be allowed or does the development have to meet all three? Suggests changing "... proposals for the development of houses in multiple occupation will not be granted planning permission where the development would result in ..." to "... proposals for the development of houses in multiple occupation are unlikely to be granted planning permission where the development would result in ..." States that 'Figure 6 appears somewhat confusing as it suggests that any adjoining residential property would not be allowed to be converted to an HMO if it adjoins any Class C3 Dwelling. It may make sense to shade the house 	<ul style="list-style-type: none"> Noted. Noted. This is sufficiently covered within the SPD. Largely agree. Disagree. We hold that the diagram is sufficiently clear. 	<p>comment for clarity.</p> <ul style="list-style-type: none"> None. None. Will alter text of the SPD to add flexibility. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<p>to the north east green as “existing HMO” as this then works to explain the guidance better.’</p> <ul style="list-style-type: none"> States that with the boundary of Broxtowe and City overlapping it is not stated how the radius approach will be assessed where data may not be known outside of Broxtowe. Notes that the approach taken is different to that of the City Council in respect to that within Nottingham City, the Article 4 area is across the whole of the administrative area. States that ‘Nottingham city assess the number of HMO <u>and</u> known Student Council Tax Exemptions in the immediate and adjoining Output Areas.’ Advocates collating and using Council Tax data. 	<ul style="list-style-type: none"> Noted. Noted. This was looked into but was not considered to be an option due to data protection reasons. 	<ul style="list-style-type: none"> Text will be added to further suggest that assessments are guides rather than strict policies. None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> States that under the section “Living Space and Layout” the document notes that room sizes are a matter for the “Private Sector Housing team”. Response suggests that it may be worth clarifying that this relates to HMO licensing compliance in this context. 	<ul style="list-style-type: none"> Noted. 	<ul style="list-style-type: none"> Will include text to make clear that the Private Sector Housing team deal with HMO licensing compliance.
CP Walker & Son (response one)	<ul style="list-style-type: none"> Regards that the SPD ‘creates a policy of entirely restricting new HMOs in the Article 4 area.’ States that the SPD also does ‘not inform applicants nor Officers about requirements as the information needed to know whether an application is compliant or not is unknown to neither group’ and does ‘not consider the needs of the occupiers of HMOs nor homeowners of C3 properties who want/need to sell their properties.’ 	<ul style="list-style-type: none"> Disagree. It is not the role of the SPD to consider the impacts on selling properties. It is also considered that the SPD strikes an appropriate balance between the needs of individual occupiers, 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> States that 'the inclusion of the word 'known' is a key issue' and queries whether the Council is 'intending to create, maintain and publish a list of known HMOs that would assist all parties' Regarding the Radius Approach, the response states that setting the figure at 10% is 'designed to prevent any future HMO applications from being approved' and that this 'not only sets new policy, rather than clarifying existing but in my view is manifestly unreasonable' and does not consider a range of interests'. Response notes that the SPD 'will have a significant negative impact on the value of properties that will be disbarred from making successful C4 change of use applications.' 	<p>individual homeowners and the wider community.</p> <ul style="list-style-type: none"> Noted. The planning department are trying to collate this information as far as possible within the remit of GDPR. Noted Noted. The changing value of properties is not a planning matter. 	<ul style="list-style-type: none"> None. Propose to change the 10% radius figure to 20%. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> • Queries whether the Clustering section would 'achieve the aim of minimising impact'. • Supports the Sound Reduction section but queries why this does not extend to all application types within the Borough. • Queries evidence base regarding Access & Parking section and asks 'what routes are available via planning conditions to manage car-parking provision?'. Also holds that car ownership within HMOs are quite low and so queries the proposed 0.5 spaces per bedroom wording and further notes that cars parked along streets could belong to commuters as well as occupiers. • Supports the objective of the Cycle Storage section but queries the benefit of providing storage internally. Regards that secure external storage would be a better option. • Is in agreement with the Waste section. 	<ul style="list-style-type: none"> • Regard that it would achieve this aim. • Noted. • Noted. All applications are individually assessed on their own merit. • Noted. • Noted. 	<ul style="list-style-type: none"> • None. • None. • None. • None. • None.
CP Walker & Son (response two)	<ul style="list-style-type: none"> • Queries who is intended to benefit from the proposals and how will they benefit? 	<ul style="list-style-type: none"> • It is envisaged that the community will benefit as the document will help to create and 	<ul style="list-style-type: none"> • None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> States that the Article 4 Direction may cause house prices to decrease (as it has within the City). Regarding the radius approach, the respondent states that 'it looks like you are trying to introduce policy to prevent any new applications from being passed within the Article 4 area, not add clarity to the existing policy. This isn't what an SPG is supposed to do and there is a risk that the document becomes worthless if this happens.' Regards that emphasis should be on whether a proposal negatively impacts upon the character of the area as opposed to a policy based on percentages, which is less flexible. 	<p>maintain a balanced community.</p> <ul style="list-style-type: none"> Noted. Noted. However, this is not what the SPD is attempting to do. Rather, the SPD seeks to create and maintain a healthy and balanced community. Applications will also be assessed in line with the Local Development Plan, which includes impacts upon the character of the area. 	<ul style="list-style-type: none"> None. None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> States that the guidance for the percentage approach cannot be implemented properly without the data for HMOs in the area being available. 	<ul style="list-style-type: none"> Noted. The Planning department are trying to collate this information as far as possible within the remit of GDPR. 	<ul style="list-style-type: none"> None.
Sport England	<ul style="list-style-type: none"> 'Do not wish to comment on the SPD.' 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Beeston Civic Society	<ul style="list-style-type: none"> 'Supports the general premise of the SPD' Calls for one of the following suggested wording to be included: 'ANY change of use from Residential to HMO within Beeston to require planning permission.' Or; 'All of Beeston to be included in the A4D area, and the current A4D area to form the 'Cluster Area'.' 	<ul style="list-style-type: none"> Noted. Noted. However, the Article 4 Direction has already been determined and it is not within the scope of the SPD to change this. Therefore, the SPD cannot include either of the suggested text. 	<ul style="list-style-type: none"> None. None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
	<ul style="list-style-type: none"> • Calls for the Council to 'prevent more of our streets not within the A4D becoming HMOs cluster areas in future'. • Stresses that Beeston has a need for affordable houses now. • Regards that the need for HMOs is overstated. 	<ul style="list-style-type: none"> • Noted. However, this is not within the scope of the SPD. • Noted. However, it is not within the scope of the SPD to provide for these. • Noted. 	<ul style="list-style-type: none"> • None. • None. • None.
Environment Agency	<ul style="list-style-type: none"> • Recommend that the SPD includes a section on flood risk and makes reference to the requirements of the GNSFRA and what would be expected to be included within a flood risk assessment (FRA) as part of any planning application. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
Historic England	<ul style="list-style-type: none"> • Notes that within the Article 4 area, 'there are a few heritage assets, namely listed buildings' and would therefore 'welcome a paragraph within the HMO SPD that relates to heritage assets and the need to conserve and where possible, enhance their significance, including their setting.' Additionally, would also 'recommend including a paragraph detailing when listed building consent will be required and where to access additional information from Historic England's website.' 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
HS2 Ltd	<ul style="list-style-type: none"> • 'Have no comment to make on the HMO SPD.' 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Natural England	<ul style="list-style-type: none"> • 'Do not wish to comment.' 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Severn Trent	<ul style="list-style-type: none"> • Have 'set out some general guidelines and relevant policy wording that may be useful' to the SPD. 	<ul style="list-style-type: none"> • Noted. 	<ul style="list-style-type: none"> • None.
The Toton and Chilwell Neighbourhood Forum	<ul style="list-style-type: none"> • Is concerned that the current wording will 'cause small HMO conversion developments outside the Article 4 Area'. • States that 'no consideration is given as to how long a property has to be single occupancy before it is considered to be a change of use' and that 'it is therefore possible that the new houses built around the Toton Tram stop (and elsewhere outside the Article 4 Area) could immediately be converted to small HMOs and not be subject to Planning.' • As a result of the above points, suggests changing the text of the Table on Page 5 from 'Permission is only needed within the Article 4 Area' to 'Permission is needed within and outside of the Article 4 Area.' 	<ul style="list-style-type: none"> • Noted. • This is not relevant to the SPD. • Noted. Permitted Development rights are only removed within the Article 4 area. The Article 4 Direction has already been 	<ul style="list-style-type: none"> • None. • None. • None.

