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NG24 1BY**

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**Wednesday, 12 March 2025**

**Chair: Councillor J Hall  
Vice-Chair: Councillor L Tift**

**Members of the Committee:**

**Councillor N Allen  
Councillor A Brazier  
Councillor L Brazier  
Councillor D Darby  
Councillor R Jackson  
Councillor J Lee  
Councillor S Michael**

**Councillor D Moore  
Councillor K Roberts  
Councillor S Saddington  
Councillor M Spors  
Councillor P Taylor  
Councillor T Wildgust**

<b>MEETING:</b>	<b>General Purposes Committee</b>
<b>DATE:</b>	<b>Thursday, 20 March 2025 at 6.00 pm</b>
<b>VENUE:</b>	<b>Castle House, Great North Road, Newark, NG24 1BY</b>

**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 [helen.brandham@newark-sherwooddc.gov.uk](mailto:helen.brandham@newark-sherwooddc.gov.uk) 01636 655248

## AGENDA

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The Committee will be invited to resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
Categories of "Exempt Information" Under Scheduled 12A of the Local Government Act 1972 as amended	
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# Agenda Item 4

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **General Purposes Committee** held in the Castle House, Great North Road, Newark, NG24 1BY on Thursday, 12 December 2024 at 6.00 pm.

PRESENT: Councillor J Hall (Chair)

Councillor N Allen, Councillor A Brazier, Councillor L Brazier, Councillor D Darby, Councillor R Jackson, Councillor S Michael, Councillor D Moore, Councillor K Roberts, Councillor S Saddington, Councillor M Spoor, Councillor P Taylor, Councillor T Wendels and Councillor T Wildgust

APOLOGIES FOR Councillor L Tift (Vice-Chair)

ABSENCE:

### 35 NOTIFICATION TO THOSE PRESENT THAT THE MEETING WILL BE RECORDED AND STREAMED ONLINE

The Chair advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed.

### 36 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that Councillors M Spoor and P Taylor declared other registerable interests in Agenda Item No. 5 – Community Governance Review – Newark Town Council as elected Members of Newark Town Council.

### 37 MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2024

The minutes from the meeting held on 12 September 2024 were agreed as a correct record and signed by the Chair.

### 38 NEWARK COMMUNITY GOVERNANCE REVIEW

The Business Manager - Elections & Democratic Services presented a report which sought approval for the Terms of Reference, including a timetable to undertake a Community Governance Review of Newark Town Council.

It was reported that the Council were seeking to undertake a community governance review of Newark Town Council to ensure the ward boundaries and electoral arrangements remained effective and convenient for the local community. The draft Terms of Reference and map were appended to the report for Members.

Members considered the report, noting the list of consultees. The Business Manager - Elections & Democratic Services confirmed that Members would be kept informed of progress. No changes would be made to either the District or County ward boundaries.

AGREED that the Terms of Reference as set out at Appendix A to the report, be approved for the first stage of public consultation.

39 REVISION TO COMMITTEE REPORTS

The Committee considered the report presented by the Business Manager – Public Protection which sought to advise Members of the rationale for the revision to the format of the statistical and performance reports.

In presenting the report, the Business Manager noted the Members' concerns and comments from the previous meeting. She advised them that the Licensing Team were currently undergoing a transformation review. The review was seeking to: upgrade the licensing system; install and set up the public access system for licensing; to move away from paper-based licensing applications, wherever possible; and to continue to develop the payment system to allow customers to self-serve their application fees etc.

In considering the report a Member reiterated his concerns from the previous meeting. He stated the importance of receiving the information to ensure Members were kept informed as to what was happening within the district. He acknowledged the need for change to the reporting format to assist the resource issue within the Licensing Team but commented that the proposed revised format did not provide with sufficient information.

In response to whether it would be possible for the new online application process to be linked into a national database e.g. DVLA whereby when the applicant entered their Driving Licence No. it would automatically populate the form with any driving related endorsements they had received, the Business Manager advised that this would not be possible. Officers would still be required to carry out separate checks. She added that warning screens could be included in the online process to remind applicants that they must declare all relevant convictions and/or endorsements.

In referring to the weekly planning lists which were circulated to all members of the Council, a Member queried whether it would be possible for the Licensing and General Purposes Committees' Members to receive a similar weekly update following the completion of the aforementioned upgrade to the licensing system. The Business Manager confirmed that this would be possible when the new system was operational.

In response to the legal implications, the Council's Principal Legal Officer reiterated her comments contained within paragraph 3.3 of the report in relation to the proposed changes and the current reporting arrangements.

AGREED (unanimously) that:

- a) the rationale for the report changes be noted; and
- b) approval of the new format and information provided be deferred pending further discussions with Members and Officers.

40 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report of the Senior Licensing Officer, which set out the range and number of license applications received during the period April to June 2024 in relation to Hackney Carriage/Private Hire Drivers, Private Ambulance Drivers together with House to House and Street Collections.

AGREED that the report be noted.

Meeting closed at 6.48 pm.

Chair



Report to: General Purposes Committee – 20 March 2025

Director Lead: Sue Bearman, Assistant Director – Legal & Democratic Services

Lead Officer: Nigel Hill, Business Manager – Elections & Democratic Services, Ext. 5243

Report Summary	
<b>Report Title</b>	Community Governance Review – Newark Town Council
<b>Purpose of Report</b>	To consider initial submissions following the first stage of the Community Governance Review of Newark Town Council and to consider Draft Proposals for further public consultation.
<b>Recommendations</b>	That the General Purposes Committee approve the Draft Proposals as set out at Appendix B to the report, for the second and final stage of public consultation.
<b>Reason for Recommendation</b>	To undertake a community governance review of Newark Town Council to ensure the ward boundaries and electoral arrangements remain effective and convenient for the local community.

