

## **Communities and Place Committee**

**Thursday, 07 December 2017 at 10:30**

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

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Minutes of the last meeting held on 9 November 2017  | 3 - 10  |
| 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  | Rights of Way Management Plan for Nottinghamshire  | 11 - 38 |
| 5  | Review of the Nottinghamshire County Council A1133<br>Nottinghamshire Weight Restriction Experimental Order 2016 3237  | 39 - 58 |
| 6  | CCTV Vehicle Update Report   | 59 - 64 |
| 7  | Catering Facilities Management - Management Restructure  | 65 - 70 |
| 8  | Conservation Staffing Restructure  | 71 - 78 |
| 9  | Trading Standards Commercialisation Programme  | 79 - 86 |
| 10 | Work Programme   | 87 - 92 |

## **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 9 November 2017 (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  
Tom Hollis  
Richard Jackson

Eric Kerry  
John Knight  
Steve Vickers

**OTHER COUNCILLORS IN ATTENDANCE**

Maureen Dobson  
David Martin  
John Peck  
Jason Zadrozny

**OFFICERS IN ATTENDANCE**

Derek Higton	-	Place Department
Stephen Pointer	-	Place Department
Steve Osborne-James	-	Place Department
Kevin Sharman	-	Place Department
Sean Parks	-	Place Department
Doug Coutts	-	VIA
Neil Hodgson	-	VIA
Pete Mathieson	-	Place Department
Rob Fisher	-	Place Department
Gary Wood	-	Place Department
Martin Gately	-	Resources Department

**MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 5 October 2017, having been circulated to all Members, were agreed to be a correct record and signed by the Chairman, subject to a correction regarding the attendance of Councillor Gilfoyle.

### **APOLOGIES FOR ABSENCE**

None.

### **CHANGES OF MEMBERSHIP**

Councillor Vickers replaced Councillor Laughton, Councillor Richard Jackson replaced Councillor Harper and Councillor Kerry replaced Councillor Ogle – all for this meeting only.

### **DECLARATIONS OF INTEREST**

None.

### **NOTTINGHAMSHIRE MINERALS LOCAL PLAN – PUBLIC CONSULTATION ON ISSUES AND OPTIONS**

Stephen Pointer, Team Manager (Planning Policy) introduced the report on the Nottinghamshire Minerals Local Plan Public Consultation.

#### **RESOLVED 2017/47**

That:

- a) The publication of the Minerals Local Plan Issues and Options for a period of public consultation from 20<sup>th</sup> November 2017 to 14<sup>th</sup> January 2018 be approved
- b) Appropriate publicity for the Minerals Local Plan Issues and Options document be undertaken
- c) Authority be given to the Group Manager Planning in consultation with the Chairman to make any minor drafting changes required prior to consultation

### **PERFORMANCE REPORTING (QUARTER 1 2017/18) COMMUNITIES AND PLACE**

#### **RESOLVED 2017/48**

That the issue of data sharing would be examined.

### **CLEAN BUS TECHNOLOGY**

#### **RESOLVED 2017/049**

That:

- 1) The County Council bid for Clean Bus Technology Fund monies to address poor air quality in the County and City of Nottingham and meet any future Clean Air Zone Emission standards.
- 2) Funding of between £10.5k and £17.5 k for supported services be approved, if needed

**PROPOSED BUS STOP CLEARWAYS – HOWBECK ROAD, ARNOLD (GE0397) AND MELLORS ROAD, ARNOLD (GE0432)**

**RESOLVED 2017/050**

That the bus stop clearways proposed at stop references GE00397 on Howbeck Road and GE0432 on Mellors Road be implemented and the objectors informed accordingly.

**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)**

The report was withdrawn and will return to the agenda next month.

**THE NOTTINGHAMSHIRE COUNTY COUNCIL (CHURCH STREET AND SWINECOTE ROAD, EDWINSTOWE) (30 MPH SPEED LIMIT ORDER 2017) (3263)**

**RESOLVED 2017/051**

That the Nottinghamshire County Council (Church Street and Swinecote Road, Edwinstowe) (30 mph Speed Limit Order 2017) (3263) be made as advertised and the objectors informed accordingly.

**THE NOTTINGHAMSHIRE COUNTY COUNCIL (BROADGATE AVENUE, BEESTON) PROHIBITION OF WAITING) TRAFFIC REGULATION ORDER 2017 (5241)**

**RESOLVED 2017/052**

That the Nottinghamshire County Council (Broadgate Avenue, Beeston) (Prohibition of Waiting) Traffic Regulation Order 2017 (5241) be made as advertised and the objectors informed accordingly.

**TRAFFIC REGULATION ORDERS – VALE ROAD COLWICK (PROHIBITION OF DRIVING) –BUS LANE 7193 – (NEW VALE ROAD, RECTORY ROAD AND VALE ROAD COLWICK) (PROHIBITION OF WAITING) (7192) AND BUS STOP CLEARWAYS – SOUTHERN GROWTH CORRIDOR CONSIDERATION OF OBJECTIONS**

## **RESOLVED 2017/053**

That:

- 1) The Nottinghamshire County Council (Vale Road, Colwick) (Prohibition of Driving – Bus Lane) Traffic Regulation Order 2017 (7193) is made as advertised and the objectors informed accordingly.
- 2) The Nottinghamshire County Council (New Vale Road, Rectory Road and Vale Road, Colwick) (Prohibition of Waiting) Traffic Regulation Order 2017 (7192) is made as advertised and the objectors informed accordingly.
- 3) The bus stop clearways proposed as part of the Southern Growth Corridor are implemented as advertised with the following change to stop GE0206 on Main Road, Gedling and objectors informed accordingly.
  - GE0206 – Times of operation of bus stop clearway reduced to 07:30 am to 11:00 am (Monday to Friday)

## **PROVISIONAL HIGHWAYS CAPITAL AND REVENUE PROGRAMME 2018/19**

### **RESOLVED 2017/054**

That:

- 1) The proposed integrated transport block programme for implementation as contained in this report and detailed in Appendix 1 subject to the provisions set out in paragraph 41 be approved.
- 2) The proposed highway capital maintenance programme for implementation as contained in this report and detailed in Appendix 2 subject to the provisions set out in paragraph 41 be approved
- 3) The proposed highway traffic management revenue programme for implementation as contained in this report and detailed in Appendix 3 subject to the provisions set out in paragraph 41 be approved.
- 4) The road safety education, training and awareness programmes as contained in this report and detailed in Appendix 4 subject to the provisions set out in paragraph 41 be approved.

## **RESPONSES TO PETITIONS PRESENTED TO THE CHAIRMAN OF THE COUNTY COUNCIL**

### **RESOLVED 2017/055**

That:

- a) The proposed actions be approved, and the lead practitioners be informed accordingly
- b) The outcome of the Committee's consideration be reported to Full Council.

## **DEPARTMENT FOR TRANSPORT CONSULTATION – ROAD WORKS THE FUTURE OF LANE RENTAL**

### **RESOLVED 2017/056**

That the response to the DfT consultation in respect of the future of lane rental as included at Appendix A.

## **COMMUNICATIONS ACTIVITIES FOR CHRISTMAS AND NEW YEAR RECYCLING CAMPAIGN 2017-18**

### **RESOLVED 2017/057**

That the 2017/18 Christmas and New Year Communications and activities as outlined in the report be approved.

## **NOTTINGHAMSHIRE PLANNING OBLIGATION STRATEGY – 2017 UPDATE**

### **RESOLVED 2017/058**

That the publication of the revised Draft County Council Planning Obligations Strategy 2017 attached at Appendix A for a period of public consultation to take place up to 22 December 2017 be approved.

## **UPDATE ON FORMER TRENT VALLEY RECYCLING WASTE SITE**

### **RESOLVED 2017/059**

That:

- 1) The actions taken in respect of the former TVR site in Worksop be commented on and considered
- 2) A further update be received in six months' time
- 3) The update be included in the work programme for the committee

## **REGISTRATION SERVICE FEES FOR 2018/2019 AND 2019/2020**

### **RESOLVED 2017/061**

That the service fee increases set out in Appendix A of the report be approved.

## **UPDATE ON KEY TRADING STANDARDS MATTERS**

### **RESOLVED 2017/62**

That:

- 1) The use by officers of media releases as appropriate to promote key messages regarding the National Consumer Week be agreed.
- 2) Consideration be given to any actions required relating to issues contained within the report.

## **REQUEST FOR EXTENSION OF A TEMPORARY TEAM MANAGER POST IN TRADING STANDARDS**

### **RESOLVED 2017/63**

That the proposal to extend the Temporary Team Manager post within the Trading Standards and Community Safety Service to the secondment of the Trading Standards Officer to the RIT Team Manager role for up to 6 months commencing November 2017.

## **CULTURAL SERVICES EVENTS PROGRAMME**

### **RESOLVED 2017/064**

That the events programme for Holme Pierrepont and Rufford Abbey Country Parks, and Inspire's various culture, learning and events be endorsed.

## **WORK PROGRAMME**

### **RESOLVED 2017/065**

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

## **FUTURE LANDSCAPE MANAGEMENT ARRANGEMENTS FOR RUFFORD COUNTRY PARK**

### **RESOLVED 2017/066**

That:

- 1) The options appraisal relating to the future rangering and landscape management arrangements for Rufford Country Park be considered.
- 2) The modification of the Council's existing contract with its partner at Rufford Abbey Country Park to incorporate the additional services be approved.
- 3) Authority is delegated to the Corporate Director, Place in consultation with the Group Manager, Legal and Democratic Services and the Service Director, Finance, Procurement and Improvement, to approve amendments any agreements or any other action required to protect the position of the Council which are necessary to give effect to the decision and which are within the financial parameters set out in the report.

## **EXCLUSION OF THE PUBLIC**

### **RESOLVED 2017/067**

That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **EXEMPT APPENDIX TO ITEM 23 – FUTURE LANDSCAPE MANAGEMENT ARRANGEMENTS AT RUFFORD COUNTRY PARK**

### **RESOLVED 2017/068**

That the contents of the Exempt Appendix be carefully considered in reaching a decision on the proposed resolutions contained within the main report.

The meeting concluded at 12.00 pm.

**Chairman**



7<sup>th</sup> December 2017

Agenda Item: 4

## **REPORT OF CORPORATE DIRECTOR OF PLACE DEPARTMENT**

### **RIGHTS OF WAY MANAGEMENT PLAN FOR NOTTINGHAMSHIRE**

#### **Purpose of the Report**

1. To seek approval to commence public consultation on a draft Rights of Way Management Plan (ROWMP) for Nottinghamshire.

#### **Information and Advice**

2. Under Section 60 of the Countryside and Rights of Way Act 2000 (the CROW Act), all highway authorities had to prepare and publish a statutory Rights of Way Improvement Plan (ROWIP) by November 2007. On the 1st November 2007 Nottinghamshire County Council adopted its inaugural ROWIP.
3. The CROW Act states that a ROWIP must contain:
  - An assessment of the extent to which local rights of way meet the present and likely future needs of the public,
  - an assessment of the opportunities provided by local rights of way for exercise and other forms of open air recreation and enjoyment of the authority's area,
  - an assessment of the accessibility of local rights of way for blind and partially sighted people and others with mobility problems,
  - a statement of action. This outlines strategic actions an authority will take for the management of rights of way and for securing improvements to the network, taking into account issues identified in the network assessments.
4. The County Council is required, in exercising functions under the Highways Act, to have regard to provisions within its ROWIP. It is also required to revisit its ROWIP at intervals not longer than every 10 years and, if it is to be amended, to publish a revised plan. A revised plan has been drafted (see Appendix 1 for the Executive Summary). The intention, once the final form is agreed, is to run this alongside the County's Local Transport Plan until 2026.
5. While the document will be the County Council's ROWIP in legal terms, the actual title of the draft document has changed to Rights of Way Management Plan to reflect a plan more focused

on the management of the network rather than the focus on more 'aspirational' improvements contained within the inaugural ROWIP. The Authority has, as required, consulted and worked closely with Nottinghamshire Local Access Forum (LAF) during the production of the draft ROWMP. Responses from the LAF have been considered and the proposed ROWMP amended accordingly.

6. The ROWMP will provide the Authority with a statutory and strategic plan outlining the Council's aims and objectives for the management of a modern and changing rights of way network and it recognises the interests of agriculture, forestry and other land occupiers in the management of rights of way.
7. Public rights of way and countryside access have a key role in helping deliver and complement the Council's key priorities in the County Council's Strategic Plan (2017-2021), the developing Place Department Strategy and the Local Transport Plan (2011-2026). The ROWMP will serve as the over-arching focus for the protection, creation and, where possible, enhancement of responsible countryside access in Nottinghamshire.
8. The Authority will develop and manage the countryside network for all, enabling opportunities for the widest possible type and number of users contributing to Nottinghamshire's economy, health, social well-being and environment. An Equality Impact Assessment (EqIA) will be undertaken during public consultation.
9. If approved, public consultation and associated publicity would commence for a period of 12 weeks. As well as the general public and both affected and neighbouring local authorities, all rights of way statutory consultees will be consulted e.g. users groups, landowner representatives, utilities and other agencies. Stakeholders will be contacted directly and the draft proposed plan will be available to view at <http://www.nottinghamshire.gov.uk/enjoying/countryside/rights-of-way/improvement-plan>. All comments received will be collated and a revised draft plan will be presented to the Communities and Place Committee for consideration, and finally for approval at Policy Committee. The final adopted Plan will then be reviewed in line with the next Local Transport Plan in 2026.

### **Other Options Considered**

10. None – the County Council is required by law to hold and to revise its ROWIP.

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

11. The review of the County Council's Rights of Way Improvement Plan is a statutory duty under Section 60 of the Countryside and Rights of Way Act 2000.

### **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.

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

As per paragraph 8 above an Equality Impact Assessment (EqIA) will be undertaken during the Plan's public consultation.

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

Public rights of way and wider countryside access can play a key and important role in providing access to both essential services and recreational facilities providing wider physical and mental health benefits.

## **RECOMMENDATION/S**

- 1) It is recommended that Committee;
  - a) approve the commencement of a 12 week public consultation on Nottinghamshire's draft Rights of Way Management Plan (ROWMP) and associated publicity.
  - b) resolve that the revised Plan be presented to a future meeting of the Communities and Place Committee and then for final approval by the Policy Committee.

**Adrian Smith**  
**Corporate Director for Place**

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

**Neil Lewis**  
**Team Manager Countryside Access**  
[neil.lewis@nottscc.gov.uk](mailto:neil.lewis@nottscc.gov.uk), 0115 977 3169

### **Constitutional Comments (SJE – 06/11/2017)**

13. This decision falls within the Terms of Reference of the Communities & Place Committee to whom responsibility for policy development in relation to the planning, management and maintenance of highways has been delegated, with the relevant regulatory functions referred to in the draft Rights of Way Improvement Plan currently delegated to the Planning & Licensing Committee. Formal approval of the final Rights of Way Improvement Plan once the consultation period has closed is reserved to Policy Committee.

### **Financial Comments (RWK 06/11/2017)**

14. There are no specific financial implications arising from 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.

- Nottinghamshire's Rights of Way Improvement Plan 2007
- Draft Nottinghamshire Rights of Way Management Plan 2017 - 2026

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

- All

# Rights of Way Management Plan

## 2017 – 2026

### Executive Summary

#### APPENDIX A

## Executive Summary

### Why are we doing it?

In November 2007, Nottinghamshire County Council produced its first Rights of Way Improvement Plan (ROWIP1). This fulfilled requirements under section 60 of the Countryside and Rights of Way (CROW) Act 2000 and provided the Authority with a unique opportunity to survey Nottinghamshire's rights of way network and assess the modern day needs and demands of the public. The County Council is required, not more than 10 years after first publishing ROWIP1 to:

- a) Make an assessment of:
  - The extent to which local rights of way meet the present and likely future needs of the public
  - The opportunities provided by local rights of way for exercise and other forms of open air recreation and enjoyment of the authority's area
  - The accessibility of local rights of way to blind or partially sighted persons and others with mobility problems; and
  - Such other matters relating to local rights of way as the Secretary of State may direct.
- b) Review the plan and decide whether to amend it.

The authority shall, if it decides to amend the ROWIP, publish it as amended. If it decides to make no amendments to it, it is required to publish a report of its decision and reasons for it.

The main research undertaken and conclusions reached in ROWIP1 remain valid. However, ROWIP1 was only designed to run until 2012. Therefore, as a result of consultation with stakeholders, the Council has decided to publish a revised and updated plan in order to provide a long term strategy for how Nottinghamshire's rights of way network will be managed for the next ten years. This document constitutes the amended plan and hereafter will be referred to as the Rights of Way Management Plan 2017-2026, ROWMP2 or 'the plan'. The previous Rights of Way Improvement Plan will hereafter be referred to as ROWIP1.

