



*Kelham Hall  
Newark  
Nottinghamshire  
NG23 5QX*

*Tel: 01636 650000*

[www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

**Chairman: Councillor D.J. Lloyd**

**Vice-Chairman: Councillor P.C. Duncan**

**Members of the Committee:**

**Councillor D. Batey**

**Councillor M. Cope**

**Councillor Mrs G.E. Dawn**

**Councillor K. Girling**

**Councillor G.P. Handley**

**Councillor P. Peacock**

**Councillor F. Taylor**

**Councillor B. Wells**

**Councillor T. Wendels**

**Councillor Mrs Y. Woodhead\***

**Substitutes**

**Councillor D. Clarke**

**Councillor Mrs M. Dobson**

**Councillor D. Payne**

**Councillor D. Thompson**

**Councillor Mrs L.M.J. Tift**

## **AGENDA**

**MEETING: Economic Development Committee**

**DATE: Wednesday, 25<sup>th</sup> November 2015 at 6.00pm**

**VENUE: Room G21, Kelham Hall**

**You are hereby requested to attend the above Meeting to be held at the time/place  
and on the date mentioned above for the purpose of transacting the  
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on 01636 655248.

## AGENDA

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None	

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **ECONOMIC DEVELOPMENT COMMITTEE** held on Wednesday, 21<sup>st</sup> October 2015 in Room G21, Kelham Hall at 6.00pm

PRESENT: Councillor D.J. Lloyd (Chairman)  
Councillor P.C. Duncan (Vice-Chairman)

Councillors: D. Batey, G.E. Dawn, K. Girling, G.P. Handley, D.R. Payne, P. Peacock, T. Wendels and Mrs Y. Woodhead

SUBSTITUTES: Councillor D.R. Payne for Councillor M.G. Cope

ALSO IN ATTENDANCE: Councillor Mrs P. Rainbow

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: M.G. Cope, F. Taylor and B. Wells

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

NOTED: that the following Member declared an interest in the item shown below:

<u>Member</u>	<u>Agenda Item</u>
D.R. Payne	Agenda Item No. 7 – Hawtonville Neighbourhood Study – Interim Report. (Personal Interest – Councillor Payne rents a garage from the Council)

22. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that no recording were to be made of the meeting.

23. MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> SEPTEMBER 2015

AGREED (unanimously) that the Minutes of the meeting held on 9<sup>th</sup> September 2015 be approved as a correct record and signed by the Chairman.

24. GENERAL FUND BUDGET PERFORMANCE REPORT TO 31<sup>ST</sup> AUGUST 2015

The Committee considered the report of the Director – Resources in relation to the General Fund Economic Development Committee net expenditure for the period ending 31<sup>st</sup> August 2015 and how it compared with the profiled budget for the period.

The report set out the proposals and provided performance comments on employee costs, premises costs, supplies & services and income.

AGREED (unanimously) that:

- (a) the overall position of the Economic Development Committee net expenditure compared to budget at 31<sup>st</sup> August 2015 be approved; and
- (b) Officers continue to look for additional savings throughout the financial year.

25. NEIGHBOURHOOD STUDIES

The Committee considered the report presented by the Business Manager – Strategic Housing in relation to information from the Bridge Ward Neighbourhood Study. The report also requested that Members explore the proposal to undertake the next study in Ollerton & Boughton.

The report provided a summary of the purpose of a Neighbourhood Study and also provided an update in relation to the latest position with the completed Bridge Ward Neighbourhood Study. In relation to the proposal to undertake a study in Ollerton & Boughton, the report provided Members with a number of issues for consideration.

Members commented on a number of issues in relation to the Bridge Ward Study, agreeing that these types of studies often raised that community's hopes and aspirations but subsequently, little was done to progress the identified projects. It was noted that this was due, in part, to the economic climate, coupled with the down turn in the housing market and reduction in new build completions.

It was noted that the completion of the Bridge Ward Study had overrun and that many residents had been unaware that it had been undertaken. Little interest had been shown by residents until there was discussion about the possible development of the playing fields, which had raised opposition. It was further noted that both the residents and Local Members had worked together in the ward and subsequently housing and roads had improved and incidents of anti-social behaviour were being addressed.

A Member suggested that no further resources be put into the actual Bridge Ward Study but that they should be directed into progressing the identified projects. It was further suggested that there should be no delay in commencing the Ollerton & Boughton Neighbourhood Study.

Members again reiterated that neighbourhood studies raised too many aspirations and that as Councillors, they were well placed to formulate projects for improvement to an area. It was suggested that achievable targets were required e.g. provision of parking bays; grass cutting; and provision of youth activities.

Members discussed the merits of delaying the commencement of the Ollerton & Boughton Study until the Hawtonville Neighbourhood Study had been finalised and what the benefits of this course of action would be including learning lessons from the two studies that have been carried out so that these lessons could inform future studies.

AGREED (with 7 votes for, 2 against and 1 abstention) that:

- (a) the commentary on the Bridge Ward Neighbourhood Study be noted but that a further report providing more detail on implementation was required;
- (b) the commencement of the proposed Ollerton & Boughton Neighbourhood Study be delayed until the Hawtonville Neighbourhood Study had been completed; and
- (c) the findings from both the Bridge Ward and Hawtonville Studies be used to review and amend the way in which the Ollerton & Boughton Neighbourhood Study was to be undertaken.

26. HAWTONVILLE NEIGHBOURHOOD STUDY

The Committee considered the report presented by the Business Manager – Strategic Housing in relation to the Interim Report prepared by the consultant “Planning for Real”. The report provided Members with the opportunity to reflect on the progress to date and for them to consider the emerging range of possible options and proposals.

The report set out how the baseline report had been compiled and provided a list of the key points and the initial appraisal of the built environment therein all of which had been previously reported to Committee. Also contained within the report was information as to the purpose of the interim report. It gave a summary of the consultation responses which had then been categorised as people and places. Under those headings the priorities had been set using short and medium term outcomes.

Members were also provided with information as to the resource implications of completing the final study and what the next steps to achieving this would be.

In considering the report, Members commented on a number of issues, some of which they believed could be achieved in the short term e.g. provision of allotments on the Cherry Holt Field.

In relation to the reference in the Interim Report to Community Leaders, a Member expressed concern stating that Councillors were in effect, Community Leaders. He added that given the number of studies undertaken by varying organisations, residents would likely be dissatisfied when little or no progress was made. Although the Study had established that there was much to be achieved the Council appeared to do little with the findings.

It was noted that Nottinghamshire County Council had provided a Community Leader in the Hawtonville Community Centre a number of years previously and this had worked well. It was also noted that the Nottinghamshire Community Housing Association also provided a similar role and that this person assisted vulnerable residents with such things as facilitating discussions with the Council in relation to rent or council tax arrears. It was noted that whilst Councillors fulfilled such a role it was beneficial to have an alternative presence to a political representative.

Members agreed that there was little comparison between community life now and that of the past when much of the facilities had been initially provided and that to continue to put resources into little used facilities was misguided.

In conclusion, Members agreed that they would require the final report to include a form of prioritisation based on factors such as the level of local support, deliverability and cost. This would assist them to assess the short, medium and long term priorities. Also, consideration as to how the Hawtonville Estate was to be linked with the land south of Newark, earmarked for development, was required.

It was mooted that it may be beneficial to provide more information to the stakeholders about the cost to the Council of subsidising the Community Centre with a suggestion that if it was demolished, to provide an alternative, different responses may be received. Additional information for stakeholders could be that savings from such a demolition could be used to achieve some of the priorities identified within the Study.

Members also discussed Community Engagement Contracts and that these not only listed what the organisations involved were required to undertake but also what was expected of the residents. It was noted that such contracts had been in existence for a number of years but that this had been in isolation and that a cohesive approach was required.

The Business Manager – Strategic Housing advised that some of the work identified had already been completed and that some was ongoing. He acknowledged that further work was required on how to engage with Councillors on such studies in the future.

AGREED (unanimously) that the above comments be utilised by the Business Manager – Strategic Housing to assist Planning for Real when formulating the final report.

## 27. CAR PARKING

The Committee considered the report presented by the Business Manager – Markets & Car Parks in relation to the outcome of the 6 month revised tariff trial in Newark car parks. The report also sought a determination regarding proposals for changes to the car, motor cycle and lorry tariffs and potential Christmas car parking charging concessions for Newark and Southwell.

The report provided Members with information as to the income levels as at period 6 (end of September 2015) and that no adverse feedback had been received following the changes to the car park tariff structures in Newark. It was further reported that there would be a reduction in budgeted income in the region of £40,000pa when the partnership arrangements for the Mount Street Car Park ceased in 2016. The report suggested that there be an amendment to season tickets to reflect the changes in pay and display tariffs and that there be an increase in the fees on the Newark Lorry Park. Finally, the report also proposed to remove the concession whereby motor cycles could park for free, the rationale for which was due to the scarcity of empty bays at peak times for cars.

Also contained in the report was the proposal to provide parking concessions during the Christmas period with an indication of the lost income provided at paragraph 3.5.

In relation to the Christmas concessions, Members commented that in previous years these had been granted for the long stay car parks. It was noted that there was anecdotal evidence to suggest that this encouraged shoppers to park in Newark and get the train through to Lincoln or Nottingham.

Members suggested that it would be favourable to help the small independent retailers, hostelrys and/or restaurants to have a better economic day and that this could be achieved by providing the Christmas car parking concessions on a Sunday.

A Member queried whether it would be possible to suspend the usual fee but then ask drivers to make a £1 donation to a charity. In response, Officers advised that there would be technical and legal difficulties in pursuing this course of action and that it would not be appropriate for the Council to give monies to a charity. It was also noted that many local charities already collect in the town centre in the run up to Christmas and any additional collections in car parks may detract from the amount shoppers donate.

It was noted that many of the suggestions put forward by the former Car Parks Task & Finish Group had been adopted and that the proposed changes in the report were 'fine tuning' the current arrangements.

Members were in agreement that the Christmas car parking concessions should be considered much earlier in the year to provide local businesses with the opportunity to plan their Christmas opening arrangements. It was suggested that any decision on this matter be made on a permanent basis to enable this to take place.

A Member of the Committee voiced concern about the loss of revenue, stating that they were not in favour of this course of action. Another Member, whilst acknowledging that the cost of providing free parking for the four Sundays up to Christmas would cost in the region of £7,400, it should be viewed as income not taken and that the decision was for the purpose of sustaining the economy in Newark.

*(Councillor Mrs G.E. Dawn left the meeting at 7.10pm)*

It was suggested that consideration be given to providing free car parking on Sundays throughout the year as this would encourage trade into the town. In response, it was noted that this had been considered previously but was not feasible at this time.

AGREED (by 6 votes for with 3 abstentions) that:

- (a) Council be recommended to adopt, with effect from 1<sup>st</sup> April 2016, the car parking tariffs as noted in Appendix A for 2016/2017; and
- (b) Christmas car parking concessions in Newark be approved. Such concessions to be on the four Sundays prior to Christmas, commencing from the Christmas Lights Switch On scheduled for 29<sup>th</sup> November 2015.

*(Councillors D. Batey and G.P. Handley left the meeting at 7.25pm)*

28. ECONOMIC GROWTH – REVIEW OF ACTIONS TO SUPPORT THE ECONOMIC DEVELOPMENT STRATEGY

The Committee considered the report of the Director – Community in relation to the options for discussion regarding actions to support the Economic Growth Strategy for the District.

The report set out the visions and objectives for the strategy and provided the proposed initiatives for moving the strategy forward. These were in relation to employability, skills and schools; transport to work; support for large inward investment projects; and business advice support, each of which had a measurement of success attached.

In relation to the measure of success for the employability, skills and schools initiative, Members queried whether there would be any recall on monies spent if a trainee did not take up an offer of employment at the end of the course. In response, Members were advised that a rigorous recruitment process would be undertaken with trainees being required to sign an eight week contract.

Members were supportive of the proposed pilot project to train HGV drivers with Officers adding that some of the larger organisation in Newark were current running with high agency costs as they could not recruit employees to fill their vacancies for these roles.

Whilst acknowledging that the transport to work initiative was beneficial, a Member voiced concerns in relation to how employees in outlying villages would get to the bus to be able to use the facility with the suggestion being proposed of using Ollerton as a hub. The Member also queried what, if any, assistance was being provided by Nottinghamshire County Council and what the Council's exit strategy was, if the scheme proved successful. In response, Members were informed that discussions had been held with the Department for Work and Pensions and some of the employers and that initial discussions had been held with NCC. It was noted that there was also the possibility of European funding but that that particular funding would take a while to be realised. In relation to the exit strategy, it was reported that a number of business appeared to be willing to take on the responsibility of the scheme, if successful.

In response to general queries raised in relation to the employability, skills and schools initiative Members were informed that it was not possible to monitor the success of trainees remaining in employment past the eight week period due to resource implications. The Business Manager – Economic Growth & Tourism advised that some schools had difficulties in understanding what exactly was required by employers and that there was a mis-match from school to career.

In relation to the measurement of success for supporting large inward investment projects, it was noted that there had been a significant increase in interest of businesses wishing to locate in the district and that there was a requirement for sufficient internal resources to be available to facilitate enquiries.



AGREED (unanimously) that:

- (a) the proposed actions within the Economic Growth Strategy be approved;
- (b) the additional budget of £27,000 for a transport pilot to support businesses and job seekers in the district be approved;
- (c) an additional £15,000 consultancy for the Inward Investment activity be approved; and
- (d) an additional £20,000 for a pilot project for training HGV drivers be approved.

29. TOURISM REPORT

The Committee considered the report presented by the Business Manager – Economic Growth & Tourism in relation to the activities of the three Tourist Information Centres (TICs). The report also provided an outline plan for the coming year.

The report provided information as to: how each of the TICs operated; statistical data in relation to visitor numbers; income from sales; presence at local events; plans for the future; promotional activity; and information about twittersphere.

Members queried whether any consideration had been given to placing TICs in libraries throughout the district. It was noted that this had been considered in the past and that subsequently information in the form of leaflets were provided to libraries and also to Parish Councils. It was further noted that TICs sourced specific information for visitors by searching on the internet when specifically asked to do so.

It was suggested that information was sourced and passed on so easily by using the internet that a review as to how the TICs distributed their information be reassessed.

AGREED (unanimously) that the closure of the TIC Keeper's Cottage on all Sunday dates as from 1<sup>st</sup> November 2015 to 1<sup>st</sup> March 21016 be approved with Tourist Information being provided within the National Civil War Centre by TIC staff.

The meeting closed at 8.01pm

Chairman

**COUNCIL'S DRAFT REVENUE BUDGET 2016/17 - 2020/21**

**1.0 Purpose of Report**

- 1.1 To inform the Committee of the progress to date on the budget for 2016/17 and future years.

**2.0 Background Information**

- 2.1 At the meeting of Policy & Finance Committee on 10<sup>th</sup> September 2015, Members considered the preliminary report on the 2016/17 Budget and agreed the overall strategy including the appropriate basis on which the budget should be developed, including salaries, wages, general inflation, debt charges etc.
- 2.2 Also at this meeting, Policy & Finance Committee agreed the timetable for consideration of the 2016/17 budget provisions. The budget timetable is dictated by the corporate timetable for Policy and operational Committees. The essential deadline is that the Council is able to set the level of Council Tax for 2016/2017 at its meeting on 10<sup>th</sup> March 2016. Working back from this date a timetable has been drawn up and is attached at **Appendix C**. This timetable enables sufficient time for the budget proposals to be considered by operational Committees and Policy & Finance Committee and also sufficient time for the work to be completed within the Financial Services section and Business Units.
- 2.3 The Council has agreed policies on Budgeting and Council Tax, Reserves and Provisions, Budget Principles, a Charging Policy and Value for Money Strategy which set out the approach to be taken to the budget process. These policies and principles were reviewed and updated by Policy & Finance Committee in September 2015. The Charging Policy is included at **Appendix D**.

