

Date: 3 July 2017

Dear Sir/Madam,

**COUNCIL MEETING – 11 JULY 2017**

Notice is hereby given that a meeting of the Newark and Sherwood District Council will be held in the Council Chamber, Kelham Hall on Tuesday, 11 July 2017 at 6.00pm.

Yours faithfully



A.W. Muter  
Chief Executive

**AGENDA**

**Pages**

- |    |  |        |
|----|--|--------|
| 1. | Apologies for Absence  |        |
| 2. | Minutes of the Annual Meeting held on 16 May 2017  | 3 - 21 |
| 3. | Declarations of Interests by Members and Officers  |        |
| 4. | Declaration of any Intentions to Record the Meeting  |        |
| 5. | Communications which the Chairman or the Chief Executive may wish to lay before the Council              |        |
| 6. | Communications which the Leader of the Council and Committee Chairmen may wish to lay before the Council |        |
| 7. | Questions from Members of the Public   |        |
| 8. | In accordance with Rule No. 10 to receive Petitions from Members of the Council (if any)                 |        |

9.	Medium Term Financial Plan 2017/18 to 2020/21	22 - 54
10.	Newark & Sherwood Local Development Framework – Plan Review – Publication Document (The appendices to this report will be circulated separately)	55 - 64
11.	Fernwood and Farnsfield Neighbourhood Plans	65 - 66
12.	Notices of Motion (if any)	
13.	Questions from Members of the Council	

#### MINUTES FOR NOTING

14.	(a) Policy & Finance Committee – 29 June 2017	67 - 76 77 (Exempt)
	(b) Economic Development Committee – 21 June 2017	78 - 82
	(c) Homes & Communities Committee – 12 June 2017	83 - 88 89 - 90 (Exempt)
	(d) Leisure & Environment Committee – 27 June 2017	91 - 98
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	(g) Planning Committee	
	(i) 6 June 2017	103 - 113
	(ii) 4 July 2017	114 - 124

#### NOTES:

- (1) The Conservative Group will meet at 5.00pm in Room G21 prior to the Council Meeting.
- (2) The Labour Group will meet at 5.00pm in Room G23 prior to the Council Meeting.
- (3) The Independent Group will meet at 5.00pm in Room F19 prior to the Council Meeting.
- (4) Tea and coffee will be available in the Group Meeting Rooms.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Annual Meeting of **NEWARK & SHERWOOD DISTRICT COUNCIL** held in the Council Chamber, Kelham Hall, Newark on Tuesday 16 May 2017 at 6.00pm.

PRESENT: Councillor A.C. Roberts (Chairman)  
Councillor Mrs L.J. Tift (Vice-Chairman)

Councillors: Mrs K. Arnold, R.V. Blaney, Mrs B.M. Brooks, Mrs C. Brooks, Mrs I. Brown, D. Clarke, M. Cope, R.A. Crowe, Mrs R. Crowe, Mrs G.E. Dawn, Mrs M. Dobson, P.C. Duncan, K. Girling, G.P. Handley, Mrs L. Hurst, R.B. Laughton, J. Lee, D.J. Lloyd, Mrs S.M. Michael, N. Mison, N. Mitchell, D.R Payne, P. Peacock, Mrs P. Rainbow, Mrs S.E. Saddington, Mrs S. Soar, D. Staples, F. Taylor, D. Thompson, Mrs A.A. Truswell, I. Walker, K. Walker, B. Wells, T. Wendels and Mrs Y. Woodhead.

APOLOGIES FOR ABSENCE: Councillors: M. Buttery and R.J. Jackson.

The Chairman welcomed Councillor N. Mitchell on to the Council following his by-election success on 4 May 2017.

1. APPOINTMENT OF CHAIRMAN OF THE COUNCIL FOR 2017/18

Councillor D. Staples moved and Councillor R.V. Blaney seconded that Councillor Mrs L.J. Tift be elected Chairman of Newark & Sherwood District Council for the 2017/18 municipal year.

AGREED (unanimously) that Councillor Mrs L.J. Tift be elected Chairman of Newark & Sherwood District Council for the 2017/18 municipal year.

(Councillor Mrs L.J. Tift signed the Declaration of Acceptance of Office and received the Chain of Office from the Retiring Chairman).

2. PRESENTATION OF PAST CHAIRMAN'S BADGE

Councillor Mrs L.J. Tift presented the past Chairman's badge to Councillor A.C. Roberts and thanked him for the way he had carried out his duties as Chairman of the District in 2016/17.

(As the newly elected Chairman, Councillor Mrs L.J. Tift took the Chair for the remainder of the meeting).

3. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2017/18

Councillor K. Girling moved and Councillor Mrs S.E. Saddington seconded that Councillor K. Walker be elected Vice-Chairman of Newark & Sherwood District Council for the 2017/18 municipal year.

AGREED (unanimously) that Councillor K. Walker be elected Vice-Chairman of Newark & Sherwood District Council for the 2017/18 municipal year.

(Councillor K. Walker signed the Declaration of Acceptance of Office and received the Vice-Chairman's Chain of Office).

4. MINUTES

AGREED that the minutes of the meeting held on 9 March 2017 be approved as a correct record and signed by the Chairman.

5. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

NOTED:- (a) interests declared as shown in the schedule circulated at the meeting;  
(b) the additional interest which was declared at the meeting as follows:-

<u>Member</u>	<u>Agenda Item No.</u>
Councillor T. Wendels	Agenda Item No. 24(h)(iv) Delegated Decisions – Planning Committee – 9 May 2017 – Minute No. 231 – Brooklyn, Lower Kirklington Road, Southwell (17/00383/OUT) – Disclosable Pecuniary Interest as the applicant was a close relative.

6. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intention to record the meeting.

7. COMMUNICATIONS FROM THE CHAIRMAN AND CHIEF EXECUTIVE

The newly elected Chairman advised that her nominated charity for the year would be the Rainworth Detached Youth Project.

The Chief Executive referred to the ransomware attack on various NHS establishments and advised that the Council's ICT systems had not been affected.

8. POLITICAL COMPOSITION OF THE COUNCIL AND ALLOCATION OF SEATS ON COMMITTEES TO POLITICAL GROUPS

The Council considered the report of the Chief Executive concerning the allocation of seats on Committees to Political Groups, as required by Council Procedure Rule No. 17.6.

Section 15 of the Local Government and Housing Act 1989 required the Council to consider the political composition of the Council at each Annual Meeting. This Act, together with the Local Government (Committees and Political Groups) Regulations 1990, required the Council to allocate seats on committees on a proportional basis in accordance with the number of seats held on the Council by each political group. The proposed allocation of seats was set out in Appendix A to the report.

The allocation of seats to political groups on Committees also needed to be considered in light of the District Ward by-election for the Ollerton Ward which was held on 4 May 2017.

AGREED (unanimously) that the allocation of seats to Political Groups (as set out in Appendix A to these minutes) be approved.

9. APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL, COMMITTEE CHAIRMEN AND VICE-CHAIRMEN, MAJOR OPPOSITION SPOKESPERSONS, MEMBERS TO COMMITTEES AND SUBSTITUTE MEMBERS TO COMMITTEES

The Council AGREED (unanimously) the appointments of the Leader and Deputy Leader of the Council, Chairmen and Vice Chairmen of Committees, Major Opposition Spokespersons, Members and Substitute Members to Committees as detailed in the schedule circulated at the meeting (Appendix B to the minutes refers).

10. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND COUNCIL OWNED COMPANIES

The Council considered the report of the Chief Executive which sought to make appointments to Outside Bodies for the 2017/18 municipal year. The list of appointments had been reduced following a review by the Councillors' Commission at their meeting held on 27 April 2017.

AGREED (unanimously) that:

- (a) the revised schedule of appointments, following the review by the Councillors' Commission be approved; and
- (b) the appointments of representatives on outside bodies for 2017/18, as set out in the schedule at Appendix C to these minutes, be approved.

11. RULE NO. 4.8 – APPOINTMENT OF PANEL

The Council considered the report of the Chief Executive concerning Council Procedure Rule No. 4.8, which required Council to appoint a panel of at least four Members in order to be in a position to call an Extraordinary Meeting of the Council should the offices of the Chairman and Vice-Chairman of the Council be vacant, or if both the Chairman and Vice-Chairman were unable to act for any reason.

AGREED (unanimously) that the Leader of the Council, Deputy Leader of the Council, together with the Leaders of the Labour and Independent Groups, be appointed to the Panel established in accordance with Council Procedure Rule No. 4.8.

## 12. PROPOSED CHANGES TO THE CONSTITUTION

The Council considered the report of the Deputy Chief Executive which set out proposed changes to the Constitution as recommended by the Councillors Commission at their meeting held on 27 April 2017.

The Policy & Finance Committee, at their meeting held on 6 April 2017, considered the process for the appointment of Director – Resources and in so doing recommended that the Constitution be amended so that the Chief Officers Appointment Panel should have a clear remit to make Chief Officers appointments with the exception of the Head of Paid Service. It was considered that this would considerably assist the appointment process as it would enable the timetable for appointments to be truncated. The Councillors' Commission considered the detailed changes to the Constitution which would be required and these were set out in the report.

The Councillors Commission were also recommending changes to the Constitution relating to disciplinary procedures for Chief Officers to reflect revised conditions of service published by the Joint Negotiating Committee for Local Authority Chief Executives. This would require the establishment of a separate independent panel comprising not less than two independent persons appointed by the Council under the Localism Act 2011.

The Councillors' Commission considered that the Investigating and Disciplinary Sub-Committee, which would deal with disciplinary matters in relation to chief officers and statutory officers, and the Chief Officers Appeal Sub-Committee, which would determine appeals against decisions of the Investigating and Disciplinary Sub-Committee relating to disciplinary actions against Chief Officers, (with the exception of a decision to dismiss in the case of a statutory officer where any recommendation of the Investigating and Disciplinary Sub-Committee was required to be referred to Council) should be drawn from a panel of members across the whole of the membership of the Council rather than being a standing committee. This better reflected the fact that such sub committees could potentially be required to meet at short notice and that their composition could be determined having regard to any potential conflicts of interest.

The Councillors' Commission also recommended that the Officer Employment Procedure Rules be amended to delete the reference to investigations being conducted by a Designated Independent Person, which had been removed by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, but which had been preserved in the case of the Chief Executive under his previously published conditions of service. The proposed amendments to the Constitution were set out in Appendix 1 and 2 to the report.

AGREED (unanimously) that:

- (a) the proposed changes to the Constitution as set out in the body of the report be made to enable the Chief Officers' Appointment Panel to appoint all Chief Officers (including statutory officers) with the exception of the Head of Paid Service; and
- (b) the constitutional changes relating to disciplinary procedures for the Head of Paid Service, Chief Officers and statutory officers, in the event of them not being chief officers as defined in the Constitution, as set out in Appendix 1 and 2 to the report, be approved.

13. PROPOSED CHANGE TO FINANCIAL REGULATIONS

The Council considered the report of the Business Manager & Chief Financial Officer – Financial Services which set out proposed changes to the Council's Financial Regulations as recommended by the Councillors Commission at their meeting held on 27 April 2017. The Commission were recommending changes to virement limits which were set out in Appendix A to the report.

AGREED (unanimously) that the Financial Regulations be amended to include the wording as set out in Appendix A to the report.

14. ADOPTION OF THE THURGARTON NEIGHBOURHOOD PLAN

The Council considered the report of the Deputy Chief Executive which advised the Council of the result of the Thurgarton Neighbourhood Plan Referendum and sought approval from Council to formally adopt the Thurgarton Neighbourhood Plan as a Development Plan Document (DPD).

The Thurgarton Neighbourhood Plan Referendum was held on 4 May 2017 with the question 'Do you want Newark and Sherwood District Council to use the neighbourhood plan for Thurgarton to help it decide planning applications in the neighbourhood area?' The result was 156 yes and 11 no. In order for the neighbourhood plan to be 'made' it needed to be formally adopted by the Council. It was noted that once the plan was made it became part of the development plan for the district and its policies carry equal weight to those of the Core Strategy and Allocations and Development Management DPD in the consideration of planning applications and appeals.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the Council 'make' the Referendum Version of the Thurgarton Neighbourhood Plan, so that it formed part of the Development Plan for Newark & Sherwood District.

15. COMMUNITY INFRASTRUCTURE LEVY REVIEW - SUBMISSION

The Council considered the report of the Deputy Chief Executive which sought approval to submit the Draft Community Infrastructure Charging Schedule for examination by the Planning Inspectorate and formally agree the Declaration required under the Planning Act 2008.

The Council was the first local authority to adopt a Community Infrastructure Levy (CIL) in September 2011. In order to ensure that the CIL was based on up to date information the Economic Development Committee authorised a review of the levy and the supporting information to align with the work being undertaken on the review of the Development Plan.

The Council appointed the National CIL Service to prepare a viability assessment and infrastructure funding assessment, this coupled with the updated Infrastructure Delivery Plan prepared by WYG to inform the review of the development plan, provided a sound basis for consulting on a Preliminary Draft Charging Schedule. The Preliminary Draft Charging Schedule was consulted upon between 28 October and 9 December 2016. The Council considered the responses and prepared a Draft Charging Schedule which was published for a period of six weeks to seek formal representations from 2 March until 13 April 2017. A copy of the Draft Charging Schedule was set out in Appendix A to the report. In total 11 representors made 15 representations on the Draft Charging Schedule which were summarised in Appendix B to the report. In total 2 respondents had requested that their objections be heard at formal hearing sessions.

The report proposed that the District Council formally submit the Draft Charging Schedule un-amended for examination by the Planning Inspectorate. In relation to the Regulation 123 List it was proposed to submit the amended list as included at Appendix C to the report.

AGREED (unanimously) that:

- (a) the Draft Charging Schedule (as set out in Appendix A to the report) and the Statement of Representations Received and District Council responses (as set out in Appendix B to the report) be approved for formal submission to the Planning Inspectorate for examination; and
- (b) the Declaration required under the Planning Act 2008, Section 212, Subsections 4 and 5 be formally agreed by Council and signed by the Chief Executive for submission alongside the Draft Charging Schedule.

16. RESERVATION OF DECISION - NEWARK LORRY PARY

The Council considered the report of the Deputy Chief Executive in relation to the decision taken by the Policy & Finance Committee at their meeting held on 6 April in respect of the Newark lorry park. The decision taken by the Committee was subsequently reserved to Council for consideration in accordance with Council Procedure Rule 22(1)(b).



In presenting the report, Councillor R.V. Blaney moved and Councillor D.J. Lloyd seconded the original decision taken by the Policy & Finance Committee, namely:

- “(a) That the full lorry park expansion scheme with the concrete roadway and the required budget for this be approved;
- (b) That the submission of a planning application and the preparation of tender documents for the project be approved; and
- (c) That the approved scheme be included as part of the Council’s Capital Programme.”

In accordance with Council Procedure Rule No. 26.4, Councillor D. Staples moved and Councillor P. Peacock seconded an amendment proposing that:

“the matter of the lorry park extension be referred back to the Economic Development Committee to look at possibilities of developing the site as a whole with a view to a long term solution.”

This amendment on being put to the meeting was declared lost with 13 votes for, 23 against and 1 abstention.

*(Councillor Mrs M. Dobson left the meeting at this point in the proceedings).*

AGREED (with 23 votes for and 13 against) that:

- (a) the full lorry park expansion scheme with the concrete roadway and the required budget for this be approved;
- (b) the submission of a planning application and the preparation of tender documents for the project be approved; and
- (c) the approved scheme be included as part of the Council’s Capital Programme.

## 17. MINUTES FOR NOTING

- (a) Policy & Finance Committee – 6 April 2017
- (b) Economic Development Committee Meetings – 29 March 2017
- (c) Homes & Communities Committee – 13 March 2017
  - (i) Minute No. 98 – Council Housing Allocation Scheme – Implementation Update

In presenting the minutes Councillor R.B. Laughton referred to the changes to the allocation scheme which may result in some residents having a banding change. He advised Members to refer any questions from affected residents to officers for further advice and explanation.

(ii) Minute No. 101 – Annual Report Detailing the Exempt Reports

Councillor Mrs Y. Woodhead referred to a break in at Blidworth Parish Council office which was caught on CCTV camera but the footage was not of sufficient quality to assist the police in any way.

Councillor R.B. Laughton advised the Council of the work that was being undertaken to upgrade all CCTV cameras to digital and advised Councillor Mrs Y. Woodhead to discuss further with the Business Manager - Community Safety.

- (d) Leisure & Environment Committee – 21 March 2017
- (e) General Purposes Committee – 16 March 2017
- (f) Licensing Committee – 16 March 2017
- (g) Councillors' Commission – 27 April 2017

Minute No. 50 – Governance Review

Councillor R.V. Blaney encouraged all Members to return their questionnaires in respect of the review of the governance arrangements.

- (h) Planning Committee Meetings – 7 March, 22 March, 4 April and 9 May 2017
- (i) Audit & Accounts Committee – 26 April 2017

Meeting closed at 7.36pm.

Chairman

**ALLOCATION OF SEATS TO  
POLITICAL GROUPS**

<b>Committee</b>	<b>Conservative</b>	<b>Labour</b>	<b>Independent</b>	<b>Total</b>
Policy and Finance	5	2	0	7
Homes and Communities	7	4	1	12
Leisure and Environment	7	4	1	12
Economic Development	8	3	1	12
Planning Committee	9	5	1	15
General Purposes	9	5	1	15
Licensing	9	5	1	15
Audit and Accounts Committee	4	1	1	6
Mansfield & District Crematorium Joint Committee*	2	1	0	3
Councillors' Commission	5	2	1	8
Gilstrap Trustees	3	2	0	5

\* (includes other local authority members)

**MEMBERS APPOINTMENTS – 2017/18**

**COUNCIL**

Chairman of the Council	Councillor Linda Tift
Vice Chairman of the Council	Councillor Keith Walker
Leader of the Council*	Councillor Roger Blaney
Deputy Leader of the Council*	Councillor David Lloyd

**CONSERVATIVE GROUP**

Leader	Councillor Roger Blaney
Deputy Leader	Councillor David Lloyd

**LABOUR GROUP**

Leader	Councillor David Staples
Deputy Leader	Councillor Paul Peacock

**INDEPENDENT GROUP**

Leader	Councillor Gill Dawn
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\* Council Procedure Rule 17.7 provides that the Leader of the Council will be appointed ex-officio as a member of the Economic Development, Homes & Communities and Leisure & Environment Committees and will be entitled to attend and speak at those committees. He will not be entitled to vote unless expressly appointed as a voting member of the Committee.

The Deputy Leader will be entitled to attend the Economic Development, Homes & Communities and Leisure & Environment Committees in an ex-officio capacity in the absence of the Leader except where the Deputy Leader is already a member of that Committee.

## MEMBERSHIP OF COMMITTEES

<u>POLICY &amp; FINANCE COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Roger Blaney (C)	1. Paul Peacock	
2. Roger Jackson	2. David Staples*	
3. Bruce Laughton		
4. David Lloyd		
5. Tony Roberts		
SUBSTITUTES	SUBSTITUTES	
1. Keith Girling	1. Celia Brooks	
2. Tim Wendels	2. Linda Tift	
<u>HOMES &amp; COMMUNITIES COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Betty Brooks	1. Celia Brooks*	1. Irene Brown
2. Robert Crowe	2. Mark Buttery	
3. Keith Girling	3. Neal Mitchell	
4. Bruce Laughton (C)	4. Sheila Soar	
5. Sylvia Michael		
6. Penny Rainbow		
7. Tim Wendels (VC)		
SUBSTITUTES	SUBSTITUTES	SUBSTITUTE
1. David Clarke	1. David Staples	1. Gill Dawn
2. Tony Roberts	2. David Thompson	
<u>LEISURE &amp; ENVIRONMENT COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Max Cope	1. David Staples*	1. Gill Dawn
2. Peter Duncan	2. Linda Tift	
3. Lydia Hurst	3. Abbie Truswell	
4. Roger Jackson (C)	4. Yvonne Woodhead	
5. John Lee		
6. Neill Mison (VC)		
7. Keith Walker		
SUBSTITUTES	SUBSTITUTES	SUBSTITUTE
1. Rita Crowe	1. Paul Peacock	1. Irene Brown
2. Ivor Walker	2. David Thompson	
<u>ECONOMIC DEVELOPMENT COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Max Cope	1. Neal Mitchell	1. Gill Dawn
2. Rita Crowe	2. Paul Peacock*	
3. Peter Duncan	3. Yvonne Woodhead	
4. Keith Girling (VC)		
5. David Lloyd (C)		
6. Tony Roberts		
7. Frank Taylor		
8. Tim Wendels		
SUBSTITUTES	SUBSTITUTES	SUBSTITUTE
1. John Lee	1. David Staples	1. Maureen Dobson
2. Keith Walker	2. David Thompson	

<u>PLANNING COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Roger Blaney	1. Kath Arnold	1. Maureen Dobson
2. Robert Crowe	2. Celia Brooks	
3. Paul Handley (VC)	3. Linda Tift	
4. Johno Lee	4. Ben Wells	
5. Neill Mison	5. Yvonne Woodhead	
6. David Payne (C)		
7. Penny Rainbow		
8. Susan Saddington		
9. Ivor Walker		
<u>LICENSING COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Betty Brooks	1. Kath Arnold	1. Irene Brown
2. David Clarke	2. Mark Buttery	
3. Max Cope	3. Sheila Soar	
4. Rita Crowe (C)	4. Abbie Truswell	
5. Sylvia Michael	5. Ben Wells	
6. David Payne		
7. Susan Saddington		
8. Ivor Walker (VC)		
9. Keith Walker		
<u>GENERAL PURPOSES COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Betty Brooks	1. Kath Arnold	1. Irene Brown
2. David Clarke	2. Mark Buttery	
3. Max Cope	3. Sheila Soar	
4. Rita Crowe (C)	4. Abbie Truswell	
5. Sylvia Michael	5. Ben Wells	
6. David Payne		
7. Susan Saddington		
8. Ivor Walker (VC)		
9. Keith Walker		
<u>AUDIT &amp; ACCOUNTS COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Robert Crowe	1. Ben Wells	1. Maureen Dobson
2. Paul Handley		
3. Sylvia Michael (C)		
4. David Payne		
<u>MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. David Payne	1. Sheila Soar	
2. Lydia Hurst		
<u>COUNCILLORS' COMMISSION#</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Roger Blaney (C)	1. Paul Peacock	1. Gill Dawn
2. Johno Lee	2. David Staples	
3. David Lloyd		
4. Neill Mison		
5. David Payne		
<u>BOARD OF TRUSTEES OF THE GILSTRAP CHARITY AND W.E. KNIGHT TRUST#^</u>		
CONSERVATIVE	LABOUR	INDEPENDENT
1. Rita Crowe	1. Linda Tift	
2. Keith Girling		
3. David Lloyd		
4. David Payne		

**Notes:**

1. C = Chairman
2. VC = Vice-Chairman
- # The Councillors' Commission and Gilstrap Trustees do not need to reflect political balance
- \* Major Opposition Group Spokesperson
- ^ To include at least one local Member for the area of benefit of the said Charities (Newark as its boundaries existed in 1883 – Castle Ward)

**LEADER/DEPUTY LEADER APPOINTMENTS**

Title of Organisation	Political Split			Representation until May 2018	Purpose of Organisation	Role of Council Members on Body / Member Comments	Relevant Committee
	Con	Lab	Ind				
East Midlands Councils (1 & substitute)	1			Cllr Roger Blaney (Cllr David Lloyd)	To promote local government in the East Midlands to deliver better outcomes for people living and working in the region.	Meeting has no decision making powers.	Policy & Finance
LGA – General Assembly (1)	1			Cllr Roger Blaney	Key element of the LGA – acts as the ‘parliament’ for local government. Once a year conference covers a wide range of topics connected with local governance.	All member authorities are entitled to a minimum of one vote and to appoint at least one representative to the General Assembly. Voting and representation at the General Assembly is on the basis set out in the Constitution.	Policy & Finance



## **LOCAL BODIES**

Title of Organisation	Political Split			Representation until May 2018	Purpose of Organisation	Role of Council Members on Body / Member Comments	Relevant Committee
	Con	Lab	Ind				
Southwell Leisure Centre Trustees (6)	6			R. Adley B. Ashworth A. Gregory Cllr Paul Handley Cllr Penny Rainbow Cllr Tim Wendels	To manage the Centre (a registered charity) in accordance with its Scheme of Administration.	Appointed members become Trustees with a duty of care to the Trust. They provide links with the Leisure Services Committee who provide the 'deficit' grant aid.	Leisure & Environment
Trent Valley Drainage Board (4)	3	1		Cllr Sylvia Michael (Con) Cllr David Payne (Con) Cllr Ivor Walker (Con) Cllr Ben Wells (Lab)	Land drainage and flood risk management.	Represent the interests of Drainage Rate Payers in the formulation of policy.	Leisure & Environment

## **OTHER BODIES**

Title of Organisation	Political Split			Representation until May 2018	Purpose of Organisation	Role of Council Members on Body / Member Comments	Relevant Committee
	Con	Lab	Ind				
Municipal General Charity (1)	(1)			Cllr. Rita Crowe (4 year appointment which will expire in 2020)	Relief of poverty.	Trustee. To provide knowledge and experience of the area and of people who may be in need. Property owned by the Charity is visited by the Trustees annually.	Homes & Communities
Newark & Sherwood Community and Voluntary Service (1)	1			Mrs Jean Clarke	Infrastructure organisation supporting the voluntary and community sector.	To bring experience, enthusiasm, skills and ideas into formulating policies which will be put into practice by CVS staff. Opportunities to be involved in recruitment and selection of CVS staff when vacancies arise.	Leisure & Environment
Newark and Sherwood CCG Stakeholder Reference Group Sub-Committee	1	sub		Cllr Neill Mison (Con) Cllr David Staples (Lab)			Leisure & Environment
Newark and Sherwood Health Forum	2	1		Cllr Lydia Hurst (Con) Cllr Neill Mison (Con) Cllr David Staples (Lab)			Leisure & Environment