As a result of feedback from stakeholders and users of the previous plan, the title of this document has been changed from Rights of Way Improvement Plan to Rights of Way Management Plan. This is in response to views from users that ROWIP1 was too aspirational and in hindsight had too much emphasis on potential improvements. Therefore, the change in title signifies the shift in emphasis away from aspirational goals and potential improvement, to a more focused strategic document that places emphasis on our core statutory duties as a Highway Authority. Consultation with stakeholders has shown that this shift in emphasis is welcome and is what users want from this plan.

The strategic, economic and political context the County Council operates within has changed significantly since 2007 and will continue to evolve throughout the working life of this document. However, regardless of this, the County Council remains committed to ensuring the PROW network continues to be fit for purpose. It is vital that Nottinghamshire's PROW network is maintained; not only for the direct benefits for those who use it but also the wider benefits the network brings to Nottinghamshire's economy. Nottinghamshire's PROW network is a key heritage asset which can support the Council's wider aims with regards to economic development and numerous businesses throughout the County.

This second plan provides the context for future management and maintenance of Nottinghamshire's rights of way network in order to meet the

needs of the people of Nottinghamshire and visitors to the county. ROWIP1 ran from 2007 to 2012 and this plan is designed to run from 2017 to 2026.

The primary focus of this plan and the Statement of Action within is to show how the County Council intends to deliver on its statutory obligations as a Highway Authority with regards to managing the PROW network. The decision to increase the duration of the strategy from five to ten years has been taken to allow the County Council to adopt broader long term strategy to ensure this focus is maintained.

The increased duration of the strategy is also designed to ensure continued integration with Nottinghamshire's current Local Transport Plan (LTP3) and district planning authorities' Local Plans (formally Local Development Frameworks), all of which are currently designed to run until 2026. However, this strategy will be reviewed not more than ten years post publication, as is the current statutory requirement to do so. Furthermore, there is considerable scope to review and update the strategy prior to this date should the need arise. Such circumstances include (but are by no means limited to):

- To consider any significant changes in the condition of the rights of way network
- To consider the effectiveness of the plan to deliver its core aims
- To consider if the priorities and focus of the strategy are still relevant and address rights of way and countryside access issues in Nottinghamshire
- To consider changes in corporate priorities

This plan will review the achievements of our first Rights of Way Plan (ROWIP1) (2007-2012), set out the context for the new plan and will take into account new legislation and guidance, which affects the management of the PROW network.

## What does it cover?

In summary a Rights of Way Management Plan must contain the following:

- An assessment of the extent to which local rights of way meet the present and likely future needs of the public
- An assessment of the opportunities provided by local rights of way for exercise and other forms of open-air recreation and enjoyment of the authority's area
- An assessment of the accessibility of local rights of way to blind and partially sighted people and others with mobility problems
- A Statement of Action. This will outline strategic actions an Authority will propose to take for the management of rights of way, and for securing improvements to the network.

However, the Statutory Guidance also states that the Plan itself should not contain information on site specific assessments but draw broader, generic conclusions which are then the focus of a business plan for specific delivery on the ground. Although the local rights of way network is undoubtedly a major element of access to the countryside, alone, it does not show the full picture. There are many other routes that are used by the general public for informal countryside access that are not legally recorded as definitive public rights of way. This is recognised in the Statutory Guidance and, as a result, this plan will continue to consider the wider network of permissive routes, public open spaces and countryside sites.

## Countryside Access in Nottinghamshire

The Rights of Way Management Plan will continue to serve as the over-arching focus for the protection, creation and enhancement of countryside access in Nottinghamshire. The Council will continue to develop and manage this

countryside network for all, enabling opportunities for the widest possible type and number of users contributing to Nottinghamshire's economy, health, social well-being and environment.

To continue to realise this vision the Council has determined that it must focus on achieving the following 6 key aims;

1. To protect, maintain and seek to enhance the network for all lawful users.
2. To improve access to the network for all by adopting the principle of the least restrictive option.
3. To improve the safety and connectivity of the metalled road network with the rights of way network.
4. To increase awareness of accessing the countryside and the understanding of the wider benefits arising from its use, such as leading an active and healthy lifestyle, and making a positive contribution to the local economy.
5. To provide a revised and updated definitive map and statement
6. To enhance and increase community involvement in managing and improving the network, where resources allow.

### What have we done?

By once again undertaking assessments the County Council has considered national, regional and local research, and best practices from other authorities. National research by the Department for Environment, Food and Rural Affairs (Defra), Natural England and a range of other national organisations with an interest in countryside access, have provided a good overview of user needs and national challenges. The County Council has re-examined and updated the network assessment carried out in 2006 for ROWIP1. It was found that this

assessment is still fit for purpose and accurately reflects the state of the network in Nottinghamshire.

The principles relating to public need which underpinned ROWIP1 and the network assessment made at that time are all still relevant. Furthermore, recent consultation has indicated that public attitudes towards the PROW network in Nottinghamshire remain very similar to those expressed ROWIP1, as do many of the problems faced by users and land managers

The draft Plan was subject to a period of public consultation from the XX of XXXX 2017 to XX of XXXX 2018. The Local Access Forum was also given the opportunity to discuss and comment upon the draft plan at their quarterly meetings during 2015 and 2016. The responses were considered by County Council officers and the draft plan was amended accordingly. This plan was then approved by the Communities and Place Committee of the County Council on the XX of XX 2018 and formally adopted by the Policy Committee of the County Council at its meeting on the XX of XXXX 2018.

### What did we find?

The PROW network in the county continues to be viewed primarily as a recreational resource but it also highlighted how important the network is in accessing essential services. The most popular activities are cited as walking and cycling, although horse riding continues to be a popular activity in Nottinghamshire.

The PROW network in Nottinghamshire is a vital resource in promoting health and wellbeing for Nottinghamshire residents and visitors. Public rights of way provide a means for people to walk, cycle and horse ride that is free of charge and can improve physical, mental and social wellbeing. The link between promoting health and wellbeing and what the PROW network can offer, should be championed at every available opportunity as a means of safeguarding the management and maintenance of the network for future generations to enjoy.

There continues to be a particular demand for circular walks and rides close to where people live. Where people do travel further afield the most popular locations are Sherwood Forest and Clumber Park.

Walkers, riders and cyclists are classified as vulnerable road users and their primary requirement is to be in a 'safe' and traffic free environment. Where the rights of way network meets the road network, PROW users usually have to cross at road level with no traffic light controls or refuges and in rural areas footways and managed verges are sporadic.

Some of the key problems faced by users and land managers of the rights of way network include;

- *Obstructions* – non reinstatement of cross-field paths after ploughing, non-removal of crops, overgrown vegetation etc. are all deterrents to usage
- *Difficulty in negotiating structures* – some stiles and gates are in states of disrepair and gates have latches that are difficult to open
- *Poor connectivity of the network* – many potential circular routes involve crossing busy roads or a high percentage of road walking / riding
- *Lack of off-road provision for cyclists and equestrians* – limits the possibility of identifying circular rides without the need for riding along busy roads
- *Litter, control of dogs and dog fouling* – lack of respect for the countryside and public rights of way network causes concern for landowners and deters users.

- *Illegal motorbike access*- problems around trespassing and anti-social behaviour can deter legitimate users.

## Key Issues

There are various pressures and changes which contribute in trying to manage a modern day rights of way network. For example, changes to farming practices, increased residential and business development, an increasing number of definitive paths and an increasing population. Because of these pressures there is a need to manage the existing network more efficiently, pro-actively and objectively. The County Council must continue to prioritise its limited and decreasing resources and work strategically and in partnership where possible to provide long term improvements.

The desire to provide 'access for all' continues to be a focus of this plan. A number of barriers, both perceptual and physical to people with disabilities continue to exist. Some of these barriers are due to the geology and topography of the county and are very difficult to remove. However, there are a number of local, 'simple' tasks which can be achieved, such as continuing to replace stiles with kissing gates and progress has been made on this issue since ROWIP1 was published. Any 'accessibility' improvements to the network equates to better access for everyone regardless of their needs.

This plan highlights the high number of applications for definitive map modification orders (DMMO) i.e. adding unrecorded routes or recording higher rights over paths already included in the definitive map and statement. The CROW Act 2000 (later the De-regulation Act 2015) sets a deadline of 1<sup>st</sup> January 2026 for applicants to claim rights of way created before 1949 using documentary evidence. Therefore this cut-off date means the number of DMMO applications could potentially grow significantly. Additionally within the definitive map there are an estimated 700 'map anomalies' to be resolved.

Rights of way often are affected by planning and development. It has been found that planners and developers do not always fully consult or take into

consideration the needs of all PROW users. Often users end up with a token number of badly designed paths when development takes place. The plan points to the need for Access for All, 'designing out' crime and nuisance and providing an attractive path, certainly not any less convenient than the original line of the path.

There are a number of sites and routes across the county offering informal recreational opportunities over and above the definitive rights of way network. The type of access varies from large 'Open Access' sites designated as Open Country (CROW Act 2000) to small routes owned by private landowners. Permissive routes can be beneficial to all users in providing missing links in the PROW network, offering recreation in the County's large forestry areas for families and groups and providing safe routes away from the busy road network. However, a general lack of information as to where these permissive routes and sites are is a challenge that needs to be addressed.

The wider community plays an important role in helping the County Council achieve its aims and objectives in managing Nottinghamshire's rights of way network. The Council works with a number of voluntary organisations and individual volunteers general to manage and maintain rights of way and can assist both the Council with its responsibilities and helping farmers and landowners with theirs. In working in with volunteers, the Council must consider the resources that are required to effectively manage volunteers and requirements relating to health and safety.

Clearly rights of way maintenance and an up-to-date definitive map are fundamental in 'keeping paths open and available for the public to enjoy'. Nevertheless, the plan recognises that the promotion of the network is essential in highlighting the opportunities, increasing usage and maximising the potential of rights of way for both recreational and utility type journeys.

## Policies and Procedures

One of the most important considerations in providing an updated Rights of Way Management Plan for Nottinghamshire is to ensure that it addresses key themes and complements the aims and objectives of existing county plans and strategies. As with other local level strategies, the aims and objectives of the Rights of Way Management Plan 2017-2026 have been designed to assist delivery of core national and local policies.

This plan is designed to reflect the values of the Council's Strategic Plan 2017-2021 and to assist in delivering its key priorities. This strategy also complements Nottinghamshire's third Local Transport Plan (LTP3) and each should be viewed as mutually supportive strategies. It is a vital mechanism for delivering on LTP3 objectives and their shared aims, in particular, walking and cycling.

Nottinghamshire's LTP3 confirms that the rights of way network is an integral part of urban and rural transport systems and contributes to the achievement of transport goals. The current framework allows the Rights of Way Plan and the LTP3 to work in tandem to achieve shared goals. This integration is advanced further by the publication of this updated strategy, as it gives the Council an advantage in delivering positive benefits for people and the natural environment. It can help Nottinghamshire's residents and visitors enjoy a more active lifestyle in a greener, healthier, low carbon, quieter and safer environment.<sup>1</sup>

The preparation of this plan has offered another opportunity for the Council to prepare and present a summary of the key rights of way issues taking into account both established and new legislation and working practices. These are supplemented by a series of policies relating to network management and maintenance, community and partnership working, definitive map and planning and development. They will guide the Council, land managers and all

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<sup>1</sup> LTP and ROWIP Integration Good practice note (NE325) 2009

stakeholders in the maintenance and management of public rights of way in the county.

### What happens next?

Under the CROW Act 2000, the Council has a statutory duty to prepare and publish a Rights of Way Improvement Plan, but not to implement it.

Accordingly, no additional funds have been allocated to Highway Authorities for this purpose. This is unlikely to change for the duration of this plan.

The Statement of Action will define the scope of the actions the Council can take. The overall aims and the specific actions of this plan are focused on delivering on our statutory obligations as a Highway Authority<sup>2</sup>.

The County Council will continue to report progress through annual progress reports and work with the Nottinghamshire Local Access Forum in identifying key issues and priorities.

Although the Council faces a significant challenge to deliver financial savings, it is determined to continue to deliver life enhancing services. The PROW network has a vital role in ensuring Nottinghamshire's heritage is preserved and that its countryside can be accessed and enjoyed by all. The ethos of Rights of Way Management Plan 2017-2026 supports this strategic vision and with the support of key organisations and agencies, land managers and the public, its key aims can be achieved. This will ensure the PROW network in Nottinghamshire can continue to be managed and maintained effectively as a key asset the county can be proud of.

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<sup>2</sup> Nottinghamshire County Council is the Highway Authority for Nottinghamshire (excluding Nottingham City). For ease of reference, Nottinghamshire County Council will be referred to as 'the Council' throughout this document, unless it directly quotes from legislation and statutory guidance which makes reference to the Council in its capacity as the 'Highway Authority'. Furthermore, in Council policy the Council is often referred to as 'the authority'

## **The Statement of Action: Aims and Actions**

### **Aim 1: To protect, maintain and seek to enhance the network for all lawful users**

To achieve this aim the Council will:

SOA1.1: Ensure waymarking and signing remains fit for purpose to guarantee that members of the public can lawfully and safely navigate the PROW network.

SOA1.2: Maintain urban and rural paths to ensure the network can be used and enjoyed by all lawful users. We will also continue to manage an annual grass cutting programme and liaise with landowners in facilitating this

SOA1.3: Follow policy and legislation when authorising gates, stiles and other barriers

SOA1.4: Continue to support landowners by providing guidance, information and updates on legislation. We will continue to work with stakeholder organisations such as the National Farmers Union (NFU) and the Countryside Land and Business Association (CLA) to achieve this.

SOA1.5: Continue to seek to prosecute against persistent offenders who obstruct PROW's. Continue to seek to recover all legal costs in all successful prosecutions and defence of claims against the County Council.

### **Aim 2: To improve access to the network for all by adopting the principle of the least restrictive option**

To achieve this aim the Council will:

SOA 2.1: Continue to ensure that our work incorporates 'access for all' best practice.

SOA 2.2: Continue to adopt the least restrictive option' in everyday work.

SOA 2.3: Ensure safe and rightful access by removing unauthorised structures.

SOA 2.4: Liaise with partners to identify key gateways to the countryside via car, public transport and active transport.

SOA 2.5: Ensure all of our actions are compliant with the Equality Act (2010)

SOA 2.6: Work with the Local Access Forum and liaise with all groups who cater for the needs of people with disabilities to ensure the Council does all it can to improve access provision. This includes where resources allow, publicising barrier free routes and encouraging land-owners to replace approved stiles with kissing gates.

**Aim 3: To improve the safety and connectivity of the metalled road network with the rights of way network**

To achieve this aim the Council will:

SOA 3.1: Work closely with Network Rail to ensure compliance with relevant Highways Legislation when improving or removing level crossings and to make sure that alternatives are safe and appropriate.

SOA 3.2: Improve safety by actively seeking for opportunities for light controlled crossings (Toucan and Pegasus)) and for improved signage and traffic calming measures. We will also continue to liaise with the Road Safety team to raise driver awareness of all users, particularly cyclists and horse riders.

SOA 3.3: Improve connectivity by identifying suitable roadside verges for improved maintenance with a particular emphasis on linking bridleways. We will also continue to identify potential shared use footways which link key PROW.

**Aim 4: To increase awareness of the network and the understanding of the wider benefits arising from its use.**

To achieve this aim the Council will:

SOA 4.1: Continue to ensure the Countryside Access section of the Nottinghamshire County Council Website is easy to use, up to date and fit for purpose.

SOA 4.2: Work with Nottinghamshire County Council Corporate Communications team to identify new, innovative and more cost effective marketing opportunities for countryside access. This includes the utilisation of digital and social media platforms.

SOA 4.3: Continue to ensure any new publications are fit for purpose, provide value money and have a neutral environmental impact

SOA 4.4 Produce, when resources allow, PROW guides and information for users and landowners highlighting legislation and responsibilities.

SOA 4.5: Work with the Public Health Directorate in the County Council to promote the PROW network as a vehicle for improving public health outcomes. We will champion the PROW network as a key asset in Nottinghamshire that promotes active travel and healthy lifestyles.

**Aim 5: To provide a revised and updated definitive map and statement**

To achieve this aim the Council will:

SOA 5.1: Continue to review the definitive map and statement

SOA 5.2: Continue to respond to large numbers of DMMO applications and be aware of the likelihood of increased potential applications. The availability of resources to respond to increasing numbers of DMMO applications will be a significant challenge for the Council to meet in the current economic climate.

SOA 5.3: Refine and periodically review prioritisation of DMMOs with particular emphasis on orders which improve connectivity.

SOA 5.4: Record the legal width of all 'new' paths added to the definitive map

SOA 5.6: Identify and record all definitive map anomalies and make necessary anomaly orders where resources allow identify and record

SOA 5.7: Continue to seek opportunities to improve the connectivity of the network through the use of dedications and creations

**Aim 6: To enhance and increase community involvement in managing and improving the network, where resources allow.**

To achieve this aim the Council will:

SOA 6.1: Continue to support the Farm Partnership Scheme

SOA 6.2: Continue to value and support the work of individual volunteers and volunteer organisations where resources allow.