**3.0 Introduction**

**3.1 Financial Environment**

- 3.1.1 Following the General Election in May 2015, the Government announced an emergency budget in July. This will be followed by a Comprehensive Spending Review, the results of which will be announced at the end of November. It is anticipated that the draft Local Government Finance Settlement will be announced in late December 2015. Although figures have not been announced for Government Grant for future years, the Chancellor has stated that local authorities can expect the same trajectory of cuts to Government Grants to be continued and this has been assumed in the Council's Medium Term Financial Plan (MTFP).
- 3.1.2 Until the draft Local Government Finance Settlement is announced in December, all figures for Government Grant are based on internal estimates. Reductions in Government grant are expected to continue. The current estimates remain unchanged from the approved Medium Term Financial Plan and are:

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	£	£	£	£	£
Formula Grant	2,623,630	1,641,110	1,229,100	808,870	381,720

It can be seen that a reduction in grant of approximately £1m is anticipated for the next financial year. Furthermore, by the end of the life of this Council, it is anticipated that Government Grant will have substantially disappeared. However, it must be stressed that the level of Government Grant for 2016/17 will not be known until December 2015 at the earliest. At that point, it is hoped that indicative figures for future years will also be announced.

- 3.1.3 Members will be aware that the business rates retention scheme was introduced in April 2013. Councils are able to keep a proportion of the business rates revenue as well as a proportion of the growth that is generated in their area. The estimated amounts for retained business rates, excluding growth in the area, are shown in the table below:

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	£				
Retained Business Rates	3,337,990	3,433,320	3,502,000	3,572,030	3,641,980

It can be seen that the retained business rates increases each year due to inflation and this will benefit the District Council by £95,330 in 2016/17.

- 3.1.4 Retained Business Rates Growth is now a key component of the Council's annual revenue budget. In the budget for 2015/16, income of £620,000 has been included for Business Rates Growth and it is anticipated that this will increase to £900,000 for each subsequent year. In addition, the Council will receive approximately £400,000 per year from central Government to compensate for changes to the business rates regime announced in the Chancellor's Autumn Statement in December 2014.
- 3.1.5 Members will be aware that the level of Council Tax has now been frozen for a number of years. At this stage, it is not known whether or not the Government will continue to allocate a Council Tax freeze grant to those Councils that freeze their Council Tax in 2016/17. Furthermore, the rules on Council Tax increases and the referendum limit are unlikely to be announced until early 2016.
- 3.1.6 The position with regard to general inflation remains complex. The latest (July 2015) CPI figure for inflation shows an annual increase of 0.1%. The Bank of England forecast is for CPI inflation to remain below 2% by the end of 2016/17.
- 3.1.7 One of the major areas of the budget affected by inflation is the cost of salaries and wages. In the Chancellor's summer budget in July 2015, it was announced that public sector pay increases would be restricted to 1% per annum for the next 4 years. The medium term financial plan already included a 1% increase for pay, increments and other salary costs for each financial year. It should be noted, however, that the budget also announced an intention to introduce a National Living Wage. This will impact on the Council's budget and it will be necessary to assess the position on this as further details are announced.

#### 4.0 **Budget Pressures**

- 4.1 There will undoubtedly be budget pressures in certain areas of the budget that will lead to unavoidable increases in the budget in specific areas. The Council's budget has become more reliant on income and so may on occasions be vulnerable to reductions in the level of income and would also potentially be vulnerable to a rise in inflation or interest rates.
- 4.2 The Council will also have to consider demand management in areas such as homelessness, community safety and supporting people and potentially in the following areas where budget pressures are likely to arise:
- Welfare reform
  - Increased planning applications, which potentially provide increased income but also an increased workload
  - Increased house building in the District gives pressure on services such as refuse collection
  - Family Intervention Project and Anti-Social Behaviour as funding streams decline
- 4.3 Although there has been a clear focus on the need to deliver savings, the Council has also set priorities to develop services in certain areas. This has been through a combination of the development of facilities and assets and identifying funds for the delivery of specific policies.
- 4.4 With respect to assets, the Council has developed a National Civil War Centre, is in the process of building a new Leisure Centre in Newark and is progressing the decision to move its headquarters from Kelham Hall. These are included in the Medium Term Financial Plan and all will be provided at no additional cost to council tax payers. Efficiencies in the running costs of these assets against the current asset base have been identified that will support budgets in future years.
- 4.5 In the March 2013 Budget, the government announced that a flat rate state pension will be introduced from April 2016. This will mean an end to employees in local government pension schemes being able to "opt out" of the state second pension and an end to the 3.4% rebate in National Insurance contributions that public sector employers currently benefit from for those employees that have opted out. This will cost the Council approximately £230,000 per year from 2016/17. This has already been included in the Medium Term Financial Plan.

#### 5.0 **Budget Strategy**

- 5.1 Whilst there is always a need to improve efficiency and review existing budgets, the Council's budget gap is significant and should principally be addressed through strategic measures. A number of strategies were considered and approved for the 2015/16 budget as set out in 3.1 above. The current estimate for savings in these areas is:

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>Base Budget</b>	<b>Base Budget</b>	<b>Base Budget</b>	<b>Base Budget</b>	<b>Base Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Leisure Commissioning	(250,000)	(380,000)	(400,000)	(400,000)	(400,000)
Devolution & Service redesign	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)

Accommodation move	0	0	(395,000)	(500,000)	(510,000)
Collaboration	(50,000)	(100,000)	(100,000)	(100,000)	(100,000)
Total	(560,000)	(740,000)	(1,155,000)	(1,260,000)	(1,270,000)

- 5.2 Each of these areas will make a significant contribution to the savings required. It is considered that these will remain central planks of the development of the budget for 2016/17 and future years. It can be seen that the savings from these strategic areas will increase over the period of the Medium Term Financial Plan.
- 5.3 With regard to collaboration with other authorities, at this stage a general savings provision has been included. This is supported by work currently being undertaken on Building Control, Sports & Arts Development, Environmental Health and Planning Administration.
- 5.4 Each year an efficiency review is undertaken to consider the potential for budget savings and for additional income to be incorporated into the budget. This review identifies sustainable savings that can continue to be delivered in future years. For 2015/16 savings of £360,000 were identified and are in the process of being delivered for 2016/17 further savings of £641,000 have been identified. These include an increased vacancy provision based on recent experience, deletion of vacant posts, such as that achieved through the merger of the Policy and Performance Business Units, savings on contracts and increased income.
- 5.5 Capital financing is regularly reviewed to ensure that borrowing is not undertaken unless it is necessary. The latest review has shown that no borrowing is necessary for the current approved capital programme. This includes the new Leisure Centre, the relocation of the Council's headquarters and the vehicle replacement programme. This reduces the capital financing budget (which shows the revenue impact of borrowing) by approximately £500k in 2016/17 and by a similar amount in future years.
- 5.6 The additional savings since the Medium Term Financial Plan was approved in March 2015 are summarised in the table below. The improvements in the Council Tax Base would also provide an effective increase in resources for the Council in addition to these savings.

#### Savings additional to the approved MTFP

	2016/17	2017/18	2018/19	2019/20
	Base Budget	Base Budget	Base Budget	Base Budget
	£	£	£	£
Business Rates Growth	100,000	100,000	100,000	100,000
Grant in lieu of Business Rates Growth	400,000	400,000	400,000	400,000
Efficiency Review	641,000	641,000	641,000	641,000
Capital Financing	497,140	538,920	630,470	1,044,610
Total	1,638,140	1,679,920	1,771,470	2,185,610

Savings per MTFP	1,521,740	1,377,120	1,758,720	2,650,600
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- 5.7 It can be seen from this that the additional savings, together with the approved budget strategy, will deliver sufficient savings to develop a balanced budget, provided that individual budgets are prepared on the basis that they do not exceed the levels approved in

the Medium Term Financial Plan as adjusted by the savings detailed in this report. Budget Officers have been instructed to prepare their budgets on this basis.

## **6.0 Draft Revenue Budget Proposals**

- 6.1 Business Managers and service budget officers have been working with officers from Financial Services to determine a first draft general fund budget and medium term financial plan. The budgets have been prepared in line with the strategy agreed by Policy & Finance Committee on 10<sup>th</sup> September 2015.
- 6.2 A summary of the figures to date for the Economic Development Committee is shown at **Appendix A** to this report. It should, however, be clearly understood that the figures shown are first draft only and that a substantial amount of work has yet to be completed before any conclusions can be drawn. The figures also exclude all capital charges and recharges for central services. The subjective summary is shown in **Appendix B**.
- 6.3 It should be noted that this shows only the budget for services falling within the remit of the Economic Development Committee, but overall, across all services and taking account of 'below the line' costs and income the necessary savings for 2016/17 are almost achieved, however when the overall budget is considered by the Policy & Finance Committee on 3<sup>rd</sup> December it may refer budgets back where it feels that additional savings need to be made.
- 6.4 The current draft budget shows a reduction in 2016/17 with budgets remaining fairly constant throughout the remainder of the medium term financial plan. This is at a time when the Council is facing reducing government grants and other financial pressures. It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years. The budget has been prepared on existing arrangements, i.e. the Council being based at Kelham Hall. It does not currently include any long term implications of the Moving Ahead Project.
- 6.5 Direct service expenditure net of capital charges and internal central services recharges currently shows an overall decrease of £135,860 against 2015/16 budget. This figure assumes a 1% increase in salary and wages costs overall in 2016/17 and future years. An average of 2% inflation on expenditure and income, as approved by the Policy & Finance Committee at its meeting on 10<sup>th</sup> September 2015 is included; however budget officers and business managers have been instructed to look for additional savings so that the new budget comes in at or below the 2015/16 budget.
- 6.6 Staffing costs account for approximately 56% of the overall gross service budget (excluding housing benefits) (52% on the Economic Development Committee budget) and significant budget savings cannot be achieved without affecting staffing levels.
- 6.7 Major variances between 2015/16 and 2016/17 are shown below:
- 6.7.1 Over the last 2 years income from Development Control has significantly exceeded the budget, therefore the current year's budget includes a higher level of income, but also includes additional posts within the section to deal with the volume and complexity of planning applications.

- 6.7.2 Previously the deficit on the Business Innovation Centre has been charged to a reserve, but this now falls directly to the general fund.
- 6.7.3 The reduction in the net costs of car parks and market administration reflects the contribution from Newark Town Council under the devolution arrangements. Income budgets for Newark car park have been increased to reflect the additional income recovered in recent years. Income from the lorry park has continued to exceed budgets in previous years as the popularity of the car park increases, however as construction work will commence on the new Council offices in early 2016, this budget has been reduced. Members will be discussing other arrangements for the lorry park later on this agenda.
- 6.7.4 An allowance for voids for factory units and workshops is built into the budget centrally under 'Other Properties' with full rental income shown in other budgets.
- 6.7.5 The additional budget to support the Economic Growth Strategy approved at the last meeting of the Economic Development Committee is incorporated into the budget shown in the attached appendices.

## **7.0 Revenue Budget Bids 2016/17**

- 7.1 As stated above, Members will be aware that the Council is likely to face severe budgetary challenges over the next four years. As other pressures impact on Local Government spending it is anticipated that further cuts may be forced on to Local Government. Consequently, it is not possible for revenue growth bids to be incorporated into the budget for 2016/17 or following years without finding savings elsewhere.

## **8.0 Increases in Fees and Charges**

- 8.1 Members will be aware that a review of charges is considered as part of the budget process each year. With this in mind it is proposed that a **guideline** figure for increases to fees and charges should be set at a minimum of 2% for each year of the medium term financial plan. In preparing income budgets officers should have regard to this guidance and the level of RPI at the time the charges are set. Each type of income should be considered on its own merits and there should be comparative assessment with other local authorities and service providers in the area before final approval of fees and charges by Council. It is important for income levels to be considered **net** of VAT where appropriate, ie to consider the level of income ultimately received by the Council. A comparison of proposed fees and charges for 2016/17 with those charged during 2015/16 is included at **Appendix E**.
- 8.2 It is important that fees and charges are considered within the framework set out in the Corporate Charging Policy that is included at **Appendix D**.
- 8.3 Proposals for increases in fees and charges will be brought to the next meeting of the Economic Development Committee on 6<sup>th</sup> January 2016 for consideration and recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2016 and Council on 10<sup>th</sup> March 2016.

## **9.0 Conclusions**

- 9.1 The figures at this stage in the budget process require a considerable amount of work before they are recommended to Policy & Finance Committee on 25<sup>th</sup> February 2016.

9.2 It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years at a time when the Council is facing reducing government grants and other financial pressures.

**10.0 RECOMMENDATIONS that:**

- (a) the Committee undertakes a review of fees and charges (excepting services which are subject to commissioning and devolution);**
- (b) the current draft Committee budget be incorporated into the overall service budget to be reported to Policy & Finance Committee at its meeting on 3<sup>rd</sup> December 2015; and**
- (c) the Director - Resources, continues to formulate budget proposals for formal consideration at the Economic Development Committee meeting on 6<sup>th</sup> January 2016 for recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2016.**

**Reason for Recommendations**

**To ensure that the preliminary figures for the budget are considered by Policy & Finance Committee and that final budget proposals for 2016/17 to 2020/21 are submitted to the Economic Development Committee on 6<sup>th</sup> January 2016 for recommendation to Policy & Finance Committee on 25<sup>th</sup> February 2016.**

**Background Papers**

Nil

For further information please contact D. Dickinson on Extension 5300 or A. Wasilewski on Extension 5738.