Respondent type and Date received	Representation/Consultation Response	Council Comment	Action Recommended
		adopted and will not be extended at this point.	

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Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they

Appendix Three – Equality Impact Assessment

design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect

on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive	Lead officer responsible for EIA	Becky Hatton
Name of the policy or function to be assessed:		Houses in Multiple Occupation (HMO) Supplementary Planning Document (SPD)	
Names of the officers undertaking the assessment:		Becky Hatton	
Is this a new or an existing policy or function?		New	
<p>1. What are the aims and objectives of the policy or function?</p> <p>The aim of the SPD is to support and supplement the Article 4 Direction which came into force on 26th March 2022 and covers parts of Beeston.</p> <p>It has an objective of assisting planning officers in determining planning applications for HMOs within the Article 4 area and will assist applicants in making a successful application.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>Creating and maintaining a balanced and mixed community within the Article 4 area.</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>All residents within the Article 4 area.</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>The Council Community members Developers / Landlords Statutory Consultees</p>			

Directorate:	Chief Executive	Lead officer responsible for EIA	Becky Hatton
5. What baseline quantitative data do you have about the policy or function relating to the different equality strands? N/A			
6. What baseline qualitative data do you have about the policy or function relating to the different equality strands? Consultation responses.			

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact? <p>Generally, the consultation has revealed that the majority of residents are in favour of the adoption of the SPD. However, there were a number of responses who regarded that the SPD may be attempting to ban HMO development with in the Article 4 area (however, this is not the case), therefore having an adverse impact on landowners/developers and potential occupants.</p>
8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:
<p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>The only protected characteristic that it is considered could potentially be relevant is age, because the majority of residents in HMOs are likely to be relatively young.</p> <p>However, the SPD does not introduce any distinction on the basis of age (or any other protected characteristic) with regard to the need for planning permission.</p> <p>The SPD is not intended to reduce the overall amount of housing that is available for younger people in Beeston; rather, it gives members the opportunity to consider concentrations of HMOs in particular parts of the area, in the interests of maintaining mixed and balanced communities.</p>
<p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Yes.</p>

<p>☐ Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>The document will be made available on the Council's website. However, if a certain group is less likely to have internet access/be familiar with technology (possibly age) then they can request a hard copy of the document.</p>
<p>☐ Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>Yes. It is possible that the policy will improve relations between some members of the younger populous (i.e. those more likely to be living in HMOs) and the wider community as the SPD will help to encourage a more balanced and mixed community.</p>
<p>☐ What further evidence is needed to understand the impact on equality?</p> <p>None.</p>

<p>9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?</p>
<p>Age: No</p>
<p>Disability: No</p>
<p>Gender: No</p>
<p>Gender Reassignment: No</p>
<p>Marriage and Civil Partnership: No</p>
<p>Pregnancy and Maternity: No</p>
<p>Race: No</p>
<p>Religion and Belief: No</p>
<p>Sexual Orientation: No</p>

Executive Director:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature:

Report of the Portfolio holder for Economic Development and Asset Management

CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN: BROXTOWE BOROUGH COUNCIL REGULATION 16 CONSULTATION RESPONSE

1. Purpose of Report

To seek the approval of Cabinet for representations to be made in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) by Broxtowe Borough Council in respect of the Chetwynd: The Toton and Chilwell Neighbourhood Plan, in order that these can be considered by the Independent Examiner during the Independent Examination of this Neighbourhood Plan.

2. Recommendation

The Cabinet is asked to RESOLVE that the submission of representations, as drafted, to be made in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) by Broxtowe Borough Council in respect of the Chetwynd: The Toton and Chilwell Neighbourhood Plan be approved.

3. Detail

The Chetwynd: The Toton and Chilwell Neighbourhood Forum has prepared a draft of a neighbourhood development plan for the Chetwynd: The Toton and Chilwell Neighbourhood Area (the 'Chetwynd: The Toton and Chilwell Neighbourhood Plan').

The Chetwynd: The Toton and Chilwell Neighbourhood Area covers two very large and important strategic Part 2 Local Plan site allocations: The Strategic Location for Growth at Toton and Chetwynd Barracks. These sites will also be progressed by the new East Midlands Locally-Led Urban Development Corporation (LLUDC), once this has been established through new legislation. Any new policies in relation to this area will therefore be of major importance to the Borough.

On 24 November 2021, the draft neighbourhood development plan was submitted to Broxtowe Borough Council, under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended). In accordance with Regulation 16, Broxtowe Borough Council is currently inviting comments on the draft Chetwynd: The Toton and Chilwell Neighbourhood Plan, for the period until 5 August 2022. This consultation period has been extended by two weeks (from the minimum six weeks required by legislation) to allow interested parties more time to make representations. Any residents, businesses, statutory consultees or other organisations make submit representations in relation to the neighbourhood development plan.

The Borough Council has appointed an Independent Examiner to undertake the Independent Examination of the Chetwynd: The Toton and Chilwell Neighbourhood Plan. Once the Regulation 16 consultation has concluded, any representations received will be forwarded directly to the Independent Examiner so that they can consider whether the Plan accords with the 'Basic Conditions' as set out within legislation. The established method for any parties to make the Independent Examiner aware of any concerns that they may have is by making representations in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

Broxtowe Borough Council is very grateful for the very substantial amount of work that the Chetwynd: The Toton and Chilwell Neighbourhood Forum and the local community have undertaken in researching and drafting the Chetwynd: The Toton and Chilwell Neighbourhood Plan. This has clearly taken a very considerable amount of time by a large number of volunteers within the local community and the Borough Council greatly appreciates the hard work of all involved. The Plan is a very comprehensive and well-presented document, which will form the basis for helping to take important planning decisions.

However, in order to ensure that the full potential of the Neighbourhood Plan can be realised and that its policies do not result in adverse unintended consequences, the Borough Council would like to strongly recommend to the Independent Examiner that the wordings of some policies should be reviewed and, where necessary, clarified, through the process of Independent Examination. Representations have been drafted to advise the Independent Examiner of issues that the Borough Council has identified in order that the policies and supporting text of the Neighbourhood Plan can be further improved to the benefit of the local community, Neighbourhood Area and wider Borough.

