

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Cabinet

Date: **Monday, 11th March, 2019**

Time: **10.00 am**

Venue: **Council Chamber, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

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CABINET

Membership

Chairman: Councillor Jason Zadrozny

Councillors:

Christian Chapman
Robert Sears-Piccavey
Helen-Ann Smith

Tom Hollis
John Wilmott

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Cabinet to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



R. Mitchell
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. To receive and approve as a correct record the minutes of the meeting of the Cabinet held on 18 February 2019 5 - 12
3. Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.
4. Scrutiny Consideration of CCTV 13 - 26
Non-Key Decision
5. Scrutiny Consideration of Unauthorised Encampment Protocol 27 - 52
Non-Key Decision
6. Proposed Hucknall Conservation Area 53 - 58
Key Decision
Leader, Councillor Jason Zadrozny
7. Sutton-in-Ashfield Town Centre Masterplan 59 - 108
Non-Key Decision
Leader, Councillor Jason Zadrozny
8. Approval to Submit Expression of Interest for the Future High Street Fund 109 - 136
Non-Key Decision
Leader, Councillor Jason Zadrozny
9. Budget Monitoring (position to end of January 2019) 137 - 144
Key Decision
Cabinet Member (Inward Focus), Councillor Robert Sears-Piccavey

CABINET

**Meeting held in the Council Chamber, Council Offices, Urban Road, Kirkby-in-Ashfield,
on Monday, 18th February, 2019 at 10.30 am**

Present: Councillor Jason Zadrozny in the Chair;

Councillors Christian Chapman, Tom Hollis,
Robert Sears-Piccavey, Helen-Ann Smith and
John Wilmott.

Officers Present: Craig Bonar, Carol Cooper-Smith, Ruth Dennis,
Martin Elliott, Theresa Hodgkinson,
Peter Hudson, Robert Mitchell and
Paul Parkinson.

In Attendance: Councillor Rachel Madden, Councillor
Matthew Relf and Councillor Christine Quinn-
Wilcox

**CA.69 Declarations of Disclosable Pecuniary or Personal Interests and Non
Disclosable Pecuniary/Other Interests.**

There were no declarations of interest.

**CA.70 To receive and approve as a correct record the minutes of the meeting of
the Cabinet held on 21 January 2019**

The Minutes of the meeting held on 21 January 2019 were approved as a
correct record and signed by the Chairman.

CA.71 Maid Marian Line Economic Growth Feasibility Study

The Chief Executive submitted a report seeking approval to commission a high
level feasibility study into the local economic growth opportunities arising from
the proposed Maid Marian Line between Sutton Parkway station and the
proposed HS2 station at Toton.

The report stated that the proposed study would examine opportunities and
the potential for economic growth linked to the line. It was noted that the
proposed study was not looking at the feasibility of the line itself as this had
already been considered through an AECOM study commissioned by the HS2
Strategic Board, and that a further study on the Maid Marian line itself was
being undertaken alongside other connectivity projects via the Gateway
process by the HS2 Partnership. The Leader and members of Cabinet

welcomed the study and noted that the proposed Maid Marian Line had the potential to bring increased connectivity and economic benefits to Ashfield.

RESOLVED

that the Interim Director Place and Communities, in conjunction with the Leader, be delegated authority to commission a high level feasibility study into local economic growth opportunities linked to the proposed Maid Marian line.

REASONS FOR DECISION

The Maid Marian line rail link between Sutton Parkway, to Toton was first proposed by Ashfield District Council and is now one of the options being considered by HS2 Steering Group to support connectivity with Toton. In order to further inform discussion and decision making a high level economic growth study is proposed.

ALTERNATIVE OPTIONS CONSIDERED AND REASONS FOR REJECTION

The option not to undertake a study is an option was not recommended as this would mean that the potential for local economic growth was overlooked.

CA.72 Nottingham and Nottinghamshire Economic Prosperity Committee Terms of Reference update

The Chief Executive submitted a report seeking approval for minor revisions to the Terms of Reference of the Nottingham and Nottinghamshire Economic Prosperity Committee which had been proposed following a review.

The report noted that the Nottingham and Nottinghamshire Economic Prosperity Committee was a joint committee created by the N2 Local Authorities to promote partnership and collaboration on issues pertaining to economic growth, and was comprised of the Leaders of all the Local Authorities in Nottinghamshire. The proposed amended Terms of Reference that set out the purpose and scope of the Committee were attached as an appendix to the officer's report.

RESOLVED

- a) that the Nottingham and Nottinghamshire Economic Prosperity Committee Terms of Reference, as attached at appendix 1 of the officer's report be approved.
- b) that authority be delegated to the Leader, Chief Executive and Monitoring Officer to make any future minor non substantive changes to the Terms of Reference.

REASON FOR DECISIONS

In order to acknowledge and approve the revised terms of reference for the Nottingham and Nottinghamshire Economic Prosperity Committee following a review.

ALTERNATIVE OPTIONS CONSIDERED AND REASONS FOR REJECTION

The option not to approve the revisions and to seek further discussion at the EPC regarding the details of the terms of reference was not recommended due to the relatively minor and positive changes to the Terms of Reference.

CA.73 Car Parking Order

The Place Team Leader submitted a report seeking approval for a range of initiatives to support town centres and green travel and for the amendment of the Ashfield District Council Civil Enforcement Off Street Parking Order to enable their implementation.

The proposed initiatives included:

- providing a number of parking bays for free two hours parking and changes to car parking charges
- installing electric vehicle charging bays within a number of car parks
- alterations to the boundary of Piggins Croft Car Park, Hucknall

The Deputy Leader (Outward Focus) welcomed the recommendations to revise the current car parking charges and the introduction of spaces that would provide up to two hours free parking in the three main town centre car parks as this would encourage longer stays in the town centres which would in turn benefit town centre businesses. It was also noted that the proposed changes, with an increase in charges for all day parking would be revenue neutral for the Council. The Leader advised that the installation of the ten electric vehicle charging points would be carried out at no cost to the Council as grant funding had successfully been gained for this project and that their installation showed the Council's commitment to a greener and cleaner Ashfield.

RESOLVED

- a) that initiatives to support town centres and green travel including:
 - providing a number of parking bays for free two hours parking and changes to car parking charges
 - installing electric vehicle charging bays within a number of car parks
 - alterations to the boundary of Piggins Croft Car Park, Hucknallbe approved.
- b) that officers start undertaking preparations to commence the legal process for varying the existing Ashfield District Council Civil Enforcement Off Street Parking Order to enable the initiatives detailed at (a) above.
- c) that £24,200 be allocated from the Regeneration Reserve to fund the costs associated with a new Parking Order, upgrading of parking machines and line marking for the two hour free bays.

REASONS FOR DECISIONS

A revised Parking Order will be required to implement the following changes to parking provision:

- Revise the current car parking charges and to provide up to two hours free parking in the three main town centre car parks within a number of designated and 'marked out' spaces only.
- The installation of electric vehicle charging points within a number of car parks within the District. This will support the development of the charging point network across Nottinghamshire, supporting increased use of electric vehicles and reducing air pollution.
- To increase the area covered by the Parking Order at Piggins Croft car park, Hucknall to include land acquired during the purchase of the property occupied by Wilkinson's and Central Walk retail properties to ensure effective enforcement action can be undertaken when necessary.

ALTERNATIVE OPTIONS CONSIDERED AND REASONS FOR REJECTION

The option not to vary the Ashfield District Council Civil Enforcement Off Street Parking Order was not recommended as it would not allow the initiatives to support town centres and green travel.

The option to provide two hours free parking in all car parks was not recommended as the cost would be prohibitive. Additional costs would include alterations to seven ticket machines at an estimated cost of £14,000. There would also be significant loss of income from ticket sales, as total sales for two hour tickets in 2017 were £64,000.

The option not to introduce electric vehicle charging points was not recommended as all costs were being met through a grant secured by Nottingham City Council.

CA.74 Annual Budget and Council Tax 2019/20 and Medium Term Financial Strategy (MTFS) Update

The Corporate Finance Manager submitted a report detailing the:

- 2019/20 Annual Revenue (General Fund) and Housing Revenue Account Budgets and the Capital Programme for 2018/19 to 2022/23
- 2018/19 In-Year Revised Budgets (Housing Revenue Account and Capital)
- 2019/20 District Council Tax
- Fees and Charges for 2019/20 for those services where this information was unavailable for publication when the Fees and Charges report was considered by Cabinet on 26 November 2018.

The report also set out the estimated financial challenge in the Medium Term Financial Strategy for 2020/21 and 2021/22 and the Chief Finance Officer's advice regarding the robustness of the estimates included in the proposed 2019/20 Budget and the adequacy of reserves for which the proposed budget provided.

The report noted that since 2010 Local Government had seen an unprecedented reduction in the level of funding from the UK Government, and that 2019/20 would be the final year that the Council would receive a Revenue Support Grant, but that despite these challenges the Council had in past years been able to set an annual budget and deliver an Outturn within the budget set. It was noted that it would be essential that following the May 2019 District elections that the elected Administration would need to work with the Council's management to identify and agree options to address the estimated financial challenge in the Medium Term Financial Strategy for 2020/21, 2021/22 and beyond to ensure that the Council had a sustainable financial future. It was proposed that it be recommended to Council that the level of District Council Tax for 2019/20 be frozen at the 2018/19 level.

The Leader welcomed the proposal to freeze the level of District Council Tax for 2019/20 as the Council was able to set a balanced budget for 2019/20 without increasing the District's Council Tax level. The Leader thanked the Cabinet Member (Inward Focus), Councillor Robert Sears-Piccavey, the Corporate Finance Manager and other officers for their work in producing such a positive and forward looking budget in the context of the challenging financial situation that local authorities currently faced.

RESOLVED

That Cabinet recommends to Council that:

- a) the level of the District's own Council Tax for 2019/20 be frozen, setting the Band D equivalent at £185.46; the same as in 2018/19.
- b) the proposed Revenue (General Fund) and Housing Revenue Account 2019/20 Budgets, as set out at Sections 3 and 4 of the officer's report be approved.
- c) the proposed Capital Programme and associated borrowing 2018/19 to 2022/23, as set out at Section 5 of the officer's report be approved.
- d) the 2018/19 Revised Housing Revenue Account and Capital Budgets, as set out at Sections 4 and 5 of the officer's report be approved.
- e) the precept figures from Nottinghamshire County Council, Nottinghamshire Fire and Rescue Authority, Police and Crime Commissioner and the two Parish Councils within the District, be incorporated, when known, into the Council Tax recommendation to Council on 4 March 2019.
- f) the estimated financial challenge in the Medium Term Financial Strategy for 2020/2021 and 2021/22, and the planned approach to address the challenge as set out at Section 6 of the officer's report be

noted.

- g) an updated Medium Term Financial Strategy be brought back to Cabinet after the 2018/19 Accounts have been closed and audited.
- h) the proposed use of reserves, as set out at Table 6 (Revenue) and Table 11 (Housing Revenue Account) of the officer's report be approved.
- i) the comments and advice of the Corporate Finance Manager (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the 2019/20 Budget and the adequacy of the reserves for which this budget provides (Section 7) be accepted and noted.
- j) the Fees and Charges set out at paragraphs 3.10, 3.11, 3.12 and 3.13 of the officer's report, which were not available for inclusion in the Fees and Charges report submitted to Cabinet on 26 November 2018, be approved.
- k) the use of in-year Capital Receipts up to 2020/21 to maximise capitalisation opportunities arising from service transformation to deliver efficiencies and improved services to residents and clients, and thereby minimise the impact of costs on the revenue budget, as included in the Flexible Use of Capital Receipts Strategy 2018/19 approved by Council on 11 October 2018, be approved.

REASON FOR DECISIONS

In accordance with the Local Government Finance Act 1992 the Council must set its annual budget by 10 March in the preceding financial year.

ALTERNATIVE OPTIONS CONSIDERED AND REASONS FOR REJECTION

The District Council is able to set a Council Tax increase of up to the greater of 2.99% or £5 per annum without triggering a referendum. The proposal to freeze the level of District Council Tax for 2019/20 was recommended as the Council is able to set a balanced budget for 2019/20 without increasing the District's Council Tax level.

Careful consideration has been given to each of the proposed investments included in this report. The investments proposed will support the Council in delivering its Corporate Plan priorities and will further facilitate the progression of the Council's Digital Transformation Programme for the benefit of residents and customers.

CA.75 Capital Strategy

The Corporate Finance Manager submitted a report requesting that Cabinet recommend to Council for approval the Ashfield District Council Capital Strategy 2019/20 – 2022/23. The proposed Capital Strategy provided an overarching framework on how capital investment decisions should be

undertaken by the Authority. It was noted that from 2019/20 it was a statutory requirement for local authorities to produce a Capital Strategy.

The proposed Capital Strategy and the proposed Investment Property Acquisition Process 2019-2023 were attached as appendices to the officer's report.

RESOLVED

That Cabinet recommends to Council that:

- a) the Capital Strategy be approved.
- b) the non-treasury Investment Strategy, as set out at appendix 1 of the officer's report, and the annex that documents the processes and responsibilities in respect of Commercial Property Investment, be approved.
- c) that subject to the receipt and evaluation of expected CIPFA guidance in respect of Commercial Investment Property acquisitions it be noted that it may be necessary to submit a revised Capital Strategy for Council approval, as detailed at paragraph 6.2 of the officer's report.

REASON FOR DECISIONS

The Capital Strategy provides an overarching framework on how capital investment decisions should be undertaken by the Authority. It is a statutory requirement to produce a Capital Strategy from 2019/20.

ALTERNATIVE OPTIONS CONSIDERED AND REASONS FOR REJECTION

To not have a Capital Strategy is not an option as this is a requirement of the CIPFA Prudential Code which all Local Authorities need to observe.

CA.76 Treasury Management Strategy Statement, Minimum Revenue Policy and Prudential Indicators

The Corporate Finance Manager submitted a report requesting that Cabinet recommended to Council for approval the Treasury Management Strategy for 2019/20 (including the Treasury Management Policy; Minimum Revenue Provision Policy; Investment Strategy; Prudential Indicators and Treasury Management Practices: Main Principles). It was noted that the Strategy had been prepared in accordance with the Treasury Management in the Public Services Code of Practice, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), and relevant legislation.

The Treasury Management Strategy for 2019/20 was attached as an appendix to the officer's report.

RESOLVED

That Cabinet recommends to Council that:

- a) the Annual Investment Strategy be approved.
- b) the revised Minimum Revenue Provision Policy be approved.
- c) the proposed Prudential Indicators be adopted.
- d) that the remaining content of officer's report be noted.

REASON FOR DECISIONS

The recommendations to Council will allow for effective Treasury Management operations within the Authority, the revised Minimum Revenue Provision Policy will ensure that Minimum Revenue Provision charges will be applied more effectively and the Prudential Indicator ratios offer a benchmark by which any future capital expenditure decisions should be made. The Treasury Management Code of Practice requires Council approval of these Policies.

ALTERNATIVE OPTIONS CONSIDERED AND REASONS FOR REJECTION

There were no alternative options considered as it is a requirement of the CIPFA Treasury Management Code for all Local Authorities to have a Treasury Management Strategy Statement.

The meeting closed at 11.25 am

Chairman.

Report To:	CABINET	Date:	11 MARCH 2019
Heading:	SCRUTINY CONSIDERATION OF CCTV		
Portfolio Holder:	CABINET MEMBER (JOINT FOCUS), COUNCILLOR CHRISTIAN CHAPMAN		
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

This topic was added to the Scrutiny Workplan to gain an understanding of Ashfield District Council's CCTV provision, consider the impact it has within the Community, and how it contributes to the Council's Corporate Priorities. The purpose of this report is to present the information covered over the course of this review as well as the final recommendations decided on by Members of Scrutiny Panel B.

Recommendation(s)

Cabinet be requested to consider the following recommendations:

- To investigate the cost and benefits of upgrading cameras located on the Council's parks to incorporate HD/infra-red capabilities and to continue exploring new advances in camera technology (both mobile and fixed).
- An evaluation exercise to consider the relocation of the three cameras identified within the report as being underperforming, be undertaken without delay.
- Public awareness of the Council's CCTV provision be enhanced via all available platforms including social media, website and press releases.
- Secure an ongoing commitment towards increasing collaboration with the Police and gaining more analytical support from them as required.
- Explore the feasibility and benefits of installing a call filtering system at the Sherwood Lodge Control Room to facilitate more time monitoring cameras and responding to relevant issues rather than answering a diverse range of non-urgent out-of-hours calls.

- Further work be undertaken to enhancing the CPO work tasking programme based on real time CCTV evidence as reported, thus ensuring the correct level of enforcement capabilities are primarily available at any required point of need.
- That the conclusions of the additional review of locations and camera upgrades be reported back to Scrutiny Panel B in due course.

Reasons for Recommendation(s)

Consideration of Ashfield District Council's CCTV scheme was added to the Scrutiny Workplan in September 2017.

Alternative Options Considered

No alternative options have been considered yet, any considerations following the review will be detailed in a report to Cabinet in due course.

Detailed Information

This report includes:

- An overview of Ashfield District Council's CCTV scheme;
 - Shared Service Arrangement
 - Performance statistics
 - Camera locations
 - Benefits of CCTV
- A summary of the two site visits to the CCTV Control Room located at Sherwood Lodge
- A summary of the informal working group
- National guidance on CCTV
- Final recommendations for Cabinet

Background

At the last meeting of the Panel, Members were provided with an overview of all information gathered over the course of the review on CCTV. Following consideration of the provided information and considerable discussion, Members of the Panel decided upon final recommendations to address key concerns raised consistently throughout the review, and to meet the terms of reference agreed at the start of the review.

Why does Ashfield District Council Utilise CCTV?

CCTV is a popular and effective tool for increasing community safety and reducing the fear of crime. The use of CCTV as a tool to detect and assist operations against crime has grown substantially. As the number of CCTV installations increase across Britain, so does a growing recognition and acceptance of the benefits of CCTV and the role it has in reducing crime.

As well as its uses for crime detection and prosecution, CCTV is also considered to have a substantial deterrent and reassurance effect. The presence of CCTV can make communities feel safer and greatly reduce the fear of crime. CCTV is effective on its own, but must be used in

conjunction with other crime reduction measures. It is important for any CCTV to be adapted and evaluated for local settings and needs.

Other benefits CCTV can provide are:

- Better targeting and use of Police resources
- Detection of incidents
- Identification of criminals
- Strong evidence as a fearless and accurate witness
- Incident prevention
- Increased chance of locating missing persons

Ashfield District Council utilises CCTV for the following purposes:

- Protecting areas and premises
- Deterring and detecting crime and anti-social behaviour
- Assisting in the identification of offenders leading to their arrest and successful prosecution or other appropriate action
- Reducing fear of crime, disorder, and aggression
- Encouraging continued investment of directly monitored locations

Shared Service Arrangement

Ashfield District Council forms part of a CCTV Shared Service including two other local authorities in Nottinghamshire; Newark and Sherwood District Council and Broxtowe Borough Council.

The monitoring of the CCTV for the three authorities in the Shared Service is undertaken by Profile, an outsourced contract managed by Broxtowe Borough Council.

Ashfield District Council has 29 wireless CCTV cameras that are monitored 24 hours a day, 7 days a week at a control room situated at Nottinghamshire Police Headquarters (Sherwood Lodge). The control room also provides a 24-hour contact centre for all out-of-hours calls made to this Council.

The key topics that the CCTV Shared Service Arrangement sets out are:

- Key Objectives of the partnership;
- The Principles of Collaboration;
- Performance Indicators; and
- The Respective Roles and Responsibilities each party has within the Partnership.

Key Objectives

Key objectives are established for all involved parties:

- All parties agree to:
 - Perform the key responsibilities set out in the agreement;
 - Record and share performance indicators; and
 - Cooperate in the management of CCTV to ensure the efficient and effective running of operations between all parties

Principles of Collaboration

The Principles of Collaboration advises involved parties to adopt a set of principles when carrying out the Partnership. These principles include;

- Open communication about any major issues or opportunities
- Full cooperation and accountability for each parties' respective roles
- Continued efforts to achieve the full potential of the Partnership
- Maintain an open network of communication to share information, experience, and skills to develop effective working practices, mitigate risk, and reduce costs
- Comply with applicable laws and standards
- Manage stakeholders effectively

The Principles of Collaboration section details the desired working relationship between Ashfield District Council, Newark and Sherwood District Council, and Broxtowe Borough Council, outlining the importance of open communication, and the need for accountability to ensure all actions are taken in a timely and positive manner.

Performance Indicators

Each party is responsible for the recording and sharing of the following performance indicators:

- The total number of incidents monitored between two dates
 - The percentage of those incidents generated by the Police
 - The percentage of those incidents proactively generated by the Control Room
 - The percentage of those incidents that result in lawful 'on street' detentions by Police and/or PCSO's
- The total number of camera hours between two dates
 - The percentage of those hours when cameras are not functioning
 - The percentage of those hours when recording is not functioning
- The number of shifts when the CCTV Control Room is staffed below the agreed level
- The number of Police requests to view footage between two dates
 - The percentage of those requests responded to within 24 hours
 - The percentage of those viewings that result in the retrieval of evidence
 - The percentage of those viewings that result in CCTV evidence forming part of a prosecution or other formal action
- The number of complaints received

This information is intended to be used to produce the annual report that reviews the general performance of the Shared Service, and to inform any action taken to improve it. The sharing and recording of performance statistics is important for all parties in adhering to the Principles of Collaboration, and ensuring continued efforts are made to develop the Shared Service Arrangement.

Control Room Site Visits

Over the course of the review, Members of the Panel have undertaken two site visits to the CCTV Control Room, located at Sherwood Lodge, Nottinghamshire Police Headquarters.

These visits were undertaken to assist Members in gaining a greater understanding of the following:

- How CCTV is utilised throughout Ashfield
- Monitoring of Ashfield District Council's CCTV cameras
- Staffing at the CCTV Control Room
- Image quality
- Communication between Control Room Staff and Nottinghamshire Police

First Visit

The initial visit took place on the 21 March 2018, and allowed Members the opportunity to observe the Control Room during daytime operations. Control Room Staff, alongside the Emergency Planning and a CCTV Officer from Newark and Sherwood District Council, were available to answer operational questions and give insight into how the system is used to detect and deter crime.

During the visit Members were informed that:

- Control Room Operatives demonstrated to Members how the cameras are used and the quality of imaging available
 - This included a demonstration of the zooming functionality of the cameras
- Two Security Industry Authority licensed operators continually staff the Control Room
- The Control Room monitors approximately 160 cameras between Ashfield District Council, Broxtowe Borough Council, and Newark and Sherwood District Council
- All cameras have been strategically placed in accordance with a carefully planned network designed to deter and detect acts of crime and disorder
- The Control Room has direct links with Nottinghamshire Police through dedicated radio and telephone links
 - The Control Room Operatives also have the capability to directly transmit images to the Police to facilitate live incident monitoring

Second Visit

The second visit was arranged to give Members of the Panel an additional opportunity to observe the Control Room with the added benefit of seeing evening operations, and took place on 21 November 2018.

At the second Sherwood Lodge visit, the following was discussed:

Camera Quality

- Concerns were raised over camera image quality in night-time conditions
 - Camera locations such as Kingsway Park and Sutton Lawn had particularly low visibility
- Further concerns were raised that Ashfield District Council has not kept up with modern technology developments

- Control Room Operatives demonstrated HD/infra-red cameras in use by other local authorities and Members noted the increased quality and clarity

Camera Location

- Members expressed concerns that camera locations were not regularly evaluated
- Lack of Ashfield District Council CCTV coverage in Huthwaite, Annesley, and the Rurals
- Members were informed that cameras had been moved recently
 - Morrisons, Kirkby to Sutton Lawn
 - Station Street to Kingsway Park
- Members were advised that with any camera relocation, serious consideration must be given to the dispersion of crime throughout the District

Communication

- Members were informed that Control Room Operatives maintain constant radio communication with the Police and Community Protection Officers to ensure incidents are dealt with proactively and reactively
- If an incident is identified, the Police will provide commentary to assist Control Room Operatives with effective monitoring
- Control Room Operatives assured Members that due to the continuous communication between the Control Room, CPOs and the Police, a good network of knowledge has been built

Staffing

- Peak times are identified and staffed accordingly
- A major event would see an additional staff member in the Control Room
- Control Room Operatives respond to incidents reactively and proactively
- Concerns were raised that two Control Room Operatives may not be sufficient to effectively monitor Ashfield District Council's cameras as well as the cameras of the Shared Service Agreement partners.