## Nottinghamshire County Council Countryside Access Policies

**POLICY A1-1** The County Council will have due regard for the needs of all lawful byway users and will positively manage the network with all stakeholders in a sustainable and cost effective way.

**POLICY A1-2** Nottinghamshire County Council will continue to work with its partners in a bid to reduce the impact of illegal motor vehicle use. This will be undertaken within the parameters of current highway legislation.

**POLICY A2-1** The Authority will seek to keep the number of structures erected on the rights of way network to a minimum, consistent with legislation, good husbandry and public safety. The least restrictive option available will always be the priority.

**POLICY A2-2** In developing and improving the local rights of way network, Nottinghamshire County Council will embrace the principles of access for all as specified through legislation, guidance and research. The Authority will seek to make the local rights of way network as accessible as possible to all users with emphasis on the provision of clear information and by adopting an approach of the least restrictive option.

**POLICY A1-3** Nottinghamshire County Council will share information with the Rural Payments Agency on issues relating to cross compliance and rights of way to ensure that land managers meet the requirements of 'Good Agricultural and Environmental Condition Standards (GAEC 8)'.

**POLICY A6-1** The County Council will continue to support and develop the Farm Partnership Scheme.

**POLICY A1-4** Maintenance and improvement works will be prioritised according to the level of danger to members of the public. Prioritisation will also consider frequency of use, harassment and intimidating behaviour / notices, needs of the disabled and promotional status.

**POLICY A1-5** Nottinghamshire County Council will implement a co-ordinated signing and waymarking programme. The County Council is committed to ensuring that all paths are signed with their correct legal status from metalled roads, and where appropriate, signs will be placed at other locations where there is an identified need.

**POLICY A1-6** The County Council aims to provide waymarking wherever there is difficulty in identifying the route of a right of way. Nottinghamshire County Council will proactively seek to waymark definitive public rights of way in a structured and standardised approach. Waymarking will only be used where the route is unclear, as an aid to users and land managers, to reduce signage clutter and prevent 'urbanisation' of the network.

**POLICY A1-7** The Council will carry out surface improvements and maintenance in accordance with relevant and current government guidance. When specifying surfacing materials the Council will place the needs of the legal public user first. Where appropriate the Council will consult with local stakeholders such as conservationists, landowners and user groups. Surfacing will only be considered where budget constraints allow, alternative remedies have failed and patterns of use justify expenditure.

**POLICY A1-16** Where a public right of way is also used for private access, the Council will only maintain such a way to a reasonable standard appropriate for a highway of that character having regard to the traffic that passes or may be expected to pass along it (Highways Act 1980 s58). For example, where a bridleway is also access to private dwellings and there are no public vehicular rights, only private access rights, the Council will only maintain the surface to a standard suitable for walkers, horse riders and cyclists. Where there is damage to a right of way through private use (e.g. private vehicular access) the Council will seek to recover the costs of repair from the perpetrator.

**POLICY A1-8** The Authority will seek to maintain the surface of public rights of way to a standard appropriate with their ordinary legal public use with regard to both the current and possible future use of the path.

**POLICY A1-9** The County Council will continue to work with land managers to ensure paths are kept free from obstruction by cultivation and cropping. The County Council will carry out countywide inspections in the Spring to check paths are clear of crops and Autumn to check paths are marked and level following cultivation. Any paths found not to be compliant with the Act will be followed up with the landowner and enforcement proceedings taken where necessary. Repeat offenders will be served enforcement notices without prior warning and the Council will consider prosecution in cases where this approach fails to have effect. The Council may recover its reasonable costs where default enforcement action is carried out.

**POLICY A1-10** The Council will use its powers of enforcement to tackle obstructions of public rights of way wherever initial discussion with the person responsible fails to resolve the situation. The Council may recover its reasonable costs where default action is taken to make a path available to the public. Persons responsible for obstructing paths will be given the opportunity to remedy the situation within specified deadlines; subsequent enforcement will be carried out in accordance with relevant guidelines in a firm but fair way.

**POLICY A6-4** The County Council will continue to support and to expand the Farm Partnership Scheme.

**POLICY A6-5** The County Council will continue to work with and support volunteers, where resources allow. Going forward, the Council will look to work with the third sector to develop a partnership working framework.

**POLICY A6-6** The County Council is committed to developing the work of Nottinghamshire Local Access Forum by encouraging an active membership, supporting the needs and publicising the role of the Forum.

**POLICY A5-2** DMMO applications will be processed chronologically by order of receipt with the following exceptions (in no particular order):

- Where the public benefit to be gained is of more than limited impact. For example, where an order could result in a positive impact on the network such as adding a bridleway to complete an 'off-road' network for horse riders
- Where a claim affects a householder in proving the existence or non-existence of a right of way. For example, a potential route that passes close to residential buildings and dwellings
- A claimed route triggered by an event such as fencing off the line of a regularly used path
- Where an order is claimed on 20-year use the personal circumstances of

path users will be taken into account. For example, the witness's age, health and possible relocation

- Where a claimed route is under threat due to development or major road schemes. For example, the dualling of the A46 trunk road or the widening of the M1 motorway.

**POLICY A5-3** The County Council will, where possible, use dedications in lieu of DMMOs enabling a quicker route onto the definitive map and statement.

**POLICY A5-4** Where a claimed route is unavailable on the ground, for example, due to a building or environmental issue, the County Council will consider the use of concurrent public path orders to assist with the establishment of the route

**POLICY A5-5** The County Council will recharge its full costs of a public path order to all applicants except in exceptional circumstances such as correcting historical errors or a landowner providing a package of measures to significantly improve the rights of way network for the benefit of the public.

**POLICY A5-6** PPO applications will be processed chronologically by order of receipt with one or more of the following exceptions (in no particular order):

- Where there is a clear public benefit. For example, where an order would result in increased connectivity such as an improved path network or a path with more attractive view or historical feature
- An order that addresses public safety, for example, a path may be diverted to a more suitable road crossing point with increased visibility
- Where PPOs resolve definitive map and statement anomalies
- Applications linked to DMMOs – the diversion of a path concurrent with the making of a modification order.

**POLICY A1-11** The County Council will seek improvements, at an early stage, to the rights of way network affected by development. The County Council will work with developers and local planning authorities to achieve the maximum benefit for the rights of way network and support wider economic growth.

**POLICY A5-7** Where developments affect non-definitive routes, on which public rights may reasonably be presumed to exist, the County Council will expect developers and the relevant local planning authority to have regard to these paths as they would with definitive rights of way.

**POLICY A1-12** The County Council will work closer with developers and the local planning authority to minimise the illegal obstruction of rights of way and other access caused by permitted development and unlawful development.

**POLICY A1-13**

Creation agreements will only be considered:

- Where there is a clear public benefit to be gained from the proposed path
- Where the requirement to dedicate forms part of an obligation under the Town & Country Planning Act 1990 s 106.

Maintenance liability will normally only be accepted where:

- The addition of a path is of strategic public benefit
- No initial additional expenditure by the Authority is required to bring a path into a fit state for use.

**POLICY A5-8** Where there is a clear public need, the County Council will seek to create a new path in the first instance by agreement. Where an agreement fails and there are substantial public benefits to be gained and the benefits are relative to the expected costs, the County Council will consider a HA80 s 26 creation order. The Council will carry out this power in accordance with the relevant available guidance.

**POLICY A1-14** The County Council will continue to work with its partners in securing and providing safe and traffic free multi-user routes for walkers, riders and cyclists.

**POLICY A1-15** The County Council will work with landowners, Natural England and conservation bodies to ensure members of the public enjoy their rights on foot to Open Access land designated under the CROW Act 2000.

**POLICY A4-1** The County Council will encourage local authorities and other organisations that produce walk and ride literature to check the accuracy, status and suitability of public rights of way used in their publications with the County Council.



7<sup>th</sup> December 2017

Agenda Item: 5

**REPORT OF DIRECTOR OF PLACE DEPARTMENT****REVIEW OF THE NOTTINGHAMSHIRE COUNTY COUNCIL (A1133,  
NOTTINGHAMSHIRE) (WEIGHT RESTRICTION) EXPERIMENTAL ORDER  
2016 (3237)****Purpose of the Report**

1. The purpose of this report is to undertake an analysis of the data collected to determine the effectiveness of the experimental traffic regulation order (TRO) on the A1133 between its junction with Girton Lane, Girton to and including its junction with Sand Lane, Spalford in restricting the use of the A1133 by heavy goods vehicles (HGVs) over 7.5tonnes in weight during the hours of 7.00pm to 7.00am daily. The report also considers the impacts of displaced HGVs along routes adjacent to the A1133 in the county.

**Scheme Description**

2. The Nottinghamshire County Council (A1133, Nottinghamshire) (Weight Restriction) Experimental Order 2016 (3237) restricted the use of the A1133 by HGVs weighing 7.5tonnes or more during the hours of 7pm to 7am daily between its junction with Girton Lane, Girton to and including its junction with Sand Lane, Spalford. The restriction also includes the unclassified roads which are accessed from this section of the A1133. The extent of the Order is shown on the attached drawing number 47074367.401.

**Information and Advice**

1. The A1133 is a non-primary single carriageway 'A' road that is rural in nature. The road connects the primary routes of the A46 at Winthorpe near Newark and the A156 at Torksey Lock in Lincolnshire and passes through a number of small villages of which Collingham is the largest. The route is an active HGV route for local farmers and haulage companies travelling north and southbound into and out of Nottinghamshire. It also provides access for vehicles to a number of local businesses and industrial premises.
2. For the majority of the route the width of the carriageway is consistent with a road of this classification and nature; although near the centre of Collingham village the road narrows to such an extent that only a single lane is available. This narrowing occurs where local distributor roads join the A1133 from the east and west and traffic signals are present to control the flow of traffic through the crossroads.

3. The national speed limit applies along the A1133 outside the village areas, however, within the village areas lower speed limits of 40mph in Langford, 30mph in Collingham and 40mph in Besthorpe are in force. Footways are present on one or both sides of the carriageway through the built-up areas; and rural footways are present intermittently along the section of the route to the south of Tinker's Lane, Girton. Where footways are not present there is, in the majority of locations, a relatively flat grass verge.
4. Improvements to the A46 and junctions along the A1 have resulted in these routes becoming more suitable and attractive routes for long-distance haulage. The use of these strategic routes does not, however, remove HGV traffic requiring access to local businesses located along or close to the A1133. The nature of the A1133 route through Collingham with properties close to the carriageway concentrated around the traffic signal controlled crossroads, has resulted in reports of noise pollution and adverse impact in terms of road safety and environment from local residents and the local County Council elected member, Maureen Dobson. In order to address these concerns Councillor Dobson requested an environmental weight limit.
5. As the route is a non-primary 'A' road removing HGV access during normal hours of business operation would have significant negative impact on Nottinghamshire business' operations and costs. An overnight restriction between 7pm and 7am was therefore proposed as this would help reduce the level of noise pollution during this period but not restrict the use of the route to businesses during daytime hours.
6. The extent of the environmental weight restriction was also considered so as to minimise its impact on local businesses, maximise the benefit for local residents, and also enable effective enforcement. The weight restriction was therefore introduced on a short section of the A1133 north of Collingham, between Girton and Spalford. By introducing the restriction north of the village it offers protection and severs the through route along the A1133 bringing relief to Collingham. Journeys by HGVs travelling through the restriction are prohibited but HGVs are able to access local businesses (or premises) within the environmental weight restriction area. This extent of the environmental weight restriction was selected as the relatively small number of businesses which may require legitimate access should enable more robust enforcement to be carried out. It was considered that a wider restriction would reduce the impact due to a greater number of businesses being permitted to access the area included in the weight restriction.
7. A number of risks were identified with introducing such a weight restriction (which are considered in more detail below in paragraphs 9 to 30 below) and therefore an experimental, rather than a permanent environmental weight restriction order was introduced in April 2017, as this offered the opportunity to assess the impact of the restriction on traffic movements in the area. The risks identified were:
  - i. The proposed overnight weight restriction may not meet local expectations as it may not significantly reduce HGVs travelling along the A1133 through Collingham between 7pm and 7am – initial surveys indicated that it was likely that almost 60% of the existing HGV traffic would legitimately continue to travel through Collingham on the A1133 during the hours of the experimental EWL. The surveys indicated that after the introduction of the EWL, an HGV would legitimately travel on the A1133 through Collingham on average every 12 minutes between 7pm and 7am

- ii. The restriction could cause HGVs to re-route onto minor roads (which was highlighted in both the police's and Lincolnshire County Council's response to the proposed weight restriction). This could lead to increases of HGVs on adjacent routes in Nottinghamshire and/or neighbouring Lincolnshire and could impact on a larger number of Nottinghamshire (and/or Lincolnshire) residents than those living in Collingham. As a result, the County Council could be open to complaints from residents negatively impacted by the A1133 EWL proposal
  - iii. Given the rural, unfamiliar nature, of some of the roads that HGVs may travel along to avoid the A1133 EWL, the re-routing of HGVs raised safety concerns which could in the worst case scenario result in road casualties (as highlighted in Nottinghamshire Police's objection to the proposal).
8. Transport & Highways Committee considered the proposals (including the potential risks and objections to the scheme) at the 17<sup>th</sup> November 2016 Committee meeting and approved the introduction of the experimental TRO for a period of up to 18 months with the potential for review on expiry of the six month objection period. As the experimental TRO has now been in place for six months (from April 2017), a review of the effectiveness of the scheme and its impacts on neighbouring areas in the county has been undertaken to determine if the experimental TRO should be made permanent, extended or removed.

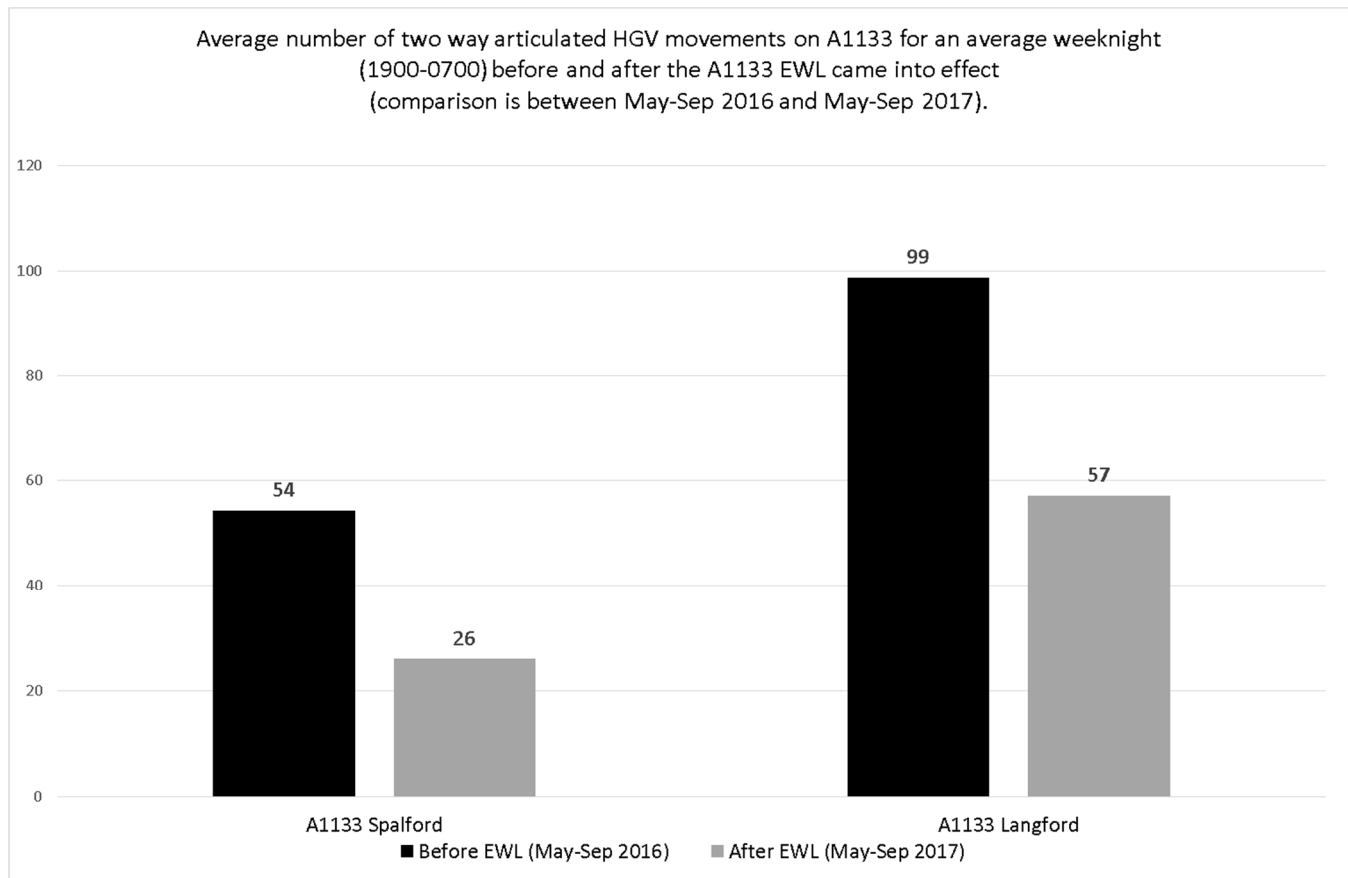
## **Analysis of survey data**

9. Traffic surveys have been undertaken to help determine the impacts of the experimental order, on both the A1133 as well as on adjoining roads and adjacent routes, including the following surveys:
- Permanent traffic counters operating continuously throughout the year recording all traffic and can identify the numbers of articulated HGVs (the locations of the counters are shown in Appendix 1; and the results of the surveys are shown in Appendix 2)
  - Temporary automatic traffic counters installed for limited periods of time operating continuously throughout the period they are installed
  - Traffic cameras installed to allow the tracking of HGV movements between locations and to determine if HGVs are contravening the prohibition.