## 1.0 Background

- 1.1 In accordance with the Local Government and Public Involvement in Health Act 2007 the Council has the responsibility for undertaking community governance reviews.
- 1.2 The boundaries for Newark Town Council were last considered in a similar review in 2017. However, the East Ward (established following the Local Government Boundary Commission for England review of the electoral arrangements for Nottinghamshire County Council in 2017) still has minimal electors with no prospect of significant development ahead of the next scheduled elections in 2027. In addition, the South Ward is continuing to see development growth and therefore an increase in electors.
- 1.3 Following approval of the draft Terms of Reference by the Committee at their meeting held on 12 December 2024 and in accordance with the timetable for the review, the agreed Terms of Reference were published in January 2025 for the first stage consultation. This first stage consultation closed on 18 February 2025 and the responses are set out in **Appendix A** to the report.
- 1.4 In total, 28 responses were received from residents, one parish councillor and Newark Town Council. There was also a response from the County Council, but this advised that they would only comment at the final stage of the public consultation.

- 1.5 In respect of the residents' comments, these were split quite evenly between those which were neutral, reflecting there were no issues with the current governance changes and those who had made specific comments on the current arrangements. Some of the comments made such as widening the Town Council boundaries were outside the scope of the Terms of Reference, whilst others were suggesting specific changes which the Committee are invited to consider.
- 1.6 The representation from Newark Town Council stated that the South Ward should be renamed as Middlebeck, but otherwise a review of the warding arrangements should be deferred given the impending review of local government and a move to large unitary authorities.
- 1.7 The renaming of the South Ward to Middlebeck was also supported in some of the public representations. In respect of the other point to effectively defer the review until after local government re-organisation, this is not considered feasible as the electoral arrangements need to be clarified in advance of the full parish elections which will take place in 2027.

## **2.0 Proposal/Options Considered**

- 2.1 The Local Government & Public Involvement in Health Act 2007 places a duty on the Council to have regard to the need to secure that any Community Governance Review reflects the identities and any interests of the local community and that it is effective and convenient. Relevant considerations which influence judgements against those two principal criteria include the impact on community cohesion and the size, population and boundaries of the proposed area.
- 2.2 There is a clear rationale for renaming the South Ward Middlebeck. This reflects the addressing of properties in this Ward and residents will instinctively relate to this. Whilst the Town Council does not consider any further review is required, it is still necessary to formalise the arrangements for the East Ward and to address some of the elector ratios ahead of the elections which will take place in 2027.
- 2.3 Some of the stage one representations do suggest changes to some arrangements and it is proposed in the Draft Recommendations to address the current elector ratios by reallocating one Member to Magnus Ward from Beacon Ward and to recommend that the East Ward, whilst the polling district will be maintained (due to District Council Ward boundaries), should be merged within the Beacon Ward.
- 2.4 If those recommendations were to be implemented this would address some of the inequalities in elector ratios (based on the Register of Electors published on 1 December and used for the Terms of Reference) as illustrated in the table here.

<b>Current Arrangements</b>			<b>Proposed Arrangements</b>		
<b>Ward</b>	<b>Members</b>	<b>Ratio to Electors</b>	<b>Ward</b>	<b>Members</b>	<b>Ratio to Electors</b>
Beacon	5	1:987	Beacon	4	1:1,234
Bridge	3	1:1,281	Bridge	3	1:1,281
Castle	2	1:1,343	Castle	2	1:1,343
Devon	5	1:1,318	Devon	5	1:1,318

Magnus	1	1:1,973	Magnus	2	1:987
Sleaford	1	1:1,013	Sleaford	1	1:1,013
South	1	1:1,006	Middlebeck	1	1:1,006

2.5 The Draft Recommendations are attached as **Appendix B** to the report.

### **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Legal Implications (LEG2425/8220)**

3.1 The review proposed, takes into account the Local Government Boundary Commission for England Guidance on Community Governance Reviews. The review provides for a transparent and accessible consultation process, for a reasonable period, to ensure that the views of local electors and other stakeholders are fully considered.

3.2 The General Purposes Committee is the appropriate body to consider the content of this report.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Report to General Purposes on 12 December 2024  
Terms of Reference for the Review