Within these representations, the Borough Council has set out some general recommendations, as well as some concerns in relation to some policies and / or potential implications, were the Neighbourhood Plan not to be further amended or clarified. Cabinet is asked for approval for these representations, included in full as a background document, to be submitted in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

4. Financial Implications

There are no financial implications at this stage in the submission of representations. Whilst there may be future costs should the Neighbourhood Plan fail to meet the 'Basic Conditions', these would be difficult to quantify at this stage. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

5. Legal Implications

Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of neighbourhood

development plans and orders and to take plans through a process of examination and referendum. The Localism Act 2011 (Part 6 chapter 3) sets out the Council 's (as the Local Planning Authority) responsibilities as:

- Designating a forum
- Designating the area of the Neighbourhood Development Plan.
- Advising or assisting communities in the preparation of a neighbourhood plan
- Checking a submitted plan meets the legal requirements
- Arranging for the independent examination of the plan
- Determining whether the neighbourhood plan meets the basic conditions and other legal requirements
- Subject to the results of the referendum/s bringing the plan into force

Regulation 16, as set out in the Neighbourhood Planning (General) Regulations 2012, require that any representations made during the consultation period for Neighbourhood Plans must be submitted, with a summary of the main issues raised for due consideration.

6. Human Resources Implications

There are no HR implications.

7. Union Comments

N/A.

8. Data Protection Compliance Implications

Any representations prepared and submitted by the Borough Council would be shared with the Independent Examiner as required by legislation. Any representations prepared by any party in accordance with regulation 16 of the Neighbourhood Planning (General) regulations 2012 (as amended) cannot be treated as confidential and would be made available for public inspection at the Council Offices.

9. Equality Impact Assessment

Not applicable as no new or amended policy is proposed.

10. Background Papers

Nil

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APPENDIX 1

CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD PLAN

**REPRESENTATIONS MADE IN ACCORDANCE WITH REGULATION 16 OF
THE NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012
(AS AMENDED)**

TO BE CONSIDERED BY THE INDEPENDENT EXAMINER

REPRESENTATIONS PREPARED BY BROXTOWE BOROUGH COUNCIL

JUNE 2022

1.0 Introduction

- 1.1 Broxtowe Borough Council is very grateful for the very substantial amount of work that the Chetwynd: The Toton and Chilwell Neighbourhood Forum and the local community have undertaken in researching and drafting the Chetwynd: The Toton and Chilwell Neighbourhood Plan. This has clearly taken a very considerable amount of time by a large number of volunteers within the local community and the Borough Council greatly appreciates the hard work of all involved. The Plan is a very comprehensive and well-presented document, which will form the basis for helping to make important planning decisions.
- 1.2 However, in order to ensure that the full potential of the Neighbourhood Plan can be realised and that its policies do not result in adverse unintended consequences, the Borough Council would like to very strongly recommend that the wordings of some policies should be reviewed and, where necessary, clarified, through the process of Independent Examination.
- 1.3 Within these representations, the Borough Council has set out some general recommendations, as well as some concerns in relation to some policies and / or potential implications, were the Neighbourhood Plan not to be further amended or clarified.
- 1.4 The Borough Council prepared very detailed comments on the pre-submission draft of the Neighbourhood Plan and forwarded these to the Neighbourhood Forum as its response to the Neighbourhood Forum's Regulation 14 consultation. The Borough Council understands that some amendments were made in response to some of these representations.
- 1.5 The Borough Council has previously advised the Neighbourhood Forum to consider whether it would like to review some of its policies, including: at the time of the Regulation 14 consultation; during the SEA / HRA Screening Report process; and also following the publication of the government's Integrated Rail Plan (IRP), which announced that HS2 would no longer be routed through Toton and would instead terminate at East Midlands Parkway. The Borough Council also asked if the Forum would be prepared to authorise a delay to the Regulation 16 consultation to allow additional clarity to be sought in relation to some issues (including whether the disposal of Chetwynd Barracks might again be deferred as a result of any potential reassessments by the MOD in light of the war in Ukraine). The Borough Council's understanding is that the position of the Forum was that it did not wish the process to be further delayed and that any issues should instead be considered as a part of the Independent Examination.

The Borough Council is currently considering a number of complex issues, specially relating to the Strategic Location for Growth at Toton, following the publication of the

government's Integrated Rail Plan (IRP). There is unfortunately therefore some uncertainty in relation to some issues at the present time. The Borough Council is in the process of reviewing the draft of its Toton and Chetwynd Barracks Strategic Masterplan Supplementary Planning Document (SPD), following its public consultation (to comply with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)). The Council has not yet adopted this SPD; it is awaiting the outcome of technical work which is seeking to address objections (in relation to highway access onto the A52). This is potentially also of relevance to policies within the Neighbourhood Plan.

2.0 General Comments

- 2.1 The Borough Council is concerned that some of the wordings of some of the Neighbourhood Plan's policies are not as clear as it would be desirable for these to be, or that some of these could possibly be misinterpreted, for example, the term '*any development...*' (which could perhaps include 'householder development', but might, in some cases, be intended to only apply to 'larger' developments).
- 2.2 The Borough Council is also concerned that the 'justification text' for policies is often used not to 'justify' why a policy is needed or the rationale for it, but instead to set out additional policy 'requirements', which in some cases are not completely related to the policy requirements within the policy wording itself. A number of the policy wordings appeared to be fine, but then there are additional 'policy requirements' set out in the 'justification text' which might not be justified or might introduce additional requirements, which might not be so reasonable, or which might impact upon viability or deliverability. The Borough Council would recommend that any policy requirements should be clearly identifiable as such, so that applicants, agents and Development Management Officers are all able to easily distinguish between those elements of the policies which are 'requirements' and those which are more 'aspirational'.
- 2.3 The Borough Council is concerned that the number (and potential cost) of all of the different policy requirements within the Neighbourhood Plan could, in combination, impact upon the viability / deliverability of two of the Borough's most important development sites (Chetwynd Barracks and the Strategic Location for Growth at Toton). The Borough Council is of the view that it would be helpful if the importance of the various policy requirements could be 'ranked' so that Development Management Officers, and Borough Councillors, can better understand which 'requirements' are of most importance to the local community, and in the case that some compromises might be required, due to issues of viability, which ones the Forum would like to see 'prioritised'.
- 2.4 The Borough Council is of the view that the Neighbourhood Plan is sometimes unclear, in certain cases, as to where the responsibility for the delivery (of policies) lies, i.e. who / which organisation or applicant should be delivering the policy or is responsible for providing the relevant infrastructure. The Borough Council feels that

policy wordings could easily be slightly amended to provide a greater degree of clarity.

