

ASHFIELD DISTRICT COUNCIL



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

Agenda

Council

Date: **Thursday, 1st October, 2020**

Time: **6.00 pm**

Venue: **[Ashfield District Council's YouTube Channel](#)**

For any further information please contact:

Lynn Cain

l.cain@ashfield.gov.uk

01623 457317

COUNCIL

Membership

Chairman: Councillor Andy Meakin

Vice-Chairman: Councillor Arnie Hankin

Councillors:

John Baird
Kier Barsby
Christian Chapman
Melanie Darrington
Andy Gascoyne
Andrew Harding
Tom Hollis
Rachel Madden
David Martin
Keir Morrison
Matthew Relf
Phil Rostance
John Smallridge
David Walters
Caroline Wilkinson
John Wilmott
Vacancy

Chris Baron
Jim Blagden
Ciaran Brown
Samantha Deakin
Dale Grounds
David Hennigan
Trevor Locke
Sarah Madigan
Lauren Mitchell
Warren Nuttall
Kevin Rostance
Dave Shaw
Helen-Ann Smith
Lee Waters
Daniel Williamson
Jason Zadrozny

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

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



Carol Cooper-Smith
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To receive and approve as a correct record the minutes of the meeting of the Council held on 9 July 2020. 7 - 14
4. To receive any announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service.
5. To receive questions from the Public in accordance with Council Procedure Rule 11, if any.
(None received for this meeting)
6. To receive and consider any petitions submitted in accordance with Council Procedure Rule 12, if any.
(None received for this meeting)
7. In accordance with Council Procedure Rule 2 (viii) to receive reports from the Cabinet in relation to the Council's budget and policy framework, reports of the Overview and Scrutiny Committee for debate and reports from Officers of the Council:-
 - a Report on Urgent Key Decisions.
 - b Interim Review of Polling Places. 15 - 18
8. In accordance with Council Procedure Rule 2 (ix), to receive recommendations from the Cabinet and the Council's Committees and resolve in accordance with the Council's rules of debate as per the attached schedule. 19 - 88
9. Updates from Members of the Cabinet on their Portfolio Activity.
10. Notices of Motion.

Motion 1

To consider a notice of motion proposed by Councillor David Martin and seconded by Councillor Lee Waters, as follows:-

“This Council welcomes the fact that Ashfield District Council has one of the most robust, vigorous Codes of Conduct governing Councillors in the country. It is our strong belief that any official elected to public office should be bound by a strict set of rules to ensure the public have confidence in their councillors ability to best represent the interests of all residents.

This Council further notes that this Council’s Standards and Personnel Appeals Committee led our response to a consultation by the Local Government Association. This consultation was to develop a uniform Code of Conduct for every local authority in the country. Part of this Council’s submission included the lack of penalties for those who break the code and the fact that social networking wasn’t included in any Code of Conduct.

This Council notes that Councillors work to far higher standards than Members of Parliament.

This Council believes that the Code of Conduct for Members of Parliament needs modernising and take into account the use of social media where the messages transmitted must be truthful. We further believe that the Parliamentary Commissioner for Standards the ability to apply sanctions.

We call for the bullying of officers, members of local authorities and the public to be taken seriously with the ability of the Parliamentary Commissioner for Standards to apply sanctions.

All options for sanctions available for breaches of the Code of Conduct must include apology, censor and a period of disqualification. This includes all elected politicians including Parish and Town Councillors, District, Borough, and County Councillors and Members of Parliament.

That this Council writes to the Parliamentary Commissioner for Standards asking that a full review of the MP’s Code of Conduct is undertaken, to bring into force a code that is at least equally as rigorous as a Councillor’s Code of Conduct which will hold MPs to account for their behaviour both in Parliament and outside.”

Motion 2

To consider a notice of motion proposed by Councillor Tom Hollis and seconded by Councillor John Wilmott, as follows:-

“Throughout the height of the pandemic Ashfield District Council, both members and officers worked day and night to help the homeless of this district.

This included offers of accommodation to every rough sleeper and those threatened with rough sleeping. Due to the Council’s close working with Framework’s street outreach initiative more people

presented themselves to the authority therefore, this was a greatly elevated number. Councillors and officers even went that extra mile to ensure the properties were furnished and then delivered meals in order to assist those in need.

This is in complete contrast to the actions of the Conservative MPs who represent wards of Ashfield. Both MPs in January of this year voted in Parliament against restoring funding for local housing allowances and £100M a year for emergency accommodation.

Ashfield Independents put forward the motion to ask this council to write to both MPs, Lee Anderson and Mark Spencer asking them to work with this Authority to positively improve the quality of life for the homeless and to prevent loss of life in our community of Ashfield. Further, to use their position within Government to bring the national homeless strategy more in line with the experiences suffered by rough sleepers using Ashfield as an example.”

Motion 3

To consider a notice of motion proposed by Councillor Jason Zadrozny and seconded by Councillor Dale Grounds, as follows:-

“This Council notes the positive difference that Ashfield District Council made to so many lives during the COVID-19 Lockdown. We are incredibly proud of the efforts of all staff and volunteers of this authority.

This includes being the only Council in Nottinghamshire to have maintained a full waste collection service. In fact, this Council offered an enhanced service with the ‘Bag It’ and ‘Skip into Summer’ campaigns – the only Council in the country to have done this.

This Council also paid out nearly £20million in business grants in quick time, we answered over 40,000 enquiries from residents, dealing with tens of thousands of problems. We ensured that our Housing Tenants continued to receive an excellent service with all emergency checks done and the vast majority of housing repairs done. Whilst many, bigger Councils went into lockdown. Ashfield District Council went into overdrive.

This Council would like to place on record its thanks to each and every member of staff in the Ashfield District Council family. We note that in uncertain many of our staff put their lives at risk to continue to provide the services that residents desperately needed.

Never before has the importance of local Councils like Ashfield been demonstrated than during the current Coronavirus Pandemic. They worked alongside other key organisations to ensure that the most vulnerable received continued service. This Council welcomes the fact that preparatory work has already been started by the COVID-19 Response and Recovery Scrutiny Panel for a permanent memorial to all key workers.

This Council is bitterly disappointed that Nottinghamshire County Council have now started the process of scrapping Councils like Ashfield District Council. Our brave workers are being rewarded by the Conservatives by being told their jobs are under threat. This Council is hugely concerned about the lack of engagement from the County Council. They only engaged with Chief Executives of the seven authorities in the County at the last minute.

This Council notes that the Leaders of all 7 Boroughs and Districts in Nottinghamshire are against these proposals. Now is not the time for a massive reorganisation of local councils. Mass reorganisation at this time risks scarce resources being diverted away from the Covid recovery and other vital public services.

We therefore call for the Chief Executive and Leader of Ashfield District Council to write to:

- The Chief Executive of Nottinghamshire Council*
- The Leader of Nottinghamshire County Council*
- Robert Jenrick, Secretary of State for Housing, Communities and Local Government*

To express that this Council is firmly against any proposals to scrap Ashfield District Council and the six other Boroughs and Districts in Nottinghamshire.”

11. To answer any questions submitted in writing by Members in accordance with Council Procedure Rule 13, if any.

Question 1

Question from Councillor Dave Shaw to the Leader of the Council:

“Would the Leader please clarify the decision to extend the 2 hour parking scheme, how the decision was taken, for what reason and the benefits already achieved.”

12. To receive a list of minutes and a web link to access Cabinet and Committee meeting minutes that have been published since the last ordinary meeting of the Council for Members to give notice of their intention to ask a question of a relevant Chairman under Procedure Rule 13.2. 89 - 90

COUNCIL

Virtual Meeting held on Thursday, 9th July, 2020 at 7.00 pm

Present: Councillor Andy Meakin in the Chair;

Councillors John Baird, Chris Baron, Jim Blagden, Christian Chapman, Ciaran Brown, Melanie Darrington, Samantha Deakin, Dale Grounds, Arnie Hankin, Andrew Harding, David Hennigan, Tom Hollis, Trevor Locke, Rachel Madden, Sarah Madigan, David Martin, Lauren Mitchell, Keir Morrison, Warren Nuttall, Matthew Relf, Kevin Rostance, Phil Rostance, Dave Shaw, John Smallridge, Helen-Ann Smith, David Walters, Lee Waters, Caroline Wilkinson, Daniel Williamson, John Wilmott and Jason Zadrozny.

Apologies for Absence: Councillors Kier Barsby and Andy Gascoyne.

Officers Present: Lynn Cain, Carol Cooper-Smith, Ruth Dennis, Theresa Hodgkinson, Peter Hudson, Mike Joy and Andy Slate.

C.23 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

No declarations of interest were made.

C.24 Minutes

RESOLVED

that the minutes of the meetings of the Council held on 23 April and 4 June 2020, as now submitted, be received and approved.

C.25 Announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service.

The Leader of the Council, the Head of Paid Service and the Portfolio Holder for Streets, Parks and Town Centres all took the opportunity to speak about the commencement of the Council's response to the Covid-19 recovery phase and the fantastic work that had been undertaken and was continuing to be delivered by Council employees over the preceding four months during the lockdown.

A heartfelt thank you was given to all staff for their continued commitment and hard work and it was reiterated how proud the Council was of all its achievements delivered under very difficult and challenging circumstances.

Best wishes were also given to Charles Edwards, the Council's Environment and Cemeteries Manager, who was due to leave the Authority within the next month for a new employment opportunity with Derby City Council. Charles's work had been exemplary throughout his time with the Council and he would be sorely missed by everyone.

C.26 Questions from the Public

No questions were received from the public.

C.27 Petitions

No petitions were submitted for consideration.

C.28 Report on Urgent Key Decision

The Leader of the Council advised as follows:-

"In accordance with Rule 17.2 of the Access to Information Procedure Rules it is necessary for me to inform the Council when an executive decision has been taken pursuant to Rule 16 (Special Urgency Provisions.) I can confirm to the Council that two such decisions have been taken by me as a matter of urgency, one in March 2020 and one recently.

The decisions related to the acquisition of a commercial investment property and a renewed lease agreement.

The decisions were key and contained exempt information but the full 28 days' notice could not be given due to the need to proceed with the transactions without delay.

The Rule 16 Notice and the non-exempt elements of the decisions have been duly published."

C.29 COVID-19 Response and Recovery Scrutiny Panel and Political Balance and Committee Changes

Council was recommended to approve the Cabinet recommendations for the establishment of a COVID-19 Response and Recovery Scrutiny Panel, in accordance with the rules of political balance and to consider the further consequential changes to other Panels and Committees.

To assist with the debate and recommendations, the Director of Legal and Governance (and Monitoring Officer) took the opportunity to explain the voting process in relation to the allocation of the Unaligned Member to the COVID-19 Response and Recovery Scrutiny Panel and the subsequent appointment of the Panel's Chairman and Vice Chairman.

Following a series of votes, it was

RESOLVED that

- a) a new COVID-19 Response and Recovery Scrutiny Panel be established, made up of 7 Members including a Chairman and Vice-Chairman (to be reviewed at the Annual Council Meeting in May 2021);
- b) the Terms of Reference for the COVID-19 Response and Recovery Scrutiny Panel, as set out in Appendix A of the Council report, be approved;
- c) it be noted that the appointments to the COVID-19 Response and Recovery Scrutiny Panel be made in accordance with the rules of political balance;
- d) it be confirmed that the positions of Chairman and Vice-Chairman of the COVID-19 Response and Recovery Scrutiny Panel receive the same Special Responsibility Allowance as the Scrutiny Panel Chairmen and Vice-Chairmen (£5,956 and £1,687 respectively), having duly consulted with the Independent Remuneration Panel;
- e) the membership of the COVID-19 Response and Recovery Scrutiny Panel (including Chairman and Vice Chairman) and the consequential changes to Panel and Committee memberships, be approved as follows:-

Scrutiny Panel A (7)

(6 Ashfield Independents, 1 Labour)

Jim Blagden
Trevor Locke
Lauren Mitchell
Warren Nuttall
Dave Shaw (Chairman)
John Smallridge (Vice Chairman)
David Walters

Scrutiny Panel B (7)

(5 Ashfield Independents, 1 Conservative, 1 Non-Aligned Independent)

Ciaran Brown
Christian Chapman (Chairman)
Melanie Darrington
Dale Grounds
Trevor Locke (Vice Chairman)
Phil Rostance
David Walters

COVID-19 Response and Recovery Scrutiny Panel (7)

(5 Ashfield Independents, 1 Conservative, 1 Non-Aligned Independent)

Jim Blagden (Vice Chairman)
Dale Grounds
David Hennigan (Chairman)
Kevin Rostance
Dave Shaw
John Smallridge
Caroline Wilkinson

Planning Committee (11)

(9 Ashfield Independents, 1 Conservative, 1 Labour)

Chris Baron
Ciaran Brown (Vice Chairman)
Samantha Deakin
Arnie Hankin
Rachel Madden
Sarah Madigan (Chairman)
Lauren Mitchell
John Smallridge
Helen-Ann Smith
Daniel Williamson
Jason Zadrozny

Local Plan Working Group (11)

(9 Ashfield Independents, 1 Conservative, 1 Labour)

Keir Barsby
Samantha Deakin
Arnie Hankin
Rachel Madden (Chairman)
David Martin
Keir Morrison
Matthew Relf
Kevin Rostance
Helen-Ann Smith
Daniel Williamson
Jason Zadrozny

C.30 Recommendations from the Cabinet and the Council's Committees

In accordance with the Council Procedure Rule 2(ix), Council considered the following recommendation:-

Minute No. CA.6

Cabinet – 30 June 2020

Leisure Transformation Programme

RESOLVED

that the total budget of £15.5m and the funding basis for the development of a new Leisure Centre in Kirkby in Ashfield, as outlined in the Cabinet report, be approved.

C.31 Updates from Members of the Cabinet on their Portfolio Activity

The following Members gave updates in respect of their portfolio activity:

Councillor Tom Hollis - Deputy Leader and Portfolio Holder for Housing

- The Davis Avenue social housing development initiative;
- Council accolade for entry into national top 50 housing landlord list;
- The Council's exemplary repairs and maintenance programme;
- Recent Chartered Institute of Housing nomination for the Council's Housing Maintenance Team.

Councillor Matthew Relf - Portfolio Holder for Place, Planning and Regeneration

- Future High Street Fund bid submission and imminent submission of business case in July 2020;
- Good response to recent Future High Streets public consultation exercise;
- Progress of work undertaken by the 'Discover Ashfield Board' relating to the development of the Council's vision and priorities for the funding bid;
- Receipt of £750,000 funding advance for Kirkby and Sutton initiatives;
- Town Centres Station Masterplans progress and next steps.

Councillor Daniel Williamson (Portfolio Holder for Corporate Communications, Governance and Cross Portfolio Support)

- Excellent support service delivery continued during lockdown;
- Vital role played by Communications Team to keep everyone updated with latest information;
- The publication and delivery of the latest 'Ashfield Matters' booklet;
- The excellent work undertaken by the Democratic Services Team to advance Council meetings successfully into the virtual arena;
- The Legal Team consistently interpreting new legislation and offering pertinent advice as required;
- The establishment of the COVID-19 Response and Recovery Panel.

Councillor Rachel Madden - Portfolio Holder for Finance

- The successful allocation of nearly £18 million business rate relief grants to nearly 1600 businesses;
- 142 applications received to date for the more recent rate relief discretionary scheme;
- Appropriate discounts on Council Tax facilitated where required;
- During the outbreak the Council has met all its financial performance indicators including prompt payments to suppliers;
- Recent announcement of £44 million to the Local Enterprise Partnership (LEP) with the Council awaiting updates as to its allocation;

- Recent Government announcement of £500 million injection to assist local authorities with economic recovery but the Council's allocation not yet known.

Councillor David Martin - Portfolio Holder for Streets, Parks and Town Centres

- Local shops, Indoor and Outdoor Markets were now safely open for business;
- Free car parking continuing in town centres until September 2020 and then two free hours thereafter;
- Recycling targets had been exceeded with the excellent 'Bag It' campaign contributing to the success;
- Digital transformation continuing to enhance the efficiency of the Waste and Recycling teams;
- All street cleaning and grass cutting requirements had been undertaken during lockdown;
- Parks and playgrounds were now reopen for responsible, socially – distanced use;
- Welcome news that fly-tipping incidences were down by 11%.

(During the portfolio updates and in accordance with Council Procedure Rule 23 (Conclusion of Proceedings), a motion was moved and seconded to extend the conclusion of the meeting to 9.30 p.m. The motion was put to the vote and duly carried.)

C.32 Notices of Motion

There were no notices of motion submitted by Members.

C.33 Questions received in accordance with Council Procedure Rule 13

There were no questions submitted by Members.

C.34 Questions received in accordance with Council Procedure Rule 13.2 - In relation to Cabinet and Committee Meeting Minutes published since the last ordinary meeting of the Council

There were no questions submitted by Members.

C.35 Emergency Notice of Motion

In accordance with Council Procedure Rule 5 (Urgent Items), the Council received an emergency notice of motion moved by Councillor Jim Blagden and seconded by Councillor David Walters as follows:-

"In the week of the 72nd Birthday, Ashfield District Council would like to pay tribute to our wonderful NHS."

This Council is proud of the work of all our NHS staff. Our clinicians, managers, and all other NHS staff have done an amazing job. Ashfield District Council would like to pay tribute their work, especially during the COVID-19 crisis. In particular, this Council would like to thank staff at King's Mill Hospital, Nottingham City Hospital, Newark Hospital and Queens Medical Centre for the courageous way in which they have dealt with residents in our District who suffered from COVID-19.

This Council also thanks key workers and all practitioners of healthcare. This includes care workers who have put their lives at risk in our care homes. We are therefore appalled at Prime Minister Boris Johnson's recent comments about care workers. We recognise the anger caused by his comments that undermined the courageous work of hundreds of care workers in the Ashfield District. We therefore congratulate every care home worker for their work the COVID-19 crisis.

This Council notes that at least 312 UK members of NHS and social care staff have died of coronavirus. We further note that the NHS response to the pandemic was only possible only because of the delays to non-urgent patient care – cancelled operations, delayed scans and diagnostic tests. We further note that two million people are currently waiting for cancer screening, tests or treatment and that 1,600 cases of cancer are currently left undiagnosed every month. It is critical that people have confidence to return to our hospitals. That is why the routine weekly testing of NHS staff is critical and therefore weekly testing for all NHS staff is urgent.

