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**Date:** 5 December 2023



To all Members of the West Bridgford Special Expenses and Community Infrastructure Levy Advisory Group

Dear Councillor

A Meeting of the West Bridgford Special Expenses and Community Infrastructure Levy Advisory Group will be held on Monday, 11 December 2023 at 3.00 pm in the Council Chamber Area A, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

Yours sincerely

A handwritten signature in black ink that appears to read 'gdd' followed by a small dot.

Gemma Dennis  
Monitoring Officer

## AGENDA

1. Apologies for Absence
2. Declarations of Interest

[Link to further information in the Council's Constitution](#)

3. Minutes of the Meeting held on 9 October 2023 (Pages 1 - 6)
4. Expressions of Interest for the Group to Consider (Pages 7 - 12)

## Membership

Chair: Councillor D Virdi

Councillors: J Chaplain, S Dellar, R Mallender, P Matthews, A Phillips, D Polenta, G Wheeler and J Wheeler

Rushcliffe Borough Council Customer Service Centre

Fountain Court  
Gordon Road  
West Bridgford  
Nottingham  
NG2 5LN

Email:  
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**MINUTES  
OF THE MEETING OF THE  
WEST BRIDGFORD SPECIAL EXPENSES AND COMMUNITY  
INFRASTRUCTURE LEVY ADVISORY GROUP  
MONDAY, 9 OCTOBER 2023**

Held at 4.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford

and live streamed on Rushcliffe Borough Council's YouTube channel

**PRESENT:**

Councillors D Virdi (Chair), R Mallender, D Polenta, G Wheeler, J Wheeler and L Plant

**ALSO IN ATTENDANCE:**

Councillors

**OFFICERS IN ATTENDANCE:**

P Linfield	Director of Finance and Corporate Services
S Whittaker	Service Manager - Finance
D Hayden	Communities Manager
J Bate	Team Manager - Planning, Monitoring and Implementation
M Sawyer	Planning Contributions Officer
T Coop	Democratic Services Officer

**APOLOGIES:**

Councillors J Chaplain, S Dellar, P Matthews and A Phillips

**5 Declarations of Interest**

There were no declarations of interest.

**6 Minutes of the Meeting held on 14 November 2022**

The minutes of the meeting held on 14 November 2022 were approved as a true record of the meeting.

Councillor Plant referred to the meeting scheduled for February 2023 which was cancelled as there was nothing to update the Group at this time regarding the Community Infrastructure Levy.

**7 Community Infrastructure Levy (CIL) Update**

The Planning Contributions Officer delivered a presentation to update the Group on the west Bridgford Neighbourhood Community Infrastructure Levy (CIL), a charge local authorities can apply to new development to help fund infrastructure to support the development of its area.

The Group were advised that a set proportion of CIL (Neighbourhood CIL) collected in the Borough is passed to the Borough Council and can be applied

by the Council to a broader range of projects. In areas without a Town or Parish Council, such as West Bridgford, CIL funds are spent by the Borough Council in consultation with the local community and it is the purpose of the CIL Advisory Group to manage this process for West Bridgford.

As well as the Neighbourhood CIL, a supplemental amount of Strategic CIL is reserved to wards eligible projects covered by the Council's Infrastructure Funding Statement (IFS).

The Planning Contributions Officer provided a financial update of CIL collected for West Bridgford since the last meeting in November 2022 and advised the Group of the prospective future figures based on granted planning permissions, where known, but were reliant on them being implemented.

The Group were advised of the infrastructure list as follows:

- Provision of Park and Ride along the A52 corridor and bus priority measures in West Bridgford
- Provision of or improvements to playing pitches and ancillary facilities
- Provision of or improvements to indoor leisure provision
- Provision of additional secondary school places across the Borough through new provision or extension to existing provision
- Provision of health facilities across the Borough through new provision or extension to existing provision

The Planning Contributions Officer reminded the Group of the discussions and proposals made at the last meeting in November 2022, whereby Expressions of Interest forms were to be completed by community groups, considered by officers to ensure eligibility for funding, agreed by the CIL Advisory Group in principle and then consulted on by local residents to establish the level of community support. However, the Group were advised that due to lack of response to this exercise and proximity to the election period, the February meeting was deferred.