- 2.5 The Borough Council is concerned that some policy requirements – or requirements within the ‘justification text’ for policies are outside of the control of the Neighbourhood Forum or indeed of the LPA.
- 2.6 The Borough Council would like to suggest that some policies should be included as ‘aspirations’ only, rather than as policies, particularly where these may not be deliverable or might depend upon the actions of third parties, who may not necessarily be in complete agreement. The Borough Council notes that some of requirements set out within the ‘Policies’ section of the Plan (Section D) are also separately referred to within the earlier ‘Guidelines / Aspirations’ section of the Neighbourhood Plan (Section C). (These representations concentrate upon the ‘Policies’ section (Section D) of the Neighbourhood Plan).
- 2.7 In some cases, the Borough Council is unclear as to which specific documents (e.g. masterplans), policies of the Neighbourhood Plan are intending to refer to.
- 2.8 The Borough Council would like to seek to clarify whether the Neighbourhood Forum is seeking, through the Neighbourhood Plan, to amend the boundary of the Green Belt (towards the north of the Neighbourhood Area, north of the Toton Park and Ride site) through Policies LHC04 and LHC06 (the relocation of George Spencer Academy and the development of a new leisure centre, assuming that these policies are ‘deliverable’), as indicated on the Policies Map. The Borough Council would also like to be reassured as to whether appropriate public consultation has been undertaken in relation to this issue, for example, as a part of the Regulation 14 consultation.
- 2.8 The Borough Council would also like to seek assurances that the Environmental Statement, produced by AECOM, following the Borough Council’s Screening Report determination that a Sustainable Environmental Assessment (SEA) would be required, is sufficient to meet the requirements of the relevant Basic Conditions.
- 2.9 The Borough Council would like to clarify whether the major landowner, Annington Homes, responded to any public consultation exercises (including the Regulation 14 consultation) in relation to part of their land being used for a link road. (The Consultation Statement appears to indicate that Annington Homes did not respond to the Regulation 14 consultation). The Borough Council is making enhanced efforts to try to contact this landowner in relation to the Regulation 16 consultation.
- 2.10 The Borough Council understands that the Neighbourhood Forum has commissioned / produced a ‘masterplan’ (or masterplanning work) for the area. The purpose of this work is at this stage unclear. The Planning Policy Team of the Borough Council has not had sight of this work and so would be concerned were this

to link to any part of the Neighbourhood Plan, including the Proposals Map, were this to not have previously formed a part of the Regulation 14 consultation (as the Borough Council would be concerned that it might not yet have been subjected to appropriate public consultation, necessary to accord with the 'Basic Conditions').

- 2.11 The Borough Council's GIS Officer produced the 'Policies Map' for the Neighbourhood Forum, along with a number of other plans for inclusion in the main Neighbourhood Plan document. One of the sources for this mapping was the masterplanning work referred to within paragraph 2.11 above. However, at the request of the Neighbourhood Forum, this masterplanning work was not shared with the Borough Council's Planning Policy Team and so this Team has not had sight of these documents. The Borough Council is seriously concerned about the potential for legal challenges if not all of the supporting information / policy proposals have been subjected to thorough processes of public consultation.

3.0 Comments on Specific Policies

- 3.1 Broxtowe Borough Council would like to make some more specific comments and suggestions in relation to some policies within the Neighbourhood Plan. The Borough Council has not commented on all of the Neighbourhood Plan's policies or all potential issues. Therefore, the Borough Council would also like to refer the Independent Examiner to the Borough Council's representations made to the Regulation 14 consultation.
- 3.2 The Borough Council would like to refer the Independent Examiner to its comments in relation to the following policies.