## **HGV traffic volumes on A1133 during 7pm-7am (the hours of operation of the weight restriction)**

10. There are permanent traffic counters on the A1133 at Langford and Spalford which have enabled the comparison of HGV traffic flows between 7pm and 7am before and after the introduction of the experimental TRO; and this data is shown in the chart below. The data shows that the number of articulated HGVs travelling on the A1133 between 7pm and 7am at both Spalford and Langford has reduced since the introduction of the experimental TRO.
11. Traffic cameras were used to track HGV movements along the A1133 to determine if the HGVs travelling along the A1133 during 7pm to 7am were doing so legitimately. The camera surveys identified that on average only five of the 57 articulated HGVs travelling through A1133 at Langford were contravening the prohibition; the remainder were travelling legitimately to access businesses/premises.

12. It is therefore considered that the existing experimental TRO has been successful in reducing the numbers of articulated HGVs travelling along the A1133 during the hours of its operation. Given the low numbers of articulated HGVs contravening the experimental TRO it is not considered necessary to implement any further measures to enforce it.

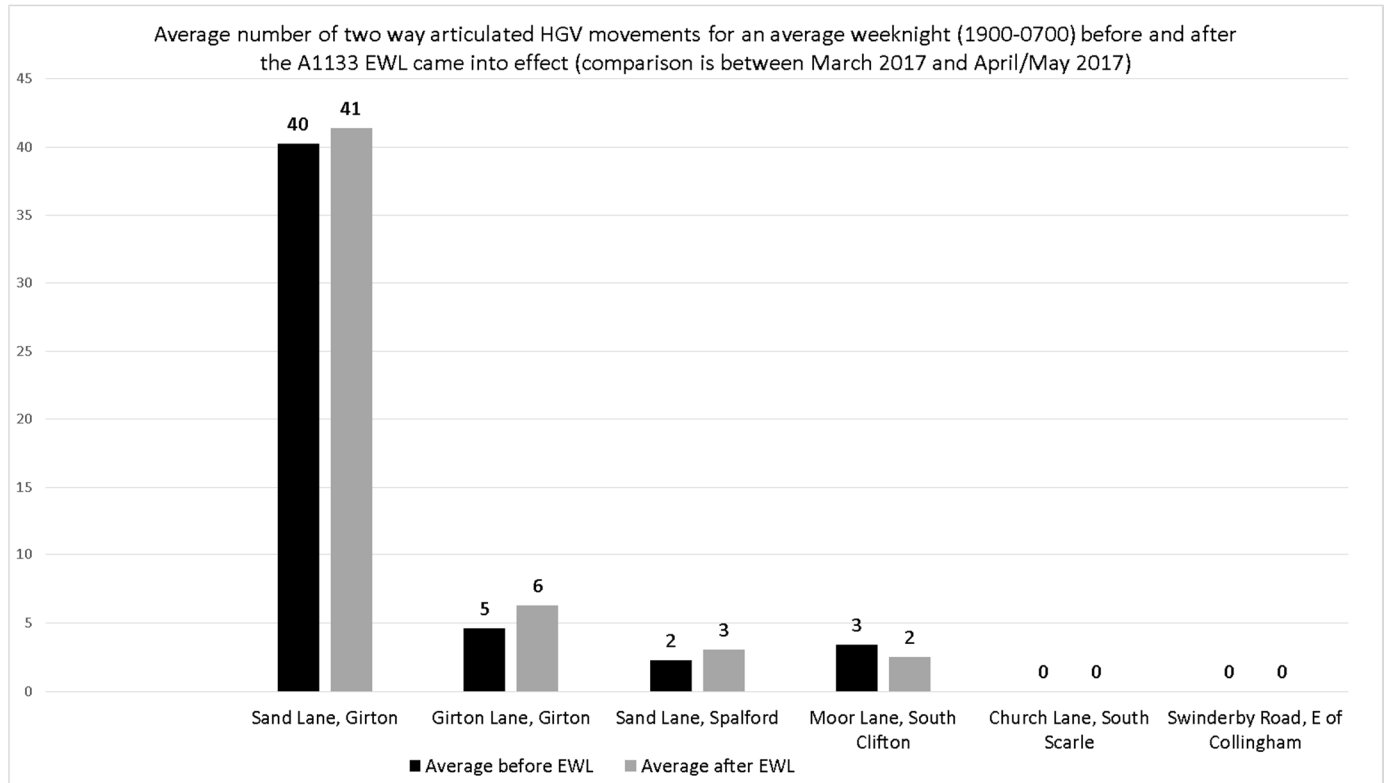


13. Whilst the numbers of articulated HGVs travelling along the A1133 between 7pm and 7am have decreased, it is important that the benefits this has delivered in the villages along the A1133 are not to the detriment of other county residents. Therefore the potential impacts of the experimental TRO on the local roads adjoining the A1133, as well as on routes in the county adjacent to the A1133 have also been considered.

#### **HGV traffic volumes on local roads adjoining the A1133 during 7pm-7am (the hours of operation of the weight restriction)**

14. Temporary automatic traffic counters were installed at six locations to monitor the impacts of the experimental TRO on the roads adjoining the A1133. These locations were:
- Sand Lane, Girton
  - Girton Lane, Girton
  - Sand Lane, Spalford
  - Moor Lane, South Clifton
  - Church Lane, South Scarle
  - Swinderby Road, east of Collingham.
15. These surveys were undertaken for the three weeks before the introduction of the experimental TRO and for six weeks after its introduction. The results of the surveys (detailed in the chart

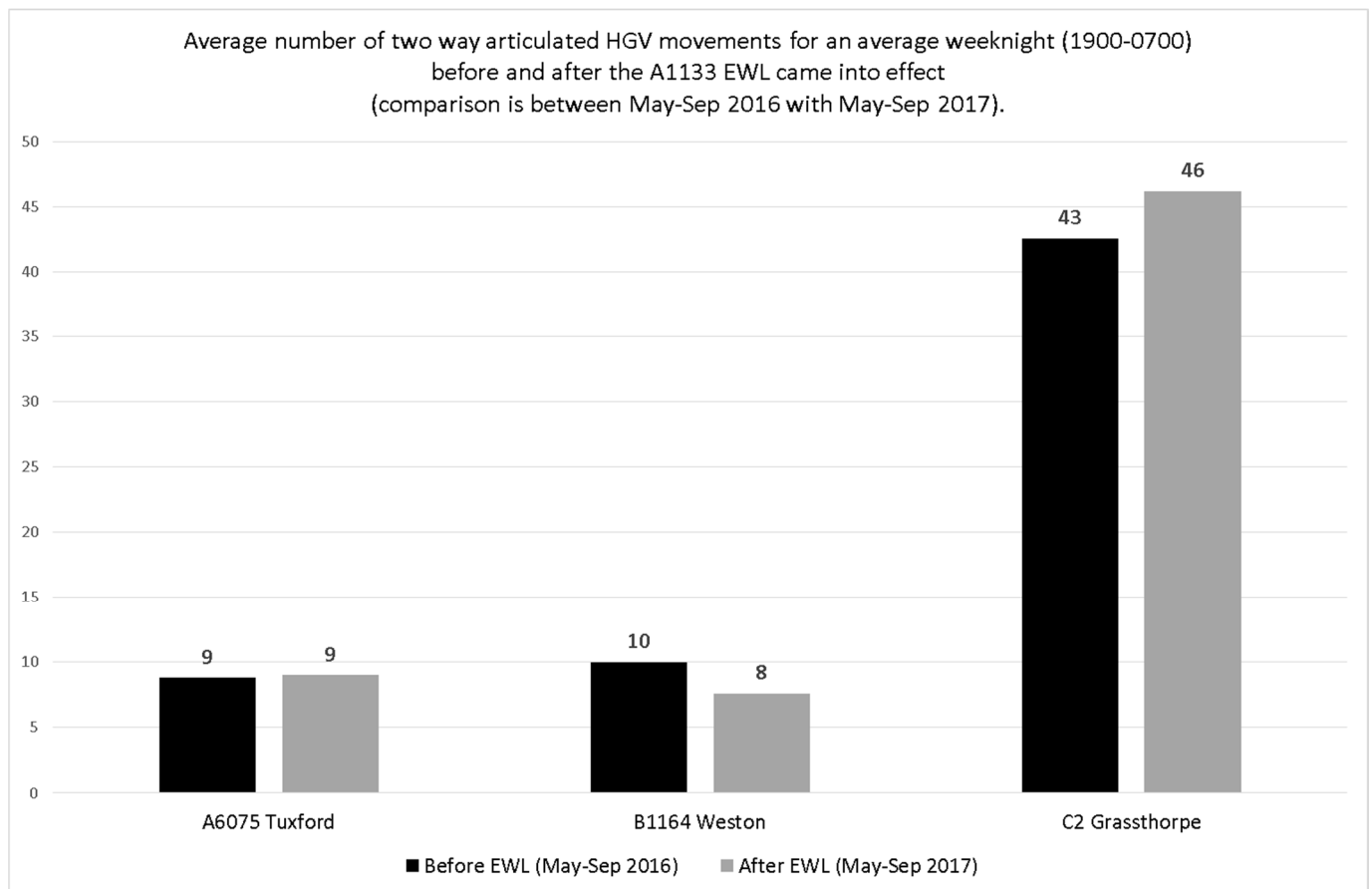
below) show that the numbers of articulated HGVs using these roads has not altered by more than one vehicle before and after the introduction of the experimental TRO (Sand Lane, Girton is the main road to Noble Foods and therefore the numbers using this route are understandably higher than others). The traffic data therefore indicates that the experimental TRO has not resulted in articulated HGVs re-routing onto any of the adjoining roads surveyed.



### HGV traffic volumes on routes in Nottinghamshire adjacent to the A1133 during 7pm-7am (the hours of operation of the weight restriction)

16. Permanent traffic counters located on the A6075 at Tuxford, B1164 at Weston, and C2 at Grassthorne were used to monitor HGV traffic volumes at these locations to determine if articulated HGVs had re-routed from the A1133 to any of these routes during the hours of operation of the experimental TRO. The data from these traffic counters is shown in the chart below and shows that since the introduction of the experimental TRO on the A1133 the numbers of articulated HGVs travelling between 7pm and 7am along the:

- A6075 at Tuxford have remained the same
- B1164 at Weston have decreased
- C2 Grassthorne have increased by three (but this increase does not result from the experimental TRO – see paragraph 17 below).



17. Traffic camera surveys were also undertaken along the C2 during September 2017 following a request from the local County Council elected member for a weight restriction on the C2. Data from the traffic camera surveys corresponds with the data obtained from the permanent traffic counters; in that they recorded 49 HGVs travelling along the C2 between 7pm and 7am (the hours of operation of the experimental TRO). The cameras also identified that all but three of these 49 HGVs were accessing J G Pears (a local business). The three HGVs not accessing JG Pears were all vehicles from the same company travelling south along the C2 (from north of the A57 to the A1) and would also not have been displaced from the A1133.
18. The experimental TRO has not therefore caused articulated HGVs to re-route through the villages on A6075 (including Tuxford), the B1164 (including Weston), or the C2 (including Grassthorne, Sutton and Ragnall).

### Reported road traffic collisions

19. The police objected to the A1133 experimental TRO on the basis that HGVs may re-route onto less suitable roads and, given the unfamiliar nature of some of these roads, could result in road traffic collisions and casualties.
20. The casualty data for the whole area bounded by the A57 to the north; the county boundary to the east; the A46 to the south and the A1 to the west has been investigated. In the three years prior to the introduction of the experimental TRO there had been no reported road traffic collisions involving an HGV that resulted in casualties within this area. During the period April 2017 to June 2017 (the latest reported data available) there has been one reported road traffic collisions involving an HGV that resulted in casualties within this area. The collision, however,

occurred on the A1133 and did not occur during the hours of operation of the experimental TRO.

21. The police were subsequently asked for their observations on the experimental TRO based on the reported traffic collisions and considering their previous objection to the scheme. The response received from the police in October 2017 states *"If there has been no incidents in the vicinity then it somewhat lessens the concerns raised.... In relation to the sole RTC involving a HGV, having reviewed the accident card and associated investigation, I do not think it could be said to support an issue with HGV's in this area."*

### **Other considerations**

22. During the six months since the experimental TRO was introduced comments have been received from members of the public, parish councils and County Council elected members.

23. As part of the review of the experimental TRO on the A1133 the local County Council elected members were also asked whether they support or object to the TRO being made permanent; and the following comments have been received:

- Councillor Maureen Dobson, who represents the villages along the A1133, has stated that she *"would most definitely support a permanent TRO with some slight alterations which could prove useful for a large amount of our villages"*
- Whilst the evidence indicates that there has been no displacement of articulated HGVs from the A1133 through other villages in the county, both Councillors Bruce Laughton and John Ogle have raised concerns about the amount of HGVs passing through a number of villages within their electoral divisions and would like further investigation into these concerns.

24. Similarly, as part of the review of the experimental TRO on the A1133 the local parish councils situated along the A1133, A6075, B1164 and C2 were asked whether they support or object to the TRO being made permanent; and the following comments have been received:

- Collingham Parish Council (situated on the A1133) stated that *"The Parish Council discussed this matter at their meeting on the 26<sup>th</sup> October and would like to make the following comments:*
  - *The restriction has been supported, especially by residents of the High Street*
  - *Initially the introduction of the restriction had greater benefits than now, but this is felt possibly to be due to lack of enforcement and incorrect placement of signing*
  - *Requests have been made for this restriction to be for a longer period time (24hours) each day, which the Parish Council appreciate is probably not possible*

*Therefore, overall there has been a benefit to the community in reducing the number of lorries, especially overnight, along the High Street and it would be very disappointing if this were not made a permanent restriction."*

- Grassthorpe Parish (situated on the C2) stated that *"At our meeting held on 17<sup>th</sup> October 2017 residents expressed dissatisfaction about the current Experimental Weight Restriction on the A1133 through Collingham. This has increased night-time HGV transport through our village causing sleep disturbance for residents close to the road... We ask that the night-time Weight Restriction through Collingham be discontinued."* The Parish Meeting went on to state that they have previously asked for a weight restriction in their village which was refused.
- Weston Parish Council (situated on the B1164) stated that it wished *"to register its concerns and objections to any potential permanent weight restriction order being approved"*. The

Parish Council complained that they were not directly consulted prior to the experimental TRO being introduced and goes on to say that “...whilst the Council is sympathetic with the residents of Collingham and understands why such a weight limit has been requested, the impact on other, significantly more rural areas does not appear to have been given adequate consideration. It has been highlighted locally that the number of heavy vehicles using the roads around Weston, which includes traffic from Tuxford and Grassthorpe, has increased significantly over the last few months. The impact of this on small communities is significant, especially through the summer months when the roads are busier due to increased levels of agricultural machinery, much of which moves during the hours when this restriction was in place.”

25. County Councillors Laughton and Ogle have received reports that the experimental TRO has caused the numbers of HGVs to increase through villages along the C2 and at Tuxford and Weston between 7pm and 7am; and the representations from the parishes of Grassthorpe and Weston have also stated the same. This is not, however, supported by the traffic survey data collected which shows that the HGV flows have not increased in Tuxford or Weston during the hours of operation of the experimental weight restriction (as detailed in paragraphs 16 and 17 above). The tables below also give a comparison of the total numbers of articulated HGVs travelling on the A6075 at Tuxford and the B1164 at Weston for each month between May and September in both 2016 (before the experimental TRO was introduced) and in 2017 (after the experimental TRO was introduced), as well as a more detailed breakdown showing the numbers during operation of the experimental TRO (expanding on paragraphs 16 and 17 above). The tables similarly show that the numbers of articulated HGVs travelling on the A6075 at Tuxford or the A1133 at Weston following the introduction of the experimental TRO on the A1133 are consistent with the numbers prior to the introduction of the experimental TRO.

