

## **Communities and Place Committee**

**Thursday, 08 February 2018 at 10:30**

**County Hall, West Bridgford, Nottingham, NG2 7QP**

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### **AGENDA**

- |    |  |           |
|----|--|-----------|
| 1  | Minutes of the last meeting held on 11 January 2018  | 3 - 6     |
| 2  | Apologies for Absence  |           |
| 3  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |           |
| 4  | Nottinghamshire Concessionary Travel Scheme 2018-2019  | 7 - 14    |
| 5  | Consultations on a Major Road Network for England and the Second Roads Investment Strategy   | 15 - 20   |
| 6  | Budget Saving Options for Holme Pierrepont Country Park  | 21 - 24   |
| 7  | Section 19 Report - Flooding in Newthorpe - July 2013  | 25 - 36   |
| 8  | Responses to Petitions Presented to the Chair of the County Council  | 37 - 46   |
| 9  | Review of the County Council's Statement of Community Involvement  | 47 - 98   |
| 10 | NCC Barnby Gate, William Street and Whitfield Street Area, Newark Prohibition of Waiting Traffic Regulation Order 2017 3264  | 99 - 106  |
| 11 | NCC Brookhill Street Area, Stapleford - Prohibition of Waiting Traffic Regulation Order 2017 5238  | 107 - 116 |

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13	Fees Charges 2018-19 for Libraries, Archives and Information	129 - 144
14	Work Programme	145 - 150

## **Notes**

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.  
  
Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Martin Gately (Tel. 0115 977 2826) or a colleague in Democratic Services prior to the meeting.
- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting Communities and Place Committee

Date 11 January 2018 (commencing at 10:30 am)

**Membership**

Persons absent are marked with an 'A'

**COUNCILLORS**

John Cottee (Chairman)  
Gordon Wheeler (Vice-Chairman)  
Kevin Rostance (Vice-Chairman)

Pauline Allan  
Glynn Gilfoyle  
Kevin Greaves  
Tony Harper  
Tom Hollis  
Bruce Laughton

John Knight  
Steve Vickers

**OTHER COUNCILLORS IN ATTENDANCE**

Neil Clarke  
Jim Creamer

**OFFICERS IN ATTENDANCE**

Adrian Smith	-	Place Department
Derek Higton	-	Place Department
Sally Gill	-	Place Department
Heather Stokes	-	Place Department
Sean Parks	-	Place Department
Doug Coutts	-	VIA
Neil Hodgson	-	VIA
Clare Murden	-	VIA
Ian Bond	-	Inspire
Nicola Schofield	-	Place Department
Vicky Cropley	-	Place Department
Chris Ward	-	Place Department
Jenney Makler	-	Place Department
Martin Gately	-	Resources Department

## **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 7 December 2017, having been circulated to all Members, were agreed to be a correct record and signed by the Chairman.

## **APOLOGIES FOR ABSENCE**

None.

## **CHANGE OF MEMBERSHIP**

Councillor Vickers replaced Councillor Ogle for this meeting only.

## **DECLARATIONS OF INTEREST**

None.

## **PERFORMANCE REPORTING (QUARTER 2 2017/18) – COMMUNITIES AND PLACE**

### **RESOLVED 2018/001**

That:

- 1) Progress against the VIA rectification plan be reported to a future Communities and Place Committee meeting.
- 2) An update on the schools catering service, along with proposed actions be brought back to a future Communities and Place Committee meeting.

## **UPDATE ON KEY TRADING STANDARDS & COMMUNITY SAFETY MATTERS**

### **RESOLVED 2018/002**

That:

- 1) A follow-up report be received at every second Committee meeting on key Trading Standards and Community Safety matters, in the same format as the report considered by Committee at this meeting, and that this is included in the work programme;
- 2) Updates be received on progress regarding the specific key threats of illicit tobacco, mass marketing scams and doorstep crime as part of these follow-up reports, at a frequency of not less than once every fourth Committee meeting;
- 3) A financial abuse and scams actions plan be developed including options for raising awareness with key stakeholders.
- 4) An update report be received to scrutinise commercial performance as set out within the CDU process, as part of these reports at a frequency of not less than once every fourth committee meeting;

- 5) Officers use appropriate media campaigns to promote key messages regarding the product safety projects regarding part worn tyres and second hand electrical items.

### **INDEPENDENT TRAVEL TRAINING**

#### **RESOLVED 2018/003**

That:

- 1) The continued work of the team be endorsed;
- 2) A Nottinghamshire brand for use on independent travel training and future awards presentations to schools and colleges to celebrate the success of the scheme be developed,

### **STREET LIGHTING ENERGY SAVING**

#### **RESOLVED 2018/004**

That:

- 1) The LED 'Spend to Save' programme be extended as identified in this report.

### **THE NOTTINGHAMSHIRE COUNTY COUNCIL (STANDHILL ROAD, CARLTON – TRAFFIC CALMING)**

#### **RESOLVED 2018/005**

That:

- 1) The Nottinghamshire County Council (Standhill Road, Carlton) Traffic Calming goes ahead as proposed.

### **MINER TO MAJOR: THE REAL SHERWOOD FOREST STAGE 2 APPLICATION**

#### **RESOLVED 2018/006**

That:

- 1) The submission of the Stage 2 Application to the Heritage Lottery Fund by the published deadline in February 2018 be approved.
- 2) The County Council contribution of cash match funding for the Miner to Major Landscape Partnership Scheme as set out in paragraph eight of the report be approved.

## **OBJECTIONS TO PERMANENT TRAFFIC REGULATION ORDERS AND BUS STOP**

### **RESOLVED 2018/007**

That:

- 1) The decisions made by officers in quarter 4 of 2016-17 and quarters 1 and 2 of 2017-18 be endorsed.

## **THE NOTTINGHAMSHIRE COUNTY COUNCIL (CENTURY ROAD, GRACE ROAD, ORDSALL ROAD, NEWLANDS, OLLERTON ROAD, WEST HILL ROAD, ORDSALL, RETFORD) (PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2017 (1200)**

### **RESOLVED 2018/008**

That:

- 1) The Nottinghamshire County Council (Century Road, Ordsall Road, Newlands, Ollerton Road, West Hill Road, Ordsall, Retford) (Prohibition of Waiting) Traffic Regulation Order 2017 (1200) is made as advertised with the following amendment and the objectors notified accordingly:
  - Implement 'No Waiting At Any Time' restrictions on Ordsall Road, Ordsall, south-east side, from its junction with West Hill Road in a north-easterly direction, for a distance of 30 metres rather than 65 metres as advertised.

## **CULTURAL SERVICES UPDATE**

### **RESOLVED 2018/009**

That:

- 1) The parking charges proposed for Sherwood Forest be approved and the contract sum to be paid to Inspire for 2018/19 be ratified.

## **WORK PROGRAMME**

### **RESOLVED 2018/010**

That the work programme be noted.

The meeting concluded at 11:25 am.

**8 February 2018****Agenda Item: 4****REPORT OF SERVICE DIRECTOR, PLACE & COMMUNITIES****NOTTINGHAMSHIRE CONCESSIONARY TRAVEL SCHEME 2018 / 2019****Purpose of the Report**

1. To seek approval for the Nottinghamshire Concessionary Travel Scheme for 2018 / 2019, publication of the final statutory scheme notice on 3 March 2018 and the proposed funding (subject to Full Council budget approval in February 2018).
2. To seek approval to continue with the County Council's additional discretionary elements of the scheme which are estimated to cost £1.125m in 2018 / 2019.
3. To seek Committee approval to grant delegated power for the Service Director for Place & Communities to agree the final reimbursement arrangements and associated financial commitments from 1 April 2018 in conjunction with the Chairman and Vice Chairman of the Communities & Place Committee and the Group Manager for Highways & Transport.
4. To seek approval to introduce a hot listing process whereby lost and stolen concessionary travel passes are blocked from use on buses and trams.
5. To seek approval for the modernisation of application processes for disabled applicants to simplify and improve the customer journey whilst ensuring compliance with best practice guidance.

**Information**

6. Within the Council Plan and emerging Place Plan, transport is highlighted as an important part of making "Nottinghamshire a great place to live, work , visit and relax."

To help realise this vision; the County Council's provides Concessionary travel for Nottinghamshire's elderly and disabled residents which enables Nottinghamshire residents to access work ,training , health, shopping and leisure facilities.

7. The County Council has been a Travel Concession Authority (TCA) since April 2011 and has the duty to provide free travel on local bus services for the holder of a valid English National Concessionary Travel Pass (ENCTS). Free travel is available between 0930 and 2300 weekdays and all day at weekends and on bank holidays anywhere in England.

8. Concessionary travel passes are available to those who qualify on the grounds of age or disability. The age of entitlement is gradually being increased, for both men and women, in line with the rise in state pension age for women and is currently 64 years of age rising to 66 by 2020. At present there are approximately 155,500 Nottinghamshire pass holders.
9. The eligibility criteria for a concessionary travel pass on grounds of disability are defined in legislation and summarised below as a person who:-
  - Is blind or partially sighted
  - Is profoundly or severely deaf
  - Is without speech
  - Has a disability, or suffered an injury, which has a substantial and long-term adverse effect on their ability to walk
  - Does not have the use of both arms whether by the loss of limbs or otherwise.
  - Has a learning disability
  - Would have an application to drive a motor vehicle refused due to a disability
10. TCA's are allowed to offer, and fund, additional travel entitlements using discretionary powers from Section 93 of the Transport Act 1985. The County Council currently offers two additional travel entitlements for Nottinghamshire residents which are discounted travel on the tram and a companion's travel facility attached to passes issued for certain severe disabilities. On 19<sup>th</sup> January 2017 the Transport & Highways Committee approved an additional discretionary travel entitlement for holders of Nottinghamshire disabled persons ENCTS passes. This entitlement is for discounted travel on Section 19 minibus services in the county. It is anticipated that these discretionary elements will cost approximately £1.125m during the 2018/19 financial year.
11. Holders of Nottinghamshire concessionary travel passes are entitled to free travel on the tram at the same times as on local bus services detailed in paragraph 4. Unlike the statutory bus concession, detailed in paragraph 6, the County Council is responsible for reimbursing the tram operator for travel by Nottinghamshire pass holders only. This requirement covers the entire Nottingham tram network.
12. Passes with the additional companions' entitlement are issued to people who are blind, have a severe walking disability or a severe learning disability and would have difficulty travelling alone. The pass allows one additional person to travel with the pass holder at the same discounted rate for all journeys commencing in Nottinghamshire.

## **Reimbursement**

13. The County Council is responsible for reimbursing transport operators for all statutory free concessionary travel whereby the holder of a valid ENCTS pass boarded a bus within the administrative boundary of Nottinghamshire irrespective of which English TCA issued the pass. The Council has met its duty to issue a draft notice of the proposed scheme by 1 December 2017 and must issue a final scheme notice by 3 March 2018 to enable the scheme to commence on 1 April 2018. The final notice must detail scheme entitlements and reimbursement arrangements.
14. The transport operators have a duty to accept travel passes on the local bus services they operate. Travel is permitted under the terms of carriage of each operator.



15. Reimbursement is calculated to ensure that the transport operator is “no better or no worse off” as a result of carrying the concessionary passengers. The Department for Transport (DfT) has issued guidance to assist with these calculations. Although it is not mandatory to use this guidance it has been used as the basis of negotiations with transport operators to minimise the risk of any appeals against the level of reimbursement. A small number of services, mainly rural shopper, market day or infrequent services, do not fall within the scope of the guidance and a local methodology will be used to calculate reimbursement for these services.
16. In recent years the County Council has negotiated fixed reimbursement arrangements with most operators which have helped to maintain network stability and service provision, whilst giving financial security to all parties, during the current challenging economic climate. The current two year arrangements are due to end in March 2018. There are 23 transport operators currently participating in the Nottinghamshire scheme of which 18 are bus operators, 1 tram operator and 4 community transport schemes.
17. Negotiations with the transport operators are underway with a view to agreeing a mixture of fixed and variable reimbursement arrangements as in previous years. Several factors impact on the type of arrangement applicable for each operator including network stability and competition.
18. The actual costs of the scheme will be determined through historic passenger data, the final reimbursement agreements with the operators and the subsequent demand for travel. The County Council makes total reimbursement of approximately £10.6m (2017 / 2018 figures) to transport operators for approximately 11 million journeys per annum.

## **Hot Listing**

19. About 3500 to 4000 passes held by Nottinghamshire residents are lost or stolen each year. To ensure that these passes cannot be used in a fraudulent manner they are cancelled within the card management system at the point of a replacement being ordered. The next stage to block use of these passes is to introduce a process called hot-listing. This means that electronic messages are sent using secure nationally defined systems, to the transport operators to be loaded on to the bus or tram ticket machines.
20. Hot-listing has been successfully introduced in many areas of England and it is intended to model the Nottinghamshire delivery on the best practice elements from these models and live systems. A series of safety features have been included in the delivery plan to both assist the drivers and to ensure that a vulnerable pass holder is not left stranded. These include the ability for a driver to issue a two trip ticket to a pass holder whose pass has been hot-listed therefore enabling them to travel home safely having been given the information required to obtain a new / valid pass. Introduction of hot listing in other regions has highlighted this requirement as pass holders often find a pass that they have previously reported lost, therefore hot listed, and use that instead of the new one provided. A series of leaflets will be introduced to assist pass holders and drivers with the introduction and associated grace period for this process. Appendix A details the phased approach planned for the Nottinghamshire transport operators.

## **Application Process**

21. The current application / assessment process for residents with disabilities can be cumbersome and frustrating for the applicant. National best practice guidance requires a TCA to avoid asking a resident to get their GP to verify an application. In

Nottinghamshire we currently state “medical professional” on our application forms but invariably we seek further information which leads to the applicant burdening their GP. It is therefore proposed that a desk top based assessment tool is developed in conjunction with the customer services centre and occupational health officers. Many applications will then be processed through this assessment tool. The customer services centre also have access to information from the Department of Work and Pensions to clarify whether the applicant does actually receive the appropriate benefits to automatically qualify for a pass.

22. Should further information be required an appointment for an independent medical assessment will be made. This process has been introduced successfully in the Nottingham City Council area.
23. It is proposed that this new assessment process is developed in conjunction with a full refresh of the application forms and information leaflets. This should speed up the assessment for the applicant whilst ensuring that only those entitled are awarded a travel pass.

### **Other Options Considered**

24. No other options are available for the national scheme as the provision of concessionary travel for elderly and disabled people is a statutory duty.
25. The County Council funds additional discretionary elements for Nottinghamshire pass holders as described in paragraphs 9, 10 & 11 above. The County Council considers that these additional elements are of significant value to the users therefore has ruled out, at a very early stage in the process, the removal of this support.

### **Reasons for Recommendations**

26. The recommendations ensure that the County Council meets its statutory duty whilst continuing to provide a wide range of travel opportunities and choices for the residents of Nottinghamshire. The need for the delegated authority in recommendation 3 ensures that the County Council can issue the statutory notice for the scheme and agree reimbursement levels by the 3 March 2018.

### **Statutory and Policy Implications**

27. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Equal opportunities Implications**

28. The provision of the concessionary travel scheme and the additional discretionary elements ensures that elderly and disabled can access key services thus improving their quality of life and enhancing social inclusion. The proposed changes to assessment processes should speed up the application process for applicants.

## **Financial Implications**

29. The cost of reimbursement to transport operators (for statutory and discretionary entitlements) and scheme management is budgeted to be £11,137,000 in 2018 / 2019. As detailed in paragraph 17 the final costs will be subject to agreements with transport operators and the subsequent demand for travel during 2018/19. Detailed monitoring of the patronage data will be undertaken on a regular basis and any variation to predicted costs will be reported.

## **RECOMMENDATION/S**

- 1) Committee approves the Nottinghamshire Concessionary Travel Scheme and proposed funding for 2018 / 2019 and publication of the final scheme notice on 3 March 2018, subject to recommendation 3 and Full Council budget approval.
- 2) Committee approves to continue with the County Council's additional discretionary elements of the scheme which are estimated to cost £1.125m in 2018 / 2019.
- 3) Committee grants delegated power for the Service Director for Place & Communities to agree the final reimbursement arrangements and associated financial commitments from 1 April 2018 in conjunction with the Group Manager for Highways & Transport.
- 4) Committee approves the introduction of hot listing of ENCTS passes in Nottinghamshire.
- 5) Committee approves the modernisation of the application assessment processes for applications on disability criteria.

**Derek Higton  
Service Director  
Place & Communities**

**For any enquiries about this report please contact:**

**Gary Wood, Group Manager, Highways & Transport or Pete Mathieson, Manager, Development & Partnerships.**

### **Constitutional Comments (SLB 10/01/18)**

29. Communities and Place Committee is the appropriate body to consider the content of this report.

### **Financial Comments (SES 12/01/18)**

30. The financial implications are set out in the report.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Draft Nottinghamshire Concessionary Travel Scheme – December 2017

Department for Transport Reimbursement Guidance September 2017

Report to Transport & Highways Committee 19<sup>th</sup> January 2017 – (Concessionary Fares Scheme Extension to include Section 19 Minibus Schemes).

## **Electoral Divisions and Members Affected**

All

## **APPENDIX A – Hot Listing Introduction**

### **Delivery Plan**

To ensure a smooth delivery it is planned to follow the phased approach detailed below.

- Initial introduction on one route operated by Transport & Travel Group's own fleet
- Review and fine tune then roll-out to entire Transport & Travel fleet operation
- Roll-out in Newark area on local operators (Travel Wrights, Marshalls and Stagecoach)
- Expand Stagecoach roll-out to all other areas of Nottinghamshire (particularly Bassetlaw, Mansfield and Ashfield).
- Services in Greater Nottingham area (trentbarton, Nottingham City Transport and Tramlink).

The delivery has been phased in this way to take into account the interactions between various IT systems and any development time required by the transport operators.

Other operators not mentioned above will be included in the appropriate phase of introduction.

### **Communication Plan**

**The plan includes the following:-**

- Driver briefing prior to each phase
- Leaflets / posters available one month prior to introduction advising of the process should the pass holder have a damaged or inoperative pass.
- Leaflets / posters available at point of introduction advising of the process should the pass holder have a damaged or inoperative pass. This will coincide with a grace period.
- Leaflets / posters available after the grace period advising of the process should the pass be removed by the driver. This will coincide with the introduction of a complimentary ticket in cases where the entitled pass holder happens to be using the incorrect pass (for example when they have previously reported it lost and subsequently found it).
- Possible social media campaign.
- Detailed briefing of customer service centre staff of all phases of the processes and associated actions.

It is anticipated that the programme will commence in April 2018 and be completed by late Autumn 2018.



**8 February 2018****Agenda Item: 5****REPORT OF CORPORATE DIRECTOR, PLACE****CONSULTATIONS ON A MAJOR ROAD NETWORK FOR ENGLAND & THE  
SECOND ROADS INVESTMENT STRATEGY****Purpose of the Report**

1. The purpose of this report is to seek Committee approval to grant the Corporate Director for Place, in consultation with the Leader of the County Council and Chair of Communities & Place Committee, delegated authority to discuss and submit responses to Government on the emerging Major Road Network for England and the second Roads Investment Strategy.

**Information**

2. In July 2017 the Department for Transport (DfT) published its Transport Investment Strategy – Moving Britain Ahead. Within this document reference is made to a consultation for creating a 'Major Road Network': a designated network reaching all parts of the country. It is intended that this will form a middle tier of the busiest and most economically important local authority 'A' roads, which will remain under local authority control but may have access to an allocation from the National Roads Fund through future competitive bidding rounds. Consultation on the 'Proposals for the Creation of a Major Road Network' was published by DfT on 23 December 2017; and responses must be received by the DfT by 19 March 2018.
3. On 13 December 2017, the DfT released a consultation document 'Shaping the Future of England's Strategic Roads'. This document summarises evidence and proposals about the Strategic Road Network and the second Roads Investment Strategy (RIS2) for the period 2020-25 covered by Highways England. The closing date for comments on the broad analytical approach being undertaken was 7 February 2018.

**Major Road Network for England**

4. Following the publication by the Rees Jeffreys Road Fund of the report 'A Major Road Network for England' in October 2016, the Government is proposing to develop a 'major road network' (MRN) for England in order to try and rebalance the disparity between the funding and planning of the strategic road network (major roads and motorways managed by Highways England) and local authority A roads. The proposed MRN would see a share of the annual National Road Fund, funded by vehicle excise duty, given to local authorities to improve or replace the most important A roads under their management.

5. The consultation seeks views on the plans for defining the major road network, investment planning and the criteria for eligibility and assessment:
  - a. Defining the network – It is proposed that current traffic data, qualitative criteria, and evidence from local and regional partners is used to define the MRN so that it is consistent across the England. It is also proposed that the MRN is reviewed every five years
  - b. Investment planning – It is proposed that local and regional bodies (such as sub-national strategic bodies or regional groups) work together to develop and prioritise packages of interventions for consideration
  - c. Eligibility and investment assessment criteria – MRN funding should target significant interventions which offer value for money transformative solutions to the most economically important 'A' roads. Only MRN schemes costing between £20m and £100m, supported by a local contribution will be considered.
6. The Rees Jeffreys Road Fund report includes a number of potential criteria for the roads to be included in the MRN. In preparation for this consultation Midlands Connect has, however, employed consultants to identify what it considers to be the MRN for the wider area; and is consulting with highway authorities as part of this process.
7. The County Council will also have the opportunity to submit its own response to the DfT MRN consultation. The recently published Nottinghamshire Place Plan identifies corridors in the county for future growth and as part of its development the County Council has also identified what it considers to be Nottinghamshire's MRN (and this is included in the Place Plan). This work will inform the County Council's response to the consultation. The MRN identified by the County Council (attached as Appendix 1) includes roads that pass through the 'growth corridors' such as the A38/A617, as well as roads that link settlements and/or 'growth corridors', such as the A614.

## **Road Investment Strategy**

8. The Road Investment Strategy (RIS) sets out Government's long-term programme to deliver improvements to England's motorways and major roads managed by Highways England (the 'strategic road network'). RIS 1 was announced in December 2014 and outlines a multi-year investment plan (including over 100 major schemes funded by £15.2 billion of public money) for the period 2015/16 to 2019/20. RIS 1 included the following schemes in Nottinghamshire as well as those that link the county to the motorway network:
  - Schemes that were already under construction when RIS 1 was published:
    - (i) A453 Widening – upgrade of the A453 between Nottingham and the M1, replacing rural sections with new dual carriageway, adding an extra lane in each direction to the urban sections and improving junctions along the route.
    - (ii) M1 Junctions 28-31 – upgrading the M1 to Smart Motorway between junction 28 (Mansfield) and junction 31 (Sheffield). Together with existing improvements to the south, this creates a Smart Motorway link between Derby, Nottingham and Sheffield.
  - Committed schemes (previously announced):
    - (i) M1 Junctions 24-25 – upgrading the M1 to Smart Motorway between junction 24 and junction 25 in the East Midlands.
  - Newly announced committed schemes:



- (i) M1 Junction 23A-24 – extends the previously announced M1 Smart Motorway junctions 24-25 improvement to junction 23A (East Midlands Airport).
  - Schemes funded from other sources:
    - (i) M1 Junctions 24-24A improvement – as part of the transport mitigation measures associated with the new Roxhill rail freight interchange, developers are proposing to fund improvements to junctions 24 and 24A on the M1, including removal of the roundabout at junction 24A, a new direct southbound link from the A50 to the M1 and better links to junction 24.
  - Schemes committed subject to securing other contributions (in this case developer contributions):
    - (i) A52 Nottingham junctions – a two phase package of measures to improve the junctions along the length of the A52 in Nottingham, including signalisation and junction reconstruction.
  - Schemes to be developed for next RIS period:
    - (i) A46 Newark northern bypass – widening of the A46 north of Newark to dual carriageway, raising the last section of the A46 between the A1 and M1 to Expressway standard. Improvement of the A46/A1 junction to allow for better traffic movement to Newark and Lincoln.
9. RIS 1 was the initial step in a long-term programme to improve these roads and work is now underway by the Department for Transport to develop the second RIS — known as RIS 2 — covering the second road period post 2020. RIS 2 is due to be published in 2019 following the analysis of the evidence base and consultation with stakeholders to identify the locations with the most severe issues and therefore where the need for improvements is the greatest. It is anticipated that consultation with stakeholders (such as local highway authorities) will be undertaken in early 2019.

## **Other Options Considered**

10. The other option is to not respond to the consultation. This, however, has been discounted as it is thought that the County Council should respond to the consultation to help ensure that the road improvements believed to be necessary to support delivery of the Council Plan, and the emerging Place Plan, are considered in the development of the Major Road Network for England and the second Road Investment Strategy.

## **Reason/s for Recommendation/s**

11. If it is possible, consultation responses to the development of the Major Road Network for England and the second Road Investment Strategy will be presented to Committee for consideration prior to being submitted but this has often proven difficult in the past due to the short notice/consultation period and fitting these in with scheduled Committee cycles. It is therefore considered that giving the Councillor Director Place in consultation with the Chair of Communities & Place Committee delegated authority to discuss and respond to consultations will ensure that the County Council is able to submit responses to these consultations.

## **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

13. Whilst there are no direct financial implications, not responding to the consultations may have future financial implications if it results in less investment, or funding available for, improvements on Nottinghamshire roads.

## **RECOMMENDATION/S**

It is recommended that Committee:

- 1) Grant the Corporate Director Place, in consultation with the Leader of the County Council and Chair of Communities & Place Committee, delegated authority to discuss and respond to consultations on the Major Road Network for England;
- 2) Acknowledge the response of the Corporate Director Place, Leader of the County Council and Chair of Communities & Place Committee to consultations on the second Road Investment Strategy.

**Adrian Smith**  
**Corporate Director, Place Department**

**For any enquiries about this report please contact:**  
Sean Parks – Local Transport Plan Manager, 0115 9774251

## **Constitutional Comments [SLB 10/01/18]**

14. Communities and Place Committee is the appropriate body to consider the content of this report.

## **Financial Comments [SES 12/01/18]**

15. There are no specific financial implications arising directly from this report.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- A Major Road Network for England report – the Rees Jeffreys Road Fund (12 October 2016)
- Proposals for the Creation of a Major Road Network Consultation – Department for Transport (December 2017)
- Road Investment Strategy: for the 2015/16 - 2019/20 Road Period – Department for Transport (March 2015).

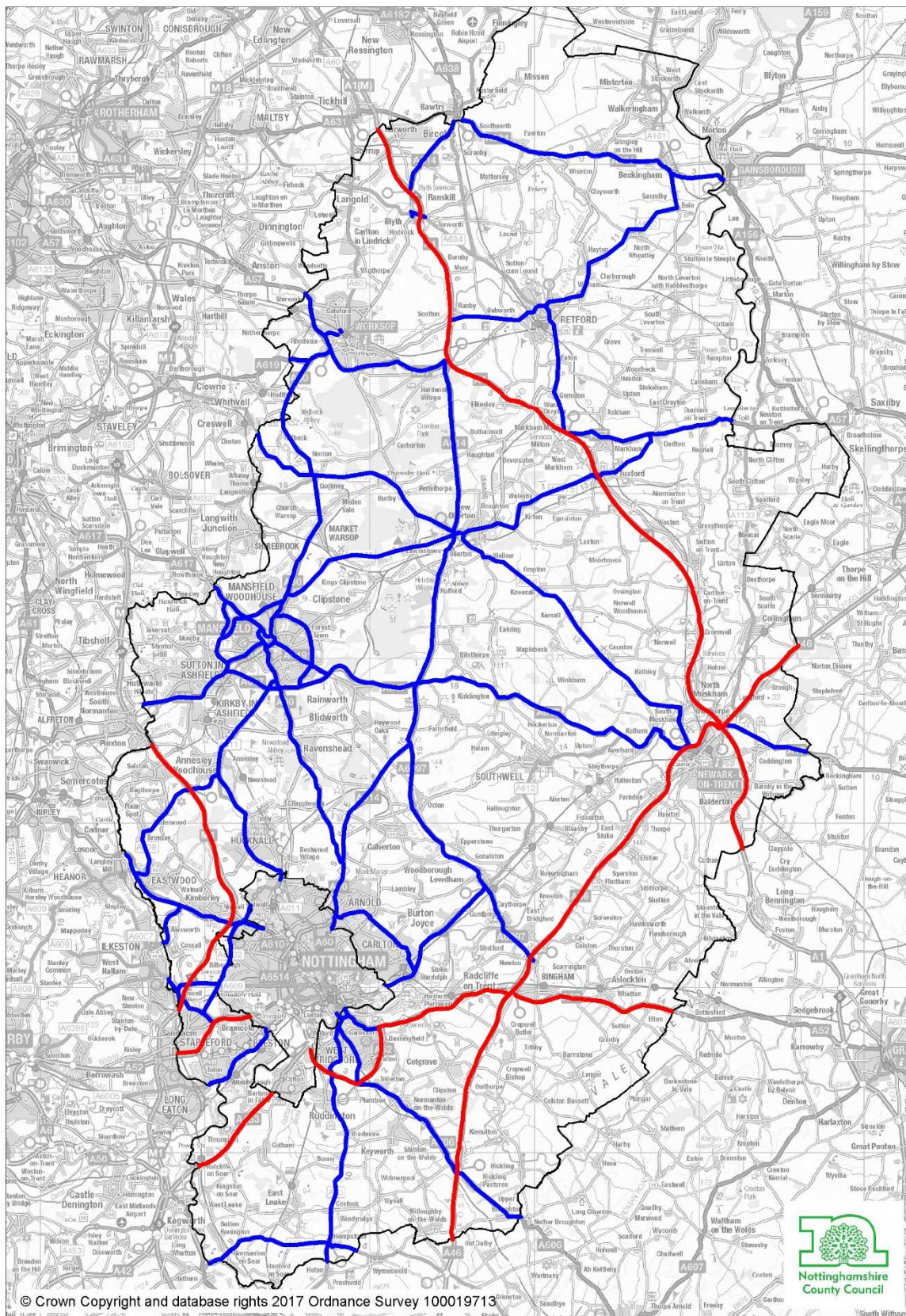
## **Electoral Division(s) and Member(s) Affected**

- All



# Draft Nottinghamshire County Council – Major Road Network

Major Road Network in Nottinghamshire



**8 February 2018****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****BUDGET SAVING OPTIONS FOR HOLME PIERREPONT COUNTRY PARK****Purpose of the Report**

1. To seek approval to complete negotiations with Serco over the proposed budget saving options for Holme Pierrepont Country Park.

**Information**Site Management

2. In September 2011 the County Council agreed for the management and operations of the National Water Sports Centre situated within the Holme Pierrepont Country Park, to be outsourced to a third party provider, Serco Leisure, acting as the managing agent for the newly formed leisure trust Holme Pierrepont Leisure Trust (HPLT). These arrangements started on site on 1 April 2013 and run for 20 years.
3. Council Officers meet with Serco representatives on a monthly basis to monitor contract performance and delivery and are currently in further discussions with Serco on the long term vision for the site with a view to reducing the management fee payable by the Council. It has become apparent there could be potential benefits for the Council from investing in further improvement works and providing services differently across the site.

Current Costs and Options to Reduce Them

4. In April 2013 the subsidy required to operate the site was £741,000 which was reduced to approximately £140,000 by 2017. The projects detailed below are part of wider discussions and vision for the site and have the potential to reduce this overall subsidy down towards £100,000 during the next five years and potentially with further investment zero by the end of the contract in 2033.
5. The initial opportunities identified to reduce costs and grow income on the site comprise Campsite Developments and Automatic Number Plate Recognition (ANPR) management of the car parking. These two invest to save projects require significant capital investment.
6. In respect of the campsite, accommodation occupancy levels on the site have risen significantly in recent years from around 40% to around 70%. Research into the market suggests the



improvements to the site would generate further growth, spend in the new café facilities and upselling/cross selling opportunities driving more business to the sports activities on site. The Campsite Developments would include:

Item	Costs
Café/Shop Refurb	£ 15,000.00
Camping pods	£ 20,000.00
Playground	£ 18,758.00
Playground Flooring	£ 9,000.00
New shower block	£ 90,000.00
Rafters toilet interior refurb	£ 10,084.00
Convert disabled to laundrette	£ 20,271.28
<b>Total Cost</b>	<b>£ 183,113.28</b>

Serco are seeking a capital contribution of £100,000 from the County Council towards these costs.

- The ANPR car park management system will cost approximately £100,000 to install and Serco are seeking a contribution of £50,000 from the County Council towards the overall costs.

#### Funding Arrangements

- The investment required for the developments detailed above will be funded from the Holme Pierrepont Building Maintenance Budget which was established to fund the Councils share of the site repairs and maintenance in accordance with the contract.
- The Councils responsibilities are focused on the long term infrastructure on site and may or may not get utilised in each budget year, however, since Serco will also take on more of the division of responsibilities to reflect the added value the investments have realised, this will also reduce the long term maintenance liabilities which will fall to the Council.
- Contributing to the capital costs in exchange for a fixed reduction in the site management fee is considered to be the most risk free option available to the County Council.

#### **Other Options Considered**

- Nottinghamshire County Council (NCC) like other Councils is under pressure to deliver significant efficiency savings whilst protecting services that are statutory and/or valued highly by the public.
- The two options detailed above were considered alongside several other projects and were evaluated thoroughly and are viewed as the best options in terms of low risk and immediate return on investment.
- The leisure market evolves quickly and the demand for family accommodation on site is significant. Exploring green energy solutions has significant benefits in terms of cost reductions,

environmental gains and is not affected by future trends or some of the other projects to develop new activities that rely on footfall and good weather.

## **Reason/s for Recommendation/s**

14. These projects generates most in terms of immediate budget savings and the most in terms of improvement in service whilst opening up further savings once these developments are embedded and further options can be considered.

## **Statutory and Policy Implications**

15. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required. Service users would benefit as the grounds will be maintained to a higher standard than current standards.

## **Financial Implications**

16. The overall investment required from the Council to support these developments and to justify this investment is £150,000. Serco will reduce the annual management paid by the County Council by £30,000 per annum following the project completions. This gives a payback period on the capital of 5 years.
17. After the first five years the saving accruing to the County Council will continue to be £30,000 per annum, a significant saving for the remainder of the contract (£300,000).
18. The savings identified form part of the approved Budget Savings Options process that will see the management fee at Holme Pierrepont reduce by £50,000 in 2019/20. Further proposals, to develop the offer on site may be brought to this Committee to ensure that the budget savings identified will be achieved and/or exceeded.

## **Human Resources Implications**

19. Not Applicable

## **RECOMMENDATION/S**

- 1) That approval be given for the invest to save projects as set out in paragraphs 5 to 7, for Holme Pierrepont Country Park be progressed with Serco with the financial implications noted above in paragraphs 16 and 17.

**Derek Higon**  
**Service Director, Place and Communities**

**For any enquiries about this report please contact:**

Mark Croston  
Cultural Services Commissioning Manager  
T: 0115 9932712  
E: mark.croston@nottsc.gov.uk

**Constitutional Comments (SLB 10/01/18)**

20. Communities and Place Committee is the appropriate body to consider the content of this report.

**Financial Comments (SES 12/01/18)**

21. The financial implications are set out in the report.

**Background Papers and Published Documents**

None.

**Electoral Division(s) and Member(s) Affected**

All.



**08 February 2018****Agenda Item: 7****REPORT OF CORPORATE DIRECTOR, PLACE****SECTION 19 REPORT – FLOODING IN NEWTHORPE – JULY 2013****Purpose of the Report**

1. This report sets out the County Council's duties as the Lead Local Flood Authority to report on flooding incidents under Section 19 of the Flood and Water Management Act 2010 and to present its report in relation to the flooding in Newthorpe on 23 July 2013

**Information**

2. Following the severe flooding in many parts of the country during the summer of 2007, the Government commissioned an independent review (the 'Pitt Review') which in 2008 recommended that local authorities should lead on the management of local flood risk, working in partnership with other organisations. Two key pieces of legislation have brought this forward; the Flood Risk Regulations 2009 which transpose the EU Floods Directive into UK Law and the Flood and Water Management Act 2010 (FWMA).
3. The Council is a Lead Local Flood Authority (LLFA) and has powers and statutory duties to manage and co-ordinate local flood risk management activities. The County Council does this by working together with other organisations including the Environment Agency, who manage flooding from generally larger rivers known as Main Rivers, such as the River Trent; Internal Drainage Boards managing low lying areas; District, Borough, Parish and Town Councils; and infrastructure/ utility providers, such as Severn Trent Water and the Highways Agency. Partnership work is overseen by Strategic Flood Risk Management Board, jointly chaired by Nottinghamshire County Council (NCC) and Nottingham City Council (NCiC) and attended by all Risk Management Authorities (RMAs).
4. Section 19 of the FWMA gives NCC, as LLFA, the following duties:
  1. On becoming aware of a flood in its area, a LLFA must, to the extent that it considers it necessary or appropriate, investigate:
    - (a) which RMAs have relevant flood risk management functions, and
    - (b) whether each of those RMAs has exercised, or is proposing to exercise, those functions in response to the flood.
  2. Where an authority carries out the above investigation it must -

- (a)publish the results of its investigation, and
- (b)notify any relevant RMAs.

5. It should be noted that the purpose of a Section 19 Report is to outline what happened during a flooding incident and whether the relevant RMAs have exercised or will exercise their responsibilities but it does not identify specific measures to prevent future flooding. It is up to the LLFA if it wishes to then carry out further investigation into possible flood prevention and protection measures that could be implemented.
6. At Transport and Highways Committee on 31 October 2013 it was approved that Section 19 Reports should be undertaken where the County Council is aware that five or more properties in a locality have been affected by internal flooding (over the threshold [doorstep level] of the property).
7. As a result of the flooding in Newthorpe on the 23 July 2013 the LLFA carried out investigations and a feasibility study and is now able to present its Section 19 Report as contained in Appendix A.
8. The report identifies that the flooding experienced was as a result of two main mechanisms, one being from the front of the properties, the other from the rear. Each mechanism has its own characteristics but is made up of three main sources:
  1. Surface water runoff
  2. Sewer pipe surcharge
  3. Highway runoff
9. It also identifies that all relevant RMAs carried, and continue to carry, out their respective duties.
10. The report concludes that there are three main sources of flooding. These sources interact so flooding to the properties in Newthorpe is complex. Further work is needed to verify the sources of flooding and the mechanisms as part of the feasibility, options appraisal and design. It is proposed that this next stage is led by Severn Trent Water Ltd. (STW) supported by the County Council (NCC). This will allow us to understand the various sources and mechanisms of the flooding and facilitate the development of an integrated flood risk reduction scheme which considers all the issues. STW are to address the issues associated with their assets and flood risk duties; whilst also identifying any deficiencies associated with NCC's flood risk responsibilities. This partnership approach also helps to avoid duplication of efforts, disruption to the residents and supports clarity of responsibilities in taking the project forward. This conclusion is supported by STW and a project has been promoted in STW's investment plan. This project will however be subject to investment rules, cost benefit analysis and the outcomes of the feasibility work.

### **Other Options Considered**

11. The County Council's role as LLFA is restricted to oversight of the actions of RMAs. County Council officers could, however, take a more active role in exploring solutions to the problems caused by the public sewers but this is thought to result in duplication of efforts and to not be cost-effective given that that STW are already aware of the issue and are looking towards a solution. In light of this, it is considered that STW's specialist knowledge and planning investment to address the issue represents the swiftest and most cost effective method for identifying (and then implementing) a solution.

## **Reason/s for Recommendation/s**

12. The recommendations are designed to ensure the most effective route towards identification of a cost effective flood mitigation proposal is followed.

## **Statutory and Policy Implications**

13. The County Council has a number of new statutory duties and powers under the Flood and Water Management Act 2010 and the Flood Risk Regulations 2009 including preparation of Section 19 Reports.
14. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

15. The costs of the Section 19 report will be contained within existing budgets.

## **Implications for Sustainability and the Environment**

16. It is anticipated that the recommendations will ultimately result in delivery of a sustainable project that reduces flood risk to 20 properties whilst also reducing the negative impacts the flooding has on the environment.

## **RECOMMENDATION/S**

That the Committee approves the report for publishing and resolves that officers:

- 1) Continue to work with Severn Trent Water as they progress the joint investigations to verify all sources and mechanisms of flooding in this location in order to facilitate the delivery of a holistic flood alleviation scheme;
- 2) Bring a further report back to committee should any difficulties or significant delays with implementation of a suitable solution become apparent.
- 3) The Committee ratify the findings of the Section 19 report.

**Adrian Smith**  
**Corporate Director, Place**

**For any enquiries about this report please contact:**  
**Gary Wood – Group Manager 0115 9774270**  
**Sue Jaques – Flood Risk Manager 0115 9774368**

### **Constitutional Comments [SJE 14/12/2017]**

17. This decision falls within the Terms of Reference of the Communities & Place Committee to whom responsibility for the exercise of the Authority's functions relating to flood risk management scrutiny has been delegated.

### **Financial Comments [RWK 14/12/2107]**

18. The financial implications are set out in the report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- 'None'

### **Electoral Division(s) and Member(s) Affected**

- Greasley and Brinsley – Cllr John Handley

### Newthorpe Section 19 Report

#### Introduction

Section 19 of the Flood and Water Management Act 2010 states:

- (1) On becoming aware of a flood in its area, a lead local flood authority must, to the extent that it considers it necessary or appropriate, investigate:
  - (a) which risk management authorities (RMAs) have relevant flood risk management functions, and
  - (b) whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.
- (2) Where an authority carries out an investigation under subsection (1) it must—
  - (a) publish the results of its investigation, and
  - (b) notify any relevant risk management authorities.

The objective of this report is to investigate which RMAs had relevant flood risk management functions during the flooding in July 2013 and whether the relevant RMAs have exercised, or propose to exercise, their risk management functions (as per section 19(1) of the Flood and Water Management Act 2010).

It should be noted that this duty to investigate does not guarantee that flooding problems will be resolved and cannot force others into action.

#### Background

On the afternoon of the 23rd July 2013 parts of Nottinghamshire were subjected to intense rainfall. The Met Office at Watnall recorded 35.6mm of rain in a 25 minute period up to 16.28hrs with the rainfall event having a return period of 1:74 years (1.33% AEP). As a result of this, parts of the county including Newthorpe experienced major flooding with some 600 properties as well as roads and carparks affected across the county.

The Met Office issued an Amber Warning at 1503hrs on the 23rd July highlighting that there was a possibility of up to 60mm of rain fall within a 3 hour period. Whilst the warning was issued the short period between its release and the rainfall did not allow any of the RMAs to fully instigate any pre-planned responses. As a result much of the activity by the Agencies was reactive rather than pro-active but given the short time span between warning and event this is understandable. It should be noted that no criticism is made of the Met Office. The weather conditions on the day were both very unusual in nature as well as quickly developing making forecasting difficult.

## Summary of flooding

Twenty properties were affected by the flooding and these are shown on Plan 1.



Plan 1 – Properties affected by the flooding.

As part of the work carried out by the Authority it secured £250k of Local Levy towards a flood mitigation scheme and drew down £50k of this allocation for feasibility works. This work supported the information and recommendations contained within this report.

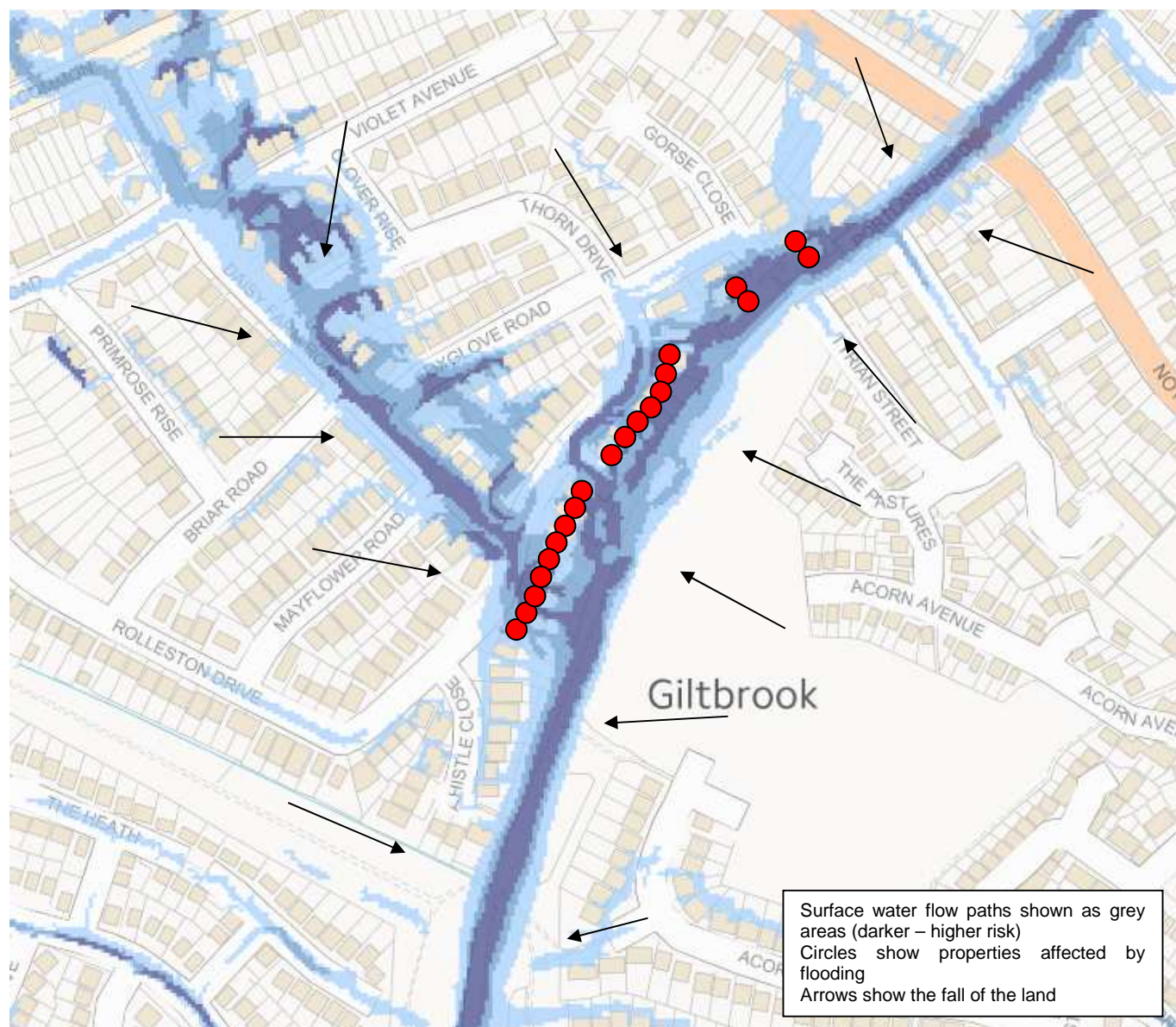
The flooding experienced comes from two main mechanisms, one being from the front of the properties, the other from the rear. Each mechanism has its own characteristics but is made up of three main sources:

1. Surface Water Runoff.
2. Sewer pipe surcharge.
3. Highway runoff.



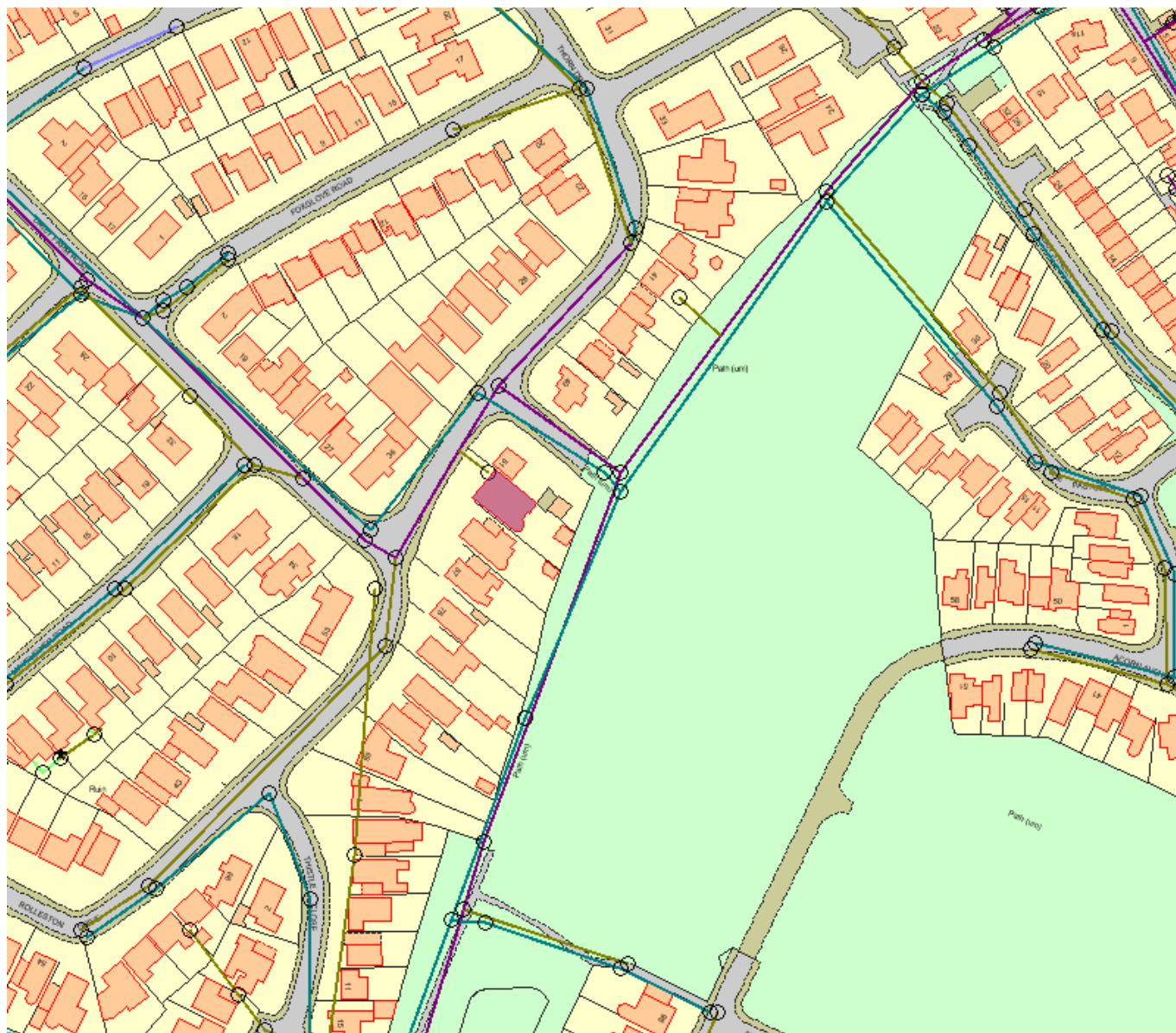
The properties affected sit at the bottom of a valley and are adjacent to the natural flow path of the old Daisy Brook (currently identified as a public surface water sewer on STW's record maps). During the flooding the surface water assets in the vicinity of the properties were unable to cope with the flows and this contributed to the flooding of properties.

Plan 2 shows the surface water flow paths (taken from the EA's surface water flood maps) that contributed to the flooding with the red dots showing the approximate positions of the properties affected. The arrows on the plan show the direction in which the land falls. This clearly shows the relationship between the affected properties and the natural surface water flow paths in the area.



Plan 2 – surface water flow paths and the affected properties

Plan 3 shows the location of public sewers within the area affected. It shows some correlation with natural flow paths and contours as would be expected.



Plan 3 – Location of public sewer network within area at risk of flooding

## Generic factors

The impermeable nature of the ground following a dry spell will always be a contributory factor but it should also be noted that there has been a trend over the past decade or so for the front gardens of properties to be converted from gardens to hard standing for cars which in itself adds to the overall level of surface water runoff. Evidence of this can be seen in the areas upstream of the flooded properties. Recent changes in planning legislation now requires planning permission be sought by residents for any future such action unless they are installing permeable surfacing. In addition historic development is likely to have contributed to the overall level of surface water runoff as well as interfering with the natural flow routes.



## Summary of causes of the flood

Under normal weather and rainfall conditions, i.e. those that do not exceed the various drainage design standards, the majority of the overall surface water drainage system in Newthorpe has the capacity to cope, ensuring water is drained without causing flooding. However the extreme events of the 23rd July 2013 led to surface water runoff that was far in excess of what the systems have been designed to cope with. It is evident from investigating the flood that there is no single cause in terms of a failure of the established drainage systems other than those of a natural and uncontrollable nature namely the amount of rainfall and topography of the catchment.

### Key issues for noting.

The investigations identified a number of issues that should be noted as part of this report. These issues are included to help with the context and complexity of the investigation and support the conclusions. The following three points should be read in conjunction with Plan 4. below.