Overall, both visits to the CCTV Control Room were invaluable in allowing Members of the Panel to gain a greater understanding of how the cameras are monitored and the way incidents are reacted to. Members also gained insight into the quality of imaging and how communication is maintained between the Control Room, the Police and Community Protection Officers.

CCTV Informal Working Group

Purpose of the Working Group

Over the course of the review, several avenues of discussion emerged from Panel meetings that led to the organisation of an informal working group. The informal working group met on the 10 December 2018, with representatives from Planning, Licensing, Communications, Community Safety, Commercial Development, and Nottinghamshire Police all in attendance to provide guidance and information to further the review.

During the informal working group the following was discussed:

Licensing:

Members requested to speak with a representative from the Council's Licensing team to discuss the possibility of enforcing CCTV conditions within licensing applications. The representative from Licensing informed Members that the ability to impose CCTV conditions is available to the Council under current provisions, but the responsibility of the cameras would fall to the licensed premises holder.

Planning:

Members enquired as to the possibility of including CCTV conditions during the planning process. A representative from the Council's Planning team informed Members that any CCTV conditions included in planning provisions would be more of the exception than the rule. Furthermore, any additional cameras added to the Control Room would incur higher monitoring costs for the Council as part of the Shared Service Arrangement.

Commercial Development

Early in the course of the review, Members questioned the commercial viability of Ashfield District Council's CCTV scheme and if any opportunities could be explored. During the informal working group, the Service Manager – Commercial Development informed Members that there are little to no commercial opportunities available regarding CCTV and that other options should be considered. Members were also reminded that even in the event of commercial opportunities, any venture would have to be pursued collaboratively as per the Shared Service Arrangement with Broxtowe Borough Council and Newark and Sherwood District Council.

Communications

Concerning improving public awareness and perception of Ashfield District Council's public space CCTV, Members requested the opportunity to discuss methods to do so with a representative from the Council's Communications team. The representative from Communications informed Members that the team would be able to work collaboratively and utilise social media, the Council's website, and the Press to improve public perception and awareness.

Community Safety:

A representative from Community Safety assured Members they will continue to work in collaboration with Nottinghamshire Police, specifically to identify new camera sites and identify hotspots and key camera locations. Enquiries were also made into the possibility of Community Protection Officers being provided with remote access to CCTV to alleviate pressure from Control Room Operatives. However, upon further research this was not deemed to be a viable option.

Nottinghamshire Police

A representative from Nottinghamshire Police assured Members that the CCTV operated by Ashfield District Council is a vital asset for them in day to day operations as part of combined efforts to prevent and react to crime and disorder. Nottinghamshire Police look forward to continued collaboration with the Council within the Integrated Hub.

CCTV Performance Statistics

The purpose of Ashfield District Council's CCTV cameras is to deter and reduce crime and increase community safety. At previous Panel meetings, Members have discussed the need to ensure performance information and statistics for each individual camera is available to assess the effectiveness of the CCTV in reducing crime and increasing community safety. Panel Members have also expressed interest in analysing performance statistics to determine the optimal locations for cameras.

Ashfield District Council has 29 wireless CCTV cameras placed across Hucknall, Sutton, and Kirkby Town Centres, as well as other key locations. Each incident the individual camera captures are logged at the CCTV Control Centre and made available to the Police and the Council upon request.

Categorised incident numbers are useful indicators when determining the effectiveness and analysing the location of a specific camera. However, Members should note that it is difficult to measure the extent to which CCTV acts as a deterrent to crime, and all factors must be taken into consideration before any decisions are made relating to the potential relocation of CCTV.

National Picture on CCTV

The Surveillance Commissioners Code of Practice applies to surveillance cameras that operate in public places and details the 12 principles for CCTV. The Surveillance Commissioner has introduced an online toolbox to support local authorities with achieving compliance including the data protection impact assessment tool.

The Shared Service core group are currently reviewing documents ensuring compliance which will be made available on the Council's website within the next few months. The Surveillance commissioner is also seeking a national database which would see local authorities being able to obtain data on formal action as a result of CCTV footage from the Police.

CCTV has moved into amalgamating data networks, the explosion of drone technology, facial recognition cameras are all areas for regulation which are being considered by the Commissioner. The capability of cameras is increasing as technology moves forward rapidly and the Core Group will be visiting and receiving synergy3 training shortly to maximise the use of technology as part of the Shared Service.

Recommendations

As the review of Ashfield District Council's CCTV scheme has reached a conclusion, considerations have been given to final recommendations to Cabinet. The recommendations agreed upon by the Panel are as follows:

Camera Technology Upgrades

To investigate the cost and benefits of upgrading cameras located on the Council's parks to incorporate HD/infra-red capabilities and to continue exploring new advances in camera technology (both mobile and fixed).

During the second visit to the CCTV Control Room, cameras located on Kingsway Park and Sutton Lawn were identified by Members as having poor image quality during night-time conditions. Control Room Operatives then demonstrated cameras in use by the other authorities in the Shared Service Arrangement featuring high definition and infra-red capabilities.

Members of the Panel noted the excellent image quality the HD/infra-red cameras displayed and discussed how upgrading the cameras located on Kingsway Park and Sutton Lawn to have HD/infra-red capabilities would be beneficial.

This recommendation would be carried out in collaboration with Finance to ensure any financial implications are considered.

Camera Relocation

An evaluation exercise to consider the relocation of the three cameras identified within the report as being underperforming, be undertaken without delay.

Several of Ashfield District Council's cameras have been identified as poorly performing:

Ogle Street Car Park	Hucknall	Camera 1025	12 reports 6 months
Annesley Road	Hucknall	Camera 1033	16 reports 6 months
Community Hospital / Portland Street	Kirkby in Ashfield	Camera 1017	20 reports 6 months

The table above identifies the three poorly performing cameras by highlighting the small amount of incidents they capture. Through a six-month period from May to October 2018, these identified cameras captured an average of 16 incidents. The rest of the Council's cameras captured an average of 64 incidents over the same six-month period.

Throughout the review process, Members of the Panel have consistently discussed how these cameras are not providing value for money and the necessity to address this through camera relocation.

However, Officers from the Council's Community Safety team informed Members that relocation of cameras would not be a straightforward process and many factors would have to be taken into account, such as:

- Privacy assessments
- Planning considerations
- Camera network connectivity
- Cost
- Power supply provision
- Community impact
- Deterrence and the dispersion of incidents

This recommendation is for all of the above to be considered as part of a wider review to identify suitable new camera locations and the feasibility of relocating existing cameras to them. This review would subsequently inform a decision on the cost/benefit of relocating the cameras and identify suitable new locations.

This recommendation would be carried out in collaboration with Finance to ensure any financial implications are considered.

Public Awareness Campaign

Public awareness of the Council's CCTV provision be enhanced via all available platforms including social media, website and press releases.

Over the course of the review, Members have discussed the public perception of Ashfield District Council's CCTV provision, and the need to enhance communication regarding it. In order for Ashfield District Council's CCTV scheme to achieve its main objective of increasing community safety, Members of the Panel agreed that the public must be made aware of the use and presence of CCTV throughout Ashfield.

This recommendation aims to utilise the Council's existing resources to increase public awareness of CCTV in the District and promote positive perception of the service.

Members identified social media, the Press, and Ashfield District Council's website as areas where improvements and increased efforts could be made to develop public awareness of the various CCTV systems in place.

Improving Information Sharing with Police

Secure an ongoing commitment towards increasing collaboration with the Police and gaining more analytical support from them as required.

Members have discussed how the Council can improve collaboration with the Police by sharing information regarding CCTV. This could be information such as how the Police utilise the Control Room and instances of Council cameras leading to arrests and/or convictions.

This information could then be used to generate good news stories and inform the Public in conjunction with the recommended public awareness campaign.

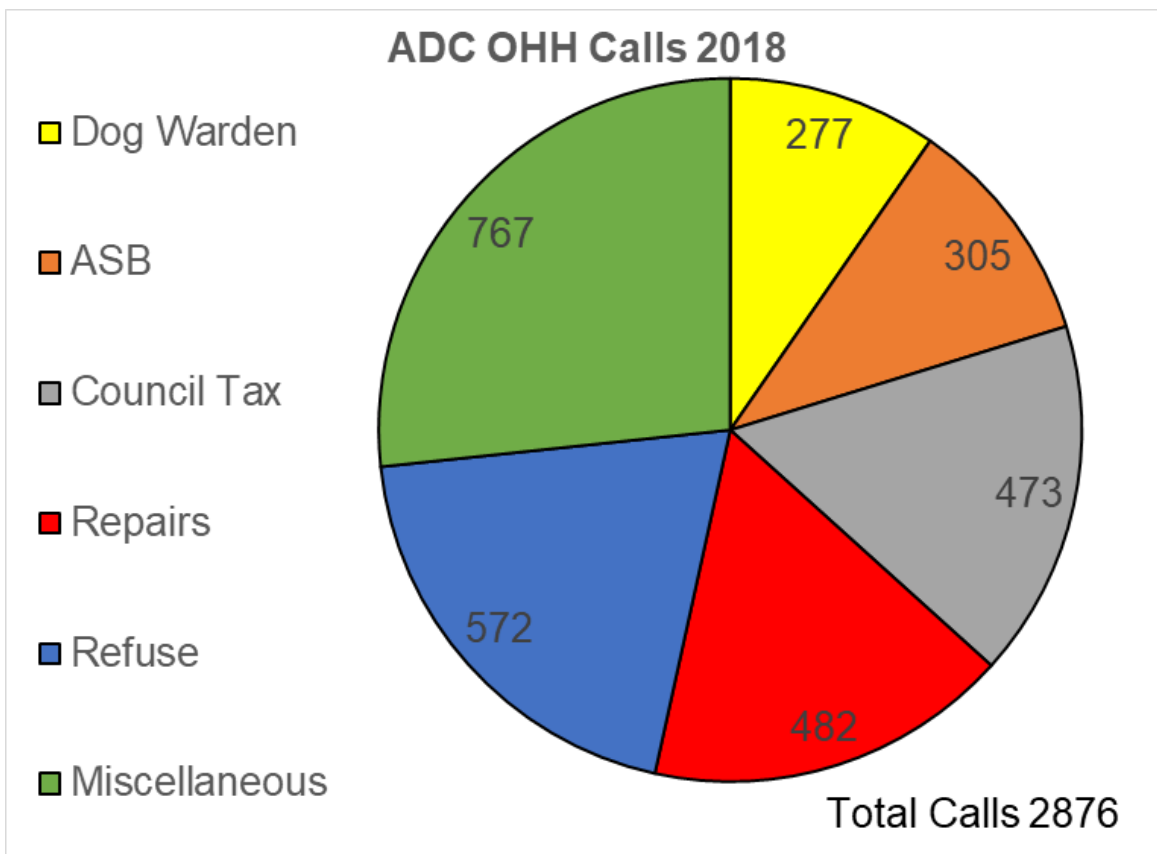
This recommendation is for increased analytical support to be sought from the Police to enhance information sharing within the Council and with the public.

Call-Filtering System

Explore the feasibility and benefits of installing a call filtering system at the Sherwood Lodge Control Room to facilitate more time monitoring cameras and responding to relevant issues rather than answering a diverse range of non-urgent out-of-hours calls.

As part of the Shared Service Arrangement, an out-of-hours call handling service is offered through the Control Room. Any calls directed to the Council out of operating hours are taken by Control Room Operatives to be passed on accordingly.

In 2018, the Control Room received almost 3,000 out-of-hours calls on behalf of the Council, as the following chart displays:



Many of the calls the Control Room handles do pertain to CCTV, such as calls concerning antisocial behaviour and dog warden issues. However, the majority of the calls handled by the Control Room are concerning issues that are not relevant to CCTV, such as council tax enquiries and repair requests. These calls can take up considerable time for the Operatives and can detract from the time CCTV is monitored and ultimately negatively impact the CCTV service.

To maximise the time Control Room Operatives can spend monitoring CCTV, this recommendation is to explore the benefits of implementing a call-filtering system for the Councils out-of-hours service. This would be carried out collaboratively with all relevant officers.

Community Protection Officer Work Tasking

Further work be undertaken to enhance the CPO work tasking programme based on real time CCTV evidence as reported, thus ensuring the correct level of enforcement capabilities are primarily available at any required point of need.

This would involve enhanced communication from the Control Room directly to Community Protection officers.

Review Outcomes Reported Back to Scrutiny Panel B

That the conclusions of the additional review of locations and camera upgrades be reported back to Scrutiny Panel B in due course.

Members of the Panel are keen to be updated on the outcomes of these recommendations in due course.

Implications

Corporate Plan:

Communities and Environment;

- Ensure the foundations for a good quality of life are in place; reducing crime and antisocial behaviour and facilitating cleaner and more attractive neighbourhoods.
- Work with our partners to ensure we deliver services centred on the needs of people and places, rather than existing teams, agencies or institutions.

Legal:

In addition to Council policies, procedures, guidelines and Codes of Practice, CCTV and its operation is subject to legislation under:

- Government codes of practice.
- The General Data Protection Regulations and the Data Protection Act 2018 (DPA 2018).
- The Human Rights Act 1998 (HRA).
- The Freedom of Information Act 2000 (FOIA).
- The Regulation of Investigatory Powers Act 2000 (RIPA).
- The Protection of Freedoms Act 2012.

Finance:

There are no direct financial implications arising from this report. However, final recommendations have indicated that further work should be undertaken by Community Protection to review the continued validity of some site locations and picture quality. This work should be carried out in collaboration with Finance to identify implications of any potential cost increases in respect of changes in locations or equipment upgrades.

Budget Area	Implication
General Fund – Revenue Budget	As above.
General Fund – Capital Programme	As above.
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
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<p>That CCTV technology has progressed significantly and some of the cameras don't have effective night-time picture quality. Therefore, potentially reducing effectiveness.</p>	<p>To consider the recommendation to upgrading camera quality and ensure the CCTV provision maintains effectiveness.</p>
<p>A number of camera locations may no longer be suitable. Therefore, potentially reducing effectiveness.</p>	<p>To consider the recommendation to carry out a review into suitable new camera locations, considering all pertinent factors.</p>

Human Resources:

There are no HR implications identified in this report, any pertinent considerations will seek appropriate advice from HR.

Equalities:

Consideration of this topic will take into account any equalities issues resulting from the research, findings and subsequent recommendations.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

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Report To:	CABINET	Date:	11 MARCH 2019
Heading:	SCRUTINY CONSIDERATION OF DRAFT UNAUTHORISED ENCAMPMENT PROTOCOL		
Portfolio Holder:			
Ward/s:	ALL		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

In accordance with the Scrutiny Workplan, this item was agreed to consider the detail and potential impact of the draft Unauthorised Encampments Protocol. The purpose of this report is to compile the information gathered throughout this review and present the final recommendations agreed upon by Members of Scrutiny Panel A to Cabinet.

The draft Unauthorised Encampment Protocol that Scrutiny Panel A considered is attached as Appendix A. A copy of a welfare assessment report has been attached as Appendix B.

Recommendation(s)

Cabinet be requested to consider the following recommendations:

- The Protocol be amended to include two potential processes for dealing with Unauthorised Encampments; the primary approach focussing on negotiation, and the secondary approach focussing on enforcement action.
- Officers be given the appropriate delegation to use their professional judgement and expertise, along with set criteria, to assess which process to utilise on a case by case basis.
- The possibility of utilising the services of external delivery partners such as Rural Community Action Nottinghamshire via Service Level Agreements in supporting the actions of the Council to negotiate with the occupiers of unauthorised encampments be considered.

- Officers continue to enhance their work with North Nottinghamshire Travellers Group to ensure effective and constructive collaboration between the member Councils in identifying further sites within the County.
- The Unauthorised Encampment Protocol be reviewed in order to assess its effectiveness after one year of operation.
- Officers be thanked for their work in drafting the revised Unauthorised Encampment Protocol.

Reasons for Recommendation(s)

Consideration of the draft Unauthorised Encampment Protocol was added to the Scrutiny Workplan in October 2018.

Alternative Options Considered

No alternative options considered at this stage.

Detailed Information

This report includes:

- What constitutes an unauthorised encampment?
- An overview of unauthorised encampments nationally
 - Common issues caused by unauthorised encampments
 - Powers granted to local authorities by the Government
- An overview of unauthorised encampments in Ashfield
 - The number of unauthorised encampments in Ashfield in recent years
 - Duties the Council has regarding unauthorised encampments
 - A summary of the Ashfield Traveller Accommodation Needs Assessment
- Final recommendations

Background

At the previous meeting of the Panel, Members were presented with the information gathered over the course of the review to decide upon final recommendations for Cabinet.

Unauthorised Encampments

As set out in the draft Unauthorised Encampment Protocol; an unauthorised encampment is a group of people trespassing on land with the intention of residing there, either permanently or temporarily, without the permission of the landowner. An unauthorised encampment occurs when people in moveable accommodation, such as vans, trailers, and caravans move onto land that is owned, either publically or privately. Unauthorised encampments often include Gypsy and Traveller sites, protest camps and squatter sites.

Unauthorised Encampments Nationally

Nationally, unauthorised encampments remain a significant issue, with many sites concerning the encampment of Gypsies and Travellers. In July 2017, it was found that the total number of Traveller caravans throughout England stood at 22,792, an increase of 33% over the past decade.¹ In July 2017, 16% of those Traveller caravans resided on unauthorised encampments.² Unauthorised encampments are often a source of high tension between travelling and settled groups, leading to significant community distress and disruption.

Issues that unauthorised sites can cause include:

- Trespassing on private land
- Damaging property
- Extensive litter and waste
- High public and private cost of cleaning and/or protecting unauthorised sites
- Increased noise and antisocial behaviour
- Development without planning permission

To deal with unauthorised encampments, the issues that follow them, and to protect green spaces, the Government grants local authorities extensive and robust powers to take enforcement action against illegal sites, as outlined in the Department for Communities and Local Government paper, *Dealing with Illegal and Unauthorised Encampments: A Summary of Available Powers*.³

Unauthorised Encampments in Ashfield

Whilst reviewing the draft Unauthorised Encampment Protocol, Members of the Panel have been aware of the distinction between unauthorised encampments on Ashfield District Council land and privately owned land. This distinction has been significant throughout the review as the actions Ashfield District Council take differ depending on land ownership.

The following table shows the number of reported unauthorised encampments on both Council and private land in recent years:

	2015/16	2016/17	2017/18	2018/19 (To date)
Reported Unauthorised Encampments on Ashfield District Council Land	2	1	1	2
Reported Unauthorised Encampments on Private Land	13	8	20	13

Despite the relatively small number of encampments on Ashfield District Council owned land, unauthorised encampments are a significant issue in the District as the Council assists private land owners with move-on arrangements and deals with management issues associated with their encampment, this can include:

¹ Gypsies and Travellers Briefing Paper, *House of Commons Library*, May 2018.

² Gypsies and Travellers Briefing Paper, 2018.

³ *Dealing with Illegal and Unauthorised Encampments: A Summary of Available Powers*, Department for Communities and Local Government, Home Office, Ministry of Justice, March 2015.

- Property damage
- Increased litter, waste and fly-tipping
- Increased anti-social behaviour
- Trespassing
- Development without planning permission

Based on the table above, approximately 89% of reported unauthorised encampments in Ashfield occur on privately owned land.

Although Ashfield District Council does not have a duty to take enforcement action against unauthorised encampments on privately owned land, there remains the obligation for the Council to conduct welfare checks via a welfare assessment report, as well as the responsibility to respond to any other pertinent issues caused by unauthorised encampments.

These welfare checks include:

- The scale of the unauthorised encampment
- Personnel checks
- Facility checks
- Potential nuisance assessments

For a complete list of the welfare checks the Council has to carry out, a welfare assessment report has been attached as Appendix B

Further actions are then dependent upon the established ownership of the land.

If the land is owned by Ashfield District Council, the steps to recover possession of land detailed in the draft Unauthorised Encampment Protocol attached as Appendix A, as well as the previous Panel report on this topic, are commenced. It is important to note that the serving of enforcement notices by the Council will not be delayed unless there are urgent welfare issues that need to be addressed.

Costs Associated with Unauthorised Encampments

The costs associated with each encampment have not been individually calculated. Outlined below is a summary of the typical costs associated with managing an encampment. It is based upon an assumption of ten caravans on site for ten days, dealt with under the pre-existing Protocol:

Officer Title	Estimated Number of Visits	Estimated Man-hours
1x Environmental Health Officer	10	20
1x Technical Officer	10	20
2x Community Protection Officers	4	8
2x Waste Services Officers	10	20
2x Waste Services Officers (following eviction)	1	8

The 76 man-hours estimated, at approximately £30 an hour (including on-costs), comes to an overall cost of £2,280. The revised Unauthorised Encampment Protocol is expected to reduce the length of time an unauthorised encampment is on-site, meaning a reduction in officer hours managing the encampment, freeing up officer time for other duties.

As the primary objective of the reviewed Unauthorised Encampment Protocol is to expedite the process of enforcement and eviction, it is unlikely to yield any financial savings. Moreover, costs associated with applications to Magistrates Court, the employment of Common Law Bailiffs, and the service of Notices and Court Papers will result in a more expensive process.

Ashfield Traveller Accommodation Needs Assessment

The Ashfield Travellers Needs Assessment was undertaken in October 2015. The report considers current provision and seeks to estimate the number of additional pitches needed in future years.

The table below summarises the key findings from the report.

Ashfield District: Future Pitch/Plot Requirements 2014 to 2029

Period	Gypsy/Traveller Pitches	Showmen's Plots/Yards
2014 to 2019	0	0
2019 to 2024	1	0
2024 to 2029	1	0

Officers are mindful of the fact that needs can change, especially when considered over a long period of time. Future issues, including changes to demand and the supply of pitches may mean there is a need to look again at requirements.

Recommendations

Tailored Approach

The Protocol be amended to include two potential processes for dealing with Unauthorised Encampments; the primary approach focussing on negotiation, and the secondary approach focussing on enforcement action.

Throughout the review, Members of the Panel have been consistently concerned with the draft Unauthorised Encampment Protocol focussing on a singular, enforcement-based process. Members acknowledged the requirement for an enforcement-based process but concluded that a more tailored approach was needed for the Unauthorised Encampment Protocol.

During the review, Members were informed that negotiation had often been an effective tool in moving on unauthorised encampments. This raised concerns that immediate enforcement action, outlined in the draft Protocol, could often be unnecessary and lead to increased costs and further strained relationships with Traveller Communities.

This recommendation is for the draft Protocol to be altered to include separate processes for dealing with unauthorised encampments. The default process would be to approach unauthorised encampments with a focus on negotiation, then only referring to enforcement action if necessary. The secondary process would be the same one outlined in the current draft Protocol, with immediate enforcement action commenced upon the establishment of an unauthorised encampment. This recommendation would lead to the establishment of a set criteria list to assist in determining the best process to utilise.

Officer Delegation

Officers be given the appropriate delegation to use their professional judgement and expertise, along with set criteria, to assess which process to utilise on a case by case basis.

This recommendation is for the relevant officers be given the appropriate delegation to select the most suitable approach when dealing with an unauthorised encampment. This delegation would be for officers to use their expertise in conjunction with the set criteria mentioned within the first recommendation.

External Delivery Partners

The possibility of utilising the services of external delivery partners such as Rural Community Action Nottinghamshire via Service Level Agreements in supporting the actions of the Council to negotiate with the occupiers of unauthorised encampments be considered.

Rural Community Action Nottinghamshire is a charitable company centred around rural communities and economic development. RCAN's areas of expertise include rural intelligence, community planning, health, and environment among others. RCAN has extensive experience engaging and supporting Gypsies and Travellers across Nottinghamshire, with an intervention and solution based focus.

At the request of Members, a representative from RCAN attended the second meeting of the Panel to offer advice on the draft Unauthorised Encampment Protocol and potential implications of the expedited approach.

Based on this, Members of the Panel are keen to ensure continued collaboration with third parties such as RCAN, as they can offer valuable expertise when approaching contentious topics such as unauthorised encampments.

This recommendation is for increased engagement with external delivery partners to be considered as part of a more collaborative approach to dealing with unauthorised encampments.

North Nottinghamshire Travellers Group

Officers continue to enhance their work with North Nottinghamshire Travellers Group to ensure effective and constructive collaboration between the member Councils in identifying further sites within the County.