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p><u>ENV01</u></p> <p>Toton Fields LNR, Hobgoblin Wood, Memorial Garden, Ghost House Lane, Manor Farm Recreation Ground, Inham Nook Recreation Ground and Chetwynd Barracks Playing Fields will be designated as Local Green Spaces [I] in the Area to assure their long-term protection.</p> <p><i>In addition, other green spaces may be designated during the Plan period.</i></p>	<p>Broxtowe Borough Council notes that the justification text for the policy states: <i>'Additional green spaces in the Area (such as the quarry area within Chetwynd Barracks), along with the new green spaces created under ENV03, will be assessed during the Plan period. Where appropriate, these will be designated as Local Green Spaces. Once designation has been conferred, proposals to improve their biodiversity will be expected as part of the required net gain by NPPF para 8c'.</i></p> <p>It is the Borough Council's understanding that additional areas of Local Green Space could normally only be designated through a formal review of the Neighbourhood Plan, which would involve a repeat of many of the stages of the Neighbourhood Plan process starting with the</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
	<p>Regulation 14 consultation, and depending upon the views of a future independent examiner, a new independent examination and referendum might be required.</p> <p>[The Borough Council would like to suggest that the text in red could be deleted from the policy along with some parts of the justification text].</p>
<p><u>ENV02</u></p> <p>Any development in the Area which increases or is likely to increase the use of existing green space, including Toton Fields LNR, or existing/potential rights of way (including footpaths on the ridge line east of the River Erewash) should pay an appropriate contribution to enhance these green spaces. This will facilitate their increased use and improve the network of green spaces enabling their multifunctional use.</p>	<p>The Borough Council is of the view that it would be useful to clarify which types of development the policy is intended to apply to and also to clarify what is meant by the word 'appropriate'.</p> <p>The Borough Council is concerned that there may be additional policy requirements within the justification text, some of which are not directly related to the policy wording.</p> <p>There is also reference to 'HS2 mitigation measures' and the 'East Midlands Hub Station' which, based upon the IRP, may no longer be relevant.</p>
<p><u>ENV03</u></p> <p>Establishment of new blue/green infrastructure in the Strategic Location for Growth (SLG) should be in line with the Aligned Core Strategy policy and should incorporate two new linear features which will contribute green space as both corridors and accessible natural green space. These green spaces need be of significant width/area to accommodate their multifunctional use.</p>	<p>The Borough Council is concerned that the justification text for the policy introduces additional 'requirements' (including specific 'widths' for the new green corridors). If these are 'requirements' then the Borough Council would prefer that these be included within the policy wording.</p> <p>It is unclear to the Borough Council as to whether or not these 'widths', as set out within the justification text would be viable / deliverable.</p>
<p><u>ENV04</u></p>	<p>The Borough Council is unclear what the 'relevant masterplan' refers to. Would this be the Toton and</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>Prior to any development of Chetwynd Barracks, four new GCs and three new green spaces (as detailed below) should be incorporated within the relevant masterplan.</p>	<p>Chetwynd Barracks Strategic Masterplan SPD? The Borough Council would like to question whether it might be better to state that the green corridors and spaces should actually be 'provided' as a part of the development, particularly as the Toton and Chetwynd Barracks Strategic Masterplan SPD might be adopted prior to the Neighbourhood Plan being 'made' (if successful at referendum)?</p> <p>A similar issue as with Policy ENV3 applies, in that the justification text appears to introduce additional 'requirements' (including specific 'widths' for the new green corridors). If these are 'requirements' then the Borough Council would prefer that these are included within the policy wording. It is again unclear as to whether or not these 'widths' would be viable / deliverable.</p> <p>The justification text would appear to be an 'extension' of the policy wording. The 'actual' justification text would appear to start with the text 'Further justification for ENV03 and ENV04'?</p>
<p>ENV05</p> <p>Clear arrangements for the long-term maintenance and management of new green space assets to be agreed with the Council prior to development being undertaken. Any development within Chetwynd Barracks shall either pay a contribution or undertake works to create, maintain and manage the Memorial Garden which will become the focal point for the wider community.</p>	<p>The Borough Council would like to clarify whether (only) the first part of the Policy applies to all parts of the Neighbourhood Area (i.e. the SLG, Chetwynd Barracks and any other areas / new developments)?</p>
<p>ENV06</p> <p>Development should not involve the removal of mature trees including TPOs, veteran and ancient trees. Development should seek to minimise the</p>	<p>The Borough Council is of the view that it would be useful to include a definition of what a 'mature' tree is to avoid any confusion. The justification text again appears to include additional policy 'requirements', such as the need for consultation with the community in relation to the locations for 'replacement' trees. Part of the justification text could arguably be an 'aspiration', as only the LPA</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>loss of other trees. Habitat lost to development must be replaced by equivalent species plus the necessary biodiversity gain.</p>	<p>can make TPOs. It is not clear who would be proposing the additional TPOs (the Forum, anyone in the local community, etc.) and the Borough Council is of the view that it would be useful to clarify that it would be the responsibility of the LPA to assess (in line with criteria set out in legislation) whether TPOs should be made.</p> <p>The Borough Council would note that the policy could, arguably, lead to 'most' trees being protected in the same way as trees subject to TPOs. It could also potentially cover all types of development, including householder development (although a residential applicant could presumably cut any trees down first and then apply for planning permission).</p> <p>The Borough Council also notes that, in the justification text, there is reference to the 'significant loss of trees to the East Midlands Hub Station development'; it is unclear if, following the IRP, this is still relevant?</p>
<p>ENV07</p> <p>Any development within the Area should be supported by a green landscaping plan including infill and green boundaries which should, where possible, include the planting of native species and the creation and improvement of wildlife habitats in line with at least a 10% biodiversity gain (using the DEFRA metric).</p>	<p>The Borough Council would like to clarify whether the term 'any development' would indeed include any development, e.g. does this include 'householder development, e.g. extensions, outbuildings etc.?</p> <p>The justification text appears to include policy 'requirements'. The first sentence of the justification text states:</p> <p><i>'Any development within the Area should be refused unless it is demonstrated it will conserve and enhance designated or candidate areas for local nature reserves, local wildlife sites, candidate or designated Tree Preservation Orders (TPOs).'</i></p> <p>The Borough Council is not clear what 'candidate' areas / TPOs would include, as this could apply to all areas of green space and all trees, anywhere within the Neighbourhood Area? It is also not clear who would be responsible for 'determining' whether something would be a 'candidate' or not (the LPA?).</p>
<p>ENV08</p>	<p>The Borough Council is unclear as to how</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>Any development should ensure that it has a positive impact on connectivity between ecological assets such as LNRs, SSSIs, LWSs, and green spaces beyond the Neighbourhood Area boundary.</p>	<p>applicants would necessarily be able to comply with this policy and would welcome some clarification.</p>
<p>INF01</p> <p>An Infrastructure masterplan, detailing proposals to manage increased traffic from both within the Area as well as known new developments near to the Area will need to be produced before development starts.</p>	<p>The Borough Council would like to seek some clarifications, including how the word ‘near’ would be defined.</p> <p>The policy wording does not state ‘which’ development it refers to, although the justification text does refer to the SLG and Chetwynd Barracks. It is unclear what other developments it would need to take account of.</p> <p>The Borough Council would like to clarify who (which organisation / owner / applicant etc.) would be responsible for the production of the infrastructure masterplan. It is unclear whether or not this policy is referring to the Toton and Chetwynd Barracks Strategic Masterplan SPD – which could be adopted prior to the Neighbourhood Plan being ‘made’ (if successful at referendum)?</p>
<p>INF02</p> <p>In line with INF01 a new north-south primary access road is required to both relieve issues with Stapleford Lane and also act as the local infrastructure for the development within Chetwynd Barracks and SLG. This should link to the new road infrastructure being developed for the new East Midlands Hub Station.</p>	<p>The policy wording states that a north-south primary access road is required, but it does not state who would be required to provide it or how it should be funded. Further clarity would be welcomed.</p> <p>The policy notes that this should link to the new road infrastructure being developed for the new East Midlands Hub Station. However, if the East Midlands Hub Station does not proceed (following the IRP publication), it is not clear as to whether this remains relevant.</p>
<p>INF03</p> <p>Provision of new, dedicated cycle routes (off - road and separated on-road) through</p>	<p>The Borough Council would like to clarify who would be responsible for providing these routes or whether this is an aspiration?</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
the Area will be required. Separated lanes should be included within new green corridors (see ENV03 and ENV04).	
INF04 Cycle lanes should be direct and separated where possible from motor vehicles when on road on key routes through the Area especially those leading to the East Midlands Hub Station.	<p>The Borough Council notes that some issues such as the design of highways and highway standards are the responsibility of the County Council.</p> <p>There is a question as to whether reference to the East Midlands Hub Station is still appropriate and also whether much of the justification text is now relevant / appropriate.</p>
INF05 Proposals to reduce levels of traffic congestion and pollution, as well as improve safety at the key locations, are expected due to the traffic growth arising from the development of Chetwynd Barracks and the SLG.	<p>The 'key locations' are described within the justification text not the policy and cover many of the main highways of the Neighbourhood Area.</p> <p>The Borough Council notes that issues such as highway safety and congestion are the responsibility of the County Council (and National Highways in the case of the A52). The County Council / National Highways would need to advise on the locations where improvements would be required.</p> <p>National Highways submitted an objection to the Borough Council's Toton and Chetwynd Barracks Strategic Masterplan SPD Regulation 13 consultation, specifically in relation to access onto the A52 dual carriageway. Technical work is ongoing to try to address these concerns.</p>
INF06 East Midlands Hub Station parking should not be allowed on residential streets, especially to the west of Stapleford Lane.	<p>The Borough Council notes that, following the publication of the government's Integrated Rail Plan (IRP), the East Midlands Hub Station may not proceed and so the relevance of the policy might need to be reviewed. Notwithstanding this, this issue would be the responsibility of the County Council.</p> <p>Resident parking schemes are the responsibility of the County Council. If introduced – subject to the County Council's conditions for their introduction, the Borough Council understands that these would restrict 'all' non-resident parking, not just specially rail users.</p>
INF07	In so far as this issue could be influenced by the