David Dickinson  
Director - Resources



**BUDGET SUMMARY**

**ECONOMIC DEVELOPMENT**

CODE	DESCRIPTION	2015/16	2016/17	MORE/(LESS)	2017/18	2018/19	2019/20	2020/21
		BASE BUDGET	DRAFT BUDGET		BASE BUDGET	BASE BUDGET	BASE BUDGET	BASE BUDGET
A10811	NEWARK GROWTH POINT	54,170	0	(54,170)	0	0	0	0
A10813	LAND CHARGES	(73,060)	(61,390)	11,670	(60,810)	(60,330)	(59,790)	(59,280)
A11570	SOUTHWELL TIC	0	6,900	6,900	6,960	7,030	7,100	7,180
A11571	SHERWOOD TIC	50,490	49,200	(1,290)	49,750	50,270	50,810	51,330
A11572	NEWARK TIC	53,560	46,480	(7,080)	47,040	47,540	48,090	48,600
A11573	PROMOTION OF TOURISM	57,000	54,000	(3,000)	54,000	54,000	54,000	54,000
A11574	SHERWOOD YOUTH HOSTEL	(15,000)	(15,000)	0	(15,000)	(15,000)	(15,000)	(15,000)
A11601	GROWTH TECHNICAL SUPPORT	156,720	186,170	29,450	182,270	166,060	167,950	169,840
A11603	BUILDING CONTROL FEE EARNING	(56,930)	(96,570)	(39,640)	(92,760)	(88,740)	(87,400)	(86,050)
A11604	DEVELOPMENT MANAGEMENT	(1,530)	(153,920)	(152,390)	(144,940)	(137,170)	(129,280)	(121,340) *
A11605	PLANNING POLICY	250,830	236,850	(13,980)	239,820	250,600	253,410	257,060
A11606	BUILDING CONTROL	83,900	85,100	1,200	87,470	89,940	90,880	91,820
A11609	PLANNING DELIVERY GRANT	0	0	0	0	0	0	0
A11610	LOCAL DEVELOPMENT FRAMEWORK	51,000	52,020	1,020	53,060	54,120	55,200	56,300
A11611	COMMUNITY INFRASTRUCTURE LEVY	46,390	28,820	(17,570)	30,950	31,490	32,050	32,610
A11810	NEWARK BUSINESS INNOVATION CEN	(177,590)	53,680	231,270	64,230	75,030	86,460	97,880
A11811	NEWARK NORTHERN RD IND ESTAT	0	0	0	0	0	0	0
A11813	SUTTON ON TRENT WORKSHOPS	(27,550)	(31,800)	(4,250)	(31,780)	(31,770)	(31,760)	(31,760)
A11814	BLIDWORTH WORKSHOPS	(38,110)	(42,130)	(4,020)	(42,100)	(42,090)	(42,080)	(42,080)
A11815	BOUGHTON WORKSHOPS	(24,550)	(34,120)	(9,570)	(34,080)	(34,060)	(34,040)	(34,040)
A11816	CHURCH FARM WORKSHOPS	(19,530)	(19,830)	(300)	(19,710)	(19,600)	(19,480)	(19,370)
A11817	BILSTHORPE WORKSHOPS	(33,280)	(35,270)	(1,990)	(35,240)	(35,220)	(35,200)	(35,190)
A11818	BURMA ROAD WORKSHOPS	(16,290)	(14,480)	1,810	(14,470)	(14,460)	(14,450)	(14,450)
A11820	BLIDWORTH INDUSTRIAL PARK	1,180	1,120	(60)	1,120	1,120	1,120	1,120
A11821	CLIPSTONE WORKSHOPS	(29,880)	(31,800)	(1,920)	(31,770)	(31,760)	(31,750)	(31,750)
A11822	BOUGHTON ADVANCE FACTORY	(26,070)	(37,030)	(10,960)	(37,920)	(37,910)	(37,900)	(37,900)
A11823	CLIPSTONE ADVANCED FACTORIES	(26,300)	(36,010)	(9,710)	(35,980)	(35,960)	(35,940)	(35,940)
A11824	SHERWOOD FOREST CRAFT CENTRE	(21,530)	(19,200)	2,330	(18,640)	(18,140)	(17,600)	(17,130)
A11826	CLIPSTONE HOLDING CENTRE	(7,830)	(12,530)	(4,700)	(11,770)	(11,010)	(10,220)	(9,430)
A11827	OLLERTON CORNER	6,920	0	(6,920)	0	0	0	0
A11828	BLIDWORTH ADVANCE FACTORIES	(17,500)	(34,180)	(16,680)	(34,140)	(34,120)	(34,100)	(34,100)
A11829	KEEPERS COTTAGE	(8,280)	(6,820)	1,460	(6,730)	(6,650)	(6,560)	(6,480)
A11830	20 BALDERTONGATE	6,540	4,850	(1,690)	0	0	0	0
A11851	ECONOMIC GROWTH	250,390	312,080	61,690	255,200	256,920	258,670	260,420
A12001	CAR PARKS & MARKETS ADMIN	222,520	102,510	(120,010)	104,900	107,220	109,610	111,980
A12011	SURFACE CAR PARKS NEWARK	(559,410)	(619,280)	(59,870)	(637,690)	(636,090)	(634,460)	(632,800)
A12012	SURFACE CAR PARKS SOUTHWELL	6,890	6,890	0	7,240	7,590	7,950	8,310
A12014	NEWARK LORRY PARK	(198,060)	(151,060)	47,000	(149,540)	(148,570)	(146,470)	(144,910) *
A12019	SURFACE CAR PARK OLLERTON	10,460	9,560	(900)	9,680	9,800	9,920	10,040
A12211	NEWARK OPEN MARKET	5,040	(10,000)	(15,040)	(10,000)	(10,000)	(10,000)	(10,000)
A12213	SOUTHWELL OPEN MARKET	1,520	1,250	(270)	1,830	2,430	3,040	3,660
A12401	OTHER PROPERTIES	(2,990)	26,580	29,570	26,380	26,340	26,140	26,340
A12506	GROWTH INVESTMENT FUND	67,000	67,000	0	67,000	67,000	67,000	67,000
A15002	CREW LANE DEPOT	(13,630)	(16,880)	(3,250)	(16,860)	(16,850)	21,660	(16,840)
<b>TOTAL</b>		<b>(12,380)</b>	<b>(148,240)</b>	<b>(135,860)</b>	<b>(193,030)</b>	<b>(161,000)</b>	<b>(82,420)</b>	<b>(80,350)</b>

**BUDGET SUMMARY  
ECONOMIC DEVELOPMENT SUBJECTIVE SUMMARY**

CODE	DESCRIPTION	2015/16	2016/17	More/ (Less)	2017/18 BASE	2018/19 BASE	2019/20 BASE	2020/21 BASE
		INITIAL BUDGET	DRAFT BUDGET		BUDGET	BUDGET	BUDGET	BUDGET
111	SALARIES AND WAGES	1,355,540	1471340	115,800	1487630	1490270	1505630	1520560
113	NATIONAL INSURANCE	90,290	101520	11,230	102810	103140	104180	105230
114	SUPERANNUATION	165,260	181370	16,110	183600	184000	185840	187690
	<b>EMPLOYEE SUB TOTAL</b>	<b>1,611,090</b>	<b>1,754,230</b>	<b>143,140</b>	<b>1,774,040</b>	<b>1,777,410</b>	<b>1,795,650</b>	<b>1,813,480</b>
211	REPAIRS AND MAINTENANCE	63,940	59,830	(4,110)	59,130	59,890	60,500	61,280
212	ENERGY COSTS	64,500	71,440	6,940	71,390	72,760	74,170	75,600
213	RENT	169,100	159,530	(9,570)	160,380	161,240	162,130	163,040
214	RATES	151,900	87,450	(64,450)	68,050	68,650	69,270	69,900
215	WATER SERVICES	18,870	16,480	(2,390)	16,660	16,990	17,320	17,650
216	FIXTURES AND FITTING	200	200	0	200	200	200	200
219	CONTRIBUTION TO FUNDS	96,680	112,470	15,790	112,470	112,470	112,470	112,470
311	TRANSPORT	1,950	1,410	(540)	1,430	1,450	1,480	1,500
315	CAR ALLOWANCES	28,090	27210	(880)	27320	27300	27490	27670
316	INSURANCE	510	540	30	570	580	590	600
411	EQUIPMENT AND FURNITURE	11,410	2,930	(8,480)	2,970	3,010	3,050	3,090
412	MATERIALS	6,910	7,080	170	7,220	7,350	7,490	7,630
421	INTERNAL	0	220	220	220	220	220	220
431	CLOTHING AND UNIFORMS	2,220	2,390	170	2,420	2,450	2,480	2,510
441	GENERAL OFFICE EXPENSES	88,820	101,450	12,630	86,790	87,140	87,490	87,840
451	CONTRACTUAL	328,040	212,500	(115,540)	214,220	217,200	220,250	223,340
452	OTHER SERVICES	423,490	189,790	(233,700)	193,740	213,750	215,790	218,680
453	LEASING PREMIUMS	337,370	347,490	10,120	357,920	368,660	380,000	391,400
461	COMMUNICATIONS AND COMPUTING	35,180	32,740	(2,440)	33,410	34,080	34,770	35,470
471	STAFF	4,820	4,960	140	4,970	4,980	4,990	5,000
481	GRANTS	0	10,000	10,000	10,000	0	0	0
482	SUBSCRIPTIONS	8,810	6,470	(2,340)	6,590	6,700	6,810	6,930
491	INSURANCE	38,560	36,960	(1,600)	37,310	38,000	39,010	39,520
492	CONTRIBS TO FUNDS AND PROVISNS	23,880	70,910	47,030	23,990	24,070	24,150	24,230
493	OTHER	105,000	58,830	(46,170)	58,830	58,830	58,830	58,830
	<b>RUNNING EXPENSES SUB TOTAL</b>	<b>2,010,250</b>	<b>1,621,280</b>	<b>(388,970)</b>	<b>1,558,200</b>	<b>1,587,970</b>	<b>1,610,950</b>	<b>1,634,600</b>
922	Contributions From Other Las	0	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
924	Parish Council Contributions	(8,490)	(8,570)	(80)	(8,740)	(8,910)	(9,090)	(9,270)
928	Recharge Non Gf Accounts	(24,120)	(33,500)	(9,380)	(34,170)	(34,840)	(35,530)	(36,240)
931	Sales	(250)	(180)	70	(180)	(180)	(180)	(180)
932	Fees And Charges	(2,449,900)	-2363330	86,570	-2363100	-2363370	-2363640	-2363660
933	Rents	(859,160)	(885,740)	(26,580)	(886,650)	(886,650)	(848,150)	(886,650)
938	Fees And Charges	(65,000)	-78430	(13,430)	-78430	-78430	-78430	-78430
939	Other Receipts	(55,000)	(54,000)	1,000	(54,000)	(54,000)	(54,000)	(54,000)
961	Revenue Appropriation Adjust	(171,800)	0	171,800	0	0	0	0
	<b>INCOME SUB TOTAL</b>	<b>(3,633,720)</b>	<b>(3,523,750)</b>	<b>109,970</b>	<b>(3,525,270)</b>	<b>(3,526,380)</b>	<b>(3,489,020)</b>	<b>(3,528,430)</b>
	<b>COMMITTEE TOTAL</b>	<b>(12,380)</b>	<b>(148,240)</b>	<b>(135,860)</b>	<b>(193,030)</b>	<b>(161,000)</b>	<b>(82,420)</b>	<b>(80,350)</b>

<b>2016/17 REVENUE BUDGET TIMETABLE</b>				
<b>Action</b>	<b>Base Budget &amp; General Principles of Budget</b>	<b>Draft Budget</b>	<b>Draft Final Budget</b>	<b>Final Budget Approval &amp; Council Tax Setting</b>
Base budget & general principles of budget				
Budget workshop for Members and/or presentations to Groups				
Business Manager presentation				
Support Services – agree basis for recharging		11 <sup>th</sup> September 2015		
Working Papers Issued to Budget Officers		Last date 20 <sup>th</sup> July 2015		
		Budget developed with Heads of Service, Business Managers, Committee Chairs & Opposition Spokespersons		
First draft of treasury estimates based on capital programme reported to September Policy & Finance Ctte.		First week of October		
Draft budgets complete – no support services allocated	30 <sup>th</sup> September 2015	30 <sup>th</sup> September 2015		
Budgets uploaded to eFinancials	6 <sup>th</sup> to 8 <sup>th</sup> October			
Co-ordination and review of first draft budget and reports prepared.	12 <sup>th</sup> – 16 <sup>th</sup> October			
First draft of budget		Economic Development Committee 25 <sup>th</sup> November 2015 (papers 04/11/15) Leisure & Environment Committee 24 <sup>th</sup> November 2015 (papers 5/11/15)  Homes & Communities Committee 30 <sup>th</sup> November 2015 (papers 05/11/15)  Policy & Finance Committee 3 <sup>rd</sup> December 2015 (papers 11/11/15)	Policy & Finance Committee 3 <sup>rd</sup> December 2015 (papers 11/11/15)	

Final treasury estimates completed based on capital performance reported to December Policy & Finance			By end of December	
Support services allocated and uploaded to eFinancials	There may be late changes if Policy & Finance refer budgets back to Committees or change their own budget	23 <sup>rd</sup> to 27 <sup>th</sup> November		
Final Committee budgets approved for consideration by Policy & Finance Committee 25 <sup>th</sup> February 2016			Economic Development Committee 6 <sup>th</sup> January 2016 (papers 09/12/15)  Homes & Communities Committee 18 <sup>th</sup> January 2016 (papers 22/12/16)  Leisure & Environment Committee 26 <sup>th</sup> January 2016 (papers 07/01/16)  Policy & Finance Committee 28 <sup>th</sup> January 2016 (papers 06/01/16)	
Housing Revenue Account Budget and rent setting report				Policy & Finance Committee 28 <sup>th</sup> January 2016 to make comments to Council on 9 <sup>th</sup> February 2016 for approval. (Papers complete by 06/01/16)
Council Tax Discounts Scheme determined				Council 16 <sup>th</sup> December
Council Tax Base				Officer Decision determined between 1 <sup>st</sup> December and 31 <sup>st</sup> January
Revenue Budget Setting				Policy & Finance 25 <sup>th</sup> February 2016 (papers 03/02/16)
Parish Council Precept information received			(up to) 29 <sup>th</sup> February 2016	
Council Tax setting				Council 10 <sup>th</sup> March 2016 (papers 02/03/16)

**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**CORPORATE CHARGING POLICY**

**Revised: July 2015**

**Date of next revision: July 2016**

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## **1. Introduction**

This Policy applies to external fees and charges other than those prescribed by the government. It provides a guide to internal charging arrangements but is subject to CIPFA's 'Best Value Accounting Code of Practice' and has regard to the Audit Commission's publication "*Positively Charged*".

It is not intended to apply to the disposal of Council assets, rents, internal charges or rechargeable works, nor will it apply where charges are governed by statutory regulation or guidance.

The Policy does apply if we have discretion, but not if there is a prescribed fixed charge.

Over the period of the Medium Term Financial Plan services will align their charges and processes with this policy.

This policy must be read in conjunction with the other related Council policies and strategies, including Financial Regulations, Equalities Policy, VFM Strategy, Corporate Plan.

If after reading this Code you require further guidance or clarification, or you are not sure how best to comply with the Policy then please contact your Business Manager or the Director of Resources.

## **2. Purpose of the Policy**

To establish a policy within which fee and charge levels will support the Medium Term Financial Strategy and Corporate Plan; and,

To encourage a consistent approach to the setting and reviewing of charges for services provided by Newark and Sherwood District Council by:

- specifying the processes and frequencies for reviewing existing charging levels or introducing new charges for areas of the council's work for which charges could in principle be set;
- providing guidance on the factors that need to be taken into consideration when charges are reviewed on an annual basis;
- establishing parameters for calculating different levels of charges;
- recommending the criteria for applying concessions or discounted charges on a consistent council wide basis;
- requiring more active use of market intelligence relating to different services.

## **3. Processes and Frequencies for Reviewing Charges**

The following arrangements for reviewing charges will be applied throughout all areas of the Council where charges for services already exist or could in principle be set:

- all discretionary charges will be considered and approved by Council as part of the Budget and Council Tax setting process in March of each year.

- a major review of each business unit's charging strategy will take place at least once every three years to ensure consistency with the council's priorities, policy framework, service aims, market sensitivity, customer preferences, and income generation needs, and the justification for any subsidy that the council as a whole makes to the service.
- annual reviews will be carried out for all of these services as part of the budget process, and shall have regard for the budget strategy approved in September each year.
- where fees are not to be increased or are proposed to be increased below inflation, this must be reported to CMT by the budget officer clearly stating the financial implications and budget shortfall before the deadline for completion of the revenue budget.
- these formal reviews will be overseen by the appropriate Director.
- where decisions on fees and charges, including any concessions or discounts, are taken outside the budget process approved by CMT and Policy and Finance Committee, any proposals must have due regard to the Medium Term Financial Plan.

#### **4. Factors Relevant to the Annual Review of Charges**

Annual reviews of charges will consider the following factors:

- a. inflationary pressures generally and input costs specific to the service;
- b. any statutory framework relating to the service
- c. the actual or potential impact of any competition in terms of price or quality;
- d. trends in user demand and the forecast effect of price changes;
- e. equality and access to services;
- f. customer survey results;
- g. benchmarking results;
- h. council wide and service budget targets;
- i. cost structure implications arising from developments such as investments made in the service;
- j. consistency with other charges;
- k. alternative charging structures that could be more effective;
- l. validity of continuing any concessions;
- m. proposals for targeted promotions during the year, and evaluation of any that took place in the previous year;
- n. where less than the full cost is being recovered (including nil charges), the justification for the decision is reviewed and documented to ensure that this decision remains valid and that significant income is not being lost.

#### **5. Processes for Setting Charges for New Sources of Income**

All Business Managers should explore new business opportunities with a view to generating additional income.

All guidance in this Policy must be considered when setting new fees and charges.

A business plan must be prepared.

Any potential new income streams will need to be approved by CMT and Policy and Finance Committee.