This Council is therefore disappointed that last week 331 Conservatives MPs including Ashfield's Lee Anderson and Sherwood's Mark Spencer voted against routine weekly testing of NHS staff. We believe it is urgent that this decision be looked at again especially as the Parliamentary Recess starts on 29th July and MPs will not have a chance to revisit this decision until 2nd September.

We therefore call:

- 1) For the Chief Executive and all 3 party leaders on Ashfield District Council to write a joint letter to the Secretary of State for Health and Social Care Matt Hancock MP to reverse the decision not to test NHS staff for COVID-19 weekly as a matter of urgency.*
- 2) For the Chief Executive and all 3 party leaders on Ashfield District Council to write to Richard Mitchell, Chief Executive of the Sherwood Forest NHS Hospitals Trust and Tracy Taylor, Chief Executive of Nottingham University Hospitals NHS Trust setting out our appreciation for the work of all NHS staff at the trust.*
- 3) For the Covid-19 Response and Recovery Scrutiny Committee to look at a permanent memorial to our NHS in this District."*

Having been duly debated, the emergency motion was put to the vote and it Was

RESOLVED that

- a) for the Chief Executive and all 3 party leaders on Ashfield District Council to write a joint letter to the Secretary of State for Health and Social Care Matt Hancock MP to reverse the decision not to test NHS staff for COVID-19 weekly as a matter of urgency;
- b) for the Chief Executive and all 3 party leaders on Ashfield District Council to write to Richard Mitchell, Chief Executive of the Sherwood Forest NHS Hospitals Trust and Tracy Taylor, Chief Executive of Nottingham University Hospitals NHS Trust, setting out our appreciation for the work of all NHS staff at the trust;
- c) for the Covid-19 Response and Recovery Scrutiny Committee to look at a permanent memorial to our NHS in this District.

(During consideration of the motion, Councillor Chris Baron left the meeting at 9.10pm.)

The meeting closed at 9.29 pm

Chairman.

Report To:	COUNCIL	Date:	1 OCTOBER 2020
Heading:	INTERIM REVIEW OF POLLING PLACES		
Portfolio Holder:	PORTFOLIO HOLDER FOR CORPORATE COMMUNICATIONS, GOVERNANCE AND CROSS PORTFOLIO SUPPORT		
Ward/s:	ALL WARDS		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

This report sets out proposals for revised polling places following an interim review dealing with urgent polling place issues. The proposals are based on the recommendations of the Polling Places Review Working Group.

Recommendation(s)

1. That Council approves the recommendations of the Polling Places Review Working Group
 - Brand Court to replace Stanton Hill Boys Brigade
 - The Skegby Scout and Guide Headquarters to replace The Beeches
2. Should a polling place be unavailable in the run up to an election, the Returning Officer be delegated authority to select an appropriate alternative and formal retrospective approval be sought by Council following the election should this be a permanent proposed change;
3. To note that approved changes will take effect on the 2 October 2020.
4. The Polling Places Review Working Group continue under its current terms of reference to undertake work on additional polling places identified as being at risk.

Reasons for Recommendation(s)

To deal with urgent polling place issues following a review of the availability of existing polling places for the 2021 Elections. To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors.

Alternative Options Considered

None.

Detailed Information

Introduction

A full review of polling places and polling districts took place in 2018 in line with the requirements set out in the Electoral Registration and Administration Act 2013 and Representation of the People Act 1983.

Following the district council elections and UK parliamentary general election held in 2019, some issues have been identified in relation to a small number of polling places. It is good practice to keep polling places under review to identify any issues and ensure that electors have reasonable facilities for voting.

The Polling Place Review and Ward Name Working Group was approved at Council on 4 June 2020 to make recommendations to the Council for any revisions to the scheme.

Interim Review Process

The Polling Places Review Working Group have met on three occasions to conduct an interim review and report final recommendations to Council on 1 October 2020, in line with the timetable and remit set out and approved by the Council.

Following work undertaken by the Elections team in contacting, reviewing and assessing viable locations, Members of the working group discussed possible alternative venues, taking into consideration;

- Size
- Accessibility
- Location
- Parking
- Availability

Members of the cross party working group then agreed the most suitable locations based on the above factors for recommendation to Council. Another factor in these considerations is the potential implications associated with the COVID-19 Pandemic. All locations being considered were done so on the basis of social distancing arrangements including access and exit points and sufficient distance opportunities for one way systems, where possible.

Final Proposals

Both Brand Court and the Skegby Scout and Guide Headquarters were consulted upon. No comments were received during this consultation.

During the latter stages of the review, additional polling places have come to our notice as being at risk of non-availability, but too late to consider and include as part of the consultation process. As such it is suggested that the Polling Places Review Working Group continue under its current terms of reference to undertake work on additional polling stations identified as being at risk in line with the outline timetable set out below:

- **w/c 19 October 2020** - Working Group to meet to consider alternatives to go forward for consultation
- **4 week consultation starting on 23 October 2020**
- **w/c 23 November 2020** – Working Group to meet to make recommendations to Council for approval
- **3 December 2020** - Council to approve final recommendations

Implications

Corporate Plan:

Enable thriving, prosperous and self-sufficient communities where people shape their own futures.

Ensure effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

Legal:

A full review of polling places and polling districts was completed in 2018 in line with legislative requirements. This interim review, as approved by Council on the 4 June 2020 has been carried out to deal with urgent polling place issues identified.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Costs arising from the review can be met from existing budgets
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
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Elector confusion around changes to existing polling places Social distancing requirements of potential venues and cleansing as a result of COVID-19 Pandemic	Effective communications around changes thorough health and safety considerations in relation to COVID-19 on any venues approved.
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Human Resources:

None

Equalities:

The purpose of the review is to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors.

Report Author and Contact Officer

Ruth Dennis

DIRECTOR OF LEGAL AND GOVERNANCE

r.dennis@ashfield.gov.uk

01623 457009

Meeting of the Council
1 October 2020
Schedule of Recommendations

N.B.

The Schedule sets out recommendations from the Cabinet and the Council's Committees upon which Council is required to reach a decision. During discussion of these items Council Procedure Rule 16 applies (Rules of Debate). Speeches must be relevant to the item being debated. Speeches do not have to be in the form of, or include a question. Members may speak for up to 5 minutes. The Chairman may allow a further 2 minutes at his/her discretion. A Member may only speak once on a motion but may also speak once on an amendment.

<u>Meeting:</u>	<u>Minute No:</u>	<u>Subject:</u>	<u>Recommendation(s):</u>
Cabinet 21 July 2020	CA.14	<u>Affordable Housing Development - Sutton in Ashfield</u>	To recommend that Council approves the use of Housing Revenue Account reserves to fund the site clearances and the development of circa 9 new Council Homes, and if approved, the project be added to the Capital Programme. (Report attached at Appendix A)
Cabinet 21 July 2020	CA.16	<u>Draft Out-turn 2019/20 Accounts</u>	Council be recommended to approve the carry-forward of the £10.4m underspend on the Capital Programme to 2020/21 due to slippage (delays to schemes) included within the Programme (as shown at Section 3 of the Cabinet report). (Report attached at Appendix B)
Cabinet 15 September 2020	CA.26	<u>Hucknall Infill Sites - Affordable Housing Development</u>	To recommend that Council approves the use of Housing Revenue Account reserves to fund the site clearances and the development of circa 15 new Council Homes on the 4 named sites and if approved, for the project to be added to the Capital Programme; (Report attached at Appendix C)

Cabinet 15 September 2020	CA.27	<u>2020/21 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at July 2020</u>	Council be recommended to approve the amendments and the addition of new schemes to the Capital Programme 2020/21 to 2024/25 and the funding of the Capital Programme as set out in Section 5 and Appendix 2 of the Cabinet report. (Report attached at Appendix D)
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APPENDIX A



Report To:	CABINET	Date:	21 JULY 2020
Heading:	AFFORDABLE HOUSING DEVELOPMENTS – SUTTON IN ASHFIELD		
Portfolio Holder:	COUNCILLOR TOM HOLLIS – PORTFOLIO HOLDER FOR HOUSING AND ASSETS		
Ward/s:	CENTRAL AND NEW CROSS; SKEGBY		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To advise Members about the opportunity to develop a small number of Council owned sites within Sutton in Ashfield for the purpose of affordable housing and to seek approval of the development proposals.

The sites in question are as follows;

1. Stoney Street Car Park, Stoney Street, Sutton in Ashfield
2. Beeches Community Centre, The Beeches, Skegby
3. Poplars Community Centre, Charles Street, Sutton in Ashfield

A plan of each site along with site photographs are included within the background papers.

Recommendation(s)

The following would be subject to Planning consent and confirmation of Homes England funding.

1. To approve the demolition of two community centres, namely The Beeches and The Poplars, for the purpose of redeveloping the land for much needed adapted housing let on an affordable rent basis.
2. To declare that the Stoney Street car park is no longer required for the purposes of car parking and to approve its future use as family housing let on an affordable rent basis.
3. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance and the Chief financial Officer, to agree the appropriation of the Stoney Street site from the General fund to the Housing Revenue Account based upon best consideration of the land value, lost car park revenue and the parameters of the social housing viability model.
4. To recommend that the Council approves the use of Housing Revenue Account reserves to fund the site clearances and the development of circa 9 new Council Homes. If approved, the project will be added to the Capital Programme.
5. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance and the Chief Financial Officer, to negotiate and formalise fees, scheme costs, specification, delivery and any other aspects of the proposed development.
6. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Director of Legal and Governance and the Chief Financial Officer, to procure and appoint a contractor to develop the three sites as a single package.
7. To grant delegated authority to the Director of Housing and Assets to contract, on behalf of the Council, with Homes England, for the purposes of receiving subsidy to ensure that developments are viable and fall within the Councils' 30 year business plan model.

Reasons for Recommendation(s)

To enable a project that will increase Ashfield District Council's housing stock in order to meet significant levels of demand for affordable rented properties within the district, and to provide much needed adapted homes for the District's elderly and vulnerable residents.

Alternative Options Considered

An alternative is to do nothing, i.e keep the car park and the community centres as is. This is not recommended as both are under-utilised and can be re-purposed for much needed affordable housing.

A second option would be to sell the sites. However the viability of the sites as a development opportunity for outside parties is very low given the likely capital receipt. Affordable housing would not be delivered on the sites.

Detailed Information

The Corporate Plan sets out the Council's ambition to ensure there is sufficient good quality, affordable housing for the residents of Ashfield. To achieve this the Council cannot rely upon Registered Providers and private house builders alone; it is important that the Council looks at the opportunities to develop new affordable housing on sites it owns.

The Housing Strategy, in keeping with Government policy, has a strong focus on the importance of housing for good health and for helping older and disabled residents to remain independent in their home. The Strategy highlights the importance of prevention and practical action to ensure homes are fit for purpose to keep residents out of hospital and residential care. The Council offers standard forms of housing and it can be a struggle to assist residents whose needs differ from this, in particular those who are wheelchair users. The bungalows will go some way towards helping the Council meet these needs and fulfilling the aims of its Housing Strategy.

An assessment of sites has been conducted with a view to devising an Affordable Housing Development Programme. The first 3 sites that have been identified as being suitable for development include;

Stoney Street Car Park – currently a small pay and display car park within a residential and commercial setting. Site use is low, typically generating a gross income of circa £2500 and incurring costs of £3000 in NDR (Non Domestic Rates) per annum.

Beeches Community Centre – located within a residential setting. Low usage levels from both paid sources and community groups. The Centre requires long term investment and is currently running at a net loss. Alternative local centres are available for user groups.

Poplars Community Centre – located within a residential setting. Very low level use from local community groups. The Centre requires long term investment and is currently operating at a net loss. Alternative local centres are available for user groups.

Both Community Centres will require significant levels of ongoing investment if they are to be retained and remain fit for purpose in future.

There are family homes adjacent to Stoney Street Car Park and subject to Planning consent the intention would be to continue the current street scene by developing 3 x 3 bedroom homes and 2 x 2 bedroom homes on the site, all with designated off-street parking. Demand for family homes in the area is high, currently each vacant Council house in the Central Sutton and Skegby areas attracts between 70-100 bids when advertised through the Homefinder Lettings Service and there are currently 3900 applicants in total on the Housing Register.

In respect of the Community Centres, the intention would be to demolish the existing buildings and develop much needed adapted bungalows. On each site the proposal is to build 2 x 2 bedroom bungalows. The units would be suitable for local residents with disabilities, a group of residents whose needs the Council struggles to meet from the existing stock of properties. Options for 3 bedroom bungalows are also being explored. Demand from applicants on the housing Register is high with a 2 bedroom Council bungalow in Sutton in Ashfield typically attracting 50-60 bids.

The Community Centres both sit within the Housing Revenue Account (HRA) whereas Stoney Street car park is a General Fund site. As such, as part of the pre-development process Stoney Street would need to be appropriated into the HRA and the General Fund compensated accordingly.

The development, in addition to delivering much needed affordable housing would bring in extra Council Tax revenue and may, subject to potential changes to Government funding arrangements, also generate New Homes Bonus funding.

The viability of the development is dependent upon the Council receiving Homes England funding. Should the application for funding be unsuccessful the scheme would not proceed as the payback period, which is the time it would take the Council to recover the financial outlay from the rental income received would be prohibitive.

In keeping with other council housing, at least some of the units will be eligible for the Right to Buy. However, the Council is entitled to receive the full cost of the building if sold within the first 15 years of completion, thus negating this risk at least in part.

Scheme costs

The development on the 3 sites will be funded through HRA reserves and Homes England (HE) funding. HE funding is not a given, but we are confident the development will be supported. Typically HE funding is circa £40,000 per plot of build costs.

The plans and the procurement of contractors are at an early stage. Our initial assessment is that the total cost of the development is in the region of £1.46 million, the cost net of HE funding is circa £1.10 million. This equates to an average of £122,222 per unit, or a value for the 3 beds of £131,000 and the 2 beds £117,000.

The properties would be made available on an affordable rent basis (80% of market rent) as this is a requirement of receiving funding from Homes England. The time taken to pay back the Council's financial outlay, assuming HE funding at £40,000 per unit, is 34 years, which is within the Council's parameters. If HE funding was not received the payback period stretches beyond 40 years and so is considered not financially viable.

The appropriation of surplus car park land from the General Fund to the Housing Revenue Account is permissible under Section 19 of the Housing Act 1985.

Contract and procurement

The intention would be to work the Nottingham City Council's Procurement Unit to identify a contractor for the works and other specialist consultants needed to deliver the development.

In all likelihood the Council would enter into contract with the preferred contractor selected through the Pagabo framework. The contract terms would be agreed between the Council and the contractor. In addition to the main contractor the Council will need to appoint a third party, an employer's agent, to manage the build process, to act as quantity surveyor for payment stages, and sign off the completed works.

The Council will expect the successful contractor to bring added social value to the area in the form of employing local labour or utilising local suppliers.

Timescales

Subject to Members approval the intention would be to move forward with the development at the earliest opportunity. There are a number of pre-development processes to complete, the most obvious being Planning consent. If Planning approval is achieved in late summer there is a strong likelihood that works could start on site in late 2020 with completion in summer 2021.

Implications

Corporate Plan:

The Corporate Plan identifies a need to ensure there is sufficient housing available in the district of the right size, type and quality, ensuring an adequate supply of affordable housing.

Legal:

Legal advice and support will be provided throughout the process.

Contract Procedure Rules allow procurement through framework agreements.

Appropriation to HRA

Section 122 of the Local Government Act 1972 empowers a Local Authority to appropriate land for any purpose for which the Council is authorised by the 1972 Act (or any other enactment) to acquire land by agreement and which is surplus to the Council's requirements. With regard to the former, the Council is able to acquire land for housing purposes under section 17(1) of the Housing Act 1985 by agreement or otherwise. Appropriation under section 122 is expressly made subject to the rights of other persons in respect of the land concerned.

Section 19 (1) of the Housing Act 1985 states that a Local Authority may appropriate for the purposes of housing any land for the time being vested in them or at their disposal and the authority shall have the same powers in relation to the land appropriated as they have in relation to land acquired by them for the purposes of housing.

If land is transferred between the HRA and the General Fund, an adjustment to the HRA will be required (paragraph 5, Part III of Schedule 4 to the Local Government and Housing Act 1989 and Part VI section 74). The appropriation of assets between the General Fund and the HRA will require the transfer of debt of the appropriated asset. Adjustments are required to reflect the change in the HRA capital financing requirement.

Finance:

The Community Centres are currently running at a net loss.

The Poplars annual running costs are circa £15,000 per annum, against an income of £9,000. Ongoing maintenance and investment means that the projected net loss will increase to circa £11,000 per annum.

Annual running costs for the Beeches are broadly similar but this centre only generates around £1000 in income each year. With maintenance and investment costs set to increase the current £14,000 net loss is likely to increase to a deficit of £19,000 per year.

Budget Area	Implication
--------------------	--------------------

General Fund – Revenue Budget	Loss of ADC's share of NDR income on the carpark which would be offset by additional Council Tax and potentially New Homes Bonus. Reduction in Capital Charges due to reduction in Capital Financing Requirement due to the appropriation of land to HRA
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	Additional annual rent of £55,200.00 some of which will be used to meet ongoing maintenance costs on the new Council Houses. Increase in Capital Charges due to reduction in Capital Financing Requirement due to the appropriation of land to HRA
Housing Revenue Account – Capital Programme	Circa £1.1m build costs

Risk:

Risk	Mitigation
Land proves unsuitable without significant remediation	Topographical and ground surveys produced before contract commitment
Unexpected costs	Risks to be minimised through contract
Material and / or building supply delays	Risks with contractor, offset through a Longstop clause
Potential asbestos removal from Community centres	Check against specific register, instruct type 2 survey if required.

Human Resources:

No implications

Environmental/Sustainability:

All new properties to be built to current environmental regulations, with lowest achievable u value.

Equalities:

An Equalities Impact Assessment Screening Form has been completed and attached. There are no significant issues.