The Planning Contributions Officer explained that officers have considered how to improve engagement and raise the profile of CIL funding and have taken feedback from the UKSPF procedure and the approach other authorities use of non-parished CIL funding.

The Group were advised that the updated process will look to gather information at an earlier stage, establishing whether there are specific areas local residents want to see improvements to. The Group noted additional information/resources would be available on the Council's website to support groups with Expressions of Interest (EOI) requests. An action timeline for EOI's was provided as follows:

- October 2023 – Readvertise EOI's - seek responses by end of November 2023
- December 2023 – Review EOI's - Officers to consider submitted EOI's and agree a shortlist of projects through the CIL Advisory Group
- January 2024 – Public Consultation - EOI projects published on Council website - 4 week consultation period

- February 2024 – Agree Funding – funding approved by CIL Advisory Group

An ongoing process would continue with EOI publicity each April and October.

The Chairman reminded the Group of a Councillor training session on the Community Infrastructure Levy (CIL) and encouraged members to attend.

Councillor J Wheeler expressed his frustration at the convoluted process and suggested a simpler more streamlined approach be considered.

Councillor Plant referred to the previous consultation and lack of response from the local community and asked whether what was being considered at this meeting is any different to what was done previously. She also suggested that ward member involvement might be an option to look at areas in West Bridgford that might benefit from CIL support.

The Planning Contributions Officer explained that the process needs to demonstrate community involvement and community consultations. In respect of the EOI these need to be deliverable and from different demographics across the West Bridgford area. The Team Manager (Planning, Monitoring and Implementation) explained that the process cannot be rushed and adding a meaningful period (4 weeks) for consultation allows residents to comment. In addition, the Group were advised that officers have approached nearby local authorities to ask what they have done.

The Group discussed what the funding could be spent on and what areas of West Bridgford were being looked at. The Group asked for examples of projects and ideas and suggested this be included in the EOI guidance so that community groups wishing to submit an EOI have a clear understanding of how the funding can be spent. In respect of Ward Councillor support it was suggested a list of local community groups be shared and some clear guidance be provided in respect of how the funding can be spent.

It was made clear that officers are not there to submit EOI for community groups. Support and guidance will be made available via the Council's website and media channels.

In concluding the Chair addressed the urgency in which the process needed to happen and suggested an interim meeting or briefing in December for the CIL Advisory Group to be updated on all EOI submissions that have come forward.

## 8 **West Park Update**

The Group considered and noted the item.

## 9 **Special Expenses Budget 2024/25**

The Service Manager – Finance delivered a presentation to inform the Group of the West Bridgford Special Expenses Overview and Budget requirements for 2024/25.

The Group noted the provision set out by the LGFA 1992 which covers

expenses incurred on functions that would ordinarily be performed by a parish council for example parks and playing fields, children's play areas and community halls, it also includes the West Bridgford area expenditure and Ruddington and Keyworth cemeteries and includes revenue expenditure and contribution to capital works.

The Group were informed that the Council's budget and Special Expense charge is agreed at Full Council but as part of the capital and budget monitoring it is also monitored by the Corporate Overview Group and Cabinet at their in-year budget update in autumn. The Special Expense charges collected are reviewed against expenditure at year end and any surplus /deficit is held as a notional ring-fenced balance (currently £127k revenue deficit).