The setting of the fees and charges must be made in accordance with the current VAT regulations.

The proposed billing and recovery administrative process must be agreed with the S151 officer prior to the charges being implemented.

A central record will be maintained by the relevant Business Manager of any decisions made not to charge for a service where a charge could be made.

## **6. Calculation of Charges**

Charges will apply to all users, and will be set at a level to maximise take-up and income targets and wherever possible covering or exceeding the full cost of providing the service in question.

It is the responsibility of the Business Manager to ensure that the proposals comply with the appropriate legal framework and any legal restrictions. Advice should be taken from the Council's Legal section before any proposal is finalised.

This calculation of full cost should be based on the direct cost of service provision including staff, supplies and services, equipment, premise costs. Overheads and capital asset depreciation charges should be included but consideration may be given to a less than full cost recovery of these elements where inclusion would distort competition.

Where less than the full cost is being recovered, the justification for the decision must be documented and retained by the appropriate Business Manager and clearly state the financial implications and budget shortfall.

All fees and charges must be calculated in accordance with the current V.A.T. regulations.

## **7. Concessionary Charges**

In some circumstances the Council will offer subsidies to all users or concessions to specific user groups where this is consistent with achieving its priorities.

Entitlement to concessionary charges must have regard to equalities legislation and is designed to reduce barriers to participation arising from:

- Age;
- Level of income;
- Family circumstances;
- Health
- Educational circumstances.

Concessions will not apply to retail sales from shops or cafes.

Concessionary charges may also be made available to organisations whose purpose is to assist the Council in meeting specific objectives in its priorities and policy framework, or which contribute to the aims of key local partnerships in which the Council has a leading role.

Concessionary charges should not normally apply to peak times or in situations that would result in the loss of income from customers paying standard charges. Neither would they normally be available to organisations that are based outside of the Council's area other than on a reciprocal basis.

Only one concession can be applied to the standard charge at any given time.

Services wishing to adopt a concessionary charging scheme must demonstrate the scheme is practicable in terms of assessment, collection and evidencing for audit purposes.

## **8. Discounts**

For certain services it will be normal practice to set promotional discounts, Frequent User discounts or group Discounts.

Promotional discounts are defined as short-term charges that are targeted to increase take-up or awareness of the services that are available.

Frequent User discounts are to be used only for commercial reasons such as generating customer loyalty where alternative provision from competitors exists, and where market analysis shows a real risk of reduced income if they are not offered.

Group discounts are to be used to encourage take up by organisations able to block book and Family discounts to encourage parents and children's take up.

Discounts can be applied to both the standard charge and the concessionary charge.

Discounts can only be applied where the Service has received prior approval of the principle to apply a discount to the charge for this service.

## **9. The Use of Market Intelligence**

All managers of discretionary services for which a charge is made should take steps to identify competitors offering similar or related services, and make use of comprehensive and dynamic market intelligence in evaluating:

- their charging strategy;
- the range of services provided;
- the quality of services provided;
- their cost structure.

All managers of services for which a charge is made should consult with customers, relevant partners and stakeholders on the range, quality and cost of services provided prior to the triennial review.

Consultation should also take place with potential customers and target groups to determine improvements needed to encourage participation at least every five years.

Comprehensive and accurate usage statistics will be maintained for all services and at all facilities where charges are made, to enable analysis of usage, justification of any subsidy given by the Council, and accurate forecasting of the effect of price changes on usage.

Benchmarking should be undertaken at least annually regularly with other Councils in the local area and with relevant national groupings of authorities, to ensure that charges are at comparable levels and that significant differences are understood and justified.

**10. Further Guidance**

Charges should be payable in advance wherever possible or collected by direct debit or through the corporate income system.

All fees/charges must be reported annually to the Financial Services Business Unit as part of the budget process for publishing in the annual budget book.

All fees/charges must be published on the Councils website.

**PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

Development Category	Previous charge	Proposed charge
<p><b>DO I NEED PLANNING PERMISSION REQUESTS</b></p> <p><b>EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES</b></p> <p>To obtain a view from the Authority as to whether planning permission is required for a an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc)</p>	<p>Fixed Charge of <b>£48</b></p> <p>This would cover one letter.</p>	<p>Fixed Charge of <b>£48</b></p> <p>This would cover one letter.</p>
<p><b>EXEMPTION 2 – COMMERCIAL ENQUIRIES</b></p> <p>To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p>	<p>Fixed Charge of <b>£48</b></p> <p>This would cover one letter.</p>	<p>Fixed Charge of <b>£48</b></p> <p>This would cover one letter.</p>
<p><b>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</b></p> <p>New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more.</p> <p>Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of <b>£1200</b></p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.</p>	<p>Fixed charge of <b>£1200</b></p> <p>This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.</p>
<p><b>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</b></p> <p>Residential development of 200 or more dwellings or where the site area is 4 hectares or more.</p>	<p>£1500</p>	<p>£1500</p>
<p><b>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT</b></p> <p>Residential development of between 10 and 199 dwellings (inclusive)</p>	<p>£840</p>	<p>£840</p>
<p><b>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT</b></p> <p>Examples include:</p> <p>Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	<p>£480</p>	<p>£480</p>
<p><b>CATEGORY D – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</b></p> <p>Examples include:</p> <p>1 new dwelling.</p> <p>New floor space or change of use of less than 300 sqm</p> <p>Advert Consent.</p>	<p>£180</p>	<p>£180</p>
<p><b>NEW CATEGORY E – WIND TURBINES</b></p>	<p>£1200</p>	<p>£1200</p>

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority

### **TERMS AND CONDITIONS**

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made over the phone by telephoning 01636 650000. Alternatively payment can be made by cheque, which should be made payable to Newark and Sherwood District Council.

### **SERVICE STANDARDS AND SUBMISSION REQUIREMENTS**

#### **Exemptions (Do I need Planning Permission Requests)**

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. Building Control will also advise as to whether Building Regulations approval is required. You will receive acknowledgement of your request for the advice within 1 week of a valid request, **unless our response can be issued within 1 week of a valid request**. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

#### **Pre Application Advice**

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website [www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/](http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/) and at our reception at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- That your request for advice has been received;
- That the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- Any additional information that is required before pre-application advice is offered; and o The name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Within 10 days of receiving a valid request, the case officer will contact you and agree a time and date for a meeting if applicable. Alternatively, the case officer will confirm the timescales for issuing their advice. The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes. Meetings will normally be held at Kelham Hall.

Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.

A manager or more senior manager will check the detailed advice note before it is issued (even if that person did not attend any meeting).

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit;
- Consult with key statutory and non-statutory consultees that would normally be contacted at application stage;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant at Kelham Hall where applicable.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed the fee must be paid in full prior to any advice being issued.

## **QUALIFICATION**

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

## **PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS**

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

## **CONTACT US**

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using [planning@nsdc.info](mailto:planning@nsdc.info) or 01636 650000

**LAND CHARGES – Agreed fee increase effective 1<sup>st</sup> April 2016- ECONOMIC DEVELOPMENT COMMITTEE**

<b>Type of Search</b>	<b>Relevant Act or Order</b>	<b>2015-2016 Agreed</b>	<b>2016-2017 Existing</b>
LLC1	Local Land Charges Act 1975	£25.50	£25.50
Con29 Residential	Local Land Charges Act 1975	£61.50	£61.50
Con29 Commercial	Local Land Charges Act 1975	£87.00	£87.00
Optional Question Q5	Local Land Charges Act 1975	£20.50	£20.50
Optional Question Q22	Local Land Charges Act 1975	£20.50	£20.50
Optional Questions Remainder	Local Land Charges Act 1975	£10.50	£10.50
Written Enquiries	Local Land Charges Act 1975	£17.50	£17.50
Additional Parcels	Local Land Charges Act 1975	£15.50	£15.50
Personal Search	Local Land Charges Act 1975	NIL	NIL
Light Obstruction Notice – Registration Fee	Rights of Light Act 1959	£69.00	£69.00
Expedited Search – Quick return search	Local Land Charges Act 1975	£16.50	£17.00

<b>Component Data</b>	<b>2015-2016 fee - Residential</b>	<b>2016-2017 fee - Residential</b>	<b>2015-2016 fee - Commercial</b>	<b>2016-2017 fee - Commercial</b>
1.1 a-e	14.29	14.29	23.69	23.69
1.1 f-h	9.70	9.70	15.80	15.80
1.2	FREE	FREE	FREE	FREE
3.1	1.55	1.55	2.10	2.10
3.3	2.83	2.83	4.29	4.29
3.7	2.83	2.83	4.29	4.29
3.8	1.55	1.55	2.10	2.10
3.9	1.55	1.55	2.10	2.10
3.10	1.55	1.55	2.10	2.10
3.11	4.28	4.28	6.24	6.24
3.12	2.83	2.83	4.29	4.29
3.13	2.83	2.83	4.29	4.29

The fees for 2016/17 are subject to revision following discussions between the LGA and the Ministry of Justice. In accordance with legislation, fees are determined on a recovery of cost basis. Subject to agreement by the relevant committee a 2% increase in fees for Expedited Search only is proposed for 2016/17 (rounded up) as this area of works was not included in 2015/16 increase. The service continues to deal with external competition (Personal Search Companies) and with no further increases, the service should continue to maintain its current market share without impact on full year income.

Progress continues regarding the transfer of local land charge function (LLC1 searches) to the Land Registry, this will have a significant impact in terms of the Council's fee income. Timetable for implementation of the LLC service to Land Registry in 2017 remains unaffected and local authorities will need to continue providing the service in the interim period.

Migration will not start until the second half of 2017 at the earliest and every authority need's to provide a full LLC service until at least then, and for most authorities well beyond.

Considering the above, we do not anticipate that there will be any change until 2017/18 at the earliest; however a word of caution as timescales are constantly under review. Considering the revised date we do not have to address the potential budget shortfall in 2016/17 but may need to look at this for 2017/18.

Deputy Chief Executive and Business Manager Technical Support will continue to update on progress of project.



**CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

<b>NEWARK CAR PARKS</b>	<b>Existing</b>		<b>2016-17</b>	
	<b>2015-16</b>		<b>Proposed</b>	
<b>INNER TOWN</b>	30 min	£0.50	30 min	£0.50
London Road	1 hour	£1.00	1 hour	£1.00
Balderton Gate	2 hours	£1.50	2 hours	£1.50
Mount Street	2-3 hours	£2.50	2-3 hours	£2.50
Town Wharf	3-4 hours	£4.50	3-4 hours	£4.50
Newark Market Place (Option)	Over 4 hours	£7.50	Over 4 hours	£7.50
Appletongate	After 6pm (Evening Charge)	£1.00	After 6pm (Evening Charge)	£1.00
<b>OUTER TOWN</b>				
Riverside (former Tolney Lane)	1 hour	£1.00	1 hour	£1.00
	2 hours	£1.50	2 hours	£1.50
Riverside Arena	2-4 hours	£2.00	2-4 hours	£2.00
Livestock Market	4-5 hours	£2.50	4-5 hours	£2.50
	5 hours and above	£3.00	5 hours and above	£3.00
<b>SOUTHWELL CAR PARKS</b>	Up to 2 hours	FREE	Up to 2 hours	FREE
King Street	2-3 hours	£1.60	2-3 hours	£1.60
Church Street	3-4 hours	£2.60	3-4 hours	£2.60
Bramley Centre & Library	4-5 hours	£3.60	4-5 hours	£3.60
	5-6 hours	£4.70	5-6 hours	£4.70
	Over 6 hours	£6.00	Over 6 hours	£6.00
Dedicated Motorcycle Bay <b>Newark:</b> London Road	Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park.			

Balderton Gate, Mount Street Town Wharf Newark Market Place (Option) Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market <b>Southwell:</b> King Street Church Street Bramley Centre & Library	Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice.  Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.	
<b>LORRY PARKING</b>		
Lorry Parking – Fixed Charge	£12.50	£13.00
Lorry Parking (with meal voucher)	£15.50	£16.00
<b>SEASON TICKETS</b>		
INNER TOWN (Newark)  (limited issue)	£81.60 per month  £163.20 per quarter  £652.80 per year*	£84.00  £193  £700 *
OUTER TOWN (Newark)  (limited issue)	£45.90 per month  £107.10 per quarter  £428.40 per year*	£47.00 per month  £123 per quarter  £450 per year *
KING STREET RESIDENTS (Southwell)	One Payment £51 annual	One Payment £52 annual
CHURCH STREET and BRAMLEY CENTRE & LIBRARY (Southwell) Limited issue	£357 per year	£370 per year

<b>CONTRACT CAR PARK RATES</b>	Quarterly	£204.00	£208
Fixed charge			
Cashless parking to be offered at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.			

- \*Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy, more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager for Car Parking and Markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5

#### **SOUTHWELL MARKET FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE**

Day	Item	2015/2016	2016/2017
		Existing	Proposed
Thursday (5 traders)	Rent	£15.00	£15.00
	1 Additional Stall	£ 8.00	£ 8.00
	Extension	£ 1.00/ square metre	£ 1.00/ square metre
	Farmers	£18.00	£18.00
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Saturday (18 traders)	Rent	£18.00	£19.00
	1 Additional Stall	£10.00	£10.50
	Extension	£ 1.00/square metre	£ 1.00/square metre
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Charity Stall		£12	£12
Off Site Hire		£18	£18
10% discount of total fees to be applied for Thursday market for Winter period from 1 <sup>st</sup> Nov- 31 <sup>st</sup> March .			

**SUBMISSION SOUTHWELL NEIGHBOURHOOD PLAN**

**1.0 Purpose of Report**

- 1.1 To inform Committee of the submission of the Southwell Neighbourhood Plan and seek approval for the content of this Council's response to it, to be submitted to the Independent Examiner.

**2.0 Background Information**

- 2.1 Southwell Neighbourhood Area was designated in December 2012 and since that time the Town Council have been working on the production of their Neighbourhood Plan. Public consultation was carried out on a draft plan in February and March 2015 and this has been developed into the version submitted to this Council on 2<sup>nd</sup> November 2015.
- 2.2 Following submission we are obliged check that the plan meets the necessary legal and procedural requirements and if so begin the process of publicity leading to its submission for examination.
- 2.3 The plan was found to meet the necessary requirements and consequently Southwell Town Council were notified of this and the details of the plan are currently being made available on the Council's and the Neighbourhood Plan's website, District and Town Council offices and at Southwell library for a period between 12<sup>th</sup> November 2015 and 8<sup>th</sup> January 2016. This period has been made 2 weeks longer than the minimum 6 weeks required to allow for the Christmas break. The District Council has also fulfilled its obligation to directly notify those who were notified by Southwell Town Council at the draft consultation stage that the plan has been received.
- 2.4 During the consultation period we will agree with Southwell Town Council the appointment of an independent examiner. Following close of consultation the plan, together with any representations received, will be submitted to the examiner who will consider the representations and examine whether the plan meets the 'Basic Conditions' and other relevant legal requirements. If it does not meet these, the Independent Examiner may recommend that the plan does not proceed to referendum. If it does, they may recommend that it proceeds with or without modification to referendum.
- 2.5 Following receipt, the examiner's report together with any recommendations the Council propose in light of it will be publicised on the Council's website. If the plan proceeds to a referendum a further 6 weeks' notice will be given before this takes place.
- 2.6 Upon passing referendum the neighbourhood plan would become part of the Development Plan for the district and be used in the determination of planning applications and appeals.
- 2.7 The next scheduled election within the district is for the Police and Crime Commissioner on 5<sup>th</sup> May 2016. The process described above may not allow for any referendum for the neighbourhood plan to be combined with this. The Business Manager – Democratic Services advises that if this is the case a separate referendum for the neighbourhood plan will be arranged. The Council will receive funding from central government to assist with this.