Other Implications:

(if applicable)

Reason(s) for Urgency

(if applicable)

Reason(s) for Exemption

The report contains commercially sensitive information

Background Papers

Site plans

Report Author and Contact Officer

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Housing Development Lead Officer
a.d.kirkland@ashfield.gov.uk

CABINET REPORT – 30TH JUNE 2020
AFFORDABLE HOUSING DEVELOPMENTS – SUTTON IN ASHFIELD
Additional Information

SITE 1 - STONEY STREET CAR PARK

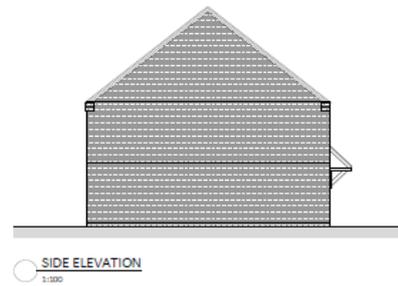
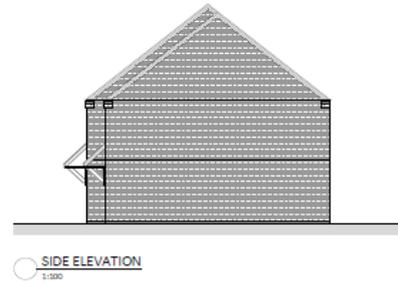
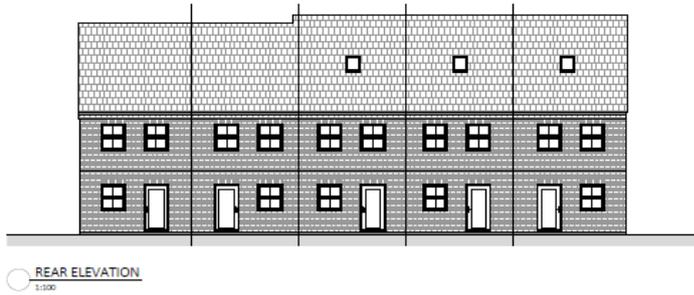
Located on the outskirts of the town centre, off Outram Street



Car park with existing residential provision on 3 sides.



Potential designs:



SITE 2 - POPLARS COMMUNITY CENTRE

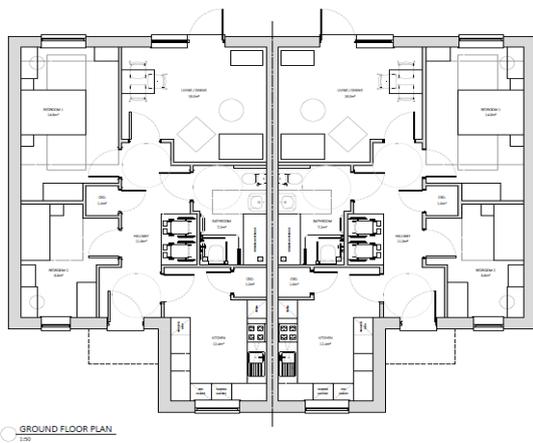
Located off Charles Street, within an established residential area.



Existing community centre building



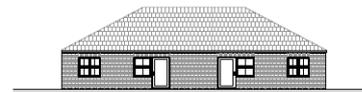
Potential plans:



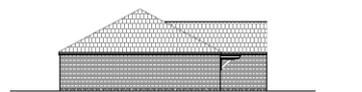
GROUND FLOOR PLAN
1:500



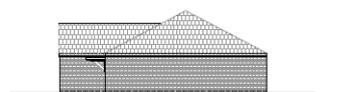
FRONT ELEVATION
1:500



REAR ELEVATION
1:500



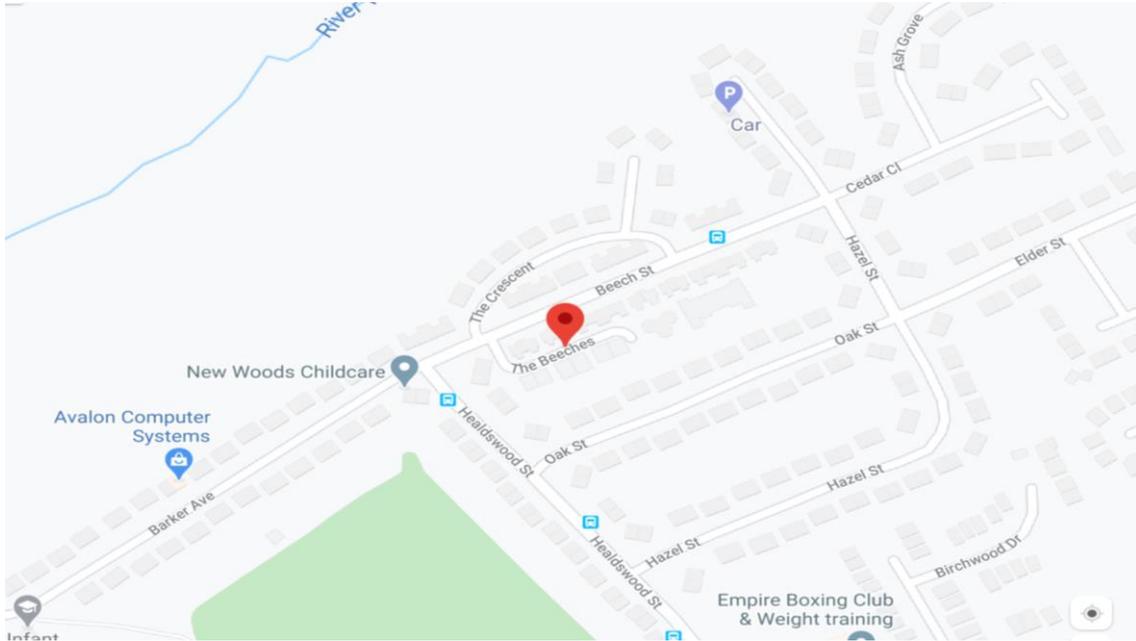
SIDE ELEVATION
1:500



SIDE ELEVATION
1:500

SITE 3 - BEECHES COMMUNITY CENTRE

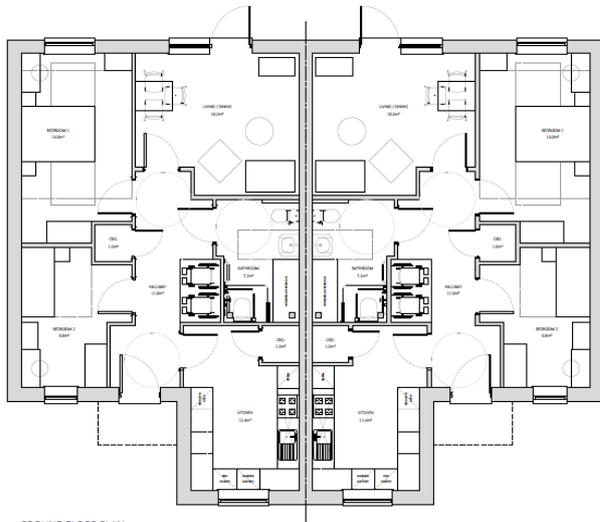
Located in an established residential area off The Beeches, Skegby



Existing community centre building



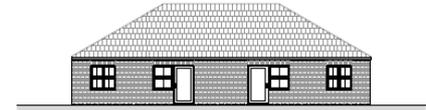
Potential plans:



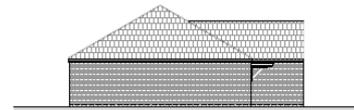
GROUND FLOOR PLAN
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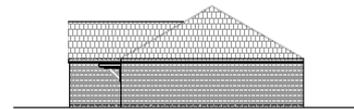
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REAR ELEVATION
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SIDE ELEVATION
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SIDE ELEVATION
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Equality Impact Assessment Screening Form

The purpose of this Equality Impact Assessment Screening exercise is to determine if the proposed changes may result in a negative impact on the people representative of the protected characteristics.

1.1 Which function/policy are you assessing?			
NEW HOUSING DEVELOPMENT – NEW CROSS AND SKEGBY			
1.2 Who is responsible for this Service?			
Lead Development Officer Service Manager – Strategic Housing			
1.3 What are the key objectives/aims of this function/policy? Please state the benefits or outcomes of the service.			
To provide new affordable homes in the borough, with particular emphasis on adapted bungalows, to meet the need of the residents			
1.4 Are any of the following groups (referred to as protected characteristics within the Equality Act 2010) likely to be affected by the proposed changes?			
<u>Equality Strand</u>	<u>Positive</u>	<u>Negative</u>	<u>Unmet Need</u>
Age	Yes	None Identified	None Identified
Disability	Yes	None Identified	None Identified
Gender	No	None Identified	None Identified
Race	No	None Identified	None Identified
Religion or Belief	No	None Identified	None Identified
Sexual Orientation	No	None Identified	None Identified
1.5 If you are certain that the changes being assessed will not have a negative impact on these groups please state the reasons/evidence.			
As per council policy, no one group will discriminated against in allocation of new homes.			

1.6 If you are in doubt or unsure of a negative impact what steps will you take to inform your judgement?
None
1.8 If you have you have identified a negative impact that could have an adverse effect on a particular group briefly outline this impact.
None Identified
You should now complete a full Impact Assessment to eliminate any risk of discrimination or disadvantage.

The EIA must me proportionate to the level of changes and the impact

<p>Officer A Kirkland</p> <p>Date 22/05/2020</p>
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Updated July 2017

APPENDIX B



Report To:	CABINET	Date:	21 JULY 2020
Heading:	DRAFT OUTTURN 2019/20 ACCOUNTS		
Portfolio Holder:	PORTFOLIO HOLDER FOR FINANCE AND RESOURCES – CLLR RACHEL MADDEN		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

This report sets out the details of income and expenditure incurred in 2019/20 in respect of the General Fund, the Housing Revenue Account (HRA) and the Capital Programme, how this compares to the latest approved budgets, and provides explanations for significant variances. This is the unaudited position and is therefore potentially subject to change. The audited Statement of Accounts will be presented to the Audit Committee on 28 September 2020.

In summary the 2019/20 unaudited Outturn position compared to the approved Revised Budgets was:

- General Fund – a £692k underspend
- HRA – a £2.524m underspend
- Capital Programme – a £10.400m underspend

Section 4 of the report sets out the proposed carry-forward of 2019/20 unspent, previously approved earmarked funding where this is in respect of projects where delays have been experienced during 2019/20 and for which there is no capacity to fund the cost balance of these projects from within the 2020/21 approved budgets.

Recommendation(s)

Cabinet is requested to note:

- (i) The 2019/20 draft Revenue Outturn for the General Fund, the HRA Outturn and the Capital Programme Outturn.

Cabinet is asked to approve:

- (ii) The proposed in-year movements to and from reserves (Section 1.11)
- (iii) That the 2020/21 revenue budgets will be adjusted to reflect carry-forward of 2019/20 approved but not utilised project funding from earmarked reserves. (Section 4).

Cabinet is asked to recommend to Council:

- (iv) Approval to carry-forward the £10.4m underspend on the Capital Programme to 2020/21 due to slippage (delays to schemes) included in the Programme. (Section 3).

Reasons for Recommendation(s)

To report to those charged with governance, the Council's financial Outturn for 2019/20 and to comply with the Council's Financial Regulations.

Alternative Options Considered

(with reasons why not adopted)

The financial Outturn position is as reported within the 2019/20 draft Statement of Accounts therefore there are no other options. The proposed carry-forward of unutilised 2019/20 earmarked reserves will facilitate the delivery of specific projects for which the allocations were originally given. Not to approve the funding carry-forwards would prevent some projects from progressing or would require for them to be funded from the General Fund balance which is not recommended.

Detailed Information

1. General Fund Revenue Outturn 2019/20

The General Fund supports the day to day running of the Council's services, excluding the provision of Council Housing.

The table below shows the General Fund Revenue Outturn by subjective analysis and by Directorate.

	Revised Budget £'000	Outturn £'000	Variance £'000	Note
<u>Subjective Analysis:</u>				
Employee Expenses	16,985	16,628	(357)	A
Premises Expenses	1,436	1,506	70	B
Transport Related Expenses	905	825	(80)	C
Supplies & Services	5,629	7,350	1,721	D
Transfer Payments	25,761	25,809	48	E
Income	(34,984)	(39,314)	(4,330)	F
Recharges (Net)	(3,241)	(2,979)	262	
Sub Total	12,491	9,825	(2,666)	
<u>Directorate Analysis (excluding recharges):</u>				
Chief Executive	527	556	29	1
Resources & Business Transformation	1,574	511	(1,063)	2
Legal & Governance	1,897	1,864	(33)	3
Place & Communities	9,382	8,184	(1,198)	4
Housing & Assets	2,352	1,689	(663)	5
Recharges	(3,241)	(2,979)	262	6
Sub Total	12,491	9,825	(2,666)	
<u>Financing and Investment Income & Expenditure</u>				
Net Interest	111	(143)	(254)	7
Minimum Revenue Provision	1,683	1,362	(321)	8
Capital Expenditure Financed from Revenue	165	70	(95)	9
Sub Total	1,959	1,289	(670)	
TOTAL EXPENDITURE	14,450	11,114	(3,336)	
<u>Funding</u>				
Government Grants	(1,801)	(1,801)	0	
Business Rates	(4,732)	(5,434)	(702)	10
Council Tax	(6,228)	(6,228)	0	
TOTAL FUNDING	(12,761)	(13,463)	(702)	
Net General Fund Deficit / (Surplus) for the year before transfers to/ (from) Earmarked Reserves	1,689	(2,349)	(4,038)	
Net Contribution to / (from) Earmarked Reserves	(1,556)	1,790	3,346	11
Net General Fund Deficit / (Surplus) for the year after transfers to/ (from) Earmarked Reserves	133	(559)	(692)	12

Explanations of variances to budget by subjective analysis:

A) Employee Expenses (£357k underspend)

Employee staffing budgets were £992k underspent due to vacancies across the Authority, however, this was partly offset by Agency costs which were £546k higher than budget. Additional training costs of £94k were fully met by income from the Apprenticeship Levy (see below). A number of other small variances accounted for the remaining £5k favourable variance.

B) Premises Expenses (£70k overspend)

The Premises repairs budget was overspent by £54k. Charges for National Non Domestic Rates (NNDR) were £13k higher than budget. A number of other variances made up the remaining £3k overspend.

C) Transport Related Expenses (£80k underspend)

Fuel costs were £32k less than budget, and car mileage and associated lump sum costs were £46k less than budget. Other transport related costs were also £2k below budget.

D) Supplies & Services (£1.721m overspend)

The main reason for this overspend was related to payments to contractors (overspent by £1.217m), however, much of this was met either by grant income and contributions (see below), or by approved allocations from earmarked reserves. These funded overspends included the Rough Sleepers initiative (£400k), the Rapid Rehousing Pathway (£395k), Insurance payments (£123k), and Parliamentary and European Elections (£347k). Other supplies and services budgets were underspent by £48k.

Grants and contributions were also overspent by £526k, but again much of this (support for Domestic Violence prevention £463k) was met by grant income. Other budgets within supplies & services were underspent by £22k.

E) Transfer Payments (£48k overspend)

There was a slight overspend compared to budget for Housing Benefit and Discretionary Housing Payments where the Council paid out more funding than it received from Government. This represents a 0.18% variance on a budget of £25.8m.

F) Income (£4.330m additional income)

The net income over-recovery compared to budget was mainly due to the following:

- Government grants received were in excess of the level budgeted (£2.737m) – Apprenticeship Levy income, Rapid Rehousing Pathway, Elections and Domestic Violence prevention, Future High Streets Fund and Towns Fund grants were received during the year, the majority of this will be spent in 2020/21.
- Additional Planning services income (£229k).
- Contributions to Rough Sleeper initiative (£520k).
- Rental income from Investment and other Council properties (£902k greater than budget).
- Building Control under-achieved income (-£50k)
- Other income variances (-£8k).

Summary explanation of variances to budget by Directorate:

1) Chief Executive and Corporate Costs (£29k overspend)

The key variances within the Directorate are:

- **Chief Executive** - £8k overspend due to the non-achievement of the vacancy factor largely offset by a £5k refund on the audit fee due to a reduction by Public Sector Audit (PSA) and a £2k underspend on civic events.
- **Corporate Costs** - £23k overspend on section 106 interest cost and bad debt contribution in respect of the Teversal Trust of £5k.

2) Resources and Business Transformation (£1.063m underspend)

The key variances within the Directorate are:

- **ICT** - £51k net underspend. Due to additional recharges of internet, printing and leasing costs to services and forecast reduction on telephones and printing costs, plus a receipt of an unbudgeted Government Grant of £6.5k.
- **Commercial Property** - £750k net underspend largely due to additional unbudgeted investment property income for new investment properties purchased in year.
- **Revenues and Benefits** - £2k net underspend.
- **Corporate Support and Transformation** – £15k net underspend largely due to postage savings related to the Ashfield Matters publications as one edition was posted out with the annual bin calendars.
- **HR & Payroll** - £13k net underspend due to receiving Employer Incentive Payments from college/universities (£4.5k), reduced training costs and reduced shared service costs.
- **Financial Management** - £24k net underspend comprising:
 - £57k underspend on insurance, transferred to the insurance earmarked reserves
 - £25k spend on the ICON upgrade, funded from an earmarked reserve
 - £8k overspend for new CIPFA guidance, costs associated with changing merchant card handling supplier and costs of recruitment advertising.

- **Joint Crematorium** – (£5k) under achievement of income due to reduced throughput.
- **Directorate wide** - £110k net underspend due to Directorate-wide vacancies throughout the year.
- **EU Exit Grant** - £35k unbudgeted grant received, the unspent balance transferred to earmarked reserves.
- **Covid-19 Grant** - £68k unbudgeted grant received, the unspent balance transferred to earmarked reserves.

3) Legal and Governance (£33k underspend)

The key variances within the Directorate are:

- **Directorate wide** - £35.5k underspend on salaries due to Directorate-wide vacancies throughout the year.
- **Democratic Services** - £3.5k underspend on the Modern Government Committee Management System which is due to a one off impact of a prepayment and a £6k overspend on consultancy fees to support the independent investigation of a complaint.
- **Members Services** - £10.5k underspend largely in respect of allowances.
- **Elections** - £23k underspend, transferred to the earmarked elections reserve.
- **Electoral Registration** – £2.5k forecast underspend being the net of small underspends/overspends on costs and sales.
- **Governance Administration** - £7.5k overspend on Council-wide postage costs.
- **Legal Services** – (£35k) net overspend being; £10k underspend due to reduced legal costs and increased income offset by a provision for compensation and legal fees for Employment Tribunals (£45k).
- **Anti-Fraud Strategy** - £10k underspend on costs for the anti-fraud strategy.
- **Risk Management** - £3.5k unbudgeted cost of Skyguard lone worker management equipment.