Q1. Please provide your postcode	Q2. In what capacity are you giving us your views (eg individual or councillor)?	Q3. Please share your views or comments on the existing arrangements, including ward boundaries and names.
NG24 1UP	Resident	The town centre is carved up into six wards, most of which dominated by suburban dwellers. It is thus denied a sense of community and political representation.
NG24 2AT	Resident	There fine
NG24 3VH	Resident	Why isn't Balderton included?
NG24 1RF	Resident	The ward names seem irrelevant to anyone other than councillors.
NG24 1NU	Resident	No opinion
NG24 2J	Resident	I think they are suitable names however I believe 5 members for beacon and Devon should be lowered by 1 and those members re allocated to Newark east and south due to the ongoing increased development
NG24 1HE	Resident	I don't really know who represents me
NG24 1SW	Resident	Merge Magnus and Sleaford. Then move boundary between Magnus and Beacon so Barnby Road or railway line the boundary. Councillors for Beacon could then look after East until enough properties to warrant own Councillor
NG24 4HS	Resident	no concerns with existing
NG24 1HW	Resident	I think NG24 1HW post code should come under Castle Ward
NG24 1bu	Resident	Makes sense to me
NG24 4OP	Resident	It's all ok as it is
NG24 4RW	Parish or Town Councillor	The larger Wards could be divided
NG24 4HR	Resident	Fernwood, Balderton and Lowfield should be included within Newark
NG24 2AU	Resident	Why Sleaford...?
NG24 2HX	Resident	I consider that the existing boundaries and names be maintained for the time being.
NG24 1BY	Resident	all good
NG24 4PT	Resident	Newark south should include Hawton
NG24 4ah	Resident	Why do these boundaries need altering?
NG24 4HY	Resident	Fine with me
NG24 4JA	Resident	The areas seem disproportionate.
NG24 4BD	Resident	all fine
NG24 1NE	Resident	I always thought I was in Bridge ward as in the NSDC elections - I don't recall ever noticing Sleaford ward before but on this map it looks like this is my ward! I have always felt very removed from the views expressed about Bridge ward - it's a pretty varied area but we usually just hear about the York Drive estate and issues on Lincoln Road
NG24 2GT	Resident	Why Newark East with 0 members?
NG24 4AL	Resident	I have reviewed the Terms of Reference and I have watched the recording of the NSDC General Purposes and Licensing Committee meeting of 12th December 2024 where it was resolved to hold this review. I note that the officers of NSDC initiated the boundary review due to the lack of housing being built in East Ward, as there is "no prospect of land east being developed ahead of the 2027 elections." The officer also stated "given the level of [housing] growth, and potential growth, it [ward boundary review] may need to be done again in another two to three years possibly, but this will ensure the arrangements are sound ahead of the 2027 elections." I am therefore responding to this review on the basis of the current demographics as outlined in item 6 of the Terms of Reference, and the anticipated change to demographics based on the housing growth in South ward from 2024/25 to 2028/29 as per item 7 of the Terms of Reference. I support the officer's suggestion that if housing growth continues as expected, another ward boundary review may be needed in two or three years' time, following the 2027 election but in advance of the 2031 election. In item 6 of the Terms of Reference, it is clear there is a discrepancy between wards with regard to the ratio of electors to members. There are three wards with a ratio of between 1250 and 1350 electors to 1 member (Bridge ward, Castle ward, Devon ward), and a further three wards (Beacon ward, Sleaford ward, South ward) with a ratio of between 950 and 1050 electors to 1 member - albeit in this list, "Beacon ward" includes both the 4 members and 4934 electors for Beacon ward and the 1 member and 4 electors for East ward. I calculate the ratio for Beacon ward on its own as 1233 electors to 1 member, meaning the Beacon ward ratio is in fact more in line with the ward ratios in Bridge, Castle and Devon wards. The clear anomaly is the Magnus ward, with a ratio of 1 member to 1923 electors. In order to ensure parity of the ratio of members to electors, I suggest a sensible solution would be to incorporate East ward's 4 electors into Beacon ward, but to move the East ward member to Magnus ward; I calculate this would give a ratio of 1234 electors to 1 member in the merged Beacon and East ward, and a ratio of 986 electors to 1 member in the Magnus ward, which would allow Beacon ward to retain parity, and would also bring the Magnus ward ratio in line with the other wards. The terms of reference do not make clear that Newark Town ward boundaries need to be maintained so that District Council and County Council ward boundaries are retained, as mentioned by the officer, when he clarified "we would retain the East Ward in some form, given the county council boundaries and the district council boundaries, so you would have to retain that in name, certainly, you can't just disband that, so you would need to retain that in some form" - I would be very disappointed if this makes my abovementioned suggestion unworkable, as it was not made clear in the Terms of Reference that the District and County ward boundaries would dictate and restrict the options for Newark Town ward boundaries. Item 7 of the Terms of Reference shows the anticipated housing growth, particularly in the South ward, in the coming years; this shows that 307 dwellings are predicted to come forward between 2024/25 and 2028/29. Given that it is highly unlikely that all of these dwellings will be built and inhabited before the 2027 election, there is no reason to expect the ratio of electors to members in the South ward to be significantly different from the other ward ratios for the 2027 election. As previously mentioned, based on the comments made by the officer to councillors at the meeting of 12th December, it seems likely that if housing growth continues, another ward boundary review will be undertaken after the 2027 election; therefore I will not make any suggestions as to future arrangements for this ward beyond the 2027 election.
NG24 4AL	Resident	With regard to the names of the wards, I support the officer's suggestion from the meeting of 12th December 2024, that the South ward be renamed as Middlebeck ward - in fact, I had already planned to suggest this when reading the terms of reference but before seeing the recording of the meeting - as I believe Newark residents are more likely to instinctively locate the ward by the name Middlebeck instead of South, in the same way as anyone with local knowledge can instinctively locate the Devon and Magnus wards based on their names.
Newark Town Council	Representative of local organisation	Formal confirmation of the response of the Town Council to the consultation as agreed at a meeting of the Council that took place last night. 1. South Ward should be renamed the Middlebeck ward. 2. A review of the wards and electoral boundaries is not considered appropriate at this time and should be deferred until the outcome of the local government re-organisation plans and push for unitary authorities proposed by the government in its recent white paper are clear.
Nottinghamshire County Council	Representative of local organisation	The Council appreciates that this is the first of two periods of consultation and that at this time other proposals are likely to come forward. At this stage Nottinghamshire County Council would like to acknowledge our interest in the review but do not wish to make comments at this time. The Council reserves the right to respond during the second consultation stage, after the final draft recommendations have been published. We can then consider these in conjunction with submissions and comments made by local communities during the first phase of consultation. We will therefore consider whether a formal response providing comments is required at that time.