The Service Manager – Finance demonstrated the correlation of Council Tax and Special Expenses and why special expenses are included for the purpose of calculating the maximum increase in Council Tax and provided a summary as follows:

- Increase in Special Expenses charges reduces the permissible increase to the Council's Council Tax Band D
- Overall reduction in the Council's receipts
- Not only impacts on current year but each year going forward

With regards to Capital the Group were advised of the annuity charges for historical works completed at a cost to the Council that is then charged to the Special Expenses budget annually. Contribution to capital works covers an in-year costs of planned enhancements to parks and play equipment and the replacement costs to the Hook Skate Park. The Group noted no increase in 2024/25, but in 2025/26 the charge will rise due to Sir Julian Cahn and Edwalton Community facility Annuity charges.

The Group were asked to consider the proposal for the West Bridgford Budget for 2024/25 and noted the draft budget breakdown for Community halls, parks and playing fields and West Bridgford town centre.

With regards to variances the group were advised that there are significant pressures on the Council's budgets including, increasing costs for the activities held in West Bridgford and reduced income and maintenance charges at Council run community halls.

The Group noted there is no increase to annuity charges for 2024/2025 but this is due to rise 2025/26 and onwards. Overall, there will be an increase of £3.26 (5.83%) to West Bridgford residents which the Group were advised was less than current inflation. A historical comparison table was provided from 2017/18 to 2024/25.

The Communities Manager presented the financial details relating to the council's community halls at; Gamston Community Hall, Lutterell Hall and Sir Julien Cahn Pavilion and informed the Group that fees are expected to increase to pre-covid levels from 2023/24 and in the case of Sir Julien Cahn

Pavilion after some minor repairs. However, it was noted that the cost of living crisis had impacted on some of the bookings.

The group were reminded of the West Bridgford events chargeable to special Expenses including, Christmas Lights, Lark in the Park and Taste of Rushcliffe and the increasing costs for delivering these events.

The Group were asked to consider the options of reducing the events and the impact this may have on resident satisfaction and the support these provide to the West Bridgford Economy. Another option is to reduce the number of community facilities or increase fees, however this may impact usage and appetite in the current economic climate.

The Communities Manager advised that a marketing campaign is already under way and officers are looking at other income or expenditure efficiencies. It was also noted that Community Infrastructure levy (CIL) funds could support some capital projects.

The Chairman referred to the key considerations and the cost pressures highlighted by officers and the resulting increase of Council Tax for residents being necessary to deliver quality events that are popular with residents across the Borough.

The Group approved the marketing campaign, particularly in the case for the Sir Julien Cahn Pavilion, where bookings had been reduced due to maintenance and improvements.

The Group questioned the large increase of costs for putting on events and asked whether a more detailed breakdown of costings including staff costs as well as infrastructure costs could have been provided.

With regards to maintenance costs in respect of community halls it was suggested an analysis of charges be explored to see if there were opportunities to optimise savings.

In concluding the Group approved in principle the budget and the £3.26 Council Tax increase. The Officers recommendations were also noted and approved in respect of supporting an improving community hall usage by promoting community facilities, including social media campaigns.

The Director – Finance and Corporate Services reminded the Group that as part of the Council's budget process workshops will be delivered early December 2023 to provide Councillors with a greater understanding of the budget process.

The meeting closed at 5.43 pm.

CHAIR

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## Local Community Proposed Schemes (Responses to EOIs)

### NHS Social Prescribing Service – Community Hub

**Submitted by:** NHS Rushcliffe Social Prescribing Service

**Summary:** Operation of a Community Hub focused on addressing social isolation, enhancing mental health support, and fostering community engagement. The project would aim to provide a number of events (seminars, workshops, counselling sessions, and group activities) focused on health, wellbeing, and social connection, as well as offering information and guidance on various health and wellbeing services available within Rushcliffe and the broader community. Two venues are proposed for the Community Hub – West Bridgford Young People's Centre on Bridgford Road, or Lutterell Hall.