Officers are encouraged to continue working collaboratively within the North Nottinghamshire Travellers Group to share best practice and maintain awareness of Traveller movements.

Officer Contribution

Officers be thanked for their work in drafting the revised Unauthorised Encampment Protocol.

Members of the Panel recognise the importance of continued policy development and thank the involved officers for their contributions in drafting the Unauthorised Encampment Protocol. Members also thank officers for their continued work in dealing with unauthorised encampments throughout the District.

Review Outcomes Reported Back to Scrutiny Panel A

The Unauthorised Encampment Protocol be reviewed in order to assess its effectiveness after one year of operation.

Members of the Panel are keen to be updated on the outcomes of these recommendations in due course.

Implications

Corporate Plan:

Ensure the foundations for a good quality of life are in place; reducing crime and anti-social behaviour and facilitating cleaner and more attractive neighbourhoods.

Legal:

The draft Protocol has been developed in collaboration with Legal Services.

The power to issue a Direction to Leave Notice derives from the Criminal Justice and Public Order Act 1994.

The power to seek possession derives from part 55 of the Civil Procedure Rules.

Powers in relation to planning enforcement derive from the Town and Country Planning Act 1990.

Police powers relating to unauthorised encampments derive from the Criminal Justice and Public Order Act 1994.

Finance:

Costs associated with the management and removal of an unauthorised encampments are not currently recorded, however an estimation based on a typical encampment and the potential staffing hours involved has been included to provide Members with an indication of estimated costs.

Budget Area	Implication
General Fund – Revenue Budget	None.
General Fund – Capital Programme	None.
Housing Revenue Account – Revenue Budget	None.
Housing Revenue Account – Capital Programme	None.

Risk:

Risk	Mitigation
Unauthorised encampments can often cause social tensions within communities.	The draft Unauthorised Encampment Protocol is aimed at working collaboratively with local and travelling communities to set out processes for management, welfare needs, environment and communication.

Human Resources:

None at this stage of the review.

Equalities:

The Equality Act 2010 defines Romany Gypsies and Irish Travellers as ethnic groups within its protected characteristics. Consideration of equality issues will be undertaken as part of the review process.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

- Gypsies and Travellers Briefing Paper, *House of Commons Library*, May 2018.
- Dealing with Illegal and Unauthorised Encampments: A Summary of Available Powers, *Department for Communities and Local Government, Home Office, Ministry of Justice*, March 2015.

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Ashfield District Council Unauthorised Encampment Protocol (Sept 2018)

1. About this Protocol

This Protocol sets out Ashfield District Council's approach to dealing with any illegal unauthorised encampments. That is, any persons who trespass on land owned by someone else (public or private) with an intention to reside, either on a temporary or permanent basis.

An unauthorised encampment occurs where any person camps (in vans, trailers or any other moveable accommodation) or moves on to land that they do not own and where they do not have permission to reside. This includes, but is not limited to traveller sites, protest camps and squatter sites with the exception of tents.

2. Principles

The Council has adopted a coordinated partnership approach to managing unauthorised encampments which is based on the following:

- The protocol is commenced immediately when an unauthorised encampment is identified/reported and this is co-ordinated by Private Sector Enforcement Team and Legal Services.
- All illegal unauthorised encampments will be treated fairly and openly in accordance with our duties and protocol procedures regardless of who the groups or individuals illegally encamping are.
- From the powers available to us, we will work with the Police to determine and utilise the quickest and most appropriate method of dealing with any illegal unauthorised encampments. This will be determined by the nature and conditions of each case.
- The Council will always liaise with the Police who do have more immediate powers available if circumstances are exceptional and where they choose to exercise them.
- The Council is duty bound to undertake a welfare check, this will be undertaken as part of a site visit assessment.

- The Council will continually engage with the encampment to negotiate their move on, this will continue alongside legal action to recover possession.
- This protocol will be carried out in accordance/compliance with the public authority duties and legal requirements set out in the Human Rights Act 1998 and Equality Act 2010.
- The legal process is outside the Council's control and is dependent on the availability of Bailiffs and Court dates.
- The Council will consider other potential sites that the travellers may move to or be directed to, any security/property concerns, plans for future clean up and security of the site once travellers have left.
- Communication will take place with key officers/partner agencies/residents/Councillors/the media etc.
- Gypsies and Travellers are protected by the law from unlawful discrimination.
- The District accepts that the Gypsies and Travellers community have their own needs; however it will adopt a robust approach to managing unauthorised encampments.
- For clarity the default position of Ashfield District Council is to pursue the criminal justice route; this being the most expedient means of vacation if the encampment is on ADC land and unauthorised.

3. The Protocol Process

There are a number of legislative powers available to local authorities and the Police to tackle unauthorised encampments, these are detailed in the Government publication 'Dealing with illegal and unauthorised encampments'.

The remainder of this section will detail the default procedure for the Council. That said, each encampment will be considered on a case by case basis and changes to the procedure will be considered as appropriate. Changes to the default procedure will be agreed and approved by the Director of Housing & Assets.

- **Establish the ownership of the land**

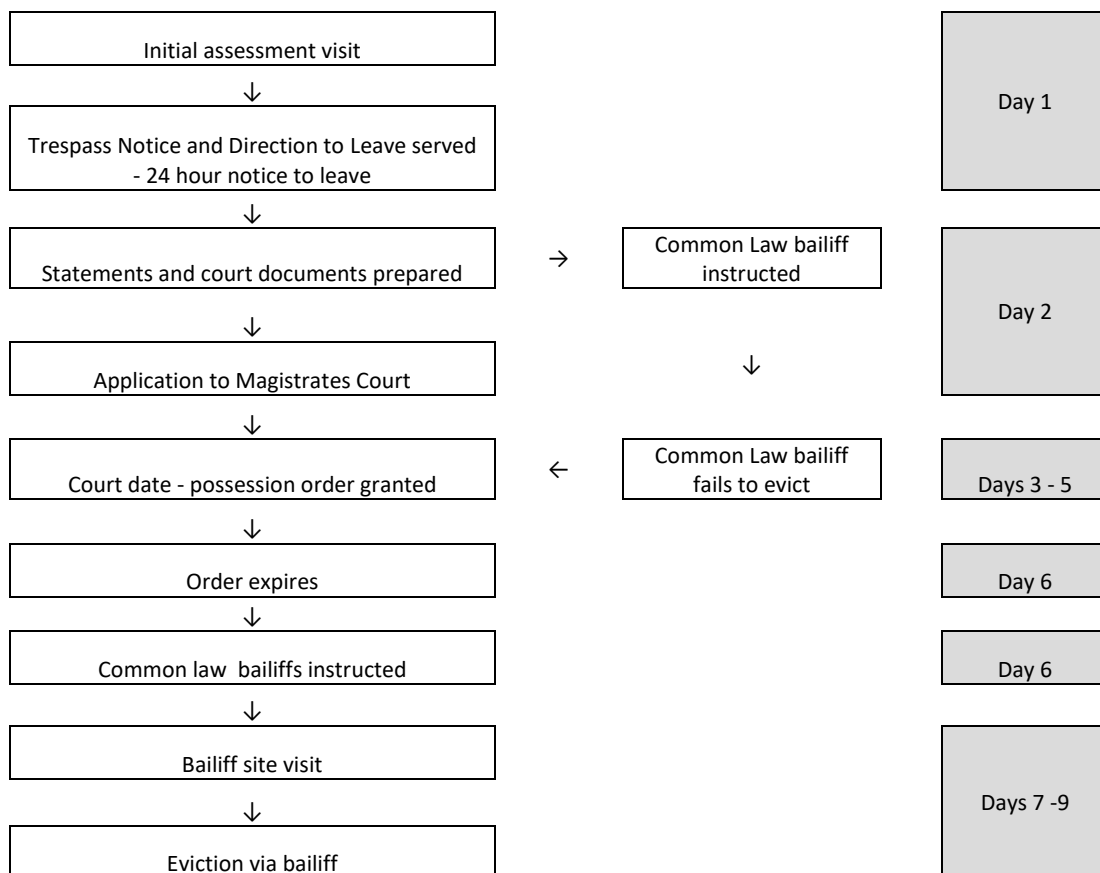
New encampments will be reported to the Private Sector Enforcement (PSE) Team who will work with Legal Services to determine the ownership of the land.

- **Unauthorised encampment on private land**

The PSE Team will make contact with the landowner as soon as ownership is established, this will normally be on day 1. Advice and support will be provided to assist the landowner recover possession of their land. It is the responsibility of the landowner to take appropriate action and to determine the timescale for recovery.

The PSE Team will conduct a site visit to undertake welfare checks (see section x). If welfare or safeguarding issues are identified appropriate support and assistance will be provided. The landowner will be advised if there is a need to delay possession action whilst welfare issues are dealt with. (If the land is owned by Nottinghamshire County Council they will undertake the checks themselves)

- **Unauthorised encampment on Council land**
- A summary of the steps that will be taken to recover possession of the land and approximate working day timescales associated with this is provided below. A more detailed explanation is provided at Appendix 1.



An initial assessment visit will be conducted as soon as possible on the first working day. The purpose of this will be to;

- Establish a positive working relationship with the encampment
- Understand their plans and negotiate their move-on
- Conduct mandatory welfare checks of all occupiers (see sec x)
- Advise about standards expected whilst resident on Council owned land
- Take vehicle and registration number details
- Advise occupants of the process the council intends to follow to recover possession of the land.

A legal Direction to Leave (Criminal) and Trespass Notice (Civil) will be served. The Direction requires individual vehicles to vacate the land. If it is not complied with proceedings can be pursued via the Magistrates Court under s77/78 of the Criminal Justice and Public Disorder Act 1994.

A Trespass Notice enables the Council to recover any Council land from any trespasser, it is not restricted to vehicles. Under Civil Procedure Rules Part 55 possession proceeding in the County Court can be instigated upon the expiry of the notice.

Both notices will give the occupants 24 hours to leave.

The purpose of serving two notices is so that the Council can change its approach to enforcement if the circumstances of the encampment change.

Upon expiry of the Direction an application will be made to the Magistrates Court. The intention will be to seek the earliest possible Court date. Typically, because of the need to process the request, serve summons, etc, it will be 2-3 working days from application to Court date.

Upon expiry of the order requiring the vehicles to leave the Council will instruct private bailiffs to evict the vehicles. The bailiff will conduct an initial site assessment visit before returning to evict the vehicles.

In exceptional circumstances the approach defined above i.e. action through the Magistrates Court may change. The Direction to Leave is served on vehicles and so where there is evidence to show more vehicles intend to join the encampment and

there is strong reason to believe they will not vacate the land when the court order is enforced against the first cohort it may be more appropriate and speedier to take action via the County Court.

Similarly, if problems on site escalate it may be considered appropriate for the Police to instigate action under sections 61- 62 of Criminal Justice and Public Order Act 1994. This would normally be in exceptional circumstances, when there is evidence of threatening, abusive or intimidating behaviour. In such circumstances the PSE Team will liaise directly with Police colleagues.

Running in parallel with action through the Magistrates Court, upon the expiry of the Direction the Council will instruct common law bailiffs to attend site and seek to force the move on of the occupants. This common law action is available to the Council as the landowner. Bailiffs are entitled to use reasonable force to evict the occupants. If the occupants fail to move action will focus on proceedings through the Magistrates Court.

Alongside legal action the PSE Team will continue to negotiate with the occupiers. Experience has shown that most encampments do move before being evicted.

Welfare needs

The Council is obliged to conduct welfare checks on all occupants.

As part of the checks we must consider pregnancy, ill health, educational needs, child and adult protection and animal welfare. The PSE Team will conduct the checks and will co-ordinate any referrals, signposting or appointments needed.

The Council will not delay the serving of notices but enforcement action through the Court may be put on temporary hold if there are urgent welfare issues that need to be addressed before occupants are moved on. Any delay will be kept to a minimum and will be discussed and agreed with the Director of Housing & Assets.

Management of the encampment (Council owned land)

Whilst action is ongoing to move the encampment on it is important that site is managed effectively.

The PSE Team will maintain regular daily visits in order to deal with issues that occur, to address welfare issues, to advise the occupants of our enforcement action and to continue to negotiate their move on.

The Waste and Environment Team will conduct twice daily site visits, providing refuse materials and removing waste and rubbish.

Police and Community Protection Teams will receive daily updates and will conduct regular patrols. The frequency and visibility of these will be determined and agreed on a case by case basis and will be based upon the number and nature of reported incidents, including anti-social behaviour (both by and against occupants) and alleged criminal activity.

A 'What we expect from you while you are here' leaflet (appendix 2) will be given to each household so they understand the expectations of the Council.

When the encampment moves the PSE team will ensure there is a coordinated response from officers and other relevant agencies so the site is tidied, secured and returned back to its normal use. Consideration will also be given to any additional measures that can be taken to secure the site against a future encampment.

Out of hours reporting

If the encampment arrives at the weekend or overnight the Council's out of hours' operative will take details and email the PSE Team inbox. They will also advise the on-call Community protection Officer.

Monitoring will be conducted but the formal process to recover possession will not commence until the start of the working week.

Communications

Unauthorised encampments create a great deal of media interest. It is important that Councillors and residents are regularly informed of any actions / progress which are on-going.

Likewise, it is important that there is effective internal communication to ensure officers understand and are able to respond to the circumstances in a prompt manner.

The principles of the Protocol must be applied in relation to all communication with illegal site/land occupants. In particular, Gypsies and Travellers are protected by law from racial discrimination.

Day 1 – notification of unauthorised encampment

- The Leader will be advised by phone call and email, and an email also sent to Deputy(s) other Cabinet Members, Ward Member(s), the CEO and Director of Housing and Assets to notify them of the encampment.
- Email sent key officers/partner agencies (as per agreed list) to notify them of the encampment and to
- Email sent to Leader, Deputy and Ward Member post initial assessment visit.
- Message added to website (Unauthorised encampment pages) to advise residents we are aware of the encampment and we are taking appropriate steps to deal with it.

Day 2 onwards

- Daily email to Leader, Deputy(s) other Cabinet Members and Ward Member to advise them of any issues and action being taken
- Ad-hoc email to Leader and Deputy(s) to advise of any emerging information or intelligence.
- A letter (appendix 3) will be posted to properties in the immediate vicinity of the encampment to advise residents that the Council is aware of the encampment and that action is being taken to resolve the issue. The letter will encourage residents to contact the Council if they are experiencing any issues. the content of the letter will reflect if the land is Council owned and we are taking enforcement action or if is privately owned.

The Council will maintain a Question and Answer Section on its website relating to unauthorised encampments.

Appendix 1 – Full process map

TBC

Appendix 2 – What we expect from you



Unauthorised Encampments

WHAT WE EXPECT FROM YOU WHILE YOU ARE HERE

YOU MUST

- Put all rubbish in the black bags provided.
- Keep numbers of trailers and vehicles to a minimum.
- Use toilets if provided and advise us on the number listed below if they need emptying.
- Be cooperative with our staff and other agencies.
- Keep the site in the condition you found it.
- Keep your animals under control.

YOU MUST NOT

- Leave any waste on the site or break other rules about fly tipping.
- Make noise between 10pm and 7am.
- Damage any of the facilities provided.
- Be aggressive, rude or unhelpful to our staff or other agencies.
- Damage this site.

If you break any of these conditions you could be evicted immediately. You may also be liable to fines.

We may use monitoring methods to ensure that the land you have stopped on is clean and tidy and that you are not breaking any laws. If you have any information about anyone else bring waste onto this site or you have any trouble with people being rude or racist towards you please contact us on 01623 457xxx.

Appendix 3 – Letter to residents (Council land)



To all local residents

Contact: **insert**
Direct Line: **insert**
Email:
Our Ref:
Your Ref:

Date: **Insert date**

Dear Sir/Madam

Unauthorised Encampment – **INSERT LOCATION**

I write to advise you that the Council is aware of the unauthorised encampment on INSERT LOCATION and is taking appropriate action to move the occupants on as soon as possible.

This process is not instant, it can take a number of days to bring to a conclusion as there are legal steps we have to follow. For more information please visit our website www.ashfield.gov.uk/INSERT.

If you do experience problems relating to the encampment please report them to us on tel 01623 457345

Yours sincerely

Phil Warrington
Service Manager – Strategic Housing & Lettings

Address: Council Offices, Brook Street, Sutton-in-Ashfield, Nottingham. NG17 1AL
Tel: 01623 608888 **Fax:** 01623 608889 **Web:** www.ashfield.gov.uk
If reasonable adjustments are needed to fully engage with the Authority - contact **01623 450000**

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UNAUTHORISED GYPSY TRAVELLER ENCAMPMENT

Welfare Assessment Report

General information:		
Address:		Postcode:
:		
Ownership of land (If known):		
District Council Ashfield	Has Environmental Health been contacted?Yes	Visit from Environmental Health
Date encampment started:		
Intended length of stay:		
Purpose of visit: no where else to go		
Officer: Date:		

Personal details				
Estimated number of adults (aged 17 and over) by sex and age	M under 60		F under 60	
	M 60 +		F 60 +	
Estimated number of children by sex and age	M		6 – 10:	
	F		6 – 10:	
Education:				
Approximate number of School Age children				

Have education needs been addressed and arranged?		
Has the A&E Team (Education Welfare Officer) been notified?		Date:

Health

Do any of the members of the group have a medical condition which requires regular medical treatment?			
Are any of members pregnant?	date due		
Do you wish us to contact a health professional on your behalf?		Date and name of contact	

Support

Do you wish us to contact a social worker on your behalf?		Date and name of contact	
Referral to Travelling Together Team made		Date and name of contact	

Fire safety

Leaflets re Fire Safety handed out		Referral made Date and name of contact	
-------------------------------------------	--	-----------------------------------------------	--

Site facilities

Water Supply	
Power Supply	
Refuse Collection	
Sanitation	

Site Information	
Access to site & any damage on entering	
Fly-tipping	
Bonfires/Fire Safety	
Potential for nuisance	
Dogs under control	
Horses under control	

Vehicles	
Number of caravans, models and any Reg Numbers	
Number of cars, any descriptions and reg numbers	
Number of lorries/vans, plant etc	

Any other	
------------------	--

Monitoring		
Has a copy of this assessment been sent to/held by Gypsy and Traveller Liaison Officer		

Comments and recommendations

Signature:

Date:

Report To:	CABINET	Date:	11 MARCH 2019
Heading:	PROPOSED DESIGNATION OF A CONSERVATION AREA FOR HUCKNALL		
Portfolio Holder:	LEADER, COUNCILLOR JASON ZADROZNY		
Ward/s:	HUCKNALL CENTRAL & HUCKNALL NORTH		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

The purpose of this report is to seek approval from Cabinet to designate a new Conservation Area in Hucknall Town Centre. A map illustrating the proposed Conservation Area Designation is appended to the report. If approved, this area will be designated as the Hucknall Town Centre Conservation Area.

Recommendation(s)

That Cabinet approves the designation of the Hucknall Town Centre Conservation Area and authorises its implementation in accordance with legislative requirements.

Reasons for Recommendation(s)

Local Planning Authorities are under a duty to review whether any parts of their area should be designated as conservation areas. Officers in Development Management and Conservation teams have identified that the Town Centre of Hucknall is an area of special architectural and historical interest and justifies being designated as a Conservation Area. A public consultation has been held on the proposal and the majority of responses received by the Council were in support.

Designation will provide a planning control to enable the conservation and enhancement of the special historic and architectural interest of the defined area. Designation will provide controls over the demolition of buildings and structures, and the planning authority will be able to exercise greater control over the design of new buildings/structures/extensions. The designation will confer a level of protection for trees that are not currently protected.

Alternative Options Considered

Not to approve the designation of the Hucknall Conservation Area. The failure to designate carries a risk that the architectural and historic character of the area will be eroded, or will continue to erode, and significant buildings and mature trees will be vulnerable to demolition or removal. Not designating could undermine the distinct heritage and environmental quality of the area. Not recommended.

Detailed Information

Conservation areas were introduced by the Civic Amenities Act 1967, and were established to make further provision for the protection and improvement of buildings of architectural or historic merit, and of the character of areas of such interest. The legislation has since been consolidated under the Planning (Listed Buildings and Conservation Areas) Act 1990 (hereafter referred to as 'the Act').

The Act defines conservation areas as: "areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance" (Section 69 (1) a). Under Section 69, Local Planning Authorities are required to review whether any parts or further parts of their area should be designated as conservation areas. If they determine such areas then they shall designate those accordingly. On designation, the Conservation Area will be registered as a local land charge. The Land Charges Register records relevant information relating to property or land against which parties can undertake a search.

The National Planning Policy Framework, Paragraph 186 states: "When considering the designation of conservation area, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest."

During 2018, the District Council's Conservation Officer within the Planning Department, surveyed Hucknall Town Centre and identified a part of it as having special architectural and historic interest, which is desirable to preserve or enhance. This area is identified by the boundary on the plan contained in this report. In accordance with *Historic England (2019): Advice Note 1 – Conservation Area Designation, Appraisal and Management (2nd edition)*, a Designation Statement of the area was written to provide a brief summary of significance of the proposed Hucknall Conservation Area.

The proposed Hucknall Town Centre Conservation Area has been identified as an area of historic and architectural interest. Hucknall has a rich and long history with many buildings of architectural interest, resulting in a town with a distinct character. The layout of the town still reflects its ancient origins with the medieval parish church of St Mary Magdalene being its focus. A distinctive feature of the town is the road layout around the Church and the Market Place. The character of the town centre is predominantly Victorian/Edwardian with buildings being brick built with slate or plain clay tile roofs. Stone, terracotta or decorative brick is used widely to enliven building facades. Consequently, it is considered that part of the town centre is of sufficient architectural and historic interest to warrant conservation area designation.

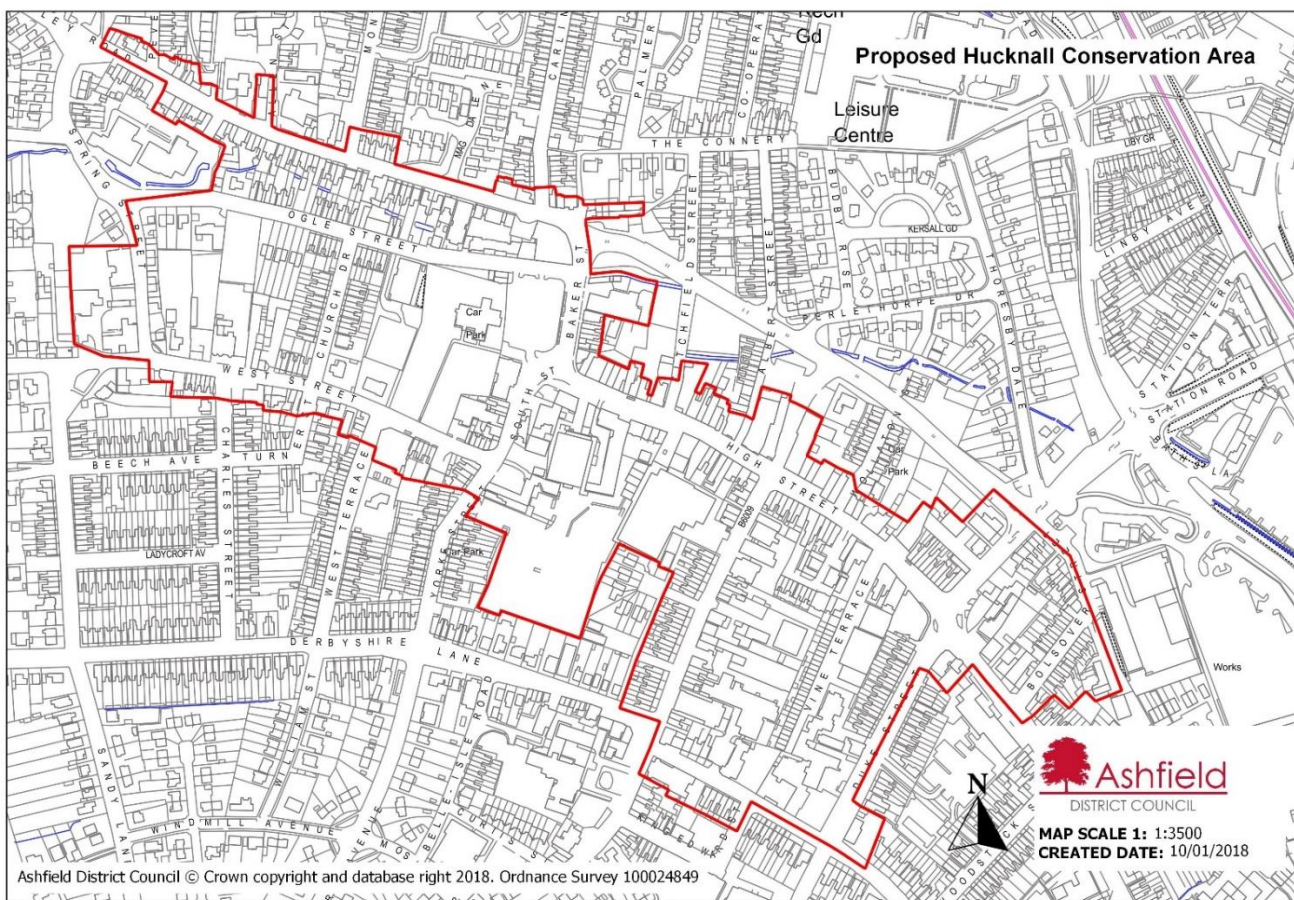
Community consultation is not a statutory requirement when designating a conservation area; although Historic England advises that positive public consultation to be carried out as early as possible in the designation process. Consultation is a statutory requirement for any proposals to enhance the area. Officers have engaged the public in the process and have carried out consultation from 19th November 2018 to 7th January 2019. This consultation sought the public view on the designation of Hucknall Town Centre. A report on the consultation has been written entitled: "Hucknall Town Centre Conservation Area Consultation Report" and is available on the Council's website. To raise awareness of the consultation:

- A public drop in meeting was held on 27th November 2018 at Hucknall Library, which members of the public and the local heritage group attended.
- Flyers and site notices were placed within prominent locations in the town centre.
- Letters/Emails were sent to local people and business affected by the proposal, to external consultees such as Historic England, Nottinghamshire County Council, Parish Councils, heritage societies, and various business organisations. The letters/emails advised of the public drop in meeting and the consultation.
- There was an article and advert in the local paper, the Hucknall Dispatch regarding the consultation.
- Copies of the Designation Statement and Questionnaire were made available at the Council offices and the main libraries.
- Elected Members of the Hucknall ward, portfolio holders and the leader of the Council were all informed of the proposed boundary and designation statement.