**Review of Parishes and Related Matters**  
**Local Government and Public Involvement in Health Act 2007**

**Review of Newark Town Council Ward Boundaries and Electoral Arrangements**

**Draft Recommendations – March 2025**

**1.0 Background Information**

- 1.1 The Council is undertaking a Community Governance Review of the Newark Town Council ward boundaries and electoral arrangements in light of future development of housing in the town and the current electoral arrangements.
- 1.2 In undertaking the Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and Guidance on Community Governance Reviews issued by the Department of Communities and Local Government and the Electoral Commission.
- 1.3 The Terms of Reference for this Review were approved by the General Purposes Committee on 12 December 2024. Comments on the Terms of Reference were sought from local residents and interested parties and the results of these were considered by the General Purposes Committee on 20 March 2025. In considering those, the Committee recommended these Draft Proposals upon which we are now inviting comments.

**2.0 Draft Recommendations**

2.1 The Draft Recommendations are as follows:

- The Town Council retain 18 Members.
- The South Ward be renamed Middlebeck.
- The East Ward be merged with Beacon Ward.
- The electoral arrangements for Newark Town Council, effective ahead of the May 2027 elections be as follows:

Beacon Ward – 4 Members  
Bridge Ward – 3 Members  
Castle Ward – 2 Members  
Devon Ward – 5 Members  
Magnus Ward – 2 Members  
Middlebeck Ward – 1 Member  
Sleaford Ward – 1 Member

Note – for any Order made following this Review, any by-elections to fill casual vacancies ahead of the full 2027 elections to be undertaken in accordance with the new electoral arrangements and boundaries.

2.2 The attached map shows the proposed changes to boundaries (changes in red).

### **3.0 Statutory Consultation**

- 3.1 The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review (for instance the local Member of Parliament and the County Council) and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.
- 3.2 The Council will consult in an appropriate and accessible manner within the Review area ensuring that those most affected are given the opportunity to respond. Any decisions made and the reasons for those decisions will be published following the Review.
- 3.3 In accordance with the Local Government and Public Involvement in Health Act 2007, representations received in connection with the Review will be taken into account, and consultees will be informed of the outcome of the review. The mechanism for this will be through the Council's website, issuing press releases, personal communication where appropriate and through the lodging of key documents on deposit at parish council offices etc.
- 3.4 The consultation period on the draft recommendations will end on 2 May 2025.

### **4.0 How to Contact Us**

Contact details at the Council for the duration of the review are as follows:



Nigel Hill – Business Manager – Elections & Democratic Services Email [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk)

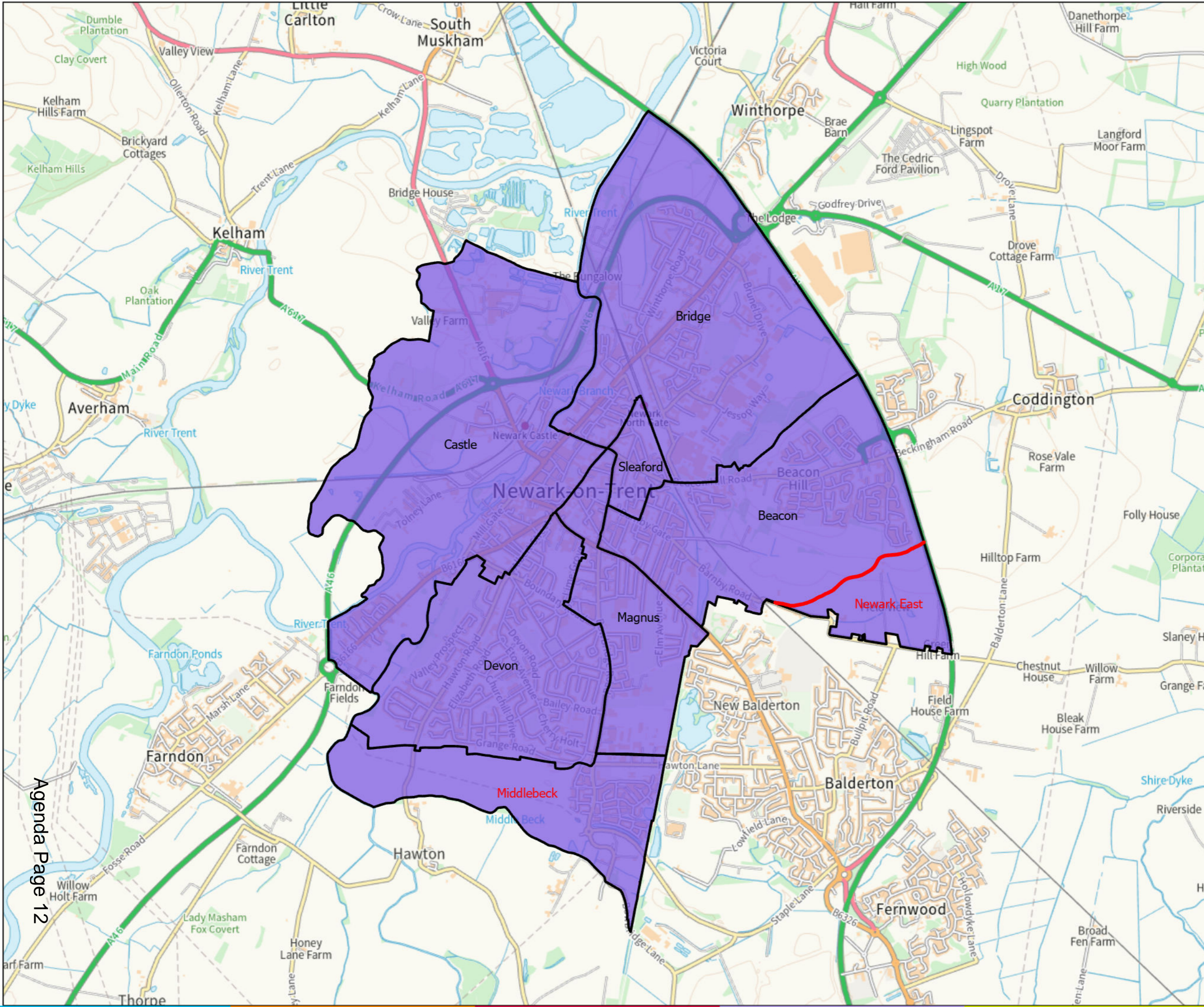
### **5.0 Date of Publication of Draft Recommendations**

Draft Recommendations due to be published 24 March 2025.



