



*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 K. Girling**

**Members of the Committee:**

**Councillor D. Batey**  
**Councillor M. Cope**  
**Councillor Mrs R. Crowe**  
**Councillor Mrs G.E. Dawn**  
**Councillor G.P. Handley**

**Councillor P. Peacock\***  
**Councillor A.C. Roberts**  
**Councillor F. Taylor**  
**Councillor T. Wendels**  
**Councillor Mrs Y. Woodhead**

**Substitutes**

**Councillor Mrs K. Arnold**  
**Councillor Mrs M. Dobson**  
**Councillor P.C. Duncan**  
**Councillor N. Mison**  
**Councillor B. Wells**

## **AGENDA**

**MEETING: Economic Development Committee**

**DATE: Wednesday, 29 March 2017 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

	<u>Page Nos.</u>
1. Apologies for Absence	
2. Declarations of Interest by Members and Officers and as to the Party Whip	
3. Declaration of Any Intentions to Record the Meeting	
4. Minutes of Meetings held on 18 January 2017	3 - 9

### PART 1 – ITEMS FOR DECISION

5. The Beacon Innovation Centre	10 - 17
6. Ollerton Outreach Service	18 - 23
7. Newark Lorry Park Extension Project	24 - 40
8. Sconce & Devon Park – Visitor Centre Extension	41 - 48
9. Building on our Industrial Strategy – Government Green Paper	49 - 54

### PART 2 – ITEMS FOR INFORMATION

10. Annual Report Detailing the Exempt Reports Considered by the Economic Development Committee	55
11. Urgency Item – Council Car Parking Order	56

### CONFIDENTIAL AND EXEMPT ITEMS

None

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **ECONOMIC DEVELOPMENT COMMITTEE** held on Wednesday, 18 January 2017 in Room G21, Kelham Hall at 6.00pm

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

Councillors: D. Batey, R.V. Blaney (ex-officio), M.G. Cope, Mrs R. Crowe, G.P. Handley, P. Peacock (Opposition Spokesperson), A.C. Roberts, F. Taylor, T. Wendels and Mrs Y. Woodhead

ALSO IN ATTENDANCE: Councillors: R. Crowe and P.C. Duncan

98. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs G. Dawn.

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

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

100. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

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

101. MINUTES OF THE MEETINGS HELD ON 23 NOVEMBER 2016

AGREED (unanimously) that the Minutes of the meeting held on 23 November 2016 be approved as a correct record and signed by the Chairman.

102. TOURISM STRATEGY

The Committee considered the report presented by the Business Manager – Economic Growth which provided Members with details of the draft Tourism Strategy. The report set out the proposals in order to ensure that the opportunity to maximise the promotion of the district was focussed on effective use of resources available. The three overall objectives of the Economic Development Strategy were also listed to show how the vision and aims of the Tourism Strategy were linked. Also contained within the report were the specific activities that would be undertaken from January 2017 to March 2018, should the strategy be approved and adopted.

A Member of the Committee stated that he did not support the direction of travel being taken as outlined in the Strategy and that this was also the opinion of the Labour Group. He added that a physical tourist dispersal centre was the most appropriate method and that the location of such a venue should be identified from where the visitor numbers were the greatest.

A further Member of the Committee stated that he would wish to see more explicit reference to the hub and dispersal method of operation and that actions and monitoring thereof should be undertaken. Also that briefing sessions should be held with the dispersal points to explain the new Strategy and the implications thereof. In addition, the Member requested that further text be added to the Newark & Southwell Action Plan to promote the Southwell offer. In response, it was suggested that all reference to Newark & Southwell be removed so that the Action Plan then became holistic.

In response, the Business Manager advised that further detail could be added in relation to the promotion of the hub and dispersal method. She added that there were numerous dispersal points throughout the district and that talks were ongoing with other organisations e.g. RSPB. In relation to the Action Plans, these were based around media campaigns. The Sherwood Focus was more based around outdoor family pursuits with Newark & Southwell being more likely to target the higher spending tourist looking for a cultural experience. Both groups would be dispersed onwards but any campaign must initially be targeted at the correct audience.

A Member of the Committee noted that it had become apparent some years previously that the Gilstrap TIC had not provided value for money, hence its move into the NCWC. Tourist information in the modern age needed to be spread across the district with one such method being the use of a good website. Whilst acknowledging this approach, a Member queried how monitoring would be undertaken to ensure a positive impact as the method for collating such information was not contained in the Strategy, suggesting that a Tourism Forum be established.

Members were advised that the Strategy's direction and focus had been based upon evidence collated from a number of sources, one of largest being Experience Nottinghamshire with such evidence enabling Officers to take the approach they had. In relation to Tourism Forums it was suggested that where these were pre-existing the Council would work with them or, if there was no such Forum, one be established.

A Member made reference to the Newark & Southwell - Action Plan, specifically in relation to the consideration of producing a Coach Tours Guide Book. He suggested that this be undertaken and that work be commenced to make Newark a coach friendly town. This would then filter to Southwell and then Ollerton and beyond throughout the district. The Member then went on to suggest that the percentage figures contained within the Performance Measures would be more useful if replaced with actual visitor numbers. He also suggested that the visitor numbers should be increased rather than maintained.

In response, the Business Manager advised that the STEAM Data used to inform the Performance Measures was costly to purchase but it was hoped that the 2015 data would soon be available so that comparisons could be carried out. She added that it was resource intensive to carry out the monitoring role of visitor experiences and that in all likelihood this would be undertaken on an ad hoc basis.

AGREED (by 8 votes for with 3 abstentions) that:

- (a) the vision, aims and objectives for the Tourism Strategy be agreed; and
- (b) the Action Plan for 2017/18 as identified within the Strategy be supported.

103. GROWTH INVESTMENT FUND (GIF) (THINK BIG) UPDATE REPORT

The Committee considered the report presented by the Business Manager – Economic Growth in relation to progress regarding the Loan Fund and details of the recommendations agreed by the Policy Monitoring Group on 28 November 2016. Appended to the report was the detailed information presented to the Monitoring Group.

Members agreed that it was pleasing to see the number of jobs created by the companies who had benefited from a loan from the GIF but would like to see how the loans were spread geographically across the district. The Business Manager advised that broadly speaking the split was 60% in Newark with 40% across the rest of the district and that geographical information of this could be provided to the Committee.

A Member of the Committee queried whether there was any scope for reducing the costs associated with the running of the GIF given that news was that banks were beginning to lend more once again. Members were advised that although this was the case loans were not trickling through to companies the likes of which sought assistance from the Council. Banks continued to decline businesses that they would have lent to in 2008 before the economic downturn. Members were informed that the Council had awarded some loans which had subsequently been repaid which had had the result of the banks now agreeing to lend them monies.

AGREED (unanimously) that support for the recommendations agreed at the Policy Monitoring Group on 28 November 2016 as follows, be supported:

- (a) the Think BIG Loan Fund continues to focus on gap funding, providing working capital for businesses that demonstrate growth potential and job creation and are unable to obtain the required bank support or other funding. The Fund can thereby make a difference in enabling investment and growth to happen;
- (b) the Investment Panel to continue to help businesses be in a better position to access funding from Banks and other lenders;
- (c) the Pathfinder element of the loan fund to continue to be promoted to encourage longer term entrepreneurial impact on the local business culture; and
- (d) the impact and opportunity of the Midlands Engine Investment Fund to be assessed and reported to the next Policy Monitoring Group meeting.

104. CAPITAL EXPENDITURE NEWARK TOWN COUNCIL – MAPS AND SIGNAGE

The Committee considered the report and presentation given by the Business Manager – Economic Growth in relation to the ongoing project to complete the road and pedestrian signage for Newark and for the design and delivery of town centre maps in strategic locations and that funding for the scheme be added to the Council's Capital Programme.

The report set out the work undertaken to-date together with the proposals in order to complete phase 1.5 of the scheme. It was reported that the proposed signage and map details had been out to consultation with key stakeholder groups. It was also considered that the proposals were in line with equality regulations and would enhance visitor and resident experiences in Newark Town Centre.

Whilst noting that the work was to enhance the experience for visitors to Newark a Member of the Committee suggested that Newark Town Council (NTC) should pay for the scheme themselves with another Member querying whether they had been approached in this regard and asked to contribute. In response the Business Manager advised that the proposals had been in circulation for approximately 18 months but discussions could be held with NTC in this regard.

Members commented that the project had been a lengthy process and that they were not aware that some of the works had already been undertaken as referred to in paragraph 2.1 of the report, adding that they would not wish to slow the process down further but would wish to view the detail of the proposals if only to check for accuracy. The Business Manager advised that should the capital bid be approved the remainder of the works could be completed within 8 weeks.

The Director – Communities advised Members that the scheme had been heavily consulted on but acknowledged that this had been a considerable time ago. He added that the proposed maps must be as accurate as possible and that technology was to be used to enable them to be updated as required. The Director also stated that it was his responsibility to drive the scheme forward if the capital bid was successful.

A Member of the Committee suggested that there should be a delay in committing to the scheme in order for discussions to be held with NTC in relation to a contribution towards the costs. The Member added that the signs in the Vicar Water area required updating but these were not part of the discussion. In response the Business Manager advised that when the scheme had initially been discussed it had been agreed that Newark would be the first for improvement. She also stated that the highways signs around Vicar Water would be a matter for the County Council. A Member of the Committee noted that signs had been updated in the Ollerton area and had been funded jointly with the County Council and Ollerton & Boughton Town Council. The Director – Communities reiterated that the scheme needed to be progressed, adding that a conversation about a funding contribution from NTC would take place.

Members requested that when information was sent through to them for the purpose of checking for accuracy, that they also be provided with information of where the pedestrian fingers signs were pointing to, noting that these may not necessarily be district council owned attractions. It was also suggested that should a sign be obsolete these be removed but reused if possible.

AGREED (unanimously) that the Policy & Finance Committee be recommended to add the scheme to the Council's Capital Programme in order to complete the signage and location maps for Newark Town Centre.

105. LOCAL DEVELOPMENT FRAMEWORK PROGRESS REPORT

The Committee considered the report presented by the Business Manager – Planning Policy relating to the progress of the various elements of the Local Development Framework, including the Community Infrastructure Levy contained within the Local Development Scheme timetable. The report also proposed amendments to the timetable and sought approval to prepare and consult on a CIL Draft Charging Schedule.

The report provided Members with details of the progress made on the Plan Review since June 2016 these being: consultation on preferred approach strategy; and consultation being ongoing on the preferred approach – sites and settlements and town centre and retail. The CIL Preliminary Draft Charging Schemes had been consulted on in November and December 2016 with the main areas for concern being detailed in the report.

AGREED (unanimously) that:

- (a) the progress towards meeting the timetable of the adopted Local Development Scheme be noted;
- (b) the proposed approach as set out in Section 3 of the report be agreed;
- (c) delegated authority be given to the Deputy Chief Executive in consultation with the Local Development Framework Task Group and the chairman and Vice-Chairman to finalise and formally seek representations on the Community Infrastructure Levy Draft Charging Schedule and associated documentation;
- (d) the amendments to the Local Development Scheme to reflect the proposed timetable in Appendix B be approved; and
- (e) the amended Local Development Scheme comes into force on 19 January 2017.

106. ECONOMIC DEVELOPMENT COMMITTEE REVENUE BUDGET 2017/18 – 2021/22

The Committee considered the report presented by the Assistant Business Manager – Financial Services which provided information on the budget and scales of fees and charges for the areas that fell within the remit of the Committee for 2017/2018 and future years.

Members were advised that the budget would be presented to Policy & Finance Committee with any comments or recommendations. They were further advised that following the informal budget briefing held on 15 December 2016 where a number of savings had been suggested, these had been incorporated into the figures reported and listed at paragraph 3.2 of the report with a net saving of £69,910.

Members debated the information presented and queried a number of matters. In relation to Car Parks Fees & Charges on page 56 of the report Members queried what the Newark Market Place (Option) referred to and suggested that this be removed from the table. Members also queried as to why the Council had advertised for a member of staff in the Markets & Car Parks Business Unit when this function was to be taken over by Newark Town Council. They were advised that a vacancy had arisen and the function remained the Council's responsibility until 31 March 2017.

A Member commented that the Heritage, Culture and Visitor budget could withstand further scrutiny with a view to reducing costs. In response, it was noted that the increase was partially due to the introduction on a proper catering offer at the Newark Civil War Centre (NCWC) and other varying element which were not in relation to the NCWC.

It was noted that the Palace Membership Scheme (New Charges from 2016/17) had not been increased with a Member suggesting that the amount should be increased to reflect the 'perks' that came with being a member of the Scheme. It was noted that the money received from the scheme accounted for income generated and the cost of being a member was to be reviewed with a view to being increased the following year.

AGREED (unanimously) that:

- (a) the savings as set out in 3.2 of the report be included into the revenue budget;
- (b) the final Committee budget as shown at Appendix A, subject to inclusion of the savings set out in 3.2 of the report, be recommended to Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall Council budget; and
- (c) the scales of fees and charges as shown at Appendix B be recommended to Policy & Finance Committee at its meeting on 23 February 2017 and Council on 9 March 2017, subject to:
  - (i) the removal of the Newark Market Place (Option) for Newark Car Parks (page 56); and



- (ii) the level of charges for the Palace Membership Scheme being reviewed (page 61).

107. NOTTINGHAMSHIRE PRE-DEVELOPMENT FUND (NPDF)

The Committee considered the report presented by the Business Manager – Economic Growth in relation to the outcome of bids submitted to the Nottinghamshire Pre-Development Fund on behalf of Newark & Sherwood District Council.

The report set out background to the reasons for the establishment of the Fund and the proposals formulated since it was last presented to Committee in November 2016. It was reported that each district had been awarded funding for three priority projects with this district's being: Ollerton Hall; Newark Central Project; and Newark Gateway. The report provided Members with a brief description of each of the projects.

A Member expressed his disappointment about the lack of involvement of the Committee in putting forward bids and requested that going forward all matters be reported to the Committee for comment. The Chief Executive, who was in attendance at the meeting, stated that the timescales were determined by the timetable for bids to for Local Growth Funds through the D2N2 Local enterprise Partnership. In the last bidding round, Nottinghamshire had not fared as well as Derbyshire partners in the bidding process. The urgency around agreeing pre-development fund priorities was necessary to ensure Nottinghamshire partners got a fair proportion of Local Growth Funds. He further suggested that a Working Party could be established to ensure that any future urgent bids had some oversight from the Committee.

As the report was before Members for noting, the Chairman proposed that the case for the 6 unsuccessful bids be further developed to bring them up to a more advance stage and that a workshop be held to discuss them further.

AGREED (unanimously) that:

- (a) the report be noted; and
- (b) the 6 unsuccessful bids be further developed to bring them up to a more advance stage and that a workshop with Members of the Committee be held to discuss them further.

The meeting closed at 7.55pm

Chairman

**THE BEACON INNOVATION CENTRE**

**1.0 Purpose of Report**

- 1.1 The report provides an update on performance at the Beacon Innovation Centre and information regarding the current contract extension

**2.0 Background Information**

- 2.1 The Newark Beacon Innovation Centre is owned by Newark & Sherwood District Council with the Homes & Communities Agency (HCA) retaining an equity share in the building. This is in line with the two other centres managed within the contract (Worksop Turbine and Mansfield I-Centre) detailed below.

The Integrating Innovation Centres in Nottinghamshire Contract provides day-to-day operational and facilities management to 3 Centres in the County together with an overarching mentoring and business support programme for tenants. Oxford Innovation Ltd. (OI) was contracted from 1 April 2011 for a period of 5 years with 2 single year options to extend. The contract is now entering into year 7 and will cease on 31 March 2018.

**3.0 Proposals**

- 3.1 Extending the lease to 31 March 2018

During 2016, discussions were held with Officers and Members regarding the most appropriate method of delivering this contract and of re-tendering the contract. Partners have agreed the benefits of continuing the “three centre model” believing it could still be operationally beneficial to run the three buildings collectively whilst building on the qualitative offer to tenants. Soft Market Testing has been undertaken to determine what will be attractive to the market and what it will support going forward – this has led to work on the form of contract which is currently still being developed. Partners are however being guided by lessons learned from the current contract and wish to:

- ❖ Improve the certainty of income from the centres with better forecasting, improved cost efficiency and improved local cost competitiveness of the 3 centres
- ❖ Reduce financial risk (deficits) for the owning authorities and
- ❖ Simplify processes and achieve lighter touch contract management

- 3.2 Internal Space Re-configuration

Nottinghamshire County Council were successful in a bid to the Economic Prosperity Committee for all three centres. In relation to Newark Beacon, this is for support up to £75k for a programme of internal space re-configuration at Newark Beacon which is currently operating at 76% occupancy (to end Q3 16/17) and follows on from major tenants successfully graduating to larger premises. Despite a major digital marketing campaign, all demand evidence indicates that the current room offer is too large. A full re-modelling and repricing exercise has been undertaken and this together with car parking adjustments (to increase capacity where possible) and internal upgrades would address current and emerging risks to the successful operation of the Centre. NSDC are working with Oxford Innovation Centre on the design and delivery of the works to take place at Newark Beacon.

### 3.3 Performance of the Centres

As already noted, performance at Newark Beacon in terms of occupancy rates, is below profile and actions are underway to support the improvement of the performance. As identified, this does reflect well for the business support provided at the Beacon in that two larger businesses graduated in 2016 and both are now in larger premises in Newark. Performance information is received on a quarterly basis and regular meetings are held in order to update on progress. Economic Growth and Asset Management from within NSDC have been working with the new team at the Beacon in order to identify opportunities to promote the offer at the Beacon.

Ensuring a balance between occupancy rates and ensuring innovative businesses develop within the Beacon and then graduate is challenging and unfortunately during 2016 this happened at the same time as some significant staff changes within the management team for centre. The focus for the virtual office offer is start up and early stage businesses whereas the target group for tenants is businesses that have been trading for over two years and are looking for the next steps.

Financial Performance for Jan 2017 (month only, not year to date)

<b>Nottinghamshire County Council - Combined Innovation Centres</b>				
<b>Occupancy and Conferencing Summary Report</b>				
<b>January 2017</b>				
Year Reference	C			
Period Number - from	9			
Period Number - to	9			
		<b>Mansfield</b>	<b>Newark</b>	<b>Worksop</b>
Net Internal Area		21,923 sqft	24,049 sqft	23,711 sqft
Total Area		21,923 sqft	20,160 sqft	22,701 sqft
Area Let		19,698 sqft	11,651 sqft	21,259 sqft
Occupancy		90%	58%	94%
<b>Income for the month of :</b>	<b>January 2017</b>			
Licence Fees		£32,932	£20,498	£33,377
Lease		£1,609	£0	£0
Virtual		£753	£970	£1,490
Hot Desking		£0	£350	£0
<b>Conferencing Income</b>				
December 2016		£1,376	£1,205	£952
Less Catering		£0	£0	£0
<b>Total NCC Conferencing</b>		<b>£1,376</b>	<b>£1,205</b>	<b>£952</b>

### 3.4 The Pioneer 10 Programme

This is a programme launched by Oxford Innovation in 2016 and hosted across the three Nottinghamshire Innovation Centres, Mansfield i-Centre, Newark Beacon and Worksop Turbine. The finalists in a programme to find Nottinghamshire's leading business pioneers have been announced. After months of submissions ten county businesses have been shortlisted to go head-to-head for the chance to win a support package worth £15,000. All the shortlisted firms have received one-to-one coaching and guidance, opening up new commercial opportunities and boosting each business's chance of success. The judging panel includes a representative from NSDC.

The shortlisted finalists and their companies are:

- Os Morgan – Kraft Werks
- Teri England – Red Fox ID
- Irma Gilbert – Co Fabrico Ltd
- Rebecca Aldridge – Balance: Wealth Planning Limited
- Tim Calnan – CS Design Software
- Paul Belshaw – Smartersoft
- Steve Harrison – The Coaching Company
- John Morley – i-Sourcer
- Kiyth G Fotitt – Newark Hoverflights UK
- Billie-Anne Warriner – Fosse Cashflow Solutions

The judging takes place on 1 March 2017 and Newark businesses are in the above list.

### 4.0 **Equalities Implications**

4.1 The Newark Beacon complies with legislation regarding accessibility and Oxford Innovation support all businesses that operate out of the Beacon.

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

5.1 Income generated for the Council is not the only consideration in the operation and management of the Newark BIC. Support for local businesses is in line with the Council's priorities. Financial performance is reported on a quarterly basis and income is currently below target.

### 6.0 **Comments of Business Manager & Chief Financial Officer – Financial Services**

6.1 The cost of reconfiguring the space available at the centre will be met from funding awarded by the Economic Prosperity Committee and there will be no requirement for any financial contribution from the Council. This should improve occupancy rates and thus income. The impact of the changes will be kept under review.

6.3 Financial modelling of all proposals being considered for future management arrangements after 31 March 2018 will be carried out and reported to Committee at a later date.

## **7.0 RECOMMENDATIONS**

**It is recommended that the Committee note the contents of the report and agrees to the following recommendations that:**

- (a) the re-configuration at Newark Beacon takes place following approval by Asset Management within NSDC, and that it is recommended to Policy & Finance Committee that the scheme be added to the capital programme; and**
- (b) the opportunity to re-tender the contract for the three Nottinghamshire Innovation Centres is progressed in a timely and considered manner.**

### Reason for Recommendations

To ensure that the Newark Beacon continues to deliver an appropriate service to business.

### Background Papers

None

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

Andrew Statham  
Director - Communities

**Innovation Centre Performance Report**

Ref	KPI Description	Target 16/17	Q1 Performance	Q2 Performance	Q3 Performance	Q4 Performance	Notes
1	Occupancy	Ave min occupancy 16/17: Mi 88% NB 88% WT 88%  Composite – 88%	End of Quarter:  Mi 92.8% NB 76.4% WT 94.3%  Composite – 88%	End of Quarter  Mi 89% NB 76% WT 91.7%  Composite – 86%	End of Quarter  Mi 89% NB 76% WT 91.7%  Composite – 86%		
2	Enquiry Conversion Rates	Combined averages – Offices 35% Virtuals 70%	Combined averages: Offices 18% Virtuals 80%	Combined averages: Offices 13% Virtuals 60%	Combined averages: Offices 23% Virtuals 67%		Q3 – 30 Qualified Office Leads 7 Office Deals 6 Virtual Leads 4 New Virtual Customers  Q3 conversion rates based upon 'qualified leads'
3	Customer Satisfaction (Tenant and Virtual)	Achieve: Individual Centre 60% return rate 85% responses to score services as excellent Business Support – Survey to be separate and targeted	Separate report	Recorded annually	Recorded annually		

4	Customer Satisfaction (non-tenant users – e.g. conferencing)	85%	Good or Excellent Mi 80% NB 85% WT 80%	Good or Excellent Mi 80% NB 75% WT 75%	Excellent Mi 99% NB 99% WT 98%		Conference Customer Satisfaction Survey Results – Q3			
								Mi	WT	NB
							% Satisfactory - Excellent			
							Car Parking	98%	96%	100%
							Reception Service	100%	100%	100%
							Cleanliness of Building	100%	100%	100%
							Presentation of the Room	100%	100%	100%
							Comfort of the Room	100%	97%	94%
Quality of Refreshments	100%	100%	100%							
5	External Graduations	5 (based on 5% of tenant businesses)	Mi 0 NB 0 WT 0  Cum 0	Mi 1 NB 0 WT 1  Cum 2	Mi 0 NB 1 WT 0  Cum 3		Q3 – Primary Site			
6	Number of Tenant Businesses	108	Mi 32 NB 23 WT 38  Total 93	Mi 29 NB 23 WT 38  Total 90	Mi 34 NB 20 WT 41  Total 95					
7	Number of Virtual Customer Businesses	110	Mi 35 NB 20 WT 41  Total 96	Mi 36 NB 21 WT 43  Total 100	Mi 33 NB 19 WT 41  Total 93					
8	FTE Jobs in Tenant Businesses	585 (same as 14/15)	Mi 187 NB 168 WT 219  Total 574	Mi 187 NB 170 WT 222  Total 579	Mi 189 NB 107 WT 225  Total 521		Impact of Primary Site exit at NB			



<b>9</b>	<b>New Jobs Tenant Businesses</b>	70	Mi 0 NB 7 WT 15  Total 22 Cum 22	Mi 7 NB 1 WT 10  Total 18 Cum 40	Mi 12 NB 3 WT 5  Total 20 Cum 60		
<b>10</b>	<b>FTE Jobs in Virtuals</b>	150 (uplift based on YE position 14/15)	Mi 48 NB 46 WT 77  Total 171	Mi 50 NB 48 WT 85  Total 183	Mi 51.5 NB 50 WT 84  Total 185.5		
<b>11</b>	<b>Tenant Businesses using business support services</b>	Mi – 17 NB – 12 WT – 21  YE Target 50 (based on 50% of businesses at each centre receiving business support)	Mi 4 NB 5 WT 5  Cumulative Total 14	Mi 5 NB 2 WT 5  Cumulative Total 26	Mi 6 NB 3 WT 6  Cumulative Total 41		
<b>12</b>	<b>New 'Virtual Business' Users</b>	No measurement against target in 15/16, included so that a baseline can be established for measurement in 16/17	Mi 1 NB 1 WT 2	Mi 1 NB 1 WT 2	Mi 1 NB 2 WT 1		

**OLLERTON OUTREACH SERVICE**

**1.0 Purpose of Report**

- 1.1 To provide information and recommendations regarding the Outreach Service that has now been in operation for three years and is based in Ollerton and Boughton Town Hall.

**2.0 Background Information**

- 2.1 The Ollerton Outreach Service commenced in January 2014 and operates each Wednesday at the Ollerton & Boughton Town Council building in Ollerton between 09.30 and 15.00. The partners involved are: Department for Work and Pensions (DWP), Academy Transformation Trust (part of the Dukeries College in Ollerton), Ollerton & Boughton Town Council (OBTC) and Newark and Sherwood District Council Customer Service (NSDC).
- 2.2 Until November 2016 there was no one individual from the DWP who was responsible for the caseload at the Ollerton Outreach Service. A Work Coach and an Employer Relation Lead both working for the DWP support the claimants and make regular contact with employers on their behalf. Take up has continued to increase over the last 12 months. The free computer access continues to assist people with their job search activities.

**3.0 Outcomes**

**3.1 Take up of the Outreach Support**

The purpose of the Outreach Service is to engage with local people regarding job search, council or benefit services. Providing this service in meaningful, sustainable and innovative ways helps to break down the barriers of getting back into work. Both NSDC and Newark and Sherwood Homes (NSH) ceased their cashier function from Monday 16<sup>th</sup> January 2017. Customers who would previously have visited the NSH offices to make payments may visit the Ollerton Outreach service instead for advice on the wide range of services offered which may have an impact on the numbers using the Outreach Service.

Evidence indicates that the service maintains a high profile in the local community, and is recognised as supporting individuals in Ollerton and the surrounding area.

The offer from the partner organisations referred to in paragraph 2.1 can be summarised under 4 main headings of

- ❖ Learning (skills and knowledge)
- ❖ Communication (CV writing)
- ❖ Confidence building (interview skills)
- ❖ Being part of the wider community (accessing work opportunities from both small local employers and larger employers across the district)

## 3.2 Statistics

- 3.2.1 The volume of people accessing the service has increased quite dramatically over the past 12 months. The NSDC objective for 2015/16 was for the volume to increase to between 20 and 30 people with a total of 165 NSDC related visits. This number had been reached within a 9-month period to the end of September 2016. By the end of January 2017, the number had increased by 42.42% with 70 people accessing the service with a grand total of 235. ***Point to Note: The take up of the service has increased by 42.42% over the last year.***
- 3.2.2 Job related enquiries from January 2015 to January 2016 inclusive totalled 1414 with the service operating at one day per week. By the end of January 2017, this number has increased by 26.5% to 1788, an increase of 374 enquiries. With the exception of the Christmas period weekly figures of people utilising the Outreach Service has increased from a minimum of 26 attendees to a maximum of 63 during one week in June. Half term of October 2015 saw 20 people attend, whereas this figure had increased to 29 for the half term in October 2016 marking the fact that the holiday period did not affect those attending. The average figure of weekly attendees attending is 36. Calculated by dividing 1787 by 50 weeks (with a 2 week closure period over Christmas). This demonstrates that familiar staff who welcome and guide attendees removes real and perceived barriers creating a more comfortable and inclusive atmosphere.
- 3.2.3 Following some analysis by DWP from the 6-month period 01/04/16 to 30/09/16, the figures below demonstrate the success not just of the Ollerton Outreach Service but other support services working with people looking for work. It is not possible to claim all the credit for these figures, however all those listed attended the Outreach Service.

Ollerton - total number of off flows 66 of which 49 went into work.

Boughton – total number of off flows 25 of which 12 went into work

Edwinstowe – total number of off flows 32 of which 18 went into work

Bilsthorpe – total number of off flows 26 of which 10 went into work.

Total off flows for area – 149 with 89 going in to employment.

***Point to Note: 59.73% of those signing off the unemployment register are now in work.***

The other off flows are made up of people failing to sign, their claim being closed, or claiming another benefit such as Employment Support Allowance (ESA).

In October 2016, the DWP introduced a new system which means we cannot produce these figures in the future.

## 3.3 Success Stories

- 3.3.1 By the end of August 2016 a total of 37 people in Ollerton alone were no longer claiming Job Seekers Allowance (JSA) or ESA. By the end of December 2016 this number had increased by almost 50% to 72 undertaking employment across the district. The range of employment undertaken varied from working with small local employers to larger ones in the district. These figures were supplied from the numbers of individuals the Work Coach supported on a more intensive basis from January to August 2016, totalling 37 and a further 35 until December 2016.

One example of how building a relationship with an Employer Relation Lead can reap rewards is shown with the following success story. A young person, who had graduated in animation, had tried and failed to find work. The Employer Relation Lead explained the ABC (Any Job, Better Job, Career) of work and how doing “something” would give her other skills leading possibly to doing more in her chosen field in the future. She was given hints and tips on sending speculative approaches to Walt Disney, Pixar etc. She was keen to work, attended the Mansfield Jobs Fair and was referred to the Ollerton Job Club. The Employer Relation Lead realised her potential and advised her of an Administrative Work Experience position with an Ollerton Employer. The Employer Relation Lead escorted the individual to the place of employment, the employer interviewed her the following day and started her placement at the same time. A few days later the CEO of the company contacted the Employer Relation Lead to say how impressed he was with her work ethic and diligence that he offered her employment to cover a maternity leave position with the likelihood of a full-time post becoming available. This provided the candidate experience, confidence and enables her to fund her move to an area where she can pursue her career.

The second example of how age is not a barrier refers to a gentleman in his early 60s who lives alone and had been unemployed for last 8 years. He attended the Job Club every week without fail to try and secure employment. The Work Coach decided last year that he needed some work experience which he gained at The Furniture Project. This resulted in him starting to improve his job applications and get interviews. He was supported in interview techniques, securing a couple of trials and finally at the beginning of December 2016 he secured a job pot washing in a restaurant at Center Parcs. He is now working 20 hours per week and in receipt of pension credit to top up his earnings. He occasionally calls into the job club talking enthusiastically how he feels now he is earning a wage. He walks to and from work in all weathers so is keeping fit into the bargain. He has made new friends, even spending Christmas Day there working and got a free dinner where he said he is normally alone and not celebrating Christmas.

One of the successes who went on to work at KnowHow attended the Job Club every week and had been unemployed for about a year. He has a very young family so needed enough hours to receive tax credits. He attended the first recruitment drive for Knowhow/Ambitions and was trained in July 2016 on fork lift funded by NSDC. He stayed the full 12 weeks and was offered a subsequent 12 weeks. Just before Christmas 2016 he called into the Job Club to say he was going to be employed on a permanent basis by Knowhow and was hoping to be made a chargehand. He used the bus initially but was able to buy a car from his wage.

Work experience gained with one employer can lead to permanent employment with another. The final example of how this has worked successfully is shown through a young man who had been unemployed for more than 3 years. He attended the Job Club on a weekly basis bringing with him a very negative outlook expecting the staff to have “found him a job”. Both the Work Coach and the trainer from the Dukeries worked with him to overcome this negativity. Through various job searches he gained employment via Transline (the agency working on behalf of Clipper logistics) in October 2016. The Work Coach recently found out that he has now secured permanent employment at Yearsleys in Bilsthorpe and is very happy. The temporary work at Clipper brought his work experience up to date and helped him on his path to gaining a new permanent job.

The Job Club is currently working with McDonalds fast food outlet. 10 people who attend the Job Club are going through their recruitment process. This includes three 18-24 year olds with Attention Deficit Hyperactivity Disorder. These people need a great deal of support to reach the final goal of securing a job.

From April to September 2016 the Employers recruiting across the district can be evidenced as follows:

- a) April: Large Employers: Ambitions for KnowHow; Bakkavor; Center Parcs  
Small Employers: Forest Town Chip Shop, Farm in Blidworth, Local Care Homes
- b) May: Furniture Project in Ollerton; Dukeries Lodge pub in Edwinstowe.
- c) June: Large Employers : Thoresby Hall and Yearsleys
- d) July: Large Employers: Clipper, Ambitions for KnowHow, Nottingham City Transport
- e) August: Large Employers: NHS, Yearsleys  
Small Employers: Smyths Toy Shop Mansfield and Dale Briggs Builders in Walesby.

In January 2017 the Work Coach has a caseload of 267 people who are claiming work related benefits within the Ollerton area.

3.3.2 In April 2016, Economic Growth facilitated new projects to support two large Newark Employers with a high number of vacancies. This included:

- ❖ A two-week Employability Course with the Employers guaranteeing interviews to all those successful in completing the course. This course included training in Food Hygiene, First Aid and Manual Handling.
- ❖ In June 2016 the Academy Transformation Trust based at The Dukeries delivered courses in CV writing , literacy, numeracy and ICT
- ❖ A Lone Parent Event was run by the DWP and SureStart in September 2016
- ❖ In November 2016 an Apprenticeship and Advice Day for 18-24 year olds was run in conjunction with Vision West Notts College.

Collaborative working with various partners offers a continually varied programme of courses to engage with the unemployed of all ages in Ollerton and the wider district.

### 3.4 Review of Work Undertaken in 2016 and Aims for 2017

3.4.1 All those involved in supporting the delivery of the service are committed to ensuring that the Ollerton Outreach Service has the flexibility to work in real partnerships and respond to the customer’s needs. The service delivered throughout 2016 has been a success and continues along this path. The partners involved work well in collaboration with one another and have the same aims and objectives in mind for all those attending the service.

Review of aims and summary of work undertaken throughout 2016:

2016 Objectives Agreed	Progression of Objectives
Increase numbers of those employed	Evidenced by figures supplied in the report. 3.2.3 and 3.3.1

Achieve mid 20s attending the service on a weekly basis	Surpassed as evidenced by figures in 3.2.1
Extend the opening times currently 9.30-3pm	Trialled new opening times, however have returned to 9.30-3pm
Involve employers, increase local awareness and advertise local vacancies	Employer engagement includes KnowHow in Newark, Clipper in Boughton and Yearsleys in Bilsthorpe. Refer to 3.3.1 to further evidence inclusion of smaller local employers
Promote service through social media, flyers, newsletters and events.	Every house in the area has received a flyer advertising the complete service and events run by the service, delivered by the local newsagent.
Continue to identify and promote success stories	Articles promoting the service have been included in the Roundabout (local bi monthly magazine).
Review IT facilities and identify options for a more permanent solution.	Laptops have been introduced to ease set up and close down of the service. A new trolley to carry and store equipment has been purchased and an additional phone line and handsets have been installed and acquired for the service.
Begin to address numeracy, literacy and ICT challenges within the area.	Courses run through the Academy Transformation Trust have been and continue to be run to cover these challenges. 3.3.2 and 3.4.2
Focus activities with ESA register, hard to reach and single parent families.	This has begun to be addressed with Lone Parent Courses already delivered plus the 1-1 working led valiantly by the Work Coach from the DWP
Continue to offer a free training venue each week.	The venue is still available for free weekly training sessions.

### 3.4.2 Aims for 2017

- ❖ Extend the opening times to 2 days per week
- ❖ Numeracy, literacy and ICT issues continue to be a challenge within the area. More work is needed to support those with difficulty in these areas by engaging with courses run in conjunction with the Dukeries
- ❖ Agree targets for job outcomes
- ❖ Continue to promote the outreach through social media, flyers, newsletters, events
- ❖ Continue to identify and promote success stories
- ❖ Focus activities with ESA register, hard to reach clients and single parent families

### 3.5 Additional Support and Actions Undertaken so Far

3.5.1 The pilot bus/mini bus service funded through the additional financial support made available through the Economic Development Committee started on July 4<sup>th</sup> 2016. The purpose of the pilot was to provide transport for those seeking work opportunities in the rest of the district filling vacancies for employers in Newark with vacancies for shift start and end times outside the normal service bus timetable. Pre-Employment support work meant employability courses and one to one support was available in advance of the interviewing and transport commencing.

Due to the shift times operated by two of the larger Newark employers, a requirement of their online recruitment process is that individuals have access to transport to and from work. The provision of the minibus overcame this stipulation and enabled at least four people to take up employment and car share; therefore they did not require use of the mini bus. A couple of others applied for the Wheels to Work scheme which provides a loan of a moped to support employment. Volumes reached a total of six people on the twelve seater minibus. Due to the nature of the 24/7 four days on, four off and 12 hour shift patterns, it was not expected to achieve full capacity on the bus, however take up was lower than anticipated. Activities were undertaken to promote the use of this service by all organisations and the service was extended to include Mansfield, however there was insufficient demand to justify continuation of the service. The benefit for those who gained employment through this programme is significant although unsustainable. People using the service were notified in January 2017 that the service would cease on 31 March 2017 and they were offered other options for continuing their employment.

Due to the low numbers accessing the mini bus service by the end of the pilot it was decided not to pursue this into the new financial year. Had the mini bus service been successful the principle was to transfer responsibility to the larger employers involved in order for the service to continue.

#### **4.0 Equalities Implications**

4.1 The outreach support service provides additional opportunities to anyone requiring support from DWP, OBTC and NSDC. Referrals to employability information and Universal Jobmatch undertaken by the Academy Transformation Trust (Dukeries Academy) provide further positive impact. All these activities help to develop awareness of opportunities throughout the district. The Equalities implications are therefore positive.

#### **5.0 Financial Comments**

6.1 The proposals within the report are all funded from within existing budgets.

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

- (a) the Committee supports the continuation of this service; and**
- (b) the Committee agree to the aims identified for 2017 in paragraph 3.4.2**

#### **Reason for Recommendations**

Providing the Ollerton Outreach service seeks to support residents within the district to gain the support and information they require in order to access services and gain employment.

#### **Background Papers - None**

For further information please contact Veronica Dennant on Ext 5260

Andy Statham  
Director – Community

**NEWARK LORRY PARK EXTENSION PROJECT**

**1.0 Purpose of Report**

- 1.1 For Members to consider options for the expansion and reinstatement of capacity to the Newark Lorry Park.

**2.0 Background Information**

- 2.1 The new Council HQ project occupies land previously used for lorry parking. Currently this has resulted in a reduction from 160 spaces to 122 and ultimately if the land adjacent to Castle House is developed in the future there will be a total loss of some 60 spaces previously used by HGVs parking overnight.

- 2.2 The risk of income reduction with the loss of 60 spaces in the upperpart of the lorry park has been mitigated by the unexpected ability to still use some 22 HGV spaces in the upperpart. That, with the £1 increase in fees from 1 April 2016 has mitigated the predicted loss of income. However, when the total upperpart is lost there will be a reduction in income and whilst rate increases can reduce any loss the actual average number of vehicles using the facility has fallen from the levels experienced in 2015/16 possibly due to the difficulty in finding available spaces on the busy evenings of the week.

- 2.3 At such times of current full capacity on a Monday - Thursday evenings, there have been some incidents where vehicles have parked on Newark Livestock Market areas in front of the unloading pens causing issues with access for attending livestock deliveries and parking of HGVs on nearby roads in residential areas

- 2.4 The Council commissioned specialist consultants to identify various options to mitigate the loss of capacity and at its meeting on 30 March 2016 the Economic Development Committee considered these and agreed the following:

*AGREED (unanimously) that Option A, to retain and expand the existing lorry park, be approved.*

- 2.5 Detailed work on a scheme to expand the lorry park has now taken place and the design consultants have concluded that with expansion of the lorry park and provision of additional adequate hardstanding approximately 160 vehicles could be accommodated whilst still providing sufficient circulation space and adequate access and egress points. They have confirmed also that there is additional work required to protect a main water supply to British Sugar that passes through the site and divert an overhead electricity line.

- 2.6 The design consultants have worked with various stakeholders to develop a scheme that meets the requirements of the Council, the needs of the lorry park users and provides a safer more user friendly environment for all the lorry park users including the Newark Livestock Market.



- 2.7 The consultants estimate that the expanded site would cover an area of 13,350m<sup>2</sup> and have calculated the approximate cost for excavation, rolled stone construction with granular type 1 material and the recommended provision of a Geotextile membrane, landscaping and additional lighting. In addition they suggest that it is appropriate to allow an additional 10% for preliminaries and a contingency figure.

### **3.0 Items for Consideration**

- 3.1 The consultants have continued to progress the preparation for the project, including consultation with various agencies and the Environment Agency and the carrying out of various ecology surveys. A specification for the work is now prepared and the project can be brought back into house and a planning application compiled for submission and determination, following which a procurement process will be implemented with an expected start date on site of September 2017.
- 3.2 The proposed extension will provide for an additional 67 spaces which would provide a lorry park with a capacity of 167. A plan showing the layout of the proposed lorry park is attached as **Appendix One**.
- 3.3 There are two options proposed for the construction. The first option provides for a concrete roadway and the second option for a roadway of compacted stone/gravel. The detailed costings for the scheme options are attached as **Appendix Two**. The total scheme costs for a concrete roadway are £792, 224 and for a compacted gravel roadway £747,571 a difference of £44,653.
- 3.4 Although there is an increased cost with providing a concrete road, this provides a longer term solution with a more hard-wearing road surface. The current lorry park has a concrete roadway with compacted stone parking areas. Maintaining a compacted stone roadway would increase the maintenance cost due to constant traffic movements. The average annual repair costs for the parking areas is approximately £4000 pa. If the roadway is also compacted stone, it is estimated that this could result in an annual repair cost of approximately £8000 p.a. If a concrete roadway was provided this would be to a high specification incorporating a re-enforced structure. As such little if any repair would be required in the first five to six years. From that point on 'patch' repairs would be likely on an annual basis due to wear and tear, costing around £1,500 per annum.
- 3.5 The other rationale supporting a concrete roadway is one of safety. A concrete roadway clearly differentiates between what is roadway and what is a parking area as in the current lorry park. If a compacted stone roadway option were chosen some means of identifying/differentiating between roadway and parking area would be necessary (concrete block set intermittently in the surface) and these as a result of their location would also require regular maintenance.
- 3.6 There is potential to deliver the project in two phases as the design is such that there are two distinct parts of the expansion.
- 3.7 The north east extension creates an additional 30 spaces but the provision of the new roadway to allow access would require the loss of 11 spaces from the current capacity and therefore there is a net gain of 19 spaces giving a total capacity of 119.

- 3.8 The north west part of the extension has a loss of 9 spaces to create the access road but provides for 57 new spaces giving net gain of 48 spaces giving a total capacity of 148.
- 3.9 The business model attached as **Appendix Four** indicates the potential income from the various options available and the potential payback period for each option.
- 3.10 The costs of delivering a phased scheme will be more than those for the single scheme. This is due to the fact that some costs will be present in both schemes. It should also be noted that completion either of the separate phased part extensions, with the additional spaces to the 100 already present on the lower lorry park will still provide a capacity below that which is often required on the busy nights of the week.

#### **4.0 Comments of Business Manager and Chief Financial Officer – Financial Services**

- 4.1 I can confirm that the financial modelling shown in **Appendix Four** sets out the estimated capital costs and projected income of the four options. However, consideration also needs to be given to the revenue costs and whilst the maintenance cost of compacted stone surfacing is considered at 3.4, this is only an estimate based on current costs and usage for stationary vehicles. The revenue impact could be higher or lower than this. Similarly capital costs could be higher or lower than estimated. These will not be known until the tendering process is completed.
- 4.2 The costs of the project have increased since the earlier estimate, due to the fact that it did not take full account of the costs of removal of excavated material from site. It was initially thought that some of this could be retained and used on site but this is no longer considered a viable option.
- 4.3 Income at the lorry park has remained buoyant due to increasing the tariff and being able to use spaces in the upper part of the lorry park which could be lost at a later date dependent on future plans for the site. Consideration should be given to the impact the different options could have on occupancy levels, income, and perception of users, whilst work is ongoing.
- 4.4 The figures provided in **Appendix 4** suggest that the option of extending to the northwest part of the site would bring income levels almost to those currently being forecast for 2017/18 with a new tariff in place, but with no works being carried out (the “do nothing” option). The northwest option also achieves income above the level forecast to be achieved in 2016/17. It should also be noted that this option with a compacted stone roadway provides the shortest payback period.
- 4.5 The Council currently has several large projects under consideration, and this one should not be looked at in isolation. Depending on which projects are brought forward and the funding applicable to them, it could become necessary for the Council to borrow. If this is the case, the revenue cost of borrowing is approximately £60k per year per £1million borrowed. For this project the revenue cost would therefore increase by approximately £48k if it is funded by borrowing. The decision on how to fund the capital programme is delegated to the Council’s S151 Officer and is determined by many factors including the life of the asset.

## **5.0 Comments of Director - Communities**

- 5.1 The current Lorry Park has seen a reduction in spaces from its original capacity of 160 down to a current capacity of 122 due to the construction of the new office building. The remaining 22 spaces on the upper lorry park will not be available in the near future leaving the lower lorry park containing 100 spaces available to the Council.
- 5.2 The loss of income from the initial reduction in capacity was mitigated by increasing the fee from £12.50 to £13.50 and still retaining 22 spaces on the upper lorry park. The loss of income when the remaining 22 spaces are no longer available will also be mitigated by the proposed fee increase from £13.50 to £14.50 for financial year 2017/18. However, this new tariff now places Newark Lorry Park in the upper quartile for fees charged. To increase the fee any further would probably have a negative impact of users and be counter-productive for income generation.
- 5.3 By extending the current lorry park it will be possible to increase income by being able to ensure there is sufficient capacity for drivers wishing to use the facility. It is essential that, if the lorry park is extended, steps are taken via marketing and communications to re-establish driver confidence that spaces are and will be available at the lorry park. Officers are confident that if the lorry park is extended, usage will return to the 2015/16 when the Council last had a 160 capacity lorry park and with an improved facility more drivers can be attracted to the site. This confidence is under pinned by the recent announcement that the Government are considering banning the parking of HGV's by the roadside, in lay-byes and on hard shoulders in an attempt to combat the growing problem of "fly parking" as it is described.

## **6.0 Equalities Implications**

- 6.1 None identified

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

- 7.1 A detailed Capital project Appraisal is attached to this report as **Appendix Three** outlining the Business case for the expansion of the lorry park and associated costings. It should be noted that the costings are considered by the consultants to be in the upper quartile for prices and given that the majority of spoil to be removed from the site is of an "acceptable standard" it may be able to be re-used elsewhere. If so this has the potential to significantly reduce costs. The feasibility of this will be explored in the tendering process.
- 7.2 If the lorry park is extended it will enable the Council to continue to provide sufficient capacity to ensure that a secure facility is provided in a key strategic highway location and in so doing have the potential to reduce nuisance parking by lorries in the Town and surrounding communities.
- 7.3 Details of the financial modelling carried out to support the business case for extending the lorry park are attached to this report as **Appendix Four**.

**8.0 RECOMMENDATIONS that:**

- a) Members determine whether they wish to proceed with the Lorry Park expansion project; .**
- b) determine which construction option is preferred and whether to carry out the full expansion scheme, adopt a phased approach or extend only to the North West or North East expansion areas and approve the required budget for the project.**
- c) the decision of the Committee be reported to the April meeting of the Policy & Finance Committee meeting for ratification; and**
- d) approve the submission of a planning application and the preparation of tender documents for the project.**

**Reason for Recommendations**

**To allow the District Council to commence construction of the extension to the Newark Lorry Park.**

Background Papers

Nil

For further information please contact Alan Batty on Ext 5567

Andy Statham  
Director - Communities



Gravel Access					
Highways - Cost Planning Tool			Project:		
Reference	Description	Quantity	Unit	Rate	Amount
<b>Series 200 - Site Clearance</b>					
	<b>Rogue items</b>				£0.00
	Vegetation clearance to surfaces sloping at 10 degrees or less to the horizontal.	13200	m <sup>2</sup>	£11.00	£145,200.00
	"stated SPECIES of tree" cross-sectional width greater than 0.25m but less than 1.00m diameter, surfaces sloping at 10 degrees or less to the horizontal.	19	no	£191.00	£3,629.00
					£0.00
<b>Series 200 Total =</b>					<b>£148,829.00</b>
<b>Series 500 - Drainage and Service Ducts</b>					
	<b>Service Ducts</b>				
	<b>Machine Excavated Trenches for Service Ducts</b>				
05.007.01	Single 100mm diameter service duct specified design D6 in trench in verge or footway, depth to invert not exceeding 1.0 metre, average depth to invert 0.7 metre. (Standard Detail ESD 3/48)	170	lin.m	£29.00	£4,930.00
					£0.00
<b>Series 500 Total =</b>					<b>£4,930.00</b>
<b>Series 600 - Earthworks</b>					
	<b>Excavation.</b>				
06.001.01	Excavation of acceptable material Class 5A.	4000	m <sup>3</sup>	£7.00	£28,000.00
06.002.01	Excavation of unacceptable material Class U1 in cutting and other excavation.	2000	m <sup>3</sup>	£10.00	£20,000.00
	<b>Disposal of Material</b>				
06.005.01	Acceptable Material	4000	m <sup>3</sup>	£20.00	£80,000.00
06.005.02	Unacceptable Material, Class U1A	2000	m <sup>3</sup>	£25.00	£50,000.00
	<b>Imported Fill, concrete and sub base</b>				
06.006.01	Imported acceptable material Class 6F5 or similar in embankments and other areas of fill.	3960	m <sup>3</sup>	£25.00	£99,000.00
	<b>Compaction</b>				
06.007.01	Compaction of Imported acceptable material in embankments and other areas of fill.	5500	m <sup>3</sup>	£6.00	£33,000.00
	<b>Geotextiles</b>				
06.008.01	Geotextile Terram T1500, or approved equivalent.	13200	m <sup>2</sup>	£0.80	£10,560.00
<b>Series 600 Total =</b>					<b>£320,560.00</b>
<b>Series 700 - Pavements</b>					
	<b>Sub-Base</b>				

Reference	Description	Quantity	Unit	Rate	Amount
07.001.01	Granular sub-base Type 1 in carriageway, hardshoulder and hardstrip.	1980	m <sup>3</sup>	£35.00	£69,300.00
	<b>Saw cutting of Existing Pavements</b>				
07.015.03	Saw cutting of existing flexible pavement exceeding 75mm deep but not exceeding 100mm deep.	60	lin.m	£5.00	£300.00
	<b>Rogue items</b>				
					£0.00
	Grade C20 concrete	72	m <sup>3</sup>	£80.00	£5,760.00
	A39 Mesh	240	item	75.83	£18,199.20
					£0.00
		<b>Series 700 Total =</b>			<b>£93,559.20</b>
<b>Series 1100 - Kerbs, Footways and Paved Areas</b>					
	<b>Timber Edging mounted on softwood pegs (Standard Details - ESD 4/9).</b>				
11.009.02	150mm deep	1350	lin.m	£10.00	£13,500.00
		<b>Series 1100 Total =</b>			<b>£13,500.00</b>
<b>Series 3000 - Landscape and Ecology</b>					
	<b>Ground Preparation and Cultivation</b>				
30.001.01	Vegetation clearance to surfaces sloping at 10 degrees or less to the horizontal.	0	m <sup>2</sup>	£11.00	£0.00
	<b>Project Summary</b>				
	<b>Series 100 - Preliminaries</b>				£0.00
	<b>Series 200 - Site Clearance</b>				£148,829.00
	<b>Series 300 - Fencing</b>				£0.00
	<b>Series 400 - Road Restraint Systems (Vehicle and Pedestrian)</b>				£0.00
	<b>Series 500 - Drainage and Service Ducts</b>				£4,930.00
	<b>Series 600 - Earthworks</b>				£320,560.00
	<b>Series 700 - Pavement</b>				£93,559.20
	<b>Series 1100 - Kerbs, Footways and Paved Areas</b>				£13,500.00
	<b>Series 1200 - Traffic Signs and Road Markings</b>				£0.00
	<b>Series 1300 - Road Lighting Columns and Brackets</b>				£0.00
	<b>Series 1400 - Electrical Work for Road Lighting and Traffic Signs</b>				£0.00
	<b>Series 1700 - Structural Concrete</b>				£0.00
	<b>Series 2000 - Waterproofing</b>				£0.00
	<b>Series 2400 - Brickwork, Blockwork and Stonework</b>				£0.00
	<b>Series 2800 - Patching in footway or carriageway within a scheme</b>				£0.00
	<b>Series 3000 - Landscape and Ecology</b>				£3,629.00
	<b>Series 3100 - Traffic Control Equipment</b>				£0.00
	<b>Series 3700 - Dayworks</b>				£0.00
	<b>General Rogue Items</b>				£0.00

Reference	Description	Quantity	Unit	Rate	Amount
				<b>Total</b>	<b>£585,007.20</b>
	<b>Summary</b>				
	<b>Measured works</b>			<b>£585,007.20</b>	
	<b>Extra for lighting</b>	<b>1</b>	<b>item</b>	<b>£ 50,000.00</b>	
	<b>Risk allowance</b>	<b>10%</b>		<b>£58,500.72</b>	
		<b>Total of Cost Plan</b>			<b>£693,507.92</b>



Concrete Road					
Highways - Cost Planning Tool			Project:		
Reference	Description	Quantity	Unit	Rate	Amount
<b>Series 200 - Site Clearance</b>					
	<b>Rogue items</b>				
	Vegetation clearance to surfaces sloping at 10 degrees or less to the horizontal.	13200	m <sup>2</sup>	£11.00	£145,200.00
	"stated SPECIESof tree" cross-sectional width greater than 0.25m but less than 1.00m diameter, surfaces sloping at 10 degrees or less to the horizontal.	19	no	£191.00	£3,629.00
<b>Series 200 Total =</b>					<b>£148,829.00</b>
<b>Series 500 - Drainage and Service Ducts</b>					
	<b>Service Ducts</b>				
	<b>Machine Excavated Trenches for Service Ducts</b>				
05.007.01	Single 100mm diameter service duct specified design D6 in trench in verge or footway, depth to invert not exceeding 1.0 metre, average depth to invert 0.7 metre. (Standard Detail ESD 3/48)	170	lin.m	£29.00	£4,930.00
<b>Series 500 Total =</b>					<b>£4,930.00</b>
<b>Series 600 - Earthworks</b>					
	<b>Excavation.</b>				
06.001.01	Excavation of acceptable material Class 5A.	4000	m <sup>3</sup>	£7.00	£28,000.00
06.002.01	Excavation of unacceptable material Class U1 in cutting and other excavation.	2000	m <sup>3</sup>	£10.00	£20,000.00
	<b>Disposal of Material</b>				
06.005.01	Acceptable Material	4000	m <sup>3</sup>	£20.00	£80,000.00
06.005.02	Unacceptable Material, Class U1A	2000	m <sup>3</sup>	£25.00	£50,000.00
	<b>Imported Fill, concrete and sub base</b>				
06.006.01	Imported acceptable material Class 6F5 or similar in embankments and other areas of fill.	3300	m <sup>3</sup>	£25.00	£82,500.00
	<b>Compaction</b>				
06.007.01	Compaction of Imported acceptable material in embankments and other areas of fill.	5500	m <sup>3</sup>	£6.00	£33,000.00
	<b>Geotextiles</b>				
06.008.01	Geotextile Terram T1500, or approved equivalent.	13200	m <sup>2</sup>	£0.80	£10,560.00
<b>Series 600 Total =</b>					<b>£304,060.00</b>
<b>Series 700 - Pavements</b>					

Reference	Description	Quantity	Unit	Rate	Amount
	<b>Sub-Base</b>				
07.001.01	Granular sub-base Type 1 in carriageway, hardshoulder and hardstrip.	2200	m <sup>3</sup>	£35.00	£77,000.00
	<b>Saw cutting of Existing Pavements</b>				
07.015.03	Saw cutting of existing flexible pavement exceeding 75mm deep but not exceeding 100mm deep.	60	lin.m	£5.00	£300.00
	<b>Rogue items</b>				
					£0.00
	Grade C40 concrete	510	m <sup>3</sup>	£110.00	£56,100.00
	Grade C20 concrete	72	m <sup>3</sup>	£80.00	£5,760.00
	Dowel bars at 25mm dia, 600mm length	72	item	£11.81	£850.32
	A39 Mesh	240	item	75.83	£18,199.20
<b>Series 700 Total =</b>					<b>£158,209.52</b>

<b>Series 1100 - Kerbs, Footways and Paved Areas</b>					
	<b>Timber Edging mounted on softwood pegs (Standard Details - ESD 4/9).</b>				
11.009.02	150mm deep	600	lin.m	£10.00	£6,000.00
<b>Series 1100 Total =</b>					<b>£6,000.00</b>

<b>Project Summary</b>					
	<b>Series 100 - Preliminaries</b>			£0.00	
	<b>Series 200 - Site Clearance</b>			£148,829.00	
	<b>Series 300 - Fencing</b>			£0.00	
	<b>Series 400 - Road Restraint Systems (Vehicle and Pedestrian)</b>			£0.00	
	<b>Series 500 - Drainage and Service Ducts</b>			£4,930.00	
	<b>Series 600 - Earthworks</b>			£304,060.00	
	<b>Series 700 - Pavement</b>			£158,209.52	
	<b>Series 1100 - Kerbs, Footways and Paved Areas</b>			£6,000.00	
	<b>Series 1200 - Traffic Signs and Road Markings</b>			£0.00	
	<b>Series 1300 - Road Lighting Columns and Brackets</b>			£0.00	
	<b>Series 1400 - Electrical Work for Road Lighting and Traffic Signs</b>			£0.00	
	<b>Series 1700 - Structural Concrete</b>			£0.00	
	<b>Series 2000 - Waterproofing</b>			£0.00	
	<b>Series 2400 - Brickwork, Blockwork and Stonework</b>			£0.00	
	<b>Series 2800 - Patching in footway or carriageway within a scheme</b>			£0.00	
	<b>Series 3000 - Landscape and Ecology</b>			£3,629.00	
	<b>Series 3100 - Traffic Control Equipment</b>			£0.00	

Reference	Description	Quantity	Unit	Rate	Amount
	Series 3700 - Dayworks			£0.00	
	General Rogue Items			£0.00	
				<b>Total</b>	<b>£625,657.52</b>
	<b>Summary</b>				
	Measured works			£625,657.52	
	Extra for lighting	1	item	£ 50,000.00	
	Risk allowance	10%		£62,565.75	
		<b>Total of Cost Plan</b>			<b>£738,223.27</b>

**NEWARK & SHERWOOD DISTRICT COUNCIL  
CAPITAL PROJECT APPRAISAL FORM**

COMMITTEE:	Policy & Finance
SERVICE AREA:	Car Parks & Markets
<b>PROJECT OFFICER:</b>	<b>Business Manager Markets and Car Parks</b>
<b>1. PROJECT TITLE:</b>	<b>Newark Lorry Park Expansion</b>

**2. DESCRIPTION OF PROJECT**  
 A project to expand the extent of useable Lorry Parking space at Newark Lorry Park developing hardstanding to current areas of brash and wasteland, equivalent to 67 HGV spaces lost in the top part of the Lorry Park, as a result of the Council HQ development.

**3. DEMONSTRATION OF NEED (Please include any supporting information at the end of this document e.g. references to legislation, results of surveys, extract from strategies)**  
 A lorry park survey undertaken in 2015 indicated strong support by drivers of the need to maintain the lorry park in its current position and maintaining capacity for approximately 160 vehicles. The Newark location is an essential stopping off and rest point for many HGVs travelling to and from southern and eastern ports and the north and west of the UK. This is supported by Highways England and Nottinghamshire Police who have confirmed that it is essential to provide adequate safe rest facilities in the area for HGV drivers but also to minimise the parking of HGVs on laybys and rural roads, which increases the risk of inquisitive crime including theft and robbery of loads.  
 Importantly the expansion is needed to mitigate loss of 60 spaces in the top part of the lorry Park.

**3a Detail how the project meets Regional and National Strategies (include details of any statutory obligations to undertake the scheme):**  
 Consultations have been carried out with Highways England and the Road Haulage Association, both of whom confirm that a lorry park in the vicinity of Newark is a vital asset with regard to enabling hauliers and their drivers to have access to an essential stop off facility. Newark is at a junction of two major truck roads and is therefore strategically important as a location.  
 Recent indications from central government have indicated that the issue of ‘fly parking’ of lorries will be addressed by legislation and therefore demand for permanent facilities may increase.

**3b Detail how the Project meets links to the Council’s Key priorities:**  
 Consultation with the police confirmed that theft from freight vehicles namely fuel and cargo is an ongoing problem in the Newark corridor of the A1. The provision of a secure overnight provision for these types of vehicles that can be reached within the time constraints of tachograph legislation is clearly beneficial from a policing perspective. The security provided by the Newark lorry park greatly assists in the reduction of inquisitive crime and has a direct impact on community safety.

**3c Provide details of consultation undertaken with the Community:** Lorry Driver survey undertaken in 2015. A planning application is currently being submitted and the appropriate consultations have/will be made as part of this process including the Newark Town Council.

<p><b>3d Describe the impact of this project on other Council Services:</b></p> <p>The expansion of the lorry park will enable the revenue stream to be sustained and grown from the lorry park for the medium to long term and the provision of a secure location will / does have a positive impact of the Councils community safety function. It is acknowledged that the Council needs to maintain and grow revenue streams. This project will have a positive impact on this ambition.</p> <p>The expansion of the lorry park on its lower ground level will allow for the development of the area of land that forms the higher lorry park behind Castle House.</p>
<p><b>3e Detail any outputs (quality) and outcomes (effects) the project will deliver in the short/long term:</b></p> <p>The lorry park in its current and extended form provides a secure location with quality services provided (café and showers and lorry wash) for drivers.</p> <p>A key outcome of the current /extended lorry park will be the provision of a secure lorry park in a key strategic highway location that consultees have acknowledged is an important and ongoing requirement. Another significant outcome will be the potential to reduce nuisance parking in the Town and surrounding communities.</p>
<p><b>3f Detail alternative strategies for meeting this need:</b></p> <p>At its meeting of the 30th March 2016 the Economic Development Committee received a report outlining regarding consultation undertaken, an option for extending the existing lorry park and options for relocating the lorry park to 5 different locations around Newark identified and costed in a consultant's report. The outcome of this meeting was that Members determined the option to retain and expand the current lorry park as the most appropriate option.</p>
<p><b>4 OTHER INFORMATION</b></p>
<p><b>4a Crime and Disorder CT 1998 (reduction and preventative measures):</b></p> <p>This project will assist in the management of inquisitive crime in the District by providing a suitable capacity of facility to enable HGVs to park safely within a fenced and CCTV monitored area rather than laybys and rural roads.</p>
<p><b>4b Planning Implications:</b></p> <p>Consultants have been engaged to seek pre application planning advice to consult with the relevant statutory undertakers and to submit a full planning application. The majority of this work is now complete and an application is to be submitted.</p>
<p><b>4c Listed Building Implications:</b></p> <p>None</p>
<p><b>4e Risk Assessment of planning/legal issues and financial/partnership funding uncertainties:</b></p> <p>Risks:</p> <p>1. <b>Financial:</b> An estimated income loss was calculated in late 2015 based on the loss of 60 lorry spaces equivalent to the capacity of the upper lorry park ( this capacity loss to be mitigated by the proposed expansion). The worst case scenario is a loss of up to £85,000 per annum. Risk of this loss of income has been mitigated with the unexpected ability to continue with the use of part of the top part of the lorry park by some 25 vehicles each night. That with the £1 fee increase from 1 April 2016 is preventing loss. However this will not be feasible when the upperpart is lost to HGV</p>

parking. Notwithstanding recent difficulties on some nights for drivers to find available spaces the reputation and attractiveness of the facility for drivers remains high although there is some anecdotal evidence to suggest that the reduction in capacity and the uncertainty of being able to secure a vacant parking space has resulted reduction in the number of vehicles using the facility.

The owner of the lorry park café has however seen a marked decline in trade since the project work started on the upper lorry park but this may be down to the changing profile and behaviour of drivers. Following a request he has been granted a reduction in his rent.

**2. Reputational:** Currently the facility is regarded by hauliers and drivers as a safe and reliable, and importantly an easily accessible overnight facility. Loss of the 60 spaces will result in loss of that reputation as vehicles entering late at night will struggle to find an available space. In addition there will be a greater number of vehicles parking in laybys and on busy evenings on industrial estates and residential areas causing annoyance and disturbance to residents as well as increasing the risk of acquisitive crime. When the reduced vehicle spaces have been full there has been an increased number of incidents where drivers are parking on the Newark Livestock market areas in front of their loading bays causing issues with their required deliveries for livestock deliveries.

**3. Health and Safety:** Without the extended hardstanding the remaining 100 spaces will quickly be filled on busy nights (Tues, Wed, Thurs) and this will result in lorry drivers parking inappropriately with an increasing potential collision risk but more importantly blocking access and egress routes for the vehicles which will result in tensions between drivers in the early hours of the morning.

**4f Procurement. Has the Council’s procurement strategy been considered when developing the project. For example has the possibility of procuring the scheme with partners been considered and the issues raised in “rethinking construction in local government”**

The Councils Procurement Officer and technical consultants will be engaged to develop the project post the full specification stage and planning consent; at which point the project will be brought back into the Council and an open tender process carried out in line with the Councils procurement strategy.

**5 RESOURCE REQUIREMENTS**

**Please attach details of the basis of estimates and wherever relevant confirmation from technical services or third party of the costing.**

See attached details.

**5a Details of Land/Buildings (including current condition):**

The actual lorry park is constructed of crushed and rolled aggregates. The proposed extension will be constructed in a similar manner. There is a café and shower facility on site which is in good condition. There is a lorry wash facility also on site which is run by a third party. There is also three large lighting gantries, all in good condition

**5b Estimated Capital Costs**

	Concrete road way	Compacted roadway
<b>Construction: £</b>	£625,658	£585,070
<b>Lighting £</b>	£50,000	£50,000
<b>Fees</b>	£54,00	£54,00
<b>Contingencies/prelims £</b>	£62,566	£58,501
<b>TOTAL £</b>	£792,224	£747,571

<b>6 FUNDING ARRANGEMENTS</b>			
External Finance	N/A	Status	N/A
Internal Finance	Required		C
Total Finance already identified:			
Status = (A) Application in process, (B) Bid submitted or (C) Committed Funding Internal Finance from existing Revenue Budgets will need Committee approval			

<b>7 REVENUE IMPLICATIONS (Detailed estimates have been prepared to support these figures)</b>	
	<b>£'000's (see notes)</b>
	Employee Costs
	Running Costs
	Other (please specify)
	<b>TOTAL</b>
	Income
	<b>NET REVENUE COSTS</b>
	VAT Status
Comments (see notes)	This project requires no additional revenue funding All current costs budgeted for the existing lorry park are appropriate and applicable to the proposed extension

<b>8 ANTICIPATED TIMESCALE FOR COMMENCEMENT AND COMPLETION OF SCHEME:</b> Please detail key milestones for grant aid to be received and time for project to be completed and for full year effect of revenue consequences.
Planning Consent - April 2017 Out to tender – April 2017 Commence work – July 2017 Completion – September 2017

<b>9 DATE FORM COMPLETED:</b> February 24 2017
---

<b>10 APPROVED BY HEAD OF SERVICE</b>
SIGNED _____ DATE 7 March 2017

**Lorry Park Extension Income Modelling**

Current Income

	<b>Capacity</b>	<b>Low Occupancy</b>	<b>High Occupancy</b>	<b>Income</b>	<b>Tariff</b>
Existing	122	40	101 (83)	£308,749	£13.50

Notes

Based on current budget performance over 10 months extrapolated to 12 month

Projected Income

<b>Project</b>	<b>Capacity</b>	<b>Tariff</b>	<b>Income</b>	<b>Additional income after scheme</b>	<b>Cost of works concrete</b>	<b>Payback concrete</b>	<b>Cost of works compacted</b>	<b>Payback compacted</b>
Do Nothing	122	£14.50	£359,484	N/A	N/A	N/A	N/A	N/A
Remove top of lorry park	100	£14.50	£264,636	N/A	N/A	N/A	N/A	N/A
Full extension	167	£14.50	£381,732	£117,096	£792,000	6.7	£748,000	6.4
NW extension	148	£14.50	£358,313	£93,677	£533,551	6.4	£507,958	5.4
NE extension	119	£14.50	£302,107	£37,471	£335,097	8.9	£295,975	7.8

Notes

1. Completing the extension in two phases increases the overall costs to £868,648 (concrete) and £803,933 (compacted)
2. Income modelled on 40 vehicles on 3 nights per week and 83% of capacity on 4 nights per week.
3. All future predictions based on £14.50 (£11.48 minus VAT and SNAP)
4. All modelling in based on top area of lorry park 22 spaces not being available



**SCONCE & DEVON PARK – VISITOR CENTRE EXTENSION**

**1.0 Purpose of Report**

- 1.1 To seek Committee approval for the progression of a project to extend the Sconce & Devon Park visitor centre to create a new classroom/meeting room/café extension facility.

**2.0 Background Information**

- 2.1 The Sconce & Devon Park visitor centre was constructed in 2009/10 as part of the overall £1.7million ‘Parks for People’ Lottery funded restoration of the park. The regeneration project has been a huge success with increased visitor numbers to the park and a greatly increased range of events and activities taking place.
- 2.2 The visitor centre currently contains public toilets, a café and an office for the site-based ranger, however the absence of a meeting room/classroom limits the activities that can be undertaken and on frequent occasions a small marquee has to be erected to allow for events and workshops to be held. In addition the café is frequently full at busy times.
- 2.3 The proposal to build an extension to the visitor centre was first raised in 2015, with a report being presented to the November meeting of the Leisure & Environment Committee. Committee gave its in principle support for the extension project and approval for further work to be undertaken on the project pending a more detailed Committee report.
- 2.4 The extension project is strongly supported by the Friends of Sconce & Devon Park and has been discussed at length at several Friends’ meetings. The Friends have also pledged to raise funds towards the extension.

**3.0 Proposals**

- 3.1 The proposal is to create a 75 square metre rear extension to the visitor centre, as illustrated in the drawing at **Appendix A** (to follow). The extension would contain the following:
- A 50 square metre meeting room/classroom/cafe facility
  - A small extension to the existing kitchen to allow for more flexible use of the café
  - 2 new additional storage areas
  - A new, internal, access to the visitor centre toilets
  - A new rear entrance to the building allowing for more flexible use
- 3.2 The new project would result in the following opportunities and benefits:
- A new classroom facility which would be used by the site-based ranger and others to provide heritage and conservation education sessions for local schools and groups
  - A new meeting room which could be hired out to local voluntary sector and commercial organisations and used for small functions/talks/workshops, etc.

- The provision of a space which would allow for combined learning programmes with the National Civil War Centre and Newark Castle
- The creation of indoor space which could be used for fitness activities, thus linking with the park's existing function as a centre for health and well-being
- The provision of additional café and kitchen space for Rumbles Catering Project. This would lead to an increase in Rumbles turnover and thus assist with the future sustainability of the charity. In addition the increased turnover would result in an increase in income to the Council through higher rental payments.
- The provision of additional storage space – something which is currently in short supply.

3.3 Based on typical costs per square metre for a visitor centre extension in the East Midlands, (as provided by the Building Cost Information Service) the cost of the extension has been estimated at £264,216. This includes an allowance for inflation, external works, fitting out costs, professional fees and contingencies. A breakdown of the costs is included within the attached Capital Project Appraisal Form (**Appendix B**).

3.4 Research has been undertaken into possible sources of partnership funding and significant opportunities have been identified. Initial approaches have been made to WREN and Veolia with respect to Landfill Communities funding and an Expression of Interest has been submitted to Sport England's Community Asset Fund. As set out in the Capital Appraisal form it is envisaged that partnership funding of £136,000 will be achieved, which represents over 50% of the total cost of the extension. The Parks & Amenities Business Unit has an excellent record of delivering match funding, with over 75% of the cost of the Sconce & Devon Park Restoration Project being obtained from external grants. The amount requested from council resources is forecast to be £128,216.

#### **4.0 Equalities Implications**

4.1 The new extension will be designed so as to be fully accessible to all. Sconce & Devon Park attracts many of its visitors from local wards where deprivation and health statistics are worse than for the District as a whole. By providing a facility that promotes healthy activities and provides free and/or affordable services the extension will assist with reducing health and social inequalities. In addition Rumbles Catering Project provides employment and training opportunities for people with a learning disability.

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

5.1 As outlined in the Capital Appraisal form the revenue consequences of the project are considered to be neutral given the income potential arising from the new extension and the existing budgets available for the visitor centre.

5.2 The proposals to extend the visitor centre are in line with the Council's priorities.

#### **6.0 Comments of Director - Communities**

6.1 The visitor centre has proven to be very popular with park users since its construction and has now established itself as a key asset providing a popular meeting place and refreshment area for park users. The proposed extension would compliment and add to this successful facility and provide much needed additional space.

## **7.0 Comments of Business Manager & Chief Financial Officer – Financial Services**

- 7.1 In the current economic climate, there is no certainty that external funding can be achieved, leaving a higher cost to the Council. Given that the proposal is to ensure all funding opportunities are explored before construction work is put out to tender, members will have the opportunity to reconsider the project if external funding is not achieved.
- 7.2 It should be noted that the Council's future financial position and approval given for other projects may restrict the internal funding available. All projects will be evaluated based on their alignment with Council priorities, as well as their affordability and impact on future revenue budgets.
- 7.3 Future inflation levels are unpredictable and costs could be higher than suggested.
- 7.3 It would be prudent for a further report to be brought back to Committee once the detail of any funding achieved and tender prices are known, in order to confirm the cost to the Council before formal approval is given.

## **8.0 RECOMMENDATIONS that:**

- a) **Committee approves the progression of the Sconce & Devon Park visitor centre extension project; and**
- b) **Committee recommend to the Policy & Finance Committee that the project be added to the Council's Capital Programme with Capital Funding being allocated to the project as outlined in the accompanying Capital Appraisal Form, subject to the necessary external funding being achieved.**

## **Reason for Recommendations**

**To allow for the Sconce & Devon Park visitor centre extension project to be progressed.**

## **Background Papers**

Nil

For further information please contact Phil Beard, Business Manager Parks & Amenities, on Extension 5714.

Andrew Statham  
Director – Communities

**NEWARK & SHERWOOD DISTRICT COUNCIL**

**CAPITAL PROJECT APPRAISAL FORM**

**COMMITTEE:** ECONOMIC DEVELOPMENT

**SERVICE AREA:** PARKS & AMENITIES

**PROJECT OFFICER:** PHIL BEARD

**1. PROJECT TITLE SCONCE & DEVON PARK – VISITOR CENTRE EXTENSION**

**2. DESCRIPTION OF PROJECT**

To extend the existing visitor centre at Sconce & Devon Park by adding an additional 75m<sup>2</sup> of interior space. This will be used to create a 50m<sup>2</sup> meeting room/classroom/café extension, additional storage areas, a small extension to the existing kitchen and a new internal connection to the toilets.

The new facility will provide:

- A much needed classroom space for environmental and heritage education activities
- A meeting room which will be available for hire by local groups
- An extension to the café and kitchen enabling Rumbles Catering Project to extend its activities and cope better at busy times. This will result in increased turnover and thus financial benefits for Rumbles and the Council. The new extension will not be added to Rumbles lease and Rumbles will only be able to use it by prior arrangement with the Council.
- Additional storage areas for both the park ranger and Rumbles
- A large internal space that can be used for fitness activities, thus linking with the park's existing role as a centre for health and wellbeing
- Greater flexibility in the use of the visitor centre

The project will be delivered in partnership with the Friends of Sconce & Devon Park and Rumbles Catering Project to ensure that all stakeholders are fully involved.

**3. DEMONSTRATION OF NEED (Please include any supporting information at the end of this document e.g. references to legislation, results of surveys, extract from strategies)**

**3a Detail how the project meets Regional and National Strategies (include details of any statutory obligations to undertake the scheme):**

The project will meet Regional and National Strategies relating to parks and green spaces, tourism and public health. These include:

Visit England - A Strategic Framework for Tourism 2010 – 2020

HM Government – Sporting Future – a New Strategy for an Active Nation (2015)

Sport England – Towards an Active Nation 2016 – 2021

Heritage Lottery Fund – A Lasting Difference for Heritage and People 2013 - 2018

Public Health England – Strategic Plan – Better Outcomes by 2020

Experience Nottinghamshire – Nottinghamshire Destination Management Plan (2015)

Nottinghamshire Health & Wellbeing Board - Nottinghamshire JSNA – The People of Nottinghamshire (2015)

Nottinghamshire Partnership – Sustainable Community Strategy 2010 – 2020

**3b Detail how the Project meets links to the Council's Key priorities:**

Prosperity – the project will enhance the tourism offer for Newark and thus boost visitor spending in the local economy. Wherever possible local companies will be selected to carry out the works and during its construction stage the project will thus provide a boost to the local economy.

People – the project will encourage learning for all and an opportunity for people to get involved with their local heritage. The project will also provide facilities and services which will enhance the health and wellbeing of users.

Place – the project will enhance the facilities available at Sconce & Devon Park

In addition the project will link with and help deliver the following Council Strategic Objectives:

Review our strategies to promote tourism and the visitor economy so that they are integrated with heritage and landscape strategies and develop measures to retain and disperse visitors within the district

Develop the role and impact of the National Civil War Centre

Support and participate in policy development to address improved public health and ensure that health promotion and illness prevention activities are supported through the activities of the Council, Active4Today and Newark & Sherwood Homes

### **3c Provide details of consultation undertaken with the Community:**

Consultation has primarily been through the Friends of Sconce & Devon Park, the volunteer group which assists the Council with its management of the Park. The Friends are extremely enthusiastic about the proposed extension and it has been discussed in detail at several of their meetings.

Consultation has also been undertaken with local schools about their potential use of the new facility. Further consultation will be undertaken should the project receive permission to proceed. This will be a requirement of external funding bids.

### **3d Describe the impact of this project on other Council Services:**

The project will link with the current educational activities at the National Civil War Centre and Newark Castle allowing for learning activities to be run at all 3 centres, and creating the opportunity for joint working between staff at the 3 facilities and a joint learning offer.

Opportunities for working on health projects with Active4Today and local health providers will also be explored.

The project will also add to the tourism potential of Sconce & Devon Park by creating a space where the Park's rich history can be interpreted and explained and by providing an enhanced catering facility for visitors.

### **3e Detail any outputs (quality) and outcomes (effects) the project will deliver in the short/long term:**

The project will deliver the following immediate outputs:

- 1no community building extended and improved
- £130,000 of external partnership funding levered in
- 1no community meeting/class room created

The project will also seek to deliver the following short to medium term outcomes:

- 30no school groups using the new facility each year
- 10no community groups hiring the new facility each year
- £2,000pa of additional income arising from the use of the new facility
- 10% increase in café turnover in first full year of operation

Finally the project will have a longer term impact on health and wellbeing through the provision of new educational, heritage and recreational opportunities.

<b>3f Detail alternative strategies for meeting this need:</b>		
<ul style="list-style-type: none"> <li>• Do nothing – does not meet the identified needs for additional internal space</li> <li>• Build a smaller extension – likely to be too small for the identified needs</li> <li>• Add a pre-fabricated, conservatory-type extension. Cheaper but not as durable or usable</li> <li>• Seek 100% external funding for the extension. Unlikely to be successful due to requirement for some match funding from almost all funders.</li> </ul>		
<b>4 OTHER INFORMATION</b>		
<b>4b Crime and Disorder CT 1998 (reduction and preventative measures):</b>		
<p>CCTV is already in place overlooking the centre. The park ranger and Rumbles have a good working relationship with the local police beat time and also work closely with the Council’s ASB team. Incidences of vandalism to the existing building are very low.</p>		
<b>4c Planning Implications:</b>		
<p>Planning consent will be required.</p>		
<b>4d Listed Building Implications:</b>		
<p>None</p>		
<b>4e Risk Assessment of planning/legal issues and financial/partnership funding uncertainties:</b>		
<p>The main risk is the uncertainty of financial/partnership funding. However the Parks &amp; Amenities Business Unit has a good track record of delivering partnership funding (including over 80% funding for the major restoration works undertaken at Sconce &amp; Devon Park in 2008-2010) and should Council funding be confirmed this will act as a catalyst for external funding.</p> <p>There are no obvious planning or legal issues as the Council owns the land upon which the visitor centre stands and advice from Planning is that there should be no particular difficulties with consent for the extension.</p>		
<b>4f Procurement. Has the Council’s procurement strategy been considered when developing the project. For example has the possibility of procuring the scheme with partners been considered and the issues raised in “rethinking construction in local government”</b>		
<p>The Council’s Procurement Manager will be fully involved in the project at all stages.</p>		
<b>5 RESOURCE REQUIREMENTS</b>		
<b>Please attach details of the basis of estimates and wherever relevant confirmation from technical services or third party of the costing.</b>		
<b>5a Details of Land/Buildings (including current condition):</b>		
<p>The current visitor centre was completed in 2010 and is in very good condition.</p>		
<b>5b Estimated Capital Costs</b>		
Based on BICS figures for visitor centre/cafe extensions. Allowance made for inflation to Q4, 2018.	Construction	208,675
	Equipment	5,000
	Fees	25,041

	Other – contingencies/prelims	20,000
	- LCF third party funding	5,500
	<b>TOTAL</b>	<b>264,216</b>
<b>6 FUNDING ARRANGEMENTS</b>		
External Finance		Status
Landfill Communities Fund	50,000	A
Sport England Community Asset Fund	80,000	A
Friends of Sconce & Devon Park	1,000	B
Rumbles Catering Project	5,000	B
Internal Finance	128,216	
NB The sale of 2 plots of land from within Sconce & Devon Park in March 2015 and January 2016 resulted in proceeds of £85,000.		
Section 106 Community Facilities funding may be available if felt to be appropriate.		
Total Finance already identified:		0
Status = (A) Application in process, (B) Bid submitted or (C) Committed Funding		
Internal Finance from existing Revenue Budgets will need Committee approval		

<b>7 REVENUE IMPLICATIONS (Detailed estimates have been prepared to support these figures)</b>		
Existing repairs & maintenance and repairs & renewals budgets will largely cover the maintenance costs of the extension however an additional £2,000pa has been allowed for. This will be off-set by new income from room hire and events, increased rental payments by Rumbles linked with their turnover rent and other fund-raising.		
	<b>£'000's (see notes)</b>	
	Employee Costs	
	Running Costs	2
	Other (please specify)	
	<b>TOTAL</b>	<b>2</b>
	Income	2
	<b>NET REVENUE COSTS</b>	<b>0</b>
	VAT Status...	
Comments (see notes)	Please ensure that the costs reflect the whole life of the asset Please confirm the VAT status of any income derived from this asset ( contact Jenna Allen (5327)	.....

**8 ANTICIPATED TIMESCALE FOR COMMENCEMENT AND COMPLETION OF SCHEME:**

**Please detail key milestones for grant aid to be received and time for project to be completed and for full year effect of revenue consequences.**

**Planning Consent** – September 2017

**Funding Package Confirmed** – February 2018

**Out to tender** – May 2018

**Commence work** – September 2018

**Completion** – March 2019

**9 DATE FORM COMPLETED:** 13<sup>th</sup> February 2017

**10 APPROVED BY HEAD OF SERVICE**

SIGNED

DATE



**BUILDING ON OUR INDUSTRIAL STRATEGY – GOVERNMENT GREEN PAPER**

**1.0 Purpose of Report**

1.1 The purpose of this report is to provide a summary of the current Government consultation relating to the development of the UK Industrial Strategy and to outline a response from Newark & Sherwood District Council to the draft strategy. The Economic Prosperity Committee agreed that responses from individual authorities would be the most appropriate approach to the consultation which closes on 17 April 2017. The Green Paper is available as background reading.

**2.0 Background Information**

2.1 The draft report proposes ten pillars for Britain's Modern Industrial strategy and focuses on strengthening the UK's position in the international arena. The ten pillars are:

- ❖ Investing in science, research and innovation
- ❖ Upgrading infrastructure
- ❖ Improving procurement
- ❖ Delivering affordable energy and clean growth
- ❖ Driving growth across the whole country
- ❖ Developing skills
- ❖ Supporting businesses to start and grow
- ❖ Encouraging trade and inward investment
- ❖ Cultivating world-leading sectors
- ❖ Creating the right local institutions

The UK is the fifth biggest economy in the world, despite having the 22<sup>nd</sup> highest population and a reputation for high quality service and products worldwide. The strategy aims to:

- ❖ build on our strengths and extend excellence into the future;
- ❖ close the gap between the UK's most productive companies, industries, places and people and the rest and
- ❖ make the UK one of the most competitive places in the world to start or grow a business.

**3.0 Proposals**

3.1 Within Newark and Sherwood, linked with our Economic Development strategy, our priorities are:

- a) Raising aspirations at secondary school level, working with businesses and schools to improve the skill and attitude match between employers, education providers and school leavers

- b) Increasing business stock through targeted support, particularly in the technology and engineering related sectors
- c) Inward Investment – promoting the opportunities in the district and supporting businesses with their move to the district through key account management activities
- d) Business Growth – providing signposting and one to one support where appropriate for businesses that are growing (£1m to £3m turnover)
- e) Skills gaps – accessing appropriate funding to support skills gaps in the district. These include technology and engineering roles at both junior and senior levels (Fork Lift Truck Drivers, HGV Drivers, Engineering and technology roles at graduate level and above
- f) Reducing duplication of the offer to business customers and those looking for employment – there are overlaps in services offered to individuals and a priority would be to stimulate a collaborative climate between all stakeholders in order to move closer to a person/business centred approach where precious resources can be maximised
- g) Improving infrastructure and opportunities for residents and businesses in the district

### 3.2 Newark & Sherwood District Council's Response

It is proposed that the following general comments should be made in response to the consultation:

- ❖ The publication of Building Our Industrial Strategy is welcomed as a Government commitment to developing a strong economy founded on innovation and enterprise which are two complementary sources of competitiveness.
- ❖ The ten pillars provide a framework for the Industrial Strategy and it will be important to ensure that swift delivery of key actions will be crucial in the context of our national economic context
- ❖ National economic strength is conditional on both our global competitiveness and our ability to deliver at a local level. Local economic partners, including local government, are ready and willing to play their role in ensuring this can happen
- ❖ Economic growth needs to be inclusive, recognising that the benefits of growth are not distributed evenly. To be at our most competitive we need all of the country's economic potential to be developed.

3.3 It is proposed that the following comments are made on each of the ten pillars:

#### **a) Investing in science, research and innovation**

Innovation is essential for business competitiveness and productivity. The strategy should not focus on science to the exclusion of fields such as engineering and technology. Providing a national innovation fund should allow opportunities that are currently not supported to receive Research and Development funding. For example, local partners, including local government, should be able to foster collaboration between inventors, designers and manufacturers which can access such funds. A recent Nesta study showed

that as many as 6% of the UK population were 'user innovators'. In Newark and Sherwood we have examples of innovation on a global level for innovation including Jelly Products, Advanex and Great British Sports Cars.

## **b) Upgrading Infrastructure**

### ***Road***

We strongly support a focus on road infrastructure improvement as this is critical to our economic competitiveness. The improvement of the A46 and A1 around Newark are critical for the regional and national economy. We need speedier decisions and innovative methods of funding major infrastructure projects.

### ***Rail***

North - South routes are excellent and we strongly support investment in the East Coast line. East - West connections, although improved, still provide a challenge for people in terms of journey time, line speed and connectivity. We strongly support additional rail investment in such routes including looking at options such as tram trains to improve local connectivity.

### ***Transport to Work***

For those looking for employment or changes to their employment, rural public transport is a major challenge. With reducing bus services and limited rail availability access to a private vehicle is essential in order to gain employment. The Wheels to Work charity scheme does provide some support, however a flexible source of finance to enable people to take up employment opportunities would assist both employers and jobseekers alike.

### ***High Speed Broadband and Access to a Computer***

Rural areas and less well-connected communities still lag behind urban areas in terms of broadband access and speeds and mobile network coverage. This impacts on those seeking work and on rural businesses. Continued investment in universal coverage is a priority.

## **c) Improving Procurement**

The Industrial Strategy will be successful if business policy is coordinated with other Government policies such as procurement, regulation, infrastructure spending and education policy. All public procurement should consider and prioritise local procurement wherever possible (eg. through the use of performance indicators relating to local spend) to maximise impact on each region's economy and carbon footprint.

## **d) Delivering affordable and clean growth**

Businesses in the sustainable and green energy sector will need financial incentives if they are to develop technologies that support clean growth. Customer expectations in terms of just in time delivery and same day delivery perpetuate the use of road transport. The Strategy should consider how logistics organisations can be incentivised to use local hubs and electric vehicles.

#### **e) Driving growth across the Country**

Over many decades economic growth has been proportionately greater in London and the South-East of England. This has, in turn, influenced public investment and policies. This approach needs to be reversed to ensure that the full potential of the whole country is developed. The Industrial Strategy recognises the importance of our major cities in this drive for growth. Whilst this is appropriate, we feel that the potential of the economy outside of these cities has been ignored. Non-metropolitan England accounts for half of the population and economy and its growth potential is as big as the major cities. The Industrial Strategy needs to recognise this and harness the key partners in these areas to foster strong growth.

Economic growth needs to be inclusive, ensuring that the benefits flow to a wide cross-section of the population and helping people to develop their skills and economic productivity. The Industrial Strategy should address this need as a key priority.

#### **f) Developing skills**

The current skills system is failing us and needs urgent reform. Local Business and local government partners should have the power to direct resources and provision to support local economic growth.

Stronger links between schools education and business need to be fostered and a focus is needed within education on exposure to technology and innovation.

#### **g) Supporting businesses to start and grow**

Business stock in the UK is a concern, as are the relatively high business death rates. The challenge is ensuring the many different agencies providing support are not duplicating their offer. Collaboration between all agencies is crucial in order to maximise available resources and local government partners can act as local convenors for business support services.

#### **h) Encouraging trade and Inward Investment**

The current approach to trade and inward investment is a national one and is disconnected from local growth support. Collaboration between local government and other Government Agencies such as the Department for International Trade and the potential for shared data and information are key priorities to connect the potential of local growth to national prosperity.

#### **i) Cultivating world-leading sectors**

The UK is recognised on the international stage for design skills, problem solving and innovation, niche engineering solutions and high quality, high price products. Therefore supporting the innovation, technology and engineering sectors is critical and providing expert support for organisations and inventors must be encouraged.

## **j) Creating the right institutions**

Collaboration and knowledge sharing at a local level is fundamental to growth. Local Government can 'join-up' national policies at a local level, bringing the key stakeholders and partners together and interpreting the way in which national policies can best support local growth. Collaboration between local government at an appropriate scale is a key building block to ensure that the private sector and other stakeholders can influence local growth and Government should focus its efforts on ensuring that strong local collaboration is present across the country.

3.4 It is proposed that the following comments are made in concluding the Council's response:

- We welcome the overall thrust of the Industrial Strategy and endorse the Government's commitment to a strategic approach to economic growth.
- We recognise and support the strong role that the Government identifies for Business and Higher Education in leading economic growth. We believe that local government brings a strong focus on place to these efforts and we are ready and willing to work together at an appropriate scale to build a strong offer at a local level which complements the national strategy.
- We recognise the link between the Government's Industrial Strategy Green Paper and the Housing White Paper 'Fixing our Broken Housing Market'. Local Government plays a critical role through its planning, housing and place-making functions in joining together these key aspirations at a local level.
- We strongly advocate that the Strategy should recognise and advocate the need for inclusive growth and local government partners can make a strong offer to help government in turning around economic inactivity, low skills and low aspirations. This is critical if we are to improve national productivity.
- Devolution of powers and resources to a level at which local economic development can be strongly owned and supported is overdue and we urge Government to make early progress in ensuring that all parts of the country can develop their economic potential to the fullest extent.

## **4.0 Equalities Implications**

4.1 There are no direct equalities implications in the report.

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

5.1 There are no financial implications in the report.

## **6.0 RECOMMENDATION**

**It is recommended that the Economic Development Committee considers the Industrial Strategy and proposed responses and agrees the response which should be made to the Government consultation.**

### **Reason for Recommendation**

To enable the Council to respond to the Government consultation.

**Background Papers**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/586626/building-our-industrial-strategy-green-paper.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/586626/building-our-industrial-strategy-green-paper.pdf)

For further information please contact Andrew Muter on Ext. 5201

Andrew Muter  
Chief Executive

**ANNUAL REPORT DETAILING THE EXEMPT REPORTS CONSIDERED BY THE ECONOMIC DEVELOPMENT COMMITTEE**

**1.0 Purpose of Report**

1.1 To provide the Economic Development Committee with a list of the exempt business considered by the Committee for the period 17 May 2016 to date. Members have the opportunity to review the exempt reports and request further information. The rule is defined in Paragraph 18 of the Constitution entitled 'Right of Members to Request a Review of Exempt Information'.

**2.0 Background Information**

2.1 The Councillors' Commission at its meeting held on 25 September 2014 proposed a number of changes to the Constitution, one of which being that 'the Committees undertake an annual review of their exempt items at their last meeting prior to the Annual Meeting in May', this was ratified by the Council on 14 October 2014.

2.2 Members will be aware that, they have the opportunity to request under Rule 18 of the Access to Information Procedure Rules, that exempt information should be released into the public domain if there are substantive reasons to do so.

**3.0 Proposals**

3.1 The following table provides the exempt business considered by the Economic Development Committee for the period 17 May 2016 to date:

<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Exempt Paragraph</b>	<b>Opinion of Report Author as to current status of the report</b>
15.06.16	Tourism Report	4	Could be released into Public Domain
14.09.16	Proposed Support for Local Business	3	Remain Exempt

**4.0 RECOMMENDATION**

**That Members consider whether the contents of the reports noted in paragraph 3.1 above should be released into the public domain.**

**Reason for Recommendation**

**To advise Members of the exempt business considered by the Economic Development Committee for the period 17 May 2016 to date.**

Background Papers - Nil

For further information please contact Nigel Hill – Business Manager Democratic Services on Ext: 5243.

Kirsty 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.

**Subject:**

Enabling commencement of amendments to the Council's Car Parking Order

**Appropriate Committee:**

Economic Development Committee

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

There are 2 amendments to current car parking arrangements that have been included in the car park order that has gone through the statutorily required consultation. No objections have been received. Amendments also require authorisation by Members and whilst other amendments have been to various committees the following items haven't due to timing. These however, require urgent determination and commencement on the grounds of safety, (1) at the Lorry Park and to ensure commencement of enforcement to deter misuse, afford a partnership income agreement to commence and provide additional essential capacity at London Road Car Park (2):

- (1) To incorporate an extension to the London Road Car Park, Newark, (London Road annex car park), to facilitate a partnership shared income agreement with the landowner including the provision of an additional 28 bays.
- (2) To assist with the safety at the Lorry Park, by amending the classes of vehicles allowed to park there, prohibiting motor cars not required for the delivery or collection of livestock and providing parking restrictions at various parts of the site.

**Members Consulted:**

**Councillor R.V. Blaney (Leader of the Council)**

**Councillor D.J. Lloyd (Chairman of Economic Development Committee)**

**Councillor P. Peacock (Opposition Spokesperson)**

**Reason for Decision**

Signed \_\_\_\_\_



Date 2 March 2017