Nottinghamshire County Council Health Scrutiny Committee	sub	1		Cllr Neill Mison (Con) Cllr David Staples (Lab)  Note – advised by the County Council on 30/5/17 that District Council representation no longer required on the Committee	To review and scrutinise health issues across the County.	Currently the District Council has one member on this Committee.	Leisure & Environment
Nottinghamshire Health and Wellbeing Board (Nottinghamshire County Council)	1	sub		Cllr Neill Mison (Con) Cllr David Staples (Lab)	To oversee and review health and wellbeing issues within the County.	Currently the District Council has one member on this Committee.	Leisure & Environment
Nottinghamshire Police and Crime Panel	1			Cllr Keith Girling	To oversee the work of the Police and Crime Commissioner for Nottinghamshire.	Panel comprises of representatives from all the local authorities in Nottinghamshire.	Homes & Communities
PATROL Adjudication Joint Committee – previously- National Joint Committee (Traffic Penalty Tribunal) (1)	1			Cllr David Payne	To oversee the work of the Traffic Penalty Tribunal which adjudicates on appeals against parking fines. The Committee sits twice per year and attendance is optional.		Leisure & Environment
Rural Community Action – Nottinghamshire (1) (formerly known as Notts. Rural Community Council Executive Committee)	1			Cllr Frank Taylor	To work with all key stakeholders to identify rural needs in Nottinghamshire.	Trustee	Policy & Finance

Sherwood and Newark Citizens Advice Bureau (2)	1	1		Cllr Paul Peacock (Lab) (Sherwood) Cllr Penny Rainbow (Con) (Newark)	To provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities across the District.		Homes & Communities
Sherwood Forest Hospitals NHS Foundation Trust (1)	1			Cllr David Payne	The main acute hospitals trust providing healthcare services for people in and around Mansfield, Ashfield, Newark, Sherwood and parts of Derbyshire and Lincolnshire.	To represent views of the Council, advise on the strategic direction of the Trust, oversee the development of the membership body and help to ensure that local health priorities are met.	Leisure & Environment
Upper Witham Internal Drainage Board (1)	1			Cllr Johno Lee	Land drainage and flood protection in low lying areas of the District Council.	To maintain a liaison between the Council, the public and the Board in the areas covered.	Leisure & Environment

### Newark and Sherwood District Council Owned Companies

Title of Organisation	Representation	Purpose of Organisation	Role of Council Members on Body/Member Comments	Relevant Committee
Newark and Sherwood Homes Limited (4 Board Members)	<p>Cllr. Paul Handley (Con) Cllr. Peter Duncan (Con) Cllr. David Payne (Con) Cllr. Celia Brooks (Lab)</p> <p><i>Note – these representatives are to be appointed for a two year term in May 2016.</i></p> <p><i>* Cllr Handley’s term of office will end in November 2017 as he will have served two consecutive three year terms.</i></p>	The Council’s wholly owned housing company – manages the Council’s housing stock and other housing related services including development.	<p>Significant training given to Board Members.</p> <p>Demanding role with many meetings.</p> <p>The Memorandum and Articles of the Company specify that Board Members are appointed for a three year term and can only serve a maximum of two terms.</p>	Policy & Finance Homes & Communities
Active4Today Limited (3 Board Members)	<p>Cllr. Roger Blaney (Con) Cllr. David Lloyd (Con) Cllr. Abbie Truswell (Lab)</p> <p><i>Note – these representatives were appointed for a four year term in May 2015.</i></p>	Wholly owned Council company set up to manage the Council’s leisure and sports development services		Leisure & Environment

**MEDIUM TERM FINANCIAL PLAN 2017/18 TO 2020/21**

**1.0 Purpose of Report**

- 1.1 To present the Council's Medium Term Financial Plan (MTFP) covering the period from 1 April 2017 to 31 March 2021.
- 1.2 At their meeting held on 29 June 2017 the Policy & Finance Committee reviewed the MTFP and recommended the Plan for approval to Council.

**2.0 Background Information**

- 2.1 The MTFP (attached as an **appendix** to the report) is a Corporate Plan to assist both Members and Officers manage the Council's finances within a clear framework; it sets out the Council's spending plans to support its strategic priorities over the current financial year and the following three years; it details how that spend will be funded through grants, fees and charges, local taxation, reserves and other income.
- 2.2 The MTFP is not intended to lead policy development for the Council. It is a reflection, in financial terms, of the Corporate Plan of the Council and sets the financial framework for the resourcing of the aspirations set out in the Corporate Plan. It integrates revenue allocations, savings targets, reserves and capital investment and provides indicative budgets and future Council Tax levels for the period covered by the plan. This approach is an essential part of the future budget setting process.
- 2.2 In the past an MTFP covering the subsequent three financial years was presented to Council, with the budget for the forthcoming financial year. During 2016/17, due to a fast changing economic and political environment, with further funding cuts promised by central government, the Council decided to delay the production of the MTFP until there was more certainty of the three year settlement and the position of the Council in respect of reserves and balances available for future funding of the capital programme and potential for future investments. The budget for the 2017/18 financial year was reported to full Council in March 2017.
- 2.3 An in-depth review of its financial position, together with analysis of future challenges and opportunities was therefore needed to ensure that the Council could continue to deliver its vision and priorities for the community. This review has been completed and has identified the complexities of planning for an uncertain future in terms of funding. The review has however, provided a better understanding of the finances of the Council and how available funding can be applied in order to meet its aims and objectives as set out in the Corporate Plan.

**3.0 Proposals**

- 3.1 The MTFP shows that whilst the Council managed to balance the budget for 2017/18 because of prudent decisions made in the past, future funding of its services will depend on its ability to raise additional income; otherwise it will need to make up funding gaps by increasing Council Tax or/and depleting its general fund reserves.

3.2 In summary, the funding gap at three different levels of average Band D Council Tax for the years 2018/19 to 20/21 is set out in the table below:

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Best : Increase by £5	0	706	1,265	1,403
Forecast: 1.94% increase	0	774	1,399	1,602
Worst : Freeze	0	898	1,652	1,989

3.3 Notwithstanding, the sound financial position due to early difficult decisions, the Council will need to continue to consider demand management in areas such as homelessness, community safety and supporting people. It will also have to continually monitor and review areas where budget pressures will persist; such as welfare reform, asset management, meeting pension fund deficits, direct services such as refuse and recycling.

3.4 The MTFP highlights that the Council, since 2010, has made efficiency savings of £5.67m, or 33% of its service budgets. Further savings will inevitably have an impact on the delivery of its services. The alternative to savings is to increase income; however there are statutory, ethical and political restrictions on the amount that additional income can be raised through increases in fees and charges. Similarly, there are constraints on the ability to raise revenue through council tax increases. There is, therefore, a need to earn “new” income streams in order to bridge the gap in funding.

3.5 The Council is in a good position to utilise its reserves and potential to borrow to fund capital investment projects that will generate “new” income streams to the Council; this includes direct investments in corporate bonds, property funds and the establishment of a development company. A Commercialisation and Investment Plan that support this MTFP will be brought to the next meeting of the Policy & Finance Committee.

3.6 The MTFP also sets out forecasts of other funding available to the Council such as New Homes Bonus and growth in business rates, which could be invested in projects to improve the Council’s future sustainability. Projects currently under consideration are set out in paragraph 8.2 of the MTFP.

3.7 The approved Capital Programme of £11.923m is shown at paragraph 3.2 of the MTFP together with relevant funding sources.

#### **4.0 Equalities Implications**

4.1 Equalities implications will be identified within specific schemes and projects included in the revenue budget and capital programme.

#### **5.0 Impact on Budget/Policy Framework**

5.1 The MTFP sets out a framework to support budget and policy decisions. The impact of individual schemes will be detailed in supporting business cases.

**6.0 RECOMMENDATIONS that:**

- (a) the Medium Term Financial Plan for 2017/18 to 2020/21 be approved;**
- (b) the change in the minimum level of General Fund Balance, as set out in paragraph 7.1.1 of the MTFP, from a fixed amount of £2.9m to 15% of the Net Budget Requirement (NBR), be approved; and**
- (c) the budget for 2017/18 of £105,000, to fund the cost of setting up a wholly owned development company, subject to the presentation and approval of a satisfactory business case, be approved.**

Background Papers

Revenue Budget and Council Tax Setting for 2017/18  
Capital Programme 2017/18 to 2020/21  
Statement of Accounts 2016/17

For further information please contact Sanjiv Kohli on 01636 655303

Nicky Lovely  
Business Manager and Chief Financial Officer – Financial Services



# APPENDIX



## **NEWARK AND SHERWOOD**

### **MEDIUM TERM FINANCIAL PLAN**

#### **2017/18 to 2020/21**

# **NEWARK AND SHERWOOD MEDIUM TERM FINANCIAL PLAN 2017/18 to 2020/21**

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One – Revenue Budget Forecast 2017/18 to 2020/21

Two – Capital Programme 2017/18 to 2020/21

## **1. FOREWORD**

### **1.1 Welcome to the Council's Medium Term Financial Plan covering the period 2017/18 to 2020/21.**

This Plan sets out how the Council will use its financial resources to play a key part in delivering the vision and priorities of the Council.

Since 2010, the Council, alongside the majority of other local authorities has experienced unprecedented financial challenges in various forms; central government funding reductions, all time low returns on investments and a national economic downturn affecting jobs, housing and business growth. This has, in turn, created pressure on the generation of local income streams together with a rising demand for council services from customers who rely on important services provided by local government.

During this same period, the basis on which local government is funded has undergone radical reform with changes that affect the council's financial position both directly and indirectly including National Welfare Reform, Localisation of Council Tax Relief, Business Rates Retention, New Homes Bonus and of course reduction, and in some cases removal, of a range of grant funding sources. Each change bringing elements of uncertainty in terms of impact; with further fundamental and radical changes through the 100% devolution of Business Rates Retention set to come by 2020.

The financial outlook for the Council continues to be challenging. The Chancellor of the Exchequer, since the Spending Review in November 2015, has continually reiterated that funding cuts to local government will continue until 2019/20 and on a scale far greater than any other Government department.

The fundamental changes to the funding of local government represents a new era for local authorities; with a move to local government funded by local taxes. Whilst transferring significant financial risk and an inherent uncertainty this change also presents opportunities for authorities with the freedom from, and removal of reliance on, Central Government. This Council, because of its prudent financial performance in the past, is in a good position to meet these challenges and to take advantage of the opportunities that self- financing bring.

The Council has a track record of delivering against tough challenging financial positions and has, in recent years, undergone significant reviews of its services, delivering savings through service re-engineering, reduction in staff costs, smarter procurement and generating additional income. Whilst the Council will need to continue to deliver efficiency savings, the focus in the next three years will also be on growing the income base through increases in retained business rates, strategic partnerships with public and private service providers and by the establishment of commercial vehicles that will enable the Council to generate new revenue to sustain

and improve the services it delivers to the people of Newark and Sherwood. This Plan will be supported by the Council’s Commercialisation and Investment Plans.

The journey to new ways of working and thinking will be difficult and will present challenges on a number of fronts, however elected members and officers will face these challenges constructively and progressively, and will ensure that at the heart of decision making there remains a focus on the Council’s five main objectives of providing more homes, improving health, safety, cleanliness and having a positive impact on the local economy.

This Medium Term Financial Plan sets out how this Council will meet the challenges it faces, the areas of opportunity presented by the changes in the national, regional and local financial landscape and by doing so become a more efficient, sustainable and ensuring council which continues to deliver on its opportunities.

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Roger Blaney  
Leader of the Council

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Andrew Muter  
Chief Executive

## **2. INTRODUCTION AND CONTEXT**

The purpose of the MTFP is to set out the overall framework on which the Council plans and manages its financial resources to ensure that they fit with, and support, the direction of the Council's Strategic Priorities.

The MTFP is a corporate plan to assist both Members and Officers manage the Council's finances within a clear framework.

The MTFP looks ahead over the coming four financial years to identify the resources likely to be required by the Council to finance its priorities and meet its spending pressures. It also looks ahead to determine the resources likely to be available to the Council over the same period. This plays a critical role in ensuring that the Council "lives within its means" in developing its key plans and strategies and continues to maintain a sustainable budget during the period of this Plan.

The MTFP integrates revenue allocations, savings targets, reserves and capital investment, and provides indicative budgets and future Council Tax levels for the period covered by the plan. This approach is an essential part of the future budget setting process.

The Council's Commercialisation Plan and Investment Plan are being developed and, when completed, will support the MTFP.

Although the MTFP is set against a four year medium-term time frame, it will exist for longer as it provides the overall direction and parameters for financial management at the Council and will be revised and refreshed on a rolling basis; with a mid- year summary review and a full annual review.

### **2.1 Objectives**

The MTFP is not intended to lead policy development for the Council. It is a reflection in financial terms of the Corporate Plan of the Council and sets the financial framework for the resourcing of the aspirations set out in the Corporate Plan.

The MTFP seeks to achieve a number of specific objectives;

- Ensure the Council maintains a sound and sustainable financial base, delivering a balanced budget over the life of the MTFP.
- Maintain income levels and increase them where possible, including growing the Council Tax and Business Rates tax bases, whilst ensuring that Council Tax rate increases are kept at acceptable levels.
- Continue to manage the Council's recurrent cost base to meet changes in local government funding and ensure the provision of efficient, effective and economic services which demonstrate value for money.

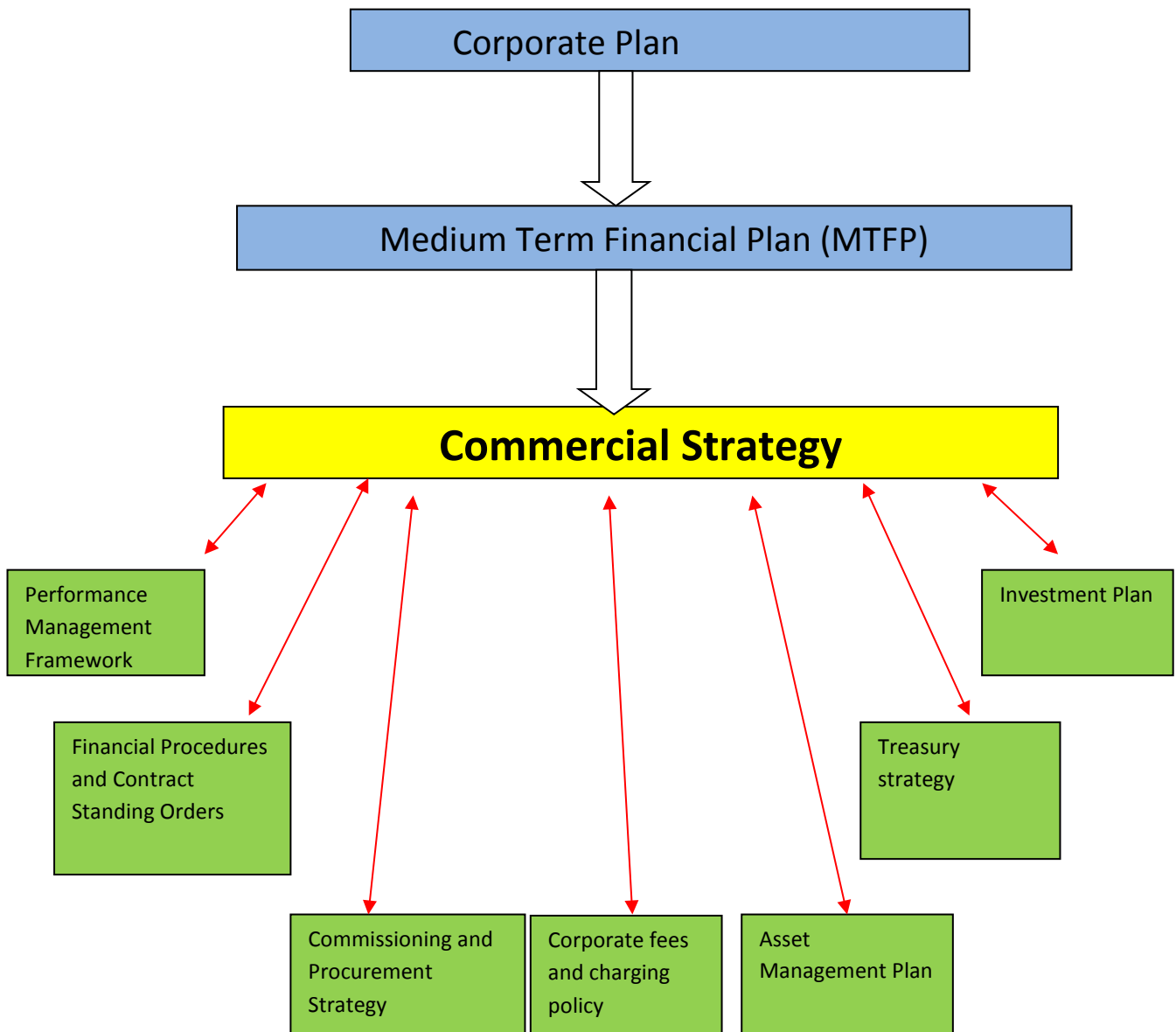
- Ensure the Council maintains robust, but not excessive, levels of reserves and balances to address any future risks and unforeseen events, without jeopardising key services and the delivery of outcomes.
- Ensure the Council's limited resources are directed towards its strategic priorities, redirecting where necessary to allow for improvement and investment.
- All new ventures and projects are properly considered and costed.
- Ensuring value for money (VFM) is a key consideration in all investment decisions and proposed service improvements.
- To keep under review spending and service performance in the context of achieving VFM.
- To maximise return on assets through matching operational needs to accommodation needs, generating financial returns from investments or non-operational properties in excess of that achievable by cash investments.
- To work in partnership with other public, private or voluntary organisations with a view to managing costs and increasing income in order to sustain and improve services.

## **2.2 Policy and Financial Planning Framework**

The Council's Corporate Plan is the thread that links the Council's integrated policy and financial planning framework. It is underpinned by the MTFP, which is driven by the outcome requirements of the Corporate Plan and flows through to the Council's other key plans and strategies, service planning and individual staff performance appraisals. This ensures that the Council's vision and strategic priorities drive the activity and allocation of resources of the Council.

The Corporate Plan promotes a clear view of the Council's strategic focus and in particular its key priorities of providing more homes, improving health, safety, cleanliness and having a positive impact on the local economy, within the overarching strategic themes of Prosperity, People, Place, and Public Services . These priorities are a commitment by the Council to use the resources it has available to take 'action on the ground' through the services it provides to make a difference for local people

The Council's Policy and Financial framework is as follows:





### 3. EXECUTIVE SUMMARY

The MTFP highlights that the Council, since 2010, has made efficiency savings of £5.67m, or 33% of its service budgets. Further savings will inevitably have an impact on the delivery of its services. The alternative to savings is to increase income; however there are statutory, social, ethical and political restrictions on the amount of additional income that can be raised through increases in fees and charges. Similarly, there are constraints on the ability to raise revenue through council tax increases. There is, therefore, a need to earn “new” income streams in order to bridge the gap in funding.

A synopsis of the projected financial position from 2017/18 to 2020/21 is set out in 3.1 to 3.3 below.

#### 3.1 Financial Projections

3.1.1 The table below sets out the summary of the financial forecast from 2017/18 to 2020/21, assuming that Council Tax at average Band D will increase by the same amount as for the last two financial years, i.e. 1.94% (detailed forecasts are included in Appendix 1):

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Net Service Expenditure	12,911	12,796	13,170	13,584
Net Budget Requirement	12,063	12,053	12,375	12,744
Total Settlement Funding	5,583	4,557	4,174	4,134
Council Tax	6,319	6,579	6,845	7,116
Use of Earmarked Reserves	(162)	210	91	91
Use of General Fund Balances	0	774	1,399	1,602

3.1.2. If, alternatively, council tax is frozen, or a £5 increase is applied, then the range of the funding gap, for all 3 assumptions would be:

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Best : Increase by £5	0	706	1,265	1,403
Forecast: 1.94% increase	0	774	1,399	1,602
Worst : Freeze	0	898	1,652	1,989

## 3.2 Capital Programme

3.2.1 The Council's current approved General Fund Capital Programme (approved by Council on 9<sup>th</sup> March 2017), is summarised in the table below:

	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
<b>Committed Schemes</b>	<b>11,923,195</b>	<b>£1,328,800</b>	<b>£1,159,750</b>	<b>867,000</b>	<b>642,000</b>
<b>Funded by:</b>					
Government Grants	8,480,785				
Contributions from third parties	92,600				
Capital receipts	1,657,520	882,000			
Capital reserves	5,000	5,000	5,000	5,000	5,000
Internal Borrowing	1,687,290	441,800	1,154,750	862,000	637,000
External Borrowing					
<b>Total Funding</b>	<b>11,923,195</b>	<b>1,328,000</b>	<b>1,159,750</b>	<b>867,000</b>	<b>642,000</b>

3.2.2 The revenue estimates of funding the above approved capital programme to 2020/21 have been included in the medium term financial forecasts.

**The estimates in 2017/18 comprise of the following, funded, capital projects:**

	£
Newark Leisure Centre (now completed, final account pending)	1,050,000
Museum Integration (integration complete; waiting final account)	107,933
Castle Gatehouse Project (phase 1)	117,600
Castle House Offices (to be completed in September 2017)	1,657,520
CCTV Relocation	254,444
Extension to the Lorry Park on Great North Road	792,000
Southern Link Road (externally funded)	8,480,785
Information technology	301,790
Vehicle and Plant renewals	18,000
<b>Total Programme 2017/18</b>	<b><u>£12,780,072</u></b>

Following completion of the above major projects in 2017/18, there are no other major projects included in the Council's approved capital programme for the period of this MTFP. The only capital expenditure included for the years 2018/19 to 2021/22 is on routine Information Technology renewals and Plant and Machinery renewals.

The Council will be considering a number of projects for the future in line with its corporate objectives and at the time of writing this Plan, officers are working on the following prospective schemes:

- Sports and Community Village, on Bowbridge Road, Newark
- Extending the existing visitor centre at Sconce & Devon Park
- Castle Gatehouse Phase 2 (dependant on HLF Phase 2 Funding).

- Leisure Centre (West)
- Establishment of a wholly owned development company.
- Improvement to Newark Civil War Centre to create two further galleries.

Details of these potential projects are set out later in section 8.2.

### **3.3 Funding of future capital schemes:**

The Council's Capital Programme has historically been funded from capital receipts or contributions from revenue. As part of moving towards a financially sustainable programme, the Council is going to be carrying out a major review of all of its land and property assets aimed at achieving the following:-

- a reduction in revenue costs,
- increased rental income,
- capital receipts,
- reduced repairs liabilities
- use of the assets for the Council's growth plans.

The total capital funding, available to the Council from 2017/18 onwards is £3.191m, this is made up of Capital Receipts and the Capital Reserve.

Depending on future ambitions and objectives of the Council, this available funding can be used to fund schemes in full or to leverage external funding.

## **4. FUNDING AND INCOME**

In order to set the framework for the Council's approach to policy and financial planning, it is important to understand the overall national policy context and economic conditions, as well as the policy and delivery priorities for the Council over the MTFP period.

### **4.1 Economic Climate**

Government support for the economy means that there continues to be severe reductions in funding across the public sector and this looks set to continue for a number of years in order to reduce the level of government debt.

This Plan is also written in the context of an overall reduction in costs at Newark and Sherwood Council since 2010 of £5.67m, or 33%, including a 23% reduction in the number of staff through a corporate restructure of the Council and consequent redundancies in 2011/12. Further redundancies cannot be ruled out completely given that the Government's programme of public spending reductions is set to continue.

At the time of writing this Plan, the UK economy is in a state of uncertainty following the "leave" decision of the referendum on membership of the European Union and the Prime Minister has now formally given notice to leave under Article 50. The Prime

Minister, following the triggering of Article 50, also announced that there would be a snap general election on the 8<sup>th</sup> of June 2017. This, and the result of the election, has added further uncertainty to the economic and financial market place.

## 4.2 Local Government Settlement

4.2.1 The table below shows the settlement figures for the years 2016/17 through to 2019/20, together with an estimate for 2020/21. The key figure is the "Settlement Funding Assessment" which is part Revenue Support Grant and part retained Business Rates and forms the overall amount of funding receivable by the Council (it should be noted that funding for the Council Tax Support Scheme is no longer separately identifiable).

	2016/17	2017/18	2018/19	2019/20	2020/21 (est)	Change since 2016/17
	£	£	£	£	£	£
Revenue Support Grant	1,776,668	1,048,592	592,374	82,785	0	(1,776,668)
Retained Business Rates	3,365,803	3,434,519	3,545,017	3,671,114	3,714,820	349,017
Total Settlement Funding Assessment	5,142,471	4,483,111	4,137,391	3,753,899	3,714,820	(1,427,651)

illustrates that the core Revenue Support Grant (RSG) will have stopped by 2020/21. In 2014/15 and 2015/16 RSG totalled £3,728,523 and £2,623,636 respectively. The table also illustrates that the rate of growth in business rates funding has been well short of the decrease in Revenue Support Grant with an overall decrease in the Settlement Funding Assessment, projected over the term of this MTFP, of £1,427,651. This demonstrates the scale of the funding reduction for Newark and Sherwood.