**Legend**

-  Parish Wards
-  Newark



**Drawing Reference**

**Location**  
Newark Parish

**Drawing Title**  
Newark Parish Wards

Date Exported: 11/03/2025

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Report to: General Purposes Committee: 20 March 2025

Director Lead: Matthew Finch

Lead Officer: Damian Wilkins, Environmental Health & Licensing Manager

Report Summary	
<b>Report Title</b>	Adoption of a Permanent Pavement Licence Scheme
<b>Purpose of Report</b>	To approve the adoption of the permanent scheme to replace the temporary scheme. To approve the fees for Pavement Licences. To delegate functions to officer level.
<b>Recommendations</b>	It is recommended that the General Purposes Committee: <ul style="list-style-type: none"> <li>a) approve that the permanent Pavement Licence Scheme replace the temporary scheme;</li> <li>b) approve the proposed fees for Pavement Licences; and</li> <li>c) approve delegated authority be given to the Business Manager – Public Protection to determine applications, as with the Temporary Scheme.</li> </ul>
<b>Reason for Recommendation</b>	The Licensing Authority has delivered the Temporary Pavement Licence Scheme since its introduction. Amendments to the Business & Planning Act 2020, made by the Levelling Up & Regeneration Act 2023, have introduced a Permanent Pavement Licensing Scheme to replace the temporary scheme. We need to introduce a permanent scheme to ensure that the Council is able to continue to provide this service and regulate pavement licences within the District.

## 1.0 Background

- 1.1 The Business & Planning Act 2020 delegated the issue, administration and enforcement of Temporary Pavement Licences to Newark & Sherwood District Council. The Temporary Pavement Licence scheme was adopted at a meeting of the Licensing Committee on 3 September 2020 – as detailed in **Appendix One** to this report. A copy of the Minutes of the Licensing Committee decision is attached at **Appendix Two**.
- 1.2 A Pavement Licence permits a pub, bar, restaurant, café, snack bar, coffee shop, or ice cream parlour to place street furniture in an approved location on the highway (defined as generally being footpaths restricted to pedestrians or roads and places to which vehicular access is restricted or prohibited).

- 1.3 Such a designated area is solely to provide for the serving and consumption of food and drink outdoors at such establishments, in order to continue to promote public safety and to give a boost to the hospitality sector. It also hopes to boost the vibrancy of localities by creating a “vibrant alfresco experience for all”.
- 1.4 The maximum fee permitted for a Temporary Pavement Licence was £100.00, however, the Council opted to charge a fee of £50 and a renewal fee of £25.
- 1.5 Under this temporary scheme, several applications were received between 2020 and 2023, some of which were granted following consultation. Officers have reviewed the applications that have previously been granted and these have all expired.
- 1.6 With effect from 31st March 2024, the Levelling Up & Regeneration Act 2023 made amendments to the provisions of the Business & Planning Act 2020, to make the Temporary Scheme, a Permanent Scheme.
- 1.7 Under the Permanent Scheme, individuals now have a legal right to make the application and if the Council does not determine such an application, the applicant will automatically get their licence. Therefore, if the Council does not replace the Temporary Scheme with the Permanent Scheme, licences will be deemed granted.
- 1.8 There are only a few changes between what was in place under the Temporary scheme and what is required under the Permanent Scheme, namely:
- The 7 day consultation period for applications increases to 14 days;
  - The 7 day period to hold a Hearing following the close of consultation for contentious applications increases to 14 days;
  - The Council can set fees for such licences (subject to new maximum permitted levels);
  - Licences can be issued for a maximum period of 2 years, or less; and
  - The Council is provided with the powers to enforce designated Pavement Licence areas.
- 1.9 The standard conditions, application form, and site notice devised by the Licensing Team and used by all of the Nottinghamshire Councils have been amended to be taken forward under the Permanent Scheme, simply by removing the word “Temporary”, and offering licences for the duration of 12 months or 24 months.
- 1.10 Licences to be issued for a shorter period than 12 months would be at the discretion of the Chair of the General Purposes Sub Committee for a contentious application.
- 1.11 Officers have calculated the costs for new licences and renewal applications for 1 year and 2 year periods, in **Appendix Three**, and the proposed fees are:
- New Licence (1 Year): £100
  - New Licence (2 Years): £150
  - Renewal Licence (1 Year): £75
  - Renewal Licence (2 Years): £125

1.12 The authority to determine temporary licence applications was delegated to the Public Protection Business Manager (Appendix 1 of the 2020 Committee Report) and it is proposed that decision making in respect of the permanent scheme remains the same.

## **2.0 Proposal/Options Considered**

2.1 This Committee may not approve the scheme or fees. This would mean that the Council would not be able to determine applications and/or would not be able to recover the costs to the Council of determining applications for permanent licences.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **3.1 Data Protection**

Accepting the recommendations will not increase the volume of data held by the Council. The data will be held and processed in accordance with the data protection principles contained in Schedule 1 to the Data Protection Act 1998.