### 3.0 Responding to the Neighbourhood Plan

3.1 As well as carrying out the procedural requirements described above we are able to submit comments to the independent examiner on the content of the plan. Although Officers have assisted in the production of the plan over the past three years and advised on specific areas when asked to do so, this is the first time that we have seen the whole plan in its final form. The last time this Council formally commented on the plan was as part of the public consultation on its draft version in March 2015. Some members will recall considering a detailed report which formed the basis of this Councils response to that consultation. The formal response that was submitted is contained in **Appendix A**.

3.2 Whilst some of this Councils comments have been addressed in the submission plan, many have not and consequently the plan is not in a form that could be implemented as part of the development plan for the district. The Council therefore needs to make a submission to the independent examiner, asking for consideration of recommendations for modifications in their report. The actual amendments to the wording of policies will be necessarily lengthy in some cases and will take further time to prepare. The table set out below contains the areas where change is required, the nature of amendment required and the committee is requested to authorise Officers in conjunction with the LDF Task Group to develop these into the actual form of wording submitted to the Independent Examiner.

Southwell NP ref	Content	Recommendation
Policy SD1 Delivering Sustainable Development	States, 'Proposals for sustainable development will only be supported where....'	This would potentially allow for consideration of proposals for unsustainable development. Recommend change to, 'Only proposals for sustainable development will be supported where...'
Policy E1 Flood Risk Assessments and Mitigation	Requires FRA's to be referenced to specific documents and agreed with the Lead Flood Authority.	Reference to specific documents is not flexible and Policy cannot require parties to agree on matters. Recommend change to require issues, rather than specific documents/parties are satisfied.
Policy E2 Flood Resilient Design	SUD's incorrectly referenced	Amend
Policy E3 Green Infrastructure and Biodiversity	<ol style="list-style-type: none"> <li>1. Sets submission requirements for planning applications in respect of habitat assessments and maintenance plans.</li> <li>2. Makes specific offsetting requirements when loss of habitat occurs.</li> <li>3. Introduces controls over TPO's.</li> <li>4. Sets requirements for maintenance of green infrastructure to be secured through conditions/legal agreement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Policy cannot set submission requirements. Recommend change to require issues to be addressed.</li> <li>2. No evidence for specific requirements. Recommend change to require offsetting but omit specific requirements.</li> <li>3. TPO's governed by separate legislation. Recommend amend to make</li> <li>4. Requirement for conditions/legal agreements may arise from consideration of application but cannot be required by policy. Recommend amend.</li> </ol>
Policy E4 Public rights of Way and Wildlife corridors	Requires consideration/maintenance of Public Rights of Way and vegetation adjoining sites.	Policy cannot relate to land outside control of applicant. Recommend amend.
Policy E5 Green Link	Identifies/protects a Green Link around the settlement.	No evidence of deliverability. Recommend amend to aspirational/promotional policy.

Policy E6 Climate Change and Carbon Emissions	Sets criteria for low carbon energy generation proposals.	Could be interpreted as an allocation in light of most up to date Government guidance. Recommend establish STC's intent and amend if necessary.
Policy DH2 Public Realm	Requires public squares, parks or spaces as part of residential and commercial schemes.	No evidence, criteria or viability assessment. Recommend amendment to reflect policy context.
Policy DH3 Historic Environment	<ol style="list-style-type: none"> <li>1. Contains a number of incorrect references to policies and terminology.</li> <li>2. Wording of policy is not implementable in places.</li> </ol>	Recommend amend wording to correct references and facilitate implementation where required.
Policy TA1 Cycle and Pedestrian Routes	<ol style="list-style-type: none"> <li>1. States, 'Proposals for all new development...'</li> <li>2. Refers to providing new and enhancing existing route proposals</li> </ol>	<ol style="list-style-type: none"> <li>1. Policy will not apply to all development e.g. householders, so needs to be amended to, 'where appropriate'</li> <li>2. Current wording ambiguous - seek to clarify with STC.</li> </ol>
Policy TA2 Public Transport Connectivity	Requires new residential developments of 11 or more dwellings to be located within 400m of existing public transport services. If not they may be required to subsidise new or extended service to the site.	Current wording ambiguous potentially introducing additional developer contributions - seek to clarify with STC.
Policy TA3 Highways Impact	<ol style="list-style-type: none"> <li>1. Sets requirement for developer contributions towards highway improvements, including specific projects.</li> <li>2. Sets criteria for alterations to existing highways.</li> </ol>	<ol style="list-style-type: none"> <li>1. Duplicates NSDC's Developer Contribution and CIL requirements. Recommend omit.</li> <li>2. Current wording ambiguous - seek to clarify with STC.</li> </ol>
Policy TA4 Parking Standards.	<ol style="list-style-type: none"> <li>1. Sets minimum parking standards for residential development.</li> <li>2. Sets requirement for contributions from commercial and retail development to provide parking in Southwell Town Centre.</li> </ol>	<ol style="list-style-type: none"> <li>1. As currently worded difficult to implement and discourages development in Southwell District Centre.</li> <li>2. Introduces a new developer contribution requirement without evidence, criteria or viability assessment. Recommend omit.</li> </ol>
Policy TA5 Parking Strategy	Sets wide ranging parking requirements/aspirations.	Does not specify to what type of parking policy applies to eg. public or private. Includes elements outside the scope of planning controls eg. bus route diversion. As title suggests it is a strategy rather than a development plan policy and would be impossible to implement as such. Recommend omit.
Policy CF3 Primary Shopping Frontage and District Centre	<ol style="list-style-type: none"> <li>1. Supports financial and professional services in primary shopping frontages.</li> <li>2. Makes erroneous reference to Article 4 direction.</li> <li>3. Requires proposals for a 'A' boards and banners to address Policy/SPD.</li> </ol>	<ol style="list-style-type: none"> <li>1. Contrary to Strategic Policy DM11. Recommend amend to allow for such uses if they can demonstrate benefit, in the same manner as DM11.</li> <li>2. Recommend amend to refer to PD rights.</li> <li>3. Advertisements are assessed against Advert Regs. Not policy. Recommend amend to cover development requiring planning permission..</li> </ol>
Policy HE1 Housing Type and Density	Seeks to remove PD rights for one and two bedroom dwellings.	Cannot require this by policy in every case. Recommend amend to, 'Consideration will be given to..'
Policy HE4 Economic development and Employment	<ol style="list-style-type: none"> <li>1. Seeks to resist B8 uses.</li> <li>2. States permitted change to B8 use will be removed.</li> <li>3. Presents opportunity for residential development on protected route of Southwell by-pass.</li> </ol>	<ol style="list-style-type: none"> <li>1&amp;2. No evidence to justify this. Recommend omit.</li> <li>3. Would be contrary to Strategic Polices on development in the countryside. Recommend omit.</li> </ol>

Site Specific Policies	These use the A&DM DPD site allocation policies as a basis and supplement them with additional requirements.	The wording of some of the criteria will require amending to make them implementable.
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#### **4.0 Equalities Implications**

4.1 None identified

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

5.1 The District Council is responsible for the costs associated with the ensuing stages of examination and referendum of the Southwell Neighbourhood Plan. Funding from Central Government is available to assist with this. If 'made', the Southwell Neighbourhood Plan will become part of the Development Plan for the District and will be used in the determination of planning applications and appeals.

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

- (a) the contents of the report be noted;**
- (b) the Committee endorse the proposed approach to responding to the submission of the Southwell Neighbourhood Plan; and**
- (c) delegated authority be given to the Deputy Chief Executive, in consultation with the Local Development Framework Task Group, to prepare the District Council's detailed representations on the submission Southwell Neighbourhood Plan including the exact wording of proposed amendments to be submitted to the Independent Examiner.**

#### Reason for Recommendations

To allow the District Council to make representations to the independent examination of the Southwell Neighbourhood Plan

#### Background Papers

Southwell Neighbourhood Plan 2015-2026 submission Version

For further information please contact Richard Exton on Ext 5859

Kirstin H Cole  
Deputy Chief Executive

Mrs Carol Standish  
Clerk, Southwell Town Council

Telephone: 01636 655852

Email: [planningpolicy@nsdc.info](mailto:planningpolicy@nsdc.info)

Your ref: The Southwell Draft Neighbourhood Plan

Our ref: 13-03-15-DC-SDNP – Response

Southwell Neighbourhood Plan  
c/o BPUD Limited

Via email to:

[neighbourhood.plan@bpud.co.uk](mailto:neighbourhood.plan@bpud.co.uk)

13 March 2015

Dear Carol

### **Draft Southwell Neighbourhood Plan – Consultation Response**

This response reflects the formal view of Newark & Sherwood District Council which was agreed at the March 11<sup>th</sup> Economic Development Committee. The District Council has of course been working closely with Southwell Town Council and the Neighbourhood Plan Steering Group for a number of years and the District Council welcomes the publication of this Draft Plan for Consultation. It is the first such draft in Newark & Sherwood and we are hopefully going to see a number of others across the District over the next few years.

The main conclusion is that a large amount of the Draft Plan does not conflict with existing planning policy (both national and local) and legislation; however an important caveat to this is an understanding that detailed discussions on policy wording will need to be conducted with the plan authors to ensure conformity with the NPPF, general conformity with local strategic policy, and clarify the meaning and implementation of policies (for which of course the District Council as Local Planning Authority will be responsible). This detailed technical work is required for most of the policies in the Neighbourhood Plan and given their nature it is intended that such work should be undertaken as part of the development of the finalised version of the Plan.

Alongside such clarification and rewording however are a number of more fundamental issues which will need addressing:

- 1) A number of policies carry very general requirements for developers to make contributions toward infrastructure improvements (Policies DH2, TA1, TA2, TA3, TA4, CF2, and CF3). It is taken that these are contributions secured by payment of planning agreement commonly referred to as Section 106 Agreements. Unless such a contribution can be related to the specific impact of the development, it is not possible to collect them. This is because this would not meet the tests set out in the Community Infrastructure Levy (CIL) legislation and developer contributions regulations.

It should be noted that this is not the same as Southwell Town Council setting out in the policies where they intend to spend their own 'meaningful proportion' of CIL which is welcome; however the District Council is not able to pool Section 106 monies in the way proposed nor spend District Council CIL monies which are not on our approved list of infrastructure.



- 2) The Draft Plan identifies “safeguarded land for the future” in Policy HE5. The policy states that the Neighbourhood Plan “identifies sites to the east of Southwell adjacent to the Crew Lane allocated sites as a broad location as suitable for development in the next plan period (as shown on the plan at Appendix 6), or in place of an allocated site where it can be demonstrated that there is not a realistic chance of the site being delivered in the plan period.” Land covered by the current bypass land is also covered in this policy.

Two problems are identified with this approach; firstly the identification of this area of land appears without justification or evidence and the mechanisms for release are vague and to some extent contradictory. Will such a release come about as part of a formal plan review or will a developer be able to come forward next week and propose this site? Secondly because of this lack of clarity it would suggest that the policy is allocating additional land for housing or employment use and therefore a Strategic Environment Assessment (SEA) may need to be carried out on this element of the Plan to meet the basic conditions in relation to EU obligations. Up until now the District Council had understood that additional sites would not be identified in this way by the Neighbourhood Plan.

- 3) The Draft Plan sets out a policy on the Protected Views and Setting of Southwell; Policy DH6. The Neighbourhood Plan states that it endorses the policy contained in the Allocations & Development Management DPD on this matter and that the Neighbourhood Plan policy set out above provides more detail and complements it. Unfortunately this is not the case as currently worded it undermines the existing Southwell Views policy by setting out different and contradictory requirements. The views policy in the Allocations & Development Management DPD was produced following the production of a detailed evidence base which makes an assessment regarding the relative importance of the various views of Principal Heritage Assets in and around Southwell. In those areas which are identified as having a higher importance (identified in view cones) the test for allowing development is higher than the other areas. By wording Policy DH6 in the way that it does the Neighbourhood Plan tries to establish that all views are special without qualification – including not allowing for the potential for the positive impact of development. Therefore it undermines the protection we have tried to put in place through SoAP1 Role and Setting of Southwell and Policy So/PV. Unless this policy is rewritten it will fail to meet the basic conditions on general conformity.
- 4) There are a number of requirements for allocated sites which require further consideration, these relate to various requirements for ‘landscape buffers,’ buffering around footpaths, buffering around sites and alongside water courses (Policies E2, E4, and DH4). All buffers should be a minimum 8 metres wide. Whilst it is understood that access to watercourses for maintenance is important, many of these requirements are not evidence based and would to some extent impact on viability, additionally Site Specific policies later in the plan contradicts these perimeter requirements.
- 5) The site specific policies as currently set out and worded are not complimentary and easy to understand in the context of the existing Allocations & Development Management DPD. In some instances rewording of DPD requirements are unnecessary and contradictory and could undermine the ability of the LPA to implement the DPD and the Neighbourhood Plan. It is proposed that the policies are reworded to focus on the additional elements which the Town Council wishes developers to address rather than try to partially reword the DPD.

6) In reviewing the Draft Plan the Council's Conservation Team welcome the Town Council's commitment to the conservation of the historic environment of Southwell, which is recognised as a special place defined by numerous designated heritage assets of a diverse range, including the internationally significant Minster at its centre. We ultimately believe that the document has the same aspirations for the historic environment of the town as the Newark & Sherwood LDF, but unfortunately it is poorly worded, adds confusion and undermines LDF policies that are already in place their principal areas of concern are;

- The document repeats technical information on principles and objectives already set out by the legal and policy frameworks in place, in the Planning (Listed Buildings and Conservation Areas) Act 1990, the NPPF, other relevant guidance documents, and the LDF, which is unnecessary and in the way it is drafted in some cases incorrect and misleading. In addition, local validation requirements have been adopted by the LPA which are necessary to the proper consideration of an application; the requirement of full archaeological assessments for all applications is unreasonable.
- Design Guide is over-prescriptive and not relevant for many types of application, and as such is likely to be unworkable, unreasonable and not enforceable. What is likely to be acceptable on a 1970's bungalow in the Conservation Area or barn conversion is unlikely to be acceptable on a listed Georgian property. Each proposal needs to be considered on its own merits, with careful consideration given to the context and site specific significance of each one. Furthermore the Design Guide is inherently contradictory on a number of perspectives, both within itself and policies within the plan. For example requiring standardised solutions to design issues whilst Policy DH1 states that such solutions are unacceptable.

To address the issues the District Council has identified and ensure that the basic conditions are met there needs to be a significant amount of work undertaken before the plan can be finalised. I wish to assure you that the District Council stands ready to assist you in this task, as we have done throughout this process. As you know I have agreed to attend the Steering Group on Tuesday 16<sup>th</sup> March to begin this process. I look forward to discussing these matters further.

Yours Sincerely



Matthew Norton MA (Hons) MRTPI  
Business Manager – Planning Policy

CC Carol Standish, Clerk Southwell Town Council  
Brendan Haigh, Convenor Southwell Neighbourhood Plan Steering Group  
John Martindale, Deputy Convenor Southwell Neighbourhood Plan Steering Group

**COMMUNITY INFRASTRUCTURE LEVY - REVIEW**

**1.0 Purpose of Report**

1.1 To present to Committee a proposal for the review of the Community Infrastructure Levy (CIL) subsequent to the request of the Committee at their 24<sup>th</sup> June 2015 meeting.

**2.0 Background Information**

2.1 Newark & Sherwood District Council was the first local authority in the country to adopt a CIL, which enables the Council to levy a charge against new development in the District to contribute the provision of new infrastructure. The levy came into force on 1<sup>st</sup> December 2011 after the following statutory processes here undertaken:

Public Representation on the Draft Charging schedule	Thursday, 10 <sup>th</sup> March 2011 to Thursday, 7 <sup>th</sup> April 2011 (4 weeks)
Examination in front of a Planning Inspector	20 <sup>th</sup> and 21 <sup>st</sup> July 2011 (2 days)
District Council approval of the CIL Charging Schedule, Instalment Policy and Regulation 123 List of Schemes to be funded by CIL	20 <sup>th</sup> September 2011

2.2 The CIL Charging Schedule (set out in full in **Appendix A**) levies a charge for residential, retail and industrial development where new floorspace is created. Area and use class levy zones operate across the District according to viability. Residential rates vary between £0 and £75 per square metre. Industrial rates between £0 and £20 per square metre, retail rates range between £100 and £125 per square metre. Where liability is assumed prior to the commencement of works, payment is due within 90 days, if liability is not assumed full payment is due as soon as the Council becomes aware that works have commenced.