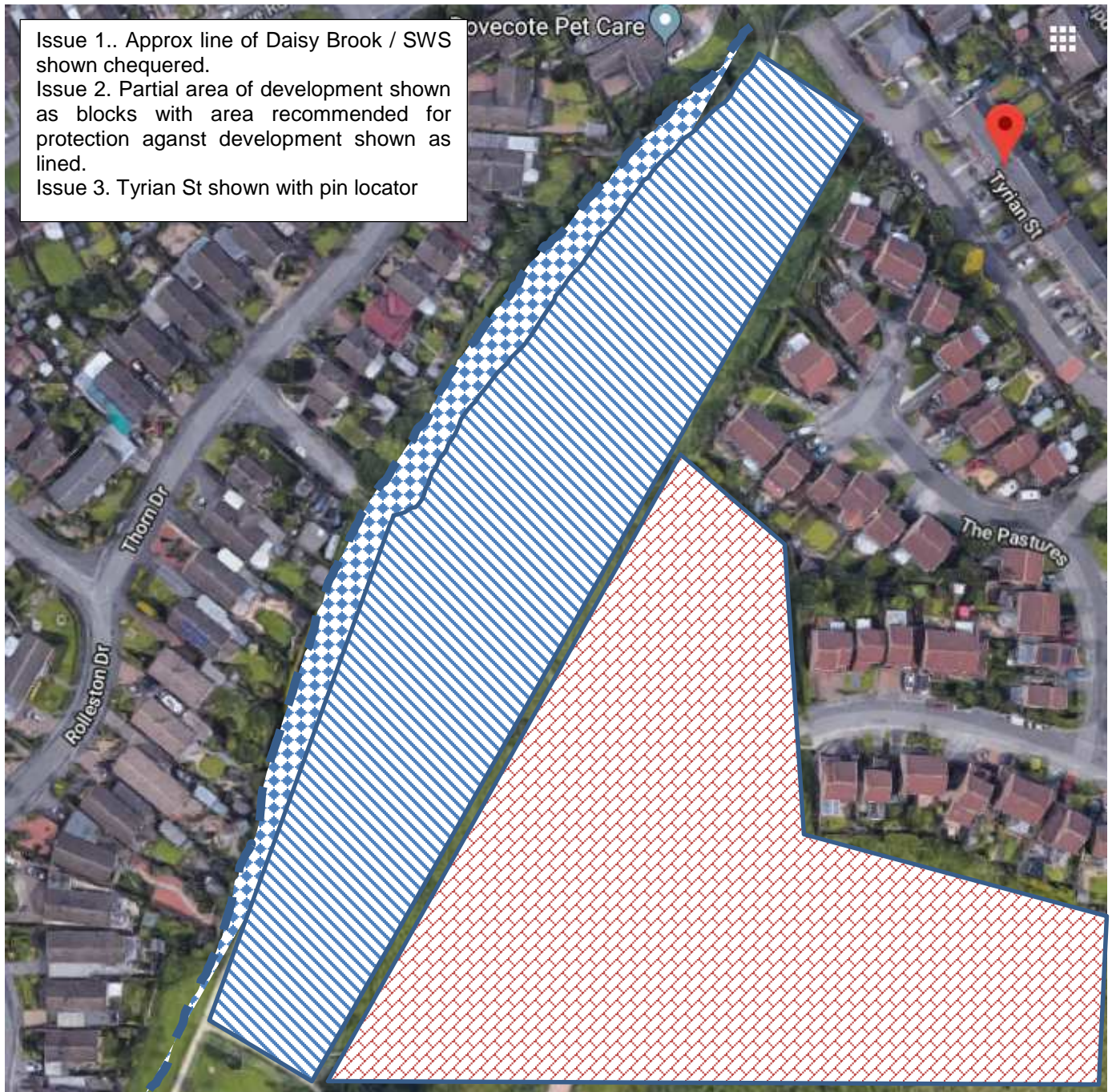
1. Issues with the Daisy Brook / Surface Water Sewer led to it being moved and culverted by Broxtowe Borough Council in the late 1980s. Originally the Daisy Brook was an open watercourse at the bottom of residents' gardens as shown on Image 1 below. Its relocation moved the line of the pipe uphill into a culvert below ground, away from its natural flow route and the properties. This culvert is now shown as a public surface water sewer.



Image 1 – former route of Daisy Brook at rear of properties on Thorn Drive

2. The investigations have been further extended by residents concerns over proposed development adjacent to the area of flooding. During the investigations NCC secured (currently in principle and subject to final signing of a S106 agreement) a contribution of £100k from the developer towards a flood mitigation scheme. We also supported the proposal to protect an area of land immediately adjacent to the flooded area and rear gardens of the affected properties from future development. The management of these issues sits with Broxtowe Borough Council as Local Planning Authority and we have worked with them throughout our investigations.

3. The effectiveness of the surface water drainage on a recent development (Tyrian Street) has been called into question. The gradient of this road will allow surface water to run off quickly and a detailed representation of the surface water drainage will be included in any future hydraulic modelling to ensure a robust understanding of flood mechanisms.



Plan 4. Key Issues location plan

## **Risk Management Authorities and their responsibilities**

### **1. Nottinghamshire County Council**

#### **a. Lead Local Flood Authority**

- i. Investigate significant local flooding incidents and publish the results of such investigations.
- ii. Play a lead role in emergency planning and recovery after a flood event.
- iii. If a flood happens, all local authorities are 'category one responders' under the Civil Contingencies Act. This means they must have plans in place to respond to emergencies and control or reduce the impact of an emergency. LLFAs also have a new duty to determine which risk management authorities have relevant powers to investigate flood incidents to help understand how they happened, and whether those authorities have or intend to exercise their powers.
- iv. By working in partnership with communities, LLFAs can raise awareness of flood risks.
- v. LLFAs should encourage local communities to participate in local flood risk management.

#### **b. Highway Authority**

- i. Maintenance of the public highways.

### **2. Severn Trent Water Ltd.**

#### **a. Maintenance of the public sewerage system**

## **Risk Management Authority Responses to Flood**

The following lists the actions taken by each RMA in response to the flooding both in the immediate aftermath as well as in the longer term:

### **1. Nottinghamshire County Council**

- a. Initiated and led the S19 Flood Investigation.
- b. Commissioned and funded a feasibility study into the hydraulic performance of key assets in the catchment and possible flood alleviation schemes.
- c. Secured third party funding towards flood alleviation schemes.
- d. Investigated and cleaned highway drainage assets.

### **2. Broxtowe Borough Council**

- a. Initiated Emergency Planning procedures.

### 3. Severn Trent Water Ltd.

- a. Provided emergency response crews to assist in management of flooding event.
- b. Led initial investigations following the flooding event.
- c. Actively engaged in S19 Flood Investigation.
- d. Investigating hydraulic operation and standards of public sewers known to have surcharged during the event.

### 4. Environment Agency

- a. Actively helped secure Local Levy funding for future flood risk improvements.

The investigation concludes that all risk management authorities have, and continue to, exercise their respective functions in response to the flood.

#### **Additional information.**

The County Council, working closely with Broxtowe Borough Council, has as a result of its investigatory works secured a contribution of £100k towards a flood alleviation scheme as part of the Section 106 agreement for the development adjacent to the area of flooding. This contribution can be used by NCC or our nominee for the construction of a flood alleviation scheme.

The Authority has also secured £250k of Local Levy towards a flood mitigation scheme. As of December 2017 we have drawn down £50k of this allocation for feasibility works.

#### **Future Actions**

The following actions are proposed and have been agreed in principle with the respective parties (subject to committee approval in the case of the County Council).

1. Severn Trent Water continue to progress the joint investigations to confirm all sources and mechanisms of flooding in this location. This is to enable the development of a holistic flood alleviation scheme which addresses all sources of flooding.
2. The County Council to continue to work with STW and support them where necessary in achieving point 1. above

Working with the communities at risk and educating them on resilience measures and emergency plans will help prepare them for future events.

Further partnership working between the RMAs will also help in being prepared for any future issues, with clarity of roles and responsibilities shared amongst all parties to ensure an effective response and preparedness for future events.



**8 February 2018****Agenda Item: 8****REPORT OF CORPORATE DIRECTOR, PLACE****RESPONSES TO PETITIONS PRESENTED TO THE CHAIRMAN OF THE  
COUNTY COUNCIL****Purpose of the Report**

1. The purpose of this report is to recommend to Committee the responses to the issues raised in petitions to the County Council on 23 November 2017.

**A. Petition requesting a pedestrian crossing on Lower Kirklington Road, Southwell (Ref 2016/0258)**

2. A 52 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor Roger Jackson on behalf of residents of Lower Kirklington Road, Southwell requesting a pedestrian crossing.
3. The County Council receives far more requests for pedestrian crossings (such as puffin or zebra crossings) than it is able to fund and therefore requests for crossings are prioritised based on the numbers of people crossing, the volume of traffic and other relevant factors such as accident history at a proposed location so that the available funding helps the greatest number of people. Surveys will therefore be undertaken to determine whether a crossing at this location should be prioritised for possible inclusion in a future year's integrated transport programme.
4. It is recommended that the lead petitioner be informed accordingly.

**B. Petition requesting a residents parking scheme on Castleton Close, Mansfield Woodhouse (Ref 2016/0259)**

5. A 16 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor Joyce Bosnjak on behalf of residents of Castleton Close, Mansfield requesting a residents' parking scheme in response to school parking issues.
6. The Council does not consider residents' parking schemes to be an appropriate measure to address school parking issues as such schemes would only transfer the parking to adjacent areas causing similar problems. They would also spread child pedestrian movements over a wider area than the immediate vicinity to the school which the Police have previously raised

as a safety concern on the grounds that drivers generally expect children close to schools, but this expectation lessens the further from the school the movements are spread.

7. In recent years, the Council has undertaken two countywide programmes to increase safety outside schools with the introduction of advisory 20mph speed limits outside schools and by making all 'School Keep Clear' road markings legally enforceable. Beyond this, school parking is expected to be a normal feature of roads adjacent to schools and although this is inconvenient at times, it does not generally cause safety issues. Subsequently, there are no further measures that can be considered in response to school parking complaints unless it is to tackle dangerous parking.
8. Where residents or the school consider the parking outside the school to be dangerous they can request the County Council's CCTV vehicle enforcement service. Requests for our CCTV vehicle enforcement service to visit a school can be made by completing the online form available on the County Council's website.
9. It is recommended that the lead petitioner be informed accordingly.

**C. Petitions requesting that grassed areas on the Beeches and outside Birch Court Flats, Tuxford are utilised for parking (Ref 2016/0260 & 2016/0261)**

10. Two petitions from the Tuxford & District Tenants and Residents Association with combined signatures totalling 58 were presented to the 23 November 2017 meeting of the County Council by Councillor John Ogle. The petitions have both requested that grassed areas on The Beeches and in the vicinity of Birch Court Flats (on the Beeches) in Tuxford be used to create parking spaces.
11. The Beeches in Tuxford is a residential estate off Newark Road consisting of bungalows and a small number of flats. This accommodation is managed in the main by A1 Housing for Bassetlaw District Council. There is currently some limited on road parking provision available.
12. Although the carriageway and footway are publicly maintained as adopted highway the grassed areas are retained by A1 Housing. Copies of both petitions have therefore been provided to and discussed with the Head of Property and Development at A1 Housing.
13. The conversion of grassed areas to parking spaces will be assessed by A1 Housing's Environmental Works Team as part of the process to be followed in order to be considered for future works. The Tenancy Officer at A1 Housing will liaise and update the Tenants Association accordingly.
14. It is recommended that the lead petitioner be informed accordingly.

**D. Petition requesting a pelican crossing on Newark Road, Tuxford (Ref: 2016/0262)**

15. A 45 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor John Ogle on behalf of residents requesting a pelican crossing on Newark Road, Tuxford. The petition also states that the Tuxford Parish Council are prepared to joint fund the crossing.

16. Officers will discuss the request and funding opportunities further with Councillor Ogle and the Parish Council.

**E. Petition requesting alterations to a lay-by on Newark Road in Tuxford (Ref: 2016/0263)**

17. A 25 signature petition received from the Tuxford and District Tenants and Residents Association was presented to the 23 November 2017 meeting of the County Council by Councillor John Ogle. The petition requests alterations to the lay-by situated at the front of The Beeches on Newark Road.
18. The existing lay-by provides car parking for a number of vehicles and residents have requested that a sign stating 'Parking for Residents Only' is provided; that the bays are marked out; and the lay-by enlarged if possible.
19. The lay-by is within the public adopted highway so providing such a sign would not be representative of the parking conditions unless a residents' parking scheme was implemented. At the moment it would be difficult to justify such a scheme at this location. Marking out of the bays and enlargement would not necessarily alleviate the current problems raised by residents and the benefit gained would be outweighed by the investment that would be required.
20. The Council receives far more requests for similar schemes than it is able to fund therefore this situation in the short-term will be monitored alongside any alterations in parking provision within the Beeches.
21. It is recommended that the lead petitioner be informed accordingly.

**F. Petition requesting the installation of a central pedestrian refuge on the B684 in Mapperley Plains (Ref 2016/0264)**

22. A petition was presented to the 23 November 2017 meeting of the County Council by Councillor Michael Payne on behalf of residents requesting a central pedestrian refuge near the junction with Linden Place to help residents access the bus stops.
23. The Council has received requests for a crossing facility at this location previously and carried out a feasibility study some years ago. Siting any type of crossing on this section of road would be difficult due to the presence of driveway accesses and bus stops in both directions. Unfortunately, the road is not wide enough to accommodate a central pedestrian refuge; and therefore alternative crossing facilities were considered. A zebra crossing is not suitable at this location as these are not introduced on roads with a 40mph speed limit such as this road.
24. Requests for crossings are prioritised based on the numbers of people crossing and the volume of traffic at a proposed location so that the available funding helps the greatest number of people. Surveys were therefore undertaken to determine whether a crossing at this location should be prioritised for future funding. The numbers of pedestrians crossing the road in the vicinity of the requested crossing is very low (only 40 pedestrians during the 9 hour survey) in comparison to other locations that have requested a formal crossing. Therefore for this location to be prioritised for a formal crossing the numbers of pedestrians crossing the road in the vicinity of the proposed crossing would need to increase significantly throughout the day.

25. Formal crossings are also provided where they are identified as the most effective means of addressing a history of reported road collisions resulting in injuries. Fortunately our records show that there have been no reported injury accidents involving pedestrians at this location in the three years up to the end of August 2017. Therefore a crossing would not be prioritised at this location to address a pattern of pedestrian casualties.
26. A signalled crossing has, however, been installed 140 metres north of this location with developer contributions from Sainsbury's when their store opened as this significantly increased the footfall at that location.
27. The request for a formal crossing at this location will be kept on file and should the number of pedestrians crossing at the location throughout the day significantly increase (or a pattern of pedestrian injury accidents is reported) we will reconsider the scheme request.
28. It is recommended that the lead petitioner be informed accordingly.

**G. Petition requesting that County Council approaches Centrebus to re-instate the hourly Oakham to Nottingham service 19 bus (Ref: 2016/0265)**

29. A 230 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor John Cottee on behalf of residents in Nottinghamshire, Leicestershire and Rutland.
30. Service 19 is commercially provided, with no support from any of the local authorities, and the company have made their current decision to reduce the frequency to 2 hourly based on the commercial viability of the route.
31. The Transport & Travel Services Team will liaise with both Leicestershire and Rutland County Councils to determine if there is a possible way forward to encourage Centrebus to re-instate the hourly frequency on this route and any options to resolve this will be brought to a future Communities and Place Committee.
32. It is recommended that the lead petitioner be informed accordingly.

**H. Petition regarding the junction of Gainsborough Road A631 and Harwell Lane (Ref: 2016/0266)**

33. A petition of 67 signatures received from motorists in the Harwell and Everton area was presented to the 23 November 2017 meeting of the County Council by Councillor Tracey Taylor. The Petition requests alterations to the junction of the A631 Gainsborough Road and Harwell Lane, Harwell, by shortening the footpath to allow more room for passing traffic on Harwell Lane.
34. The existing layout at the junction has a footway on the A631 that, at Harwell Lane, continues a short way onto the side road which slightly reduces the width of available carriageway. The footway is available to help pedestrians cross the road at this point or continue into the village.
35. Records show that there have been no reported accidents resulting in injury to any road users (pedestrians, cyclists, or car drivers) at this location between 01.01.14 and 31.07.17.



Removal of the footway could, however, significantly impact on the safety of pedestrians and therefore it is not proposed that the footpath be shortened at this location.

36. This junction will, however, continue to be monitored (as are all roads in the county) for further reported injury accidents in order that prompt action can be taken if a pattern of injury accidents occur.

37. It is recommended that the lead petitioner be informed accordingly.

**I. Petition requesting the introduction of a 30mph speed limit on Netherfield Lane, Meden Vale (Ref 2016/0267)**

38. A 537 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor Andy Wetton on behalf of the residents of Meden Vale. It requests *“a 30 mile an hour speed restriction on Netherfield Lane for the entire length from beyond Gleadthorpe cottages up and beyond the forest gathering where residents live and up to the farm in that direction. In the opposite direction on Netherfield Lane to Old Church Warsop at Tissington Avenue. Excluding the school area which has a 20mph speed limit in place”*.

39. On the existing 400m long 40mph section of road between Church Warsop and Meden Vale there has been only one road traffic collision resulting in slight injury reported during the period 01.01.14 to 31.7.17. This relatively good record suggests that this site would be a very low priority for a casualty reduction scheme. This stretch of road is relatively rural in nature without any accesses for dwellings or any frontage development; there are fields on both sides. The lowering of this speed limit would require the removal of the two existing 30mph gateway entries into the two adjacent villages which could lead to a rise in traffic speeds within those more built-up areas. It is therefore recommended to retain this existing 40mph limit to allow the retention of the 30mph signs when entering the built-up areas.

40. To the east of Meden Vale, the existing 30mph terminates just east of numbers 1 to 8 Gleadthorpe Cottages. The road is then derestricted for 2.5km to the A616. The petition requests that the 30mph speed limit is extended by around 500m to the property called Inglenook. Records of reported road traffic collisions resulting in injuries to road users show that on this 500m length of road one collision resulting in serious injury and five collisions resulting in slight injuries have been reported during the period 01.01.14 to 31.07.17. It is also the location of a more recent fatal collision which occurred on 14 October 2017. This section of road has been investigated and a casualty reduction scheme has been included in the provisional highways capital programme for delivery during 2018/19. It is currently proposed that the scheme will comprise improved surfacing, signing and road markings but it may be possible to include a change in the speed limit, subject to further feasibility study and consultation. It is therefore recommended that this feasibility work is carried out and the lead petitioner be kept informed accordingly.

**J. Petition requesting the installation of average speed cameras on Netherfield Lane, Meden Vale (Ref 2016/0268)**

41. A 499 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor Andy Wetton on behalf of the residents of Meden Vale requesting *“average speed cameras on Netherfield Lane for the entire length from beyond Gleadthorpe cottages up and beyond the forest gathering where residents live and up to the farm in that*

*direction. In the opposite direction on Netherfield Lane to Old Church Warsop at Tissington Avenue”.*

42. The request covers around a 3km length of Netherfield Lane governed by the differing speed limits. Average speed cameras can currently only be operated within a unique speed limit; so these three sections of road must be considered individually.
43. Records of reported road traffic collisions resulting in injuries to road users show that on the 400m long 40mph section of road between Church Warsop and Meden Vale there has been only one collision resulting in slight injury reported during the period 01.01.14 to 31.07.17. This is a very low level of accidents and therefore this would not be considered for casualty reduction measures of any type, certainly not average speed cameras which are reserved for sites experiencing high levels of collisions resulting in killed or serious injuries.
44. On the 30mph length (1700m) of road to the west of Gleadthorpe Cottages there has been one collision resulting in serious injury and one collision resulting in slight injury reported during the period 01.01.14 to 31.07.17. This is also a relatively small number of accidents. Furthermore, there is no pattern to these accidents for further investigation so, again, casualty reduction measures would be much lower priority than at many other sites in Nottinghamshire.
45. On the national speed limit (60mph) length between Gleadthorpe Cottages and Inglenook there has been one collision resulting in serious injury and five collisions resulting in slight injury reported during the period 01.01.14 to 31.07.17. It is also the location of a more recent fatal collision which occurred on 14th October 2017. These collisions have been investigated in detail and a casualty reduction scheme has been included in the provisional highways capital programme for delivery during 2018/19. The proposed scheme comprises improvements to surfacing, signing and road markings. Nationally, speed cameras are not recommended until all alternative options have been exhausted – it is predicted that the already approved scheme will reduce accidents by around 60%.
46. It is recommended that the lead petitioner be informed accordingly.

**K. Petition requesting resurfacing of the road on Pierrepont Avenue, Gedling (Ref 2016/0269)**

47. A 15 signature petition was presented to the 23 November 2017 meeting of the County Council by Councillor Yvonne Woodhead on behalf of residents of Pierrepont Avenue, Gedling requesting that the road be resurfaced.
48. This is an unclassified road in a residential area and has previously been highlighted by the highway inspector and local councillors as a site requiring more major maintenance. It is currently on the future maintenance programme for resurfacing with an element of structural patching to the more deteriorated areas. Prioritisation of the maintenance works programme involves analysis of technical condition survey data of the whole of the county's road network and using this approach it is likely that the proposed improvements on Pierrepont Avenue will take place during the 2019/20 financial year. If, however, additional funding becomes available, or other planned schemes become undeliverable during 2018/19, it may be possible to undertake the proposed improvements on Pierrepont Avenue during 2018/19.

49. With regards to the ongoing condition of the road surface, this site is monitored regularly through our planned inspection regime and any defects that are considered a safety issue will be repaired in a manner to keep the surface safe ahead of the required resurfacing works.

50. It is recommended that the lead petitioner be informed accordingly.

**L. Petition requesting a speed limit reduction on Warsop Lane between Blidworth and Rainworth (Ref 2016/0270)**

51. A petition was presented to the 23 November 2017 meeting of the County Council by Councillor Yvonne Woodhead requesting a 40mph speed limit on Warsop Lane between Blidworth and Rainworth.

52. This section of the road is predominantly rural in nature with a 60mph speed limit. To consider the speed limit request an assessment will be carried out including consideration of the road layout and its purpose, the number of properties fronting the road, an evaluation of traffic speeds, and an investigation of the speed related injury accident data. Once this data is available the request will be considered in line with guidelines for setting local speed limits; and if appropriate, alterations to the speed limit will be considered for inclusion in a future integrated transport programme.

53. It is recommended that the lead petitioner be informed accordingly.

**M. Petition regarding parking on Kenrick Road at the junctions of Porchester Road & Hillview Rd, Mapperley (Ref 2016/0271)**

54. A petition was presented to the 23 November 2017 meeting of the County Council by Councillor Muriel Weisz on behalf of residents requesting action to address parking around two junctions on Kenrick Road.

55. The implementation of parking restrictions at the Kenrick Road/Porchester Road junction is already underway and public consultation on the draft proposal commenced on 25<sup>th</sup> October 2017 with the overall scheme anticipated to be completed by the end of March 2018. The parking of cars for sale around this area was also previously reported to the Borough Council's enforcement team for action. The further junction of Kenrick Road and Hillview Road is not being similarly restricted as both roads are predominantly residential, carry much lower traffic flows than Porchester Road and there is not any significant accident problem relating to parking here. If there is evidence that the situation has worsened in future, we will reconsider this, but the request would need to be proven as a higher priority than the many other requests for parking restrictions we receive every year.

56. It is recommended that the lead petitioner be informed accordingly.

**N. Petition requesting a residents' parking scheme on Hamilton Street, Worksop (Ref 2016/0272)**

57. A petition was presented to the 23 November 2017 meeting of the County Council by Councillor Sybil Fielding on behalf of residents requesting a residents' parking scheme on Hamilton Street, Worksop.

58. Requests for residents' parking schemes are prioritised in locations where residents do not have off-street parking and where a scheme won't negatively affect nearby streets and town centres, or increase rat running or vehicle speeds. Schemes are prioritised based on the level of non-resident parking throughout the day.
59. Hamilton Street, Worksop is a residential road where some properties have no off-street parking; and no existing on-street parking restrictions. A parking survey will be undertaken to determine whether a residents' parking scheme should be considered a priority at this location for possible inclusion in a future year's integrated transport programme.
60. It is recommended that the lead petitioner be informed accordingly.

## **Statutory and Policy Implications**

61. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

It is recommended that:

- 1) the proposed actions be approved, and the lead petitioners be informed accordingly;
- 2) the outcome of Committee's consideration be reported to Full Council.

**Adrian Smith**  
**Corporate Director, Place**

**For any enquiries about this report please contact: Sean Parks, Local Transport Plan Manager, Tel: 0115 977 4251**

## **Constitutional Comments [SLB 10/01/18]**

62. Communities and Place committee is the appropriate body to consider the content of this report.

## **Financial Comments [SES 12/01/18]**

63. There are no specific financial implications arising directly from this report.

## **Background Papers and Published Documents**

- None

## **Electoral Division(s) and Member(s) Affected**

- Southwell – Councillor Roger Jackson
- Mansfield North – Councillor Joyce Bosnjak
- Tuxford – Councillor John Ogle
- Arnold North – Councillor Michael Payne
- Keyworth – Councillor John Cottee
- Misterton – Councillor Tracey Taylor
- Warsop – Councillor Andy Wetton
- Carlton West – Councillor Errol Henry
- Blidworth – Councillor Yvonne Woodhead
- Arnold South – Councillor Muriel Weisz
- Worksop West – Councillor Sybil Fielding





**8 February 2018****Agenda Item: 9****REPORT OF CORPORATE DIRECTOR, PLACE****REVIEW OF THE COUNTY COUNCIL'S STATEMENT OF COMMUNITY  
INVOLVEMENT****Purpose of the Report**

1. To advise Members of the results of a consultation exercise undertaken on proposed changes to the County Council's Statement of Community Involvement (SCI) in planning matters and to seek the Committee's endorsement of the proposed changes to the SCI – Second Review before the SCI is considered by Policy Committee for adoption as Council policy.

**Information**Statement of Community Involvement

2. At its meeting on 20 July 2017, the Committee endorsed a report which recommended a review and revision of the Council's Statement of Community Involvement.
3. The County Council has had an adopted Statement of Community Involvement (SCI) since January 2007. The SCI details how the County Council will engage with local communities when carrying out its planning functions: namely in the preparation of forward plans and policies such as the Minerals and Waste Local Plans and in the determination of planning applications submitted to the County Council.
4. The provisions in the SCI may go further than the statutory consultation and publicity requirements that the County Council must follow when carrying out its statutory planning functions and have to be followed once adopted.
5. The SCI was first reviewed in April 2013. The previous review was undertaken to reflect changes in national legislation and planning guidance and changes in the way the Council worked.
6. This second review of the SCI has been carried out in light of an increasing emphasis on electronic communication since the 2013 review and an increasing focus on the efficient use of County Council resources while still carrying out its statutory duties and additional measures for effective community involvement in planning matters. It also reflects how electronic communication now plays a greater role in everyday life than in 2013.

7. The key changes to the SCI proposed as part of the Second Review are as follows:

- The revised SCI stresses the use of web based and email being the primary means by which consultation responses are submitted. This is intended to replace a large proportion of the paper-based submissions NCC has received previously, providing a more efficient system for NCC and a more convenient tool for many of the people wishing to submit responses in respect of consultation documents. The SCI however clearly states that where there is a genuine need, the planning service will still communicate and receive communications by hard copy post.
  - As part of increased online consultation the SCI emphasises that County Council email lists ('email me' service) and social media will be used. This is intended to reflect the changing way in which people interact and brings the SCI in line with the approach detailed in the Nottinghamshire Strategic Plan 2017-2021.
  - With respect to local plans, It is proposed that the near-neighbour notification and parish council sections in the SCI will be replaced by a 'local notification' section. This has a different approach to community consultation. This approach would focus on work with parish councils, town councils and parish meetings to provide targeted and visible notification within communities. A Parish Council (or equivalent) would be provided with support and materials enabling them to place notices in locations deemed most appropriate within the communities they serve. They will also be provided with information enabling them to place information on their website. Where there is no parish council (or equivalent), NCC will fulfil these duties.
  - Removing reference to the potential use of press adverts and publications relating to planning, minerals and waste industries for both local plan consultation and development management issues, as placing adverts in these media are no longer considered an effective form of communication
  - Information regarding pre-application charging for planning applications has been added.
  - Minor changes have been made to reflect current legislation and best practice.
8. A six week consultation period ran from the 6 November 2017 and 18 December 2017. A total of 18 responses were received which are set out in **Appendix A** with the proposed response to the suggestions and where relevant suggested further amendments to the SCI consultation draft being proposed as a consequence. A copy of the SCI consultation draft can be found in **Appendix B**. This low level of response was expected given the relatively limited amendments to the SCI.
9. The consultation period was publicised by press notices being placed in six Nottinghamshire (and Nottingham) local newspapers, by two published notices (one at the start of the period and one prior to the last week commencing) via County Council social media pages and over 100 letters and emails being sent to statutory and non-statutory consultees and to interested parties held on our database who have previously expressed an interest in the SCI.