There were 167 respondents (written and online) to the consultation. The overwhelming majority of the responses to the consultation were positive (84.4%) supporting the designation of the Conservation Area.

A resolution to designate the area is now sought. The proposed Conservation Area boundary has been drawn accurately because designation will affect permitted development rights.

Section 70 (5) requires that the local planning authority must give notice to the Secretary of State of any designation of any area as a conservation area under Section 69 (1) or (2) of The Act. Notice of any such designation with particulars will be published in the London Gazette and in at least one local newspaper as required in Section 70 (8).



Implications

Corporate Plan:

The designation of the Conservation Area is in accordance with the long term outcomes and corporate priorities of facilitating economic regeneration and developing place and communities.

Legal:

Section 69 of The Planning (Listed Buildings and Conservation Areas) Act (1990) imposes a statutory duty on local planning authorities to identify parts, or further parts, of their District with special architectural or historic interest, and if appropriate, designate them as conservation areas.

The designation of any area as a conservation area shall be a local land charge as specified by Section 69 (4) of the Act.

Section 70 (5) of the Act requires that the local planning authority gives notice to the Secretary of State and English Heritage of any designation of any area as a conservation area. Notice of any such designation with particulars will be published in the London Gazette, and in at least one local newspaper as required in Section 70 (8).

Finance:

There will be a cost of publishing the designation of the Conservation Area including advertising in the London Gazette and a local paper. These costs will be met from existing budgets.

Budget Area	Implication
General Fund – Revenue Budget	N/A
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
None identified	

Human Resources:

There are no direct implication for Human Resources.

Equalities:

There are no direct implications with this report.

Other Implications:

For service users (residents/owners).

There will be greater control over the demolition of buildings and structures, and the rights by which property owners might undertake development without the need for planning consent (known as 'permitted development rights') will be reduced. Control that is more stringent would also be exercised over the design of new buildings to ensure that development conserves and enhances the special character or appearance of the area.

Six weeks' notice must be given to the local authority when carrying out works to trees within the Conservation Area.

Affected property owners will be required to use higher standards of materials, joinery and fixtures than they might otherwise. This may have cost implications for service users.

The opportunity for conservation/heritage grants for service users in order to preserve and enhance the area is likely to be increased by conservation area designation.

A communications' statement will be prepared for the press and social media.

Reason(s) for Urgency

N/A

Reason(s) for Exemption

N/A

Background Papers

- Proposed Hucknall Conservation Area Designation Statement and Questionnaire. Available on the Council's website.
- Historic England (2019): Advice Note 1 – Conservation Area Designation, Appraisal and Management (2nd Ed). Available on the internet.

Report Author and Contact Officer

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Report To:	CABINET	Date:	11 MARCH 2019
Heading:	APPROVAL TO ADOPT THE SUTTON TOWN CENTRE SPATIAL MASTERPLAN		
Portfolio Holder:	LEADER, COUNCILLOR JASON ZADROZNY		
Ward/s:	ALL SUTTON WARDS		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To consider the representations received during the consultation exercise for the Sutton Town Centre Spatial Masterplan and its accompanying paper: Sutton Town Centre – Rethink, Repurpose, Remake (now amalgamated into one document for adoption), and approve the proposed changes identified in the Consultation Statement.

To adopt the Masterplan as a basis for future action in the town centre.

To delegate authorisation to make any minor changes to the Masterplan and the production of an action plan to the Interim Director of Place and Communities in consultation with the Portfolio Holder for Economic Growth.

Recommendation(s)

That Cabinet:

1. Consider the representations made to the draft Sutton Town Centre Spatial Masterplan and its accompanying paper: Sutton Town Centre – Rethink, Repurpose, Remake, and approve the proposed changes identified in the Consultation Statement.
2. Adopt the Sutton Town Centre Spatial Masterplan document as a basis for future action in Sutton Town Centre.
3. To delegate authorisation to make any minor changes to the Masterplan prior to publication to the Interim Director of Place and Communities in consultation with the Portfolio Holder for Economic Growth.
4. To delegate production of an action plan to the Interim Director of Place and Communities in consultation with the Portfolio Holder for Economic Growth.

Reasons for Recommendation(s)

1. To provide a framework which will allow Sutton Town Centre to respond positively to the economic/social changes in the area.
2. To provide a framework for future private/public investment in Sutton Town Centre.
3. To inform decisions in the emerging Local Plan.

Alternative Options Considered

Not to adopt the Masterplan. This option is not recommended as a Masterplan is needed to futureproof the town centre and provide a framework for investment and development.

Detailed Information

The Sutton Town Centre Spatial Masterplan and its accompanying paper: Sutton Town Centre – Rethink, Repurpose, Remake (now amalgamated into one document for adoption), will provide a refresh and update of the 2007 Masterplan for Sutton in Ashfield (and Kirkby in Ashfield) undertaken by Ove & Arup Partners Ltd.

The Masterplan is not a stand-alone document. It links to a suite of other Council documents, including:

- Corporate Plan
- Delivery Plan for Discover Ashfield
- Sutton Conservation Area Appraisal and Management Plan
- Town Team Action Plan
- Active Ashfield Strategy
- Ashfield and Mansfield Plan for Growth

The updated Masterplan aims to provide a high-level framework for future investment (including S106 contributions) and development which maximises the opportunities for Sutton and capitalises on its existing assets. In particular it:

- Provides a consensus and common understanding of Sutton Town Centre as a place - its character and identity.
- Establishes a clear Vision for Sutton Town Centre to guide its development and improvements to 2029.
- Provides design principles for subsequent new development/projects with an emphasis on sustainability.
- Identifies sites and building where redevelopment and improvements will be encouraged and prioritised.
- Aims to improve links to and within the Town Centre for pedestrians, cyclists and public transport users.
- Sets out how developments/projects and initiatives could be delivered, who would be involved in delivery, how they might be funded and by what mechanism.

- Provides an evidence base for the emerging Local Plan.

The Masterplan is not inflexible or prescriptive, and it does not provide detailed projects or design solutions. Nor does it represent a commitment to funding by the District Council.

Whilst there are no statutory requirements for the Council to carry out consultation with the community and statutory consultation bodies, it was considered good practice to do so. As such consultation was carried out for 4 weeks (23rd Jan – 22nd Feb 2019) and allowed Council Officers to seek opinion on the Masterplan and its accompanying paper: Sutton Town Centre – Rethink, Repurpose, Remake, and to understand concerns and issues relating to Sutton town centre.

A total of 88 responses from various groups and organisations, young people and the general public were received. The vast majority of respondents were supportive of the aims and objectives of the Masterplan and acknowledged that the town centre was in need of rejuvenation.

- 72% of respondents (to question 1 of the consultation) agreed with the Vision for Sutton Town Centre.
- 84% of respondents (to question 2 of the consultation) agreed with the concept of a Historic Core (based around the old market place), comprising of services industries, cultural and residential uses.

The consultation responses will be considered further in progressing more detailed schemes and projects, developed from the Masterplan framework. Relevant information will be shared with colleagues and partners to help inform work being undertake outside of the remit of the Masterplan, for example concerns regarding safety and anti-social behaviour.

The attached Consultation Statement sets out:

- the full details of the consultation (who, where and when);
- a summary of the key findings and issues raised;
- the Council's proposed main modifications to the Masterplan.

Implications

Corporate Plan: There are no direct implications in relation to the Corporate Plan.

Legal: There are no Legal implications contained within the Report.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	There are no financial implications contained within the Report.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
No known risks.	N/A

Human Resources: There are no direct HR implications contained within this report.

Equalities: The Equality Act 2010 introduced a public sector equality duty and the Masterplan will have a direct impact on equality issues. Consequently, an Equality Impact Assessment has been undertaken, which identified no issues.

Other Implications: No other implications

Reason(s) for Urgency

Not applicable.

Reason(s) for Exemption

This report is not exempt.

Background Papers

- Sutton Town Centre Spatial Masterplan.
- Consultation Statement.

A copy of the Masterplan and Consultation Statement are available in the Members Room and on the Council's website.

Report Author and Contact Officer

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Sutton Town Centre Spatial Masterplan

March 2019



Contents

PREFACE	5
Chapter 1. Introduction	7
1.1 Economic Overview	
1.2 Purpose of the Spatial Masterplan	
1.3 Sutton and its Geographical Context	
1.4 Study Area	
1.5 Vision Statement	
1.6 Concept Plan	
Chapter 2. Planning Policy	15
2.1 National Planning Policy Framework	
2.2 National Planning Policy Guidance	
2.3 Local Development Documents	
Chapter 3. Baseline Summary	17
3.1 Historical Evolution	
3.2 Retail Provision	
3.3 Employment Provision	
3.4 Housing Provision	
3.5 Transport and Accessibility	
3.6 Public Realm, Community Services and Leisure	
Chapter 4. Principal Challenges	22
4.1 Principal Challenges	
Chapter 5. Spatial Masterplan Principles	23
5.1 Maintain and Enhance Character and Identity	
5.2 Improve the Quality of the Public Realm	
5.3 Promote Ease of movement	
5.4 Improve Legibility	
5.5 Ensure Adaptability	
5.6 Maintain and Improve Diversity	
5.7 Support Sustainability	
Chapter 6. Town Centre Spatial Masterplan	27
6.1 Town Centre Core	
6.2 Historic Core	
6.3 Gateways	
Chapter 7. Spatial Masterplan Delivery	37
7.1 Delivery Partners	
7.2 Funding Delivery	
7.3 Delivery Mechanism	
7.4 Next Steps	
Appendix 1	39
SWOT Analysis	

PREFACE



“Our priority is to build community pride and aspiration across Ashfield. We want residents to be proud of where they live and see our town centres as a safe place to shop and visit. Increasing visitors and inward investment into the town centre is also important. The Sutton Town Centre Masterplan will be a key document in achieving this.”

Councillor Jason Zadrozny,
Leader of the Council



The Council has a Place Enhancement Programme, part of which is to create the ‘Ashfield Story’ identifying what makes the area distinctive to build community pride and encourage inward investment.

The Discover Ashfield brand has been developed by private and public sector bodies to promote Ashfield, increase pride and aspirations in our communities, improve the vibrancy of our town centres, encourage and promote inward investment and support tourism and the visitor economy in the Ashfield area. Sutton town centre has been identified as a priority.

The Spatial Masterplan forms one strand of the Place Enhancement Programme.



“As someone who not only lives in Ashfield but chooses to run their business from Ashfield, I am very excited to be involved with the Discover Ashfield initiative and the development of the Sutton Town Centre Masterplan.

This is a great chance for people from within Sutton and externally to see what I have known for years. The people we employ from within the local community have a great can do attitude and this is reflected within their commitment and ability to deliver. Sutton Town Centre has businesses with a national recognised brand as well as numerous independent retailers and business providers who are really part of the working heart of the town centre.

The demise of the traditional industries of mining and textiles has had a great impact locally, but it’s time to look ahead with a renewed optimism. To me Discover Ashfield and the Sutton Town Centre Masterplan will provide the necessary framework for our community and businesses to look ahead and seize the opportunities we have, so we can really make this a fantastic place to grow your business, to live, and visit.”

Martin Rigley,
Board Chair for Discover Ashfield



Chapter 1. Introduction

1.1 Economic Overview

We are living in a time of dramatic structural change in our town centres, brought about by factors largely out of local control:

- Out of town retail parks, with free parking and which offer a broad mix of retail and leisure, continue to create new destinations to the detriment of traditional centres;
- Technological changes have over the past few years, seen a major shift to on-line shopping, in many cases, negating the need for bricks and mortar. This is likely to continue;
- The national business rates' regime has hampered start-ups and has driven other retailers from the high street;
- Prevailing economic conditions since 2008 have led to many high profile national retailers either going into administration or undertaking financial restructuring at a cost of thousands of jobs;
- Consequently the number and type of shops being occupied in town centres has continued to decline and/or change at a faster rate than ever before. The structure of town centres has changed from a simple goods' transaction to a more complex mix of retail, leisure, food and drink, events, commercial, residential, health and education.

What does this mean for Sutton?

Sutton is a traditional small town centre with a good mix of national and independent retailers, along with an indoor shopping centre and a market. It is the largest centre within the Ashfield District and is generally well used by the resident population. It has convenient and cost effective car parking and is surrounded by residential areas.

Ashfield District Council has recently prioritised investment into Sutton, ie:

- £1.4m refurbishment of the Idlewells Indoor Market to create a modernised market offer;
- Successful relocation of the outdoor market on to Portland Square, to create a more coherent town centre offer;
- Acquisition and demolition of the former Conservative Club, to create a development opportunity;
- Demolition of the redundant Fox street Council offices to create a development site;
- Investment in a shop front improvement grant scheme.

Despite this, Sutton Town centre is still dependant on a few large retailers and is not diversified economically. At the time of writing vacancy rates stand at 15%, which is above the national average of 9%. Its retail spreads out beyond the core centre on to Outram Street and this dilutes the offer. There is little night-time economy (eg. bars, restaurants, events or entertainment space) to bring people in in the evening. This means that it is largely deserted after the shops have closed.

Sutton is therefore in danger of being left behind and becoming irrelevant unless action is taken.

Place Shaping – Re-thinking Sutton Town Centre

We want Sutton Town Centre to have a bright and successful future. For this to happen, there is a need to proactively to rethink its purpose, both ly and economically. The Masterplan sets out the framework for future investment and development by identifying a common understanding of Sutton Town Centre as a physical Place. In addition to the Masterplan, a range of supplementary economic initiatives are considered to be essential in bringing a new purpose to Sutton Town Centre.

Ashfield District Council has recently facilitated a private sector led partnership “Discover Ashfield” to lead on the repurposing of the district and its town centres. This work provides a great opportunity to develop a true and sustainable partnership approach to Sutton’s future.

The following list sets out some high level ideas to make Sutton Town Centre fit for the future. Most of these ideas cannot be delivered by the Council working alone. They (and any others subsequently proposed) will need a broad mix of other public, private, voluntary and community sector partners to shape and lead on delivery; including landowners, proprietors, funders and statutory agencies.

- Consideration of the appropriate mix of retail: nationals, local boutique style independents, markets, incentives for start-ups;
- Other leisure uses to encourage more footfall and a greater length of stay: choice of food and beverage (cheap and cheerful, family friendly, trendy, gourmet), health and beauty, leisure and community facilities;
- More events to draw people in;
- High quality of public realm and street furniture. Agree and provide a consistent palette of materials;
- Digital connectivity and investment into Smart town/city concepts – Free Wi-Fi;
- A vibrant and safe night-time economy, which again links to a greater choice of food and beverage, events and leisure activities. This will need to be linked to measures to combat any threat of anti-social behaviour;
- A high quality environment and greenspace offer, e.g. an urban park, green trail, public art. Care will be taken to design out crime and anti-social behaviour;

- Encouragement for commercial businesses to locate in Sutton in low cost office accommodation. Possibility for the Council/Local Enterprise Partnership (LEP) to provide start up workspace accommodation: following on from the success of Ada Lovelace House in Kirkby, a similar development for Sutton Town Centre could improve the number of professional workers and business owners using the town centre;
- Where necessary, the Council will continue to take strong enforcement action to deal with dereliction and blight in retail, commercial and industrial premises;
- The Council will utilise new Supplementary Planning Guidance on conversions of vacant retail into residential properties and work with owners of other vacant premises to bring them back into productive use;
- The Council will encourage repurposing long term vacant retail premises in secondary or tertiary locations in order to protect the integrity of the Town Centre;
- The Council will develop (through the LEP or via the Future High Street Fund) opportunities for future grants for: shop front improvements; conversions to other purposes, and; to bring derelict properties back into productive use. This will require an element of match funding by proprietors;
- The Council will pursue more opportunities for residential developments in order to boost town centre living;
- Collaborative working with the owners of the Idlewells and the National Association of British Market Authorities (NABMA) to develop a 21st Century market, encouraging such things as make to sell, artisan food, fashion and other niche offers not available elsewhere;
- Through the Council's 'Place' agenda:
 - Work with all proprietors to facilitate a great customer experience, which will give Sutton a positive reputation;
 - Use the newly re-established 'Town Teams' to develop and deliver a high standard of customer care, attractive shop fronts and windows, use of IT and social media. They will build on existing initiatives in Ashfield in terms of Dementia Friendly and the Have a Seat campaigns;
 - Develop a Business Improvement District (BID) if this is required by businesses;
 - Consider what community aspirations exist with regard to town centre facilities, in particular making use of vacant sites or buildings;
 - Ensure high levels of public safety and usage of Public Space Protection Orders (PSPOs) where required to deter anti-social behaviour;

1.2 Purpose of the Spatial Masterplan

The Masterplan will provide a refresh and update of the 2007 Masterplan for Sutton in Ashfield (and Kirkby in Ashfield) undertaken by ARUP.

The new Masterplan for Sutton will help to realise the Council's key priorities:

“to ensure the economy, and community pride and aspiration are key areas for development for the District”

“to enhance the identity of Ashfield and raise its profile as a place to live, visit and work”

The updated Town Centre Masterplan aims to provide a framework for future investment and development which maximises the opportunities for Sutton and capitalises on its existing assets.

In particular it:

- Provides a consensus and common understanding of Sutton Town Centre as a place.
- Establishes a clear Vision for Sutton Town Centre to guide its development and improvements to 2029.
- Provides clear design principles for subsequent new development/projects with an emphasis on sustainability.
- Identifies sites and building where redevelopment and improvements will be encouraged.
- Aims to improve links to and within the Town Centre for pedestrians, cyclists and public transport users.
- Sets out how developments/projects and initiatives could be delivered, who would be involved in delivery, how they might be funded and by what mechanism.
- Provides an evidence base for the emerging Local Plan.

The Masterplan is not inflexible or prescriptive, nor does it represent a commitment to funding by the District Council.

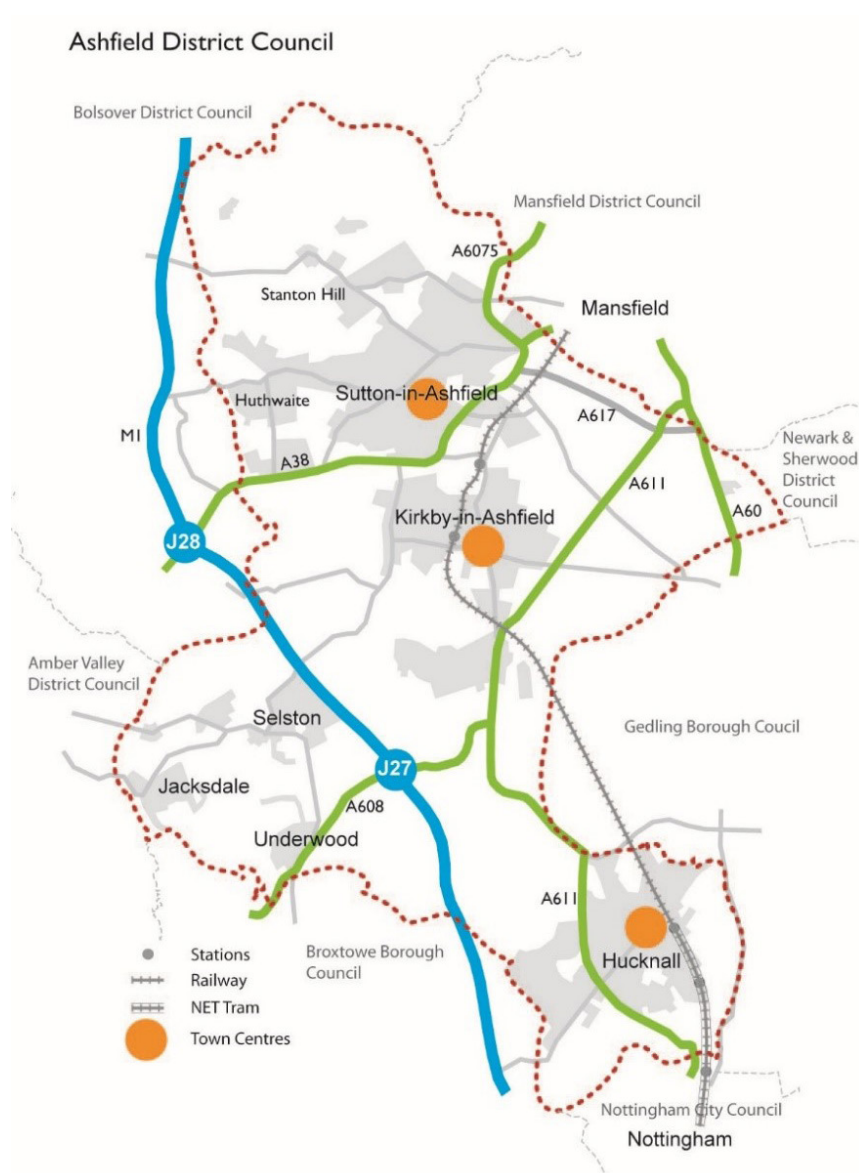
1.3 Sutton and its Geographical Context

Sutton-in-Ashfield (or Sutton) is the largest of Ashfield’s three town centres and is at the top of the District’s town centre hierarchy, being identified as a sub-regional centre¹. The town performs an important role as a retail and service destination for the local area, as well as the nearby smaller centres. The 2011 Census sets out that Sutton has a population of circa 46,000 people, and is the location of a significant amount of the District’s employment.

Sutton is located approximately 5km to the west of Mansfield, 12km to the north west of Hucknall and 26km to the north west of Nottingham. The town is easily accessed from the A38 which connects Derby to Mansfield, and from Junction 28 of the M1 motorway. Figure 1 below shows the geographical context of the town.

Whilst Sutton cannot directly compete with its adjacent competitors; Mansfield and Nottingham, it is important that the town centre continues to provide an attractive environment and retail/leisure offer that appeals to a more local catchment. The town needs to take full advantage of its assets including its history and heritage, the attractive indoor market and Idlewells Shopping Centre, the presence of Asda as a major attractor and its walkable centre.

Figure 1: Context Map



¹Ashfield District Retail and Leisure Study, August 2016 - Nexus Planning
Page 73

1.4 Study Area

The boundary of the study area is shown in figure 2 below, and reflects the Town Centre boundary as identified in the adopted Ashfield Local Plan Review 2002.