4) Place and Communities (£1.198m underspend)

The key variances within the Directorate are:

- **Directorate-wide** - £256k net underspend on staff costs due to vacancies throughout the year.
- **Unused grant income** – £459k. Future High Streets capacity funding (£142k) and Towns Fund (£317k), transferred to earmarked reserves for use in 20/21.

- **Planning** - £229k income greater than budget.
- **Local Plan** - £253k underspend of which £250k has been carried-forward in the 2020/21 budget.
- **Licensing Service** - £110k surplus transferred to an earmarked reserve to be used for developing and supporting the service in future years.

These were partially offset by the following pressures:

- **Building Control** - £50k income less than budget.
- **Waste Services** - £59k additional cost of supplying trade and domestic bins throughout the year.

5) Housing and Assets (£663k underspend)

The key variances within the Directorate are:

- **Grant Income** - £502k underspend relates to grants received in year that have not been fully utilised in year, transferred to earmarked reserves. This comprises of:
 - £59k for Flexible Homelessness support Grant and New Burdens Allocation
 - £85k for Rough Sleeper initiative
 - £168k for Rapid Rehousing Pathway
 - £190k for Syrian Vulnerable Persons Refugee Scheme
- **Private Sector Housing** – £57k underspend being; £20k underspend on the enforced sales of properties budget, £20k underspend of an in year reserve allocation which has been re-transferred to an earmarked reserve. £3k underspend on car allowances, £19k income greater than budget from ‘charges of notices’ partially offset by £5k unbudgeted spend on legal fees to move on travellers.
- **Licensing** - £17k net underspend being; £8k overachieved income from selective licensing and £9k underspend on Houses of Multiple Occupation (HMO) licensing due to vacancies within the service.
- **Supported Housing** - £14k overspend being £28k overspend due to delays in the Lifeline service transferring to a new provider. This is being partially offset by a £14k underspend due to the suspended purchase of further equipment due to analogue/digital technology update review.
- **Asset Management** - £40k underspend on salaries and car mileage due to vacancies.
- **Car Parks** - £8k underachieved income compared to budget.
- **Centralised Offices** - £37k underspend being; £3k salaries underspend due to a vacancy, £5k unbudgeted income for room hire for the European and General Elections,

£13k underspend on utilities, £12k underspend on waste collection charge and £4k underspend on equipment purchase and other minor expenditure budgets.

- **Building Cleaning General** - £21k underspend due to staff vacancies.
- **Business Contingency and Sustainability** - £16k underspend due to staff vacancies.
- **Other** - £5k net overspend due to non-achievement of the vacancy factor across the wider Directorate.

6) Recharges (£262k overspend)

This overspend is due to the change in the methodology of charging for Contract Hire due to ceasing to over-recover associated on-costs following the in-year review of recharges.

7) Net Interest – (£254k underspend)

This is due to an underspend on interest payable of £289k due to less borrowing being undertaken than budgeted due to utilising internal borrowing capacity and due to new loans being taken at lower interest rates than budgeted prior to the recent 1% rate increase in Public Works Loan Board (PWLB) loans. £39k over achievement of interest receivable due to changes in investment balances, and the interest rates compared to budget. This is partially offset by a £74k overspend on interest payable on balances due to changes in balances and interest rates.

8) Minimum Revenue Provision (£321k underspend)

This is the revenue charges that are a consequence of the historic and existing capital programme. This underspend is due to reduced MRP charges in-year, due to slippage on the capital programme in 2018/19 (MRP charges commence the year after the capital expenditure is incurred).

9) Capital Expenditure Financed from Revenue (£95k underspend)

This is due to delays on works for the Kings Mill Reservoir Scheme which was to be funded from reserves which has not been used in 2019/20, now to be used in future years. In addition there was an underspend on the Retail Improvement Scheme which is funded by S106 Revenue Grants and a small underspend on Brand Lane / Wharf Road Open Space Improvements which is funded by reserves.

10) Business Rates – £702k overachievement of income

This is comprised of:

- £606k estimated returned surplus from the Nottinghamshire NNDR pool for 2019/20 greater than the budgeted returned surplus of £25k;
- £13k returned surplus levy from MHCLG; and
- £440k increase in retained growth.

This is being partially offset by the planned use of £356k from the NNDR equalisation reserve.

The NNDR position is still an estimated position as the completion of the NNDR 3 claim for 2019/20 has been delayed due to the Covid-19 pandemic.

11) The table below shows the proposed key movements in earmarked reserves. Cabinet is asked to approve these.

Earmarked Reserve	Balance as at 01/04/19	In-year Movement	Balance as at 31/03/2020
	£'000	£'000	£'000
Commercial Property Investment Reserve	800	1,500	2,300
NNDR Equalisation Reserve	1,804	(374)	1,430
Corporate Transformation Reserve	1,659	(275)	1,384
Asset Renewal Reserve	813	(41)	772
Insurance Reserve	334	83	417
Economic Development & Place Reserve	241	(32)	209
District Planning Enquiry Fund (Local Plan)	406	(31)	375
Joint Use Maintenance Fund	201	0	201
Other Earmarked Reserves	1,136	960	2,096
Sub Total	7,394	1,790	9,184
Joint Crematorium Reserve	491	(5)	486
Total	7,885	1,785	9,670

12) General Reserve

The General Reserve balance has increased by £559k to £6.675m at the 31st March 2020.

2. Housing Revenue Account (HRA) Outturn 2019/20

The HRA is a ring-fenced landlord's account for the management and maintenance of the Council's housing stock. This account funds both day to day revenue costs as well as funding borrowing costs for capital works to maintain and improve Council properties.

The table below shows the 2019/20 Outturn compared to the approved revised budget for the HRA.

	Revised Budget £'000	Outturn £'000	Variance £'000	Note
Income				
Rents, Charges & Contributions	(24,260)	(24,452)	(192)	1
Interest & Investment Income	(210)	(222)	(12)	2
Total Income	(24,470)	(24,674)	(204)	
Expenditure				
Borrowing & Capital Financing Charges	3,602	3,807	205	3
Repairs & Maintenance	7,779	7,079	(700)	4
Supervision & Management	4,845	4,674	(171)	5
Interest Payable & Appropriations	3,547	3,547	0	
Other Expenditure	298	214	(84)	6
Direct Revenue Financing	1,483	831	(652)	7
Transfer to / (from) Major Repairs Reserve	1,422	470	(952)	7
Total Expenditure	22,976	20,622	(2,354)	
Surplus for the Year	(1,494)	(4,052)	(2,558)	
Net contribution to / (from) Earmarked Reserves	(202)	(168)	34	8
Net HRA Deficit / (Surplus) for the year AFTER transfers to/from Earmarked Reserves	(1,696)	(4,220)	(2,524)	

The Outturn for the HRA shows an in-year surplus of £4.052m before movement in reserves, bringing the total HRA balance at 31st March 2020 to £36.817m.

Income

- (1) Additional income of (£192k) compared to budget was received from tenants for rental income and chargeable damage and repair works.
- (2) The interest and investment income received is £12k greater than budget due to the slightly higher balances throughout the year in the HRA than budgeted.

Expenditure

(3) Borrowing & Capital Financing Charges are £205k higher than budgeted mainly due to depreciation charges being £147k greater than planned due to increase in property valuations compared to when the budget was set in 2019/20. All transport charges were previously charged to the HRA as a consolidated amount (Contract Hire). This is now being accounted for as separate charges of which the depreciation (£58k) is one element. The opposite credit entry will show in Repairs and Maintenance (below in note 4).

(4) Repairs and maintenance budgets are underspent by £700k mainly due to:

- Reduced use of subcontractors in delivering the planned maintenance schemes during the year (£90k).
- Due to the nature of works being undertaken, charging of subcontractors to capital works rather than day to day repairs (£142k)
- Vacancy staff savings within the Housing Repairs operative team, Estate Officer and Energy Performance departments (150k).
- Reduced housing vehicle charges (£121k) partly offset in borrowing and capital financing charges (see note 3 above).
- Reduced use of material expenditure in the day to day repairs (£53k).
- Direct Resource Scheduler and Total Mobile project delayed with some costs passing in to 2020/21 (£103k).
- Reduced waste transfer costs, equipment maintenance and purchase (£32k).
- Other (£9k).

Some of the above reductions in expenditure are attributable to a reduction in repairs in the month of March due to the Coronavirus pandemic.

(5) Supervision and Management costs are £171k less than budget mainly due to:

- Reduced costs of operating and managing Community Centres (£29k)
- Reduced repairs, maintenance and utility costs of Housing Court Schemes (£37k)
- Reduced running costs of the Brook Street office (£24k)
- Reduced printing, postage and telecommunication costs (£36k)
- Vacancy savings in Tenancy Services and Procurement departments (£48k)
- Total Mobile project delayed with no maintenance and support costs incurred in 2019/20. (£30k).
- Reduction in independent support payments (£14k)
- Other (£3k).
- The above underspends were partially offset by £50k unbudgeted spend on the Affordable Housing Delivery Strategy which is financed from the earmarked reserve grant received in 2018/19. (See point 8 below).

(6) Other Expenditure is £84k less than budget due to:

- Refunds on empty properties being charged Council Tax (£17k)

- Reduction in bad debt provision (£45k)
- Housing Subsidy calculation for the financial year was such that the Rent Rebate Subsidy Limitation set aside of £20k is not required.
- Other (£2k).

(7) Direct Revenue Financing was £652k less than budget and the use of the Major Repairs Reserve was £952k less than budget, both due to delays in the implementation of some capital programme schemes and financing of capital through greater than budgeted capital receipts and depreciation.

(8) The transfer from earmarked reserves represents the use of the £50k Affordable Housing Grant (see note 5 above), £171k for the Digital Transformation projects within housing and a transfer of £53k to the HRA Insurance reserve.

3. Capital Programme Outturn 2019/20

Details of the main 2019/20 Capital Scheme works and how they were funded are shown in the table below. The notes below the table provide explanations for key variances compared with the revised 2019/20 budgets.

Capital Scheme	Revised Budget	Outturn	Variance	Note
	£'000	£'000	£'000	
Housing Revenue Account				
Management Fee	557	544	(13)	
Catch Up and Future Major Works	4,506	3,956	(550)	1
Service Improvements	65	44	(21)	
Contingent Major Repairs	20	13	(7)	
Exceptional Extensive Works	469	364	(105)	2
Disabled adaptations - Major adaptations	87	95	8	
Disabled adaptations - Minor adaptations	354	366	12	
Investment in New or Existing Dwellings	1,350	799	(551)	3
Housing Vehicles	417	223	(194)	4
Other Housing Revenue Account Schemes (less than £100k)	122	48	(74)	
Total Housing Revenue Account	7,947	6,452	(1,495)	
General Fund				
Kings Mill Reservoir (The King and Miller to Kingfisher)	1,403	778	(625)	5
Piggins Croft Car Park	154	1	(153)	6
Hucknall Leisure Centre	60	63	3	
Leisure Transformation Programme	200	200	0	
Kirkby Leisure Centre	646	378	(268)	7
Friezeland Recreation Ground - Scooter Park	118	118	0	
Investment Properties	45,585	39,091	(6,494)	8

Improvement Grants 1996 Act Disabled Facility Grant (DFG)	900	780	(120)	9
Purchase of Vehicles	2,529	1,924	(605)	10
Titchfield Park Brook	385	66	(319)	11
Kirkby Footpaths/Cycle Ways	131	100	(31)	12
Other General Fund Schemes (less than £100k)	746	453	(293)	13
Total General Fund	52,857	43,952	(8,905)	
Total Expenditure	60,804	50,404	(10,400)	
Funding				
Major Repairs Reserve	4,978	4,237	(741)	
Borrowing	49,549	37,367	(12,182)	
Government Grants and Other Contributions	3,076	2,180	(896)	
HRA Revenue Contributions	1,483	831	(652)	
Reserve Contributions	232	70	(162)	
Capital Receipts	1,486	5,719	4,233	
Total Funding	60,804	50,404	(10,400)	

- (1) Delays in progressing works due to inability to access some dwellings, tenant refusals, access licences delays etc; some scheme costs (net) less than anticipated.
- (2) Again, delays in progressing works due to inability to access some dwellings, tenant refusals, access licences delays etc; some scheme costs (net) less than anticipated.
- (3) Suitable properties are only purchased as they are identified at an appropriate price.
- (4) Replacement programme stalled during Housing review and the review of size of vehicles required. Further delays whilst the Nottinghamshire Transport Consortium reviewed and awarded the van supply contract. Further delayed by the impact of the Covid-19 pandemic during March.
- (5) The work programme for the project is over two years. The Covid-19 pandemic restrictions has delayed further procurement and contract work.
- (6) Project underspent due to the project being postponed to await the potential impact from another regeneration project.
- (7) Japanese Knotweed works were less than budget and spend on professional team fees was less than anticipated during the financial year.
- (8) Suitable properties are only purchased as they are identified at an appropriate price.
- (9) The DFG team completed 14 more schemes in 2019/20 compared to the previous year. However, the average value of these schemes was lower.
- (10) Delivery of a couple of vehicles has been delayed due to the Covid-19 pandemic. They remain in the bodybuilders while the Dealership remains closed. Several, further vehicles have been identified for replacement but ordering has been delayed due to the process of

awarding the van supply contract through the Transport Consortium and then the successful dealership being closed since the 23rd March due to the Covid-19 pandemic.

- (11) The capital spend has been delayed due to complications in securing planning / flood risk approval.
- (12) Underspend is due to delays caused by three back to back storms in the run up to year end.
- (13) The majority of the works on these schemes have been deferred to 2020/21.

4. Earmarked Reserves – Budget Adjustments 2020/21

The table below provides details of project funding which was approved for spend in 2019/20 which was not utilised during 2019/20 or grant funding received in 2019/20 which was not fully utilised and is required to fund project costs in 2020/21:

Funding Commitment	Reserve / Funding Source	Approval Route	£
Future High Streets Capacity Funding	Revenue Grants Reserve	Government Allocation	142,000
Towns Fund Capacity Funding	Revenue Grants Reserve	Government Allocation	317,333
Car Parking Orders & Bay Marking	Asset Repair and Renewal Reserve	Cabinet – 24/06/19	30,000
Digital Service Transformation programme	Corporate Transformation Reserve	Various ODR's	84,000
Leisure Operating Contract	Economic Development & Place Reserve	Cabinet – 24/06/19	24,920
Discover Ashfield branding	Economic Development & Place Reserve	Cabinet – 24/06/19	5,362
Covid-19 Funding	Covid-19 Reserve	Government Allocation	61,505
TOTAL			665,120

Implications

Corporate Plan: The Revenue and Capital Budgets and Outturn reflect delivery of the priorities in the Corporate Plan 2019-23.

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

Finance:

Budget Area	Implication
General Fund – Revenue Budget	The financial implications are set out in the body of the report. The post audit confirmed Outturn position will be used to update the Medium Term Financial Strategy, 30 Year HRA Business Plan and the Capital Programme.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
Failure to spend within approved budgets could impact the financial sustainability of the Council.	Regular financial monitoring reports to CLT and Cabinet. Financial Regulations. Finance training for Budget Managers and Budget Holders.

Human Resources:

No human resources implications were identified.

Environmental/Sustainability

No environment or sustainability implications were identified.

Equalities:

No equalities implications were identified

Other Implications:

No other implications identified.

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Financial Monitoring Report – Cabinet 23 March 2020

Report Author and Contact Officer

Pete Hudson

CORPORATE FINANCE MANAGER (& SECTION 151 OFFICER)

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APPENDIX C



Report To:	CABINET	Date:	15th SEPTEMBER 2020
Heading:	HUCKNALL INFILL SITES – AFFORDABLE HOUSING DEVELOPMENT		
Portfolio Holder:	COUNCILLOR TOM HOLLIS		
Ward/s:	HUCKNALL NORTH, HUCKNALL SOUTH, HUCKNALL CENTRAL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To advise Members about the opportunity to develop a small number of Council owned sites within Hucknall for the purpose of affordable housing and to seek approval of the development proposals.

The sites in question are as follows;

1. Barbara Square garage site, Barbara Square, Hucknall
2. Hawthorne Avenue garage plot site, Hawthorne Avenue, Hucknall
3. Chestnut Grove garage plot site, Chestnut Grove, Hucknall
4. Chatsworth Drive garage site, Chatsworth Drive, Hucknall

A plan of each site along with site photographs and an indicative site plan are included within the background papers.

Recommendation(s)

The following would be subject to Planning consent and confirmation of Homes England funding.

1. To declare that the 4 garage plot sites on Barbara Square, Hawthorne Avenue, Chatsworth Drive and Chestnut Grove are no longer required for this purpose and to approve their future use as sites for family housing let on an affordable rent basis.
2. To recommend that the Council approves the use of Housing Revenue Account reserves to fund the site clearances and the development of circa 15 new Council Homes on the 4 named sites. If approved, the project will be added to the Capital Programme.
3. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Portfolio Holder for Housing, Director of Legal and Governance and the Chief Financial Officer, to negotiate and formalise fees, scheme costs, specification, delivery and any other aspects of the proposed development.
4. To grant delegated authority to the Director of Housing and Assets, in conjunction with the Portfolio Holder for Housing, Director of Legal and Governance and the Chief Financial Officer, to procure and appoint a contractor to develop the four sites as a single package.
5. To grant delegated authority to the Director of Housing and Assets to contract, on behalf of the Council, with Homes England, for the purpose of receiving subsidy to ensure that the developments are viable and fall within the Councils' 30 year business plan model.

Reasons for Recommendation(s)

To enable a project that will increase Ashfield District Council's housing stock in order to meet a significant demand for affordable rented properties within the District.