**Estimated Costs:** £43,600 (estimated £21,800 per year, with a 2-year aim to allow the project to become fully established)

**Funding Sought:** £25,000 (~60% project cost)

**Other Funding Sources:** None

**Timescales:** No dates given

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### Better By Bike

**Submitted by:** Nottingham Bikeworks

**Summary:** Delivery of a number of organised sessions based out of the Nottingham Bikeworks workshop on Trent Boulevard, Lady Bay. Sessions will be aimed at individuals experiencing stress, anxiety, depression and/or physical health issues, and will include weekly mental health rides, monthly public rides and build-a-bike provision for up to 24 people.

**Estimated Costs:** £12,000 (covering 1-year period)

**Funding Sought:** £12,000 (full project cost)

**Other Funding Sources:** None

**Timescales:** No dates given

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### Church of the Holy Rood – Path Improvements

**Submitted by:** Church of The Holy Rood

**Summary:** Implementation of new paths to the Churchyard and Church Gardens and widening of paved area between the graveyard and garden, with a focus on improvements to accessibility for wheelchair users and those with mobility issues.

**Estimated Costs:** £9,000

**Funding Sought:** £5,000 (~55% project cost)

**Other Funding Sources:** Funding of £1,000 secured from Nottinghamshire County Council and further donations of ~£1,000 from individuals.

**Timescales:** Works expected June 2024.

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### Notts Gymnastic Academy – Café, Office and Viewing Facilities

**Submitted by:** Notts Gymnastic Academy (NGA)

**Summary:** NGA are currently based in the grounds of Rushcliffe Spencer Academy, which is currently undergoing renovation. Once the parts of the buildings they previously used by the club are handed back from the contractors, NGA are seeking to develop a café area, office space for staff, and viewing facilities for parents/carers to watch children in action via installation of a CCTV system.

**Estimated Costs:** £43,000

**Funding Sought:** £25,000 (~60% project cost)

**Other Funding Sources:** The NGA will run Sports England Active Communities Crowdfunding initiative to raise funds from donors.

**Timescales:** May-October 2024

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## Little Bounds Cricket Pavilion – Accessible Toilet Renovations

**Submitted by:** Ellerslie Cricket Club

**Summary:** Renovation of unisex toilet facilities at Little Bounds Cricket Pavilion to incorporate wheelchair access. Current facilities are outdated and do not meet the needs of wheelchair users and other disabled people.

**Estimated Costs:** £8,030.

**Funding Sought:** £4,015 (50% project cost).

**Other Funding Sources:** Funding for 50% of project applied for from the Nottinghamshire County Council Local Communities Fund.

**Timescales:** Works hoped to be completed by March 2024.

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## Lady Bat Scout Hall – Commemorative Mosaics and Tree Planting

**Submitted by:** 1st Lady Bay Scouts

**Summary:** Planned workshop with Beavers, Cubs and Scouts to create three mosaics, and planting of a Rowan (mountain ash) tree to commemorate 100 years of 1st Lady Bay Scouts for October 2024. The Scout Hall used by numerous community groups throughout the week.

**Estimated Costs:** £2,489

**Funding Sought:** £2,489 (full project cost)

**Other Funding Sources:** None

**Timescales:** Mosaic workshop to be booked at earliest opportunity should funding be committed. Tree to be planted at celebratory event in October 2024.

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## WB South Trent Girlguiding – Paxdien Hall Renovations

**Submitted by:** West Bridgford South Trent Girlguiding

**Summary:** Extension of kitchen, installation of a wet room and installation of leader's accommodation at Paxdien Guide Hall, Rectory Road. Would facilitate the building to be offered as sleepover accommodation to 600 local Girlguiding members from West Bridgford South Trent (WBST) Division.

**Estimated Costs:** £30,000 (to be confirmed)

**Funding Sought:** £25,000 (~85% project cost)

**Other Funding Sources:** £5,000 from West Bridgford South Trent Girlguiding

**Timescales:** No dates given – however the group cites a timescale of maximum 6 months for the project to be undertaken.