2.3 CIL is non-negotiable; however exemptions can be applied for social housing, charitable use and self-build exemption, all of which must be applied for prior to any commencement of works. The Council's CIL instalment policy allows for levy of greater than £50,000 to be paid in accordance with the instalment policy. The Regulation 123 List of Projects (see Appendix B) itemises the specific infrastructure the Council intends to use CIL contributions to fund. In Newark & Sherwood's case these are highway improvements and secondary education. At 2011 the highways and secondary education projects were estimated at £46 million. As at 11<sup>th</sup> November 2015 gross levy collected is £1,152,482.08. A further £332,304.27 has currently been raised on invoices for payment within 90 days or as agreed under the instalment policy.

2.4 Since our CIL was introduced a number of changes have occurred;

- The Regulation 123 List was amended to include the provision of secondary education across Newark & Sherwood to be provided by the levy (previously it had been for the provision of a new secondary school in Newark.
- The government have changed the legislation to include 'self-build' residential development from the exemption to the charge.
- The government requires 15% of the levy raised to be redistributed to the parish where the development is located – this rises to 25% in parishes which have an adopted Neighbourhood Plan.

Furthermore a number of technical and regulatory changes have been made to the CIL Regulations since they came into force in 2010. This has resulted in multiple amendments and alterations to the Regulations.

- 2.5 Another aspect of the development of the Levy is the limited take up by other Councils of the CIL, particularly in the Midlands and North of England. To date three of the forty Councils in the East Midlands operate CIL; Bassetlaw, Gedling and Newark & Sherwood. At July 2015 only 16% (68) of Councils throughout England had a Charging Schedule in force, 72% of which are based in the South and London Boroughs. Regulation 122 pooling legislation came into force in April 2015, meaning that Councils can no longer require developers to provide more than five specific infrastructure projects through Section 106 legal agreements and this has led to an increase in Councils adopting CIL, 62% of Charging Schedules have been in operation for less than two years.
- 2.6 At July 2015 information available in Council CIL Annual Monitoring Reports identified that £112,246,131 has been collected by CIL charging Councils throughout England, £86 million of which has been allocated to the London Mayoral CIL Crossrail Fund. Councils are required to produce Annual Monitoring Reports by 31<sup>st</sup> December as such the actual CIL collected to date will be higher than the research indicates.
- 2.7 One of the pitfalls of being the first Council to enact something as different (in the UK local government context) as a development tax is that it is not possible to foresee how the wider implementation of the Levy will occur. It is for each Council to set its own Charging Schedule and Regulation 123 List of projects to be funded by CIL. There is a vast difference between infrastructure requirements on Councils project lists with 78% itemising five or more infrastructure project types. Seven Councils itemise more than ten infrastructure projects to be funded by CIL including community facilities, parks and open space, flood defence, health provision, libraries and burial provision. As stated at 2.2 Newark & Sherwood charge for new industrial development, to date £43,035 has been collected for industrial use development with further invoices raised for £76,090. At August 2015 of the sixty eight Councils with a CIL Charging Schedule in force only three other Councils charge for industrial development; Dartford, South Norfolk and Bassetlaw. Therefore limited take up of the Levy amongst our neighbours and lack of an industrial charge in the vast majority of levy charging authorities has raised concerns that businesses looking to locate at places in the District where the levy is charged are choosing other locations where no levy exists.
- 2.8 The Council is currently conducting a review of the development plan including, the levels of development and the viability and delivery of the plan proposals. Therefore, it would make sense to review the levy at the same time.

### **3.0 Advice Sought from the Planning Advisory Service**

- 3.1 The Planning Advisory Service (PAS) provide a free advice service for Local Planning Authorities on the CIL. Officers from the District Council met with Chris Twigg from CIL Knowledge – Inner Circle Consulting who works on behalf of PAS to discuss the various issues relating to the review of CIL. Mr. Twigg suggested that given the time that had elapsed since the evidence had been gathered and the changes that had occurred in the market a review of CIL at this time was justified. Whilst Mr. Twigg felt that a review of CIL need not be too cumbersome or time consuming he outlined that any review should be based on firm foundations which are:

- Clear understanding of the location and quantum of development;
- The infrastructure required to support this; and
- Whether the infrastructure would be paid for by Section 106 agreement or not.

3.2 Once an understanding of these issues has been established an assessment of land values and a viability assessment should be undertaken. This would then provide the evidence to draw up a draft charging schedule and draft Regulation 123 list for consultation. Mr. Twigg made clear that although CIL would share a number of elements of the Plan Review evidence base, it would not have to run concurrently with it, nor would it need the level of detail that is required of the Plan Review.

#### 4.0 **Proposals**

4.1 It is therefore proposed to conduct a review of the current rates levied and the infrastructure required to support growth. Set out below are the key tasks required to undertake this review, linkages with the Plan Review and estimated timescales for completion.

Project Phase	Key Tasks	Link with Plan Review	Estimated timescales
Form Project Team	Form internal team: <i>Project Sponsors:</i> Deputy Chief Executive and BM Planning Policy <i>Project Manager:</i> Lead Policy and Commissioning Officer <i>Technical Lead:</i> Infrastructure & Section 106 Officer <i>Plan Review Liaison:</i> Senior Planner (Policy)	Officers working on infrastructure provision for the plan review will coordinate infrastructure work to deliver CIL.	Nov 2015
	Appoint External Support: Prepare specification of required assistance, including infrastructure and viability. Procure external support	Specification to be joint with Plan Review evidence base where necessary	Nov-Dec 2015
	Develop detailed project plan	Ensure that milestones are timely for both CIL and Plan Review	Nov – Dec 2015
Set location and distribution of Development	Use ‘broad picture’ of spatial strategy and deliverable sites from the Plan Review to establish framework for CIL Review	Consider the results of Plan Review Issues Paper. Identify amendments to Spatial Strategy and if sites currently allocated are deliverable to provide broad picture to allow CIL development	Dec – Jan 2016
Infrastructure Assessment	Understanding of Infrastructure required to deliver growth	Linked to the Development of the Infrastructure Delivery Plan	Jan – March 2016
	Estimation of the funding gap that exists between infrastructure requirement and funding available		March 2016

Viability Assessment	Establish the overall level of CIL burden which can be borne by new development. To ensure the levy does not restrict development.	Anticipated that the consultants appointed to undertake CIL Viability Work will also undertake the 'Whole Plan Viability Assessment'	Jan – March 2016
Preliminary Draft Charging Schedule	Taking evidence establish a Preliminary Draft Charging Schedule for consultation		Spring 2016
	Undertake consultation		Spring 2016
Draft Charging Schedule	Consider consultation responses to Preliminary Draft		Summer 2016
	Prepare Draft Charging Schedule		Summer 2016
	Undertake Consultation		Summer 2016
Submission	Submit the plan and representations to the Draft Charging Schedule to the Planning Inspectorate for examination		Sept 2016
Examination	Examination Hearing and production of Inspectors Report		Oct-Nov 2016
Adoption	Following Receipt of the inspectors report Council Adopts the new Charging Schedule		Dec 2016

4.2 It is proposed that the key tasks set out above are refined and developed into a project plan to deliver the CIL Review, including fixing a timetable for inclusion within the Local Development Scheme. It is proposed that given the overlap with the Plan Review that the Local Development Framework Task Group will provide detailed scrutiny of the CIL Review, as was the case when CIL was first developed. Public consultation will require approval of Economic Development Committee and the final schedule needs to be adopted by full Council.

4.3 The resourcing of the project will be through existing members of staff in the Development and Planning Policy Business Units along with project management provided by the Lead Policy and Commissioning Officer from the Policy & Commissioning Business Unit. Many elements of the evidence base will, in part, be funded from the existing Local Development Framework budget, because they are applicable to both reviews. Further resources will be identified once the scale of cost is known, including consideration of using CIL administration charge.

## **5.0 Equalities Implications**

5.1 None identified.

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

6.1 The Community Infrastructure Levy is the responsibility of Economic Development Committee under the Constitution.

## **7.0 Comments of Director**

7.1 Once the extra cost of resourcing this project is known, consideration will be given as to how it should be financed. It would appear to be an appropriate use of the CIL administration charges collected.

## **8.0 RECOMMENDATIONS that:**

- (a) the contents of the report be noted;**
- (b) the Committee endorses the proposed outline timetable;**
- (c) delegated authority be given to the Deputy Chief Executive, in consultation with the Local Development Framework Task Group, to prepare a detailed timetable, project plan; and**
- (d) the Local Development Framework Task Group oversee the Review of the Community Infrastructure Levy as set out above.**

### Reason for Recommendations

To allow the District Council to commence the review of CIL.

### Background Papers

Nil

For further information please contact Matthew Norton on Ext 5852 or Karen Adams on 5855

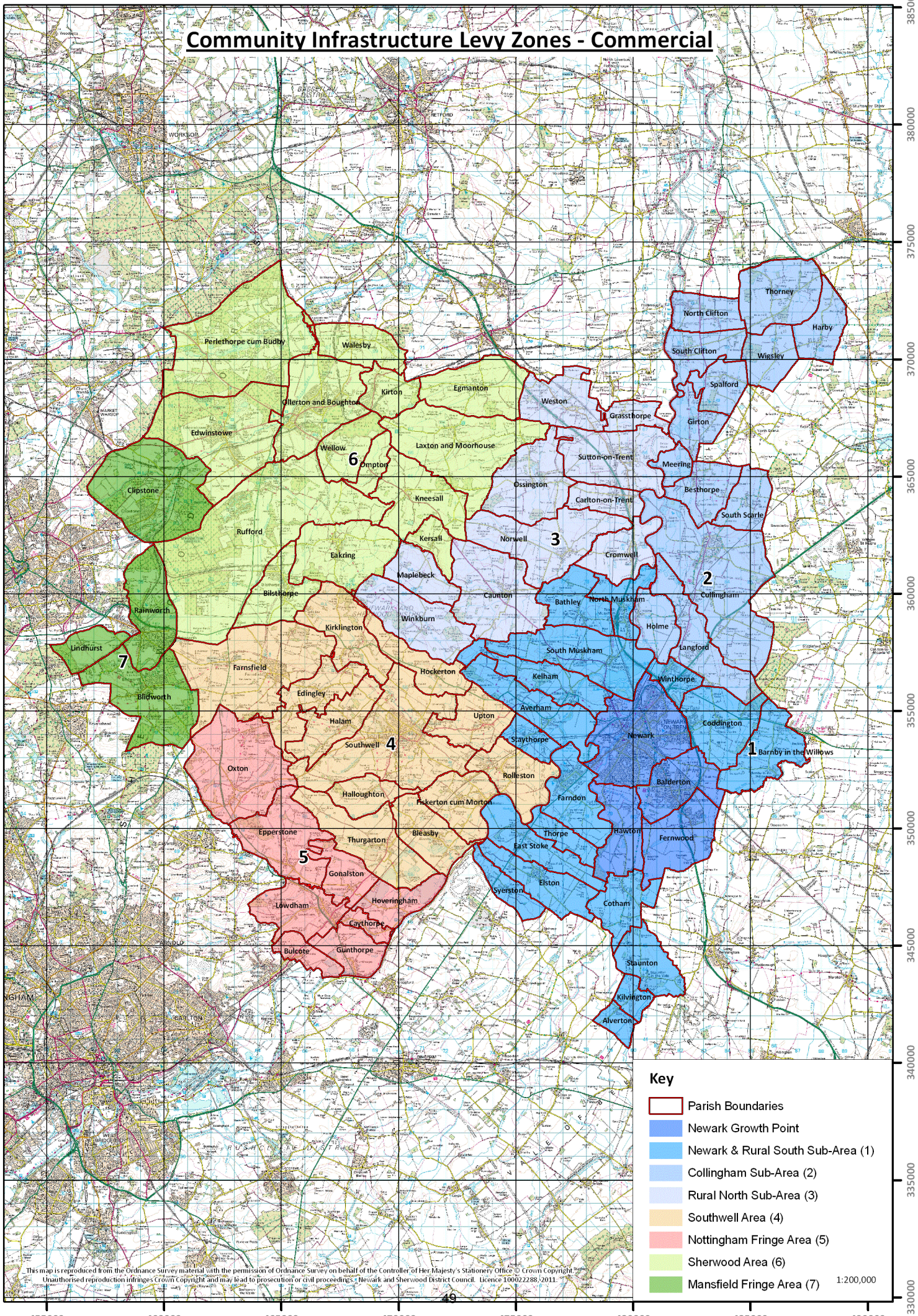
Kirsty Cole  
Deputy Chief Executive

**Newark and Sherwood District Council Community Infrastructure Levy (CIL)  
Charging Schedule – September 2011**

<b>Name of Charging Authority</b>	<b>Newark and Sherwood District Council</b>		
<b>Date Approved by Full Council</b>	20 <sup>th</sup> September 2011	<b>Date Charging Schedule takes effect</b>	1 <sup>st</sup> December 2011
<b>Rates (£m<sup>2</sup>) at which CIL is to be chargeable</b>	CIL will be charged in pounds sterling (£) per square metre at differential rates according to the type of development and by location as set out in the Commercial and Residential Tables of this Schedule which are set out in pages 3 and 5 below.		
<b>Charging Zones</b>	The Charging Zones to which CIL will be applied are those as identified on the Commercial and Residential Maps of this Schedule which are set out on pages 2 and 4 below.		
<b>How the Chargeable Amount will be Calculated</b>	<p>The District Council will calculate the amount of CIL chargeable to a qualifying development utilising the formula set out in Part 5 of the CIL Regulations.</p> <p>In summary the amount of CIL chargeable will be calculated as follows:</p> $\frac{\text{CIL Rate} \times \text{Chargeable Floor Area} \times \text{BCIS Tender Price Index (at Date of Planning Permission)}}{\text{BCIS Tender Price Index (at Date of Charging Schedule)}}$ <p>The Chargeable Floor Area makes allowance for previous development on the site. The net chargeable floor area amounts to the gross internal area of the chargeable development less the gross internal area of any existing buildings that qualify for exemption on the site.</p> <p>This summary does not take account of every aspect of the Regulations. The CIL Regulations are available to view at the District Council's website: <a href="http://www.newark-sherwooddc.gov.uk/cil">www.newark-sherwooddc.gov.uk/cil</a> or at the Council offices at Kelham Hall (open between 8.30 am and 5.15 pm Monday to Thursday and 8.30 am to 4.45 pm on Friday).</p>		
<b>BCIS Tender Price Index (at Date of Charging Schedule)</b>	220		
<b>Further Information</b>	<p>Further information concerning:</p> <ul style="list-style-type: none"> <li>● When CIL will be charges;</li> <li>● Who is Liable to pay CIL;</li> <li>● How CIL will be paid;</li> <li>● Exemptions from paying the CIL; and</li> <li>● Monitoring.</li> </ul> <p>is available in the Council's CIL Methodology Statement and Guide to the CIL both of which can be viewed at: <a href="http://www.newark-sherwooddc.gov.uk/cil">www.newark-sherwooddc.gov.uk/cil</a></p> <p>Alternatively please telephone us on: 01636 655801 or 01636 655855 Or Email: <a href="mailto:planningpolicy@nsdc.info">planningpolicy@nsdc.info</a></p>		