Alternative Options Considered

An alternative is to do nothing, i.e keep the garages sites as they are. This is not recommended as they are under-utilised and can be re-purposed for much needed affordable housing. In due course the sites will need capital investment to ensure their long term viability. As well as this, underutilised garage sites are often subjected to anti-social behaviour.

A second option would be to sell the sites for the purpose of affordable housing development. However the viability of the sites as a development opportunity for outside parties is very low given the likely capital receipt. Affordable housing would not be delivered on the sites. Not recommended.

Detailed Information

The Corporate Plan sets out the Council's ambition to ensure there is sufficient good quality, affordable housing for the residents of Ashfield. To achieve this the Council cannot rely upon Registered

Providers and private house builders alone; it is important that the Council looks at the opportunities to develop new affordable housing on sites it owns.

An assessment of sites has been conducted with a view to devising an Affordable Housing Development Programme. These 4 sites constitute the second phase of development. There will be further phases as other under-utilised assets are re-purposed for affordable housing.

The sites include:

Barbara Square Garages – The site, consisting of a dozen garages is currently secured and the garages unused. The site was used as an office and storage area by a contractor undertaking decent homes work on Council homes but has remained unused now for a number of years. The site is potentially suitable for circa 5 family homes, 3 two bedroom and 2 four bedroom houses.

Hawthorne Avenue – The site is a garage plot site meaning tenants rent a plot of land and erect their own garage. The site has 16 plots of which only 2 are occupied. The site is of a reasonable size and is potentially suitable for 2 three bedroom homes. Alternative garage plot sites are available and discussions will be held with the occupants about other local sites.

Chestnut Grove – Like Hawthorne Avenue, this is a garage plot site. The site contains 31 plots of which only 1 is let. The site could accommodate 4 family homes, typically 2 two and 2 three bed homes. Alternative garage plot sites are available and discussions will be held with the occupants about other local sites.

Chatsworth Drive – The site, at the end of a residential street currently contains 5 garages. The properties adjacent to the site are maisonettes and there is an option to continue the street scene by developing on the site a block of 4 maisonettes, each containing 2 bedrooms. There is plenty of on street parking available, and as such the loss of a parking amenity would be negligible.

Demand for family homes in the area is high and the supply is low. During the 12 months up to 1st August 2020 only 3 two bedroom and 13 three bedroom Council homes in Hucknall became available to applicants on the Housing Register. Each vacancy attracted between 65 and 136 bids from interested applicants. In the current economic climate demand is likely to increase.

The development, in addition to delivering much needed affordable housing would bring in extra Council Tax revenue and may, subject to potential changes to Government funding arrangements, also generate New Homes Bonus funding.

The viability of the development is dependent upon the Council receiving Homes England funding. Should the application for funding be unsuccessful the scheme would not proceed as the payback period, which is the time it would take the Council to recover the financial outlay from the rental income received would be prohibitive.

In keeping with other Council housing, at least some of the units will be eligible for the Right to Buy. However, the Council is entitled to receive the full cost of the building if sold within the first 15 years of completion, thus negating this risk at least in part.

Scheme costs

The development on the 4 sites will be funded through HRA reserves and Homes England (HE) funding. HE funding is not guaranteed, but we are confident the development will be supported. Typically HE funding is circa £40,000 per plot of build costs.

We have obtained provisional costs for 3 of the sites, Chatsworth Drive was a late addition and so costs are pending. Development costs for the 3 sites. Barbara Square, Hawthorne Avenue and Chestnut Grove total £1.75m, this figures falls to £1.41m when HE funding is deducted. Looking at different properties, 2 bed homes will cost in the region of 94k per unit net of HE funding, 3 bed homes will £131k (net) and 4 bed units £151k (net). In respect of the time taken to repay the investment, 2 bed homes are repaid within 24 years, 3 beds in 34 years and 4 beds in 27 years. Each of these acceptable repayment periods.

The development costs for Chatsworth Drive will be scrutinised once received and the same viability criteria will be applied. If the costs do not fall within acceptable parameters the development of this site is unlikely to proceed.

All new homes will be made available on an affordable rent basis (80% of market rent) as this is a requirement of receiving funding from Homes England.

The garage sites sit within the Housing Revenue Account and so costs associated with appropriation of the sites is not applicable.

Contract and procurement

The intention is to work with the Nottingham City Council's Procurement Unit to identify a contractor for the works and other specialist consultants needed to deliver the development.

In all likelihood the Council would enter into contract with the preferred contractor selected through the Pagabo framework. The contract terms would be agreed between the Council and the contractor. In addition to the main contractor the Council will need to appoint a third party, an employer's agent, to manage the build process, to act as quantity surveyor for payment stages, and sign off the completed works.

The Council will expect the successful contractor to bring added social value to the area in the form of employing local labour or utilising local suppliers.

Timescales

Subject to Members approval the intention would be to move forward with the development at the earliest opportunity. There are a number of pre-development processes to complete, the most obvious being Planning consent and an application for Homes England funding. If Planning approval is achieved in late 2020 there is a strong likelihood that works could start on site in early 2021. The Council should have received the outcome of the Homes England application by then.

Implications

Corporate Plan:

The Corporate Plan identifies a need to ensure there is sufficient housing available in the district of the right size, type and quality, ensuring an adequate supply of affordable housing.

Legal:

Legal advice and support will be provided throughout the process.

Contract Procedure Rules allow procurement through framework agreements.

The sites are within the HRA and so there are no legal issues regarding the appropriation of the sites.

Finance:

The garage sites as they are can be considered to be relatively cost neutral. Expenditure on each site in the form of repairs, maintenance and general upkeep is low but so too is income received. Zero income is received for the Barbara Square site, very little from the remaining sites. Two of the sites are plot sites whereby the Council receives only £1 per week from each tenant. In due course, without development of the sites, investment will be needed in each of the sites to ensure they remain fit for purpose.

Budget Area	Implication
General Fund – Revenue Budget	Additional Council tax income and potentially, New Homes Bonus income
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	Additional dwelling rent income. Lost garage rent income.
Housing Revenue Account – Capital Programme	Build costs.

Risk:

Risk	Mitigation
Homes England Funding is not secured	None. Development will not go ahead.
Planning permission is not granted.	None. Development will not go ahead.
Land proves unsuitable without significant remediation	Topographical and ground surveys produced before contract commitment.
Unexpected costs	Risks to be minimised through robust contractual arrangements
Material and/or building supply delays	Risk sits with contractor, offset through a longstop clause
Potential asbestos removal from garages	Check against specific register, instruct type 2 survey if required.

Human Resources:

No implications

Environmental/Sustainability

All new properties to be built to current environmental regulations, further enhancements above that level will be considered as the building specifications, types and costs become clearer.

Equalities:

An Equalities Impact Assessment Screening Form has been completed. There are no significant equality related issues.

Other Implications:

(if applicable)

Reason(s) for Urgency

(if applicable)

Reason(s) for Exemption

(if applicable)

Background Papers

(if applicable)

Report Author and Contact Officer

Andrew Kirkland

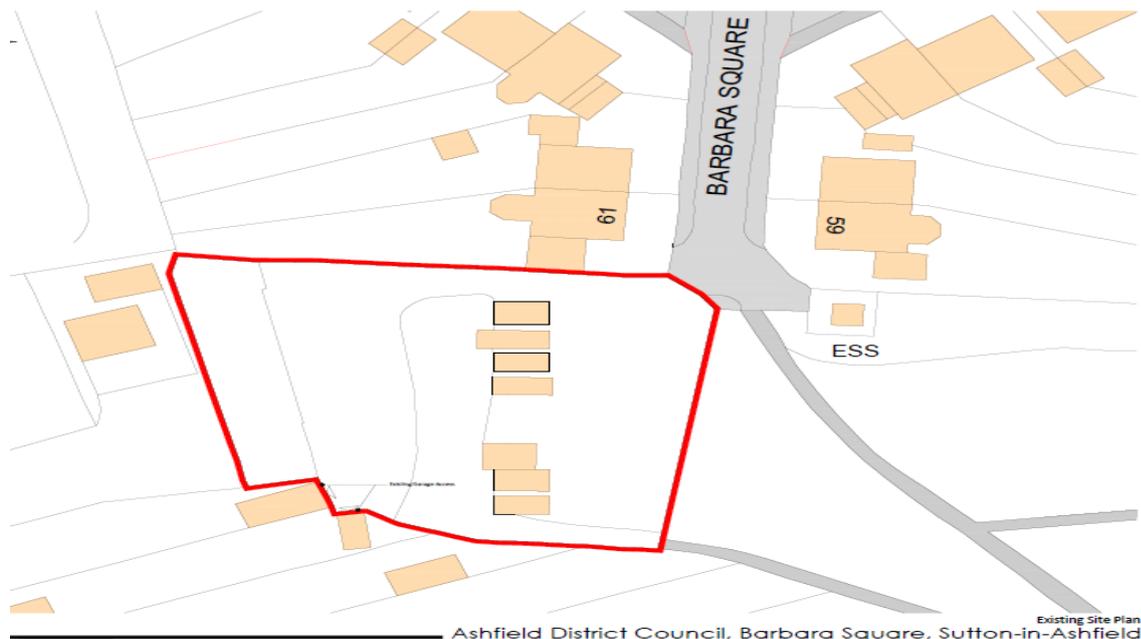
Housing Development Lead Officer

a.d.kirkland@ashfield.gov.uk

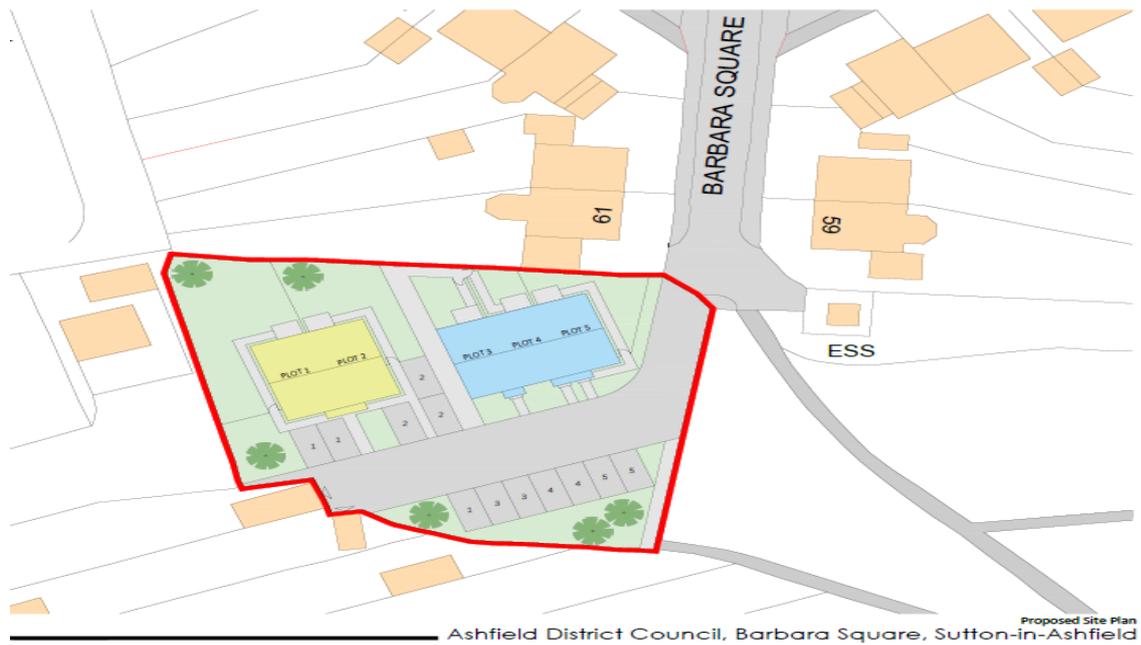
CABINET REPORT – 15TH SEPTEMBER 2020
AFFORDABLE HOUSING DEVELOPMENTS – HUCKNALL
Additional Information

SITE 1 – Barbara Square garage site

Located at the end of Barbara Square, off the Annesley Road, within an established council housing area.

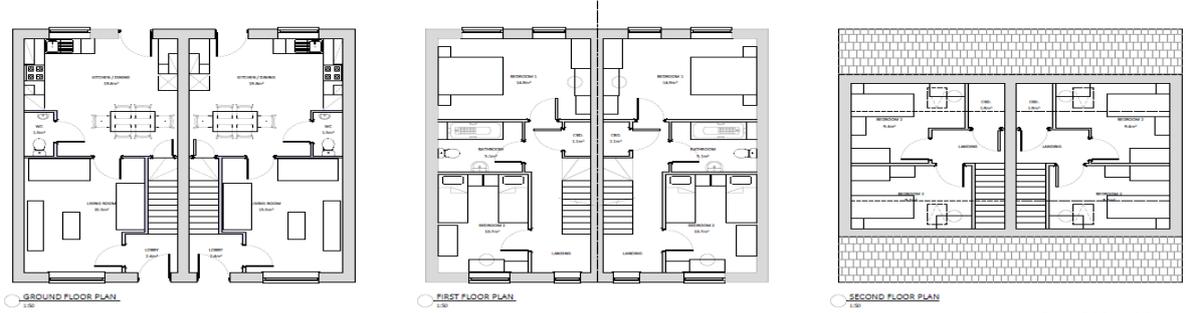


Proposed site layout



Ashfield District Council, Barbara Square, Sutton-in-Ashfield Proposed Site Plan

Proposed plans: plots 1 and 2.



Ashfield District Council, Barbara Square, Sutton-in-Ashfield Plots 1 & 2 Plans & Elevations

Proposed plans: plots 3, 4 and 5

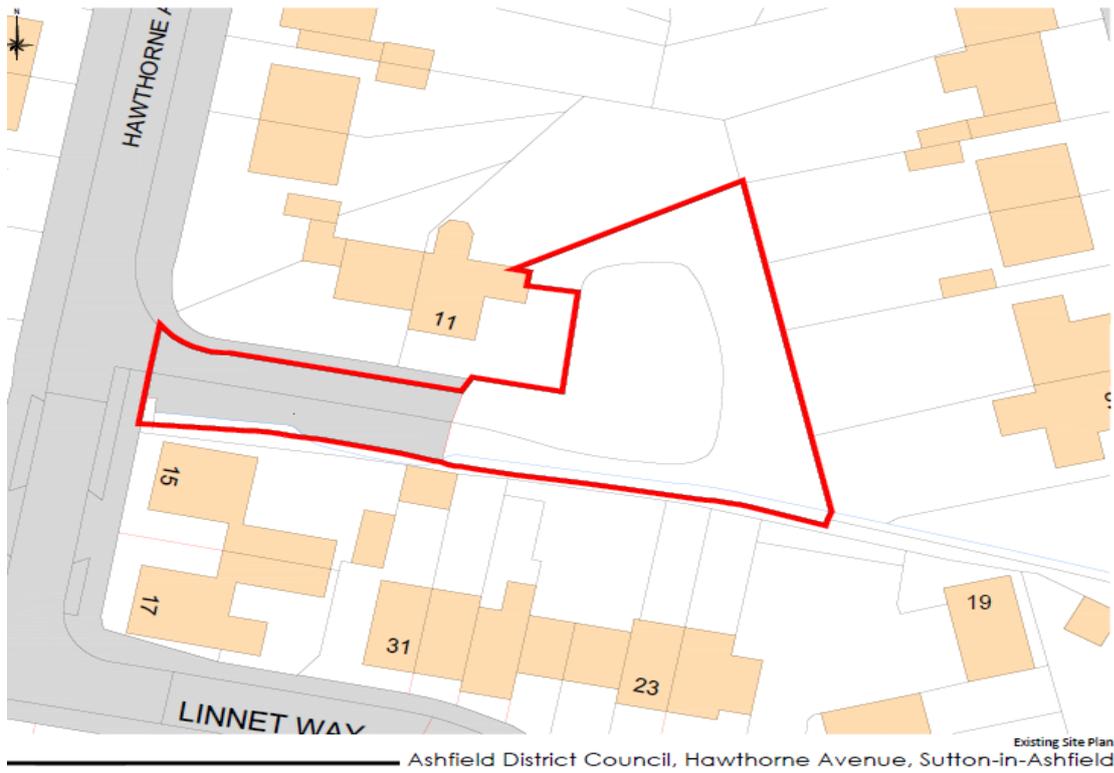


Ashfield District Council, Barbara Square, Hucknall Plots 3, 4 & 5 Plans & Elevations

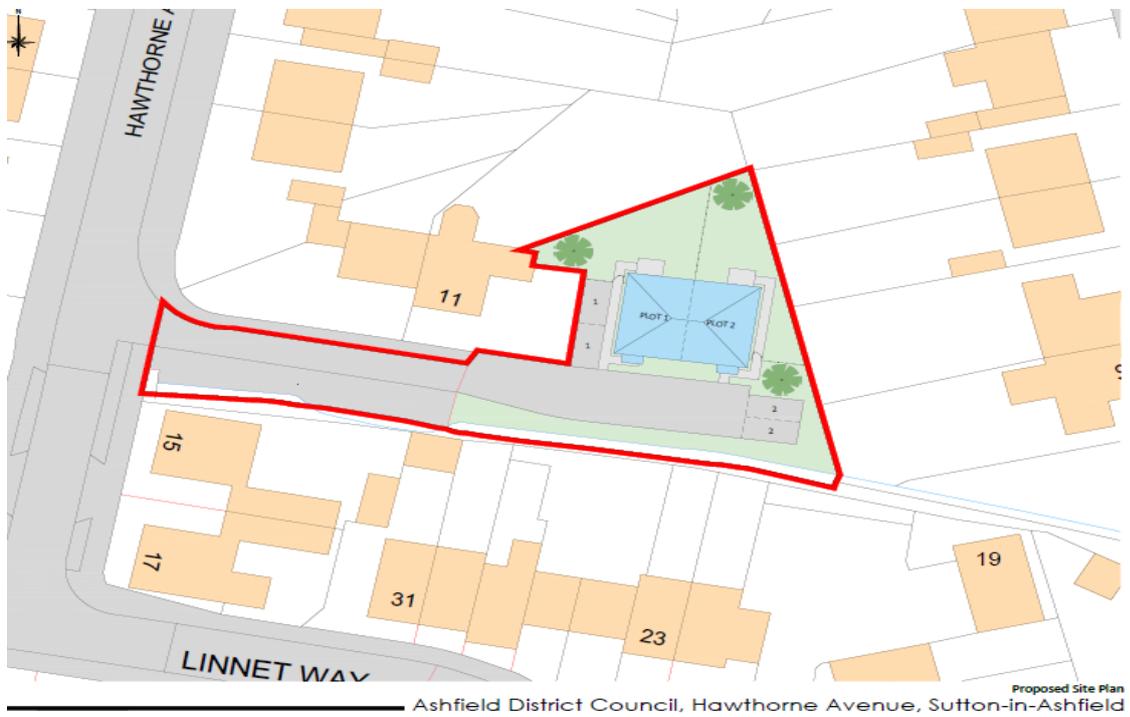
SITE 2 – Hawthorne Avenue garage plot site

Located close to the junction with Linnet Way. The site is off Garden Road, in an established council house area relatively close to the Town Centre.