### **3.2 Financial Implications FIN24-25/9223**

These proposals will ensure that costs are recovered. Under the Localism Act we are allowed to charge for the cost of the service. The money received will only be used to cover the existing costs for this activity. An annual review will be completed by the Public Protection Business Manager and Finance to ensure the cost recovery of the service is calculated only to cover the services completed, and to ensure officer time and costs are reviewed.

In the short term these charges will only generate a very modest income given the number of applications that the Licensing team are currently asked to undertake.

### **3.3 Legal Implications**

With effect from 31 March 2024, the Levelling Up & Regeneration Act 2023 made amendments to the provisions of the Business & Planning Act 2020, to make the Temporary Scheme become a Permanent Scheme. Under the Permanent Scheme, individuals now have a legal right to make the application and if the Council does not determine such an application, the applicant will automatically receive their licence.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

[Pavement Licences-Guidance](#)

**APPENDIX 1****Scheme of Delegation of Functions  
under the Business & Planning Act**

<b>Matter to be dealt with</b>	<b>Cabinet</b>	<b>General Purposes Committee</b>	<b>Business Manager Public Protection after consultation with Chairman/Vice Chairman of GP Committee</b>	<b>Business Manager Public Protection</b>
Grant the application in full – no representations	X	X	X	✓
Grant the application in full - representations received	X	X	If a relevant representation is considered serious and cannot be resolved	If a relevant representation is made that is considered minor.
Refuse the Licence in full	X	X	If a relevant representation is made	If no relevant representation is made
Revoke the licence	X	X	✓	X
Serve Notice requiring steps to be taken	X	✓	X	✓
Revoke the notice of steps to be taken	x	x	x	✓
Carry out works in default	X	X	x	✓



**NEWARK AND SHERWOOD DISTRICT COUNCIL**

Minutes of the Meeting of **Licensing Committee** held in the Broadcast from Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 September 2020 at 6.31 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)  
Councillor R White (Vice-Chairman)

Councillor Mrs K Arnold, Councillor L Brazier, Councillor Mrs B Brooks,  
Councillor R Jackson, Councillor Mrs S Michael, Councillor  
Mrs S Saddington, Councillor I Walker and Councillor K Walker

APOLOGIES FOR ABSENCE: Councillor Mrs I Brown (Committee Member), Councillor S Carlton  
(Committee Member), Councillor M Cope (Committee Member),  
Councillor P Harris (Committee Member) and Councillor  
Mrs Y Woodhead (Committee Member)

**REMOTE MEETING LEGISLATION**

The meeting was held remotely, in accordance with the Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England & Wales) Regulations 2020.

**23 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS**

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

**24 DECLARATION OF ANY INTENTION TO RECORD MEETING**

The Chairman advised that the proceedings were being recorded by the Council and that the meeting was being livestreamed and broadcast from the Civic Suite, Castle House.

**25 MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2019**

AGREED (unanimously) that the Minutes of the meeting held on 5 September 2019 be approved as a correct record and signed by the Chairman.

**26 COUNTY WIDE BEST BAR NONE SCHEME FOR 2019/2020**

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members as to the findings of the review of the current Best Bar None Scheme (BBN) Scheme.

The report highlighted that following the review it was felt that the element missing from the scheme appeared to be the measurement of customer experience and the enjoyment of the venue and the feeling of it being a safe place to visit. The review also brought to light the duplication between the requirements of the BBN scheme and the legal requirements for holding a licence. Officers from Nottinghamshire, who carried out the review, felt that the scheme should reflect something over and above

the legal requirements. It was reported that the proposed inclusion of customer experience did not form part of the national scheme and therefore discussions had been held with the national executive in this regard. They had responded favourably and asked for a local scheme to be developed for their consideration. The development of a local scheme had been delayed due to the Coronavirus Pandemic and whilst work was ongoing, it was not seen as a priority for local authorities or licensed premises.

AGREED (unanimously) that:

- (a) the outcome of the review of the Nottinghamshire County Best Bar None Scheme be noted; and
- (b) the delay of the scheme to spring/summer 2021 be supported.

27 **REVIEW OF CONTROLS FOR DRINKING IN PUBLIC PLACES**

The Committee considered the report presented by the Business Manager – Public Protection which sought to report to Members the findings of the additional consultation with Parish Councils and the Police on the proposed revised scheme of Alcohol Control Public Space Protection Orders (PSPO) within the district.

It was reported that additional consultation had been carried out with the parishes listed in paragraph 3.2 of the report following concerns expressed by Members about the responses received to the initial consultation conducted. The responses to the additional consultation were listed within the report. Additional consultation was also carried out with a number of different parishes who had a Drinking in a Public Place Order (DPPO) in place. Due to the delay in progressing this matter as a result of the Coronavirus Pandemic a further round of consultation was carried out at the end of July with the responses received being reported in paragraph 3.11 of the report.

In considering the report and the proposals as listed in paragraph 4.0 of the report, all Members again expressed their concerns about the revocation of the current DPPOs, stating that they provided a useful tool as a deterrent and their removal would increase the potential for alcohol related incidents to increase. Members also advised that from their discussions held with the Police they were in agreement with the retention of the Orders. The Business Manager advised that he had also spoken with the Police, mainly about anti-social behaviour (ASB) and that they were looking to control that through ASB legislation and not alcohol controls.

The Business Manager advised that the old DPPOs were made without a requirement for reviews or assessments to be carried out but that the new PSPOs were evidence based and were subject to review. Members agreed that it better to keep the orders in place to act as a deterrent. It was proposed and seconded that all the current DPPOs as listed in the report remain in place.