Figure 2: Boundary of Study Area



Sutton's central shopping area falls into two distinct areas divided by the pedestrianised Portland Square and Forest Street. To the south side is the Idlewells Centre and the pedestrianised areas of Low Street, Brook Street and the Market Place. To the north side is Outram Street to Northern Bridge and the Asda complex containing McDonald's and Iceland. Two markets operate within the town including an open market at Portland Square and an indoor market hall at the Idlewells Centre.

1.5 Vision Statement

The vision statement below has developed from a combination of relevant matters taken from the first Spatial Masterplan (2007) and the pertinent points of more recent work undertaken by consultants, workshops, officer walkabouts and SWOT analysis (Appendix 1). This vision has guided the development of the Masterplan.

A Vision for Sutton Town Centre

“To create an active and vibrant town centre through encouraging a mix of uses that will increase the number of people living, working and visiting the centre, set in an environment residents are proud of.”

To strengthen connections across the town centre linking key destinations and promoting activity.

To enhance the townscape by ensuring that new development respects the town’s heritage around Brook Street, Market Square, Portland Square and Fox Street, and offers high quality design.

To promote the towns brand, attract visitors and enliven the town centre through events and activities.”

1.6 Concept Plan

The Concept Plan shown on the next page has evolved through the Master planning process and shows key opportunity for improvements, pedestrian linkages, key intersections and barriers to the town centre. It is from this Concept Plan that the Illustrative Masterplan in Chapter 6 has been developed.

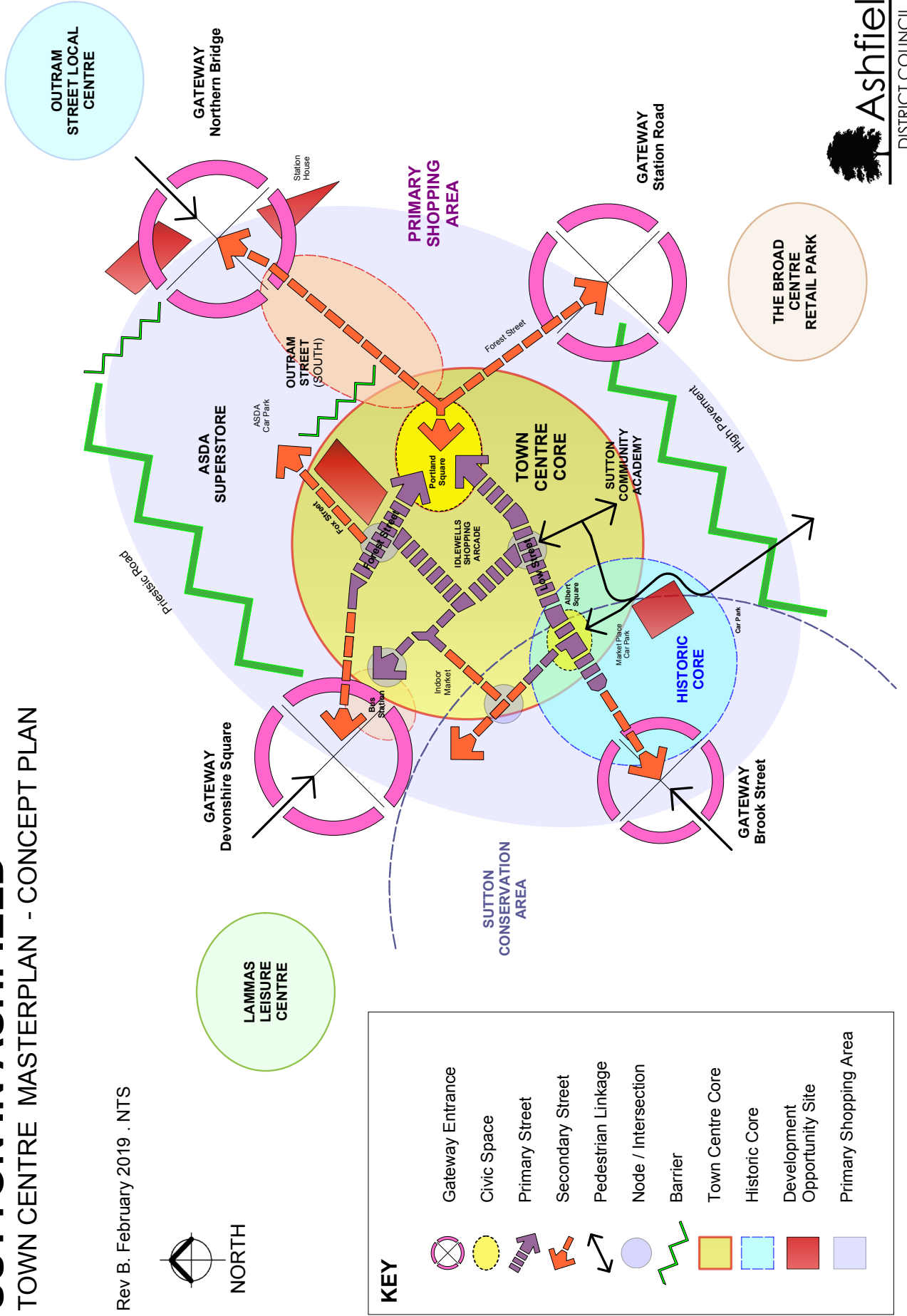
SUTTON IN ASHFIELD

TOWN CENTRE MASTERPLAN - CONCEPT PLAN

Rev B. February 2019 . NTS



NORTH



KEY

	Gateway Entrance
	Civic Space
	Primary Street
	Secondary Street
	Pedestrian Linkage
	Node / Intersection
	Barrier
	Town Centre Core
	Historic Core
	Development Opportunity Site
	Primary Shopping Area

Chapter 2. Planning Policy

2.1 National Planning Policy Framework

The National Planning Policy Framework, 2018 (NPPF) sets out the Government's planning policies for England and how these should be applied.

The Framework recognises and stresses the importance of promoting the vitality and viability of town centres. It identifies that planning policies and decisions should support the role that town centres play at the heart of local communities, by taking a positive approach to their growth, management and adaptation.

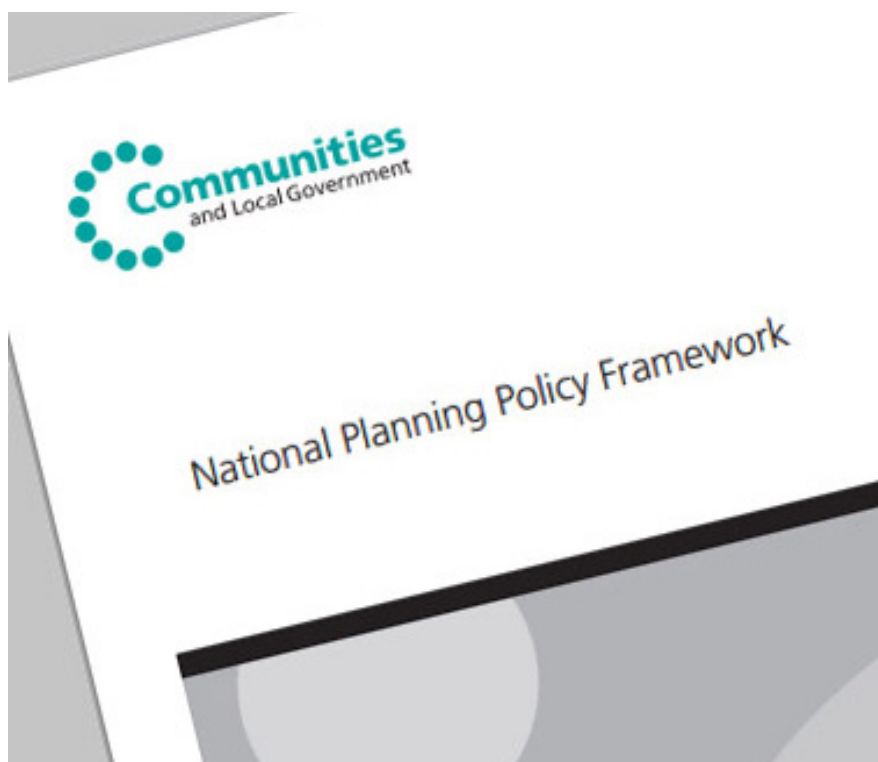
2.2 National Planning Policy Guidance

National Planning Policy Guidance (NPPG) adds further context to the NPPF and, as such, the two documents should be read together.

The NPPG entitled 'Ensuring the Vitality of Town Centres' was published in March 2014 and an online tool provides a synopsis of how retail and main town centre planning policy should be applied in practice.

The NPPG supports councils in planning effectively for new development supporting town centres and states that:

"Local planning authorities should plan positively, to support town centres to generate local employment, promote beneficial competition within and between town centres, and create attractive, diverse places where people want to live, visit and work."



2.3 Local Development Documents

Ashfield Local Plan Review (ALPR)

The Council's current Local Plan was adopted in 2002, prior to the enactment of the NPPF. Despite its age, the Local Plan still includes a number of planning policies that are largely compliant with guidance set out NPPF and NPPG in that they encourage the promotion of town centres. Notably, the adopted Local Plan identifies and sets out a hierarchy of the District's centres, identifies the boundaries of primary shopping areas, and includes policies that seek to promote its town centres competitive performance.

Emerging Ashfield Local Plan

At the time of writing (2019), the Council is taking the preliminary steps necessary to prepare a new Local Plan consistent with the requirements of the NPPF. Housing growth, the local economy and the health of town centres, are amongst the issues to be addressed through the new Local Plan.

Sutton in Ashfield Church & Market Place Conservation Area Appraisal & Management Plan

The Council formally adopted the Sutton Conservation Area in July 2015. The Conservation Area Appraisal forms part of the evidence base for the Masterplan and is a material consideration in planning decision making. The Appraisal document will be one of the most direct and effective means of managing the conservation area in the long term. For example, it helps define the plan form, scale of building, materials, traditional detailing, important views and trees etc. These elements need to be considered when looking at any development proposal within the Conservation Area. There will be a presumption against demolition or loss of any feature that is identified as contributing positively to the significance of the conservation area.

Chapter 3. Baseline Summary

3.1 Historical Evolution

Below is a brief history of how Sutton in Ashfield has grown into the town we know today:

Prehistoric and Roman: Historically considered to have been a remote wooded area of little interest to early settlers and not much can be said about the pre-historic and Roman landscape. There is, however, evidence of early human activity in the area. It is recorded that whilst foundations were being dug at St Michael's Street in 1892, eight skeletons were discovered.

Medieval: The name 'Sutton' certainly suggests that there was a settlement during the Anglo-Saxon period as 'ton' is an Anglo-Saxon suffix meaning a place fenced around or an enclosure. This enclosure was no doubt within the forest which the additional name 'Ashfield' infers. The underlying geology of magnesian limestone allows trees to grow well and ash trees were prolific in this part of the country.

Post Medieval (16th – 19th century): The forest land increasingly becomes turned over for farming in the 17th century through the process of enclosure with the Enclosure Act of 1810 leading to full enclosure of the land. By the early 17th century the main roads that are shown around Sutton on the enclosure map (Figure 3) are already in existence.

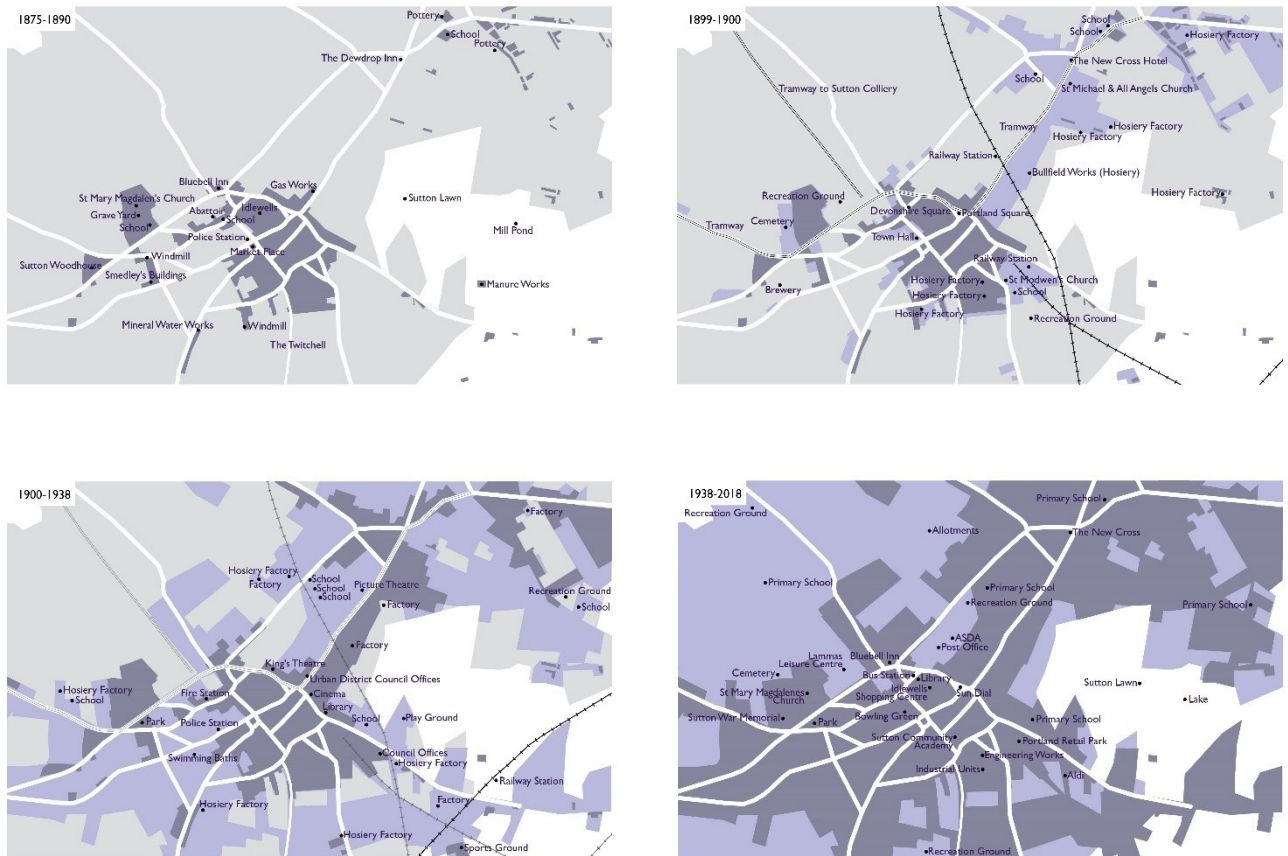
Figure 3: The 1801 Enclosure Map



During the 17th century the town becomes identified with the textile and hosiery industry when looms and frames were introduced into houses. These frames and looms were the turning point in the character of Sutton in Ashfield, although it was the Unwin family who settled here in 1705 who can be accredited for taking Sutton from an agricultural village to an industrial town. Unwin's mill attracted people to the town in search of work, as a result houses sprang up everywhere under little or no control creating areas of slum housing (which was subsequently cleared from the 1930s).

The growth of industry in the town is reflected by the population figures. In 1295 the population was estimated at approximately 400 people² and only approximately 500 people by the beginning of the 18th century. A hundred years later the Parliamentary Census of 1801 recorded a total of 2,801 people living in the town. The population steadily increased through the 1800s and by 1891 it was recorded at 10,552 residents, a five-fold increase. Today the population is approximately 46,000. Figure 4 below show the town's growth between 1875 and 2018.

Figure 4: Sutton's growth between 1875 – 2018



The textile and hosiery industry continued to be the principal employer in the town throughout the 19th century. The well-known hosiery firm 'Pretty Polly' was established in Sutton in Ashfield in 1919.

By the end of the 19th century the sinking of the collieries introduced the new industry of coal mining to the area, with each colliery employing up to 1500 people. The pits created a need for new housing and brought greater economic prosperity to the area during the 20th century until their closure in the 1980s and 1990s.

Sutton's industrial heritage brought many new people to the town, however it was the forming of the 'Local Board' in 1866 (which later became the Urban District Council in 1894) that resulted in new infrastructure and civic spaces being created. The Local Board and District Council introduced (alongside private enterprise) and implemented many changes to the town including;

- Opening of Junction Station in 1850.
- First public library established in 1857.

²Bonser G.C. 1949. A history of Sutton-in-Ashfield

- Establishment of markets in 1868.
- Approval of plans for the laying out of the district around New Cross in 1869.
- Purchase of the Gas Works in 1877 and approval of the new Outram Street.
- New water works to supply the town opened in 1884.
- Building of Town Hall on Brook Street in 1888.
- Opening of town cemetery on Huthwaite Road in 1892.
- Opening of Midland Railway Station on Forest Street in 1893.
- Systematic renaming of streets and numbering of properties, c.1894.
- Opening of Great Northern Railway Station on Outram Street in 1898.
- Opening up and redevelopment of the Market Place in 1905.

The 20th Century: The 20th Century witnessed the continued growth and development of Sutton, new commercial premises were built throughout the town notably along Outram Street during the 1920s and 1930s. Much new development occurred during the 1960s and 70s with the most notable change happening in the 1970s with the building of the Sutton Centre (Sutton Community Academy) which provided educational and recreational facilities for the town and the construction of the Idlewells shopping centre, built on the site of former slum housing. This provided the town with a new shopping area, library, indoor market and bus station. New investment followed shortly such as the new Fine Fare supermarket (now ASDA) however frequently new development has resulted in the loss of both architecturally and historically significant buildings in the town.

3.2 Retail Provision

Sutton is the most commonly visited centre in Ashfield and is a town centre facing challenges. The town has a high proportion of independent traders and high vacancy rates. Key attractor multiple retailers are present in proportion to the centre's size, with Asda serving as the key retailer within the centre. Nevertheless there is an over-representation of convenience retailing (10.3% against the national average of 8.6%), building societies and travel agencies and an under-representation (13.2% compared to the national average of 22.7%) of restaurants, cafes, bars, cinemas and hotels³. The centre also faces significant competition from major centres within and outside the region.

3.3 Employment Provision

Ashfield is well represented in 'Manufacturing' sectors, which accounts for 21.2%⁴ of workforce employment in comparison to a national average of 8.2%. Sutton accommodates substantial industrial and distribution sites with large clusters of manufacturing firms close to Junction 28 of the M1 and alongside the A38, such as Castlewood Business Park and Fulwood Industrial Estate. It is likely that large firms have been attracted by the proximity to strategic transport links (M1 and the A38), combined with a competitive labour market. A number of smaller units are located around the edge of the Town Centre in the area of Stoney Street and Reform Street service a more local market.

³Ashfield District Retail and Leisure Study, August 2016 - Nexus Planning

⁴Nomis Labour Market Statistics - Ashfield - Employee jobs (2017)

The Council's Employment Land Forecasting Study⁵ sets out that commercial agents identified a limited demand for office space, particularly in the Town Centres. However, this may result from existing office premises which do not meet occupier requirements in terms of size, specification and location. There has been little speculative office development in the Town Centre, which is typically held back by rental levels that offices could currently command in the area. A recent market analysis⁶ has identified that whilst Sutton's market would perhaps not support a large purpose built managed office block just yet, there is the possibility that in the future demand for Grade A⁷ serviced office accommodation could arise in the locality. Accommodation could be delivered through mixed use or stand-alone premises, incorporating small flexible office suites the key to building performance.

The construction sector and health sector are other large-scale employers in Ashfield with King's Mill Hospital being located towards the eastern fringe of Sutton. However, neither of these sectors are anticipated to have a significant impact on Town Centre employment opportunities.

3.4 Housing Provision

Average house prices in Sutton are substantially lower than the national average, however, this is a common factor across the midlands and northern regions, with national averages influenced heavily by southern markets. Whilst the cost of market housing in Ashfield generally is comparatively low compared with some neighbouring Districts, lower than average earnings means there is still a demand for affordable housing, in particular for newly forming households. Consequently there may be a level of demand for low cost housing in the most sustainable locations for those on low incomes and younger members of population for whom entry on to the housing market as a first time buyer is becoming increasingly delayed.

It is widely acknowledged that the improvement of retail zones within a town centre location has a direct correlation with increased pedestrian flow, and therefore improves with an influx of population. Consequently, residential development within the locality of the town centre could be considered for higher density schemes and is particularly suitable for housing for those with access needs. Good access to services/employment opportunities within walking distance will not only assist with the cost of living for occupiers, but also reduce reliance on motor vehicles (hence an environmental benefit) and ultimately help to boost the town centre economy.

⁵Nottingham Core HMA and Nottingham Outer HMA Employment Land Forecasting Study 2015 Nathaniel Litchfield and Partners

⁶Pygott & Crane Commercial Market Review – Sutton in Ashfield 2018

⁷The Building Owners and Managers Association identifies that a Grade A building has 'high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence.'

3.5 Transport and Accessibility

Sutton enjoys an excellent location with good access to the national road network (see Figure 1: Context Map in Chapter 1). It also has good parking provision within the town centre and a bus station close to the major areas of retail activity. The town centre is not directly connected to the rail network.

A number of studies have identified weaknesses in pedestrian connectivity across the town centre. Barriers are visual and physical. Improvements to the public realm can assist in guiding movement, but there are opportunities as a result of redevelopment to 'mend' the broken links and connect the key attractions across the centre, weaving them together and creating a unified centre which is easier to navigate, more attractive to the pedestrian and more sustainable as a centre. The Concept Plan in Appendix 1 identifies some of the key links across the centre.

3.6 Public Realm, Community Services and Leisure

There are two main areas of public realm within the town centre, Portland Square and the Old Market Place. Portland Square is used for events but space is limited and the square is in need of refurbishment. The Old Market Place is currently used for car parking and is occasionally used for events.

Lammas Leisure Centre is located north-west of the town centre, a short walk from Idlewells Shopping Centre, providing a range of activities including swimming, ice skating and a gym. The town centre has a strong tradition of dance, with several dance schools located in the town centre, featuring a range of styles including ballroom and modern.



Chapter 4. Principal Challenges

4.1 Principal Challenges

Drawing on the SWOT analysis (summarised in Appendix 1), it is clear that Sutton Town Centre is currently facing challenges that must be addressed if it is to be sustainable in the long term. Principal challenges include:

- Competition from nearby towns and city centres, and out of town retail parks (with free parking).
- Town centre perception – the range of uses and services, the quality of shop frontages and public realm, access to the town centres, safety in the town centre and physical environment can strongly influence success.
- Socio economic profile – the indicators for education, health and income point to the need to integrate the Masterplan with socio-economic regeneration strategies and initiatives to improve educational attainment, reduce crime and improve the health and wealth of the local community.
- Accessibility and movement – efficient and safe movement to, through and around the town centre from a range of transport modes is crucial to ensuring regular patronage.
- Complementary roles – as a result of the close proximity of the town centre to neighbouring towns, such as Kirkby in Ashfield, they will inevitably have overlapping catchments. It will be essential to ensure that their future roles are complementary, not competing.
- Attract new public / private investment funding.
- Appropriate mix of uses – retail, services, leisure and residential are all key components to encourage more footfall and a greater length of stay within the Town Centre. both day and night.

Chapter 5. Spatial Masterplan Principles

Seven broad principles have been identified to achieve the vision for Sutton Town Centre. The principles are interrelated and in combination they will help guide development and contribute to realising the vision for Sutton Town Centre. The opportunities identified in chapter 6 will need to take account of these principles.

Maintain and Enhance Character and Identity	Respond to and reinforce locally distinctive patterns of development and landscape, and creating a sense of place.
Improve the Quality of the Public Realm	Create public spaces and routes that are lively and pleasant to use.
Promote Ease of Movement	Develop a town centre which is easy to get to and move through.
Improve Legibility	Develop a clear image and a place that is easy to understand.
Ensure Adaptability	Achieve a place that can change easily.
Maintain and Improve Diversity	Create a place with variety and mixed uses.
Support Sustainability	Achieve a place designed to minimise required inputs of energy, water, food, waste, and outputs of heat, air and water pollution.

5.1 Maintain and Enhance Character and Identity

The character of a place is formed by the pattern of development, its scale and massing, by the mix of uses, architectural styles and details and by the underlying topography. Sutton's character is what makes it unique and has evolved through time, shaped by the people who have lived and worked in the town.