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## The Hook – Wildlife Pond Restoration

**Submitted by:** Friends of the Hook

**Summary:** Restoration of the wildlife pond at The Hook Local Nature Reserve. Will involve replacing the failed liner with a new liner, constructing a dipping platform as well as reinstalling the wooden fence surrounding the pond.

**Estimated Costs:** £8,000

**Funding Sought:** £8,000 (full project cost)

**Other Funding Sources:** None

**Timescales:** Ideally before spring 2024, otherwise aim for late summer/autumn 2024.

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## Grantham Canal Improvements (Trent Bridge Section)

**Submitted by:** Orston Road Area Neighbourhood Watch

**Summary:** Dredging and restoration of a 30m section of Grantham Canal between Nottingham Forest's City Ground Stadium and the Environment Agency offices, and the installation of a new sluice gate at the southern end where the culvert exits from under Lady Bay Bridge Road. This stretch is not managed by the Canal & River Trust and is owned by the Environment Agency.

**Estimated Costs:** £15,000  
**Funding Sought:** £15,000 (full project cost)  
**Other Funding Sources:** None  
**Timescales:** August/September 2024

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## Grantham Canal Management (Lady Bay Section)

**Submitted by:** WeBCan  
**Summary:** Employment of a professional hydrologist to investigate the source of the leaks and develop a management plan to mend the leaks. WeBCan will then follow this up to seek funding from relevant bodies to put the management plan into action. The project also proposes the installation of 4 sluice gates at the culverted sections of the canal, in order to isolate separate sections of the canal and facilitate the work of the hydrologist.  
**Estimated Costs:** £18,000  
**Funding Sought:** £18,000 (full project cost)  
**Other Funding Sources:** None currently, but WeBCan have advised they are applying to other bodies as well and will communicate any successful bids.  
**Timescales:** No dates given – however the group cites a timescale of 8 months from hiring hydrologist and contractor to the completion of the management plan.

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## The Boat Club – Balcony Replacement

**Submitted by:** Nottingham Rowing Club  
**Summary:** Replacement and extension of the existing balcony at The Boat Club which currently requires repairs. The extension will provide additional outdoor space and improve the facilities the club are able to offer the wider community, particularly in the summer.  
**Estimated Costs:** £45,000  
**Funding Sought:** £25,000 (~55% project cost)  
**Other Funding Sources:** None  
**Timescales:** Application for planning permission submitted, with works expected to be started shortly after determination (if granted).

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## The Boat Club – Kitchen Facilities

**Submitted by:** Nottingham Rowing Club  
**Summary:** Installation of kitchen facilities into The Boat Club, following the loss of facilities in the Britannia boathouse due to the Nottingham Forest Football Club stand redevelopment. This will allow the club to reintroduce catering facilities to members and other users who hire the space. Works will include the remodelling of a portion of the existing changing area to include a new kitchen whilst retaining the other functions of the buildings.  
**Estimated Costs:** £16,000  
**Funding Sought:** £16,000 (full project cost)  
**Other Funding Sources:** None  
**Timescales:** As soon as possible, with works expected to begin in early January 2024.

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## St Pauls Wellbeing Hub – Community Minibus

**Submitted by:** St Paul's Community Wellbeing Hub  
**Summary:** Purchase of a 12/14 seat Community Bus for Wilford Hill and surrounding areas, along with minibus training for volunteers. Would allow attendees of the groups using St Pauls to more readily access the hub and broaden the offer of those groups beyond the local residents of Wilford Hill. Would seek to run as a community bus hire model, similar to Keyworth, on a donation basis.  
**Estimated Costs:** £17,800 (including first year service and MOT and-insurance)  
**Funding Sought:** £17,800 (full project cost)

**Other Funding Sources:** None

**Timescales:** No dates given – however the group cites a timescale of 6 months to cover purchase of bus, training of volunteers, and scheduling of group usage.