## 4.3 New Homes Bonus

New Homes Bonus (NHB) was introduced in 2011 and supports Government policy on meeting the future housing needs of the country. The grant effectively rewards Councils for the development of new homes in their areas. It is only payable on completion and occupation of new properties, not on planning approvals. Additional sums are paid for the delivery of new affordable homes. The Government have recently reduced the number of years the grant is paid from six to four years, including for prior years grants.

**4.3.1** Estimates of additional NHB have been calculated based on the assumptions contained in the Council’s Development Framework. The actual amount of grant received is influenced by the council tax banding of the new property, i.e. the lower the band the lower the reward grant. At this stage the mix of properties is undetermined and therefore an accurate assessment of the total reward grant is not possible. The other critical determinant of the achievement of the estimated NHB is the timing of delivery of the properties. Given the level of uncertainty it is prudent in terms of financial planning to scale back the amount of grant received to allow for delay and Council Tax banding by up to 75%. The table below shows the estimated allocation of grant until 2020/21.

<b>Year</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>
2011/12	389				
2012/13	378				
2013/14	378	378			
2014/15	413	413			
2015/16	320	320	320		
2016/17	402	402	402	402	
2017/18 (est)		390	390	390	390
2018/19 (est)			390	390	390
2019/20 (est)				390	390
2020/21 (est)					390
<b>TOTAL</b>	<b>2280</b>	<b>1903</b>	<b>1502</b>	<b>1572</b>	<b>1560</b>

It is reasonable to expect that NHB will decline and with proposed changes to Business Rate Retention scheme by 2020/21 (discussed below) it is likely to end altogether.

The Council is in a good position in that it has not used any of the historical NHB allocation to support its general fund budget and as a consequence the inevitable removal of NHB will have less of an impact on the Council’s future finances. Nevertheless, it is a key financial resource that will be applied to partly fund key regeneration projects and therefore this resource will be a loss to the Council.

#### **4.4 Business Rate Retention**

Under the NDR system, the Department of Communities and Local Government sets the rate in the pound payable. For 2017/18, the rate in the pound has been set at 47.9p (46.6p where Small Business Rate Relief applies).

The present business rates scheme, which took effect from 1 April 2013, passes 50% of the rates collected locally to central Government, and 10% to major preceptors. The amount passed to central Government is redistributed as formula grant. The amount

retained by councils is subject to a tariff or top-up to leave the amount that central Government determines is the Council's baseline funding need.

For 2017/18, Newark & Sherwood District Council's retained business rates have been assessed as £3.435m. This does not include any additional growth or amount generated through the Nottinghamshire Business Rates Pool.

Following the recent changes of the NDR valuations and the Government's change in the multiplier to reflect losses on appeals, there is growth of £1.1m in the 2017/18 financial year. However, since Government had indicated that these recent changes would have a neutral effect on the amount of retained business rates, members of the Policy and Finance Committee, at their meeting on 23<sup>rd</sup> February 2017, agreed to recommend to full Council that it would be prudent to earmark this growth in a reserve until the level of tariff payment is determined for certain next year. If the tariff does not increase, the money will be released back into the general fund to support the 2018/19 budget.

Since the potential impact of determination of historic appeals could have an impact on the Council's future funding plans, the Council, in 2016/17, sought independent external advice from Analyse Local who produced prudent estimates of potential losses in business rates resulting from historical and current appeals lodged with the Valuation Office. There are a number of very large companies who make up a significant amount of the Council's NDR base and if a successful appeal from any one of these companies is awarded, it would lead to the Council paying out a substantial sum of money. It is therefore considered prudent to set aside a provision of £7.459m for appeals within the NDR collection fund. Accordingly, it was agreed at the Policy and Finance meeting of 23<sup>rd</sup> February 2017 to increase the provision for appeal liabilities in the 2017/18 budget.

**4.4.1** The Baseline funding level for Newark and Sherwood District Council set by the Government for 2017/18 is £3.435m. Over the three years of the settlement, this is estimated to rise to £3.67m, an increase of £0.24m. In reality, however, it is expected that the actual income the Council achieves from Business Rates will be higher than the baseline over this period. The estimated amount of Business Rates income for 2017/18 shows that of the £42,028m collectable in the Newark and Sherwood area, the Council's share (after allowing for recovery of deficits) is expected to be £4.588m which includes a forecast growth of £1.153m, as follows:

	<b>£000</b>
<b>Total Estimated 2017/18 Business Rate Income (after recovery of deficit)</b>	37,970
50% Share to Government	18,818
40% Share to Newark and Sherwood (incl renewables and cost of collection)	15,388
9% to Nottinghamshire CC	3,387
1% to Nottinghamshire Fire Authority	376

	<b>£000</b>
Newark and Sherwood 40% Share from above	15,388
Tariff payment to Government	10,800
Net Business Rates Retained	4,588
NDR Baseline funding	3,435
<b>NDR retained growth</b>	<b>1,153</b>

**4.4.2** Given the uncertainty of the timing of new development or/and new businesses moving into the District, the financial forecast assumes that growth in business rate income will reflect the Government forecast growth. This suggests that broadly income will rise by 2% per annum. The forecasts for retained business rates are as follows (the figures for 2016/17 have been included for comparison purposes):

	<b>2016/17 (actual) £</b>	<b>2017/18 (budget) £</b>	<b>2018/19 £</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
Base line	3,365,800	3,434,500	3,545,020	3,671,140	3,714,820
Forecast Growth	(110,380)	1,100,000	420,000	420,000	420,000
Retained	3,255,420	3,534,500	3,965,020	4,091,140	4,134,820

#### **4.5 Move towards 100% retention of Business Rates**

The government are consulting on proposals to allow local government to retain 100% of business rate income locally. In total this Council collects in the order of £42.028m of business rate income net of reliefs and exemptions. Irrespective of the changes that are finally agreed it is envisaged that the existing system of tariffs and safety nets will still be in place in some form and that the level of income retained from business rates will be broadly similar to the current level.

#### **4.6 Council Tax Policy and Projections**

Where Councils do increase Council Tax, the Council Tax Requirement is used to determine the level which would trigger a referendum. DCLG have now issued the criteria for triggering a referendum which is that the relevant basic amount of council tax for 2017-18 is 2% or more, or the greater of 2% up to £5 more than its relevant basic amount of council tax for 2016-17.

Members agreed to an increase in average Band D Council Tax of 1.94% for 2016/17 and 1.94% for 2017/18. The Council's average band D Council Tax is £167.03 per household per year and 1% increase in average Band D Council Tax equates to around £63,185

For the purposes of the financial forecasts, it has been assumed that Council Tax at average Band D will increase by 1.94% each year (with comparative impact shown at a freeze or £5 increase)

#### 4.7 Income from Fees and Charges

**4.7.1** The generation of income from fees and charges is an essential element of the Council's revenue budget. The overall level of fees and charges is substantially affected by legislation with many chargeable services prevented from recovering more than their costs. The objective therefore is where services are chargeable (and the level of charges is determined by the Council) then they should achieve break-even. Opportunities will also be explored for premium pricing for discretionary services where the Council is able to deliver variable levels of service. The total income from fees and charges included in the projections is as follows (the figures for 2015/16 have been included for comparison purposes):

	<b>2015/16 (actual) £</b>	<b>2016/17 (budget) £</b>	<b>2017/18 (budget) £</b>	<b>2018/19 (est) £</b>	<b>2019/20 (est) £</b>
Statutory Charges	1,194,970	1,198,810	1,201,360	1,203,740	1,208,210
Discretionary Charges	4,522,380	4,326,290	4,530,110	4,656,970	4,669,870

**Notes: New from 2017/18**

**Castle House income from partners £121,130, full year 2018/19 £242,260**

The above table illustrates that the Council's income from fees and charges follows historical trends and is forecast to remain fairly static over the period of this Plan as no upward changes are planned for the Council's services that generate a large proportion of the total income forecasts.

The main sources of income from discretionary services are:

<b>Services</b>	<b>2015/16 (Actual)</b>	<b>2016/17 (Budget) £</b>	<b>2017/18 (Budget) £</b>
National Civil War Centre	167,151	0	0
Sconce & Devon	51,756	8,740	9,780
Palace Theatre (HCV)	640,811	0	0
Heritage, Culture & Visitors	0	1,072,710	873,500
Industrial Estate and Workshops	509,792	545,200	558,680
Surface Car Parks- Newark	880,292	814,400	786,770
Newark Lorry Park	345,137	239,400	375,390
Private Sector Speech Cal	96,950	9,0000	90,000



Housing Options (and hostels)	49,119	66,250	78,230
Domestic and Trade Refuse	906,039	903,700	981,030
Environmental Health	49,566	41,310	52,150
Newark Livestock Market	156,000	230,000	218,000
Vehicle Pool Workshop	63,719	67,000	65,000
Castle House – rents	0	0	121,130

All of the main income sources will be reviewed in 2017/18 as part of the delivery of the outcomes set out in the Council’s Commercial Plan.

## 5. PRESSURES AND OPPORTUNITIES

The increasing demand for council services and the Council’s own ambitions will inevitably mean that some budgets will need to be increased if performance levels are to be maintained or improved and if the Council’s ambitions are to be fulfilled.

The reduction in central government funding has meant that the Council is becoming reliant on generating income from fees and charges but it’s ability to do so from existing services is limited (as illustrated in 3.7 above). It also presents a risk if demand for the services decreases or if inflation exceeds forecasts. This means that the Council will need to look for opportunities for generating new income whilst continuing to operate efficiently, effectively and economically.

The Council has since 2010/11, successfully delivered efficiency savings of around £5.67m, or 33.6% of its service budgets and by taking appropriate action early the Council has been able, over the past year, to develop services in certain priority areas.

The Council has already taken some key decisions in respect of its property assets. It has developed a National Civil War Centre and the Newark Sports & Fitness Centre. Castle House is well under construction and staff will commence re-locating to Newark Town Centre in September 2017. This move will enable the sale of Kelham Hall for a capital sum of £4m. This sum will provide additional funds to enable further regeneration projects to be developed that will contribute revenue to the Council. Furthermore, the sale of the offices at Kelham Hall and the move to Castle House will save the Council about £500K in revenue costs.

**5.1** Notwithstanding, the sound financial position due to early difficult decisions, the Council will continue to consider (with partners) demand management in areas such as homelessness, community safety and supporting people. It will also have to continually monitor and review the following areas where budget pressures will continue:

- Welfare reform and the continued impact of localisation of council tax and universal credit

- The triennial revaluation of the pension fund will continue to impact on the budgets of the Council. The 2016 valuation resulted in an funding level for this Council of 75.11% which is being funded over the next three years by lump sum payments amounting to £3,210,030, together with an increase in the annual contribution rate from 12.5% to 14.5%.
- Direct services such as refuse collection and ground maintenance which may require further funding due to increasing housing developments. Increased house building and an increase in residents will however mean an increase in the Council Tax base and New Homes Bonus allocations.

## **5.2 Planning Policy and Development Control**

Changes in Planning legislation to facilitate accelerated development of housing will continue to place pressures on Planning Services. Current known service pressures have been built into the MTFP forecasts and an earmarked reserve has been established in order to smooth over the financial impact of unforeseen in year peaks in demand.

## **5.3 Refuse, Recycling and Street Cleansing.**

This key service of the Council will need to be kept under review as demand pressures increase with greater levels of housing developments in the District.

The service has extended over the past 8 years (with the introduction of recycling and commercial waste collections, and more recently the introduction of a garden waste collection service) whilst the budget allocations have remained fairly static. This has been possible through greater operational efficiencies, the development of the MRF at Mansfield and the more recent development of the Waste Transfer Station on Brunel Drive, all of which have enabled the service to continually make savings whilst maintaining a high quality and well regarded service to residents and customers. Further efficiencies are going to be difficult as the service is currently operating at its optimum and therefore there will come a point when further funding will need to be provided in order to add vehicles and workforce.

The Manager for this business unit will work with the accountants and strategic adviser to develop an operational and financial model that will seek to identify key milestones when additional funding may be required in order to build this into the next revision of the MTFP. In the meantime, £100,000 has been set aside in an earmarked reserve to cushion any additional in year funding requirements in 2017/18.

## **6. GENERAL FUND FINANCIAL PROJECTIONS**

### **6.1 Financial Projections**

The table below set out the summary of the financial forecast from 2017/18 to 2020/21 (detailed forecasts are included in Appendix 1):

### 6.1.1 Assuming Average Band D Council Tax Increases of 1.94%

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Net Service Expenditure	12,911	12,796	13,170	13,584
Net Budget Requirement	12,063	12,053	12,375	12,744
Total Settlement Funding	5,583	4,557	4,174	4,134
Council Tax	6,319	6,579	6,845	7,116
Use of Earmarked Reserves	(162)	210	91	91
Use of General Fund Balances	0	774	1,399	1,602

### 6.1.2 Alternative Average Band D Council Tax Increases:

The figures in the table above assume a 1.94% increase in the level of council tax, if council tax is frozen or a £5 increase is applied the use of general fund balance to set a balanced budget will be as follows:

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Council Tax Freeze	0	898	1,652	1,989
Band D increases by £5	0	706	1,265	1,403

6.1.3 The funding gap, therefore, assuming all other things are as in the forecasts, would range, depending on Council Tax increases as follows:

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Best : Increase by £5	0	706	1,265	1,403
Forecast: 1.94% increase	0	774	1,399	1,602
Worst : Freeze	0	898	1,652	1,989

## 6.2 Underlying Assumptions

The following assumptions have been made in compiling the financial forecasts supporting this Plan:

### 6.2.1 Staff Costs

Figures for salaries and wages will be built up from the detailed base position, taking into account the numbers and salary of each employee per service unit. It has been assumed that within the Service Unit budgets, the Council will employ 100% of the

establishment throughout the year with the exception of known unfilled vacancies where salaries are budgeted to commence on the anticipated starting date.

An increase of 1% has been assumed for 2017/18 and future years to include pay, increments and all other salary costs. There is acknowledgement of the national debate and negotiations to remove the 1% cap for public service workers. The provision, therefore, for a 1% increase will, therefore, be kept under continuous review and, if necessary, will be amended at the next review of the MTFP in January 2018.

Increases in the National Living Wage have a knock on impact on all salary pay grades of the Council. The financial implications of these increases will also be kept under constant review and the MTFP, if required, will be revised at the next update in January 2018.

No allowance is made within Service Budgets for vacancies occurring during the year and the natural savings that this will bring as positions are recruited to. As it is not possible to predict precisely which Business Units will experience vacancies, there is an overall provision made each year of £150,000.

### **6.2.2 Employer's Superannuation**

The actuarial review carried out as at 31<sup>st</sup> March 2016 increased the employer's superannuation contributions from 12.5% to 14.5% from 2017/18. An average amount of £1,070,010 per year for 3 years has been provided in 2017/18, 2018/19 and 2019/20 for historical debt and future provision has been made at 14.5%.

### **6.2.3 Provision for Inflation**

This financial plan uses forecast RPI increases to non -staff costs, as the use of this measure of inflation is considered a more prudent one, than CPI. RPI for May 2017 was 3.6% and is forecast to remain at this level for the remainder of 2017/18, followed by a drop to around 3% by the end of the year.

RPI rates of 3.6% for 2017/18 and 3% for the following two years of the Plan have been used in preparing the financial forecasts.

### **6.2.4 Interest rate**

The current approved capital programme can be financed without the need for any new borrowing. However, for any new schemes this will not necessarily be the case and it will be necessary to assess the extent to which new borrowing may be required.

Unlike many local authorities, the Council has not yet used any of the New Homes Bonus (NHB) to support the revenue budget and allocations to date have been transferred to earmarked reserves.. There remains scope for use of NHB to fund capital schemes to reduce the revenue impact of borrowing costs.

Should there however, be need to borrow externally for General Fund related projects this will be on the basis of prudential borrowing and the cost will depend on the prevailing rates at the time the funding is needed. Any cost of borrowing will need to be included in the Council's revenue budget. Based on current rates, the cost of borrowing £1m will be approximately 6%. This includes an estimate of Minimum Revenue Provision which will vary depending on the life of the asset.

### **6.3 Risk Assessment and Sensitivity**

Under Section 25 of the Local Government Act 2004 the statutory Section 151 Officer, is charged with reporting on the robustness of estimates made. This section fulfils that statutory requirement.

In considering the overall level of budget proposed and the sensitivity of income and expenditure levels it should be noted that:-

#### **6.3.1 Council Tax**

- A 1% increase in Council Tax is equivalent to a sum of £63,185 net expenditure
- A £1 increase in Council Tax is equivalent to a sum of £37,830 net expenditure

#### **6.3.2 Staff Costs**

As with all District Councils the costs of staffing makes up a considerable part of the forecast costs. An increase of 1% has been made for each of the years in the MTFP forecasts for a national pay award and any increments. To the extent that any future national agreement exceeds the figure provided in that year, the impact will initially need to be met from the General Fund Balance. For every 1% increase (based on 2017/18 budget) in staffing costs a further £113,810 would require to be found from the Council's Balances assuming that other savings or staff reductions could not be made to offset the increase. This is not considered to present a great risk to the Council as any additional costs will be met from corresponding savings or temporary use of General fund Balances which, after adjustment (see paragraph 7.11) stand at just over £1.66m.

#### **6.3.3 Income from Fees and Charges**

A substantial part of the net budget is dependent on the buoyancy of income streams; thus offsetting the expenditure falling to be met from the General Fund and hence Council Taxpayers. Account has been taken within the forecasts of the levels of income which is considered to be achievable. However, any significant under performance on income will give rise to a subsequent increase in the net expenditure in the year and therefore place an unbudgeted demand on the Council's revenue

balances. A 1% drop in income from fees and charges across all service areas would be equivalent to (based on 2017/18 budget) an amount of £43,590. This is not considered to be a significant risk to the Council. The risk of a fall in income streams from Leisure facilities is met by Active4Today.

Income from most income streams is currently meeting budget targets. The income budget for the National Civil War Centre – Newark Museum has been revised in 2017/18 to reflect visitor numbers for the first year of operation.

It is important to monitor income levels throughout the term of this Plan and accordingly, the Corporate Management Team will continue to scrutinise income levels on a regular basis as part of the performance management framework.

#### **6.3.4 Interest Rates**

The Council pays and receives a significant amount of interest comprising estimated capital financing costs (2017/18: £747,410) and investment interest (2017/18 £554,390). The respective elements of interest payable and interest receivable are estimated taking into account various factors such as cash flow, level of capital receipts available, levels of anticipated balances and reserves, and the anticipated interest rates achievable during the year. To the extent that variations occur in the above areas, the level of interest paid and received in the year may fluctuate from that anticipated.

The net impact of a 1% interest rates change is not considered significant in terms of the Council's net budget requirement.

#### **6.3.5 General Inflation**

Inflation puts further pressure on non-pay budgets and there is a risk that this could impact on the level of expenditure included in the forecasts in this MTFP. Services Units are, however required to stand the impact of general inflation within their budget targets and therefore any variations up to 2% are not considered to present a significant risk to the Council.

The Bank of England forecasts that the level of inflation will remain around its target level of 2% and at the time of writing this report the figure for CPI for January 2017 was 1.6%.

### **7. GENERAL FUND RESERVES AND BALANCES**

Each year the Section 151 Officer of a local authority is required under Section 26 of the Local Government Act 2005 to review the amount of reserves and provisions that the authority holds. This review is carried out primarily to ensure that reserves and provisions are not allowed to be 'run down' to an imprudent low level, taking into account their purpose and likely use. In undertaking this review it is also necessary to

ensure that amounts do not become over provided for. With this in mind, a review of reserves held by the Council has been undertaken and the movements in earmarked reserves and general fund balances contained in the forecasts for each year have been influenced by this review.

## **7.1 General Fund Balance**

At its meeting in September 2016, Policy & Finance Committee approved a recommendation that the District Council should aim to maintain General Fund balances at approximately £2.9m. This was agreed, at the time, to mitigate for the risk of increased costs of the Welfare changes and the introduction of the Localisation of Council Tax support Scheme (LCTS). In order to maintain this level of balances in each year of the financial forecast, it has been assumed that all other earmarked reserves will be used in the first instance to fund any one-off costs arising and balances will only be used when these reserves have been fully utilised.

- 7.1.1** After reviewing the level of Balances and Earmarked Reserves, it is considered that a level of Balance of £2.9m is no longer appropriate as the financial impact of LCTS and Welfare reform is now known with greater certainty. It is therefore proposed that the level of General Fund Balance be maintained at 15% of Net Budget Requirement. For 2017/18 this level will be £1,665,000. This will release almost £1.3million in to General Fund in 2017/18.

## **8. CAPITAL PROJECTS AND REGENERATION SCHEMES**

When business cases for new schemes are brought to Committee, financing implications of capital expenditure are included in order to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

In line with the Council's current Treasury Plan, wherever possible, it has been assumed that projects within the capital programme will be financed by temporarily 'borrowing' from internal reserves and balances. The Council may however consider revising this Policy to take advantage of low PWLB borrowing rates on schemes/projects where the borrowing is affordable and sustainable.

The analysis of the Council's Balance Sheet by its external Treasury advisers, Arlingclose, shows that as at 31<sup>st</sup> March 2016, the Council was under borrowed by £35 million

- 8.1** The Council's current approved General Fund Capital Programme (approved by Council on 9<sup>th</sup> March 2017), is summarised in the table below:

	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
<b>Committed Schemes</b>	<b>11,923,195</b>	<b>£1,328,800</b>	<b>£1,159,750</b>	<b>867,000</b>	<b>642,000</b>
<b>Funded by:</b>					
Government Grants	8,480,785				
Contributions from third parties	92,600				
Capital receipts	1,657,520	882,000			
Capital reserves	5,000	5,000	5,000	5,000	5,000
Internal Borrowing	1,687,290	441,800	1,154,750	862,000	637,000
External Borrowing					
<b>Total Funding</b>	<b>11,923,195</b>	<b>1,328,000</b>	<b>1,159,750</b>	<b>867,000</b>	<b>642,000</b>

The revenue estimates of funding the above approved capital programme to 2021/22 have been included in the medium term financial forecasts.



**8.2** The estimates in 2017/18 comprise of the following, funded, capital projects: £

Newark Leisure Centre (now completed, final account pending)	1,050,000
Museum Integration (integration complete; waiting final account)	107,933
Castle Gatehouse Project (phase 1)	117,600
Castle House Offices (to be completed in September 2017)	1,657,520
CCTV Relocation	254,444
Extension to the Lorry Park on Great North Road	792,000
Southern Link Road (externally funded)	8,480,785
Information technology	301,790
Vehicle and Plant renewals	<u>18,000</u>
<b>Total Programme 2017/18</b>	<b><u>£12,780,072</u></b>

Following completion of the above major projects in 2017/18 there are no other major projects included in the Council's approved capital programme for the period of this MTFP. The only capital expenditure included for the years 2018/19 to 2021/22 is on Information Technology renewals and Plant and Machinery renewals.

The Council will be considering a number of projects for the future in line with its corporate objectives and at the time of writing this Plan Officers are working on the following prospective schemes:

**I. Extension to the Lorry Park on Great North Road:**

This capital project has now received the appropriate Committee approval(s) and, subject to any call in, the planning application for the project will be submitted for approval. The tender documentation will also be prepared and advertised. It is envisaged that works will commence during September 2017, and the estimated cost of the project will be around £800,000.

**II. Sports and Community Village on Bowbridge Road Newark :**

The Council's Policy and Finance Committee recently agreed terms for the leasing of the proposed sports hub site to YMCA, together with the transfer of specified section 106 monies to support the development of the facilities and their future maintenance. The council's primary role will be to facilitate the project, with the YMCA being responsible for its delivery and future sustainability. A small sum, however, has been set aside from reserves to support ongoing maintenance and ancillary expenses until the site is leased to YMCA.

**III. Extend the existing visitor centre at Sconce & Devon Park :**

A proposal for this capital project was submitted to a recent Economic Development Committee for approval. The decision of the Committee was not to approve the project at this time but to revisit the proposal as part of a wider appraisal of the Hawtonville area and the facilities/services available in this area of Newark. The project proposal is also reliant on a proportion of its funding being provided by third party funders. As such, there is no revised timeline for the re-submission of this particular project.

#### **IV. Castle Gatehouse Phase 2 (dependant on HLF Phase 2 Funding):**

Phase 1 of this project has been approved and funding secured from the HLF and the capital programme (see para 3.2.2) for the 'design' phase of this project; work on which has now commenced. At the conclusion of the design phase, a full analysis and detailed business case will be prepared for CMT and Policy and Finance Committee to determine if the project is viable. If it is viable, then an application will be made to the HLF for phase 2 'development' funding and appropriate estimated funding will be applied for from the capital programme. The actual amount of funding will not be known until the 'design' phase is complete and any further progress of the project beyond the 'design' phase will be dependent on Committee approval and a successful phase 2 HLF applications.

#### **V. Leisure Centre :**

Officers continue to work in conjunction with Active4Today, the Council's leisure centre operator, to ensure that the Authority's leisure centres are appropriately maintained and efficiently operated to deliver services which meet customer expectations and deliver revenues for the Company. As part of this work, the Council is considering the appropriateness of its Leisure Centres and exploring any opportunities which could arise from future capital investment(s) in the centres.

#### **VI. Establishment of a Development Company:**

Increasingly, local authorities are looking to act more commercially in order to generate revenue income to meet local priorities, particularly since the Localism Act 2011 has given greater freedoms and flexibilities to Councils wishing to establish companies.

With specific regard to acting more commercially in the housing market, the national Elphicke-House report (2015) set out how Councils could and should become Housing Delivery Enablers. The report suggests that a move towards Councils acting as developers and private landlords would be a positive shift, helping to ensure that the local housing needs and demands of an area can be best met.

In a Ministerial Housing Statement on 20 March 2015, Brandon Lewis MP signaled the government's support for Councils setting up local housing companies. This includes developing new homes for market sale. It must be noted that the Government does not support the setting up of such companies where this is done to deliberately avoid the right to buy or Housing Revenue Account debt caps.

On 7 February 2017, government published the Housing White Paper, "Fixing our Broken Housing Market" which emphasizes the need for "quicker house building" and "helping people now". Setting up a housing development company will contribute significantly to this government objective.

The Council already has a substantial commercial property portfolio and expansion of this portfolio would also offer opportunities for further income generation.

Housing and commercial developments would help the Council to stimulate the local housing and property markets. In recent years, the capacity of small and medium-sized construction companies has shrunk significantly and active involvement of a Council Company could help to share risk and expand the capacity of small and medium-sized companies.

A company limited by shares is a good way to operate a development delivery vehicle for the following reasons:

- by clearly asserting the Company's commercial character, it is unlikely to be considered by any parties as being a 'body governed by public law', this means that it would not be obliged to follow European Union procurement regulations and the Company would act on the same basis as its competitors, although it could opt to follow these rules if, on a scheme-by-scheme basis, this was considered beneficial.
- a company vehicle established to develop housing can potentially extend its operations to wider trading functions, subject to Shareholder approval. For example, the Company could develop commercial buildings where this makes a commercial return if it supports the Company's primary purpose of providing housing.
- a company structure affords flexibility for the future in that it would allow subsidiary companies to be set up or/and joint ventures with other authorities (or the private sector)

There are a series of ways in which the Council will be able to generate financial income through a wholly-owned company. Notably:

- **receipts from land sold by the Councils to the Company.** Land would be sold at market value, in line with State Aid regulations.
- **interest on loans to the Company.** The Council has the power to make loans; commercial rates would need to be applied to be compliant with State Aid regulations. This would attract a margin over the Councils' own cost of internal and/or external borrowing.
- **distributions of profit made by the Company through dividends.** The Company will derive an income from (a) ground rents, (b) rental income, net of management and maintenance costs, and/or (c) sales and uplift in the capital value of its assets, net of any overage agreements in place. These profits, net of tax, would be distributed to the Shareholders (the Council).
- **purchase of services from the Council.** The Company may wish to purchase services such as, Legal, HR, Finance or IT support from the Council at market rates.

The Council's two main objectives are to provide more homes in Newark and Sherwood and improve the economic prosperity of the District. These objectives, together with the financial need to look at new ways to generate revenue to support its general fund services that it delivers to the people of Newark and Sherwood has led Members and Officers to consider the potential to establish a wholly owned development company.

Policy and Finance Committee at their meeting on 6<sup>th</sup> of April supported the development of a business case which is being progressed at the date of writing this Plan.

### **8.3 Funding of future capital schemes:**

The Council's Capital Programme has historically been funded from capital receipts or contributions from revenue. As part of moving towards a financially sustainable programme, the Council is going to be carrying out a major review of all of its land and property assets aimed at achieving the following:-

- a reduction in revenue costs,
- increased rental income,
- capital receipts,
- reduced repairs liabilities
- use of the assets for the Council's growth plans.

The total capital funding, available to the Council from 2017/18 onwards is £3.191m, this is made up of Capital Receipts and the Capital Reserve.

Depending on future ambitions and objectives of the Council, this available funding can be used to fund schemes in full or to leverage external funding.

### **8.4 Prudential Borrowing**

The Council does have sufficient internal funding to fund its current aspirations. This should not, however, preclude the Council from considering borrowing to fund capital schemes where there is a strong business case demonstrating that the revenue from such schemes will service the debt and yield a positive return to the Council. The Council has a window of opportunity whilst borrowing rates are low to identify schemes that would yield a positive net return to the general fund. It should not therefore disregard Prudential Borrowing from its decision making process.

The basic principle of the Prudential System is that local authorities are free to invest so long as their capital spending plans are affordable, prudent and sustainable. The Council will need to meet the whole of the capital financing costs associated with any level of extra borrowing through its revenue account.

The use of unsupported prudential borrowing will, in the future, be a useful funding mechanism for some key projects and may be used as a short-term measure to fund capital expenditure prior to a capital receipt being received, or to replace capital receipts funding (although likely at reduced levels) over the longer term. In such cases, the revenue costs of borrowing will be met from income from the assets or from savings within the General Fund. The cost effectiveness of prudential borrowing as an alternative to capital receipts should be closely monitored.

Further details about the Council's borrowing requirements and the Prudential Indicators can be found in the Council's Treasury Management Plan. The Council's external Treasury advisers Arlingclose, carried out the annual Balance Sheet analyses as at 31<sup>st</sup> March 2016 and concluded the Council was under borrowed by £35million.

## **9. LOCAL AUTHORITY TRADING COMPANY (LATCO)**

The Council's two main objectives are to provide more homes in Newark and Sherwood and improve the economic prosperity of the District. These objectives, together with the financial need to look at new ways to generate revenue to support its general fund services that it delivers to the people of Newark and Sherwood has led Members and Officers to consider the potential to establish a wholly owned development company.

### **9.1 The reasoning for this consideration is summarised as:**

- The need to increase the supply of homes in Newark and Sherwood in order to meet wider housing demand
- The need to meet the challenging local housing targets set by central government.
- Increase investment in regeneration in the District.
- Have a positive impact on the local economy by increasing the number of people who live in the District.
- Make the very best use of land assets in the ownership of the Council.
- Safeguard the character of the District by controlling the housing mix and design standards to be complimentary to existing dwellings.
- Enable the Council to retain full control of the development and construction process, including the marketing
- Generate long term revenue for the Council. As stated throughout this Plan, it is imperative that new revenue streams are being delivered by 2020/21 when there will minimum (if any) support from Central Government.

The Council has identified land suitable for residential development and is at the time of writing this Plan working on an options appraisal followed by a business case to support, or not support, the setting up of a development company. It is anticipated that the business case will be presented to Council for approval by September 2017.

**9.1.1** For the purposes of this business case the following preliminary cost estimates totalling £225,000 have been included in the financial forecasts:

	<b>2017/18 £</b>	<b>2018/19 £</b>
<b>Options Appraisal, Business Case</b>	<b>35,000</b>	
<b>Legal and Finance</b>	<b>25,000</b>	
<b>Interim Managing Director</b>	<b>45,000</b>	
<b>Architects, QS, PM, Employers Agent</b>		<b>120,000</b>
<b>Funded from NHB</b>	<b>(105,000)</b>	<b>(120,000)</b>

**NEWARK & SHERWOOD LOCAL DEVELOPMENT FRAMEWORK – PLAN REVIEW – PUBLICATION DOCUMENT**

**1.0 Purpose of Report**

- 1.1 To present to Council the findings of the public consultation exercises undertaken regarding the Plan Review – Preferred Approach consultations.
- 1.2 To seek approval from Council to the publication of Plan Review - Amended Core Strategy Development Plan Document (DPD) for a period of public representation.
- 1.3 To seek a resolution from Council to undertake further work to address the issues of providing a sustainable long term solution to the provision of Gypsy & Traveller sites in and around Newark.
- 1.4 To approve the amended Local Development Scheme timetable to allow for the submission of the Plan Review – Amended Core Strategy DPD in September.

**2.0 Background Information**

- 2.1 The District Council adopted its Core Strategy Development Plan Document in March 2011 and its Allocations & Development Management DPD in July 2013. The Council commenced a review of these documents to ensure that the policies of the Core Strategy should be regarded as up-to-date and in line with the National Planning Policy Framework and that the allocations contained within the Allocations & Development Management DPD remain appropriate and deliverable.

**3.0 Consultation on the Plan Review**

**3.1.0 Consultation on the Plan Review Issues Paper**

- 3.1.1 The first stage in the process was to set the basis for the review through an Issues Paper. The Issues Paper sets out the scope of the Review, the issues we identified as important and potential approaches to addressing them. Public consultation took place between 5 October and 16 November 2015. During this time, four consultation events were held at the public libraries in Newark, Ollerton and Southwell. Information about the consultation was also displayed on the Council's website and in local newspapers, in line with the Council's Statement of Community Involvement (SCI).
- 3.1.2 The consultation resulted in a total of seventy-two consultation responses. Respondents included Natural England, Historic England, the Environment Agency, the Nottinghamshire Wildlife Trust, Parish and Town Councils, developers, landowners and the general public. A summary of the responses is included at **Appendix A** (included with the electronic version of the agenda – paper copy in the Members' Room). The majority of responses were supportive of the Council's overall approach to the review. Within the responses significant submissions of land were received for the former Thoresby Colliery site and the Tarmac Sites on Hawton Lane in Newark Urban Area.

3.1.3 Consultation responses pointed to the following areas of the approach which required further consideration:

- Finalisation of agreed Housing and Employment targets, both to address issues raised by the consultation and the Farnsfield appeal decision.
- Consideration of changes to the Settlement Hierarchy including further engagement with Parish and Town Councils.
- Consideration of the split of development across the District including addressing issues of deliverability and the emergence of Thoresby Colliery.
- Reappraisal of suitability of Allocations and appraisal of new sites.

3.1.4 These matters were addressed through the publication of a number of Preferred Approach consultation documents. Before the finalisation of these documents matters related to the Settlement Hierarchy issues and Rural Areas were discussed at a workshop event with Town & Parish Council's held at Newark Town Hall on 4 May 2016.

### 3.2.0 Preferred Approach – Strategy Consultation

3.2.1 The first element of the preferred approach consultation focused on the 'Strategy' element of the review, fundamentally those elements relating to the Core Strategy. Public consultation on the Strategy paper was undertaken between 29 July and 23 September 2016. In total 336 consultation comments were made by 64 consultees. During this time, 3 consultation events were held at the public libraries in Newark, Southwell and Edwinstowe. Information about the consultation was also displayed on the Council's website and in local newspapers, in line with the Council's Statement of Community Involvement (SCI). Edwinstowe was chosen as the venue in the Sherwood Area of the district because of the significant proposals relating to Thoresby Colliery.

3.2.2 A summary of the results of the Preferred Approach - Strategy consultation are attached at **Appendix B** (included with the electronic version of the agenda – paper copy in the Members Room). The key issues which emerged from the consultation were:

- The appropriateness or otherwise of the Housing targets derived from our objectively assessed need figure
- The appropriateness or otherwise of changes to the settlement hierarchy, the percentages of development in Settlements Central to the Delivery of the Spatial Strategy and the impact of Thoresby Colliery being identified in the Core Strategy
- Rural Areas policy changes
- Affordable Housing policy changes

3.2.3 Taking these matters in turn:

- **Housing target issues** – It is always likely that given our previous housing target and the one we are now proposing that objections would be raised by the development industry and their representatives. Whilst members of the development industry have put different interpretations of the demographic data, market signals and the methods for dealing with affordable housing need it is not considered that they present compelling evidence that the work undertaken by GL Hearn is unsound and officers believe that the Council's position can be robustly defended.



- **Changes to the spatial strategy** – Consultation responses related mainly to amendments to the spatial strategy focussed on Edwinstowe and impacts of the allocations of Thoresby Colliery as a strategic site. Subsequent to this significant discussions have been undertaken by the Council with Natural England, other wildlife bodies and the site developers to resolve outstanding issues in relation to the proposed development of the strategic site. There was also discussion about the desirability or otherwise of expanding the hierarchy to include smaller settlements – which are covered in the discussion regarding rural areas below. In considering these interlinked issues it is clear that given that the Council is content with the housing target and content with the concept of the strategic site at Thoresby Colliery given the further nature conservation work, then the preferred approach set out on spatial strategy for the Core Strategy should remain unchanged.
- **Rural Area policy changes** - The results of the consultation suggest that similar positions have been taken by Parish Council's as had been witnessed by previous consultation exercises; some Parish approve of a refined approach, some approve of the current approach in the Core Strategy and some do not think it goes far enough. A number of consultees felt that the requirement that new development should be within the main built up area of too restrictive and that a definition of local need should be provided. On the first point the question is to what extent a broader policy could be acceptable – i.e. in and immediately adjacent to the main build up area – given the nature of many of the villages which we are now considering for a more relaxed approach to growth this could result in a level of development that they have not seen in 40 to 50 years. Such an approach could only really be delivered by a neighbourhood plan. In terms of a local need, as set out in the paper it is intended that under the new policy we would be expecting new development to reflect the results of the area analysis of the DCA Housing Market & Affordability Study. Whilst there was support for the naming of settlements in an expanded hierarchy, mainly from agents and developers, there is nothing which suggests that the Preferred Approach should be amended.
- **Affordable Housing** – The preferred approach was designed to reflect the Government's target of 20% starter homes, understandably there was concern from consultees in the development industry that requiring this plus 'traditional' affordable housing could be challenging in high value areas. Subsequent to the preferred approach consultation the Government announced a change of policy and that Starter homes would only be one of a number of products to be considered and this would be down to local evidence. Given this change in policy it is proposed in response that the Council will not now significantly change its affordable housing policy.

### 3.3 Preferred Approach – Sites & Settlements

- 3.3.1 Public Consultation on the Sites & Settlements paper was undertaken between 12 January 2017 and 24 February 2017. In total 335 consultees responded of which 252 related to a single allocation, there was also a petition which contained 713 signatures. During this time, 3 consultation events were held at the public libraries in Newark, Southwell and Edwinstowe. Information about the consultation was also displayed on the Council's website and in local newspapers, in line with the Council's SCI.

- 3.3.2 A summary of the results of this consultation is attached at **Appendix C** (included with the electronic version of the agenda – paper copy in the Members’ Room). The vast majority of the consultation responses received where objections to the proposed allocation of NUA/Ho/2 as a Gypsy & Traveller site. A number of consultees made comments on the proposed policies for Edwinstowe and Thoresby Colliery. With regard to the comments on individual allocations, given the Council had not outlined many changes, the response was limited mostly to developers and interested parties.
- 3.3.3 With regard to the policies related to Edwinstowe and Thoresby Colliery the Council has considered a number of detailed comments from nature conservation bodies and as set out in 2.3.2 above has sort to address the various issues which have been raised.
- 3.3.4 There was a significant level of concern regarding the proposals at NUA/Ho/2, which fall broadly into five groups who objected;
- to the loss of the Seven Hills Homeless Hostel
  - to impact on the amenity of existing residents
  - to impact on the value of property and land
  - on the grounds of access
  - to the proposed use and suggestions that Tolney Lane was a more appropriate location and should be given flood defences
- 3.3.5 A number of the objections related to matters not relevant to the planning system, including the impact of the development on land and property values. Seven Trent Water who own a portion of the allocation (along with the District Council) had severe reservations regarding the scheme. Given the flooding issues associated with the site the Council undertook to carry out a site specific flood risk assessment. This has established that the site is not now at risk from fluvial flooding. The work undertaken as part of the Strategic Flood Risk Assessment has placed the site in Flood Zone 1, rather than Flood Zone 2. However, the study did identify that surface water flooding is an issue on the site. The study concluded in broad terms that the required number of pitches could be accommodated if the homelessness hostel is relocated.
- 3.3.6 This information has been shared with Severn Trent Water as we have been in dialogue with them over their element of the allocation. The news that the site is in Flood Zone 1 puts the Council in a difficult position. Prior to this we could clearly argue that the site was sequentially poorer than the other sites allocated for housing and therefore we would deallocate the site or look to use the site for another use. A Gypsy and Traveller site, which because it was sequentially better than any other options (i.e. sites in flood zone 3) could be justified for allocation (something which it should be noted the Environment Agency supported), however this justification has fallen and Seven Trent Water – duty bound by statute to gain best value – have indicated that they intend to continue to object to the proposed re-allocation as a Gypsy and Traveller site.
- 3.3.7 Therefore, the site is no longer deliverable. This leaves the Council with a limited number of options, all of which have risks or negative consequences attached to them. Firstly the Council could carry on and submit the plan with NUA/Ho/2 included within it as a Gypsy & Traveller site. In this instance the Plan would be found unsound as the site identified would not be deliverable, or deliverable enough to ensure that the need was met (as the Council portion could over a limited level of provision). Secondly, the submission of the

Plan Review could be delayed to allow further work on identifying other sites to occur. This approach is also judged to be unacceptable as the Council is seeking to have up to date housing and employment targets and National Planning Policy Framework (NPPF) compliant strategic policies in place as soon as possible and to allocate the strategic site at Thoresby Colliery. Delay would hamper this and put at risk the ability of the Council to manage growth effectively.

3.3.8 The final option is to uncouple the Core Strategy and Allocations & Development Management elements of the Plan Review. Given that all the important and necessary elements of the Plan Review which we want to achieve are included in the Core Strategy its publication and submission by September and consideration of an Inspector by Christmas would allow the Council more time to find an appropriate site(s) to address the Gypsy & Traveller need comprehensively. It should also be noted that most other allocations within the Allocations & Development Management DPD will remain broadly similar and therefore a 5 year housing supply could be demonstrated with the current DPD in place. Importantly the DPD is already NPPF compliant. The main risk is that the Inspector hearing our Plan Review – Amended Core Strategy Examination is not convinced by the Council’s approach.

3.3.8 Given the circumstances the uncoupling approach appears to be the most appropriate option open to the Council. In recommending to Council that the Plan Review – Amended Core Strategy is submitted on its own it is important to understand that Full Council would need to resolve to act quickly and decisively to secure alternative Gypsy & Traveller site(s); that way by Christmas we could demonstrate progress to the Inspector.

#### 3.4 Preferred Approach - Town Centre & Retail Consultation

3.4.1 The consultation on this element of the Preferred Approach was undertaken in tandem with the Settlements & Sites consultation. A small number of consultees mainly those who work within the retail planning sector or those representing owners of potential retail development responded. **Appendix D** (included with the electronic version of the agenda – paper copy in the Members’ Room) contains a summary of the consultation responses received.

3.4.2 The main issues which emerged from the consultation were;

- The merits or otherwise of the Council’s retail evidence base, and suggestions that there was further capacity available;
- Consideration of other sites for the provision of retail and the extent of town centre boundaries and designations;
- The merits of Land South of Newark or Land around Fernwood as the location for an additional supermarket; and
- The need to set the threshold for retail impact assessments at an appropriate level.

3.4.3 The Council has concluded that the retail evidence base including the convenience and capacity forecasts remains sound and robust and that it provides an appropriate basis on which to plan to meet retail needs over the plan period. Representatives of Newark Property Developments have put forward an intensification of the extant retail consent on Northgate, Newark and land adjoining the site to the north and northeast (referred to as The Maltings) as an alternative approach to the NSK site for meeting comparison retail needs over the plan period. This site submission was received following publication of the

preferred approach and so will need to be assessed and considered as part of moving towards the Publication Amended Allocations & Development Management DPD. The representatives have also suggested that the overall boundary of Newark Town Centre should be enlarged to incorporate the main town centre uses at Northgate. This would however be inappropriate; the location is out-of-centre in policy terms and is physically separated from the Centre with no evidence of linked trips between the two locations. Rather than helping to support the Town Centre the retail park actively competes with it.

3.4.4 A sequentially appropriate location within the main built-up area to the south of Newark remains the most suitable and sustainable location to meet future convenience retail needs, given the relationship between population growth and future capacity. , it is difficult to meaningfully separate the relative merits of Land South of Newark and Land around Fernwood. Accordingly support would be provided for additional convenience retail development in a sequentially appropriate location, within the main built up area to the south of Newark and of a scale sufficient to meet the needs generated by population growth. The operation of the market would be relied upon to determine the final location. Given that convenience capacity is not forecast to be present until post 2026 (District-wide) and will be driven by population growth the timing of delivery is however an important consideration. This can be appropriately addressed through the requiring of a retail impact assessment.

3.4.5 The Preferred Approach – Town Centre and Retail consulted on a 350sqm (gross) threshold above which new retail development outside of a defined centre would need to be accompanied by an impact assessment. There were a number of objections to both the principal of a local impact threshold and the level at which it was to be set. The introduction of local impact thresholds is considered in line with national policy and also supported by the findings of the Town Centre & Retail Study (2016). The existing threshold (2,500sqm) is considered far from satisfactory given the scale of the District's various centres. Whilst it is considered that the 350sqm (gross) threshold remains appropriate for the majority of the District the potential for a different threshold for Newark Urban Area has been the subject of additional work. Based on the scale of recent approvals within the Newark Urban Area, for out-of-centre retail development deemed to fulfil a local needs function (a convenience store which serves a distinct localised community such as a Co-op), it has been concluded that an appropriate threshold would be 400sqm (gross).

## **4.0 Preparation of the Draft Development Plan Documents**

### **4.1 Addressing Consultation Issues**

4.1.1 Further to the responses set out in Section 3 of this report the consultation responses documents at **Appendices B, C and D** set out the Council's proposed responses to each consultation question of the various elements of the Preferred Approach. As it is proposed that the Council will be submitting the Core Strategy element of the Plan Review first, the consultation responses to the strategy consultation, the area policies contained within the sites and settlements consultation and Core Policy 8 in the Town Centre and Retail consultation are of most significance in the considerations of this meeting.

4.1.2 The significant changes to the Core Strategy from those set out in the Preferred Approaches, relate to an enhanced Spatial Policy 5 Delivering the Strategy, Affordable Housing policy not being amended as significantly as previously and an enhanced Core Policy 4 to set out the steps the Council will now take to secure a 5 year supply of Gypsy & Traveller pitches. The full wording of these amended policies is set out in **Appendix E** (included with the electronic version of the agenda – paper copy in the Members’ Room).

4.1.3 Otherwise, following a review of consultation responses, minor changes have been made to a number of policies and their justifications. The majority of changes resulting from consultation comments have arisen from those made by statutory consultees in respect of their particular areas of interest, in particular those from Natural England and Historic England.

#### 4.2 Delivering Additional Gypsy & Traveller Pitches

4.2.1 In uncoupling the 2 elements of the Plan Review it must be made clear to Council that a satisfactory resolution to the ongoing need to demonstrate a 5 year supply of Gypsy & Traveller sites must be made. The new amended Core Strategy Policy to reflect this identifies the following ways that this could be achieved:

- The allocation of new sites through the development plan;
- The granting of planning permission for pitches on new sites in line with Core Policy 5;
- The granting of planning permission for the provision of additional pitches at existing sites through further appropriate intensification of use or expansion of the site in line with Core Policy 5;
- The purchase by the Council, or partners, of new sites for additional pitches;
- Encouraging owners of underutilized sites to allow occupation of vacant pitches;
- The compulsory purchase of existing sites with the benefit of planning permission which are not in use; and
- The provision of flood reliance measures to enable the safe expansion of existing sites in partnership with the Environment Agency.

4.2.2 It is therefore proposed that Council resolve to seek all necessary means to secure appropriate provision of Gypsy & Travellers sites to meet anticipated need.

#### 4.3 Duty to Co-Operate

4.3.1 Section 110 of the Localism Act sets out a ‘duty to co-operate’. This applies to all local planning authorities, national park authorities and county councils in England – and to a number of other public bodies. The duty:

- relates to sustainable development or use of land that would have a significant impact on at least 2 local planning areas or on a planning matter that falls within the remit of a county council
- requires that councils set out planning policies to address such issues
- requires that councils and public bodies ‘engage constructively, actively and on an ongoing basis’ to develop strategic policies
- requires councils to consider joint approaches to plan making.

4.3.2 This is one of the first things that the Planning Inspectorate (PINS) will look at as part of the examination. PINs will need to see sufficient evidence to demonstrate that the 'duty to cooperate' has been undertaken appropriately for the plan being examined. The District Council has worked closely with its partner authorities in the Housing Market Area (Ashfield and Mansfield District Councils) to prepare a robust strategic housing market assessment. All 3 Planning Authorities have undertaken to accommodate their own housing need. Similarly the District Council has worked with all the Local Planning Authorities in our Housing Market Area (HMA) and the Nottingham Core HMA to prepare an Employment Land Forecasting Study – to look at future employment land provision.

4.3.3 This commitment to joint HMA working and our discussions and consultations with neighbouring authorities and consultation with a range of stakeholders both through the technical studies which support the Plan Review and the Preferred Approaches demonstrate that the Council has met the Duty to Cooperate. Further detail, in terms of evidence which demonstrates how the Council have effectively cooperated to plan for issues with cross boundary issues will be compiled and submitted for examination alongside the HMA Council's Memorandum of Understanding on the matter.

#### 4.4 Assessing the Impact of the Core Strategy on Sustainability, Equalities and Health

4.4.1 The Council has carried out an Integrated Impact Assessment (IIA) of the Plan Review and in particular the Core Strategy. The IIA integrates Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA), Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA). Sustainability Appraisals (SA) are a requirement of the Planning and Compulsory Purchase Act 2004 and Strategic Environmental Assessments (SEA) are required by European Directive EC/2001/42, which was transposed into UK law by the Environmental Assessment Regulations for Plans and Programmes (July 2004). The EqIA is a way of demonstrating the District Council is fulfilling the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010. HIA is a recognised process for considering the health impacts of plans and undertaking this type of assessment is widely seen as best practice.

4.4.2 The results of the IIA broadly conclude that, overall, the impacts of the proposed policy changes in the Plan Review would be positive.

#### 4.5 Habitat Regulations Assessment

4.5.1 As the District contains the Birklands & Bilhaugh Special Area of Conservation (a site protected under the Habitat's Directive) a Habitats Regulations Assessment has been undertaken. This assessment has also considered the impacts of the Plan Review on the habitats of Woodlark and Nightjar; bird species whose habitats are protected by the Habitats Directive. These species are present in the area to the extent that a precautionary approach should be taken to considering the impact of the Plan Review on the habitats.

4.5.2 On the basis of the work undertaken it is concluded that an Appropriate Assessment of the Plan Review - Core Strategy will not be required.

## 5.0 **Final Proposals – Publication Amended Core Strategy**

5.1 Attached at **Appendix E** are the finalised proposals which will make up the Publication Amended Core Strategy DPD – effectively the final draft of DPD along with the changes to the Policies Map for Edwinstowe. If approved by Council these proposals, along with various supporting documentation will be placed on public deposit for a 6 week period of public representation. It is anticipated that this period will begin in the week commencing 17 July 2017. Following the representation period a review will be conducted of the nature of the representations and Council will decide whether or not to submit the Core Strategy to the Secretary of State for Examination by an independent Planning Inspector.

5.2 One further element of the Submission is that the Council must submit the Core Strategy based on an up to date Local Development Scheme (LDS), the timetable for progressing the Plan Review. Given the recommendation to uncouple the 2 elements of the Plan Review an updated timetable is required. Attached at **Appendix F** (included with the electronic version of the agenda – paper copy in the Members’ Room) is the proposed amended LDS timetable which has been updated to reflect progress on the CIL (which is subject of an Examination in August) and proposes the following timescale for the uncoupled Plan Review process:

i) **Plan Review – Amended Core Strategy**

<b>Stage</b>	<b>Date</b>
Approval for seeking representations on Plan Review Amended Core Strategy – Full Council	July 11 2017
Representation Period	July/August/September 2017
Submission approval – Full Council	September 26 2017
Examination Hearings	December 2017
Inspectors Report	February 2018
Adoption	March 2018

ii) **Plan Review – Amended Allocations & Development Management DPD**

<b>Stage</b>	<b>Date</b>
Approval for seeking representations on Plan Review Amended Allocations & Development Management DPD – Full Council	February 2018
Representation Period	February/March 2018
Submission approval – Full Council	May 2018
Examination Hearings	July 2018
Inspectors Report	September 2018
Adoption	October 2018

5.3 The proposal for the Amended Allocations & Development Management DPD is that it will be published for consultation just after the examination process for the amended Core Strategy has been undertaken, this will provide a level of certainty with regard to the soundness of Core Strategy and provide sufficient time to ensure that proposals are in place to ensure that a strategy is in place to deliver additional Gypsy & Traveller pitches. It could of course also allow for additional consultation on the amended DPD if required.

**6.0 RECOMMENDATIONS that:**

- (a) the contents of the report be noted;**
- (b) Council agree that:**
  - (i) the proposals contained within Appendix E and Proposals Map for Edwinstowe form the basis of the Publication Amended Core Strategy DPD; and**
  - (ii) this document be published for a period of Public Representation week commencing 17 July 2017;**
- (c) Council take all necessary steps to secure appropriate provision of Gypsy & Travellers sites to meet anticipated need; and**
- (d) Council agree:**
  - (i) to an amendment of the Local Development Scheme to reflect the proposed timetable in Appendix F; and**
  - (ii) the amended Local Development Scheme come into force on 8 July 2017;**

Background Papers

Core Strategy DPD

Allocations & Development Management DPD

Plan Review Issues Paper

Preferred Approaches – Strategy, Town Centre & Retail, Sites & Settlements

Newark & Sherwood Local Development Scheme March 2017

For further information please contact Matthew Norton on ex 5852

Kirstin H. Cole

Deputy Chief Executive



**FERNWOOD AND FARNSFIELD NEIGHBOURHOOD PLANS**

**1.0 Purpose of Report**

- 1.1 To seek the Council's approval to call Referendums for the Fernwood and Farnsfield Neighbourhood Plans.

**2.0 Introduction**

- 2.1 Following their submission to the Council in January 2017 (Fernwood Neighbourhood Plan (NP)) and February 2017 (Farnsfield NP) both Neighbourhood Plans have been through the required process of public consultation and were submitted for independent examination in March 2017 (Fernwood NP) and April 2017 (Farnsfield NP). The examinations were carried out by written representation and the examiner has now issued her reports. The next stage is to confirm the arrangements for referendums to be held.

**3.0 Background**

- 3.1 Fernwood Neighbourhood Area was designated in May 2015 and Farnsfield Neighbourhood Area in June 2014. Since that time both Parish Councils have progressed the production of their plans, assisted by Planning Officers of this Council. The first stage of public consultation on the Fernwood NP was carried out on a draft plan in June 2016, and November 2016 for the Farnsfield NP. Following consideration of responses these were developed into the versions submitted to this Council on 4 January 2017 (Fernwood NP) and 23 February 2017 (Farnsfield NP).
- 3.2 Having established that the plans met the necessary legal and procedural requirements, the plans were placed on deposit and representations sought. This involved details being made available on the Council's and the Neighbourhood Plan's websites, at District Council offices and at local libraries between 16 January and 3 March 2017 (Fernwood NP) and 27 February to 11 April 2017 (Farnsfield NP). The District Council also fulfilled its obligation to directly notify those who were notified by Parish Councils at the draft consultation stage that the plans had been received.
- 3.3 During this consultation period the District Council considered its own response to the plans. Having been closely involved with the preparation of the plan, Officers expectations that the contents would be in accordance with the District Councils development plan and national planning policy were confirmed. Consequently, under the delegated authority granted by Economic Development Committee, the Council supported the plans as submitted.
- 3.4 An independent examiner was appointed in conjunction with the two Parish Councils and at close of the consultations the three responses received on each Plan, together with the District Councils own response, were submitted to the independent examiner on 8 March 2017 (Fernwood NP) and 13 April 2017 (Farnsfield NP). In both cases the overall conclusion of the Examiner is that subject to her recommendations the Plans meet the Basic Conditions. On this basis it would be appropriate to make (adopt) the Plans (as modified) and it has been recommended that they proceed onto Referendum.

#### **4.0 Next Steps (incorporating the comments of the Business Manager – Democratic Services)**

4.1 Following input from Democratic Services and liaison with the two Parish Councils a preliminary date of 28 September 2017 has been identified for the two separate Referendums. A Neighbourhood Planning Referendum runs in accordance with a statutory five to six week timetable. With the first stages in the referendum being the publication of the Information Statement and the Notice of Referendum following which point polling cards would be sent to all electors.

4.3 It is the District Council's responsibility to prepare versions of the Neighbourhood Plans incorporating the examiner's modifications, upon which the Referendums will be taken. Both Fernwood and Farnsfield Parish Councils have accepted their willingness to agree to the modifications made by the Examiner. Work on producing 'referendum versions' of the plans will begin following this meeting of Council and the resulting documents together with the independent examiner's reports will be placed on the Council's website in advance of the notices of referendum.

#### **5.0 Financial Implications**

5.1 The District Council is responsible for funding the referendums which will cost a similar amount to a local by election. We receive money from central Government to pay for this and have sufficient funds set aside to cover it.

#### **6.0 RECOMMENDATIONS that:**

**a) the report be noted; and**

**b) the Chief Executive, acting as Returning Officer, be authorised to arrange separate referendums for the Fernwood and Farnsfield Neighbourhood Plans to be held on 28 September 2017.**

#### **Background Papers**

Fernwood Neighbourhood Plan and Examiners Report  
Farnsfield Neighbourhood Plan and Examiners Report

Available at: <http://www.newark-sherwooddc.gov.uk/planningpolicy/neighbourhoodplanning/>

For further information please contact Matthew Tubb on extension 5850.

Kirsty Cole  
Deputy Chief Executive

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in Room G21, Kelham Hall, Newark on Thursday, 29 June 2017 at 6.00pm.

PRESENT: Councillor R.V. Blaney (Chairman)

Councillors: R.J. Jackson, R.B. Laughton D.J. Lloyd, P. Peacock, A.C. Roberts and D. Staples.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

There were no declarations of interest.

3. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

4. MINUTES FROM THE MEETING HELD ON 6 APRIL 2017

The minutes from the meeting held on 6 April 2017 were agreed as a correct record and signed by the Chairman.

5. RECONSTITUTION OF WORKING PARTIES/TASK AND FINISH GROUPS

The Committee considered the report of the Deputy Chief Executive which sought to reconvene the Working Parties / Task and Finish Groups established by the Policy & Finance Committee. Details of the groups which were still operational were detailed in the appendix to the report.

The Committee were also invited to appoint a member to the Local Development Task and Finish Group which had been reconvened by the Economic Development Committee.

AGREED (unanimously) that:

- (a) the Working Parties / Task & Finish Groups, as set out in the appendix to these minutes, be reconvened, with the memberships as detailed; and
- (b) Councillor R.V. Blaney be appointed as the Committee's representative on the Local Development Framework Task Group.

### Reason for Decision

To reconvene the appropriate Working Parties/Task & Finish Groups.

#### 6. DEVELOPMENT COMPANY

The Chief Executive presented a report which set out the recommendations of the Working Party established to consider proposals to form a development company, and informed the Committee of the progress to date in respect of developing a business case.

The Working Party met on 3 May to consider the background and context for the Council to set up a development company. The Working Party considered what should be the Council's aims and objectives in setting up a company and broadly supported the following objectives, with an emphasis upon the first objective as an overriding priority:

1. Provide an income stream for the Council to replace lost rate support grant and maintain service levels across the District;
2. Increase the rate of house building to help meet the Local development Framework and increase the Council tax base;
3. Re-build the capacity of SME's in the construction sector;
4. Bring forward sites for development; and
5. Build commercial and industrial property to support the economy.

In accordance with the recommendations of the Working Party it was proposed to progress with the drawing up of a business case for the establishment of a wholly owned company which would include identification of sites for future development together with the identification of sites that could be developed as pilot schemes. It was noted that in order to meet the cost of establishing the company and to fund the initial set up costs it was suggested that £105,000 should be set aside and this had been included for 2017/18 in the Council's Medium Term Financial Plan.

AGREED (unanimously) that:

- (a) the Working Party's recommended aims and objectives for setting up the development company, as set out above, with an emphasis upon the first objective as an overriding priority, be approved;
- (b) a business case be developed, taking into account the agreed aims and objectives, for consideration by the Committee at its meeting in September 2017;
- (c) further work be undertaken by officers to assess sites within the Council's ownership for development, and possible purchase of additional sites; and
- (d) a recommendation be made to the Council that a sum of £105,000 be provisionally allocated to fund the production of the business case and the initial set up costs of the company.

### Reason for Decision

To progress the Council's strategic priority of establishing a development company to act as a vehicle for new housing development.

## 7. EQUALITIES UPDATE

The Business Manager – Human Resources, Legal and Organisational Development presented a report which provided the Committee with an update on the progress made over the last year towards the Council's corporate equalities objectives.

The report detailed what the Council was doing and provided a summary of the work planned over the next 12 months. It was noted that one of the key pieces of work over the last year had been to incorporate equality objectives into Business Unit action plans. The report also set out the actions that been undertaken to achieve a more representative employment base.

The Committee expressed some concerns over the potential for some inconsistency of wording in certain aspects of the strategy, for example the provision of face-to-face equalities training and use of translation and interpretation services in certain Business Units, which in fact needed to be considered on a corporate basis. In addition the Committee considered the proposal to appoint a member champion for equality issues who would take on a lead role in driving equality on behalf of members. Reservations about this role were expressed given that some members may consider that having such a champion would derogate them of their own responsibilities. The Committee requested further information to a future meeting about how it was envisaged this role might work within current structures.

AGREED (unanimously) that the report and progress made against the Council's equality and diversity objectives be welcomed and noted.

### Reason for Decision

To keep Members informed of progress made against the objectives included within the Council's adopted Equality and Diversity Strategy.

## 8. GENERAL FUND BUDGET PERFORMANCE REPORT TO 31 MARCH 2017

The Assistant Business Manager – Financial Services presented a report which compared the General Fund Policy and Finance Committee net expenditure for the period ending 31 March 2017 with the profiled budget for the period. The appendices to the report detailed performance against budget for the period to 31 March 2017 for all General Fund service budgets.

The total for direct service net expenditure showed an under spend of £1,550,864 against the profiled budget for the period to 31 March 2017. However it was noted that after applying the 'below the line' adjustments and non-service specific expenditure and income to the figures, at the end of the year it was possible to transfer a surplus of £973,069 to reserves. The detailed performance figures were

given in Appendix A to the report and the variations from the profiled budget to 31 March 2017 were detailed. A full report on the final position in respect of the 2016/17 budget would be reported to the Audit and Accounts Committee in July.

The Committee expressed concerns about the level of sustainable underspends and sought appropriate action to ensure that the 2018/19 budget would not give a similar underspend total.

AGREED (unanimously) that the overall position of the Council's net expenditure compared to budget at 31 March 2017 be approved.

Reason for Decision

To advise Members of the draft outturn monitored against service budgets for the period ending 31 March 2017.

9. CAPITAL PROGRAMME OUTTURN AND FINANCING 2016/17

The Financial Services Accountant presented a report which advised the Committee of the Capital Programme for 2016/17 and sought to request formal approval to re-profile specific programme budgets into 2017/18.

The final capital budget for 2016/17 was £22,100,944 with the outturn position being £18,430,452. The underspend of £3,670,492 was to be made available in 2017/18. A review of the completed schemes was attached as Appendix A to the report, a detailed breakdown of all the projects undertaken in the course of the year was set out in Appendix B, along with the financing arrangements in Appendix C.

Variations to the 2017/18 to 2021/22 Capital Programme since the budget was approved on 9 March 2017, a summary of the changes for approval, along with explanations, and the financing of the current and proposed programme were detailed in Appendices D, E and F of the report.

In response to a question concerning the rural broadband project, the Chief Executive advised that there was now 98% broadband coverage across Nottinghamshire. A report detailing specific outcomes of the project could be taken to a future meeting of the Economic Development Committee.

AGREED (unanimously) that:

- (a) the outturn position as shown in Appendix B to the report be accepted;
- (b) the following determinations be approved in accordance with the Local Government Act 2003:
  - i. £770,736.01 of the Council's useable capital receipts be applied to meet expenditure incurred for capital purposes as shown in Appendix C;

- ii. £2,739,212.38 of expenditure for capital purposes be met out of contributed by third parties as shown in Appendix C;
  - iii. a total of £776,157.46 be set aside from the revenue account to meet credit liabilities; and
- (c) the Project Variations as detailed in Appendix D and summarised in Appendix E and F to the report be approved.

Reason for Decision

To ensure that the Council complies with the Local Government Act 2003 and to complete the overall capital cycle for 2016/17.

10. MEDIUM TERM FINANCIAL PLAN 2017/18 TO 2020/21

The Interim Director of Resources presented the Council's Medium Term Financial Plan (MTFP) for 2017/18 to 2020/21. The MTFP which was attached as an appendix to the report was the Corporate Plan to assist Members and Officers manage the Council's finances within a clear framework. It set out the Council's spending plans to support its strategic priorities and detailed how that spending would be funded through grants, fees and charges, local taxation, reserves and other income.

In the past a MTFP was presented to Council with the budget for the forthcoming financial year in March. During 2016/17, due to a fast changing economic and political environment, with further funding cuts promised by central government, the Council decided to delay the production of the MTFP until there was more certainty of the three year settlement and the position of the Council in respect of reserves and balances available for future funding of the capital programme and potential for future investments.

The MTFP showed that whilst the Council managed to balance the budget for 2017/18 because of prudent decisions made in the past, future funding of its services would depend on its ability to raise additional income; otherwise it would need to make up funding gaps by increasing Council Tax and/or depleting its general fund reserves. The report identified the funding gap at 3 different levels of average Band D Council Tax for the years 2018/19 to 20/21 based on Council tax freeze; increase of 1.94% and an increase by £5.

The MTFP highlighted that the Council, since 2010, had made efficiency savings of £5.67m, or 33% of its service budgets. Further savings would inevitably have an impact on the delivery of services. The alternative to savings was to increase income however there were statutory, ethical and political restrictions on the amount of additional income could be raised through increases in fees and charges. Similarly, there were constraints on the ability to raise revenue through Council tax increases. There was, therefore, a need to earn "new" income streams in order to bridge the gap in funding. It was reported that the Council was in a good position to utilise its reserves and potential to borrow to fund capital investment projects that would generate "new" income streams to the Council; this included direct investments in corporate bonds, property funds and the establishment of a development company.

It was noted that a Commercialisation and Investment Plan that support this MTFP would be brought to the next meeting of the Committee.

AGREED (unanimously) that the Medium Term Financial Plan for 2017/18 to 2020/21 be recommended to Council for approval, subject to expenditure forecasts being recalculated to reflect higher inflation figures.

Reason for Decision

To provide a framework to support the Councils future spending plans.

11. APPROVAL OF WRITE-OFFS ABOVE £10,000

The Assistant Business Manager – Financial Services presented a report which sought approval to write-off a business rates debt of £12,661.58. The Committee were required to approve any debt write-off over £10,000.

The Committee were advised that Newark Industrial Gym Ltd. ceased to trade in June 2016 leaving unpaid business rates of £7,441.46 relating to 2015 and £5,220.12 relating to 2016. There was no avenue open to the Council to pursue these debts and it was therefore proposed to write-off these amounts.

AGREED (unanimously) that the write-off of the debt totalling £12,661.58 be approved.

Reason for Decision

To ensure that only income which is collectible is included in the Council's accounts.

12. MOVING AHEAD PROGRAMME- DECOMMISSIONING KELHAM HALL

The Business Manager – Administration presented a report which provided an update to Members in respect of the final decommissioning process and vacation of Kelham Hall. It was reported that the final handover of the building to Kelham Hall Ltd. would take place on 2 November 2017 at which point the building must be clear of all Council property and meet the requirements of the contract of sale. It was reported that the first group of staff would move over to Castle House on 4 September enabling those offices to be emptied immediately. All staff would move over a three week period.

In respect of data protection the Committee were informed of the data protection controls that would be put in place during the decommissioning process.

AGREED (unanimously) that the report be noted.

Reason for Decision

To ensure Members are kept informed of all work relating to the Moving Ahead programme.



13. MOVING AHEAD PROGRAMME- ECONOMIC BENEFITS

The Moving Ahead Programme Manager presented a report which provided the Committee with an update in respect of the economic benefits during construction and post move for both Castle House and Gladstone House. Full details of the economic impact were set out in the report.

In presenting the report the Moving Ahead Programme Manager advised that Castle House was subject to practical completion on Monday 26 June 2017 and as such the Council were now responsible for the building. She added that details of Member familiarisation visits would be issued in due course.

AGREED (unanimously) that the report be noted.

Reason for Decision

To ensure members are kept informed of all work relating to the Moving Ahead Programme.

14. ANNUAL STANDARDS REPORT FOR THE PERIOD 1 APRIL 2016 TO 31 MARCH 2017

The Business Manager – Democratic Services presented the Annual Standards Report for the period 1 April 2016 to 31 March 2017. In respect of Code of Conduct complaints the Monitoring Officer received six complaints, four relating to Parish/Town Councillors and two relating to District Councillors, none of which resulted in any further action. The report also advised of a Code of Conduct Hearing which took place on 9 September 2016 in respect of three complaints relating to the same Councillor on Fernwood Parish Council. The Hearing Panel concluded that the Parish Councillor had breached the Code of Conduct in respect of two of the complaints and made specific recommendations to Fernwood Parish Council in respect of training for the Member concerned however it was noted that the Parish Council rejected the recommendations of the Panel.

AGREED (unanimously) that the report be noted.

Reason for Decision

To provide Members with details of the standards complaints in 2016/17.

15. URGENCY ITEM - NATIONAL CIVIL WAR CENTRE- NEWARK MUSEUM - FINAL ACCOUNT

The Committee noted the decision to take £156,000 from the Council's capital reserves to settle the final account for the National Civil War Centre – Newark Museum project at £4,507,525.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To make full and final payment to formally close the capital project.

16. URGENCY ITEM - CASH COLLECTION FROM CAR PARK MACHINES

The Committee noted the decision to appoint Security Plus Ltd. as the as the Council's preferred supplier for the contract to provide a car parks cash collection contract.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

To review the provision of this service following the introduction of devolution arrangements with Newark Town Council.

17. EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

18. URGENCY ITEM – LOWFIELD LANE - BALDERTON

The Committee noted the exempt urgency item in relation to the purchase of land at Lowfield Lane, Balderton.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

Meeting closed at 7.18pm.

Chairman

**WORKING PARTIES AND TASK & FINISH GROUPS**

**APPENDIX**

<b>Working Party/Task &amp; Finish Group</b>	<b>Date First Established</b>	<b>Date of Last Meeting/ (Next Scheduled Meeting)</b>	<b>Previous Membership</b>	<b>Remit</b>
Development Vehicle Working Party <b>Karen White</b>	1 December 2016 (Policy & Finance Committee)	3 May 2017 (To be arranged)	<ul style="list-style-type: none"> <li>All Members of the Policy &amp; Finance Committee.</li> <li>Vice-Chairman and Opposition Spokesperson (Homes &amp; Communities Committee)</li> </ul>	<ul style="list-style-type: none"> <li>To undertake a detailed analysis of the Council's aims and objectives in setting up a housing delivery vehicle</li> <li>To assess the aims and objectives against the Authority's strategic housing sites and different housing delivery models available</li> <li>To report back to the Committee with recommendations as to progressing the establishment of the most appropriate vehicle</li> </ul>
Member Development and Training Working Party <b>Kirsty Cole</b>	18 December 2006 (Policy Overview and Scrutiny Committee)  30 June 2016 (Policy and Finance reconvened)	9 September 2015 (To be arranged)	<ul style="list-style-type: none"> <li>Leaders of the three political groups on the Council</li> <li>Additional 3 Members from the Conservative Group (Councillors Duncan, Mison and Rainbow)</li> <li>Additional 2 Members from the Labour Group (Councillors Buttery and Peacock)</li> </ul>	<ul style="list-style-type: none"> <li>To review the Member Induction Programme</li> <li>To produce a Member Training &amp; Development Strategy for the life of the current Council</li> <li>To consider the feasibility of pursuing the Member Development Charter</li> </ul>
Non Domestic Discretionary Rate Relief Review Panel <b>Nicola Lovely</b>	7 June 2007 (Cabinet)  30 June 2016 (Policy and Finance reconvened)	30 October 2012 (when required)	<ul style="list-style-type: none"> <li>Panel of 3 Members drawn from Policy &amp; Finance Committee</li> </ul> <p>Note: Local Ward Members to be invited to attend if considered appropriate</p>	<ul style="list-style-type: none"> <li>To hear appeals in respect of applications for Discretionary NNDR Relief</li> </ul>
Ollerton Hall Task and Finish Group <b>Kirsty Cole</b>	26 January 2017 (Policy and Finance Committee)	29 March 2017 (To be arranged)	<ul style="list-style-type: none"> <li>All Members of the Policy &amp; Finance Committee.</li> <li>The three local Ward Members (Cllrs Mitchell, Truswell and Wells) as observers unless acting as a substitute for a Policy &amp; Finance Committee member</li> </ul> <p>Note: Cllr Wells to act as a member in substitution for Cllr Peacock</p>	<ul style="list-style-type: none"> <li>To consider options as to the future use of Ollerton Hall and to make recommendations to Policy &amp; Finance Committee accordingly</li> </ul>

Working Party/Task & Finish Group	Date First Established	Date of Last Meeting/ <i>(Next Scheduled Meeting)</i>	Previous Membership	Remit
Strategic Housing Liaison Panel <b>Karen White</b>	4 July 2013 (Policy Committee)  30 June 2016 (Policy and Finance reconvened)	10 April 2017 <i>(19 June 2017)</i>	<ul style="list-style-type: none"> <li>• Chairman, Vice-Chairman and Opposition Spokesman (Policy &amp; Finance Committee)</li> <li>• Chairman &amp; Opposition Spokesman (Homes &amp; Communities Committee)</li> </ul>	<ul style="list-style-type: none"> <li>• To strengthen the relationship, joint working and common purpose and understanding between the Council and its housing Company</li> <li>• To discuss the Council's longer term strategic view and direction for the Company</li> <li>• To develop the forward Delivery Plan; Key Performance Indicators and outcomes;</li> <li>• To review progress against the Delivery Plan at a strategic level</li> </ul>



NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **ECONOMIC DEVELOPMENT COMMITTEE** held on Wednesday, 21 June 2017 in Room G21, Kelham Hall at 6.00pm

PRESENT: Councillor D.J. Lloyd (Chairman)  
Councillor K. Girling (Vice-Chairman)

Councillors: M.G. Cope, Mrs R. Crowe, Mrs G.E. Dawn, P.C. Duncan J. Lee (substitute), N. Mitchell, P. Peacock (Opposition Spokesperson), A.C. Roberts, F. Taylor and Mrs Y. Woodhead.

Substitutes: Councillors: J. Lee for T. Wendels

ALSO IN ATTENDANCE: Councillor Mrs I. Brown

01. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T. Wendels.

02. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

03. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that an audio recording was to be made of the meeting by the Council.

04. MINUTES OF THE MEETING HELD ON 29 MARCH 2017

AGREED (unanimously) that the Minutes of the meeting held on 29 March 2017 be approved as a correct record and signed by the Chairman.

With the approval of the Committee, the Chairman amended the running order of the Agenda as follows.

05. LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT

The Committee considered the revised report circulated at the meeting and presented by the Business Manager – Planning Policy which sought to update Members on the progress of the various elements of the Local Development Framework (LDF), including the Community Infrastructure Levy, contained within the Local Development Scheme (LDS) timetable.

A Member of the Committee noted the decision of the LDF Task Group that the proposed Gypsy & Traveller Site at Quibell's Lane was not deliverable and thanked them for that decision, adding that the travelling community themselves had also not wished to be sited there.

AGREED (unanimously) that:

- (a) the progress towards meeting the timetable of the adopted Local Development Scheme be noted; and
- (b) the amended Local Development Scheme be forwarded to Council on 11 July 2017 for consideration.

06. BUSINESS CASE PROPOSAL

The Committee considered the report presented by the Business Manager – Economic Growth in relation to the proposed further financial support to continue LGV/HGV training in Newark and Sherwood, following the successful pilot programme. The report noted that the programme could not be funded from existing budget allocation.

The report provided information as to the background leading to the decision to run the pilot programme and the costs thereof. The proposal was set out at paragraph 3.7 of the report with a recommendation that additional budget provision of £28,800 be made available to assist with the training of up to 24 individuals across the district.

Members noted the costs associated with the proposed programme and queried why the organisations who needed qualified operatives did not employ and train their own staff. In response, the Business Manager advised that the organisations often employed staff at a warehouse operative level and then put them through the training which was an approach which took a long time for the operative to become fully qualified.

A Member of the Committee noted the references within the report to fluctuations in demand for drivers, stating that this meant that the work was subject to seasonal changes. He also queried whether the agencies had been asked to assist with the training of individuals noting that if the work was only seasonal it was safe to assume that the newly qualified drivers would sign on with an agency to secure future employment. The Business Manager advised that the possibility of funding was being pursued with D2N2, adding that there would always be a need for agency drivers. It was also noted that organisations wanted to reduce their agency costs at peak times. In this regard Members queried whether an organisation that had vacancies for permanent drivers were contributing to the training programme, adding that the roles were likely only temporary seasonal employment.

Some Members offered a different opinion in that the programme would offer a successful participant a skill that would assist them in their search for employment and that agency work may fit their current lifestyle choice.

It was noted that there was an international shortage of fully qualified HGV drivers that was preventing the current vacancies being filled. Members queried whether any work had been done in relation to identifying any other skills gap in the employment market for the district. In response, they were informed that this work was also being undertaken.

A Member of the Committee advised that he was concerned about the duration of the employment. Organisations had been unable to recruit to fill their vacancies and were now letting the Council run a training programme for their benefit without any contribution from them, adding that even at the end of it there was no guarantee that there was permanent employment. Whilst Members agreed that the training of individuals was of benefit, it was suggested that the organisations would realise the greater benefit without any risk or financial burden to themselves.

Members agreed that they would ideally like to see the organisations make a contribution to the training programme. Some Members considered that the successful completion of the training would enable the individual to apply for vacant HGV driver positions and that these could be either permanent or part-time.

AGREED (by 11 votes for with 1 against) that:

- (a) the recommendation to provide an additional budget of £28,800 to assist with the training of up to 24 people across the district be not supported at this time; and
- (b) if contributions from either the Department of Work & Pensions and/or the organisation seeking a qualified HGV driver could be secured then the Committee would review their decision noted above not to support.

#### 07. ECONOMIC GROWTH & TOURISM UPDATE

The Committee considered the report presented by the Business Manager – Economic Growth in relation to the current and planned activities within the Economic Growth and Tourism Team.

The report provided Members with detailed information as to proposals for: the economy; inward investment; business support; innovation and technology (silicon forest); and employment and skills. A review of work undertaken during 2016 was also included together with the aims for 2017/2018.

Members discussed in detail the information provided in relation to the participation in events by educational establishments, stating that it was the responsibility of the educators to provide the student with the skills and enthusiasm to seek employment. It was further stated that the Council must act as an interface between employers and schools. It was noted that the next Future First Expo was planned for October 2018 and it was hoped that students from Years 10 and 11 would be in attendance. A Member commented that one of the issues was that schools failed to advise students about apprenticeships, instead focussing on them returning to continue their education in the sixth form environment. The Member suggested that the students were being let down and this needed to be communicated to the school. The Member further suggested that schools that failed to engage in an effective careers educational process be reported to OFSTED.



In relation to employment and skills Members noted that each local authority identified their own gaps in the market. It was suggested that it may be beneficial to broaden that approach to scrutinise what other skills would benefit from a development scheme and that this would result in NSDC not competing with other authorities for funding etc.

A Member of the Committee suggested that the images used on the new independent tourism website [www.visitnewarkandsherwood.info](http://www.visitnewarkandsherwood.info) be reviewed as there did not appear to be any of Rufford Abbey or Sherwood Forest. Officers advised that they would review the images, adding that they had attended a Tourism Forum the previous day and that a request for tourist information to enable its promotion had resulted in a poor return.

A Member suggested that it would be worthwhile revisiting the Economic Development Strategy and the actions therein in order to ensure that efforts were concentrated in the most appropriate area. In response to the Council itself being promoted as an employer, it was reported that this had been done in schools and also at the careers expo. The Council ran both a successful graduate scheme and had a good record of taking apprentices through to full time employment.

It was noted that the economic climate in recent years had been challenging and therefore the successes that had been achieved were to be welcomed. It was suggested that there be a review to prioritise the Council's need and that this also be undertaken on a geographical basis.

AGREED (unanimously) that:

- (a) the activities undertaken within the Economic Growth Team be noted; and
- (b) the aims for 2017 be supported.

#### 08. RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS

The Committee considered the report of the Chief Executive in relation to the appointing of representatives to the Local Development Framework Task Group and the reconvening and appointing of representatives to the Growth Investment Fund & Policy Monitoring Group.

The report set out the remit and memberships of both Groups and asked Committee to nominate Members for the forthcoming municipal year.

AGREED (unanimously) that:

- (a) the Growth Investment Fund & Policy Monitoring Group be reconvened in accordance with paragraph 2.3 of the report and the Members of the Group for the forthcoming municipal year to be:

Councillors: P.C. Duncan; K. Girling; D.J. Lloyd; and P. Peacock T. Wendels; and

- (b) the Local Development Framework Task Group be reconvened in accordance with paragraph 3.3 of the report and the Committee's representatives for the forthcoming municipal year to be:

Councillors: K. Girling and D.J. Lloyd  
(*Chairman and Vice-Chairman of the Committee*)

09. URGENCY ITEMS - MINUTE OF DECISION  
TOUR OF BRITAIN CYCLE RACE – WEDNESDAY, 6 SEPTEMBER 2017

Members noted the information contained within the item and sought clarification on a number of issues, a summary of which are listed below:

- There would be no funding for the villages where the race was to pass through. It was likely that it would only take a matter of some 20 minutes before the cyclists and support network were through. Advice and help would be provided to the communities upon request. Rolling cleansing of the roads would be in operation and signs would be placed well in advance advising people of what was to happen and requesting them not to park on that road.
- It was expected that some 14,000 people would be in attendance at the closing stages of the race in Newark. It would promote Newark to an estimated television audience of 1,000,000 from both live television and extensive highlights.
- Wednesday, 6 September 2017 will be a busy day due to it being market day. The TOB will clearly have an impact on the town.
- A fee had been paid for the rights to host the event.
- Nottinghamshire County Council had made the largest contribution to fund the event.
- All the requirements of the race organisers must be met.
- The issue of the Robin Hood Hotel was being looked into as to how this could be made aesthetically acceptable.
- Additional funding was being sought from alternative sources including local businesses.
- The issue of parking for the cycling teams and spectators was being reviewed including the use of the old NCC Highways Depot.

AGREED (unanimously) that the Urgency Item be noted.

The meeting closed at 7.34pm

Chairman

## NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **HOMES & COMMUNITIES COMMITTEE** held on Monday, 12 June 2017 in Room G21, Kelham Hall at 6.00pm.

PRESENT: Councillor R.B. Laughton (Chairman)  
Councillor T. Wendels (Vice-Chairman)

Councillors: Mrs B.M. Brooks, Mrs A.C. Brooks, M. Buttery, R. Crowe, K. Girling, Mrs S.M. Michael, N. Mitchell, Mrs P. Rainbow and Mrs S. Soar.

### 1. APOLOGIES FOR ABSENCE

An apology for absence was submitted by Councillor Mrs I. Brown.

### 2. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: Councillor Mrs C. Brooks- Personal Interest in items 5 and 9 as she was a Board Member for Newark and Sherwood Homes.

### 3. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that there would be an audio recording of the meeting undertaken by the Council.

### 4. MINUTES OF THE MEETING HELD ON 13 MARCH 2017

AGREED (unanimously) that the Minutes of the meeting held on 13 March 2017 be approved as a correct record and signed by the Chairman.

### 5. PRESENTATION- NEWARK AND SHERWOOD HOMES: UPDATE ON TENANT INFLUENCE

The Business Manager - Strategic Housing of the Council and the Assistant Director – Housing Management and Responsive Repairs for Newark and Sherwood Homes (the Company) were in attendance to give a presentation to the Committee, detailing Tenant Influence Mechanisms within Newark and Sherwood Homes.

One of the aims of the Company was to increase the level of tenant engagement, at the same time as reducing the overall cost. The Company had previously been spending approximately £30,000 on tenant engagement mechanisms and this had been reduced to £8,000 by utilising new and more modern forms of engagement. Other ways of engaging tenants on a 'one issue' basis were also discussed, including by phone and email and there was also a move to enable those tenants who were already engaged to meet with other tenants to discuss and encourage them to get involved.

Different methods for Tenants to get involved were detailed including the Board, Tenants Forum and other panels focussing on specific areas of company activity. Housing Officers had now being given targets to get tenants involved, which varied depending on location in the district and there was also a Tenancy Officer role to mentor and support tenants getting involved.

AGREED that the presentation be noted

## 6. HOME ENERGY CONSERVATION ACT REPORT

The Committee considered the report of the Business Manager - Housing & Safeguarding which outlined the proposed Home Energy Efficiency Act (HECA) progress report recommended for approval by Committee for submission to the Secretary Of State by the agreed extended deadline of 13 June 2017. The report had been produced in collaboration with the Nottinghamshire and Derbyshire Local Authority Energy Partnership (LAEP), and detailed an update on trends, initiatives and activities since 2015 and plans for the future as LAEP councils work together, independently and with key partners to reduce fuel poverty and carbon dioxide emissions across Nottinghamshire and Derbyshire.

The Committee welcomed the report and commended the work achieved by the team who were dedicated to this work within the Business Unit.

AGREED that the Homes & Communities Committee approve the submission of the HECA progress report to the Secretary of State by the agreed extended deadline of 13 June 2017.

## 7. HOUSING OPTIONS SERVICE PEER REVIEW

The Business Manager - Housing & Safeguarding presented a report informing the Committee of the National Practitioner Support Service Gold Standard Challenge and outcome of the Council's recent Peer Review of the Housing Options Service. The Gold Standard Challenge was a local authority, sector led peer-review scheme designed to help local authorities deliver more efficient and cost effective homelessness prevention services. A peer review of Newark and Sherwood took place in February 2017 – with the Council being the first authority in Nottinghamshire to be reviewed under the programme.

Across the 11 areas assessed, all except one had been rated as either good or very good. The exception was 'reception and interview room facilities' which was rated fair, however it was noted that this would be addressed by the move to the new Council offices in September.

The Committee noted that authorities that achieved an overall score of 60% or above were able to make an application for the Gold Standard Challenge. Newark and Sherwood had scored 75% and therefore were able to apply for the first local challenge – i.e. To adopt a corporate commitment to prevent homelessness which has buy in across all local authority services.

A Continuous Improvement Plan (CIP) had been drawn up as an outcome of the peer review and would be used to make improvements that were appropriate and feasible, feeding into the Business Units Summary Service Plan and staff appraisals. The plan would also be useful and used when carrying out the next homelessness review in preparation for a new Homelessness Strategy due in 2018.

One Member commented that point 4 - of the 10 local challenges as detailed at 2.2 of the report – ‘No second night out’, was not always achieved. The Business Manager - Homelessness & Safeguarding acknowledged that this was correct and was often due to the particularly complex needs of individuals who were sleeping rough. Officers worked very hard to achieve the ‘no second night’ target, however, this was not always possible. The Committee had previously considered case studies to highlight the complex needs and it was suggested that this might be a useful exercise to repeat to further explain the complexities involved in homelessness cases.

The Committee welcomed the report and the extremely positive result achieved by the Team. On behalf of the Committee, the Chairman congratulated all of the Officers involved within the Housing Options Team, for their hard work and for achieving such an excellent outcome from the peer review.

AGREED: that the report be noted and support be given to the Council making an application towards the Gold Standard Challenge.

#### 8. NOTTINGHAMSHIRE WARM HOMES ON PRESCRIPTION PROJECT- PILOT UPDATE

The Committee considered a report detailing the successful delivery of the National Energy Action’s ‘Warm and Healthy Homes’ Fund through piloting a Nottinghamshire-wide Warm Homes on Prescription (WHOP) project, led by Newark & Sherwood District Council. The Council, as a member of the Nottinghamshire and Derbyshire Local Authorities’ Energy Partnership (LAEP) and as lead authority for WHOP, had been working closely with the LAEP Co-ordinator, Public Health and the Clinical Commissioning Groups (CCGs) to help ensure that the partnership’s National Energy Action (NEA) ‘Warm and Healthy Homes’ allocation was successfully delivered. The Derbyshire Healthy Homes and Nottinghamshire WHOP had delivered a total of 174 measures to 155 households.

The entire available NEA grant had now been drawn down. The LAEP was also offered an additional £85k of funding towards the end of the contract delivery period as a result of the project’s accurate and timely delivery and reporting. This increased the total amount drawn down to £410,000. The pilot year had also been a catalyst for integrating the project into the district/borough councils’ business as usual activities via the Better Care Fund and it was anticipated that around £600,000 of Better Care funding would be secured to expand delivery of the WHOP project across Nottinghamshire during 2017/18. A further £54,000 of revenue funding had been secured from Nottinghamshire Public Health to support an extension of the Programme Managers role to the end of March 2018, which was hosted and managed by Newark & Sherwood DC.

The Committee heard that 60 homes within the Newark and Sherwood District had received funding. Any assistance given was done so in a targeted way, taking into account each case and the complexities it demonstrated. More homes had been referred to the project than had actually received funding, as it was not always the best option to help the occupier. However, all referrals had received advice, relevant signposting, and other assistance as appropriate.

AGREED that the report be noted and the Committee continue to support the Council's role in the expanding delivery of the Warm Homes on Prescription Project across Nottinghamshire.

9. COUNCIL HOUSE RENTS- METHODS OF PAYMENT

The Director - Safety presented a report for further consideration of rent payment via direct debit. At the meeting of the Homes & Communities Committee on 13 June 2016, Members agreed that there should be a requirement for tenants to pay their rent via direct debit. This decision was taken in the context of: the Council's decision to move to 'cashless' payments systems for all of its services from January 2017; minimising rent arrears thereby maximising income recovery to the housing revenue account; and assisting tenants in budget management particularly those in receipt of housing benefit with the impending welfare reform changes.

The payment method requirement was to be achieved by varying the Council's secure tenancy agreement. The Committee heard that the Housing Act 1985 section 103(1) required a local housing authority to consult with tenants when seeking to vary the terms and conditions of their tenancy agreement. The introduction of the new clause concerning payment methods would be a variation of tenancy terms and conditions therefore consultation had been undertaken. The issues and concerns raised by tenants and Councillors were summarised in the report and in the light of some of the concerns expressed by tenants during the informal consultation process it was suggested that some flexibility be introduced into the requirement that rent payments must be made by direct debit, permitting payment by other cashless methods in exceptional circumstances. It was also considered that allowing for exceptions to be made to the general requirement that payment must be made by direct debit would give Officers greater scope to reduce the risk of homelessness in certain cases.

The Committee considered the issues raised during the informal consultation. There was general agreement amongst the Committee that it would not be acceptable for a tenant to simply choose not to pay via direct debit without any specific cause or reason. The default position should be one of payment by direct debit. It was clarified that Officers would consider case by case what were exceptional circumstances and would focus on preventing any further financial hardship by enforcing direct debit payments. Officers would rather seek to re-educate tenants to help them manage their money more effectively.

AGREED that:

- (a) the proposed variation to the tenancy agreement requiring rent payments to be made by direct debit be amended to allow for other payment methods in exceptional circumstances with the wording proposed as follows:

“Your tenancy is a weekly tenancy from Monday to Sunday. The amount of your weekly rent is shown at the beginning of this tenancy agreement. The rent is payable on an agreed date and frequency by Direct Debit. You must make sure that you have sufficient funds available to pay your rent on the date that you and we agree to. In exceptional circumstances an alternative form of rent payment may be considered.”

- (b) in accordance with the provisions of section 103 of the Housing Act 1985: a preliminary notice of the variation of tenancy be served upon all tenants informing them of the Council’s intention to serve a notice of variation; specifying the proposed variation and its effect; and inviting them to comment upon the proposed variation; - and that the matter be reported back to the next meeting of the Committee to consider any responses received.

#### 10. PRIVATE SECTOR HOUSING ENFORCEMENT AND CHARGING POLICY

The Business Manager - Environmental Health & Licensing presented a Private Sector Housing Standards Enforcement and Charging Policy for consideration by the Committee. The Policy would form the framework for enforcement decisions relating to private sector housing. It was further proposed that the policy set out a clear charging regime based on an hourly average officer rate capped at a maximum of 5 hours. Where appropriate the policy set out the situations where a charge may be made for property specific pre application visits and advice.

The Private Sector Housing Standards Enforcement and Charging Policy set out how and when enforcement powers would be used to remedy unsafe or improve unfit housing and also when and how the Council would exercise its discretionary power to charge for enforcement action and recover costs associated with carrying out work in default. It also defined when pre-application advice could be provided by the Council at a charge.

The Committee questioned why the charging had been capped at 5 hours and whether this would be enough to cover any complex cases. The Business Manager explained that a cap had been included to avoid deterring any landlords seeking advice and it was felt by Officers that 5 hours was sufficient to cover most cases. The Business Manager also explained that currently there were not many landlords within the District with very large portfolios and when issues were raised with a property where the landlord had more than one rental property, the other properties were often known to officers and could be inspected for any similar issues. It was confirmed that there was legislation barring retaliatory convictions against any tenants who made a complaint against their landlord.

AGREED that the Private Sector Housing Enforcement and Charging Policy be adopted by the Council.

11. ANNUAL REPORT DETAILING EXEMPT REPORTS CONSIDERED BY THE COMMITTEE-  
MAY 2016 TO MAY 2017

The Committee considered the exempt business considered by the Committee for the period 17 May 2016 to date. Members had the opportunity to review the exempt reports and request further information. The rule is defined in paragraph 18 of the Constitution entitled 'Right of Members to Request a Review of Exempt Information. One exempt report had been considered by the Committee during the period – which involved an 'Update on the Review of CCTV'. The Director- Safety informed the Committee that given that the contract for the relocation of the CCTV control room had been let, the information within the report was no longer sensitive and there was no longer any reason to maintain the exemption.

AGREED that the report 'Update on the Review of CCTV' be made open to the public domain.

12. EXCLUSION OF THE PRESS AND PUBLIC

AGREED that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

13. CVS- POTENTIAL CO-LOCATION TO CASTLE HOUSE

The Committee considered the report of the Director - Customers regarding an option for Newark and Sherwood Community Voluntary Service (CVS) to co-locate with the council at Castle House.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

The meeting closed at 6.57pm.

Chairman







## **NEWARK AND SHERWOOD DISTRICT COUNCIL**

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 27 June 2017 at 6.00 pm.

PRESENT: Councillor R.J. Jackson (Chairman)  
Councillor N.B. Mison (Vice-Chairman)

Councillors: M.G. Cope, P.C. Duncan, Mrs L. Hurst, J.D. Lee, D.B. Staples,  
Mrs L.M.J. Tift and Mrs Y. Woodhead.

### 01. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Mrs A.A. Truswell and K. Walker

### 02. **MINUTES OF THE MEETING HELD ON 21 MARCH 2017**

AGREED that the Minutes of the meeting held on 21 March 2017, be approved as a correct record and signed by the Chairman.

### 03. **DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS**

NOTED that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

### 04. **DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING**

The Chairman advised that the proceedings were being audio recorded by the Council.

### 05. **TATTOO HYGIENE RATING SCHEME**

The Committee considered the report presented by the Business Manager Environmental Health & Licensing which considered the Nottinghamshire Hygiene Accreditation Scheme (also known as the Tattooing Hygiene Rating Scheme) and whether it should be adopted and implemented within Newark and Sherwood District Council.

The Business Manager Environmental Health & Licensing confirmed that the Nottinghamshire's Accreditation Scheme would be advertised and promoted to all businesses within the qualifying sectors. These included Tattooing, semi-permanent make up and cosmetic body piercing establishments. The charges proposed for the scheme were detailed within the report. It was also confirmed that the charges calculated for the fees for the scheme had been developed by an officer working group across the county.

AGREED (unanimously) that:

- (a) the Nottinghamshire Tattoo Hygiene Accreditation Scheme within Newark and Sherwood be adopted; and
- (b) the fees and charges to participating businesses that choose to

adopt the scheme be confirmed.

06. NOTTINGHAMSHIRE'S SMOKEFREE SUMMER INITIATIVE

The Committee considered the report presented by the Business Manager Environmental Health & Licensing which provided Members with details regarding the 2016 Newark and Sherwood Smoke Free Summer pilot project.

The Business Manager Environmental Health & Licensing proposed that Newark and Sherwood District Council (NSDC) acknowledged the importance of the initiative in terms of protecting children and reducing the number of current and future smokers and confirmed their support by setting the precedent where by all NSDC events would support the initiative by default. NSDC would also encourage any appropriate events coming through the Safety Advisory Group to consider supporting Smoke Free Summer. The benefits of the Smoke Free Summer Initiative were set out at 4.2 of the report.

It was further proposed that the Health Improvement Officer based within Environmental Health and Licensing Business Unit would work with the County Council and Town Councils to identify and liaise with suitable events within the Newark and Sherwood district.

Members considered the report and fully endorsed the project. It was suggested that the templates for the posters could be emailed to organisations in order for them to print them off and save the Council printing costs. The Business Manager however commented on the importance for the Health Improvement Officer to be in attendance at events in order for the correct advice to be provided. The cost was confirmed to be minimal for this project.

AGREED (unanimously) that:

- (a) the success of the pilot Smokefree Summer initiative at events across 2016 be noted;
- (b) the formal adoption of the Smoke Free Summer Initiative within Newark and Sherwood be supported;
- (c) the Smoke Free Summer Initiative at all appropriate Newark and Sherwood District Council events be promoted; and
- (d) Officers work with the County Council, Town Councils and other local organisations to identify and support the initiative within the Newark and Sherwood District.

07. HAWTONVILLE COMMUNITY CENTRE UPDATE

The Committee considered the report presented by the Community Projects Manager, which provided Members with an update on the current position relating to the operation of Hawtonville Community Centre and progress being made with the management arrangements.

It was reported that Newark and Sherwood Homes (NSH) had commenced the process of managing the community centre, consulting closely with the Community Projects Manager and had made contact with a range of stakeholders to improve the usage of the centre on a more sustainable basis. Agencies and groups interested in using the centre for either office space or community engagement included, Nottinghamshire Police; Nottinghamshire County Council Youth Services; Health Services; Remploy and the local allotment group. The community centre currently had four regular bookings. In addition to that there were also a number of new groups that had started to use the centre.

NSH had also organised a stakeholder event on Thursday, 22 June 2017, at the Community Centre. The key purpose of the event was to engage with the local community to recruit the 'fledgling' management committee for the centre. It was badged as a 'Spruce up your Garden' event to encourage locals to maintain their gardens to an acceptable standard with support from NSH and local allotment group. The Community Projects Manager confirmed that the event was well received by the local community and a number of lines of enquiries were being pursued regarding volunteers that had been put forward.

The Committee was informed that a management fee would be paid to NSH, on a costs recovery basis. This was to cover the costs incurred by NSH undertaking the management of the community centre on the Council's behalf. It was proposed that this would be arranged through a small variation made to the Management Fee paid by the Council to the Company annually for the housing management and other related services that it undertook on behalf of the Authority. The breakdown of the proposed fee was included within the report. It was confirmed that Officers would continue to assess further options to maximise usage at the community centre as they arise and report to Members on progress.

Members considered the report and clarification was sought regarding whether the £21,000 to be paid to NSH was a one off or annual payment. The Community Projects Manager confirmed that this would be an annual fee. It was confirmed that the centre wasn't being used to full capacity and some repair works had not been completed due to the uncertainty of the centre. The centre however did generate an income back to the Council.

A Member commented that the income from all four groups should be reported to the Committee, in order for Members to consider the income and outgoings of the centre. The new Community Village of the sports hub development being built on Bowbridge Road was also raised and it was commented that, that development may take over from this one. The Hawtonville centre however was considered worth supporting and should be reviewed on an annual basis.

Another Member commented on the accounts for the Centre contained within the Budget book and felt that the costs to the Council were much higher than the £21,000 indicated payable to NSH, contained within the report. It was also commented that the Centre should be the responsibility of Newark Town Council, in order to be consistent with the rest of the district.

The Community Projects Manager confirmed that a Neighbourhood Centres budget did exist whilst the Council had ownership of the community building and that the Council's

accountant had extricated the figures for Hawtonville Community Centre from the Neighbourhood Centres budget book.

The Chairman suggested that the Committee review this again in nine months.

AGREED (unanimously) that:

- (a) the contents of the report and progress being made to secure the operational management function for the Hawtonville Community Centre to increase income/usage of the centre and reduce the Centre's operational deficit and cost to the Council be noted;
- (b) the fee of £21k payable to Newark and Sherwood Homes to cover their costs in managing the Centre on the Council's behalf be agreed and a recommendation made to the Policy and Finance Committee that it approve this minor variation to the Company's overall Housing Management Fee; and
- (c) an update report be submitted to the Leisure and Environment Committee in nine months time.

08. ACTIVE4TODAY – ANNUAL REPORT, 2016/17 AND FORWARD PLAN

The Committee considered the report presented by the Director – Customers which updated Members on the performance of Active4Today for the financial year ending 31 March 2017 and considered plans for 2017/18.

It was reported that there were a number of very positive messages which were contained in detail in the Final Accounts, Appendix II to the report, with significant year on year increases in all nine indicators. These included 43% and 16% increases in the adult and children's membership bases, respectively, at the three leisure centre sites operated by the Company.

During the period 1 April 2016 to 31 March 2017, the financial statement at Appendix I of the report showed the Company recorded a net operating surplus of £10,046. Members recalled from the January meeting of this Committee that the decision was taken, following financial forecasting from the Company, not to pay an additional management fee of £124,876 which had previously been requested by the Company. Members also noted from the accounts that the Company had used money in-year from its repair reserve to fund works at the leisure centres which would fall in the 2017/18 financial year. As such, the net operating surplus of £10,046 after those two items were taken into account represented a strong financial performance from Active4Today in 2016/17.

The Active4Today, Annual Report 2016/17, stated that there were cost risks in 2017/18 in relation to utilities, pensions and employee costs, which the Company would seek to contain within its budget. The savings which were forecast as part of the five-year business plan which established Active4Today were now at an end. There were savings forecast in the first year of operation from moving into the new Company structure from VAT and Business Rates, whilst the second year of savings was predicated on the move to a new, larger leisure centre. The management fee paid to the Company in 2017/18 was

£117,000, after which the fee was due to rise in line with inflation.

Depending on the continued performance of the Company and the Council's future financial position, there could be scope to review the level of future management fees or to request additional services from the Company that aligned with the strategic direction the Committee wished the Company to take.

In addition to paying a management fee to Active4Today to operate leisure and sports development services, the Council also paid a cash sum to the Company to provide strategic management support to Southwell Leisure Centre Trust, as well as 'donating' a number of central services such as human resources and ICT.

The cash element the Council had paid to Active4Today for providing strategic management support to the Trust in 2017/18 was £94,680. The Final Accounts indicated that the performance at Southwell had been largely positive with growth in both its adult and children's membership bases and there was recognition that the support from the Council helped to support a further leisure centre in the District. However, there would appear to be merit in opening a dialogue with both Active4Today and Southwell Leisure Centre Trust about the future arrangements in recognition of the fact that the Trust was the recipient of the Company's services.

A Member commented that the Repairs and Renewals budget should be monitored closely due to the increase during 2016/17. In addition it was suggested that Southwell Leisure Centre should be scrutinised during 2017/18 in a bid the Council can fully understand the finance provided to Southwell and look at opportunities to reduce this contribution.

A Member sought clarification regarding the materials used within the leisure centres, due to the recent events in London. It was confirmed that a review was being undertaken across the entire Council estate, which included the leisure centres, due to the Council being the owner of these facilities.

A Member sought clarification regarding the provision for persons with a disability and also persons living in areas of deprivation. The Managing Director of Active4Today confirmed that the annual plan for sports development was delivered as part of the remit of Company. The Management fee paid to the Company by the Council provided the salaries for the outreach team and external funding from organisations such as Sport England was used for the delivery of the activities. This included GP referrals work, activities for older people, young mums and persons with disabilities and their careers. The performance indicators which were included within the report, showed an increase of 40% on the number of user visits on Sports Development programmes in deprived areas. It was confirmed that the deprived areas could be plotted on a map and circulated to the Committee regarding the work undertaken in deprived areas.

A Member commented that there may be a disadvantage in reaching deprived areas selected by postcode as there were often affluent areas within the same post code. He asked if that could be addressed in more detail to get a better understanding.

A Member nominated the Committee Chairman, Vice Chairman and Councillor P. Duncan as representatives of the Committee to take part in the dialogue with Southwell Leisure

Centre Trust and Active4Today regarding future arrangements.

The opposition spokesperson commented that a representative from the opposition should be appointed as a representative. Councillor Staples was nominated for this role.

A vote was taken and lost with three votes for and six votes against, for the Committee Chairman, Vice-Chairman and Councillor Staples, to be appointed representatives of the Committee.

A further vote was taken with six votes for and three votes against, for the Committee Chairman, Vice-Chairman and former Chairman – Councillor P. Duncan, to be appointed representatives of the Committee.

AGREED (unanimously) that:

- (a) the positive performance of Active4Today in 2016/17 be noted;
- (b) Active4Today provide the November Committee meeting with its latest in-year financial position and full year forecast in order that the Committee can begin to form judgements on the appropriateness of recalibrating the management fee payable in 2018/19 and future years; and
- (c) the Leisure & Environment Committee Chairman, Vice-Chairman and former Chairman – Councillor P. Duncan, take part in dialogue with Southwell Leisure Centre Trust and Active4Today regarding the future arrangements.

#### 09. TOUR OF BRITAIN CYCLE RACE

The Community Projects Manager provided a verbal update regarding the Tour of Britain Cycle Race.

It was reported that Nottinghamshire had been awarded Stage 4 of the Tour of Britain 2017 and the race, which would take place on Wednesday, 6 September, would start in Mansfield and finish on Farndon Road Newark outside the Sconce and Devon Park which would host the race finish and associated activities and events.

The event would cover approximately 175kms of the County's road with a significant middle section being in the District and culminating in the finish at Sconce and Devon Park at approximately 3.30pm. The race would enter the District near Blidworth and make its way through Farnsfield, Halam and Southwell then out to Kirklington, Bilsthorpe, Rufford, Edwinstowe and Budby then out to Bassetlaw before re-entering the District at North Clifton down through Collingham and into Coddington before entering Newark down Beacon Hill to finish at the Sconce via Castle Gate, Lombard Street, Beaumont Cross and Victoria Street.

Nottinghamshire County Council would assume overall responsibility for hosting the event and would co-ordinate the project at a County level with separate project



teams (start, finish, route, communications and sponsorship etc.) working collaboratively with the Tour of Britain team to ensure a safe and successful event in the County.

It was reported that a Stage Finish Project Team had been established which was looking at themed areas including: Project Management; Waste and Cleansing; Business Involvement and Sponsorship; Communications; Car Parking; Town Centre Liaison; Parks and Gardens and the Festival of Cycling.

Members raised concerns regarding not enough car parking provision within Newark Town Centre and also that car parking should be secured for Members and staff working at Castle House. The Community Projects Manager confirmed that this was being address and that some parking may be permitted on Sconce and Devon Park and also the former County Council Highways Depot could be used. A park and ride scheme was also being pursued at the Rugby Club and the Newark Show Ground. It was confirmed that Member/staff car parking would be made available. Other concerns were raised regarding the safety aspect regarding terrorism. It was confirmed that the Counter Terrorism team would scrutinise the event and plans and advise on any additional security requirements.

The Vice – Chairman commented on the need for Members to communicate this event to their Parish Council's, to encourage this event and get volunteers.

AGREED (unanimously) that the verbal update be noted.

#### 10. HEALTH AND WELLBEING/HEALTH SCRUTINY

The Leisure & Environment Committee Vice-Chairman informed the Committee that the Stakeholder Reference Group Chairman and Vice-Chairman had resigned. The Health and Wellbeing Board which he attended, was scheduled to take place on the 28 June 2017, had appointed a GP as Chairman for future meetings. The Health Scrutiny had appointed County Councillor K. Girling as Chairman; however that Group had excluded the District Council from any future meetings. The Vice Chairman suggested that Councillor K. Girling be invited to a future meeting of the Committee to explain the reason for that change. A Member commented on his disappointment regarding this change and commented that the District Council had played a significant role within that Group and was disappointed that Nottingham County Council should take this decision.

The Director – Community informed the Committee that the Clinical Commissioning Group (CCG) had been invited to the Annual Parish Conference. The business plan which was being drafted in consultation with the CCG was also reported to be on track.

It was confirmed that the CCG were establishing additional forums to discuss community engagement. The District Council also had their quarterly meeting with the CCG on Wednesday, 5 July 2017.

AGREED that:

- (a) the verbal update be noted; and
- (b) County Councillor K. Girling be invited to a future meeting of the

Leisure & Environment Committee to explain the reason why the District Council had been excluded from future meetings of the Health Scrutiny Group.

The meeting closed at 7.50pm.

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the **GENERAL PURPOSES COMMITTEE** held on Thursday, 15 June 2017 in Room G21, Kelham Hall at 6.00pm.

PRESENT: Councillor Mrs R. Crowe (Chairman)  
Councillor I. Walker (Vice - Chairman)

Councillors: Mrs B.M. Brooks, Mrs I. Brown, M. Cope, Mrs S.M. Michael, D.R. Payne, Mrs S.E. Saddington, Mrs S. Soar, K. Walker and B. Wells.

01. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillors: M. Buttery, D. Clarke and Mrs A.A. Truswell.

02. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

03. DECLARATION OF INTENTION TO RECORD MEETING

NOTED: that there would be an audio recording of the meeting.

04. MINUTES OF MEETING HELD ON 16 MARCH 2017

AGREED that the Minutes of the meeting held on 16 March 2017 be approved as a correct record and signed by the Chairman.

05. UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing in relation to the activity and performance of the Licensing Team together with details of current ongoing enforcement issues.

Information contained in the report related to the number of applications for the grants and renewals of licences for Hackney Carriage; Private Hire; and Ambulance Drivers together with those for Hackney Carriage and Private Hire Vehicles. Information was also provided in relation to Street Collections and House to House Collections. A note of ongoing enforcement activity was also listed with information as to what action had been taken to date.

NOTED the content of the report.

The meeting closed at 6.10pm

Chairman

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the **LICENSING COMMITTEE** held on Thursday, 15 June 2017 in Room G21, Kelham Hall immediately following the meeting of the General Purposes Committee.

PRESENT: Councillor Mrs R. Crowe (Chairman)  
Councillor I. Walker (Vice - Chairman)

Councillors: Mrs B.M. Brooks, Mrs I. Brown, M. Cope, Mrs S.M. Michael, D.R. Payne, Mrs S.E. Saddington, Mrs S. Soar, K. Walker and B. Wells.

01. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillors: M. Buttery, D. Clarke and Mrs A.A. Truswell.

02. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

03. DECLARATION OF INTENTION TO RECORD MEETING

NOTED: that there would be an audio recording of the meeting.

04. MINUTES OF MEETING HELD ON 16 MARCH 2017

AGREED that the Minutes of the meeting held on 16 March 2017 be approved as a correct record and signed by the Chairman.

05. LICENSING ACT TRAINING FOR MEMBERS AND OFFICERS

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing in relation to Licensing Act training being provided for both Officers and Members by the Nottinghamshire Authorities Licensing Group, scheduled for Wednesday, 5 July 2017 at the Hostess Restaurant in Mansfield.

Members of the Committee were requested to let Officers know if they were able to attend the training.

AGREED (unanimously) that the following Members confirmed their attendance for the forthcoming training:

Councillors Mrs B.M. Brooks, Mrs I. Brown, Mrs R. Crowe, Mrs S.M. Michael, D.R. Payne, Mrs S.E. Saddington, I. Walker, K. Walker and B. Wells.

*(Councillor M. Cope entered the meeting at this point).*

#### 06. NIGHT TIME ECONOMY VISIT BY MEMBERS

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing which informed Members of the Night Time Economy visit undertaken by Members of the Licensing Committee on Friday, 21 April 2017.

The visit by Members took place between the hours of 10.00pm and midnight. Eight Members of the Licensing Committee were in attendance. Uniformed Police Officers and staff from the police licensing team were also in attendance with staff from the Council's Licensing Team. During the visit Members entered a range of establishments, some food led and other alcohol led. Discussions with management of the venues, their staff and their customers were carried out to allow Members to gain an understanding of the pressures, constraints and issues facing the night time economy. Feedback from Members had indicated that they felt the evening was a worthwhile exercise and should be repeated in the future.

Members discussed the night time economy visit and felt that the visits had been extremely useful. The Chairman suggested that further visits should take place on a biannual basis. A Member also suggested that the next visit could be in Ollerton.

The Business Manager – Environmental Health & Licensing suggested that if the Committee Membership changed or if the night time economy changed the timescale for future visits could be brought forward. He also confirmed that he would make enquiries with the Police regarding a visit to Ollerton.

AGREED (unanimously) that:

- (a) the contents of the report be noted;
- (b) further visits take place biannually, unless the Committee Membership changed or if the night time economy changed the timescale for future visits be brought forward; and
- (c) the Business Manager – Environmental Health & Licensing make enquiries with the Police regarding a visit to Ollerton

#### 07. FINDINGS OF THE HOUSE OF LORDS SELECT COMMITTEE ON THE LICENSING ACT 2003

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing to inform Members of the findings of the House of Lords Select Committee on the Licensing Act 2003.

The report detailed the following: The Select Committee Process; the summary findings and recommendation of the report which was appended to the Committee report; the role of the Licensing Committees and administration of the process; training requirements; general principals of the act; applications and hearings; temporary event notices; and the next steps.

AGREED (unanimously) that the findings of the House of Lords Select Committee on the Licensing Act 2003 be noted.

08. UPDATE ON QUARTERLY PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing in relation to the activity and performance of the Licensing Team between 1 January and 31 March 2017 inclusive, together with details of current ongoing enforcement issues.

Information contained within the report related to the number of applications for the grant or variation of licences received between the above dates and the enforcement activity between the same two dates being listed at paragraph 2.2.

NOTED the information contained within the report.

09. TEMPORARY EVENT NOTICES RECEIVED AND ACKNOWLEDGED BETWEEN 1 JUNE AND 31 MARCH 2017 INCLUSIVE

The Committee considered the report presented by the Business Manager – Environmental Health & Licensing in relation to the notices received and acknowledged between 1 January and 31 March 2017 inclusive.

NOTED the Temporary Event Notices received and acknowledged between 1 January and 31 March 2017 inclusive.

The meeting closed at 6.43pm

Chairman

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Kelham Hall, Newark on Tuesday, 6 June 2017 at 4.00pm.

PRESENT: Councillor D.R. Payne (Chairman)  
Councillor G.P. Handley (Vice-Chairman)

Councillors: R.V. Blaney, Mrs A.C. Brooks, R.A. Crowe, Mrs M. Dobson, J. Lee, N.B. Mison, Mrs P.J. Rainbow, Mrs S.E. Saddington, Mrs L.M.J. Tift, I. Walker B. Wells and Mrs Y. Woodhead.

ALSO IN

ATTENDANCE: Councillors: D. Clarke and Mrs G. Dawn.

### 01. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor Mrs K. Arnold.

### 02. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

#### Member/Officer

#### Agenda Item

Councillors: Mrs A.C. Brooks,  
G.P. Handley and D.R. Payne

Agenda Item No: 14 – Garages Adj. 27-29 Almond Grove, Farndon (17/00042/FUL). Directors of Newark and Sherwood Homes declared their interest on the grounds of potential bias and took no part in discussion or voting.

Councillor R.V. Blaney

Agenda Item No. 17 – Gable House, Morton (17/00382/FUL), Personal Interest as the applicants parents were known to him.

Councillors Mrs M. Dobson and  
D.R. Payne

Agenda Item No. 8 – Land to the Rear of 21 Strawberry Hall Lane, Newark (17/00544/FUL), Personal Interest as known to the parents of the applicant.

Councillor J. Lee

Agenda Item No. 12 – Land at the Rear of Franklyn, Lower Kirklington Road, Southwell (17/00623/FUL), Personal Interest as known to the applicants family.

Councillor Mrs P.J. Rainbow

Agenda Item No. 12 – Land at the Rear of Franklyn, Lower Kirklington Road, Southwell (17/00623/FUL), Personal Interest as the applicant is her neighbour.

All Members of the Planning  
Committee

Agenda Item No. 7 – Ivy House, Barnby Road, Balderton (17/00473/FUL), Personal Interests as the property is owned by Newark & Sherwood District Council.

Agenda Item No. 16 – Castle House, Newark (17/00749/ADV), Personal Interests as the property is owned by Newark & Sherwood District Council.

03. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

04. MINUTES OF THE MEETING HELD ON 9 MAY 2017

AGREED that the minutes of the meeting held on 9 May 2017 be approved as a correct record and signed by the Chairman.

05. ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business as follows: Agenda items 15 and 9 were taken after agenda item 4, the agenda resumed to its stated order thereafter.

06. THE OLD VICARAGE, CHURCH LANE, SOUTH SCARLE (17/00644/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought minor alterations to the previously approved and implemented garage building as follows: The increase in the depth of the structure by 0.1m; the increase in the ridge height of the main structure by 0.1m; the increase in the ridge height of the trailer store by 0.15m; the insertion in the northern roof slope of 5 x conservation style roof lights; and the addition of a pair of timber doors to the front of the trailer store. In addition, it was proposed to demolish the existing glazed lean to conservatory situated on the front of the Old Vicarage and replace it with a more solid structure of the same foot print but with a lantern roof.

Councillor D.J. Clarke, representing South Scarle Parish Meeting, spoke against the application in accordance with the views of South Scarle Parish Meeting as contained within the report.

AGREED (with 13 votes for and 1 vote against) that the application be deferred pending a site visit.

07. LAND AT LOW FARM, CHURCH LANE, MAPLEBECK (17/00694/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought full planning permission for the erection of a detached two storey, five bed house.

Members considered the application and it was commented that Maplebeck was an isolated village, which was part of its charm. The design was considered inappropriate for the plot due to the modern design which would be prominent and over powering. Other Members disagreed and felt that the SP3 policy was in place to protect the village, the Parish Council however were in favour of the development and this was a prime site to build a luxury home.

AGREED (with 8 votes for and 6 votes against) that full planning permission be refused for the reasons contained within the report.



08. LAND NORTH OF MAID MARION AVENUE, BILSTHORPE (16/002086/OUTM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought outline planning permission for up to 52 dwellings with associated roads and landscape areas.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from neighbouring residents.

Councillor Ward, representing Bilsthorpe Parish Council, spoke against the application in accordance with the views of Bilsthorpe Parish Council as contained within the report.

Members considered the application and a Member commented that the petition in opposition to the application submitted to Bilsthorpe Parish Council, should be issued to Newark and Sherwood District Council and Nottinghamshire County Council (NCC), to highlight the highway issues regarding the A614 and A617 as presented by the Parish Councillor. It was further commented that this area was within the village envelope and had a large area indicated for future development. This site had been considered by SHLARR and was considered a suitable site; however the land had not been submitted as an allocated site. It was commented that although there was no highway objection, Members had witnessed problems with on street parking on Maid Marion Way at the earlier site visit meeting and urged for the petition to be submitted to NCC. A Member moved approval in accordance with Officer recommendation for approval of reserved matters and commented that improvements to the access to the site may need to be addressed by putting restrictions on car parking on Maid Marion Way at the reserved matters stage.

Other Members commented that whilst the site was suitable for development, a further minimum hundred cars travelling through Maid Marion Way was not acceptable. Concern was also raised regarding the local doctors surgery being full to capacity and not registering any further patients.

A vote was taken and lost to grant outline planning permission with 6 votes for and 8 votes against.

A vote was taken and lost to defer the application, pending discussions with NCC Highways regarding alternative/additional access, with 6 votes for and 8 votes against.

A vote was taken to refuse the application on Highways grounds and lost with 4 votes for and 10 votes against.

As the matter had effectively not been determined, rule 24.7 of the Council Procedure Rule applied which effectively disapplied the normal "six months" rule in the case of decisions of the Planning Committee in respect of the determination of applications.

For the avoidance of doubt it was also moved to suspend standing orders to the extent necessary to enable a vote to be taken.

A vote was taken and carried to suspend standing orders with 11 votes for and 3 votes against.

AGREED (with 10 votes for and 4 votes against) that outline planning permission be approved, subject to the conditions and the completion of a Section 106 Agreement as contained within the report

09. LAND ADJACENT TO BROADLANDS, SOUTHWELL ROAD, FARNSFIELD (17/00392/RMAM)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought approval of reserved matters for the erection of 48 No. 2, 3, 4 and 5 bedroom houses with associated works.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Planning Case Officer, which revised Condition 2.

Members considered the application and felt that the landscape buffer required further enhancement. Concern was raised regarding the density of the site with no open green space for children to play. The swale area also raised concern regarding safety for children and that it would be controlled through a Management Company.

Concern regarding the appropriateness of the mix of houses was raised. It was confirmed that two and four bedroom homes were identified as being required in the Housing Need Survey for the District, which included the Southwell sub-housing area within which Farnsfield was located.

The Business Manager Growth and Regeneration confirmed that there would be an offsite contribution for the play and open space area. In terms of the swale, it was confirmed that there was often a need to carefully address health and safety concerns for open ditches which can occur with a SUDS approach. The swale would be empty of water for a large proportion of the year.

AGREED (unanimously) that reserved matters be approved subject to the following:

- (i) conditions contained within the report;
- (ii) a deed of variation of the Section 106 Agreement;
- (iii) landscape buffer enhanced relative to Condition 4; and
- (iv) Condition 2 to be revised as set out in the Schedule of Communication.

10. IVY HOUSE, BARNBY ROAD, BALDERTON (17/000473/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, where permission was sought for the change of use of 3 bedroom dwelling on the same site as the school to a vacation/respice centre.

A schedule of communication was tabled at the meeting, received after the agenda was published from the Planning Case Officer, which sought Committee approval to remove the last sentence of the paragraph entitled 'Impact on the open countryside' and to remove condition 3.

Councillor Mrs L. Hurst, representing Balderton Parish Council, spoke against the application in accordance with the views of Balderton Parish Council as contained within the report.

Members considered the application and whilst some Members raised concern regarding the traffic congestion issues around the school with parked vehicles, other Members felt that was a small sacrifice for a much needed service. It was also commented that the respite care was only for two rooms and therefore the demand for school parking would have gone when the carers arrived in the evening.

A Member commented that the property was owned by the Council and the lease, when renewed could be renegotiated to include an additional requirement for car parking to secure more on-site parking.

AGREED (unanimously) that:

- (i) full planning permission be approved subject to the conditions contained within the report, with the removal of condition 3; and
- (ii) Officers be requested when renewing the lease to negotiate additional onsite car parking.

*(Councillors Mrs A.C. Brooks and J. Lee left the meeting at this point).*

11. LAND TO THE REAR OF 21 STRAWBERRY HALL LANE, NEWARK (17/00544/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought a re-submission of a previously refused application for the change of use of an area of garden land to provide additional parking for staff cars associated with Seventy Seven Motors.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda which contained further information in support of the scheme from the Applicant.

Councillor Mrs G. Dawn, local Ward Member for Newark Bridge Ward, spoke against the application. It was commented that Seventy Seven Motors had been in situ for many years and were an asset to Newark. The neighbours and company had lived in harmony during that time. The company however had got this application wrong. This would be back land development and would set a precedent. The erection of a fence and landscaping would not soften the noise from this proposed car park. It was considered an invasion of privacy for neighbouring properties. Reference was made to Policy NUA1 – Newark Urban Area in the Bridge Ward Neighbourhood Plan, which stated that development should not impact on residential areas. It was felt that the Planning Committee should not overturn policy for this planning application.

Members considered the application and some Members considered the application acceptable as there were no objections from Newark Town Council. There would also be a six foot fence around the proposed area. Other Members felt that the proposal would create a boundary change in Newark for commercial/industrial activity which should only be undertaken through the local plan process and full Council.

A vote was taken and lost to grant planning permission with 4 votes for and 8 votes against.

AGREED (with 8 votes for and 4 votes against) that contrary to Officer recommendation, planning permission be refused on the grounds of introducing commercial/industrial activity into a residential area and the conflict and precedent that would cause.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

<b>Councillor</b>	<b>Vote</b>
Mrs K. Arnold	Absent
R.V. Blaney	For
Mrs A.C. Brooks	Absent
R.A. Crowe	Against
Mrs M. Dobson	For
G.P. Handley	For
J. Lee	Absent
N. Mison	For
D.R. Payne	Against
Mrs P. Rainbow	For
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	For
I. Walker	Against
B. Wells	Against
Mrs Y. Woodhead	For

12. MEADOW LEA, NEWARK ROAD, KILVINGTON (17/00552/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought the removal/variation of Condition 3 attached to planning permission 16/00535/FUL; erection of two storey detached house as per planning permission 10/01728/FUL.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Applicant.

Councillor J.V. Goosage Parish Meeting Chairman, representing Alverton and Kilvington Parish Meeting, spoke against the application in accordance with the views of Alverton and Kilvington Parish Meeting as contained within the report.

Members considered the application and it was commented that the original application should be adhered to which consisted of traditional materials. The proposed amendments were considered to be out of character and alien in appearance with the surrounding area which was open countryside.

AGREED (with 10 votes for and 2 votes against) that contrary to Officer recommendation Planning Permission be refused for the following reason:

The proposal seeks to amend the materials (Condition 2) and implicitly the plan condition (Condition 3) with changes proposed to detailing and the omission of the chimney and porch. In the opinion of Local Planning Authority the amendments proposed are considered to be out of character and alien in appearance with the surrounding area which is open countryside.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

<b>Councillor</b>	<b>Vote</b>
Mrs K. Arnold	Absent
R.V. Blaney	Against
Mrs A.C. Brooks	Absent
R.A. Crowe	For
Mrs M. Dobson	For
G.P. Handley	For
J. Lee	Absent
N. Mison	For
D.R. Payne	For
Mrs P. Rainbow	For
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	For
I. Walker	For
B. Wells	Against
Mrs Y. Woodhead	For

13. RULE NO. 30 – DURATION OF MEETINGS

In accordance with Rule No. 30.1, the Chairman indicated that the time limit of three hours had expired and a motion was proposed and seconded to extend the meeting by one hour.

AGREED (unanimously) that the meeting continue for a further one hour.

14. TENTERS COTTAGE AND ADJACENT SITE, EAKRING (17/00597/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought variation of condition 2 of Planning Permission 16/00883/FUL (demolition of southernmost existing cottage (No. 2 Tenters Cottage) and erection of replacement two bedroom cottage, demolition of derelict outbuildings (Nos. 1 & 2 Tenters Cottage), erection of pair of two bedroom semi-detached cottages, erection of three bedroom detached dwelling and creation of new access to No.1 Tenters Cottage) which requires that Phase B (demolition and reconstruction of No. 2 Tenters Cottage) should be completed before Phase C (new pair of 2 bedroomed semi-detached cottages) and replace with condition that new pair of cottages cannot be occupied before the demolition and reconstruction of No. 2 Tenters Cottages is complete.

Members considered the application and felt that the amendment to the wording of the condition was acceptable.

AGREED (unanimously) that full planning permission be approved subject to the conditions and reasons contained within the report.

15. LAND AT THE REAR OF FRANKLYN, LOWER KIRKLINGTON ROAD, SOUTHWELL (17/00623/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the construction of a two storey dwelling.

Members considered the application and felt, having regard to the two significant allocated sites SOHO4 and SOHO5 adjacent to this site, which would produce 100 houses; this proposed development should be resisted. Moreover it was considered that the development would be contrary to the Southwell Neighbourhood Plan.

AGREED (with 6 votes for, 5 votes against and 1 abstention) that contrary to Officer recommendation, planning permission be refused on the grounds that the proposal was piecemeal and an uncoordinated development, resulting in a cramped development that does not meet the housing needs for Southwell.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

<b>Councillor</b>	<b>Vote</b>
Mrs K. Arnold	Absent
R.V. Blaney	Against
Mrs A.C. Brooks	Absent
R.A. Crowe	Against
Mrs M. Dobson	For
G.P. Handley	For
J. Lee	Absent
N. Mison	For
D.R. Payne	Against
Mrs P. Rainbow	Abstention
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	Against
I. Walker	Against
B. Wells	For
Mrs Y. Woodhead	For

16. DENHOLME COTTAGE, HALAM ROAD, SOUTHWELL (17/00675/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the erection of a detached 1.5 storey dwelling on garden land currently associated with the residential property Denholme Cottage.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Nottinghamshire County Council Highways Authority.

Members considered the application and felt that it was inappropriate.

AGREED (unanimously) that contrary to Officer recommendation planning permission be refused for the following reasons:

- (i) inappropriate back land development;
- (ii) cramped and overcrowded;
- (iii) large expanses of hard surfacing/car dominated visible from public realm; and
- (iv) limited visibility at point of access due to the cars parking on the highway due to the close proximity of the primary school.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

Councillor	Vote
Mrs K. Arnold	Absent
R.V. Blaney	For
Mrs A.C. Brooks	Absent
R.A. Crowe	For
Mrs M. Dobson	For
G.P. Handley	For
J. Lee	Absent
N. Mison	For
D.R. Payne	For
Mrs P. Rainbow	For
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	For
I. Walker	For
B. Wells	For
Mrs Y. Woodhead	For

Having declared interests on the grounds of bias given their positions as Directors of Newark and Sherwood Homes. The Chairman and Vice-Chairman took no part in the discussion in relation to the following minute.

The Chairman sought Planning Committee approval, which was agreed unanimously, for Councillor R.V. Blaney to act as Chairman for the duration of the following minute.

17. GARAGES ADJACENT 27 – 29 ALMOND GROVE, FARNDON (17/00042/FUL)

The Committee considered the report of the Deputy Chief Executive which sought permission for the demolition of garage court and the development of two, two bed bungalows.

This application was deferred from the 9 May 2017 Planning Committee, to allow the exploration of opportunities to provide off-street parking elsewhere. Since then the Planning Case Officer, Nottinghamshire County Council Highways Officer, Newark and Sherwood Homes and the local Members had undertaken a site visit. A further meeting had taken place 5 June 2017 and there would be further on-going discussions with

Nottinghamshire County Council regarding whether a scheme could be made available to residents for the provision for dropped kerbs at a reduced cost, which could be achieved through economies of scale. The feasibility of car parking on the grass verge was also being pursued.

The Business Manager Growth and Regeneration confirmed that twelve of the 24 garages were rented, four of which were by Newark and Sherwood Homes tenants and eight privately. In terms of displacement there would therefore be very limited additional car parking on the highway. An update regarding the situation with the bus provider was also provided to Members, which clarified that the issues raised were not just regarding the movability of the bus through the parked vehicles, it was also about viability.

Members considered the application and felt that due to the work being undertaken regarding the drop kerb scheme and using a grass verge area for car parking, there were no planning grounds to refuse the application.

AGREED (with 9 votes for and 1 abstention) that full planning permission be approved subject to the conditions contained within the report.

*(Councillors G.P. Handley and D.R. Payne returned to the meeting. Councillor D.R. Payne resumed Chairman).*

18. CASTLE HOUSE, NEWARK ON TRENT (17/00749/ADV)

The Committee considered the report of the Deputy Chief Executive which sought advertisement consent for the display of the Council's logo and lettering on the front elevation of the building. The sign would be externally illuminated.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Newark and Sherwood District Council Conservation.

Members considered the application and concern was raised regarding the wording 'Castle House' being too close to the Newark and Sherwood District Council wording.

AGREED (with 10 votes for and 2 votes against) that advertisement consent is approved subject to the conditions contained within the report and an additional condition that requires for a scheme for siting of words 'Castle House' being submitted prior to installation.

19. GABLE HOUSE, MIDDLE LANE, MORTON (17/00382/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought the erection of a four bedroom dwelling to the rear of Gable House.

Members considered the application and it was commented that Fiskerton Parish Council were in support of the application. The railway station was in walking distance and there was an hourly bus service in place.



AGREED (with 6 votes for , 6 votes against and the Chairman using his casting vote in favour of granting the application) that planning permission be approved contrary to officer recommendation, subject to conditions which shall be delegated to officers and to include the removal of permitted development rights.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

<b>Councillor</b>	<b>Vote</b>
Mrs K. Arnold	Absent
R.V. Blaney	For
Mrs A.C. Brooks	Absent
R.A. Crowe	For
Mrs M. Dobson	Against
G.P. Handley	Against
J. Lee	Absent
N. Mison	For
D.R. Payne	For
Mrs P. Rainbow	Against
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	Against
I. Walker	For
B. Wells	Against
Mrs Y. Woodhead	Against

20. APPEALS LODGED

AGREED that the report be noted.

21. APPEALS DETERMINED

AGREED that the report be noted.

The meeting closed at 7.55pm

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **PLANNING COMMITTEE** held in the Council Chamber, Kelham Hall, Newark on Tuesday, 4 July 2017 at 4.00pm.

PRESENT: Councillor D.R. Payne (Chairman)  
Councillor G.P. Handley (Vice-Chairman)

Councillors: Mrs K. Arnold, Mrs A.C. Brooks, R.A. Crowe, Mrs M. Dobson, J. Lee, N.B. Mison, Mrs P.J. Rainbow, Mrs S.E. Saddington, Mrs L.M.J. Tift, I. Walker, B. Wells and Mrs Y. Woodhead.

ALSO IN

ATTENDANCE: Councillors: D. Clarke and R.J. Jackson.

22. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor R.V. Blaney.

23. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Member/Officer

Agenda Item

Councillors: Mrs A.C. Brooks,  
G.P. Handley and D.R. Payne

Agenda Item No. 11 – Land at Staveley Court, Farndon, Newark (17/00218/FUL).  
Agenda Item No. 13 – Land Opposite 40 – 46 Wolfit Avenue, Balderton (17/00911/FUL).  
The three Members were Directors of Newark and Sherwood Homes and declared their interests on the grounds of potential bias. They left the meeting and took no part in the discussion or voting of both items.

Councillor R.A. Crowe

Agenda Item No. 6 – The Old Vicarage, Church Lane, South Scarle (17/00644/FUL), Personal Interest as the applicant's son is a friend of the family.

Councillor J. Lee

Agenda Item No. 13 – Land Opposite 40 – 46 Wolfit Avenue, Balderton (17/00911/FUL), Personal Interest on the grounds of potential bias. He sat in the public seating area and took no part in the debate or vote for this item.

Agenda Item No. 17 – Field Reference 2564 A17 Winthorpe (17/00921/FULM), Personal Interest as the Newark Showground had objected to the application and had sponsored Councillor Lee in the past.

24. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

25. MINUTES OF THE MEETING HELD ON 6 JUNE 2017

AGREED that the minutes of the meeting held on 6 June 2017 be approved as a correct record and signed by the Chairman.

26. ORDER OF BUSINESS

With the agreement of the Committee, the Chairman changed the order of business as follows: Agenda item 12 was taken after agenda item 9, and then item 10, 8, 11, 13, 15, 14, 16 and 17. The agenda resumed to its stated order thereafter.

27. JANANDRA, STATION ROAD, HARBY (17/00280/OUT)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought outline planning permission for the erection of two bungalows on former agricultural land.

The application had been referred back to the Planning Committee after originally being reported to the 9 May 2017 meeting of the Committee, where Members resolved not to determine the application, but asked Officers to seek amendments to the scheme. The proposal had been revised on the basis of Members' discussions.

Councillor C. Nolan, representing Harby Parish Council, spoke in support of the application in accordance with the views of Harby Parish Council on the grounds that this was a small development that suited the needs of the village and was in keeping with the surrounding dwellings. The community led plan indicated that small developments were supported and this was the type of development that would meet the needs of a number of different types of residents.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from Harby Parish Council as noted above.

Members considered the application and it was felt that as Harby Parish Council was in support of the application and the developer had reduced the scheme from three bungalows to two, the development was acceptable. Members took into consideration that the development was within a SP3 village but felt that one or two developments was acceptable in order to provide accommodation for the community to down size and for the village to remain sustainable.

AGREED (unanimously) that contrary to Officer recommendation outline planning permission be approved, subject to a condition that the bungalows be single storey only and the submission of a revised red edged site location plan showing the reduction in size of application site for clarity and the avoidance of doubt.

In accordance with paragraph 12.5 of the Planning Protocol, as the motion was against Officer recommendation, a recorded vote was taken.

<b>Councillor</b>	<b>Vote</b>
Mrs K. Arnold	For
R.V. Blaney	Absent
Mrs A.C. Brooks	For
R.A. Crowe	For
Mrs M. Dobson	For
G.P. Handley	For
J. Lee	For
N. Mison	For
D.R. Payne	For
Mrs P. Rainbow	For
Mrs S.E. Saddington	For
Mrs L.M.J. Tift	For
I. Walker	For
B. Wells	For
Mrs Y. Woodhead	For

28. THE OLD VICARAGE, CHURCH LANE, SOUTH SCARLE (17/00644/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought the erection of a garage building, demolition of existing conservatory and replacement with new and all associated external works. This application had been deferred from the June meeting to allow for a site visit to be undertaken.

Councillor D.J. Clarke, representing South Scarle Parish Meeting, spoke against the application in accordance with the views of South Scarle Parish Meeting as contained within the report.

The Business Manager - Growth & Regeneration informed Members that if they were minded to approve the application, that an additional condition to remove permitted development rights to insert additional openings could be placed on the garage.

Members considered the application and it was felt that the proposals were not acceptable even though a very similar garage had been approved on appeal. Members felt that the development was too close to neighbouring properties and the height of the garage was not necessary. Taking that a side, Members felt that an additional condition to remove permitted development rights to insert any additional openings within the garage could be imposed.

AGREED (with 12 votes for, 1 vote against and 1 abstention) that the planning permission be approved, subject to the conditions contained within the report and the inclusion of an additional condition removing permitted development rights to insert any further openings or additional to the garage.

29. LAND OFF HOCKERTON ROAD, HOCKERTON (17/00801/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the erection of two detached two storey dwellings. Both dwellings were four bedrooms with internal double garages.

Members considered the application and felt that as the proposed dwelling was in close proximity to listed buildings and buildings of interest, the design could be improved. Members were all in agreement that a development on this site would improve this untidy plot of land. It was suggested that the applicant be asked to improve the design for the two properties.

Members resolved to defer the application to allow officers the opportunity to negotiate with the applicant to improve the design of the proposed dwellings.

A Member sought clarification regarding the reason for the time limit set out within Condition 1 stated it was in accordance with Section 51 and it was confirmed that this was an error. Section 51 stipulated commencement within three years and not eighteen months as reported.

*(Councillor J. Lee took no part in the debate or vote for this application as he was not present for the duration of the Officer presentation).*

AGREED (with 11 votes for and 2 votes against) that the application be deferred in order for the applicant to be asked to submit an improved design for the two properties.

30. WHITE COTTAGE, FARNSFIELD ROAD, BILSTHORPE (17/00596/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit prior to the meeting, which sought planning permission for the erection of a 1.5 storey detached dwelling with integral garage and workshop.

Members considered the application and felt that the proposal was acceptable.

AGREED (unanimously) that full planning permission is approved subject to the conditions contained within the report.

31. WHITE COTTAGE, FARNSFIELD ROAD, BILSTHORPE (17/00665/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for the erection of a two storey detached dwelling and a detached double garage.

Members considered the application and felt that the proposal was acceptable.

AGREED (unanimously) that full planning permission be approved subject to the conditions contained within the report.

32. LAND AT THE OLD FARMHOUSE, SCHOOL LANE, NORWELL (17/00765/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the erection of a detached dormer three bedroomed lifetime dwelling. The proposed utilises the existing vehicular access for the Old Farmhouse from School Lane.

Councillor R. Ward, representing Norwell Parish Council, spoke in support of the application in accordance with the views of Norwell Parish Council; as contained within the report.

Members considered the application and took into consideration the Conservation Officers comments, the nine letters of objection and that the proposal was backland development, some Members felt that the Officer recommendation for refusal was correct. Other Members felt that Norwell was sustainable given that it was serviced reasonably well with local services and facilities and small dwellings such as this one should be allowed in order to keep the village sustainable. It was also commented that there was not enough buildings available on the market for people with disabilities and this could be built to specification.

AGREED (with 9 votes for and 5 votes against) that full planning permission be refused on conservation grounds only in part accordance with officer recommendation.

33. ROEWOOD LODGE, BLEASBY ROAD, THURGARTON (17/00641/FUL)

The Committee considered the report of the Deputy Chief Executive, following a site visit held prior to the meeting, which sought full planning permission for the erection of a detached two bedroomed dwelling with a detached garage. The proposal was an amendment to a previously approved application (15/02291/FUL) which approved a detached two bedroomed dwelling over two floors with an integral garage.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Applicant to Thurgarton Parish Council which outlined how the proposals had been amended over the course of the application.

Councillor R.J. Jackson as local Ward Member spoke on behalf of Thurgarton Parish Council against the application in accordance with their views, as contained within the report.

A Member raised concern that the internal configuration of the bungalow could be converted to create a three/four bedroomed property and whether planning permission would be enforced to retain the two bedroom property. The Business Manager - Growth & Regeneration confirmed that the property would have to be built as stipulated within the description of the development and could be enforced if built differently. However, once fully implemented and occupied, over the course of time the property could be modified internally without planning consent to create additional bedrooms.

Members commented on the location of the garage at the front of the property. Clarification was sought as to whether the garage could be located at the side or to the rear of the property, as the overall look was not in keeping with the street scene and was too close to the busy main road. It was therefore suggested that the application be deferred in order for officers to negotiate with the applicant to consider the re-siting of the garage.

AGREED (with 13 votes for and 1 vote against) that the application be deferred in order for the re-siting of the garage to be pursued by the applicant.

*(Having declared interests on the grounds of potential bias given their positions as Directors of Newark and Sherwood Homes. The Chairman, Vice-Chairman and Councillor Mrs C. Brooks took no part in the discussion or vote in relation to the following minute and left the meeting).*

The Chairman sought Planning Committee approval, which was agreed unanimously for Councillor B. Wells to act as Chairman for the duration of the following minute.

34. LAND AT STAVELEY COURT, FARNDON, NEWARK (17/00218/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for a total eight, two storey dwellings arranged as pairs of semi-detached properties.

Members considered the application and it was commented that whilst the development was ideal, concern was raised regarding the increase in car parking that this development would have in an area with existing car parking issues.

AGREED (with 10 votes for and 1 abstention) that full planning permission be approved subject to the conditions contained within the report.

35. RULE NO. 30 – DURATION OF MEETINGS

In accordance with Rule No. 30.1, the Chairman indicated that the time limit of three hours had expired and a motion was proposed and seconded to extend the meeting by one hour.

AGREED (unanimously) that the meeting continue for a further one hour.

*(Having declared a Personal Interest in the following minute, Councillor J. Lee sat in the public seating area and took no part in the debate or vote. He addressed the Committee as Local Ward Member).*

36. LAND OPPOSITE 40 – 46 WOLFIT AVENUE, BALDERTON (17/00911/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought full planning permission for a pair of single storey semi-detached dwellings each with two bedrooms that would be made available for the social rented (affordable) market.

Councillor J. Lee, local Ward Member for Balderton North & Coddington spoke neither against nor in support of the application. He commented that the houses were needed in Balderton and he had been working with the residents and the applicant trying to seek a compromise. Balderton Parish Council initially had no objection to the three dwellings previously proposed although they had recently changed their decision on the current proposal. The major concern of the residents was that they did not have vehicular access to their properties and car parking on Wolfit Avenue would become a greater problem with the increase in cars from the proposed application.

The Business Manager - Growth & Regeneration commented that there were areas that could be explored with Newark and Sherwood Homes to alleviate car parking if the Committee were minded to grant planning permission.

Members considered the application and felt that addressing the car parking was a fair compromise as the properties were needed within Balderton.

AGREED (with 9 votes for and 1 abstention) that:

- (a) full planning permission be approved subject to the conditions contained within the report; and
- (b) additional car parking on Wolfit Avenue be pursued with Newark and Sherwood Homes.

*(The Chairman, Vice-Chairman and Councillor Mrs C. Brooks returned to the meeting. Councillor D.R. Payne resumed Chairman).*

37. LAND AT CAVENDISH WAY, CLIPSTONE (17/00582/FULM)

The Committee considered the report of the Deputy Chief Executive which sought full planning permission for the erection of 107 dwellings with associated access, parking and works.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the following: Nottinghamshire County Council Highways; Neighbouring Party; and the Agent.

The Business Manager - Growth & Regeneration informed the Committee that he had received information yesterday, informing him that the local primary school in Clipstone was full to capacity, a greater contribution of maximum £252,010 would be secured from the developer for the local primary school, subject to Nottinghamshire County Council demonstrating that the school was full to capacity.

Members considered the application and raised concern regarding the small amount of green space included on the development and that there were no facilities in terms of shops, community centres etc. Members questioned why more facilities had not been requested at the earlier planning stage. Concern was also raised regarding whether the health provision within Clipstone could accommodate an additional 1,000 patients.



The Business Manager - Growth & Regeneration confirmed that each development had areas of green open space. An area had also been established for community facilities, which was on the market. The applicants had, following negotiation, agreed to also provide for the full education contribution, subject to Nottinghamshire County Council confirming that all local primary schools were at capacity and in need of the contribution requested.

AGREED (with 10 votes for and 4 votes against) that full planning permission be approved subject to the conditions and completion and engrossment of a Section 106 agreement.

38. ROBIN HOOD VIEW CARAVAN PARK MIDDLE PLANTATION, BELLE EAU PARK, BILSTHORPE (17/00147/FUL

The Committee considered the report of the Deputy Chief Executive, which sought planning permission to undertake works to the west of the existing caravan park in order to facilitate the siting of 15 additional touring caravans. The applicant was marketing this particular part of the site as an adult only section to cater for couples who preferred quieter pitches with the remainder of the site catering for families with children.

This application was deferred from the 4 April 2017 Planning Committee. The reasons for deferring the application were as follows.

To obtain clarity in terms of whether there was a restriction on the original permission in terms of no. of caravans stored (as opposed to being there for holidays), whether there was a condition on the consent relating to landscaping as the hedgerow had been removed.

Seek clarification from the Environment Agency regarding any permit for the septic tanks as there had been concerns about sewage in adjacent fields. Possible concerns regarding external lighting.

Need to look again at the wording of the conditions as Members were concerned that a caravan could remain on site permanently which was contrary to touring nature.'

This application was deferred again from the 9 May 2017 Planning Committee. The reason for deferring the application was to allow time for a report from Environmental Health to be presented to the next meeting of the Planning Committee.

A schedule of communication was tabled at the meeting, which detailed correspondence received after the agenda was published from the Neighbouring Party; and the Planning Case Officer regarding the revision to conditions 5 and additional condition 6, to read as follows:

Condition 5 – The pitches hereby permitted for use of holiday use shall not be occupied by the same person or persons for a total period exceeding 28 days in any calendar year unless otherwise agreed in writing by the Local Planning Authority.

Condition 6 – The development hereby approved does not allow for any pitch of caravan to be occupied for residential purposes at any time. Reason: For the avoidance of doubt.

A Member commented that this application had been deferred twice by the Planning Committee and felt that nothing had been achieved from that. The Business Manager confirmed that Environmental Health had reported that an investigation has been undertaken and dye had been put down the drains to try and establish whether there was a problem with the drains. The results had concluded that nothing was found that would have given rise to spillage. The Farmer had indicated to the Member that he felt that there was a dumping issue. The Business Manager additionally confirmed that there was no evidence of dumped foul sewerage on the site. An asbestos chicken shed was also reported to have been taken down and buried on the land which would contribute to a further contamination issue. The static caravans were also being advertised for sale on Right Move and with a local estate agent.

The Business Manager Growth & Regeneration confirmed that Right Move had advertised the holiday park homes and in planning terms, as this was a holiday park, there was no planning breach. Tighter control could be enforced for the holiday park as detailed in the proposed additional conditions as above. Members if minded to approve the application could also request a contamination survey on this site to determine the condition of the land.

AGREED (unanimously) that:

- (a) full planning permission be approved subject to the conditions contained within the report and the following additional conditions:
  - (i) Condition 5 – The pitches hereby permitted for use of holiday use shall not be occupied by the same person or persons for a total period exceeding 28 days in any calendar year unless otherwise agreed in writing by the Local Planning Authority.
  - (ii) Condition 6 – The development hereby approved does not allow for any pitch of caravan to be occupied for residential purposes at any time. Reason: For the avoidance of doubt.
- (b) an additional condition be attached requiring contamination survey be undertaken on site to determine the condition of the land.

### 39. RULE NO. 30 – DURATION OF MEETINGS

In accordance with Rule No. 30.1, the Chairman indicated that the time limit of an additional hour had expired and a motion was proposed and seconded to extend the meeting by a further one hour.

AGREED (unanimously) that the meeting continue for a further one hour.

40. FORMER RUFFORD COLLIERY, RUFFORD COLLIERY LANE, RAINWORTH (17/00732/FUL)

The Committee considered the report of the Deputy Chief Executive, which sought planning permission for an energy storage facility which would comprise utility scale batteries plus backup generation including 8 silenced containers housing generating diesel engines. In addition would be ancillary transformers, switchgear and other high voltage equipment enclosed within a compound.

The Business Manager Growth & Regeneration informed the Committee that Nottinghamshire County Ecology and Nottinghamshire Wildlife Trust had both responded shortly before the meeting with no objections subject to conditions. No response had been provided to date from Natural England.

Members considered the application and felt that the proposal was accepted, subject to no objections being received from Natural England and to the suggested condition by the County Council. It was therefore proposed that delegated powers be granted to the Business Manager Growth & Regeneration to approve the application on confirmation of no objection from Natural England and subject to the conditions contained within the report and the suggested mitigation condition.

AGREED (unanimously) that Members of the Planning Committee were minded to approve the application, subject to there being no objection from Natural England. Delegated powers be granted to the Business Manager Growth & Regeneration for the application to be approved subject to the conditions contained within the report and suggested by the County Council and no objection from Natural England.

41. FIELD REFERENCE 2564, A17 WINTHORPE (17/00921/FULM)

The Committee considered the report of the Deputy Chief Executive, which sought the removal/variation of condition 10 attached to application 16/01796/FULM; erection of a three storey building to accommodate vehicle/plant servicing and repair workshop, storage and ancillary office accommodation, external storage and sales display area, associated car parking, lighting, access roads and landscaping.

Members considered the application and felt that the proposal was acceptable.

*(Having declared a Personal Interest Councillor J. Lee took no part in the debate and vote).*

AGREED (with 12 votes for and 1 abstention) that full planning permission is approved subject to the conditions contained within the report.

42. LOCAL DEVELOPMENT FRAMEWORK TASK GROUP

AGREED (unanimously) that Councillors G.P. Handley, D.R. Payne and B. Wells be appointed to the Local Development Framework Task Group.

43. APPEALS LODGED

AGREED that the report be noted.

44. APPEALS DETERMINED

AGREED that the report be noted.

The meeting closed at 8.12pm