## **Other Options Considered**

10. Keeping the adopted 2013 review as the current Statement of Community Involvement. However, it is likely that over time it will become increasingly outdated as a policy document.

## **Reason/s for Recommendation/s**

11. To inform Members of the results of the recent consultation exercise and to seek members' approval of the proposed changes to updated SCI before it is considered by Policy Committee for adoption.

## **Statutory and Policy Implications**

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Data Protection and Information Governance**

13. Advice has been sought from County Council colleagues to ensure that the SCI remains relevant to up to date data protection legislation. Along with this approach, the activities proposed in the SCI will continue to adhere to all relevant data protection legislation and internal County Council protocols.

## **Financial Implications**

14. This second review of the SCI enables Nottinghamshire County Council to perform its duties and to engage with people and organisations on planning matters principally via online and electronic communications and thereby help reduce stationary and printing costs.

## **Public Sector Equality Duty implications**

15. The SCI has been updated to better reflect protected characteristics relevant to planning matters as detailed in the Equalities Act 2010.

## **Smarter Working Implications**

16. An increased focus on electronic communication enables Nottinghamshire County Council to continue to perform its duties as a County Planning Authority alongside new smarter working practices.

## **RECOMMENDATION/S**

- 1) That Members acknowledge the results of the consultation exercise undertaken on the proposed changes to the existing SCI.
- 2) That Members endorse the proposed revisions to the SCI and forward the document to Policy Committee for approval and adoption as Council policy.

**Adrian Smith**  
**Corporate Director, Place**

**For any enquiries about this report please contact: Robert Portman, Planning Officer, Planning Policy Team, 0115 977 4291**

### **Constitutional Comments [SLB 10/01/18]**

17. Communities and Place Committee is the appropriate body to consider the content of this report.

### **Financial Comments (SES 12/01/18)**

18. There are no specific financial implications arising directly from this report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- 'None'

### **Electoral Division(s) and Member(s) Affected**

- All

## Summary of Consultation Responses

Consultee	Summary of comments	Council response/action	Proposed action / amendment to SCI
NCC Complaints & Information (Internal)	Suggested amendments to ensure that the document remains relevant regarding future changes in law, for example the General Data Protection Regulation (due 2018)	As an online document, the SCI to include a link to the Council webpage containing NCC's Privacy Statement (SCI page 12), in doing so the document remains up to date.	Amendments made prior to completion of consultation draft.
NCC Equalities (Internal)	To amend 'hard to reach' groups section to reflect protected characteristics (under the Equalities Act 2010) likely to be affected	Discussion with colleagues about which characteristics may be hard to reach in respect of planning matters prior to amendments being made.	Amendments made to section 3.27 <b>[Amendment 1 in Appendix B]</b>
Bestwood St Albans Parish Council	Requested confirmation that the consultation related purely to minerals and waste development and not housing development.	The SCI relates solely to matters for which the County Council has planning powers and it is agreed that this should be set out more clearly in the document	Amendments to be made (specific wording changes to be inserted) <b>[Amendment 2 in Appendix B]</b>
Bilsthorpe Parish Council	No comments to make on the SCI review and would like to support.	Non taken.	No further action.
Collingham Parish Council	Considered the document with no comments made.	Non taken.	No further action.
Colston Bassett Parish Council	Wider comments about minerals planning and green belts. Of relevance are comments relating to the need for free hard copy of documents available for fullest participation and feedback. This is stated as being due to lower internet speeds and numbers of	The SCI does refer to hard copy documents being available where genuine need exists. This matter is already covered in the SCI and it would be left to individual discretion at the time of a consultation. Improved internet speeds are becoming available in rural areas but it is acknowledged that	Non required – provision of communication by post and hard copy being provided where there is a need is emphasised in paragraphs 3.11 and 3.12.

	people with an internet connection, coupled with lower public transport coverage making access to community facilities providing internet connection difficult.	accessibility to documentation generally may be poorer in rural areas	
Cllr Paul Peacock (Newark and Sherwood District Council)	Stated that the biggest single issue relating to the north of the county is potential hydraulic fracturing. Stated that communities do not understand the planning process and therefore are unsure how they might have an impact on the decision-making process. Stated that the SCI should have a section that explicitly deals with the process that leads to hydraulic fracturing, how consultations will take place and how concerns raised will be acted upon.	Noted and correspondence forwarded to development management, for further consideration outside the SCI in relation to communication regarding the planning process regarding hydraulic fracturing.	No amendment to be made, as stated in paragraph 4.4 the process of determining planning applications remains essentially the same regardless of its size or complexity. The role of the SCI is not to explain particular types of development but to explain how we will engage people in the planning process .  Section 5 states how communities will be engaged in the determination of planning applications.
Chetwynd: The Toton and Chilwell Neighbourhood Forum	That paragraphs with specific references to parish/town councils should also include a reference to neighbourhood forums.  The County Council should include Neighbourhood Forums in all relevant consultations and treated the same as parish/town councils	The SCI will be amended to include neighbourhood forums where specific reference is made to parish/town councils.  Development Management to consult neighbourhood forums in instances where there is an absence of a Parish Council.	Amendment to be made to paragraphs 3.4, 3.14 to 3.18, 5.11 and 5.19. Reference to neighbourhood Forums to be added to Tables 2, 3(1), 3(b), 3(c) and Annex 1.  Development Management to consider consultation of neighbourhood forums where relevant. <b>[Amendment 3 in Appendix B]</b>
Environment Agency	That the EA is satisfied that it will be consulted as part of its statutory requirement.	Noted	No further action required.



Harby Parish Council	No comments.	Noted	No further action required.
Gypsy Council	No comment. The Gypsy Council does not have the funding to be able to be involved in consultations.	Noted	Review appropriate consultation forum with traveller communities.
Historic England	<p>Stated that in respect of paragraph 2.7 additional text is added in respect of the submission document, to indicate a willingness to discuss matters further with parties where there is the potential for ongoing concerns to be addressed/stated ahead of EIP through a Statement of Common Ground. HE explores this as an option with various Plans and can help the EIP process run more efficiently e.g. sometimes resulting in there being no need to attend EIP.</p> <p>Added that if NCC is agreeable to additional wording it would also be appropriate to indicate an openness to stakeholder meetings with Government Bodies at Submission stage of the Plan since this would provide for continued discussions with regard to the potential for, and content of, a SoCG ahead of an EIP.</p>	To review proposed amendments and amend the SCI accordingly.	<p>Add paragraph 2.9 to reflect suggestions made by Historic England to include mention of discussion and stakeholder meetings (and the potential for the agreement of a Statement of Common Ground) to discuss ongoing concerns where relevant.</p> <p><b>[Amendment 4 in Appendix B].</b></p>
Leicestershire County Council	No comment on the content of the SCI, but noted the following minor presentation matters:	Noted	<p>To make minor amendments in line with LCC's suggestions.</p> <p><b>[Amendment 5 in Appendix B]</b></p>

	<ul style="list-style-type: none"> <li>• Table 2 – in the pdf version some of the words have become combined.</li> <li>• Table 3(c) – there is not text in the final column.</li> <li>• Section 6 - section starts at paragraph 6.13.</li> <li>• Annex 3 – the title of NCC's publications appears to have merged with the title of the first document.</li> </ul>		
Marine Management Organisation	No specific comments made.	Noted	No further action required.
Newark Town Council	The Town Council believes that consulting on Issues and Options and SCI at the same time is wholly illogical, as one document is a Consultation document and another document to reviews the processes involved in undertaking those consultations.	The County Council currently has an adopted Statement of Community Involvement that sets out how the it approaches public consultation both in terms of the development of minerals and waste Local Plans but also when dealing with planning applications for minerals and waste developments. It is currently subject to a consultation on revisions which reflect a move to more electronic means of consultation but does not substantially change the approach which remains focused on promoting wide consultation and public engagement in planning matters. Following withdrawal of the previous Minerals Local Plan it is important that a new Plan is prepared as swiftly as possible and thus an initial consultation on issues and options has commenced. Whilst it is perhaps unfortunate that the two consultations are taking place at the same	No further action required.

		<p>time, they relate to separate issues, it is not considered necessary to halt the consultation on the Minerals Local Plan as this is the first in a number of public consultation stages in the development of the Minerals Local Plan.</p> <p>A letter has already been sent to the Town Council to this effect.</p>	
Warsop Parish Council	The Validation Guidance document which has been published does not include mention of District and Parish Councils as per the SCI.	A reply has already been sent to the Parish Council regarding the Validation Guidance.	None taken as query is not relevant to any potential amendments to the SCI.
Natural England	No specific comments, that they are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.	Noted	No further action required.
Oxton Parish Council	<p>Stated the following:</p> <ul style="list-style-type: none"> <li>All stakeholders should be kept informed of developments which take place after a decision is made on any planning application which they have been involved with/requested to comment on.</li> </ul>	<p>The SCI does mention communication after a decision is made in paragraphs 4.6 (consultation on the approval of details required by planning conditions), 4.11 (liaison groups in respect of major sites) and 5.25 (regarding information placed on NCC's website).</p> <p>Regarding 5.25, information is available regarding decisions made and information in</p>	No further action required.

	<ul style="list-style-type: none"> <li>As it is apparent that the level of regular maintenance being carried out around the County has been progressively reduced over the last few years, further communication is necessary on what the maintenance schedules currently are and are likely to be in future years</li> </ul>	respect of planning conditions are made available on the County Council's website, should residents and parishes wish to keep informed of developments that they are interested in.	
West Stockwith Parish Council	No comments to make on the SCI review.	Noted	No further action required.
Rotherham Metropolitan Borough Council	No detailed comments, however Rotherham MBC welcomes reference to the Duty to Co-operate at paragraph 3.7 and acknowledge the ongoing need for consultation and dialogue between Rotherham Council and Nottinghamshire County Council on strategic, cross boundary issues.	Noted	No further action required.

# Nottinghamshire County Council's Statement of Community Involvement 2017

Covering all minerals and waste planning issues and planning applications for the County Council's own development such as schools and roads.

Consultation Date: November 2017

## Foreword by Councillor John Cottee

Nottinghamshire County Council adopted its first Statement of Community Involvement (SCI) in January 2007. This was reviewed in 2013 to reflect national and local changes to the planning system and we are now carrying out a further review to make sure that the SCI remains fit for purpose.

The SCI is a public document which sets out the County Council's policy and approach to public consultation and involvement in the minerals and waste plans it prepares and the planning applications it determines. We are keen to ensure that communities have the opportunity to be involved in the planning processes and this document sets out how we will do this.

Two key strands underpin the SCI. These are 'front loading', which means providing the opportunity to comment on planning proposals at the earliest possible stage, and 'continuous involvement' which ensures that communities continue to be engaged throughout the plan preparation and planning application processes.

This second review of the SCI confirms the County Council's commitment to engage the community in the planning process and to ensure that we can reach the best possible consensus when making planning decisions.

Councillor John Cottee  
Chairman of Communities and Place Committee



## Preface

The County Council adopted its first Statement of Community Involvement (SCI) on 18 January 2007. This was reviewed in 2013 and the Council is now carrying out its second review largely to reflect changes that have taken place in the way the Planning Group engages with the public when carrying out its statutory functions. This updated SCI document replaces the earlier adopted version. It has been prepared in accordance with the National Planning Policy Framework, the Localism Act 2011 and the Town and Country Planning (Local Planning) (England) Regulations 2012.

**The SCI relates solely to matters for which the County Council has planning powers, with these being the determination of planning applications (minerals development, waste development and the County Council's own developments) and the preparation of local plans and policies (relating to minerals and waste). The SCI document is not relevant to other areas of County Council business or District and Borough Councils, who will have their own Statements of Community Involvement.**

**[Amendment 2: Clarification in respect to the planning areas the SCI will be relevant to]**

## Changes to the SCI

Since the SCI was last updated in 2013 new secondary legislation and planning guidance has come into effect. These are the National Planning Practice Guidance, an online planning information resource first published to the web in 2014, National Planning Policy for Waste (published 2014) and the Town and Country Planning (Development Management Procedure) (England) Order 2015.

During this time the County Council has carried out ongoing consultation on its replacement Minerals and Waste Local Plans and on a large number of planning applications.

The County Council places great emphasis on making the best use of available resources to deliver its services. A wide range of local authority services are now delivered online and the Council is committed to providing online/electronic services wherever possible, in line with the Nottinghamshire Strategic Plan 2017-2021, which states:

*'The digital age is rapidly transforming the way we live, do business and spend our leisure time. People expect to access information, pay bills, make bookings and buy things online. We will reflect this by continuing to introduce new technology and more online services'.*

The SCI has therefore been updated to show that we will provide information electronically wherever possible through the use of the Council's website and social media accounts, email and interactive Local Plan consultation database.

Where there is a genuine need to provide information in printed form we will continue to do so. All planning documents are available in large copy prints, audio cassette, Braille, or languages other than English. If you require a document in one of these formats please contact the address below:

Planning Policy Team,  
Nottinghamshire County Council, County Hall  
Loughborough Road, West Bridgford  
Nottingham  
NG2 7QP  
tel; 0300 500 80 80 (customer service centre)  
email; [development.planning@nottscc.gov.uk](mailto:development.planning@nottscc.gov.uk)

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# 1 Introduction

1.1 Local communities need to be confident that they will be fully involved in the preparation of future plans, strategies and planning proposals that may affect them. All local planning authorities are required to prepare a 'Statement of Community Involvement' (SCI) setting out how this will be achieved. For the County Council, which is the minerals, waste and county planning authority for Nottinghamshire, this SCI will cover the following areas:

- **The preparation of local plans and policies** which provide the framework for determining all future proposals for minerals and waste developments, such as quarries and major waste management facilities. These plans can include preferred areas for development as well as more general policies.
- **The determination of planning applications** for minerals, waste and the County Council's own development such as schools and roads.

1.2 The seven Nottinghamshire district and borough councils all prepare separate SCIs covering their planning functions. These comprise the preparation of local plans and the determination of planning applications for all other types of development such as housing, retail and employment. Nottingham City Council is a unitary authority and is therefore responsible for all planning matters within its boundary.

## What are the main aims of the SCI?

1.3 Public consultation has always been an important part of the planning process and the County Council's methods and approaches have been improved and developed over time in line with good practice. The following four principles are central to our approach:

- **Front loading** – this means providing opportunities to be involved in planning proposals at the earliest possible stage and before decisions are made, allowing communities to help shape forward plans and future development.
- **Continuous involvement** – ensuring communities are continually engaged throughout the planning process both for plan preparation and where planning applications are amended or revised prior to determination. This should result in a greater understanding, consensus and ownership of planning decisions.

- **Transparency** – ensuring the reasons why certain planning decisions have been made, and what other options have been considered and why they have been rejected, are available for public scrutiny and consultation.
  - **Providing feedback** – letting the community know when and why a decision has been made and how their views have been taken into account.
- 1.4 The principles underpinning the SCI build upon the priorities and guiding principles set out in the County Council's **Sustainable Community Strategy 2010-2020**. For example, the strategy wants to see local people influencing decisions which affect their lives and their communities. Principles such as this are reflected in other public engagement initiatives such as the **Public Engagement Policy**. Together they aim to promote the economic, social and environmental well-being of the county whilst allowing communities early and continuous involvement in shaping future development.
- 1.5 By tailoring its methods of community involvement to address the four key principles highlighted above, the County Council believes it will carry out its planning functions in a way which helps achieve consensus and legitimacy in delivering sustainable development.
- 1.6 The remainder of this SCI considers community involvement proposals for forward plans and then planning applications. The final sections consider how community involvement will be resourced and monitored.



## 2 The preparation of local plans

### Why plan for minerals and waste?

- 2.1 Where minerals are worked, and how we can best deal with all of the waste we produce present major planning issues for the county and are of obvious interest and concern to those communities most affected by these activities. The industry must also be able to plan ahead so it can justify the long term investment needed to develop new or extended minerals and waste sites on which our environment, economy and lifestyle depend.
- 2.2 Nottinghamshire County Council is the minerals and waste planning authority for the county of Nottinghamshire. This means that it is responsible for all matters associated with minerals and waste development, including setting land use policies and determining planning applications for such developments.
- 2.3 Decisions on planning applications should be made on the basis of having an up-to-date statutory development plan setting out strategy, provision, policies and sites for development. Alongside the Local Plans produced by the District and Borough Councils, the County Council has a statutory duty to prepare, and keep up-to-date, an equivalent local plan or plans for minerals and waste, and together these documents form the development plan for the county. A Local Plan can be produced as a single, comprehensive document or it can be made up of several separate documents depending on local circumstances.
- 2.4 Exactly which documents are going to be prepared and how and when is set out in the **Minerals and Waste Development Scheme**. The County Council's current development scheme came into effect in September 2017.
- 2.5 All Local Plans must be monitored annually and reviewed as necessary to make sure that the Council's planning policies remain comprehensive and up to date.

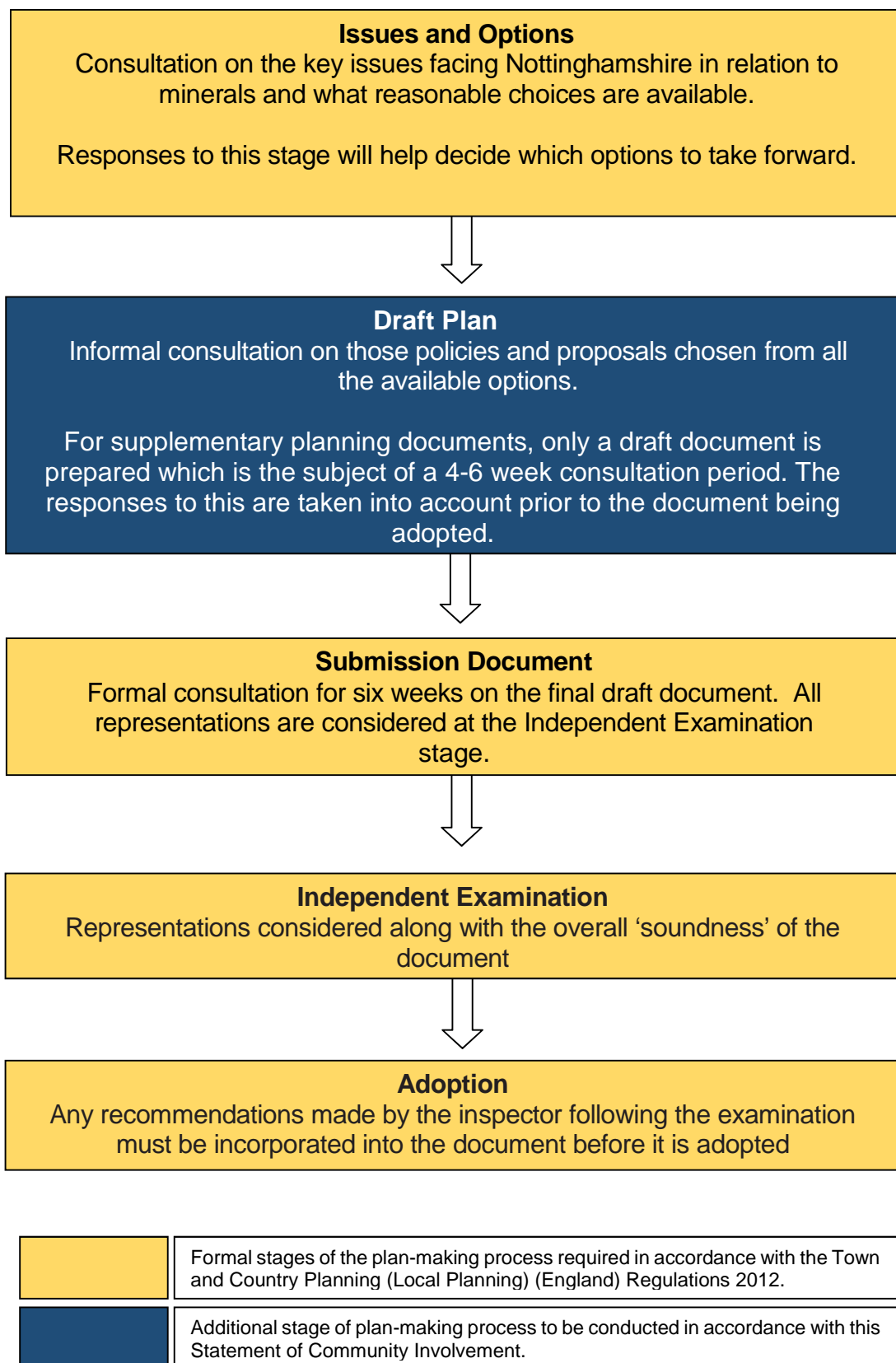
### How are the new plans prepared?

- 2.6 Each development plan document must go through various stages of public consultation and an independent examination before it can be adopted. (see **Figure 1**).
- 2.7 This process begins with a formal requirement to notify and consult relevant organisations and individuals on the scope of the plan to be prepared. This is commonly referred to as the '**issues and options**' stage which explores what reasonable options exist to address the planning issues that need to be resolved. The information and comments received are then used to help prepare the draft plan. Although there is no legal requirement to do so, the local authority/Council will often prepare and consult informally on a '**draft plan**' document setting out which options are considered the most suitable to go forward into the plan and which have been rejected and why. Responses from this informal stage can then be used to help prepare the final version of the plan

known as the '**submission draft**' document which must be published and subject to a formal consultation period before being submitted to the Secretary of State. This draft will be made available for public inspection at the County Council's offices and on our website. All of the representations received are then forwarded to the Secretary of State, along with the submission draft and any supporting information. This will include a summary of the main issues raised and how these have been taken into account during the plan's preparation which will also be available on the County Council's website or provided on request. Once the plan has been submitted, there will be an independent examination held before a Government appointed inspector.

- 2.8 The examination considers the 'soundness' of the whole document along with any objections made at the submission draft consultation stage. The document can only be adopted if it is found to be sound by the Inspector who may recommend specific changes in order to make the plan sound. If it is not found sound the plan will have to be withdrawn. Copies of the adopted document will be published as soon as possible after its adoption and also published on the County Council's website. Figure 1 provides an overview of the plan preparation process. The Council will undertake and publish regular monitoring updates.
- 2.9 **The County Council would be open to discussing matters further with consultees, where there is the potential for ongoing concerns to be addressed/stated ahead of examination of the local plan through a Statement of Common Ground. This would be agreed between, for example, the County Council and organisations such as Government Bodies and Infrastructure Organisations. There would also be a willingness to (where relevant) hold stakeholder meetings with such organisations at the submission stage of the Plan. This would provide for continued discussions with regard to the potential for, and the content of, a Statement of Common Ground in respect of informing the Inspector and other parties about areas of agreement, especially in instances where concerns have previously been raised [Amendment 4].**

**Figure 1 – Stages in the preparation of development plan documents**



## **Who approves the Minerals and Waste Development Framework documents?**

- 2.9 All development plan documents must be considered and approved by the County Council's elected councillors. The approval mechanisms vary according to each document and the stage it is at. Early stages may be considered by the relevant committee but more formal stages will have to be considered at a meeting of the Full Council.

## **Legal challenges and complaints**

- 2.10 All objectors to the submission draft document have a right to have their views heard at the independent examination. Neither the County Council nor objectors have a right to appeal against the inspector's recommendations.
- 2.11 Objectors can legally challenge the inspector's decision on a development plan document within six weeks of it being adopted. Such challenges are by judicial review and must be based on procedural or other legal errors in preparing the document. The County Council is also able to challenge the inspector's report on procedural or other legal grounds.
- 2.12 The usual rights to make a complaint against the County Council on procedural grounds, maladministration or other substantive legal error applies and can be made to the Local Government Ombudsman, or via the County Council's own complaints procedure.

## **Compliance with the SCI**

- 2.13 The County Council is required to comply with the measures set out in the SCI when preparing its minerals and waste development plan documents. Evidence given at an independent examination which shows otherwise could result in the inspector at the independent examination recommending that a development plan document be withdrawn.

### 3 Community involvement during the preparation of local plans

- 3.1 The SCI has to meet the legal minimum requirements for consultation and publicity and more importantly set out the additional measures to be carried out to meet the four key principles set out in paragraph 1.3. These are considered below:

#### Consultation and publicity – what the County Council must do

- 3.2 For development plan documents, consultation must begin at the issues and options stage. The County Council must consult all organisations and other bodies it considers relevant to the document being prepared. These will normally include Government departments and agencies, the minerals and waste industries, district and parish councils and environmental groups. The types of groups that will be consulted are set out in annex 1.
- 3.3 At the formal consultation stages, details of the plan, public information notices and forms for making representations will be published on the Council's website along with all other relevant documents, such as the sustainability appraisal. Notifications will be sent by email or other online communication methods such as social media. For those who do not have access to a computer, documents can be viewed at libraries and printed copies will be available in council offices at both Nottinghamshire County Council, Nottingham City Council and Nottinghamshire District Council Offices. Wherever possible details will be sent electronically (see paragraph 3.21). Paper copies can still be requested and will be provided in circumstances where there is a clearly identified need and information cannot be obtained by other means.
- 3.4 Please note, there is no specific requirement to publicise, or to consult local residents or any other members of the public individually but the Council will make use of the internet/social media channels and local media to publicise consultations as widely as possible. Local residents, interest groups and other organisations are encouraged to register for updates via the Council's 'email me' service or to register directly with the County Council's online consultation database in order to receive direct notification of upcoming plan consultations. The Council will also send information to Parish Councils, **Parish Meetings, Town Councils and Neighbourhood Forums [Amendment 3]** to enable them to publicise the upcoming plan within their administrative area.
- 3.5 At the formal consultation stages, there is no requirement to place public notices in the local press but copies of all relevant documents and details of how to make representations must be made available for public inspection at the County Council's main office. This information must also be made available on the County Council's website and electronically. The County Council must make provision for representations to be submitted electronically.
- 3.6 For supplementary planning documents, only one formal consultation stage takes place which follows similar procedures as those detailed in paragraphs 3.3 and

3.4 above for development plan documents.

## **Duty to Co-operate**

- 3.7 The Localism Act 2011 also introduced a specific ‘Duty to Co-operate’ for local planning authorities and other public bodies which extends to all parts of the UK, not just our local area, where there are common issues such as cross- boundary movements of waste, the supply of minerals or the impact of major proposed development schemes. Where such issues are identified, the County Council will work with those local planning authorities or public bodies affected to address these issues through its development plan documents.

## **Additional consultation and community involvement – what the County Council proposes to do**

- 3.8 As well as the minimum requirements set out above, we will also make use of some or all of the following methods, where appropriate, to ensure wider community engagement in line with the four key principles set out in paragraph 1.3.
- 3.9 Each measure is discussed in turn and its relevance to each type of local plan and the stages of its preparation detailed. A summary of all the options can be found in table 2 (see pages 23-25). Tables 3a-3c (pages 26-28) detail when each of these options is likely to be used at the various stages of preparation for the different types of forward plans.

- **The use of online consultation and other electronic communication**

- 3.10 The use of the internet and email is now an integral part of everyday life and is a key tool when it comes to consultation and raising public awareness. Email will be the main way the County Council communicates, with contact email addresses being distributed on material produced by the County Council. Once communication with Nottinghamshire County Council has been established by email, it will be used as the main form of communication.
- 3.11 Members of the public will be able to comment on documents online, allowing them to provide public comments and also to view the comments left by others. The County Council will communicate by post where there is a clearly identified need, which will be considered by the County Council on a case by case basis.
- 3.12 All of the consultation documents and supporting information will be available on the County Council’s website for the public to view and download. The website shall be the primary location through which information regarding consultation documents is accessed. The internet publication of these documents will be publicised using County Council e-mailing lists, social media pages and County Council website to raise the profile of these documents,



awareness of them and provide updates on plan progress. Where there is a clearly identified need, paper copies will still be provided upon request as deemed appropriate by the County Council.

- **Local Notification**

3.13 Minerals and waste development proposals can have a real or perceived impact over a wide area and possibly whole communities. While near neighbour notification is useful for planning applications, which affect a specific location (see paragraphs 5.11 – 5.16), there are practical problems in using this for local plans which cover the entire county. It is not feasible for the County Council to write to every resident individually, but where minerals and waste plans are putting forward site specific proposals, rather than general, strategic policies, notifications placed physically within communities may provide a useful means of communication.

3.14 The relevant parish **council(s)** (or parish meetings where relevant), town council(s) **and neighbourhood forums [Amendment 3]** for an area affected by proposals will be supplied with the materials to enable them to place notices providing information regarding site specific proposals. This enables the relevant local government body (the parish) for the local area to place notification and information in the locations most appropriate for the community it serves. Parish representatives are the best placed administrations within their area to determine the best locations for information, which might include libraries, leisure centres (or gyms), church halls, parish notice boards or other suitable locations, depending on the parish. Paragraphs 3.15 and 3.16 detail further how the County Council will work with parish/town councils.

3.15 Where there is no parish council, town council or parish meeting to conduct the activities detailed in 3.14 in an area affected by proposals, the responsibility for ensuring that information is placed would fall to Nottinghamshire County Council.

3.16 This approach (detailed in paragraphs 3.13 – 3.15) provides a balance between consultation of those directly and indirectly affected by proposals and the costs and practical limitations associated with consultation on proposals across a large County area. Additional information and support will be provided to Parish and Town Councils as they have an important role to play in relaying information to their communities when local plans are produced.

3.17 This is especially the case for site specific proposals, as information, materials and communication in addition to the notices (detailed in paragraphs 3.12 and 3.13) will enable parish/town councils to feed back any local concerns back to the planning authority. The relevant parish/town councils, both within and adjacent to the county, can assist the County Council in deciding how best to inform local communities, including groups we find hard to reach, of proposals being put forward. These options include suggesting suitable venues for public meetings and exhibitions (such as parish/community halls, local libraries, public houses and post offices), leaflet drops and providing suitable locations to place additional



documents on public display or display posters and/or leaflets.

- 3.18 The partnership between the County Council and parish/town councils **(and also parish meetings and neighbourhood forums) [Amendment 3]** is important because the latter often have limited resources, both in terms of active members and finance, to fully engage their parishioners. By working together, the objectives of the SCI can be more fully realised. The County Council will support parish councils, town councils and parish meetings with information and resources to enable them to provide information to those within their parish area. Resources such as exhibition material and electronic copies of information leaflet designs can be passed onto parishes (by the County Council) to assist them in fulfilment of this role. In return, parish/town councils will be expected to work co-operatively with the County Council in providing adequate communication with their parishioners and the County Council, pro-actively using the materials and information provided to them.

- **The use of the media**

- 3.19 Press releases provide an important function in enabling the County Council to distribute information to major media outlets. Press releases give media outlets such as local and national radio, television and printed press (along with their associated online output) information provided by the County Council at no additional cost to the authority. Press releases have the potential to reach a large number of Nottinghamshire residents with information about local plans.
- 3.20 Where it is deemed appropriate at officers' discretion regarding any perceived need in relation to the Plan concerned, the County Council will go beyond the statutory minimum consultation by placing public notices in local press.
- 3.21 The County Council may also use its own publications, such as County Life, to bring key documents to the public's attention. The County Council's own social media and web presence also provide a low cost, highly visible and easily distributable means of notifying the public about key documents.

- **Stakeholder meetings**

- 3.22 Stakeholder meetings allow a wide range of views to be considered in an open forum. Stakeholder groups have no decision-making powers but can take involvement beyond paper consultation exercises, enabling different parties to interact and see how their views relate to the views of others. This process can help to achieve a greater degree of consensus than otherwise might be the case.
- 3.23 To be effective, the groups are best limited in number, usually no more than 15 or 20 to contain sufficient expertise and breadth of views to provide useful guidance. Representatives from Government bodies and agencies, the minerals and waste industries, environmental bodies and community organisations would normally be invited.
- 3.24 Stakeholder groups are more likely to be suitable when preparing strategic

policies setting out the broad approach on the amount and type of development that is appropriate, for example, rather than when considering specific site allocations where individual commercial and local interests may tend to make objective discussion and consensus more difficult to attain.

- 3.25 To be most effective the stakeholder groups should be established at the very start of preparing a new plan, before any informal general consultation begins. This means that the group can debate and provide evidence on what issues and options apply.

- **The role of voluntary and community organisations**

- 3.26 Voluntary and community organisations can also have an important role to play when local plans are produced. This can be in partnership with parish/town councils or, in areas where there is no such council; they could be the main focus for engagement within the local community.

- **Groups we find hard to reach**

3.27

~~There are some sections of the community which traditionally do not get involved in planning matters. These are often referred to as 'hard to reach groups' and include:~~

- ~~◆ Older people~~
- ~~◆ Ethnic minority communities~~
- ~~◆ Gypsies or travellers~~
- ~~◆ People with disabilities~~

~~By working with these groups and their representatives, it is hoped that they can have a more active role in planning matters in the future. The County Council will make every endeavour to meet the requirements of the Equality Act 2010.~~

**There are some sections of the community which are 'hard to reach' and often do not get involved in planning matters. These include:**

- **Older people**
- **Young people**
- **Black and Minority Ethnic communities**
- **Gypsies or travellers**
- **People with disabilities**

**Under the Equality Act 2010, they have protected characteristics and we are required, as a public body, to eliminate discrimination, promote quality of opportunity and foster good relations between those who have a protected characteristic and those who do not. By working with these groups and their representatives, it is our aim to give them a more active role in planning matters in the future.**

**[Amendment 1: The above has been edited on advice from NCC Equalities Officers to reflect 'at risk' groups as defined in the Equalities Act 2010]**

- **Feedback**

3.28 It is important that all consultees receive good feedback so they know how their comments and representations have been considered and why they have been accepted or rejected. For example, this can help objectors decide if they wish to maintain their objection or withdraw it in light of the County Council's reasons for not accepting it.

3.29 Below is a summary of how and when we will use these various consultation methods.

- **How will we use your personal information**

3.30 Please be aware that in order to maintain an effective consultation database of those who have expressed an interest in any of the planning documents being prepared, we will need to keep a record of your name, address, contact details on our database and any comments you have made. Consultation responses cannot be made anonymously and others will have the right to see comments you have made. Where these are published on the County Council's website we will make every effort to ensure that personal details such as your address, phone number, email and signature are not visible to others. However we are required to make copies of responses available to view at our offices on request and this may include original correspondence.

3.31 If you no longer wish to be contacted by the County Council about any of our planning documents you can let us know and ask us to remove your details at any time. However, if you have made formal representations on a plan we cannot delete your record unless you withdraw your representation which will mean it cannot be considered by an Inspector at examination. This also applies to any representations you may have made on a plan that has since been adopted. The Council has to retain all of the information and evidence, including representations that were part of preparing that plan in case of any procedural/legal challenge. Usually the information is retained until the Plan has been replaced which may take several years.

3.32 For the purposes of data protection information we hold will only be used in connection with the planning documents we are preparing and the planning process and we will not pass this on to anyone else other than those who are directly involved with preparing the plan and the planning process unless we are required to disclose this information by law or by any government department or other regulatory authority. Where relevant, information may be disclosed to others outside the County Council such as the Planning Inspectorate.

3.33 For more details on how we use your information and who to contact if you have any concerns please view Nottinghamshire County Council's Privacy Statement at <http://www.nottinghamshire.gov.uk/global-content/privacy>.

## **4 The determination of planning applications**

### **Types of planning applications**

- 4.1 The County Council is responsible for determining planning applications for minerals and waste proposals and for its own development. The type, scale and complexity of applications vary enormously. These range from major proposals including new quarries, large scale waste management facilities, new schools and road schemes to minor applications such as applications to vary planning conditions, extensions to schools and multi-use games areas on school sites. Since their introduction in 2009 the County Council has also dealt with applications for non-material amendments to existing planning permissions.
- 4.2 The nature of each application can influence how long the County Council will take to deal with them. There are statutory time limits to be met for dealing with planning applications comprising 13 weeks for major applications and 8 weeks for all other types of development, unless the application is subject to an Environmental Impact Assessment in which case a 16 week limit applies. Where these time limits cannot be met, the Council can ask the applicant for an extension of time to allow for further consideration of the proposal or to conclude a legal agreement for instance. Local Planning Authorities are monitored by central government which publicises league tables for performance on the determination of planning applications. Failure to meet the criteria, which includes the percentage of applications for major development that have been determined within the statutory period or the agreed extended time, can result in the council being “designated” on the basis of under-performance. If this happens legislation allows applicants to submit their planning applications for major development to be submitted directly to the Secretary of State for determination.
- 4.3 Most major proposals are accompanied by a significant number of plans and supporting documents, including, where required, an environmental statement. These can raise complex issues which require extensive consultation. Sometimes planning permissions are subject to legal agreements, which often adds further time to the issuing of the decision.

### **Stages of determining planning applications**

- 4.4 The process of determining a planning application is essentially the same regardless of its size or complexity. The applicant must submit the necessary forms and supporting information and the County Council then makes a decision to grant or refuse planning permission after all consultations and negotiations have been completed. In some cases, the applicant may discuss the proposal with the County Council, other key consultees and local communities before the planning application is submitted. The merits of this approach are considered later in paragraphs 5.6 – 5.7.

## **Making the decision**

- 4.5 Major and controversial planning applications are reported to the County Council's Planning and Licensing Committee for a decision by councillors. Using powers delegated to the Corporate Director for Place planning officers make decisions on more straightforward applications and those which do not raise significant objections.
- 4.6 If a planning application is approved, the decision usually has a comprehensive set of planning conditions attached (with reasons) and sometimes a legal agreement covering aspects such as financial contributions towards the long term aftercare and management of a site or dealing with lorry routeing. Where appropriate, the County Council will undertake additional consultation on the approval of details required by planning conditions.

## **Compliance with the SCI, rights of appeal, legal challenges and complaints**

- 4.7 If a planning application is refused, reasons have to be stated and applicants have the right to appeal against this decision or against conditions they consider to be unreasonable. Appeals are considered by a government inspector who can either uphold the decision made by the local planning authority or overturn it. Occasionally appeals are decided by the Secretary of State taking an inspector's advice into account. There are no third party rights to appeal against planning decisions. Additionally, there is no right of appeal against decisions made on the County Council's own applications.
- 4.8 The County Council has an internal complaints procedure to deal with matters relating to how planning applications have been processed, rather than the planning decisions themselves. This could include complaints that public consultation on a planning application has not complied with relevant legislation or the SCI. Matters which cannot be resolved through this mechanism can be referred to the Local Government Ombudsman.
- 4.9 Very occasionally planning decisions are subject to legal challenges. Procedures for appeals and legal challenges fall outside the remit of this SCI.

## **Monitoring and enforcement**

- 4.10 As most minerals and waste operations are ongoing and often long term developments, the County Council regularly monitors sites to ensure that planning conditions and legal agreements are complied with. This is done in accordance with the Council's adopted 'Local Enforcement Plan'. Where breaches of planning control occur then the County Council has a range of powers to enforce compliance. Other statutory bodies, such as the Environment Agency and district council environmental health departments, also have a role in enforcing the proper operation of sites.

## **Liaison groups**

- 4.11 The County Council has encouraged the setting up of local liaison groups at most major quarries and waste management sites to help assist the dialogue between the industry and local communities. These meetings are usually held twice a year and may include site visits to look at how the development is progressing and what issues, if any, are of concern to the local community. Experience has shown that these meetings can be very effective at resolving issues and preventing problems before they arise, and operators are usually keen to be involved in this way.



## 5 Community involvement during the determination of planning applications

- 5.1 The methods of community involvement detailed below begin by setting out what the County Council must do, followed by additional measures it intends to undertake to meet the four key principles of the SCI (see paragraph 1.3).

### Consultation, publicity and notification – what the County Council must do

- 5.2 Planning regulations require various bodies and organisations to be consulted on certain planning applications. For example, where an application is likely to have a significant effect on a public highway, the local highways authority will be consulted. If a proposed development involves mining operations or the deposit of refuse or waste, the Environment Agency has to be consulted. Consultees are consulted via email and directed to the County Council's website to inspect all planning application documents. Planning law requires statutory consultees to respond within a set time period of 21 days. Such bodies as Natural England will be allowed a longer period of time to comment on certain applications where this is prescribed by legislation.
- 5.3 The minimum requirements for publicity and notifying local communities are very limited, comprising a combination of one or more of the following: site notices; local press notices and notifying adjacent land owners. Applicants must notify any owners of land to which the application relates if they are not themselves the owner. Which methods apply varies according to the type of planning application, details of which are set out in Table 1.

<b>Table 1 – Publicity requirements for planning applications</b> (as required by Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015)	
<b>Type of Application</b>	<b>Minimum Publicity Requirements</b>
Applications for major development* submitted with an Environmental Statement; Applications involving a departure from the development plan; or Development affecting a public right of way	Posting of a site notice for not less than 21 days, Notice in a local newspaper and the County Council (CC) Website Note: applications accompanied by an Environmental Statement require publicity for 30 days (2017 EIA Regulations)
Other applications for major development*	Posting of a site notice for not less than 21 days, or serving notice on adjoining owners/occupiers; Notice in a local newspaper and CC Website
Applications affecting the setting of a listed building or the character or appearance of a conservation area	Posting of a site notice for not less than 21 days; Notice in a local newspaper and CC Website
Other applications	Posting of a site notice for not less than 21 days; or Serving notice on adjoining owners/occupiers and CC Website



Copies of all site and press notices are now available to view on the Council's website. The Environmental Impact Assessment Regulations 2017 made this mandatory for all applications accompanied by an Environmental statement.

\* The definition of major development is set out in annex 2.

## **Additional consultation, publicity and notification – what the County Council proposes to do**

- 5.4 The statutory publicity and notification measures listed above are unlikely to be very effective at engaging local communities. For instance, press notices generally follow a very legalistic format, do not set out the detailed nature of the proposed development and there is no means of establishing readership levels. Site notices are better at informing local residents of proposals, providing they are placed at accessible and easily visible locations, which the County Council endeavours to do.
- 5.5 On their own, a single press and a single site notice are limited in achieving their purpose of notifying the public of proposals and fall well short of the consultation and engagement measures communities can reasonably expect. Over the last few years the County Council has increased the use of its website as a means to publicise planning applications, to receive comments on applications and to publish planning decisions. The County Council also intends to use a range of other measures, discussed below, to ensure the SCI principles are met. A summary of all potential options is set out in Table 2 (see pages 23-25). Details of when these options are likely to be used are set out in Table 3c (see page 28).

### **• Pre-application discussions**

- 5.6 The National Planning Policy Framework (paras.189-190) stresses that although developers are not required to engage with local authorities before submitting planning applications early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties and should therefore be encouraged. The main advantage of pre-application discussions is that they provide an opportunity for the County Council to check if any issues have not been covered before the planning application is submitted. Pre-application advice can be provided on all proposals and can involve consultation with other organisations. This reduces the likelihood of the County Council having to request further information from the developer once the application has been submitted and then having to carry out further consultation on that information. Occasionally, County Council officers may advise developers that their proposals are contrary to planning policy and therefore planning permission is unlikely to be granted, leading to proposals being dropped. Like many other local authorities and statutory consultees, the County Council now charge for providing pre-application advice with the level of fee reflecting the size and nature of the proposal.

- 5.7 Developers often request that pre-application information be treated as confidential for commercial reasons, for example when they have yet to secure a legal interest in the land. However, where such obstacles do not exist or have been overcome, there are benefits to ‘front-loading’ the process by encouraging pre-application dialogue with the wider community. This early stage offers a real opportunity for local residents to influence a development before final proposals are drawn up and submitted. While the County Council cannot make pre-application discussions compulsory (with the exception of those application types listed in paragraph 5.9 below) it will continue to encourage developers to enter into them, and welcomes the involvement of the local community. Developers/applicants will be encouraged to ensure that all public meetings and exhibitions are held at easily accessible locations.
- 5.8 In March 2014 the Government published the National Planning Practice Guidance (NPPG) which includes a section on the value of pre-application engagement and states that “pre-application engagement by prospective applicants offers significant potential to improve both efficiency and effectiveness of the planning application system and improve the quality of planning applications and the likelihood of success”. The Guidance added “that the approach to pre-application engagement needs to be tailored to the nature of the proposed development and the issues to be addressed”.
- 5.9 Notwithstanding the significant benefits of pre-application engagement, for most applications consultation at this stage is not mandatory. Currently the only compulsory pre-application consultation involving applications which may be determined by the County Council relates to proposals for wind farms (involving the installation of more than 2 turbines or the hub height of any turbine exceeds 15 metres in height). Where such proposals are submitted applications must be accompanied by details of consultation undertaken, any responses received and how these responses have been taken into account. For more information on this please contact the Development Management Team.
- 5.10 The only other compulsory pre-application consultation relates to Nationally Significant Infrastructure Projects, such as new power stations or major road or rail developments. In 2012 the Planning Inspectorate became the agency for this type of project.

### • **Additional consultation**

- 5.11 Beyond the statutory consultees described in paragraph 5.2, the County Council already consults other bodies and organisations it considers are likely to be interested in proposed developments and this will continue in the future. These include parish councils **(and also where relevant town councils, parish meetings and neighbourhood forums)** [Amendment 3], organisations such as Nottinghamshire Wildlife Trust, and local community groups. Annex 1 sets out the types of bodies and organisations to be consulted.

## • **Near-neighbour notification on submitted applications**

- 5.12 Past experience has confirmed that the most effective way of ensuring local communities are aware of a proposal is through a combination of additional site notices placed in residential areas close to application sites and notifying individual homes and businesses by letter. Near-neighbour notification on planning applications is widely practiced by local planning authorities and the County Council is no exception. There are however no national standards or guidelines and each planning authority has had to develop its own approach.
- 5.13 The extent of this near-neighbour notification has been at the discretion of the case officer dealing with the application and it is proposed to retain this method in the future.
- 5.14 The extent of near-neighbour notification will vary according to the scale and nature of the proposal and its potential impact. For minor applications, consultation can usually be limited to properties adjoining the site. For larger scale proposals, such as a new quarry or school, more extensive consultation may be undertaken. The case officer will take account of details such as the proposed location and scale of new buildings and plant, access points, vehicular routes, and potential noise, odour, dust, landscape and visual impacts, and make a professional and well-informed judgement on who to notify. This process could also involve seeking advice from parish/town councils about any hard to reach groups in the area etc.
- 5.15 This approach differs from the local notification methods that will apply to development plan allocations for minerals and waste proposals (see paragraphs 3.13 – 3.15). This is because consultation on planning applications can be more precisely tailored to reflect the expected impact of a detailed proposal. When deciding on the extent of near-neighbour notification, the County Council must also balance the benefits of consulting everyone who might be directly or indirectly affected against the costs and practicalities of doing so. The desire is to improve the quality of community involvement, not merely the quantity.
- 5.16 The County Council will continue to carry out near neighbour notification by letter with a site location plan enclosed and details of the County Council's website at which details of the application can be viewed. Comments will be invited within 21 days with all responses being acknowledged by the County Council. Consultees and local residents are encouraged to respond electronically by using the comments form on the County Council's website or by emailing the Development Management Team (at [development.management@nottsc.gov.uk](mailto:development.management@nottsc.gov.uk)). Where an email address is provided the County Council will use this method as the default means of communication with consultees. Specific requests for additional time to respond will usually be agreed to, where appropriate and practical. This could be to enable discussion at a parish council meeting or to take into account public and bank holidays. However, the County Council will continue to be mindful of Government targets for determining applications within specific timeframes

when agreeing to additional time to respond to consultations on applications. If significant amendments are made to a proposal the County Council will notify all relevant consultees about these changes.

- **The use of the internet and other electronic communication**

5.17 The County Council has significantly developed its website and other forms of electronic communication in recent years to make its planning service more efficient and accessible to the public, applicants and consultees. This includes placing information, including planning application forms, plans and other supporting documents on the County Council website. Copies of consultee responses, press and site notices, as well as decision notices are also displayed on the website. Local residents and other interested parties are encouraged to submit their representations on planning applications electronically and an online form has been developed for this purpose. Submitting representations electronically allows all future correspondence to be carried out electronically which is both the most efficient and effective way of keeping local residents informed of the progress of the application. Furthermore, the County Council has an 'email me' service which provides subscribers with regular updates about key planning matters.

- **Stakeholder group meetings**

5.18 For complex applications or those in sensitive areas the County Council will consider bringing together the various parties involved in the planning application process including developers, government bodies and agencies, and representatives from local action or community groups to form stakeholder groups. Meetings of these groups could be arranged at key stages of the application to establish common ground and help facilitate proposals that are acceptable to all parties.

- **The role of parish/town councils**

5.19 Parish councils, town councils **(and where relevant parish meetings and neighbourhood forums) [Amendment 3]** both within and adjacent to the application site, have an important role to play in the planning process and can often be the focus of putting forward local concerns to the planning authority. They can also help identify hard to reach groups who might wish to be consulted on a certain issue. They can help identify suitable locations, such as parish/community halls, local libraries, public houses and post offices, for displaying additional planning documents, plans and other information, such as leaflets and posters, while also advising of suitable venues for holding public meetings and exhibitions. The County Council will continue to build on its existing relationships with them to make their role, and use of resources, more effective.

- **The role of voluntary and community organisations**

5.20 Voluntary and community organisations can also have an important role to play when planning applications are submitted. This can be in partnership with parish/town councils or, in areas where there is no such council, they could be the main focus for engagement within the local community.

- **Groups we find hard to reach**

5.21 There are some sections of the community which are 'hard to reach' and often do not get involved in planning matters. These include:

- Older people
- Young people
- Black and Minority Ethnic communities
- Gypsies or travellers
- People with disabilities

Under the Equality Act 2010, they have protected characteristics and we are required, as a public body, to eliminate discrimination, promote quality of opportunity and foster good relations between those who have a protected characteristic and those who do not. By working with these groups and their representatives, it is our aim to give them a more active role in planning matters in the future.

5.22 It is important that the SCI develops and expands on traditional consultation and engagement methods and adopts more imaginative ways of ensuring that these sections of the community become more involved in the County Council's planning issues. The various methods proposed are summarised in Table 2 (pages 23-25) and by working with these groups and their representatives, it is hoped that they can have a more active role in planning matters in the future.

- **Public speaking at committee**

5.23 Where planning applications are reported to Planning and Licensing Committee for a decision, anyone who has submitted written views on an application within the appropriate timescale and has indicated a wish to speak at committee is given an opportunity to register to speak. The places to speak at committee are allocated on a first come first served basis. Further details about who can speak and for how long are set out in the County Council's 'Guidance Note on Public Speaking at Committee' which can be viewed on the County Council's website at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

- **The use of the media**

5.24 The County Council will utilise the local media and its own publications, such as County Life, to inform the public of planning applications submitted to it, particularly major or controversial ones. This could include press releases to local papers, radio stations and television. Where relevant social media, such as Twitter, will also be used. However, due to their high cost, the County Council will encourage developers to undertake these as part of any public engagement exercise, particularly at the pre-application stage.

- **Feedback**

5.25 The final decision on all applications , including the statement of reasons for the decision, conditions and legal obligations will be placed on the County Council's website at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

5.26 Anyone making representations should be aware that names, addresses and any comments made will be publicly available and will be retained by the County Council for the relevant period of time. Names and signatures will not be put on the County Council's website.



**Table 2 – Community involvement options – objectives and benefits**

**[Amendment 5]**

<b>Method</b>	<b>Objectives and benefits</b>
<b>Near-neighbour notification</b>	<ul style="list-style-type: none"> <li>• Ensures residents and businesses near a proposal are informed</li> </ul>
<b>Stakeholder meetings</b>	<ul style="list-style-type: none"> <li>• Brings together representatives covering a broad cross-section of views</li> <li>• Establishes common ground at an early stage prior to plans and policies being drawn up</li> <li>• Allows issues to be discussed in great depth</li> <li>• Creates better evidence base</li> </ul>
<b>Pre-application discussions</b>	<ul style="list-style-type: none"> <li>• Identifies important issues at an early stage in the process</li> <li>• Provides an opportunity for the local community to influence a proposal before it is finalised</li> <li>• Can discourage planning applications being submitted which are likely to be refused</li> </ul>
<b>Placing planning documents at local venues</b>	<ul style="list-style-type: none"> <li>• Makes information more easily available to local communities</li> </ul>
<b>Loaning plans and documents</b>	<ul style="list-style-type: none"> <li>• Makes information available to those with mobility problems which would otherwise be inaccessible</li> </ul>
<b>Public meetings</b>	<ul style="list-style-type: none"> <li>• Engages local communities on local issues</li> <li>• Can highlight main issues at an early stage e.g. pre-application</li> <li>• Response sheets could provide valuable feedback</li> </ul>



Method	Objectives and benefits
<b>Public exhibitions</b>	<ul style="list-style-type: none"> <li>• Makes detailed information available to local communities</li> <li>• Raises the profile of significant local planning issues</li> <li>• Response sheets could provide valuable feedback</li> <li>• Provides opportunities for detailed conversations</li> </ul>
<b>Leaflets and posters</b>	<ul style="list-style-type: none"> <li>• User-friendly way of informing the public and consultees of the key points/issues of complex documents and applications</li> </ul>
<b>County Council website</b>	<ul style="list-style-type: none"> <li>• Makes detailed and up to date planning information widely available</li> <li>• Meets e-government targets</li> <li>• Provides an alternative way to make representations</li> </ul>
<b>Parish/town council websites</b>	<ul style="list-style-type: none"> <li>• Key planning information can be placed on the parish/town council's <b>(also parish meeting's or neighbourhood forum's) [Amendment 3]</b> own website</li> <li>• Increases local ownership of planning issues</li> <li>• Improves working relationship between County Council and parish/town councils</li> </ul>
<b>Press releases</b>	<ul style="list-style-type: none"> <li>• Provides information to local radio and other media</li> <li>• Increases awareness and interest in planning matters</li> <li>• Reaches a wider audience including potentially 'hard to reach' groups at a low cost</li> <li>• Provides more user friendly format than statutory press notices</li> </ul>

Method	Objectives and benefits
<b>Press advert</b>	<ul style="list-style-type: none"> <li>• Promotes planning issues using local media</li> <li>• Increases awareness and interest in planning matters</li> <li>• Reaches a wider audience including potentially 'hard to reach' groups</li> <li>• Provides more user friendly format than statutory press notices</li> <li>• Guaranteed coverage, not subject to editorial decisions</li> </ul>
<b>County Council's own publications, such as County Life</b>	<ul style="list-style-type: none"> <li>• Increases awareness and interest in planning matters</li> <li>• User friendly format</li> <li>• Guaranteed coverage, not subject to editorial decisions</li> </ul>
<b>Professional publications, such as Minerals Planning</b>	<ul style="list-style-type: none"> <li>• Informs professional organisations of planning matters in the county at a low cost</li> </ul>
<b>Site liaison meetings</b>	<ul style="list-style-type: none"> <li>• Brings together site operators, council officers and the local community once a minerals or waste site is operational</li> <li>• Keeps local communities informed of site operations</li> <li>• Allows local concerns to be voiced and discussed in an open forum</li> </ul>
<b>Planning Aid</b>	<ul style="list-style-type: none"> <li>• Provides impartial planning advice to those who cannot afford it</li> <li>• Help communities understand the planning process</li> <li>• Allows local communities to play a more proactive role in planning</li> </ul>

**Table 3(a) – Community involvement – who, when and how**

\*[Amendment 3]

(A)  Local Plans		Statutory consultation	Likely methods of additional community involvement										
			Stakeholder meetings	Documents at local venues	Loaning documents and plans	Public meetings	Public exhibitions	Leaflets and/or posters	County Council website	* Parish/town council (or parish meeting/neighbourhood forum)	Electronic communication	Press releases/adverts	County Council publications
Target group for method of community involvement	Stage of document preparation												
General public	Issues and options			✓	✓	✓	✓	✓	✓		✓	✓	✓
	Draft Plan			✓	✓	✓	✓	✓	✓		✓	✓	✓
	Submission			✓	✓			✓	✓		✓	✓	✓
Government bodies	Issues and options	✓	✓					✓	✓		✓	✓	
	Draft Plan	✓	✓					✓	✓		✓	✓	
	Submission	✓				✓	✓	✓	✓		✓	✓	
Parish/ town councils	Issues and options	✓				✓	✓	✓	✓	✓	✓	✓	✓
	Draft Plan	✓						✓	✓	✓	✓	✓	✓
	Submission	✓				✓	✓	✓	✓	✓	✓	✓	✓
Interest groups	Issues and options	✓	✓			✓	✓	✓	✓		✓	✓	✓
	Draft Plan	✓	✓					✓	✓		✓	✓	✓
	Submission	✓						✓	✓		✓	✓	✓
Other planning authorities	Issues and options	✓	✓					✓	✓		✓	✓	
	Draft Plan	✓	✓					✓	✓		✓	✓	
	Submission	✓						✓	✓		✓	✓	
Industry/utilities	Issues and options	✓	✓					✓	✓		✓	✓	
	Draft Plan	✓	✓					✓	✓		✓	✓	
	Submission	✓						✓	✓		✓	✓	

**Table 3(b) – Community involvement – who, when and how**

**\*\*[Amendment 3]**

<b>(B)</b> <b>Supplementary planning documents</b>		<b>Statutory consultation</b>	<b>Likely methods of additional community involvement</b>						
			Docs at local venues	Lending docs and plans	County Council website	**Parish council/town council l (or parish meeting/neighbourhood forum) websites	Electronic communication	Press adverts	County Council publications
General public	Draft SPD consultation		✓	✓	✓		✓	✓	✓
Government bodies	Draft SPD consultation	✓			✓		✓	✓	✓
Parish/ town councils	Draft SPD consultation	✓	✓		✓	✓	✓	✓	✓
Interest groups	Draft SPD consultation	✓	✓		✓		✓	✓	
Other planning authorities	Draft SPD consultation	✓			✓		✓	✓	
Industry/utilities	Draft SPD consultation	✓			✓		✓	✓	

**Table 3(c) – Community involvement – who, when and how**

**\*\*\*[Amendment 3] [Amendment 5]**

(C)  Planning applications		Statutory and non-statutory consultation	Statutory publicity	Likely methods of additional community involvement														
				Pre-application discussions	Near-neighbour notification	Stakeholder meetings	Documents at local venues	Lending documents and plans	Public meetings and exhibitions	Leaflets and/or posters	County Council website	Parish council/town council websites	***Parish meeting/neighbourhood forum websites	Electronic communication	Press releases/adverts	County Council publications	Professional publications	Site liaison meetings
Target group for method of community involvement	Type of planning application																	
General public	Major/controversial		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
	Minor		✓		✓		✓	✓			✓	✓	✓		✓			
Government bodies	Major/controversial	✓				✓								✓				
	Minor	✓																
Parish/ town councils	Major/controversial	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
	Minor	✓	✓				✓	✓			✓	✓	✓		✓			
Interest groups	Major/controversial	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
	Minor	✓	✓				✓	✓			✓	✓	✓		✓			
Other planning authorities	Major/controversial	✓		✓		✓								✓			✓	
	Minor	✓																
Industry/utilities	Major/controversial	✓		✓		✓					✓			✓	✓		✓	
	Minor	✓																

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## **6 Resourcing community involvement**

### **Resources available within the County Council**

#### **[Amendment 5]**

- 6.1 The planning functions covered by this SCI are carried out by the Planning Group, which includes a Planning Policy team and a Development Management team.
- 6.2 The Group is supported by Administration Officers and a GIS Development Officer. Temporary staff and consultant services can also be engaged for particular planning tasks, or to meet periods of particularly high workload.
- 6.3 The County Council's Community and Voluntary Sector Team is available to provide advice on community involvement.

### **The role of Planning Aid England – a national Planning Aid service**

- 6.4 People often prefer to seek independent planning advice and therefore local residents and groups will be made aware of the role of Planning Aid England. Planning Aid provides a free and independent advice service on all planning related matters for individuals and community groups who cannot afford consultant's fees. It also works with communities to help them understand the planning process so that they can play a more positive role in it. For more information contact the Planning Aid Adviceline:

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)

### **Making information accessible**

- 6.5 The County Council will ensure that all forms of publicity are accessible to all sections of the community. The County Council's Communications and Marketing team are able to provide all consultation material, upon request, in other formats such as large print, audio and Braille. Information can also be provided in other languages. Venues chosen for public meetings/exhibitions or for viewing planning documents will be held in accessible locations, taking advice from parish councils where appropriate, as described above.

## 7 Monitoring and review

- 7.1 It is important that the methods of community involvement proposed in this SCI are regularly monitored in terms of their effectiveness. For instance, the SCI now advocates more use of electronic communication for its consultations to improve accessibility to information in the most cost effective way. The County Council will continue to work with the community to further enhance engagement measures in the light of experience. It is important that the County Council keeps track of these changes and that the SCI evolves in line with them.
- 7.2 The Minerals and Waste Development Framework arrangements have required the County Council to produce and publish an Authority Monitoring Report (AMR). An AMR has been published each year since the SCI was adopted. The Reports have acknowledged that the SCI predates significant revisions to the planning system since 2008, although the Government has advised that SCIs should not be reviewed for that reason alone. However, given the scale of the recent changes and other local factors, a review of the SCI is now considered to be timely. Regular Monitoring updates (in place of the AMRs) will continue to monitor the progress of the documents in the framework, including the updated SCI. They will also monitor the effectiveness of the policies and key indicators in these documents. For the SCI, this might include monitoring the response rate to near-neighbour notification exercises; information which could be used to decide whether the County Council's present approach to this remains unchanged or is amended.
- 7.3 The current SCI is the result of the first review of the originally adopted SCI. This version will be the second review of the originally adopted SCI. It will continue to be monitored and reviewed within the next 5 years.



## Annex 1 – List of types of consultees

The following bodies and organisations will be consulted, as appropriate, during the preparation of development plan documents and the determination of planning applications.

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**County councils, district councils, parish/town councils** – all councils within and adjacent to the county to be consulted on Development Plan documents which affect them along with, where appropriate, other councils. For planning applications, the relevant district and parish/town council **(or where relevant parish meeting/neighbourhood forum) [Amendment 3]** is consulted along with other adjacent/nearby councils depending on the nature and size of the application.

Other statutory consultees, such as Historic England, the Environment Agency, Natural England and the Coal Authority, are consulted on development plan documents and planning applications as appropriate depending on the nature of the document/application.

**Interest groups** such as Nottinghamshire Wildlife Trust, the Woodland Trust and local action groups. For development plan documents and planning applications, such groups will be consulted where appropriate depending on the nature of the document/application.

**Utility companies** such as Severn Trent Water and Network Rail. For development plan documents and planning applications, such companies will be consulted where appropriate depending on the nature of the document/application.

**The minerals and waste industries and their trade associations** – these will be consulted on minerals and/or waste development plan documents as appropriate. Consultation on planning applications will not normally be carried out.

As well as the consultation requirements for development plan documents and planning applications, the 2012 Regulations prescribe a list of specific bodies with which the Council must engage under the Duty to Cooperate.

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The County Council keeps a full list of all consultees for the minerals and waste development plan documents which is regularly updated and can be provided, or made available to view, on request. It should be noted that this list is not exhaustive and also relates to successor bodies where reorganisations occur.

Details on which bodies and organisations the County Council must consult are set out in Article 18 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Full details of the content of Article 18 can be provided by the County Council on request.

## **Annex 2 – Definition of ‘major development’**

This is as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015

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Major development means development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
  - (b) waste development, such as any operational development designed to be used wholly or mainly for the purpose of, or a material change of use to, treating, storing, processing or disposing of refuse or waste materials;
  - (c) the provision of dwelling houses where:
    - (i) the number of dwelling houses to be provided is 10 or more; or
    - (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c) (i);
  - (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
  - (e) development carried out on a site having an area of 1 hectare or more.
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## **Annex 3 – Legislative and policy background to the preparation of the SCI and other sources of information**

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### **Legal background**

The SCI has been prepared in accordance with the following Government legislation and regulations.

#### **Localism Act 2011**

#### **Planning and Compulsory Purchase Act 2004 as amended**

Main Government legislation implementing the new Minerals and Waste Development Framework arrangements.

#### **Town and Country Planning (Local Planning) (England) Regulations 2012**

Sets out the procedures for the preparation of the SCI and other documents forming the Minerals and Waste Development Framework.

#### **Town and Country Planning (Development Management Procedure) (England) Order 2015**

Sets out procedures to be followed when determining planning applications.

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### **National planning guidance and other Government publications**

The following Government planning policy guidance has been considered during the preparation of the SCI

#### **National Planning Policy Framework 2012**

Government planning policy for plan making and development management.

#### **National Planning Practice Guidance 2014**

Government planning guidance

#### **Community Involvement in Planning – The Government’s Objectives (ODPM, 2004)**

Government paper setting out the importance of greater community involvement and the principles underpinning the Government’s approach to it.

## **Statements of Community Involvement and Planning Applications (ODPM, 2004)**

Government report detailing the different community involvement approaches available during the planning application process.

## **Framework for Assessing Soundness and Focussing Representations on Development Plan Documents/Statements of Community Involvement – Consultation Draft, February 2005 (Planning Inspectorate)**

Draft guidance on making representations and the independent examination process for the new Local Development Framework arrangements.

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## **Nottinghamshire County Council publications**

### **Nottinghamshire's Sustainable Community Strategy 2010- 2020**

#### **[Amendment 5]**

Aims to improve the economic, social and environmental wellbeing of the county through local partnerships.

Details of this document can be found on the County Council's website at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### **Public Engagement Policy**

Sets out a number of standards which the County Council should meet whenever it carries out a public consultation exercise.

### **Guidance Note on Public Speaking at Planning and Licensing Committee**

Explains how people can voice issues regarding a particular planning application at committee before a decision on the application is taken.

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## **Other legislation relevant to the preparation of the SCI**

### **Equality Act 2010**

### **Freedom of Information Act 2000**

### **Data Protection Act 1998**

The following websites provide additional useful information on the SCI and the planning system in general

**Department of Communities and Local Government  
([www.communities.gov.uk](http://www.communities.gov.uk))**

Provides information on Government guidelines and initiatives.

**Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk))**

User friendly internet guide to the planning system set up by the Government.



**8<sup>th</sup> February 2018**

Agenda Item: 10

**REPORT OF CORPORATE DIRECTOR, PLACE****THE NOTTINGHAMSHIRE COUNTY COUNCIL (BARNBY GATE, WILLIAM STREET AND WHITFIELD STREET AREA, NEWARK ON TRENT) (PROHIBITION OF WAITING, PARKING PLACES AND RESIDENTS' CONTROLLED ZONE) TRAFFIC REGULATION ORDER 2017 (3264)****CONSIDERATION OF OBJECTIONS****Purpose of the Report**

1. To consider objections received in respect of the above Traffic Regulation Order and whether it should be made as advertised.

**Information**

1. Barnby Gate, Charlotte Close and Whitfield Street are residential streets close to Newark Town Centre. The houses on Barnby Gate and Whitfield Street are mostly terraced properties without off-street parking. Properties on Charlotte Close are predominately semi-detached and have access to off-street parking.
2. A Residents Parking Scheme (RPS) was introduced in November 2015 on the adjacent William Street and New Street, following this the County Council received requests from County Councillor Stuart Wallace for a similar scheme to be introduced in Whitfield Street area. A parking survey was undertaken which indicated high levels on non-resident daytime parking in the area.
3. On 26<sup>th</sup> May 2016 all residents in the proposed RPS area were sent a questionnaire to determine levels of support for a Residents Parking Scheme. In total 132 questionnaires were sent to residents with 63 (48%) returned of which 53 (84%) supported the introduction of a scheme. The results exceed the criteria of 35% response rate with 65% of respondents in support that the County Council uses to progress the development of a scheme.
4. As a result, it is proposed to introduce a residents' parking scheme on Whitfield Street, Charlotte Close and Barnby Gate between its junction with Sherwood Avenue and Whitfield Street. The scheme would be merged with the existing William Street area scheme to enable all permit holders to park on any street within the controlled zone. The scheme would operate Monday to Saturday from 9am – 5pm, which matches the timings on the existing William Street scheme. To ensure short-term parking for visitors without parking permits remains available a one-hour parking bay is also proposed for the south-eastern end of Whitfield Street, adjacent to the post office. This would also operate Monday to Saturday from 9am to 5pm.



5. The statutory consultation and public advertisement of the proposals, detailed on the attached drawing H/04078/2467/02, was carried out between 21st September 2017 and 20th October 2017.

## **Objections Received**

6. During the advertisement period, eight responses were received, five of which were supportive, neutral and/or requested information on the scheme. Three responses are considered outstanding objections to the proposals.

7. Objection – scheme not required

Two respondents objected on the basis that they consider that the scheme is not required and that all drivers had a right to park on the highway, whether resident in the area or not. One respondent commented that they had monitored the parking situation over a period of time and concluded that there was always available parking on the street and that they had never experienced any problems. Both respondents had the opinion that the introduction of the scheme is revenue-raising mechanism for the County Council.

8. Response– scheme not required

It is recognised that a permit scheme can be an inconvenience and expense to households within the controlled area. Therefore, extensive consultation is undertaken to determine both need for such a scheme and residents' support for it. The result of both the initial questionnaire and the subsequent formal consultation clearly indicate majority support for the introduction of a scheme. Regrettably it is not always possible to achieve a solution which meets everyone's needs so it is necessary to reflect the majority view. The cost of permits (£25 per permit, with exemptions for disabled residents and the over 75s) reflects the administrative cost of issuing the permits and does not create a revenue surplus for the County Council.

9. Objection – Adverse effect on business

One respondent objected on the grounds that the proposed controlled zone would adversely affect customer access to their premises. The respondent operates a nursery on Whitfield Street and expressed concern that parents would be prevented from parking nearby and escorting their children to or from the nursery. They stated that they considered that this represented a safeguarding risk to children. They stated that the proposed changes would affect their business and requested limited waiting parking bays be included within the scheme on Whitfield Street, commenting that the proposed provision of one limited waiting bay was insufficient. The respondent questioned why a scheme which incorporated limited waiting bays within the controlled zone hadn't been proposed.

10. Response – Adverse effect on business

The proposed scheme on Whitfield Street will be operation between 9am and 5pm. Outside of these hours parking will be available to non-permit holders as it is now. Parents dropping off or collecting children outside these hours will be able to park within the controlled zone without a permit.

During operational hours, the Residents Parking Scheme does not prohibit stopping to drop off and pick up passengers, however it is acknowledged that this will be of limited use to parents as they will wish park so that they can escort their children into or from the nursery. A limited waiting parking bay, which will accommodate two vehicles, is proposed for the area adjacent to the Post Office approximately 30m away from the nursery. In addition, unrestricted on-street parking is available on the stretch of road between this bay and the boundary of the nursery.

The comments also refer to child safeguarding issues arising as a result of parents being required to park further away from the nursery than at present. A parking survey showed that during the day (9a.m. to 5p.m.) on average 70% of the available road space was occupied with vehicles and at its busiest 84% of the capacity is being used. This indicates that parents are already unable to always park in close proximity to the nursery, particularly at peak periods such as the start or finish of a nursery session. It is likely that many are already walking some distance along Whitfield Street or from Balderton Gate to bring their children to the nursery. It should also be noted that the nursery does have a driveway and off-street parking for a small number of vehicles

The changes will affect only parents who drive to the nursery and arrive at or after 9.00 a.m. until 5.00pm, those who currently walk or use other sustainable modes will be unaffected and will benefit from the additional restrictions at junctions to protect visibility at crossing points. On-street spaces are available within a reasonable walking distance of the nursery on the southern part of Whitfield Street and on Balderton Gate. It is not considered onerous or unreasonable for parents to walk children to the nursery from the point at which they park.

The nursery was included in the formal TRO consultation process. This involved the erection of notices on Whitfield Street and the other affected streets, the proposals were also advertised in the local press and were available to view on the County Council's website and at the local library. However, no comments or objections from any parents using the nursery were received during this period.

The nursery is within the boundary of the proposed Residents Parking Scheme and so are entitled to apply for parking permits. Visitor permits are not specifically allocated to any particular vehicle and therefore could be used in parents' vehicles, when needing to park vehicles on-street during the scheme's operational hours. We will monitor the performance of the scheme post implementation.

The proposed residents parking scheme does not allocate separate parking bays to resident and visitor parking; all vehicles within the zone must display either a residents' or visitor permit. This method offers the most flexibility and highest level of parking capacity for residents and their visitors. It ensures that the most efficient use of the highway is achieved as users are not constrained by a rigid distribution of parking bays for each user type.

## **Other Options Considered**

11. Other options considered relate to the extent and operational period of the controlled parking zone, which could have been either lesser or greater. The proposals are considered appropriate taking into account a view of the needs of all road users; balancing the need to retain public access to the highway with ensuring residents' reasonable access to on-street parking.

## **Comments from Local Members**

12. Local County Councillor Stuart Wallace expressed his support for the proposal.

## **Reasons for Recommendations**

13. The proposals are considered appropriate taking into account a balanced view of the needs of all road users; balancing the need to retain public access to the highway with ensuring residents' access is maintained and their reasonable access to on-street parking.

## **Statutory and Policy Implications**

14. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public-sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Crime and Disorder Implications**

15. Nottinghamshire Police made no comment in relation to the consultation.

### **Financial Implications**

16. This scheme is being funded through the Local Transport Plan Integrated Transport Measures budget for 2017/18 with an estimated cost for the works of £5,000.

### **Human Rights Implications**

17. The implementation of the proposals within this report might be considered to have a minimal impact on human rights (such as the right to respect for private and family life and the right to peaceful enjoyment of property, for example). However, the Authority is entitled to affect these rights where it is in accordance with the law and is both necessary and proportionate to do so, in the interests of public safety, to prevent disorder and crime, to protect health, and to protect the rights and freedoms of others. The proposals within this report are considered to be within the scope of such legitimate aims.

### **Public Sector Equality Duty implications**

18. As part of the process of making decisions and changing policy, the Council has a duty 'to advance equality of opportunity between people who share a protected characteristic and those who do not' by thinking about the need to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who don't;
- Foster good relations between people who share protected characteristics and those who don't.

Disability is a protected characteristic and the Council therefore has a duty to make reasonable adjustments to proposals to ensure that disabled people are not treated unfairly.

### **Safeguarding of Children and Adults at Risk Implications**

19. The proposals are intended to have a positive impact on users of this residential area; including children and elderly and or infirm adults who will benefit from the additional restrictions at junctions to protect visibility at crossing points. Safeguarding issues were considered in paragraph 10 of this report it is considered that, on balance, the proposals will not have a negative impact.

## **Implications for Sustainability and the Environment**

20. The proposed waiting restrictions are designed to facilitate the safe operation of junctions and wider highway network for drivers, cyclists and pedestrians.

## **RECOMMENDATION/S**

It is **recommended** that:

- 1) The Nottinghamshire County Council (Barnby Gate, William Street and Whitfield Street area, Newark on Trent) (Prohibition of Waiting, Parking Places and Residents' Controlled Zone) Traffic Regulation Order 2017 (3264) is made as advertised and objectors notified accordingly.

**Adrian Smith**  
**Corporate Director, Place**

### **Name and Title of Report Author**

Mike Barnett - Team Manager (Major Projects and Improvements)

### **For any enquiries about this report please contact:**

Helen North (Improvements Manager) 0115 9772087

### **Constitutional Comments (SLB 10/01/18)**

21. Communities and Place Committee is the appropriate body to consider the content of this report.

### **Financial Comments (SES 12/01/18)**

22. The financial implications are set out in the report.

## **Background Papers**

All relevant documents for the proposed scheme are contained within the scheme file which can be found in the Major Projects and Improvements section at Trent Bridge House, Fox Road, West Bridgford, Nottingham.

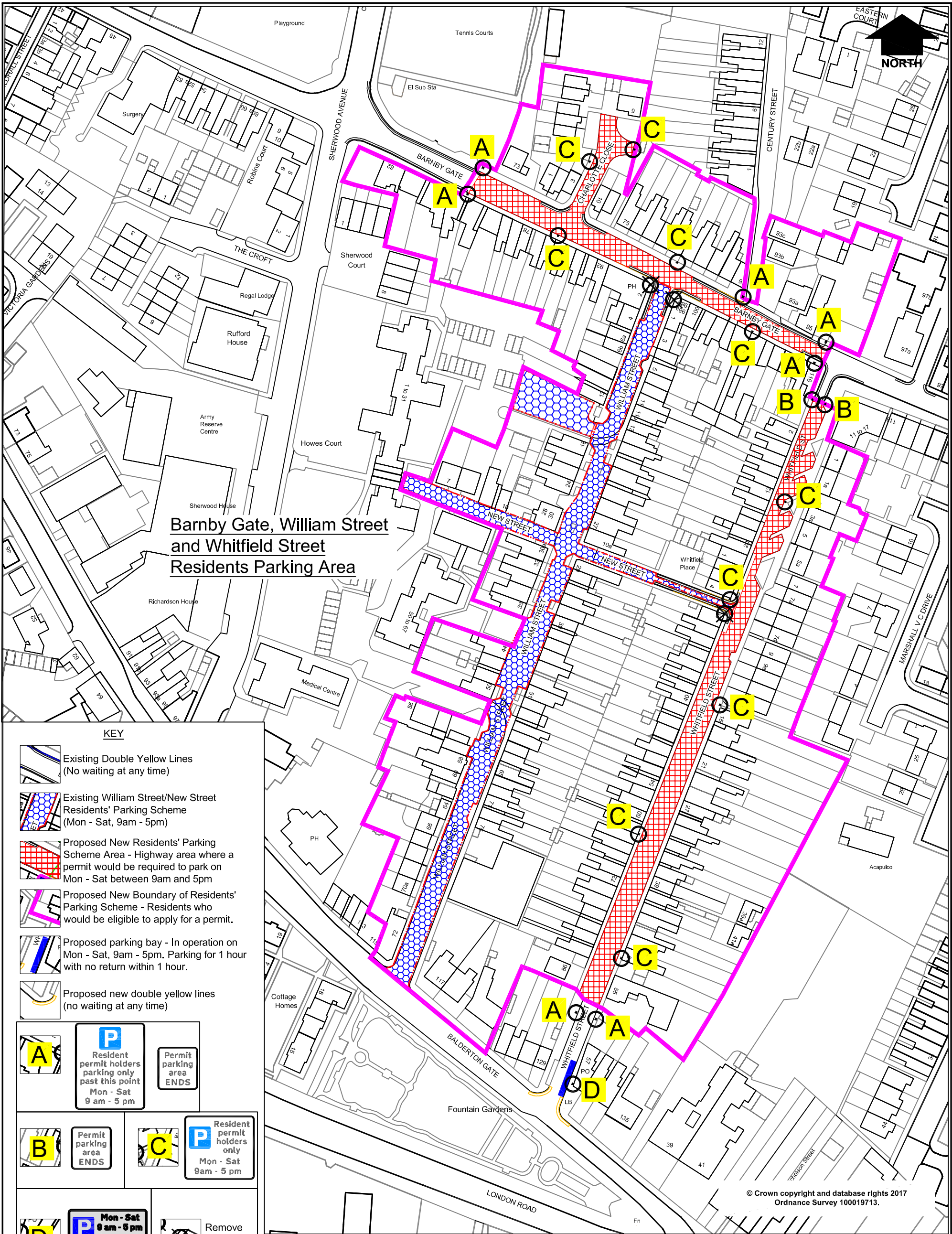
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

## **Electoral Division(s) and Member(s) Affected**

Newark East              Councillor Stuart Wallace







**Barnby Gate, William Street  
and Whitfield Street  
Residents Parking Area**

**KEY**

- Existing Double Yellow Lines (No waiting at any time)
- Existing William Street/New Street Residents' Parking Scheme (Mon - Sat, 9am - 5pm)
- Proposed New Residents' Parking Scheme Area - Highway area where a permit would be required to park on Mon - Sat between 9am and 5pm
- Proposed New Boundary of Residents' Parking Scheme - Residents who would be eligible to apply for a permit.
- Proposed parking bay - In operation on Mon - Sat, 9am - 5pm. Parking for 1 hour with no return within 1 hour.
- Proposed new double yellow lines (no waiting at any time)

Resident permit holders parking only past this point Mon - Sat 9 am - 5 pm

Permit parking area ENDS

Permit parking area ENDS

Resident permit holders only Mon - Sat 9am - 5 pm

Mon - Sat 9 am - 5 pm 1 hour No return within 1 hour

Remove existing signs

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Ordnance Survey 100019713.

Project	Barnby Gate Area, Newark	Proposed Residents' Parking Scheme
Status	Project No.	Drawn J.A.B. Date Aug 17
Title	Plan Layout	Chkd Date
Drawing No.	H/04078/2467/02	Auth Traced
		Rev Scale 1:1250

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**8<sup>th</sup> February 2018****Agenda Item: 11****REPORT OF CORPORATE DIRECTOR, PLACE****THE NOTTINGHAMSHIRE COUNTY COUNCIL (BROOKHILL STREET AREA,  
STAPLEFORD) (PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER  
2017 (5238)****CONSIDERATION OF OBJECTIONS****Purpose of the Report**

1. To consider the objections received in respect of the above proposed Traffic Regulation Order and whether it should be made as advertised.

**Information**

2. Brookhill Street is located near the town centre of Stapleford. Brookhill Street is a residential street linking two local secondary distributor roads; the B5010 Derby Road and B6003 Toton Lane. There are several cul-de-sacs accessed directly from Brookhill Street; including Ash Grove, Hawthorne Avenue, Linden Grove, Myrtle Avenue, Newton Drive and Portland Crescent. A local estate road, New Eaton Road, also has a junction with Brookhill Street. New Eaton Road, which is a local estate road, also has a junction with Brookhill Street.
3. The types of housing in the area varies from late-Victorian to 1950s / 60s properties and approximately half of properties on Brookhill Street have on-street parking; generally, for one vehicle only. The proportion of properties with parking on the cul-de-sacs off Brookhill Street tends to be lower still. As a result, demand for on-street parking in some locations can frequently exceed supply and this leads to vehicles being parked in close proximity to junctions. This parking forces vehicles leaving the side roads to straddle the centre line, which obstructs vehicles turning into the junction and prevents the free movement of vehicles.
4. A petition consisting of 385 signatures was presented to the 15th September 2016 meeting of the County Council by Councillor Jacky Williams. The petitioners requested a review of the traffic management on Brookhill Street Stapleford. In response, the County Council agreed to consider implementing double yellow lines at junctions off Brookhill Street. Requests have also been received direct from the local County Councillors to address the issues of obstructive parking.
5. In response, it is proposed to introduce 'No Waiting at Any Time' (double yellow lines) around the following junctions, for varying lengths:

- Brookhill Street / Ash Grove
- Brookhill Street / New Eaton Road
- Brookhill Street / Hawthorne Avenue
- Brookhill Street / Linden Grove
- Brookhill Street / Myrtle Avenue
- Brookhill Street / Portland Crescent
- Brookhill Street / Newton Drive
- Brookhill Street / B6003 Toton Lane
- B6003 Toton Lane / Blake Road

6. The statutory consultation and public advertisement of the proposals, detailed on the attached drawing H/LS/2475/01 was undertaken between 6th October 2017 and 10th November 2017.

## Objections Received

7. Nineteen responses were received to the consultation, including 2 petitions. Of these responses six expressed support for the proposals, these respondents included District Councillor MacRea and the Headteacher of the nearby Fairfield Primary Academy. Five responses were neutral and made comments or requested information on the proposals. A range of comments were received from respondents both in favour and against the proposals; these included:

- Request for more extensive / longer restrictions on roads within the proposed Order;
- Requests for additional / new restrictions on other nearby roads.

8. Replies have been sent direct to respondents stating that their requests for further restrictions will be considered for inclusion in a future programme. Two petitions were received. One, comprising of 64 signatures, objected to the advertised proposals due to the loss of on-street parking and potential parking migration. The second petition objected to the extent of the proposed parking restrictions and comprised of 65 signatures. In total, there are eight outstanding objections (including the two petitions) to the proposals.

9. Objection – reduction of on-street parking

The common theme on five outstanding objections including one petition was that the restrictions would reduce the availability of on-street parking. Several respondents stated that it would result in more vehicles migrating from Brookhill Street to park in the side roads. One respondent stated that they had mobility problems and that it would make it harder for them to park outside their home, they suggested parking bays should be marked out to encourage drivers to park close to each other to maximise the on-street parking available.

10. Response – reduction of on-street parking

Obstructive parking in close proximity to junctions invariably impedes visibility for pedestrians when crossing and for vehicle movements into and out of the junction and, where this causes an obstruction or danger to other highway users, is already an offence.

Some of the objectors have off-street parking and all have access to unrestricted on-street parking which is available elsewhere on Brookhill Street and surrounding roads; which offers alternative on-street parking locations without obstructing the junctions. Furthermore, while the desire for on-street parking is noted, the purpose of the highway is to facilitate the movement of vehicles and people and there is no legal right for a householder to park on the highway near their home. It is recognised that demand for highway parking exists, however it is the responsibility of the vehicle owner to ensure their vehicle is not parked in such a way as to cause an obstruction. This may require drivers with insufficient or no private off-street

parking provision to park further away from their property to ensure their vehicle is parked appropriately.

Where residents have significant health issues it may be appropriate for the resident to request an advisory disabled bay marking on the Highway, which would be provided free of charge by the County Council. These markings are intended for use in exceptional circumstances where parking levels are frequently high but available vehicle spaces are very limited. The provisions of markings is strictly controlled, this is to ensure that they are only provided where there is a defined need and applicants therefore need to meet criteria for such markings.

The proposed scheme is considered to strike a balance between the competing demands for a finite resource by offering a balanced solution to enhance the safe operation of the junction with minimal loss of parking.

11. Objection– Restrictions are not required / are too long

Four objections were on the basis that the restrictions were either not required or that they were too long. Comments included the assertion that the restrictions were a waste of money. That the side roads did not require any restrictions at their junctions because they were cul-de-sacs and served a limited number of households. Also, that any 'particularly bad' parking was already illegal without further intervention.

12. Response – Restrictions are not required / are too long

Brookhill Street has moderately heavy two-way traffic flows of more than 400 vehicles in peak hours. It is also on a steep hill, which offers limited forward visibility for drivers emerging from side roads. The purpose of the junction protection is to ensure sufficient carriageway is available at the specified junctions to enable the safe movement of vehicles, cyclists and pedestrians and thereby the efficient operation of the junction.

It is the nature of this character of road that available kerb space for parking is limited and demand frequently exceeds supply. This has resulted in inappropriate parking patterns at junctions. Whilst obstructive parking is already an offence it can only be enforced by Police Officers. The introduction of these waiting restrictions will ensure that safe parking patterns can be enforced by Civil Parking Enforcement Officers. The visible markings will encourage drivers to recognise and comply with the appropriate parking distances from junctions.

It is recognised, that demand for parking exists, particularly in residential areas with limited off-street parking, however the safe and efficient operation of the highway must be the priority for the County Council as the Local Highway Authority.

13. Objection – speeding vehicles

Two respondents objected on the grounds that resources were being directed at these waiting restrictions when it should be focussed on addressing the issue with speeding vehicles and safety. This was they stated, the real concern on Brookhill Street and the proposals would do nothing to address this, although some of the respondents acknowledged that there was a need for restrictions on the through-road junctions. Respondents cited concerns with speeding vehicles and referred to a public meeting held in 2016 to discuss the issue.

14. Response – speeding vehicles

The proposed waiting restrictions will contribute to improving the reality and the perception of road safety on Brookhill Street and adjoining roads by ensuring that junctions operate without

hindrance. By removing vehicles which obstruct visibility for vehicles and people moving over, into and out of the junctions the operation of the highway will be improved.

The public meeting was held at the request of the local Members at the time (Councillors Williams and Heptinstall) who passed on safety concerns which had been raised with them. In respect of the speed of traffic using the road, a speed and flow survey was commissioned following the public meeting. The speed measurement benchmark value used in our surveys is known as the 85th percentile speed. The 85th percentile value is commonly used nationally as a useful comparative speed and gives a far better picture (and indeed higher value) of what is happening in vehicle speed terms than, say, average speeds. Traffic speeds were within the 30mph speed limit at 28mph. The Highways Authority takes safety on the County's roads very seriously and we continually strive to use our limited funding to the best of our ability to improve the County road network. In the last 3 years there has been one reported injury accident of a slight nature (as opposed to serious or fatal) and therefore there is not a recognised injury accident problem on Brookhill Street which would require a significant accident remedial scheme, such as traffic calming.

However, in response to residents' concerns and County-wide programmes, several safety related schemes have been implemented in the area recently. The Authority has erected 'Its 30 for a reason signage' on Brookhill Street and on the eastern section of the road (between Lime Grove and Toton Lane). A school 20mph zone has been implemented with two flashing school patrol signs (in addition to the existing two signs) and school 20mph zone signage.

## **Other Options Considered**

15. Other options considered relate to the length of the waiting restrictions proposed, which could have been either lesser or greater. The restrictions are considered to strike a reasonable balance between the need to maintain the safe operation of the highway and recognition of the demand for on-street parking.

## **Comments from Local Members**

16. No comments on the proposals were received from County Councillors Doddy and Longdon.

## **Reason/s for Recommendation/s**

17. The proposed scheme offers a balanced solution to mitigate road safety concerns and facilitate the safe operation of the junctions and wider highway network with minimum loss of parking availability. The measures are considered appropriate taking into account a balanced view of the needs of all sectors of the community, including non-drivers.

## **Statutory and Policy Implications**

18. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Crime and Disorder Implications**

19. Nottinghamshire Police made no comments on the proposal. No additional crime or disorder implications are envisaged.

## **Financial Implications**

20. This scheme is being funded through the 2017/18 Traffic Management Revenue budget for Ashfield with an estimated cost to implement the works and traffic order of £1,500.

## **Human Rights Implications**

21. The implementation of the proposals within this report might be considered to have a minimal impact on human rights (such as the right to respect for private and family life and the right to peaceful enjoyment of property, for example). However, the Authority is entitled to affect these rights where it is in accordance with the law and is both necessary and proportionate to do so, in the interests of public safety, to prevent disorder and crime, to protect health, and to protect the rights and freedoms of others. The proposals within this report are considered to be within the scope of such legitimate aims.

## **Public Sector Equality Duty implications**

22. As part of the process of making decisions and changing policy, the Council has a duty 'to advance equality of opportunity between people who share a protected characteristic and those who do not' by thinking about the need to:
- Eliminate unlawful discrimination, harassment and victimisation;
  - Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who don't;
  - Foster good relations between people who share protected characteristics and those who don't.
23. Disability is a protected characteristic and the Council therefore has a duty to make reasonable adjustments to proposals to ensure that disabled people are not treated unfairly. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics as a means of ensuring this. An EIA may also identify potential ways to reduce any impact that a decision / policy change could have, and if it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
24. An EIA has been undertaken to assess the potential impact of the proposal, the results of the consultation and any appropriate mitigation. This EIA is included as a background paper to this committee report. Decision makers must give due regard to the implications for protected groups the potential implications of their decisions on people with protected characteristics.

## **Safeguarding of Children and Adults at Risk Implications**

25. The proposals are intended to have a positive impact on all highway users but being in close proximity to the primary school, they should also help to safeguard and promote the welfare of children.

## **Implications for Sustainability and the Environment**

26. The proposed waiting restrictions are designed to facilitate the safe operation of junctions and wider highway network for drivers, cyclists and pedestrians. Obstructive parking near junctions invariably impedes visibility for pedestrians when crossing and for vehicle movements into and out of the junction and, where this causes an obstruction or danger to other highway users, is already an offence.

## **RECOMMENDATION/S**

It is **recommended** that:

- 1) The Nottinghamshire County Council (Brookhill Street Area, Stapleford) (Prohibition of Waiting) Traffic Regulation Order 2017 (5238) is made as advertised and the objectors informed accordingly.

**Adrian Smith**  
**Corporate Director, Place**

**Name and Title of Report Author**  
Mike Barnett - Team Manager (Major Projects and Improvements)

**For any enquiries about this report please contact:**  
Helen North (Improvements Manager) 0115 977 2087

## **Constitutional Comments (SLB 10/01/18)**

27. Communities and Place Committee is the appropriate body to consider the content of this report.

## **Financial Comments (SES 12/01/18)**

28. The financial implications are set out in the report.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Equality Impact Assessment: Brookhill Street area, Stapleford - EQIA

- All relevant documents for the proposed scheme are contained within the scheme file which can be found in the Major Projects and Improvements section at Trent Bridge House, Fox Road, West Bridgford, Nottingham.

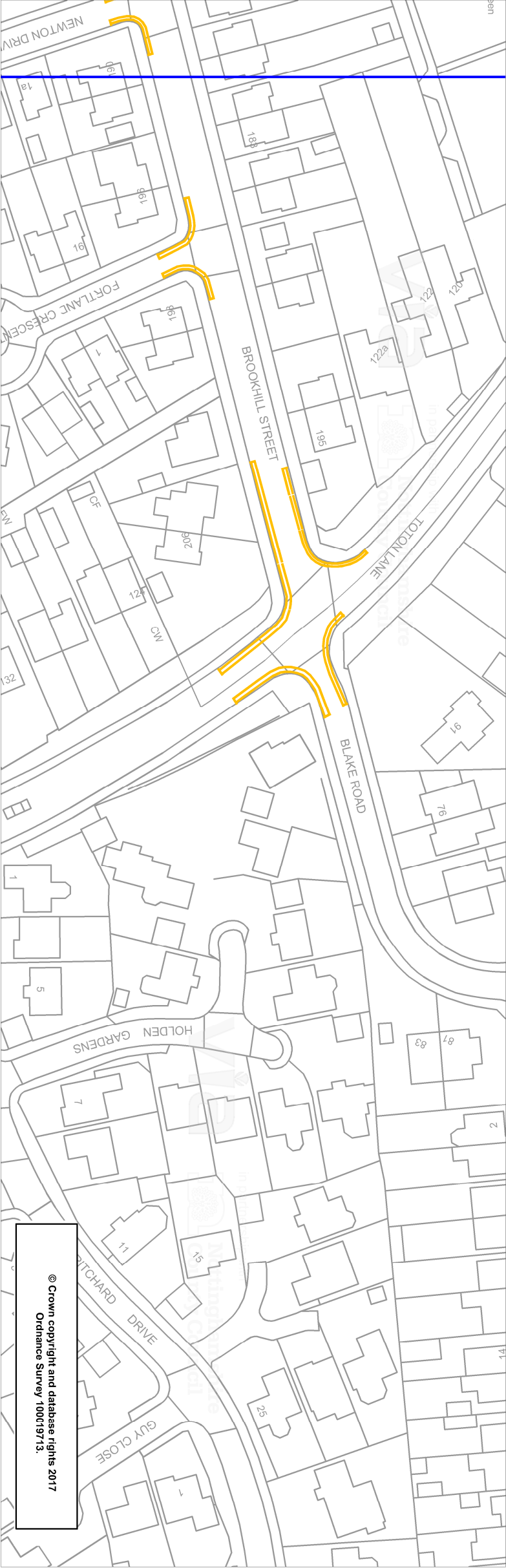
**Electoral Division(s) and Member(s) Affected**

Stapleford and Broxtowe Central  
Stapleford and Broxtowe Central

Councillor John Doddy  
Councillor John Longdon







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Ordnance Survey 100019713.

Rev	Status	Description	Drawn	Chkd	Auth	Date

Proposed No Waiting  
At Any Time (Double  
Yellow Lines)



Brookhill Street Area

Stapleford

Status: Project No. TRO 5238

Title: Proposed Double  
Yellow Lines  
Advert Plan

Scale	Drawn	LS	Date
1:1	Chkd	SLW	SEPT 17
	Auth	Traced	SEPT 17

Drawing No. H/LS/2475/01



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8<sup>th</sup> February 2018

Agenda Item: 12

**REPORT OF CORPORATE DIRECTOR, PLACE****THE NOTTINGHAMSHIRE COUNTY COUNCIL (ACACIA CRESCENT,  
WESTDALE LANE EAST, CARLTON AND CHESTNUT GROVE, GEDLING)  
(PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2017 (7188)  
AND BUS STOP CLEARWAYS****CONSIDERATION OF OBJECTIONS****Purpose of the Report**

1. To consider the objections received in respect of the above proposed Traffic Regulation Order and bus stop clearways and whether the Order should be made as advertised and the clearways implemented.

**Information**

2. Westdale Lane East is a local distributor road in Carlton comprising of a mixture of commercial, medical and residential properties. These include Westdale Lane Surgery and a Royal Mail distribution centre, which has vehicle access off Acacia Crescent. Acacia Crescent, Chestnut Grove and Burlington Road are residential streets, comprising of semi-detached properties predominately with off-street parking. The density of business and residential properties in the area means demand for on-street parking in some locations can frequently exceed supply and this leads to vehicles being parked in close proximity to junctions.
3. The County Council have received complaints from businesses and residents regarding obstructive parking at several junctions along Westdale Road East; including Acacia Crescent, Chestnut Grove and Burlington Road. Obstructive parking near junctions invariably impedes visibility for pedestrians when crossing and for vehicle movements into and out of the junction. Additionally, parking on both sides of the road can narrow the carriageway to a single traffic lane, which means vehicles turning into the road can be held up by vehicles turning out and so cause traffic on the main road to back up. The movement of larger vehicles, such as HGVs is particularly affected by the prevalent parking pattern.
4. Complaints have also been received from the bus operator and their customers regarding the lack of a raised bus boarding kerb and frequent flooding in wet weather at the Victoria Street bus stop (ref: GE0202) on Westdale Lane East. The stop is located on the northern side of Westdale Lane East, approximately 35m from the Westdale Lane Surgery outside several takeaway food premises that form part of a precinct of shops. It is not possible to install a raised bus boarding kerbs at the current location as there is insufficient space available to

construct the required kerbs without affecting existing dropped vehicle access. To install a bus stop raised kerb it will be necessary to relocate the bus stop. To ensure the maximum utility can be achieved from the investment in the new kerbs a bus stop clearway (in operation at all times) will also be introduced to prevent parking at the bus stop. Complaints have also been received regarding obstructive parking at the paired bus stop on the southern side, also known as Victoria Street (ref GE0193). It is proposed therefore to also treat this with a bus stop clearway.

5. Bus stop clearways are installed to prohibit cars from parking or waiting in the bus stop during specific times. The main benefits of bus stop clearways are to:
  - Help the bus align with the kerb to enable level access for disabled passengers and pushchair users;
  - Ease congestion as a correctly aligned bus will not block the road for other road users;
  - Ensure that bus drivers discharge their duty to drop passengers off on the kerb and not on the road;
  - Ensure that the investment in raised kerbs, (as previously required under the Disability Discrimination Act 1995 and now required by the Equalities Act 2010), is not negated by indiscriminate parking at bus stops;
  - Ensure that bus services operate on time and are not delayed.
6. In response to the complaints received regarding obstructive parking and the lack of accessibility of bus stop ref: GE0202, it is proposed to introduce the following measures:
  - Double yellow lines (No Waiting at Any Time) at the following locations:
    - Junction of Burlington Road and Westdale Lane;
    - Junction of Chestnut Grove and Westdale Lane;
    - Junction of Acacia Crescent and Westdale Lane;
    - Acacia Crescent – side of the Post Office Sorting Office (32m long);
    - Acacia Crescent – side of 17 Westdale Lane (34m long).
  - Amendments to bus stops 'Victoria Street' (refs: GE0202 & GE0193) as follows:
    - Move existing bus stop GE0202 from outside 14/15 Westdale Lane East to outside the Westdale Lane Surgery – including relocation of bus shelter;
    - Introduce raised bus stop boarder kerbs to new bus stop (GE0202) outside the Surgery and to the existing stop (GE0193) outside the Post Office Sorting Office;
    - Introduce bus stop clearways (no stopping except buses) to both stops. 17m long outside the Surgery and 19m long outside the Post Office Sorting Office.
7. An initial consultation on the proposals was carried out between 8<sup>th</sup> May and 2<sup>nd</sup> June 2017. The attached drawing H/04078/2446/01 represents the proposals. Nine responses were received to the consultation; this included 3 from respondents either supportive and / or commenting on the scheme. Comments from these respondents included:
  - Request for the proposed restrictions to be extended;
  - Request for the existing carriageway restrictions to be re-lined.
8. Six respondents objected to all or part of the proposals and because of these views and comments made by other respondents several changes were made to the proposals. These changes include:



- Extend the proposed double yellow lines at the junction of Burlington Road and Westdale Lane East;
  - Amend the proposed location of stop GE0202 approximately 5m further east outside the surgery and move the bus stop shelter to the back of the footway;
  - Change 24m of the proposed double-yellow lines on the eastern side of Acacia Avenue to single yellow lines (Monday – Saturday 800am – 600pm).
9. The statutory consultation and public advertisement of the proposals, detailed on the attached drawing H/04078/2446/01/A was undertaken between 2nd October and 30th October 2017.

## Objections Received

10. Six responses were received during the statutory consultation; three of which were from individuals who had also responded to the initial consultation. Of the responses to the statutory consultation, three commented on and / or were supportive of the proposals. The comments related to concerns regarding the number and extent of the proposed restrictions and a request to highlight the entrance to the car park adjacent to the health centre. Replies have been sent to respondents in relation to these comments and confirming that a H-bar will be introduced at the car park entrance as part of the scheme.
11. Counting both rounds of consultation; 12 individual responses were received and of these 7 responses are considered outstanding objections to part or all the proposals.
12. Objection – reduction of on-street parking / parking migration  
The common theme of five outstanding objections, was that the restrictions would reduce the availability of on-street parking. One respondent stated that it would result in vehicle parking migrating further into side roads, which would reduce the availability of on-street parking. One respondent stated that they had mobility problems and that it would make it harder for them to park outside their home. One respondent requested that vehicle dropped kerbs be provided at their property, free of charge, as part of the scheme.
13. Response – reduction of on-street parking / parking migration  
Obstructive parking in close proximity to junctions invariably impedes visibility for pedestrians when crossing and for vehicle movements into and out of the junction and, where this causes an obstruction or danger to other highway users, is already an offence.

Most of the objectors have off-street parking and all have access to unrestricted on-street parking on the surrounding highway; offering alternative on-street parking locations without obstructing the junctions. Furthermore, while the desire for on-street parking is noted, the purpose of the highway is to facilitate the movement of vehicles and people and there is no legal right for a householder to park on the highway near their home. A dropped vehicular crossing over the highway benefits only the household it serves, not the Public Highway and therefore cannot be installed by the Council free of charge. It is the responsibility of the vehicle owner to ensure their vehicle is not parked in such a way as to cause an obstruction. This may require drivers with insufficient or no private off-street parking provision to park further away from their property to ensure their vehicle is parked appropriately.

It is recognised that there may be an element of displaced parking with all new proposed highway waiting restrictions. With that consideration in mind the proposals have been kept to the minimum considered necessary to facilitate the safe and effective operation of the

junctions; allowing all vehicles to manoeuvre without obstruction. There is always a balance to be struck between competing demands for a finite resource; it is considered that the proposed scheme offers the best solution improving highway operation with minimal anticipated migration of parking.

Where residents have significant health issues it may be appropriate for the resident to request an advisory disabled bay marking on the Highway, which would be provided free of charge by the County Council. These markings are intended for use in exceptional circumstances where parking levels are frequently high but available vehicle spaces are very limited. The provisions of markings are strictly controlled, this is to ensure that they are only provided where there is a defined need and applicants therefore need to meet criteria for such markings.

14. Objection – Restrictions are not required / are too long

Two respondents stated that the restrictions were either not required, that they were too extensive in terms of length or the time of operation. Comments included that the restrictions would adversely affect businesses in the area. One respondent cited health issues and requested that the restrictions proposed for Acacia Avenue be changed from double-yellow lines to single yellow lines or resident parking bays.

15. Response – Restrictions are not required / are too long

Due to comments made by respondents the scheme was modified to replace the proposed double yellow lines with single yellow lines on the eastern side of Acacia Avenue, these would be in operation Monday – Saturday 8.00am – 6.00pm. The majority of properties on Acacia Avenue have off-street parking provision; which means the cul-de-sac does not meet the Nottinghamshire County Council criteria for the introduction of a residents' parking scheme.

The respondent maintains their objection to the revised restrictions; stating that the proposed period of operation is still too extensive. However, the times and days of operation of the proposed restrictions reflect the highway needs in the area and are designed to ensure sufficient carriageway is available to enable the safe and efficient movement of vehicles, cyclists and pedestrians.

It is the character of this area that available kerb space for parking is limited and demand frequently exceeds supply. This has resulted in inappropriate parking patterns at junctions. Whilst obstructive parking is already an offence it can only be enforced by Police Officers. The introduction of these waiting restrictions will ensure that safe parking patterns can be enforced by Civil Parking Enforcement Officers. The visible markings will encourage drivers to recognise and comply with the appropriate parking distances from junctions.

16. Objection – bus stop relocation (GE0202)

Five respondents made some reference to the proposed relocation of the bus stop in their objection. One of these, Westdale Lane Surgery, queried why the stop was being moved and expressed concern regarding patient safety; stating that the area was already very congested with entrances to two car parks. They also considered that it would prevent any future extension of their vehicle dropped crossing. One respondent objected to the proposed relocation due to the increase in noise and the effect this would have on their health. Another respondent suggested that the bus stop should be decommissioned, as they considered that the route could be served by other stops in the area.



17. Response – bus stop relocation (GE0202)

It is not possible to provide a raised boarding kerb at the existing location of this bus stop as there is insufficient space available to construct the required kerbs without affecting existing dropped vehicle access. The stop also suffers from frequent flooding in wet weather, making it a poor waiting facility for bus users. To install a bus stop raised kerb, and so make the network accessible to all users it will be necessary to relocate the bus stop. To ensure the bus stop is unobstructed by parked vehicles a bus stop clearway will also be introduced.

As a result of comments received the proposed location of the bus stop was revised and the bus shelter re-sited to the back of the footway. The revised location also enables passengers to disembark from the bus directly adjacent to the pedestrian entrance to the surgery. Moving the shelter to the back of the footway will improve visibility for vehicles turning into or out of the car parks either side of the surgery. The relocation of the bus stop and introduction of a clearway will remove parked vehicles from the highway between the two car park entrances and therefore, for much of the time, significantly improve visibility for vehicles using these parking facilities.

It is acknowledged that the relocation of the bus stop will restrict the future extension of the vehicle dropped kerbs. However, by relocating the bus shelter to the rear of the footway and placing the raised kerbs directly in front of it, the kerb space affected by the changes has been kept to a minimum. As such it is considered that a small extension to the surgery's dropped kerb would still be possible, should the surgery wish to fund such a measure, though not over their entire frontage.

One respondent objected to the potential increase in noise because of the bus stop relocation adjacent to their property. This concern is noted; however, it is not considered that the relocation will significantly add to noise levels in the area. The objector lives on Westdale Road East, a main road which has annual average daily traffic movements of 7,700 vehicles and less than 100m from the Main Road / Gedling Road junction, a main distributor route which carries around 9,500 vehicles daily. The respondent currently lives opposite an existing bus stop and adjacent to the health centre and their car park. The bus stop has been moved approximately 4.5m further away from the property, to reduce the proximity of any vehicle noise. The stop is not a timing point, so the bus will only pull in briefly to set down or pick up passengers on demand and not idle at the stop. The presence of a clearway will prevent parking at this location and therefore reduce the vehicle noise from these vehicles.

The nearest alternative bus stops on Westdale Lane and on Gedling Road / Main Road are approximately 320m and 200m away respectively. Nottinghamshire County Council policy requires bus stops to be positioned at regular intervals (up to 150m apart in urban areas) to ensure that the network is as accessible as possible. It is considered that the proposed site for stop GE0202 is appropriately placed at an equitable distance between the other stops on the network and that the stop is required to ensure a parity of provision over the network for users.

## **Other Options Considered**

18. Other options considered relate to the length of the waiting restrictions proposed, which could have been either lesser or greater. The restrictions are considered to strike a reasonable balance between the need to maintain the safe operation of the highway and recognition of the demand for on-street parking. Following feedback from the initial consultation the type of restriction has been amended, where possible, to take into account views received.

## **Comments from Local Members**

19. No comments on the proposals were received from Councillors Creamer and Henry.

## **Reason/s for Recommendation/s**

20. The proposed scheme offers a balanced solution to mitigate road safety concerns and facilitate the safe operation of the junctions and wider highway network with minimum loss of parking availability. The measures are considered appropriate taking into account a balanced view of the needs of all sectors of the community, including non-drivers.

## **Statutory and Policy Implications**

21. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the public-sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Crime and Disorder Implications**

22. Nottinghamshire Police made no comments on the proposal. No additional crime or disorder implications are envisaged.

### **Financial Implications**

23. This scheme is being funded through the Local Transport Plan Bus Improvements capital budget and the cost is estimated at £7,000.

### **Human Rights Implications**

24. The implementation of the proposals within this report might be considered to have a minimal impact on human rights (such as the right to respect for private and family life and the right to peaceful enjoyment of property, for example). However, the Authority is entitled to affect these rights where it is in accordance with the law and is both necessary and proportionate to do so, in the interests of public safety, to prevent disorder and crime, to protect health, and to protect the rights and freedoms of others. The proposals within this report are considered to be within the scope of such legitimate aims.

### **Public Sector Equality Duty implications**

25. As part of the process of making decisions and changing policy, the Council has a duty 'to advance equality of opportunity between people who share a protected characteristic and those who do not' by thinking about the need to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who don't;

- Foster good relations between people who share protected characteristics and those who don't.
26. Disability is a protected characteristic and the Council therefore has a duty to make reasonable adjustments to proposals to ensure that disabled people are not treated unfairly. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics as a means of ensuring this. An EIA may also identify potential ways to reduce any impact that a decision / policy change could have, and if it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
27. An EIA has been undertaken to assess the potential impact of the proposal, the results of the consultation and any appropriate mitigation. This EIA is included as a background paper to this committee report. Decision makers must give due regard to the implications for protected groups the potential implications of their decisions on people with protected characteristics.

### **Safeguarding of Children and Adults at Risk Implications**

28. The proposals are intended to have a positive impact on all highway users but being near the health centre, they should also help to safeguard and promote the welfare of children and vulnerable adults.

### **Implications for Sustainability and the Environment**

29. The proposed waiting restrictions are designed to facilitate the safe operation of junctions and wider highway network for drivers, cyclists and pedestrians. Obstructive parking near junctions invariably impedes visibility for pedestrians when crossing and for vehicle movements into and out of the junction and, where this causes an obstruction or danger to other highway users, is already an offence.

## **RECOMMENDATION/S**

It is **recommended** that:

- 1) The Nottinghamshire County Council (Acacia Crescent, Westdale Lane East, Carlton and Chestnut Grove, Gedling) (Prohibition of Waiting) Traffic Regulation Order 2017 (7188) is made as advertised and the objectors informed accordingly.

**Adrian Smith**  
**Corporate Director, Place**

**Name and Title of Report Author**  
 Mike Barnett - Team Manager (Major Projects and Improvements)

**For any enquiries about this report please contact:**  
 Helen North (Improvements Manager) 0115 977 2087

### **Constitutional Comments (SLB 10/01/18)**

30. Communities and Place Committee is the appropriate body to consider the content of this report.

31.

### **Financial Comments (SES 12/01/18)**

31. The financial implications are set out in the report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

All relevant documents for the proposed scheme are contained within the scheme file which can be found in the Major Projects and Improvements section at Trent Bridge House, Fox Road, West Bridgford, Nottingham.

Background paper:

- Equality Impact Assessment: Westdale Lane East area – Parking Restrictions and bus stop clearways EQIA

### **Electoral Division(s) and Member(s) Affected**

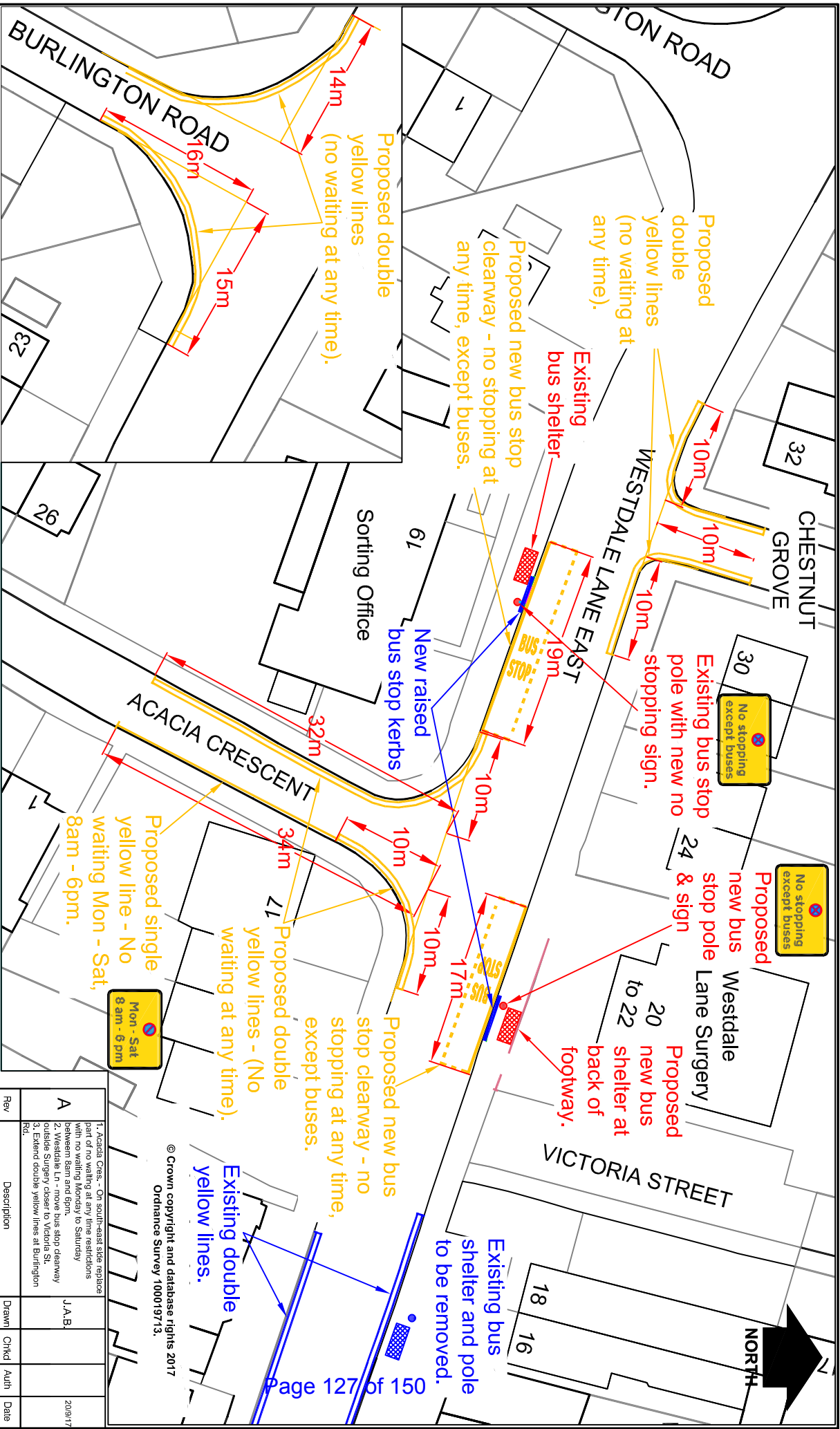
Carlton West  
Carlton West

Councillor Jim Creamer  
Councillor Errol Henry









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Project		Westdale Lane East, Gedling		Proposed Double Yellow Lines & Bus Stop Clearways	
Status		Project No.		TRO 7188	
Title		Revised Layout Plan			
Drawing No.		H/04078/2446/01/A			
Drawn		J.A.B.		Date	
Chkd				May 17	
Auth				Traced	
Rev				Scale	
				1:500	

Rev	Description	Drawn	Chkd	Auth	Date
A	1. Acacia Cres. - On south-east side replace part of no waiting at any time restrictions with no waiting Monday to Saturday between 8am and 6pm. 2. Westdale Ln - move bus stop clearway outside Surgery closer to Victoria St. 3. Extend double yellow lines at Burlington Rd.	J.A.B.			20/9/17





**REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****FEES AND CHARGES 2018/19 FOR LIBRARIES, ARCHIVES AND  
INFORMATION****Purpose of the Report**

1. To seek approval for the revision of fees and charges within the Libraries, Archives and Information Service for 2018/19.

**Information****Background**

2. Fees and charges for the Service are reviewed annually, and usually they are increased by the rate of inflation unless market forces and/or price sensitivity or performance suggest otherwise.
3. An important part of the process involves a dialogue between the service and Nottingham City services to ensure that certain key charges remain in line to ensure there are no barriers to City and County residents to core services.
4. Some charges are influenced by external organisations, for example the British Library and the General Register Office.
5. There are national trends in the pricing of some services reflecting changes in digital media.
6. Budget revisions in both the Library and Archives service include a requirement to meet projected levels of income. A full review of all charges and income generation opportunities has therefore been undertaken.
7. Fees and charges agreed by Committee are included in the contractual arrangements with the new arm's length organisation – Inspire. Charges are proposed by Inspire and approved by the County Council.

**Current Position**

8. Charges are based on a requirement to recover costs for additional services beyond book lending, for example film hire, photocopying, printing, etc.

9. The service is focusing on improving the customer experience and ensuring consistency across all service points. Feedback from customers, staff and observation by managers concludes that a straight forward charging structure is good for customer care, reduces administrative workload and results in higher levels of collection.
10. The budgeted level of income scheduled for 2017/18 amounts to £374,753 for fees, charges, trading and vending excluding room hire, £290,562 for room hire, and is currently projected to be on target.
11. Overall fees and charges are now in the upper quartile compared with other authorities and thus significant changes are not appropriate.

## **Proposals**

12. In consequence the following changes to the charging regime for the service are proposed for 2017/18.
13. Libraries: see **Appendix 1**
  - a. Reservations increased from 25p to 30p – a small increase but not a barrier to using the reservation service.
  - b. BLL/ILL requests from £4.25 to £5.25 – small increase to reflect proportion of cost of acquiring items.
14. Archives: see **Appendix 2**

Revised charges are proposed for:

- a. Postage has been increased in line with actual costs
- b. The price of certified copies of Anglican christenings has increased in line with the charges levied by the Church of England in the *Guide to Church of England Parochial Fees*.
- c. Charges for copies of microfiche have been increased as a result of additional charges made by our supplier.

## **Other Options Considered**

15. Within the limitations of what public libraries are legally allowed to charge for, all options for increasing income without creating barriers to the access to Library and Archive services have been considered.

## **Reason/s for Recommendation/s**

16. The full schedule of proposed fees and charges as detailed in **Appendices 1 and 2** will allow the service to generate income and recover costs in line with its position and overall Council policy.

## **Statutory and Policy Implications**

17. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service

and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial implications**

18. The revised level of charges is based on the required income levels for the service. Individual charges are itemised in **Appendices 1** and **2**, with previous charges presented for comparison.

### **RECOMMENDATION/S**

- 1) That the fees and charges set out in **Appendices 1** and **2** are approved for 2018/19, with implementation from 1 April 2018.

**Derek Higton**  
**Service Director, Place and Communities**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (SLB 10/01/18)**

19. Communities and Place Committee is the appropriate body to consider the content of this report.

### **Financial Comments (SES 10/01/18)**

20. The financial implications are set out in the report.

### **Background Papers and Published Documents**

None.

### **Electoral Division(s) and Member(s) Affected**

All.

C0924



## PUBLIC LIBRARIES FEES AND CHARGES 2017/18 and proposals for 2018/19

Item	Concessions	Current Charge 2017/18	Proposed Charge 2018/19
Overdue Charges	Children/Young Adult 0-19 and Homebound no charge	20p per day (Max £8)	20p per day (Max £8)
DVD Film Hire	No concessions	£1.50 per week	£1.50 per week
DVD Film Hire (Box Set)	No concessions	£3.00 per week	£3.00 per week
Children's Film Hire	No concessions	£1.00 per week	£1.00 per week
Music Hire	No concessions	N/A	N/A
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per 3 weeks	£1.00 per 3 weeks
Language Courses	No concessions	£1.50 3 weeks	£1.50 3 weeks
Reservations County/City	Children/Young Adult 0-19 and Homebound no charge	25p	30p
British Library/Inter Library Loan requests	No concessions	£4.25	£5.25
FAX - UK	No concessions	50p per sheet - receiving or sending	50p per sheet - receiving or sending
FAX - International	No concessions	£1.00 per sheet - receiving or sending	£1.00 per sheet - receiving or sending
Photocopying & Printing black and white	No concessions	20p (A4) 40p (A3)	20p (A4) 40p (A3)
Photocopying & Printing - colour	No concessions	50p (A4) £1.00 (A3)	50p (A4) £1.00 (A3)
Reader-Printer Copies	No concessions	60p	60p
Memory Sticks	No concessions	£5.00	£5.00
Earphones	No concessions	£1.50	£1.50
Replacement Library Card	No charge for under 14s	£1.50	£1.50

## Hire of Library Premises

### 1 Strategic Venues

#### 1.1 Mansfield Central Library

Room	2017/18	2018/19
The Auditorium	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>
The Meeting Place	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>
Studio Floor	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250</p>



	Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25	Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25
Green Room	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15
The Box	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15	Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15
The Discovery Room	Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120  Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40  Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space	Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120  Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40  Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space
Hire per hour pre 5.30 for evening events before library closing time Mon - Fri	£10	£10
Hire per hour for evening events between library closing time and 5.30 pm Sat-Sun	£45	£45
Hire per hour or part hour for evening events after 10pm weekdays	£30	£30
Hire per hour or part hour for evening events after 10pm Sat-Sun	£45	£45

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 1.2 West Bridgford Library

Room	Hourly Charge 2017/18	Hourly Charge 2018/19
Cedar and Pine Community Meeting rooms	Commercial: £35 Community groups, NCC and non-profit: £20	Commercial: £35 Community groups, NCC and non-profit: £20

For meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 1.3 Worksoop Library

Room	Hourly Charge 2017/18	Hourly Charge 2018/19
Conference Suite	Commercial: £30  Community groups, NCC and non-profit: 50% discount	Commercial: £30  Community groups, NCC and non-profit: £15
Meeting Place 1 or 2	Commercial: £20  Community groups, NCC and non-profit: 50% discount	Commercial: £20  Community groups, NCC and non-profit: £10
The Zone	Commercial: £25  Community groups, NCC and non-profit: 50% discount	Commercial: £25  Community groups, NCC and non-profit: £12.50

## 1.4 Beeston Library (from Sept 2017 when re-opened as Strategic Library)

Room		Hourly Charge 2018/19
Meeting Room 1, Art Room, Discovery Room		Commercial: £35  Community Groups, NCC and non-profit: £20
Meeting Room 2		Commercial: £25  Community groups, NCC and non-profit: £10
Meeting Room 3		Commercial: £15  Community groups, NCC and non-profit: £7

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 2 Library Meeting Rooms

Library	Hourly Charge 2017/18	Hourly Charge 2018/19
Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Retford Stapleford Sutton in Ashfield Bingham	Commercial: £20  Community groups, NCC and non-profit: 50% discount	Commercial: £20  Community groups, NCC and non-profit: £10
Beeston		
Large Room and Exhibition Area	Commercial: £20  Community groups, NCC and non-profit: 50% discount	Commercial: £20  Community groups, NCC and non-profit: £10
Small Room	Commercial: £15  Community groups, NCC and non-profit: 50% discount	Commercial: £15  Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12  Community groups, NCC and non-profit: 50% discount	Commercial: £12  Community groups, NCC and non-profit: £6
Arnold		
Meeting Room 1	Commercial: £20 Community groups, NCC and non-profit: 50% discount	Commercial: £20 Community groups, NCC and non-profit: £10
Meeting Room 2	-	Commercial £15 Community groups, NCC and non-profit: £5
Meeting Room 3	-	Commercial £10 Community groups, NCC and non-profit: £5

Southwell		
Meeting Room	Commercial: £20 Community groups, NCC and non-profit: 50% discount	Commercial: £20 Community groups, NCC and non-profit: £10
<b>Upstairs Meeting Room</b>	-	Commercial: £12 Community groups, NCC and non-profit: £6
Art Room	Commercial: £15 Community groups, NCC and non-profit: 50% discount	Commercial: £15 Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12 Community groups, NCC and non-profit: 50% discount	Commercial: £12 Community groups, NCC and non-profit: £6

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

### 3 Consumables

To be charged for if required for sole use by an organisation.

Flip chart paper - £4 per pad

Box of pens - £5 per set

### 4 Hire of Library Buildings

Some library buildings are available for hire when they are closed to the public. Hire rates for these are as follows:

Library	2017/18	2018/19
Southwell	Commercial: £25 an hour  Community groups, NCC and non-profit: 50% discount	Commercial: £25 an hour  Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session
Other library buildings subject to facilities, space and staffing	Commercial: £16  Community groups, NCC and non-profit: 50% discount	Commercial: £16  Community groups, NCC and non-profit: 50% discount

For all meeting room hire outside of library opening hours, a minimum surcharge of £30 may be applied to cover caretaking and staff costs. Room hire charges are subject to VAT where applicable

## 5 Hire of Gallery and Exhibition Spaces

### 5.1 Gallery Spaces

Library	Charge 2017/18	Charge 2018/19
Mansfield Central	<p>Six weeks full gallery hire - £180: non-profit £90</p> <p>Three weeks full gallery hire - £100: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £180: non-profit £90</p> <p>Three weeks full gallery hire - £100: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
West Bridgford	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire - £120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire - £120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Worksop	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>

## Exhibition Spaces

Arnold	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>
Beeston	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>
Retford	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £50: non-profit £25</p> <p>Three weeks full gallery hire - £30: non-profit £15</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>

## HERITAGE FEES AND CHARGES 2017-2018 proposals

	2017/18	2018/19
<b>SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS</b>		
Black and white (A4)	£0.20	£0.20
Black and white (A3)	£0.40	£0.40
Colour (A4)	£0.50	£0.50
Colour (A3)	£1.00	£1.00
<b>SELF SERVICE OWN CAMERA</b>		
Own camera per frame	£1.00	£1.00
Own camera day pass	£10.00	£10.00
<b>COPIES BY ARCHIVES STAFF</b>		
<b>Choose from digital image on CD, or via email, OR hardcopy</b>		
Building plans	£10.00 per plan package	£10.00 per plan package Quotes for large or multi-packet plans given on request
Ordnance Survey maps	£8.00 per map	£8.00 per map
Wills	£8.00 per will	£8.00 per will
Other documents (onsite customers)	£1.00 per page	£1.00 per page
Other documents (remote customers)	£1.00 per page (minimum charge £5)	£1.00 per page (minimum charge £5)
Depositor's first copy of catalogue	Free	Free
Depositor's subsequent copies of catalogue	£0.50	£0.50
Postage and handling	£3.00	£3.50
<b>BULK ORDERS</b>		
	Quote given on request	Quote given on request
<b>CERTIFIED COPIES</b>		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£13.00	£14.00
Post 1837 Marriages	£10.00	£10.00
School Extracts, e.g. Admission Register Entries	£10.00	£10.00
Magistrates Courts Extracts	£10.00	£10.00
Postage and handling	£3.00	£3.50
<b>MICROFICHE CHARGES</b>		
Charge to public customers from existing master fiche	£2.50 per item	Quote available on request
Charge to public customers for new fiche from originals	At cost	Quote available on request



Charge to NCC and City Council from existing master fiche	£1.60 per item	Quote available on request
Charge to NFHS (parish register loans)	£0.70 per item	Quote available on request
Postage and handling	£7.00	£10.00
<b>RESEARCH SERVICE</b>		
Research OR 1-1 Consultation per half hour	£15.00	£17.00
Research OR 1-1 Consultation per hour	£25.00	£27.00
<b>TALKS &amp; WORKSHOPS</b>		
Scheduled talks per person	£4.00	£5.00
<b>REPRODUCTION/PUBLICATION FEES</b>		
Local non-profit making organisations, e.g. local history societies in Nottinghamshire & NCC	Free (provided copy of publication is donated to Inspire)	Please contact us for quote.
Commercial and academic publishing and exhibitions; newspapers and periodicals; slides and film	£30.00	Please contact us for quote.
Television - UK	£60.00	Please contact us for quote.
Television - World	£120.00	Please contact us for quote.
Commercial display and advertising	£60.00	Please contact us for quote.
Prints for framing for commercial resale	£20.00	Please contact us for quote.
Commercial videos: right to reproduce films	£90.00	Please contact us for quote.
right to reproduce stills	£30.00	Please contact us for quote.
Internet – single item	£60.00	Please contact us for quote.
<b>MEETINGS ROOM HIRE</b>		
Hourly rate	Commercial: £35.00 Community groups, NCC and non-profit: £20.00	Commercial: £25.00 Community groups, NCC and non-profit: £15.00
Meeting room hire charges outside of building opening hours by negotiation.		
<b>GROUP VISITS/TALKS</b>		
Onsite Choose from our range including Introduction to Archives, source or thematic based		
1 hour	£40.00	£45.00
1.5 hours	£45.00	£50.00

Onsite Curriculum related study session 3 hours 6 hours	£100.00 £175.00	£100.00 £175.00
Talks at external venues	£55.00 (plus travel)	£55.00 (plus travel)
<b>CONSERVATION</b>		
Archival quality preservation materials, e.g. acid free boxes, folders and sleeves for your precious papers and photographs	Quote available on request	Quote available on request
Conservation of documents (paper & parchment), maps plans, etc.  Restoration and conservation of historic to modern leather/cloth bindings and books  New bindings in cloth, e.g. journals, theses, periodicals and reference works  Treatment of flood damaged and mould affected materials.	Quote available on request	Quote available on request
<b>GALLERY HIRE</b>		
Community groups, NCC and non-profit:	£75 per six-week period	£75 per six-week period
Commercial hire	£150 per six-week period	£150 per six-week period

All charges inclusive of VAT where applicable.



**8 February 2018****Agenda Item: 14**

## **REPORT OF CORPORATE DIRECTOR, RESOURCES WORK PROGRAMME**

### **Purpose of the Report**

1. To consider the Committee's work programme for 2017-18

### **Information**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, each committee is expected to review day to day operational decisions made by officers using their delegated powers. The Committee may wish to commission periodic reports on such decisions where relevant.

### **Other Options Considered**

5. None.

### **Reason/s for Recommendation/s**

6. To assist the committee in preparing its work programme.

### **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such

implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That the Committee's work programme be agreed, and consideration be given to any changes which the Committee wishes to make.

**Jayne Francis-Ward**  
**Corporate Director, Resources**

**For any enquiries about this report please contact: Martin Gately, Democratic Services Officer on 0115 977 2826**

## **Constitutional Comments (HD)**

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

## **Financial Comments (PS)**

9. There are no financial implications arising directly from this report.

## **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- New Governance Arrangements report to County Council – 29 March 2012 and minutes of that meeting (published)

## **Electoral Division(s) and Member(s) Affected**

All

## **COMMUNITIES AND PLACE COMMITTEE**

### **DRAFT WORK PROGRAMME**

Report Title	Brief summary of agenda item	Lead Officer	Report Author
<b>8 MARCH 2018</b>			
Place Performance Report	To provide update on departmental performance	David Gilber	Adrian Smith
Nottinghamshire Community Learning & Skills Service Annual Plan and Fees 2018/19	For decision	Derek Higton	Derek Higton
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton
Highways Capital and Revenue Programmes 18/19	To confirm and expand the detail contained in the Nov 2017 report following confirmation of budgets by Full Council Feb 18	Sally Gill	Kevin Sharman
Trading Standards Update Report	Update on key Trading Standards matters, and to give Members an opportunity to consider what actions they require to be taken.	Mark Walker	Mark Walker
Report on commercial performance of the trading standards and community safety service	Regular report required by Commercial Development Unit process	Mark Walker	Mark Walker
Trading Standards – Review of Fees and Charges to be charged in 2018/19	Set fees and charged for coming year for Trading Standards professional services	Mark Walker	Mark Walker
Safeguarding Highway Schemes	To seek approval of any updates to the list of safeguarding scheme	Kevin Sharman	Sally Gill
Planning Obligation Strategy	TBC	TBC	Sally Gill
Gedling Access Report	Update Report	Sally Gill (informed by Neil Hodgson)	Sally Gill
Charging for Highway	Approval for proposed charges	Gary Wood	Gary Wood

Services			
Review of Community Support	TBC	Sally Gill	Sally Gill
Charging Policy for the Historic Environment Record and proposed future developments	Agree charging policy	Sally Gill	Sally Gill
The Nottinghamshire County Council (Bird's Lane, Main Road and Swifts View, Kirkby Woodhouse) (Prohibition of Waiting) Traffic Regulation Order 2017 (4201) and bus stop clearways	TRO Consultation	Helen North	Gary Wood
Trading Standards Staffing Restructure	To seek approval for restructure	Mark Walker	Mark Walker
2018/19 Waste Reduction, Re-use, Recycling and Composting Plan and Associated Activities	To seek Committee approval for the County Council's Waste Reduction, Re-use, Recycling and Composting Plan for 2018/19 and the associated communications activities.	Derek Higton	Mick Allen
<b>19 APRIL 2018</b>			
Annual Waste Reduction Plan 18/19	Seek approval of plan	Mick Allen	Mick Allen
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton
Local Transport Plan – Implementation Plan 2018/2019	To update the current implementation plan that expired as at 31/3/18	Sally Gill	Kevin Sharman
Community Safety Update Report	Update on key Community Safety matters, and to give Members an opportunity to consider what actions they require to be taken.	Vicky Cropley	Mark Walker
Trading Standards Food and Feed Plan Approval	Seek approval of the plan <a href="#">Page 148 of 150</a>	Mark Walker	Mark Walker



Verge Maintenance Review	Consider change of approach to verge maintenance in rural areas including consultation responses	Gary Wood	Gary Wood
Total Transport Fund pilot projects	Seek approval to proceed with the development of future Total Transport Fund solutions	Gary Wood	Gary Wood
Annual Review Rufford Abbey Country Park	TBC	Mark Croston	Mick Allen
Newark Castle Level Crossing	TBC	Peter Goode	Gary Wood
Review of Highway Maintenance – New Code of Practice	Consider updates to highway policy based on New Code of Practice	Gary Wood	Gary Wood
Flood Risk Management Update	TBC	Sue Jaques	Gary Wood
<b>17 MAY 2018</b>			
Minerals Local Plan	To agree draft plan prior to consultation	Sally Gill	Sally Gill
Trading Standards Update Report	Update on key Trading Standards matters, and to give Members an opportunity to consider what actions they require to be taken.	Mark Walker	Mark Walker
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton
Gedling Access Road – Contractor Appointment	Approve appointment of contractor for works construction	Gary Wood	Gary Wood
Annual Review Holme Pierrepont	TBC	Mark Croston/	Mick Allen
Local Improvement Scheme Recommendations	TBC	Cathy Harvey	Sally Gill
<b>14 JUNE 2018</b>			
Performance Report	Performance update for the Place Department	Adrian Smith	David Gilbert
Transport Focus Survey Results 2017	Survey Result	Gary Wood	Gary Wood
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton

Annual review of the County Council Cultural Strategy	Agree Strategy	Derek Higton	Mark Croston
Community Safety Update Report	Update on key Community Safety matters, and to give Members an opportunity to consider what actions they require to be taken.	Mark Walker	Mark Walker
Report on commercial performance of the trading standards and community safety service	Regular report required by Commercial Development Unit process	Mark Walker	Mark Walker
Annual Review Inspire - June	TBC	Mark Croston	Mick Allen
Section 19	TBC	Sue Jaques	Gary Wood
<b>19 JULY 2018</b>			
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton
Trading Standards Update Report	Update on key Trading Standards matters, and to give Members an opportunity to consider what actions they require to be taken.	Mark Walker	Mark Walker