<b>No. of articulated HGVs recorded on an average weekday (24 hours) on A6075 at Tuxford</b>					
	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
<b>2016</b>	67	79	81	78	87
<b>2017</b>	74	77	81	67	73
<b>No. of articulated HGVs recorded on an average weekday (7pm to 7am) on A6075 at Tuxford</b>					
	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
<b>2016</b>	8	7	12	9	8
<b>2017</b>	7	8	12	8	10

<b>No. of articulated HGVs recorded on an average weekday (24 hours) on B1164 at Weston</b>					
	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
<b>2016</b>	67	72	64	74	58
<b>2017</b>	58	64	67	70	59
<b>No. of articulated HGVs recorded on an average weekday (7pm to 7am) on B1164 at Weston</b>					
	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
<b>2016</b>	8	15	11	10	6
<b>2017</b>	7	7	8	11	5

26. As stated by Grassthorpe Parish Meeting, requests for a HGV weight restriction on the C2 at Grassthorpe have been considered previously but have not been progressed as the introduction of a weight restriction would not reduce the number of HGVs passing through the village. This is because almost all of the HGVs travelling along the C2 at this point are accessing local businesses/premises (see paragraphs 16 and 17 above); and would therefore legally be able to continue to do so even if a weight restriction was introduced.
27. The HGV traffic surveys also do not support Collingham Parish Council's comment that the experimental TRO was more successful when it was first introduced and that the numbers of HGVs travelling on the A1133 between 7pm and 7am has increased since it was first introduced. The table below shows that the number of articulated HGVs travelling along the A1133 in September 2017 is very similar to the number in April 2017 when the scheme was first introduced (it should also be noted that there will always be fluctuations in the numbers of HGVs travelling along the route).

<b>No. of articulated HGVs recorded on an average weekday (7pm to 7am) on A1133</b>						
	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
<b>Langford</b>	61	53	55	59	60	59
<b>Spalford</b>	26	26	26	26	27	25

28. A weight restriction on Rabbithill Lane, Spalford (as shown in Appendix 3) was revoked when the experimental TRO on the A1133 was introduced. Subsequently a request was made to reintroduce the restriction as it is claimed that the number of HGVs travelling along the road has increased since the revocation of the weight restriction. Traffic surveys on Rabbithill Lane recorded only one articulated HGV travelling along the road during the daytime period and therefore it is not considered necessary to re-introduce the weight limit. Periodic traffic surveys should, however, be undertaken on Rabbithill Lane to review the number of HGVs travelling along the road.
29. Noble Foods (located in North Scarle) was granted an exemption to travel through the experimental TRO on the A1133. The exemption was granted as it was able to make a business case for the exemption and because its vehicles are clearly liveried they would be easily identifiable for enforcement purposes. A number of local businesses located just outside the boundaries of the experimental TRO (including Shoecroft, Athay Transport Ltd, Flying Hire Ltd and Moor Farm) have requested similar exemptions on the grounds that it has impacted on their business costs due to the additional mileage required to avoid the weight restriction. The issuing of such exemptions would potentially result in more HGVs travelling through the weight restriction during its hours of operation but such requests will be considered on an individual basis in accordance with standard procedure.
30. There were also comments that the weight restriction is not well signposted for HGVs travelling west from Lincolnshire. This is because Lincolnshire County Council objected to the introduction of the experimental TRO. If Committee resolves to make the TRO permanent, officers will be asked to approach Lincolnshire County Council to request permission for Nottinghamshire County Council to install warning signs on the appropriate locations in Lincolnshire.

## Other Options Considered

31. The three options below were considered and the reasons for the selected option are set out within this report and set out in paragraph 31 below:

- i. Make the experimental TRO permanent
- ii. Extend the trial period of the experimental TRO
- iii. Revoke and remove the experimental TRO.

## Reason/s for Recommendation/s

32. Based on the analysis of the data (as set out in this report), the experimental TRO has been successful in reducing the number of articulated HGVs in line with the 17<sup>th</sup> November 2016 'The Nottinghamshire County Council (A1133, Nottinghamshire) (Weight Restriction) Experimental Order 2016 (3237) Consideration of Objections' Transport & Highways Committee Report. The data also indicates that articulated HGVs have not re-routed onto other local roads, nor has it increased the numbers of articulated HGVs travelling through villages on A6075, B1164 or C2.

## Statutory and Policy Implications

33. 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.

## Crime and Disorder Implications

34. Nottinghamshire Police, whilst objecting to the scheme before it was introduced, has stated that *"If there has been no incidents in the vicinity then it somewhat lessens the concerns raised.* It is important, however, that reported road traffic collisions continue to be monitored and the weight restriction be revised or revoked should a pattern of road traffic collisions involving HGVs occur, that could be attributable to the weight restriction, on the A1133, or nearby, between 7pm and 7am.

## Financial Implications

35. There are no specific financial implications of this decision as the costs associated with the delivery of the scheme have already been made; and there are no recommendations to amend the scheme or the infrastructure associated with the scheme. Should any additional infrastructure be required as part of the scheme in the future, approvals for such funding will be sought from the appropriate committee.

## Human Rights Implications

36. The implementation of the proposals within this report are considered to have a positive impact on human rights such as the right to peaceful enjoyment of property and the protection of health, for example. It is acknowledged that they could be considered to have a minimal impact

on the rights and freedoms of others by restricting use of the highway. 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 matters such as the protection of health, for example. The proposals within this report are therefore considered to be within the scope of such legitimate aims.

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

37. The proposals may, by helping to reduce the movement of HGV traffic outside populated areas during the hours of its operation, thereby help to reduce noise pollution at times when residents may be most sensitive to it.

## **RECOMMENDATION/S**

- 1) It is recommended that Committee:
  - a) approves making permanent the Nottinghamshire County Council (A1133, Nottinghamshire) (Weight Restriction) Experimental Order 2016 (3237) as previously advertised.

### **Adrian Smith - Corporate Director Place Department**

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

Sean Parks – Local Transport Plan manager

### **Constitutional Comments (SJE 23/11/2017)**

38. 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 the planning, management and maintenance of highways (including traffic management) has been delegated.

### **Financial Comments (GB 24/11/2017)**

39. There are no 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.

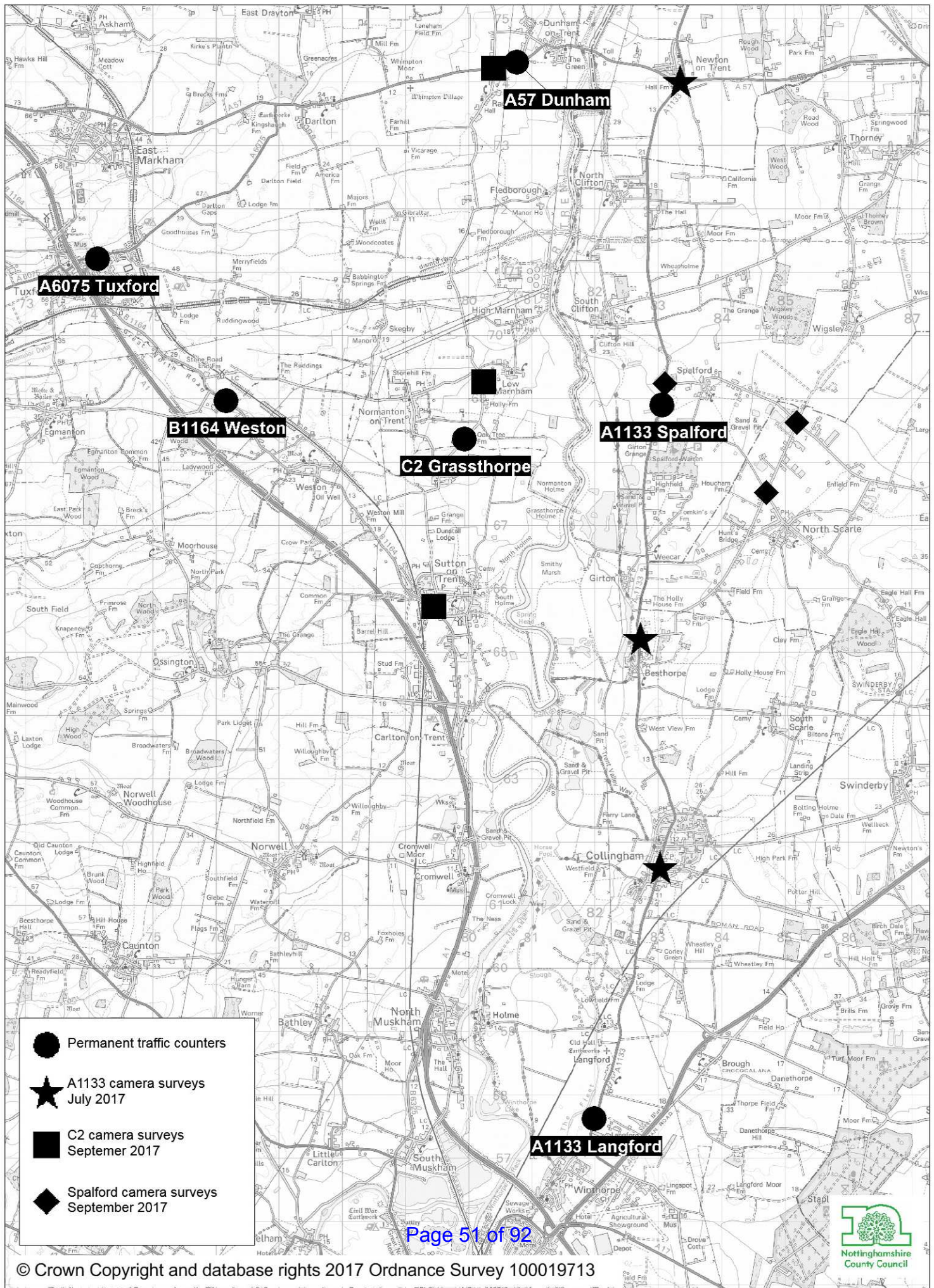
- All relevant documents for the proposed scheme are contained within the scheme file which can be found in the Major Projects and Improvements Team at Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ

- The Nottinghamshire County Council (A1133, Nottinghamshire) (Weight Restriction) Experimental Order 2016 (3237) Consideration of Objections – 17<sup>th</sup> November 2016 Transport & Highways Committee Report

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

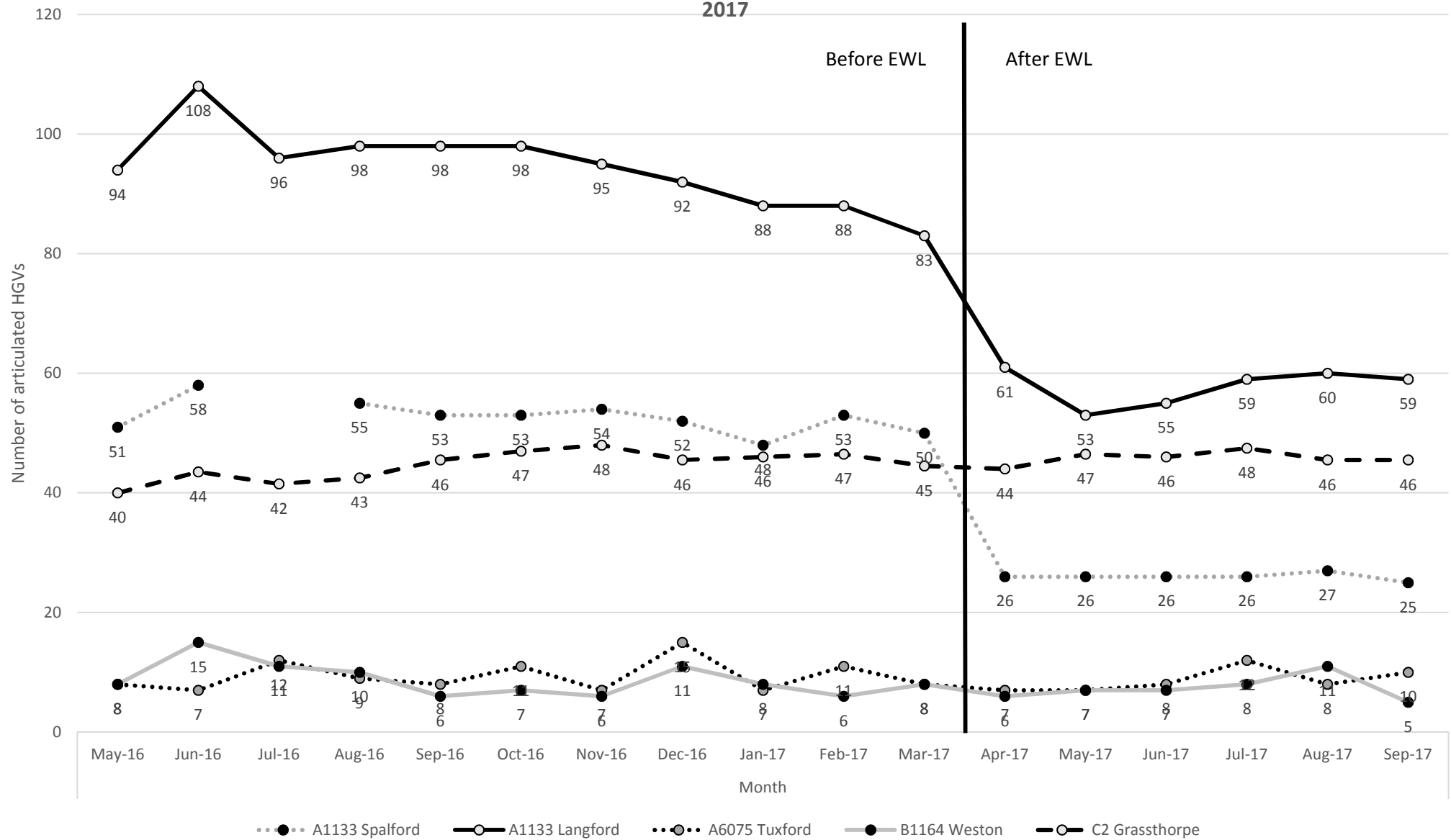
- Collingham – Councillor Maureen Dobson
- Muskham & Farnsfield – Councillor Bruce Laughton
- Tuxford – Councillor John Ogle