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>All development of the SLG and Chetwynd Barracks should preserve, enhance and encourage re-routing of bus services through the Area.</p>	<p>Neighbourhood Plan, the word 'and' [i.e. 'enhance and encourage'] could potentially be replaced with either 'or' or 'and / or'.</p> <p>There are again additional policy 'requirements' within the justification text.</p>
<p>INF08</p> <p>New developments should provide adequate levels of parking to minimise on-street parking.</p>	<p>The Borough Council would like to clarify how the word 'adequate' would be defined. (There appears to be no policy / guidance in terms of numbers of spaces required either within the policy or justification text).</p>
<p>INF09</p> <p>Development proposals that make use of or apply appropriate technological solutions to reduce travel demand (car sharing, car clubs) and demand-responsive public transport, will be supported.</p>	<p>The justification text notes that '<i>Particular attention should be given to links to other modes of transport, such as the tram stop at Toton Lane and the East Midlands Hub Station with its fast connections to Nottingham, Derby and beyond</i>'. This could perhaps be reviewed in light of the IRP.</p>
<p>HAS01</p> <p>In new developments of more than ten homes, at least 30% of properties should be 'Affordable'. This target should include a mix of 'Affordable to Rent' and 'Affordable to Buy'. Developments should ensure that the Tenure Mix meets the future needs of Residents within the Neighbourhood Area whilst recognising the present proportions in the Neighbourhood Area of 75% Owner Occupied (including shared ownership), 11.5% Affordable Rented and 13.5% Market Rented homes.</p>	<p>In terms of the 'tenure mix', there could be a difference of position between the policy wording and the justification text – as the requirement within the policy wording is slightly different to that as expressed within the justification text. The Borough Council would welcome some clarity in relation to this.</p>
<p>HAS02</p> <p>In all developments on</p>	<p>It is not entirely clear where the 'mix of housing types and sizes' is outlined?</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>Chetwynd Barracks and the Strategic Location for Growth (and elsewhere in developments of 10 homes or more), the number of new dwellings should be such that the number of all dwellings of all sizes (new and existing) meets the future needs of residents in the Area. Developers should ensure that there is adequate provision of smaller homes (with fewer bedrooms) and bungalows to provide a dynamic housing market and encourage both first-time buyers and last-time buyers. Development proposals should provide a mix of housing types and sizes as outlined. However, where justified by new evidence during the Plan period, variation to the housing mix will be considered by the Neighbourhood Forum in future.</p>	<p>The Borough Council would like to understand when the 'variation' to the housing mix would be considered by the Neighbourhood Forum. Would this be at a formal review of the Plan or would this be within any consultee response to a planning application?</p>
<p>HAS06</p> <p>The Building Regulations Part G (2010) include an optional mains water consumption target of 110 litres per person per day. Unless not feasible or viable to do so, buildings should be designed to meet that target, or the most stringent target set in any superseding regulations. Water Efficient Fittings should be included in all refurbishments and any new developments to achieve a lower overall water</p>	<p>The Borough Council notes that it could be difficult to enforce this policy in relation to 'refurbishments', as these would not necessarily, in all cases, require planning permission.</p> <p>The Borough Council notes that it could be useful to set out what the Building Regulations Part G (2010) require, as many applicants (including householders / custom / self-builders etc.) may not be aware of this.</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
consumption.	
<p>HAS07</p> <p>Developers should demonstrate how they intend to minimise on-site construction times by the use of Modern Methods of Construction (MMC) building techniques, such as Modular Homes. Innovative use of MMC such as modular housing will be strongly supported.</p>	<p>The Borough Council notes that the justification text refers to 'circa 4,000 homes and workplaces for 10,000 people'. These figures may or may not be accurate. A decision in relation to housing numbers will be made as a part of the Greater Nottingham Strategic Plan process (the review of the Broxtowe Aligned Core Strategy). A 'preferred approach' has not yet been developed in relation to the acceptable level of growth for these sites. The Sustainability Appraisals for these sites, as a part of the Greater Nottingham Strategic Plan process, is also ongoing at the current time.</p>
<p>URB01</p> <p>New residential developments should, wherever possible, have access to private external space. If not possible, access to nearby communal space should be available. The design of new developments should minimise overlooking.</p>	<p>The Borough Council notes that the justification text introduces additional policy requirements, e.g.: <i>'This will normally comprise a back garden and a front garden. For development of new apartments, this will normally comprise a private external balcony or a roof terrace, both options including sufficient space for two or more people to sit'</i>. The requirement in relation to balconies could, potentially, be inconsistent with the requirement in relation to 'overlooking'.</p>
<p>URB03</p> <p>In new developments over 10 units, street layout and design should meet the needs of all users, including providing safe space for children, pedestrians and cyclists.</p>	<p>Would the threshold as set out in this policy be '11+ units' (i.e. 'over 10 units') as per the policy wording or '10 or more units' (to ensure consistency with other policies, e.g. Policy HAS02)?</p> <p>The justification text includes additional policy requirements, e.g.: <i>'Additionally, on- or off-street parking provision should include cycle parking and electric vehicle charging points' and green space standards'</i>. Should this be included as a part of the policy?</p>
<p>URB05</p> <p>Proposals for the Toton Innovation Campus (the 'Campus') can include a mix of buildings which integrate business, residential and retail</p>	<p>There are references in the justification text to the 'East Midlands Hub Station', including in relation to retail outlets: <i>'....• Other retail outlets will serve the needs of commuters travelling to/from the Hub Station'</i>, which might no longer be relevant, as a result of the IRP.</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
opportunities both as separate buildings and as combined buildings with commercial offices and apartments integrated in a single structure.	
<p>LHC01</p> <p>Proposals to develop two neighbourhood-scale, pedestrian-friendly retail centres will be encouraged. One preferably next to the Memorial Gardens in the Barracks to provide a focus for the retail centre and a ‘heart’ for the new community. With the other situated within the development west of Toton Lane. See also policy EMP05.</p>	<p>The Borough Council notes that the policy wording appears to be very similar to Policy EMP05, although Policy EMP05 appears to require the provision of a plaza-style neighbourhood retail centre in Chetwynd Barracks and would strongly support it being at the Memorial Gardens and the provision of another to the west of Toton Lane, whereas Policy LHC01 just encourages proposals for two neighbourhood-scale pedestrian-friendly retail centres. Therefore, there are inconsistencies between the two policies.</p>
<p>LHC02</p> <p>Development of the Barracks should respect its heritage and seek to conserve/re-purpose its significant assets where feasible. New developments are required to preserve, and where possible, enhance the historic significance of these assets. There is a presumption in favour of their protection and/or re-purposing for public benefit.</p>	<p>The Borough Council notes that the justification text includes a ‘policy’ to ‘locally list 18 buildings’ as set out within Appendix 2 of the Plan. The Borough Council also notes that one of these buildings, ‘Building 157’ is extremely large (circa 40,000 sq. m in size, according to initial BBC (Policy Officer) estimates). The Borough Council is concerned that this could have significant implications in relation to viability / deliverability of the site.</p> <p>It is unclear as to how the terms ‘re-purposing’ and ‘public benefit’ might be defined or what these might include.</p> <p>The justification text also notes:</p> <p><i>‘It needs to be noted that the tunnels have not been fully assessed, so should be treated as a ‘local hazard’ that requires further investigation before decisions can be made as to their future role/purpose’.</i> The Borough Council would like to clarify whether this would be included during a ‘formal review’ of the Neighbourhood Plan.</p>
LHC04	The Borough Council is of the view that it would