Proposed site layout



Proposed plans: plots 1 and 2

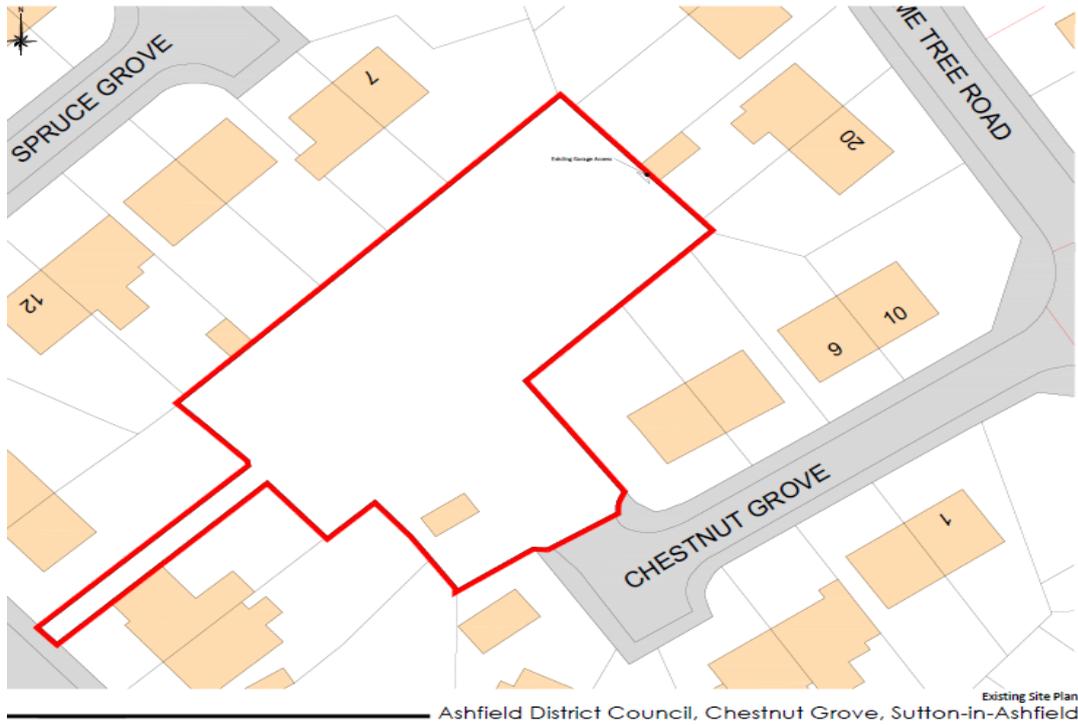


Ashfield District Council, Hawthorne Avenue, Sutton-in-Ashfield

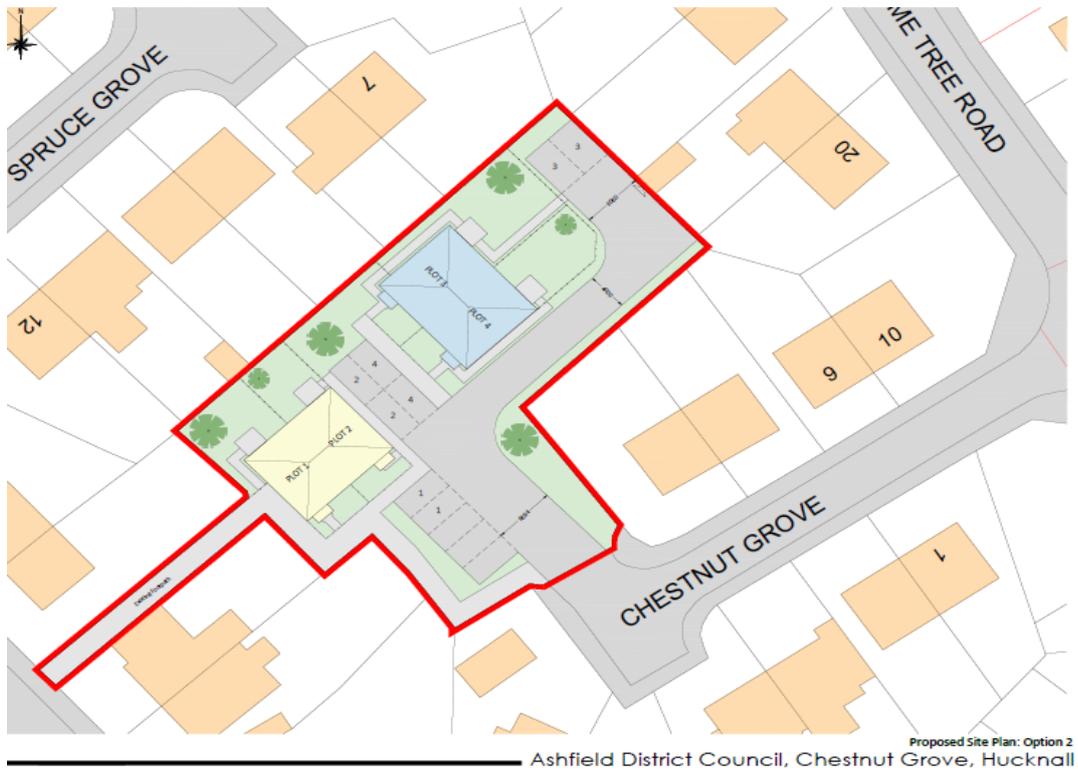
SITE 3 – Chestnut Grove garage plot site

Located at the end of Chestnut Grove cul-de-sac, off Lime Tree Road in an established council housing area.





Proposed site layout



Proposed plans: plots 1 and 2



Ashfield District Council, Chestnut Grove, Sutton-in-Ashfield Plots 1 & 2 Plans & Elevations

Proposed plans: plots 3 and 4



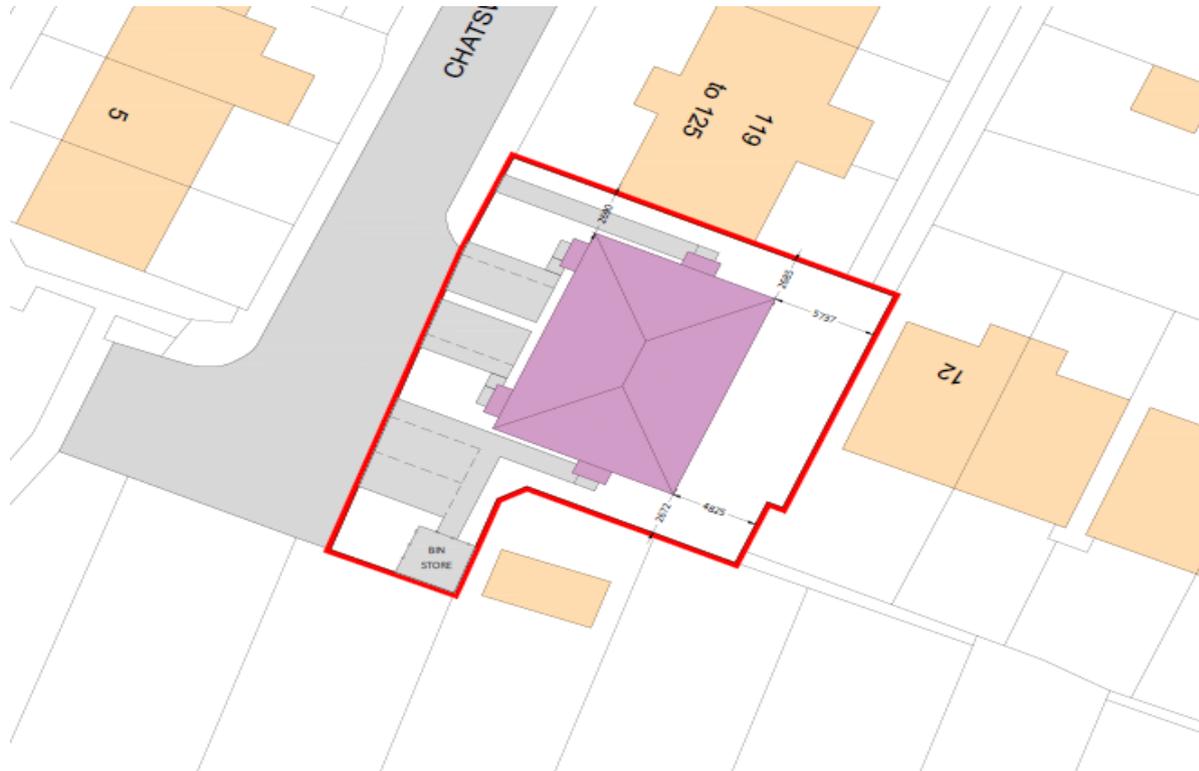
Ashfield District Council, Chestnut Grove, Hucknall Plots 3&4 Option 2

SITE 4 - CHATSWORTH DRIVE

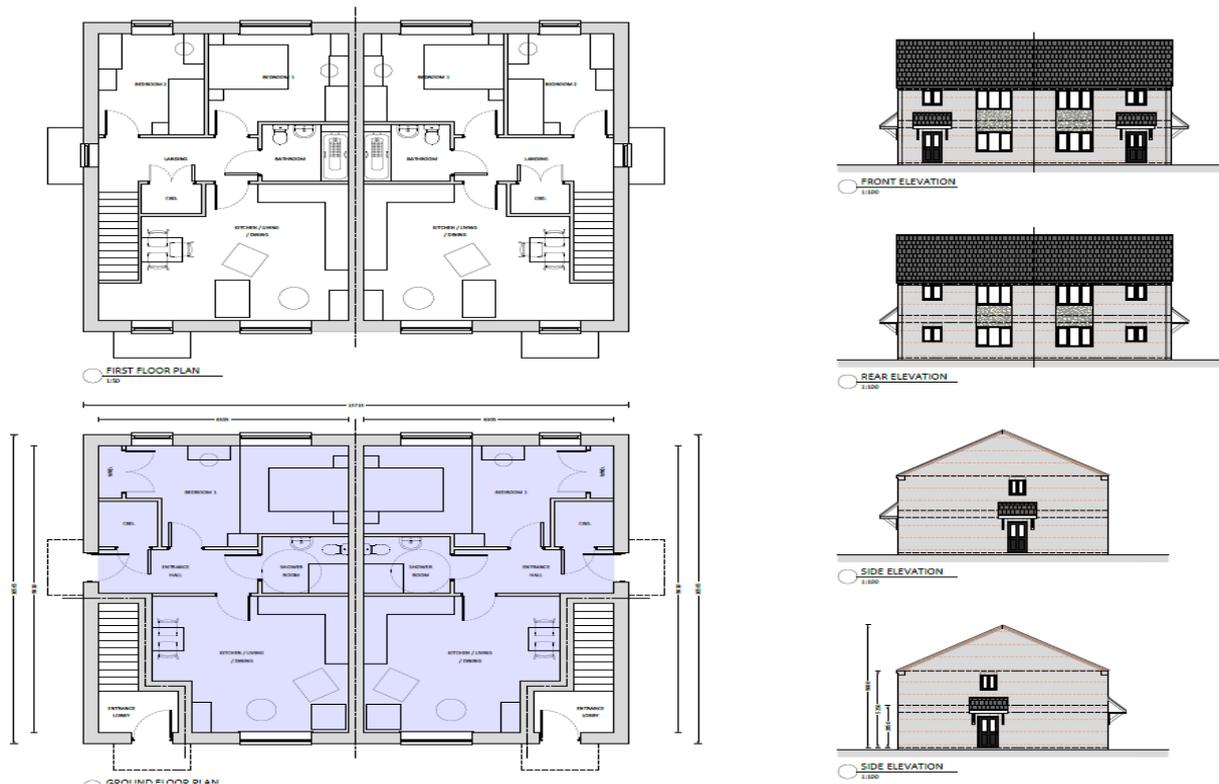
Located in an established residential area, the adjacent properties being maisonette type accommodation.



Proposed site layout



Proposed plans



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APPENDIX D



Report To:	CABINET	Date:	15th SEPTEMBER 2020
Heading:	2020/21 FORECAST OUTTURN FOR GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME AS AT JULY 2020 AND PROPOSED REVISED CAPITAL PROGRAMME 2020/21 TO 2024/25.		
Portfolio Holder:	CABINET MEMBER FOR FINANCE AND RESOURCES – COUNCILLOR RACHEL MADDEN		
Ward/s:	ALL		
Key Decision:	YES		
Subject to Call-In:	YES		

Purpose of Report

To summarise the Council's forecast financial outturn position to 31 March 2021 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme. The forecast financial outturn is based on the actual financial activity to the 31 July 2020 and forecast costs and income from 1 August 2020 to 31 March 2021.

This report also outlines the requirements for the Capital Programme over the period 2020/21 to 2024/25. This includes an update on the proposed expenditure for existing approved schemes and outlines new schemes to be added to the Capital Programme 2020/21 to 2024/25. It also identifies the funding implications of these proposed changes and additions.

Recommendation(s)

Cabinet is requested:

- (1) To note the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme 2020/21.
- (2) To recommend to Council the amendments and the addition of new schemes to the Capital Programme 2020/21 to 2024/25 and the funding of the Capital Programme as set out in Section 5 and Appendix 2 of the report.

Reasons for Recommendation(s)

In accordance with the Council's Financial Regulations to report to those charged with Governance the financial position.

In accordance with the Council's Financial Regulations the Capital Programme for 2020/21 to 2024/25 is required to be reported to Cabinet to ensure that the programme meets the corporate priorities. In accordance with Council's Financial Regulations Cabinet is required to consider and recommend to Council the Capital Programme 2020/21 to 2024/25.

Alternative Options Considered

None

Detailed Information

1. General Fund Forecast Outturn position for 2020/21 as at July 2020

- 1.1 Table 1 below shows the current revised budget based on original budget approved by Council on the 5th March 2020 and Council approved budget adjustments to 31 July 2020. It sets out the 2020/21 net revenue forecast outturn position based on actual income and expenditure to 31 July 2020 and forecast income and expenditure for the remainder of the year to 31 March 2021.
- 1.2 The current General Fund forecast is £831k underspend, taking into the in-year Covid-19 grant received to date. Details of significant variances are detailed in the commentaries below the table.

Table 1 - Net Revenue Forecast to 31 March 2021 by Directorate

General Fund	Revised Budget	Forecast Outturn	Current Forecast Variance
	£'000	£'000	£'000
Directorate			
Chief Executive Officer	540	540	0
Legal and Governance	1,783	1,742	(41)
Resources and Business Transformation	(933)	(465)	468
Place and Communities	9,846	10,110	264
Housing and Assets	2,137	2,258	121
Total Net Directorate Expenditure	13,373	14,185	812
Net Recharges	(2,781)	(2,781)	0
Capital Financing	2,454	2,324	(130)
Net Interest Payable	216	216	0
Net Revenue Expenditure	13,262	13,944	682
Funding	(12,886)	(14,429)	(1,543)
Net Revenue Expenditure before transfer to(from) earmarked reserve	376	(485)	(861)
Transfer to(from) earmarked reserve	(376)	(376)	0

**Net Revenue Expenditure after
transfer to(from) earmarked reserve**

0

(861)

(861)

1.3 Legal and Governance (£41k forecast underspend)

The main forecast variance in the Legal and Governance Directorate is due to vacancies within Legal Services.

1.4 Resources and Business Transformation (£468k forecast overspend)

The main forecast variances within the Resources and Business Transformation Directorate are:

- ICT – £61k forecast overspend due to increase in telephone and internet charges due to Covid-19.
- Revenues and Benefits – £10k forecast overspend in overtime charges due to Covid-19 and £7k overspend on fees and charges, being off-set by net currently uncommitted new burdens grant monies of £200k.
- £312k overspend forecast on Housing Benefits due to reflecting the outcome of the 2019/20 final claim in the forecast for 2020/21.
- £17k increase in income for NNDR cost of collection allowance and £85k forecast loss of income due to reduced NNDR and council tax costs raised due to Covid-19.
- £6k additional spend on communications relating to Covid-19.
- Investment Properties – Forecast loss of income of £398k plus £85k forecast costs associated with one tenant going onto administration and a new tenant and lease agreement being secured. This is being partially off-set by £240k additional rental income for the new investment property purchased in year.
- Commercial Properties - Forecast loss of income of £18k due to a rent free period being agreed to secure a 5 year extension to a lease and a £5k overspend on property repairs.
- £62k Covid-19 grant income received in 2019/20 being moved from reserves into 2020/21 budget. This along with the Covid-19 grant funding received in year (see paragraph 1.8) is off-setting the loss of income and additional expenditure relating to Covid-19 across all Directorates.

1.5 Place and Communities (£264k forecast overspend)

The main forecast variances within Place and Communities Directorate are:

- Community Protection - £121k forecast underspend due to vacancies across the service area.
- Environmental Maintenance - £14k forecast overachieved income due to additional developer contributions from Persimmon in respect of Annesley. Net £9k forecast overspend on transport expenditure as a result of additional costs of vehicle hire due to the need for operatives to socially distance. £7k forecast overspend on NNDR charges for new buildings on Papplewick open space.
- Twin Bin Scheme - £11k forecast overspend on equipment purchases.
- Waste Services - £12k forecast overspend on overtime largely off-set by £10k forecast underspend on repairs.