## Appendix 1. Location of permanent traffic counters and camera surveys

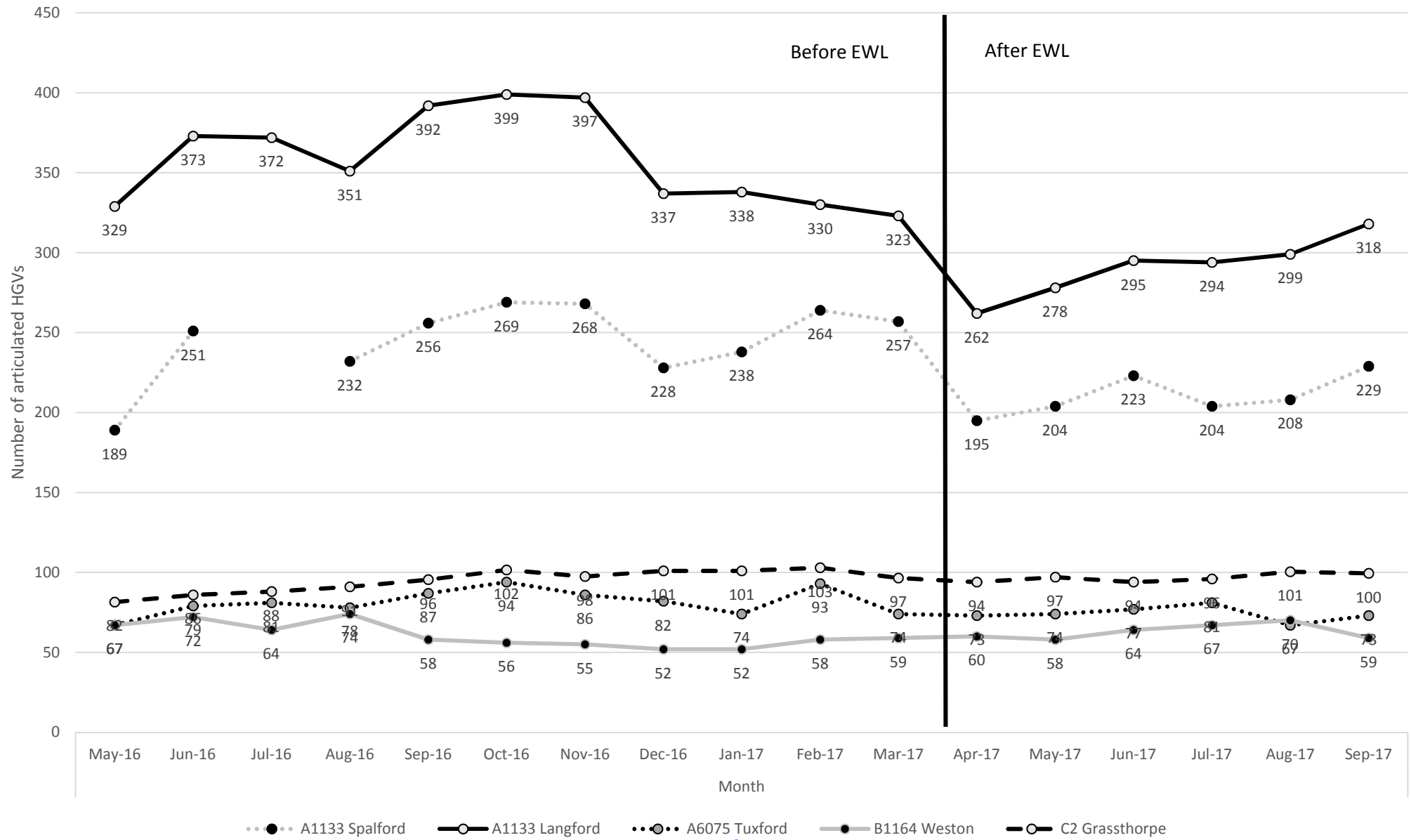




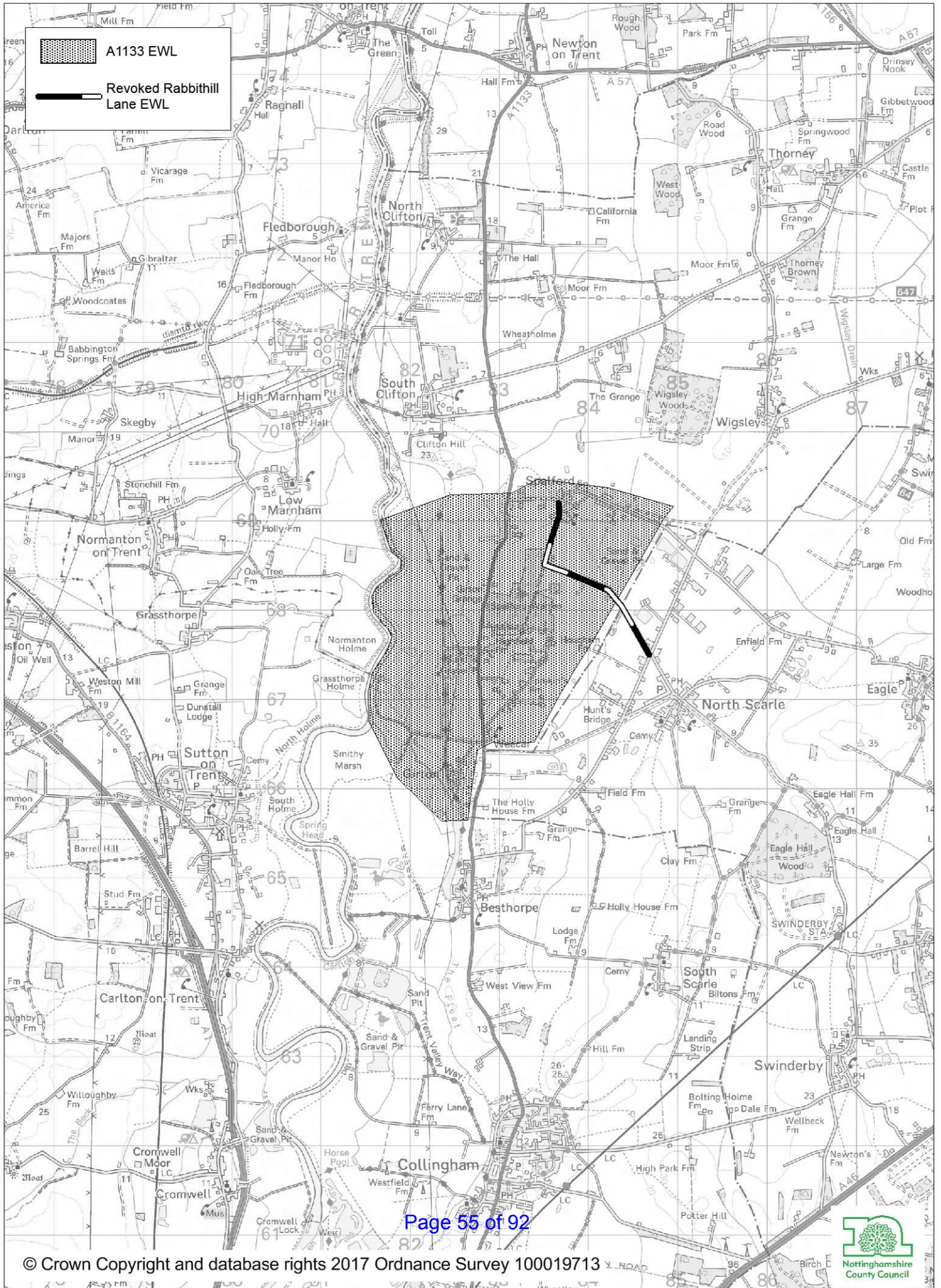
**Appendix 2 - A1133, A6075 Tuxford, B1164 Weston & C2 Grassthorpe. Average number of articulated HGVs recorded between 1900-0700 for an average weeknight, by month, before and after the A1133 EWL came into effect on 31st March 2017**



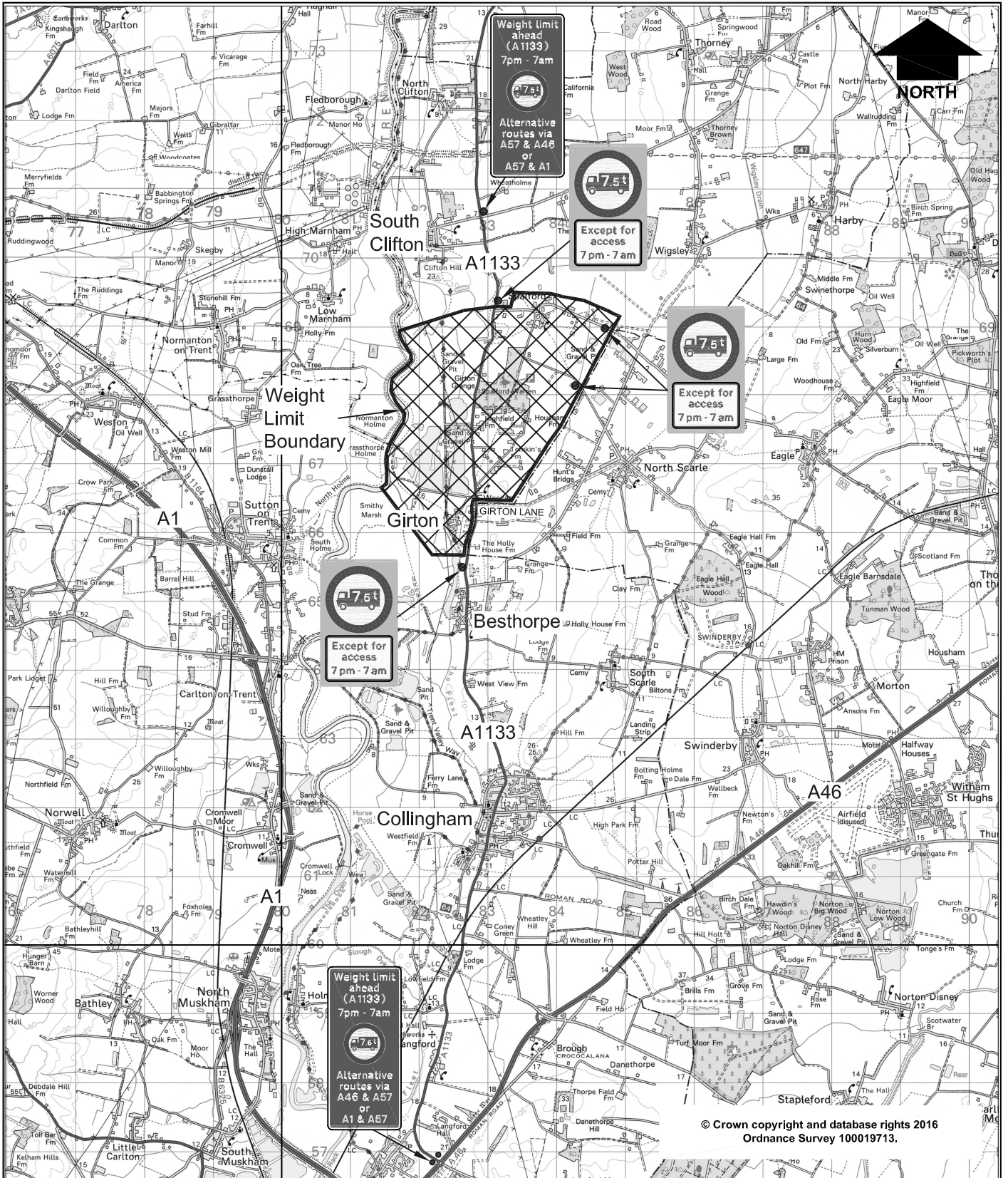
**Appendix 2 - A1133, A6075 Tuxford, B1164 Weston & C2 Grassthorpe. Average number of articulated HGVs recorded for an average weekday (24 hour), by month, before and after the A1133 EWL came into effect on 31st March 2017**



### Appendix 3. Location of A1133 Environmental Weight Limit and revoked Rabbithill Lane EWL, Spalford







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Ordnance Survey 100019713.

**via** In partnership with  
**Nottinghamshire County Council**  
www.vlaem.co.uk Tel 01623 873873  
Bilthorpe Depot, Bilthorpe Business Park, Bilthorpe,  
Nottinghamshire NG22 6ST

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Project

**A1133**  
**7.5T Environmental Weight Limit**

Property No.

Project No.

Title

**Location Plan**

**Page 57 of 92**

Drawing No.

**47074367.401**

Drawn

J.A.B.

Date

Oct. 16

Ch'kd

M.B.

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**N.T.S.**

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Oct 25 2016 - 9:35am C:\Users\jab15\Desktop\A1133 Map.dwg

**A4**



**7 December 2017****Agenda Item: 7****REPORT OF CORPORATE DIRECTOR-PLACE****CCTV VEHICLE-UPDATE REPORT****Purpose of the Report**

1. To provide an update to Members on the use of the CCTV enforcement vehicle ('camera car') in Nottinghamshire and to seek approval for the purchase and deployment of a second vehicle.

**Information and Advice**

2. Members approved the purchase of a camera car at the Transport and Highways committee on 16<sup>th</sup> July 2015. This followed the conversion of the School Keep Clear markings in the county into enforceable restrictions and the recognition that a camera car could more effectively undertake enforcement in suburban and rural areas than Civil Enforcement Officers can do on foot.
3. The vehicle became fully operational in March 2016 following a series of well-received publicity events designed to increase the awareness of the car and the importance of respecting school and bus stop restrictions. An electronic form was added to NCC's website inviting the public to request the car attend their local school and this was also sent to all schools with a promotional leaflet.
4. In January 2017, a report was presented to the Transport and Highways Committee detailing the initial outcomes of operating the vehicle. Beats had been designed to ensure that the car visited as many schools as possible during the morning and evening peak times. Between these periods it concentrated on enforcing bus stop clearways. These are the only two parking restrictions that can legally be enforced using a camera in the county following the publication of the Deregulation Act 2015.
5. The update report indicated that for the first 9 months of operation between March 2016 and November 2017, the car had collected evidence leading to the issuing of 542 Penalty Charge Notices, of which 348 (64%) had been issued to vehicles parked on School Keep Clear restrictions. The figures from December 2016 until September 2017 are shown below.

6.

Month	School markings	Bus stops	Total
December 2016	21	30	51
Jan 2017	36	22	58
Feb 2017	46	23	69
Mar 2017	62	24	86
Apr 2017	22	18	40
May 2017	73	24	97
June 2017	40	25	65
July 2017	47	28	75
Aug 2017	3	21	24
Sept 2017	71	18	89
<b>Total</b>	<b>718</b>	<b>233</b>	<b>951</b>

7. The January report noted that the camera car had been operating at a slight financial deficit; costs to date had been £16,200 and income from the Penalty Charge Notices had been £14,500. This trend has continued in 2017 with a combined operational cost from inception of £47,700 with income of £35,700.
8. The vehicle is often deployed to more remote rural and suburban areas where it has proved difficult and inefficient to send Civil Enforcement Officers. A side benefit of utilising the vehicle to visit these areas equitably is that the CEOs are able to remain efficiently deployed in and around the town and district centres. This contributes towards the ongoing surplus from on-street enforcement that has been in evidence in recent years. This annual surplus from more traditional enforcement can be justifiably utilised to subsidise the deployment of the camera car to the more rural areas. The annual operating deficit from the car of approximately £8,000 is easily covered by the general on-street surplus.
9. The camera car must be kept within a secure base overnight and it is typically allocated to one district each week. The county has approximately 330 schools over a large geographical area and consequently covering all areas frequently enough to significantly improve compliant parking is a challenge. A second vehicle would considerably enhance our ability to meet the demand from the schools and public transport operators for more frequent enforcement.
10. A second vehicle would cost approximately £45,000 for a vehicle (£8,500), the camera and associated software (£33,000) and the first year of software maintenance costs (£3,500). The revenue costs of the driver plus vehicle running and maintenance expenditure would be met largely by the Penalty Charge Notice income. It can be expected though that a second vehicle would also run at an operational deficit but this will be subsidised by general parking enforcement.
11. Any deficits would be minimal and it must be emphasised that the true value of the vehicle is from the very visible awareness it brings that the County Council is actively addressing

school safety and public transport accessibility. Headteachers have provided excellent feedback on the car and on the ability they have to request it attends their school. Schools, like the Council, have always received significant numbers of complaints from responsible parents and residents about vehicle owners that ignore the parking restrictions outside of schools causing congestion and jeopardising safety. With the introduction of enforceable restrictions supported by the car they can now refer those complaints to the enforcement team with an expectation that positive action will be taken. The number of PCNs issued outside of schools to date is over 1000 which indicates that the problem is genuine and a commitment to a second vehicle will assist further with this.

12. It is further recommended that to coincide with the new school years, the initial press release and accompanying promotional leaflets are sent to the schools annually to assist headteachers in passing on information to parents.

### **Other Options Considered**

13. The existing single vehicle could be retained for use across the county. This would keep operational costs low but it would reduce the number of enforcement visits each school receives annually.

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

14. The camera car has proved to be a successful enforcement project that has brought efficient enforcement to the majority of schools in the county. In a large geographical area it is difficult for the Civil Enforcement Officers to access remote areas regularly but the camera car has enabled that. It has proved very popular with schools who can now directly request enforcement action whenever they have concerns over parent parking. A second vehicle would significantly increase NCC's ability to react to these requests quickly thus ensuring that the importance of respecting school restrictions is reinforced. Annual publicity of the car would also ensure that new parents at a school are quickly made aware of the restricted areas and the likelihood of enforcement action.

### **Statutory and Policy Implications**

15. 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.

### **Crime and Disorder Implications**

16. The deployment of a liveried camera car across the county will enhance the visibility of the enforcement officers and assist with community protection.

## **Data Protection and Information Governance**

17. A Privacy Impact Assessment will be completed to appraise the potential impact of the images collated by the vehicle.

## **Human Resources Implications**

18. Additional drivers will be sourced via the Council's contract with NSL Services who supply Civil Enforcement Officers to the County Council and District/Borough Council's who form the Notts Parking Partnership.

## **Implications for Service Users**

19. Service users will benefit from an increased enforcement presence on school and bus stop restrictions. Parking in these locations can jeopardise road safety, seriously inconvenience public transport operations and create local congestion.

## **RECOMMENDATION/S**

- 1) The approval of the purchase and deployment of a second camera car
- 2) The approval of an annual awareness programme sent to schools and the press highlighting the importance of school restrictions and the use of the camera car.

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

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

## **Constitutional Comments (EP 24/09/17)**

20. The recommendations fall within the remit of the Committee by virtue of its terms of reference.

## **Financial Comments (SES 01/11/17)**

21. 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.

- Transport and Highways Committee July 2015
- Transport and Highways Committee January 2016

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

- 'All'



**07 December 2017****Agenda Item: 7****REPORT OF THE CORPORATE DIRECTOR, PLACE DEPARTMENT****CATERING AND FACILITIES MANAGEMENT – MANAGEMENT  
RESTRUCTURE****Purpose of the Report**

1. The purpose of this report is to seek permission to begin formal consultation with staff and recognised trade unions on a management restructure of Catering and Facilities Management.
2. A further report will be submitted to Members at a future date seeking permission to implement the proposed changes.

**Information and Advice**

3. CFM provides an important service in Nottinghamshire; by providing high quality school meals and clean learning environments the group of services supports many of the commitments integral to the achievement of the 'Your Nottinghamshire, Your Future' Council plan. Furthermore as one of the largest employment groups within the Council, CFM contributes significantly to the place building of the county, offering a significant number of jobs to local people (including more isolated rural areas), using local suppliers and adding value to the local economy.
4. However, the service has been, and continues to be, negatively impacted upon from a competitive perspective by significant internal and external costs pressures, including:
  - Foundation living wage, and other wage increases (the hourly wage cost, including employer contributions, for the lowest paid staff receiving the Foundation Living Wage has increased by around 35% since 13/14)\*
  - Increasing corporate overheads (increasing by 108% since 13/14)\*
  - Apprenticeship levy
  - Food cost increases (due to Brexit/falling value of GBP)

\* It has been recognised that whilst the Foundation Living Wage has a significant impact on the profitability of the group it represents an organisation wide issue. Accordingly, it was agreed that it would be pertinent for decisions about the FLW to be made through the resources budget setting process as opposed to the Place Challenge Panel. Increases in corporate overheads reflect adjustments in 2014/15 and 2015/16 resulting from changes in the basis of allocating corporate overheads. These cost pressures are being addressed as part of wider work corporately (through the Corporate Services Review/HR).

5. In addition to internal and external costs pressures the CFM group operates in an increasingly competitive market place. Schools constitute the primary customers of CFM where increased academisation has led to more schools 'shopping around' for their services and therefore a greater interest in the market from the private sector. Both the nature of the market place and increasing cost pressures mean it is vital for CFM to adapt as a service in order to remain viable and relevant.
6. It is recognised that CFM can mitigate the impact of the aforementioned cost pressures by undertaking the management restructure. As a low margin business with labour costs making up a significant proportion of the cost base the core restructure activity would reduce the controllable costs within its remit. As part of the restructure it is proposed to review the management capacity within the group.
7. This proposal aims to implement a structural change within CFM whilst also embedding a cultural shift in the service by placing greater onus upon account management. At present the role of area manager is heavily focussed on operational duties, such as managing staff leave/sickness absence and ensuring staff have the necessary equipment. The proposed restructure involves staff specialisation in certain contract types - with roles focussed on secondary schools, PFI contracts, multi-academy trusts etc. (see restructure appendix for further detail). Area managers will still be expected to carry out operational duties under the proposed structure. However, it is anticipated that the introduction of the Customer Relationship Management (CRM) system and increased business support will allow this process to be accelerated and simplified; thus facilitating the transition to greater focus upon account management. In order to reflect this change it is proposed to alter the emphasis of the Senior Area Manager/ Area Manager roles significantly.
8. The cultural shift aims to empower and upskill staff in order for them to assume greater responsibility, whilst ensuring high value contracts, such as secondary schools, are prioritised. Delegating greater responsibility to Area Managers and empowering staff also reflects feedback which has recently been obtained from staff within the CFM service. It is expected that by placing greater onus upon account management, managers will be incentivised to spend more time nurturing and maintaining strong business relationships with customers. A shift towards a more dynamic account management approach lends itself to using systems such as Customer Relationship Management (CRM), which could be used to monitor and map performance. If CFM is based at the higher end of the cost spectrum in the market then a strong relationship with customers will be integral to demonstrating the value added by the service.
9. Business as usual changes, such as the development of a head office offer for managers to support their work are already underway to ensure that staff feel supported throughout this period of realignment.
10. A key element of the proposed restructure is the desire to instigate and embed a cultural change across the service. It has been recognised that working procedures have had the opportunity to normalise over a number of years, consequently it is acknowledged that working practices are not as dynamic as they could be with regards to both retaining customers and attracting new business. Under the new structure, specifically the significant changes to the account manager role, it is hoped that customers will see increased presence from the service and more focus will be placed upon building and maintaining relationships. Cultural change will be realised through a variety of methods, beginning with the restructure itself. Additionally, the

change in staff contracts and how they are aligned with job roles, and the review of business processes (introduction of CRM) are expected to focus minds and emphasise the importance of managing accounts and building strong business relationships.

11. Any restructure activity inherently involves risk and two main risks have been identified in relation to this proposal. Firstly, engagement from all parties involved and affected by the proposal will be important to deliver the project within agreed timescales and to secure the cultural changes required. In order to mitigate this risk a stakeholder matrix has been completed with a clear communications plan to ensure staff are engaged in the process, their questions are answered and their ideas can be taken on board.
12. A further risk is that staff will be unable to meet the increased demands on their time as a result of decreased management capacity while the number of contracts the service is responsible for does not proportionately decrease. As mentioned above a number of business as usual changes are already underway in order to help mitigate this risk. Additionally with changes in the contracts managers are responsible for their work will be more focussed.

### **Other Options Considered**

13. Consideration was given to retaining the current structure of the Catering and Facilities Management. However, failure to undertake any restructure activity is highly likely to result in cost pressures continuing to negatively impact upon the service; consequently the viability of the group of services would be compromised moving forward. Additionally, retaining the current structure would not address the necessity of cultural change within the service which has been identified and outlined in this report.
14. Other restructure frameworks have been considered; however the proposed restructure was deemed most suitable having taken in to account both the potential costs of implementing any restructure and the potential impact upon the delivery of services.

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

15. The reduction in costs and cultural change within CFM, as a result of the restructure and other changes will enable CFM to be more competitive and this will empower the service to consolidate its market share in Nottinghamshire, improving financial viability and providing greater potential to be delivered differently/ become a saleable asset.

### **Statutory and Policy Implications**

16. 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**

There are no financial implications arising directly from the report which is seeking approval to begin formal consultation on a management restructure. The financial implications arising from the proposed final structure will be included in a future report to committee.

## **Human Resources Implications**

Staff and relevant trade unions will be consulted on the proposed restructure; additionally HR will continue to support the implementation of the new structure for the service (including redeployment)

## **Public Sector Equality Duty implications**

The restructuring of the Catering and Facilities Management will be carried out in accordance with the County Council's employment and equalities policies.

## **Implications for Service Users**

This restructure has been proposed as it can be implemented without compromising the quality of the service provided to customers.

## **RECOMMENDATION/S**

It is recommended that:

- 1) Permission is granted to begin formal consultation with staff and recognised trade unions.
- 2) A further report be brought before the committee after formal consultation has taken place for the final structure to be considered.

**John Hughes**  
**Group Manager, Catering and Facilities Management**

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

John Hughes, Group Manager Catering and Facilities Management

0115 977 3402

07788 844272

[john.hughes@nottscc.gov.uk](mailto:john.hughes@nottscc.gov.uk)

## **Constitutional Comments [SLB 06/11/2017]**

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

## **Financial Comments [RWK 22/11/2017]**

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

## **HR Comments [TAC 23/11/2017]**

19. Consultation will take place with staff and the recognised trade unions. The County Council's agreed enabling process will be applied in making appointments to the posts in the revised structure. Where applicable staff will be supported through the redeployment process.

## **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



**07 December 2017****Agenda Item: 8****REPORT OF THE CORPORATE DIRECTOR PLACE****CONSERVATION STAFFING RESTRUCTURE 2017****Purpose of the Report**

1. To seek approval to reorganise the staffing structure of the Conservation Team, in light of the proposed transfer of the Council's Green Estates functions from Commissioning, Resources and Culture Service and the cessation of partner funding for the Greenwood Community Forest Partnership.

**Information and Advice**

2. From April 2018, the Country Parks (Sherwood, Rufford, Bestwood), will be managed by third parties under contract or, in the case of Bestwood, through collaboration agreement and Sherwood will be on its way to transfer to RSPB management in Summer 2018 when the new visitor centre opens. The contracts will be managed as commissioned services within the cultural portfolio by the Cultural Services Commissioning Manager within the new Place & Communities Division, along with the Inspire contract and Holme Pierrepont NWSC and Country Park. This just leaves the Green Estates unit from the Country Parks and Green Estate Service as a stand-alone unit within the Commissioning, Resources and Culture Service and, as agreed by committee in June, it is proposed to transfer the unit to the Conservation Team in the Planning Group.
3. The Green Estates unit manages c. 90 green spaces (largely reclamation sites) ranging in size from 0.1ha to more than 160ha and totalling over 1400ha, working closely with a range of partner organisations and volunteers. The country park at Cotgrave is managed as part of the Green Estate and will transfer with the unit. Addressing budget challenges to ensure that the County Council can adequately manage and maintain the publicly accessible Green Estate is a priority.
4. The Greenwood Community Forest partnership is hosted, and largely funded, by the County Council through the Conservation Team. The Community Forest was formed in the 1990's and works to increase woodland cover and support communities in accessing, managing and enjoying their local environment. In 2016/17 they supported 61 groups and schools. As partnership contributions have declined in recent years, however, budgets have become unsustainable, whilst demand from communities for support and advice has increased. Partnership contributions have reduced to zero from April 2017.

5. The proposed new structure integrates the natural environment functions, including Greenwood, Green Estates management, Biodiversity and Ecological planning advice, with a view to placing management of the c. 90 NCC-owned green spaces on a more sustainable footing and increasing effectiveness/ reducing areas of overlap through closer working relationships and standardisation of roles and job descriptions.
6. The proposals would also increase support for community groups and volunteers (site management, project development, skills training, co-ordination) across both conservation and heritage, whilst retaining support for the Friends of Greenwood Community Forum, including the provision of advice and practical assistance to Friends groups.
7. Following a formal, four-week consultation period with staff from the two teams, and with the unions, a range of comments, suggestions and concerns were received. The proposed structure in Appendix 2, and the key changes outlined in paragraph 9 have been amended to better reflect the outcome of the consultation.
8. The current staffing arrangements for the two services are shown at Appendix 1. The proposed structure is attached at Appendix 2. It is envisaged that the new structure will come into effect on 1<sup>st</sup> April 2018.
9. The key proposed changes are:
  - Disestablish the posts of
    - Green Spaces Manager (Green Estate) – Hay Band A
    - Senior Practitioner Greenwood – Hay Band B
    - Senior Practitioner Nature Conservation – Hay Band C
    - 2 Greenwood Conservation Project Officer posts – Grade 5
    - 1 Land Management Officer post – Grade 5
    - 2 Countryside Officer posts – Grade 5
    - Community Liaison Officer – Grade 5
    - Community Archaeologist – Grade 4
  - Establish the posts of
    - Natural Environment Manager – Hay Band D
    - 3.6 FTE Land Management Officer posts (Green Spaces, Greenwood) – Grade 5
    - 3 Community Liaison Officer posts (Greenwood, Green Spaces, Heritage) – Grade 5

All the above posts will be subject to Job Evaluation.
10. Staff will be enabled from the disestablished posts in to the new posts following the normal procedure. There will be an overall loss of 2.4 FTE posts from the establishment.
11. All posts with changed responsibilities arising from the new structure will be subject to job evaluation (Team Manager Conservation, Biodiversity Officer). All posts within the new Conservation Team structure, with the exception of those related to the Sherwood Landscape Partnership Scheme (Miner 2 Major), would be permanent.

## **Other Options Considered**

12. The option to simply move the existing Green Estate unit into the Conservation team was considered. It was not, however, considered that this would achieve the more effective management of the natural environment that would result from an integrated approach.

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

13. To provide greater integration of staff and work programmes, enabling the development of a more co-ordinated and effective approach to the management of the natural environment, including the County Council's Green Estate.
14. To strengthen support for volunteer management of, and engagement with, greenspaces and heritage sites across the County, including training and skills development.
15. To retain support for the work of the Friends of Greenwood Community Forum.

## **Statutory and Policy Implications**

16. 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**

17. The purpose of this restructure is to integrate the Green Estates functions into the Conservation team, rather than to make a budgetary saving. It is, however, envisaged that the overall effect on the combined Conservation and green estates budgets will deliver a small saving of around £10,000.

## **Human Resources Implications**

18. The proposals have been subject to a four week formal consultation period and there is ongoing discussion with the affected staff and their union representatives about the proposed changes. The County Council's agreed enabling process will be applied in making appointments to the posts in the revised structure. Where applicable staff will be supported through the redeployment process.

## **RECOMMENDATION**

- 1) That approval is given to reorganise the staffing structure of the Conservation team, as set out in Paragraphs 8 – 11 and Appendix 2.

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

**For any enquiries about this report please contact: Heather Stokes, Team Manager Conservation**

### **Constitutional Comments [KK 22/11/17]**

19. The proposal in this report is within the remit of the Communities and Place Committee.

### **Financial Comments [CSB 22/11/17]**

20. The financial implications are contained in paragraph 17 of the report.

### **HR Comments [JP 27/11/17]**

21. The HR implications are contained in paragraph 18 of the report.

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

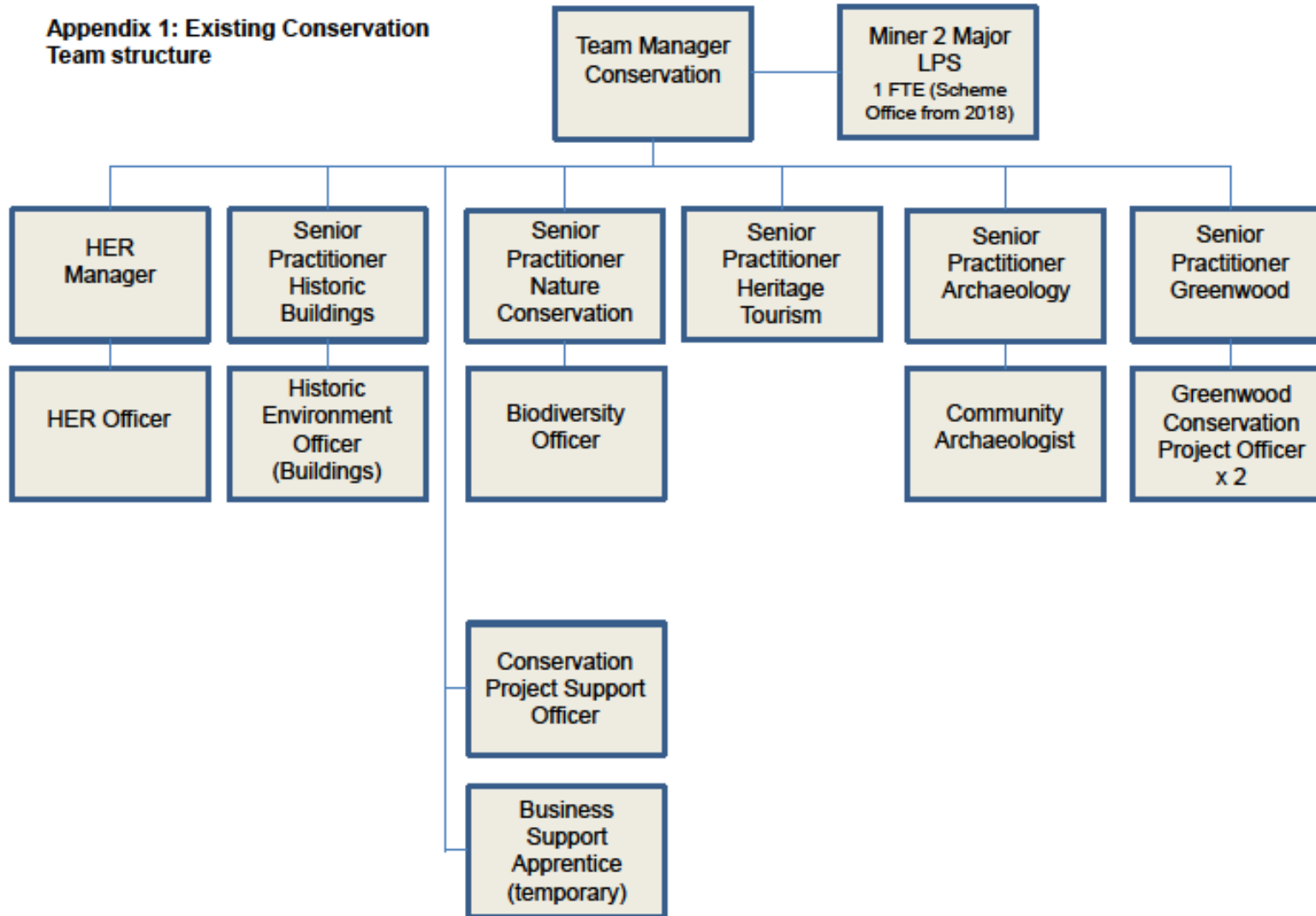
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

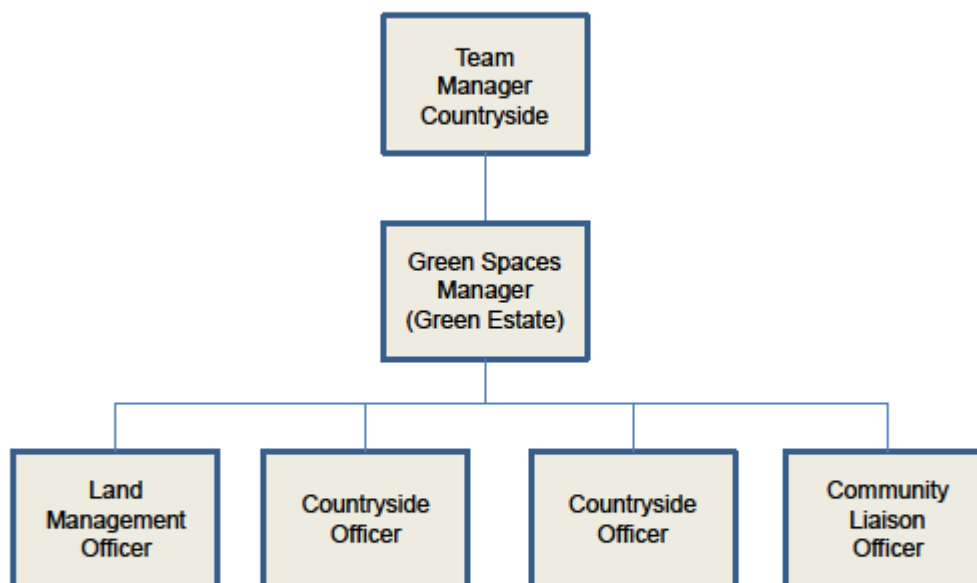
### **Electoral Divisions and Members Affected**

- All

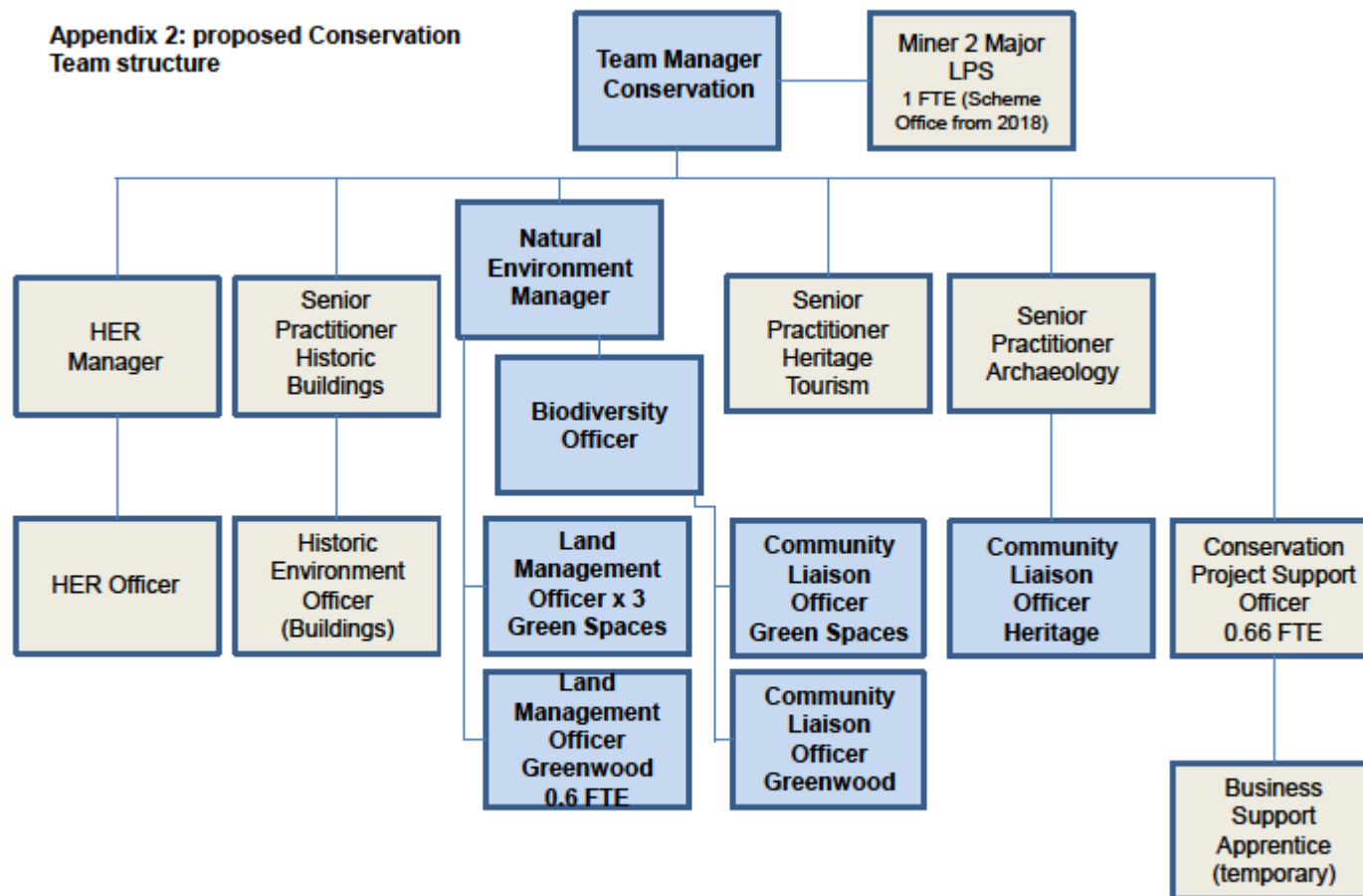
**Appendix 1: Existing Conservation  
Team structure**



**Appendix 1: Existing Green Estates  
structure**



Appendix 2: proposed Conservation  
Team structure





**7 December 2017****Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****TRADING STANDARDS COMMERCIALISATION PROGRAMME****Purpose of the Report**

1. To provide a quarterly update to the Committee on progress to deliver increased income in the Service in 2017/18, and to seek approval to progress a proposal to alter existing income targets in 2018/19 and 2019/20.

**Information and Advice**

2. **2017/18 Performance** - As part of the work during the Authority's Commercial Development Unit (CDU) Pilot, a business plan was developed to reduce the net budget of the Service by £321k per annum by the end of 2019/20. This was to be achieved by increasing the income generated by the sale of business support services. The additional income target for 2017/18 is £95k.
3. At the Committee meeting of 7 September 2017, it was agreed to provide a quarterly report of key performance indicators, with regards to Marketing, New Sales by Volume, and Cumulative Additional Income. Appendix 1 to this report contains a detailed progress report.
4. At 1 November 2017, the Service has secured £27.7k worth of new contracts. Potential further additional contracts valued at £30.7k are being discussed with businesses. Although not guaranteed, when these contracts come to fruition, the total additional income secured would be £58.4k. The Service is therefore on track to meet its 2017/18 target.
5. **2018/19 & 2019/20** – the business plan developed through the CDU process identified that the additional savings of £321k between 2017/18 and 2019/20 could be generated, by redeploying existing resource from core work into income generating work. The plan was approved by Policy Committee on 16 November 2016.
6. In prior budget setting processes, the Service was committed to reducing the net budget by a total of £175k during 2017/18 and 2018/19. At Policy Committee last October, approval was given to meet these existing targets through raising additional income by implementation of the business plan developed in the CDU process.
7. Given the financial challenges the Authority faces going forward, it is now proposed that the income generation targets for the Service are re-profiled and increased by a total of £145k p.a., from the current figure total figure of £175k, to £320k p.a., by 2019/20.

8. The proposal means reducing this years' savings target for the Service, but increasing the savings targets in the two subsequent years. The table below details sets out the changes to the net cost of Trading Standards of the proposal.

	2017/18	2018/19	2019/20	TOTAL
<b>Reduction in net cost/savings identified in the CDU process</b>	<b>£66k</b>	<b>£122k</b>	<b>£132k</b>	<b>£320k</b>
<b>Previously Agreed Savings:</b>				
Commercialisation of Trading Standards (Full Council Feb 2016)	£50k	£75k		£125k
Business Manager - Community Safety committee Jan 2017 (income to be generated to cover cost of this from 17/18)	£50k			£50k
<b>Total of Previously Agreed Savings:</b>	<b>£100k</b>	<b>£75k</b>	<b>£0k</b>	<b>£175K</b>
<b>Net additional savings</b>	<b>-£34k</b>	<b>+£47k</b>	<b>+£132k</b>	<b>+£145k</b>

9. The net budget in 2017/18 for Trading Standards is £1,143k. £145k represents 12.7% of net budget. Trading Standards currently has a staffing establishment of 37.8FTE.
10. The option to increase income by £145k p.a. requires a further redeployment of 2.5FTE Trading Standards Officers from existing work and into income generating work. The proposal would mean that the Service will still be able to deliver on its priority areas, whilst making a contribution to address the financial challenges of the Authority, through redirecting some of its existing capacity.

### Other Options Considered

11. With regards to reducing the budget, the majority of the Trading Standards Service gross expenditure is in staffing costs. Another option to reduce the net budget would be to reduce the staffing levels in the Service.

### Reasons for Recommendations

12. Reducing net budget through staffing reductions would adversely impact the resilience of the service to deal with significant events, for example an animal disease outbreak, product safety issue/recall, rogue trader incident or food safety alert. It would also adversely impact the Service's ability to deliver existing income targets.
13. The proposal enables the Service to provide a high quality, tailored business advice and support service, delivered at full cost recovery rates, where the market allows.

## **Statutory and Policy Implications**

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 income target for new work in 2017/18 is £94,951. Since April 2017, additional income of £27,665 have either been agreed or already achieved with a potential £30,700 in progress. The Service is therefore on track to meet the additional income target of £94,951.

16. The existing budget reductions previously agreed for Trading Standards total £175,000 p.a. by 2018/19. The option for change offers a further saving of £145,000 p.a. This figure represents the difference between the savings previously agreed, and the additional savings figure identified through the CDU process.

## **RECOMMENDATIONS**

- 1) That Members approve increasing the income target for the Service by a further £145,000 p.a. by 2019/20.
- 2) That Members approve the proposal to achieve this by redeploying resource from existing work and into income generating work.
- 3) That Members consider whether there are any other actions they require in relation to the issues contained within the report.

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

**For any enquiries about this report please contact: Mark Walker, Group Manager, Trading Standards and Community Safety, (0115) 977 2173**

## **Constitutional Comments (SLB 03/11/2017)**

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

## **Financial Comments (SES 10/11/2017)**

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**

- 'All'

## **APPENDIX 1**

### **REPORT ON COMMERCIAL PERFORMANCE OF THE TRADING STANDARDS AND COMMUNITY SAFETY SERVICE**

#### **Purpose of the Report**

1. To provide a quarterly update on the progress made by Trading Standards following the Service's involvement in the Authority's commercial development programme.

#### **Information and Advice**

##### **Marketing**

2. Since the launch of the Trading Standards Commercial Services web pages on 24<sup>th</sup> July, there have been moves to try and improve the benefits to the businesses that visit the website by linking to other agencies that may be able to provide financial support to help a business start-up or achieve their growth potential.
3. Discussions are ongoing with Nottingham Business Venture, D2N2 Growth Hub, and the Food & Drink Forum. By building these links, it is hoped that it will improve the journey for businesses looking for support. There will also hopefully be a benefit to the Service in that the reciprocal arrangements of the bodies mentioned will mean that links on their websites should increase the traffic to the Commercial Services website.
4. One agreed performance indicator/measure is how many times the website has been accessed. Since the last update report, shortly after the launch of the website, there have been the following level of views of the main Commercial Services Landing page:
  - August 72
  - September 56
  - October 61
5. A further analysis of what people were looking at on the website and how they had reached the website has produced some interesting results. With regard to how people had accessed the pages, the main access was through them directly entering the "tscommercial" short website address. This address would only have been obtained through some form of direct marketing or contact with the individuals. The remainder of the top 5 were as would be expected from searching through one of the main search engines such as Google.
6. An analysis of the pages that people are visiting whilst in the website indicates that currently the two main areas of interest were how to contact the service, and training. We are currently discussing with the Communications Team as to what further options we have to better analyse how people are using the website, where they are coming from and what areas they are visiting.
7. Five broad market segments were identified during the Commercial Development Unit work, and two further sectors have emerged from broader sales engagement. The table below indicates the engagements and sales progress to date:

CDU Target Segment & Size	CDU market size	Contacts made	Revised opportunity size	Sales proposals made	Sales Achieved	Increase in Sales Since Last Update
Outdoor Equipment and Clothing	21	16	27	4	0	0
Non-Food retailers	19	15	17	4	4	2
Food Manufacturers	95	66	71	11	7	1
Leisure Vehicle Dealerships	36	34	23	4	1	0
Non-specific (Unclassified) segment companies	60	0	60	0	0	0
Baby Care dealers and manufacturers	n/a	3	12	2	2	0
Bicycle dealers and manufacturers	n/a	5	15	3	1	0

8. The above table illustrates what the Service is doing with regard to direct marketing. However, the contracts that have either been agreed or proposals made, also comes from a number of other sources such as interest from a business following an inspection, direct contact from a business themselves, or a referral from another regulatory body.

### Cumulative Additional Income

9. Since the last update, there has been £2500 in additional income from our established Primary Authority companies, due to one company requesting additional work over their agreed annual contract.
10. The income deriving from new commercial activity is summarised below:

Contract Type	Number of Sales	Total Amount (£)
New Annual Contracts	10	21,670
Individual Product Sales	4	3,845
Projects	1	2,500
<b>CUMULATIVE TOTAL</b>		<b>27,655</b>

11. A further potential income of **£30,700** worth of work is being discussed with businesses. This income cannot be guaranteed until the proposals have been accepted. If these contracts come

to fruition, the total additional income to date would be **£58,355**. This means that the Service is currently on track to meet its additional income target of **£94,951**

## **Business Support Examples**

12. Two recent examples of services delivered include:

- a. Advice on product safety to a start-up business that will be producing bespoke designer lamps. Advice was provided regard technical documentation and also the due diligence systems.
- b. Bespoke training sessions have also been delivered to one of the companies that have recently agreed to an annual contract. The training was delivered on site at their customer service centre and covered all the appropriate civil legislation relating to consumer rights.



**7 December 2017****Agenda Item: 10**

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

### **Purpose of the Report**

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

### **Information and Advice**

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**

<b>Report Title</b>	<b>Brief summary of agenda item</b>	<b>Lead Officer</b>	<b>Report Author</b>
<b>11 JANUARY 2018</b>			
Place Performance Report	Performance Update for Place Department	Adrian Smith	David Gilbert
Fees and Charges 2018/19 – Sherwood Forest Country Park & Libraries, Archives & Information, Inspire contract sum and Cultural Services update and	Annual determination	Derek Higton	Mark Croston/Peter Gaw
Trading Standards & Community Safety Update Report	Update on key Trading Standards and Community Safety matters, and to give Members an opportunity to consider what actions they require to be taken.	Mark Walker	Mark Walker
Independent Travel Training, Nottinghamshire Branding	Requesting approval to develop our own training, publicity and promotional materials including training videos	Gary Wood	Chris Ward
Street Lighting Energy Saving	Consider current energy saving project progress	Gary Wood	Clare Murden
The Nottinghamshire County Council (Standhill Road, Carlton Traffic Calming)	Consideration of Objections	Adrian Smith	Cathy Gillespie
*Miner to Major	Submission of revised stage 2 HLF application in Nov	Sally Gill	Sally Gill
Invest to save options for Holme Pierrepont Country Park	To seek approval for plans	Derek Higton	Mark Croston
Future Options for Catering, Facilities and County Supplies	Exploring the future strategy for the delivery of the above services, including considering ceasing the provision of them.	John Hughes	John Hughes
Grantham Canal Corridor Strategy	<a href="#">Page 89 of 92</a>	Sally Gill	Kevin Sharman

<b>8 FEBRUARY 2018</b>			
Charging for Highway Services	Approval for proposed charges	Gary Wood	Gary Wood
Charging Policy for the Historic Environment Record and proposed future developments	Agree charging policy	Sally Gill	Sally Gill
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton
Trading Standards Regulation of Investigatory Powers Act	Oversight of techniques that fall under the framework provided by the Regulation of Investigatory Powers Act.	Mark Walker	Mark Walker
Community Safety Request for Funding	Approval of expenditure from the Community Safety Initiatives Fund	Mark Walker	Vicky Cropley
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	Vicky Cropley
Total Transport Fund pilot projects	Seek approval to proceed with the development of future Total Transport Fund solutions	Gary Wood	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
Section 19 Newthorpe		Gary Wood	Sue Jaques
National Highways Consultation Documents	Purpose to get delegated approval to submit responses to both DfT national consultation on the Major Road Network and Highways England consultation on Roads Investment Strategy (RIS2).	Sally Gill	Kevin Sharman
Statement of Community Involvement	Consideration of revised document prior to approval by Policy Committee	Sally Gill	Sally Gill
<b>8 MARCH 2018</b>			
Place Performance Report	Performance Update for Place Department	Adrian Smith	David Gilbert
Nottinghamshire Community	For decision	Derek Higton	Ian Bond

Learning & Skills Service Annual Plan and Fees 2018/19			
Cultural Services - service update	Progress report on a range of cultural services initiatives	Derek Higton	Derek Higton
Verge Maintenance Review	Consider change of approach to verge maintenance in rural areas including consultation responses	Gary Wood	Gary Wood
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 schemes	Sally Gill	Kevin Sharman
<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
<ul style="list-style-type: none"> <li>Community Safety Update Report</li> </ul>	Update on key Community Safety matters, and to give Members an opportunity to consider what actions they require to be taken.	Vicky Cropley	

• Trading Standards Food and Feed Plan Approval	Seek approval of the plan	Mark Walker	
<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	
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
<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	
Report on commercial performance of the trading standards and community safety service	Regular report required by Commercial Development Unit process		
<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	