In creating a sense of place, new development and public realm projects should take account of:

- Distinctive townscapes/landscapes
- Natural features such as water courses, topography, distinctive soft landscaping and trees
- Locally distinctive buildings, including listed buildings and those of local heritage value
- Special spaces, both public and private where they are visible and contribute to the character of the area

- Skylines and roofscapes
- Good quality design
- Good quality and sustainable building materials to ensure longevity and environmental responsibility
- Respect and acknowledge local culture and traditions, and incorporate into scheme design where appropriate
- Avoid standard solutions

5.2 Improve the Quality of the Public Realm

Improvements to the public realm are essential to improving the image and attractiveness of Sutton town centre, creating a sense of wellbeing and healthy environments.

In order to create a place with lively and pleasant to use public spaces and routes, schemes should:

- Undertake a town centre-wide approach to public realm
- Achieve a sense of safety and security
- Create uncluttered and easily maintained surroundings
- Pay careful attention to detailing, with integrated well-designed public art
- Be Inclusive – suited to the needs of everyone, including young families, disabled and older people
- Include well-designed lighting which accentuates key buildings and vistas, and assists with the sense of safety and security, whilst minimising light pollution
- Include well-designed street furniture which assists in creating and enhancing identity

5.3 Promote Ease of Movement

When considering movement within the town centre, there is a need to take account of the primary users of a particular space. The town centre needs to be a place that is easy to get to and move through.

To create a connective and permeable town centre, development should ensure that:

- Roads, footpaths, cycleways and public services are connected into well-used routes and connect proposed and existing nodes of activity
- Public areas are easily accessible for all users, including mobility scooter/wheelchair/pushchair users and cyclists where appropriate
- Designs incorporate direct routes that lead to where people want to go
- Schemes provide a choice of safe, high quality routes to assist with permeability

5.4 Improve Legibility

The town centre needs to provide a welcoming image, and be easy to understand for all users. Visitors should be able to orientate themselves and establish a clear direction, achieved through the use of effective signage.

In order to help create a place that is easy to understand development and public realm schemes should:

- Create new or capitalise on existing landmarks and focal points and vistas
- Incorporate clear and easily navigable routes, utilising appropriate and distinguishable hard surfacing
- Create new or enhance existing 'gateways' to key areas which enable users to identify with that particular area
- Include well-designed lighting which accentuates key buildings and vistas, assists with the sense of safety and security, and leads the user to legible routes
- Incorporate legible signage and way markers for all users whilst minimising highway/public realm clutter

5.5 Ensure Adaptability

The function of town centres has changed markedly in recent years with technological advances and the emergence of internet shopping. It is anticipated that the role of town centres will continue to evolve and as such Sutton town centre needs to be a place that can respond to change.

In creating an adaptable town centre, development and public realm schemes should:

- Incorporate flexible areas which support a variety of uses
- Incorporate buildings adaptable to a variety of present and future uses
- Promote the re-use of important historic buildings and other heritage assets, whilst conserving their historic importance

5.6 Maintain and Improve Diversity

Sutton town centre is, at present, a predominantly retail area, with limited office, leisure (restaurants, café, cultural uses) and residential accommodation. There is an opportunity to improve and diversify the town centre offer. This can be realised through changes to the activities undertaken within existing premises, but more significantly from the development of sites that will arise over the next 10 years. There is a need to provide a broader mix of uses in the town centre (beyond shopping) to create areas that are active throughout the day and night, generating additional footfall, and therefore expenditure.

In order to create a place with a variety and mix of uses development (and public realm schemes where appropriate) should:

- Plan for a mix of compatible uses and tenures
- Provide a variety of layout and building form
- Aim to achieve diverse communities and cultures
- Explore a variety of architectural styles whilst respecting the local character, vernacular and neighbouring uses
- Increase and protect biodiversity

5.7 Support Sustainability

New development should seek to raise the environmental performance of buildings through the incorporation of high quality designs that encourage behavioural changes with regard to energy use and conservation. Higher density development within town centres, high standards of construction, and requirements for the use of renewables, will be pursued.

In order to achieve a sustainable town centre for Sutton, development should include:

- Efficient use of resources
- Utilise local materials to reduce transport and hence, carbon emissions. This also has the benefit of supporting the local economy
- Minimising energy and waste consumption through high quality design
- Encourage higher densities (in respect of housing development) in the town centre. Good access to a wide range of services and employment opportunities will reduce the need to travel
- Incorporate electric vehicle charging points

Chapter 6. Town Centre Spatial Masterplan

The Town Centre Spatial Masterplan for Sutton has been developed taking into account the Masterplan Principles identified in Chapter 5 and considering how they can be best utilised to realise the Vision (see page 10) for the town centre.



In order to achieve the Vision it is important to look at different areas of the town in terms of how they function, what their role is, and how these areas can be improved in order to support and enhance the overall vitality and viability of the town centre. Taking lead from the Concept Plan in Chapter 1, this has been broken down into three topic areas:

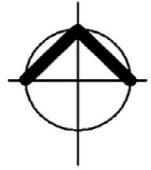
- Town Centre Core;
- Historic Core; and
- Gateways.

The three topic areas are identified below and shown on the Illustrative Masterplan on the following page. These provide a number of key opportunities for improvements from which more detailed schemes can be developed. The opportunities identified below do not provide an exhaustive list as additional improvements may be identified in the future.

SUTTON IN ASHFIELD

TOWN CENTRE SPATIAL MASTERPLAN

(DRAFT - FOR CONSULTATION)

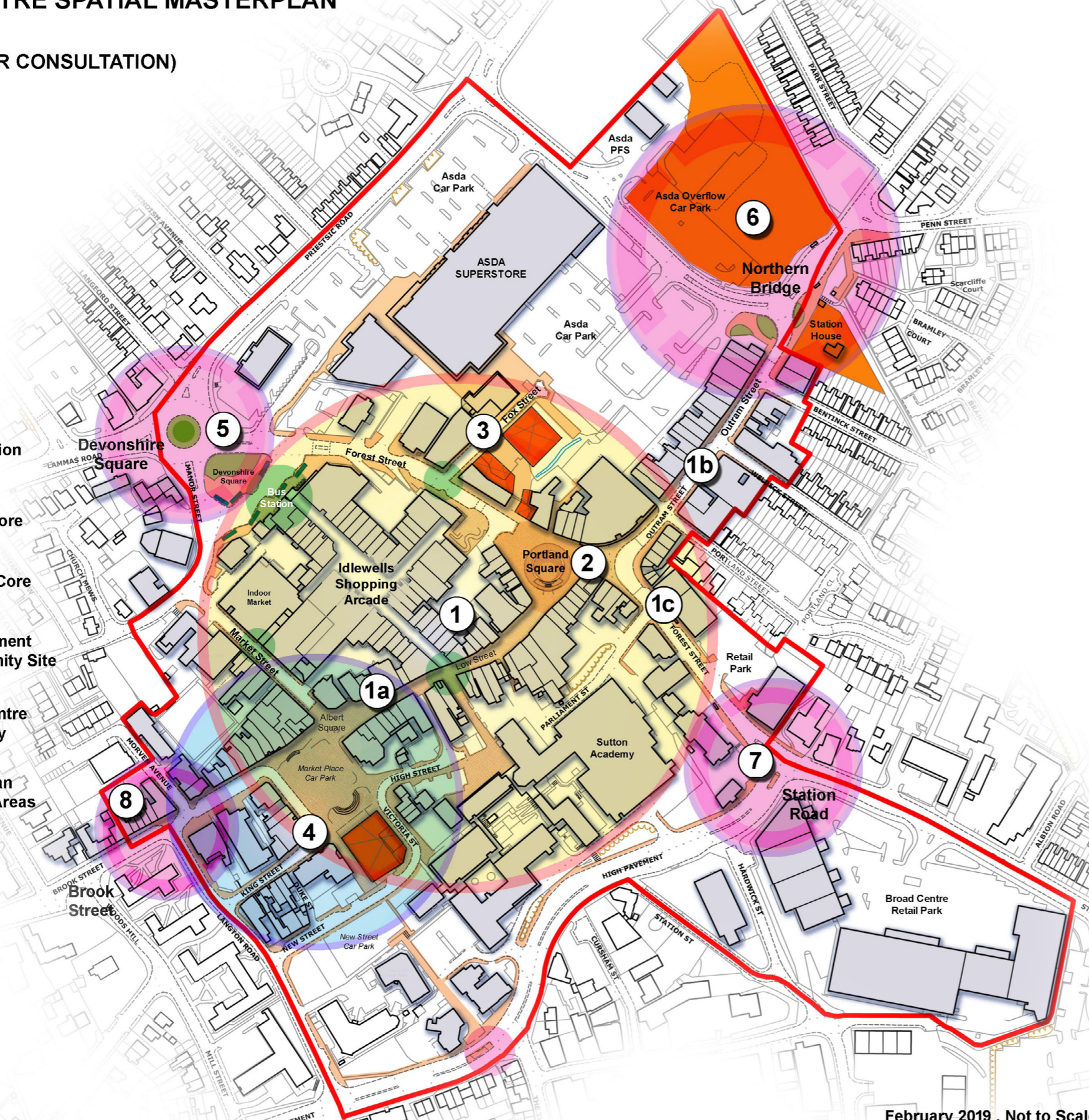


NORTH

KEY

-  Gateway Entrance
-  Node / Intersection
-  Town Centre Core
-  Historic Core
-  Development Opportunity Site
-  Town Centre Boundary
-  Pedestrian Priority Areas

Page 90



February 2019 . Not to Scale

Opportunities

1. Town Centre Core

The core is the heart of the existing town centre. Place making improvements will be focused to unify and reinvigorate this central area to maximise opportunities for regeneration and capturing external investment. Ensuring a strong and vibrant core is the foundation for safeguarding the town centre as a local destination.

1a. Low Street & Forest Street (West)

Opportunities exist to develop retail opportunities along an improved primary retail corridor. Improvements to the public realm will assist in rejuvenating the streets' character and identity.

1b. Outram Street (South)

Aspirations are to develop the secondary shopping street by supporting existing independent retailers and attracting new ones to the area.

1c. Forest Street (East)

Opportunities exist to rethink the Town's retail offer along Forest Street to allow for a diverse and flexible range of uses, such as: leisure, commercial, residential and smaller retail or flexible workspaces.

2. Portland Square

Place making opportunities exist to re-purpose this as the primary civic space. The vision is to provide a contemporary public space, centrally located and accessible to all, which can be utilised for a variety of exciting community activities, events & weekly market.

3. Fox Street

Improve pedestrian linkage between Asda and the Town Centre to increase footfall and encourage combined journeys. Opportunities exist to develop the Fox Street site as a mixed use development or urban pocket park.

4. The Historic Core

Conserve and improve the quality of the existing building facades and public realm in order to strengthen and enhance the historic character of the area. Opportunities exist to develop the Market Place Car Park site as a mixed use 'cultural hub' for performing / visual arts / SME incubation workspace etc.

5. Devonshire Square Gateway: improve this key arrival point in the through enhancement of the frontage to the Idlewells Shopping Centre.

6. Northern Bridge Gateway: improve and demarcate threshold between the town centre and Outram Street local shopping area.

7. Station Road Gateway: improve pedestrian priority and arrival experience to the town centre e.g. Frontage along High Pavement.

8. Brook Street Gateway: improve the Post Office sorting office building at the corner of Brook Street/Langton Road.

6.1 Town Centre Core (1)

The core is the heart of the existing town centre. Place making improvements will be focused to unify and reinvigorate this central area to maximise opportunities for regeneration and capturing external investment. Ensuring a strong and vibrant core is the foundation for safeguarding the town centre as a local destination.

Low Street and Forest Street (West) (1a)

The vision for Low Street and Forest Street (West) is to revitalise them as the primary shopping streets for the town centre. Opportunities exist to attract high street retailers and new high street users along an improved primary retail corridor, linking the Historic Core to the Town Centre Core and gateways beyond. Improvements to the public realm will assist in rejuvenating the streets' character and identity.



Key Opportunities

- Low Street – improve primary retail corridor/link along this pedestrianised route between the Historic Core and Town Centre Core
- Forest Street (west) – returning priority to the pedestrian
- Attract and improve retail and leisure offer, and reduce vacancies
- Improve public realm and identity
- Improve legibility, e.g., improved signage and navigable routes
- Improve entrances to Idlewells Shopping Centre
- Improve links between Sutton Academy and Town Centre Core
- Improve street furniture and lighting
- Improve shop frontages

Outram Street (1b)

Outram Street is the key link between the Town Centre Core and the Northern Bridge Gateway. This street comprises trafficked routes with block paved pedestrian footways.

The vision for Outram Street and Forest Street (south) is to develop them as secondary shopping streets for the town centre through supporting existing independent retailer and attracting new ones to the area.

Key Opportunities:

- Attract and improve independent retail offer and reduce vacancies
- Improve public realm and identity
- Improve legibility, e.g., improved signage and navigable routes
- Improve shop frontages

Forest Street (East) (1c)

Forest Street (East) is a key link between Station Road Gateway and the Town Centre Core. Whilst this is a short link beyond the junction with High Pavement and Station Road it acts as an important arrival space into the Town's Core and leads directly into the main civic space, Portland Square. At the time of writing this part of Forest Street is flanked by a mix of vacant commercial units, part of a smaller retail park, with parking and traditional style properties such as the former PH, 'The Crown & Woolpack' opposite. St Joseph's Church sits as a prominent landmark building on the corner.

There are opportunities to rethink the Town's retail offer along this part of Forest Street. The newer commercial units and mix of traditional properties allow for a diverse and flexible range of uses, such as: leisure, commercial, residential and smaller retail or flexible workspaces. The smaller traditional units may be considered appropriate for independent retailers which would help blend the transition leading onto Outram Street **South (1b)**.

Key Opportunities:

- Promote a range of mixed and diverse uses for commercial units, consider combining smaller units to create a larger size retail space for attracting main high street brands.
- Conserve and promote re-development of the former PH 'The Crown & Woolpack' building for residential use
- Attract and improve mixed retail offer to reduce vacancies
- Improve public realm and identity along the street scene linking with Portland Square
- Improve legibility, e.g improved signage, bus stops and navigable routes on to Parliament Street / Portland Square
- Promote and improve shop frontages and signage.

Portland Square (2)

Portland Square is the main civic space within the town centre. It is located at the junction of a number of key routes across the town centre and is home to a market on several weekdays. There is an array of existing street furniture and hard/soft landscaping features, which does not assist with legibility, identity and permeability of this large space.

The vision for Portland Square is for a high quality public space, centrally located and accessible to all, which can be utilised for a variety of community activities and events.



Key Opportunities:

- Rationalisation/replacement of existing street furniture, lighting and hard/soft landscaping features
- Rationalise the market layout
- Improve public realm which allows the Square to perform its role as the key node within the centre
- Improve legibility, e.g., improved signage and navigable routes

Fox Street (3)

Asda is a key anchor store and a main attractor to Sutton town centre. As such the vision for Fox Street is to improve it as a pedestrianised link between Asda and the Town Centre Core, increasing footfall and encouraging combined journeys. Opportunities exist to develop the Fox Street site (as identified on the Illustrative Masterplan) as a mixed use development or Urban Park.



Key Opportunities:

- Relocate taxi rank drop off area
- Improve pedestrian link between Asda and Town Centre Core through a scheme of pedestrianisation.
- Mixed use sustainable development of Fox Street site or the creation of an Urban Park as identified on the Illustrative Masterplan,.
- Improve public realm and identity
- Improve legibility eg. improved signage and navigable routes.

6.2 Historic Core (4)

Much of the Historic Core lies within the designated Sutton in Ashfield Church and Market Place Conservation Area. An appraisal and management plan for the conservation area was produced in November 2014. Figure 5 below shows the extent of the conservation area in relation to the masterplan study area.

Figure 5: Sutton Conservation Area and Town Centre Boundary



The Appraisal will ensure that there is an understanding of what is worthy of preservation. It will be used to formulate policies for the preservation and enhancement of the area as a whole and to provide material information for decision makers regarding future development. The Appraisal can be viewed at the Council's website: www.ashfield.gov.uk

The vision for the Historic Core (including the Market Place, Brook Street and King Street Area) is to improve the quality of the existing buildings and public realm in order to strengthen and enhance the historic character of the area. The area should comprise of a mixture of service industries, cultural and residential uses, to compliment and support the town's primary shopping streets within the Town Centre Core.



Key Opportunities:

- Improve public realm and identity
- Improve legibility e.g., improved signage and navigable routes
- Improve street furniture and lighting
- Improve business and shop frontages
- Attract new users and reduce vacancies
- Improve pedestrian links between both Sutton Academy and High Pavement to the Historic Core and Town Centre Core
- Enhance historic cultural references
- Mixed use sustainable development of land south/east of Market Place, (as identified on the Illustrative Masterplan)

6.3 Gateways

Devonshire Square Gateway (5)

This is the eastern gateway to the town centre where people enter by road and bus. It is located on the junction of Lamma Road, Manor Road, Forest Street and Priestsic Road. The gateway includes the Sutton in Ashfield bus station. Much of the land in this area is owned by Nottinghamshire County Council.

There is an opportunity to improve this key arrival point in the town centre through enhancement of the frontage to the Idlewells Shopping Centre and public realm improvements to Forest Street (north) to give visual priority back to pedestrians – the main users of this area.



Key Opportunities:

- Creating an active, pedestrian friendly gateway which announces arrival and entry to the town centre
- Improvements to the frontage of the Idlewells Shopping Centre and public library
- Public realm improvements to Forest Street (north) – giving priority back to pedestrians

Northern Bridge Gateway (6)

This is the northern gateway to the town centre. There is a need to clearly demarcate between the main town centre and the local shopping centre immediately to the north-west (Outram Street North).

Key Opportunities:

- Improve public realm and identity, including themed gateway feature/ public art
- Mixed use sustainable development of land at Station House and Northern Bridge sites, (as identified on the Illustrative Masterplan)
- Improve legibility e.g., improved signage and navigable routes

Station Road Gateway (7)

This is the south-western gateway to the town. This area connects the Town Centre Core to the Broad Centre Retail Park and carries heavy pedestrian flows along a route which gives them little priority. The current junction between High Pavement/ Forest Street and Station Road is wide and the phasing of the lights result in long waits for pedestrians. This priority needs to be redressed.



Key Opportunities:

- Redress the existing priority given to the car over the pedestrian
- Improve legibility e.g., improved signage and navigable routes

Brook Street Gateway (8)

This is the south western gateway to the town centre where people enter by car and on foot. It is one of the main entrances to the Market Place car parks and the Town Centre Core beyond. It is located at the junction of Brook Street and Langton Road. There are many buildings along Brook Street which contribute positively to the Conservation Area, however the Post Office sorting office building at the corner of Brook Street/Langton Road detracts from the Historic Core and does not provide an attractive arrival point.



Key Opportunities:

- Creating an active, pedestrian friendly gateway, which announces arrival and entry to the town centre.
- Potential redevelopment of the Post Office site
- Improve public realm and identity
- Improve legibility e.g., improved signage and navigable routes

Chapter 7. Delivery

The Masterplan illustrates the vision for Sutton Town Centre and potential for change over the next 10 years. To be an effective masterplan however, there needs to be a clear understanding of how projects and initiatives could be delivered, who would be involved in delivery, how they might be funded and by what mechanism.

7.1 Delivery Partners

The delivery of the Masterplan will need to be supported by activity from a wide range of stakeholders, delivery partners and agencies – both public and private. While the Council is expected to perform a key role, other agencies will be involved with enabling, funding and delivering projects which may include:

- Ashfield Place Board;
- Sutton Town Team;
- Ashfield and Mansfield 2020;
- D2N2 Partnership;
- Nottinghamshire County Council;
- Community organisations;
- Registered social landlords;
- Landowners;
- Developers;
- Businesses;
- Utility suppliers;
- Sutton Community Academy and other education bodies;
- Private and philanthropic sponsors;
- Other public sector organisations – including the police, NHS and English Heritage;
- Transport bodies – such as bus operators.

7.2 Funding Delivery

Whilst the Masterplan does not identify costed projects, it is important to recognise that funding sources should be examined at an early stage in the development process. Not all of the proposals contained in the masterplan are commercial in nature. Project delivery is fully expected to be secured using a combination of public and private sector investment, with the balance of need for funding varying depending on the type, nature, cost and commercial viability of the project. These funds might include:

- LEP administered grants and funding streams;
- Future High Street Fund;
- Prudential borrowing;
- Section 106 Agreements / Community Infrastructure Levy (CIL) / developer contributions;
- Housing revenue;
- Rolling Investment Funds;
- Ashfield District Council's Capital Programme;
- Lottery funding; and / or
- Transport funds.

Crucially, funding opportunities continue to evolve and will undoubtedly do so over the lifetime of the masterplan. Funding opportunities must be refreshed and reviewed as time progresses.

7.3 Delivery Mechanisms

A number of delivery mechanisms could potentially be used to deliver areas for improvement identified in the masterplan. Once fully detailed schemes have been prepared these can be delivered through three core approaches:

- **Private sector delivery** – where a private sector company delivers a scheme without the need to enter into a property or development agreement with a Council. This typically occurs where the developer controls all the land needed, and the Council does not have land or property interest;
- **Public sector delivery** – where the Council (or other public sector body) owns the land, has fully specified the development and procures a construction firm to undertake the development to that specification; and
- **Public / private development partnerships** the most common form of delivery mechanism used to procure more complex urban regeneration schemes by Councils. The key characteristic is some form of ‘core’ development agreement in place between a developer and Council (or other public sector body). The development agreement is a legal document which sets out what the scheme will comprise, the roles and responsibilities of the parties, preconditions which must be discharged to enable the development and the financial return to each party on completion of the scheme.

The delivery of the masterplan will also require support through planning mechanisms, such as:

- Local Development Plan Policies;
- Supplementary Planning Guidance;
- Development and Design Briefs; and
- Action Plans.

7.4 Next Steps

There will be further consultations on individual projects as they come forward and we will review the Masterplan after the first five years.

We will pursue feasibility studies, design and planning work for individual projects and bid for funding to enable delivery.

For further information about the Masterplan, project delivery or governance arrangements, please visit our website: www.ashfield.gov.uk

This SWOT analysis draws on the information from the 2007 Masterplan where relevant, together with more recent information gathered at key stakeholder workshops.

SWOT Analysis of the Town Centre	
STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Proximity to major arterial roads i.e. A38 & M1 junction 28 • Public transport links; • Thriving library in town centre; • Newly refurbished indoor market; • Indoor shopping centre with 40 retail units; • Adequate parking capacity; • One hours free parking in Local Authority owned car parks; • Good representation of national 'anchor' brands; • Tenant mix which serves the local demographic; • Town Centre is level, giving accessibility for all; • Lammas Leisure Centre attracting approx. 1 million customer visits per year; • Green Flag park within 750m of town centre. 	<ul style="list-style-type: none"> • Perception as a socially and economically challenged area limits high spend; • Vacant units; • Condition of shop fronts; • Lack of customer focus and service skills in retail outlets; • Poorly presenting/ lack of merchandising skills in retail shops; • Lack of aesthetic appeal in town centre; • Tenant mix and wider perception of a high number of charity shops/ takeaways; • Very limited leisure offer (restaurants etc.); • Anti-social behaviour prevalent at certain times, and limited availability of local police; • Town centre identification poor; • Limited youth shoppers.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Discover Ashfield – district place making strategy; • Introduce Electric Vehicle charging to town centre car parks and Idlewells car park; • Cohesive working of all stakeholders through Sutton Town Centre Group; • Community engagement; • Development of a Sutton brand; • Creation of a Sutton Town Centre website; • Creation of social media channels for Sutton Town Centre; • Participation in/ involvement with Idlewells ' Thanks' campaign; • Long term: Entry to The Great British High Street awards and identification of other town centre awards; • Adaption of town's market to include 'niche' offers e.g. artisan market; • Primary catchment = 48,000, secondary catchment = 69,372 (excluding Mansfield); • Develop maker-seller offer; • 5G technological advances; • Introduce services in place of retail; • Maximise appropriate residential opportunities in the town centre; • HS2 rail investment. 	<ul style="list-style-type: none"> • Potential future retail developments near to M1 Junction 28; • Vacant units at The Broad Centre retail park and wider town centre; • Lack of 'local people pride' in their town centre; • Future of the high street/ impact of online shopping; • Stability of independent retailers; • Local competition i.e. Four Seasons Shopping Centre at Mansfield and East Midlands Designer Outlet; • Growth of online shopping; • 5G technological advances; • Changes in business rates; benefits caps.