# Community Infrastructure Levy Zones - Commercial



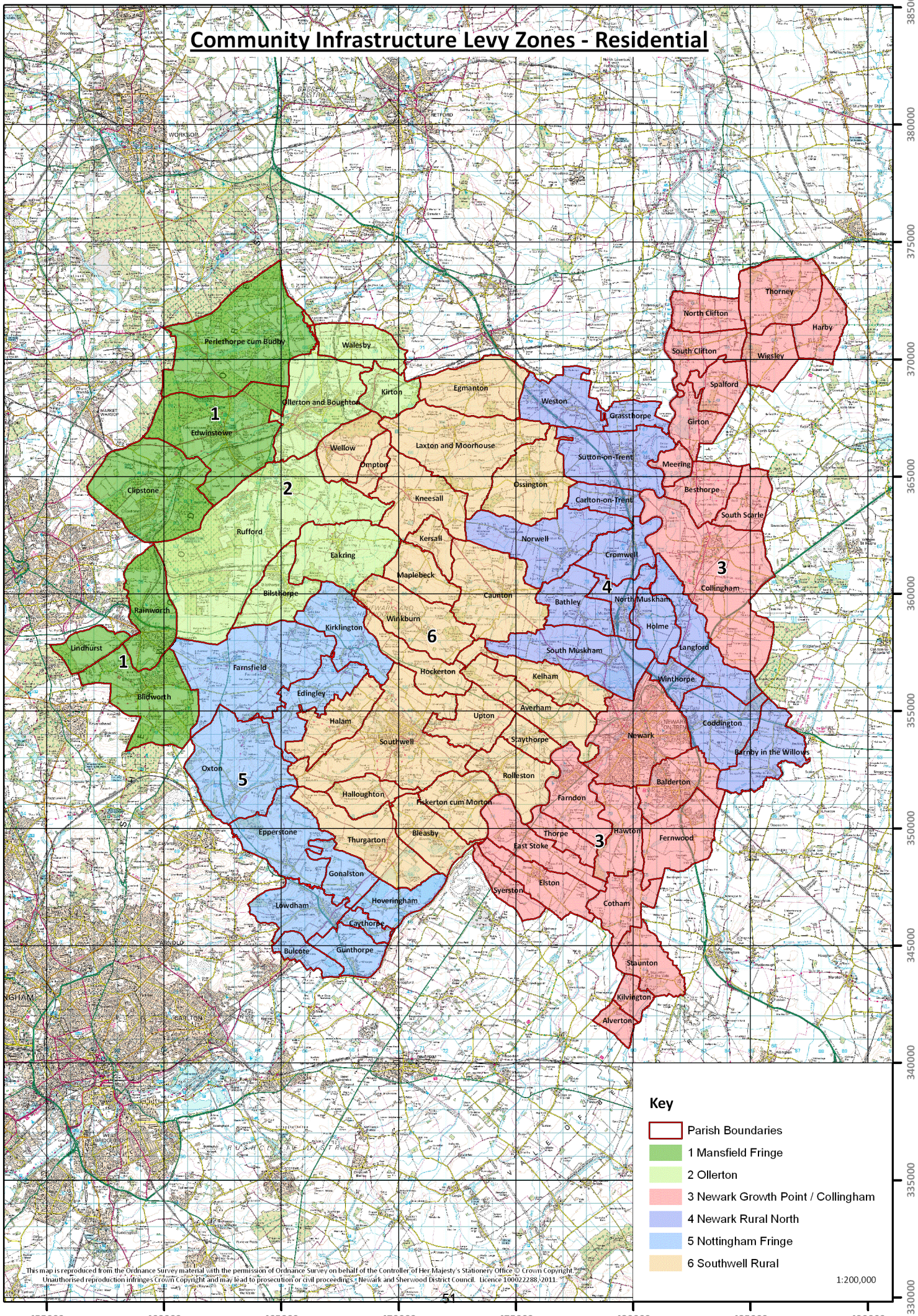
- Key**
- Parish Boundaries
  - Newark Growth Point
  - Newark & Rural South Sub-Area (1)
  - Collingham Sub-Area (2)
  - Rural North Sub-Area (3)
  - Southwell Area (4)
  - Nottingham Fringe Area (5)
  - Sherwood Area (6)
  - Mansfield Fringe Area (7)

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## Commercial Community Infrastructure Levy Rates

Zones	Hotel C1	Residential Institution C2	Industrial B1b/B1c/B2/B8	Offices B1a	Retail A1, A2, A3, A4, A5	Community/ Institutional D1	Leisure D2	Agricultural	Sui Generis
<b>Newark Growth Point</b>	£0	£0	£20	£0	£125	£0	£0	£0	£0
<b>1 Newark &amp; Rural South</b>	£0	£0	£0	£0	£100	£0	£0	£0	£0
<b>2 Collingham</b>	£0	£0	£0	£0	£100	£0	£0	£0	£0
<b>3 Newark &amp; Rural North</b>	£0	£0	£15	£0	£100	£0	£0	£0	£0
<b>4 Southwell</b>	£0	£0	£5	£0	£100	£0	£0	£0	£0
<b>5 Nottingham Fringe</b>	£0	£0	£0	£0	£100	£0	£0	£0	£0
<b>6 Sherwood</b>	£0	£0	£0	£0	£100	£0	£0	£0	£0
<b>7 Mansfield Fringe</b>	£0	£0	£0	£0	£100	£0	£0	£0	£0

# Community Infrastructure Levy Zones - Residential



Key	
	Parish Boundaries
	1 Mansfield Fringe
	2 Ollerton
	3 Newark Growth Point / Collingham
	4 Newark Rural North
	5 Nottingham Fringe
	6 Southwell Rural



## Residential Community Infrastructure Levy Rates

Zones	Residential C3
1 Mansfield Fringe	£0
2 Ollerton	£0
3 Newark	£45
3 Collingham	£45
4 Newark Rural North	£55
5 Nottingham Fringe	£65
6 Southwell Rural	£75

## Amended Newark and Sherwood Community Infrastructure Levy Instalment Policy – 1<sup>st</sup> May 2013

### 1. Introduction

Regulation 70 (7) of the Community Infrastructure Levy (Amendment) Regulations 2011 sets a default of full payment of the Levy within 60 days of the commencement of development. The Amendment Regulations also enable a Charging Authority to set an Instalment Policy that allows payments to be spread over longer periods. Within Newark and Sherwood it is considered reasonable that payment instalments are scheduled in proportion to the scale of development that is proposed.

The District Council have undertaken a review of its instalment policy. To provide greater flexibility and to give developers longer to pay CIL the policy has been amended by increasing each of the instalment periods.

For further information about the Newark & Sherwood Community Infrastructure Levy please visit <http://www.newark-sherwooddc.gov.uk/cil/>, e-mail [planning@nsdc.info](mailto:planning@nsdc.info) or telephone 01636 650000.

### 2. Instalment Policy

In accordance with Regulation 69b of The CIL Amendment Regulations, Newark and Sherwood District Council (The Charging Authority) will apply the following Instalment Policy to all development on which CIL is liable.

The Amended Instalment Policy came into effect on **1<sup>st</sup> May 2013** and the existing one ceased to have effect on the **30<sup>th</sup> April 2013**.

### 3. Number, Proportion and Timing of Instalments

The Community Infrastructure Levy will be payable by instalments as follows:-

- a) **Where the chargeable amount is less than £50,000**
  - Full payment will be required within 90 days of the commencement date<sup>1</sup> or on substantial completion of the liable development whichever is soonest;
- b) **Where the chargeable amount is £50,000 - £250,000**
  - First instalment representing 25% of the chargeable amount will be required within 120 days of the commencement date or on substantial completion of the liable development whichever is soonest; and
  - The second instalment representing 75% of the chargeable amount will be required within 300 days of the commencement date or on substantial completion of the liable development whichever is soonest.
- c) **Where the chargeable amount is over £250,000**
  - First instalment representing 25% of the chargeable amount will be required within 120 days of the commencement date or on substantial completion of the liable development whichever is soonest;
  - Second instalment representing 25% of the chargeable amount will be required within 210 days of the commencement date or on substantial completion of the liable development whichever is soonest;
  - Third instalment representing 25% of the chargeable amount will be required within 390 days of the commencement date or on substantial completion of the liable development whichever is soonest; and
  - The fourth and final instalment representing 25% of the chargeable amount will be required within 570 days of the commencement date or on substantial completion of the liable development whichever is soonest

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<sup>1</sup> The commencement date is defined in CIL Regulation 7 and will as advised by the developer in their Regulation 67 Commencement Notice



**Newark and Sherwood District Council Community Infrastructure Levy (CIL)**

**Amended Regulation 123 List of Projects to be funded by CIL – July 2013**

<b>Highway Projects</b>			
<b>Location</b>	<b>Estimated Cost</b>	<b>CIL Contribution</b>	<b>Notes</b>
A46/A617 Cattle Market Roundabout, Newark	£3,600,000	£1,800,000	50/50 CIL Public Sector Funding Assumed
A1/A17 Winthorpe Roundabout, Newark	£2,400,000	£1,200,000	50/50 CIL Public Sector Funding Assumed
A1/A46 Brownhills Roundabout, Newark	£2,400,000	£1,200,000	50/50 CIL Public Sector Funding Assumed
A46 Link Capacity, Newark	£600,000	£300,000	50/50 CIL Public Sector Funding Assumed
London Road, Main Street Junction, Balderton	£240,000	£240,000	
London Road, Bowbridge Road Junction, Newark	£60,000	£60,000	
London Road, Portland Street Junction, Newark	£60,000	£60,000	
Barnby Gate, Sherwood Avenue Junction, Newark	£60,000	£60,000	
Barnby Road / Coddington Road Junction (East of A1) Newark	£420,000	£420,000	
Lincoln Road, Brunel Drive Junction, Newark	£300,000	£300,000	
Lincoln Road, Northern Road Junction, Newark	£240,000	£240,000	
Castle Gate, Lombard Street Junction, Newark	£300,000	£300,000	
Castle Gate, Stodman Street Junction, Newark	£300,000	£300,000	
Bowbridge Road, Boundary Road Junction, Newark	£600,000	£600,000	

<b>Highway Projects</b>			
<b>Location</b>	<b>Estimated Cost</b>	<b>CIL Contribution</b>	<b>Notes</b>
Bowbridge Road, Hawton Lane, Newark	£360,000	£360,000	
Beacon Hill Road, Northern Road Junction, Newark	£144,000	£144,000	
Sleafood Road / Friary Road Junction, Newark	£300,000	£300,000	
Queens Road, Kings Road Junction, Newark	£600,000	£600,000	
Great North Road / North Gate / Castle Gate Roundabout (Beastmarket Hill)	£1,200,000	£1,200,000	
Queens Road / North Gate	£240,000		
Church Gate / West Gate / Kings Street Junction, Southwell	£600,000	£600,000	
A6097 / A612 Lowdham Junction	£1,500,000	£1,500,000	
A614 Mickledale Lane Junction	£300,000	£300,000	
A614, C1 Junction White Post Roundabout	£600,000	£600,000	
A614, B6030 Junction South Ollerton	£600,000	£600,000	
A614, C13 Eakring Road Junction	£120,000	£120,000	
A6097 / B6386 Oxtun Junction	£600,000	£600,000	
<b>Education Projects</b>			
Secondary Education Provision within the District including a Secondary School, Newark	£32,881,607	£32,881,607	

**SOUTHWELL ROAD, THURGARTON TELEPHONE KIOSK**  
**APPLICATION TO REMOVE TELEPHONE EQUIPMENT**

**1.0 Purpose of Report**

- 1.1 To update the Committee on an urgency item that was previously agreed concerning the removal of telephone equipment from the telephone kiosk on Southwell Road, Thurgarton and to gain approval to delegate the final decision on the matter to the Deputy Chief Executive.

**2.0 Background Information**

- 2.1 The District Council has been informed by BT that Thurgarton Parish Council are interested in taking ownership of Southwell Road telephone kiosk in Thurgarton, under BT's adopt a kiosk initiative. Before the Parish Council can adopt the kiosk, BT are obliged under Ofcom regulations to consult with relevant public bodies on the permanent removal of the telephony service. A notice was placed in the telephone kiosk by BT for a period of 42 days requesting any comments be made to the District Council. The 42 day period ended on 26<sup>th</sup> October 2015 and no comments were received.
- 2.2 The next stage in the process was for the District Council to make a draft decision and publish a notice stating their reasons for that draft decision. This draft decision had to be made available for comments for a period of at least a month. The District Council is obliged to give its final comments to BT within 90 days of the process beginning, meaning that there was not time to wait for this meeting of Economic Development Committee to agree the draft decision. An urgency item was therefore agreed and a report on this can be seen in **Appendix 1**.
- 2.3 Thurgarton Parish Council wanted to adopt the kiosk and use it to house a defibrillator. No comments have been received regarding the loss of the payphone services and only 2 calls have been made from the call box within the past 12 months. The draft decision was therefore not to object to these proposals. The draft decision notice has been placed on the Council's website and in the telephone kiosk for a month's consultation, ending on 30<sup>th</sup> November. The Secretary of State for Communities & Local Government has been informed as required by section 50 (1) (B) of the Communications Act 2003.
- 2.4 At the time of writing, there have been no responses to the current phase of consultation. The Ward Member, Councillor R.J. Jackson has no objection to the removal of the telephony service.

**3.0 Proposals**

- 3.1 The District Council is legally required to provide BT with a final response by 11<sup>th</sup> December 2015 and the end of the consultation period must be reached before a decision can be taken. This means that it will not be possible to seek approval from this Committee for a final decision. Therefore, it is proposed that delegated authority be given to the Deputy Chief Executive, in consultation with the Chairman of the Economic Development Committee, to make the final decision on behalf of the authority, taking into account any consultation responses which may have been received in relation to the draft decision.



#### **4.0 Equalities Implications**

4.1 Potential problems of access to public services could theoretically be an issue however the telephone kiosk has been used only twice in the past 12 months demonstrating that it is no longer required by the community.

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

5.1 None.

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

- (a) the report and the urgency item be noted;**
- (b) delegated authority be given to the Deputy Chief Executive, in consultation with the Chairman of the Economic Development Committee, to make the final decision on the removal of telephony services from Southwell Road, Thurgarton telephone kiosk.**

#### **Reason for Recommendations**

**To allow Thurgarton Parish Council to adopt Southwell Road telephone kiosk in Thurgarton.**

**To allow the District Council to respond to BT within the legal time limit.**

For further information please contact Adrian Allenbury on Ext 5862 or Matthew Norton on Ext 5852.

Kirstin H Cole  
Deputy Chief Executive

**URGENCY ITEMS - MINUTE OF DECISION****Delegation arrangements for dealing with matters of urgency**

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice Chairman) and the Opposition Spokesperson of the appropriate committee (Constitution incorporating a scheme of delegation approved by the Council on 14<sup>th</sup> May 2013)

**Subject: BT Adopt a Kiosk – Southwell Road, Thurgarton.**

**Appropriate Committee: Economic Development.**

**Details of Item** (including reason(s) for use of urgency procedure):

The District Council has been informed by BT that Thurgarton Parish Council are interested in taking ownership of the above telephone kiosk under BT's Adopt a Kiosk initiative.

Before the Parish Council can adopt the kiosk, BT are obliged under Ofcom regulations to consult with relevant public bodies on the permanent removal of the telephony service. A notice has been placed in the telephone kiosk by BT for a period of 42 days requesting any comments be made to the District Council. The 42 day period ended on 26 October 2015 and no comments have been received. Only 2 telephone calls have been made from the kiosk in the past 12 months.

The reason for the use of the urgency procedure is that the District Council is statutorily obliged to respond to BT by 13<sup>th</sup> December, and the draft decision must be put out to consultation for a month. It was therefore necessary to reach a decision before the next meeting of Economic Development Committee so that there was sufficient time to carry out consultation and submit comments to BT.

**Decision**

The District Council has decided not to object to the discontinuation of the telephone service at the kiosk at Southwell Road, Thurgarton.

**Members Consulted:**

Councillor Blaney  
Councillor Lloyd  
Councillor Mrs Woodhead

Kirstin H. Cole  
Deputy Chief Executive

28th October 2015

**RURAL FUNDING FOR SMALL BUSINESSES - LEADER**

**1.0 Purpose of Report**

1.1 To provide Members with information relating to the forthcoming rural funding programme. Funding via this programme has been available in previous years.

**2.0 Background Information**

2.1 This is a new tranche of LEADER funding for the North Nottinghamshire Area and NSDC are represented on the decision making body (the Local Action Group).

**3.0 The Proposal**

3.1 All applicants must operate within the designated LEADER area (a post code checker is available on the website).

Applicants must be legal entities such as:

- ❖ micro and small businesses
- ❖ social enterprises
- ❖ farmers/growers
- ❖ foresters and
- ❖ land managers

Voluntary, community and public sector organisations may also be considered.

Projects should contribute to the North Nottinghamshire Local Development Strategy (LDS) priorities (available on the website) and should help:

- ❖ Create jobs
- ❖ Grow rural businesses and
- ❖ Support the rural economy.

**4.0 Equalities Implications**

4.1 There are no negative equality implications.

**5.0 Impact on Budget/Policy Framework**

5.1 There is no negative impact on the Budget Framework

**6.0 Comments of Director - Resources**

6.1 The Council's involvement with this funding programme is only through being represented on the Local Action Group. There are no resource implications.

## **7.0 RECOMMENDATION**

**That the information only report be noted.**

Background Papers (included for Information Purposes)

1. North Nottinghamshire Leader Briefing For County Councillors with Wards Included In The Eligible Area
2. North Nottinghamshire LAG Area Map
3. What is LEADER?

For further information please contact Julie Reader-Sullivan on ext 5258

Andy Statham  
Director – Communities

## NORTH NOTTINGHAMSHIRE LEADER BRIEFING FOR COUNTY COUNCILLORS WITH WARDS INCLUDED IN THE ELIGIBLE AREA

03 November 2015

### Purpose of Briefing

Two rural funding programmes, administered by the County Council will be launched on the 4<sup>th</sup> November 2015. This note is to brief those elected members whose wards are within the programme area and to provide an overview of the key aspects of the funding.

Members will note that the Economic Development Committee has oversight of the Nottinghamshire programmes – known as LEADER<sup>1</sup> and County Councillor Meale will speak at the launch events.

### Background

LEADER is worth £138m nationally and is one of four parts of the **Rural Development Programme for England 2014-2020** funded by **European Agricultural Fund for Rural Development**<sup>2</sup>. (EAFRD). It is managed by the Rural Payments Agency (RPA) as the agent of DEFRA.

LEADER supports **job creation and economic growth in rural areas** – it is geographically targeted based on strict rural/urban population definitions.

Programme bids were made for LEADER funding in September 2014. These related to:

- 1 North Nottinghamshire – eligible rural parts of Bassetlaw, Newark and Sherwood and Mansfield worth approximately £1,547,000 covering 150,000 population. **A map is attached as Appendix 1** and
- 2 South Nottinghamshire – rural parts of Rushcliffe, Gedling and Ashfield – worth around £1,298,000 and covering 113,000 population.

Excluded from these figures is a nominal 16.5% of the award to cover the costs of staffing and administration. This cost is being met and reclaimed by the County Council who is acting as **Accountable Body** for both Programmes. This cost is below the national ceiling and the County Council has sought to deliver economies of scale by facilitating both Programmes – thereby **maximising the amount of funding available to applicants**.

The Programme was originally intended to commence in January 2015, however there have been delays between national government and the Commission and there has been the application of a nationally consistent technical delivery framework in response to a negative audit report from the Commission - all application and contracting processes in the new Programme emanate from the audit report recommendations.

<sup>1</sup> LEADER is a French acronym - 'Liaison Entre Actions de Développement de l'Économie Rurale', meaning 'Links between the rural economy and development actions'.

<sup>2</sup> EAFRD is a Structural Fund along with the European Regional Development Fund and European Social Fund. As part of the European Structural Investment Funds (ESIF) managed by the D2N2 LEP £5.5m is available to support economic growth in the D2N2 area. The EAFRD funding LEADER and other RDPE activities is managed by the RPA/DEFRA

## North Nottinghamshire

The following link is to the LEADER area for North Nottinghamshire on the County Council's website. <http://www.nottinghamshire.gov.uk/leadernorth>

There are various documents that will be added when finalised and released by the RPA.

### Key LEADER Priorities-

1. Support for increasing farm productivity
2. Support for Micro and small businesses, including farm diversification
3. Support for rural tourism
4. Provision of rural services
5. Support for forestry productivity

### Types of activity – capital grants to support (as examples)

- Starting a new business
- Construction costs for workshops/factories/premises/facilities
- Purchasing equipment – but not consumables
- Processing and marketing
- Setting up at an IT business

### Eligibility Criteria -

- All applicants must operate within the designated LEADER area (a post code checker is available on the website)
- Applicants must be legal entities such as:
  - micro and small businesses
  - social enterprises
  - farmers/growers
  - foresters and
  - land managers

Voluntary, community and public sector organisations may also be considered

- projects should contribute to the [North Nottinghamshire Local Development Strategy \(LDS\) priorities](#) (available on the website) and should help:
  - Create jobs
  - Grow rural businesses and
  - Support the rural economy.

There are options for applicants to **register an interest in the LEADER programme on the website** and a dedicated **Programme Officer – Jim Burley - Tel: 01777 712711 or email: [jim.burley@nottscc.gov.uk](mailto:jim.burley@nottscc.gov.uk)**.

There has been a programme of engagement with businesses and business clubs – this will continue ahead of the calls for applications in January 2016 and sessions will be held with applicants in December 2015 to support them in the application process.

## LEADER Funding Allocations

LEADRER PRIORITY	SOUTH NOTTS (£)	%	NORTH NOTTS (£)	%
Support for increasing Farm Productivity	194,763.77	15%	154,725.95	10%
Support for micro and Small Enterprises – including Farm Diversification	584,291.26	45%	696,264.53	45%
Support for Rural Tourism	324,606.26	25%	386,785.68	25%
Provision of rural Services	64,921.26	5%	154,725.95	10%
Support for increasing Forestry Productivity	129,842.52	10%	154,725.95	10%
<b>TOTAL</b>	<b>1,298,425</b>	<b>100%</b>	<b>1,547,228</b>	<b>100%</b>

### Decision Making

The North Nottinghamshire Local Action Group (LAG) will make decisions on applications with the support and guidance of the Accountable Body. **The LAG is a partnership of private, civil society and public sector representatives with a private sector chair** – each partner has local knowledge and/or sector skills to support and champion the development and delivery of LEADER and to maximise its impacts within North Nottinghamshire.

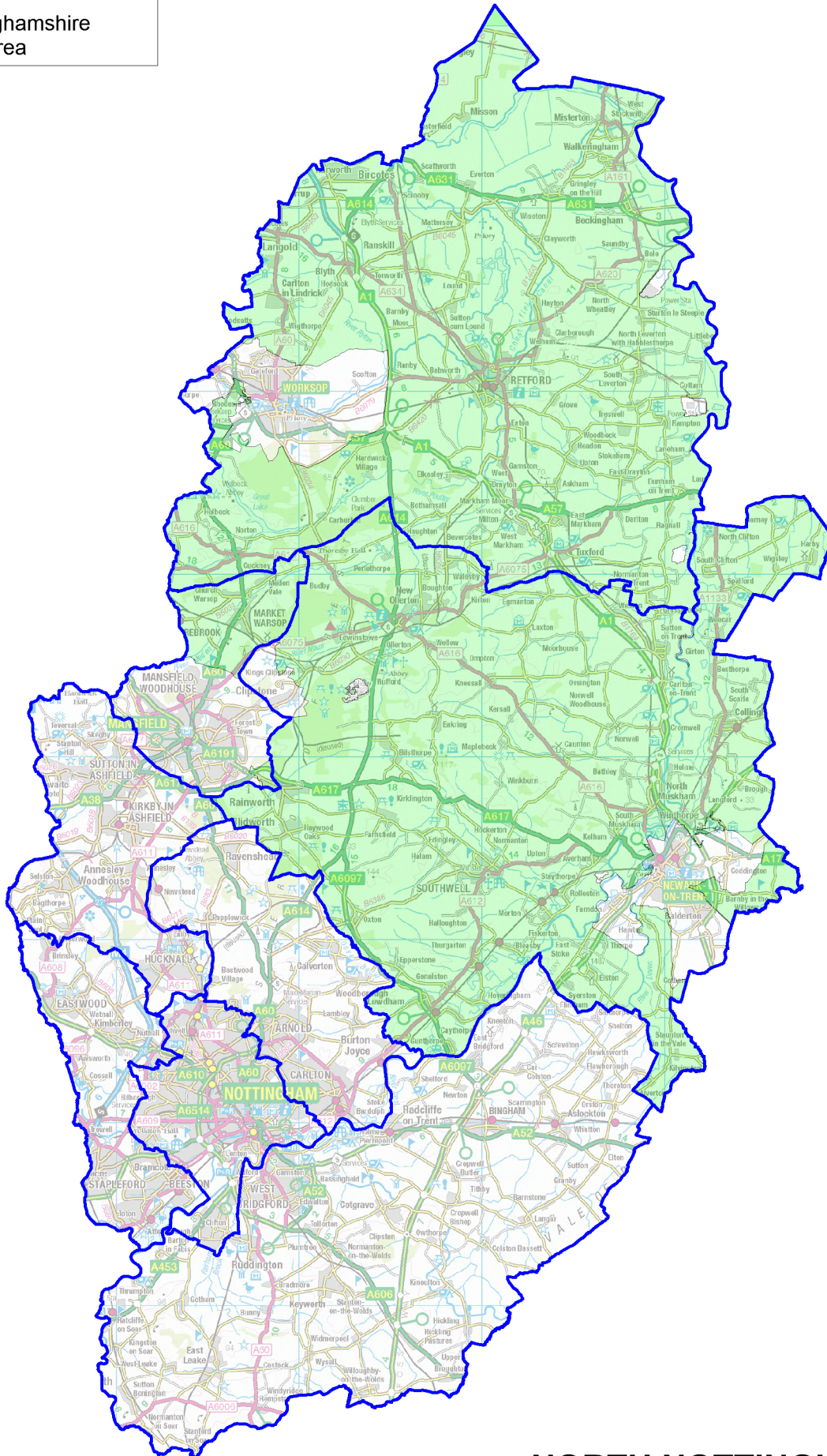
The LAG has clear Terms of Reference and recruitment to the group will be on-going throughout the Programme period.

For questions generated by this Briefing please contact:

Mandy Ramm [mandy.ramm@nottsc.gov.uk](mailto:mandy.ramm@nottsc.gov.uk) or Tel: 0115 977 2685



North  
Nottinghamshire  
LAG area



## NORTH NOTTINGHAMSHIRE LAG AREA



**Nottinghamshire  
County Council**

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version 2 (v2) produced 26/08/2015





The European  
Agricultural Fund  
for Rural  
Development:  
Europe investing in  
rural areas



## WHAT IS LEADER?

1. LEADER is a European fund aimed at economic growth in rural communities. The fund is managed through the Rural Payments Agency on behalf of DEFRA in England, as part of the Rural Development Programme for England (RDPE).
2. Local Action Groups (LAG) were invited to bid for LEADER funds **for the period 2014-20**. In Nottinghamshire, two bids were developed –
  - one based on the existing North Nottinghamshire LEADER area and
  - a second, new bid for rural parts of the south of the county.

**The South Notts LEADER area was awarded £1.55m**

**The North Notts LEADER area was awarded £1.85m i.e. £3.4m for the County**

**Programme Launch will be 4<sup>th</sup> November 2015, taking outline applications from January 2016, with a view to projects commencing their delivery from April 2016.**

### National Leader Priorities

1. Support for increasing farm productivity
2. Support for Micro and small businesses, including farm diversification
3. Support for rural tourism
4. Provision of rural services
5. *Support for Culture & Heritage activities (not applicable for North & South Notts LEADER)*
6. Support for forestry productivity

Nottinghamshire LEADER will deliver 70% of funding directly in support of jobs and growth.

**Types of activity** - Grants to support (as examples)

- Starting a new business
- Construction costs for workshops/factories/premises/facilities
- Purchasing equipment – but not consumables
- Processing and marketing
- Social service provision
- Setting up at an IT business

### Nottinghamshire County Council's role:

NCC has agreed to act as Accountable Body for both of the county's LEADER programmes. The Accountable Body provides technical and compliance advice and guidance to the LAG, contracts with the RPA on behalf of the 2 LAGs and is the employing body for dedicated staff (funded by LEADER).

### Nottinghamshire LEADER contacts for both Project and LAG interest or queries

- Mandy Ramm – general LEADER enquiries – 0115 977 2685, [mandy.ramm@nottsc.gov.uk](mailto:mandy.ramm@nottsc.gov.uk)
- Craig Edson – South Notts – 0115 977 2686  
[SouthNottinghamshire.LEADERProgramme@nottsc.gov.uk](mailto:SouthNottinghamshire.LEADERProgramme@nottsc.gov.uk)
- Jim Burley – North Notts enquiries – 07827 826928,  
[NorthNottinghamshire.LEADERProgramme@nottsc.gov.uk](mailto:NorthNottinghamshire.LEADERProgramme@nottsc.gov.uk)

<b>Micro and Small businesses, incl farm diversification</b>	<b>South Notts LEADER</b>	North Notts LEADER
Maximum Grant (possibly higher for exceptional projects)	<b>£35,000</b>	£75,000
Maximum Percentage of Public Funding (incl. LEADER) of eligible Total Project Costs	<b>40%</b>	40%

<b>Nottinghamshire LEADER Programme Expenditure (£)</b>				
<b>LEADER Priority</b>	<b>South Notts (£)</b>		<b>North Notts (£)</b>	
<b>Support for Increasing Farm Productivity</b>	<b>£194,763.77</b>	15%	£154,725.95	10%
<b>Support for Micro and Small Enterprises including Farm Diversification</b>	<b>£584,291.26</b>	45%	£696,264.53	45%
<b>Support for Rural Tourism</b>	<b>£324,606.26</b>	25%	£386,785.68	25%
<b>Support for Culture &amp; Heritage activities</b>	<b>£0.00</b>	0%	£0.00	0%
<b>Provision of Rural Services</b>	<b>£64,921.26</b>	5%	£154,725.95	10%
<b>Support for increasing Forestry Productivity</b>	<b>£129,842.52</b>	10%	£154,725.95	10%
<b>Total</b>	<b>£1,298,425</b>	100%	£1,547,228	100%

## THE LAG

- Each Programme is overseen and championed by a LAG – a partnership comprising private/public/civil society representatives – **it must be private sector dominated** with independent chairs
- There are 2 LAGs in Nottinghamshire – one for the North and one for the South
- The LAG ensures that the **local economic area gets the best possible “deal” from the grant programme** – approving grants and helping achieve maximum performance, spend and investment at the local level – ie the more funding awarded, balanced with quality projects will create the best environment for local economic growth and job creation
- The LAG is also the **strategic overview and programme performance champion**

**We are also looking for new LAG members drawn from the business community** – to help drive this programme’s economic performance – we even have a Job Description!

The LAGs comprise volunteers and there is a time commitment. However it is an opportunity for business people to become directly involved in a programme of activity specifically designed to create growth and jobs in the rural economy. It will give opportunities to network, raise profile, deliver CSR outcomes, shape sustainable growth and support new and start-up companies and champion the local economy.

We are already working with a nucleus of partners - including D2N2 and would be very interested to discuss with any interested party a future role within LEADER in Nottinghamshire.