- Trade Waste - £19k forecast underspend on cost of disposals due to lower tonnage, reduced forecast income from disposal of £32k, and £10k forecast reduction in income for collections.
- Transport - £9k forecast underachieved income on MOTs.
- Canteen – forecast £12k net overspend due to the closure of the canteen as a result of Covid-19.
- Leisure Centres Payments to Contractors - Forecast overspend of £136k due to additional support to SLM during Covid-19 lockdown for the period of August and September only. Depending on whether government financial support is announced for the leisure sector further financial support from the Council may be necessary.
- Locality income – £18k forecast underachieved income due to effects of Covid-19 on use of outdoor sports facilities.
- Markets - £57k forecast underachieved income due to Covid-19, and £22k overspend on supplies & services expenditure on measures to counter the effects of Covid-19.
- Planning and Regulatory Services - £133k underachieved income due to lower than anticipated planning fees and land charges, partially off-set by additional income of £20k due to delay in transfer of building control to Erewash and £16k forecast underspend on staffing.
- Directorate wide – Forecast £4k underspend being net of other over and under spends.

1.6 Housing and Assets (£121k overspend)

The main forecast variances within the Housing and Assets Directorate are:

- Homelessness Bed & Breakfast - £8k forecast overspend due to providing accommodation under Covid-19 regulation introduced by the Government. The cost of this will be met from the Council's Covid-19 grant funding.
- General Fund Community Centres - £13k forecast loss of income while closed under Covid-19. This will be recoverable through the Government's income compensation scheme.
- Car parking - £93k forecast loss of income (£68k loss of car park income due to free parking under Covid-19 and £25k due to the introduction of 2 hours free parking from September). Some of this will be recoverable through the Government's income compensation scheme.
- Asset Management – £10k forecast overspend on central office costs associated with changes required for safe working due to Covid-19. The cost of this will be met from the Council's Covid-19 grant funding.
- Strategic Housing - £3k forecast underspend due to changes to car allowances.

1.7 Capital Financing (£130k forecast underspend)

This is the revenue charges that are a consequence of the historic and existing capital programme. The forecast underspend is due to slippage on the capital programme in 2019/20, reducing the Minimum Revenue Provision (MRP) charges in year (MRP charges commence the year after the capital expenditure is incurred).

1.8 Funding (£1.543m forecast over achievement)

This is the central government grant received in year to cover costs associated with Covid-19. Some of the costs and loss of income to be covered from the grant include loss of income in relation to NNDR and Council Tax, however this will impact in future years due to the treatment

under collection fund accounting. Therefore the impact of Covid-19 will continue to be updated and excess grant will be moved to reserve to mitigate these future year impacts. An allocation may be made to the HRA to contribute towards additional costs and loss of income associated with Covid-19. Clarification is awaited as to whether the grant funding can be used to meet HRA pressures.

1.9 Transfer to (from) earmarked reserves

Appendix 1 details the approved earmarked reserves movements for 2020/21 to date and the impact on earmarked reserve balances.

2. General Fund Savings/Efficiencies Monitoring 2020/21

2.1 The 2020/21 budget included the proposed savings and efficiencies as detailed in Table 2 below. The forecast achievement of these savings is identified, on the following basis:

- saving has been achieved in full (green),
- saving forecast to be achieved but not in full, revised forecast savings is detailed in the 'Forecast Saving' column (amber),
- saving will not be achieved (red).

Table 2 - General Fund Savings/Efficiencies Monitoring 2020/21

<u>Saving/Efficiency</u>	<u>Comments on achievement</u>	Budgeted Saving	Forecast Achieved Saving	Forecast Saving Shortfall
		£'000	£'000	£'000
Base Budget Review		302	302	0
HRA - reviewed contribution		100	100	0
Increase Vacancy Factor by 0.5%		72	72	0
Cease Trade Waste arrangement with MDC	Some waste is being collected by a third party contractor, forecast saving reduced to £30k, to be kept under review.	35	30	5
Building Control – Outsource	Delay in transfer of service resulting in costs of service being incurred, which has been partially off offset by income generated. Saving forecast to be £66k	75	66	9
Regeneration Service Review		90	90	0
Transport Review - Phase 1&2		49	49	0

Lifeline Service - transfer to Notts City Homes		58	58	0
HR/Payroll structure review		35	35	0
Stationery (including paper) saving (20%)		10	10	0
Pest Control - additional income to break even	Income forecast to be slightly less due to Covid-19 impact – saving forecast to be £9k but needs to be monitored for recovery impact.	13	9	4
Depot Canteen - income target	Unlikely to be achieved.	5	0	5
Democratic Services restructure		14	14	0
Environmental Health restructure		37	37	0
Finance Review		9	9	0
Community Foundation – Grants		5	5	0
Ashfield Business Centre		33	33	0
Reduce revenue ICT budget (capitalisation)		40	40	0
Kingsmill Reservoir Car Parking income	Impacted on by free parking until September given across the district under Covid-19 – saving forecast to be £1.5k.	3	1.5	1.5
Additional rental income from Police	Rent increase not yet confirmed.	2	0	2
TOTAL		987	960.5	26.5

2.2 The position outlined above in respect of forecast achievement of the savings has been included in the forecast outturn reported in section 1 of the report. It is anticipated where deliverability of the savings have been impacted on by Covid-19, the loss on achieving the full savings will be met from the Covid-19 grant.

3. Housing Revenue Account (HRA) Forecast Outturn position for 2020/21 as at July 2020

3.1 Table 3 sets out the 2020/21 HRA forecast outturn position based on actual income and expenditure to July 2020, compared to the original budget approved by Full Council on the 5th March 2020.

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

Table 3 - HRA Forecast Outturn to 31 March 2021

Description	2020/21 Original Budget £'000	2020/21 Forecast Outturn £'000	2020/21 Forecast Variance £'000
Income			
Rents, Charges and Contributions	(24,471)	(24,441)	30
Interest and investment income	(210)	(110)	100
Total Income	(24,681)	(24,551)	130
Expenditure			
Repairs and Maintenance	7,799	7,686	(113)
Supervision and Management	4,446	4,439	(7)
Interest payable and similar charges	3,548	3,548	0
Rents, Rates, Taxes and other charges	192	191	(1)
Depreciation and impairments of fixed assets	3,736	3,736	0
Debt Management Costs	45	45	0
Contribution to the Bad Debt Provision	240	240	0
Transfer to Major Repairs Reserve	6,734	22	(6,712)
Capital expenditure funded by the HRA	951	2,589	1,638
Total Expenditure	27,691	22,496	(5,195)
Net Cost of HRA Services	3,010	(2,055)	(5,065)

3.3 Rents, Charges and Contributions

Tenant rental income is forecast to be £19k underachieved due to delayed property sign ups and property moves and community centre income is forecast to be underachieved by £11k, both due to the Covid-19 lockdown. It should be noted that this forecast variance excludes any impact of Covid-19 on the level of tenant rent arrears which is increasing.

3.4 Interest and Investment Income

Reduced Interest rates in the banking sector will reduce the average annual interest rate on the HRA balances. Currently forecasting a reduction of £100k but this is open to fluctuation dependant on the performance of the economy for the remainder of the financial year.

3.5 Repairs and Maintenance

Forecast underspend of £113k across several budget areas. This includes vacancy savings across the Housing Repair Operatives, Estate Services and the Responsive Maintenance management sections. A reduction in materials and subcontractors used in planned, responsive and void repairs due to Covid-19 lockdown. It is unlikely that subcontractors will be able catch up the lost time on planned works in the remainder of the current financial year as their capacity is limited.

3.6 Transfer to the Major Repairs Reserve

The current forecast outturn shows the reduced level of financing required from the HRA for the capital programme for 2020/21. The main reason for the forecast position is due to the Covid-19 restrictions delaying the major works programme team commencing work with a new five-year delivery partner from April. This will push some of the planned programme back into 2021/22. Further work is to be undertaken to assess the 2020/21 capital monitoring programme position as the year progresses.

Additional costs of £58k have been incurred due to Covid-19 in terms of payments to the existing contractor to contribute towards on-going costs during the lockdown to ensure the contract remains live and ensure their ability to resume works upon the easing of lockdown; these costs are being off-set against the underspend detailed above. Clarity is currently being sought with regard to whether the Council's Covid-19 grant allocation can be used to fund this £58k pressure.

3.7. Capital Expenditure funded by the HRA

The forecast outturn shows the additional requirement of funding for the HRA capital programme. This is mainly from a new scheme for affordable housing which was approved at 21st July Cabinet, increase in vehicle replacements after a review and slippage from the 2019/20 programme.

4. HRA Savings/Efficiencies Monitoring 2020/21

4.1 The 2020/21 HRA budget included the proposed savings and efficiencies as detailed in Table 4 below. The forecast achievement of these savings is identified, on the following basis:

- saving has been achieved in full (green),
- saving forecast to be achieved but not in full, revised forecast savings is detailed in the 'Forecast Saving' column (amber),
- saving will not be achieved (red).

Table 4 – HRA Savings/Efficiencies Monitoring 2020/21

<u>Saving/Efficiency</u>	Budgeted Saving	Forecast Achieved Saving	Forecast Saving Shortfall
	£'000	£'000	£'000
Housing Repairs Review - staffing efficiency	13	13	0
Dynamic Resource Scheduler efficiency - less use of subcontractors	60	60	0
Increase Vacancy Factor by 0.5%	25	25	0
TOTAL	98	98	0

4.2 The forecast achievement of these savings is included within the forecast outturn reported in section 3 of the report.

5. Capital Programme 2020/21 to 2024/25

5.1 The proposed Capital Programme and funding is summarised in Table 5 below. Appendix 2 shows a detailed breakdown of all the schemes below.

The three areas of the Capital Programme (Area Schemes, General Fund and HRA) are discussed in more detail below.

All the 2020/21 schemes have been amended to include any slippage from 2019/20.

Table 5 – Capital Programme (2020/21 to 2024/25)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Capital Expenditure						
Area Schemes	1,042	415	0	0	0	1,457
General Fund	35,590	32,841	1,902	3,263	2,768	76,364
Housing Revenue Account	7,887	16,383	12,620	12,165	12,307	61,363
Grand Total	44,519	49,639	14,522	15,428	15,075	139,184
Capital Financing						
Developers Contributions - Area Schemes	530	187	0	0	0	717
Borrowing	83	228	0	0	0	311
Direct Revenue Financing	0	0	0	0	0	0
Other Capital Grants and Contributions - Area Schemes	429	0	0	0	0	429
Sub Total - Area Schemes	1,042	415	0	0	0	1,457
Prudential Borrowing - General Fund	32,127	28,969	1,054	2,415	1,920	66,485
Direct Revenue Financing - General Fund	223	0	0	0	0	223
Developers Contributions - General Fund	116	0	0	0	0	116
Capital Receipts	0	0	0	0	0	0
Other Capital Grants and Contributions - General Fund	3,124	3,872	848	848	848	9,540
Sub Total - General Fund	35,590	32,841	1,902	3,263	2,768	76,364
Funded from HRA Reserves	6,347	15,023	11,440	10,985	11,127	54,923
Homes England	180	180	0	0	0	360
Future 1-4-1 Capital Receipts						
Funding Recently Built and New Schemes	480	300	300	300	300	1,680
Non 1-4-1 Capital Receipts	880	880	880	880	880	4,400
Sub Total - HRA	7,887	16,383	12,620	12,165	12,307	61,363
Grand Total	44,519	49,639	14,522	15,428	15,075	139,184

Area Capital Programme

5.2 These consist of mainly self-financed schemes that enhance the local environment. Developers' contributions (known as Section 106 funding) make up the largest funding source. Additional grant funding is sought wherever possible to maximise the benefit to local communities. Area schemes are included in Table 6.

Table 6 – Area Schemes (2020/21 to 2024/25)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Area						
Hucknall Area	402	0	0	0	0	402
Kirkby Area	423	282	0	0	0	705
Sutton Area	211	133	0	0	0	344
Rural Area	6	0	0	0	0	6
Total	1,042	415	0	0	0	1,457
Funded by						
TF Accelerator	75	0	0	0	0	75
Borrowing	83	228	0	0	0	311
Friends of Cromford Canal	2	0	0	0	0	2
Nottinghamshire County Council (NCC)	335	0	0	0	0	335
Reserves	0	0	0	0	0	0
Rural Payments Agency	9	0	0	0	0	9
Section 106	505	174	0	0	0	679
Skanska	8	0	0	0	0	8
Sustainable Transport S106	25	13	0	0	0	38
Total	1,042	415	0	0	0	1,457

Table 7 below shows where changes to capital schemes by Area are proposed due to project delays (slippage) or additional project spend.

Table 7 – Area Schemes (changes in proposed expenditure)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Approved Area Scheme	1,289	0	0	0	0	1,289
Changes to Hucknall Schemes	0	0	0	0	0	0
Changes to Sutton Area Schemes	-30	133	0	0	0	103
Changes to Kirkby Area Schemes	-221	282	0	0	0	61
Changes to Rural Area Schemes	4	0	0	0	0	4
Proposed Area Schemes to be Approved	1,042	415	0	0	0	1,457

Table 8 – Area Schemes (changes to budget – by scheme)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Sutton Area						
Ashfield Estate Play Area	-3	0	0	0	0	-3
Brand Lane / Wharf Road Open Space Improvements	-1	0	0	0	0	-1
Brierley Forest Park Car Park Extension	26	0	0	0	0	26
Brierley Forest Park Management Plan	11	0	0	0	0	11
Football Changing Rooms	-15	15	0	0	0	0
Play Areas	-108	108	0	0	0	0
Taylor Crescent Recreation Ground	-10	10	0	0	0	0
Sub Total	-100	133	0	0	0	33
Kirkby Area						
Acacia Avenue Rec - General Improvements	-12	0	0	0	0	-12
Annesley Art Project	1	0	0	0	0	1
Forest Road Nature Area	-30	30	0	0	0	0
Kingsway Park: implementation of management plan	0	0	0	0	0	0
Kirkby footpaths/cycle ways	-13	13	0	0	0	0
Lindleys Lane Play/Youth Area	75	0	0	0	0	75
Morven Park / West Park Play Area	0	0	0	0	0	0
Play Areas	-200	200	0	0	0	0
Sports pavilion, Titchfield Park	-39	39	0	0	0	0
Warwick Close	-3	0	0	0	0	-3
Sub Total	-221	282	0	0	0	61
Rurals Area						
Jacksdale Car Park	4	0	0	0	0	4
Sub Total	4	0	0	0	0	4
Grand Total	-317	415	0	0	0	98

5.3 Changes to Existing Area Projects

Table 8 above shows the proposed changes to budget on a scheme by scheme basis. Several of the schemes planned for 2020/21 are not now expected to be completed until 2021/22. The Ashfield Estate Play Area, Brand Lane / Wharf Road Open Space Improvements, Acacia Avenue Rec – General Improvements and Warwick Close are now completed and no further works are required. The actual allocation to each project is shown at Appendix 2. Three schemes have significantly increased in value:

- **Brierley Forest Park Car Park Extension** – Additional £26k required for works to entrances and installation of Sculptures.
- **Lindleys Lane Play / Youth Areas** – Additional £75k is being sought from the Town Funds Accelerator to fund a new play area.
- **Brierley Forest Park Management Plan** – Additional £11k required to complete scheme using remaining Rural Payment Agency grant of £5k and S106 funding of £6k.

Table 9 – Area Schemes (New Project)

2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
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Sutton Area

Sutton Town Centre Improvements	70	0	0	0	0	70
Grand Total	70	0	0	0	0	70

An additional £70k is required for Public Realm improvements within Sutton town centre. The project will deliver improvements to access and rationalise street furniture across the town centre.

5.4 General Fund Capital Programme

Changes to the General Fund Capital Programme are explained below and summarised in the Tables 11, 12 and 13 below. Details of the full General Fund Capital Programme are shown in Appendix 2.

Table 10 - General Fund Schemes Summary Reconciliation of Current Capital Programme to Proposed September 2020 Capital Programme

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Current Capital Programme	36,639	22,153	3,289	20	0	62,101
Changes to Current Projects	-2,786	10,688	-1,387	3,243	2,768	12,526
New Projects	1,737	0	0	0	0	1,737
Proposed September 2020 Capital Programme	35,590	32,841	1,902	3,263	2,768	76,364

Table 11 – General Fund Projects (changes in budget – by scheme)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Changes to Current Projects						
Cemeteries	12	0	0	0	0	12
Improvement Grants 1996 Act						
Disabled Facility Grant	53	54	54	848	848	1,857
Kirkby Leisure Centre	-1,422	10,656	0	0	0	9,234
Leisure Transformation Programme	-74	0	0	0	0	-74
Purchase of Vehicles	-1,355	-22	-1,441	2,395	1,920	1,497
Grand Total	-2,786	10,688	-1,387	3,243	2,768	12,526

5.5 Key changes to Existing General Fund Projects.

- **Cemeteries** – An additional £12k has been identified as being required to complete this scheme. This is to be funded from the Asset Management Reserve.
- **Improvement Grants 1996 Act** – This scheme has been increased to reflect the additional funding received. Note it has been assumed that funding for 2021/22 onwards will be equal to the Government funding received in 2020/21. The capital programme will be amended if there are any changes to future Government Funding.
- **Kirkby Leisure Centre** – The Council has now received updated cost information with regards to the Kirkby Leisure Centre and this has been updated on the Capital Programme.
- **Leisure Transformation Programme** – This cost has now been absorbed into the Kirkby Leisure Centre Scheme.
- **Purchase of Vehicles** – There have been revisions to the profiling of the vehicle purchases and estimated spend for 2024/25 has now been included.

The actual allocation to each project is shown at Appendix 2.

Table 12 – General Fund – New Projects

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
New Projects						
External health and safety works required for the Urban Road office	312	0	0	0	0	312
Towns Fund Projects	1,425	0	0	0	0	1,425
Grand Total	1,737	0	0	0	0	1,737

5.6 Two new schemes have been included on the Capital Programme:

- **External health and safety works required for the Urban Road office** – Works urgently required to the Council’s main office at Urban Road, Kirkby-in-Ashfield.
- **Town Funds Project** – Accelerated Funding has been requested from the Government’s Towns Fund for various sites in Kirkby and Sutton.

Cabinet approved the acceptance of the offer to request £750k Central Government funding for an accelerated Town Fund programme for both Kirkby and Sutton on the 21st July 2020, approval is required to add both these schemes to the Capital Programme. The tables above include this funding. Cabinet is requested to recommend to Council the addition of these schemes to the Capital Programme 2020/21.

5.7 The Authority submitted a Full Business Case for funding from the Government’s Future High Street Fund (FHSF) at the end of July 2020. The Capital Programme will be updated once the outcome is known.

Table 13 – General Fund – Financing of the Capital Programme

The tables below show the changes in financing required to move from the existing Capital Programme to the proposed 2020/21 – 2024/25 Capital Programme.

	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Current Capital Programme	36,639	22,153	3,289	20	0	62,101
Capital Grants	1,454	3,078	54	848	848	6,282
Capital Receipts - General Fund	0	0	0	0	0	0
Prudential Borrowing	-2,518	7,610	-1,441	2,395	1,920	7,966
Developers Contributions - General Fund	3	0	0	0	0	3
Direct Revenue Financing	12	0	0	0	0	12
Proposed November 2019 Capital Programme	35,590	32,841	1,902	3,263	2,768	76,364

5.8 Housing Revenue Account (HRA) Capital Programme

There have been changes to the mix and profiling of HRA capital schemes between 2020/21 and 2023/24 of the Decent Homes Schemes this has resulted in a £1.3m saving for Decent Home Scheme works during this period. £11.2m has been added to the Capital Programme for 2024/25 Decent Home Schemes. These are shown in Table 14 below.

The HRA Vehicle purchases are proposed to increase overall by £148k mainly due to the additional capital expenditure for 2024/25. The capital programme has been increased by £1m for year 2024/25 to fund additional investment via the acquisition of dwellings to supplement the current Housing stock. There has been an increase of £29k for Major Repairs Temporary Accommodation which is mainly due to the inclusion of costs estimates for 2024/25.

Full details of the HRA Capital Programme are shown in Appendix 2.

Table 14 – Housing Revenue Account (changes to budget)

	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
Expenditure Approved	14,852	15,225	10,338	9,897	0	50,312
Changes to Current Projects						
Management Fee	0	0	0	0	591	591
Catch up and Major Repairs	-5,628	1,349	1,558	1,548	8,559	7,387
Service Improvements	-1,121	-322	780	780	1,440	1,557
Contingent Major Repairs	-156	-114	-20	-20	125	-185
Exceptional Extensive Works	-483	624	40	0	10	191
Disabled Adaptations	-12	-5	-50	-50	450	333
Housing Vehicles	476	-384	-36	0	92	148
Investment in New or Existing Dwellings	0	0	0	0	1,000	1,000
Major Repairs Temporary Accomodation	-41	10	10	10	40	29
Grand Total	7,887	16,383	12,620	12,165	12,307	61,363
Capital Funding						
Funded from HRA Reserves	6,347	15,023	11,440	10,985	11,127	54,923
Homes England	180	180	0	0	0	360
Future 1-4-1 Capital Receipts						
Funding Recently Built and New Schemes	480	300	300	300	300	1,680
Non 1-4-1 Capital Receipts	880	880	880	880	880	4,400
Total Capital Funding	7,887	16,383	12,620	12,165	12,307	61,363

Implications

Corporate Plan: The revenue and capital funding included within this report supports delivery of the priorities in the Corporate Plan.

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

Finance:

Budget Area	Implication
General Fund – Revenue Budget	As set out in the detailed information section 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 budgets could impact on the financial sustainability of the Council.	Financial monitoring reports to CLT and Cabinet. Financial Regulations. Financial Management training of Budget Holders and Managers.

Human Resources:

No implications

Environmental/Sustainability

No implications

Equalities:

No implications

Other Implications:

None

Background Papers

Annual Budget and Council Tax 2020/21 and Medium Term Financial Strategy Update to Council 5th March 2020

2019/20 Forecast Outturn for General Fund, HRA and Capital Programme as at Jan 2020 to Council 23rd April 2020

Draft Outturn 2019/20 Accounts Report to Cabinet 21 July 2020

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(
Summary of Reserve Movements 2020/21 (General Fund)

Appendix 1

	Balance at 1st April 2020	Approved		Balance at 31 July 2020
		Contributions	Withdrawals	
	£'000	£'000	£'000	£'000
Earmarked Reserves				
District Planning Enquiry Fund	(375)	0	250	(125)
Elections	(11)	(54)	0	(65)
Joint Use Maintenance Fund	(201)	0	0	(201)
Asset Renewal	(773)	0	30	(743)
Corporate Change Reserve	(1,384)	(200)	484	(1,100)
Insurance Related Funds (Inc Risk Mngt)	(417)	(75)	0	(492)
Revenue Grant Reserve	(1,757)	0	459	(1,298)
Brexit Reserve	(51)	0	0	(51)
Local Authority Mortgage Scheme (LAMS) Reserve	(76)	0	0	(76)
NNDR Equalisation Reserve	(1,430)	0	0	(1,430)
Commercial Property Investment Reserve	(2,300)	(600)	0	(2,900)
Economic Development and Place Reserve	(209)	0	30	(178)
Licensing Reserve	(110)	0	0	(110)
Covid-19 Grant Reserve	(62)	0	62	(0)
Joint Crematorium Reserve	(486)	0	0	(486)
Other Reserves	(29)	(30)	20	(39)
Total Earmarked Reserves	(9,670)	(959)	1,335	(9,294)
General Reserve	(6,675)			(6,675)

Appendix 2 - Capital Programme

General Fund Capital Schemes

	Lead Officer	2020/21 plus 2019/20 Slipback £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000	Funding						
								Loan	Section 106	Grant	Grant Funder	Capital Receipts	Reserves	Total
								£'000	£'000	£'000	e.g. Lottery	£'000	£'000	£'000
General Fund														
Cemeteries	Theresa Hodgkinson	54	0	0	0	0	54	42	0	0	0	0	12	54
Demolition of Hucknall Toilets	Paul Parkinson	1	0	0	0	0	1	1	0	0	0	0	0	1
External health and safety works required for the Urban Road office	Paul Parkinson	312	0	0	0	0	312	312	0	0	0	0	0	312
Firewalls	Craig Bonar	11	0	0	0	0	11	11	0	0	0	0	0	11
Flood Support Schemes	Craig Bonar	49	0	0	0	0	49	0	0	49	CLG	0	0	49
Hucknall Car Park - Titchfield Street	Theresa Hodgkinson	115	0	0	0	0	115	22	93	0	0	0	0	115
Hucknall Leisure Centre	Theresa Hodgkinson	118	0	0	0	0	118	68	0	0	Insurance Reserve	0	50	118
Idlewells Market Hall	Theresa Hodgkinson	9	0	0	0	0	9	9	0	0	0	0	0	9
Improvement Grants 1996 Act Disabled Facility Grant	Paul Parkinson	1,177	848	848	848	848	4,569	0	0	4,569	BCF £4,497k & RHB £72k	0	0	4,569
Investment Properties	Craig Bonar	26,494	20,000	0	0	0	46,494	46,494	0	0	0	0	0	46,494
Kings Mill Reservoir Car Park Expansion	Theresa Hodgkinson	196	0	0	0	0	196	176	0	20	NCC HLF £251k, Network Rail £15k	0	0	196
Kings Mill Reservoir (The King and Miller to Kingfisher)	Theresa Hodgkinson	650	24	0	0	0	674	62	20	471	NCC £136k, MDC £48k & Development (HLF) £21k Sport England £1.5m LEP £1.5m	0	121	674
Kirkby Leisure Centre	Theresa Hodgkinson	4,200	10,656	0	0	0	14,856	11,853	3	3,000	0	0	0	14,856
Leisure Transformation Programme	Theresa Hodgkinson	0	0	0	0	0	0	0	0	0	0	0	0	0
Market Stalls	Theresa Hodgkinson	1	0	0	0	0	1	1	0	0	0	0	0	1
Members' IT	Craig Bonar	21	0	35	0	0	56	56	0	0	0	0	0	56
New Cross Support Scheme	Theresa Hodgkinson	1	0	0	0	0	1	0	0	1	RHB	0	0	1
New Servers	Craig Bonar	30	20	20	20	0	90	90	0	0	0	0	0	90
Northern Depot Office Rationalisation and Wireless CCTV Infrastructure	Theresa Hodgkinson	11	0	0	0	0	11	11	0	0	0	0	0	11
Office Accommodation Works to Accommodate DWP at Central Offices	Paul Parkinson	2	0	0	0	0	2	2	0	0	0	0	0	2
Office Accommodation Works to Accommodate Police at Central Offices	Paul Parkinson	5	0	0	0	0	5	0	0	5	Police	0	0	5
Officers' IT for Agile Working (General Fund)	Craig Bonar	103	40	40	0	0	183	183	0	0	0	0	0	183
Piggins Croft Car Park	Paul Parkinson	153	0	0	0	0	153	153	0	0	0	0	0	153
Purchase of Vehicles	Theresa Hodgkinson	325	900	959	2,395	1,920	6,499	6,499	0	0	0	0	0	6,499
Retail Improvement Scheme	Theresa Hodgkinson	40	0	0	0	0	40	0	0	0	S106 Revenue	0	40	40
SAN Hardware	Craig Bonar	2	0	0	0	0	2	2	0	0	0	0	0	2
Solar Panels - Northern Depot	Paul Parkinson	2	0	0	0	0	2	2	0	0	0	0	0	2
Switch Network Hardware	Craig Bonar	83	0	0	0	0	83	83	0	0	0	0	0	83
Towns Fund Projects	Theresa Hodgkinson	1,425	0	0	0	0	1,425	0	0	1,425	TF Accelerator	0	0	1,425
Vehicle Tracking Scheme	Theresa Hodgkinson	0	353	0	0	0	353	353	0	0	0	0	0	353
Total General Fund		35,590	32,841	1,902	3,263	2,768	76,364	66,485	116	9,540		0	223	76,364

Appendix 2 - Capital Programme

Housing Revenue Account Capital Schemes

Housing Revenue Account

	Lead Officer	2020/21 plus 2019/20 Slippage £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000
HOUSING REVENUE ACCOUNT							
Decent Homes Schemes							
Management Fee	Paul Parkinson	581	579	591	591	591	2,933
Catch up and Major Repairs	Paul Parkinson	3,163	8,234	8,569	8,559	8,559	37,085
Service Improvements	Paul Parkinson	72	870	1,390	1,390	1,440	5,162
Contingent Major Repairs	Paul Parkinson	115	125	125	125	125	615
Exceptional Extensive Works	Paul Parkinson	190	1,505	50	10	10	1,765
Disabled Adaptations	Paul Parkinson	517	450	450	450	450	2,317
Grand Total		4,638	11,763	11,175	11,125	11,175	49,877
Other Housing Revenue Account Schemes							
Electronic Document and Records (EDRM) System	Paul Parkinson	24	0	0	0	0	24
Affordable Housing developments	Paul Parkinson	730	730	0	0	0	1,460
Investment in Additional Council Dwellings in Hucknall	Paul Parkinson	4	0	0	0	0	4
Investment in New or Existing Dwellings	Paul Parkinson	1,595	1,000	1,000	1,000	1,000	5,595
Davies Avenue Housing Project	Paul Parkinson	51	2,810	0	0	0	2,861
Major Repairs Temporary Accommodation	Paul Parkinson	10	40	40	40	40	170
Firewalls	Paul Parkinson	4	0	0	0	0	4
SAN Hardware	Paul Parkinson	1	0	0	0	0	1
Switch Network Hardware	Paul Parkinson	27	0	0	0	0	27
Officers' IT for Agile Working (HRA)	Paul Parkinson	103	40	40	0	0	183
Housing Vehicles	Theresa Hodgkinson	700	0	365	0	92	1,157
Grand Total		3,249	4,620	1,445	1,040	1,132	11,486
Total Housing Revenue Account		7,887	16,383	12,620	12,165	12,307	61,363

Appendix 2 - Capital Programme

Area Capital Schemes

	Lead Officer	2020/21 plus 2019/20 Slippage £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000	Funding					Reserves £'000	Total Funding £'000
								Loan £'000	Section 106 £'000	Grant £'000	Grant Funder e.g. Lottery			
Hucknall Area														
Nabbs Lane	Theresa Hodgkinson	1	0	0	0	0	1	1	0	0		0	1	
Play Areas	Theresa Hodgkinson	78	0	0	0	0	78	78	0	0		0	78	
Titchfield Park Brook	Theresa Hodgkinson	319	0	0	0	0	319	0	0	319	NCC	0	319	
Titchfield Park and Hucknall Cemetery: implementation of park masterplan	Theresa Hodgkinson	4	0	0	0	0	4	0	4	0		0	4	
Total Hucknall Area		402	0	0	0	0	402	79	4	319		0	402	
Sutton Area														
Ashfield Estate Play Area	Theresa Hodgkinson	0	0	0	0	0	0	0	0	0		0	0	
Ashfield Estate Footpaths	Theresa Hodgkinson	6	0	0	0	0	6	0	6	0		0	6	
Brand Lane / Wharf Road Open Space Improvements	Theresa Hodgkinson	0	0	0	0	0	0	0	0	0		0	0	
Brierley Forest Park Management Plan	Theresa Hodgkinson	20	0	0	0	0	20	0	11	9	RPA	0	20	
Brierley Forest Park Car Park Extension and Entrances	Theresa Hodgkinson	81	0	0	0	0	81	0	81	0		0	81	
Football Changing Rooms	Theresa Hodgkinson	0	15	0	0	0	15	0	15	0		0	15	
Kingsmill Reservoir footpath links	Theresa Hodgkinson	1	0	0	0	0	1	0	1	0		0	1	
Kingsmill Reservoir management plan: Implementation Works	Theresa Hodgkinson	8	0	0	0	0	8	0	0	8	Skanska	0	8	
Play Areas	Theresa Hodgkinson	0	108	0	0	0	108	108	0	0		0	108	
Roundhill Recreation Ground	Theresa Hodgkinson	10	0	0	0	0	10	2	0	8	LIS	0	10	
Sutton Lawn management Plan	Theresa Hodgkinson	14	0	0	0	0	14	0	6	8	NCC SLC	0	14	
Sutton Lawn Play Area	Theresa Hodgkinson	1	0	0	0	0	1	0	1	0		0	1	
Sutton Town Centre Improvements	Theresa Hodgkinson	70	0	0	0	0	70	0	70	0		0	70	
Taylor Crescent Recreation Ground	Theresa Hodgkinson	0	10	0	0	0	10	0	10	0		0	10	
Total Sutton Area		211	133	0	0	0	344	110	201	33		0	344	

Appendix 2 - Capital Programme

Area Capital Schemes

	Lead Officer	2020/21 plus 2019/20 Slippage £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	Total £'000	Loan £'000	Section 106 £'000	Grant £'000	Grant Funder e.g. Lottery	Reserves £'000	Total Funding £'000
Kirkby Area													
Acacia Avenue Rec - General Improvements	Theresa Hodgkinson	0	0	0	0	0	0	0	0	0		0	0
Annesley Art Project	Theresa Hodgkinson	29	0	0	0	0	29	0	29	0		0	29
Forest Road Nature Area	Theresa Hodgkinson	0	30	0	0	0	30	0	30	0		0	30
Kingsway Park: implementation of management plan	Theresa Hodgkinson	32	0	0	0	0	32	0	32	0		0	32
Kirkby footpaths/cycle ways	Theresa Hodgkinson	18	13	0	0	0	31	0	31	0		0	31
Lindleys Lane Play/Youth Area	Theresa Hodgkinson	178	0	0	0	0	178	0	103	75	TF Accelerator	0	178
Morven Park / West Park Play Area	Theresa Hodgkinson	1	0	0	0	0	1	0	1	0		0	1
Kirkby Park and Play Areas	Theresa Hodgkinson	165	200	0	0	0	365	120	245	0		0	365
Sports pavilion, Titchfield Park	Theresa Hodgkinson	0	39	0	0	0	39	0	39	0		0	39
Warwick Close	Theresa Hodgkinson	0	0	0	0	0	0	0	0	0		0	0
Total Kirkby Area		423	282	0	0	0	705	120	510	75		0	705
Rural Area													
Friezeland Recreation Ground - Scooter Park	Theresa Hodgkinson	2	0	0	0	0	2	0	2	0		0	2
Jacksdale Car Park	Theresa Hodgkinson	4	0	0	0	0	4	2	0	2	Friends of Cromford Canal	0	4
Total Rural Area		6	0	0	0	0	6	2	2	2		0	6
Total Area		1,042	415	0	0	0	1,457	311	717	429		0	1,457

Report To:	COUNCIL	Date:	1 OCTOBER 2020
Heading:	MINUTES OF CABINET AND COMMITTEE MEETINGS PUBLISHED SINCE THE LAST ORDINARY MEETING ON 9 JULY 2020		
Portfolio Holder:	LEADER, COUNCILLOR JASON ZADROZNY		
Ward/s:	N/A		
Key Decision:	N/A		
Subject To Call-In:	N/A		

Purpose Of Report

To present a list of minutes of Cabinet and Committee meetings which have been published since the last ordinary meeting of the Council and for Members to consider whether they wish to give notice of their intention to ask a question of the relevant Chairman under Council Procedure Rule 13.2.

Background

As part of the 2013 annual review of the Constitution, approved by the Council on 6 June 2013, the former practice of printing the minutes of Cabinet and Committees within the Council agenda papers was discontinued and replaced with an index that lists the minutes published since the previous meeting of the Council. The index outlined below and the web link enables Members to access the minutes on the Council website for perusal as required.

In accordance with Council Procedure Rule 13.2, Members may give notice of their intention to ask a question of a relevant Chairman in respect of the published minutes. Questions are limited to a maximum of two per Member.

MINUTES PUBLISHED SINCE 9 JULY 2020.

The minutes are accessible via the Council website:

[Click here to access documents](#)

Committee Meeting:	Date of Meeting:
Cabinet	30 June 2020 21 July 2020 15 September 2020

Overview and Scrutiny Committee	16 July 2020
Planning Committee	22 July 2020 9 September 2020
Scrutiny Panel B	23 July 2020
Audit Committee	27 July 2020
Standards and Personnel Appeals Committee	29 July 2020
COVID-19 Response and Recovery Panel	30 July 2020 3 September 2020
Licensing Committee	30 July 2020

Report Author and Contact Officer

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