Further information is available by calling the Forward Planning Team on 01623 457381 / 457382 / 457383 or by emailing localplan@ashfield.gov.uk

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CONSULTATION STATEMENT

Sutton Town Centre Spatial Masterplan

Sutton Town Centre – Rethink, Repurpose, Remake paper

March 2019

Introduction

The Sutton Town Centre Spatial Masterplan (previously two separate documents - Draft Sutton Town Centre Spatial Masterplan; Sutton Town Centre – Rethink, Repurpose, Remake paper) aims to provide a framework for future investment and development which maximises the opportunities for Sutton and capitalises on its existing assets.

This statement sets out details of the consultation that has taken place - how, when and with whom, and how this informed the final Masterplan.

Consultation Details

On the 23rd January 2019 the Council published the draft Sutton Town Centre Spatial Masterplan and accompanying paper – Sutton Town Centre: Rethink, Repurpose and Remake for public consultation. The consultation ended on 22nd February 2019.

The draft documents were available to view during the consultation period on the Council's website: www.ashfield.gov.uk

Paper copies of the documents were also made available to view during normal offices hours at the following locations:

- Main District Council Offices at Urban Road, Kirkby-in-Ashfield
- District Council Offices at Brook Street, Sutton in Ashfield and Watnall Road, Hucknall.
- Sutton, Huthwaite, Skegby, Kirkby, Selston and Hucknall libraries

Press Coverage:

- Chad (double-page spread + online coverage)
- Radio Mansfield (air time news + online coverage)
- Also sent to Nottingham Post, BBC Radio/EMT, ITV – unconfirmed coverage as we don't see/hear everything published by these.

ADC Coverage:

- Website (homepage banner + news section)
- Social media

A letter/email was sent to statutory consultees, key stakeholders, adjoining Local Authorities and Parish Councils and other known interested parties.

The consultation consisted of a series of questions as set out below, but comments on any element of the documents were welcomed.

Consultation Questions

1. Do you agree with the Spatial Vision, as set on page 10 of the Masterplan?
2. Do you agree with the concept of a Historic Core (based around the old market place), comprising of services industries, cultural and residential uses?
3. Do you consider the opportunities set out in the Plan will improve the attractiveness of the gateway and entrances to the Town Centre? Do you have any further suggestions?
4. Do you think that the Town Centre is easy to navigate, i.e. is it easy to find your way into and around the town centre?
5. What shops, facilities or activities would encourage you to use the Town Centre in the daytime?
6. What uses/facilities or activities (e.g. restaurants, leisure facilities etc.) would encourage you to use the Town Centre in the evening?
7. What else would you like to see in Sutton Town Centre?
8. Do you have any other comments about the Spatial Masterplan and the proposals contained within it? (please state which section number of the Masterplan your comment applies to)
9. Do you have any comments about the Sutton Town Centre – Rethink, Repurpose, Remake paper?

Summary of Key Finding and Issues

A total of 88 representations were received following the formal consultation period. All representations have been fully considered by the Council and where appropriate the draft Spatial Masterplan has been modified. The table below identifies the key findings and issues raised.

Question 1: Vision
72% of respondents agreed with the Vision for Sutton Town Centre.
Question 2: Historic Core
84% of respondents agreed with the concept of a Historic Core (based around the old market place), comprising of services industries, cultural and residential uses.
Question 3: Gateways
68% of respondents agreed that the opportunities set out in the Masterplan will improve the attractiveness of the gateway and entrances to the Town Centre.
Question 4: Accessibility
81% of respondents agreed that the Town Centre is easy to navigate, i.e. is it easy to find your way into and around the town centre.
Question 5: Daytime economy
<p>Suggested day times uses and activities included:</p> <ul style="list-style-type: none"> • Seasonal activities - christmas market and summer on the beach • Better selection of good quality shops • Green Space • Continental and farmers market • Less cheap discount shops • Bistro type establishments with great outdoor space • Children's activities • Community hub and exhibition centre • Community advice centre • Street performers
Question 6: Evening economy
<p>Suggested evening uses and activities included:</p> <ul style="list-style-type: none"> • Good quality restaurants and pubs • Better lighting • Music venue for live music • Leisure activities – cinema, bowling • Theatre
Question 7: What else for Sutton?
The area behind Wilko's including the conservative club could be made into an urban park and something made of the River Idle.
Portland Square should be re-opened to through traffic, possibly one way.

Question 8 – Other comments

Support for:

- 'Town Centre Core' in terms of concentrating retail development, but also acknowledged that a mix of uses are important for vitality.
- 'Historic Core' in terms of the proposed vision as an area for services industries, cultural and residential uses. It was also identified that more should be made of the town's heritage – e.g. information and signage.
- Opportunities identified for the Low Street area – concerns raised about the derelict and empty shops and the poor quality environment.
- Opportunities identified for the Fox Street area – improved pedestrian link between Asda and Portland Square, the redevelopment of Lloyd's Bank and the relocation of the taxi rank drop-off point.
- Better links between Sutton Academy and Low Street and Portland Square.

Concerns raised:

- The town centre does not feel safe, especially in the evening – anti-social behaviour and drugs are a real problem. Better policing required.
- Town feels unloved and neglected.
- Empty properties, poor quality shopfronts and vacant land.
- Outram Street (beyond Northern Bridge) should be included in the Masterplan – this area is also struggling and in decline.
- The approach to the town gateways are also important and need to be considered.

Question 9: Rethink, Repurpose, Remake paper

The Rethink, Remake, Repurpose paper should be integrated into the Masterplan to form one document.

Proposed main modification to the Masterplan following consideration of the representations received

- Integrate the Rethink, Remake and Repurpose paper into the introduction of the Masterplan (Chapter 1).
- Identify pedestrian linkages beyond the town centre, in particular the link between Brook Street and the Devonshire (adjacent residential area) on the Concept Plan.
- Separate Outram Street and Forest Street (1b) and identify them as individual opportunity areas (1b and 1c).

Report To:	CABINET	DATE:	11 MARCH 2019
Heading:	APPROVAL TO SUBMIT AN EXPRESSION OF INTEREST TO THE FUTURE HIGH STREETS FUND		
Portfolio Holder:	LEADER, COUNCILLOR JASON ZADROZNY		
Ward/s:	CENTRAL AND NEW CROSS		
Key Decision:	No		
Subject to Call-In:	No		

Purpose of Report

To seek Cabinet approval to submit to the Ministry of Housing, Communities and Local Government (MHCLG), an initial Expression of Interest (Eol) for the Government's Future High Streets Fund by the deadline of 22 March.

Recommendation(s)

Cabinet agrees:

- 1. That an Expression of Interest for the Government's Future High Streets Fund will be submitted by ADC in respect of Sutton Town Centre by the deadline of 22 March 2019.**
- 2. To delegate responsibility for dispatch of the Expression of Interest (Eol) to the Interim Director of Place and Communities, in consultation with the Portfolio Holder for Economic Growth.**
- 3. To delegate to the Interim Director of Place and Communities, in consultation with the Portfolio Holder for Economic Growth, responsibility for commissioning appropriate expert support for the subsequent bid.**

Reasons for Recommendation(s)

Approval is required from Cabinet to permit the Council to submit an Expression of Interest bid to the Government's Future High Streets Fund. The deadline for the Eol is 22 March.

Alternative Options Considered

(with reasons why not adopted)

Not to submit an Expression of Interest for the Future High Streets Fund and therefore not take the opportunity to apply for Government funding for Sutton. **This is not recommended.**

Detailed Information

The Future High Streets Fund (FHSF) is a £675m national fund which will support local area plans to make their high streets and town centres fit for the future and more resilient to change. High streets that rely too heavily on retail have found it harder to adapt to change and the fund encourages applicants to provide a greater range of uses to add vibrancy to town centres, eg residential, leisure, commercial, events, culture. The FHSF has been established to help areas diversify. Ashfield is permitted to submit one bid (number of bids permitted is based on the area's population).

A full prospectus was issued on 26 December 2018, followed by Supplementary guidance and an Expression of Interest application form in January.

An initial Expression of Interest (EoI) is invited by the Ministry by 22 March. It is expected that decisions on EoIs will be made by Government after May 2019, with successful applicants then invited to submit a full bid.

Ashfield District Council and its partners on Discover Ashfield Board have a preference to bid for Sutton Town Centre. There are several reasons for this:

- **Kirkby** is developing as a centre for independent retail and has already benefited from public sector investment, e.g. transportation, public realm; as well as private sector investment through Morrisons, Wetherspoons and most recently B&M Bargains. Its offer is to the immediate locality and shop vacancy rates are relatively low. We are also investing up to £14m in the new leisure centre.
- **Hucknall** like Kirkby has benefited from public sector investment through the inner relief ring road improvements, the pedestrianisation of the main high street area and the new market place; and from private sector most recently with the purchase and planned redevelopment of the Byron Cinema. It benefits from its proximity to Nottingham and the new housing developments will create new footfall.
- **Sutton** is not as vibrant as we would like and is struggling to adapt to changes in shopping habits. It is currently too heavily dependent on retail and the town centre is too large, leaking into secondary and even tertiary retail at the town centre edges (eg Outram Street). The Idlewells Centre is doing well. It has recently benefited from ADC and LEP investment and the indoor market occupancy is at 78% (as at end of January 2019), with more traders on the verge of signing up. Outside of this, much of the retail stock is tired, dilapidated and not fit for modern purpose. Sutton Town Centre has few community or cultural facilities and it lacks a food and beverage/night time offer. The town centre vacancy rate is currently 13.9% compared to a regional average of 8.8% and a national average of 10.4% respectively as measured by Springboard.

Separate to this bid has been the production of and consultation on the Sutton Spatial Masterplan, which sets out a vision for a more productive future for Sutton; one which has a wider range of services and facilities and which moves away from a future which is largely dependent on retail. The Masterplan is the subject of a separate Cabinet report.

Implications

Corporate Plan:

Fully in line with ADC's Place Making agenda and bringing Town Centres back to productive use.

Legal:

No legal implications arising from this report.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	No implications arising from this report.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation

Human Resources:

None

Equalities:

(to be completed by the author)

None

Other Implications:

(if applicable)

Communications: a Communications' Plan will be required.

Reason(s) for Urgency

(if applicable)

N/A

Reason(s) for Exemption

(if applicable)

N/A

Background Papers

(if applicable)

1 Future High Streets Fund Prospectus

2 Future High Street Fund Expression of Interest Form

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Ministry of Housing,
Communities &
Local Government

Future High Streets Fund

Call for proposals

December 2018 Ministry of Housing, Communities and
Local Government

OGL

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Contents

Foreword	4
Introduction	5
Background: structural changes on high streets	7
Scope of the fund	9
Objectives	9
How the Fund will work	10
Funding decisions	11
Eligibility	13
Eligible places	13
Local and stakeholder support	13
Type and size of projects	13

Assessment proces	15
Phase 1: shortlisting places	15
Phase 2: Business case development	16
Application process	17
Application form	17
Submission of bids	17
Enquiries	17
Transparency and privacy	17

Foreword

For centuries, our high streets have been where commerce and community meet. They have been the hubs of enterprise, where small businesses grow and local jobs are created, and they are the barometers of our prosperity and the heartbeats of the places we call home.

Today, as consumer patterns change and spending increasingly moves online, our expectations of high streets are changing too. A renewed emphasis on 'experience' brings convenience, valuable services and a powerful sense of the community to the fore – that intrinsic desire for something that cannot be replicated online. Where this has been achieved successfully, it can transform a community. It's something we've seen showcased brilliantly at our Great British High Street Awards.

This government is committed to helping more high streets adapt and meet these changing expectations; not just to survive, but to thrive. This is why we launched Our Plan for the High Street in autumn with a fund of £675m. Our Plan for the High Street includes a cut in business rates by up to a third for a wide range of retail properties for two years, a consultation on planning reform to make it simpler to create more homes, jobs and choice in our town centres, and the creation of a High Streets Task Force.

The Future High Streets Fund is an essential part of Our Plan for the High Street, providing co-funding towards capital projects that bring transformative change. We want to see the regeneration of our town centres through innovative proposals around transport, housing delivery and our public services.

Because no two high streets are the same, we are looking to work with visionary local leaders who understand what their local communities will need in the years to come. I'm looking forward to reading your Expressions of Interest and seeing your positive visions for our future high streets – places that can flourish for years to come.



MP,

Secretary of State for

Housing, Communities and Local

Government

The Rt Hon James Brokenshire

Jake Berry MP, Minister for the Northern
Powerhouse and Local Growth

Introduction

High streets and town centres lie at the heart of our communities and local economies, creating jobs, nurturing small businesses and injecting billions of pounds into our economy. But the way we shop and the way that communities use their high streets and town centres is changing: we are shopping more online, making fewer big shopping trips and shopping 'little and more often'. This changes the nature of what makes a high street successful.

The government is committed to helping local high streets evolve and adapt to these changes. We want to see thriving places created where the community feels engaged, and vibrant town centres where people live, shop, use services, and spend their leisure time.

At the Budget, we set out Our Plan for the High Street, including:

- cutting business rates by a third for up to 90% of retail properties for two years, to provide upfront support for high streets;
- supporting the transformation of the high street, by creating a £675 million Future High Streets Fund to help local areas make their high streets and town centres fit for the future;
- consulting on planning reform to make it simpler to create more homes, jobs and choice in town centres, and trialling a register of empty shops;
- setting up a High Streets Task Force which will support local leadership with expert advice on helping local high streets to adapt and thrive; and
- strengthening community assets, including the restoration of the historic buildings that make our high streets special, supporting community groups to use empty properties and providing business rates relief for public toilets and local newspapers.

The Future High Streets Fund forms a central part of this Plan. It will support places by cofunding transformative, structural changes to overcome challenges in their area. And it will support wider economic growth within local areas, delivering investment and growth across regions in England to deliver our modern Industrial Strategy.

This document sets out how the Fund will operate as a two-round fund with two stages to the application process. This first stage of the application process, Phase 1, calls for places to come forward with Expressions of Interest by 22 March 2019 setting out their challenges and strategic approach to regenerating town centres. We will assess these Expressions of Interest against criteria set out within this document and make an announcement on which places will move forward to Phase 2, development of full business cases.

During this second phase, shortlisted places will receive some revenue funding to support the development of their high street strategies which shall include specific project plans and associated business cases setting out how they shall regenerate these places. These

business cases will be assessed in accordance with departmental and HM Treasury Green Book appraisal methodologies and criteria to be published in due course.

£55m of the Fund has been allocated to the Department for Digital, Culture, Media and Sport to support the regeneration of heritage high streets. This has two elements: helping to restore historic high street properties through Historic England, and equipping communities with their own resources to put historic buildings back into economic use – for example as residential buildings, new work spaces or cultural venues, supported by the Architectural Heritage Fund. Further detail will be announced in due course.

Background: structural changes on high streets

Change on high streets is not a new phenomenon. Shop numbers have been steadily declining since at least the 1920s and over many years the ways in which people interact with their high streets and town centres have constantly evolved. Technological advances, new products, competition and changing consumer preferences have seen many high street retailers and industries rise to prominence or disappear. The rise in out-of-town shopping, for example, had a significant impact on the way that people engaged with high streets, in the same way that rising car ownership has transformed town centres.¹

In the past, high streets have shown themselves to be resilient to change, constantly needing to adapt to meet changing demands. They have continued to play a key role at the heart of many communities.

However, the speed of these changes has increased dramatically in recent decades. The unprecedented growth of online shopping in particular has had a big effect on high streets. Between 2007 and 2018 online sales increased six-fold while the growth of in-store sales lagged behind. In 2000 online retailing accounted for less than 1% of total retail sales while in October 2018 almost a fifth of all retail sales took place online.²

Technological advances, including the fast growth in personal computer use, smartphone use and improvements to broadband have facilitated this rapid rise in online retailing. We are starting to see online retailing replacing traditional "bricks-and-mortar" retailing seen on the high street as retailers are often able to offer competitive prices, more choice and greater convenience by moving their business online.

This has left a number of vacant or under-used spaces in town centres, with a proportion of the existing stock of retail stores on high streets becoming under-used. There is currently a mismatch between the supply of existing space and the demand for different types of space in town centres.³

The speed of this change has meant that high streets and local areas have not had sufficient time to adapt to meet these challenges. While there are examples of successful regeneration of town centres, many places across the country are struggling to transform in response to these structural changes.

Evidence shows that high streets with a wide choice of retail services alongside well designed and planned residential and office space are more resilient to these changes and are adapting more successfully. In contrast, high streets that rely heavily on traditional

¹ Centre for Retail Research (2013), Retail Futures 2018: Shop Numbers, Online and The High Street

² Office for National Statistics (2018), Retail Sales, Great Britain: October 2018

³ British Property Federation (2016), Town Centre Investment Zones: Getting Investment Back Into the High Street

retail without sufficient office space and housing surrounding the high street have found it harder to adapt to these changes and tend to be the ones that are struggling.^{4,5}

People want local high streets to provide convenience, a sense of community and to add value through services not offered online. High streets can and should continue to play an important role in the life of communities – they are the locus for some of the highest levels of social interaction in places and can be important drivers of growth in local economies.⁶

Experience has shown that local areas need support, investment and guidance to help them meet these structural changes. To date many places have not been able to keep up with the speed of change to the detriment of town centres. We know that a scattergun approach of light touch interventions is not the solution for town centres facing large structural issues. Instead effective strategic thinking and masterplanning is needed, with local areas able to work across public and private sector organisations including local businesses, driven by strong local leadership.

⁴ Public Health England (2018), Healthy High Streets

⁵ British Property Federation (2016), Town Centre Investment Zones: Getting investment back into the high street

⁶ Parker, C., N. Ntounis, S. Quinn and S. Millington (2017), Identifying factors that influence vitality and viability

Scope of the fund

Objectives

Given the above challenges, the objective of the Fund is to **renew and reshape town centres and high streets in a way that improves experience, drives growth and ensures future sustainability.**

In this first phase of the programme we want local authorities to define the specific challenges faced by their high streets, to set out their overarching strategic ambition for

what the high street or town centre should become and what needs to be done to make this possible.

We would expect any identified need for investment to fall under the following themes:

- Investment in physical infrastructure
- Acquisition and assembly of land including to support new housing, workspaces and public realm
- Improvements to transport access, traffic flow and circulation in the area
- Supporting change of use including (where appropriate) housing delivery and densification
- Supporting adaptation of the high street in response to changing technology

How the Fund will work

- There will be two rounds of the Fund, both with a two-phase application process
- Phase 1 of application process: this is an Expression of Interest stage where we will assess places on the need for funding, nature of the challenge and the vision for the future of the town centre
- Phase 2 of application process: for those who pass to Phase 2, there will be an amount of revenue funding available to work up project proposals. Funding decisions will be based on project plans and business cases
- In the first round of the Fund, projects which are 'shovel ready' may be fast-tracked for funding
- We will make an announcement on the second round of the Fund in due course

There will be two rounds of the Future High Streets Fund; we will therefore open applications to the Fund twice. The first-round application phase will open with the publication of this prospectus and aims to co-fund projects and places that have already started to formulate a vision for the future of their town centres. We will confirm the date of the second round and publish assessment criteria in due course, but it will not open before 2020.

The Fund will operate via a full competition over two phases, with the first acting as a lighttouch process in order to reduce the burden on places and minimise wasted resource. This prospectus acts as the launch of Phase 1 and invites places to come forward with Expressions of Interest setting out their challenges and strategic approach.

As the first phase concerns identifying places to work with, we will not have regard to specific schemes included in submitted proposals when assessing bids.

We will assess these Expressions of Interest against criteria set out within this document and the application form. We expect to be able to make an announcement in summer 2019 on which places will move forward to Phase 2, where they will develop full business cases.

During Phase 2 shortlisted places will receive some revenue funding from government to support the development of their high street strategies and the business cases for their proposed projects. The High Streets Task Force, once established, will provide support to places in developing their cases. Places will also receive some support from within the Ministry of Housing, Communities and Local Government.

We expect the full business case development phase to take 6 to 12 months, with some places taking less time and receiving decisions on capital funding at an earlier stage. At the end of each places' business case development phase we expect them to submit specific project plans and associated business cases which will be assessed against departmental and HM Treasury Green Book appraisal methodologies. We will then make decisions on which places will receive capital funding and any further revenue funding as well as the level of this funding.

- December 2018: Phase 1 opens and Expressions of Interest invited
- 22 March 2019: deadline for Expressions of Interest
- Summer 2019: announcement on places moving to Phase 2
- Late 2019: first round of final business cases to be submitted
- Spring 2020: all remaining final business cases to be submitted
- Not before 2020: Second round of applications opens

Funding decisions

Phase 1

Places shortlisted to move forward to Phase 2 will be granted some revenue funding in 2019/20 to support the development of their project plans and associated business cases.

We expect places to give in their Expressions of Interest an indication of the level of revenue funding they would need to deliver this; however, places are not guaranteed the full amount they propose as the amount of revenue funding is limited.

Phase 2

There is no guarantee of further investment funding to shortlisted places if the proposals put forward at the end of Phase 2 are not sufficiently developed or fail to demonstrate adequate value for money or deliverability. From the outset, places should consider how schemes could be flexed to reflect the options available and consider the best intervention to make a significant and transformative difference within their areas.

Final decisions on the amount of capital funding (and any further revenue funding needed to support the delivery of this) for a shortlisted place will be made considering the quality of the proposals put forward at the end of Phase 2. When we make individual capital funding awards following the submission of business cases, we will announce the full funding amount for the scheme. We will also give an annual profile, which will need to be spent in the year allocated.

Given the scale of investment proposed, any bids taken through to Phase 2 and shortlisted for capital funding will need to produce fully worked up business cases. **We expect projects to be co-funded** by public and private sector additions and this will be taken into consideration as part of the assessment of projects. We will expect an element of cofunding, either on a project basis or to delivery a local area's wider strategy for the high street. This co-funding could either be public (e.g. from local areas' own budgets) or private finance (e.g. co-financing housing infrastructure).

The Fund will contribute up to a **maximum of £25 million** to each successful place. However, we expect to see a range of project sizes coming forward, many of which are in

the region of £5-10 million per town centre. As such we do not expect to allocate that full amount to each area. When making funding decisions, we will consider the funding available in each financial year.

The size of agreed funding packages, once approved, will be fixed. Should cost increases occur the Department will not provide additional funding, and this will need to be accounted for within local budgets or from private investment.

Eligibility

Eligible places

Given their control over the strategic levers that will be necessary to bring forward the types of projects that will meet the objectives of the Fund, we recognise that local authorities are best-placed to bid for the funding and develop and deliver proposals.

We therefore invite bids from unitary authorities, metropolitan districts, London boroughs and, where there is a two-tier system, from district councils, in England.

We will not accept bids covering town centre areas that are not facing significant challenges. We expect places to come forward with proposals that cover high streets or town centres as defined as areas that exhibit high levels of social and economic activity, that contain a variety of uses and functions and that act as important service centres for extensive catchment populations.

Small parades of shops of purely neighbourhood significance are not regarded as high streets or town centres for purposes of this fund. Additionally, the Fund is not directed at central business districts of major city centres. Proposals that cover entire city regions, rather than a single high street or town centre, will not be eligible for funding.

Local and stakeholder support

While we feel local authorities are best-placed to bid for funding, projects will likely be stronger and more successful if they tie into a broader economic market. We would like to see places link to the delivery of emerging Local Industrial Strategies and any wider strategic vision for the area at various levels.

We therefore would expect to see Expressions of Interest come forward with proof of engagement with, and support from, a number of stakeholders including the following (where applicable):

- Mayoral and non-Mayoral Combined Authorities
- Local Enterprise Partnerships
- Other tiers of local government in the area
- Business Improvement Districts
- Private sector
- Community groups

Type and size of projects

We expect bidding local authorities to put forward a single, transformative submission covering one high street or town centre in their area. This may comprise of more than one intervention, but that will need to be subject to a strong business case. For example, a local authority may wish to consolidate its town centre offer across a number of high streets to provide additional residential or commercial space. In that case we would

consider applications which saw interventions across the network of high streets assuming there was a sufficiently robust strategic business case.