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## Nottingham Falcons – Korfball Equipment Storage

**Submitted by:** Nottingham Falcons Korfball Club

**Summary:** Purchase of a secure storage cabinet and attendant accessories for the club to store equipment used in sessions. This would more readily allow the club to increase its capacity and reintroduce introductory korfball sessions in West Bridgford's schools. Currently the club use Rushcliffe Arena in winter and Greathorn Park (and other outdoor areas) in summer.

**Estimated Costs:** £2,000

**Funding Sought:** £1,500 (~75% project cost)

**Other Funding Sources:** None

**Timescales:** Within 6 months should funding be granted

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## Pedals – Gamston Bridge Crossing

**Submitted by:** Pedals

**Summary:** Provide 4 street signs at the existing pedestrian crossing on Radcliffe Road where it crosses the Grantham Canal, in order to improve safety for the growing number of people using the towpath for commuting, exercise and recreation.

**Estimated Costs:** £3,500

**Funding Sought:** £3,500 (full project cost)

**Other Funding Sources:** None

**Timescales:** Aim for autumn 2024, citing 6 months to obtain approval from VIA.

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## West Bridgford Sports Club – Replacement Tractor

**Submitted by:** West Bridgford Sports Club

**Summary:** Purchase of a replacement tractor for grounds maintenance purposes at West Bridgford Sports Club. The current tractor is no longer fit for purpose and reaching the end of its useful life, with a number of ground maintenance functions currently being outsourced. A number of groups use the club grounds and there is an increasing need to maintain and improve the playing surfaces in line with sporting body requirements.

**Estimated Costs:** £13,500 - £20,000

**Funding Sought:** £6,750 - £10,000 (50% project cost)

**Other Funding Sources:** None

**Timescales:** Expected 2 months from order to fulfilment

# Rushcliffe Borough Council Proposed Schemes

## Sir Julien Cahn Pavilion West Park

**Submitted by:** Communities Manager

**Summary:** The Sir Julian Cahn Pavilion centenary year is in 2026. The wooden constructed former cricket pavilion underwent a substantive refurbishment in 2004/05 and is now in need of further works to preserve the building and ensure that it meets the needs of the local community.

**Estimated Costs:** £480,000

**Funding Sought:** £25,000 (~5.21% project cost)

**Other Funding Sources:** West Bridgford Special Expense capital programme, potential to fund through additional 10% Strategic CIL allocation for West Bridgford

**Timescales:** 2024/25 financial year

## Alford Road Playing Field

**Submitted by:** Communities Manager

**Summary:** Alford Road playing field needs and enhanced programme of maintenance to enable increased demand and pitch configuration to reduce balls on to Alford Road and better accommodate junior football in particular girls. We would also look to investigate flooding experienced by the STW attenuation tank close to the Bus stop. We would also look to use the funding to try and leave in match funding by the Football Foundation

**Estimated Costs:** £25,000

**Funding Sought:** £25,000 (~100% project cost)

**Other Funding Sources:** Potential to fund through additional 10% Strategic CIL allocation for West Bridgford

**Timescales:** 2024/25 financial year

## Bridgford Park and Bridge Field

**Submitted by:** Communities Manager

**Summary:** To improve the play provision on Bridgford Park and Bridgfield with a particular focus on improving inclusive equipment and also creating spaces for Girls created by additional demand in the town centre

**Estimated Costs:** £100,000

**Funding Sought:** £25,000 (~25% project cost)

**Other Funding Sources:** UKSPF and or West Bridgford Special Expense capital programme

**Timescales:** 2024/25 financial year

**Submitted by:** Communities Manager

Works to Bridge Field entrance to improve parking provision and general arrangements.

**Summary:** To improve the damaged grass matting on Bridgfield which is a trip hazard and improve grass coverage to better cater for event parking and recreational use. Also explore improvement to the height restriction barrier to mitigate the risk of illegal encampments experienced in 2023

**Estimated Costs:** £100,000

**Funding Sought:** £25,000 (~25% project cost)

**Other Funding Sources:** West Bridgford Special Expense capital programme

**Timescales:** 2024/25 financial year

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