AGREED (unanimously) that:

- (a) contrary to Officer recommendation, the DPPOs in place in the following parishes remain in place:

Farnsfield; Balderton; Blidworth; Edwinstowe; Sutton on Trent; and Rufford Country Park;

(b) a Public Space Protection Order be agreed in:

Southwell; Clipstone; Ollerton & Boughton; and Rainworth (as shown on Maps 1 to 4 attached to the report);

(c) the terms of the Order, as noted in paragraph 4.3 of the report, be approved; and

(d) the fixed penalty level for all PSPOs is set at £100.00 reduced to £75.00 if made within 14 days be approved.

28 **REGULATION OF DOOR STAFF AT LICENSED PREMISES**

The Committee considered the report presented by the Business Manager – Public Protection which sought Members’ approval for initiatives aimed at improving the regulation of door staff at licensed premises.

The report set out the criteria that applicants for a Security Industry Authority (SIA) licence have to meet before they are granted a licence and what holders of a licence must do. It was noted that the SIA were the main enforcement authority for the regulation of door supervisors but that it was recognised that local authority licensing staff had an important role to play. It was further noted that local authority staff could be authorised by the SIA to enforce the law with regard to door supervisors and that the Council had duly authorised two Licensing Enforcement Officers to undertake licence checks of door supervisors in the district.

Paragraph 3.0 of the report set out that the number of venues in the district required to provide door supervisors was small compared to some other towns but that occasional reports of poor behaviour by staff were received. Members noted that it was proposed that the Licensing Enforcement Officers would hold annual meetings with door staff and their employing organisation who operate in the district to set out the approach that the Council expected from them. This would have some elements of enforcement but would also take a wider approach and include elements of safeguarding of vulnerable people and the wider promotion of the night time economy.

AGREED (unanimously) that an annual meeting with door supervisors be organised in an appropriate Covid-19 secure manner.

29 **BUSINESS & PLANNING ACT 2020 AND IMPLICATIONS FOR LICENSED PREMISES**

The Committee considered the report presented by the Business Manager – Public Protection which sought Members approval for the implementation of the Business & Planning Act 2020 in relation to pavement licences and other impacts on licensed premises. It was noted that the Act had been introduced to support business with arrangements to trade effectively during the controls imposed as part of the combatting of the Coronavirus Pandemic.

The report set out for Members the background of the new legal framework for pavement licences and the powers that had been given to district and borough councils who would be required to process applications for them. Details of the application process, together with the necessary consultations and conditions were included in the report. Also included within the report was information as to the changes made to the Licensing Act 2003 in relation to off-sales. Paragraph 3.0 of the report set out the proposals, with the introduction of a scheme of delegation, some proposed conditions to be attached to licences and the organisations to be consulted on each application.

In considering the report Members commented on a number of issues. In relation to pavement licences Members stated that these would be acceptable on wide pavements and that a minimum width should be set. The Business Manager advised that it was necessary to consult the Highways Authority for each application and would expect this type of issue to be raised.

A Member raised concern as to the potential hours of operation and that any consultations were properly scrutinised by the relevant organisation. The Business Manager agreed that hours of operation did cause some concern but it was hoped that the extended consultation base would provide responses as to the potential impacts.

The use of glass outside on pavement areas was also raised as a concern, especially during the hours of darkness should they get left on the ground or dropped and smashed. The Business Manager advised that many premises adopted the use of polycarbonate glasses as part of their premise licence. He also added that it was possible to review, amend or add to the conditions attached to a licence.

AGREED (unanimously) that:

- (a) the scheme of delegation set out at Appendix 1 be approved;
- (b) the fee of £50 for application and £25 renewal be approved;
- (c) the standard conditions attached as appendix 2 be approved; and
- (d) the list of consultees as below be approved:
  - Highways Authority
  - Nottinghamshire Police
  - NSDC Planning Business Unit
  - The relevant Town or Parish Council
  - NSDC Environmental Health

30 **LICENSED PREMISES AND THE REGULATION OF CORONAVIRUS CONTROLS**

The Committee considered the report presented by the Business Manager – Public Protection which sought to update Members on the actions taken to implement the coronavirus controls in licensed premises.

The report set out the issues that had arisen subsequent to the closure of all bars, pubs, night clubs and cafes at midnight on 20 March 2020 and the response and actions taken by the Licensing Team of Newark & Sherwood District Council. Also contained in the report were the broad requirements necessary for those premises to

re-open from 4 July, with it being noted that these were guidance and not law. Again, the response and actions taken subsequent to the re-opening of the aforementioned premises were detailed in paragraph 3.0 of the report.

In considering the report Members expressed their thanks for all the work undertaken by Officers, adding that the public must also take responsibility for their own safety.

In relation to the outbreak at the factory located in Newark, a Member queried as to why the premise had not been closed and deep cleaned. The Business Manager advised that whilst employees were testing positive, there was no obvious connections within the actual premises but more so externally. The workers had been required to self-isolate if positive as were those that had been in contact with them. Members agreed that the course of action taken had worked as the number of positive cases had fallen.

AGREED (unanimously) that the actions taken in relation to licensed premises and Covid-19 actions be noted.

31 MINUTES OF LICENSING SUB-COMMITTEES

31a 10 October 2019 - Mccarroll's Barbers

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of McCarrolls Barbers held on 10 October 2019 be noted.

31b 17 June 2020 - RSPB

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of the RSPB held on 17 June 2020 be noted.

31c 4 August 2020 - 29 Appleton Gate

AGREED (unanimously) that the Minutes of the Licensing Hearing in respect of 29 Appleton Gate held on 4 August 2020 be noted.

32 UPDATE ON PERFORMANCE AND ENFORCEMENT MATTERS

The Committee considered the report presented by the Senior Licensing Officer in relation to the activity and performance of the Licensing Team between 1 January and 30 June 2020.

AGREED (unanimously) that the report be noted.