We would expect any identified need for investment to fall under the following themes:

- Investment in physical infrastructure
- Acquisition and assembly of land including making improvements to the public realm
- Improvements to transport access, traffic flow and circulation in the area
- Supporting change of use including (where appropriate) housing delivery and densification
- Supporting adaptation of the high street in response to changing technology

Funding will not be provided for surface-level projects that only make a difference to the appearance, rather than the use, of the area or those that would not have a long-term impact.

Assessment process

The competition will take place over two phases.

Phase 1 is this light-touch process calling for Expressions of Interest by 22 March 2019. We will assess the definitions of places and need in these Expressions of Interest as well as the level of strategic ambition before making a decision on places we will take forward.

During Phase 2 we will provide some support to these shortlisted places to develop their strategic vision and full business cases which will be assessed in accordance with the HM Treasury Green Book, MHCLG appraisal guidance and other departmental guidance where necessary. Places successful in moving to Phase 2 will receive capacity funding to support this. Based on the strength and merits of the final business cases, we will make a decision on which projects will receive capital funding and any further revenue funding.

Phase 1: shortlisting places

Places need to complete the application form in the annex. This is based around three themes against which places will be selected:

1. Defining the place

- a. The geography of the high street/town centre
- b. The centre's catchment and link to wider economic areas

2. Setting out the challenges

- a. Clear description of the issues and challenges facing this area
- b. Why central government funding is needed to meet these challenges
- c. Evidence to support this

3. Strategic ambition

- a. Set out a high-level vision for improving their area and how this links with need expressed in Section 2
- b. Cover how investment from government will support the area and help overcome these challenges
- c. Demonstrate engagement with and support from local stakeholders including other tiers of local government, if applicable, and the private sector
- d. Demonstrate how this ambition will align with other funding streams (public or private)
- e. Show how this will link to wider strategic plans e.g. around housing and local growth
- f. Detail of capacity arrangements to ensure robust governance and delivery

Applications will be sifted on the basis of the responses to these key themes. We will publish further guidance on the scoring criteria and weighting for Expressions of Interest before the end of January 2019.

We will decide on the relative merits of each bid and shortlist places for the next phase of the competition.

We are not asking for specific scheme proposals at this stage, as we will make a decision on which places to take forward based on the challenges and ambition set out in the application form.

However, if as part of their strategic vision places would like to identify specific schemes they feel are “shovel-ready” and would be in a position to receive capital funding in the near future, we invite them to make this clear here and provide further supporting evidence if available. If this place moves forward to Phase 2 we would examine the proposed projects at an early stage of co-development.

The use of qualitative and quantitative evidence from government bodies and wellrespected independent sources is encouraged. The suitability and validity of this will be scrutinised as part of the bid.

Where the Fund is oversubscribed we will take into account factors such as the available profile of the Fund, ensuring a geographical spread of impact, and wider economic considerations. The Secretary of State for the Ministry of Housing, Communities and Local Government will make the final decision on funding.

Phase 2: Business case development

Shortlisted places will be invited to develop their strategic vision and business cases for specific projects. They will receive capacity funding at this stage to be spent on revenue needs and will be expected to seek additional private and local investment. They will also receive some support from the Department.

Local authorities will then be asked to submit their final full business cases for specific projects. These business cases will then be assessed according to appraisal methodologies across the five cases as outlined in the HM Treasury Green Book, MHCLG guidance and other departmental guidance as necessary.

More detail on appraisal and assessment at Phase 2 will be announced in early 2019.

We expect to undertake business case development to allow those ready to move quickly to do so and avoid moving at the pace of the slowest. The Ministry will then take a final funding decision for each place who will then deliver the projects funded.

It is expected that evaluation processes will be developed in tandem with the development of business cases. All funded places will be expected to complete an evaluation of interventions after the completion of the Fund proportionate to the level of investment agreed.

Successful bids will be announced on a rolling basis.

Application process

Application form

Places will be expected to apply via the application form attached as an annex to this document.

Applications to the Fund will be assessed against the criteria set out in the annex. Further information on the scoring criteria and their weighting will be published by the department before the end of January 2019.

A panel will moderate the final score of each bid to ensure consistency. The places taken forward to Phase 2 will be agreed by the Secretary of State after the proposals have been fully scrutinised.

All applicants should evaluate whether their project will comply with the rules on State Aid under European Union law.

Submission of bids

All bids should be submitted electronically to highstreetsfund@communities.gov.uk no later than 2359 on Friday 22 March 2019.

We may wish to discuss the content of bids with local authorities to seek clarity on any aspects following the deadline.

When authorities submit a bid for funding, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Ministry. The Ministry reserves the right to deem the business case as non-compliant if this is not adhered to.

As well as increasing transparency, publishing bids will also help create a network of places engaged in the process and support those places looking to bid for the second round of funding.

Enquiries

Enquiries about the Fund may be directed to highstreetsfund@communities.gov.uk.

Transparency and privacy

Local authorities will be expected to spend funds in an open and transparent way. We would expect plans relating to the projects to be publicly available. In addition, we will expect details of the projects and progress to be made available to local authorities and MHCLG over the duration of the project including taking part in monitoring and evaluation.

Any personal data provided through the application will be processed in line with data protection legislation. The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018.

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk. Data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is 6(1)(e) of the GDPR: the processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

Your personal data is being collected to identify places to receive support from the Future High Streets Fund. We are processing your data as part of Phase 1 of the application phase deciding which places will move forward to Phase 2. We may also use it to contact you about further opportunities to apply for this project if we expand the Fund in future.

We may share the information with external assessors as we assess the applications. Your personal data will only be shared with the assessor for that purpose and will only be retained by them for the duration of the assessment process. Your personal data will be held for the duration of the Fund, including monitoring and evaluation.

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

- know that we are using your personal data
- see what data we have about you
- ask to have your data corrected, and to ask how we check the information we hold is accurate
- ask to have your data deleted
- complain to the ICO (see below)

In some circumstances you may also have the right to have all data about you deleted, or to object to particularly types of use of your data. We will tell you when these rights apply. Your personal data will not be sent overseas.

We will not use your data for any automated decision making. Your personal data will be stored in a secure government IT system.

When we ask you for information, we will keep to the law, including the Data Protection Act 2018 and General Data Protection Regulation.

If you are unhappy with the way the department has acted, you can make a complaint. If you are not happy with how we are using your personal data, you should first contact dataprotection@communities.gov.uk.

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office:

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745 <https://ico.org.uk/>

Future High Streets Fund

Call for Expressions of Interest

Application Form



Ministry of Housing,
Communities &
Local Government

Applicant Information

Bidding authority:

Area within authority covered by bid:

Bid Manager Name and position:

Contact telephone number:

Email address:

Postal address:

Additional evidence, such as letters of support, maps or plans should be included in an annex.

Applications to the Fund will be assessed against the criteria set out below. Further information on the scoring criteria and their weighting will be published by the department before the end of January 2019.

Submission of proposals:

Proposals must be received no later than 2359 on **Friday 22 March 2019**.

An electronic copy only of the bid including any supporting material should be submitted to highstreetsfund@communities.gov.uk.

Enquiries about the Fund may be directed to highstreetsfund@communities.gov.uk.

SECTION 1: Defining the place

This section will seek a definition of the high street or town centre to be covered within the bidding authority. Places should:

- Explain the high street/town centre geography
- Indicate the population of those living and travelling to this centre, how this links to the wider economic area and its role in the lives of those within the catchment area

1.1 Geographical area:

Include information setting out the extent of the high street/town centre area covered in the proposal and a description of this centre.

Please include maps and supporting evidence as annex documents if required.

Please limit your response to 500 words.

1.2 Population and links to wider economic area:

Information on the population living and working in the town centre area, how the area acts as a centre of social and economic activity and its links to the wider economic catchment area.

With supporting evidence to include:

Resident and workplace population, travel to work catchment area, town centre footfall, commercial space, retail activity, cultural activities, diversity of uses and social/ historical importance of the centre

Please limit your response to 750 words.

SECTION 2: Setting out the challenges

Clear description of the issues and challenges facing this area.

This section will seek a description of the issues and structural challenges facing the high street or town centre area to be covered within the bidding. Places should:

- Describe the key challenges facing the area
- Provide evidence to support this argument (additional sources can be included in annexes). Set out why this place would benefit more from moving forward to co-development than other places within the area

We will not accept bids covering town centre areas that are not facing significant challenges.

2.1: Challenges

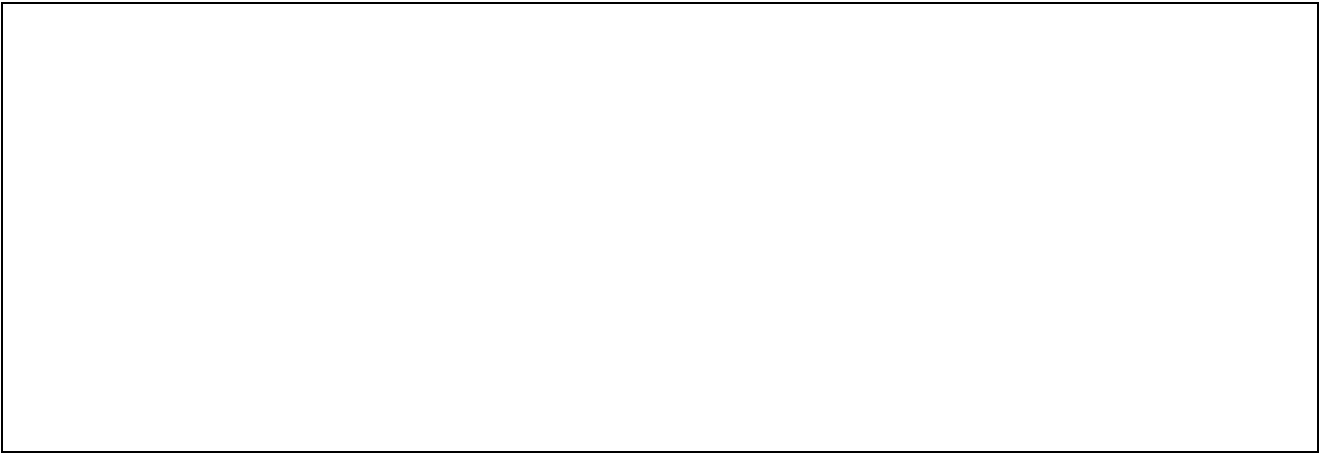
We recognise that each place will see different challenges. Supporting evidence on the challenges facing areas could cover the following:

- *Proportion and/or number of vacant properties*
- *Openings/closures of commercial units*
- *Diversity of uses in the town centre area*
- *Resident/customer surveys*
- *Pedestrian flows and footfall trends*
- *Evidence of congestion and air quality*
- *Perception of safety and occurrence of crime*
- *State of town centre environmental quality including provision of green spaces*
- *Accessibility*
- *Housing demands*

2.2: Rationale for selecting town centre area

Set out your rationale for choosing this town centre area as opposed to other centres within your local authority, and why this area is most in need.

Please limit your response to 500 words.



SECTION 3: Strategic ambition

This section will seek evidence of the level of ambition from the local authority, support from stakeholders and evidence that the local authority is well-placed to use the Future High Street Fund to tackle these challenges in a way that will fit with wider existing plans. Local authorities should:

- Set out a high-level vision for improving their area and how this links with need expressed in Section 2
- Demonstrate how this ambition will align with other funding streams (public or private)
- Cover how investment from government will support the area and help overcome these challenges
- Demonstrate engagement with and support from local stakeholders including other tiers of local government, if applicable (supporting evidence of this support such as letters should be attached as an annex)
- Show how this will link to wider strategic plans, including the Local Plan and Local Industrial Strategies e.g. around housing and local growth
- Provide an estimate of how much revenue funding they would need to support the development of their strategic vision and business case for a specific proposal

This phase relates to defining places and challenges and we therefore are not asking for specific project proposals at this stage.

However, if a local authority has been working on a specific project that they feel is deliverable in the short term if they were to receive capital funding at an early stage, we invite them to make that clear here. While the details of the project will not be considered in our decision-making at this stage, we may consider fast-tracking these projects during co-development.

We will not accept bids that do not provide sufficient evidence of support from local stakeholders.

3.1 Town centre vision and ambition for change

Set out your vision for regenerating your high street and how this links with the challenges outlined in section 2.

Please limit your response to 750 words.

3.2 Engagement and alignment of vision

Set out how your town centre vision aligns with other funding streams, both public and private, including details of partnership working with the private sector in this area. Show how your vision fits with wider strategic plans such as housing, transport and Local Industrial Strategies.

Please limit your response to 750 words.

3.3 Support for town centre vision

Provide details, including letters of support, for your vision from (where applicable):

- *Other tiers of local government including Mayoral and non-Mayoral Combined Authorities and county councils where applicable*

Other local stakeholders including:

- *Local Enterprise Partnerships*
- *Business Improvement Districts*
- *Private sector*
- *Community groups*

Please limit your response to 500 words and include evidence of this support as an annex where appropriate.

3.4 Estimate of revenue funding needed

Provide details of how much revenue funding you need to develop project plans for capital funding (including detailed business cases).

Include estimated breakdowns of how you would spend this revenue funding

Please limit your response to 500 words.

Report To:	CABINET	DATE:	11 MARCH 2019
Heading:	FINANCIAL MONITORING REPORT (POSITION TO JANUARY 2019) – GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME		
Portfolio Holder:	CABINET MEMBER (INWARD FOCUS), COUNCILLOR ROBERT SEARS-PICCAVEY		
Ward/s:	ALL		
Key Decision:	Yes		
Subject to Call-In:	Yes		

Purpose of Report

This report sets out the detail of income and expenditure forecasts for 2018/19 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme. This forecast outturn position is based on activity to the end of January 2019.

Recommendation(s)

Cabinet is requested:

- (i) To note the forecast variances against revised budgets for the General Fund (underspend of £707k) and HRA (underspend of £188k).**
- (ii) To note the planned use of £317k Returned Business Rates from the Nottinghamshire Pool and £59k Business Rates Returned Levy from Central Government which are being used to support the 2019/20 General Fund Budget.**
- (iii) Note that the 2018/19 Revenue Outturn position may further improve dependant upon the timing of Capital Receipts and their use in accordance with the Capital receipts Flexibility Strategy approved by Council in October 2018.**
- (iv) To note that the significant forecast underspend in the Legal and Governance Directorate includes the financial impact of the Alliance Healthcare court case being settled.**

Reasons for Recommendation(s)

To report to those charged with Governance the financial position to January 2019 and comply with the Council's Financial Regulations.

Alternative Options Considered

There have been no alternative options identified.

Detailed Information

A) General Fund

The Table below summarises the forecast Outturn position of the General Fund by Directorate and includes details of additional funding received in year, the majority of which is being used to support the 2019/20 Revenue Budget. The current Directorate forecast underspend is £662k, an increase in the level of forecast underspend of £596k since the September monitoring report was considered by Cabinet on 26th November 2018. The overall forecast underspend, inclusive of additional (above budget) in-year funding is £376k. Details of any significant variances are shown below the summary table.

Directorate	Revised Budget £'000	Forecast Outturn £'000	Current Forecast Variance £'000	Previous Forecast Variance £'000	Change £'000	Note
Chief Executive's Office	531	528	(3)	(10)	7	1
Legal & Governance	1,622	1,370	(252)	(22)	(230)	2
Resources & Business Transformation	2,086	2,062	(24)	0	(24)	3
Place & Communities	10,538	10,218	(320)	(44)	(276)	4
Housing & Assets	2,528	2,465	(63)	10	(73)	5
TOTAL	17,305	16,643	(662)	(66)	(596)	

The Council has also received additional in-year funding as follows:

£342k Returned Funding from the Nottinghamshire Business Rates Pool of which £25k was budgeted. Of the remaining balance £298k will support the 2019/20 Revenue Budget and £19k will be transferred to the Economic Regeneration Reserve and which will fund, for example, feasibility studies including the Maid Marion Line feasibility study.

£59k Returned Business Rates Levy announced in the 2019/20 Provisional Settlement and paid in 2018/19. This is being used to support the 2019/20 Revenue Budget.

It should also be noted that the 2018/19 Revenue Outturn position may also further improve dependant on the timing of capital receipts and their use in accordance with the Capital Receipts Flexibility Strategy approved by Council on 11th October 2018.

1. Chief Executive's Office (£3k forecast underspend)

- Due to a forecast underspend of £10k due to the reduced cost of previous employees added years payments to the Pension Fund partially offset by staffing costs (unachieved vacancy factor).

2. Legal & Governance (£252k forecast underspend)

- The most significant change from the last report is due to the conclusion of the Legal case vs Alliance Healthcare (£246k);
 - Resulting in £100k income from costs awarded; allocation of £51k Legal team salaries to the provision set aside for this case; and a release of surplus provision to general fund (£95k).
- Legal Services (other than above) are forecasting an £8k underspend due to small amounts of miscellaneous legal costs being awarded which were not budgeted
- Democratic Services – £14k forecast underspend mainly due to the Scrutiny Researcher post being vacant for 6 months.
- Member Services – £7k forecast underspend.
 - This comprises £8k savings from reduced Cabinet structure, savings on the Member training budget (£4k), partially offset by an increase in Members Allowances greater than that budgeted for and additional costs for attendees at the LGA conference.
- Legal and Governance – £6k forecast overspend
 - Comprising a £10k overspend on court costs and professional legal fees partially mitigated by £5k underspend on payments to contractors for National Fraud Initiative.
- Electoral Services – £17k forecast overspend due to
 - The 3% vacancy factor being unachieved and additional printing costs to meet statutory requirement regarding electoral registration, notices, and reminders; Costs of the by-election (£7k); and additional costs of corporate postage in Governance admin (£3k).

3. Resources & Business Transformation (£24k forecast underspend)

- Commercial Property – £9k forecast overspend. The £27k forecast underspend on salaries is offset by a reduction in income from Industrial Estates and Council owned shops due to voids.
- Finance – £23k forecast underspend mainly due to vacancies during the year.
- ICT – £27k forecast overspend largely due to overspend on telephone charges (£26k).
- Corporate Support and Transformation Services – £40k forecast underspend – mainly due to vacancies in the teams at various times in the year.
- Resources and Business Transformation Directorate – £3k forecast overspend due to 3% vacancy factor being unachieved.

4. Place & Communities (£320k forecast underspend)

The key reason for the significant change in forecast outturn (£276k) since the September forecast outturn position reported to Cabinet in November is due to the recent receipt of a large planning application fee of £300k.

The main reasons for the overall net forecast underspend are:

- Directorate Wide – £102k forecast underspend in relation to vacancies across the Directorate.
- Complex Case Teams – £40k additional one off grant income from Nottinghamshire Fire and Rescue.
- Pest Control - £30k forecast underspend due to additional income generation.
- Place & Wellbeing - £35k forecast underspend.
 - An allocation was set aside from S106 monies for Sutton Realm (£34k). This will not take place in 2018/19.
- Licensing is forecast to underspend by £27k, due to increased income from higher than expected drivers' applications.
- Environmental Services – additional income from sports pitches (£5k).
- Community Protection – £14k forecast saving including: equipment savings, income from fines (£2k) and CCTV savings.
- Planning is forecast to underspend by £383k.
 - Within this Building Control income is expected to be £51k lower than budget as a result of a combination of increased competition from the private sector and reduced staff numbers available to undertake work throughout the year and £20k non-staff costs pressures. These are fully mitigated by additional planning applications fee income of £320k above budget, largely due to the receipt of one recent major application. Staff vacancies across the whole Service are also forecast to result in savings of £134k.

The above forecast underspends are partially offset by the following forecast overspends:

- Environmental Services & Maintenance – £27k forecast overspend overall, largely due to spend on the two Big Spring Cleans, fully mitigated by underspends elsewhere.
- Cemeteries - £48k forecast overspend largely due to a reduction in fee income and an increase in payments to contractors.
- Waste Services are anticipated to be £87k overspent.
 - The main forecast variances are: - a £65k net underspend on blue bin (glass collection) scheme; a £14k income pressure on Bulky items collection (although it should be noted that the cost of fly-tipping for the 9 month period to end of December 2018 compared with the same 9 month period in 2017 is £15k lower), and £138k pressure on Garden waste, largely due to lower than budgeted income.
- Garage workshop - £76k forecast overspend due to additional expenditure on vehicle parts due in part to delayed purchase of replacement vehicles pending the outcome of the Transport Review.
- Markets – £78k forecast overspend.
 - Largely due to a £50k reduction in income from Sutton Indoor Market and £6k reduced income from outdoor markets due to under occupancy, £8k unbudgeted refuse collection costs, unbudgeted fit-out costs £4k and increased employee costs (£10k).

5. Housing & Assets (£63k forecast underspend)

The key reasons for the forecast underspend within this Directorate are:

- Asset Maintenance – Forecast saving of £50k as the element of the budget held for winter weather damage and other possible large unexpected repairs has not been required so far this year.
- Asset Management – Overall £10k forecast saving.
 - A £20k forecast saving from various vacant posts is partially offset by £10k forecast under-recovery of income from car parks compared to budget.
- Disabled Facilities Grant (DFG) Management - £13k forecast saving on vacant posts.

The above forecast underspends are partially offset by:

- Supported Housing Services – Overall forecast overspend of £10k.
 - A £28k forecast overspend due to additional staffing costs being incurred due to needing staff cover whilst other staff undergo lone working training and due to higher telephone charges. These additional costs have been partially offset by savings of £18k on less equipment purchased and reduced marketing costs.

B) Housing Revenue Account (HRA)

The table below sets out the details of the 2018/19 forecast outturn position based on actual income and expenditure to January 2019. This forecast outturn is based on the assumed revised budget position following Council consideration (4th March 2019) and approval of the slippage to capital schemes as documented in the 2019/20 Annual Budget and Council Tax setting Report.

Details of any significant variances incorporated within the forecast Outturn are detailed in the commentaries below the table.

Description	Revised Budget £'000	Forecast Outturn £'000	Forecast Variance £'000
Income			
Rents, Charges and Contributions	-23,980	-23,971	9
Other Grants	0	0	0
Interest and Investment Income	-68	-118	-50
Total Income	-24,048	-24,089	-41
Expenditure			
Borrowing and Capital Financing Charges	3,505	3,505	0
Repairs and Maintenance	7,383	7,265	-118
Supervision and Management	4,591	4,597	6
Interest Payable and Appropriations	3,546	3,546	0
Other Expenditure	235	200	-35
Direct Revenue Financing	1,311	1,311	0
Transfer to/from Major Repairs Reserve	1,260	1,260	0
Total Expenditure	21,831	21,684	-147
(Surplus)/Deficit for the year	-2,217	-2,405	-188

Interest and Investment Income

Additional interest income of £50k is forecast on the HRA balances due to an increase in interest rates from August 2018.

Repairs and Maintenance

The forecast underspend of £118k is due to vacant posts not being recruited to until the Housing Repairs Service Review is complete (£30k) and other vacant posts across the Housing Repairs section (£53k) and a forecast £20k saving on vehicle costs due to a freeze on vehicle replacement. This underspend could reduce dependant on the level of repairs required to maintain existing vehicles by the year-end. There is also a forecast £5k saving for lower costs for the disposal of waste from house repairs and a further £10k in-year saving relating to delayed consultancy work.

Other Expenditure

The £35k forecast underspend is due to lower than expected charges for council tax payments made for empty council houses (£15k) and the reimbursement of previous year's council tax charges for two long term void properties.

C) Capital Programme

The latest proposed Capital Programme was included in the February 18th Cabinet Report which will be considered at Council on 4th March 2019. The report includes proposed budget revisions to reflect slippage (delays) in the progression of some capital schemes. If the proposed revised budget is approved, it is not anticipated that the Outturn will vary considerably from the revised budget.

Implications

Corporate Plan: The revenue and capital expenditure and income included within this report supports delivery of the priorities in the Council's Corporate Plan.

Legal: This report ensures compliance with the Council's approved Financial Regulations.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Details included in the body of the report
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
Failure to spend within approved budget could impact the financial sustainability of the Council.	Financial monitoring reports to CLT and Cabinet.

Human Resources: No Implications

Equalities: No implications

Other Implications: None

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

2017/18 Outturn Report to Council – 26th July 2018

2018/19 Budget Setting Report to Extraordinary Council – 5th March 2018

July Budget Monitoring Report to Cabinet – 10th September 2018

Capital Receipts Flexibility Strategy to Council – 11th October 2018

September Budget Monitoring Report to Cabinet – 26th November 2018

2019/20 Budget Setting Report to Extraordinary Council – 4th March 2019

Report Author and Contact Officer

Pete Hudson

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