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p><i>George Spencer Academy is expected to manage the large increase in pupils arising from the additional homes being built in the Area. It is anticipated that the Academy will need (and should be encouraged) to develop plans to expand capacity as the configuration of the current site is unlikely to meet demand. Relocation of the Academy adjacent to the new leisure centre (see LHC06) is the preferred option and will be supported.</i></p>	<p>be the responsibility of the Local Education Authority (LEA), Nottinghamshire County Council (NCC) to manage any increase in pupils and seek developer contributions as appropriate. Ultimately, these decisions would need to be taken by the LEA (NCC).</p> <p>It is unclear as to 'which organisation' the '<i>should be encouraged</i>' text is aimed at (i.e. should be encouraged by the Forum or LPA or LEA etc.?).</p> <p>Please also refer to the Borough Council's comments in relation to the Green Belt (paragraph 2.8).</p>
<p>LHC05</p> <p>Provision of a primary school and new medical facilities (both needed to meet forecast demand) will be strongly supported.</p>	<p>The Borough Council notes that the policy does not appear to refer to a site / location. The justification test appears to refer to Chetwynd Barracks but there is no mention of the Strategic Location for Growth at Toton site?</p>
<p>LHC06</p> <p>A new Leisure Centre should be built in the Area to cope with demand for leisure services arising from increased residential population as well as the significant numbers expected to be working at the Innovation Campus.</p>	<p>The Borough Council is not clear who this policy is 'aimed' at (e.g. which developers, the LPA etc.). It is noted that this has also been referred to as an 'aspiration' in the previous section of the Neighbourhood Plan. Please also refer to the Borough Council's comments in relation to the Green Belt (paragraph 2.8).</p>
<p>LHC08</p> <p>The provision of allotments/communal gardens within easy walking distances of new homes will be supported.</p>	<p>There appear to be differences between the policy wording and justification text (which includes policy requirements). There is a key difference between the policy wording (which states that the provision of allotments will be 'supported') and the justification text, which implies that allotments 'should' be provided.</p>
<p>EMP01</p> <p>The new 'Innovation</p>	<p>The Borough Council notes that the justification text states: '<i>Developments comprising mixed-use buildings that incorporate both commercial and</i></p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>Campus' should maximise employment potential. Proposals for B1 class buildings that provide significant numbers of jobs will be supported.</p>	<p><i>residential uses will be particularly welcomed'</i>, which, arguably, effectively extends the policy rather than providing a justification for it.</p>
<p>EMP02</p> <p>Development of commercial property on Chetwynd Barracks should seek to reuse existing buildings where feasible. Proposals to locate the centre of employment zone around Building 157 will be strongly supported along with proposals to maximise the re-use of some/all of the building. Small to medium scale employment will be supported, but any proposals for a large scale industrial storage and distribution facility for Building 157 will not be.</p>	<p>The Borough Council notes that Building 157 is a very large MOD storage / distribution building. [Approximately, 40,000 sq. m. in size, based upon (Policy Officer) initial estimations. Please also refer to the Borough Council's comments in relation to Policy LHC02].</p> <p>The Borough Council notes that this building (Building 157) is also to be protected by Neighbourhood Plan Policy LHC02, which designates it within a 'local heritage list'.</p> <p>Given the large size of Building 157, were this building to be retained, the Borough Council is concerned as to whether this 'could' potentially impact upon the viability / deliverability of the wider site, for example, in terms of the numbers of units or densities.</p>
<p>EMP03</p> <p>The design and development of the commercial zones should be:</p> <ul style="list-style-type: none"> - visually attractive and compatible with the surrounding area and include screening where necessary; - of a scale, design and finish appropriate to its setting, particularly where it can be viewed from high ground; - landscaped in a manner that retains existing trees/hedgerows and blends with nearby green spaces using new planting as appropriate. 	<p>The Borough Council is unclear as to whether there should be some justification text for this policy?</p>
<p>EMP04</p>	<p>The justification text suggests that the 'Centre for</p>

NEIGHBOURHOOD PLAN POLICY	BROXTOWE BOROUGH COUNCIL COMMENTS AND OBSERVATIONS
<p>The development of a 'Centre of Excellence' for smart building technologies in the Area is strongly encouraged. Such a development provides a focus to attract leading-edge organisations to the Innovation Campus.</p>	<p>Excellence' would include an MMC 'factory'. The Borough Council is concerned that there could be potential 'nuisances' of the industrial operations of any such facility (including noise, vibration, pollution, HGV movements etc.) which might not be entirely consistent with the proposed neighbouring uses and would welcome any assurances in relation to this policy proposal.</p>
<p>EMP05</p> <p>Create a plaza-style neighbourhood retail centre in Chetwynd Barracks. Proposals to create such an area next to the Memorial Gardens will be strongly supported, as will another retail centre within the development west of Toton Lane. See also policy LHC01 for the siting of the retail centre next to the Memorial Gardens as a 'heart' for the community, and also to respect its heritage and setting.</p>	<p>The policy wording appears to be very similar to Policy LHC01, although Policy EMP05 appears to require the provision of a plaza-style neighbourhood retail centre in Chetwynd Barracks and would strongly support it being at the Memorial Gardens and the provision of another to the west of Toton Lane, whereas Policy LHC01 just encourages proposals for two neighbourhood-scale pedestrian-friendly retail centres. Therefore, there are inconsistencies between the two policies.</p> <p>The policy refers to Policy LHC01 in relation to the 'heart' for the community and also 'heritage and setting', although Policy LHC01 does not appear to refer to 'heritage and setting' either within either the policy or supporting text?</p> <p>[To ensure consistency and to avoid confusion, the Borough Council would like to suggest that merging the two policies (LHC01 and EMP05) would appear to be worthy of consideration].</p>

Version 6

TG22.06.22

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Chetwynd: The Toton and Chilwell Neighbourhood Plan (Regulation 16) Consultation Response Form



APPENDIX 2
Broxtowe
Borough
COUNCIL

Agent (if applicable)

Please provide your client's name	
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Your Details

Title	Mr	Mrs	Miss	Ms	Other:
Name	XX				
Organisation (if responding on behalf of an organisation)	Broxtowe Borough Council				
Address	Council Offices, Foster Avenue, Beeston, Nottingham				
Postcode	NG9 1AB				
E-mail address	xx@broxtowe.gov.uk				

Comments should be received by 22nd July 2022

Please state whether or not you would like to be notified of the local planning authority's decision (to 'make' or 'refuse' the Chetwynd: The Toton and Chilwell Neighbourhood Plan).

Yes ☐ No ☐ N/A

If you require any assistance in completing this form, please do not hesitate to contact the Planning Policy Team on 0115 917 3452 or 3015 or via email: policy@broxtowe.gov.uk.

For more information please visit:

www.broxtowe.gov.uk/chetwyndneighbourhoodplan

Data Protection - The comment(s) you submit on the Chetwynd: The Toton and Chilwell Neighbourhood Plan will be used in the plan process and may be in use for the lifetime of the Chetwynd: The Toton and Chilwell Neighbourhood Plan in accordance with the Data Protection Act 2018. The information will be analysed and the Council will consider issues raised. Please note that comments cannot be treated as confidential and will be made available for public inspection. All representations can be viewed at the Council Offices. A copy of Broxtowe Borough Council's Planning Policy Privacy Notice is available on our website at the following link: <https://www.broxtowe.gov.uk/for-you/planning/planning-policy/planning-policy-privacy-statement/>.

Please return completed forms to:

Planning Policy Team, Broxtowe Borough Council, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB or via email to: policy@broxtowe.gov.uk.

1. Please state which part of the Neighbourhood Plan (i.e. which policy, aspiration, section, objective or paragraph) your representation refers to (please complete a separate form for each representation)

Please refer to accompanying letter.

2. Do you support, oppose, or wish to comment on this policy, aspiration, section, objective or paragraph? (select one)

Support ☐

Support with
modifications ☒

Oppose ☐

Have Comments ☒

Please give details of your reasons for support/opposition, or make other comments here.

Please refer to accompanying letter.

This form is available in large print and other formats on request.

Report of the Portfolio Holder for Community Safety

PROPOSAL FOR HACKNEY CARRIAGE FARES INCREASE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

1. Purpose of Report

To consider a proposal to increase hackney carriage fares from 8 August 2022. At the Council meeting on 13 July 2022, members were asked to amend the Constitution in order to transfer the functions of the LG(MP)A 1976 in relation to hackney carriage and private hire licensing. This is in accordance with legislation relating to moving from a Committee style of governance to an Executive system. This report was initially considered at the Licensing and Appeals Committee on 14 June 2022, however, in accordance with legislation it is now being resubmitted for Cabinet's consideration.

2. Recommendation

The Cabinet is asked to:

- 1. CONSIDER the proposed increases and RESOLVE accordingly**
- 2. RESOLVE to advertise any proposed increase in hackney carriage fare rates as detailed below.**

3. Detail

The present fees were last increased on 1 May 2019. The matter has been raised by members of the "Taxi" trade and as in the past, it was decided to consult directly with the drivers and four options were offered.

The proposals are outlined below together with a summary of the responses from the driver consultation which closed on 21 May 2022.

The Committee is asked to consider which one should be accepted. Any proposed increase is subject to public consultation under section 65(2) of the Local Government (Miscellaneous Provisions) Act 1976 and must be published in a newspaper with a 14-day period for representations to be made. Any relevant representations will be reported to committee for consideration prior to implementation

For reference purposes the Consumer Price Index (CPI) shows a 9% increase in 12 months from April 2021. The CPI 12-month increase for motor fuels for the same period is 31.4%

146 hackney carriage/private hire drivers were consulted between 3 and 21 May. 35 responses were received.

The proposed fee table is attached as appendix 1.

The neighbouring authority fares is attached as appendix 2.

A breakdown of the responses is attached at appendix 3.

4. Financial Implications

There are no financial implications for the Council in responding to the consultation. Whilst there may be a future financial impact depending upon any changes made to the Taxi Policy in future, these would potentially be recouped through increased charges.

5. Legal Implications

The amendments to hackney carriage fares must be carried out in accordance with the statutory requirements set out in Section 65 the Local Government (Miscellaneous Provisions) Act 1976 as set out in body of the report.

6. Background Papers

Nil

APPENDIX 1

Proposed Fee Table

Current Fees (from 1 June 2015)	Option A Current	Option B	Option C	Option D
First 880 yards	3.00 (880 yd)	3.50 (880 yd)	3.00 (880 yd)	3.50 (880 yd)
Subsequent yards	0.10 (88 yd)	0.10 (88 yd)	0.10 (80 yd)	0.10 (80 yd)
(1 Mile 1760 yards)	4.00	4.50	4.10	4.60
Thereafter each 88/80 yards	0.10	0.10	0.10	0.10 (80yd)
(each mile)	2.00	2.00	2.20	2.20
each 20 sec waiting time	0.10	0.10	0.10	0.10
Surcharges				
Journey made 12.00 midnight to 6.00am per hiring excluding Christmas and New Year periods	1¼ times normal rate	1¼ times normal rate	1¼ times normal rate	1¼ times normal rate
All statutory Bank Holidays except Christmas and New Year periods From 6.00am till 6.00am the following day	1¼ times normal rate	1¼ times normal rate	1¼ times normal rate	1¼ times normal rate
Christmas period from 6.00pm 24 December to 6.00am 27 December New Year period from 6.00pm 31 December to 6.00am 2 January	2 times normal rate	2 times normal rate	2 times normal rate	2 times normal rate
Vehicles licensed to carry 5 or more passengers (When carrying 5 or more passengers)				
Journey made between 6.01am and 11.59pm	1½ times normal rate	1½ times normal rate	1½ times normal rate	1½ times normal rate
Journey made 12.00 midnight to 6.00am per hiring excluding Christmas and New Year periods	1½ times normal rate	1½ times normal rate	1½ times normal rate	1½ times normal rate
All statutory Bank Holidays except Christmas and New Year periods From 6.00am till 6.00am the following day	1½ times normal rate	1½ times normal rate	1½ times normal rate	1½ times normal rate
Christmas period from 6.00am 24 December to 6.00am 27 December New Year period from 6.00am 31 December to 6.00am 2 January	2 times normal rate	2 times normal rate	2 times normal rate	2 times normal rate
Soiling Charge	40.00	40.00	40.00	40.00
First Mile (% increase)	4.00	4.50	4.10	4.60

		(12.5%)	(2.5%)	(15.0%)
Two Miles (% increase)	6.00	6.50 (8.3%)	6.30 (5.0%)	6.80 (13.3%)
Five Miles (% increase)	12.00	12.50 (4.2%)	12.90 (7.5%)	13.40 (11.6%)
Ten Miles (% increase)	22.00	22.50 (2.3%)	23.90 (8.6%)	24.40 (10.9%)

Option A: No change

Option B: £0.50 increase on first 880 yds only

Option C: No increase on first 880 yds but reduction to 80 yds for each following increment.

Option D: £0.50 increase on first 880 yds with reduction to 80 yds for each following increment.

Neighbouring Authority Metered Fees for Two Mile Journey

Erewash	£5.50
Rushcliffe	£5.60
Gedling	£5.70
Mansfield	£5.35
Amber Valley	£5.20

Consultation Responses

Option A	7
Option B	2
Option C	4
Option D	22

Report of the Leisure and Health Portfolio Holder

EVENTS AND MUSEUMS SERVICE REVIEW

1. Purpose of Report

This report recommends a feasibility review on transferring the events and museums service back in-house from LLeisure Limited.

2. Recommendation

Cabinet is asked to RESOLVE that a feasibility review is carried out on the costs, benefits, and risks of transferring the events and museums service back in-house, to be reported back to a future Cabinet.

3. Detail

The Council's teckal company, LLeisure Limited operates an events and museums service for the council, as well as running Bramcote, Kimberley and Chilwell leisure centres through a contractual arrangement. Currently events are also organised by the Council's employees across a number of Council departments and teams including civic services, communities, environment, housing, economic development and others. It is a possibility that bringing LLeisure's events and museums team within the Council's structure will make communication and co-ordination of all events more co-ordinated and resilient. A more coherent programme of events can be published if events are programmed on a more comprehensive basis. The events and museums aspects of work within LLeisure are costly and loss making and detract from the financial success of LLeisure. Events and museums are not the main focus of attention within LLeisure and could be said to distract from its primary business purpose.

There are potential synergies between events and the council's existing communications team. Within LLeisure the events and museums team is very small and potentially additional capacity can be drawn from the Council to support the work of events and museums when this is needed. The feasibility review will involve consultations with LLeisure Ltd, Unions and all potentially affected individuals about the possibility of transfer of events and museums back in-house.

The review will also assess the financial implications for the company and the council, and identify all the relevant risks and benefits of the transfer in-house. There will also be consideration of suggestions about where the roles within the events and museums service may fit within the existing council structure.

4. Financial implications

There are no additional budgetary commitments required to complete this feasibility study and consultation stage.

5. Legal Implications

There are no direct legal implications arising from the recommendation of this report, once the feasibility review has been carried out further comment will be provided.

6. Human Resources implications

None

7. Union Comments

None

8. Data Protection Compliance Implications

Not applicable

9. Equality Impact Assessment

Not applicable

10. Background Papers

Nil

Report of the Leader of the Council

CABINET WORK PROGRAMME

1. Purpose of Report

Cabinet is asked to approve its Work Programme, including potential key decisions that will help to achieve the Council's key priorities and associated objectives.

2. Recommendation

Cabinet is asked, that the Work Programme, including key decisions, be approved.

3. Detail

The Work Programme for future meetings is set out below. Key decisions are marked with an asterisk*.

13 September 2022	<p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> • Capital Programme Update 2022/23 • Revenue Budget Variations 2022/23 • Workforce Profile <p><u>Environment and Climate Change</u></p> <ul style="list-style-type: none"> • Dog Policy Review • Waste Strategy <p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Modern Slavery Statement • Child Poverty Action Plan • Anti-Social Behaviour Policy <p><u>Economic Development and Asset Management</u></p> <ul style="list-style-type: none"> • Toton and Chetwynd SPD • Cremator Review*
4 October 2022	<p><u>Resources and Personnel Policy</u></p> <ul style="list-style-type: none"> • Irrecoverable Arrears • Medium Term Financial Strategy and Business Strategy • Budget Consultation 2022/23 • Grants to Voluntary and Community Organisations • Wellbeing Strategy <p><u>Economic Development and Asset Management</u></p> <ul style="list-style-type: none"> • House Building Delivery Plan

4. Legal Implications

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

5. Background Papers

Nil.

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