33 TEMPORARY EVENT NOTICES - JANUARY TO JUNE 2020

The Committee considered the report presented by the Senior Licensing Officer in relation to the Temporary Event Notices received between 1 January and 30 June 2020.

AGREED that the report be noted.

34 **FORWARD PLAN**

AGREED that the following items be added to the Committees Forward Plan for consideration at the next meeting scheduled for 12 November 2020.

- Update Report on the County Wide Best Bar None Scheme
- Update Report on Door Staff at Licensed Premises
- Update Report on Business & Planning Act 2020 and Implications for Licensed Premises, specifically Pavement Licences.
- Test Sales with Supermarkets, including the wearing of face masks

Meeting closed at 7.35 pm.

Chairman

## Appendix 3

Calculating the costs – following request for a Pavement Licence:

<b>Process</b>	<b>Estimated time</b>	<b>Officer level</b>	<b>Rate</b>	<b>Cost</b>
Initial enquiry and supply of application forms or redirection to website	0.5	Licensing Support Officer	£19	£9.50
Check application and send out consultation e-mail	0.5	Senior Licensing Officer	£28	£14
Review responses to consultation & seek clarification/agreement from applicant	1.0	Senior Licensing Officer	£28	£28
Create & maintain Uniform record and issue licence & cover letter	0.5	Senior Licensing Officer	£28	£14
Review of existing licences & renewal reminder/application forms sent	0.5	Licensing Support Officer	£19	£9.50
Annual compliance visit including travel	1.0	Licensing Enforcement Officer	£25	£25
Inspection report writing	1.0	Senior Licensing Officer	£28	£28
Materials & printing costs	-	-	-	£25
<b>Totals</b>	<b>5 hours</b>	<b>-</b>	<b>-</b>	<b>£153</b>



Report to: General Purposes Committee – 20 March 2025  
 Director Lead: Matthew Finch, Director – Communities & Environment  
 Lead Officer: Narelle Plowright, Senior Licensing Officer

Report Summary	
<b>Report Title</b>	Update on Performance and Enforcement Matters
<b>Purpose of Report</b>	To provide Members of the Committee with details of the various activities undertaken by the Licensing Team in relation to Hackney Carriage/Private Hire Drivers, Private Ambulance Drivers together with House to House and Street Collections
<b>Recommendation</b>	That the report be noted.

## 1.0 Background

- 1.1 New applicants for Hackney Carriage/Private Hire Drivers or Private Ambulance Drivers Licences must undergo various checks. These include a: Disclosure and Barring check; DVLA check; two references are required; Group II medical; and knowledge & ability tests.
- 1.2 This report covers the period from 1 October to 31 December 2024 inclusive and sets out the range and number of licence applications during this period. It also highlights any activity required as a result of the applications.

Application Type	New Applications Rec'd	Renewal of Applications Rec'd	Number Issued	Comments
Hackney Carriage/ Private Hire Driver	2	11	13	
Ambulance Drivers	2	6	7	
Hackney Carriage Vehicles	2	15	17	
Private Hire Vehicles	3	5	8	
Private Ambulance Vehicle Licence	5	19	24	

## 1.3 Street Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 October to 31 December 2024 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80% of the collection that is returned to the charity.



<b>Charity</b>	<b>Date</b>	<b>Total Amount Collected</b>	<b>% Returned to Charity</b>
No Collections			

#### 1.4 House to House Collections

The table below sets out the numbers of collections undertaken within the reporting period of 1 October to 31 December 2024 and the charities supported. The organisations undertaking the collections are required to complete a return that sets out the 80 % of the collection that is returned to the charity.

<b>Charity</b>	<b>Date</b>	<b>Total Amount Collected</b>	<b>% Returned to Charity</b>
No Collections			

#### 1.5 Enforcement Issues

Enforcement Activity between 1 October to 31 December 2024:

<b>Location</b>	<b>Activity</b>	<b>Date Case Opened</b>	<b>Action Taken So Far</b>
Middlegate, Newark	Taxi inspection	21/10/2024	AIO
Newark Hospital	Taxi complaint	5/11/2024	Took months to obtain evidence from witness of taxi driver causing obstruction and being abusive to security staff. Taxi driver interviewed. Enqs continuing to resolve parking issues to pick up disabled people at hospital.
Lincoln St, Newark	Taxi inspection Plate 32.	9/10/2024.	Everything in order.
Lincoln St, Newark	Taxi inspection Plate 115.	9/10/2024.	Everything in order.
Middlegate, Newark.	Taxi inspection Plate 68.	9/10/2024.	Everything in order.
Middlegate, Newark .	Taxi inspection Plate 53.	9/10/2024.	Everything in order.
Middlegate, Newark.	Taxi inspection Plate 09.	11/10/2024.	Everything in order.
Northgate Railway Station.	Taxi inspection Plate 12.	11/10/2024.	Everything in order.
Lincoln St, Newark.	Taxi inspection Plate 93.	7/11/2024.	Everything in order.
Lincoln St, Newark.	Taxi inspection Plate 84.	7/11/2024.	Everything in order
Lincoln St, Newark.	Taxi inspection Plate 94.	7/11/2024.	Everything in order.
Middlegate, Newark.	Taxi inspection Plate02.	13/11/2024.	Everything in order.
Middlegate, Newark.	Taxi inspection Plate06.	5/12/2024.	Everything in order.

## **2.0 Proposal/Options Considered**

- 2.1 This report is intended to provide Members with a summary of the various activities undertaken by the Licensing Team in relation to Hackney Carriage/Private Hire Drivers, Private Hire Ambulance Drivers together with House to House and Street Collections.

## **3.0 Implications**

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted